BIDDER REGISTRATION INSTRUCTIONS
County of Sonoma Supplier Portal

Register as a **Bidder** if your company has not done business with the County of Sonoma in the past. If your company has previously done business with the County, register as a **Supplier**.

If you experience technical issues during registration, email the Supplier Desk for prompt assistance. Please include screen captures of the issue if possible.

Navigate to the Sonoma County Supplier Portal, and click on the **User Registration** tile.

This will direct you to the User Registration page. On this page, under **Register as a Bidder,** click **Register now**.

The **Register now** link brings up a pop-up window, entitled **Bidder Registration**, where the registration process will take place. Once you begin your registration process, <u>do not</u> close the registration window. Closing this window will cause data entered to be lost, and entries cannot be retrieved. This pop-up window will close automatically at the end of the successful registration process.

Preliminary Information

Click on either **Business** or **Individual**, and **Selling Goods/Services**.

Identifying Information

Complete all fields marked with an asterisk.

1. Enter your **Tax ID number** (if registering as a business) or **Social Security Number** (if registering as an individual) in the following format: 123456789. Do not use spaces, hyphens, or other characters.
2. Enter your business name in Entity Name.
3. Complete Additional Reporting Elements information as applicable.
4. Select **Next** to proceed.

Primary Address

Enter your company's primary address. The following fields are required:

1. Address 1
2. City
3. Zip or Postal Code
4. State

Other Addresses

If you have an **Invoice Address** (an address from which you send invoices), check the box next to Invoice Address and complete the address information. Select **Next** to proceed.

Contacts

All accounts must have at least one contact. Contacts are designated employees of your organization that the County can confer with on business issues.

Click **Add Contact** to create a contact for the account.

Complete all fields marked with an asterisk. The following information is required:

1. First Name
2. Last Name
3. Email ID
4. Telephone
5. Requested User ID
6. Password and Confirm Password – Create a password with a minimum of 8 characters. You may use the following special characters: ! @ # $ % ^ & * ( ) - = + \ [ ] { } ; : / . < >

To add additional contacts, click **Add Contact**. Ensure all contacts are registered to an appropriate address using the dropdown menu. Select **Next** to proceed.


Categorization Information

The County emails solicitation notifications to Bidders who have registered for the same commodity or service category as the solicitation. **In order to receive emailed solicitation notifications, you must select one or more categories, and the email address you supplied must be correct**.

Click directly on the **file folder** next to **Sell Categories**.

Search the category list for goods and/or services your organization provides. Scroll, or use the Control+F command to search by keyword. When you have identified a category, click on the **file folder** next to the **category name** to view the subcategories. Check as many categories and/or subcategories as necessary. **When finished, scroll to the bottom and click Next**. Please note that it may take several minutes to save your process if many categories are selected.
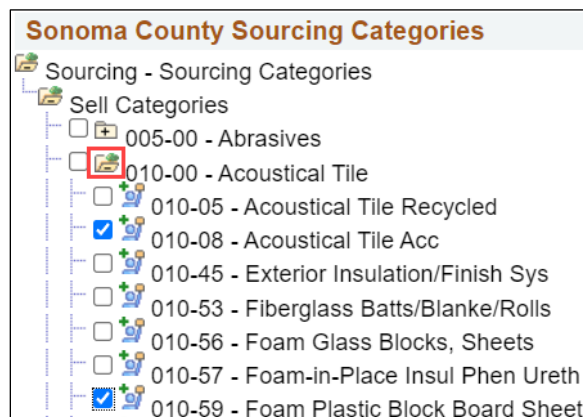
To select all subcategories, first expand the **file folder** for the category, and then select the **checkbox** next to the category. All subcategories will be checked.
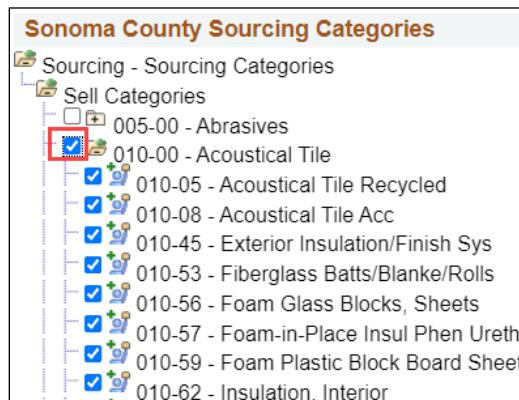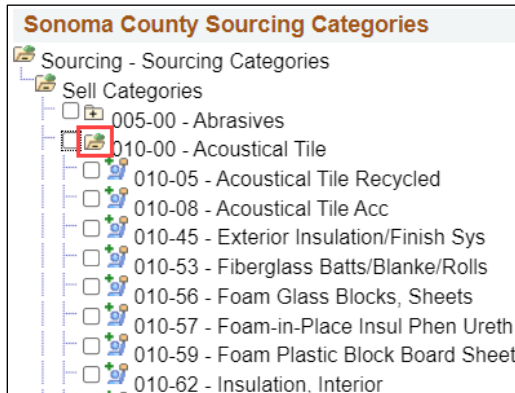
Terms and Conditions

Review the Terms of Agreement, then click the **checkbox** to accept the terms, and **Submit.**
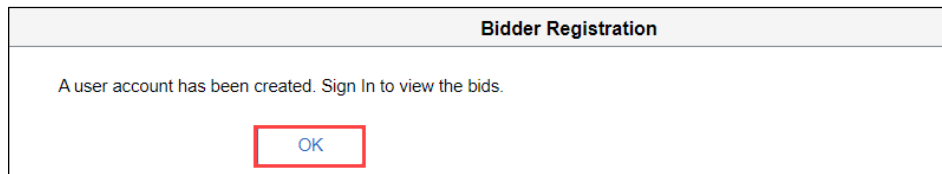
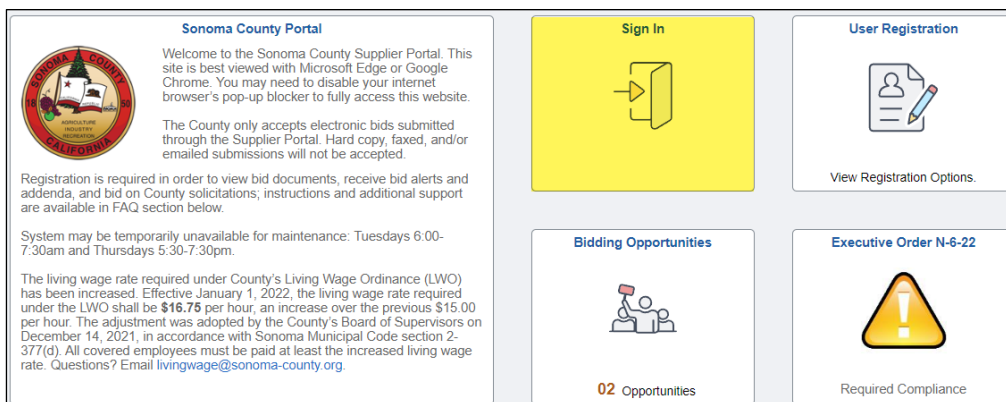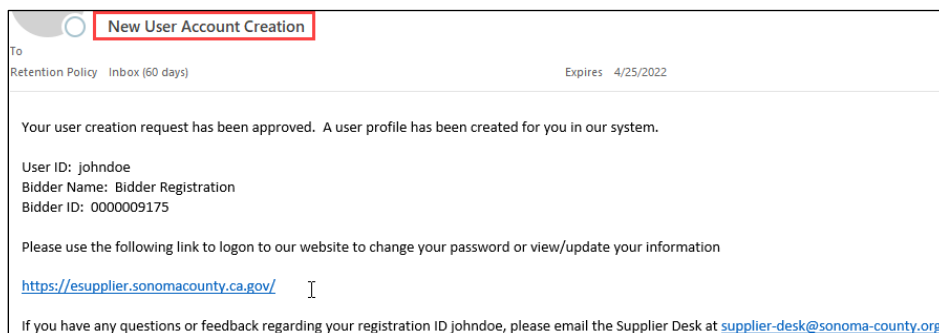## Registration Confirmation

You will receive an onscreen confirmation following successful registration. Click **OK** to close the pop-up Bidder Registration window.

Bidder Registration
A user account has been created. Sign In to view the bids.
OK

You will be redirected to the homepage where you can now Sign In to place bids.

You will also receive **confirmation emails** from PeopleSoft. The email with the subject "New User Account Creation" contains your User ID. **Please save this email for future reference**.

You will also receive a confirmation email with the subject "Your Recent Bidder Registration." This email is to inform you that you have registered as a bidder with the County, and it is not necessary for you to keep this email. The information contained in this email is also included in your New User Account Creation email.

For instructions on viewing solicitation events and submitting bids, click here.