SUPPLIER REGISTRATION, NDBUYS NAVIGATION, AND ACCOUNT MANAGEMENT

v2.0
12/2025

Table of Contents

The user's screen in NDBuys may differ slightly from this guide, but the steps to complete the activity will be the same.

This icon indicates there are further **policy or business process details** relating to a step.

Registering as a New Supplier: pages 2-6

NDBuys General Navigation: pages 7-9

Reviewing a Supplier Record: pages 10-11

Managing Contacts: pages 12-13

Uploading Supplier Documents & Certifications: page 14

Creating a Supplier Change Request for an Address Change: pages 15-16

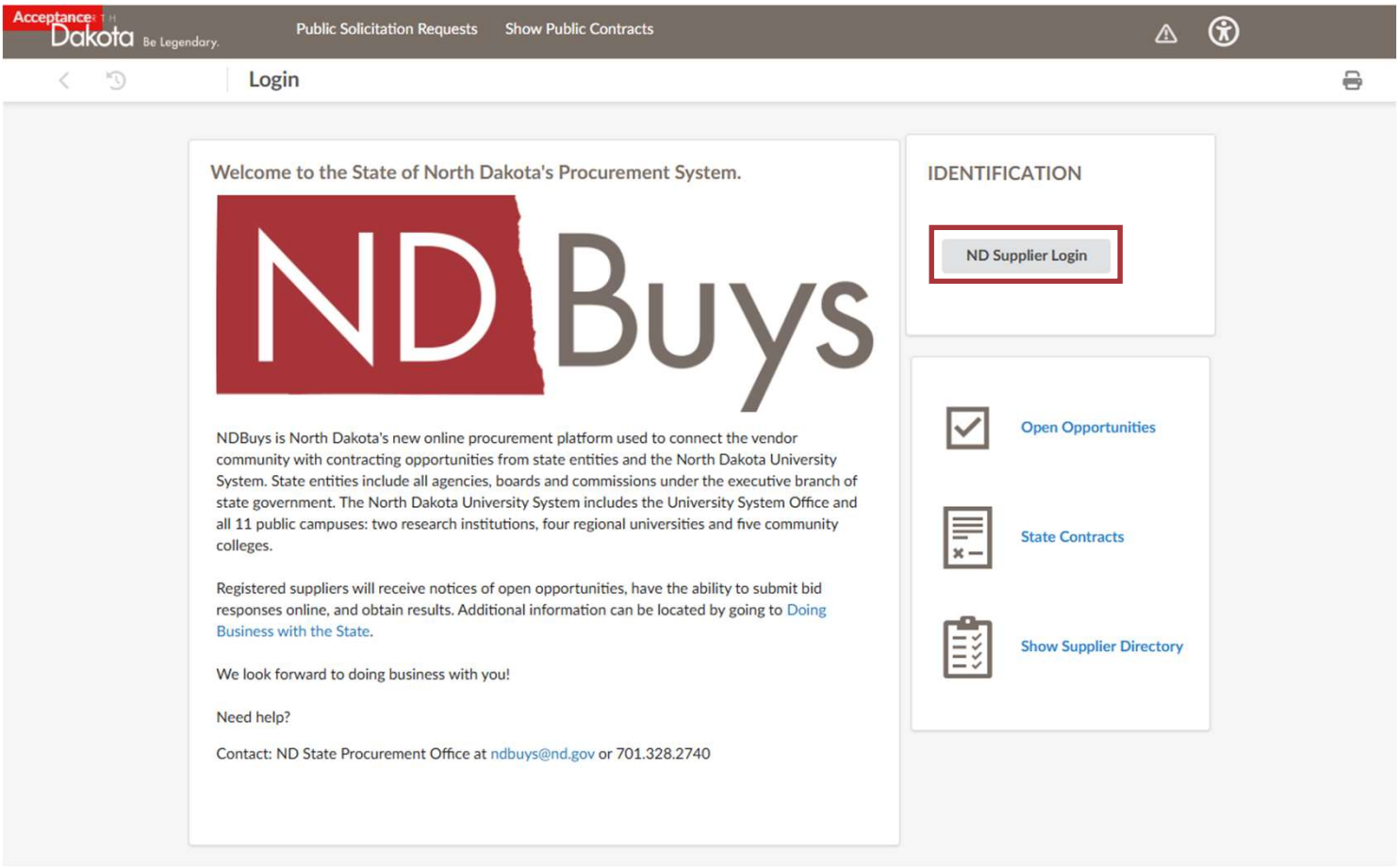
Updating, Adding, and Deleting Commodity Codes: pages 17-19

For questions or additional assistance, please contact support at the below contact information.
Email: support-northdakota@ivalua.com
Phone: US +1 (701) 540 9648

REGISTERING AS A NEW SUPPLIER (1/5)

The registration process begins when a supplier wants to do business with the State of North Dakota (ND) and North Dakota State University (NDUS).

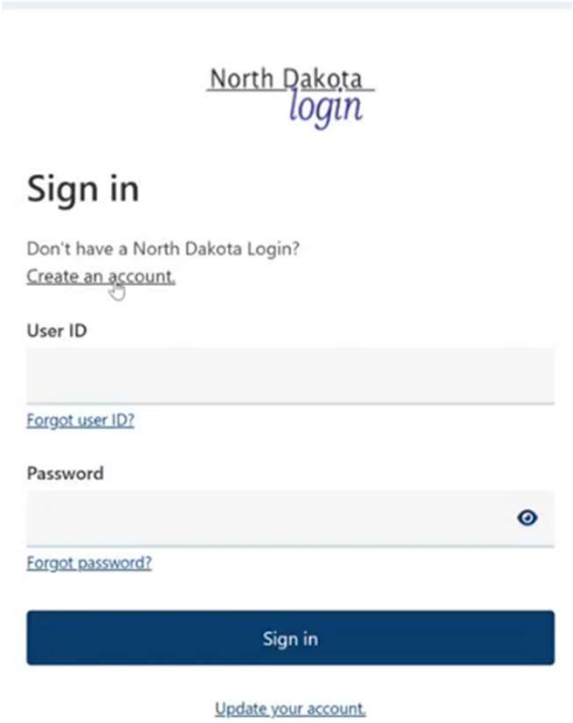
1. To begin the registration process, go to the https://public.ndbuys.nd.gov and click **Single-Sign On Login.**



REGISTERING AS A NEW SUPPLIER (2/5)

2. If the user does not currently have a North Dakota (ND) Supplier login, click **Create an account**. An existing supplier can enter their login credentials and click **Sign In.**

- The ND Supplier login is a secure, single sign-on that provides users' access to NDBuys.
- A valid ND Supplier login is required for each NDBuys user.
- This ND Supplier login will be linked to the supplier record.

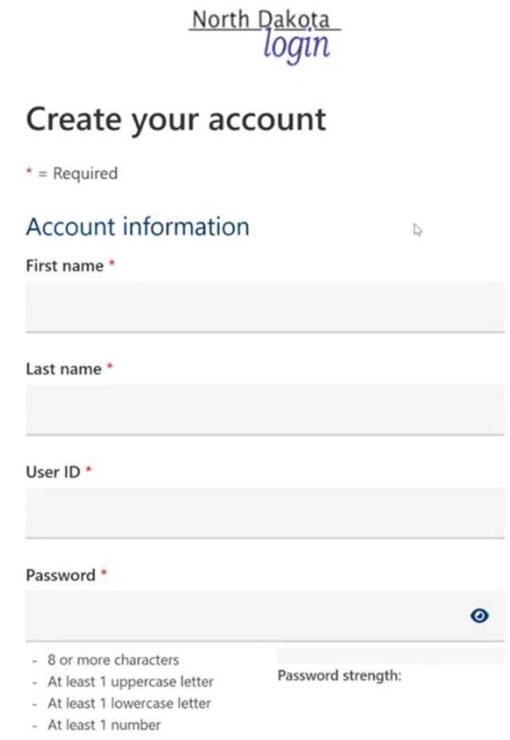


3. If the supplier already has a ND Supplier login, proceed to **Step 8**.

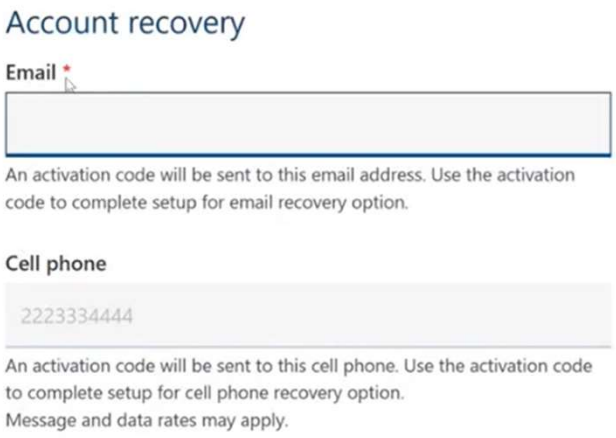
NOTE: The supplier's login email must be the same as the email on the bidder list profile.

REGISTERING AS A NEW SUPPLIER (3/5)

4. Enter the supplier's personal information, including first and last name. Enter the desired **Username and Password.** The password must be at least 8 characters in length, at least 1 uppercase letter, 1 lowercase letter, and at least 1 number.



5. Scroll down and enter a valid **Email** and **Cell phone**.
   a) An **activation code** will be sent to this email address. Use the code to complete setup for the **email recovery option**.
   b) An **activation code** will be sent to this cell phone. Use the code to complete setup for the **cell phone recovery option.**



REGISTERING AS A NEW SUPPLIER (4/5)

6. Select security questions and provide answers for each field. These questions may be used to confirm the supplier's identity during future login attempts.

7. Once all the mandatory fields have been completed, click **Create account**.

8. Click return to login and the supplier contact can now log in with their North Dakota Supplier login credentials.

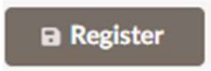
9. If the User ID and email is not associated with a supplier record, the user will be directed to the registration form. – Proceed to **step 10**.

If the User ID and email is already associated with a supplier record, the registration form will not appear. Proceed to **step 11**.

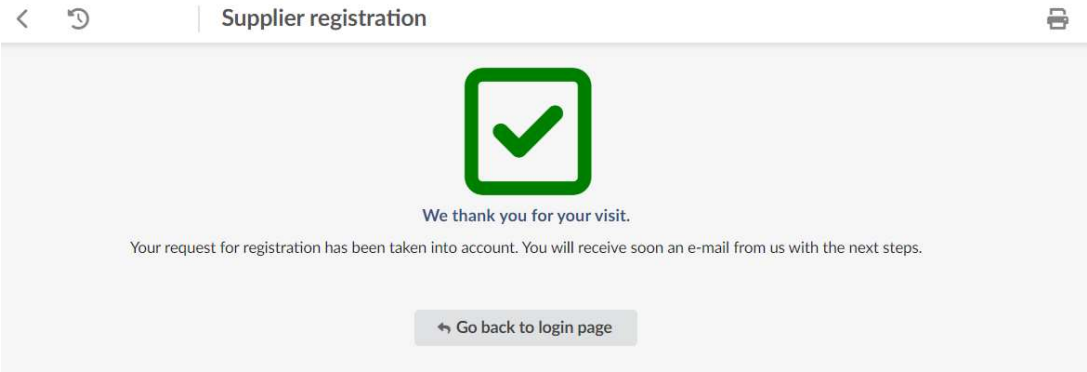
REGISTERING AS A NEW SUPPLIER (5/5)

10. Once the initial registration form is accessed and opened, the supplier contact needs to provide basic information about their organization. This will allow the supplier contact to submit the account request to create a new supplier record:

- **Registration Types:** US or Non-US type
- **Entity Information:** Identify the organization's legal name and structure
- **Legal Address Information:** Primary mailing address for the organization and Doing Business As (DBA) location/site address
- **Company Identifier:** Basic information such as Tax ID Number (TIN), and if applicable, Unique Entity Identifier (UEI)
- **Contact Information:** Name, title, email address, commodity codes, and comments for the primary contact at the organization (Enter the commodities the supplier provides; this will ensure notification of solicitations that contain the commodities selected).
- **Security Control:** A CAPTCHA verification to filter out spam

11. Click **Register**. 

- The supplier contact will be prompted to the following screen:



Congratulations on successfully completing the required NDBuys steps for **Registering as a New Supplier in NDBuys**!

NDBUYS GENERAL NAVIGATION: NAVIGATION OPTIONS (1/3)

Once a supplier's registration request has been approved, the supplier contact that submitted the request can log in to NDBuys. After accepting the **"General Terms of Use",** the supplier contact can access the NDBuys homepage to manage their organization's account information:

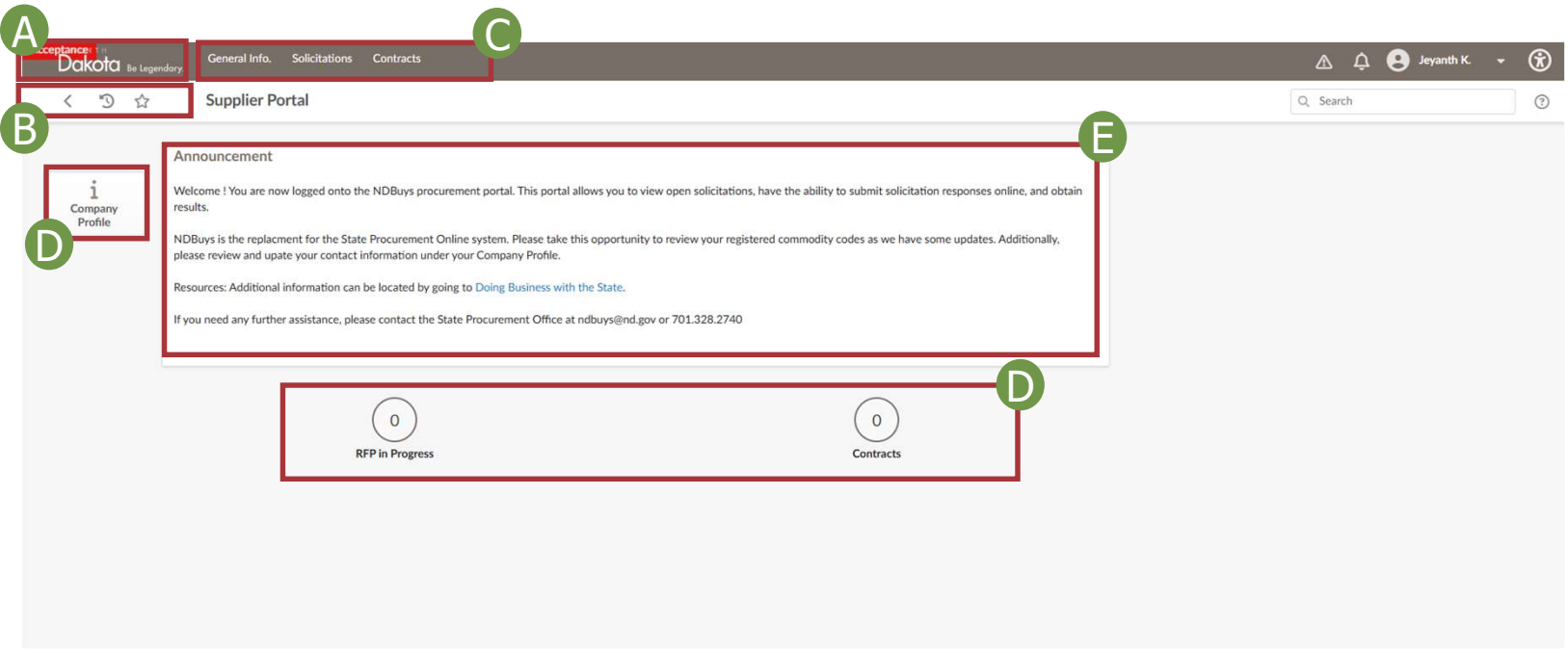
A. Clicking on the **North Dakota Be Legendary Logo** at the top left corner of the page will return the user to their Dashboard at any time.

B. Use the **Navigation Buttons** to go Back (<) to the previous page, view History ( ) in the current NDBuys session or save a current page as a Favorite (☆).

C. The **Main-Menu Navigation Bar** includes each of the available modules in NDBuys. Hover over a module (General Info., Solicitations, Contracts, etc.) to display its associated drop-down menu.

D. The **Quick Access** section provides buttons that will take the user to a selection of important pages in NDBuys.

E. The **Announcements** displays any important information or resources available.

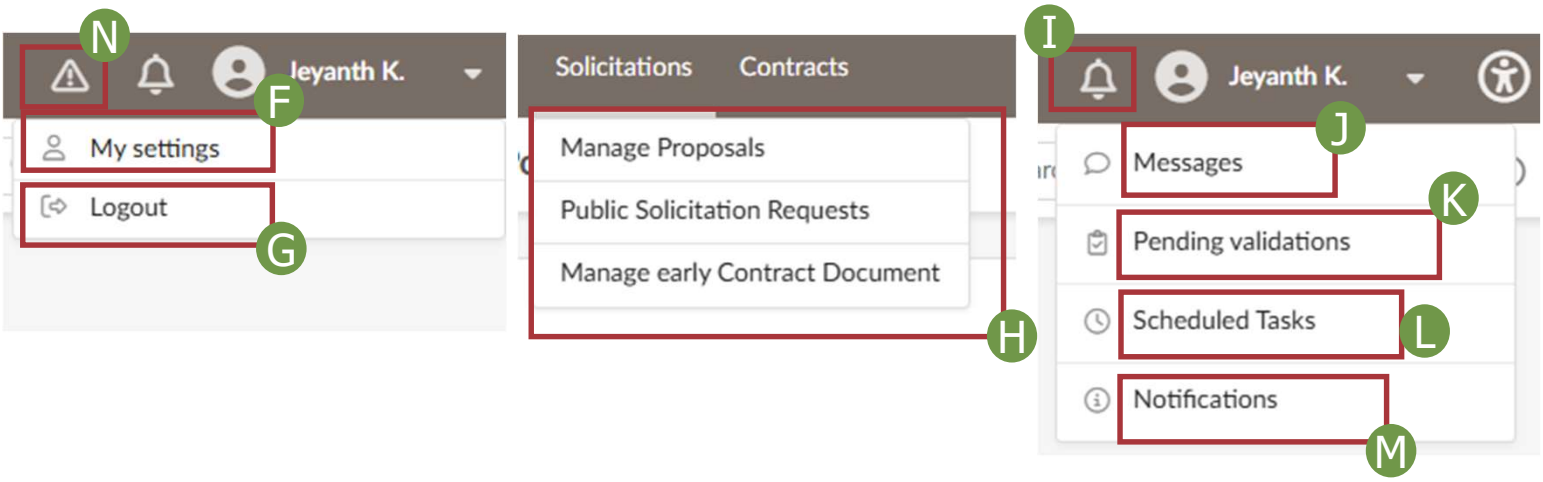


NDBUYS GENERAL NAVIGATION: NAVIGATION OPTIONS (2/3)

F. The **My Settings** link displays account information and enables the user to update their personal profile (name, email address, phone number, etc.).

G. The **Logout** option will close NDBuys and bring the user back to the Landing Page. In addition, the user will be logged out of NDBuys after 180 minutes of inactivity.

H. Hovering over the options in the **Main-Menu Navigation Bar** will display drop-down menus. Each module will display different options.



I. Clicking the **Notification Bell** displays all the different types of notifications that may be received in NDBuys.

J. The **Messages** page shows all messages a user has received in NDBuys.

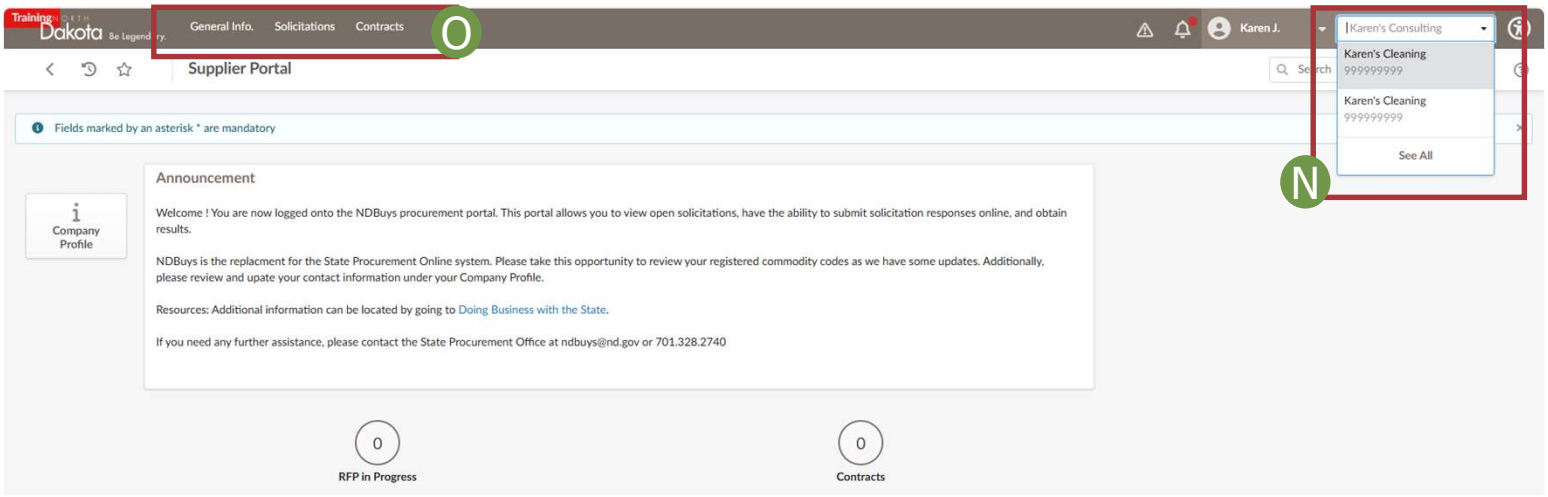
K. **Pending Validations** are the same as the items in the To-Do list.

L. **Scheduled Tasks** are secondary types of low-priority tasks a user may receive for certain activities in NDBuys.

M. **Notifications** provides a comprehensive list of all email notifications the user received from NDBuys.

N. **Alerts:** Indicate any missing, erroneous, or conflicting information on the page.

NDBUYS GENERAL NAVIGATION: NAVIGATION OPTIONS (3/3)



O. If the user is listed as a contact for multiple supplier locations, there will be a drop-down menu which will allow the user to toggle between the various company locations associated to the user.

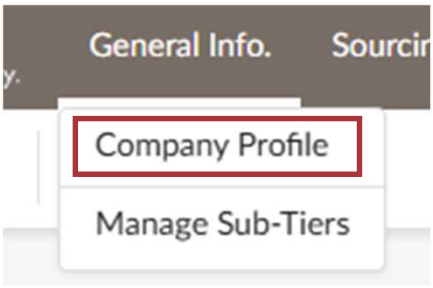
P. At the top of the NDBuys homepage, there are several menu options available on the main menu navigation bar:

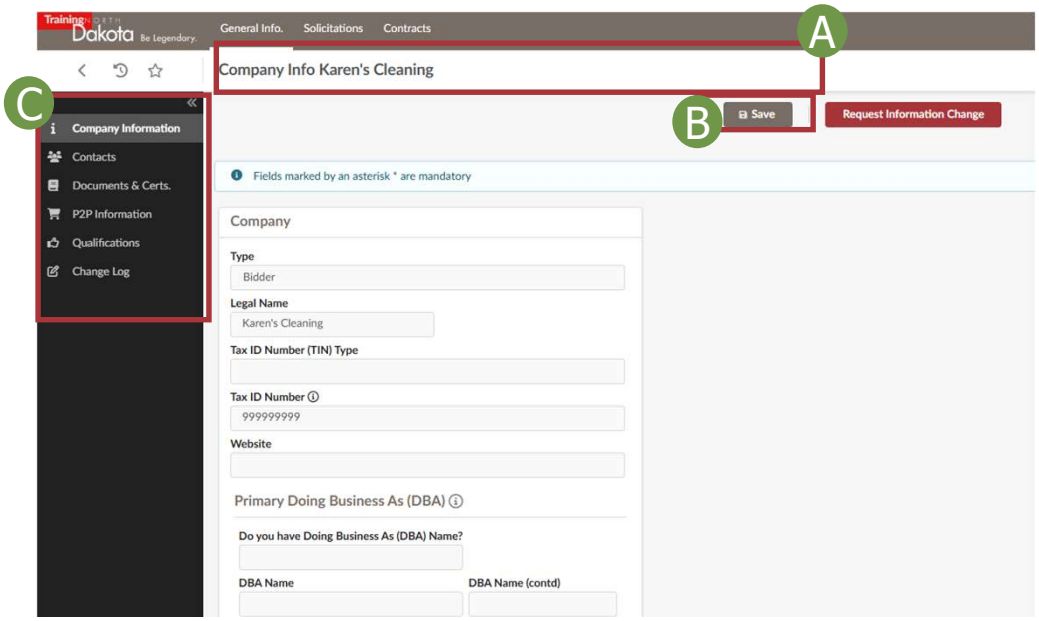
- **General Info:** The user can update and view their organization's information.
- **Solicitations:** All solicitation opportunities and bid activity the user is participating in or invited to will appear here.
- **Contracts:** All pending and active contracts the user's organization has with ND/NDUS will be listed here.

Congratulations on successfully completing the required NDBuys steps for **General Navigation in NDBuys**!

REVIEWING A SUPPLIER RECORD (1/2)

1. From the NDBuys homepage, navigate to the **General Info.** tab on the Main Menu navigation bar and select **Company Profile** from the drop-down menu.





A. The **Page Name** is displayed at the top left corner of the page.

B. The **Action Buttons** will vary by user role. The task being completed may not be available for certain users on specific pages. Use these buttons to act on a particular task:

- *Green Buttons* – Submit an action
- *Red Buttons* – Cancel or reject an action
- *Red Buttons (Other Actions)* - Additional options or functions
- *Grey Buttons* – Save an Action

C. The **Functional Tabs** are located on the left side of a page. Every major task is organized by functional tabs. Clicking on these tabs enable the user to see additional information related to a specific task (e.g., Overview of Proposal).

REVIEWING A SUPPLIER RECORD (2/2)

The Supplier record in NDBuys consists of various tabs related to a particular function. When the user opens a Supplier Record in NDBuys, information will be displayed across the following tabs:

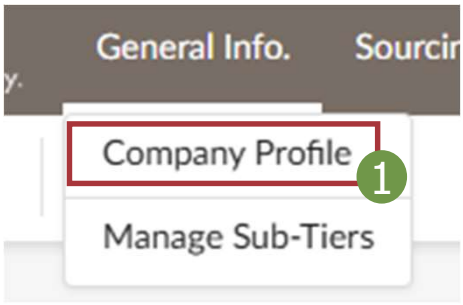
Company Information	This tab includes general information about the **organization** such as Legal Name, Website, Tax ID Number, Legal Structure, etc.
Contacts	This tab lists the organization's key contacts that can access NDBuys. Different roles allow contacts to manage specific information on the record and take certain actions within NDBuys.
Documents & Certs	This tab holds documents and certifications associated with the organization.
P2P Information	This tab holds supplier information, including all supplier locations.
Qualifications	This tab is used to maintain the commodities the organization provides, what regions the organization serves, and additional information declared by the organization.
Change Log	This tab tracks the date the requestor and/or approver made a modification to the supplier profile.

Clicking on a tab will display its associated information.

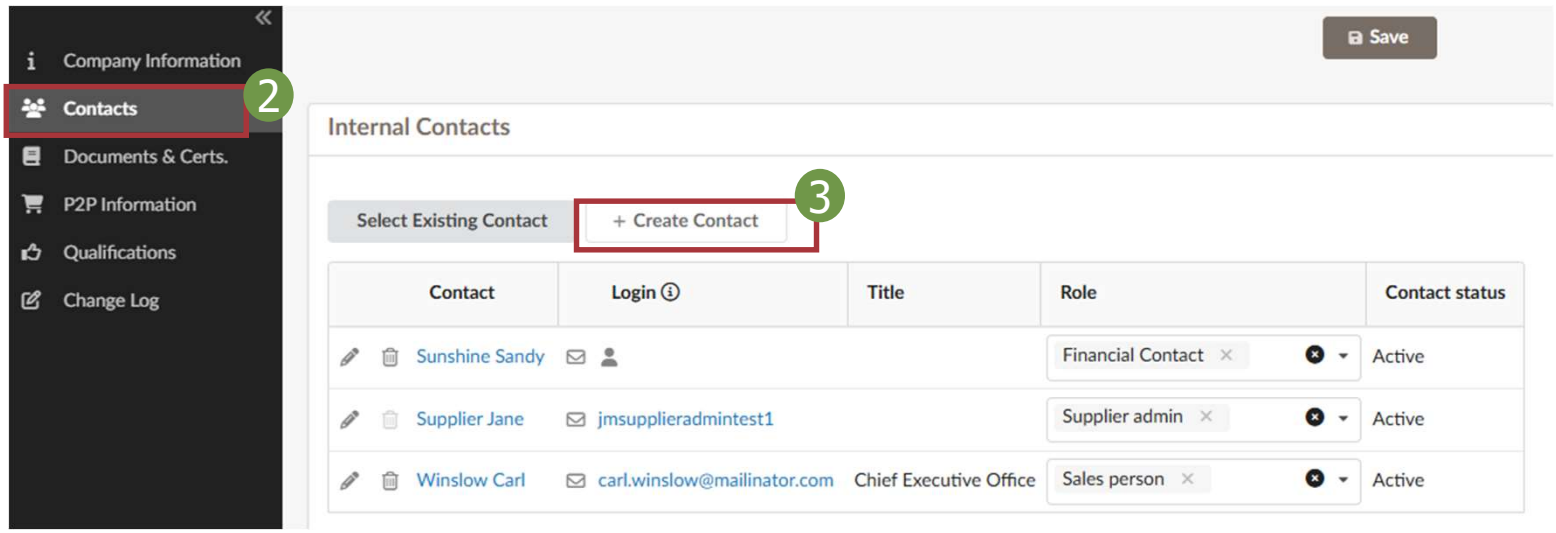
Congratulations on successfully completing the required NDBuys steps for **Reviewing a Supplier Record in NDBuys**!

MANAGING CONTACTS (1/2)

1. From the NDBuys homepage, navigate to the **General Info.** tab on the Main Menu navigation bar and select **Company Profile** from the drop-down menu.



2. The **Contacts** tab holds the external (supplier) contacts. Supplier Admins can add multiple team members and edit any aspect of the supplier record. A contact that is created here cannot log into NDBuys until their account is established. Each supplier is required to have at least one Supplier Admin. Supplier Admins can edit a supplier record, submit change requests, upload documents, create contacts, maintain qualifications, and participate in solicitations and contract tasks.

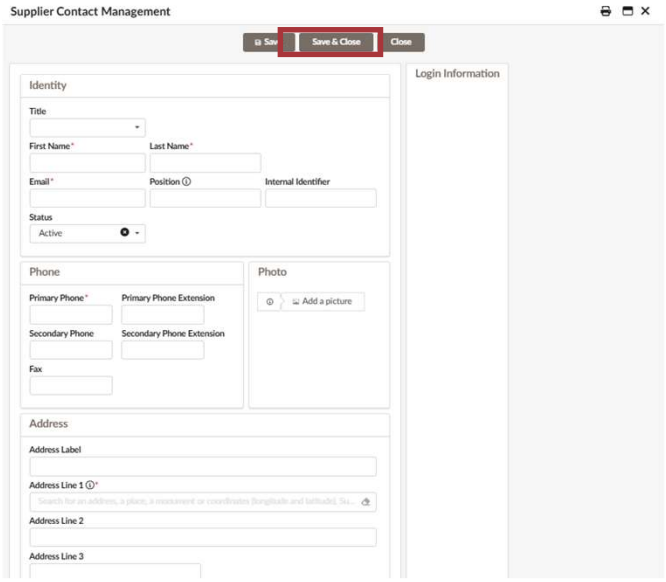


3. To create a new contact, click **+ Create Contact**.

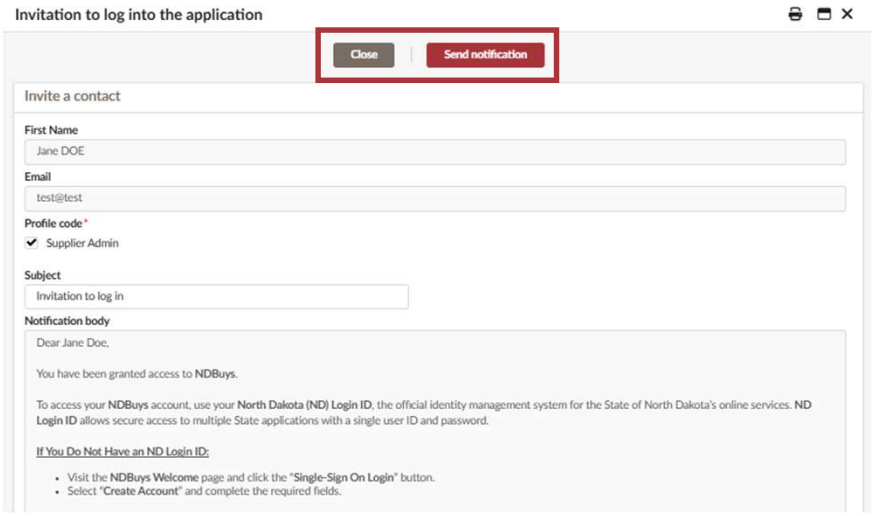
MANAGING CONTACTS (2/2)

4. To add a contact, complete the information in the **Supplier Contact Management** section, paying special attention to the mandatory fields, denoted with an (*) asterisk.

5. After all the information has been completed, click **Save & Close.**



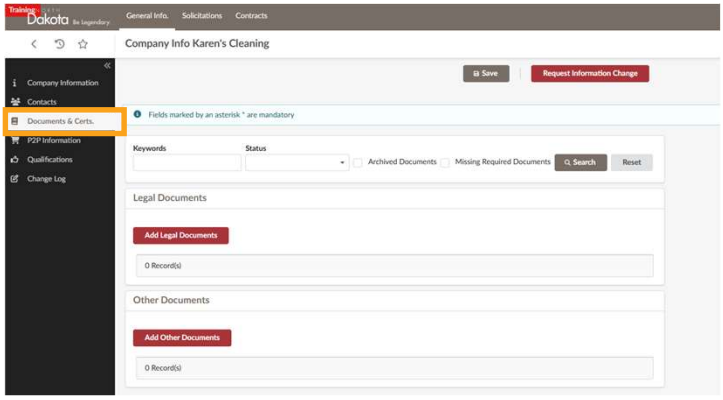
6. Once a contact has been added, assign the appropriate role(s) and send an invite to log into NDBuys. To generate a login and password for the contact, the Supplier Admin can click on the **mail** (✉) icon. A pop-up with the email content will appear and the notification body will be editable. Once the **Send notification** button is clicked, the email will be sent to the supplier contact.



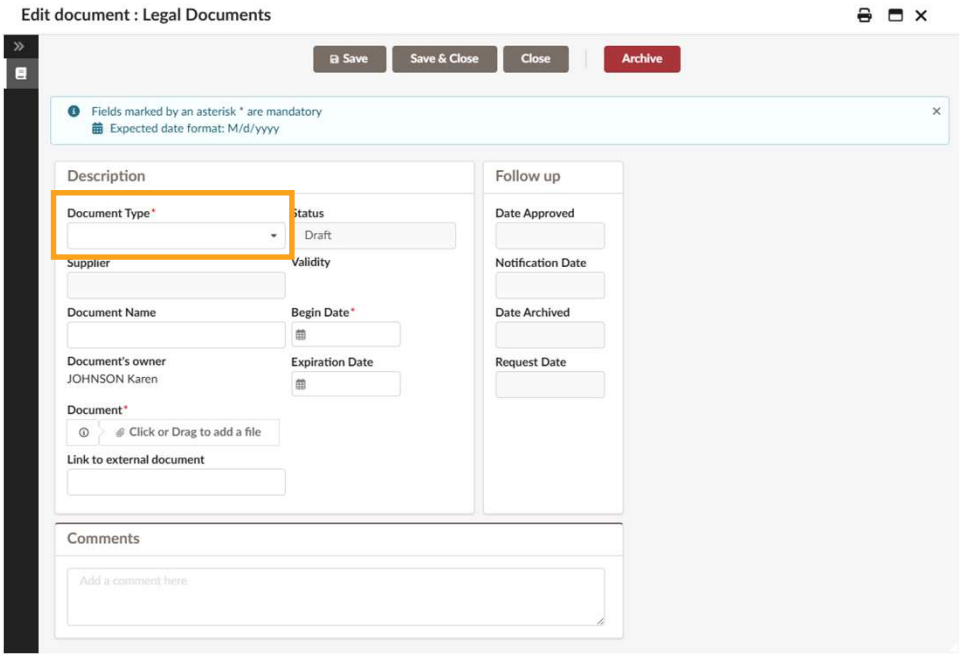
Congratulations on successfully completing the required NDBuys steps for **Managing Contacts in NDBuys**!

UPLOADING SUPPLIER DOCUMENTS & CERTIFICATIONS (1/1)

1. The Documents & Certs tab of the supplier record holds various forms of documents associated with the supplier record. A user can upload legal documents, licenses and certifications, and/or other documents. Depending on the type of document to be uploaded, click **Add Legal Documents or Add Other Documents**



2. To add/edit a document or certification, click the Add buttons associated with the document or certification.

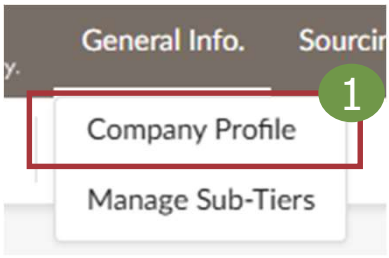


3. Complete all the necessary information, paying special attention to mandatory fields, denoted with an (*) asterisk. After the information has been completed, click **Save & Close**.

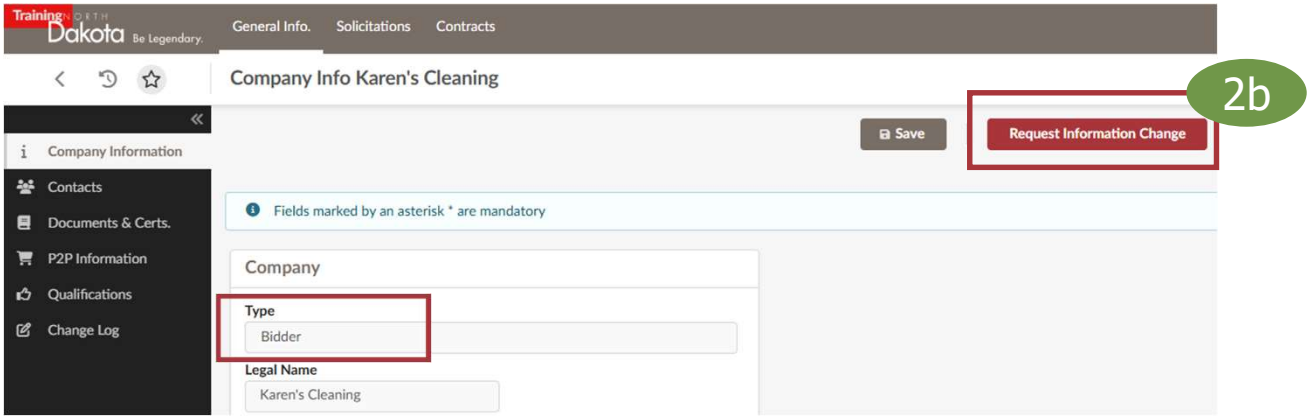
Congratulations on successfully completing the required NDBuys steps for **Uploading Supplier Documents & Certifications in NDBuys**!

CREATING A SUPPLIER CHANGE REQUEST FOR AN ADDRESSES CHANGE (1/2)

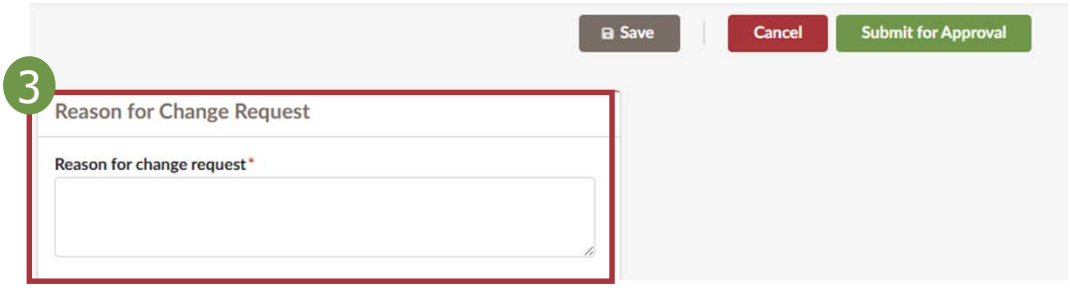
1. From the NDBuys homepage, navigate to the **General Info.** tab on the Main Menu navigation bar and select **Company Profile** from the drop-down menu.



2. The company's profile is displayed.
   a. If the Company Type is listed as **Supplier/Payee**, the user will not be able to make any changes to the company profile in NDBuys. Contact the agency or institution with which the contract is held and request their assistance in updating the address.
   b. If the Company type is listed as **Bidder**, click **Request Information Change** to change your address.

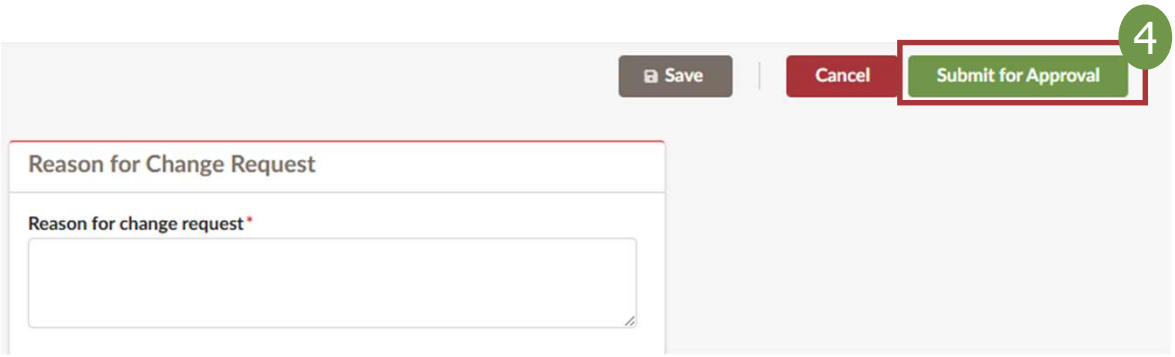


3. A supplier change request is submitted when a supplier needs to update their addresses on the **P2P Information** tab.



CREATING A SUPPLIER CHANGE REQUEST FOR AN ADDRESSES CHANGE (2/2)

4. Once the requested updates are entered, click **Submit for Approval.** The user will receive email notifications as the change request is reviewed and approved by ND/NDUS.

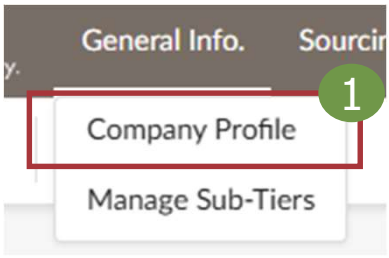


Congratulations on successfully completing the required NDBuys steps for **Creating a Supplier Change Request in NDBuys**!

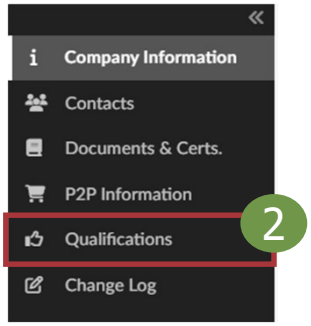
For questions or additional assistance, please contact support at the below contact information.
Email: support-northdakota@ivalua.com
Phone: US +1 (701) 540 9648

UPDATING, ADDING, AND DELETING COMMODITY CODES (1/3)

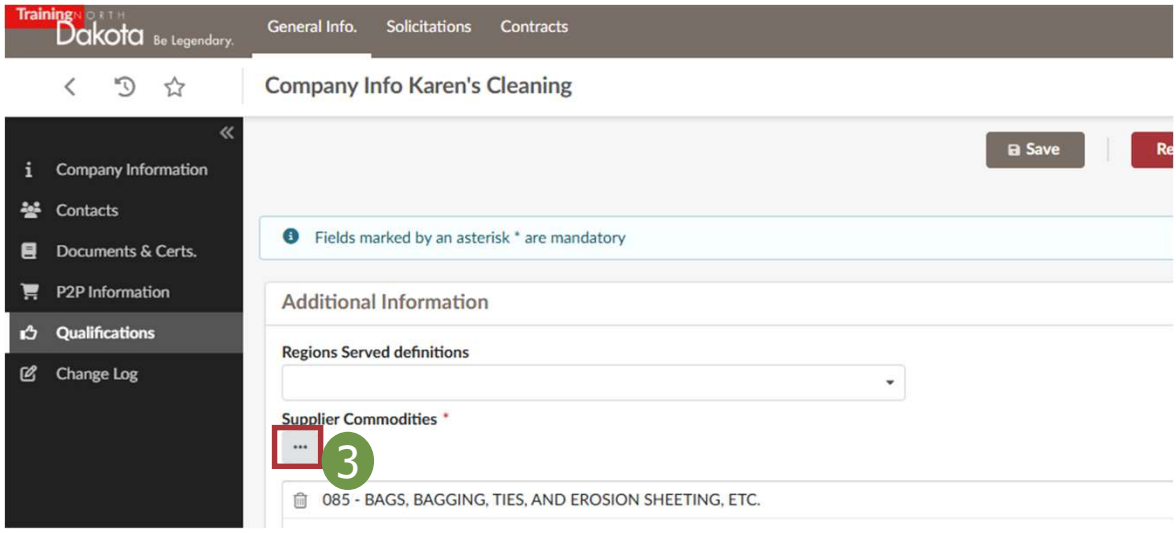
1. From the NDBuys homepage, navigate to the **General Info.** tab on the Main Menu navigation bar and select **Company Profile** from the drop-down menu.



2. The company's profile is displayed. Navigate to the **Qualifications tab** on the left side of the page.

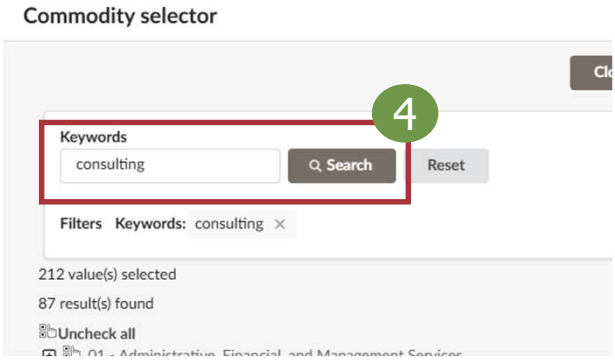


3. The Qualifications tab will show the supplier's registered commodity codes. To browse the commodity codes and add additional codes, click the three-dot button (•••) to bring up the Commodity Selector box.



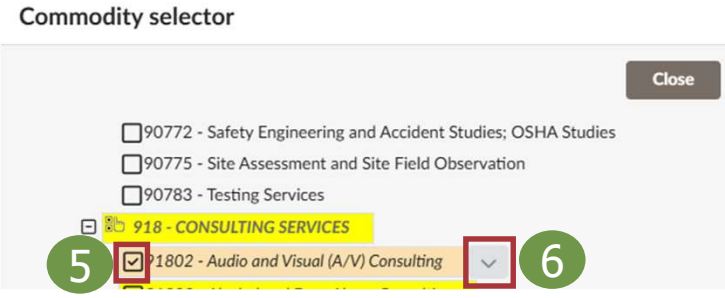
UPDATING, ADDING, AND DELETING COMMODITY CODES (2/3)

4. In the Commodity Selector box, search by inputting a word in the keyword box and clicking search.



5. This will take the user to the first commodity code in the list that includes the keyword, highlighted in tan below. If this code is one to be added, check the box next to the code.

6. To keep searching for additional codes with the same keyword, click the arrow pointing down ( ) at the end of the current item to move to the next code with that keyword.

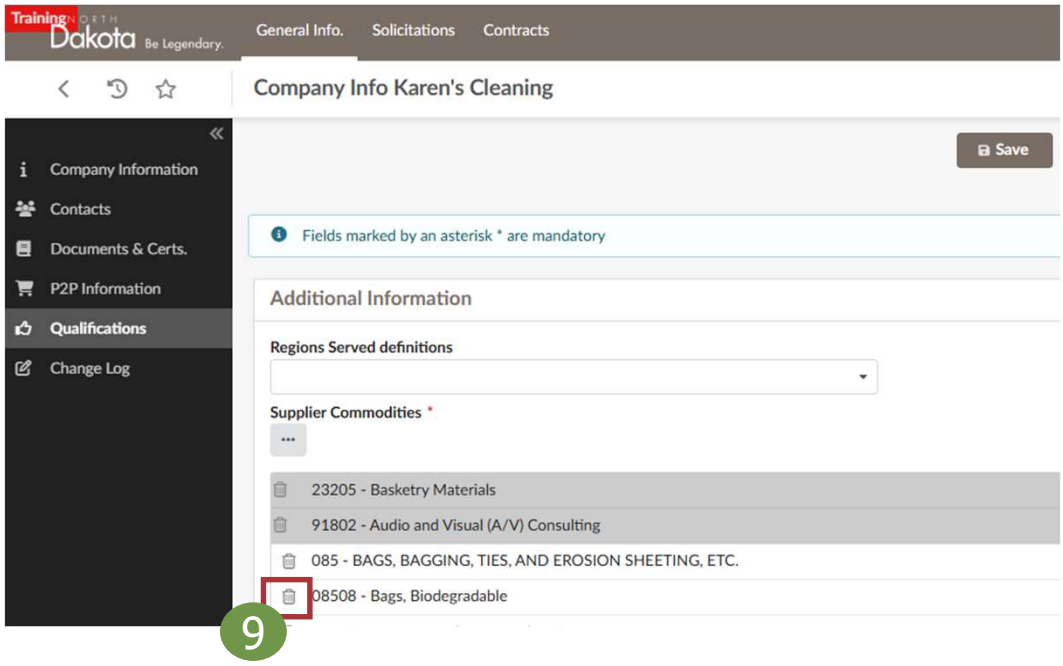


7. Check the box next to any codes that are applicable. The user is only allowed to check a box at the lowest level in the list (5-digit codes such as 91802). To select all codes under a specific heading, select the pointing hand icon ( ) next to any category listed.

8. To search for a new keyword, scroll to the top of the commodity selector box and select additional codes using the previous steps. Once all codes have been selected, click the **Close** button. This will add all the codes you selected to your profile.

UPDATING, ADDING, AND DELETING COMMODITY CODES (3/3)

9. If the user has any commodity codes listed on the Qualifications tab that need to be removed, click the trash can icon next to that item.



Congratulations on successfully completing the required NDBuys steps for **Updating, Adding, and Deleting Commodity Codes in NDBuys**!

For questions or additional assistance, please contact support at the below contact information.
Email: support-northdakota@ivalua.com
Phone: US +1 (701) 540 9648