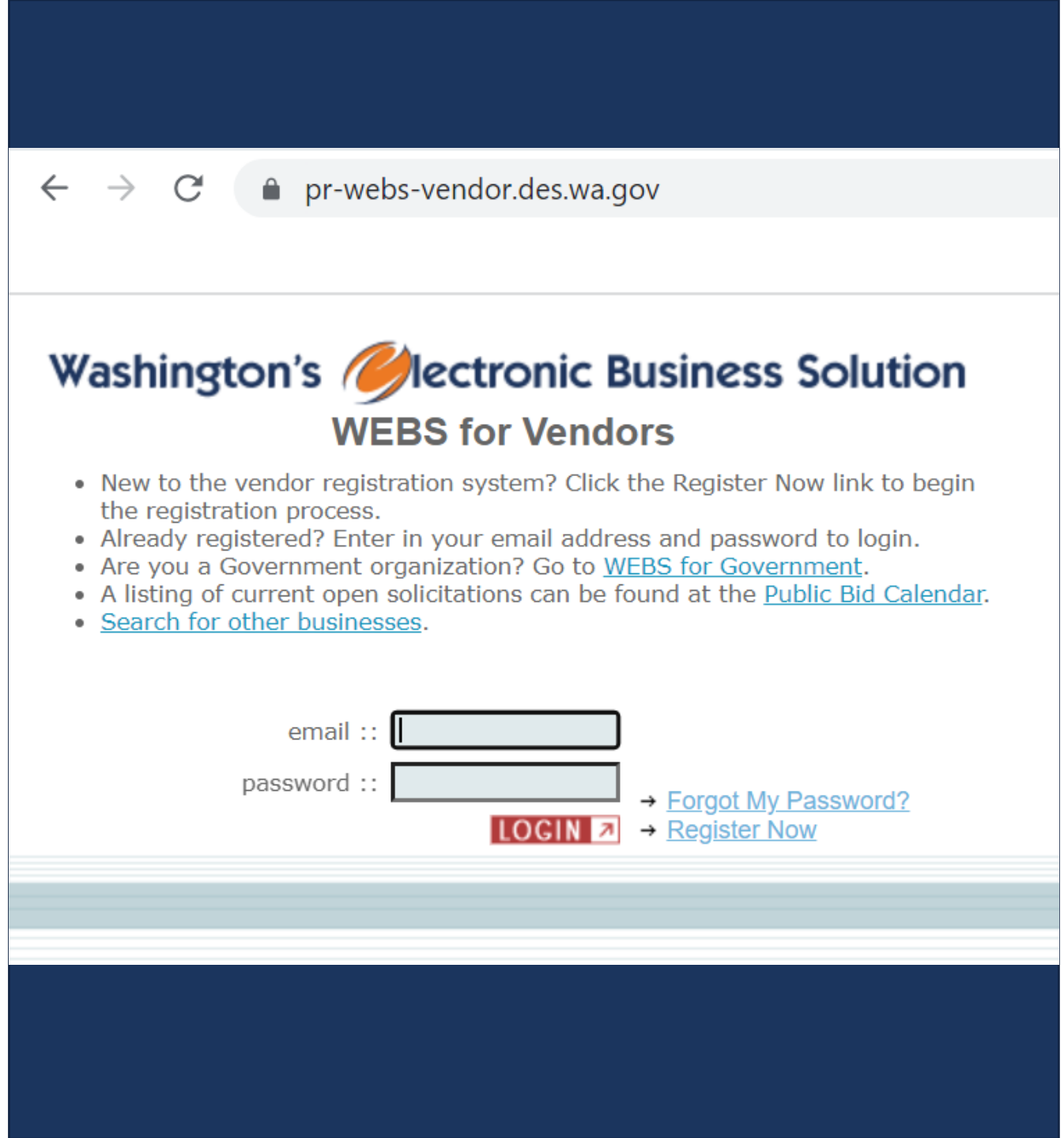



WEBS VENDOR TRAINING

Washington's Electronic Business Solution

WEBS FOR VENDORS




The screenshot shows a web browser window with the address bar displaying "pr-webs-vendor.des.wa.gov". The page title is "Washington's Electronic Business Solution WEBS for Vendors". Below the title, there is a list of instructions for users. The login section includes input fields for "email" and "password", a "LOGIN" button with an external link icon, and links for "Forgot My Password?" and "Register Now".

Washington's  Electronic Business Solution
WEBS for Vendors

- New to the vendor registration system? Click the Register Now link to begin the registration process.
- Already registered? Enter in your email address and password to login.
- Are you a Government organization? Go to [WEBS for Government](#).
- A listing of current open solicitations can be found at the [Public Bid Calendar](#).
- [Search for other businesses](#).

email ::

password ::

LOGIN  → [Forgot My Password?](#)
→ [Register Now](#)

WEBS FOR VENDORS

← → ↻ 🔒 pr-webs-vendor.des.wa.gov

Washington's Electronic Business Solution WEBS for Vendors

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email ::

password ::

[Forgot My Password?](#)

[Register Now](#)

LOGIN ↗

Registration Importance

- Agencies can post to more than WEBS, but RCW 39.26 requires agencies to post solicitations on WEBS.
- Other entities (cities, counties) have their own system for posting solicitations, but many customers use WEBS as they know the RCW requires it.
- Benefits vendors to be in WEBS because you will see all agency postings.

WEBS FOR VENDORS

REGISTRATION

Defines
terms

Certify
authorization

Purpose

Vendor Registration

WEBS Memorandum of Agreement

Thank you for registering as a vendor with the State of Washington. This Memorandum of Agreement sets forth the terms that have been established by the State of Washington Department of Enterprise Services (DES) to govern all vendor registration and notification activities made between your firm and any public agency utilizing Washington's Electronic Business Solution application ("WEBS").

For purposes of this Agreement:

- vendor registration and notification activities is defined to include electronic requests for quotations, invitation for bids, requests for proposals, purchase orders, contracts, invoices, or other electronic procurement information, instruments and notices electronically transmitted, received, or posted using WEBS in lieu of or in addition to creating one or more paper documents;
- public agency is defined as any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations, quasi municipal corporations, special purpose districts, and local service districts; any agency of the state government; any agency of the United States; any Indian tribe recognized as such by the federal government; and any political subdivision of another state and empowered by law to undertake the procurement activities facilitated by WEBS.

By submitting this electronic vendor registration, you certify and warrant to each public agency that you are authorized to: (i) register as a WEBS supplier; (ii) file all of the information requested in this registration process; and (iii) enter into this Agreement. By submitting this electronic vendor registration, you agree that:

1. The system is self-maintained, and you are responsible for updating your registration information.
2. You shall use the WEBS vendor registration update functionality to update your registration information a minimum of once every calendar year. Information not validated may be considered inactive and removed from the WEBS by DES.
3. You hereby warrant to every public agency that the information provided by you through WEBS is accurate and current, even if different information is or has been available to or received by public agency personnel through means other than the WEBS registration.
4. All bid notifications are effective upon posting to the WEBS website or upon issuance of a notification e-mail. The State of Washington is not responsible for undeliverable e-mail.
5. All information submitted via WEBS becomes a public record and will be disclosed pursuant to Chapter 42.56 RCW.
 1. You attest that your business is eligible to register in WEBS and is not subject to application of [RCW 42.56.640](#), pertaining to Sensitive Personal Information.

The vendor's primary WEBS responsibility is to use their WEBS login to view the bid calendar for current posted opportunities, and use the WEBS search features to find posted opportunities. The email notification feature of WEBS is a secondary tool for becoming aware of opportunities posted in WEBS - due to the number of dependencies that are beyond state control that must be met for successful email notification of opportunities posted in WEBS, including but not limited to the effect of vendor email spam filters that could trap WEBS email notices, incorrect email addresses in WEBS, missing commodity codes, posting of opportunities before the WEBS account became active, etc.

No changes in terms and conditions of this Agreement shall be effective unless adopted by the State of Washington, Department of Enterprise Services and incorporated into this web page. Any such changes shall be effective as to particular vendors only after they have received notice and approval of the change from the State of Washington, Department of Enterprise Services.

This Agreement shall remain in effect for as long as you are registered as a WEBS supplier. Your registration may be canceled if you are found to be in violation of an RCW, WAC or any terms and conditions established by the State of Washington or as the result of any change in an RCW or WAC that prohibits DES from releasing all or some of your registration information.

You may also cancel your registration by contacting the State of Washington, at webscustomerservice@des.wa.gov.

☒ I Agree ☐ Do Not Agree

NEXT



WEBS FOR VENDORS

REGISTRATION STEP 1

* Indicates Required Fields

[help](#)

Account Administrator

The account administrator manages all information for this vendor account.

Administrator First Name *	Administrator Last Name *
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>
Email Address *	
<input type="text" value="JaneDoe@mail.com"/>	
Reenter Email Address *	
<input type="text" value="JaneDoe@mail.com"/>	
Notify the account administrator of opportunities? *	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Display company contact information to other companies for partnering opportunities * what's this?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	

Receive solicitation opportunities from customers based on commodity codes that match those selected in vendor account.

Company Profile

Federal ID# (FEIN) * help	SSN * help	
<input type="text" value="8675309"/>	OR <input type="text"/>	
Company Name *		
<input type="text" value="WEBS Testing Co"/>		
DBA Name		
<input type="text" value="WEBS Testing"/>		
Web Address	Washington UBI # help	# of Employees *
<input type="text"/>	<input type="text"/>	<input type="text" value="60"/>

Benefit to share/display your information as it allows other vendors the ability to search and find and find you and is a way for subcontracting to occur.

NEXT

WEBS FOR VENDORS

REGISTRATION STEP 2

Ownership Profile

DES collects this information in order to improve our outreach and training services to the business community and for compliance with RCW 43.19.1906. This information is kept separate and apart from any solicitation acceptance or award process.

* Indicates Required Fields

Do you wish to enter the demographic profile of your company? * ☒ Yes ☐ No [help](#)

If yes, you are not required to complete the following demographic profile of the ownership of your company.

Please identify the demographic profile of the ownership of your company. * [help](#)

American Indian/ Alaskan Native Male(s)	<input type="text"/>	% American Indian/ Alaskan Native Female(s)	<input type="text"/>	%
Asian American/ Pacific Islander Male(s)	<input type="text"/>	% Asian American/ Pacific Islander Female(s)	<input type="text"/>	%
African American Male(s)	<input type="text"/>	% African American Female(s)	<input type="text"/>	%
Latino/ Hispanic American Male(s)	<input type="text"/>	% Latino/ Hispanic American Female(s)	<input type="text"/>	%
Multi-Racial Male(s)	<input type="text"/>	% Multi-Racial Female(s)	<input type="text"/>	%
All Other Male(s)	<input type="text"/>	% All Other Female(s)	<input type="text"/>	%

Please check if you wish to be certified as a Washington Minority- and/or Women-Owned Business:

☐ Request OMWBE Certification [what's this?](#)

Please check if you wish to be certified as a Washington Veteran-Owned Business:

☐ Washington Veteran-Owned Business certification request [what's this?](#)

Self-Certified Washington Small Business [what's this?](#)

- ☐ Not a Washington-based small business
- ☐ Small Business (Based in Washington, and either 50 or fewer employees, or less than \$7M annual gross revenue)
- ☐ Mini Business (Based in Washington, between \$1M and \$3M annual gross revenue)
- ☐ Micro Business (Based in Washington, less than \$1M annual gross revenue)

Please identify other certifications or licenses you possess [help](#)

None	<input type="text"/>	Certification Number
	<input type="text"/>	If "Other", Provide Certification Name
None	<input type="text"/>	Certification Number
	<input type="text"/>	If "Other", Provide Certification Name

Corporate Location

Street Address 1 *

Street Address 2

City *

State *

Zip *

Phone Number *

Mobile Number

NEXT 

WEBS FOR VENDORS

REGISTRATION STEP 3

Vendor Registration

Step 3 of 5

 [help](#)

Add Additional Contacts

If you wish to add additional Contacts who will receive Solicitation Notifications, you can add them here. When you have added any Contacts that you would like, click Next to proceed. Contacts can also be added after you complete the registration.

Name	Email	Receive Notification
		1

[ADD](#)  [NEXT](#) 

WEBS FOR VENDORS

REGISTRATION STEP 4

Vendor Registration

Step 4 of 5

[help](#)

Search for Commodity Codes

Enter in a keyword or keywords for your search criteria. **Click the Search button** to execute the search.
For additional searching tips click on the help link.
To continue your registration, click the NEXT button.

Search by Keyword or Code: **SEARCH** 

[View](#) entire commodity code listing


Summary of Commodity Codes In Your Profile

Vendor Commodity Profile		
Code	Category	Commodity Title
REMOVE 		NEXT 
		1

WEBS FOR VENDORS

REGISTRATION STEP 5

Washington's  Electronic Business Solution

 [HOME](#)

Vendor Registration

Step 5 of 5

 [help](#)

Manage Geographic Service Designations

1

Please select counties you are willing to provide goods or services in.
(To select more than one option, hold down 'ctrl' or 'cmd'.)

ALL

Adams

Asotin

Benton


ADD 

FINISH 

WEBS FOR VENDORS

LOGIN PAGE

[←](#) [→](#) [↻](#) [🔒](#) pr-webs-customer.des.wa.gov

Washington's  Electronic Business Solution
WEBS for Vendors


COVID-19 Products

If you have products to donate or offer the State of Washington please visit [this website](#) for information on how to do so.

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- A listing of current open solicitations can be found at the [Public Bid Calendar](#).
- [Search for other businesses](#).
- New enhancements to WEBS have been added on July 27: [Details](#)

email ::

password ::


LOGIN 


[Forgot My Password?](#)
[Register Now](#)

WEBS FOR VENDORS

HOME PAGE

Washington's  Electronic Business Solution


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 [Manage Geographic Designations](#)

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 [Manage Contacts](#)


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 [Search Opportunities](#)

 [Search Vendors](#)

 [View History](#)

 [View Reports](#)

 [Logout](#)

Hello User **WEBS Administrator**

 [help](#)

Welcome to Washington's Electronic Business Solution. You will find all the necessary tools you need to access current opportunities with Washington State and more.

Please click on the links to the left to start using this application.

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[feedback](#)

[contact us](#)

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WEBS FOR VENDORS

MANAGE COMMODITY CODES

- Manage Commodity Codes
- Manage Geographic Designations
- Manage Profile/Password
- Manage Contacts
- View User Guides
- Search Opportunities
- Search Vendors
- View History
- View Reports
- Logout

Manage Commodity Codes

 [help](#)

Search for commodity codes

Enter in a keyword or keywords for your search criteria. Click the **Search** button to execute the search. For additional searching tips click on the help link.

Search by Keyword or Code: **SEARCH** 

or Search by Category:

[View](#) entire commodity code listing

My Commodity Codes

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) - [Normal View](#) - [Full List](#)


1

Code	Category	Commodity Title	Remove
515-05	Lawn Maintenance Equipment And Accessories (See Class Aerators, Pluggers, and Spikers 020 For Agricultural Types)		<input type="checkbox"/>
Lawn Maintenance Equipment And Accessories (See Class 020 For Agricultural Types)			
998-05	Sale Of Surplus And Obsolete Items	Agriculture Equipment and Commodities, Sale of Surplus and Obsolete Items	<input type="checkbox"/>
Sale Of Surplus And Obsolete Items			
325-05	Feed, Bedding, Vitamins And Supplements For Animals (See Class 875 Animal Food for Zoo and Farm Animals For Drugs And Pharmaceuticals For Animals)		<input type="checkbox"/>
Feed, Bedding, Vitamins And Supplements For Animals (See Class 875 For Drugs And Pharmaceuticals For Animals)			
967-03	Production And Manufacturing Services	Animal Food Manufacturing Services	<input type="checkbox"/>
Production And Manufacturing Services			
209-13	Computer Software For Mini And Mainframe Computers (Preprogrammed)	Application Software, Minicomputer	<input type="checkbox"/>
Computer Software For Mini And Mainframe Computers (Preprogrammed)			
515-06	Lawn Maintenance Equipment And Accessories (See Class Baggers and Catchers, Grass, Lawn Mower 020 For Agricultural Types)		<input type="checkbox"/>
Lawn Maintenance Equipment And Accessories (See Class 020 For Agricultural Types)			
825-05	Electrical Equipment		<input type="checkbox"/>



WEBS FOR VENDORS

MANAGE GEOGRAPHIC DESIGNATIONS

Washington's  Electronic Business Solution

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➤ Manage Commodity Codes

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➤ Search Vendors

➤ View History

➤ View Reports

➤ Logout

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WEBS FOR VENDORS

MANAGE PROFILE/PASSWORD

Washington's  Electronic Business Solution

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[Manage Geographic Designations](#)

[Manage Profile/Password](#)

[Manage Contacts](#)

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[View History](#)

[View Reports](#)

[Logout](#)

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WEBS FOR VENDORS

MANAGE CONTACTS

Washington's  Electronic Business Solution

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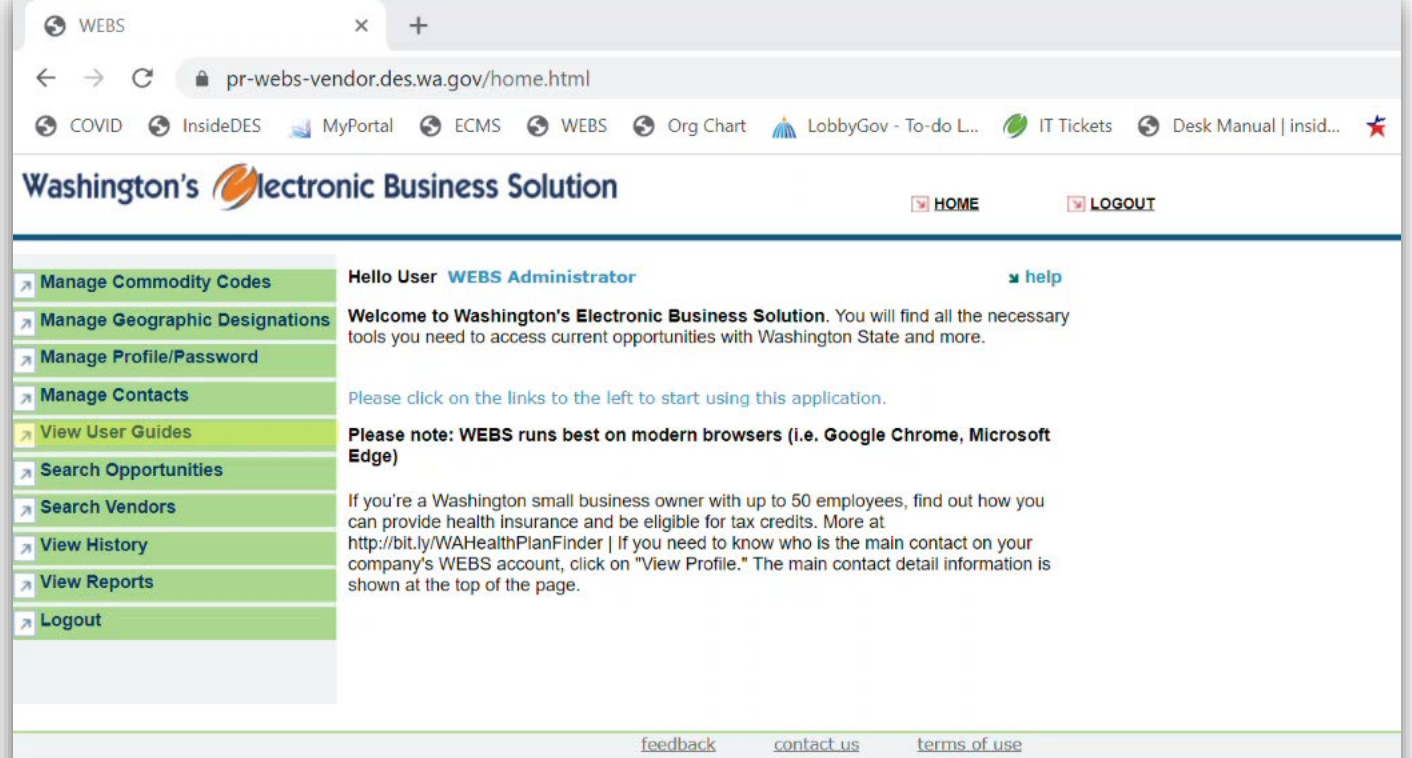
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WEBS FOR VENDORS

VIEW USER GUIDES



The screenshot shows the homepage of the Washington's Electronic Business Solution (WEBS) vendor portal. The browser address bar displays the URL `pr-webs-vendor.des.wa.gov/home.html`. The page header includes navigation links for COVID, InsideDES, MyPortal, ECMS, WEBS, Org Chart, LobbyGov - To-do L..., IT Tickets, and Desk Manual | insid... The main header features the logo "Washington's Electronic Business Solution" and links for HOME and LOGOUT.

The left sidebar contains a list of navigation options:

- Manage Commodity Codes
- Manage Geographic Designations
- Manage Profile/Password
- Manage Contacts
- View User Guides
- Search Opportunities
- Search Vendors
- View History
- View Reports
- Logout


The main content area displays a welcome message to the user, identified as "WEBS Administrator". It includes a "help" link and a note about the application's requirements for modern browsers (Google Chrome, Microsoft Edge). A paragraph of text provides information about health insurance and tax credits for small business owners, with a link to `http://bit.ly/WAHealthPlanFinder`.

The footer contains links for [feedback](#), [contact us](#), and [terms of use](#).



WEBS FOR VENDORS


SEARCH OPPORTUNITIES


 [Manage Commodity Codes](#)

 [Manage Geographic Designations](#)

 [Manage Profile/Password](#)


 [Manage Contacts](#)


 [View User Guides](#)

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 [View History](#)

 [View Reports](#)

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Hello User [WEBS Administrator](#)

 [help](#)

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WEBS FOR VENDORS

SEARCH VENDORS

- [Manage Commodity Codes](#)
- [Manage Geographic Designations](#)
- [Manage Profile/Password](#)
- [Manage Contacts](#)
- [View User Guides](#)
- [Search Opportunities](#)
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- [View History](#)
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WEBS FOR VENDORS

VIEW HISTORY

Washington's  Electronic Business Solution

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WEBS FOR VENDORS

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THANK YOU



WEBSCustomerService@des.wa.gov



360-902-7400



<https://pr-webs-vendor.des.wa.gov/>