Bidder Registration Instructions

For Prospective County Suppliers

January 2015
Who is a Bidder?

- A prospective supplier to the County of Sonoma
- Has not previously received payment from the County for goods and/or services
Bidders must register in the Supplier Portal in order to receive bid notifications and place bids.

Click here to go to the Supplier Portal

Registration instructions continue on the following pages.
Supplier Portal
Login Screen

This image may differ slightly from the actual screen, as it was taken while still in testing.

Bidders should have their Taxpayer Identification Number or Social Security Number on hand when beginning the registration process.

Click on the “Register as a Bidder” link.
IMPORTANT:
Navigation Information

Please do not use the BACK button on your browser when navigating through the Supplier Portal. If you are in the middle of a transaction and use the BACK button on your browser, the transaction will not process and you will be returned to the login page.

Use the provided navigation buttons.
Step 1 of 8:
Preliminary Information

Specify the type of business and bidding activities you are interested in.

Bidder Registration
Step 1 of 8: Preliminary Information.
These questions will determine the type of bidder you will become.

* Required Field

1. Please select the type of bidder which best describes you.
   - Business
   - Individual

2. What type of bidding activities are you interested in?
   - Buying goods/Services
   - Selling goods/Services
   - Both

* Required Field
Step 2 of 8: User Account Setup

Required fields are marked with an asterisk.

Please also complete optional fields for language, time zone, and currency code.

Additional users can be added here using the “Save and Add Another User” button.

Click “Next.”
Step 3 of 8: Primary Address

If your company has multiple locations, the company’s main headquarters address should be entered here.

Required fields are marked with an asterisk.

Click “Next.”
Step 4 of 8: Other Account Addresses

If your company has just one address and no changes are needed, click “Next”.

Note the options displayed here depend on the selections made in Step 1. If you selected anything other than “Selling Goods and Services” in Step 1, different address options will appear here.

If needed, you may use the “Back” button to return to Step 1 and make corrections. You may add other account addresses that are different from the primary address in the next step.

Click “Next.”
Step 5 of 8:
Address Contacts

If your company has more than one address, additional addresses should be entered here.

Each registered user created in Step 2 should be linked to an address.

Click “Next.”
Step 6 of 8: Additional Classification Information

You must enter a valid Taxpayer Identification Number or Social Security Number.

You must also answer Question *1.

Completion of the optional “More About Your Organization” section is encouraged, as it aids the County in statistical collection.

Click “Next.”
Step 7 of 8: Categorization Information

Click the file folder icon next to “Sell Categories”. The screen will expand.

Click the check box next to the five digit “parent” category (or categories) ending in -00 that you wish to bid on.

Subcategories can be viewed by clicking the file folder next to the parent category. You may register for subcategories rather than a parent category, but selecting the parent category may result in more solicitation notifications.

These steps are critical, as bid notifications are emailed to Bidders based upon the categories they select.

Bidders must select a category (or categories) in order to receive emailed bid notifications.

Click “Save.”
Step 8 of 8: Terms and Conditions

After reading, click the check box and "Finish".

Bidder Registration

Step 8 of 8: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

* Required Field

I agree to be bound by the following Terms and Conditions:

1. Disclaimer.
   White Sonoma County intends to maintain continuous access to this web site, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or internet problems. Not all access difficulties can be resolved by the County since some access failures may be due to the type of computer or communication equipment and services employed by the web site user. If access to solicitations on the web site has been severely curtailed, the County, at its discretion, may extend the due date of affected solicitations. It is the vendor's responsibility to check the website from time to time for updates to opportunities and to pick up additional addenda and information.
Confirmation

You will receive two confirmations.

1) After pressing “Finish” in the last step, an onscreen confirmation will display.

2) You will also receive an email with your UserID and Password. Please save this email for future reference.

Registration is now complete. You can login to the Supplier Portal to review bidding opportunities and place bids.

Bidder Registration

Bidder registration for Sonoma South was successful. Choose the desired user from the grid below and sign in to Strategic Sourcing.

Bidder Registration Approved

Your application to become a sourcing bidder has been approved. Use the login information in this message to access the system at the URL provided below.
Technical issues with registration?

Contact the County department you normally work with for assistance, or send an email describing the issue in detail to efs-vendor-desk@sonoma-county.org