



# SUPPLIER REGISTRATION INSTRUCTIONS

## County of Sonoma Supplier Portal

Register as a **Supplier** if your company previously received payment from the County of Sonoma for goods and/or services. If your company has not previously done business with the County, register as a **Bidder**.

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 **User Registration**.

**Sonoma County Portal**

Welcome to the Sonoma County Supplier Portal. This site is best viewed with Microsoft Edge or Google Chrome. You may need to disable your internet browser's pop-up blocker to fully access this website.

The County only accepts electronic bids submitted through the Supplier Portal. Hard copy, faxed, and/or emailed submissions will not be accepted.

Registration is required in order to view bid documents, receive bid alerts and addenda, and bid on County solicitations; instructions and additional support are available in FAQ section below.

System may be temporarily unavailable for maintenance: Tuesdays 6:00-7:30am and Thursdays 5:30-7:30pm.

Effective January 1, 2024, the County's Living Wage rate increased from \$17.65 to \$18.10 per hour. The increase was approved by the Sonoma County Board of Supervisors on December 12, 2023 in accordance with Municipal Code section 2-377(d). All county government service contractors must pay employees at least the current living wage rate. Questions? Email [livingwage@sonoma-county.org](mailto:livingwage@sonoma-county.org).

**Sign In**

**Bidding Opportunities**

01 Opportunities

**User Registration**

View Registration Options.

**Executive Order N-6-22**

Required Compliance

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

**User Registration**

**Register as a Bidder**

Click here if you have not done business with the County before and wish to be notified of and bid on events

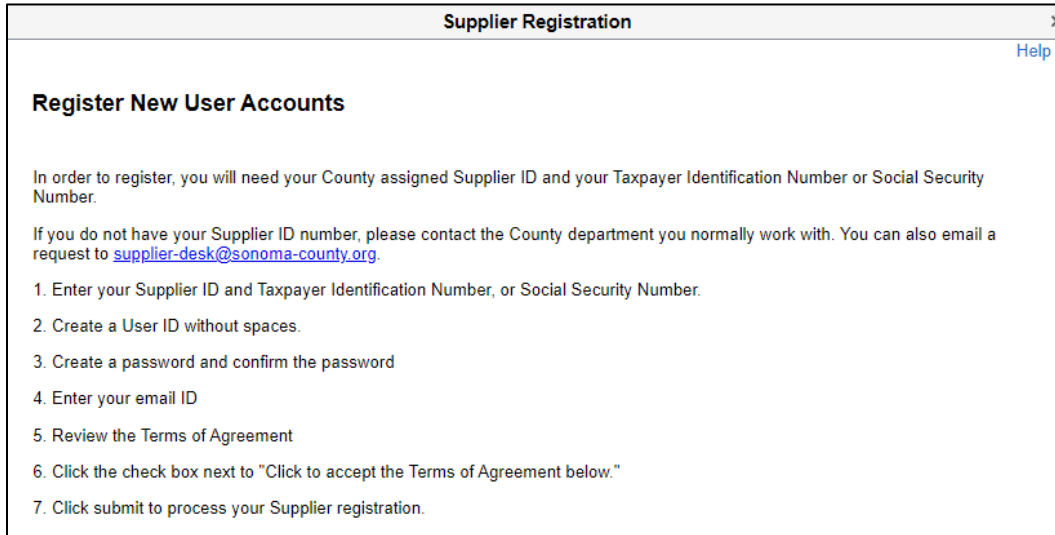
123 More... Register now

**Register as a Supplier**

Click here if you currently or previously have done business with the County and wish to create an account and be notified of and bid on events

More... Register now

The [Register now](#) link brings up a pop-up window, entitled **Supplier Registration**, where the registration process will take place. Once you begin your registration process, do not 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.



### **Enter Registration Information**

**Supplier ID:** Enter your **County Supplier ID number**. If you do not have it on hand, please request it from our [Supplier Desk](#).

**Tax Identification Number:** Enter **Tax Identification Number** or **Social Security Number** associated with your Supplier ID in the following format: 123456789. Do not use spaces, dashes, or any other characters.

**User ID** - Enter desired **login name** without spaces.

**Password** - Create a password with a minimum of 8 characters. You may use the following special characters: ! @ # \$ % ^ & \* ( ) - = + \ [ ] { } ; : / . < >

**Confirm** - Retype password. Please save your User ID and password for future reference.

**Description** - Enter **job title**.

**Email ID** - Enter **email address**.

**Terms of Agreement** - Click the link to review the Terms of Agreement and the checkbox to accept.

Click **Submit**.

**Supplier Registration**

**Supplier List**

*Supplier ID	Tax Identification Number	
		🗑️

**User Account Information** ?

* Requested User ID	<input type="text" value="JANEDOE"/>
* Password	<input type="password" value="....."/>
* Confirm Password	<input type="password" value="....."/>
Description	<input type="text" value="Manager"/>
* Email ID	<input type="text" value="jane.doe@example.com"/>

Language Code	<input style="border: none; border-bottom: 1px solid gray; width: 100%;" type="text" value="English"/>
Time Zone	<input style="border: none; border-bottom: 1px solid gray; width: 100%;" type="text"/>
Currency Code	<input style="border: none; border-bottom: 1px solid gray; width: 100%;" type="text" value="USD"/>

**Terms and Conditions**

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

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

## Registration Confirmation

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

[Help](#)

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

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

New User Account Creation

To: Expires 4/25/2022

Retention Policy    Inbox (60 days)

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

User ID: JANEDOE  
Supplier Name:  
Supplier ID:

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

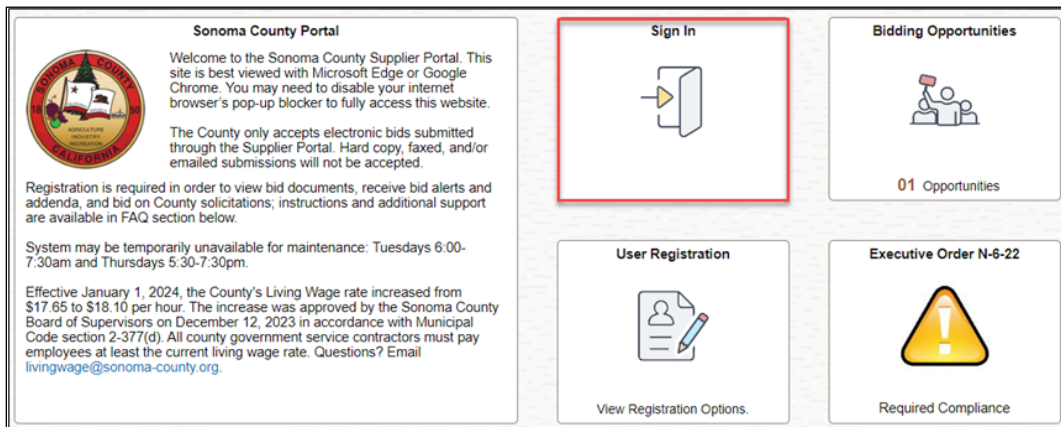
<https://esupplier.sonomacounty.ca.gov/>

If you have any questions or feedback regarding your registration, please email the Supplier Desk at [supplier-desk@sonoma-county.org](mailto:supplier-desk@sonoma-county.org).

You will also receive a confirmation email with the subject “User ID Registration.” This email is to inform you that you have registered as a Supplier 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.

**Please continue** – additional account configuration is needed in order to receive emailed notifications of County solicitations.

Once the pop-up window is closed, you will be redirected to the homepage where you can now **Sign In** to place bids.

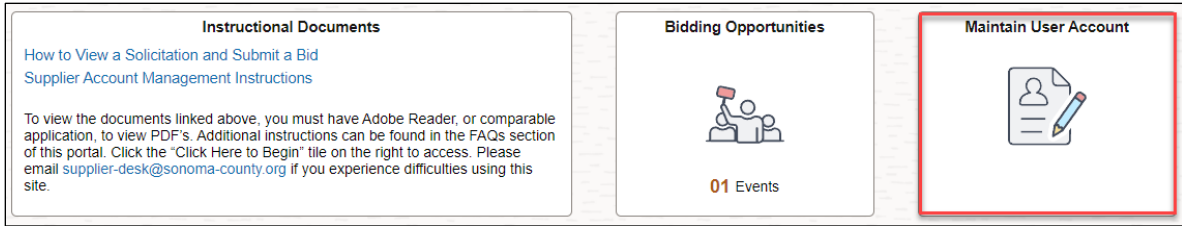


Sign in by entering your newly created User ID and Password and selecting **Sign In**.

**County of Sonoma Suppliers are responsible for self-managing their accounts and updating their account information online. Regularly check and update your account to ensure uninterrupted access to information regarding the County of Sonoma’s solicitations.**

### **Profile Configuration Steps**

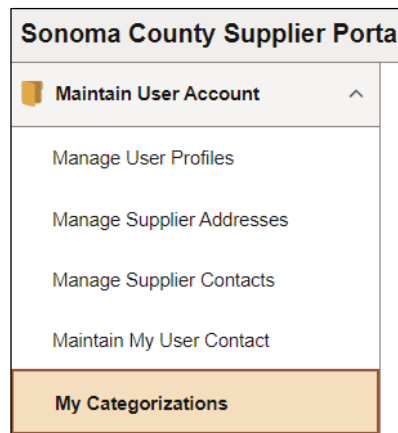
In order to complete your User Profile configurations, select the tile that states **Maintain User Account**.



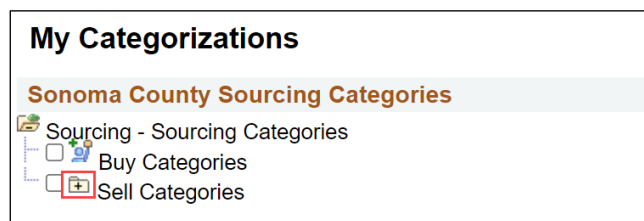
## Select Categories

The County will email solicitation notifications to Suppliers 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.**

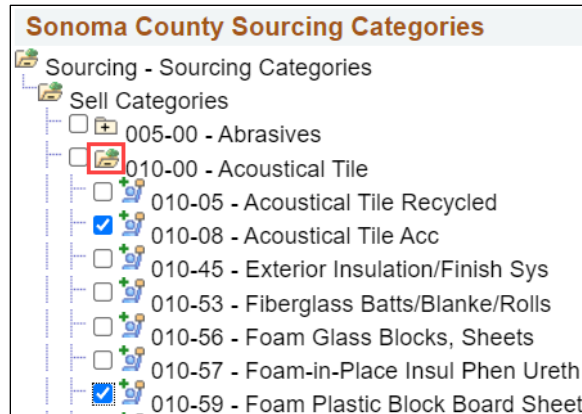
In the left navigation pane, select **Maintain User Account**, which will expand the folder. Then select **My Categorizations**.



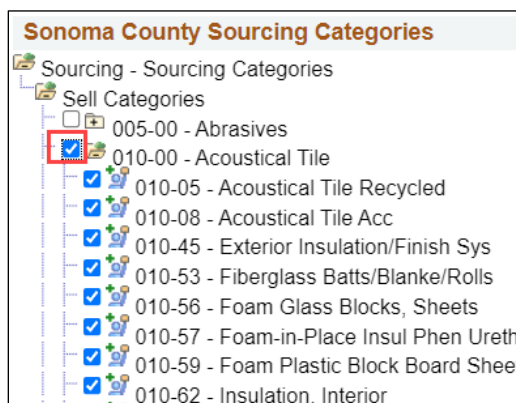
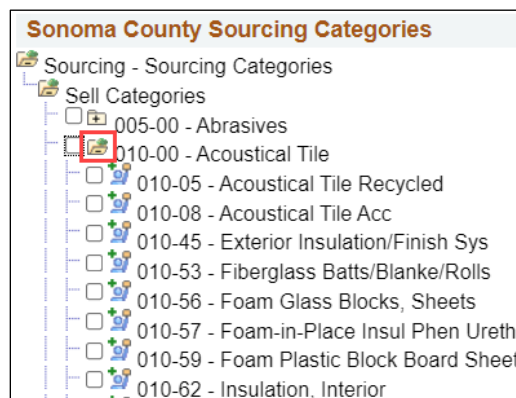
Click directly on the **file folder icon**  next to **Sell Categories**.



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 icon** next to the **category name** to view the subcategories. Check as many categories and/or subcategories as necessary.



To select all subcategories in a folder, first expand the **file folder** for the category, and then select the **checkbox** next to the category. All subcategories will be checked.



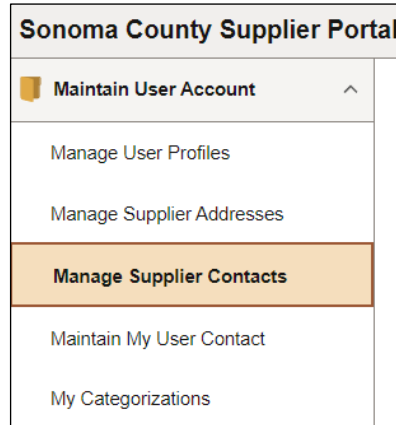
**When finished, scroll to the bottom and click [Save](#).** Please note that it may take several minutes to save your progress if many categories are selected.



**Add Contacts**

Contacts are designated employees of your organization that the County can confer with on business issues. On the left panel menu, select **Maintain User Account** and then select **Manage Supplier**

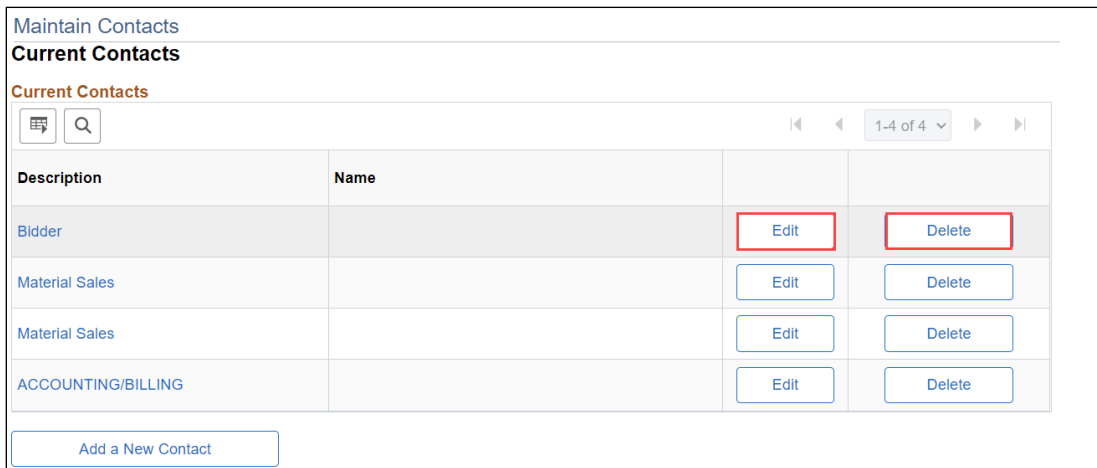
**Contacts.** You can edit and add new contacts in this section. **Without a contact assigned, your organization will not receive bid notifications.**



The image below shows the Current Contacts if there is not a contact assigned to your organization. To add a contact, select the **Add a New Contact** button.



The redacted image below shows the Current Contacts for an organization with multiple existing contacts. To Edit an existing contact, select the **Edit** button adjacent to the contact you wish to change and/or make sure all the information is correct. To Delete an existing contact, select the **Delete** button.



Adding or editing contacts will bring up the Contact Information screen where the information can be entered. Complete all fields, entering the contact's job title in the **Description** field. If this field is already filled in, please overwrite it. Click **Save** when finished.

**Supplier Contacts**

Maintain Contacts

**Contact Information**

Description

Name

Email ID

URLID

Location

Role

Status

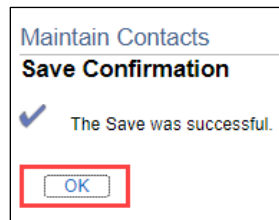
**Telephone Information**

1-1 of 1

*Type	Prefix	Phone	Ext	
<input type="text" value="Business Phone"/>	<input type="text" value="707"/>	<input type="text" value="555-1234"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/>

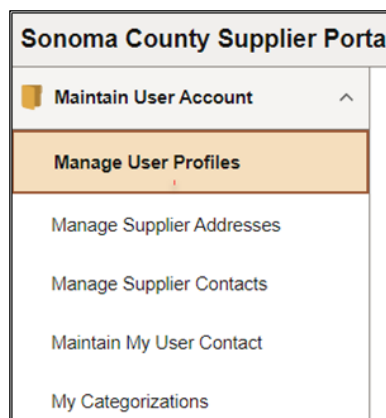
[Return to Contact List](#)      [Future Contacts](#)

You will receive an onscreen confirmation when a contact is successfully saved. To add or update more contacts, select **OK** and repeat the process.



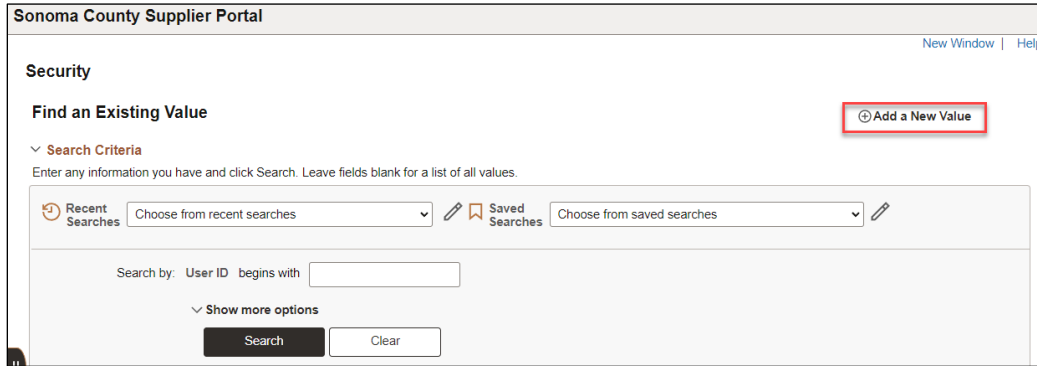
### Add New Users from Your Company

Users are people in your company who can login to use the account. You can select specific permissions for each User, or give everyone the same permissions. In the left navigation pane select **Maintain User Account** then select **Manage User Profiles**.





Click the **Add a New Value** button, enter a User ID (login name) for the new User and click **Add**.



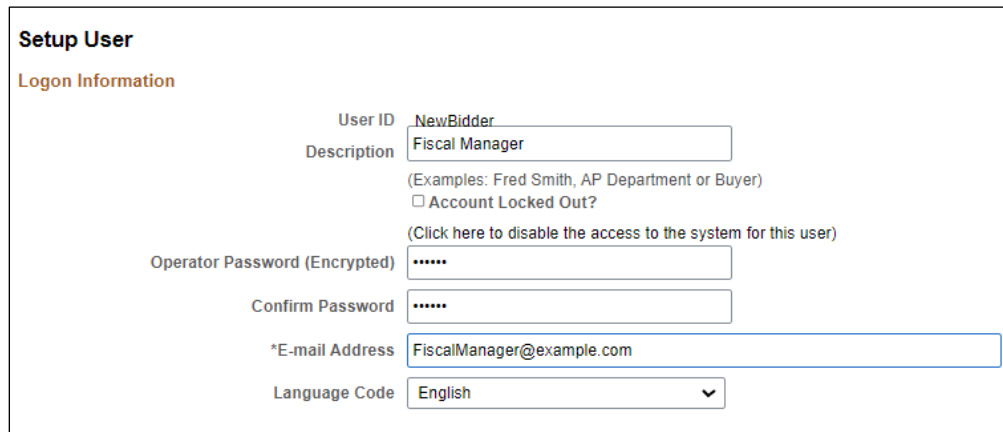
Enter User information in the Setup User screen:

**Description** - Enter User's job title.

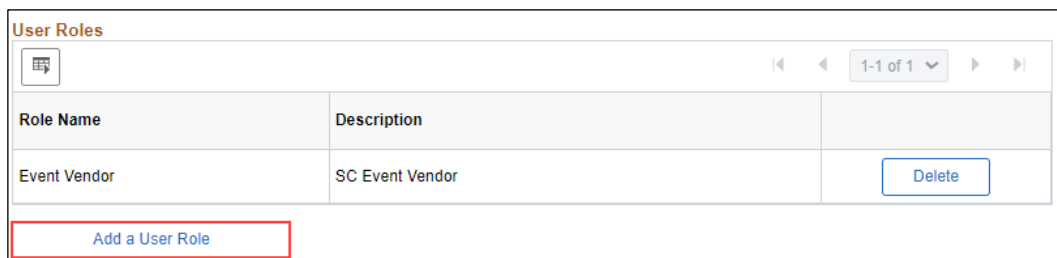
**Operator Password** - Must be at least 8 characters. The following special characters may be used: ! @ # \$ % ^ & \* ( ) - = + \ [ ] { } ; : / . < >

**Confirm Password** - Retype password.

**Email Address** - Enter email address of new User.



**User Role** - By default, all new users will be given a role of Event Vendor. This role allows bidding on solicitations, and is required for use of the supplier portal. Additional roles can be added by selecting **Add a User Role**.



Role Name	Description	
Event Vendor	SC Event Vendor	Delete

Select one or more roles by checking the box next to the role – role descriptions and permissions are as follows – select **OK** when finished:

- SC\_eSupplier/Addresses/Contacts – User can add Contacts to the account.
- SC\_eSupplierAdmin – User can create, update, and assign roles to other users.
- SC\_eSupplierUserManageOrders – User can review Purchase Orders, Order Summaries, and Receipts.
- SC\_eSupplierUserReviewPayments – User can review invoices, payments, and account balances.

**Select Roles**

Roles

	Role Name	Description
<input checked="" type="checkbox"/>	SC_eSupplierAddressesContacts	eSupplier Addresses/Contacts:
<input type="checkbox"/>	SC_eSupplierAdmin	eSupplier Administrator
<input type="checkbox"/>	SC_eSupplierUserManageOrders	eSupplier Manage Orders
<input type="checkbox"/>	SC_eSupplierUserReviewPayments	eSupplier Review Payments

OK Cancel

Click **Add a Supplier**.

**Supplier Access**

Supplier

Add a Supplier

Click the check box next to Supplier Name, then click **OK**.

**Select a Supplier**

Supplier Names

Supplier
<input checked="" type="checkbox"/> Business Name Here

OK Cancel

Click **Save** to finish adding this User Account.

**Congratulations! You have performed basic configuration of your online Supplier account. For advanced configuration, please refer to the [Supplier Account Management Instructions](#).**