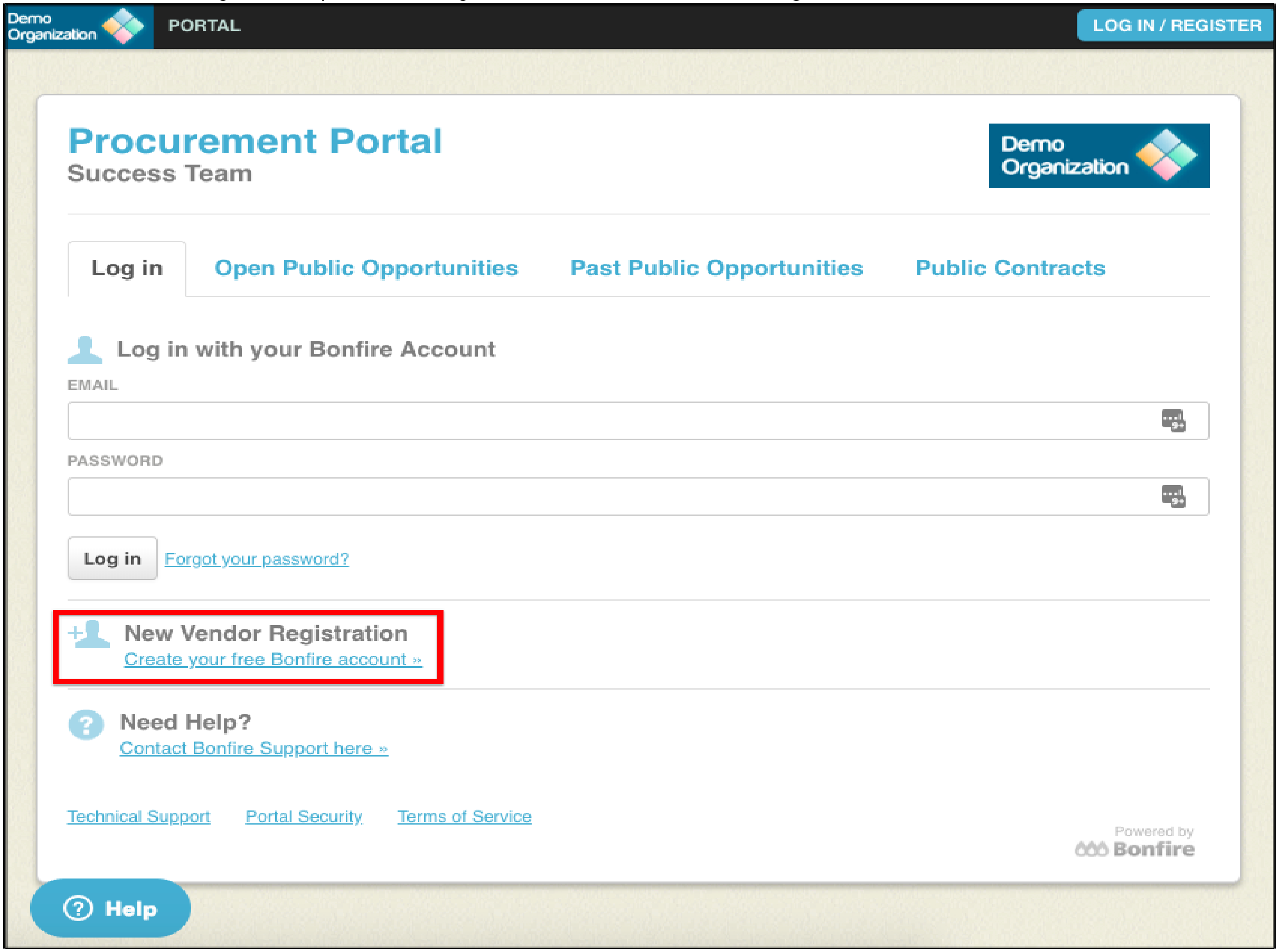
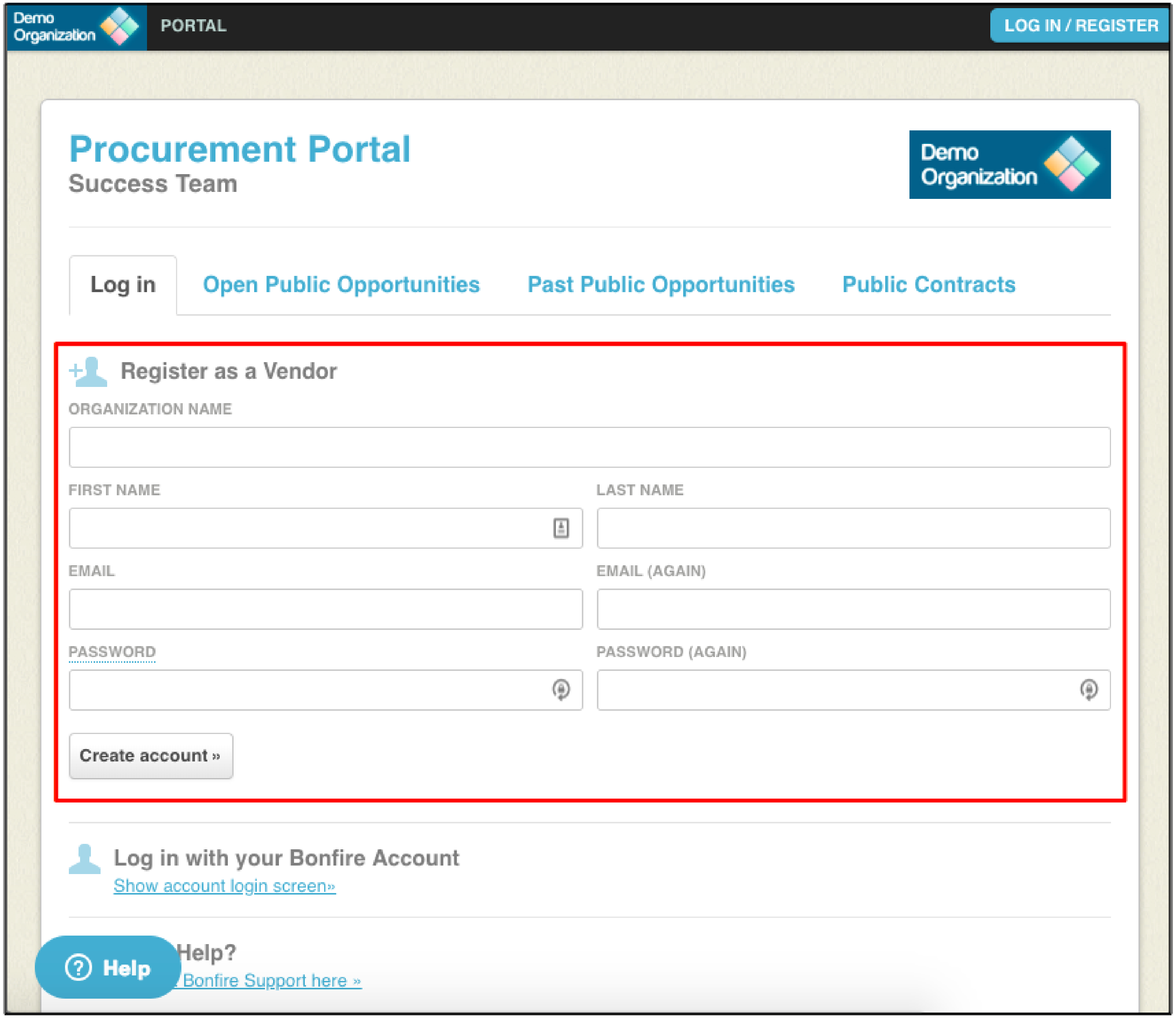
On the Procurement Portal of the organization you'd like to register with, click on **New Vendor Registration**



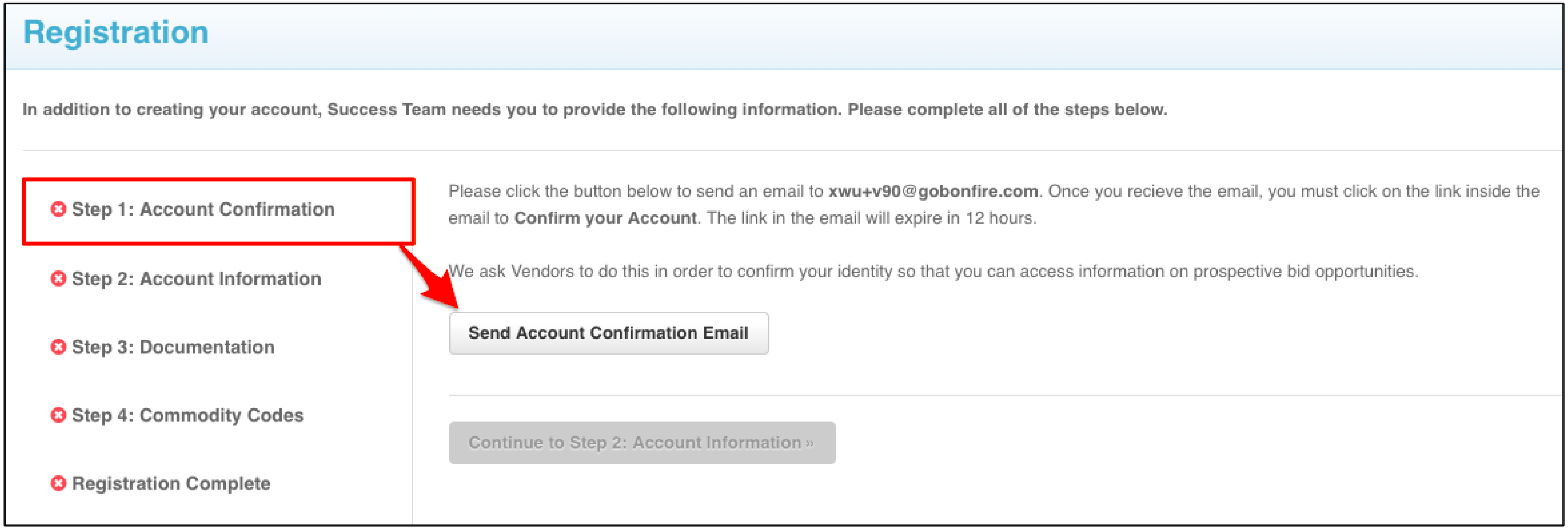
:

Fill out all of the listed fields and then click on **Create Account**

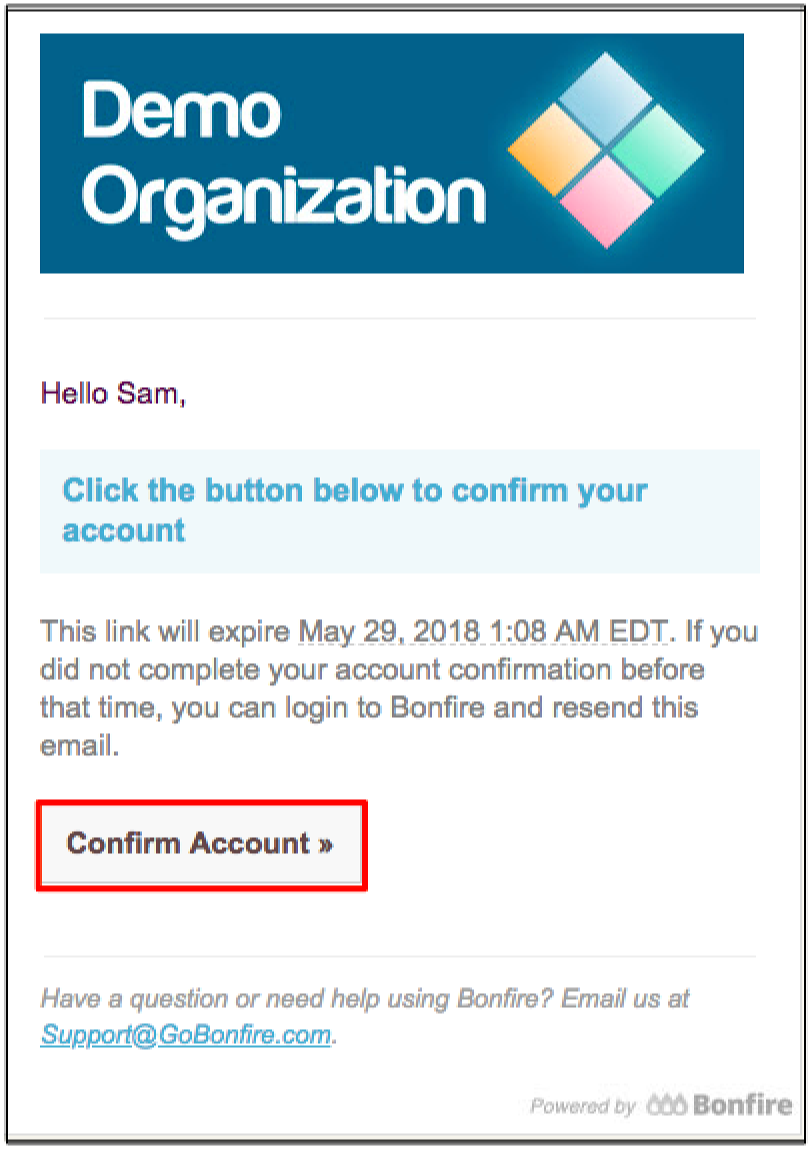


You will then be taken to the Registration page with further instructions, and to the next step.

Account Confirmation
Click the **Send Account Confirmation Email** button:

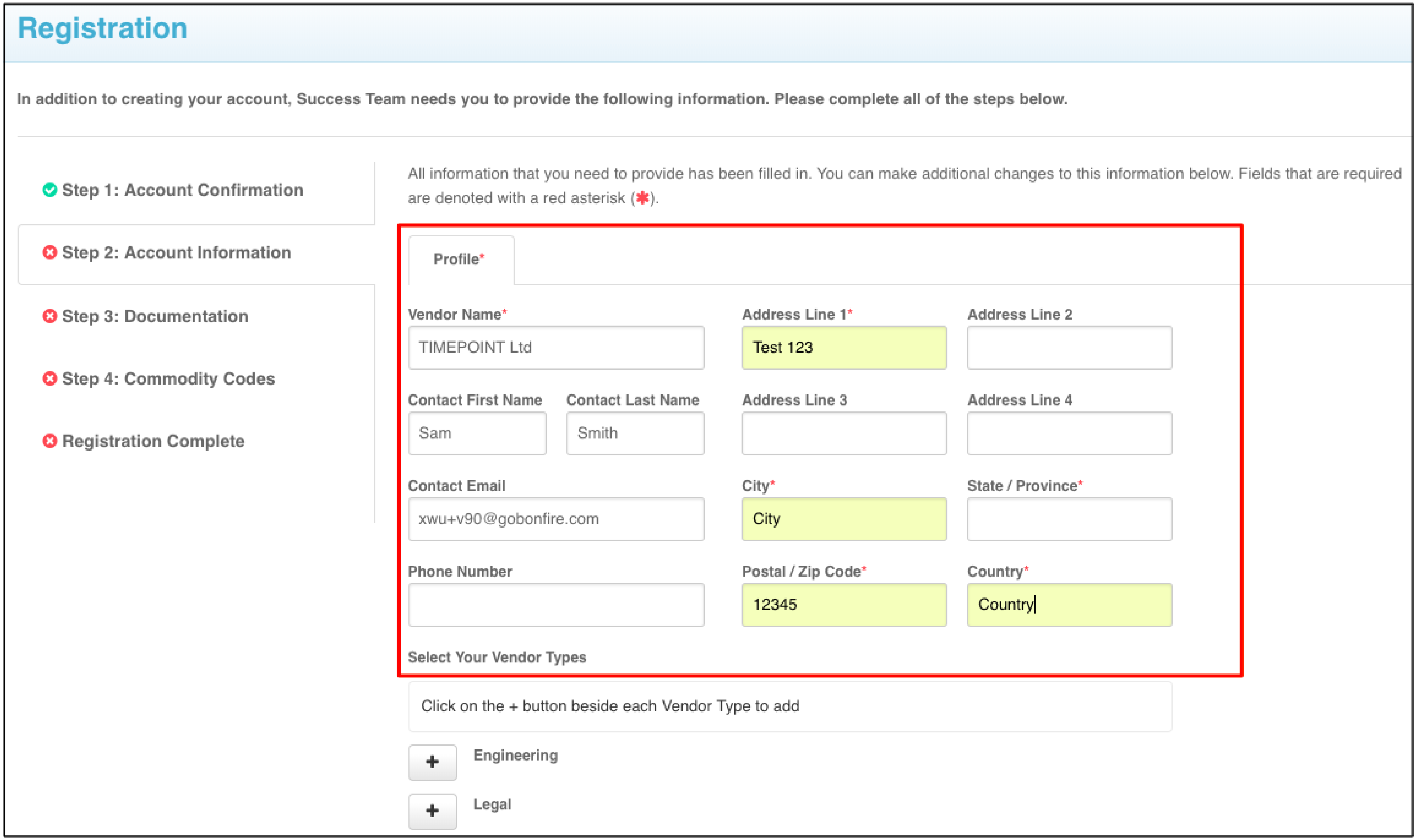


You will then have to go to the inbox of the email address you signed up with. You should receive an email with a **Confirm Account** link:



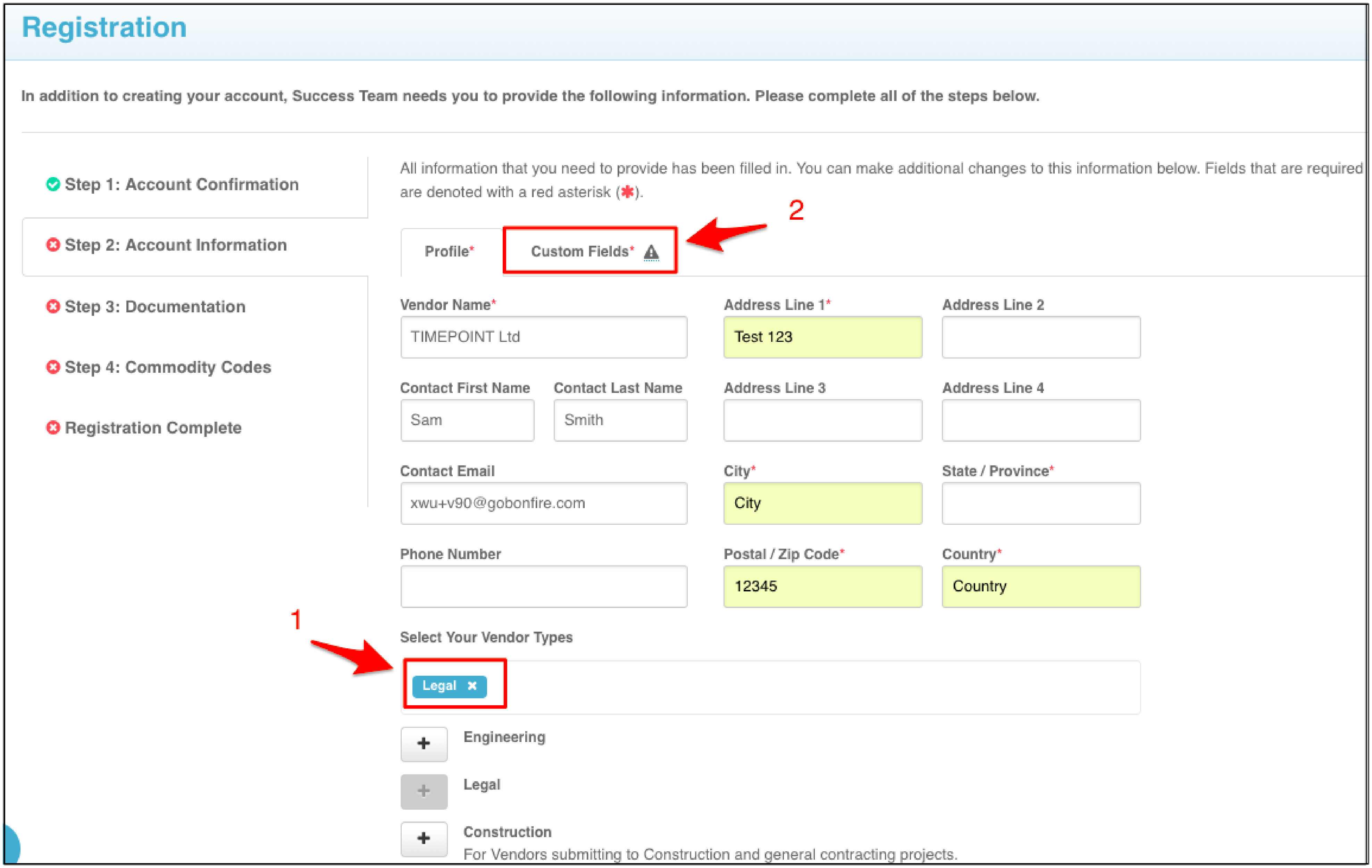
NOTE: If you don't receive this email in 5 minutes, please see our [Why am I not receiving emails?]() page.
After confirming your account in your email, you can move to the next step:

Account Information
You can now fill out further information to add to your Vendor Record:

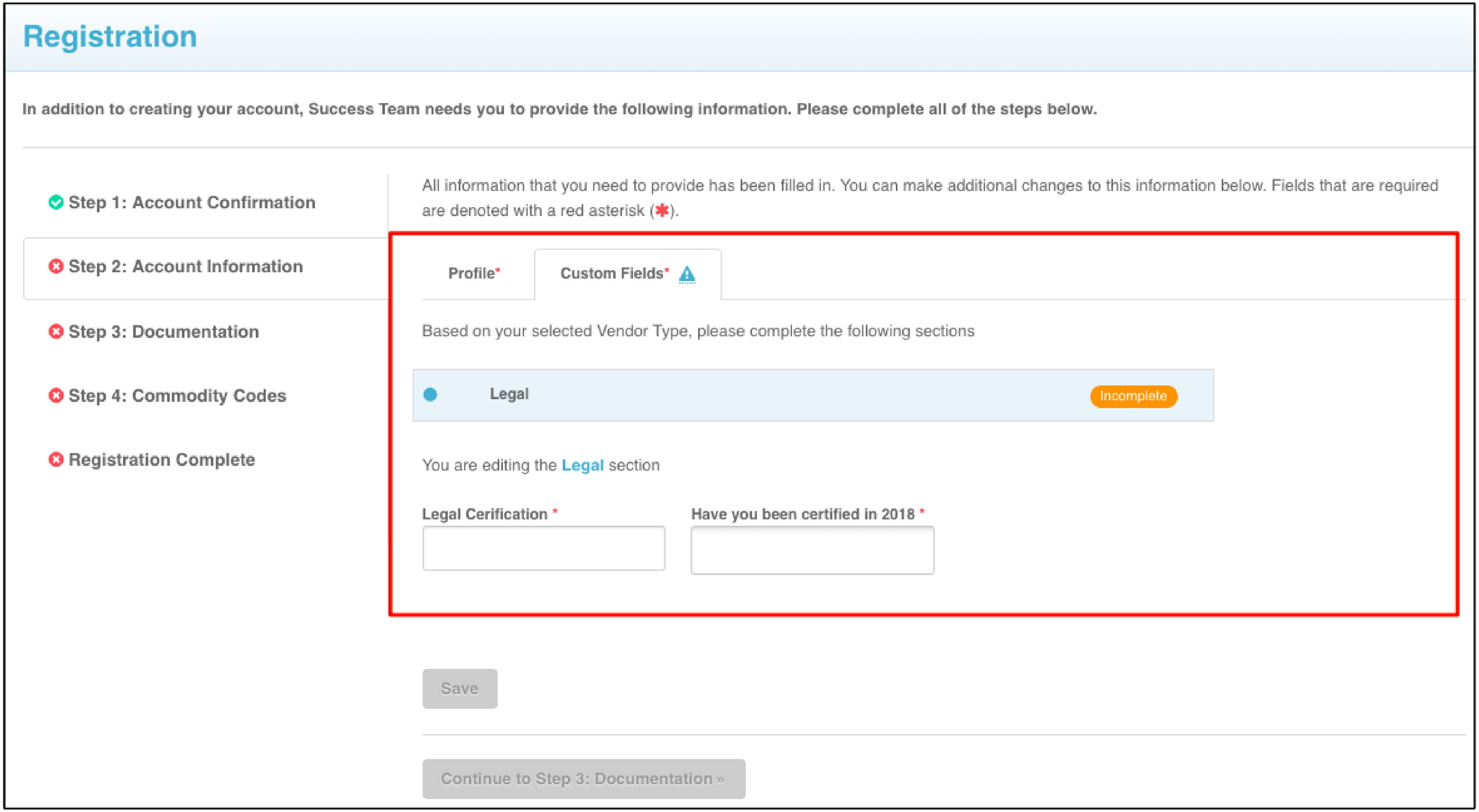


If the organization you're registering with has set up **Vendor Types**, you will also be able to select and self-identify which Vendor Types you belong to. You can select more than one Vendor Type if more apply.

If the organization has also set up **Custom Fields** in association with a particular Vendor Type you've selected, you will see an additional tab populate labeled Custom Fields, which is located next to the Profile tab:

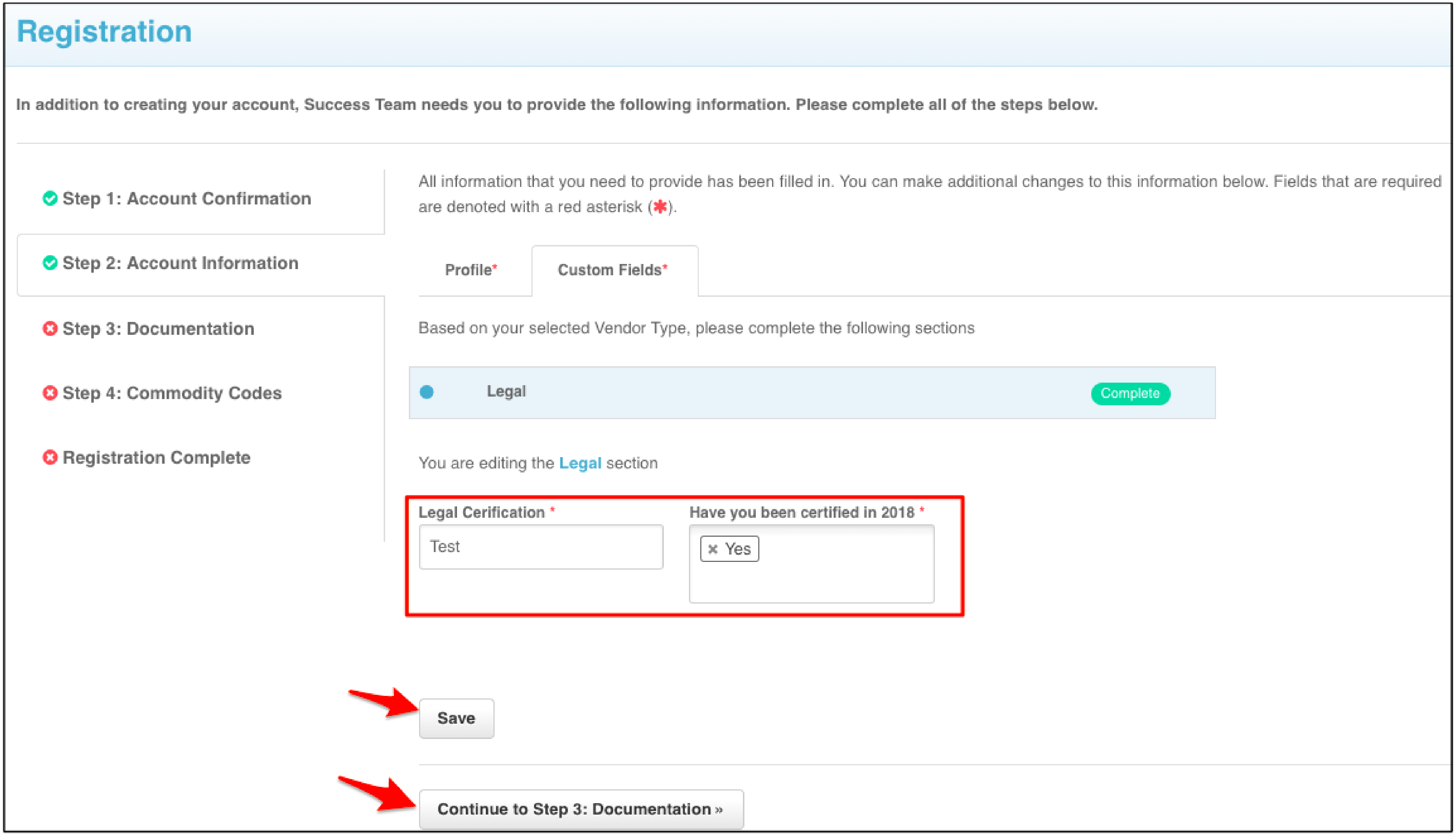


Within the Custom Fields tab, you will see any sections that you will need to complete based on the Vendor Types you selected:



Once you fill out the necessary information, the orange Incomplete status will update to a green Complete status. You can then click **Save** and then **Continue to Step**

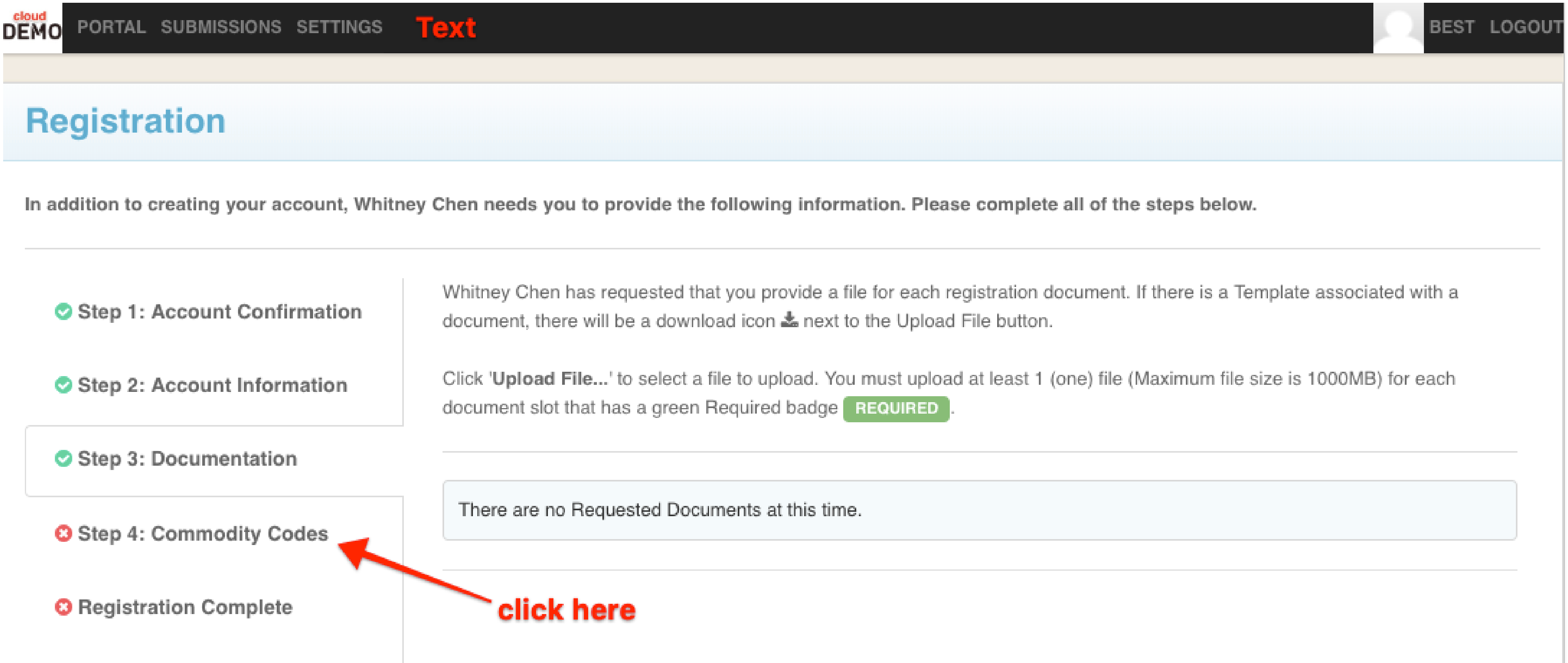
3: Documentation.



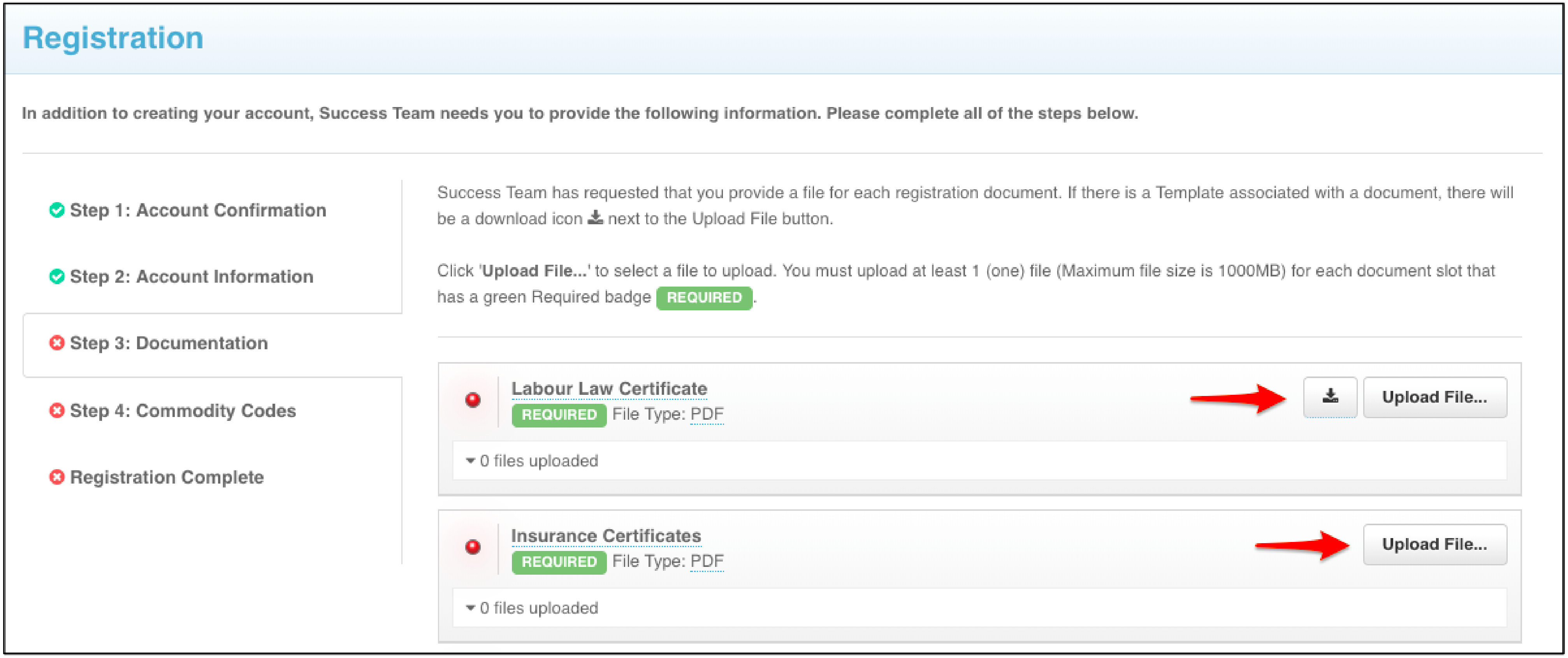
Documentation

For this step, you will be presented with any Documentation the buyer requires you to upload as part of the Vendor Types you have selected.

NOTE: If no documentation is required and you see a message that says, "There are no Requested Documents at this time", you can proceed to the next step by clicking it on the left sidebar:

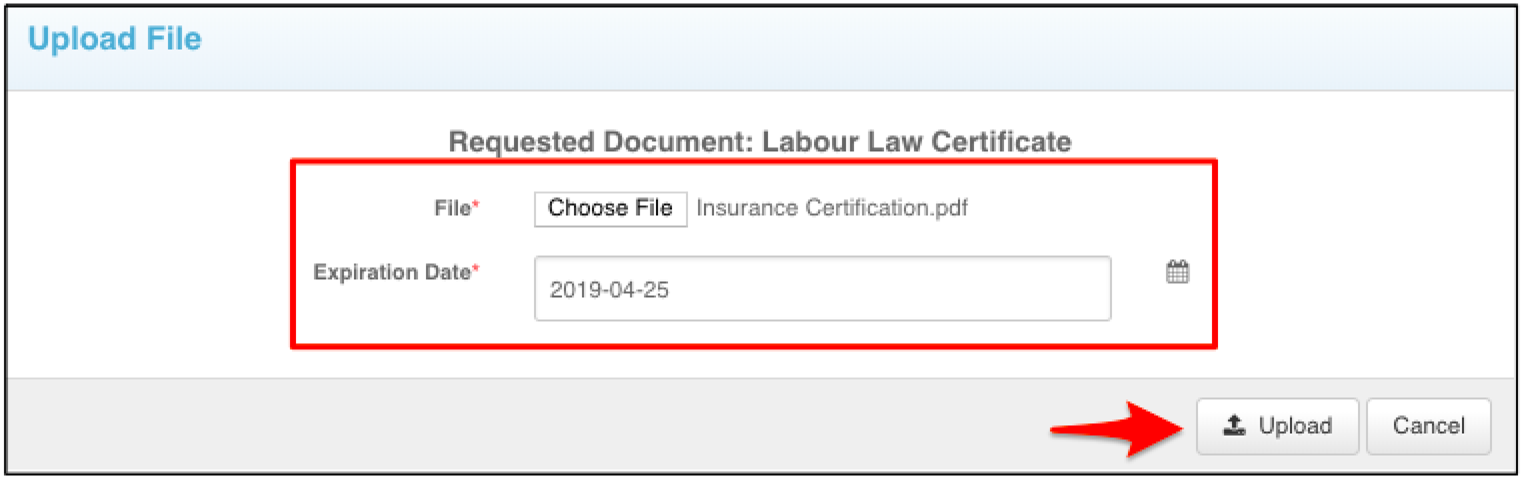


Some documentation may have a template attached, which you can click on the download icon to retrieve and fill out:

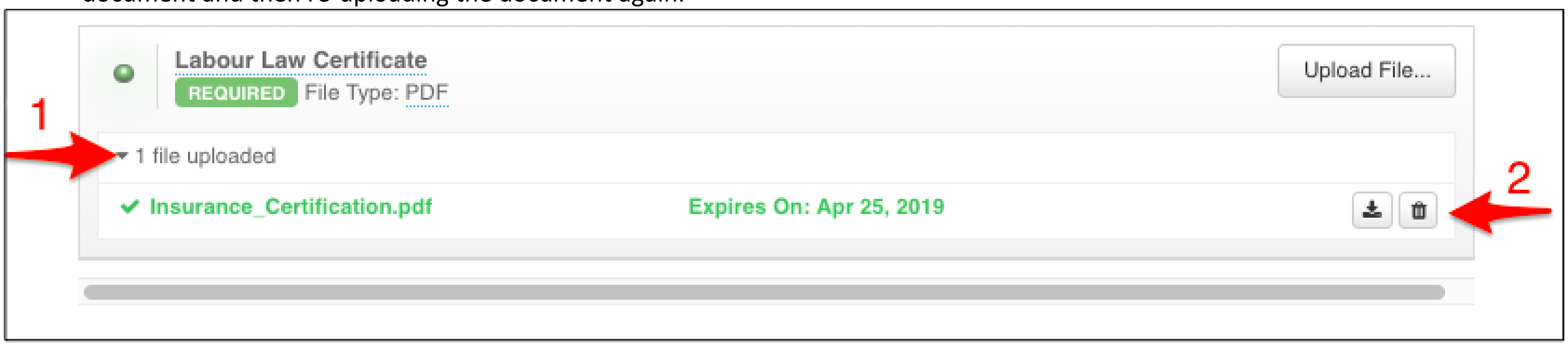


Once you have the correct document you'd like to submit, click the **Upload File...** button in the same box as the slot you wish to upload to:

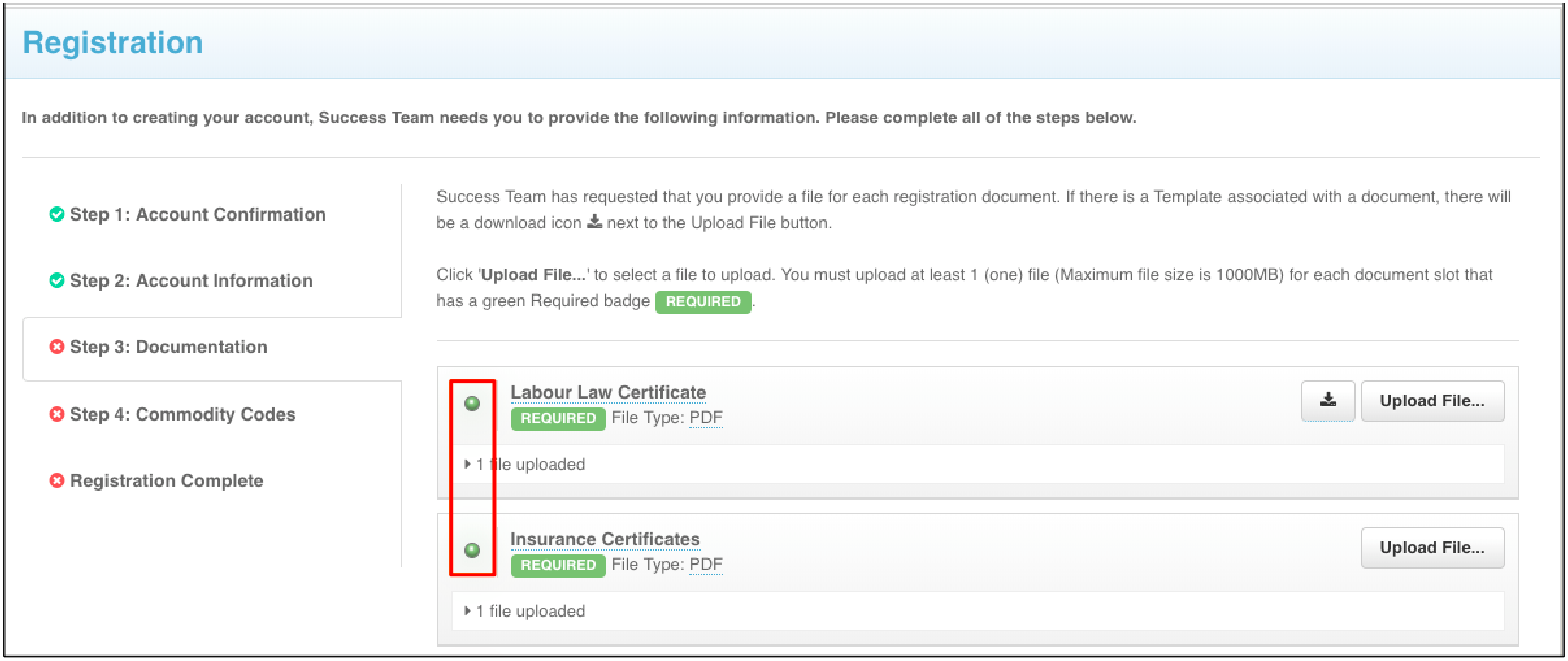
You will be prompted to choose the file you wish to upload as well as select an expiration date if required by the organization. As a vendor, you will receive notifications when a requested document is expiring or has expired.



NOTE: You will receive email notifications for documents that are expiring within 30 days as well as for documents that have already expired. This notification will be sent out every 15 days. If you accidentally select the wrong expiration date when you upload a file, you can change this by clicking on the file slot, deleting the document and then re-uploading the document again:



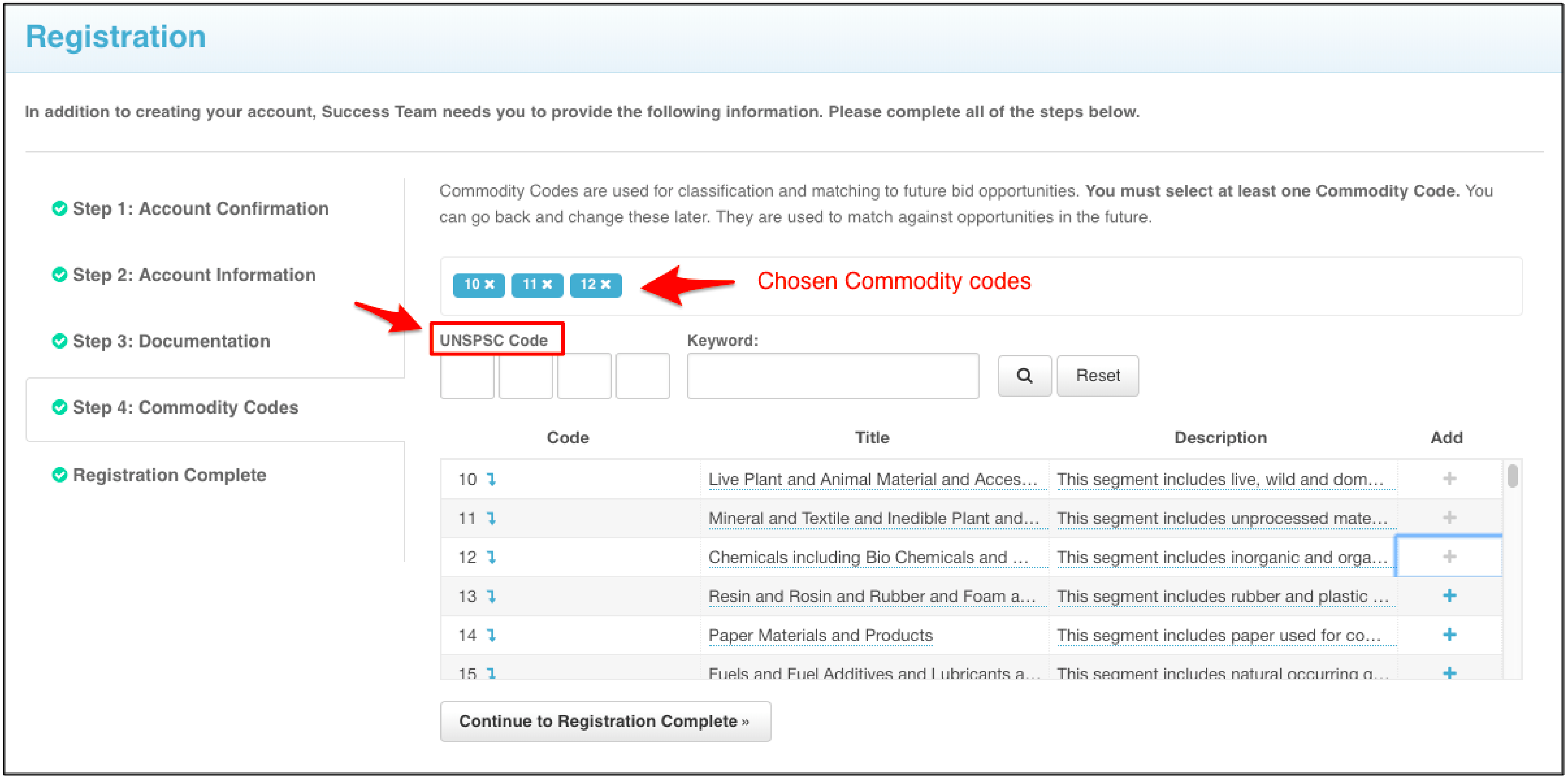
Once the file has been uploaded, the red status button will turn green and you will be able to move to the final registration step:



Commodity Codes
Commodity Codes are used for classification purposes. If they are listed as "Optional" in the sidebar, then you only need to add codes if you are interested in being matched to future bid opportunities.

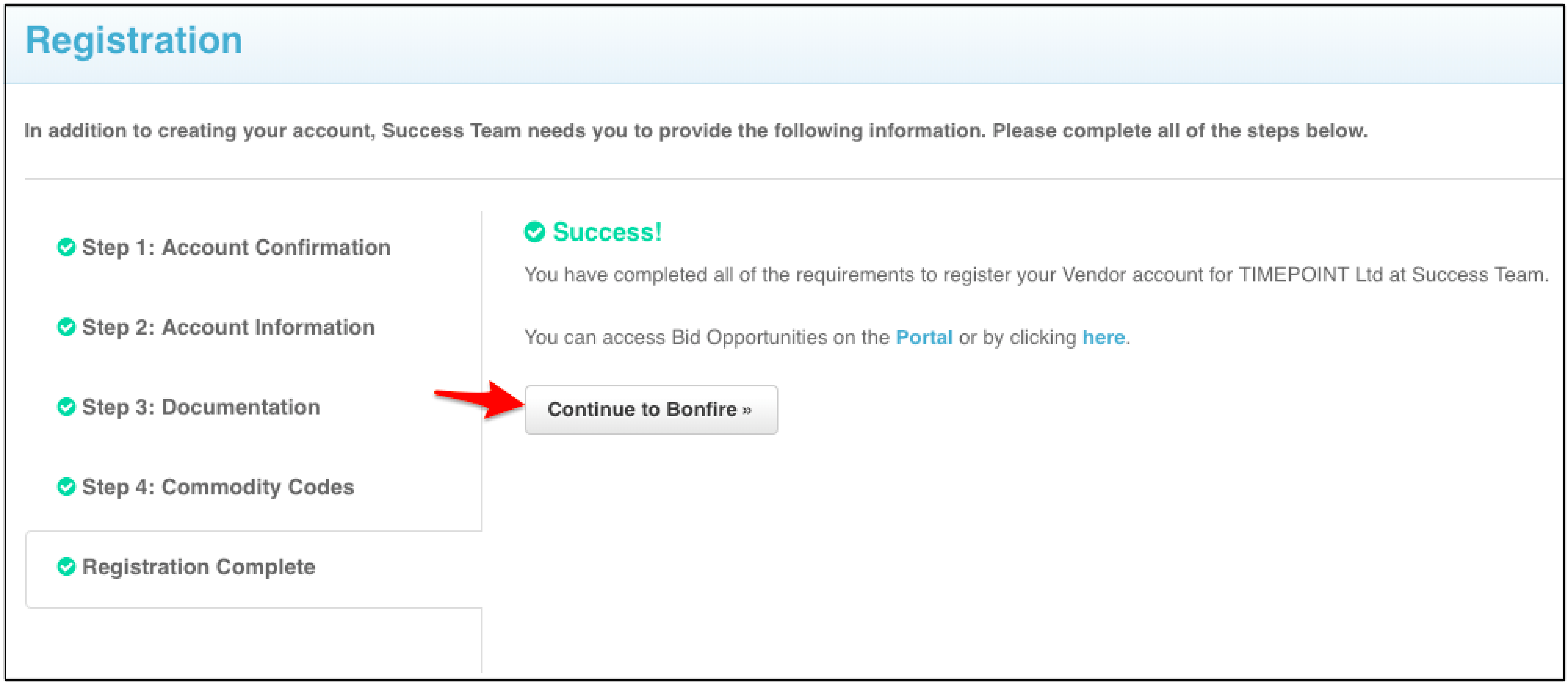
The type of code set being used is determined by the purchasing organization you're registering with. The code set being used will be displayed above the search bar text box (to the left of **Keyword)**. You can search for codes using keywords or browse the table freely. Click **Add** next to the code you'd like to add. Codes added to your profile will appear in blue boxes at the top of the page; you can hover your cursor over each to see what the code is for.

For more information, please see our Quick Guide to Commodity Codes.



Registration Complete

Once you have completed all of the steps and a green checkmark appears to each step in the sidebar, you will see a green **Success!** message:



Congratulations! You have completed the registration process and can now view opportunity documents and create submissions.