# Table of Contents

Table of Contents................................................................................................................ 2  
Getting Started .................................................................................................................... 3  
Enter Supplier Information ................................................................................................. 4  
Enter Your Company Information...................................................................................... 5  
Select Diversity Codes ........................................................................................................ 6  
Answer Supplier Questions .................................................................................................. 9  
Select Your Commodity Codes .......................................................................................... 10  
Complete Registration ....................................................................................................... 15  
Maintain Your Account Information ................................................................................... 16
Getting Started

*From the portal:*
- Click “Register”.

• Read and accept terms and conditions, click **Continue** →
Enter Supplier Information

Supplier Registration - Contact Information

Enter the login and primary contact information for your business.

Become A Supplier - Create An Account

* User Name
* Password
* Confirm Password

Enter Information About Yourself

Title
* Given Name (First)
* Family Name (Last)
* Phone Number
Mobile Phone
Fax Number
* Email Address

Don't have an email address? Create one here: Create Email Address.

* = Required

Note: All fields flagged with an asterisk (*) are required.
- Create your login user name. **Note:** Your login user name is case sensitive and space sensitive.
- Create your password. **Note:** Your password is case sensitive and space sensitive
- Enter information about yourself; required fields are: First Name, Last Name, Phone Number, and e-Mail Address.
- Click Continue →
Enter Your Company Information

- 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** →
Select Diversity Codes

An entity or institution that is certified as at least 51% owned and controlled by one or more minority individuals, or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more minority individuals. The ownership interest must be real, and continuous, and not created solely to meet the minority-owned business or contractor provisions of this Policy.

- Select the Add Button
• Select the appropriate code(s). Only one should be selected.

• Select Attach to Supplier
• When complete, click **Continue →**
Answer Supplier Questions

- Answer all Required questions, then click **Continue** →
- All questions with an asterisk (*) are required.
Select Your Commodity Codes

- To select the Commodity Code(s) for which you would like to receive future bid notifications, click the button labeled “Add.”
- The system will open a list of available codes.

Note: You must select a commodity code to receive notifications. And you will only be notified of events that have commodity code classifications matching your setup. However, you may view and respond to any event by selecting browse open events from the home page once your registration is complete.
To find the Commodity Code(s), you may:
  o Use the Next Page option at the bottom to scroll thru the list of codes.
  o Use the Search function at the top of page to locate Code(s) by entering either the specific code number or a keyword description
    • To display codes with a description that includes a specific keyword, enter only that word. Example: office
To select the code, click in the box to the left of the Code(s) and click Attach to Contact in the upper left hand corner of the form. The system will return you to the Selected Commodity Codes form where you can view previously selected Commodity Codes.
- To select additional codes, click “Add” in left area of the form. The system will reopen the select box.
- Locate additional codes and click the box to the left of the desired Code(s).
- Click “Attach to Contact” to update
- When finished, click **Continue** →
Select Your Proxy – If Desired

- If you wish to enter a contact(s) that will be notified of event updates, but will not be able to respond to events (bids) and will not have a separate user name and password.
Complete Registration

- Click **Done** to complete registration
Maintain Your Account Information

• To update your account information, click on Update Account Information

• Click Edit → to edit the section you need to update.
Continue to scroll down the page till you reach your desired area to edit. Click **Edit** →
- After making updates, click **Back** →
- Back will return you to the page with your account information.
- Click **Home** to finish the update process and return to the Main form.