
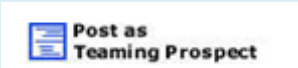




## INDIANA SUPPLIER INSIGHT QUICK START GUIDE

Surf to the website [www.IndianaSupplierINsight.com](http://www.IndianaSupplierINsight.com) and click on the “Login” box. The portal will pop up, and then enter your log in ID and password in the login box. You will be prompted accept the terms & conditions, and then you will be directed to the Welcome page.

Look for the “**Quick Start**” box.

- To **Find Procurement Opportunities**, click on  and then click on ‘Search’ at the bottom of the page. The entire list of opportunities will be displayed. Read through them, and for those that are of interest, click on the info in the Subject box for details on that opportunity. If your business can do some, but not all of the opportunity requirements, consider posting your business as a teaming prospect for that opportunity - your business will get more exposure on the website. Click on  and follow the prompts.

- To **Search for Hoosier Suppliers**, click on  and then type in a keyword for the product or service capability you are seeking in the Keyword box. Then click ‘Search’ button. For example, if you are seeking Janitorial Services, type in the word Janitorial in the keyword box. For very detailed searches, click on the ‘Advanced Search Options’ and click the appropriate filter boxes for address, business classification (diversity), certifications and any other filter. Then click the ‘Search’ button. The companies that match your search criteria will appear in the search results. You can find out a lot of details on the supplier by clicking on the icons in the supplier’s profile.

- To **Post your business’s Procurement Opportunities**, click on  and follow the prompts. It is a quick, one page form, and you can attach documents, drawings or supplier bid templates to your posting. Click ‘Submit’ when you have completed the form and it will immediately post to the website and broadcast your opportunity to matching suppliers in the database.