



SUPPLIER REGISTRATION INSTRUCTIONS

County of Sonoma Supplier Portal

Register as a **Supplier** if your company previously received payment from the County of Sonoma for goods and/or services. If your company has not previously done business with the County, register as a [Bidder](#).

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 [User Registration](#).

▼ Sonoma County Supplier Portal

Sonoma County 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.

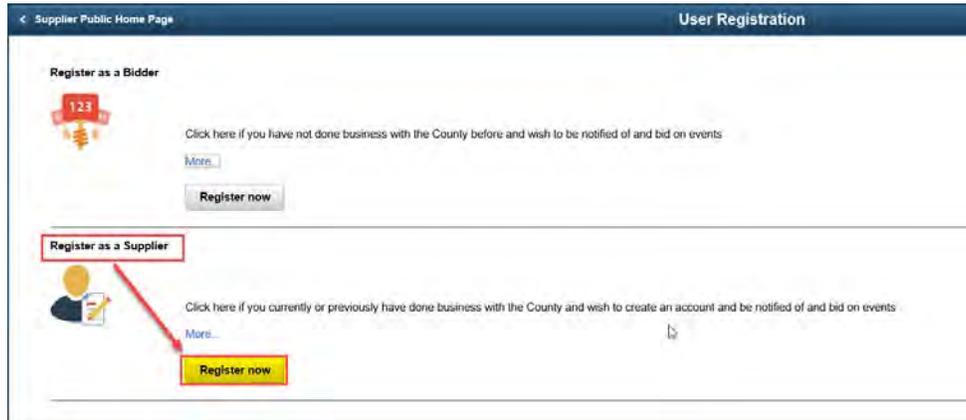
User Registration  View Registration Options.	Sign In 	Bidding Opportunities  02 Opportunities	Notice Of Intent to Award  0 Notices in 90 Days
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FAQs | Contact Us

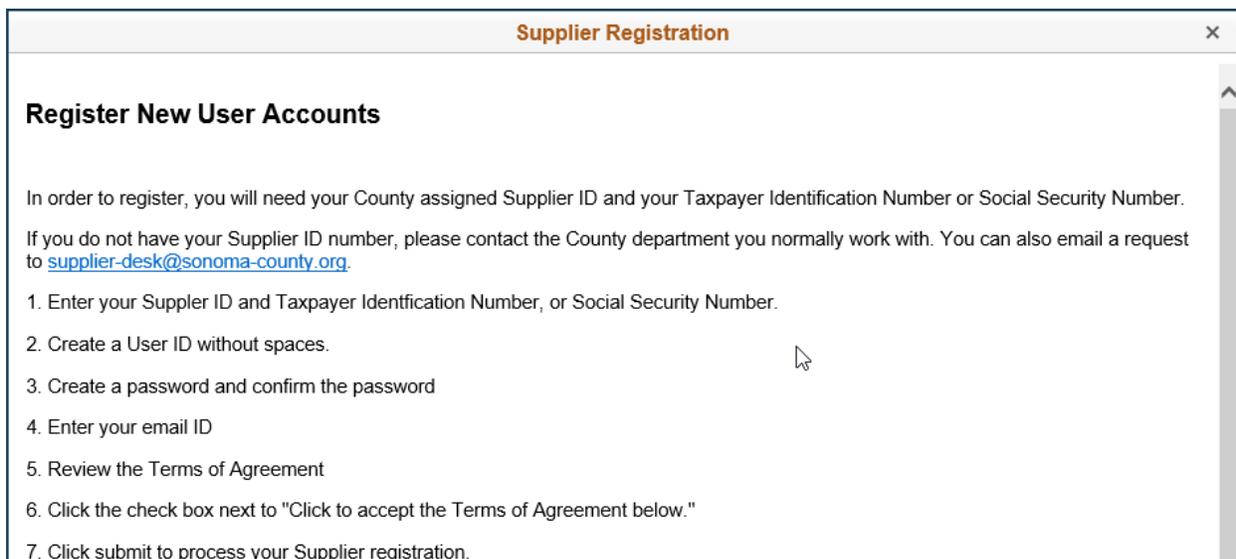
Get helpful information here.

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 Supplier**, click **Register now**.



The **Register now** link brings up a pop-up (modal) window, titled **Supplier/Bidder User registration**, 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.



Enter Registration Information

Supplier ID: Enter your **County Supplier ID number**. If you do not have it on hand, please request it from our [Supplier Desk](#).

Tax Identification Number: Enter **Tax Identification Number** or **Social Security Number** associated with your Supplier ID in the following format: 123456789. Do not use spaces, dashes, or any other characters.

User ID - Enter desired **login name** without spaces.

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

Confirm - Retype password. Please save your User ID and password for future reference.

Description - Enter **job title**.

Email ID - Enter **email address**.

Terms and Conditions - Click box to accept the Terms of Agreement.

Click **Submit**.

Supplier Registration

Supplier List

*Supplier ID	Tax Identification Number	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Add"/>		

User Account Information ⓘ

* Requested User ID	<input type="text" value="djackson"/>
* Password	<input type="password" value="....."/>
* Confirm Password	<input type="password" value="....."/>
Description	<input type="text" value="Company Representative"/>
* Email ID	<input type="text" value="djackson@abccompany.com"/>
Language Code	English <input type="button" value="v"/>
Time Zone	<input type="text"/> <input type="button" value="Q"/>
Currency Code	USD <input type="button" value="Q"/>

Terms and Conditions

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

Click to accept the Terms of Agreement below.

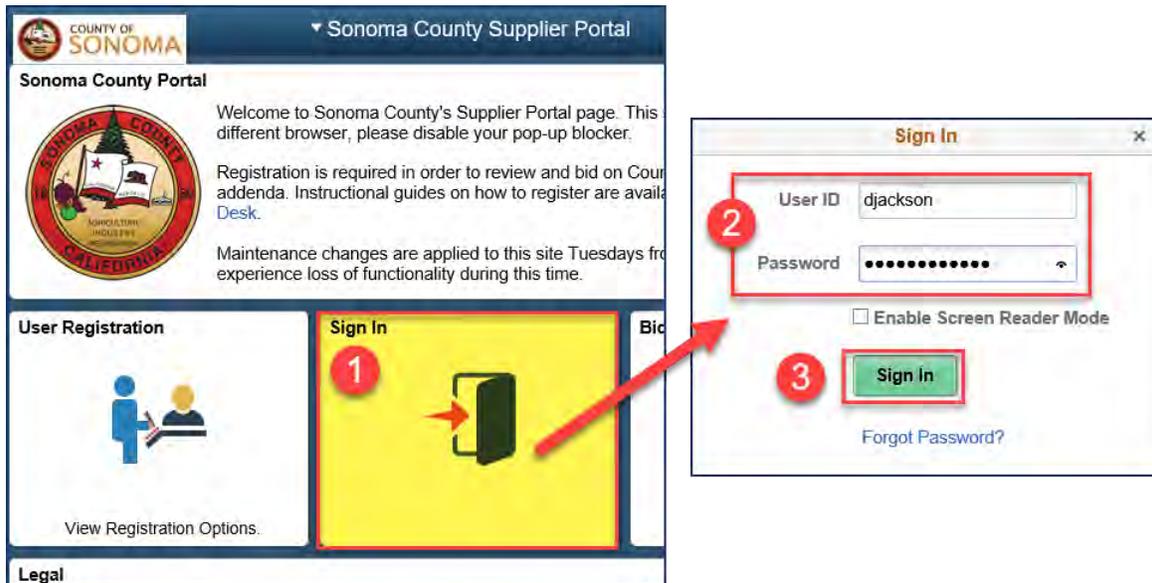
[Terms of Agreement](#)

On the page that states your user account has been created click **OK**, which will close the pop-up Supplier/Bidder User registration modal window.



Please continue – you are not done yet. You have created an account, but need to configure the account in order to receive emailed notifications of County solicitations.

Login using your newly created User ID and Password.



County of Sonoma Suppliers are responsible for self-managing and updating their account information online. Regularly check and update your account to ensure uninterrupted access to information regarding the County of Sonoma’s solicitations.

Profile Configuration Steps

In order to complete your User Profile configurations, select the tile that states **Click Here to Begin**.



Select Categories

The County will email solicitation notifications to Suppliers 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.**

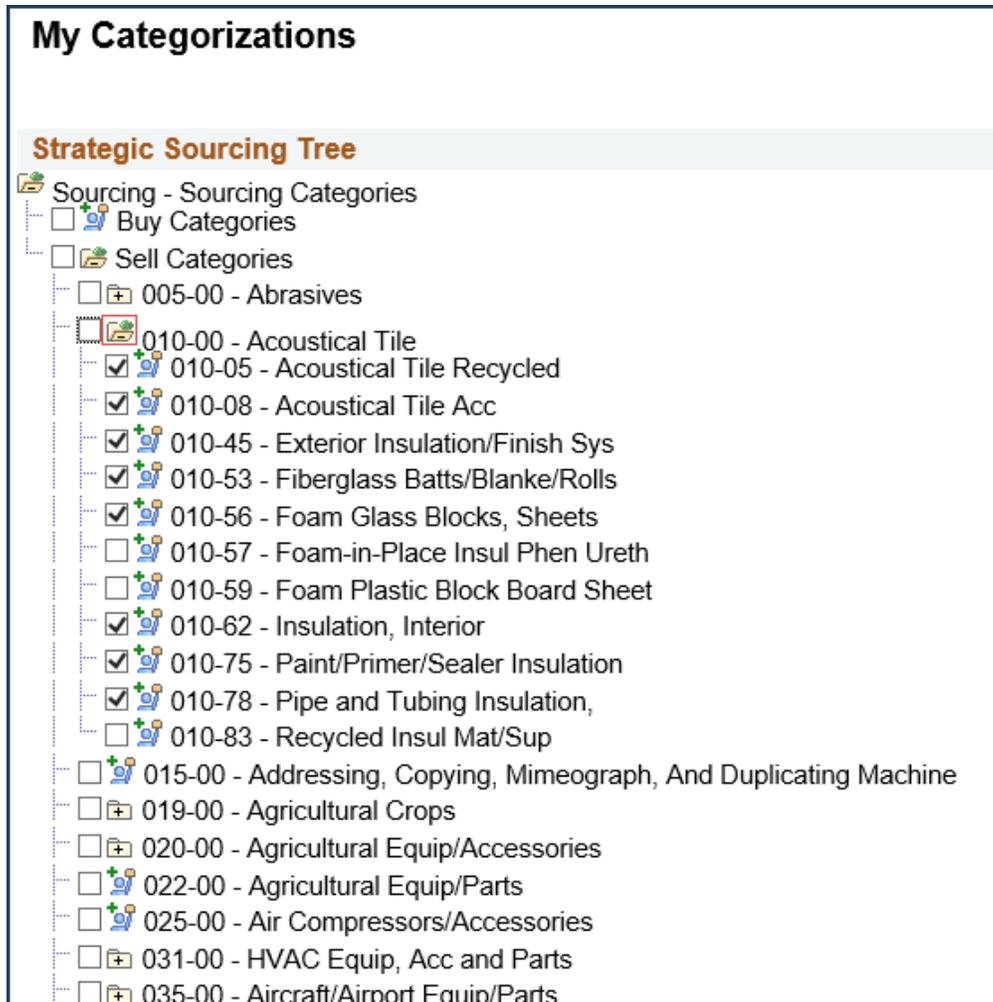
In the left navigation pane, select **Maintain User Account**, which will expand the folder. Then select **My Categorizations**.



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 progress if many categories are selected.



Add Contacts

Contacts are designated employees of your organization that the County can confer with on business issues. On the left panel menu, select **Maintain User Account** and then select **Contacts**. You can edit and add new contacts in this section. Without a contact assigned, your organization will not receive bid notifications.

The image below shows the Current Contacts area without text in either the Description or Name fields. This is what it looks like if there is not a contact assigned to your organization. To add a contact, select the **Add a New Contact** button.



The image below shows the Current Contacts area for an organization that has multiple existing contacts. To Edit an existing contact, select the **Edit** button adjacent to the contact you wish to change and/or make sure all the information is correct.

The screenshot shows the 'Maintain Contacts' interface. At the top, there is a header 'Maintain Contacts' and a sub-header 'Current Contacts'. Below this is a search bar and a pagination control showing '1-5 of 5'. A table lists contacts with columns for 'Description' and 'Name'. The first row has a description 'PLEASE ENTER A VALID DESCR' and a name field. The 'Edit' button for this contact is highlighted with a red box. Below the table is an 'Add a New Contact' button.

Adding or editing contacts will bring up the Contact Information screen where the information can be entered. Complete all fields, entering the contact's job title in the **Description** field. If this field is already filled in, please overwrite it. Click **Save** when finished. You will receive an onscreen confirmation when a contact is successfully saved. To add or update more contacts, repeat the process.

The screenshot shows the 'Supplier Contacts' 'Contact Information' form. The form is for 'FRIEDMAN'S HOME IMPROVEMENT'. It has fields for 'Description' (Sales Manager), 'Name', 'Email ID', and 'URLID'. There are dropdown menus for 'Location' (General Mailing Address), 'Role' (Sales Contact), and 'Status' (Active). Below the form is a 'Telephone Information' section with a search bar and a pagination control showing '1-1 of 1'. It has a table with columns for '*Type', 'Prefix', 'Phone', and 'Ext'. The first row has 'Business Phone', '800', '555-5555', and an empty 'Ext' field. There are 'Add' and 'Delete' buttons. At the bottom, there are links for 'Return to Contact List' and 'Future Contacts', and a 'Save' button highlighted with a red box.

Add New Users from Your Company

Users are people in your company who can login to and use the account. You can select specific permissions for each User, or give everyone the same permissions. In the left navigation pane select **Maintain User Account** then select **User Profiles**. Click on the **Add a New Value** tab, enter a User ID (login name) for the new User and click **Add**.



The screenshot shows a web application interface titled "Supplier Portal Nav Collection". Under the "Security" section, there are two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is highlighted with a red box. Below these buttons is a text input field labeled "User ID" containing the text "stargaran". At the bottom left, there is an "Add" button, also highlighted with a red box.

Now enter User information in the Setup User screen:

Description - Enter User's job title.

Operator Password - Must be at least 8 characters. The following special characters may be used:
! @ # \$ % ^ & * () - = + \ [] { } ; : / ? . > <

Confirm Password - Retype password.

Email Address - Enter email address of new User.

Click **Add a User Role**.

Setup User

Logon Information

User ID stargaran

Description Vice President

(Examples: Fred Smith, AP Department or Buyer)

Account Locked Out?

(Click here to disable the access to the system for this user)

Operator Password (Encrypted) ●●●●●●●●

Confirm Password ●●●●●●●●

*E-mail Address [Redacted]

Language Code English

User Roles

Role Name	Description

Add a User Role

Supplier Access

Supplier

Add a Supplier

Save Return to Search List

Now select one or more roles for the new User by checking the appropriate box(es).

Event Vendor – User can bid on solicitations. **(Required for User to access Supplier Portal)**

SC_eSupplierAddressesContacts – User can add Contacts to account. **(Optional)**

SC_eSupplierAdmin – User can create, update, and assign roles to other users. **(Optional)**

SC_eSupplierUserManageOrders – User can review Purchase Orders, Order Summaries, and Receipts. **(Optional)**

SC_eSupplierUserReviewPayments – User can review invoices, payments, and account balances. **(Optional)**

Select **OK** when finished.

	Role Name	Description
<input checked="" type="checkbox"/>	Event Vendor	SC Event Vendor
<input checked="" type="checkbox"/>	SC_eSupplierAddressesContacts	eSupplier Addresses/Contacts:
<input checked="" type="checkbox"/>	SC_eSupplierAdmin	eSupplier Administrator
<input checked="" type="checkbox"/>	SC_eSupplierUserManageOrders	eSupplier Manage Orders
<input checked="" type="checkbox"/>	SC_eSupplierUserReviewPayments	eSupplier Review Payments

Click **Add a Supplier**.

Supplier

Click the check box next to Supplier Name, then click **OK**. Click **Save** on the next screen.

Supplier
<input checked="" type="checkbox"/> FRIEDMAN'S HOME IMPROVEMENT

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