



Aloha eBUYS

Vendor Registration Guide

Please follow the instructions below to register for an Aloha eBUYS vendor account.

Vendor Registration

Navigate to <https://alohaebuy.hawaii.gov/>


Click the **Supplier Registration** button in the top right corner of the page.

Enter Required Account Registration Information.

- Tax ID
- Select EIN or SSN from the toggle bar.
- Foreign vendors will enter their US Tax ID or foreign Tax ID.
- Company name
- Email address
- Ensure this email can be accessed during the registration process as a validation email will be sent to this email address.
- Country (defaults to US)


Click **"Register"**

- The account setup screen will appear.

Tax ID:
  ☒ EIN

Company Name:

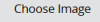
Email Address:



Continue Vendor Registration

Company Information tab

Company Information | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Company Logo:  No image chosen
You can upload your Company's Logo by uploading a JPG or GIF image. We recommend dimensions of 265x265 pixels for the best display.

Company Name*: Vendor Legal Name*:


Business Description:

Mailing Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

Country*: 

City*:

State/Province*:

ZIP*:

County:

Company Phone*:

Company FAX:


Company Email*:

Tax ID #:

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?
☒ EIN ☐ SSN

State of Incorporation:

Year of Incorporation:

Preferred Delivery Method: 

- Company name and Vendor Legal Name are pre-populated from information previously entered.

- Update to reflect Line 2 of your W-9, if applicable.
- Note: DBAs are not added here, instead, after successfully registering, your administrator will add them by adding an “associated org.”
- Mailing Address
- Company Phone Number
- Company Email Address
 - **NOTE:** Bid opportunity notifications will be sent to the email address entered here unless a Bid Mailing Address is entered (see instructions below).

- Tax ID, which will be pre-populated from information previously entered.
- Complete the remaining optional fields as desired.
- Click “Save & Continue Registration.”

Administrator tab

- Enter Administrative User (the vendor’s point of contact and account administrator) Information:
 - Name
 - Job Title
 - Email
 - Phone
 - Login ID
 - Login Question
 - Login Answer
- Click “Save & Continue Registration.”

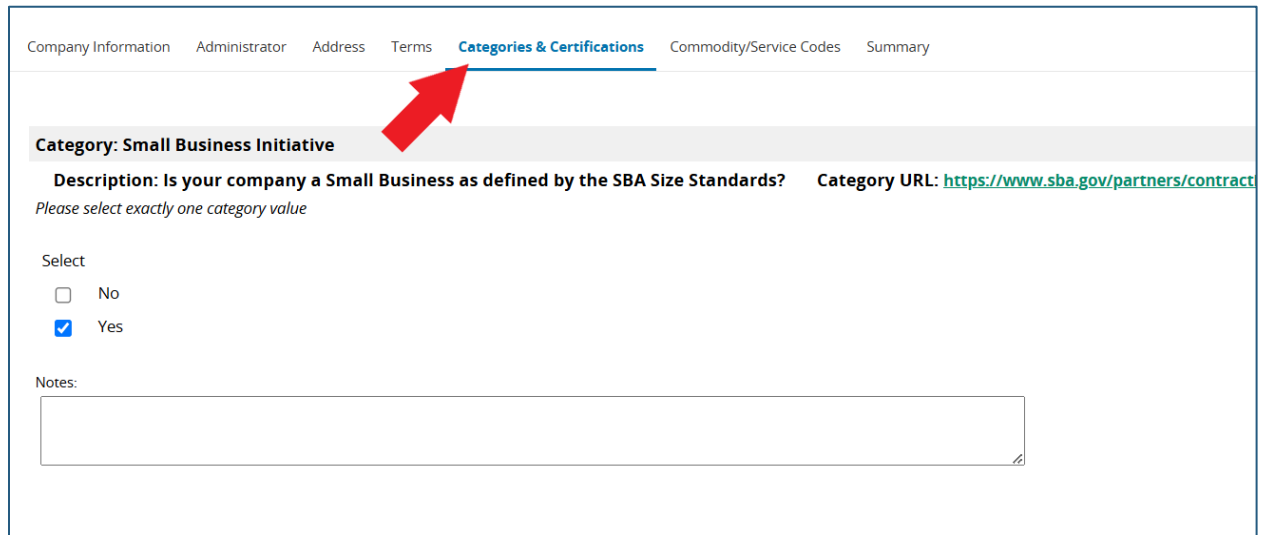
Address tab

- The information entered previously will become the default “General Address.”
- If different email addresses should receive different types of documents, add additional addresses for each (Bid, Emergency, Purchase Order, Remit and Sales Addresses).
- Click “Continue Registration.”

Terms tab

- Click on “Continue Registration.”
- Terms may be configured in the future for selection onto the Vendor profile.

Categories and Certifications tab



Company Information Administrator Address Terms **Categories & Certifications** Commodity/Service Codes Summary

Category: Small Business Initiative

Description: Is your company a Small Business as defined by the SBA Size Standards? **Category URL:** <https://www.sba.gov/partners/contract>

Please select exactly one category value

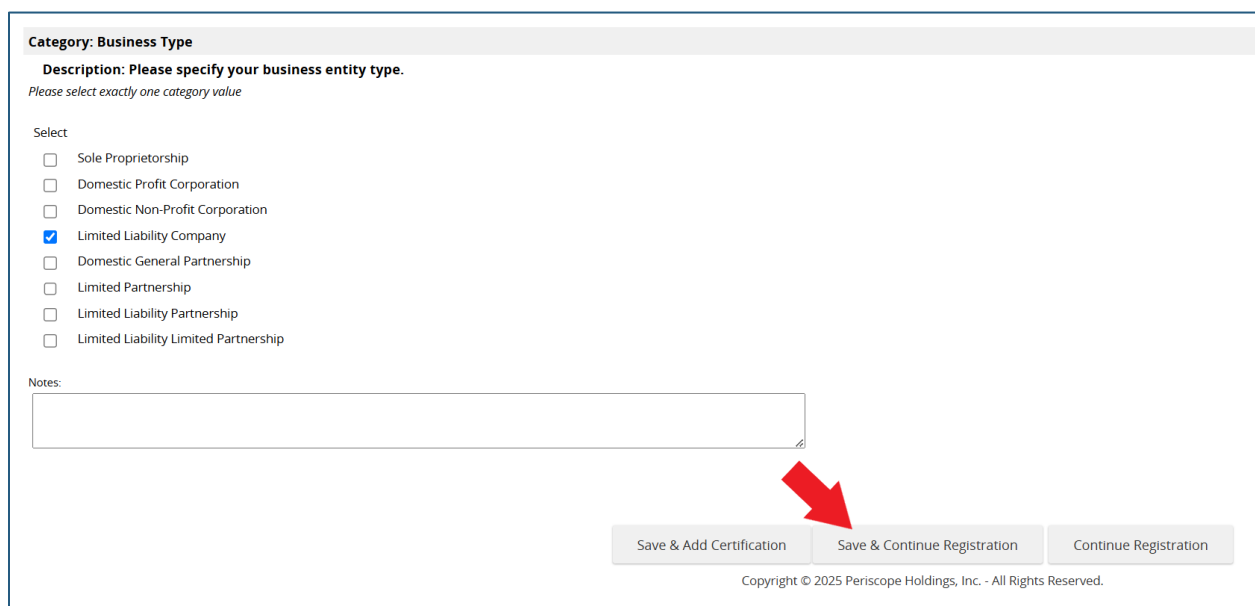
Select

☐ No

☒ Yes

Notes:

- Select the checkboxes for any of the categories that apply to your business.
- Attach any relevant certifications or documentation for your selected categories where applicable.
- Click “Save & Continue Registration.”



Category: Business Type

Description: Please specify your business entity type. **Category URL:** <https://www.sba.gov/partners/contract>

Please select exactly one category value

Select

☐ Sole Proprietorship

☐ Domestic Profit Corporation

☐ Domestic Non-Profit Corporation

☒ Limited Liability Company

☐ Domestic General Partnership

☐ Limited Partnership

☐ Limited Liability Partnership

☐ Limited Liability Limited Partnership

Notes:

Save & Add Certification Save & Continue Registration Continue Registration

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Commodity/Service Codes tab

Company Information Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

NIGP Code Browse

Code **Description**

<input checked="" type="checkbox"/>	204-60	Monitors, Color and Monochrome (CGA, VGA, SVGA, etc.)
<input checked="" type="checkbox"/>	206-61	Monitors, Color and Monochrome (CGA, VGA, SVGA, etc.)
<input type="checkbox"/>	939-21	Computers, Data Processing Equipment and Accessories (Not Word Processing Equipment), Maintenance and Repair

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- Enter the commodity codes for the goods and services that your company provides for which you want to receive bid solicitation opportunity notifications.
- If any help is needed to identify NIGP codes, contact the HELP team at: 855-800-5046.

Summary tab

- Review all the information entered to ensure accuracy.
- Click “Complete Registration” at the bottom of the screen.

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Initial Log in to Vendor Account

- A temporary password will be sent to the email address of the Administrator.
- If the confirmation email has not been received, please check the Spam folder.
- Follow the link in the email to navigate to Aloha eBUYS.
- Click “Sign In” button in the top right corner of the page.
- Log in with the temporary password provided in the confirmation email.
- A new screen will appear requesting a password change.
- Enter the temporary password.
- Enter and confirm a new password.
- Click “Submit.”

Technical Support

If you are experiencing difficulties or have questions regarding the e-Pro software, use the following contact information.

Technical Support Contact Team

NAME	PURPOSE	CONTACT
Periscope Holdings Support Desk	Use this for any Aloha eBUYS technical support questions.	Email: hawaii-vendor-support@periscopeholdings.com Phone: 866-532-6877