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 (modal) window, titled Bidder Registration Component, where the registration process will take place. Once you begin your registration process, do not click outside of this pop-up registration window. Clicking outside this window will cause data entry to be lost and 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 may be applicable (optional).
**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 Account Addresses**

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

### Address Contacts

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

### 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.** Please note that it may take several minutes to save your process if many categories are selected.
Terms and Conditions

Review the Terms and Conditions, then click the checkbox and Submit.

Registration Confirmation

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

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.

[Your Recent Bidder Registration]
To: Stacey Wildrok
Retention Policy: Inbox (60 days)
Expires: 4/18/2019

Your bidder registration has been entered into the Sonoma County Supplier Portal.
Bidder Name: ABC Company
Bidder ID: 0000005133

You will receive a second email with your logon information, including your password and the URL to the Supplier Portal.

If you have any questions, please email the Supplier Desk at supplier.desk@sonoma.county.org.

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