

## SANDAG Grant Opportunities BidNet Registration Guide



Last Updated: 9/16/2022



# How do I register my organization as a vendor?

#### Register for SANDAG Grant Opportunities

Visit SANDAG Grants Page: https://www.bidnetdirect.com/ sandag/sandag-grants

- 1. Click **Register Now** or
- 2. Click Vendor Registration



#### Registration

Click **Continue** to initiate the registration process





 $\times$ 

### Registration Identification

Complete your organization's:

- Organization Information – list your agency's title without reference to a specific department or division
- Contact Information
- Login Credentials

Agree to the terms and conditions

Click Next to continue onto the Payment section\* \*There is no fee to register

#### bidnet direct.

#### Registration

Organization Name*	Sample Grant Organization	
	Sample Statit Organization	
Address*	401 B Street, Suite 800	
City*	San Diego	
Country*	United States 🗸	]
State/Province*	California 🗸	]
Zip/Postal Code*	92101	
ontact Information		
Job Title	Grants Manager	
First Name*	Jenny Initial	
Last Name*	Russo	
Phone*	(619)699-7314 ext.	
Email*	jenny.russo@sandag.org	٥
Email Confirmation*	jenny.russo@sandag.org	٥
Time Zone*	Pacific (US & Canada) 🗸 🗸	
ogin Credentials		
Desired Username*	jenny.russo@sandag.org	0
Desired Password*		٥
Password Confirmation*		0
erms and Conditions —		
✓ I agree to the I am an auth	e <u>Terms &amp; Conditions</u> stated herein. orized representative of the above-named org	ganization.



#### Registration Payment

Registration is valid for 12 months.

When the subscription term is preparing to end, the vendor will be notified by email and asked to renew registration.

Click **Complete Registration** to complete the first part of registration



#### Registration





### Registration Confirmation

Check your email to verify your email address and complete the registration process

## bidnet direct. Bids Participating Agencies Registration

1- Subscription 2- Identification

3- Payment 4- Confirmation

Registration Confirmation

Check your email to complete your registration

You will receive an email & need to click a link to activate your account.

Should you not receive this email within minutes, or if you need assistance, please call BidNet Direct's Support Department at 800-835-4603. We provide technical support for this online bidding system and are available Monday-Friday from 8:00 am to 8:00 pm EST.

Purchasing Groups

Vendor Solutions

**Buyer Solutions** 

Kind Regards,

BidNet Direct Support Department support@bidnet.com



#### Verify Email Address

Verify your email address by clicking on the activation link in the email

#### bidnet direct.

Jenny Russo,

Thank you for registering on BidNet Direct.

Please note that you must activate your account using the link below to finalize your registration:

BidNet Direct - Sample Grant Organization Account Activation

Upon logging into BidNet Direct for the first time, we recommend that you verify and complete your organization and contact information under the "My Account" section.

If you need assistance, please call BidNet Direct's Support Department at 800-835-4603. Service hours are Monday-Friday from 8:00 am to 8:00 pm EST.

Kind Regards,

BidNet Direct Support Department

support@bidnet.com

#### NEED HELP: 800-835-4603

HOME



### Activate Account

Log in using your username and password Click Login

#### Account Activation

	Username
	Password
	Login
- Need Help?	Diract's Support Department is available Monday-Eriday from 8:00 am to 8:00 am EST
- Need Help? The BidNet	Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.



#### Category Selection

- Select the North American Industry Classification System (NAICS) Category Code for the grant program(s) you are interested in
  - This information is part of your organization profile and is used to notify you of any matching grant solicitations
  - ✓ See the <u>FAQs</u> on BidNet for a list of NAICS codes used by each grant program
- ✓ In the example on the right, the vendor has selected three NAICS codes

Click **Next** to continue to the Additional Information section



#### Thanks for registering! Now that your account is all set up, select your categories to find matching bids!

AICS Catego	ries (3 Sel	ected)		<u>^</u>
Categories Sel	lected (3)			
485991	Special Nee	ds Transportation		Û
924120	Administrati	ion of Conservation Programs		Û
925120	Administrati	ion of Urban Planning and Community and Rural Development		Û
Categories			924120	Q (?)
✓ 92		Public Administration		
✓ 92	4	Administration of Environmental Quality Programs		
~	9241	Administration of Environmental Quality Programs		
`	✓ 92412	Administration of Conservation Programs		

Various agencies and organizations use NAICS as a basis for their procurement programs, requiring that a NAICS code be provided for each good or service to be procured.

<u>Next</u> >

#### SANDAG

## Additional Information

Only enter the fields marked with a red asterisk \*

- 1. Select the **Business Structure** and Owner Ethnicity that is applicable to your organization
  - ✓ Non-profits should select Non-Profit Organization
  - ✓ Government Agencies should select Government Agency
- 2. Choose the Number of Employees from the dropdown list and enter the year your organization was established
  - Number of Employees does not need to be exact
  - The established date should be the date your organization was incorporated (nonprofits) or established/incorporated (government agencies)
- 3. Upload your organization's **W-9** using the Upload W-9 form link





#### Additional Information (continued)

Complete the Additional Company Information section as applicable to your organization

Only enter the fields marked with a red asterisk \*

- Non-profits should use their Executive Director's information
- ✓ Government Agencies should use their City Manager's information

SANDAG Purchasing Group - Additional Information	
Additional Company Information	
Business Type*	
Municipal, State, Federal 🗸	
Business Services Categories Architecture & Engineering Construction Management Planning	
Organization Legal Name*	Doing Business As
Sample Grant Organization	
Principal Owner/CEO Name*	Title*
Jenny Russo	CEO
Email*	Tax ID Number*
jru@sandag.org	00-1234567
DUNS	DIR Registration Number
Gross Receipts in Millions	In Business Since
Number of Full-Time Employees	Number of Part-Time Employees
Business Description	



#### Additional Information (continued)

Complete the Classification(s) and Contractor License(s) sections as applicable to your organization

 ✓ Government agencies can leave this section blank

Click Activate to complete your registration and activate your account

Is your company certified in any of the following? Disadvantaged Business Enterprise (DBE) No Small Business (SB) No Minority Business Enterprise (MBE) No Micro Business No Disadvantaged Veteran Business Enterprise (DVBE)	
Disadvantaged Business Enterprise (DBE) No Small Business (SB) No Minority Business Enterprise (MBE) No Micro Business No Disadvantaged Veteran Business Enterprise (DVBE)	
No         Small Business (SB)         No         Minority Business Enterprise (MBE)         No         Micro Business         No         Disadvantaged Veteran Business Enterprise (DVBE)	
Small Business (SB)         No         Minority Business Enterprise (MBE)         No         Micro Business         No         Disadvantaged Veteran Business Enterprise (DVBE)	
No Minority Business Enterprise (MBE) No Micro Business No Disadvantaged Veteran Business Enterprise (DVBE)	
Minority Business Enterprise (MBE) No Micro Business No Disadvantaged Veteran Business Enterprise (DVBE)	
No Micro Business No Disadvantaged Veteran Business Enterprise (DVBE)	
Micro Business No Disadvantaged Veteran Business Enterprise (DVBE)	
No Disadvantaged Veteran Business Enterprise (DVBE)	
Disadvantaged Veteran Business Enterprise (DVBE)	
Disadvantaged Veterali Dusiness Enterprise (DVDE)	
Ne	
License(s)	
License(s) Select options	



### Registration Complete

Once you click on Activate Registration, you will be brought to the Confirmation page

Login and start looking at open grant solicitations by SANDAG

Notifications of matching open grant solicitations will start immediately

	1 - Category Selection	2 - Additional Information	3 - Confirmation
	Activation Conf Your account has been succe Start Looking for Solic	firmation ssfully activated!	Need Help?         The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.         € 800-835-4603         Support@bidnet.com
() You may be el Ple	Qualification Re ligible to apply for a qualification of ease click the button to check for e Apply for Qualifica	equired or MBE/SB certification program. eligibility and to apply. tion	





# How do make changes to my BidNet account?

If you need to make changes to your BidNet account, visit the SANDAG Grants Page: <u>https://www.bidnetdirect.co</u> <u>m/sandag/sandag-grants</u>

Click Login





Enter your **Username**, which is the email address used in the registration process

Enter your **Password** 

Click Login

I a sin										
Username				1						
Password										
		Forgot your p	assword?							
							Login			
> Need Hel	p?									
The BidNet Dir	rect Support D	epartment is a	available Mon	nday-Friday fro	om 8:00 am to	8:00 pm EST.				
€ 800-835-4603 Support@bidr	3 net.com									



Click the **MyAccount button** in the top right corner

✓ Represented by an icon of a person

Click MyProfile



4 results found



From the **MyProfile** screen you can make changes to your:

- Account Information, including your username\* and password
- 2. Preferences, including contact method or Home Page
- 3. Personal Information, including contact information and email address where notifications are sent

\*Note: changing the username does not change the email address that will receive notifications. To change the email address that receives notifications, see the section entitled "Change Personal Information"





### Account Updates: Helpful Tips

- 1. Changing the Username does not change the email address that will receive notifications.
- 2. To change the email address that receives notifications, update the **Email Address** located in the **Personal Information Section**
- 3. Verify that the **TimeZone** selected in the Personal Information section is set to Pacific Time.
  - SANDAG uses Pacific Time in its solicitation deadlines and selecting a different Time Zone could lead to confusion







# What if my organization already exists as a vendor?



## Method 1: Add Another Contact

If you know someone at your organization who already has an account set up, ask them to log in and add you as another contact.

#### Login to Existing Account

If you need to make changes to your BidNet account, visit the SANDAG Grants Page: <u>https://www.bidnetdirect.co</u> <u>m/sandag/sandag-grants</u>

Click Login





#### Add Another Contact

Enter the **Username** and **Password** associated with the existing account

Click Login

		powered by mdf commerce				
Login						
Username						
Password						
	Forgot your password	<u>!?</u>				
		-	Login			
> Need Help?	<b>?</b>	Mandau Esidau fasar 0.00 ara ta 0.0	0			
> Need Help? The BidNet Direc	? t Support Department is available	Monday-Friday from 8:00 am to 8:0	0 pm EST.			
<ul> <li>&gt; Need Help?</li> <li>The BidNet Direct</li> <li>\$800-835-4603</li> <li>\$upport@bidnet</li> </ul>	? t Support Department is available .com	Monday-Friday from 8:00 am to 8:0	0 pm EST.			
<ul> <li>Need Help?</li> <li>The BidNet Direct</li> <li>800-835-4603</li> <li>support@bidnet</li> <li>Don't have an account</li> </ul>	? t Support Department is available .com nt? Register	Monday-Friday from 8:00 am to 8:0	0 pm EST.			



#### Add Another Contact

Click the MyAccount button in the top right corner

✓ Represented by an icon of a person

Click Contacts



4 results found



#### Add Another Contact

Click Add Contact located in the top right corner

	bidnetdirect.com/priva	nte/supplier/cont	tacts			QE			-
powered by mdf commerce	SOLICITATIONS REPORT	TS PARTICIPATING	ORGANIZATIONS						8
CONTACTS ample Grant Organization Co	ntact List			Search by Name or Con	tact Number	Q	Advan	ced	Ado
result found									
Name 🔺	Username	Contact Number	Job Title	Role	City	State/Pro	v/Region	Status	
Jenny Russo 💄	jenny.russo@sandag.org	13098601	Grants Program Manager	Supplier Admin	San Diego	California		ACTIV	E



#### Account and Personal Information

Enter information in the fields marked with a red asterisk\*

- Desired Username
- First Name
- Last Name
- Address
- City
- Country
- State/Province
- Zip/Postal Code
- Phone
- Email
- Time Zone

→ C i bidnetdirect.com/privat	te/supplier/contacts/add-contact		Q (R) 🕁
bidnet direct. SOLICITATIONS	REPORTS PARTICIPATING ORGANIZATIONS		
dd Contact			
	Organization: SANDAG Grants		
	Account Information	Personal Information	
		First Name* Initial	
		Last Name*	
	Preferences Contact Method	Same as organization address Address*	
	Home Page Solicitation Search	City*	
	I want to receive further offers from BidNet Direct	Country* V Zip/Postal Code*	
		Phone <sup>4</sup> ext.	
	Temporary Access Starts On	Fax	
	Ends On	Email*	
		Time Zone*	
	Polec & Privilance		
	noies à rinneges		



## Roles & **Privileges**

Under Roles & Privileges, select Supplier Admin

Click Save



Cancel



#### Success!

The new account has been created. BidNet will send an email to the user you just added.

They can access BidNet using their own login and password.

tacts DAG Grants Contact List				Search by Name or	Contact Number	Q	Advance	đ	
C Test Test has been succ An email confirming this	essfully created. . user's activation has been sent to the following email add	lress: jenny.russo@sandag.org.							
Name 🔺	Username	Contact Number Job Title	Role	City	State/Prov/Region	Status			
SANDAG Grants Distributio	n 🔏 grantsdistribution@sandag.org	13209351	Supplier Admin	San Diego	California	Active	:		
Test Test	grantstest	13402176	Supplier Admin	Test	California	Active	:		
2 results found									
2 results found									
2 results found									





## Method 2:Contact BidNet

If you don't know who at your organization already set up an account, reach out to BidNet.



## Need Help?

CONTACT THE BIDNET DIRECT VENDOR SUPPORT TEAM AT (800) 835-4603, OPTION 2