



# 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 a screenshot(s) of the issue if possible.

Navigate to the Sonoma County Supplier Portal (<http://sonomacounty.ca.gov/Supplier-Portal>) and click on **Register as a Bidder**.

Main Menu ▾

 COUNTY OF SONOMA

Supplier Login ↻ ⚙️

User ID

Password

[Forgot Password ?](#)

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 [Register as a Sourcing Bidder](#)

Click here to register as a bidder and to be able to bid on events.

## Preliminary Information

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

Start a new registration form

What type of entity do you represent?

Business

Individual

What type of bidding activities you are interested in?

Buying goods/Services

Selling goods/Services

Both

## 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.
2. Enter your business name in Entity Name.

Do not enter any information in the Comments field. This information is not monitored by the Purchasing division.

Unique ID & Company Profile ?

\* Tax Identification Number

\* Entity Name

http://URL  Open URL

Comments ?

## 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

**Primary Address** ?

\* Country  United States

Address 1

Address 2

Address 3

Address 4:

City

County  Postal

State

Email ID

## Other Account Addresses

If you have an invoice address, check the box next to Invoice Address and complete the information.

**Other Addresses** ?

Check boxes below to indicate addresses that are different from your Primary Address above:

**Invoice Address**  
Address from which you send invoice

\* Country  United States

Address 1

Address 2

Address 3

Address 4:

City

County  Postal

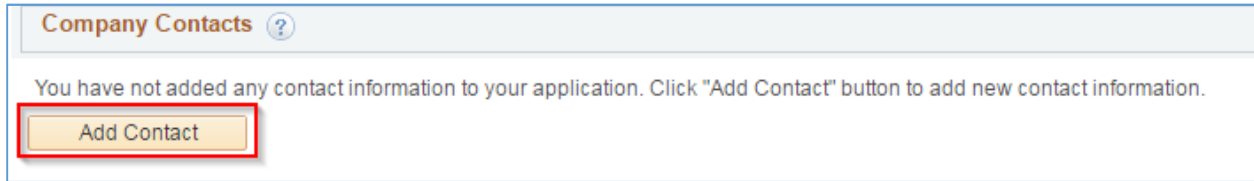
State

Email ID

## Contacts

All accounts must have at least one contact.

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



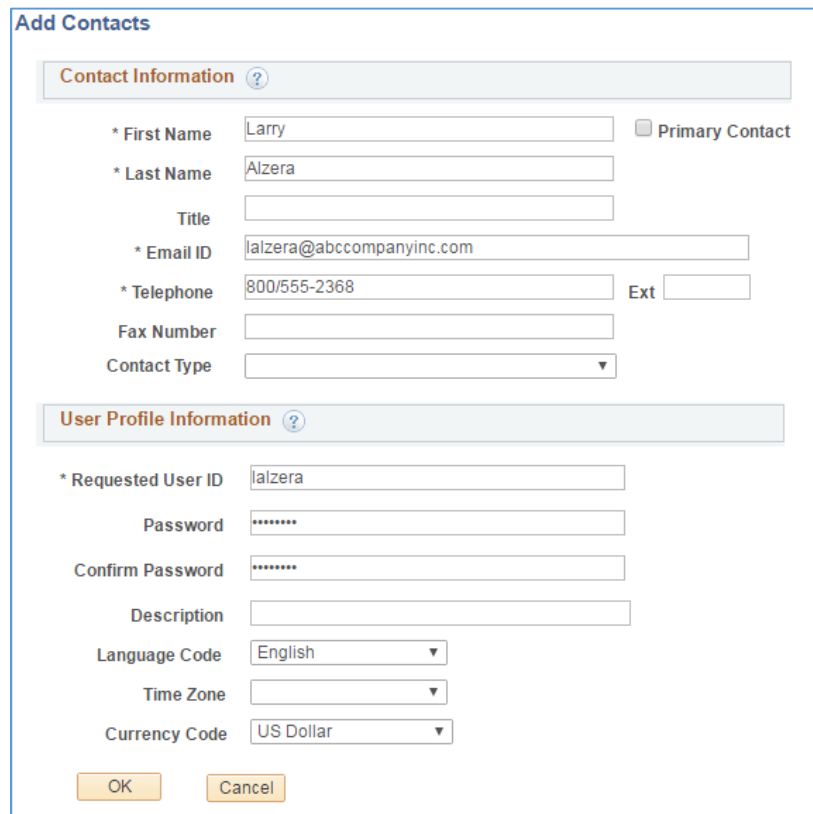
**Company Contacts** ?

You have not added any contact information to your application. Click "Add Contact" button to add new contact information.

**Add Contact**

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



**Add Contacts**

**Contact Information** ?

\* First Name   Primary Contact

\* Last Name

Title

\* Email ID

\* Telephone  Ext

Fax Number

Contact Type

**User Profile Information** ?

\* Requested User ID

Password

Confirm Password

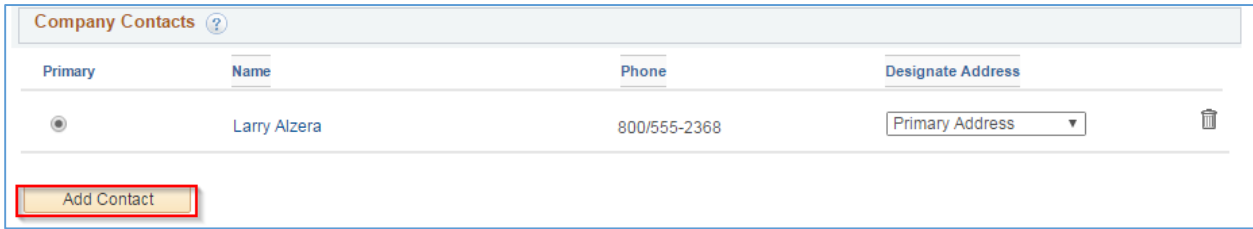
Description

Language Code

Time Zone

Currency Code

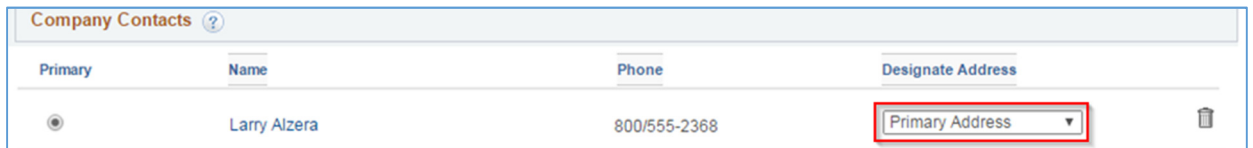
To add additional contacts, click [Add Contact](#).



The screenshot shows a table titled "Company Contacts" with a search icon. The table has four columns: "Primary", "Name", "Phone", and "Designate Address". There is one row with a radio button in the "Primary" column, the name "Larry Alzera", the phone number "800/555-2368", and a dropdown menu in the "Designate Address" column set to "Primary Address". A trash icon is visible to the right of the row. Below the table, an "Add Contact" button is highlighted with a red box.

### **Address Contacts**

Designate each registered user to an appropriate address using the dropdown menu.

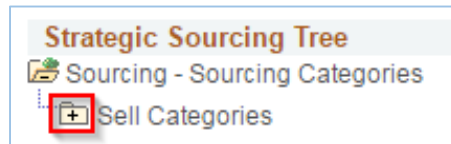


This screenshot is identical to the one above, but the "Designate Address" dropdown menu for the contact "Larry Alzera" is highlighted with a red box.

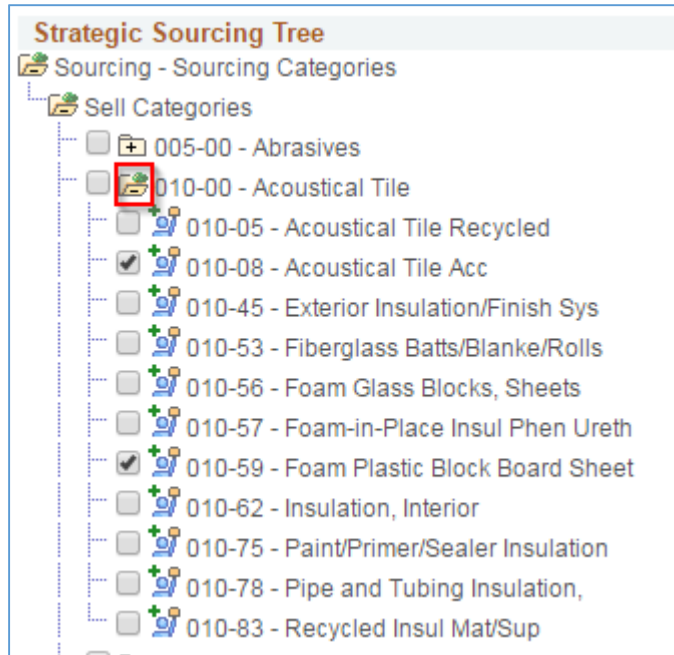
### **Categorization Information**

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 for 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 [Save](#).



### **Terms and Conditions**

Review the Terms and Conditions, then click the **checkbox** and **Finish**.

**Terms and Conditions** ?

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

[Terms of Agreement](#)


## Registration Confirmation

You will receive an **onscreen confirmation** following successful registration.

Registration Submit Details

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**Submitted**

 You have successfully submitted your registration.

Your registration ID:  
**000000008**


Any email regarding the registration status will be sent to:  
**lalzera@abccompanyinc.com**

Choose the desired user from the grid below and sign in to Strategic Sourcing.

Larry Alzera	<input type="button" value="Sign In"/>
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You will also receive **confirmation emails** from Peoplesoft. The email, with the subject “New User Account Creation,” contains your User ID and password. Please save this email for future reference.

**New User Account Creation**

To  Stacey Wilkbrooks

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Your user creation request has been approved. A user profile has been created for you in our system.

**User ID: LALZERA1**  
**Password: [REDACTED]**

Bidder Name: ABC Company Inc.  
Bidder ID: 000003044


Please use the following link to logon to our website to change your password or view/update your information

[https://esupplier.sonomacounty.ca.gov/psp/FN92PRD\\_1/SUPPLIER/ERP/c/AUC\\_MANAGE\\_BIDS.AUC\\_BID\\_HOME\\_PG.GBL?Page=AUC\\_BID\\_HOME\\_PG&Action=U&BIDDER\\_ID=000003044](https://esupplier.sonomacounty.ca.gov/psp/FN92PRD_1/SUPPLIER/ERP/c/AUC_MANAGE_BIDS.AUC_BID_HOME_PG.GBL?Page=AUC_BID_HOME_PG&Action=U&BIDDER_ID=000003044)

If you have any questions or feedback regarding your registration ID LALZERA1, please email the EFS Vendor Desk at [efs-vendor-desk@sonoma-county.org](mailto:efs-vendor-desk@sonoma-county.org).

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.

**Your Recent Bidder Registration**

To  Stacey Wilkbrooks

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Your bidder registration application, registration ID 000000009 has been approved.

Bidder Name: ABC Company Inc.  
Bidder ID: 000003044

If you have any questions or feedback regarding your registration ID 000000009, please email the EFS Vendor Desk at [efs-vendor-desk@sonoma-county.org](mailto:efs-vendor-desk@sonoma-county.org).

Note: Separate notifications containing logon information will be sent to all approved contacts created for this Bidder ID.