
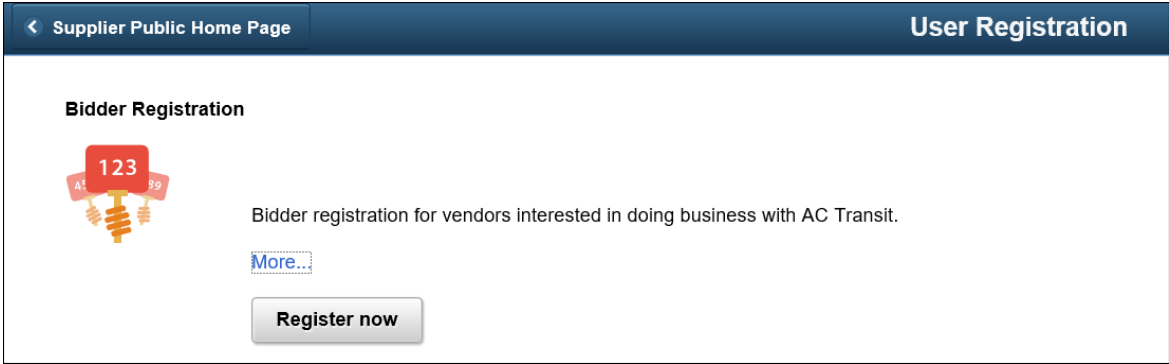




Task: Register as a New Bidder with AC Transit to receive notifications for Bids and Solicitations
Navigation: From the AC Transit Website, under About Us, select Doing Business > Vendor Registration > Vendor Registration


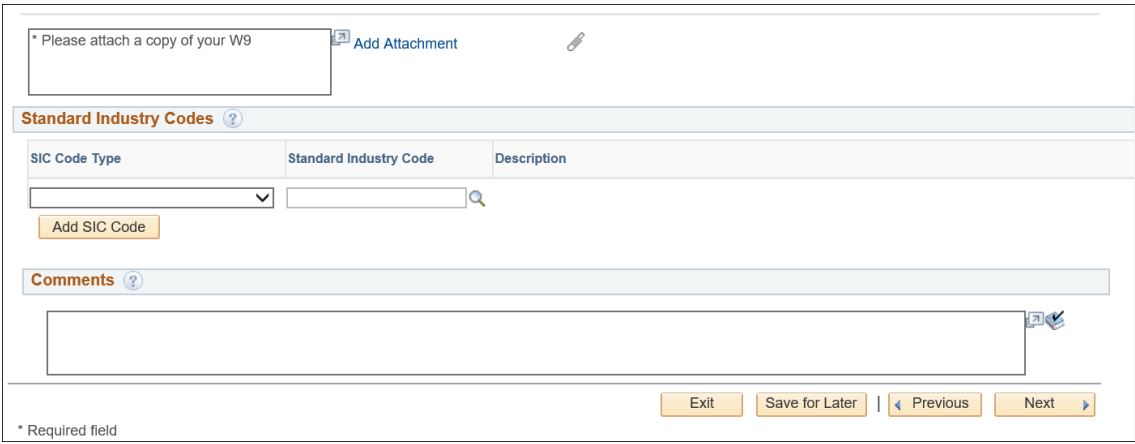

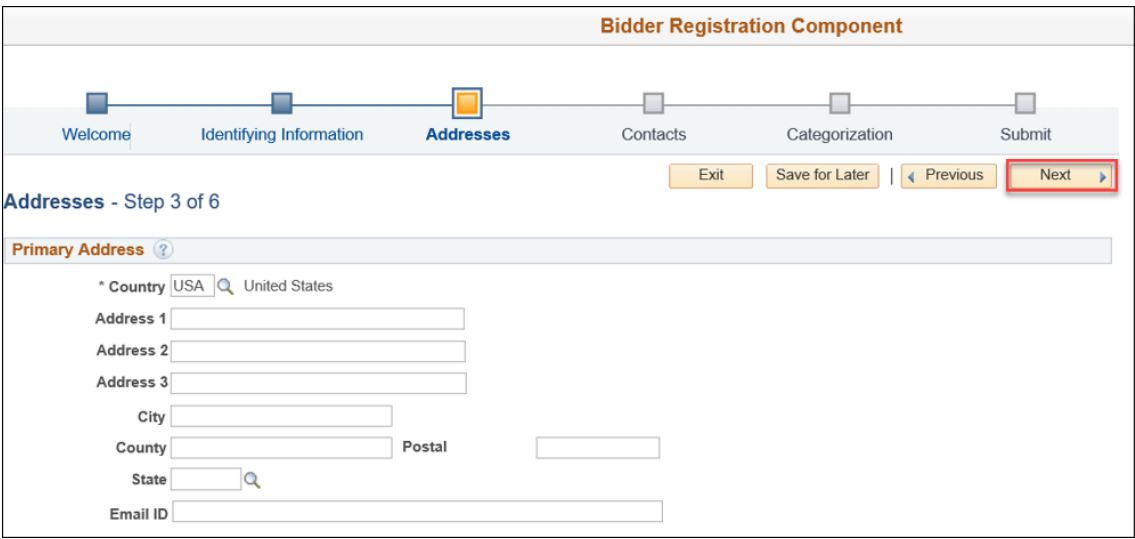


Step	Instructions
1	<ul style="list-style-type: none"> Click the User Registration Tile  Takes you to the Registration Page Click the Register Now button 
2	<ul style="list-style-type: none">  Takes you to the Bidder Registration Component – Welcome Step 1 of 6 Page Start a new registration form, select the appropriate radio button for the following: <ul style="list-style-type: none"> What type of entity do you represent? What type of bidding activities are you interested in? Click Next button  Continue from where you left of – used this feature if you registered but you did not complete your registration. To use this feature, you need to save your registration before completing them. See Self-Service Continue Registration Reference Guide



Self-Service Bidder Registration







Strategic Sourcing Training Quick Reference Guide

Step	Instructions
4	<p> All questions are Optional except the ones indicated with asterisk (*) are required. Scroll down the page to answer all questions</p> <ul style="list-style-type: none">• Please Attach a Copy of your W9 – (Required by AC Transit)• Under Standard Industry Code, select the appropriate fields<ul style="list-style-type: none">○ SIC Code Type, select US - NAICS Code and/or select US – SIC Codes○ Use the lookup button to select the appropriate value○ At least 1 Standard Industry Code is required each for US - NAICS Code and US - SIC Codes• Click the Add SIC Code button to add more Standard Industry Codes for US – NAICS or US – SIC Codes• (Optional) Enter Any Comments• Click the Next button  <p>The screenshot shows a registration form for Step 4. It includes a section for attaching a W9 form, a section for Standard Industry Codes with a table for SIC Code Type, Standard Industry Code, and Description, and a Comments section. Navigation buttons at the bottom include Exit, Save for Later, Previous, and Next.</p>
5	<p> Takes you to Addresses - Step 3 of 6 Page</p> <ul style="list-style-type: none">• Under the Primary Address fields<ul style="list-style-type: none">○ Enter the address, city, state and postal code○ Enter email address  <p>The screenshot shows the 'Addresses' section of the registration form, Step 3 of 6. It features a progress bar with steps: Welcome, Identifying Information, Addresses (highlighted), Contacts, Categorization, and Submit. Below the progress bar are navigation buttons: Exit, Save for Later, Previous, and Next (highlighted with a red box). The Primary Address section includes fields for Country (USA), Address 1, Address 2, Address 3, City, County, State, Postal, and Email ID.</p>



Self-Service Bidder Registration




Strategic Sourcing Training Quick Reference Guide

Step	Instructions
6	<p> Applies Only if Bill To, Ship to and Invoice Addresses are different from Primary Address</p> <ul style="list-style-type: none">Under Other Addresses<ul style="list-style-type: none">Click any of the boxes for Bill to Address, Ship to Customer, Invoice Address to enter the associated address <div><p>Other Addresses </p><p>Check boxes below to indicate addresses that are different from your Primary Address above:</p><p><input type="checkbox"/> Bill To Address Address for remitting payment</p><p><input type="checkbox"/> Ship To Customer Address for shipping goods/service</p><p><input type="checkbox"/> Invoice Address Address from which you send invoice</p></div>
7	<p> Takes you to Contacts - Step 4 of 6 Page</p> <ul style="list-style-type: none">Click Add Contact button <div><p>Bidder Registration Component</p><p>Welcome Identifying Information Addresses Contacts Categorization Submit</p><p>Exit Save for Later Previous Next</p><p>Contacts - Step 4 of 6</p><p>Company Contacts </p><p>You have not added any contact information to your application. Choose "Add Contact" to add new contact information.</p><p>Add Contact</p><p>Exit Save for Later Previous Next</p><p>* Required field</p></div>
8	<p> Add Contact Page opens up, all fields indicated by asterisk(*) are required</p> <ul style="list-style-type: none">Under Contact Information, enter the following required fields:<ul style="list-style-type: none">First NameLast NameEmail idTelephoneEnter values for other optional fieldsClick the Primary Contact box if you're the Primary Contact for the Vendor As the Primary Contact, you will be receiving email notifications for Bids and SolicitationsUnder User Profile Information, enter the following required fields:<ul style="list-style-type: none">Requester IDEnter DescriptionEnter values for the other optional fieldsClick OKTakes you back to the Contacts - Step 4 of 6 PageClick the Next button



Self-Service Bidder Registration

Strategic Sourcing Training Quick Reference Guide

Step	Instructions
	<p> Takes you to Submit - Step 6 of 6 Page</p> <ul style="list-style-type: none">• Confirm the email address to which the registration communication will be sent• Click the Terms of Agreement link to view and read the information• Click the box next to Select to Accept the Terms of Agreements• Click the Submit button <div><div>Bidder Registration Component</div><div><div>WelcomeIdentifying InformationAddressesContactsCategorizationSubmit</div><div>ExitSave for LaterPreviousNext</div></div><div>Submit - Step 6 of 6</div><div>Select the "Review" button to review the registration information. Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .</div><div>Email communication regarding this registration will be sent to: vperez@actransit.org</div><div><div>Terms and Conditions ?</div><div>Make sure you read terms of agreement fully before submitting your registration. <input checked="" type="checkbox"/> Select to accept the Terms of Agreement below. Terms of Agreement</div><div>ReviewSubmit</div></div><div>ExitSave for LaterPreviousNext</div></div>
10	<p> Registration Submission Details confirmation page pops-up</p> <ul style="list-style-type: none">• Registration is sent to the email address specified during the registration• After successful completion of registration, you will be receiving two emails:<ul style="list-style-type: none">○ Registration Confirmation Approval○ Registration with Password and instructions to update password <div><div>Supplier/Bidder User registrat</div><div>Registration Submit Details</div><div>Submitted</div><div> You have successfully submitted your registration.</div><div>Your registration ID: 0000000049</div><div>Any email regarding the registration status will be sent to: vperez@actransit.org</div></div>
	End of Procedure.