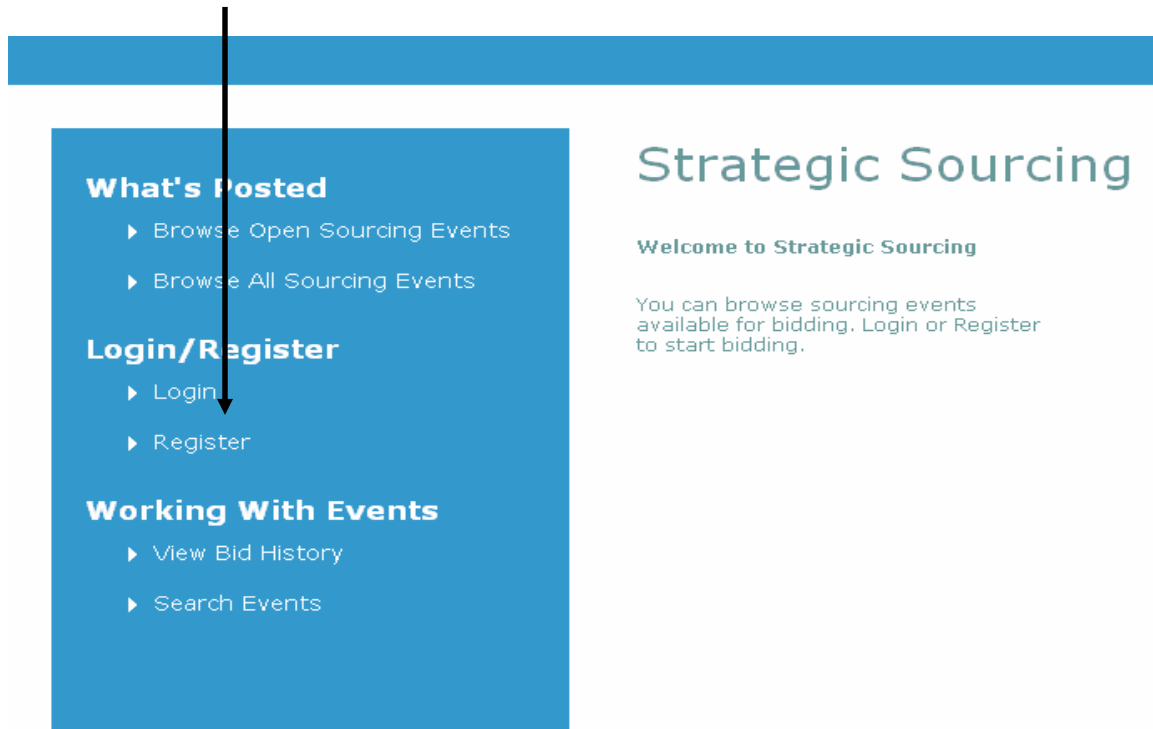


Supplier Registration Guide

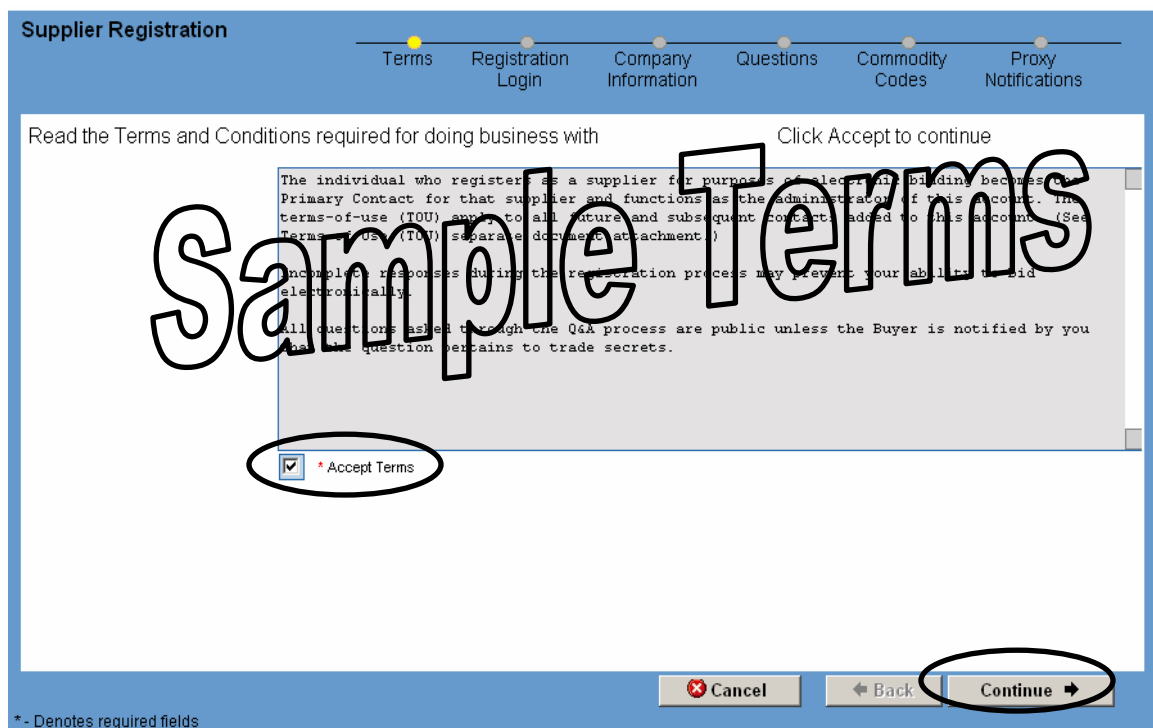
Supplier Registration:

From the portal:

- Click “Register”, Note all fields flagged with an asterisk (*) are required.



- Read and accept terms and conditions, click Continue



- Create your login name; Note your login is case sensitive

Supplier Registration Guide

- Create your password, Note your password is case sensitive
- Enter information about your self; required fields are: First Name, Last Name, Phone Number, and e-Mail Address, then Continue

Supplier Registration

Terms Registration Login Company Information Questions Commodity Codes Proxy Notifications

Enter the login and primary contact information for your business. As the Primary Contact you are the Administrator for this account

Become A Supplier- Create An Account

* Login Name
* Password
* Confirm Password

Enter Information About Yourself

* First Name
* Last Name
Contact Title
* Phone Number Ext
Fax Number Ext
* Email Address Receive Email Notification

* - Denotes required fields

- Enter information about your company: Required fields are: Company Name, Tax Id Type, Tax Id number, Address line 1, City, State, Postal Code, Country, when complete click Continue

Supplier Registration

Terms Registration Login Company Information Questions Commodity Codes Proxy Notifications

Company Information

* Company Name
Doing Business As
Dun And Bradstreet Business Type
* Tax Id Type * Tax Id

Address Information

Mailing Address

* Address Line 1
Address Line 2
Address Line 3
Address Line 4
* City
* State
* Postal Code
County
* Country

Remit To Name And Address

Remit To First Name
Remit To Last Name
 Check If Remit To Address Is The Same As Mailing Address

Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
State
Postal Code
County
Country

- Answer all Required questions, and then click Continue

Supplier Registration Guide

* Denotes Required Questions

Supplier Registration

Terms Registration Login Company Information **Questions** Commodity Codes Proxy Notifications

Answer the following questions related to your company. Incomplete responses may delay or prevent you from bidding electronically

1. What year was your business established? *

Upload Document Browse...

2. Diversity/Minority certification: If you are not claiming a certified minority status, choose NONE. Otherwise, if you can claim a certified minority status, please choose the appropriate code from the list. *

Upload Document Browse...

3. Which government entity are you certified with? Choose from the list provided. (If you answered NONE to the question above, then answer NONE here also.) *

Upload Document Browse...

4. If you answered 'OTHER' to question #4, then type in below the name of the agency that holds your certification. (Other governmental agency certifications are reviewed on a case-by-case basis.)

- Select the Commodity Code(s) that you would like to receive future bid notifications. A commodity code represents the type of goods and or services your company can provide. To select the code place a check in the box in front of the commodity code and then click the Select button, located in the middle of the screen. Your selections will move to the top part of the screen. When complete click Continue

Supplier Registration

Terms Registration Login Company Information **Questions** **Commodity Codes** Proxy Notifications

Select the commodity codes for which you would like to receive future bid notifications. A commodity code represents the type of goods & services your company can provide

Selected Commodity Codes

Commodity Code	Commodity Description
No records available for the selected criteria.	

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Available Commodity Codes

Description: Commodity Search: Search Clear

Commodity Code	Commodity Description
<input checked="" type="checkbox"/> 204	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
<input checked="" type="checkbox"/> 206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME C
<input checked="" type="checkbox"/> 208	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)

When using the search function place an asterisk (*) before and after any partial word to see all results. Example: You are looking for lawnmower services type in *mow* to see all commodities that have "mow" within the description.

Supplier Registration Guide

- Optional information: Proxy Notifications. A proxy is someone you want to receive the e-mail notifications about bids within the commodity codes you selected. This individual does not have a login or password to the system. Click Add to enter proxy information. When finished click Continue

The screenshot shows the 'Supplier Registration' interface. At the top, there is a navigation bar with tabs for 'Terms', 'Registration Login', 'Company Information', 'Questions', 'Commodity Codes', and 'Proxy Notifications'. Below this, a message reads: 'Click The Add Button To Enter Contacts You Want Notified Of Events Based On Your Commodity Code Selections'. A table with columns 'Name', 'Email Address', 'Receive Notifications', and 'Save' is present, but it is empty. The 'Add' button in the top right of the table area is circled. At the bottom of the interface, there are three buttons: 'Cancel', 'Back', and 'Continue', with the 'Continue' button circled.

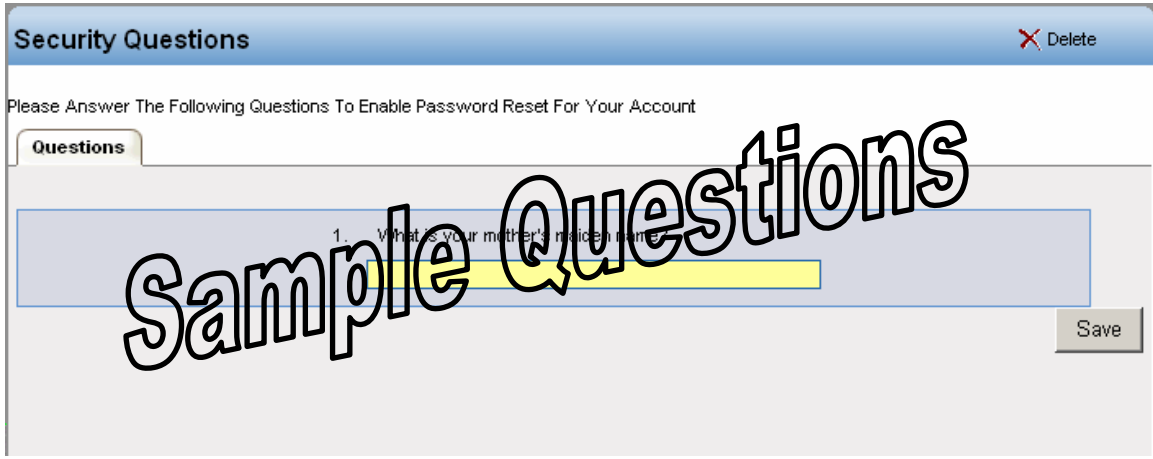
- Click “Done” from the Registration Status screen and you will be logged in to the system.

The screenshot shows the 'Registration Status' screen. The title is 'Registration Status'. Below it, the text reads: 'Registration Status: Complete' followed by 'Congratulations! Your account has been established (or updated) and you will now receive email notifications of events related to the commodity codes for which you registered, and can respond to those events using this account'. At the bottom right, there are two buttons: 'Back' and 'Done', with the 'Done' button circled.

Supplier Registration Guide

First Time Logon

- The first time you log into the system you will be prompted to answer a security question. This will enable password reset for your account.



The screenshot shows a web form titled "Security Questions" with a "Delete" link in the top right corner. Below the title, a message reads: "Please Answer The Following Questions To Enable Password Reset For Your Account". A tab labeled "Questions" is active. The form contains a single question: "1. What is your mother's maiden name?". A text input field is provided for the answer, with a yellow highlight under the first few characters. A "Save" button is located at the bottom right of the form area. A large, stylized watermark reading "Sample Questions" is overlaid diagonally across the form.

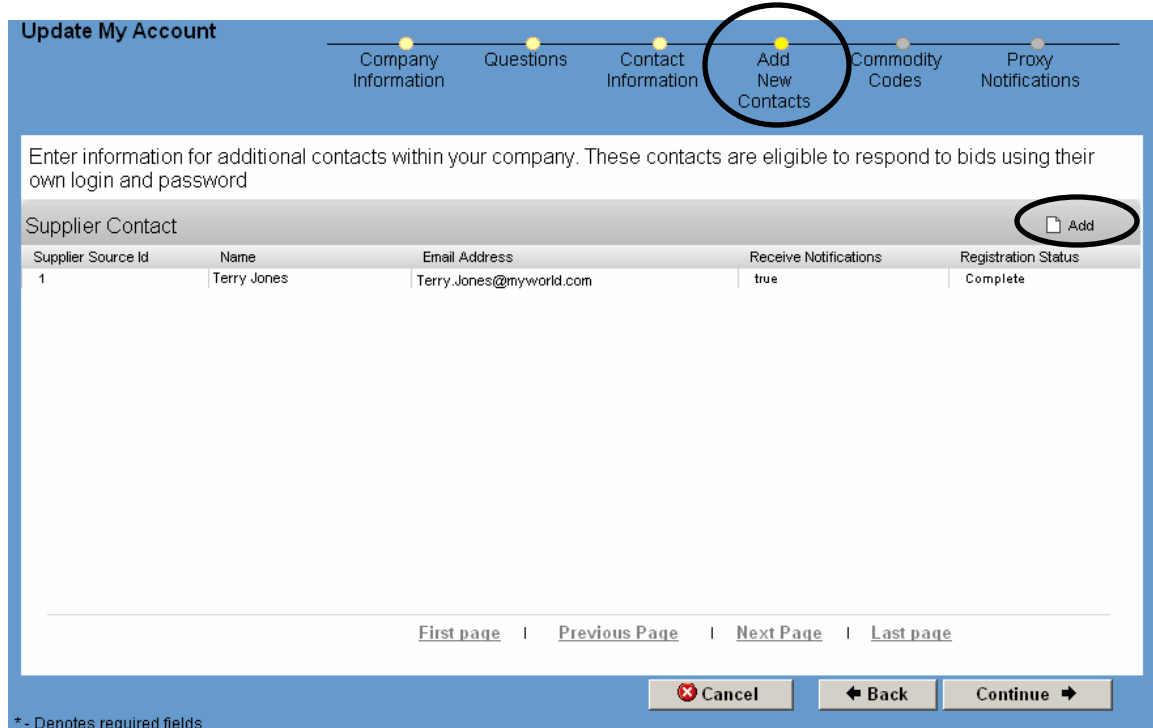
Supplier Registration Guide

Update Account Information

- To add additional contacts click on Update Account Information



- Click the Continue until the “Add New Contact” is light; then click Add.



Supplier Registration Guide

- Enter information about the individual: Required fields are: Login Name, Password, Confirm Password, First Name, Last Name, Phone Number, and e-Mail Address, then click Continue.

The screenshot shows the 'Add More Contacts' page with a progress bar at the top indicating 'Contact Information' is the current step. The main form is titled 'Become A Supplier Contact- Create An Account' and is divided into three sections: 'Enter Information About Yourself' and 'Mailing Address'. The 'Enter Information About Yourself' section includes fields for Login Name, Password, Confirm Password, First Name, Last Name, Contact Title, Phone Number (with Ext), Fax Number (with Ext), and Email Address (with a 'Receive Email Notification' checkbox). The 'Mailing Address' section includes fields for Address Line 1-4, City, State, Postal Code, and Country. At the bottom, there are 'Cancel', 'Back', and 'Continue' buttons. A legend at the bottom left states '* - Denotes required fields'.

- Select the Commodity Code(s) that you would like to receive future bid notifications. A commodity code represents the type of goods and or services your company can provide. To select the code place a check in the box in front of the commodity code and then click the Select button, located in the middle of the screen. Your selections will move to the top part of the screen. When complete click Continue

The screenshot shows the 'Add More Contacts' page with the progress bar indicating 'Commodity Codes' is the current step. The main content area is titled 'Select the commodity codes for which you would like to receive future bid notifications. A commodity code represents the type of goods & services your company can provide'. Below this is a table for 'Selected Commodity Codes' with one entry: Commodity Code 204, Description 'COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS'. Below the table are navigation links: 'First page', 'Previous Page', 'Next Page', and 'Last page'. Underneath is a section for 'Available Commodity Codes' with a search bar containing 'computer'. A 'Select' button is circled in red. Below this is another table with two entries: Commodity Code 204 and 206, both with checked boxes and the description 'COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS'. At the bottom, there are 'Cancel', 'Back', and 'Continue' buttons. A legend at the bottom left states '* - Denotes required fields'.

Supplier Registration Guide

- Optional information: Proxy Notifications. A proxy is someone you want to receive the e-mail notifications about bids within the commodity codes you selected. This individual does not have a login or password to the system. Click Add to enter proxy information or Click Continue to complete.

Add More Contacts

Update Contact Information Commodity Codes Proxy Notifications

Optional: Enter data for an informational contact within your company. This contact will be notified of bid updates but does not have a separate login and password and cannot take independent action on those bids

Click The Add Button To Enter Contacts You Want Notified Of Events Based On Your Commodity Code Selections

Add Open Delete Save Proxy/Notifications

Name	Email Address	Receive Notifications	Save
No records available for the selected criteria.			

[First page](#) | [Previous Page](#) | [Next Page](#) | [Last page](#)

* - Denotes required fields

- Click the Done button to end Contact Registration

Registration Status

Registration Status: Complete

Congratulations! Your account has been established (or updated) and you will now receive email notifications of events related to the commodity codes for which you registered, and can respond to those events using this account