

# Vendor Registration Instructions

For First-time Registrants in the Supplier Portal

January 2015



COUNTY OF  
**SONOMA**



# **Who is a Vendor?**

A Vendor is a company or individual who has previously sold goods and/or services to the County of Sonoma.



**Vendors must register in the  
Supplier Portal in order to receive  
bid notifications and place bids.**

**[Click here to register in the Supplier Portal](#)**

**Registration instructions continue on the following pages.**

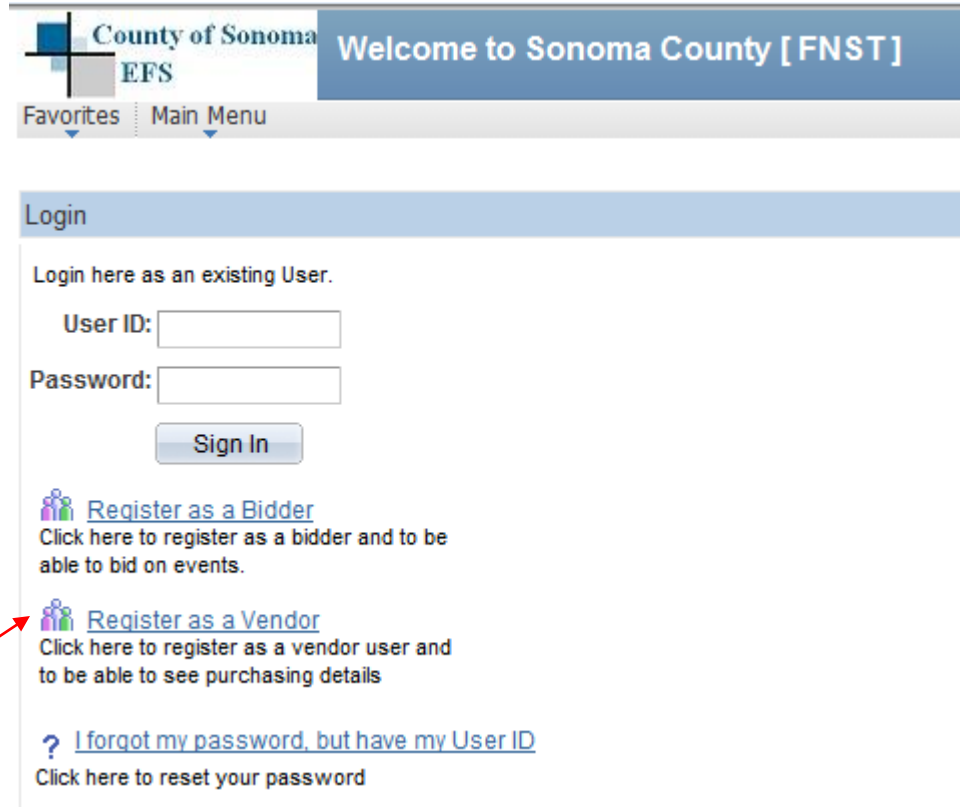


## Supplier Portal Login Screen

Vendors should have their assigned Vendor ID number on hand at time of registration, as well as their Taxpayer Identification Number or Social Security Number.

If assigned Vendor ID number is not available, the County department you normally work with can look it up for you. You can also email a request to [efs-vendor-desk@sonoma-county.org](mailto:efs-vendor-desk@sonoma-county.org).

Click the “Register as a Vendor” link.



The screenshot shows the login interface for the Sonoma County EFS Supplier Portal. At the top, there is a header with the County of Sonoma logo and the text "Welcome to Sonoma County [FNST]". Below the header, there are links for "Favorites" and "Main Menu". The main content area is titled "Login" and contains a section for existing users with fields for "User ID" and "Password", and a "Sign In" button. Below this, there are two registration links: "Register as a Bidder" and "Register as a Vendor", each with a brief description of what the user can do after registration. At the bottom, there is a link for "I forgot my password, but have my User ID" with a description of what the user can do after clicking the link. A red arrow points from the text "Click the 'Register as a Vendor' link." to the "Register as a Vendor" link.

County of Sonoma  
EFS

Welcome to Sonoma County [FNST]

Favorites Main Menu


### Login


Login here as an existing User.


User ID:

Password:

Sign In

 [Register as a Bidder](#)  
Click here to register as a bidder and to be able to bid on events.

 [Register as a Vendor](#)  
Click here to register as a vendor user and to be able to see purchasing details

 [I forgot my password, but have my User ID](#)  
Click here to reset your password



## IMPORTANT: Navigation Information

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

Links and buttons should be used to navigate.

The screenshot shows the 'Contact Information' form in the County of Sonoma EFS system. Red arrows originate from the text 'Links and buttons should be used to navigate.' and point to three specific elements: the 'Main Menu' breadcrumb, the 'Return to Contact List' link, and the 'Save' button.

**County of Sonoma EFS**

Navigation: Favorites | Main Menu > Maintain Supplier Information > Contacts

Maintain Contacts  
**Contact Information**

[Redacted]

Description: Bidder

Name: [Text Field]

Email ID: [Text Field]

URLID: http://

Location: General Mailing Address

Role: [Text Field]

Status: Active

**Telephone Information** Personalize Find [Grid Icon] First 1 of 1 Last

*Type	Prefix	Phone	Ext	
Business Phone				Add Delete

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

\* Required Field



# Supplier Registration

Enter the following information:

- **Code:** SCREGISTER
- **UserID:** create one without spaces
- **Description:** enter job title
- **Email ID:** enter desired email address
- **Password:** must be at least 8 characters
- **Confirm:** re-type password
- **Currency:** select USD
- **Vendor ID:** enter assigned Vendor ID#
- **ID Number:** Enter Tax Identification Number (TIN) or Social Security Number (SSN)

## Supplier Registration

Fill in the following information and click on the Create button to create a Supplier account. In order to self register you must have received a predefined code and know your corresponding vendor id.

Code:

\*User ID:  Description:

\*Email ID:

Password:

Confirm:

Language:  Currency:

Vendor List		Personalize	Find	View All	1 of 1	First	Last
Vendor ID▲	ID Number▲						
<input type="text"/>	<input type="text"/>						

Create



# Registration Complete!

## Next Step: Login to the Supplier Portal

- Select category codes for the goods/services you wish to bid on
- Add additional Users
- Designate person to receive emailed bid notifications
- Manage orders and review payment information

[Click here to login to the Supplier Portal](#)

Please reference the *Vendor Account Maintenance Instructions* link on Supplier Portal.



# Technical issues with registration?

Vendors should contact the department they  
normally work with for assistance, or email  
[efs-vendor-desk@sonoma-county.org](mailto:efs-vendor-desk@sonoma-county.org)