

# SMART BUSINESS ILLINOIS

## Certification Instructions

You can now register entirely online for the Small Business Set-Aside Program by following the steps below.

### **Step 1**

Please register at the [Illinois Procurement Gateway](#) (IPG).

- Click on vendor registration (right side of page)
- Click on “create vendor account” or log in if you already have an account.
- Once account is created, log into the Illinois Procurement Gateway
- Next, click on Start/Renew Vendor Registration in upper right hand corner
- Under Available Vendor Registrations (left side), click on State of Illinois Vendor Registration
- Click on New Vendor Registration
- Complete all fields and submit for review/qualification

The IPG is an online database that agency procurement staff will rely upon when searching for SBSP vendors. Once approved in the IPG, you will be able to use your IPG registration number when bidding for contracts in lieu of the corresponding disclosure and certification paperwork.

### **Step 2**

Please register with the [State Board of Elections](#) (required).

Also, *if you have 15 or more employees*, the [Department of Human Rights](#) requires you to get a public contract number.

### **Step 3**

Please register (if you never have) or update your user profile by selecting new NIGP codes in the [Illinois Procurement Bulletin](#) (IPB).

The Illinois Procurement Bulletin (IPB) is the official communication interface between the State and the vendor marketplace. Although registration with the IPB is not necessary to browse the site, registration is required to download solicitations and receive email notification for all new solicitations and award notices. State agencies post small business set-aside purchases that are over \$50,000 to the IPB.

Beginning July 1, 2014, if you have not updated your Illinois Procurement Bulletin user profile with NIGP codes, then you will *no longer receive* email notification of solicitation opportunities and award notices.

Assistance with the [Illinois Procurement Gateway](#) may be obtained by emailing [eec.ipg@illinois.gov](mailto:eec.ipg@illinois.gov) or calling 217.782.1270. Assistance with the [Illinois Procurement Bulletin](#) may be obtained by emailing [webmaster@purchase.state.il.us](mailto:webmaster@purchase.state.il.us).