

#### Register for access to Shasta County, CA Business Opportunities

www.bidnetdirect.com/california/shastacounty





# **Vendor Benefits**

- In addition to having access to Shasta County's solicitations, by registering you will have the ability to:
  - Access to solicitation documents from participating agencies on California Purchasing Group
  - Access over 1,500 local, state, and federal government agencies across **California** (small subscription fee required)
  - Respond electronically to bid opportunities issued by all participating agencies
  - Receive email alerts of new solicitations and amendments at **no additional cost**.
  - Market your company through the Advertising Profile option (small subscription fee required)

www.bidnetdirect.com/california/shastacounty

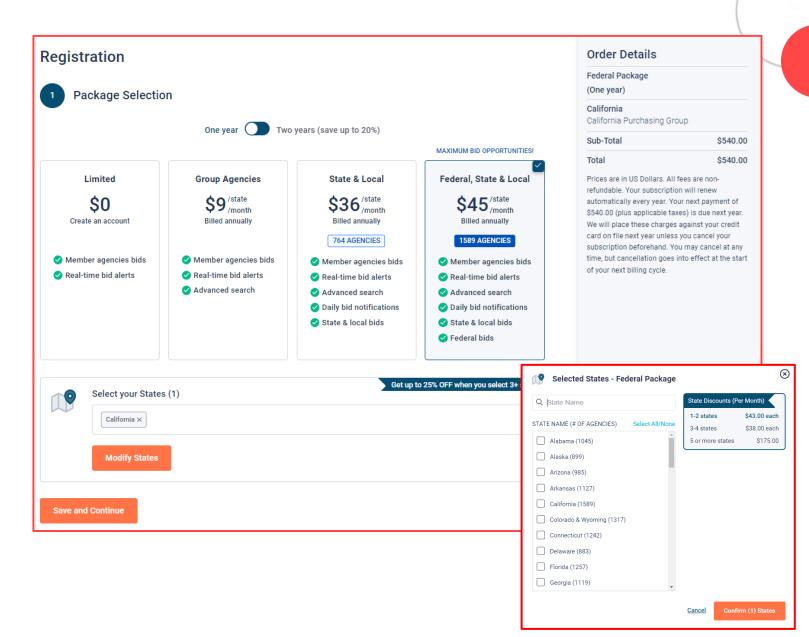






# **Package Selection**

- Select the package that makes the most sense for your company
- Shasta County has a special agreement with Bidnet Direct where you will receive bid opportunity notifications from all participating agencies on California Purchasing Group at no additional cost by selecting the *Limited* package. You will get the benefits under the *Group* package when selecting the *Limited* package.
- For maximum bid opportunities, you can select the *Federal* package to receive matching email notification from ALL
   Participating Member Agencies, other State & Local, and Federal bids across California (subscription fee required)
- You can also add more States you are interested in doing business by clicking "Modify States"
- Press Save and Continue



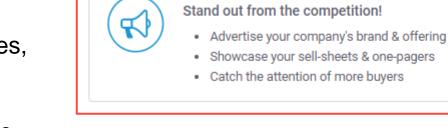
## **Personal Information**

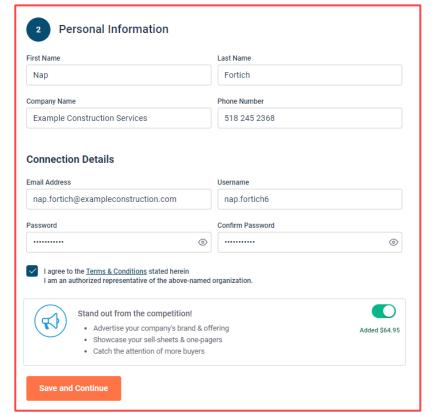
- In this section, you can provide the basic information of the user and your preferred login information
- Make sure to read the Terms & Conditions and attest that you are an authorized representative of your company.

irst Name	Last Name
Nap	Fortich
Company Name	Phone Number
Example Construction Services Connection Details	518 245 2368
Connection Details	518 245 2368 Username
Connection Details	Username

# Advertising Profile (Optional)

- Also in this section, an option is available to add your logo, product sell-sheets, catalogues, etc. to your company profile
- You can add this to your profile or click on the toggle to remove the Advertising Package. You can always add this later.
- Review your personal information and click "Save and Continue"
- Note: If you did not select any paid packages, the button will say "Finalize the Registration". Skip to page 7.





Added \$64.95

# Payment Information (if applicable)

- If any paid registration options were selected, you will be prompted to enter your credit card information
- You can review the amount and the user information on the right screen
- Finalize the registration

						Order Details	
3 Payment Method			VISA	AMERICAN EXPRESS		Federal Package (One year)	
Card Holder Name						California California Purchasing Group	
						Enhanced Advertising Profile	\$64
Card Number		Expiry Date	Security Code			Sub-Total	\$604
0000 0000 0000 0000		MM/YY	CVV	0		Total	\$604
Billing Address		Zip/Postal Code				refundable. Your subscription will rer automatically every year. Your next p \$604.95 (plus applicable taxes) is du We will place these charges against card on file next year unless you can subscription beforehand. You may ca time, but cancellation goes into effec of your next billing cycle.	ayment o le next ye your creo cel your ancel at a
		State/Province				User Information	
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ountry United States	~	Choose a state/	province	~		Nap Fortich	
	*		province	~		Nap Fortich Example Construction Service	es

### **Complete & Activate Account**

- This confirmation page will show your subscription details and the activation email will be sent to you in a few minutes
- Check your email to complete the registration process & verify your email address. Make sure to check your Spam Inbox if you have not received your activation email.
- Click on the link and login using the username and password you entered

Ø	bidnet di
Thank you for subscribing. Welcome, Nap Fortich.	Nap Fortich, Thank you for register
Your activation email is on its way to <b>nap.fortich@exampleconstruction.com</b> inbox. To continue and gain access to your account, follow the instructions indicated in the activation email. In the meantime, find your subscription details below.	Please note that you r registration: BidNet Direct - Examp Upon logging into Bidt complete your organiz
Subscription Details You purchased the Federal Package - California and Enhanced Advertising Package You will be charged \$604.95 (plus applicable taxes) yearly	If you need assistance Service hours are Mor Kind Regards, BidNe Account
Primary Contact	suppo
Example Construction Services	
518 245 2368	
Payment Method	

#### Sample Email:

	NEED HELP: 800-835-4603	HOME	
bid	Inet direct.		
	powered by mdf commerce		
Vap Foi	rtich,		
Thank y	you for registering on BidNet Direct.		
egistra	note that you must activate your account using the link below to finaliz titon: Direct - Example Construction Services Account Activation	e your	
	ogging into BidNet Direct for the first time, we recommend that you ver te your organization and contact information under the "My Account" s		
	eed assistance, please call BidNet Direct's Support Department at 80 hours are Monday-Friday from 8:00 am to 8:00 pm EST.	D-835-4603.	
(ind Re	egards,		
BidNe	Account Activation		
	- Activation		
suppo	Please enter the username and password you chose during you your account.	registration in ord	ler to activate
	Username		
	Password		
	Need Help? The BidNet Direct's Support Department is available Monday- EST.	Friday from 8:00 a	m to 8:00 pm
	ℯ 800-835-4603		
	📷 support@bidnet.com		

# **Category Code Selection**

- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
  - For automatic email notifications when you match with new solicitations
  - In your company profile for buyers to search & find by product/service requirements
  - For any "invitation" to bid manually requested by buyers

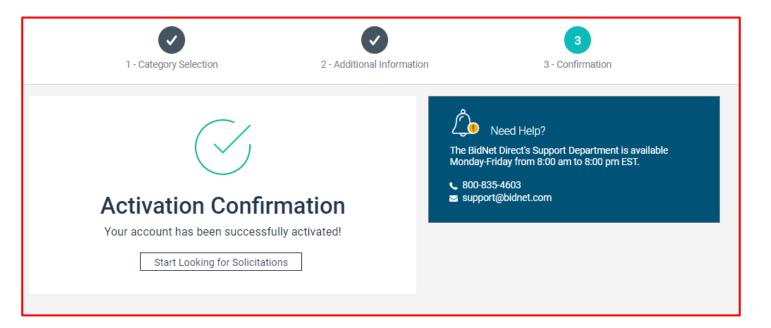
<ul> <li>NIGP Cate</li> </ul>	-		3 Selecto
Categories	selected (3)		
✓ 155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED		ů ^
15500	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED		Û
✓ 918	CONSULTING SERVICES		Û
91800	CONSULTING SERVICES		Û
91819	Buildings, Structures and Components Consulting Buildings, Structures and Components Consulting		۵ ۲
Categories		Consult	Q 6
✓ 905	AIRCRAFT AND AIRPORT OPERATIONS SERVICES		-
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting) Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)		
✓ 911	CONSTRUCTION AND UTILITIES, HIGHER EDUCATION		
91158	C.I.P., Special Consultants C.I.P., Special Consultants		
✓ 918	CONSULTING SERVICES		

# **Additional Information**

- Additional information such as your type of business structure, and any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile (agencies prefer this)
- This information is used:
  - In your company profile for buyers to search & find by product/service requirements
  - For any "invitation" to bid manually requested by buyers

		2	
1 - Category Selection	2 - Additiona	al Information	3 - Confirmation
Business Structure*  Public Corporation Private Corporation Partnership LLC or LLP Individual/Independent Contractor/Sole Proprietor Joint Venture Non-Profit Organization Government Agency Organization exempt under Sec 501 (a) Other		Business Type  Small Large Minority Owned Woman Owned Veteran Owned Disabled Disadvantaged Service Disabled Historically Underutilized Busine Historically Underutilized Busine Historically Black College or Un Other	ess (not located in a HUB Zone)
Owner Ethnicity Caucasian Hispanic Asian/Asian Pacific Sub-Continent Asian (Asian Indian) African American/Black Native American Other			
Number of Employees*		Established Since*	
11 to 50	~	2005	
₩-9 土 Upload W-9 form			

# **Registration Complete!**



- Login and start looking for open solicitations from Shasta County
- If you selected the paid e-mail notification for Group, Statewide or Federal Opportunities, new notifications of solicitations that match your profile will start immediately
- Need help registering or navigating the system? Contact the Bidnet Direct Vendor Support team at 800-835-4603, option 2