



# 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.

The screenshot shows the Sonoma County Supplier Portal dashboard. It features a large introductory box on the left with the county seal and text about registration and a living wage increase. To the right are four tiles: "Sign In" with a door icon, "Bidding Opportunities" with a group icon and "01 Opportunities", "User Registration" with a document icon and "View Registration Options." (highlighted with a red border), and "Executive Order N-6-22" with a warning icon and "Required Compliance".

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

The screenshot shows the "Register as a Bidder" section. It includes a red button with "123" and a "Register now" link highlighted with a red border. The text says: "Click here if you have not done business with the County before and wish to be notified of and bid on events" and "More...".

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**

Welcome    Identifying Information    Addresses    Contacts    Categorization    Submit

**Welcome - Step 1 of 6**

1. Specify if you wish to:

- Buy goods/services from the County
- Sell goods/services to the County

2. Click "Next."

**Select an activity below:** ⓘ

**Start a new registration form**

What type of bidding activities are you interested in?

Buying goods/Services

Selling goods/Services

**Both**

Continue from where you left

\* Required field

### Preliminary Information

Select what bidding activities you are interested in using the radio button and click **Next**.

**Welcome - Step 1 of 6**

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- Sell goods/services to the County

2. Click "Next."

**Select an activity below:** ⓘ

**Start a new registration form**

What type of bidding activities are you interested in?

Buying goods/Services

Selling goods/Services

**Both**

Continue from where you left

\* Required field

### 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 organization's 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

SDB Program : If applicable, select one

Other Preference Programs : If applicable, select one

Ethnicity

HUBZone Program : If applicable, select one

Size of Small Business : If applicable, select one

Veteran-Owned Small Business : If applicable, select one

Please check all that apply:

Emerging Small Business

Women-Owned Business

Veteran

Disabled

\* Required field

[Exit](#) [◀ Previous](#) [Next ▶](#)

## Primary Address

Enter your organization'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  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~~ **whom** 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.

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

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	<div style="border: 1px solid gray; padding: 2px;">           Primary Address <input type="text" value=""/> </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">           Invoice Address         </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px; background-color: #e0e0e0;">           Primary Address         </div>
<input type="button" value="Add Contact"/>			<input type="button" value="Exit"/> <input type="button" value="◀ Previous"/> <input type="button" value="Next ▶"/>

\* Required field

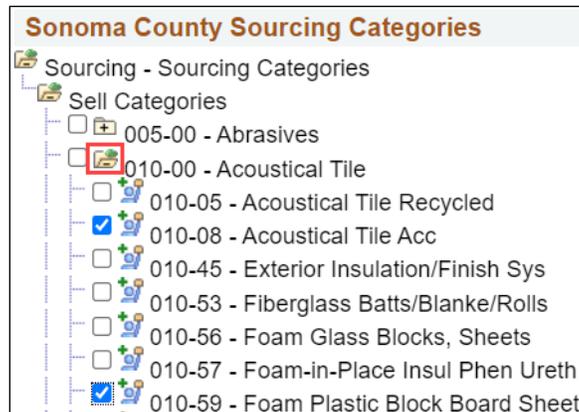
### **Categorization Information**

The County will email 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.**

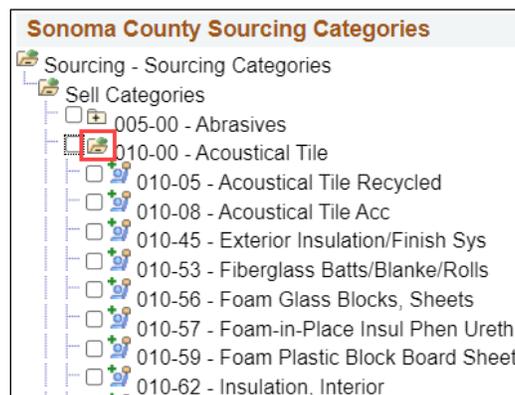
Click directly on the **file folder icon** next to **Sell Categories**.



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

Exit    < Previous    Next >

### Terms of Agreement

Review the Terms of Agreement, then click the **checkbox** to accept the terms, and click **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](#)

Review    Submit

### Registration Confirmation

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

**Bidder Registration**

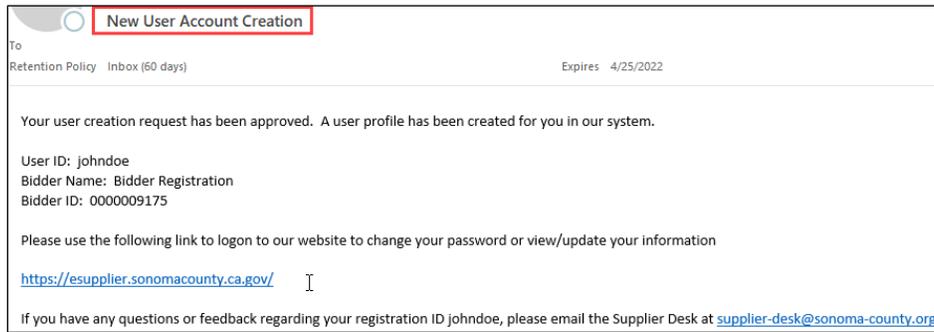
A user account has been created. Sign In to view the bids.

OK

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

 <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>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 <a href="mailto:livingwage@sonoma-county.org">livingwage@sonoma-county.org</a>.</p>	<p><b>Sign In</b></p> 	<p><b>Bidding Opportunities</b></p>  <p>01 Opportunities</p>
	<p><b>User Registration</b></p>  <p>View Registration Options.</p>	<p><b>Executive Order N-6-22</b></p>  <p>Required Compliance</p>

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](#).

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