

BidNet Registration Guide for City of Rochester Vendors

Registering as a Vendor on BidNet

The City of Rochester has made an improvement to its process for public bids. City bids for goods, services and public works contracts are now available through BidNet, a public bidding service with hundreds of municipal bid listings.

In order to view public bid listings for the City of Rochester, potential bidders must register as Vendors on BidNet, this guide is meant to provide further information to help potential bidders register.

There is no charge to view the bid information posted on BidNet.

BidNet does offer a paid subscription which notifies companies of upcoming relevant bids for a fee of \$89.95 per year. This subscription is not required to view bid information posted by the City of Rochester.

Instructions on page 7 of this guide describes how to register for free.

Throughout the registration process BidNet provides registration tips and information on why they require certain information on the right hand side of the page.

Vendors may also contact BidNet directly for customer support Monday through Friday 8:00 am to 8:00 pm at 800-835-4603.

BidNet Registration Guide for City of Rochester Vendors

Section 1- Identification

Vendors must enter four categories of information on this page: Organization Information, Contact Information, Login Credentials, and Terms and Conditions.

The screenshot shows the BidNet Direct website's registration process. At the top, there's a header with the BidNet Direct logo, a 'Need Help: 800-835-4603' button, and 'Vendor Registration' and 'Login' buttons. Below the header is a navigation bar with links: Home, Open Bids, Closed Bids, Vendor Services, Buyer Services, Purchasing Groups, and Company. The main content area is titled 'REGISTRATION' and features a progress bar with four steps: 1- Identification (active), 2- Additional Information, 3- Subscription, and 4- Confirmation. The '1- Identification' section is divided into four sub-sections: Organization Information, Contact Information, Login Credentials, and Terms and Conditions. The Organization Information section includes fields for Organization Name*, Address*, City*, Country (a dropdown menu), and Zip/Postal Code*. The Contact Information section includes fields for Job Title, Greetings* (a dropdown menu), First Name*, Initial, Last Name*, Phone* (with an ext. field), Fax, Email*, Email Confirmation*, and Time Zone* (a dropdown menu). The Login Credentials section includes fields for Desired Username*, Desired Password*, and Password Confirmation*. The Terms and Conditions section includes two checkboxes: 'I want to receive further offers from BidNet Direct' and 'I agree to the Terms & Conditions stated herein. I am an authorized representative of the above-named organization.' A 'NEXT' button is located at the bottom right of the Terms and Conditions section. To the right of the registration form, there is a sidebar with the text 'Have registration questions? Vendor Support is here to help' followed by 'Monday-Friday from 8:00 am to 8:00 pm EST' and a phone icon with the number '800-835-4603'. Below this is a 'Registration Tip:' section with the text 'Double check the accuracy of your email, company name and contact information as this is how you will receive bid notifications and what buyers will see when viewing your vendor profile.' At the bottom of the sidebar is a section titled 'You are just a few simple steps away from:' followed by a bulleted list: 'Receiving real-time notifications of matched bids & RFPs', 'Instant notification of addendum from buyers', 'Full access to online bid documents', 'Promoting your products & services to buyers', and 'And so much more!'.

BidNet DIRECT

Need Help: 800-835-4603 | Vendor Registration | Login

Home | Open Bids | Closed Bids | Vendor Services | Buyer Services | Purchasing Groups | Company

REGISTRATION

1- Identification | 2- Additional Information | 3- Subscription | 4- Confirmation

Organization Information

Organization Name* | Address* | City* | Country* | Zip/Postal Code*

Contact Information

Job Title | Greetings* | First Name* | Initial | Last Name* | Phone* | ext. | Fax | Email* | Email Confirmation* | Time Zone*

Login Credentials

Desired Username* | Desired Password* | Password Confirmation*

Terms and Conditions

☐ I want to receive further offers from BidNet Direct

☐ I agree to the [Terms & Conditions](#) stated herein.
I am an authorized representative of the above-named organization.

NEXT

Have registration questions?
Vendor Support is here to help
Monday-Friday from 8:00 am to 8:00 pm EST
800-835-4603

Registration Tip:
Double check the accuracy of your email, company name and contact information as this is how you will receive bid notifications and what buyers will see when viewing your vendor profile.

You are just a few simple steps away from:

- Receiving real-time notifications of matched bids & RFPs
- Instant notification of addendum from buyers
- Full access to online bid documents
- Promoting your products & services to buyers
- And so much more!

Vendors must complete each field with a red star, as well as the field for “Country”. Once the vendor selects a country, they will see an additional drop down menu to select a state, and then another new menu to select a county. The vendor may only select one state and one county, and should select the state and county of their organization’s location.

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The screenshot shows the BidNet DIRECT website interface. At the top, there is a header with the BidNet DIRECT logo on the left, a "Need Help: 800-835-4603" link in the center, and "Vendor Registration" and "Login" buttons on the right. Below the header is a navigation bar with links: Home, Open Bids, Closed Bids, Vendor Services, Buyer Services, Purchasing Groups, and Company. The main content area is titled "REGISTRATION" and features a progress bar with four steps: 1- Identification (active), 2- Additional Information, 3- Subscription, and 4- Confirmation. Under the "1- Identification" step, there is a section for "Organization Information" with the following fields: Organization Name* (City of Rochester Vendor Example), Address* (30 Church Street), City* (Rochester), Country (United States), State/Province* (New York), County/Region* (Monroe County), and Zip/Postal Code* (14614). To the right of the form, there is a sidebar with the heading "Have registration questions?" and "Vendor Support is here to help", followed by the support hours "Monday-Friday from 8:00 am to 8:00 pm EST" and the phone number "800-835-4603". Below this, a "Registration Tip:" section advises users to "Double check the accuracy of your email, company name and contact information as this is how you will receive bid notifications and what buyers will see when viewing your vendor profile."

BidNet DIRECT

Need Help: 800-835-4603 | [Vendor Registration](#) | [Login](#)

Home | Open Bids | Closed Bids | Vendor Services | Buyer Services | Purchasing Groups | Company

REGISTRATION

1- Identification | 2- Additional Information | 3- Subscription | 4- Confirmation

Organization Information

Organization Name* City of Rochester Vendor Example

Address* 30 Church Street

City* Rochester

Country United States

State/Province* New York

County/Region* Monroe County

Zip/Postal Code* 14614

Have registration questions?

Vendor Support is here to help

Monday-Friday from 8:00 am to 8:00 pm EST

800-835-4603

Registration Tip:

Double check the accuracy of your email, company name and contact information as this is how you will receive bid notifications and what buyers will see when viewing your vendor profile.


Within "Terms and Conditions" vendors do not need to select "I would like to receive further offers from BidNet", unless they would like to do so. Vendors must agree to the Terms and Conditions.

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Section 2- Additional Information

This section provides information about the products and services your organization offers directly to buyers, and is used by BidNet to match your organization to relevant bid offerings. BidNet matches bids and potential bidders by tagging both bidders and bid offerings with relevant NIGP (National Institute of Government Purchasing) commodity codes.

Vendors must select at least one NIGP code to register. Code numbers can be found by searching by keywords or NIGP numbers relevant to the vendor's business. There is an option to browse through NIGP codes, however it is much easier to use the search function.



[Need Help: 800-835-4603](#)[Vendor Registration](#)[Login](#)

[Open Bids](#)[Closed Bids](#)[Vendor Services](#)[Buyer Services](#)[Purchasing Groups](#)[Company](#)

REGISTRATION

[1- Identification](#)[2- Additional Information](#)[3- Subscription](#)[4- Confirmation](#)

Working Categories

It is important to select categories for every product or service that your business provides. You can search for specific categories or browse through all categories.

Selected Category

Please specify your organization's working categories.

NIGP CATEGORY

Add Categories

[Search](#)[Browse](#)

You can search for codes by typing specific keywords related to your business.

[SEARCH](#)[Clear](#)[All Categories](#)

This copy of the NIGP Code is the property of the National Institute of Governmental Purchasing, Inc. (NIGP), is displayed and used by BidNet under license from Periscope Holdings, Inc. (the authorized sub-licensor of NIGP), and is protected under the copyright laws of the United States. It may not be copied or used (in whole or part) by any party unless such party is authorized to do so under the terms of a written license agreement entered into with NIGP or its authorized sub-licensors expressly authorizing such party to use the NIGP Code. Unauthorized copying or use is prohibited. Dated: January 2016

[PREVIOUS](#)[NEXT](#)

Have registration questions about NIGP Codes?

Vendor Support is here to help

Monday-Friday from 8:00 am to 8:00 pm EST
[800-835-4603](#)

Registration Tip:

Search by keyword to find all relevant codes.

Select the NIGP codes that most closely match your products and services offered. These codes are how participating buyers distribute bid opportunities. Your real-time solicitation matches will be based on these code selections.

In addition, statewide notification of other matching bids throughout specific regions will be distributed to you based on your NIGP code selections.

Select your relevant NIGP Codes by Categories to begin:

- Receiving real-time alerts of bids & RFPs matching these codes
- Instant notification of addendum
- Full access to online bid documents
- Promoting your products & services to buyers
- And so much more!

BidNet Registration Guide for City of Rochester Vendors

Once a search is returned, selecting a three digit code will select all sub-categories within that code. Vendors may also select individual subcategories. Vendors may select any category or subcategory of goods and services they provide.

The screenshot shows the BidNet DIRECT registration interface. At the top, there's a navigation bar with links: Open Bids, Closed Bids, Vendor Services, Buyer Services, Purchasing Groups, and Company. Below this is the 'REGISTRATION' section with a progress bar indicating steps: 1- Identification, 2- Additional Information, 3- Subscription, and 4- Confirmation. A 'Working Categories' section explains the importance of selecting categories. A 'Selected Categories (42)' list shows 'NIGP (42 selected)' and '909 PUBLIC WORKS AND RELATED SERVICES'. A 'NIGP CATEGORY' section allows searching for codes, with 'public works' entered. A list of codes is shown, including 909, 90900, 90910, 90925, 90926, and 90933. A 'Registration Tip' section provides guidance on selecting codes. A 'Select your relevant NIGP Codes by Categories to begin' section lists benefits like receiving real-time alerts and instant notification of addendum.

OR

This screenshot shows the same BidNet DIRECT registration interface as the previous one, but with a different selection. The 'Selected Categories (3)' list now shows 'NIGP (3 selected)' and '909 PUBLIC WORKS AND RELATED SERVICES'. The 'NIGP CATEGORY' search results show a list of codes: 90900, 90910, 90925, 90926, and 90933. The 'Registration Tip' and 'Select your relevant NIGP Codes by Categories to begin' sections are identical to the previous screenshot.

If your business plans to bid on Public Works Contracts through the City of Rochester, we in the Bureau of Purchasing recommend selecting all of the following three digit codes: 909, 912, 913, and 914.

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3-Subscription

In this section Vendors must select the purchasing group or groups they are interested in, and the type of subscription they would like for bids in that group.

For access to City of Rochester bids the vendor must select the Empire State Purchasing Group, they may register for as many purchasing groups as they wish to do business in.

The screenshot displays the 'REGISTRATION' process at BidNet, specifically the '3-Subscription' step. The navigation bar at the top includes links for 'Open Bids', 'Closed Bids', 'Vendor Services', 'Buyer Services', 'Purchasing Groups', and 'Company'. The registration progress is shown as: 1- Identification, 2- Additional Information, 3- Subscription (current), and 4- Confirmation. A large black arrow points to the 'Empire State Purchasing Group' checkbox in the list of available groups. The list includes groups from California to Virginia. To the right, a map of the United States highlights the Empire State in red. Below the list, there are three informational sections: 'What is a Purchasing Group?', 'By state or region', and 'Expanded bid opportunities for vendors'. The footer contains links for 'OPEN BIDS', 'VENDOR REGISTRATION', and 'BIDNETDIRECT ON GOOGLE+'.

REGISTRATION

1- Identification 2- Additional Information **3- Subscription** 4- Confirmation

[Select All Available Purchasing Groups](#)

- ☐ California Purchasing Group
- ☒ Empire State Purchasing Group
- ☐ Georgia Purchasing Group
- ☐ Illinois Purchasing Group
- ☐ Louisiana Purchasing Group
- ☐ Maryland Purchasing Group
- ☐ Massachusetts Purchasing Group
- ☐ Mississippi Purchasing Group
- ☐ Missouri Purchasing Group
- ☐ New Jersey Purchasing Group
- ☐ New Mexico Purchasing Group
- ☐ North Carolina Purchasing Group
- ☐ Ohio Purchasing Group
- ☐ Oklahoma Purchasing Group
- ☐ Pennsylvania Purchasing Group
- ☐ Rocky Mountain e-Purchasing System
- ☐ South Carolina Purchasing Group
- ☐ Texas Purchasing Group
- ☐ Virginia Purchasing Group

What is a Purchasing Group?
BidNet's regional purchasing groups offer the vendor community direct access to exclusive government bid opportunities within a state or region.

By state or region
Which state(s) do you want to expand your local government business in? Select and join the purchasing group associated with that state or region. As new government agencies join the regional purchasing group, vendors have automatic access to new agency bids as well.

Expanded bid opportunities for vendors
Access a targeted list of relevant bids and select the Group Notification option for added benefits including automatic receipt of matching bid opportunities posted within the purchasing group.
Looking for even more bids within the state? Choose the Statewide Notification option to have access to bids from state and local agencies, even if they are not directly participating through a purchasing group.

[OPEN BIDS](#) [VENDOR REGISTRATION](#) [BIDNETDIRECT ON GOOGLE+](#)

BidNet Registration Guide for City of Rochester Vendors

Once the vendor chooses which purchasing groups they would like to access, they will be asked to select a Subscription Plan. Vendors have three subscription options: Limited Access (FREE), Purchasing Groups (\$89.95/year), and Statewide Bids (\$299.00). There are discounts based on bulk purchases and two-year subscriptions.

The screenshot shows the BidNet DIRECT registration process. At the top, there's a header with the BidNet DIRECT logo, a 'Need Help: 800-835-4603' button, and 'Vendor Registration' and 'Login' buttons. Below the header is a navigation bar with links: Home, Open Bids, Closed Bids, Vendor Services, Buyer Services, Purchasing Groups, and Company. The main section is titled 'REGISTRATION' and shows a progress bar with four steps: 1- Identification, 2- Additional Information, 3- Subscription (current step), and 4- Confirmation. Below the progress bar, it says 'Select a plan for each state'. There's a table comparing three subscription plans: Limited Access (\$0), Purchasing Groups (\$89 / Year), and Statewide Bids (\$299 / Year). The Statewide Bids plan is highlighted with a blue border and labeled 'MAXIMUM BID OPPORTUNITIES'. Below the table, there's a 'GROUPS' section with a list of purchasing groups, including 'Empire State Purchasing Group', and buttons to 'SELECT' or 'Add More Groups'. At the bottom, there's a 'LIMITED SERVICE' section and navigation buttons for 'PREVIOUS' and 'NEXT'.

	Limited Access \$0	Purchasing Groups \$89 / Year Discount for 3+ groups	Statewide Bids \$299 / Year Discount for 3+ states
Access Bids from Purchasing Group Agencies	✓	✓	✓
Receive matching bid & addenda notifications	✗	✓	✓
Filter bids through advanced search	✗	✓	✓
Access a dashboard of your bid history	✗	✓	✓
Receive expiring term contract opportunities	✗	✓	✓
Access more bids through the entire State	✗	✗	✓
Filter statewide bids through advanced search	✗	✗	✓
Receive notice of additional State & Local bids	✗	✗	✓

GROUPS

Empire State Purchasing Group 202 agencies 943 agencies

+ Add More Groups

LIMITED SERVICE

PREVIOUS NEXT

OPEN BIDS
CLOSED BIDS

VENDOR REGISTRATION
BUYER DEMO REQUEST

BIDNETDIRECT ON GOOGLE+

Limited Access is free and will give vendors the ability to view and download specifications in the purchasing groups selected.

The Purchasing Group subscription offers registered vendors an e-mail notification service, which will notify vendors about bids offered by any of the local government agencies in within the group.

Statewide Bids subscription goes beyond the group subscription to include other statewide bid offerings, and the ability to advertise to buyers.

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Vendors are then asked whether or not they would like to purchase enhanced advertising for \$49.95 per year.

The screenshot shows the BidNet DIRECT website's Vendor Registration process, specifically Step 3: Subscription. The page has a header with the BidNet DIRECT logo, a phone number (800-825-4023), and buttons for 'Vendor Registration' and 'Login'. A navigation bar includes links for 'Open Bids', 'Closed Bids', 'Vendor Services', 'Buyer Services', 'Purchasing Groups', and 'Company'. The main heading is 'REGISTRATION', with a progress bar showing four steps: 1- Identification, 2- Additional Information, 3- Subscription (current), and 4- Confirmation.

Get the Competitive Advantage

Thousands of companies use our system to respond to government bids. Add the Enhanced Advertising Profile to let buyers know what sets YOU apart:

- Stand out from your competition
- Advertise your company's brand, product, & services
- Showcase your sellshers & one-pagers
- List your company & offering details
- Catch the eye of more buyers

Get the Enhanced Advertising Profile & get the competitive advantage.

☐ Not Now ☒ Add to Profile: \$49.95
* Taxes may apply

[PREVIOUS](#) [NEXT](#)

Enhanced Advertising Profile Tip:
Add a video of your product or services to be viewed by our participating government buyers!

YOUR COMPANY HERE
1234 N. Main St.
Rochester, NY 14601
(716) 555-1234
info@yourcompany.com

Company Description
Your Company's description of your business.

Products & Services Highlights
Highlight your Products & Services to show to Government Buyers.

Key Customers
Your key Government Customers.

[ADD VIDEO HERE](#)

[OPEN BIDS](#)
[CLOSED BIDS](#)
[BUYER SERVICES](#)
[PURCHASING GROUPS](#)
[PARTICIPATING AGENCIES](#)
[COMPANY](#)

[VENDOR REGISTRATION](#)
[BUYER DEMO REQUEST](#)
[PRIVACY POLICY](#)
[TERMS & CONDITIONS](#)

[BIDNETDIRECT ON GOOGLE+](#)

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BidNet Registration Guide for City of Rochester Vendors

If the vendor chooses to pay for a subscription, or decided to purchase enhanced advertising, the next screen will require payment information.

The screenshot shows the BidNet DIRECT registration interface. At the top, there is a header with the BidNet DIRECT logo, a "Need Help: 800-835-4603" link, and buttons for "Vendor Registration" and "Login". Below the header is a navigation bar with links for "Open Bids", "Closed Bids", "Vendor Services", "Buyer Services", "Purchasing Groups", and "Company". The main content area is titled "REGISTRATION" and features a progress bar with four steps: "1- Identification", "2- Additional Information", "3- Subscription" (which is highlighted), and "4- Confirmation".

Under the "Subscription" step, there are two sections:

- Subscription Details:** A box containing the text "Please review the following registration details and enter your credit card information. This information will be used to process the charges below. It will be securely stored in your profile and be used for any subsequent charges." Below this, it shows "Subscription Type: One Year Subscription: (01/17/2017 to 01/16/2018)" and "Free Services: Mississippi Purchasing Group".
- Transaction Details:** A box containing the text "The following charges will be placed against your credit card immediately." Below this is a table showing charges: "Mississippi Statewide Notification" for \$299.00, "Sales Tax" for \$23.92, and a "Total" of \$322.92.

Below these sections is a "Credit Card Information" form with fields for "Credit Card Type*" (with a dropdown menu and logos for VISA, MasterCard, and AMEX), "Card Number*", "Expiration Date*" (with month and year dropdowns), "Card Holder's Name*", and "Security Code*". A note at the bottom states: "Prices are in US Dollars. All fees are non-refundable. Subscription is automatically renewed unless cancelled before the date of renewal." At the bottom right of the form are two buttons: "PREVIOUS" and "COMPLETE REGISTRATION".

On the right side of the registration screen, there is a "Have a question?" section with the text "Vendor Support is here to help" and "Monday-Friday from 8:00 am to 8:00 pm EST" and a phone icon with the number "800-835-4603".

If the vendor does not select any paid subscription they will see a screen similar to the one below:

The screenshot shows the BidNet DIRECT registration interface, similar to the previous one, but with different subscription details. The progress bar still shows "1- Identification", "2- Additional Information", "3- Subscription" (highlighted), and "4- Confirmation".

Under the "Subscription" step, there is one section:

- Subscription Details:** A box containing the text "Please review the following registration details:". Below this, it shows "Subscription Term: 6-Month Subscription (01/17/2017 to 07/17/2017)" and "Group(s): Mississippi Purchasing Group".

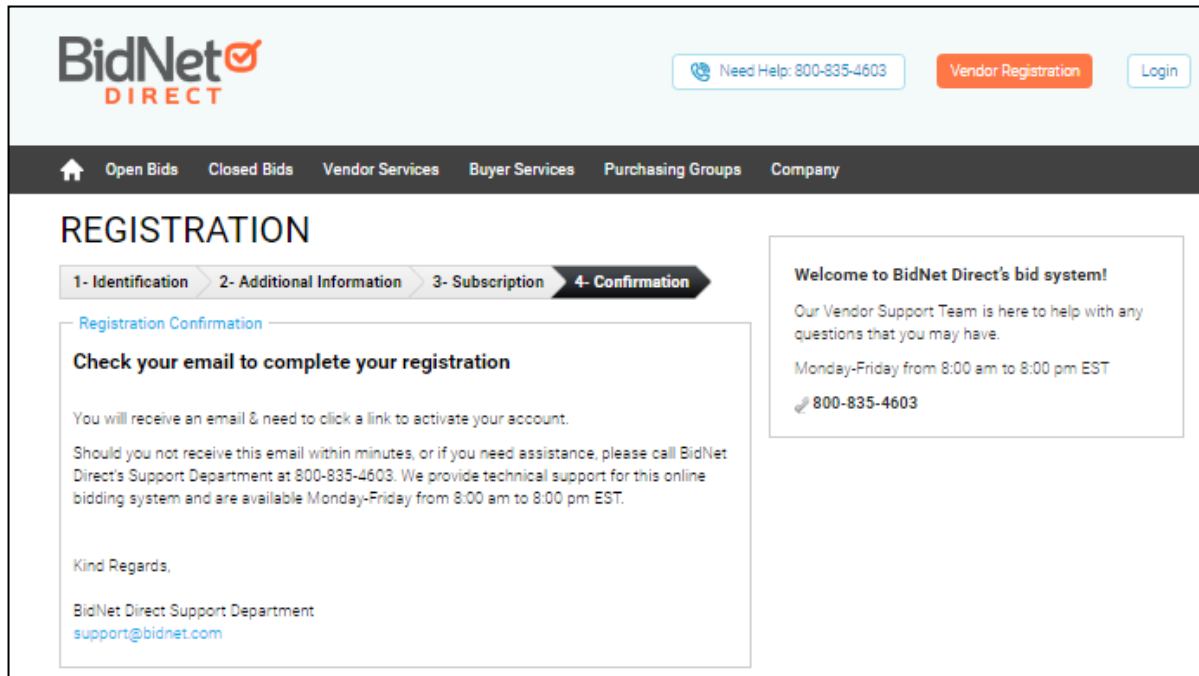
At the bottom right of the form are two buttons: "PREVIOUS" and "COMPLETE REGISTRATION".

The Basic Subscription must be "renewed" every six months, to do so vendors will need to confirm all organization and contact information.

BidNet Registration Guide for City of Rochester Vendors

4- Confirmation

All done! Vendors must check their email for confirmation information, and follow any directions contained in the email.



Once a vendor is logged into BidNet Direct, they can copy and paste <http://www.bidnetdirect.com/new-york/city-of-rochester> to go directly to the City of Rochester Bid Opportunities.

Vendors must already be logged in to view bid listings.