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Getting Started

1. Click “Register” by clicking Anonymous Anonymous at the top right of the screen.

2. Read and accept terms and conditions, click Continue →
Enter All Supplier Information

Note: All fields flagged with an asterisk (*) are required.

3. Create your login user name. User name is case sensitive and space sensitive. It is not recommended that an email address be used as the user name.

4. Create your password. Your password is case sensitive and space sensitive

Enter Your Company Information

5. Required fields are:
   A. Company Name
   B. Tax Id Type
C. Tax Id number  
D. Check If Remit To Address Is The Same As Mailing Address  
E. Country  
F. Mailing Address  
G. City, State, Postal Code

Select Diversity Codes

6. Click on the Helper List to list all Diversity Codes, Select all that apply, Click Attach.
7. Once Attached, Click Next

W9 Question

8. Select whether or not your business has a completed W9. If yes, please attach.
Commodity Codes

9. Select the appropriate code(s). More than one may be selected.

10. Click on the Helper List to list all Commodity Codes, Search and Select all that apply, Click Attach.

Note: You must select at least one commodity code to receive notifications of bid opportunities that pertain to the commodity code selected. This commodity code does not limit any bid opportunities that you wish to participate.
11. Click Next

Proxy Notifications
12. Add secondary persons as a proxy on the account to receive bid notification emails
Complete Registration

13. No other steps are necessary once the status of your account is **complete**. Please log in to the system to maintain account information and respond to bid events.

14. Click **Home**

Maintain Your Account Information

15. To update your account information, click on **Update Account Information**, Click **SAVE** when modifying information.