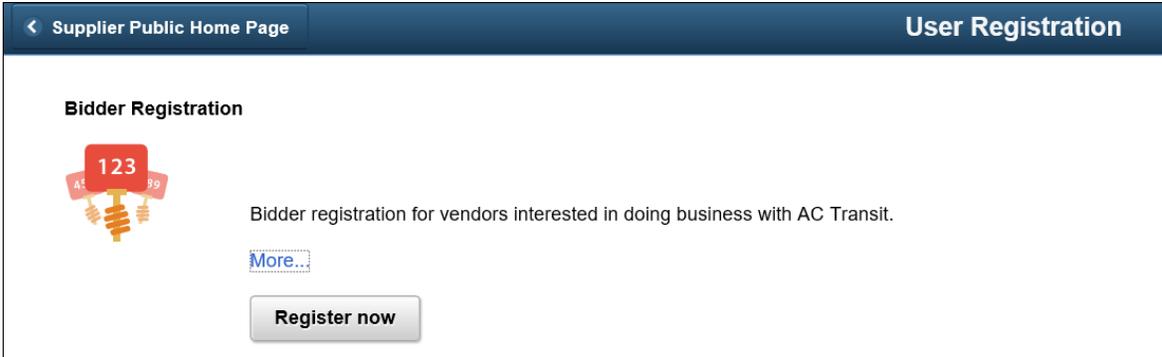


Task: Register as a New Bidder with AC Transit to receive notifications for Bids and Solicitations
Navigation: From the AC Transit Website, under About Us, select Doing Business > Vendor Registration > Vendor Registration

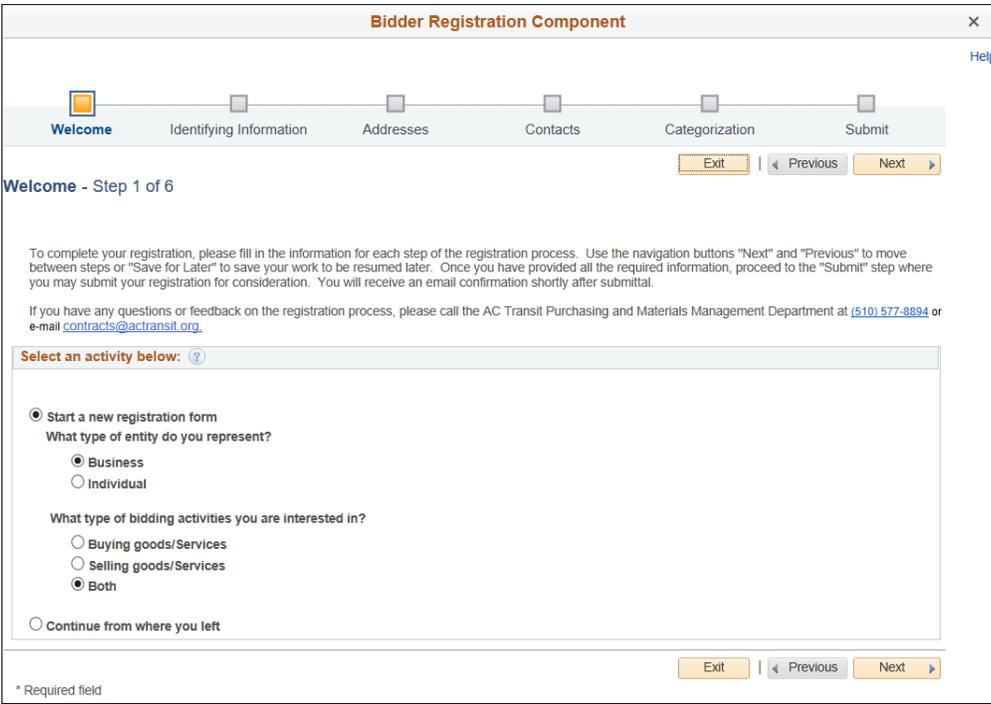
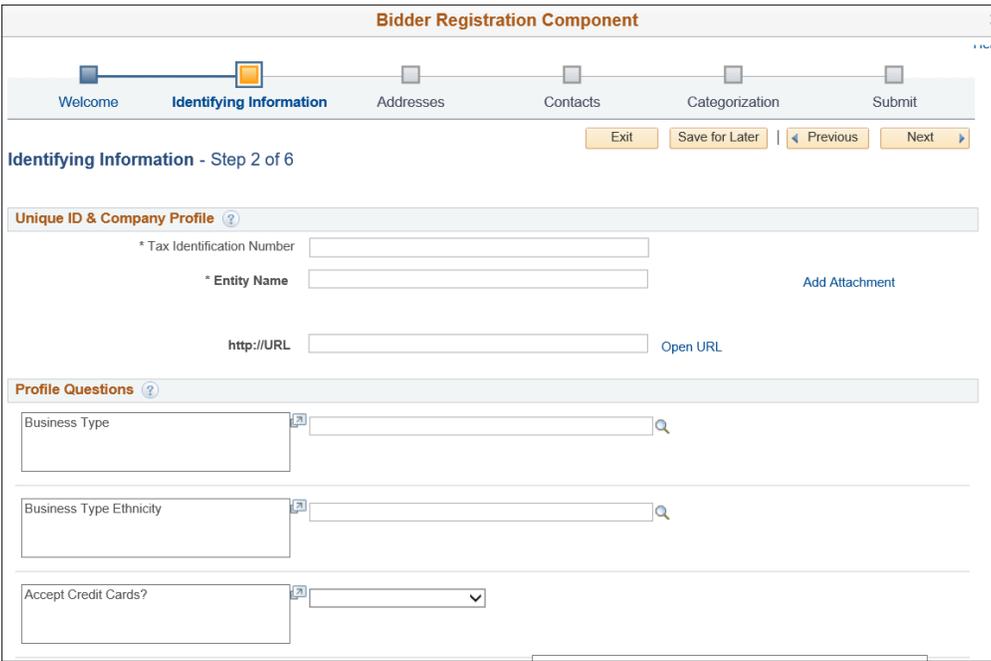


Step	Instructions
1	<ul style="list-style-type: none"> Click the User Registration Tile Takes you to the Registration Page Click the Register Now button 
2	<ul style="list-style-type: none"> Takes you to the Bidder Registration Component – Welcome Step 1 of 6 Page Start a new registration form, select 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

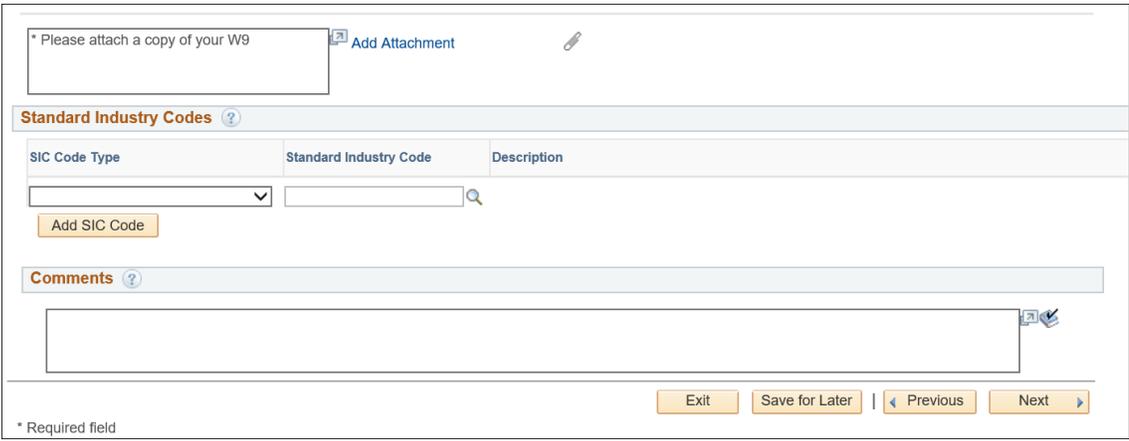
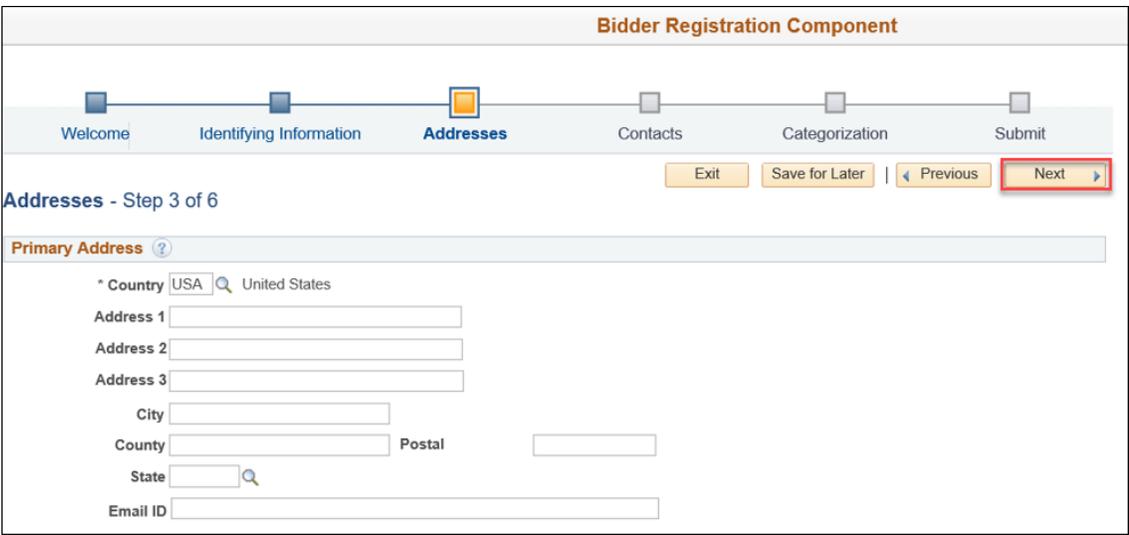
Strategic Sourcing Training Quick Reference Guide

Step	Instructions
	 <p>The screenshot shows the 'Bidder Registration Component' window. At the top, a progress bar indicates the current step: 'Welcome' (highlighted with an orange square), 'Identifying Information', 'Addresses', 'Contacts', 'Categorization', and 'Submit'. Below the progress bar, the text reads 'Welcome - Step 1 of 6'. A paragraph of instructions follows, explaining the registration process and providing contact information for the AC Transit Purchasing and Materials Management Department. Below this, there is a section titled 'Select an activity below:' with three radio button options: 'Start a new registration form' (selected), 'Continue from where you left', and 'Continue from where you left'. Under 'Start a new registration form', there are two sub-sections: 'What type of entity do you represent?' with 'Business' (selected) and 'Individual' options, and 'What type of bidding activities you are interested in?' with 'Buying goods/Services', 'Selling goods/Services', and 'Both' (selected) options. Navigation buttons 'Exit', 'Previous', and 'Next' are visible at the bottom right of the window.</p>
3	<p>Takes you to Identifying Information - Step 2 of 6 Page</p> <ul style="list-style-type: none">Under Unique ID and Company Profile<ul style="list-style-type: none">Enter Tax ID (9 digits)Enter Company Name(Optional) Enter URL for company websiteProfile Questions:<ul style="list-style-type: none">Answer all questions as indicated  <p>The screenshot shows the 'Bidder Registration Component' window at 'Identifying Information - Step 2 of 6'. The progress bar highlights 'Identifying Information' with an orange square. The text reads 'Identifying Information - Step 2 of 6'. Below this, there is a section titled 'Unique ID & Company Profile' with three input fields: '* Tax Identification Number', '* Entity Name', and 'http://URL'. To the right of the 'Entity Name' field is a link 'Add Attachment'. Below this, there is a section titled 'Profile Questions' with three input fields: 'Business Type', 'Business Type Ethnicity', and 'Accept Credit Cards?'. Each input field has a magnifying glass icon to its right. Navigation buttons 'Exit', 'Save for Later', 'Previous', and 'Next' are visible at the bottom right of the window.</p>



Self-Service Bidder Registration

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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 <div data-bbox="316 745 1445 1186"><p>* Please attach a copy of your W9 Add Attachment</p><table border="1"><thead><tr><th>SIC Code Type</th><th>Standard Industry Code</th><th>Description</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table><p>Add SIC Code</p><p>Comments</p><p><input type="text"/></p><p>Exit Save for Later Previous Next</p><p>* Required field</p></div>	SIC Code Type	Standard Industry Code	Description	<input type="text"/>	<input type="text"/>	<input type="text"/>
SIC Code Type	Standard Industry Code	Description					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
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 <div data-bbox="316 1407 1445 1942"><p>Bidder Registration Component</p><p>Welcome Identifying Information Addresses Contacts Categorization Submit</p><p>Exit Save for Later Previous Next</p><p>Addresses - Step 3 of 6</p><p>Primary Address</p><p>* Country <input type="text" value="USA"/> <input type="text" value="United States"/></p><p>Address 1 <input type="text"/></p><p>Address 2 <input type="text"/></p><p>Address 3 <input type="text"/></p><p>City <input type="text"/></p><p>County <input type="text"/> Postal <input type="text"/></p><p>State <input type="text"/></p><p>Email ID <input type="text"/></p></div>						



Self-Service Bidder Registration

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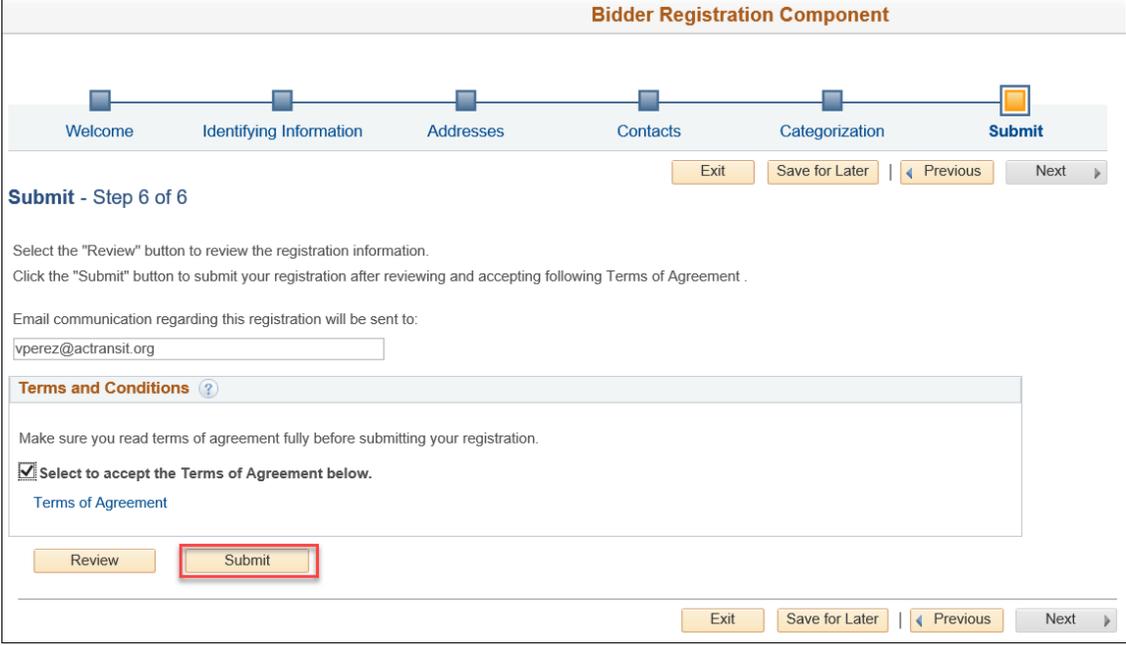
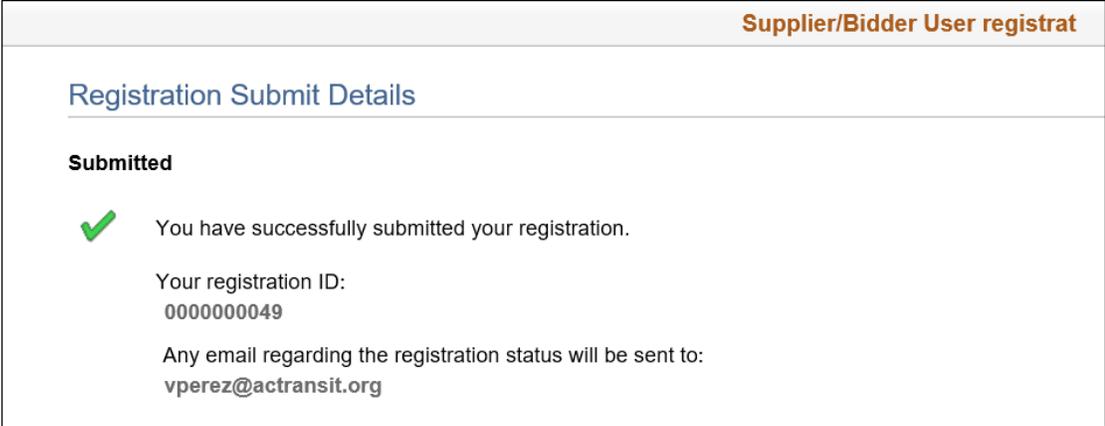
Step	Instructions
6	<p> Applies Only if Bill To, Ship to and Invoice Addresses are different from Primary Address</p> <ul style="list-style-type: none">Under Other Addresses<ul style="list-style-type: none">Click any of the boxes for Bill to Address, Ship to Customer, Invoice Address to enter the associated address <div data-bbox="316 493 1442 735"><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 data-bbox="316 892 1442 1312"><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
	<div data-bbox="412 348 1256 1230" style="border: 1px solid black; padding: 10px;"><div style="text-align: right;">Add Contacts X</div><div style="text-align: right;">Help</div><div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Contact Information ?</div><p>* First Name <input type="text"/> <input type="checkbox"/> Primary Contact</p><p>* Last Name <input type="text"/></p><p>Title <input type="text"/></p><p>* Email ID <input type="text"/></p><p>* Telephone <input type="text"/> Ext <input type="text"/></p><p>Fax Number <input type="text"/></p><p>Contact Type <input type="text"/></p><div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">User Profile Information ?</div><p>* Requested User ID <input type="text"/></p><p>Description <input type="text"/></p><p>Language Code <input type="text" value="English"/></p><p>Time Zone <input type="text"/></p><p>Currency Code <input type="text" value="US Dollar"/></p><p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div>
9	<p> Takes you to Categorization - Step 5 of 6 Page</p> <ul style="list-style-type: none">• Select by the Categories by clicking the box next to each<ul style="list-style-type: none">- You can select as many Categories• Click the Next button <div data-bbox="318 1432 1318 1969" style="border: 1px solid #ccc; padding: 10px;"><div style="text-align: center;">Bidder Registration Component</div><div style="text-align: center; border-bottom: 1px solid #ccc;">Welcome Identifying Information Addresses Contacts Categorization Submit</div><div style="text-align: right; border-bottom: 1px solid #ccc;"><input type="button" value="Exit"/> <input type="button" value="Save for Later"/> <input type="button" value="Previous"/> <input style="border: 2px solid red;" type="button" value="Next"/></div><p>Categorization - Step 5 of 6</p><p>Select to add or de-select to remove categories applicable to your business</p><p>Select All Un Select All</p><div style="display: flex; justify-content: space-between;"><div data-bbox="328 1675 625 1969" style="width: 45%;"><p>Strategic Sourcing Tree</p><ul style="list-style-type: none">[-] Sourcing - Sourcing Categories[-] Buy Categories[-] Sell Categories<ul style="list-style-type: none"><input checked="" type="checkbox"/> 9000 - Miscellaneous Services<input type="checkbox"/> 9050 - Accounting, Banking<input type="checkbox"/> 9100 - Advertising<input type="checkbox"/> 9175 - Public Works/Construction<input type="checkbox"/> 9250 - Facility Support Services<input type="checkbox"/> 9300 - Human Resources, EAP, SAP<input type="checkbox"/> 9350 - IT Services<input type="checkbox"/> 9400 - Legal, Risk Mgmt, Advocacy</div><div data-bbox="987 1705 1144 1789" style="width: 45%;"><p>My Categories</p><p>No categories selected</p></div></div></div>

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 
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 
	<p>End of Procedure.</p>