

# Standard Operating Procedure

## Vendor Registration

### Introduction

This SOP serves as a comprehensive guide for vendors and internal staff to understand the standardized processes for vendor registration in the Peralta Community College District (PCCD) Supplier Portal. By streamlining these processes, the PCCD ensures smooth collaboration, enhanced efficiency, and compliance with organizational requirements.

### Purpose

To provide a step-by-step guide for vendors to register as new suppliers or manage their existing accounts in the PCCD Supplier Portal.

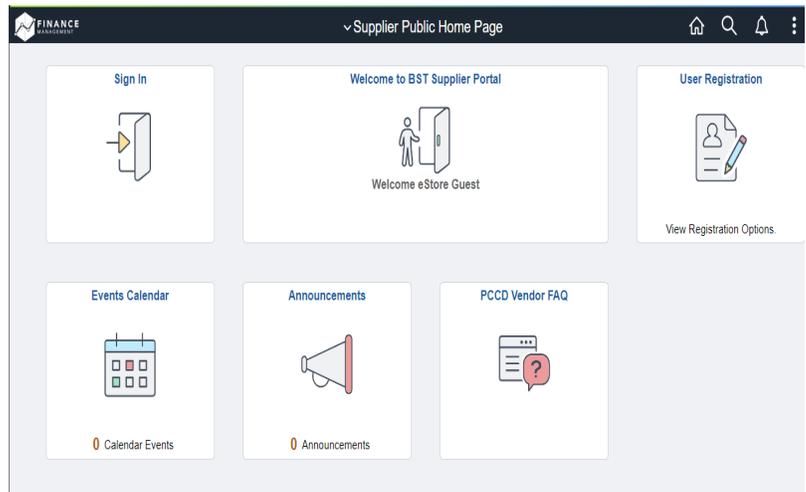
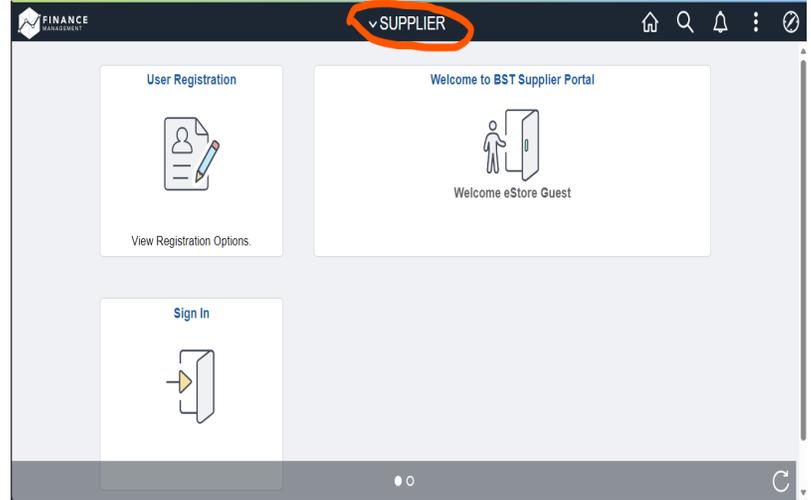
#### Description

### 1. Access the Supplier Portal ([Homepage](#))

#### How a New Vendor Register

- Navigate to the Supplier Portal using the link provided by the Supplier Liaison or through the PCCD website
- Click on Supplier dropdown and go to supplier public Home Page as shown in the screen

#### Screens



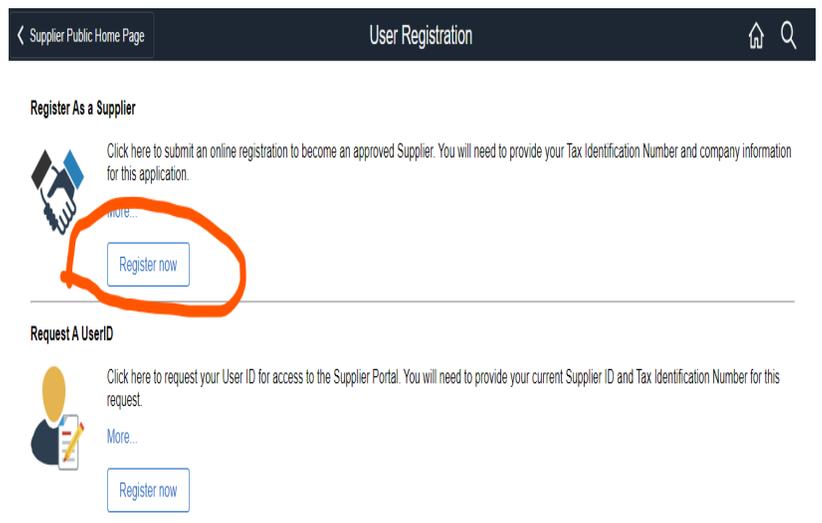
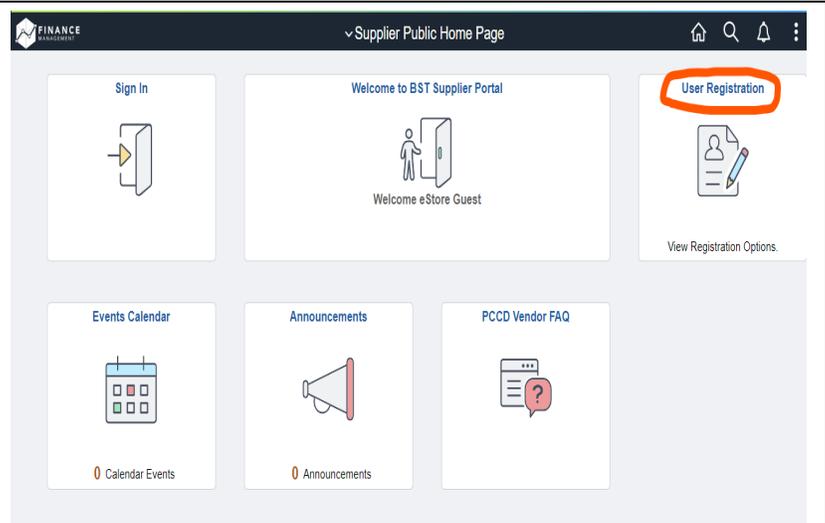
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### 2. Start Registration

- Click "**User Registration**" to begin the registration process.

- Click "**Register now**"



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## Vendor Registration

- Follow the steps on the **registration form** and provide the appropriate requested details. **“Entities can be either Business or Individual”**

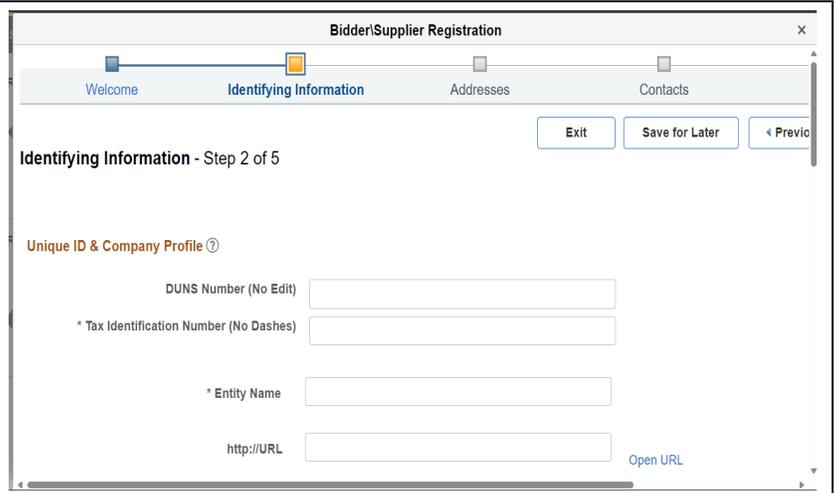
The screenshot shows a web browser window titled "Bidder/Supplier Registration". The browser's address bar shows the URL "http://www.bidsystem.com/SupplierRegistration/Welcome.aspx". The page has a navigation bar with tabs for "Welcome", "Identifying Information", "Addresses", "Contacts", and "Submit". The "Welcome" tab is active. Below the navigation bar, there are buttons for "Exit", "Previous", and "Next". The main content area displays "Welcome - Step 1 of 5". A section titled "Select an activity below:" contains three radio button options: "Start a new registration form" (selected), "Continue from where you left", and "What type of entity do you represent?". Under "What type of entity do you represent?", there are two radio button options: "Business" (selected) and "Individual". At the bottom of the form, there is a legend for "\* Required field" and another set of "Exit", "Previous", and "Next" buttons.

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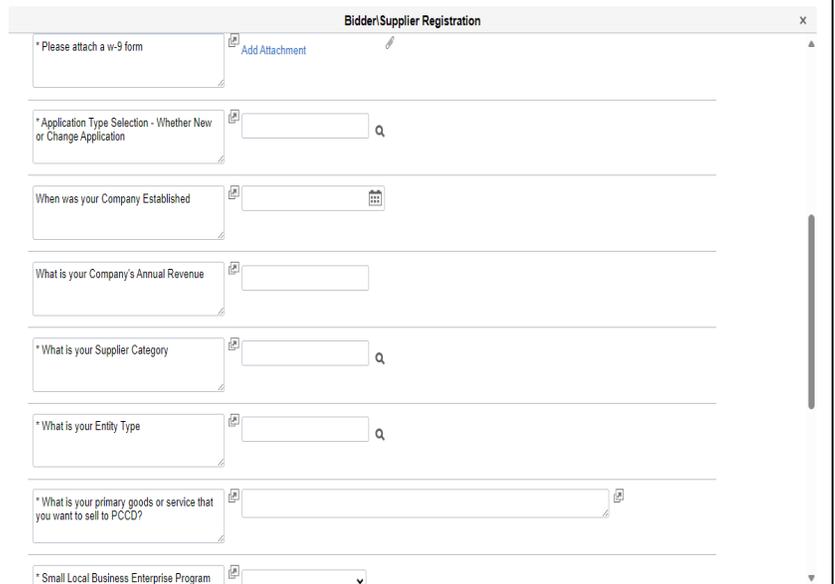
## Vendor Registration

### 3. Provide Registration Details and answer required profile question

- Fill out the form with the following **required fields**:
- **Entity Name**
- **Tax Identification Number (TIN):**  
Enter your business TIN without dashes
- **W-9 Form:** Upload a scanned copy of the W-9 form
- **Application Type Selection - Whether New or Change Application**  
(Choose new or change Application)
- **Supplier Category**
- **What is your Entity Type**
- **What is your primary goods or service that you want to sell to PCCD?**
- **Small Local Business Enterprise Program (SLBE/SLEBE) Eligibility**
- **Provide NAICS codes by clicking on the search icon**

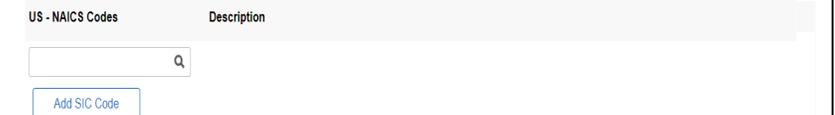


The screenshot shows the 'Identifying Information' step of the registration process. It includes a navigation bar with 'Welcome', 'Identifying Information', 'Addresses', and 'Contacts'. Below the navigation bar are buttons for 'Exit', 'Save for Later', and '< Previo'. The main content area is titled 'Identifying Information - Step 2 of 5' and contains a section for 'Unique ID & Company Profile'. This section includes input fields for 'DUNS Number (No Edit)', '\* Tax Identification Number (No Dashes)', '\* Entity Name', and 'http://URL'. There is also an 'Open URL' link.



The screenshot shows the 'Identifying Information' step of the registration process, continuing from the previous step. It includes a navigation bar with 'Welcome', 'Identifying Information', 'Addresses', and 'Contacts'. Below the navigation bar are buttons for 'Exit', 'Save for Later', and '< Previo'. The main content area is titled 'Identifying Information - Step 3 of 5' and contains a section for 'Additional Information'. This section includes input fields for '\* Please attach a w-9 form', '\* Application Type Selection - Whether New or Change Application', 'When was your Company Established', 'What is your Company's Annual Revenue', '\* What is your Supplier Category', '\* What is your Entity Type', '\* What is your primary goods or service that you want to sell to PCCD?', and '\* Small Local Business Enterprise Program'. There is also an 'Add Attachment' button and a search icon.

#### Standard Industry Codes



The screenshot shows the 'Standard Industry Codes' section. It includes a table with columns for 'US - NAICS Codes' and 'Description'. There is a search icon and an 'Add SIC Code' button.

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## Vendor Registration

### 4. Enter Address Details

- Fill in the required address information:
- **Address 1** (Street Address)
- **City**
- **State**
- **Postal code**

**Bidder/Supplier Registration**

**Primary Address** ⓘ

\* Country  United States

Address 1

Address 2

Address 3

City

County  Postal

State

Email ID

**Other Addresses** ⓘ

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

Remit To Address  
Address for remitting payment

Invoice Address  
Address from which you send invoice

Exit Save for Later < Previous **Next >**

### 5. Enter Address Details

Click on “Add contact” to enter your contact details

- Provide the primary contact details  
Make sure to check the primary contact box:
- **First Name**
- **Last Name**
- **Email Address**
- **Phone Number**

**Bidder/Supplier Registration**

Welcome Identifying Information Addresses **Contacts** Submit

Exit Save for Later < Previous **Next >**

**Contacts - Step 4 of 5**

**Company Contacts** ⓘ

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

**Add Contact**

\* Required field

Exit Save for Later < Previous **Next >**

**Add Contacts**

**Contact Information** ⓘ

Description

\* First Name   Primary Contact

\* Last Name

Title

\* Email ID

\* Telephone  Ext

Fax Number

Contact Type

**User Profile Information** ⓘ

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Enter the User ID which you prefer, name of contact and Click "OK"

Click "Next" once entering company Contacts

You can add multiple contact details and choose the Primary contact which you want by Clicking "Add Contact" button

## User Profile Information ?

\* Preferred User ID

Name of Contact

Language Code

Time Zone

Currency Code

Bidder/Supplier Registration

Welcome Identifying Information Addresses **Contacts** Submit

Exit Save for Later < Previous Next >

Contacts - Step 4 of 5

Company Contacts ?

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	Mani Nelluri	409/812-3270	Primary Address

\* Required field

Exit Save for Later < Previous **Next** >

## 6. Accept Vendor Certification

Make sure you have entered right Email for communications

- Carefully review the Vendor certification by clicking the Hyper link "Vendor certification" and select check box "To Accept Vendor certification"
- Enter the Captcha and Click on "Submit"

Bidder/Supplier Registration

Welcome Identifying Information Addresses **Contacts** **Submit**

Exit Save for Later < Previous **Next** >

Submit - Step 5 of 5

Select 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:

Please enter the above CAPTCHA from left to the right without space to submit the registration.

Bidder/Supplier Registration

Please enter the above CAPTCHA from left to the right without space to submit the registration.

Vendor Certification ?

Make sure you read terms of Certification fully before submitting your registration.  
 select to accept the Vendor Certification below.

Vendor Certification

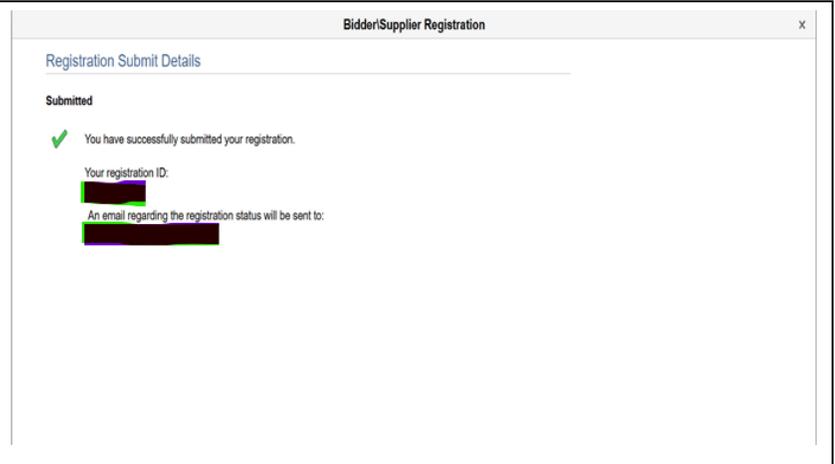
Exit Save for Later < Previous **Next** >

# Standard Operating Procedure

## Vendor Registration

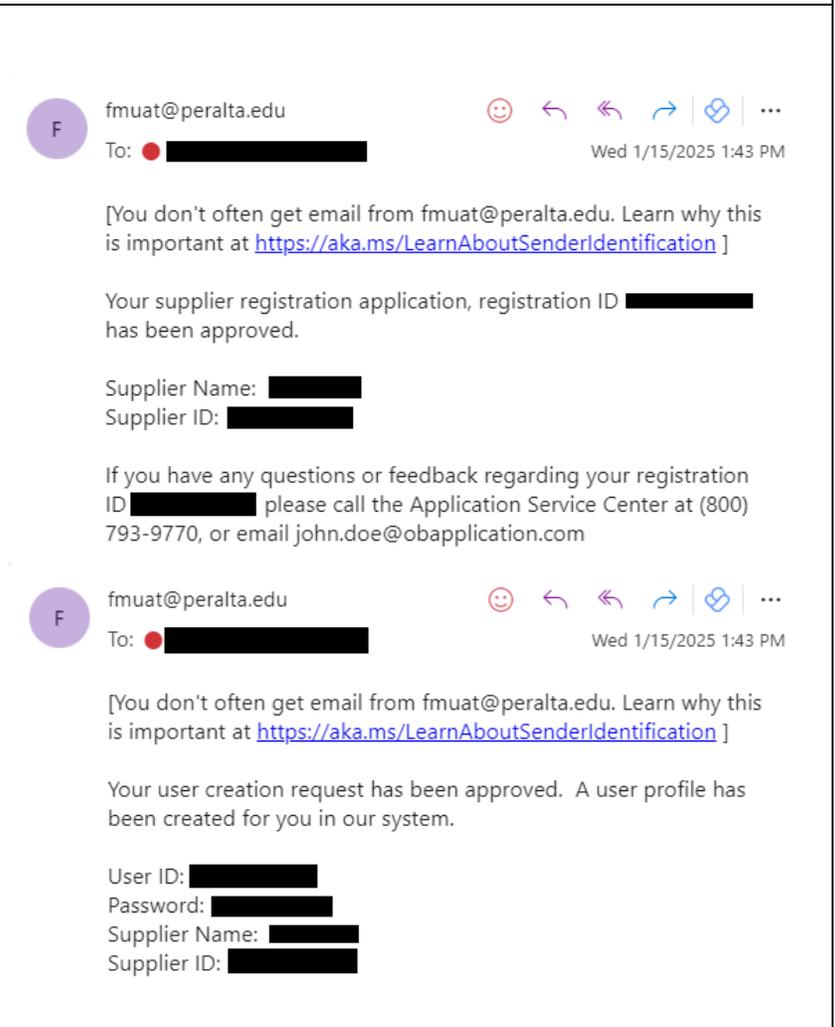
### 7. Submit Registration

- Click "**Submit**" to finalize your application.
- A confirmation message will appear, and a notification email will be sent to your registered email address.



### 8. Approval Notification

Once your registration is approved, you will receive an email with login credentials for the Supplier Portal.



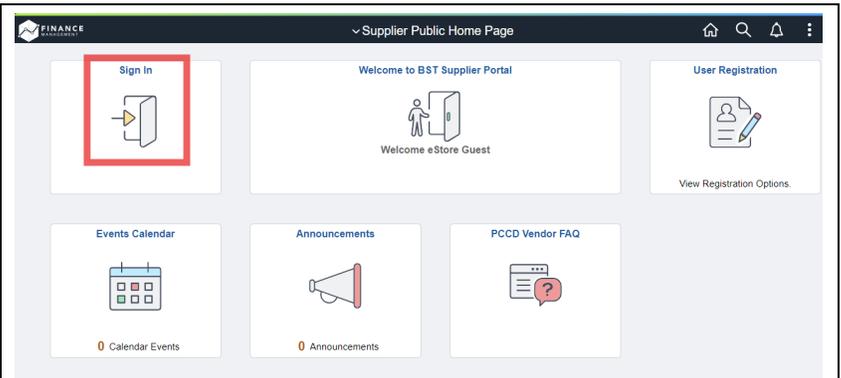
# Standard Operating Procedure

## Vendor Registration

### 9. Log in to the Portal

Go to Supplier Public Home Page

Click on **“Sign in”** Tile to log into the Supplier portal

A screenshot of the 'Sign In' form, which is a modal window with a close button in the top right. The form contains two input fields: 'User ID' and 'Password'. Below these fields is a checkbox labeled 'Enable Screen Reader Mode'. A blue 'Sign In' button is positioned below the checkbox. At the bottom of the form, there is a blue link that says 'Forgot Password?'. The background of the form is white, and the modal has a light gray border.

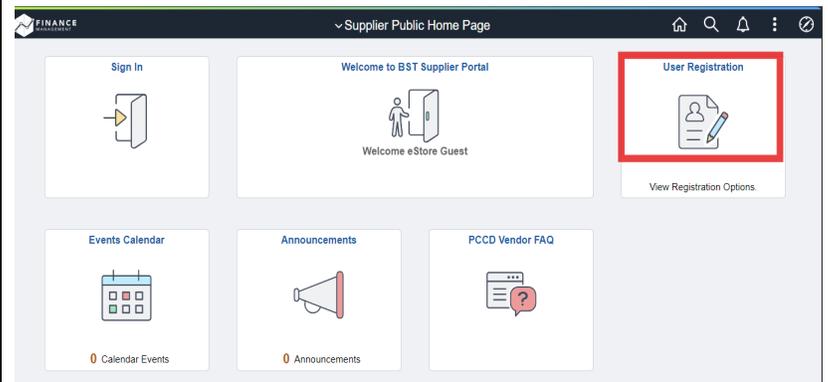
Use the credentials received via email

### Process 2

#### 1. Existing Vendor Account Management

Go to Supplier Public Home Page

- Click on **“User Registration”** Tile
- **Request a User ID**





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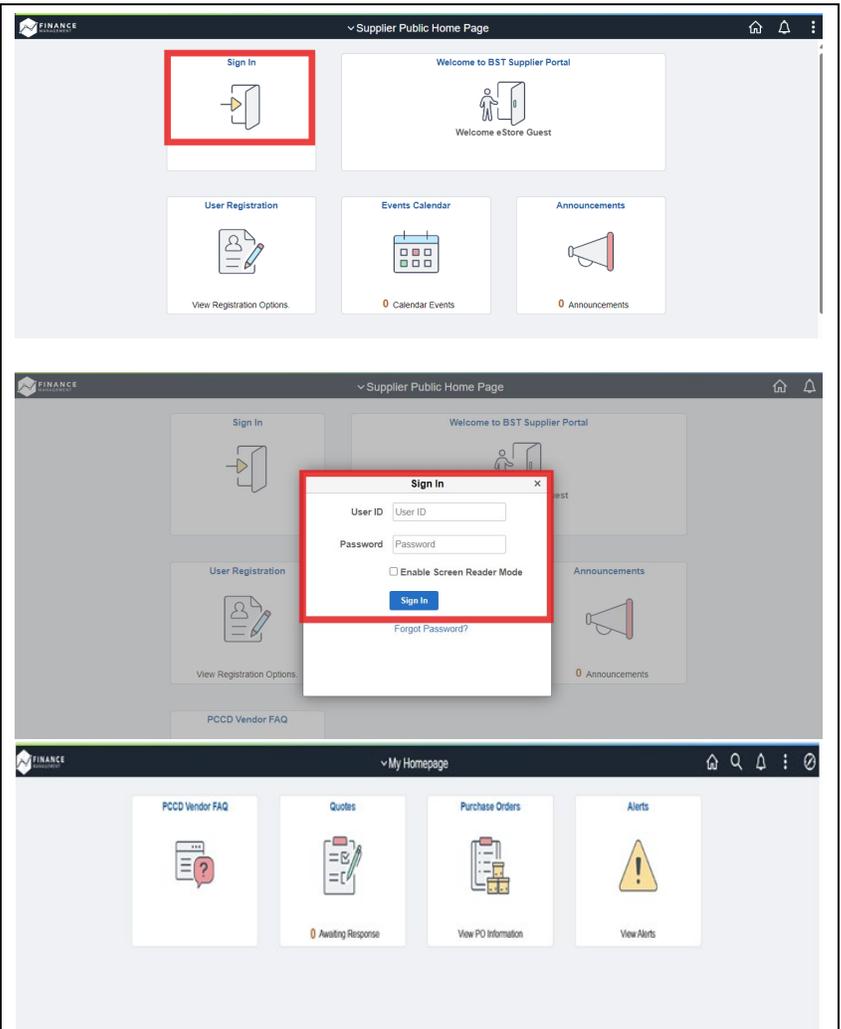
## Vendor Registration

### Verify Account Creation

Navigate to Supplier Public Home Page

Use the credentials received in the email to log in and access the Supplier Portal homepage

Once logged in, the Supplier Home Page is displayed.



### Important Notes

- **Duplicate Registrations:** The system will perform duplicate check on Tax ID, supplier User ID during registration
- Each supplier registration must have a unique name and address to generate a supplier ID
- **Mandatory Fields:** Ensure all required fields are completed to avoid delays.

### Support and Troubleshooting

For issues with registration, login, or system access, contact:

- purchasing@peralta.edu

### Review and Updates

- **Maintained By:** Purchasing
- **Last Updated:** January 22, 2025

# **Standard Operating Procedure Vendor Registration**