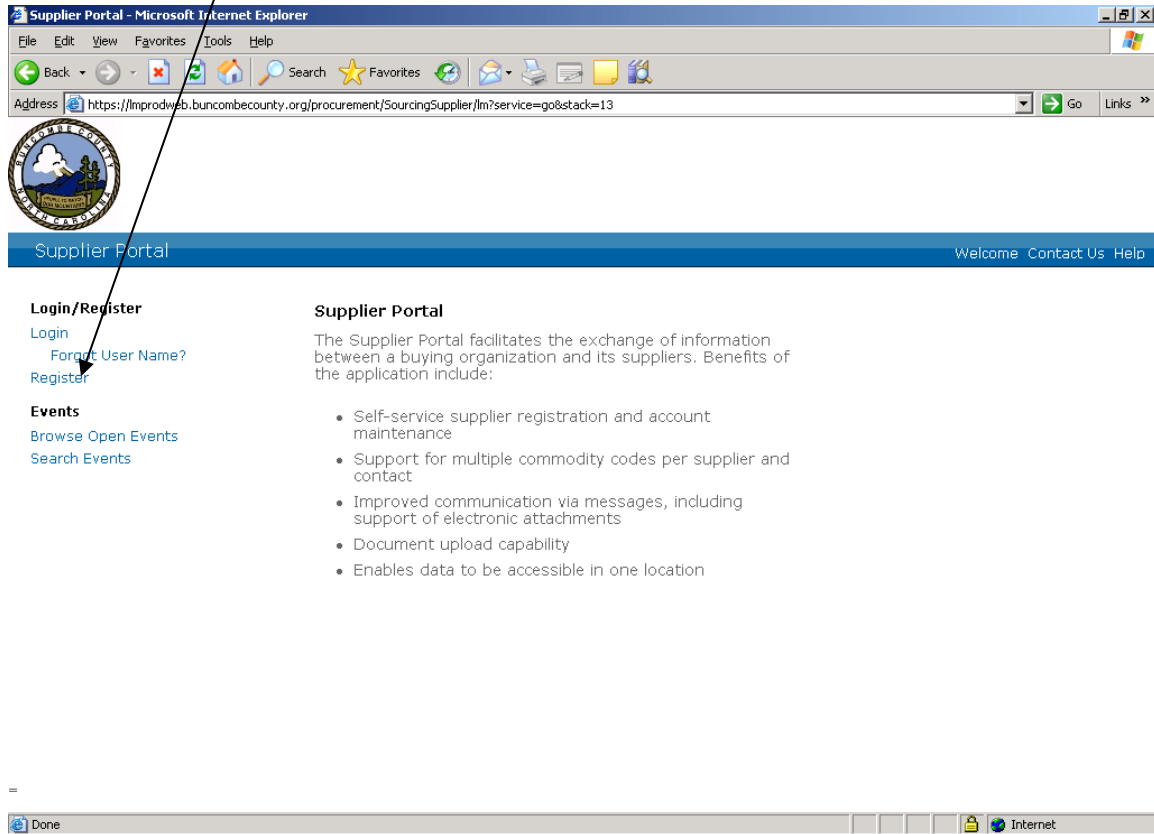


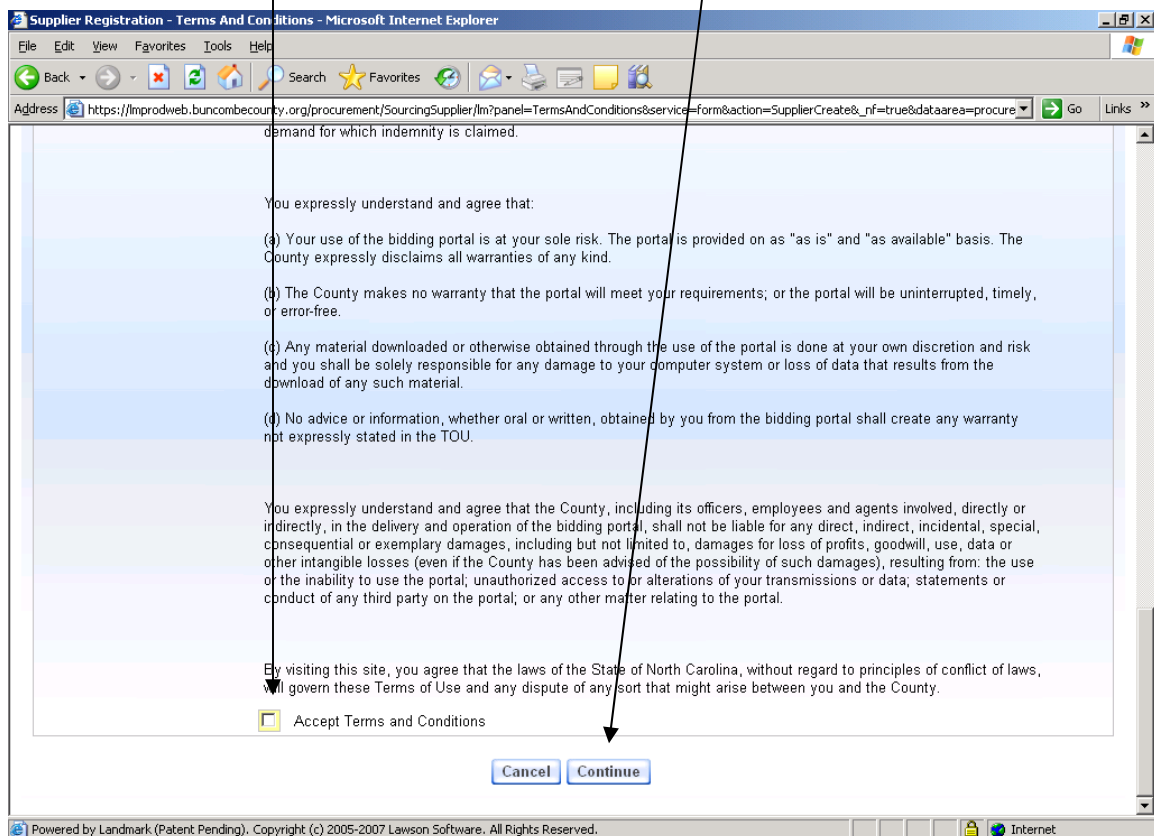
Supplier Registration Guide

Supplier Registration:

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



- Read and accept terms and conditions, Click Continue



Supplier Registration Guide

- Create your login name; Note: Your login is case sensitive
- Create your password; Note: Your password is case sensitive
- Enter your information; Note: Required fields are noted with an asterisk (*), then Continue

Supplier Registration - Contact Information - Microsoft Internet Explorer

Address: https://lnprodweb.buncombcounty.org/procurement/SourcingSupplier/In?panel=TermsAndConditions&service=form@_ctx.sicm=true&action=SupplierCreate&dataarea=procurement&webappname=SourcingSupplier&name=f...

LAWSON Supplier Portal

Supplier Registration - Contact Information

Enter the login, password 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

Title
* Given Name (First)
* Family Name (Last)
* Phone Number Ext (international prefix, phone number, extension)
Fax Number Ext (international prefix, fax number, extension)
* Email Address Receive Email Notification
Don't have an email address? Create one here: [Create Email Address](#)

* = Required

Cancel Back Continue

Powered by Landmark (Patent Pending). Copyright (c) 2005-2007 Lawson Software. All Rights Reserved.

- Enter information about your company: Required fields are noted with an asterisk (*). When complete, click Continue

Supplier Registration - Company Information - Microsoft Internet Explorer

Address: https://lnprodweb.buncombcounty.org/procurement/SourcingSupplier/In?sicm=true&panel=ContactInformation&service=form@_ctx.sicm=true&action=SupplierCreate&dataarea=procurement&webappname=SourcingSupplier...

Company Information

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

Address Information

Mailing address

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

* = Required

Cancel Back Continue

Powered by Landmark (Patent Pending). Copyright (c) 2005-2007 Lawson Software. All Rights Reserved.

Supplier Registration Guide

- Answer all questions, and click Continue

Supplier Registration - Questions - Microsoft Internet Explorer

Address: https://Improdweb.buncombecounty.org/procurement/SourcingSupplier/In?rs=true&backId=20&panel=Questions&service=form&_of=true&action=SupplierUpdate&dataarea=procurement&webappName=SourcingSupplier&...

ANSWER:

Attach Document Browse...

2. * Diversity/Minority certification:
If you are not claiming a certified minority status, open the list below and choose "NONE".
Otherwise, if you do claim a "CERTIFIED" minority status, then choose the appropriate code from the list.

Answer

Attach Document Browse...

3. * Which government entity are you minority certified with? Choose from the list provided. (If you answered NONE to question #2, then answer NONE here also.)

Answer

Attach Document Browse...

4. If you answered 'OTHER' to question #3, then type in the name of the agency that holds your certification. (Other governmental agency certifications are reviewed on a case-by-case basis.)

Answer

Attach Document Browse...

Cancel Back Continue

Powered by Landmark (Patent Pending). Copyright (c) 2005-2007 Lawson Software. All Rights Reserved.

- Select the Commodity Code(s) that represent the types of goods and services your company can provide. You will receive notifications of bids based on the commodity codes chosen here. First Click Add.

Supplier Registration - Commodity Codes - Microsoft Internet Explorer

Address: https://Improdweb.buncombecounty.org/procurement/SourcingSupplier/In?sicm=true&SupplierGroup=BC&panel=CommodityCodes&service=form&_of=true&ctx.sicm=true&dataarea=procurement&webappName=SourcingSu...

LAWSON Supplier Portal

Supplier Registration - Commodity Codes

Steps

Select commodity codes to receive future bid notifications related to goods & services you provide. Click Next Page for more codes or Search to find codes by description. Not selecting a commodity code can prevent you from bidding electronically.

Selected Commodity Codes

Add

Commodity Code	Description
No data available	

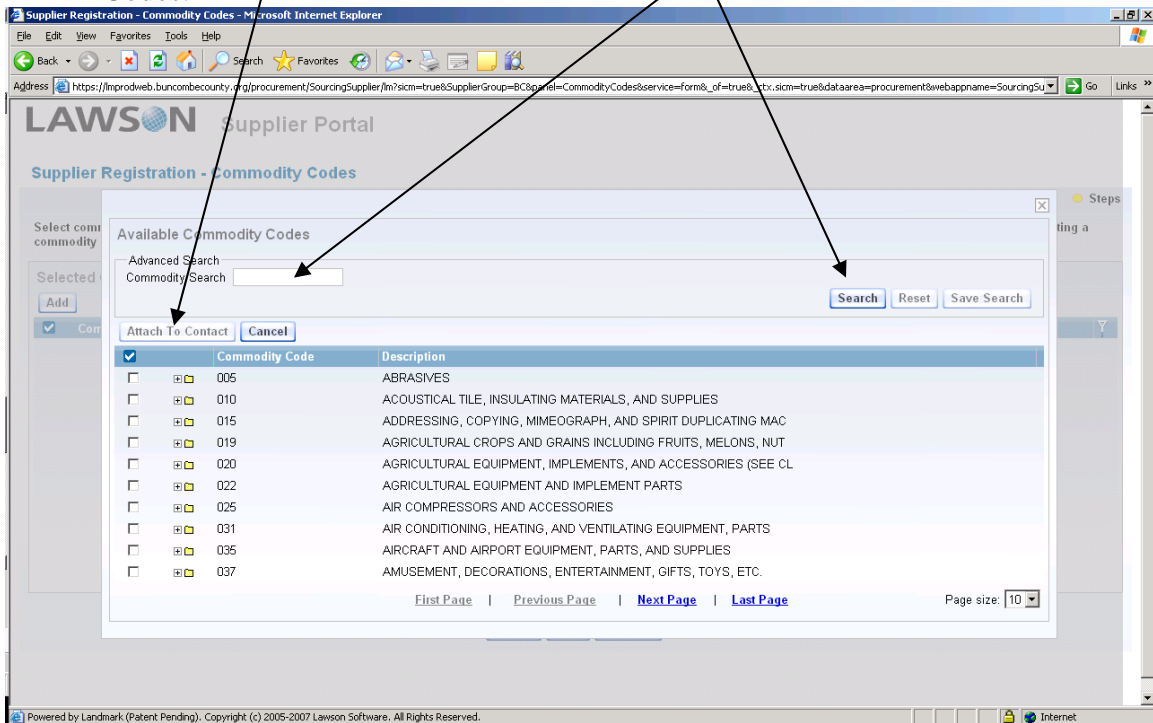
First Page | Previous Page | Next Page | Last Page

Cancel Back Continue

Powered by Landmark (Patent Pending). Copyright (c) 2005-2007 Lawson Software. All Rights Reserved.

Supplier Registration Guide

- To select a code place a check in the box in front of the Commodity Code, then click the Attach to Contact button. You can search for specific Commodity Codes.

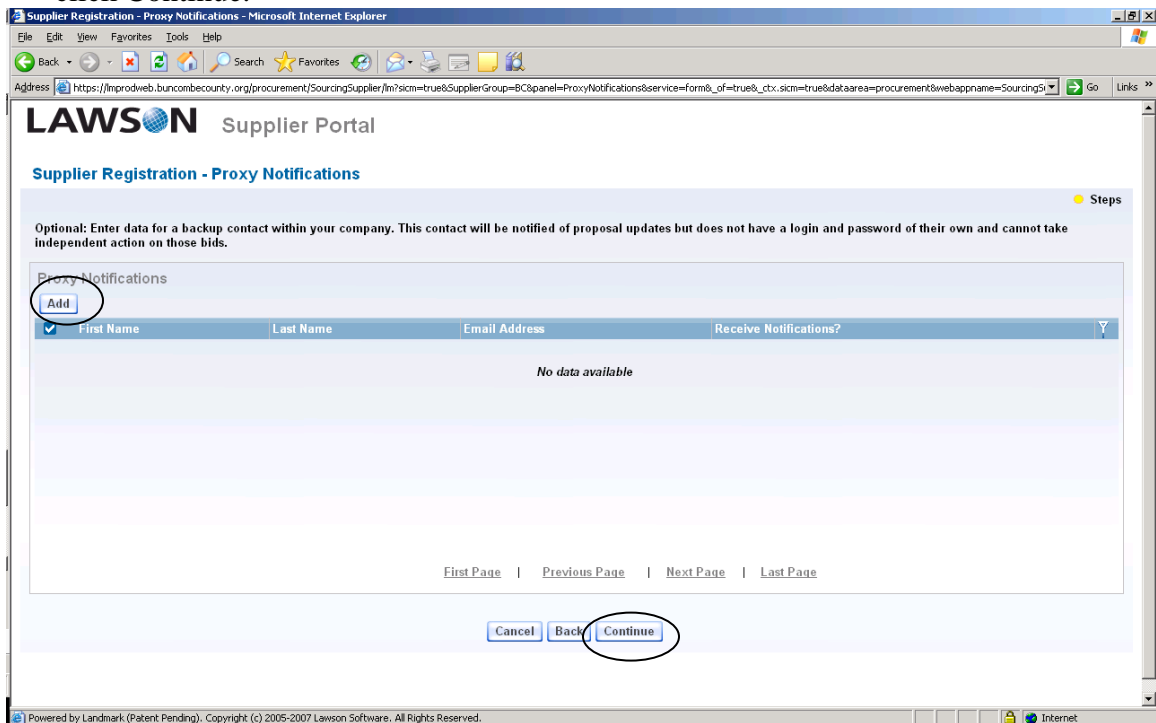


- When using the search function, place an asterisk (*) before and after any partial word to see all results. Example: If you are looking for lawnmower services, type in *mow* to see all commodities that have “mow” within their description.
- Click Continue when Commodity Codes have been added.

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.



- You should see the below screen when your registration is complete. Click Done to go back to the home page.

