



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.

▼ Sonoma County Supplier Portal




Due to California's statewide shelter-in-place order, the County will not accept hard copy bids. Until further notice, only electronic submittals placed through the Supplier Portal will be accepted.
Welcome to Sonoma County's Supplier Portal page. This site is best viewed with Microsoft Internet Explorer. If you are using a different browser, please disable your pop-up blocker.
Registration is required in order to review and bid on County business opportunities, and to receive emailed bid alerts and addenda. For instructional guides and support on registration, please refer to the FAQ section below.
Maintenance changes are applied to this site Tuesdays from 6:00 – 7:30 am and Thursdays from 5:30 – 7:30 pm. You may experience loss of functionality during this time.

User Registration




View Registration Options.

Sign In




Bidding Opportunities




02 Opportunities

Notice Of Intent to Award



0 Notices in 90 Days

FAQs | Contact Us

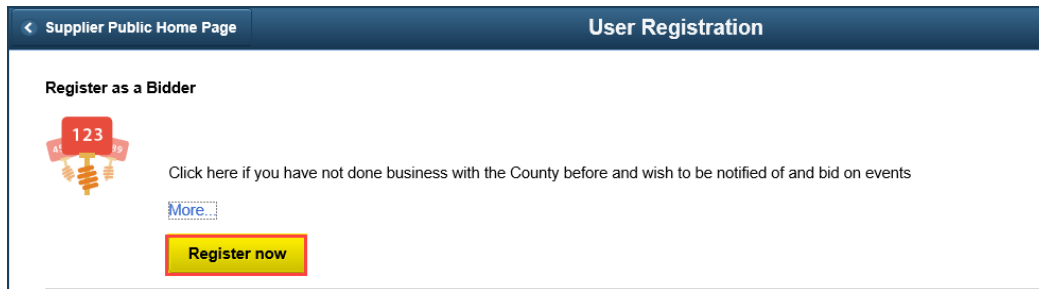


Get helpful information here.

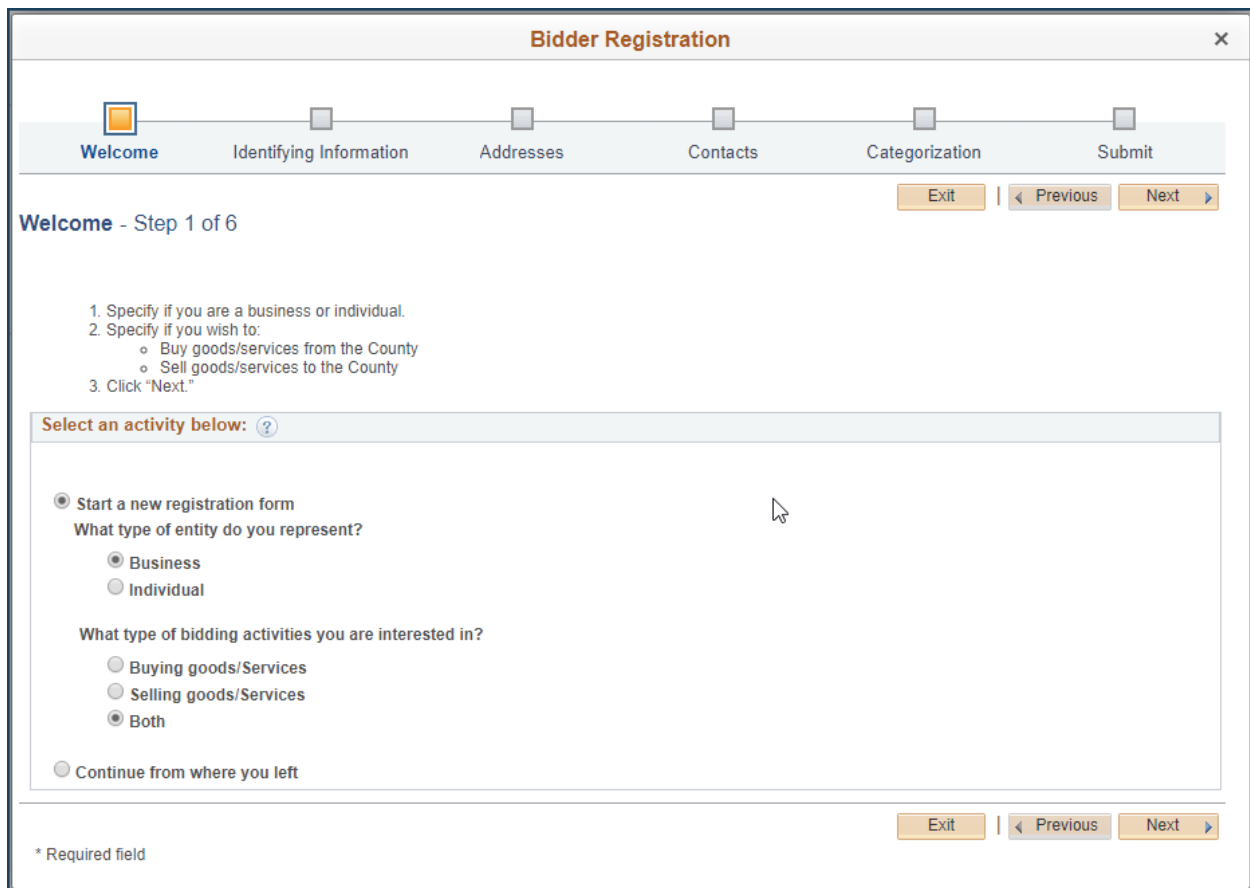
Legal

You are logging into a system that is the property of the County of Sonoma and is for authorized use only. Users have no explicit or implicit expectation of privacy. Any and all uses of this system may be intercepted, monitored, recorded, copied, audited and otherwise disclosed to authorized County and law enforcement personnel. By using this system, the User consents to such interception and disclosure. All Users of this system are governed by all applicable policies and procedures of the County of Sonoma. Unauthorized or improper use of this system may result in administrative action including disciplinary action up to and including termination of employment and civil/criminal penalties. By continuing to use this system, you consent to these terms and conditions of use and represent that you are an authorized User. Please log off of this system immediately if you do not agree to the conditions stated in this notice.

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

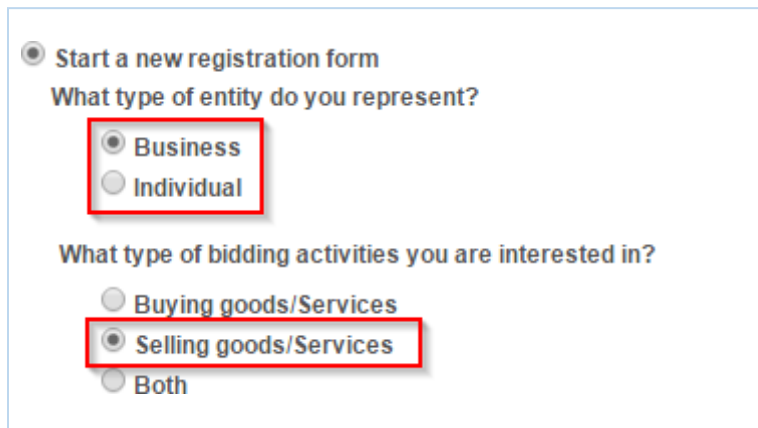


The **Register now** link brings up a pop-up (modal) window, titled **Bidder Registration Component**, where the registration process will take place. Once you begin your registration process, do not click outside of this pop-up registration window. Clicking outside this window will cause data entry 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](#).

A screenshot of a web form titled "Preliminary Information". It contains two sections. The first section, "What type of entity do you represent?", has two radio button options: "Business" and "Individual". The "Business" option is selected and highlighted with a red rectangular box. The second section, "What type of bidding activities you are interested in?", has three radio button options: "Buying goods/Services", "Selling goods/Services", and "Both". The "Selling goods/Services" option is selected and highlighted with a red rectangular box. The "Start a new registration form" radio button at the top is also selected.

☒ 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

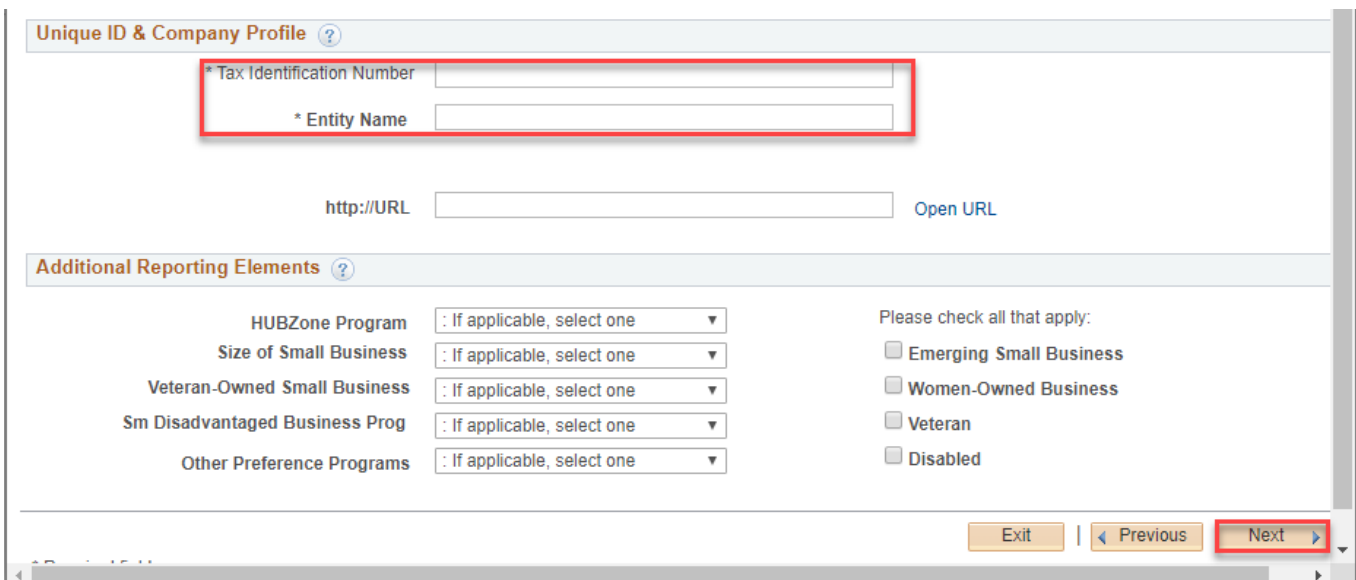
☒ Selling goods/Services

☐ 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).

A screenshot of a web form titled "Identifying Information". It is divided into two main sections. The first section, "Unique ID & Company Profile", contains two required fields marked with an asterisk: "* Tax Identification Number" and "* Entity Name". Both fields are highlighted with a red rectangular box. Below these fields is a URL field labeled "http://URL" with a placeholder text "Open URL". The second section, "Additional Reporting Elements", contains several dropdown menus and checkboxes. The dropdown menus are labeled: "HUBZone Program", "Size of Small Business", "Veteran-Owned Small Business", "Sm Disadvantaged Business Prog", and "Other Preference Programs". Each dropdown menu has a placeholder text ": If applicable, select one". To the right of these dropdowns is a section titled "Please check all that apply:" with four checkboxes: "Emerging Small Business", "Women-Owned Business", "Veteran", and "Disabled". At the bottom right of the form are three buttons: "Exit", "Previous", and "Next". The "Next" button is highlighted with a red rectangular box.

Unique ID & Company Profile ?

* Tax Identification Number

* Entity Name

http://URL Open URL

Additional Reporting Elements ?

HUBZone Program : If applicable, select one

Size of Small Business : If applicable, select one

Veteran-Owned Small Business : If applicable, select one

Sm Disadvantaged Business Prog : If applicable, select one

Other Preference Programs : If applicable, select one

Please check all that apply:

☐ Emerging Small Business

☐ Women-Owned Business

☐ Veteran

☐ Disabled


Exit | Previous 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

Address 1


Address 2

Address 3

Address 4:

City

County Postal

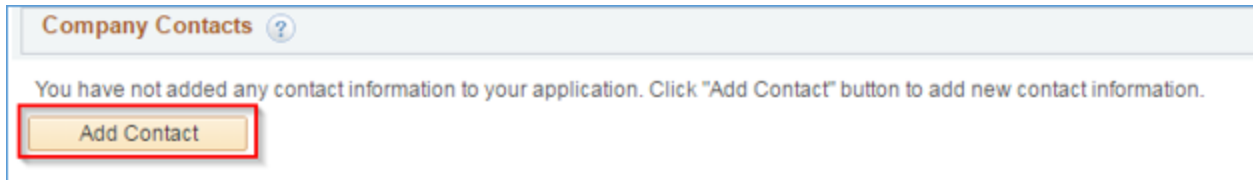
State 

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.



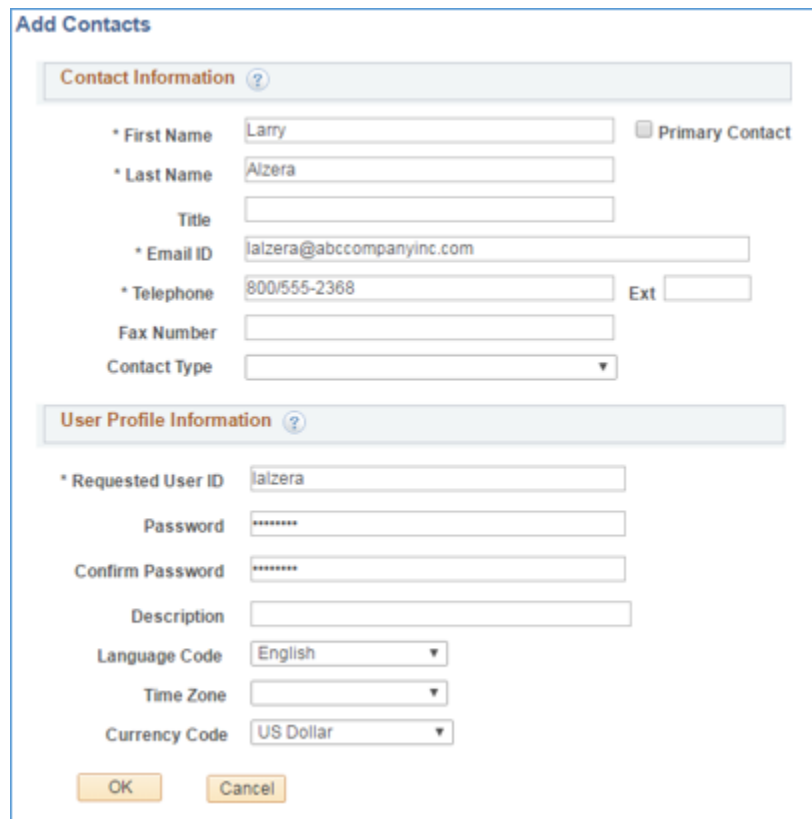
Company Contacts ?

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 ☐ 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

OK **Cancel**

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

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	Larry Alzera	800/555-2368	Primary Address

[Add Contact](#)

Address Contacts

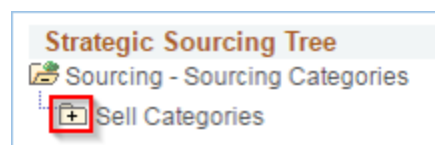
Designate each registered contact to an appropriate address using the dropdown menu.

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	Larry Alzera	800/555-2368	Primary Address

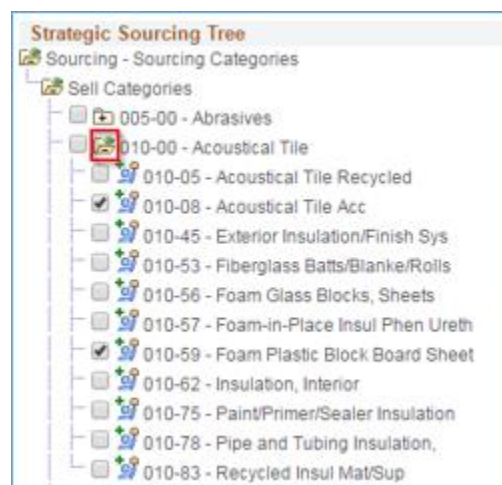
Categorization Information

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](#).

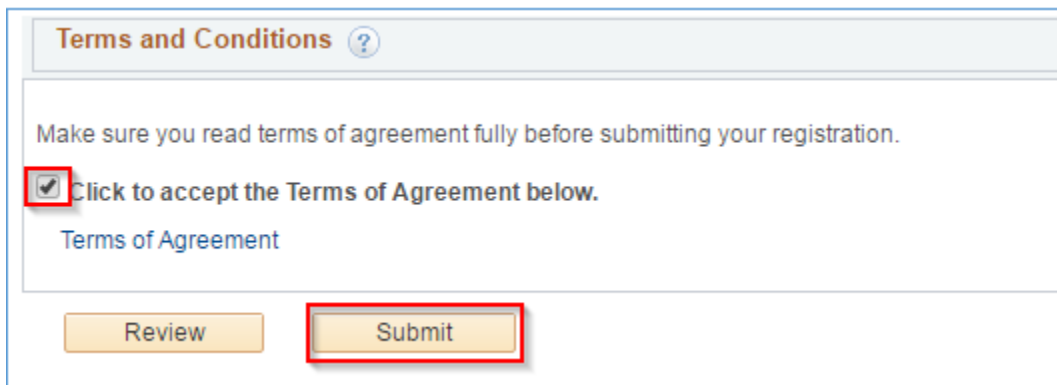


Search for the category list for goods and/or services your organization provides. Scroll, or use the Control+F command to search by keyword. When you have identified a category, click on the [file folder](#) next to the [category name](#) to view the subcategories. Check as many categories and/or subcategories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

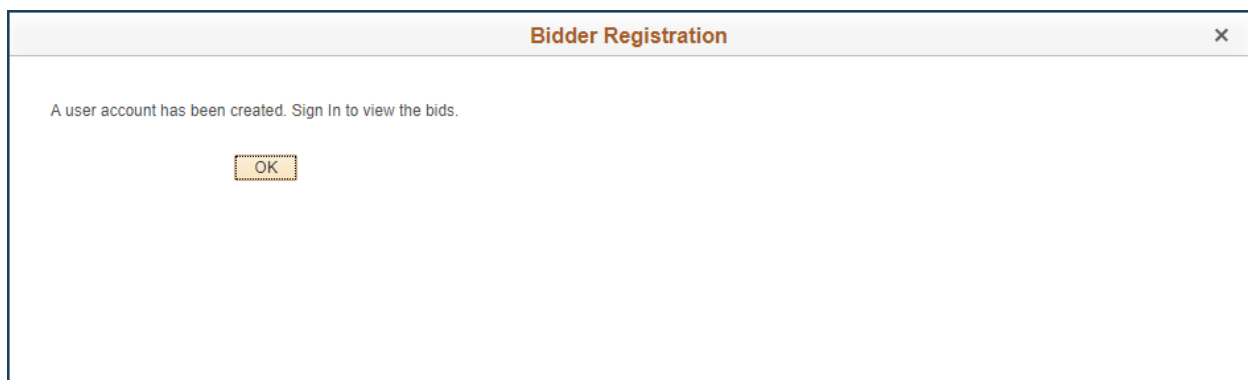
Review the Terms and Conditions, then click the **checkbox** and **Submit**.



The screenshot shows a modal window titled "Terms and Conditions" with a help icon. The text inside reads: "Make sure you read terms of agreement fully before submitting your registration." Below this is a checkbox with a checkmark, which is highlighted with a red box, followed by the text "Click to accept the Terms of Agreement below." and a link "Terms of Agreement". At the bottom, there are two buttons: "Review" and "Submit", with the "Submit" button highlighted by a red box.

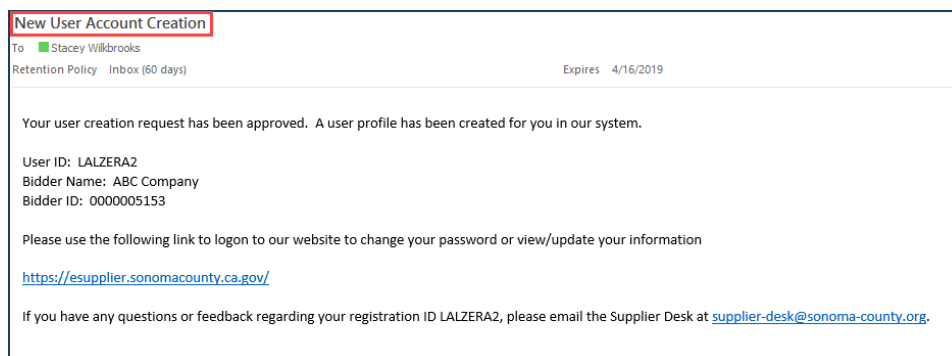
Registration Confirmation

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



The screenshot shows a modal window titled "Bidder Registration" with a close icon. The text inside reads: "A user account has been created. Sign In to view the bids." Below this text is an "OK" button.

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.



The screenshot shows an email titled "New User Account Creation" with a red box around the title. The email content includes: "To: Stacey Wilkbrooks", "Retention Policy: Inbox (60 days)", "Expires: 4/16/2019", "Your user creation request has been approved. A user profile has been created for you in our system.", "User ID: LALZERA2", "Bidder Name: ABC Company", "Bidder ID: 0000005153", "Please use the following link to logon to our website to change your password or view/update your information", "https://esupplier.sonomacounty.ca.gov/", and "If you have any questions or feedback regarding your registration ID LALZERA2, please email the Supplier Desk at supplier-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.

