

HePS
HAWAII ELECTRONIC PROCUREMENT
SYSTEM

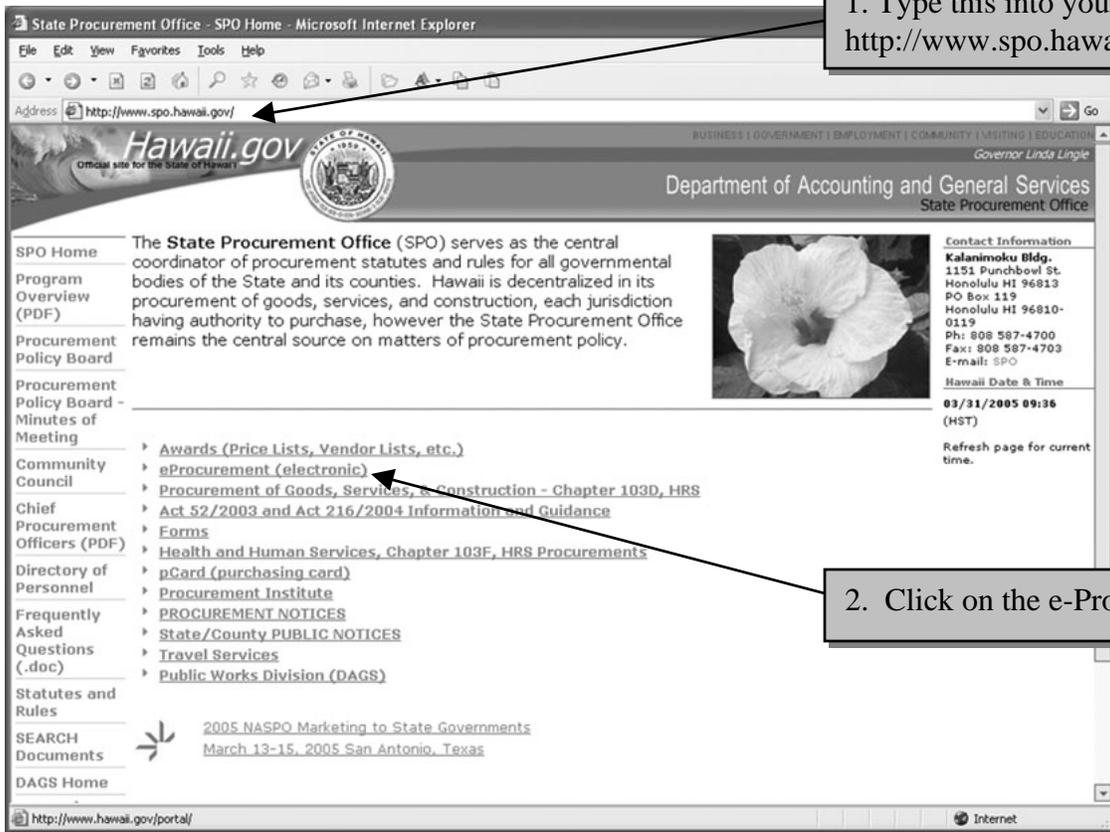
VENDOR REGISTRATION WALK-THROUGH

To register, click on the “HePS VENDOR REGISTRATION” link. The on-line registration form is a straightforward, seven-step process that takes approximately 15 minutes to complete. You may use the following step-by-step walk-through instructions to assist you with registering.

Should you have any questions regarding your registration, you may call Sue Gemmill (our HePS contractor vendor customer support representative) at (800) 575-9955, ext. 122. You may also email Sue at sgemmill@sicomm.net.

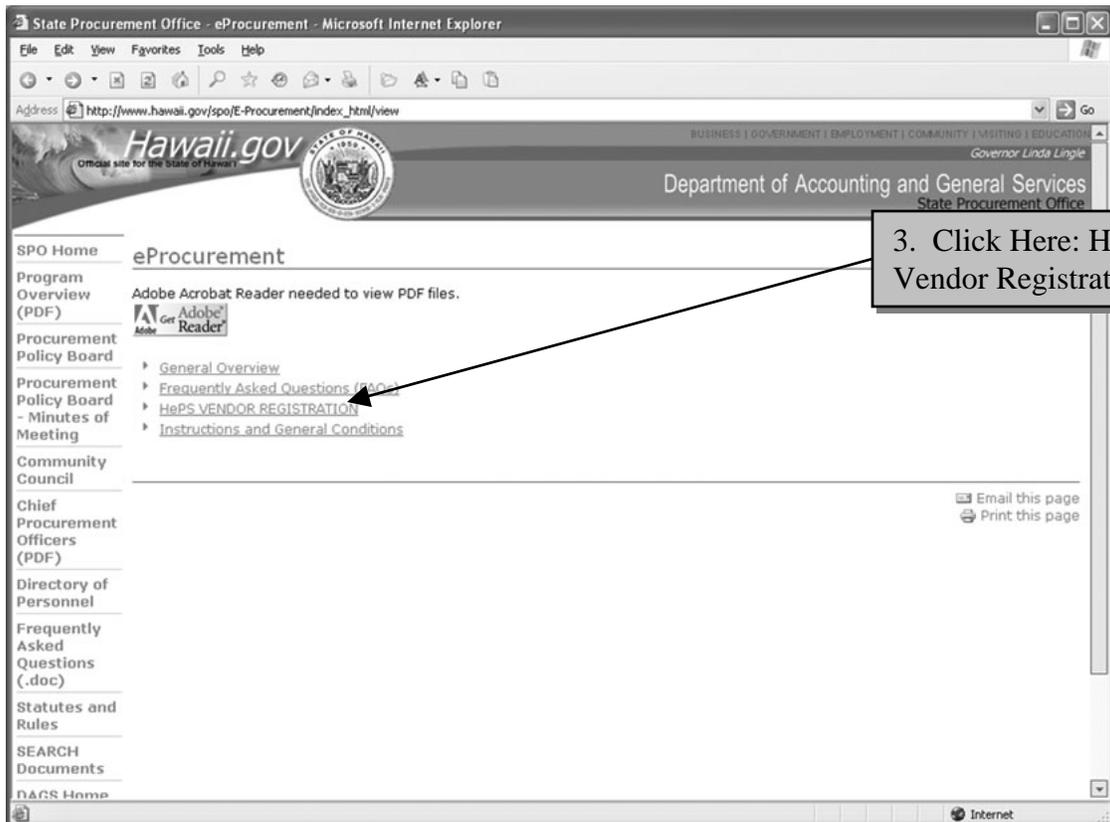
HePS Vendor Registration Walk-Through

1. Type this into your address bar:
<http://www.spo.hawaii.gov>



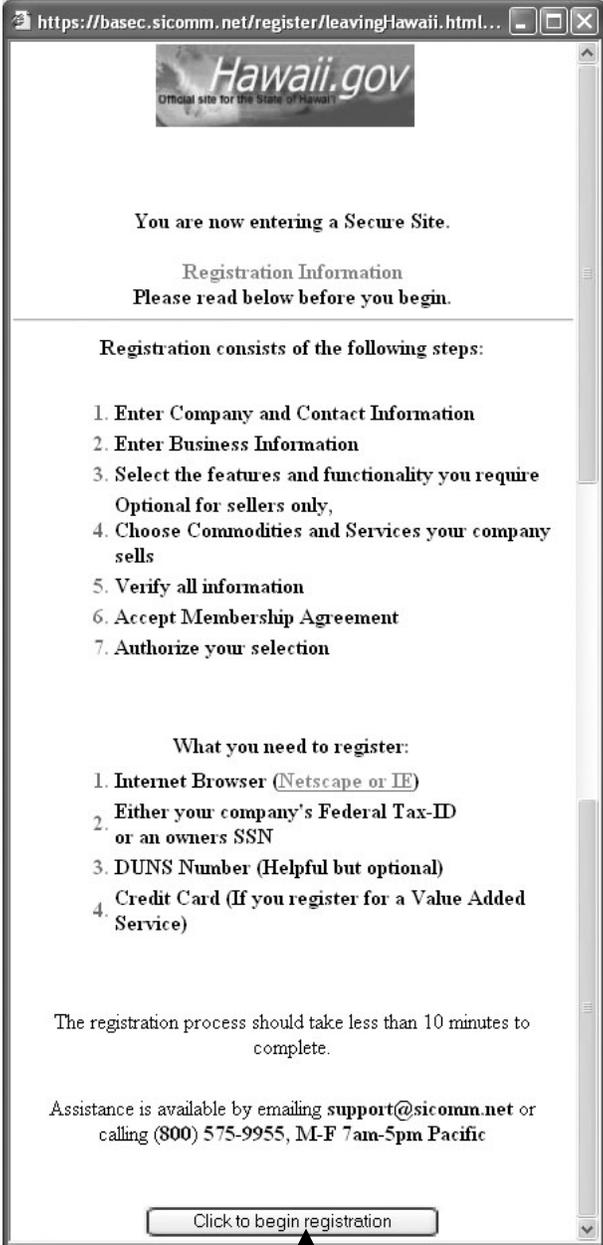
2. Click on the e-Procurement link.

Wait for the next page to load.



3. Click Here: HePS Vendor Registration

Registration Information Popup: Please read



The screenshot shows a web browser window with the address bar displaying `https://basec.sicomm.net/register/leavingHawaii.html...`. The page features the **Hawaii.gov** logo at the top, with the tagline "Official site for the State of Hawaii". Below the logo, the text reads: "You are now entering a Secure Site." followed by "Registration Information Please read below before you begin." A horizontal line separates this header from the main content. The main content is titled "Registration consists of the following steps:" and lists seven numbered steps. Below the steps, it says "What you need to register:" followed by four numbered items. At the bottom of the page, there is a button labeled "Click to begin registration".

Hawaii.gov
Official site for the State of Hawaii

You are now entering a Secure Site.

Registration Information
Please read below before you begin.

Registration consists of the following steps:

1. Enter Company and Contact Information
2. Enter Business Information
3. Select the features and functionality you require
Optional for sellers only,
4. Choose Commodities and Services your company sells
5. Verify all information
6. Accept Membership Agreement
7. Authorize your selection

What you need to register:

1. Internet Browser (Netscape or IE)
2. Either your company's Federal Tax-ID or an owners SSN
3. DUNS Number (Helpful but optional)
4. Credit Card (If you register for a Value Added Service)

The registration process should take less than 10 minutes to complete.

Assistance is available by emailing support@sicomm.net or calling (800) 575-9955, M-F 7am-5pm Pacific

Click to begin registration

Click here to close this popup begin registration.

Step 1 of 7

Enter your company's contact information.

Corporate Information - Microsoft Internet Explorer
Address: https://basec.sicommm.net/register/corpinfo.html?partner=HePS

Hawaii.gov
Official site for the State of Hawaii

Step 1 of 7
Company and Contact Information

Asterisked * fields are mandatory.

Voucher Coupon
Code Number: _____ (if applicable)

Company and Contact Information

Company Name: _____
d/b/a: _____
Company Address: _____
City: _____
State/Province/Other: California (dropdown) If Other, please specify location: _____
ZIP / Postal Code: _____
Country: United States (dropdown)

Point of Contact

First Name: _____
MI: _____
Last Name: _____
Title Position: _____
Email: _____
Telephone: _____ US format: ### ### ####
FAX: _____ US format: ### ### ####

Create User-ID: _____ User-ID must be at least 5 characters.
Create a Password: _____ Password must be at least 7 characters long with 2 CAPITAL letters and 2 numbers.
Verify Password: _____

Continue Registration Cancel Registration

Need Help? email us at support@sicomm.net or call (800) 575-9955, M-F 7am-5pm Pacific
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Leave Blank

Fill out all fields completely.

Important! Make sure to write down your User ID and Password in the exact form that you enter them. They are case-sensitive so check to see if your 'caps lock' is on or off.

When finished, Click 'Continue Registration' to go to the next page.

Write down login information here. Make sure to keep this in a safe place.

User ID:
Password:

Step 2 of 7

Enter general information about your business.

Step 2 of 7
Business Information

Business Information

Federal Tax ID: -
OR
Social Security Number: - -
DUNS Number: [Click Here to Get a New DUNS Number](#)
Website: <http://>

Accounts Payable Contact:

Name:
Email:
Phone: (###-###-####) Fax: (###-###-####)

If Accounts Payable address other then company address please adjust below:

Street Address:
City: State: Zip:
Country: If other please enter State:

Average Number of Employees: (including affiliates)
Average Annual Gross Revenue: over the previous 3 tax years (including affiliates)
Home Office located in US: State of Home Office:

My Company:

independently owned and operated.
 dominant in its field of operation.
Its owners are domiciled in the state of:
(Officers in the case of corporations)

Legal Structure:

Sole Proprietorship Partnership Corporation
 S-Corporation Limited Liability Company Limited Liability Partnership

Diversity Category: (51% or more ownership)

Hispanic American African American Native American/Alaskan
 Asian Indian American Asian-Pacific American Reset
 Woman Owned Minority Woman Owned

General:

51% or more ownership				
US Citizen?	Veteran?	Disabled Veteran?	Vietnam Veteran?	Military Service
<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>			

Demographic Information: (Complete as applicable)

Business Demographics (select all that apply)

Tribal Government
 Foreign Supplier
 8(a) Program Participant Firm
 Emerging Business/Other Unlisted Type
 Small Disadvantaged Business

Associations:

California Hispanic Chambers of Commerce
 National School Transportation Association
 National Veteran Business Development Corporation
 Northern New Mexico Suppliers Alliance
 US Hispanic Chambers of Commerce

Need Help? email us at support@sicomm.net or call (800) 375-9955, M-F 7am-5pm Pacific

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Make sure to enter your company's accounts payable information. To find out why, see the message at the bottom of the next page.

If your company is a large corporation, this applies only to your local branch.

Dominant? Only select 'Yes' if your company is a large monopoly.

Click here to Continue

Step 3 of 7

Synopsis of your service plan

Congratulations!!

As a Hawaiian resident vendor registering with SicommNet, you receive the MarketPlace Productivity Service Plan at no cost. This upgraded service allows you to:

- ✓ View or respond to bid opportunities at no cost.
- ✓ Receive automatic email notifications of bidding opportunities from over 1000 public agencies.
- ✓ Create multiple users in a single account.
- ✓ Buy from and sell to other HI resident vendors by utilizing our B2B software module.

Service Plan Selection - Microsoft Internet Explorer

Address http://www.sicomm.net/registrationDemo/hawaii/serviceLevelSelector.html?busClassString=00000010000000001100018fromregrecap=1&cbl_fedtax_2=&cbl_fedtax_7=&cbl_fedt... Go

Hawaiian Getaways
123 Main Street
Honolulu, HI 96813

Step 3 of 7
Review services

Functionality	Features of Solution	Annual Cost
BUYING and SELLING	Congratulations!! All Hawaii resident vendors registering with Sicommnet receive the MarketPlace Productivity Service Plan at no cost. This upgraded service allows you to: <ul style="list-style-type: none">• view or respond to bid opportunities at no cost• receive automatic email notifications of bidding opportunities from over 1000 public agencies• buy and sell from other HI resident vendors by our B2B software module• create multiple users in a single account	\$-319.95 \$0.00

The next step in the process is to select the commodities that your company supplies or the services that your company performs. This information will provide the linkage to your business from State of Hawaii and other agencies when those goods or services are required.

You will be choosing from the National Institute of Governmental Agencies Commodities Catalog. Select at least one commodity to move onto the final registration steps. You may update this information from within your eCommerce account, which you are currently establishing, at any time.

Continue Registration Cancel Registration

You have automatically been upgraded to SicommNet's highest service level: The MarketPlace Productivity Service Plan. Click here to continue.

Accounts Payable Information Please Read:

To fund and maintain the HePS system, SicommNet charges a transaction fee of .85% of the amount awarded by the purchasing agency. The transaction fee is only charged to the winning bidder. This amount will be billed by SicommNet, not the State of Hawaii.

Step 4 of 7

Select the commodities, products, and services your company sells.

Hawaii.gov
Hawaiian Getaways
123 Main Street
Honolulu, HI 96813

Step 4 of 7
Create Commodities Portfolio

Select the commodities or services that your company sells.
You may select from the categories below or use the key word search.

More Detail	Description
<input checked="" type="radio"/>	01 - Administrative, Financial, and Management Services
<input type="radio"/>	02 - Agricultural Equipment and Related Products and Services
<input checked="" type="radio"/>	03 - Arts, Crafts, Entertainment, Theatre
<input type="radio"/>	04 - Automotive Products, Vehicles, and Services
<input type="radio"/>	05 - Building Equipment, Supplies, and Services
<input type="radio"/>	06 - Clothing, Textiles, Laundry Equipment, and Supplies
<input type="radio"/>	07 - Communication Equipment and Services
<input type="radio"/>	08 - Computers, Software, Supplies, and Services
<input type="radio"/>	09 - Food, Equipment, and Related Services
<input checked="" type="radio"/>	10 - Furnishings and Related Services
<input type="radio"/>	11 - Furniture and Related Services
<input type="radio"/>	12 - Hardware, Related Equipment, and Services
<input type="radio"/>	13 - Highway Road Equipment, Materials, and Related Equipment
<input type="radio"/>	14 - Janitorial and Cleaning Equipment, Supplies, and Services
<input type="radio"/>	15 - Laboratory Equipment, Supplies, and Services
<input type="radio"/>	16 - Maintenance and Repair of Equipment
<input type="radio"/>	17 - Medical Equipment, Supplies, and Services
<input type="radio"/>	18 - Miscellaneous Commodities and Services
<input checked="" type="radio"/>	19 - Office Supplies, Related Items, and Services
<input type="radio"/>	20 - Paper, Printing Equipment, and Related Products and Services
<input type="radio"/>	21 - Personal Products, Equipment, and Services
<input type="radio"/>	22 - Public Works, Park Equipment, and Construction Services
<input type="radio"/>	23 - Rental and Leasing Services
<input type="radio"/>	24 - Safety and Protection Equipment and Related Services
<input type="radio"/>	25 - School and Library Equipment, Supplies, and Services
<input type="radio"/>	26 - Sporting, Athletic, and other Outdoor Equipment and Services
<input type="radio"/>	27 - Testing and Sampling Equipment and Services
<input type="radio"/>	28 - The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding
<input type="radio"/>	29 - Transit Equipment and Related Services, Mass
<input type="radio"/>	30 - Water and Sewer Treatment Equipment, Supplies, and Services

Keyword Search:
or press Enter to search

Need Help? Email us at support@sicomm.net or call us at (800) 575-9955, M-F 7am-5pm Pacific
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There are two ways to add commodities:
1. Drill-down lets you select general descriptions that bring up sub-categories. See the next page for more information about this method.

2. The second method lets you use a keyword search. SicommNet suggests that you start with general keywords and select more specific commodities from the search results.

Once you have selected your commodities, click here to continue.

Step 4 of 7

Create Commodities Portfolio Continued

Both the Drill-down and Keyword search methods will bring you to a page with more specific commodities.

The screenshot shows a Microsoft Internet Explorer browser window displaying a page titled "08 - Computers, Software, Supplies, and Services". The page features a table of commodity classes with columns for "Add", "More Detail", "Class", and "Description".

Add	More Detail	Class	Description
<input type="checkbox"/>	<input checked="" type="radio"/>	204	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
<input type="checkbox"/>	<input type="radio"/>	206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS
<input type="checkbox"/>	<input checked="" type="radio"/>	207	COMPUTER ACCESSORIES AND SUPPLIES
<input type="checkbox"/>	<input type="radio"/>	208	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)
<input type="checkbox"/>	<input checked="" type="radio"/>	209	COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)
<input type="checkbox"/>	<input type="radio"/>	250	DATA PROCESSING CARDS AND PAPER
<input type="checkbox"/>	<input checked="" type="radio"/>	395	FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS FOR FORMS
<input type="checkbox"/>	<input type="radio"/>	920	DATA PROCESSING, COMPUTER, AND SOFTWARE SERVICES

Below the table, there is a note: "* - Already added." and two buttons: "Add Selected Commodities" and "Back".

Callouts from the image:

- "You can add entire classes of commodities or..." points to the "Add" column checkboxes.
- "...click here for more specific listings. Multiple selections (as appropriate) are ok." points to the "More Detail" column radio buttons.
- "Once you have made your selections, (you can pick more than one) click here to return to the previous page." points to the "Back" button.

Your Commodities Profile tells the agency what goods and services your company provides. You will receive email notifications any time an opportunity is available that matches the commodities in your profile.

Once you have made your selections, (you can pick more than one) click here to return to the previous page.

Note: Once you have registered you have the option to change or update your company information, user information, or commodity selections through the 'Profiles Manager' menu option at any time. We recommend you periodically review this to ensure you receive notification of opportunities that fit your growing business.

Step 5 of 7

Review the information you entered.

Hawaiian Getaways
123 Main Street
Honolulu, HI 96813

Step 5 of 7
Verify Information
Tue Nov 30, 2004

Verify All Information

Company Information Make Changes

Company Name: Hawaiian Getaways
d/b/a
Company Address: 123 Main Street
City: Honolulu
State/Other: HI
ZIP / Postal Code: 96813
Country: USA

Point of Contact Make Changes

First Name: Sue
MI
Last Name: Gemni
Title/Position: Owner
Email: susann
Telephone: 619-294
FAX:
User-ID: susann
Password: SUSAN

Business Information Make Changes

Social Security Number: 557-68
Diversity Category: Hispan
Woman Owned: Yes
US Citizen: Yes
Military Service:

Service Plan: Make Changes

Plan Selected: The Market Place - Productivity Plan
Total: \$0.00 per State of Hawaii contractual agreement
IP address: 209.247.72.228

Commodities Selected Make Changes

Commodities/Services Description
95892 Travel Management Services

Need Help? Email us at support@sicomm.net or call us at (800) 575-9955 M-F 7am-5pm Pacific
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Please review the information you entered before continuing. If you need to make any changes just click the appropriate circle.

Click here once you verified the information is correct.

Step 6 of 7 Services Agreement

Public Enterprise Location Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.sicomm.net/registrationDemo/hawaii/ServiceAgreement.html?fromregrecap=undefined&curplan=undefined&whatdoyouwant=undefined&Radio=Radio&Submit=Continue> Go

Hawaii.gov Hawaiian Getaways
Official site for the State of Hawaii 123 Main Street
Honolulu, HI 96813

Step 6 of 7
Services Agreement

Services Agreement

The following legal agreement must be accepted before using the service.

Sicommnet Online Services Agreement (SOSA)

Sicommnet Online Services Agreement (SOSA)
PLEASE READ BEFORE CLICKING "I AGREE" BUTTON BELOW.
THIS AGREEMENT CONTAINS LEGAL OBLIGATIONS. CLICKING "I AGREE" IS YOUR ELECTRONIC SIGNATURE AND WILL LEGALLY BIND YOU TO THIS AGREEMENT

This Sicommnet Online Service Agreement ("SOSA" or "Agreement") applies to Sicommnet's Web sites ("Site") and electronic content, including but not limited to procurement tools, such as bid-and-response, and other services or forums that might be added in the future. We refer to each and all of the above as "Sicommnet Services" or "Sicommnet Service". You, the person visiting and utilizing this Site, are referred to as "You" or "Yours". Sicommnet's Web sites include those on the Sicomm.net domain as well as on other Internet domains operated by agents, Sicommnet's alliance partners, or Sicommnet.

If You are registering for a particular Sicommnet Service, You must read the SOSA before clicking "I Agree" below.

TABLE OF CONTENT

1. Acceptance of SOSA
2. Future changes to Site, SOSA, and other Sicommnet Terms and Conditions

Need Help? email us at support@sicomm.net or call us at (800) 575-9955, M-F 7am-5pm Pacific

Click here to continue. You cannot complete vendor registration without agreeing to the Services Agreement.

If you would like to print a copy of the SicommNet Online Service Agreement, it is available on www.sicomm.net. Just scroll down to the bottom of the page and click 'SOSA'. You can then download and print the file as an Adobe .pdf file by clicking the 'view as .pdf' button at the bottom of the page.

Information Popup Marketplace Registration Survey

http://www.sicomm.net - Marketplace Registration Survey - Microsoft Internet Explorer

CONGRATULATIONS ON BECOMING A
MEMBER OF THE "MARKETPLACE"

WE WISH YOU A HIGH RETURN
ON YOUR INVESTMENT

PLEASE LET US KNOW, HOW YOU HEARD
ABOUT THE MARKETPLACE

Referred from public agency or agency website

THANK YOU

Alliance Partners:
diversityvendors.com
VeteransPurchaseNet
YellowBus MarketPlace
BIS Marketplace
CHARO Marketplace
CHCC / SDCHCC
Inet
Marketplace.com

Done Internet

Once you make your selection from this drop-down menu, you will automatically be taken to step 7.

Step 7 of 7

Your account has been created.

http://www.sicomm.net/registrationDemo/hawaii/ConfirmationScreen.html?fromregcap=8curplan=8wh - Microsoft Internet Explorer

Address http://www.sicomm.net/registrationDemo/hawaii/ConfirmationScreen.html?fromregcap=8curplan=8wh

Hawaiian Getaways
123 Main Street
Honolulu, HI 96813

Step 7 of 7
Create Account

Please wait while we setup your account.
This may take up to 1 minute.

Hawaiian Getaways
Creating P00000059089 Database Structure
Creating BTOB00059089 Database Structure

Success. Your Marketplace account has been established.

Click [here](#) to login.

An email confirming this transaction has been sent to: susanne@aol.com
A copy of the email which has been sent is shown below.

Hawaiian Getaways
Marketplace Account Information
Tue Nov 30, 2004

Company Information	
Account Number:	P00000059089
Company Name:	Hawaiian Getaways
Company Address:	123 Main Street
City:	Honolulu
State/Other:	HI
ZIP / Postal Code:	96813
Country:	
Point of Contact	
First Name:	Sue
MI:	
Last Name:	Gemmill
Title/Position:	Owner
Email:	susanne@aol.com
Telephone:	619-294-9191
FAX:	
User-ID:	susanne
Password:	*****
Business Information	
Social Security Number:	557-68-1123
Diversity Category:	Hispanic American
Woman Owned:	Yes
US Citizen:	Yes
Military Service:	
Service Plan:	
Plan Selected:	The Market Place - Productivity Plan
Total:	\$ 0.00 per State of Hawaii contractual agreement
IP address:	209.247.72.228
Commodities Selected	
Commodities/Services:	Description
95892	Travel Management Services

Acct: P00000059089 PTY02XX
HAWAIIAN GETAWAYS
SUE GEMMILL
123 Main Street
Honolulu, HI 96813

Attn: Sue Gemmill

----- Statement of Account - Nbr: BASEC26583 -----

Date: Tue Nov 30, 2004

LI	QTY	UOM	Description	Amount
1	1	YR	Marketplace B2B and Agencies	\$0.00
Start Service: Tue Nov 30, 2004				
End Service: Wed Nov 30, 2005				

For questions regarding this notice please call
800-575-9955

Thank you for the opportunity to be of service.
Sicommnet
Secure Internet Commerce Network

Email sent

Need Help? Email us at support@sicomm.net or call us at (800) 575-9955, M-F 7am-5pm Pacific
© 2004 Secure Internet Commerce Network

This is your account confirmation page. You will also get an email confirmation.

This link will take you to the login page at www.sicomm.net.

Here is a sample of the email you will receive.

SicommNet Home Page Vendor Login

Enter your login information from Step 2 here. Make sure to enter it in the same case you used when registering.

The screenshot shows the SicommNet website interface. At the top, there is a navigation menu with links for Home, Solutions, Milestones, Resources, and Partners. Below this is a banner for 'e-Procurement Solutions for the Public & Private Sector'. A central login area contains fields for 'User ID' and 'PW', a 'MarketPlace Login' button, and a 'Forgot Your Password?' link. To the right of the login area is a 'Vendor Registration' button and a search box. Below the search box is a 'Milestone Headlines' section with three press release entries. At the bottom of the page, there is a footer with links for About SicommNET, Privacy, Code of Conduct, SOS, Site Map, Contact Us, and FAQ. The SOS link is highlighted with a callout box.

If you ever forget your password, click here.

Use these links to learn more about SicommNet.

Click here for our SOSA (SicommNet Online Service Agreement).

Note: It is a good idea to bookmark this page (www.sicomm.net). Internet Explorer users, from the Favorites menu select 'Add to Favorites'. Netscape and Mozilla users, from the Bookmarks menu select 'Bookmark This Page'.

The Market Place

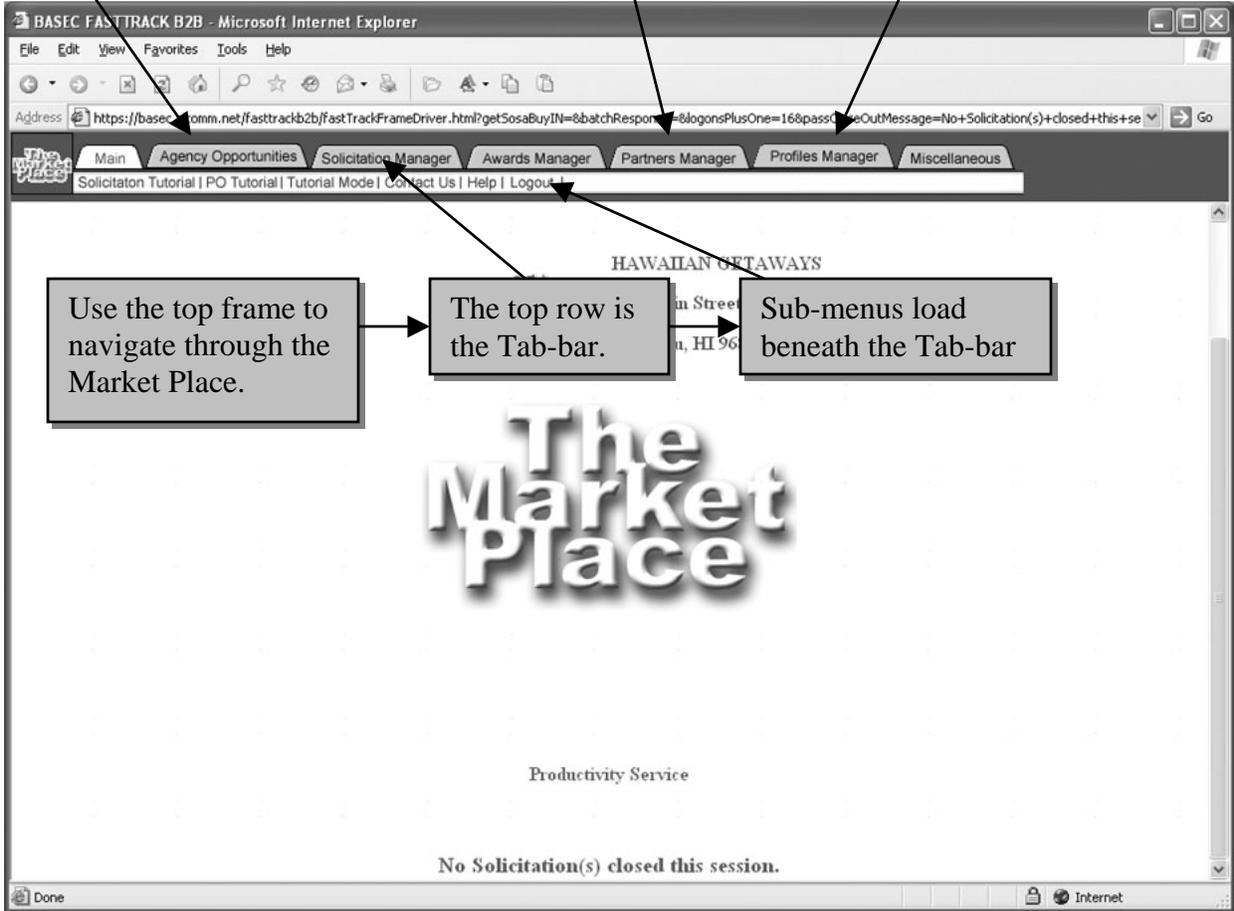
Your New Account

Market Place Features

Click here, then select a sub-menu to view and respond to opportunities.

Modify your profiles

Manage agency associations



Notes