

# **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.

**BidNet DIRECT** 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

**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 left is the BidNet DIRECT logo. To the right are links for 'Need Help: 800-835-4603', 'Vendor Registration', and 'Login'. A navigation bar contains 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', and '4- Confirmation'. The '1- Identification' step is active, showing a form for 'Organization Information'. The form fields are: 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 is a support section titled 'Have registration questions?' with 'Vendor Support is here to help' and contact details: 'Monday-Friday from 8:00 am to 8:00 pm EST' and '800-835-4603'. A 'Registration Tip' section below that advises: '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.

**BidNet DIRECT** 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.

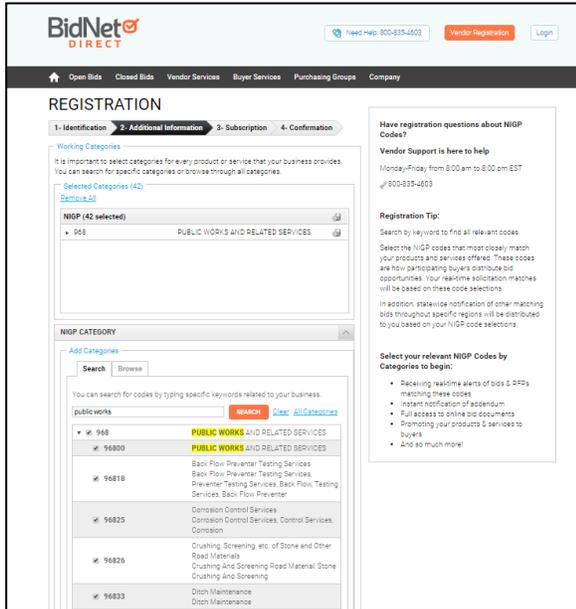
In addition, statewide notification of other matching bids throughout specific regions will be distributed to you based on your NIGP code selections.

**Select your relevant NIGP Codes by Categories to begin:**

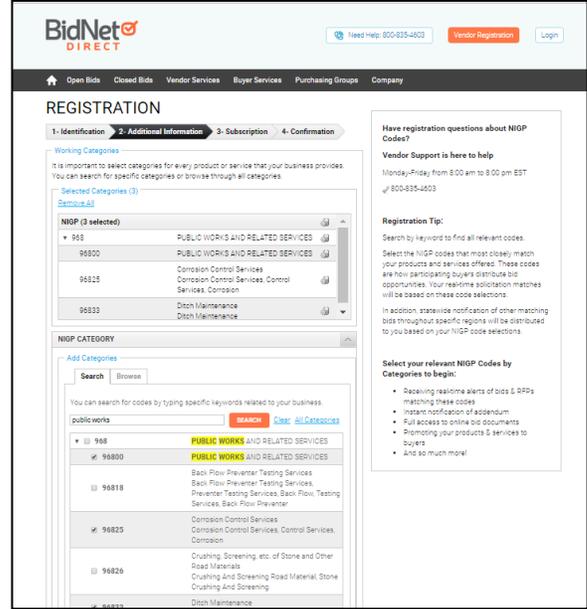
- Receiving real-time alerts of bids & RFPs matching these codes
- Instant notification of addendum
- Full access to online bid documents
- Promoting your products & services to buyers
- And so much more!

# 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.



OR



**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.**

# BidNet Registration Guide for City of Rochester Vendors

## 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 step 3, 'Subscription'. The navigation bar at the top includes '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', and '4- Confirmation'. A 'PREVIOUS' button is on the left and a 'NEXT' button is on the right.

Under the heading 'Select All Available Purchasing Groups', a list of 20 purchasing groups is provided, each with a checkbox. The 'Empire State Purchasing Group' checkbox is checked, and a black arrow points to it from the left. The other groups are: California, Georgia, Illinois, Louisiana, Maryland, Massachusetts, Mississippi, Missouri, New Jersey, New Mexico, North Carolina, Ohio, Oklahoma, Pennsylvania, Rocky Mountain e-Purchasing System, South Carolina, Texas, and Virginia.

To the right of the list is a map of the United States with the state of New York highlighted in red. Below the map are 'PREVIOUS' and 'NEXT' buttons.

At the bottom of the page, there are three informational sections:

- 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.

At the very bottom, there are links for 'OPEN BIDS', 'VENDOR REGISTRATION', and '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.

**REGISTRATION**

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

Select a plan for each state

	Limited Access \$0	Purchasing Groups \$89 / Year <small>Discount for 3+ groups</small>	MAXIMUM BID OPPORTUNITIES Statewide Bids \$299 / Year <small>Discount for 3+ states</small>
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

LIMITED SERVICE

[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.

# BidNet Registration Guide for City of Rochester Vendors

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 interface. At the top, there is a navigation bar with links for Open Bids, Closed Bids, Vendor Services, Buyer Services, Purchasing Groups, and Company. The main heading is 'REGISTRATION' with a progress indicator showing four steps: 1- Identification, 2- Additional Information, 3- Subscription (current step), and 4- Confirmation. Below this, a section titled 'Get the Competitive Advantage' explains the benefits of an Enhanced Advertising Profile, such as standing out from competition and showcasing products. A call-to-action button offers to 'Add to Profile' for \$49.95. To the right, a preview of the 'Enhanced Advertising Profile' is shown, including a company logo, name, address, phone number, and a description of products and services.

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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 navigation bar with a home icon and links for Open Bids, Closed Bids, Vendor Services, Buyer Services, Purchasing Groups, and Company. The main heading is "REGISTRATION" with a progress bar indicating four steps: 1- Identification, 2- Additional Information, 3- Subscription (current), and 4- Confirmation. A "Subscription Details" section contains 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 lists "Subscription Type: One Year Subscription: (01/17/2017 to 01/16/2018)" and "Free Services: Mississippi Purchasing Group". A "Transaction Details" table shows charges for Mississippi Statewide Notification (\$299.00), Sales Tax (\$23.92), and a Total of \$322.92. A "Credit Card Information" section includes fields for Credit Card Type (with VISA, MasterCard, and AMEX icons), Card Number, Expiration Date (Month and Year dropdowns), Card Holder's Name, and Security Code. A note 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 are "PREVIOUS" and "COMPLETE REGISTRATION" buttons. A sidebar on the right titled "Have a question? Vendor Support is here to help" provides contact information: "Monday-Friday from 8:00 am to 8:00 pm EST" and "800-835-4603".

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

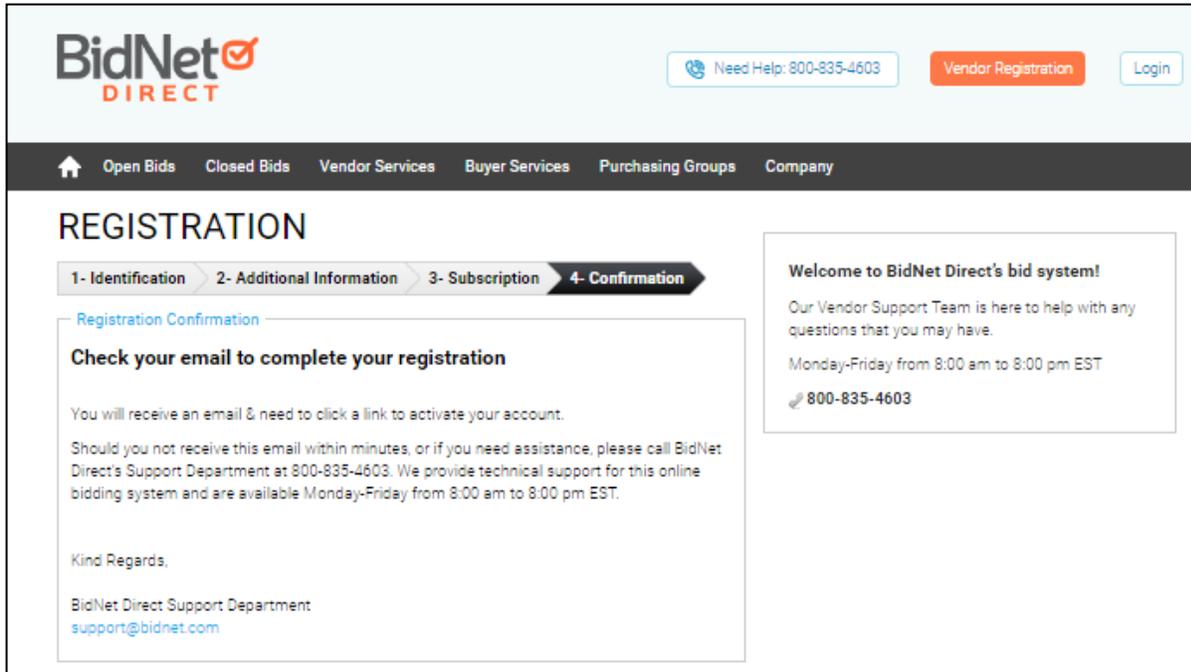
This screenshot shows a similar registration page but for a 6-month subscription. The progress bar highlights step 3- Subscription. The "Subscription Details" section contains the text: "Please review the following registration details:" followed by "Subscription Term: 6-Month Subscription (01/17/2017 to 07/17/2017)" and "Group(s): Mississippi Purchasing Group". At the bottom are "PREVIOUS" and "COMPLETE REGISTRATION" buttons. The sidebar on the right is identical to the previous screenshot.

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.*