

# **BidNet Registration Guide for City of Rochester Vendors**

## **Registering as a Vendor on BidNet**

The City of Rochester has improved the ability to obtain public bid documents using the internet. 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, 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 and download 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 in this guide describe how to register and find City of Rochester bid information for free on BidNet.

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.

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## Section 1- Identification

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

Vendors must complete each field with a red star.

Call Us: 800-835-4603 Login

**BidNet DIRECT** Bids Participating Agencies Vendor Packages Purchasing Groups Buyer Solutions **Vendor Registration**

### REGISTRATION

1- Identification 2- Subscription 3- Payment 4- Confirmation

**Organization Information**

Organization Name\*

Address\*

City\*

Country\* United States

State/Province\*

Zip/Postal Code\*

**Contact Information**

Job Title

First Name\*  Initial

Last Name\*

Phone\*  ext.

Email\*

Email Confirmation\*

Time Zone\*

**Login Credentials**

Desired Username\*

Desired Password\*

Password Confirmation\*

**Terms and Conditions**

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!

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## 2 - 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, however they may register for as many purchasing groups as they wish.



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1- Identification **2- Subscription** 3- Payment 4- Confirmation

[Select All Available Purchasing Groups](#)

- California Purchasing Group
- Empire State Purchasing Group
- Florida Purchasing Group
- Georgia Purchasing Group
- Illinois Purchasing Group
- Louisiana Purchasing Group
- Maryland Purchasing Group
- Massachusetts Purchasing Group
- Mississippi Purchasing Group
- Missouri Purchasing Group
- MITN 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

PREVIOUS NEXT

PREVIOUS NEXT

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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.

	Limited Access \$0	Purchasing Groups \$89 / Year <small>Discount for 3+ groups</small>	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	202 agencies	943 agencies
Empire State Purchasing Group	SELECTED	SELECT
+ Add More Groups		

PREVIOUS NEXT

OPEN BIDS VENDOR REGISTRATION + CALIFORNIA PURCHASING GROUP

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. If you do not want this service select “Not Now” followed by “Next”.

The screenshot shows the BidNet Direct registration interface. At the top, there is a navigation bar with the BidNet Direct logo and links for Bids, Participating Agencies, Vendor Packages, Purchasing Groups, Buyer Solutions, and Vendor Registration. Below the navigation bar, the page is titled 'REGISTRATION' and features a progress indicator with four steps: 1- Identification, 2- Subscription, 3- Payment, and 4- Confirmation. The main content area is titled 'Get the Competitive Advantage' and includes a list of benefits for adding an Enhanced Advertising Profile. A dark grey button with the text 'Not Now' and 'Add to Profile: \$49.95' is highlighted with a black arrow. Below this button are 'PREVIOUS' and 'NEXT' navigation links, with the 'NEXT' link also highlighted by a black arrow. On the right side of the page, there is a section titled 'Enhanced Advertising Profile Tip' and a preview of a vendor's profile, which includes fields for company name, address, phone number, email, and a video player.

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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 process at the 'Payment' step. The navigation bar includes 'Bids', 'Participating Agencies', 'Vendor Packages', 'Purchasing Groups', 'Buyer Solutions', and 'Vendor Registration'. The 'REGISTRATION' section has a progress bar with steps: 1- Identification, 2- Subscription, 3- Payment (active), and 4- Confirmation. Under 'Subscription Details', it says: '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. Subscription Type: One Year Subscription: (10/19/2017 to 10/18/2018) Free Services: Empire State Purchasing Group'. Under 'Transaction Details', a table lists charges: 'Enhanced Advertising Profile' for \$49.95 and 'Sales Tax' for \$4.00, with a 'Total' of \$53.95. The 'Credit Card Information' section has fields for 'Credit Card Type\*' (with VISA, MasterCard, and Discover icons), 'Card Number\*', 'Expiration Date\*' (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.' Buttons for 'PREVIOUS' and 'COMPLETE REGISTRATION' are at the bottom right.

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 process at the 'Payment' step. The navigation bar is the same as the previous screenshot. The 'REGISTRATION' section has the same progress bar. Under 'Subscription Details', it says: 'Please review the following registration details: Subscription Term: 12-Month Subscription (10/19/2017 to 10/19/2018) Group(s): Empire State Purchasing Group'. Buttons for 'PREVIOUS' and 'COMPLETE REGISTRATION' are at the bottom right.

The Basic Subscription must be “renewed” every six months. To do so vendors will simply need to confirm all organization and contact information.

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## 4- Confirmation

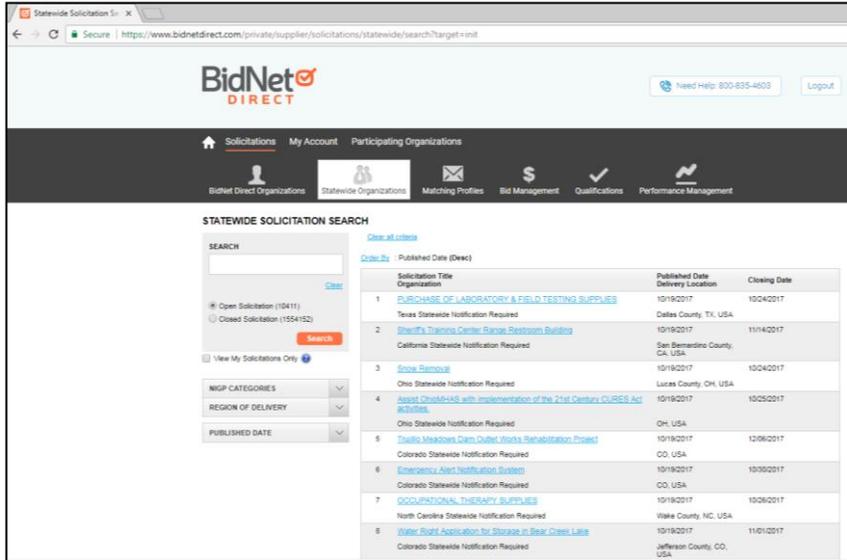
All done! Vendors must check their email for confirmation information, and follow any directions contained in the email.

The screenshot shows the BidNet Direct website interface. At the top left is the BidNet DIRECT logo. To the right are buttons for 'Need Help: 800-835-4603', 'Vendor Registration', and 'Login'. A navigation bar below contains 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', and '4- Confirmation' (which is highlighted). Below the progress bar is a 'Registration Confirmation' section with the heading 'Check your email to complete your registration'. The text in this section reads: '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. Kind Regards, BidNet Direct Support Department support@bidnet.com'. To the right of this section is a 'Welcome to BidNet Direct's bid system!' message, stating: 'Our Vendor Support Team is here to help with any questions that you may have. Monday-Friday from 8:00 am to 8:00 pm EST. 800-835-4603'.

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## 5- Finding City of Rochester Bid Listings

Once logged in for the first time, vendors will see the following Home Screen:



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, shown below.

*Vendors must already be logged in to view bid listings.*

