









# 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.

 <p><b>Sonoma County Portal</b></p> <p>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.</p> <p>The County only accepts electronic bids submitted through the Supplier Portal. Hard copy, faxed, and/or emailed submissions will not be accepted.</p> <p>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.</p> <p>System may be temporarily unavailable for maintenance: Tuesdays 6:00-7:30am and Thursdays 5:30-7:30pm.</p> <p>The living wage rate required under County's Living Wage Ordinance (LWO) has been increased. Effective January 1, 2022, the living wage rate required under the LWO shall be <b>\$16.75</b> per hour, an increase over the previous \$15.00 per hour. The adjustment was adopted by the County's Board of Supervisors on December 14, 2021, in accordance with Sonoma Municipal Code section 2-377(d). All covered employees must be paid at least the increased living wage rate. Questions? Email <a href="mailto:livingwage@sonoma-county.org">livingwage@sonoma-county.org</a>.</p>	<p><b>Sign In</b></p> 	<p><b>User Registration</b></p>  <p>View Registration Options.</p>
<p><b>FAQs   Contact Us</b></p>  <p>Get helpful information here.</p>	<p><b>Bidding Opportunities</b></p>  <p>02 Opportunities</p>	<p><b>Executive Order N-6-22</b></p>  <p>Required Compliance</p>
<p><b>Legal</b></p> <p>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.</p>		

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

[More...](#)

[Register now](#)

The [Register now](#) link brings up a pop-up window, entitled **Bidder 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.

**Bidder Registration** ✕

WelcomeIdentifying InformationAddressesContactsCategorizationSubmit

[Exit](#) [< Previous](#) [Next >](#)

**Welcome - Step 1 of 6**

1. Specify if you are a business or individual.
2. Specify if you wish to:
  - Buy goods/services from the County
  - Sell goods/services to the County
3. Click "Next."

**Select an activity below:** ?

**Start a new registration form**

What type of entity do you represent?

**Business**

Individual

What type of bidding activities are you interested in?

Buying goods/Services

Selling goods/Services

**Both**

Continue from where you left

\* Required field

[Exit](#) [< Previous](#) [Next >](#)

## 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 are you 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 applicable.
4. Select **Next** to proceed.

**Unique ID & Company Profile** ?

\* Tax Identification Number

\* Entity Name

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

**Additional Reporting Elements** ?

Type of Contractor	<input type="text"/>	HUBZone Program	: If applicable, select one <input type="text"/>
SDB Program	: If applicable, select one <input type="text"/>	Size of Small Business	: If applicable, select one <input type="text"/>
Other Preference Programs	: If applicable, select one <input type="text"/>	Veteran-Owned Small Business	: If applicable, select one <input type="text"/>
Ethnicity	<input type="text"/>		

Please check all that apply:

Emerging Small Business  
 Women-Owned Business  
 Veteran  
 Disabled

\* Required field

## 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

Address 1

Address 2

Address 3

Address 4:

City

County  Postal

State

Email ID

## Other Addresses

If you have an **Invoice Address** (an address from which you send invoices), check the box next to Invoice Address and complete the address information. Select **Next** to proceed.

**Other Addresses** ?

Check boxes below to indicate addresses that are different from your Primary Address above:

**Invoice Address**  
Address from which you send invoices

\* 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. Choose "Add Contact" 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** ?

Description

\* 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**. Ensure all contacts are registered to an appropriate address using the dropdown menu. Select **Next** to proceed.

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	John Doe	707/555-1234	Primary Address

\* Required field

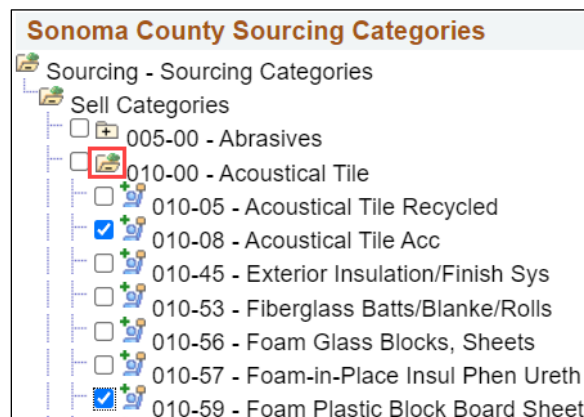
## **Categorization Information**

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.**

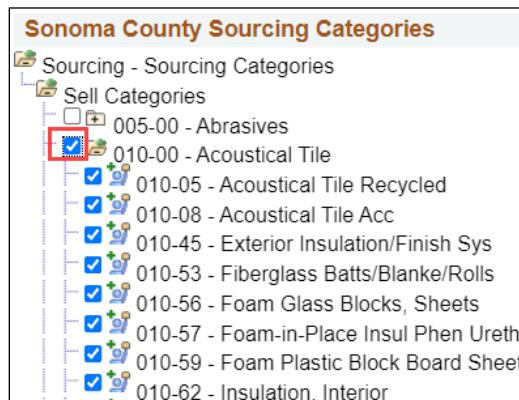
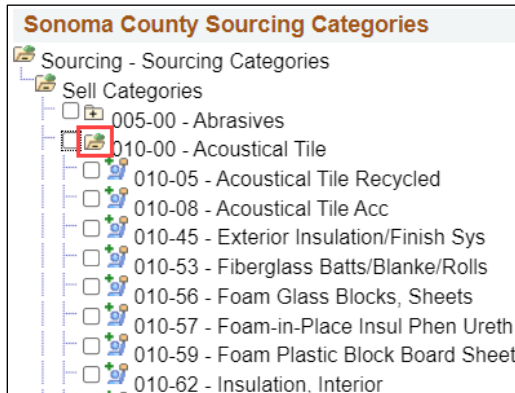
Click directly on the **file folder** next to **Sell Categories**.



Search 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 Next.** Please note that it may take several minutes to save your process if many categories are selected.



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



## **Terms and Conditions**

Review the Terms of Agreement, then click the **checkbox** to accept the terms, and **Submit**.

**Terms and Conditions** ?

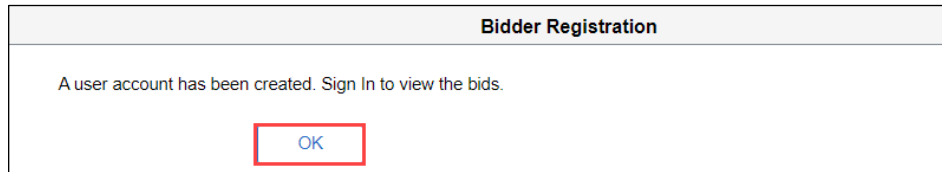
Make sure you read terms of agreement fully before submitting your registration.

**Select to accept the Terms of Agreement below.**

[Terms of Agreement](#)

## Registration Confirmation

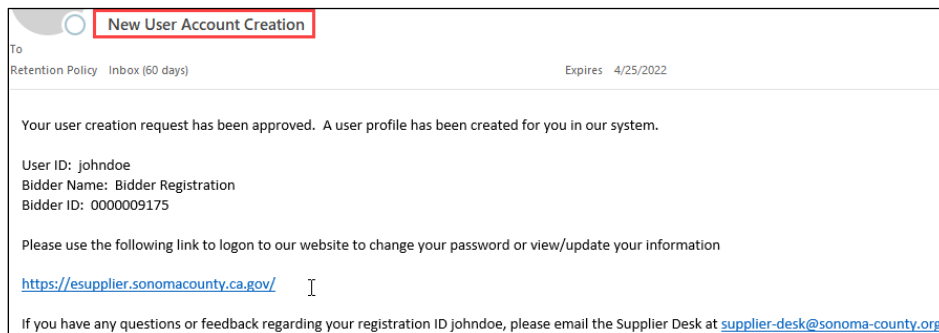
You will receive an onscreen confirmation following successful registration. Click **OK** to close the pop-up Bidder Registration window.



You will be redirected to the homepage where you can now Sign In to place bids.



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.

For instructions on viewing solicitation events and submitting bids, click [here](#).