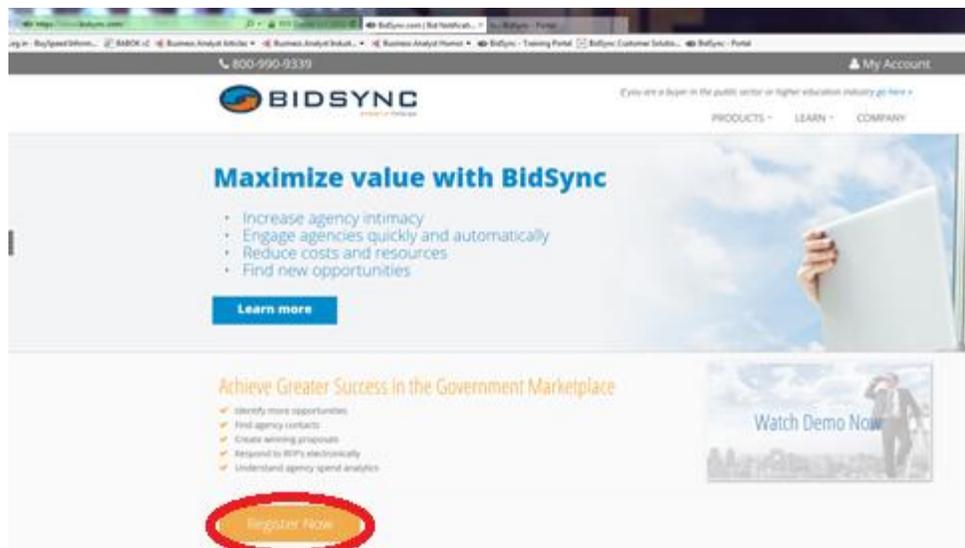


## Registering a Vendor Account on BidSync

Listed below are steps to register an account as a supplier (or vendor) for FREE with BidSync. Any additional questions or, for immediate assistance, please contact BidSync Vendor Support at 800-990-9339 or at support@bidsync.com.

### 1. Register Now

Navigate to [www.bidsync.com](http://www.bidsync.com) to register a FREE supplier account.



### 2. Account Information

Enter the e-mail to associate with the account, choose a password (must have at least 8 characters with at least one letter and one number) and confirm the password.

## Account information

### Have an account already?

Login

E-mail / Username

[Forgot username?](#)

Password

[Forgot password?](#)

Login

### Don't have an account?

Create an account, it's quick and simple

E-mail

Password

must have at least 8 characters with at least one letter and one number

Confirm Password

Create Account



### 3. Click on 'Create Account'

You will be navigated to the next page to enter some basic information about you and your company.

### 4. Tell us about you

Enter your information. Required fields include the contact's name, company name, phone number, zip, and how you heard about us. Select 'Next'.

## Tell us about you

<b>First name</b>	<b>Last name</b>	<b>Company name</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Phone number</b>	<b>Ext (optional)</b>	<b>Zipcode</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Job title</b>	<b>How did you hear about us?</b>	
Select <input type="text"/>	Choose One <input type="text"/>	

← back  Next →

## 5. Tell us about your business

Required fields include the vendor's primary industry and at least 1 keyword. Keywords will automatically assign some NIGP codes to your profile (you will be able to edit your NIGP codes in your account once your registration is complete.)

The screenshot shows a registration form titled "Tell us about your business". It contains two dropdown menus: "What is your primary industry?" (with "Plumbing Services" selected and circled in red) and "Where do you do business?" (with "USA" selected). To the right, there is a section for "Adding Keywords" with a red arrow pointing to the "Adding Keywords:" label. Below this is a list of instructions: "Begin typing keywords related to your products/services below.", "Suggested keywords will appear below where you are typing.", and "Click on the suggested keywords or press enter to complete each entry." There is a text input field labeled "Select keywords that best match your products/services" with the placeholder text "Type keywords and select suggestions". Below the input field, it says "Keywords are used to auto assign NIGP codes to your profile. You will be able to edit your NIGP codes in your account." and "Please select at least 1 keyword". At the bottom right, there is a blue button labeled "Finish Registration" with a red arrow pointing to it. A "← back" link is visible at the bottom left.

## 6. Click on 'Finish Registration'

Congratulations! You are now registered as a vendor with [www.bidsync.com](http://www.bidsync.com). You will be redirected to the following page.

**Thank you for the registration. You are now being redirected to our application.**

If you are not redirected [login here](#)

## 7. Accept the Terms and Conditions

You must Read and Accept Terms and Conditions\* to access your account or to participate electronically on the bids.

## BidSync Terms and Conditions

Terms of Use Acceptance Required

### SUPPLIER USER AGREEMENT

Below are the terms and conditions under which you (as a Supplier) may have access to our online auction system to respond to requests for quotes, proposals and information. By accessing our system, you agree to these terms and conditions.

We may amend this Agreement at any time by posting the amended terms on our site. Except as stated below, all amended terms will automatically be effective ten (10) days after they are initially posted on our site. This Agreement may not be otherwise amended except in writing signed by you and us (BidSync; hereinafter referred to as "BidSync").

**1. Eligibility.** The BidSync system is available only to individuals and entities that can form legally binding contracts under applicable law. Without limiting the foregoing, our system is not available to minors (under 21 years of age) or to those suspended from its use. If you do not qualify, please do not use our system. Furthermore, you may not assign or transfer your account or user identification with us to any other party.

I have read the Terms and Conditions

NOTE: You will receive a notification once your account has been activated. If you did not receive a notification, please contact BidSync Vendor Support at 800-990-9339 or [support@bidsync.com](mailto:support@bidsync.com). If you do not accept the Terms & Conditions you will not be able to access the system.

\*If you close your browser or the webpage after submitting your registration, navigate to [www.bidsync.com](http://www.bidsync.com) and login via the 'My Account' link to access your account and update your information. If you haven't accepted the Terms & Conditions already, you will be prompted to do so upon your next login.

# Managing a Registered Vendor Account

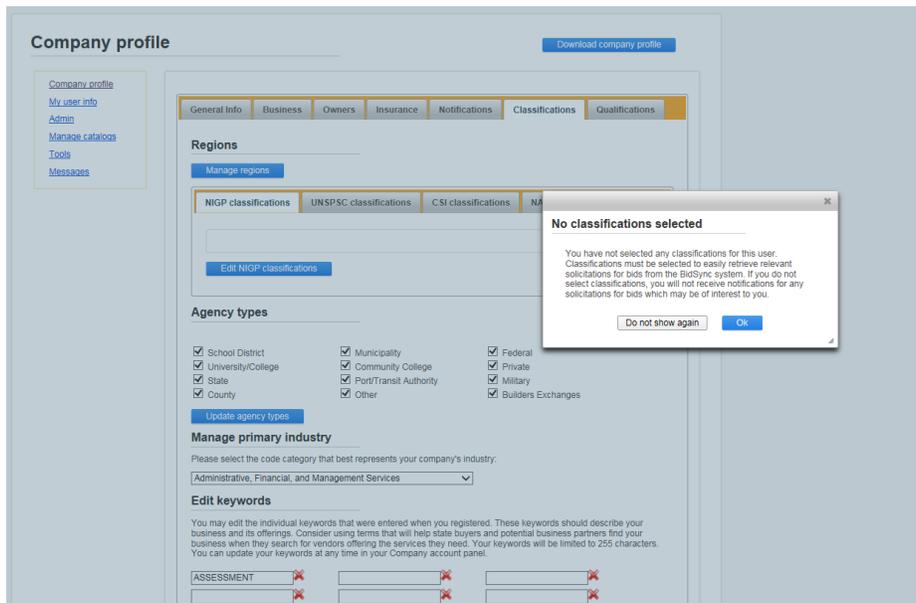
Once you login, you will have access to your Company Profile where you can update or add any additional information to your account. Review your Company Profile to make sure you are providing the most accurate picture of your business.

You can navigate through the tabs to review and update information related to your account.

## 1. Classifications

Select classifications, if desired, in order to receive notifications about additional bid opportunities related to your industry. The following pagewill appear upon login until your classifications have been updated. Classification codes will ensure your ability to be notified about bid opportunities that match your industry.

Enter keywords to update your company’s classification codes.



Click either 'OK' or 'Do not show again' and you will see the following screen:



Update the Regions where you want to do business, the type of Agencies you will be notified about, your primary industry, and keywords.

## 2. General Information

Enter your FEIN # and other information about your company on the General Info. page.

**Company profile** [Download company profile](#)

- [Company profile](#)
- [My user info](#)
- [Admin](#)
- [Manage catalogs](#)
- [Tools](#)
- [Messages](#)

**General Info** Business Owners Insurance Notifications Classifications Qualifications

**General business information**

Main contact: Name: Kari Carman [Select main contact](#)  
Phone: 801-990-9339  
Email: imakari.cme@gmail.com  
[Edit](#)

\*Company name:

\*Company address:

\*Company city:

\*Company zip:

\*Company Region:

Company phone number:

\*Company time zone:

Company website:

Description:

DUNS:

FEIN:

SSN:

[Save](#) [Reset](#)

## 3. Business

Any information about the business end of your company can be updated on the Business tab of your Company profile. Add your Legal Entity, DBA, or additional Business information on the page.

**Company profile** [Download company profile](#)

- [Company profile](#)
- [My user info](#)
- [Admin](#)
- [Manage catalogs](#)
- [Tools](#)
- [Messages](#)

**General Info** Business Owners Insurance Notifications Classifications Qualifications

**Business profile**

Vendor legal entity name:

Business function:

DBA names:  [Add DBA name](#)

Main NIGP Code:  [Find code](#)

Business registration type:

State of incorporation:

We suggest you upload [Upload registration certificate](#)

certification of registration:

Date founded:

Number of employees:

Annual revenue:

[Save](#) [Reset](#)

**Additional information**

w9: [Upload w9](#)

Agencies registered with:  [Add agency](#)

Notable contracts: [Add contract info](#)

References: [Add References](#)

## 4. Owners

Information about company ownership can be updated and maintained on the Owners tab.

**Company profile** [Download company profile](#)

- [Company profile](#)
- [My user info](#)
- [Admin](#)
- [Manage catalogs](#)
- [Tools](#)
- [Messages](#)

**General Info** **Business** **Owners** Insurance Notifications Classifications Qualifications

### Company ownership

Please list Owners and Ownership Interest. Ownership Interest must total 100%. Sole Proprietorships must only have one Owner.

You may upload documentation with ownership information if you choose.

[Upload ownership information](#) [Add owner info manually](#)

First name	Last name	Title	Percent	Edit	Delete
No records found.					

### Organization chart

[Upload org chart](#) [Add employee manually](#)

First name	Last name	Title	Resume	Edit	Delete
No records found.					

## 5. Insurance

Information about your company's insurance policy can be added to the Insurance tab.

**Company profile** [Download company profile](#)

- [Company profile](#)
- [My user info](#)
- [Admin](#)
- [Manage catalogs](#)
- [Tools](#)
- [Messages](#)

**General Info** **Business** **Owners** **Insurance** Notifications Classifications Qualifications

### Insurance information

We suggest that you upload an insurance acord from your insurance provider.

[Upload insurance acord](#)

Employers liability insurance: \$

Comprehensive general liability: \$  per occurrence

Comprehensive automobile liability: \$

Professional liability insurance: \$

Injury and damage insurance: \$  per occurrence Bodily

Injury and damage insurance: \$  per occurrence Property

Umbrella policy: \$

[Save](#) [Reset](#)

## 6. Notifications

You can manage the type and frequency of notifications you receive from BidSync on this tab. You can also manage the type(s) of agencies to receive notifications for using the settings on this page.

## Company profile

[Download company profile](#)

[Company profile](#)  
[My user info](#)  
[Admin](#)  
[Manage catalogs](#)  
[Tools](#)  
[Messages](#)

**General Info** | Business | Owners | Insurance | **Notifications** | Classifications | Qualifications

### Notification settings: Agency types

Check the type(s) of agencies with which you want to work.

<input checked="" type="checkbox"/> School District	<input checked="" type="checkbox"/> Municipality	<input checked="" type="checkbox"/> Federal
<input checked="" type="checkbox"/> University/College	<input checked="" type="checkbox"/> Community College	<input checked="" type="checkbox"/> Private
<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Port/Transit Authority	<input checked="" type="checkbox"/> Military
<input checked="" type="checkbox"/> County	<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> Builders Exchanges

### Notification type & frequency

Please add notices@bidsync.com to your address book to prevent spam filters from blocking them.

**- Email**

- Notify me of bids I've been invited to. ?
- Send me a confirmation message every time I submit offers on a bid. ?
- Notify me when a bid I participate in is tabulated. ?
- Notify me when a bid I participate in is awarded. ?
- Notify me as soon as an Order is placed. ?
- Send me a daily list of BidSync Links bids. ?
- Send me a daily list of BidSync Links PLUS bids. ?
- Send me exclusive special offers and promotions. ?

[Select All](#) [Clear All](#)

**+ FAX**

[Save](#) [Reset](#)

## 7. Qualifications

Add or manage your company's qualifications, search for certain agency qualifications or certifications, and check the status of qualifications you've submitted using this tab.

## Company profile

[Download company profile](#)

[Company profile](#)  
[My user info](#)  
[Admin](#)  
[Manage catalogs](#)  
[Tools](#)  
[Messages](#)

**General Info** | Business | Owners | Insurance | **Notifications** | Classifications | **Qualifications**

### Qualifications

#### Agency qualification lookup

\* Denotes agency that requires registration

Agency:

**My agencies** | **My qualifications**

Agency	Status
No records found.	

#### Standard qualifications

Below are standard qualifications; select any that your company qualifies for.

- DBE - Disadvantaged Business Enterprise
- MBE - Minority Business Enterprise
- SB - Small Business
- WBE - Women Business Enterprise

[Save](#) [Reset](#)