

RIFANS Supplier Portal User's Guide

Registering in the Portal

New Suppliers

1. Before the State of Rhode Island can approve your supplier registration, your company must mail in the Supplier Registration Package found by going to <http://www.purchasing.ri.gov>. On the home page, look for Vendor Registration Information towards the bottom of the page. Click on the “complete supplier registration package” link. Click “download registration package” at the bottom of the screen.

- **Form W-9 Request for Taxpayer Identification Number and Certification** can also be found by going to <http://www.purchasing.ri.gov>>Vendor Information>General Information>Standard Forms>IRS W9.

Future changes to your business's profile will require approval by the State of Rhode Island.

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Existing Suppliers

If you are already a supplier (previously filled out the Supplier Registration Package) with the State of Rhode Island, you will need to contact the Department of Accounts & Control at doa.stateportalhelp@doa.ri.gov or 401-222-1888, and they will send you a username and password to begin using the Supplier Portal.