



BIDDER REGISTRATION INSTRUCTIONS

County of Sonoma Supplier Portal

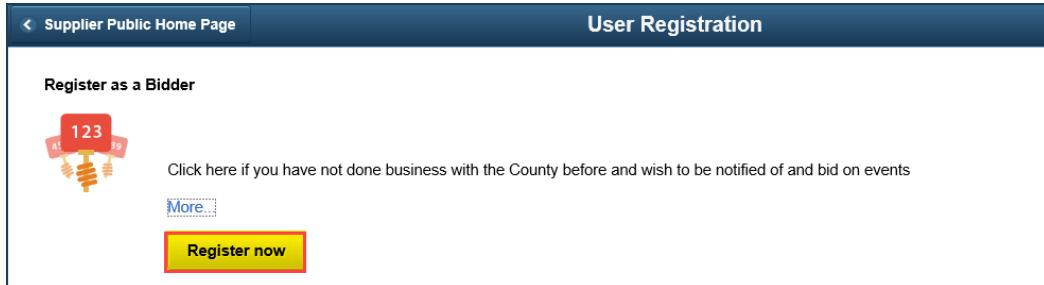
Register as a **Bidder** if your company has not done business with the County of Sonoma in the past. If your company has previously done business with the County, register as a [Supplier](#).

If you experience technical issues during registration, email the [Supplier Desk](#) for prompt assistance. Please include screen captures of the issue if possible.

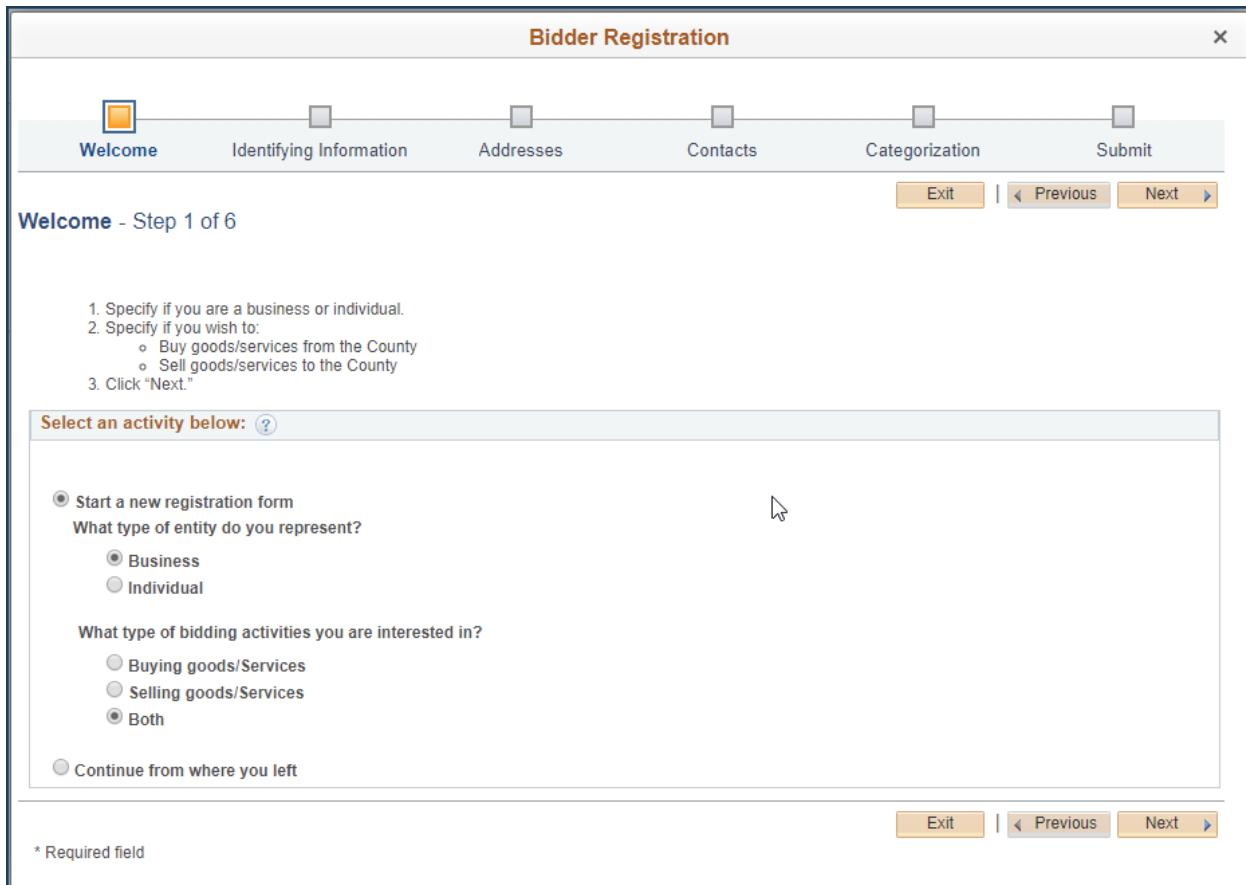
Navigate to the Sonoma County [Supplier Portal](#), and click on the **User Registration** tile.

A screenshot of the Sonoma County Supplier Portal homepage. The top navigation bar is black with the text "Sonoma County Supplier Portal". Below it is a white header bar with the text "Sonoma County Portal". The main content area has a light gray background. At the top left is the Sonoma County Seal. To its right is a red text box containing a notice about bid submission requirements. Below the notice is a welcome message and instructions for registration. The main content area is divided into several sections: "User Registration" (yellow background, icon of a person pointing to another), "Sign In" (blue background, icon of a door with a red arrow pointing to it), "Bidding Opportunities" (white background, icon of two people with a red flag), and "Notice Of Intent to Award" (white background, icon of an envelope with a red star). At the bottom left is a "FAQs | Contact Us" section with a blue icon of a person with a speech bubble. At the bottom right is a "Legal" section with a detailed text about the terms of use and privacy. A footer at the bottom of the page says "Get helpful information here." and "1 / 8".

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**.

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. 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).

Unique ID & Company Profile [?](#)

* Tax Identification Number

* Entity Name

http://URL [Open URL](#)

Additional Reporting Elements [?](#)

HUBZone Program	<input type="text"/> If applicable, select one	Please check all that apply:
Size of Small Business	<input type="text"/> If applicable, select one	<input type="checkbox"/> Emerging Small Business
Veteran-Owned Small Business	<input type="text"/> If applicable, select one	<input type="checkbox"/> Women-Owned Business
Sm Disadvantaged Business Prog	<input type="text"/> If applicable, select one	<input type="checkbox"/> Veteran
Other Preference Programs	<input type="text"/> If applicable, select one	<input type="checkbox"/> Disabled

[Exit](#) | [Previous](#) **Next** [Next](#)

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

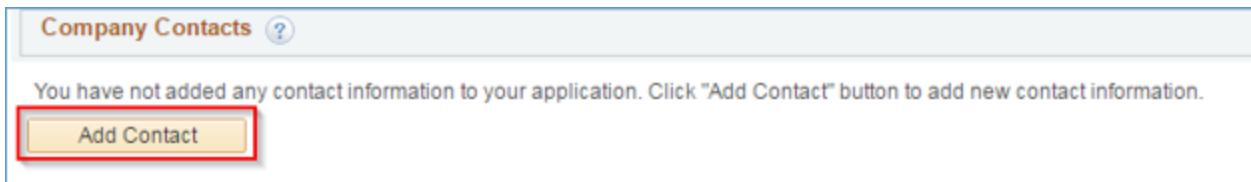
State 

Email ID

Contacts

All accounts must have at least one contact. 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.



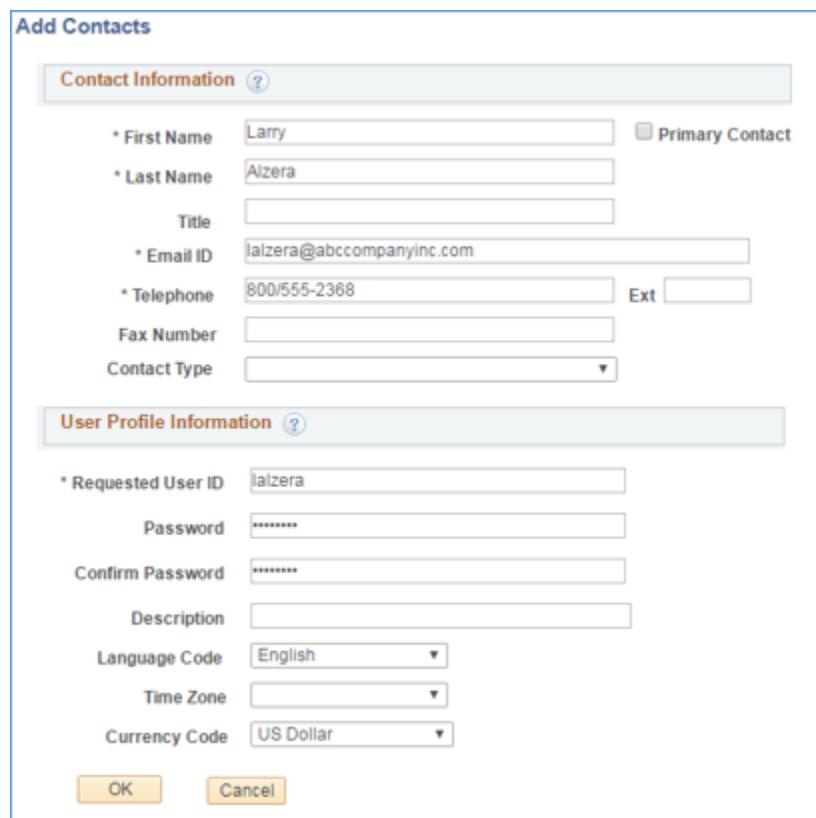
Company Contacts [?](#)

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



Add Contacts

Contact Information [?](#)

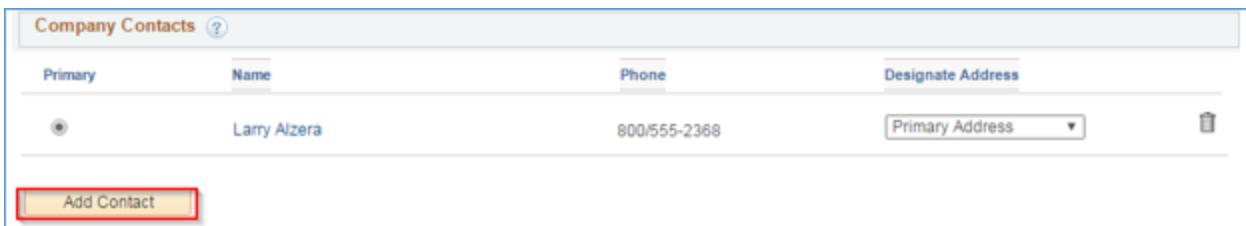
* First Name	Larry	<input type="checkbox"/> Primary Contact
* Last Name	Alzera	
Title		
* Email ID	lalzera@abccompanyinc.com	
* Telephone	800/555-2368	Ext
Fax Number		
Contact Type		

User Profile Information [?](#)

* Requested User ID	lalzera
Password	*****
Confirm Password	*****
Description	
Language Code	English
Time Zone	
Currency Code	US Dollar

OK **Cancel**

To add additional contacts, click **Add Contact**.



Primary	Name	Phone	Designate Address
•	Larry Alzera	800/555-2368	Primary Address

Add Contact

Address Contacts

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



Primary	Name	Phone	Designate Address
•	Larry Alzera	800/555-2368	Primary Address

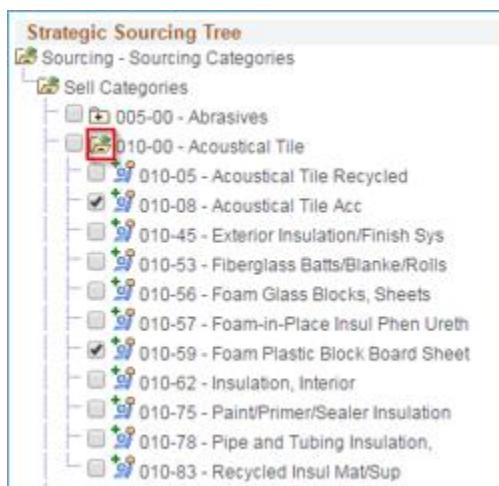
Categorization Information

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**.

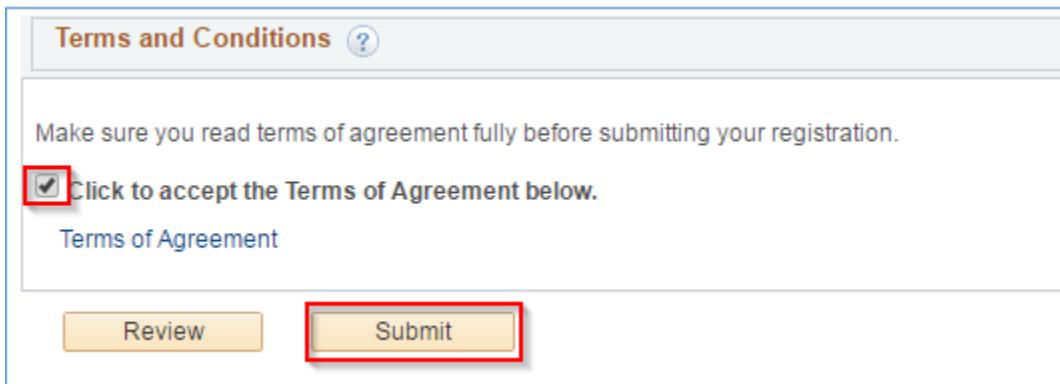


Search for the category list for goods and/or services your organization provides. Scroll, or use the Control+F command to search by keyword. When you have identified a category, click on the **file folder** next to the **category name** to view the subcategories. Check as many categories and/or subcategories 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**.



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](#)

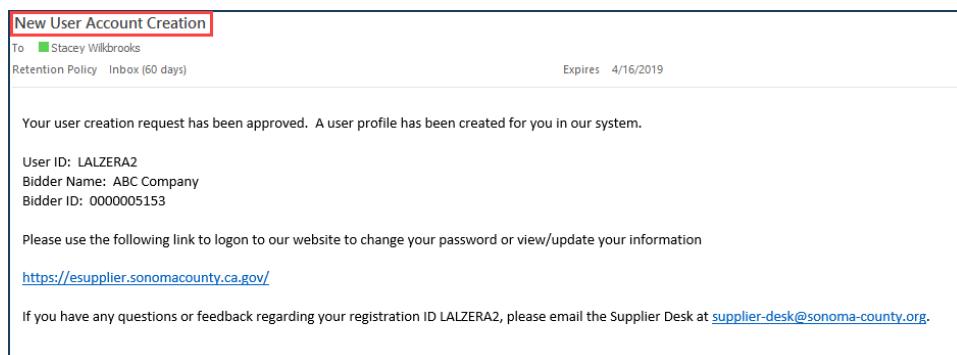
[Review](#) [Submit](#)

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 Wilkbrooks
Retention Policy Inbox (60 days) Expires 4/16/2019

Your bidder registration has been entered into the Sonoma County Supplier Portal.

Bidder Name: ABC Company
Bidder ID: 0000005153

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.