



## Bidder Profile Creation/Registration Guide

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### (Part I) Required Resources

Begin by collecting the following required materials before you start the registration process.

- Legal Entity Name
- Owner's Gender
- Owner's Ethnicity
- Taxpayer ID (TIN) or Employer ID (EIN)
- Completed W9 Form
- Submitters Name – person submitting the registration if not yourself
- Valid Email Address
- Minority Business Enterprise and/or Women Owned Business Enterprise (NYS Women owned business certificate is required)
- SIC Codes (Standard Industrial Classification Codes) – Classification of the type of business the company provides (Masonry, Farming, Computers, etc.). You may enter multiple codes.
- Contact Information (Address, Phone, Email, etc.)



## (Part II) Bidder Profile Creation

To create your Bidder Profile in the Supplier Portal go to <https://www.supplier.ongov.net> and click the link called **Register as a New Bidder**.



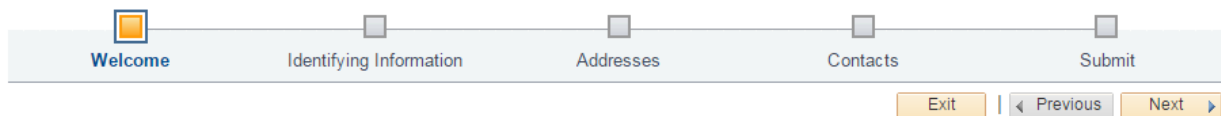
### Register as a New Bidder

A Bidder is an individual or company that has not been awarded, or completed any business with the County of Onondaga, but would like to be able to receive Invitations for Bids, Requests for Proposal, and other procurement events. You must be registered in order to place a bid.

You will then be presented with the **Welcome** page below. Please make sure to read the information presented to you at the top of the each screen in the registration process.

Read each field during the registration process and complete the information as requested on each step. You will then click the Next button to proceed to the next page of the registration. There are 5 steps that need to be completed before submitting your registration.

You will also be presented with the Terms of Agreement to utilize the Onondaga County Supplier Portal. You must read and accept the terms to become a registered Bidder.



### Welcome - Step 1 of 5

By completing this registration process you are acknowledging and accepting all of the terms and conditions set forth by Onondaga County.

Onondaga County Bidders are identified as either existing Suppliers which have recently done business with the County, or potential Suppliers which have access to view the County's Invitations for Bid, Requests for Proposal, and other procurement events.

You must be registered in order to place and or participate in a sourcing event (bid). In addition, registered bidders can select categories of procurement which they want to be notified of. When a bid event is posted to the County of Onondaga Supplier Portal, Bidders who have selected that potential contract's relevant category of business may be notified of the event via email.

Please use this registration process to become a registered bidder which will provide you the necessary access to the Onondaga County Supplier Portal.

Select an activity below: ?

Start a new registration form

What type of entity do you represent?

Business

Individual

What type of bidding activities you are interested in?

Selling goods/Services

Continue from where you left

\* Required field



# Bidder Profile Creation/Registration Guide

Click the [Next](#) Button.

## Identifying Information – Step 2 of 5

Complete All of the fields with **ALL CAPITAL LETTERS** as shown below.

**Tax ID Number / Employer ID Number** should be 9 digits with no spaces or dashes.

You must attach a completed and signed **W9**. If you do not have one completed you can go to the following website (<http://ongovt.ongov.net/purchase/documents/fw9.pdf>) to complete the W9 form and then attach during this section of the registration process.

Each field that is identified with an \*asterik is required and must be completed or you will not be able to continue to the next page.

# Bidder Profile Creation/Registration Guide



You can enter multiple (**SIC Codes**) Standard Industrial Classification Codes that best classify the type of business your organization provides by clicking on the **Add SIC Code** button.

**Standard Industry Codes** ?

US SIC Codes	Description
<input type="text"/>	<input type="text"/>

Click "Add SIC Code" button to add additional codes.

**Additional Reporting Elements** ?

Please check all that apply:

Minority-Owned Business

Women-Owned Business

|

\* Required field

Click the **Next** Button.

## Addresses – Step 3 of 5

Enter the Primary Address of the Company in **ALL CAPITAL LETTERS** as shown below.

Please make sure to enter a valid email address.

Welcome Identifying Information **Addresses** Contacts Submit

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### Addresses - Step 3 of 5

**Primary Address** ?

\* Country  United States

Address 1

Address 2

Address 3

City

County  Postal

State

Email ID



## Bidder Profile Creation/Registration Guide

Click the **Next** Button.

### Contacts – Step 4 of 5

Click the **Add Contact** button to begin entering the contact information for the individual that will be designated to receive notifications for Onondaga County Bids and Solicitations.

Enter the information in **ALL CAPITAL LETTERS**.

Enter the telephone and fax number with digits only no spaces or dashes.

You will be asked to enter a User ID and Password to enter into the Supplier Portal after registration process is completed. Your Password must have a minimum of 8 characters consisting of 1 upper case (A), 1 lower case (a), 1 number (9).

**Add Contacts** [X]

**Contact Information** [?]

\* First Name: SUSAN  Primary Contact

\* Last Name: SMITH

Title: CEO

\*E-mail Address: SUSANSMITH@EMAIL.COM

\* Telephone: 8001111111 Ext:

Fax Number: 800111212

Contact Type: General [v]

**User Profile Information** [?]

\* Requested User ID: SUSANSMITH

Password: [masked]

Confirm Password: [masked]

Contact Name: SUSAN SMITH

Time Zone: Eastern Time (US) [v]

OK Cancel

**Password must contain**

One upper (A), one lower (a)  
one number (9), min 8 chars

Click the **OK** button once you have completed both the Contact Information and User Profile Information.

# Bidder Profile Creation/Registration Guide



You will now be shown the end result of entering the Company Contact. If you need to enter additional contacts for your company you can click the **Add Contact** button again and enter the next individual.

Progress bar with steps: Welcome, Identifying Information, Addresses, **Contacts**, Submit. Navigation buttons: Exit, Save for Later, Previous, Next.

## Contacts - Step 4 of 5

You may enter more than one contact for your company.

Primary	Name	Phone	Designate Address	
<input checked="" type="radio"/>	SUSAN SMITH	800/111-1111	Primary Address	

Add Contact

Exit Save for Later Previous Next

\* Required field



## Bidder Profile Creation/Registration Guide

Click the **Next** Button.

### Submit – Step 5 of 5

The last step in the Bidder Registration process is to submit your registration.

Click the link for the **Terms of Agreement** and carefully read the information presented to you. Once you have read the Terms of Agreement and agree you can click the check box provided next to the field **Click to accept the Terms of Agreement below**.

Welcome Identifying Information Addresses Contacts **Submit**

Exit Save for Later | Previous Next

**Submit - Step 5 of 5**

Click the "Review" button to review the registration information.  
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:  
JOHNSMITH@EMAIL.COM

**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

Exit Save for Later | Previous Next

Once you click the check box the **Submit** button will now become available for you to select. Your registration will be completed at this time resulting in the page below.

**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

# Bidder Profile Creation/Registration Guide



## Registration Submit Details

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### Submitted



You have successfully submitted your registration.

Your registration ID:

**0000000113**

Any email regarding the registration status will be sent to:

**JOHNSMITH@EMAIL.COM**

Choose the desired user from the grid below and sign in to Strategic Sourcing.

SUSAN SMITH	<a href="#">Sign In</a>
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You may now click the [Sign In](#) button to enter into the Onondaga County Supplier Portal.

This is the **Bidding Home Page** you will be presented with:

Welcome, JOHN SMITH INC  
User: SUSAN SMITH

## JOHN SMITH INC Bidding Home Page

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[Click here for other inquiries or other events](#)

[Click here for administrative items such as updates to your profile or categorizations](#)

There are currently no events open for bid. Please review the other options available to you.






## Bidder Profile Creation/Registration Guide

Additional training material such as the following can be found on the Home page of the Supplier Portal.

- How do I search for open bids/solicitations?
- How do submit a bid?
- How do I change my profile information?
- How do I add another contact?

Click the  **Home** link in the upper right corner of your screen.

**FAQs**

**Documents**

Below you will find helpful information for online registration

**Training Material**

Registration training material for Suppliers and Bidders.

**Documents**

Below you will find helpful information for online registration

**What do I need to complete the New Bidder Registration?**

The information below is necessary so that we may communicate with your organization electronically for future sourcing events.

1. Legal name of your company
2. A completed W9 - [Complete a W9](#)
3. Tax Identification Number (TIN) or Employee Identification Number (EIN)
4. Correct address information
5. Contact information including a phone and email address

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**Training Material**

Registration training material for Suppliers and Bidders.

- How do I update/change my information in my Portal Profile? - Change my address, upload a new W9, etc.
- How do I add additional users to my existing Supplier Profile?

If you have any questions please contact the **Purchasing Department** at (315) 435 – 3458 and ask for **Daniel Hammer**, or email us at [ContactPurchasing@ongov.net](mailto:ContactPurchasing@ongov.net)