Overview

This document outlines the steps on how to navigate through Washington’s Electronic Business Solution (WEBS). WEBS is the bid notification system Washington State Agencies are required to use to all solicitations. Political subdivisions and higher educations are not required to use WEBS to post solicitation opportunities; however, many voluntarily use the system.

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Introduction to WEBS

**RCW 39.26.150**

Public notice—Posting on enterprise vendor registration and bid notification system.

(1) Agencies must provide public notice for all competitive solicitations. Agencies must post all contract opportunities on the state's enterprise vendor registration and bid notification system. In addition, agencies may notify contractors and potential bidders by sending notices by mail, electronic transmission, newspaper advertisements or other means as may be appropriate.

(2) Agencies should try to anticipate changes in a requirement before the bid submittal date and to provide reasonable notice to all prospective bidders of any resulting modification or cancellation. If, in the opinion of the agency, it is not possible to provide reasonable notice, the submittal date for receipt of bids may be postponed and all bidders notified.

**Who can use WEBS:**

Per RCW 39.26.150, agencies are required to use WEBS to post solicitations. Political subdivisions (i.e. cities, counties, higher educations, tribes, etc.) have the option to use WEBS, but it is not a requirement.

Vendors are encouraged to register in WEBS to see solicitation opportunities.

**What is a Commodity Code?**

WEBS uses the commodity code list maintained by [National Institute for Government Purchasing](https://www.nigp.org) (NIGP). NIGP Code is a universal taxonomy for identifying commodities and services in procurement systems. It is available as a 3-digit class code, a 5-digit class-item code, a 7-digit class-item-group code and a detailed 11-digit code.

Vendors register in WEBS and select commodity codes applicable to their business. When posting a solicitation, it is important to know what commodity code is best for the solicitation, so vendors receive notification of the opportunity.

**How to Register in WEBS:**

- **Necessary Information:** Full name, Tax Identification Number
- **WEBS may experience issues using the browser Google Chrome. Use Internet Explorer or Mozilla Firefox if you experience issues in Chrome**

There are four steps to register in WEBS:

**Terms Agreement:**

- Go to the Log In Screen and select “Register Now” [WEBS](https://www.webs.wa.gov)
Review the WEBS Memorandum of Agreement; you cannot register unless you agree. Select “Next” to move on to the next step.

Step 1:
- Fill in the account administrator’s information and company profile.
Yellow highlighted definitions:

- Notify the account administrator of opportunities? This means the address entered above will receive notifications of solicitation opportunities based on the commodity codes that are selected in step 3. If you wish to turn off the notifications, go to Manage Profile & Make Changes to Profile and change this option to “No”.

- Display company contact information to other companies for partnering opportunities. This function allows other vendors to search your company in WEBS and contact you for potential partnership opportunities. If you do not want other vendors to view your contact information, go to Manage Profile & Make Changes to Profile and change this option to “No”.
Ownership Profile:

Yellow highlighted definition:
- If you do not wish to enter your company’s ownership demographic, select “No”
- If you are not a small business based in Washington, select “Not a Washington-based small business”

Step 2:
- Add other contacts from your organization to your account. Notifications can be turned “on” or “off.” NOTE: Avoid adding the Administrator from Step 1 here. Contacts are for other users. This avoids the scenario where an Admin logs in as a Contact and sees they are not able to make profile changes. WEBS will only allow profile changes by an Admin login. The Admin will already receive notifications when the “notify account administrator of opportunities” button is set to “Yes.”

![Vendor Registration Step 2 of 4](image)

Step 3:
- Type in a Commodity Code or key word that best represents your scope of work. Alternatively, view the entire commodity code list. Check the box next to the code for those that apply and select “Add” at the bottom of the page. Then select “Next.” You only need to choose one commodity code to get through registration. You can add or remove commodity codes at any time by logging in and using Manage Commodity Codes

- WEBS uses the commodity code list maintained by National Institute for Government Purchasing (NIGP) and North American Industry Classification System (NAICS).

- NIGP Codes are a universal taxonomy for identifying commodities and services in procurement systems. It is available as a 3-digit class code, a 5-digit class-item code, a 7-digit class-item-group code, and a detailed 11-digit code.

- The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments based on the activities in which they are primarily engaged.
Step 4:

- Select the counties in Washington State where you can provide goods and services. Hold the "ctrl" button on your keyboard to select more than one county.
- After you have completed the registration form, the WEBS team will verify your request. You will receive a confirmation email when the verification is completed. It typically takes one business day.

**WEBS Layout**

*Manage Commodity Codes*

Contract administrators will post solicitations using commodity codes. You will receive bid notifications based on the commodity codes in your account. You will not receive notifications if a bid is posted with code(s) you do not have. It is important to update your commodity codes and review them on a regular basis. Go to "View User Guides", download and open the NIGP Commodity Code. Search this file for appropriate codes and add them at “Manage Commodity Codes.”

To add or remove commodity codes:

1. Select “Manage Commodity Codes” (NOTE: An Administrator login is required.)

2. To add a commodity code, type in the code or key word, then select “Search”
3. Check all of the codes that apply, then select “Add”

4. Use “Search by Category” to search for and add several or all codes in a specific category.
5. To remove a code, check all the codes you wish to remove, then scroll to the bottom and select “remove”
Manage Geographic Designations

Geographic designations indicate the locations your business is able to provide services or goods. To alter this information:

1. Select "Manage Geographic Designations" (NOTE: An Administrator login is required)

2. To remove, select “remove” next to the location.
3. To add, select the location you intend to add (to select multiple, hold down 'ctrl' on your keyboard, then select “Add”)

Manage Profile/Passwords

The account administrator is the only person who has the ability to alter the registered account. If you are an additional account member, you are able to update your information but not the entire vendor account. If you are the administrator, follow the steps below to alter the company profile, ownership profile or corporate location.

1. Select “Manage Profile/Password”
2. Select “Make Changes To Profile”.

![WEBS Manual](image-url)
3. Make any changes to the Administrator information, company profile, ownership profile or corporate location, then select “save”.

![Image of WEBS Manual interface showing changes to be made in the Manage Profile section](image-url)
Manage Contacts

1. To add, edit or remove a contact in the account, select “Manage Contacts”.

2. Select add, fill in the required fields, then select “save”. “Notify this contact of opportunities” means this contact will receive bid notification emails when an agency posts a solicitation with commodity codes that you have in your account.

3. To alter an existing account, select “edit” next to the contact, alter the information and select “save”. To remove a contact, select “remove”. 
4. NOTE: Do not add the Administrator as a Contact. Administrators already receive bid notification emails by having the “Notify the account administrator of opportunities” button set to “Yes” in “Manage Profile.” This avoids the scenario of the Administrator logging in as a Contact then wonder why they’re not able to make changes to the account.

View User Guides

There are several user guides posted in WEBS, select “Download” to view that specific guide.

- WEBS Handouts: This flyer is used by government entities to encourage vendors to register in WEBS.

- *NOT IN VENDOR’S USER GUIDE*

- NIGP Commodity Codes: This is an Excel version of all of the commodity codes in WEBS.

- WEBS Manual for Government Customers: This is the user guide for government entities and displays their WEBS view.

- WEBS Manual for Vendors: This document is the user guide for vendors.

Search Opportunities

“Search Opportunities” allows vendors to search for posted solicitations. NOTE: It will not display solicitations that have closed. Inquire with the posting organization if you need details about a prior bid.

- Select Search Opportunities. The system will default to your company’s commodity codes and counties by the “My Commodity Codes” and “My Counties” designations. To view other commodity codes or counties, select “All Commodity Codes” and “All Counties”. There is also an option to search for solicitations posted by government organization. Click the drop down arrow to select a government organization. Set the buttons above to “All Commodity Codes” and “All Counties” and click “Search.” There is also an option to search solicitation by a keyword. This feature will only produce results if the bid coordinator used the same keyword in the bid title that you use when searching. You can also search by entering the bid Customer Reference Number
in the keyword search box. Use one of these search options or a combination to find posted solicitations.

Search Vendors

There is an option to search for other registered vendors who have chosen to share their information for partnering opportunities. Only vendors who choose to share this information will be visible. To share your company contact information, go to “Manage Profile & Make Changes to Profile” and set the “Display company contact information to other companies for partnering opportunities” to “Yes.”

1. Select “Search Vendors”
2. Enter criteria using a combination of filters:
   a. Vendor Name, City, State, Zip – These fields are for where the business is located.
   b. Search by Commodity Codes – Here you may enter a keyword or a known code in the top block and press the “Search Commodity Codes” link on the right. You may also use the drop down menu to pick a category, which will give you several options of codes that may meet your needs. If you need to enter more than one keyword or code, separate by using a comma in between the search terms. Once you have entered your keywords/codes, click “search commodity codes”.


3. Select the results with the option to individually check commodity codes or “check all codes”. Check the appropriate boxes and then the save button.
4. Search by Diversity Type – By clicking “All Diversity Types”, your results only include businesses that meet the OMWBE, Small Business or Veteran-Owned criteria. Below you may narrow your search to specific diversity types. If you do not click anything in this block, your results will contain all business types.

5. Counties – This block represents the counties which businesses have indicated they are willing to provide goods and services. For example, if you are looking for a business to complete work in Douglas County, then click Douglas County. You may select all counties by clicking “Select All Counties”.

View History

To view information on your company’s history, select “View History”. Click the drop down option to view downloaded solicitations or those you were “notified” about by a WEBS notification email.

Logout
To log out of the system, select “logout”.

Sources: 39.26.150 Public Notice, WEBS