

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*	Comple Creat Completion	
organization Name"	Sample Grant 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		
	e <u>Terms & Conditions</u> stated herein. orized representative of the above-named or	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
	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)		~
Categories Se	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

Classifications	
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)	
No	
Contractor Licenses License(s) Select options	
< <u>Previous</u> Activate	



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
ControlActivation ConfirmationYour account has been successfully activated!Start Looking for Solicitations	 ▶ 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
Qualification Required You may be eligible to apply for a qualification or MBE/SB certification program. Please click the button to check for eligibility and to apply. Apply for Qualification	





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



SANDAG

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

Enter your **Password**

Click Login

Login					
Username		1			
Password					
	Forgot your password?		Logia		
> Need Help?			Login		
	Support Department is available N	Nonday-Friday from 8:00 am to 8:	00 pm EST.		
€ 800-835-4603 Support@bidnet.	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

		bidnet direct.				
Login						
Username						
Password						
	Forgot your password	<u>!?</u>				
		-	Login			
> Need Help?		Mandau Esidau fasar 0.00 ara ta 0.0	0			
The BidNet Direc		Monday-Friday from 8:00 am to 8:0	0 pm EST.			
*	t Support Department is available	Monday-Friday from 8:00 am to 8:0	0 pm EST.			
The BidNet Direc	t Support Department is available .com	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

$\leftarrow \rightarrow C \land \square$	bidnetdirect.com/priva	te/supplier/cont	tacts			Q 12 \$	*		
	bianetaneet.com/priva								ľ
	SOLICITATIONS REPOR	TS PARTICIPATING	ORGANIZATIONS					?)
Contacts Sample Grant Organization Con	ntact List			Search by Name or Con	tact Number	Q A	dvanced	Ado	
1 result found									
Name 🔺	Username	Contact Number	Job Title	Role	City	State/Prov/Re	gion Sta	us	
Jenny Russo 💄	jenny.russo@sandag.org	13098601	Grants Program Manager	Supplier Admin	San Diego	California	AC	TIVE	
	y.							ered by 🃭	7



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





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.

ontacts					Search by Name or (Contact Number	Q	Advanced	
ANDAG Grants Co	ontact List						-		Add
	Sector Test Test has been successfully created. An email confirming this user's activation	has been sent to the following email add	dress: jenny.russo@sandag.org.						
	Name 🔺	Username	Contact Number Job Title	Role	City	State/Prov/Region	Status		
	SANDAG Grants Distribution 🄱	grantsdistribution@sandag.org	13209351	Supplier Admin	San Diego	California	Active	:	
		grantstest	13402176	Supplier Admin	Test	California	Active		
	Test Test 2 results found						Acure		
								•	





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