

# North Dakota Approved Bidder SPO ONLINE INSTRUCTIONS

1. To begin go to [SPO Online](#).
2. This is the Bidder Services Main Menu. Click the “Log In” link under “My Registration”.

North Dakota [nd.gov](#) Official Portal for North Dakota State Government

Transparency PeopleSoft Login Search

**OMB**  
Office of Management and Budget

OMB Home Agency

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**Main Menu**

### Bidder Services Main Menu

**Search**  
Commodity Code (Search by Keyword or Commodity)  
Bidder  
List All Commodity Codes

**Solicitation**  
Recent Solicitations  
Search All Solicitation

**State Contracts**  
List Contracts

**My Registration**  
**Log In**  
Maintain Registration  
Request Authorization

**Help Information**  
Email State Procurement Office if you have questions or need further information.  
State Procurement Office Home Page  
Bidder Instructions for Online Access - Update your bidder profile online (add and delete commodity codes, contact names, address, etc.)

3. Click the “Register Now” button

North Dakota [nd.gov](#) Official Portal for North Dakota State Government

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### Login

You are entering North Dakota State Procurement Office Online Services System.

**Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.**

North Dakota *login*

**Already Registered - Not sure?**

North Dakota Login:   
Forgot Login

Password:   
Forgot Password

**Login**

[Update your account](#)

**New to North Dakota Online Services?**

**Register Now!**

**Benefits of North Dakota Login**

- One North Dakota Login and password to access multiple ND Online Services
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the Service Desk.

If you need assistance with this online service, please contact the North Dakota State Procurement Office.

4. Complete the online registration questions.

**Registration**  
Steps: **Account Details** | Confirmation | Print Profile

### Business/Organization Account Details

Business/Organization accounts should only be used for online services related to the business or organization you represent

**Login Details**

\*North Dakota Login:   
\*Password:   
\*Confirm Password:   
\*Business Email:   
\*Confirm Business Email:

**North Dakota Login Requirements:**

- at least 3 characters long
- cannot be an existing ID

**Password Requirements:**

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

**Business/Organization Details**

\*Business Name:

\*Contact Name: First  MI  Last  Suffix

\*Address 1:   
Address 2:   
Address 3:

\*City, State, Zip: City  North Dakota  00000  (555554444)

\*Country:

\*Telephone:  (2223334444) Ext.:

**Security Questions**

\*Question 1:   
\*Answer 1:

\*Question 2:   
\*Answer 2:

**Security questions**

- used to verify your identity
- used to reset forgotten passwords

5. Scroll to the bottom and check the “I agree” box. Then click the “Create Account” button.

**Terms of Use:**

Please read the following Terms of Use carefully before creating your North Dakota Login. By registering for a North Dakota Login, you agree to be bound by the following Terms of Use.

- You agree that the password you use to access North Dakota Online Services using your North Dakota Login will be kept confidential. If you forget your password, you will have sole responsibility for the security of your password.
- You agree that you are fully responsible for all activities that occur under your North Dakota Login and password. You agree to immediately notify us of any breach of security.
- You agree to utilize your business/employer representative North Dakota Login for North Dakota Online Services related to business information or your personal information such as North Dakota Game and Fish; Child Support Parent Access, or other personal use North Dakota Online Services.

**I Agree**

For assistance with this online service, contact the [Service Desk](#).

6. If your login was setup successfully, you will get the following message:

The screenshot shows a web page titled "Registration" with a sub-header "Confirm Your Email Address". It includes instructions on how to confirm the email address, a "Protect Your Password" section with two bullet points, and a "Return to Login" button. The page also features a "Service Desk" link and a "North Dakota login" logo.

**Registration**

Steps: Account Details | **Confirmation** | Print Profile

### Confirm Your Email Address

Your North Dakota Login account has been created. You need to confirm your email address to activate your account.

**How to Confirm Your Email Address**

**Step 1: Go to Your Email.**  
We sent an email to [auchnd@gmail.com](mailto:auchnd@gmail.com)

**Step 2: Click On the Link.**  
Click on the **ACTIVATE ACCOUNT** link in the email, you will be returned the North Dakota Login registration.

You will be receiving an email from [itdhelp@nd.gov](mailto:itdhelp@nd.gov). If you do not receive this email check your junk mail and/or confirm it hasn't been blocked by a spam blocker.

[Return to Login](#)

For assistance with this online service, contact the [Service Desk](#).

North Dakota  
login

7. If you used an email address that was already registered to use North Dakota online services, you will receive the following message:

The screenshot shows a web browser window displaying the "Registration" page with the message "Email Already Exists". It provides three options for the user to resolve the issue: returning to online services, returning to account details, or creating a new account. The page also includes a "Continue" button, a "Service Desk" link, and a footer with a disclaimer and security policies. The browser window title is "North Dakota Login: State of North Dakota - Windows Internet Explorer".

North Dakota Login: State of North Dakota - Windows Internet Explorer

https://secure.apps.state.nd.us/itd/ldap/registration.htm

North Dakota  
login

### Registration

#### Email Already Exists

An account already exists using this email. An email has been sent to [leauch@nd.gov](mailto:leauch@nd.gov) containing all existing North Dakota Login accounts for that email.

You may do one of the following:

- I received and reviewed my email, I will use an existing account by Returning to Online Services
- I want to use a different email address, Return to Account Details
- Create a new account using the same email address

[Continue](#)

For assistance with this online service, contact the [Service Desk](#).

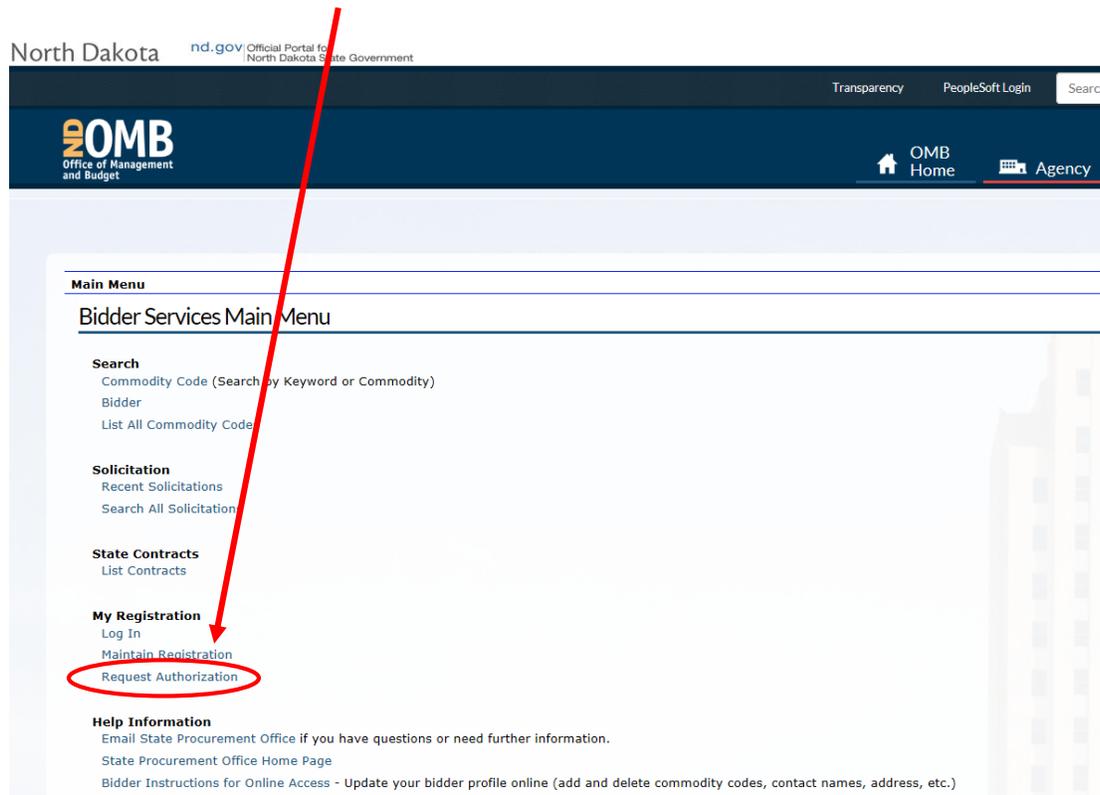
[Disclaimer](#) [Privacy Policy](#) [Security Policy](#)

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.  
Will open a new window (pop-up).

I haven't registered with the State Procurement Office before, why would I get this message? This login registers the email address provided for State of North Dakota online services (not only the State Procurement Office but other state agency services as well for example, Game & Fish.)

You will need to select the desired course of action and click the **Continue** button. Depending on your selection, you may need to re-enter information. Once you have successfully created your login you may continue with the steps below.

8. Close all internet browser windows. Depending on your internet security settings, it is important to close all browser windows to ensure you can access live pages instead of cache pages.
9. Open your internet browser and go to the Bidder Services Main Menu at the following URL: <https://secure.apps.state.nd.us/csd/spo/services/bidder/main.htm>
10. Click **"Request Authorization"** link under **My Registration**.



11. Enter the login and password you created in Step 8. You will be directed to the Request Authorization Code page. Enter your company contact information below. For vendor number, please use the vendor number provided on your Bidder Registration Confirmation e-mail. If you are unsure of your bidder number, use our [online bidder search](#) or call the State Procurement Office at 701-328-2683. Keep your vendor number handy as you will need this number in subsequent steps and may be requested when you respond to solicitations. Please note, you must enter the Federal Identification Number or SSN that you provided on your Bidder List Application form. If you do not provide the correct FEIN or SSN number, your online authorization request will be rejected.

**Main Menu**

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### Request Authorization Code

To activate the bidder registration process complete the following information and a request for an authorization code will be sent to the North Dakota State Procurement Office.

**Authentication Information**

*Contact Name:	First Name Last Name	
*Company Name:	Company Name	
*Vendor No:	000000000	
*Federal Identification Number or SSN:	000000000	
*Telephone:	0000000000 (2223334444) Tel. Ext.:	
Fax:	0000000000 (2223334444) Fax Ext.:	
*Mailing Address:	Mailing Address	Authorization code will be mailed here.
*City, State/Province, Zip:	City	North Dakota   Zip Code
Country:	United States of America	

\*Required

12. You will receive confirmation of your request. You may click the Main Menu button to return to the Bidder Services Main Menu to use the public functions of the SPO Online system (Search options, Solicitation options and List Contracts.) You will need to wait until you receive the letter by postal service to enter your Authorization code to activate your login to maintain your registrations. If you have questions, please contact the State Procurement Office at 701-328-2683.

North Dakota [nd.gov](#) Official Portal for North Dakota State Government

Transparency Peoples

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**Main Menu**

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### Request Authorization Code - Thank You

Your request has been successfully sent to the ND State Procurement Office.

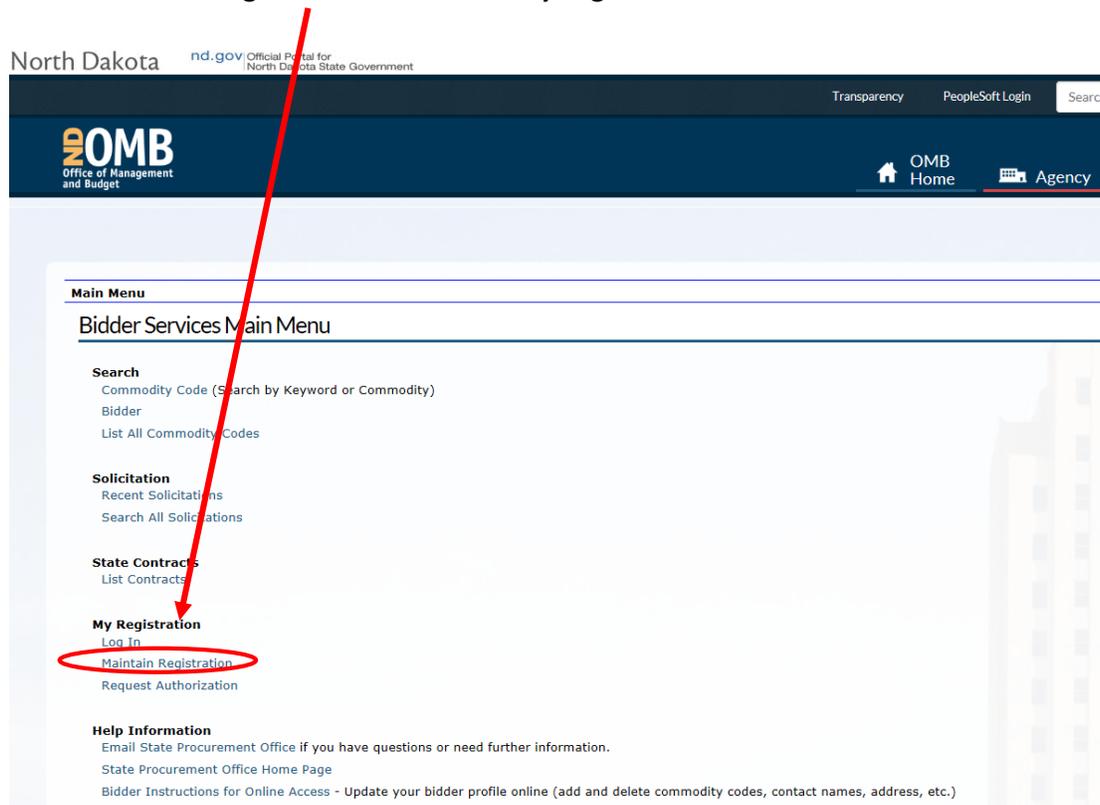
If approved, an authorization code will be sent to you via the U.S. Postal Service to the address submitted within 15 business days.

If Denied, you will be notified via phone or email.

## After you receive your Authorization Code letter:

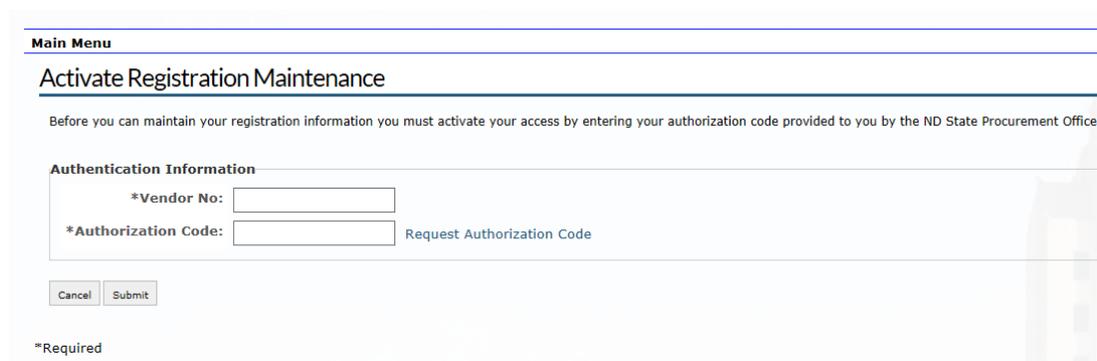
1. Using your Internet Browser, return to the Bidder Services Main Menu at <https://secure.apps.state.nd.us/csd/spo/services/bidder/main.htm>

Click **"Maintain Registration"** link under **"My Registration."**



The screenshot shows the 'Bidder Services Main Menu' page. At the top, there is a header for 'North Dakota' and 'nd.gov Official Portal for North Dakota State Government'. Below this is a dark blue navigation bar with 'Transparency', 'PeopleSoft Login', and a 'Search' box. The 'OMB Office of Management and Budget' logo is on the left, and 'OMB Home' and 'Agency' links are on the right. The main content area is titled 'Bidder Services Main Menu' and contains several sections: 'Search' (Commodity Code, Bidder, List All Commodity Codes), 'Solicitation' (Recent Solicitations, Search All Solicitations), 'State Contracts' (List Contracts), 'My Registration' (Log In, **Maintain Registration**, Request Authorization), and 'Help Information' (Email State Procurement Office, State Procurement Office Home Page, Bidder Instructions for Online Access). A red arrow points from the top of the page down to the 'Maintain Registration' link, which is circled in red.

2. Enter your Vendor Number (as provided on your Bidder List e-mail confirmation or see more options above in Step 12) and the Authorization Code provided on the State Procurement Office Letter.



The screenshot shows the 'Activate Registration Maintenance' form. At the top, it says 'Main Menu' and 'Activate Registration Maintenance'. Below this is a message: 'Before you can maintain your registration information you must activate your access by entering your authorization code provided to you by the ND State Procurement Office.' The form has a section for 'Authentication Information' with two input fields: '\*Vendor No:' and '\*Authorization Code:'. There is a 'Request Authorization Code' link next to the second field. At the bottom of the form are 'Cancel' and 'Submit' buttons. A note at the bottom left says '\*\*Required'.

- Once you have successfully entered your vendor number and authorization code, you will receive confirmation. Close all internet browser windows.

The screenshot shows the North Dakota Office of Management and Budget (OMB) website. The header includes the North Dakota logo, the text 'nd.gov Official Portal for North Dakota State Government', and navigation links for 'Transparency', 'PeopleSoft Login', 'Search', and 'OMB Apps Login'. The OMB logo is prominently displayed on the left. The main navigation bar includes 'OMB Home', 'Agency', 'Public', 'State Employee', and 'Vendor'. The main content area features a 'Main Menu' on the left and a user profile 'User: First Last | Log Out' on the right. The central message reads 'Bidder Authorization Verified - Thank You' and states: 'Your authorization code has been successfully verified by the ND State Procurement Office. In order to complete your authorization, you must now be temporarily logged out of the system. Please logout by clicking the button at the bottom of the page.' Below this, it instructs the user to re-login as an authorized user and provides a five-step list: 1. Close the browser window, 2. Re-open the browser and navigate to: <http://www.nd.gov/spo/vendor>, 3. Click Bidder Services Main Menu, 4. Click Maintain Registration, 5. Login with username and password (no authentication code will be needed). A note at the bottom states: '\*It may take approximately 5 minutes for your authenticated access privileges to take effect after logging out.' A 'Logout' button is located at the bottom left of the message area.

- Please refer to the State Procurement Office Vendor Manual for instructions to maintain your bidder profile.