



State of Wisconsin Department of Administration

eSupplier Portal for Suppliers Reference

Version 1

Version History

Version	Date	Editor	Description
1.0	10/30/2020	STAR Office	Initial Development

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NOTES ON USING THIS GUIDE.

- This reference assists existing suppliers of the State of Wisconsin in setting up an eSupplier Portal account to view their transactions and to submit requests to maintain their supplier information.
- To complete registration, you will need your 10-digit supplier ID assigned when you were approved as a supplier and your Tax Identification Number (TIN).
- This document explains how to establish a State of Wisconsin WAMS user account, request eSupplier access, and submit requests for updates to your supplier information.

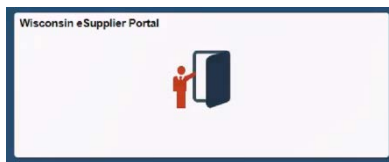
Notice: You must have a State of Wisconsin WAMS user account before you can register to access the eSupplier Portal. This account is key to doing secure business with the State of Wisconsin online. You may have previously set up a WAMS user account to access other business applications for business with the State. If you don’t have a WAMS user account, you will be directed to create a WAMS user account as you REQUEST ACCESS TO THE WISCONSIN ESUPPLIER PORTAL starting on the [next page](#). If you already have a WAMS user account, you will be able to skip the WAMS user account set up steps.

REQUEST ACCESS TO THE ESUPPLIER PORTAL

- **Step 1:** Navigate to: eSupplier.wi.gov



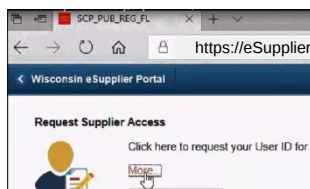
- **Step 2:** Click on the Wisconsin eSupplier Portal tile.



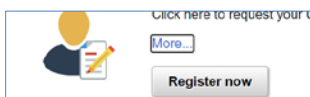
- **Step 3:** Click on the User Registration tile.



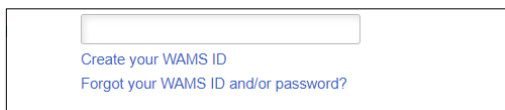
- **Step 4:** Once at the Request Supplier Access page, choose the More hyperlink to reveal and review the instructions.



- **Step 5:** After reviewing the instructions, click the Register now button.



- **Step 6:** A pop-up window titled “Request Supplier Access” will be displayed. If you already have a WAMS user account (“WAMS ID”) proceed to step 17 found on page 7. If not, click the Create your WAMS ID link found in the lower middle portion of the page to go to the WAMS site and create your WAMS user account.



SET UP A WAMS USER ACCOUNT

You may have previously set up a WAMS user account to access other business applications for business with the State of Wisconsin. If you already have a WAMS user account, skip to step 17 on [page 7](#).

- **Step 7:** Once you have reached on.wisconsin.gov/WAMS/SelfRegController by clicking the Create your WAMS ID link as shown on [page 3, step 6](#), scroll through the terms and when ready, click the Accept button at the bottom of the page.



- **Step 8:** Fill in the required **Profile Information** including (required fields have an asterisk to the right of the field):
- First Name
 - Last Name
 - E-Mail

A screenshot of a web form titled "Profile Information". It contains several input fields: "First Name", "Middle Initial", "Last Name", "Suffix" (with a dropdown menu showing "e.g. JR, SR, I, II, III"), and "E-Mail". The "E-Mail" field has a placeholder text "Example: username@host.domain". Each required field has a small yellow asterisk to its right.

- **Step 9:** Fill in the required **Account Information** including:
- User ID (of your choosing)
 - Password (of your choosing)
 - Re-enter Password

A screenshot of a web form titled "Account Information". It includes a text block explaining the requirements for the User ID and Password. Below this, there are three input fields: "User ID", "Password", and "Re-enter Password". Each required field has a small yellow asterisk to its right.

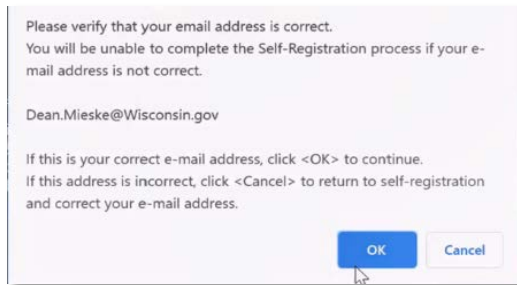
- **Step 10:** Fill in the required **Account Recovery** fields including:
- Secret Question
 - Answer to Secret Question

A screenshot of a web form titled "Account Recovery". It contains a text block instructing the user to "Compose a question and answer for account recovery purposes. [Guidelines.](#)". Below this, there are two input fields: "Secret Question" and "Answer to Secret Question". Each required field has a small yellow asterisk to its right.

- **Step 11:** Press the Submit button at the bottom of the page.



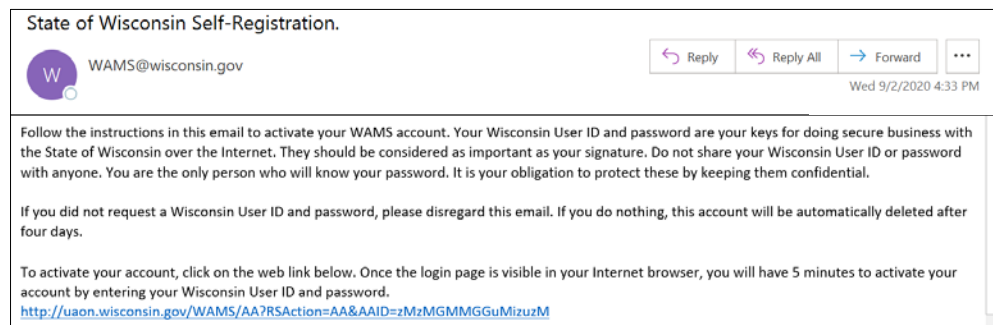
- **Step 12:** Click OK if correct or cancel if incorrect (then correct your email entry).



- **Step 13:** Be sure you see this self-registration verification screen, notifying you the form has been submitted properly. (The notice reads: “You are now ready to proceed to Part Two ...”) If you don’t see this notice immediately after pressing OK in the previous step, go back and start over with WAMS Step 1 ([on page 3, step 1.](#))



- **Step 14:** You must activate your WAMS user account before you can use it to log in. To activate your account, check your email inbox for a verification email and click on the web link in the email within 5 minutes (after 5 minutes you would need to re-submit the form for a new link).



- **Step 15:** Log in to WAMS using the login screen that opens. Enter the User ID/password you set up for WAMS and then press the Login button.

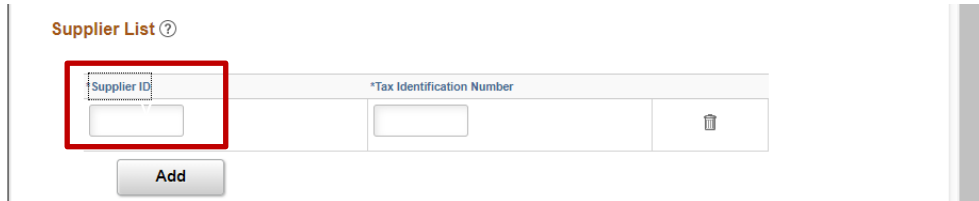


- **Step 16:** Verify that the Self-Registration Congratulations message appears. This finalizes WAMS user account registration.



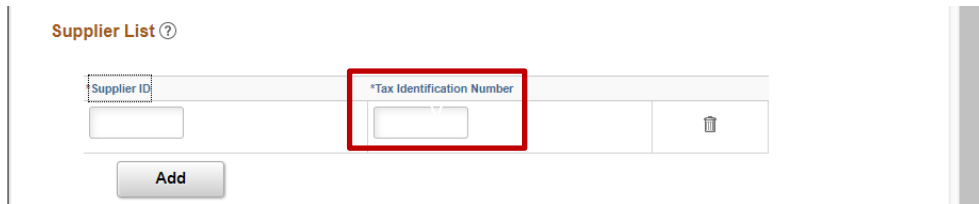
NOTE: If you just completed WAMS registration, eSupplier Portal User Registration must still be completed! Return to the eSupplier Portal registration form. (The browser window should still be open.) (see [page 7, step 17](#)).

- **Step 17:** Enter your Supplier ID.



The screenshot shows the 'Supplier List' section with a table containing two columns: 'Supplier ID' and '*Tax Identification Number'. The 'Supplier ID' column has a text input field, which is highlighted with a red rectangle. Below the table is an 'Add' button.

- **Step 18:** Enter your supplier's Tax Identification Number (TIN). (The add button is used to add a second supplier ID & TIN as necessary.)



The screenshot shows the 'Supplier List' section with a table containing two columns: 'Supplier ID' and '*Tax Identification Number'. The '*Tax Identification Number' column has a text input field, which is highlighted with a red rectangle. Below the table is an 'Add' button.

- **Step 19:** Enter your WAMS User ID. (You will see your WAMS User Name and the email you provided to WAMS populate automatically. These fields are view only and not able to be changed.)



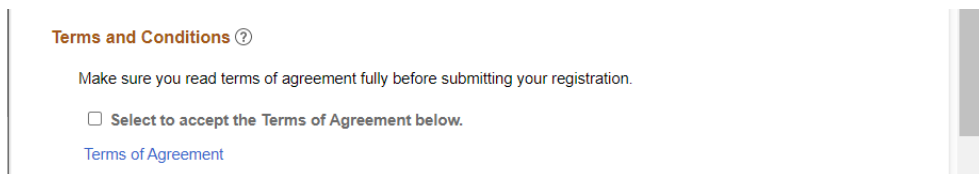
The screenshot shows the 'WAMS User Account Information' section with two text input fields. The first field is labeled '*WAMS User ID' and is highlighted with a red rectangle. The second field is labeled '*WAMS Password'.

- **Step 20:** Enter your WAMS password.



The screenshot shows the 'WAMS User Account Information' section with two text input fields. The first field is labeled '*WAMS User ID' and the second field is labeled '*WAMS Password' and is highlighted with a red rectangle.

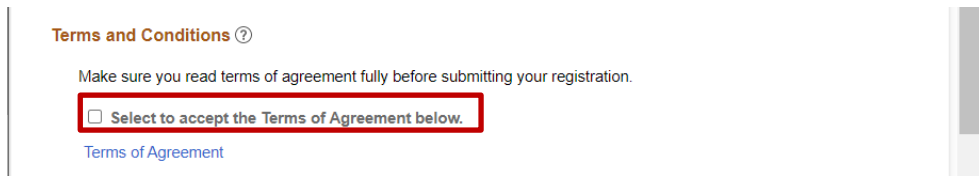
- **Step 21:** Click the Terms of Agreement hyperlink and read the terms.



The screenshot shows the 'Terms and Conditions' section. It includes a paragraph: 'Make sure you read terms of agreement fully before submitting your registration.' Below this is a checkbox labeled 'Select to accept the Terms of Agreement below.' and a blue hyperlink labeled 'Terms of Agreement'.

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- **Step 22:** Select the check box to indicate acceptance of the Terms and Conditions.



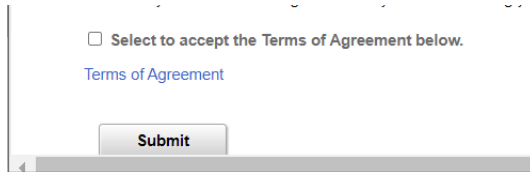
Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

☐ Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

- **Step 23:** Click the Submit button.



☐ Select to accept the Terms of Agreement below.

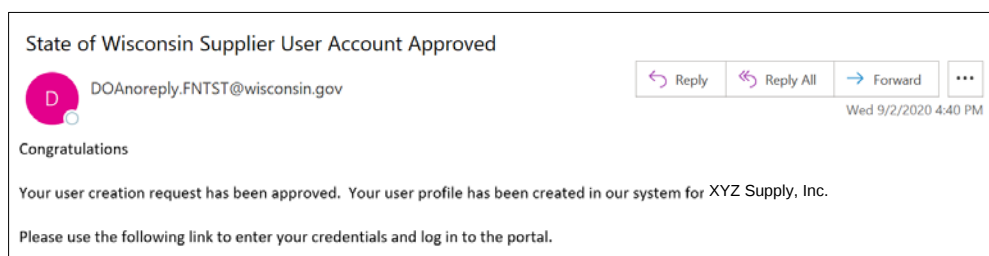
[Terms of Agreement](#)

Submit

- **Step 24:** Click the OK button when you receive a “New User Profile has been submitted for Approval” notice. Once you click OK, your request for eSupplier Portal access has been submitted to the Wisconsin State Controller’s Office.



- **Step 25:** Check the email account that you used for your WAMS user account setup. Verify that you have received the eSupplier User Account Registration approval email. Once you have received it, you will be able to sign in to the eSupplier portal. (You can expect the email within about 1 business day after completion of your eSupplier registration request.)

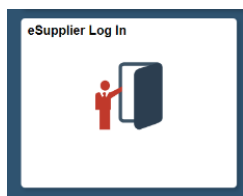


SIGN IN TO THE ESUPPLIER PORTAL

- **Step 1:** Navigate to: eSupplier.wi.gov.



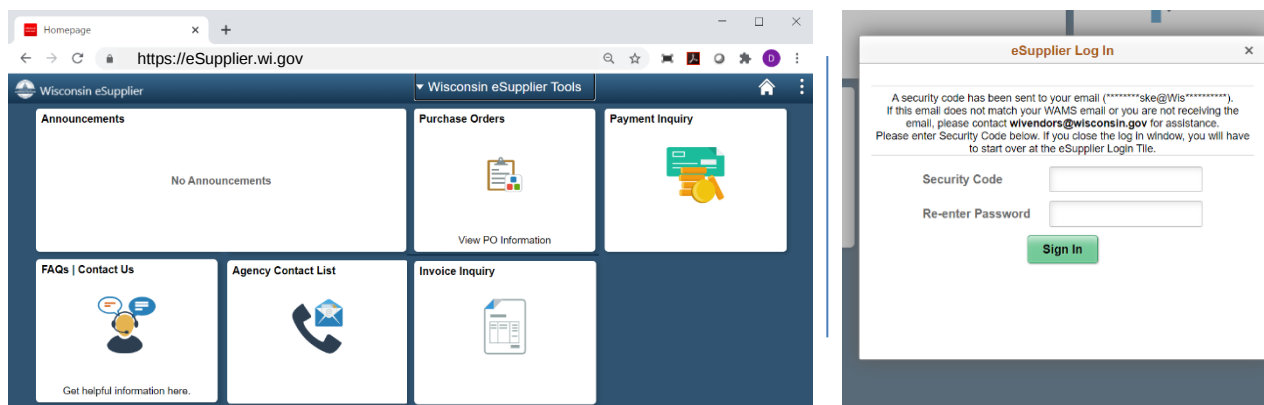
- **Step 2:** Click the eSupplier Log In tile.



- **Step 3:** Enter your WAMS ID and WAMS Password in the log in box that pops up, then click Sign In.



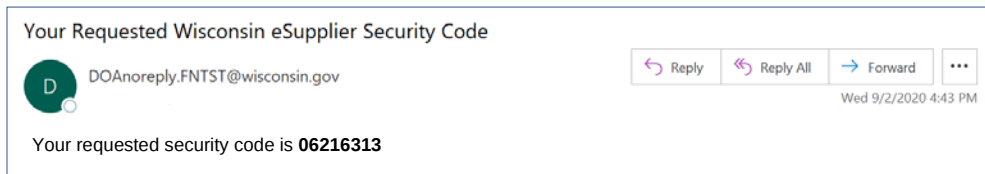
- **Step 4:** If you are signed in and have access to Wisconsin eSupplier Tools after the previous step (see below left), you have completed the registration and sign in process with standard security access. No more steps are required. See help on [page 14](#) for more information about how to use standard security access to the eSupplier site. However, if the security code sign in box appears (see box on right), more steps are required since you have higher, change-level security access. (Continued on the [next page](#).)



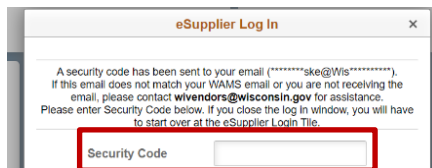
NOTE: Certain users with change-level security access at supplier companies are allowed to view supplier information in more detail and submit requests to update their company's information on file with the Wisconsin State Controller's Office.

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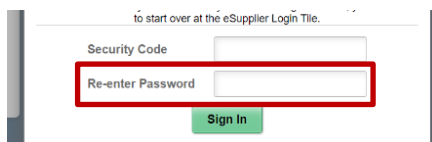
- **Step 5:** If you have access to submit change requests on behalf of your business, you will automatically be emailed a security validation numeric code after you clicked “Sign In” in Step 3 (explained on the previous page). The email is typically generated within about one minute after the completion of Step 3.



- **Step 6:** Enter the code without delay in the Security Code field.



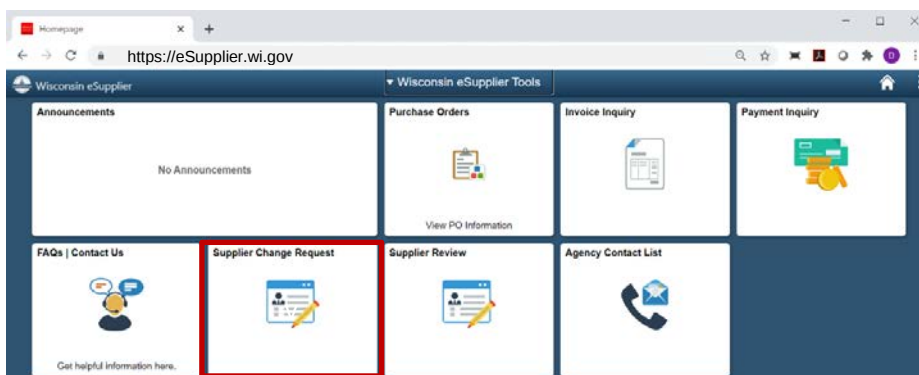
- **Step 7:** The, re-enter your (WAMS) password.



- **Step 8:** Click Sign In.



- **Step 9:** If you have successfully signed in with change-level security access, you will be taken to the Wisconsin eSupplier Tools page that includes various supplier references and the Supplier Change Request button.

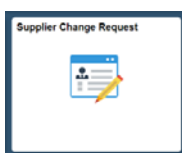


SUBMIT A REQUEST TO UPDATE SUPPLIER ACCOUNT INFORMATION

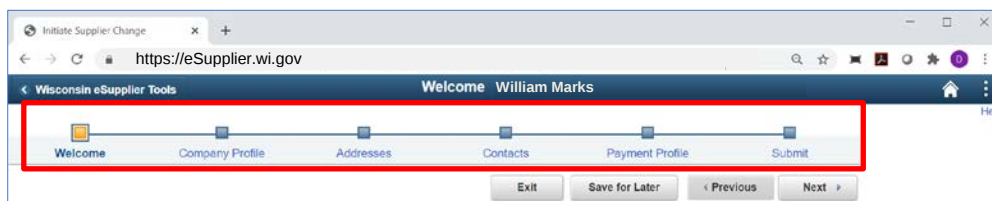
NOTE: Suppliers with change access are able to maintain their organization's profile, address, contacts, and payment profile. To update your information take these steps.

NOTICE: To submit a request for this access level, please contact the Wisconsin State Controller's Office at wivendors@wisconsin.gov. Once access to submit Supplier Information Change Requests has been provided, follow the steps starting on the next page to complete two-factor authentication sign-on and complete the necessary steps to submit change requests for updates. Be aware that companies with change request-level access must have at least two (2) active users of the Wisconsin eSupplier Portal as both parties will be notified of requests to change supplier information.

- **Step 1:** Click on the Supplier Change Request tile after signing in to eSupplier.



- **Step 2:** To make an update, select a specific page using the page menu. You can also use the Next button to review all of your data, page by page.



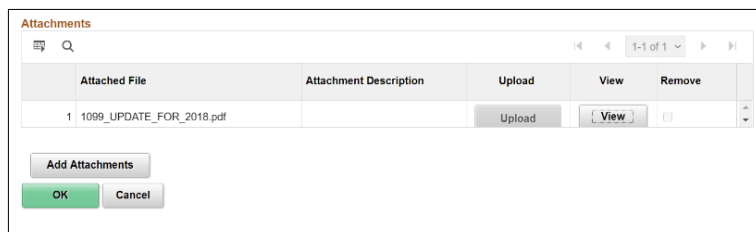
NOTE: On each page, wherever there is a "?", click on it to view more information on that section.

- **Step 3:** On the Company Profile page, to update items such as your IRS W-9 or W-ECI documents, choose Add/View Attachments.



NOTE: The most common error is not attaching an IRS W-9 when no electronic IRS W-9 is on file with the state.

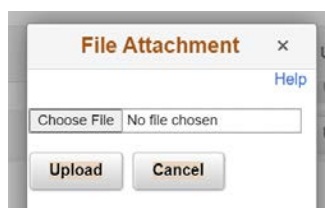
- **Step 4:** Click the Add Attachments button to upload an updated document or add a new document



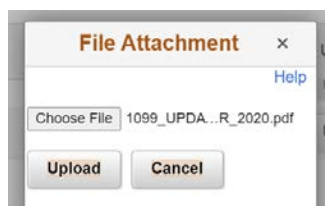
- **Step 5:** Click the Upload button.

Document Description	Upload	View	Remove
	Upload	View	☐
	Upload	View	☐

- **Step 6:** Click Choose File.



- **Step 7:** Navigate to the file on your computer and click on it. Click Open. The name of the file appears under File Attachment.



- **Step 8:** Click the Upload button.



- **Step 9:** Click the OK button.



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- **Step 10:** Verify that the change has been staged under the Change Action and Change Effective Date columns. You will see Add under Change Action and the date of the change under Change Effective Date.

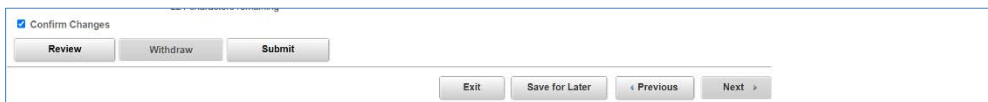
Name	Address	Change Action	Change Effective Date	Edit
Alex Fox				
Pharma Collections Team				
Darius Wood	XYZ Supply, Inc.	Add	09/10/2020	

[Add New Contact](#)

- **Step 11:** To submit all pending changes, go to the Submit page by clicking Submit.



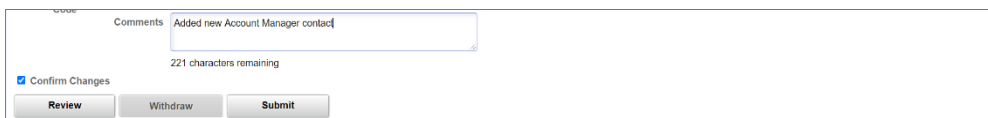
- **Step 12:** You can click Review to review all the changes in a summary view.



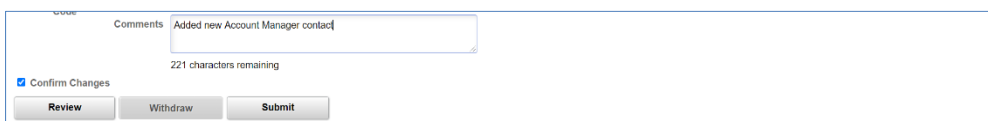
- **Step 13:** Once you have confirmed all changes, select an Audit Reason from the drop-down list. While not required, you can fill in any comments as appropriate to explain the reason for the changes.



- **Step 14:** Click the Confirm Changes check box. The Submit button becomes available.



- **Step 15:** Press the Submit button to send the change to the Wisconsin State Controller's Office for approval.



GETTING HELP

- **Step 1:** Navigate to: eSupplier.wi.gov



- **Step 2:** Click the Wisconsin eSupplier Portal tile.



- **Step 3:** Click the FAQs/Contact Us tile. FAQ topics and questions will be in this tile. If your question cannot be answered by any of the FAQs, click on the Contact Us hyperlink. Send an email to the appropriate email.

