




Task: Register Additional Users for Suppliers at AC Transit to receive notifications for Bid and Solicitations

Navigation: AC Transit Website>About Us>Doing Business with AC Transit>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 for User Registration <div data-bbox="321 1339 1260 1753"> <p>User Registration</p>  <p>Register new users for an existing supplier</p> <p>More...</p> <p>Register now</p> </div>
2	<ul style="list-style-type: none">  Takes you to the Supplier/Bidder Registration Page Under the Register New Accounts: <ul style="list-style-type: none"> Enter your existing Supplier ID at AC Transit <ul style="list-style-type: none"> To inquire for Supplier ID send email to contracts@actransit.org or call (510) 577-8894 Enter your TAX ID Number



Register Users for Existing Suppliers

Strategic Sourcing Training Quick Reference Guide

Step	Instructions						
	<div><div>Supplier/Bidder User registrat</div><div>Help</div><div><h3>Register New User Accounts</h3><p>To create a new user, please fill in the information below. Once you have completed the required information, click the "Submit" button to submit your registration for consideration. You will receive an email confirmation shortly after submittal.</p><p>If you have any questions or feedback on the registration process, please call the AC Transit Purchasing and Materials Management Department at (510) 577-8894 or e-mail contracts@actransit.org.</p><h4>Authentication</h4><h4>Supplier List</h4><table><thead><tr><th>*Supplier ID</th><th>Tax Identification Number</th><th></th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td></td></tr></tbody></table><div>Add</div></div></div>	*Supplier ID	Tax Identification Number		<input type="text"/>	<input type="text"/>	
*Supplier ID	Tax Identification Number						
<input type="text"/>	<input type="text"/>						
3	<div><ul style="list-style-type: none">On the User Account Information<ul style="list-style-type: none">Enter Requested User IDEnter DescriptionEnter Email IDClick the Terms of Agreement link to view and readClick the box next to "Select to accept the Terms of Agreement below"Click the Submit button<ul style="list-style-type: none">You will receive a confirmation email once your request for New User Account is approved</div> <div><div><h4>User Account Information ?</h4><div><div>* Requested User ID</div><div>Description</div><div>* Email ID</div><div>Language Code</div><div>Time Zone</div><div>Currency Code</div><div><div>English</div><div></div><div></div></div><div><div></div><div></div></div><div><div>USD</div><div></div></div></div><h4>Terms and Conditions</h4><p>Make sure you read terms of agreement fully before submitting your registration.</p><div><input type="checkbox"/> Select to accept the Terms of Agreement below.</div><div>Terms of Agreement</div><div>Submit</div><div>* Required field</div></div></div>						
	End of Procedure.						