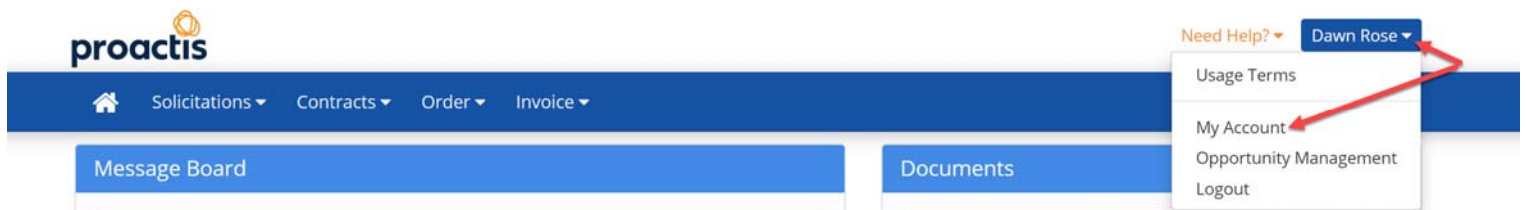# State of Connecticut Department of Administrative Services
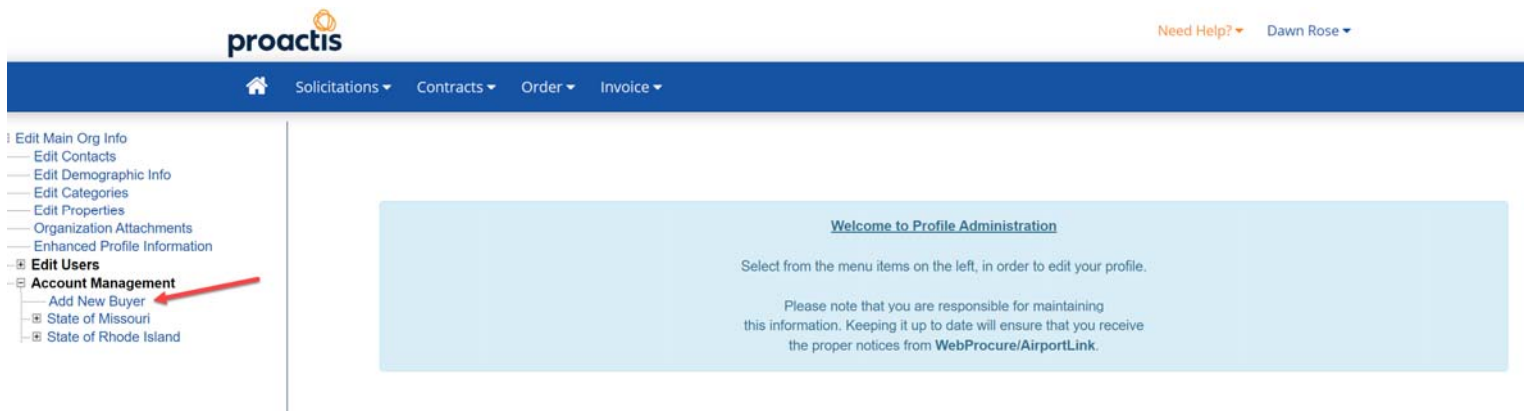
CTsource – Adding a Buying Organization

Suppliers who are currently registered in WebProcure should add the State of Connecticut as an additional buying organization by following the steps below:
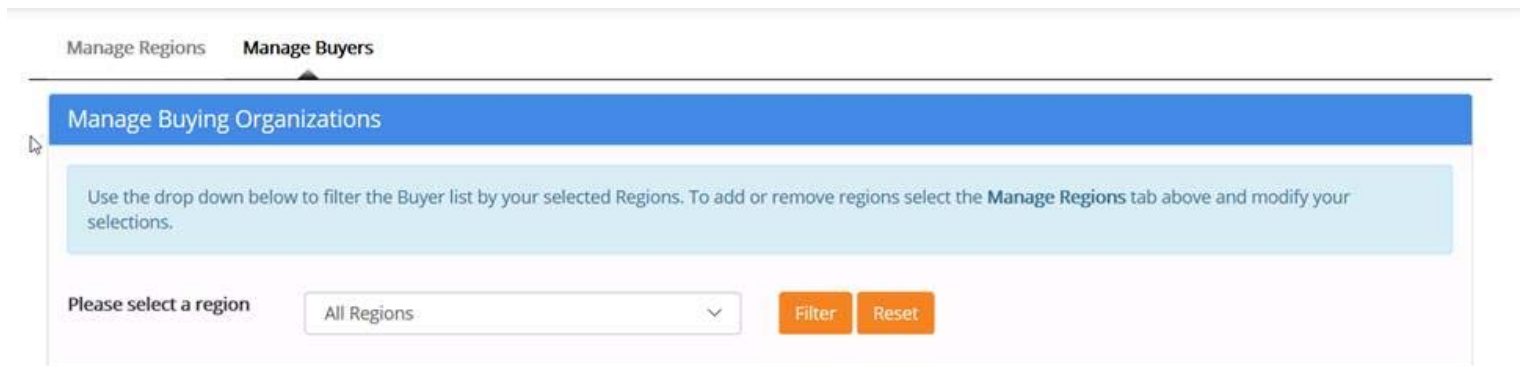
STEP 1: Login to the vendor portal and select the dropdown under the user name and My Account.

STEP 2: A new window will appear. Select "Add New Buyer."

STEP 3: The page will default to "Manage Buyers."

STEP 4: Select "Manage Regions" for a complete list from which you then select "Connecticut" and "Save." This will add the State of Connecticut as an organization that you would like to offer products and services to.

Manage Regions   Manage Buyers

Edit Regions

Select from the list below the Regions in which you wish to do business. Your organization will only be visible to Buyers in the regions that are checked.

☐ Alabama	☐ Kansas	☐ Pennsylvania
☐ Alaska	☐ Kentucky	☐ Puerto Rico
☐ American Samoa	☐ Louisiana	☑ Rhode Island
☐ Arizona	☐ Maine	☐ South Carolina
☐ Arkansas	☐ Marshall Islands	☐ South Dakota
☐ Armed Forces Africa	☐ Maryland	☐ Tennessee
☐ Armed Forces Americas	☐ Massachusetts	☐ Texas
☐ Armed Forces Canada	☐ Michigan	☐ Utah
☐ Armed Forces Europe	☐ Minnesota	☐ Vermont
☐ Armed Forces Middle East	☐ Mississippi	☐ Virgin Islands
☐ Armed Forces Pacific	☐ Missouri	☐ Virginia
☐ California	☐ Montana	☐ Washington (state)
☐ Colorado	☐ Nebraska	☐ West Virginia
☒ Connecticut	☐ Nevada	☐ Wisconsin
☐ Delaware	☐ New Hampshire	☐ Wyoming
☐ District of Columbia	☐ New Jersey	
☐ Federated States of Micronesia	☐ New Mexico	
☐ Florida	☐ New York	
☐ Georgia	☐ North Carolina	
☐ Guam	☐ North Dakota	
☐ Hawaii	☐ Northern Mariana Islands	
☐ Idaho	☐ Ohio	
☐ Illinois	☐ Oklahoma	
☐ Indiana	☐ Oregon	
☐ Iowa	☐ Palau	

Select All   De-Select All   Save   Reset   Close

STEP 5: The "Save" action does not add the buyer. You will need to select "Manage Buyers" and select the the question mark (?) icon under the "Actions" column to send an approval request to the buyer.

Manage Regions   **Manage Buyers**

Manage Buying Organizations

Use the drop down below to filter the Buyer list by your selected Regions. To add or remove regions select the **Manage Regions** tab above and modify your selections.

Please select a region

All Regions
Connecticut
Rhode Island

Filter   Reset

Organization Name	State/Region	Your Status	Actions
State of Connecticut	CT	No Request	
State of Rhode Island	RI	Approved	

STEP 6: You may manage your profile according to the State of Connecticut's specific requirements. You will receive an email once your registration and required documents have been approved by the State of Connecticut.

- □ Edit Main Org Info
  - Edit Contacts
  - Edit Demographic Info
  - Edit Categories
  - Edit Properties
  - Organization Attachments
  - Enhanced Profile Information
  - ⊞ **Edit Users**
  - □ **Account Management**
    - Add New Buyer
    - ⊞ State of Missouri
    - ⊞ State of Rhode Island
    - □ State of Connecticut
      - Additional Required Attributes
      - Account Codes
      - Additional Terms
      - Attachments
      - Service Level
      - Payment Routing