Vendor Registration

Sign up for FREE to become a registered vendor with the agency and receive notifications of upcoming opportunities!

You may also contact ProcureNow support at 855-680-4747 or type your request in the support chat feature on the agency's ProcureNow Bidding Portal.

To register your business as a vendor the agency, look for the green button that says "Subscribe". See below.

Step 1. Make sure you click the "Sign up" Link, if this is your first time creating an account with ProcureNow. See below.

Step 2. Give us your email address.
Step 3. Check Your Inbox, click the "Activate Account" Button in the welcome email.

Step 4. Fill in Your Name and Your Company Name

Step 4. Type in a password!
Last Step! Press the "Activate" Button, and you're in!

Once you've activated your account, you'll be taken back to the agency's ProcureNow bid portal! Here are a few things you'll probably want to do:

1. Make sure you've hit the Subscribe button. This will ensure you receive notifications about new bid opportunities from the agency!
2. Update Your Contact Information and Company Profile. Doing it now is a great idea. If you ultimately submit a bid proposal, we will force you to enter this before you can submit.
3. Make sure you fill in the purchasing categories you want to be notified about. This is found under your company profile. NOTE: If you subscribe to the agency as a vendor and you DO NOT designate a purchasing category, you will be notified about EVERY open bid opportunity.
4. Click "Follow" on any open projects that are of interest to you.
5. Click "Apply to Project" on any projects you want to submit a proposal.
6. Share, Share, Share! Hey, not all these projects may be right for you, but we bet you know someone it WILL be right for. Help each other out, and share projects with our easy social media share links! See below.
Updating Company Information

This is an important step in making sure your registration is up-to-date and accurate!

In the upper right hand corner of your screen, click on your name, and then select "Company Profile"

Once you click Edit, you'll be able to update all your critical company information, including purchasing code categories. Also, note the Certifications (for disadvantaged business classification) and Documents (W-9 and other important documents needed to become an official vendor with the agency) tab, which you should also ensure is up-to-date.
Clicking on "Categories" allows you to designate your company with a national classification system for government purchasing. Use the "Search Categories" box to find the codes that match the lines of business you belong to. If you have any question about which codes to choose, just click on the button in the lower right corner of the screen, and we'll be happy to assist you!
Register as an emergency vendor

ProcureNow allows vendors to add their company to a list of emergency providers that can help quickly respond in times of need.

If you are an emergency vendor and the goods/services you provide are relevant in an emergency situation, such as a Natural Disaster or Pandemic, please consider opting into our emergency vendor program. This is a list that agencies will look to when they are doing emergency procurements.

Step 1: Navigate to the Company Profile > Edit Profile.
Step 2: Click on the "Certifications" tab at the top page, and then toggle on the appropriate emergency situations. See the red arrow below.

Thanks for offering to help in an emergency situation. Buyers will reach out if your services are needed.

How To Subscribe To Organizations And Find Active RFPs/Bids

How to find agency project lists ("portals") and how to save those portal links to your vendor dashboard for quick access in the future

If you just signed up, your vendor dashboard might be empty. That's okay! Everyone starts out that way. This article will help you fill it up and get connected with the agencies you want to do business with.

ProcureNow does not currently publish a master list of our clients. Agencies manage their own vendor lists, and you'll need to subscribe to the agencies that matter to you. It is completely free for vendors to subscribe, sign up for email notifications, and submit bids online.

How To Subscribe To ProcureNow Portals

Step 1: Navigate to an organization's portal that you're interested in

You can find agency portals by going to the websites of the Procurement/Purchasing teams you want to work with. They will typically post a
link on their website to their ProcureNow portal or they may have a live portal embedded directly into their website. Some keywords for this page on agency websites include Purchasing, Procurement, Contracting, Doing Business With Us, Vendor Signup, Bidding Opportunities, or RFPs & Bids. Here is an example from a customer website:

**CONTRACT & PURCHASING**

All solicitation projects will be posted through ProcureNow. If you are a vendor and would like to receive notifications on future SACOG opportunities, Sign up Here and select “Subscribe” to quickly create an account.

**Step 2: Click subscribe**

You can signup to get notifications on new bids and RFPs by clicking the green "Subscribe" button agency portals. This will send you notification emails from that agency when there are new projects. If you want to learn more about how to customize the notifications you receive, check out this article.

**Step 3: Navigate to portals from your vendor dashboard**

After you've subscribed to some portals, they'll show up on your dashboard. When you start following and applying for specific Bids/RFPs, they'll show in your list of projects on the dashboard too so you can keep track of your current sales pipeline in one place.
Get Notifications

Sign up for notifications about upcoming bids and RFPs.

You can get notifications about future projects posted to ProcureNow by "subscribing" to organizations. Once subscribed, you'll get emails about newly published solicitations. You can filter the notifications you get by what you do (the goods and services that your company provides).

Step 1: Navigate to a vendor portal
You can commonly find links to an organization's vendor portal on their website, through an email, or social media post.
Step 2: Click the "+Subscribe" button

It's a big green button located on the vendor portal.

Step 3: Sit back and wait!

Additional FAQs

1. Q: Does ProcureNow publish a master list of all organizations, or allow vendors to sign up for all at once? A: No we don't currently. Vendors can subscribe to as many organizations as they want, but we don't auto-enroll them in multiple organizations.

2. Q: How do I filter notifications so I only get the ones that matter for me? A: You can edit the notifications you get by going to Settings > Notifications > "Edit Notification Settings." See below for a screenshot.
How to respond to a project

This article explains how to apply for an open opportunity.

Start on the project page that you're interested in applying for.

Step 1: Click "Apply To Project"

Step 2: Follow the steps to apply

Each step and it's status is listed on the left hand side of the page. You'll need to work through each of the steps before you'll be able to submit your proposal. The steps can vary depending on what's required for the project, but you'll know that when everything on the left is checked, you're all done!
Step 3: Click "Submit Proposal"
This will submit your proposal. Clicking this will send it to the buyer. A proposal needs to be submitted to be considered completed.

Whoops I messed up! Can I change my proposal?
Yes you can. If you click into your proposal and scroll to the bottom of the page, you can click "Unsubmit Proposal" up until the proposal submission deadline.
Follow a project and obtain addenda

How to get detailed notifications and updates on an active project

Once a project is open to the public, that doesn't mean it's set in stone. Things change -- dates, requirements, plans, funding. Questions are answered. Addenda are issued.

You'll need to stay up to date and keep an eye out for changes and addenda.

To get notifications about a specific project, navigate to the project's main page, and click "Follow." The button text will change to "Following." This will make sure you get notified via email about updates to the project.

To unfollow a project, hover over the button "Following." The text will change to "Unfollow." Click the button, and you will no longer be following the project.

Receiving Bid Results

Find bid results and the selected vendor

The organization issuing the bid has the option of publicly displaying the bid results and/or the selected vendor. If the organization chooses to make this information public, it will show up in the "Results" tab. **Bid results will be displayed**
## Climate Adaptation Strategies for Transportation

**Project ID:** 418  
**Release Date:** Apr 29, 2020  
**Proposal Deadline:** Jun 3, 2020  
**Selection Date:** Jun 18, 2020  
**Posted:** Apr 29, 2020  
**Time Remaining:** 19 days, 9 hours, 18 minutes

### Selected Vendor

Vendor awarded by the evaluation process

**Crosslink Solutions**  
https://www.crosslinktechsolutions.com

### Pricing Results

<table>
<thead>
<tr>
<th>Services Pricing</th>
<th>ABC Corporation</th>
<th>Acceleware</th>
<th>Crosslink</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td><strong>Unit Cost</strong></td>
<td><strong>Total</strong></td>
<td><strong>Unit Cost</strong></td>
</tr>
<tr>
<td>Hosting Charges: Charges for the provision of space on a server, as well as providing internet connectivity, typically in a data center.</td>
<td>lump sum</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>User Fees: Annual license cost per user license. We require licensing for 50 users.</td>
<td>users</td>
<td>$1,050.00</td>
<td>$36,750.00</td>
</tr>
<tr>
<td>Implementation: Encompasses all the post-sale processes involved in something operating properly in its environment, including analyzing requirements, installation, configuration, customization, testing and, eventually, system integrations.</td>
<td>lump sum</td>
<td>$4,026.00</td>
<td>$4,026.00</td>
</tr>
<tr>
<td>Training: Any fees associated with instruction and/or aids given to users to help them become accustomed to a new product.</td>
<td>hours</td>
<td>$150.00</td>
<td>$2,600.00</td>
</tr>
</tbody>
</table>

---

**Did this answer your question?**