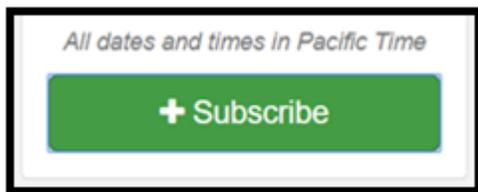


Vendor Registration

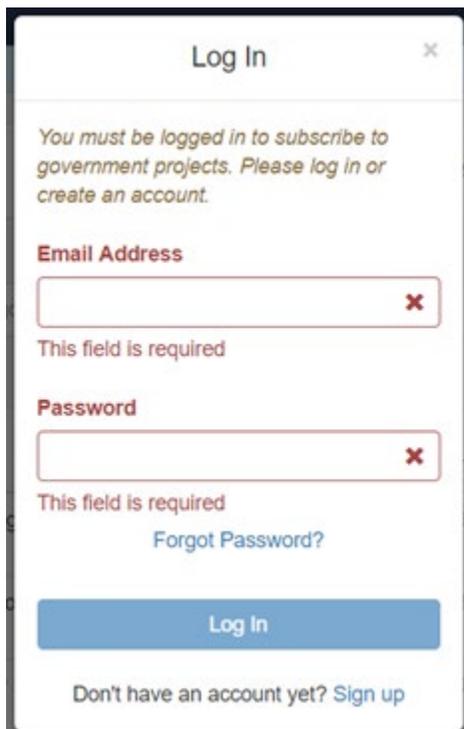
Sign up for FREE to become a registered vendor with the agency and receive notifications of upcoming opportunities!

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.



Log In

You must be logged in to subscribe to government projects. Please log in or create an account.

Email Address

This field is required

Password

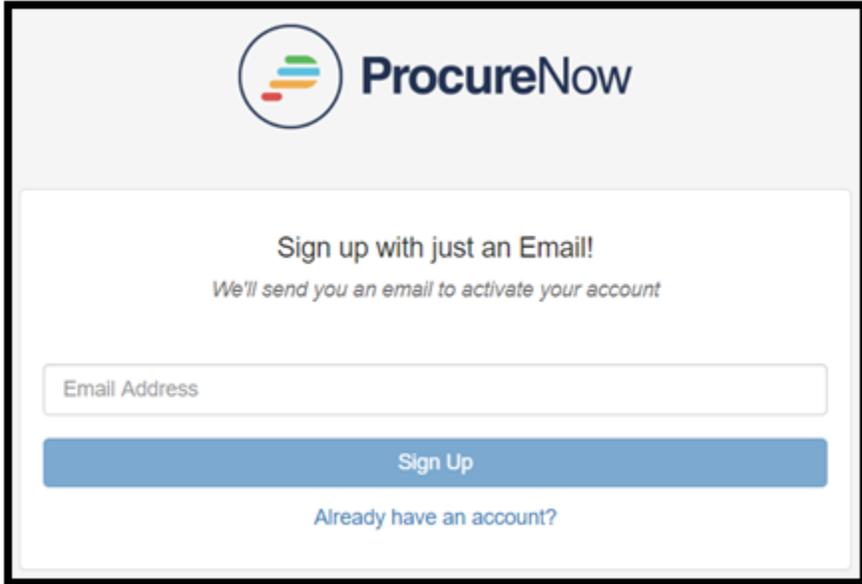
This field is required

[Forgot Password?](#)

Log In

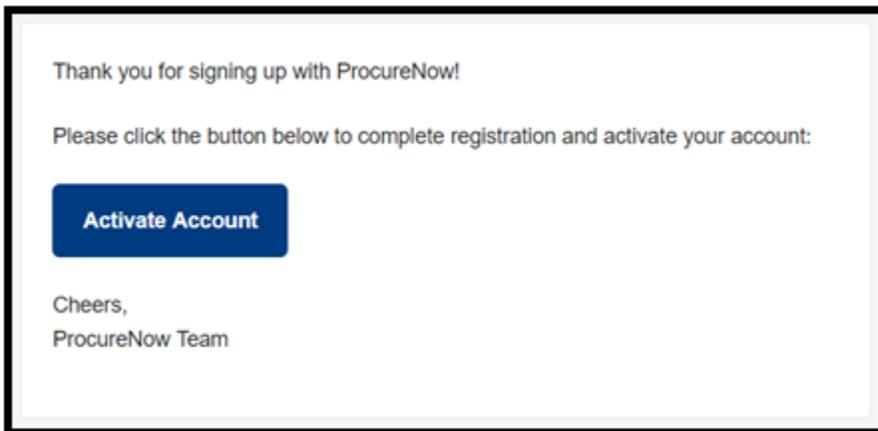
Don't have an account yet? [Sign up](#)

Step 2. Give us your email address.



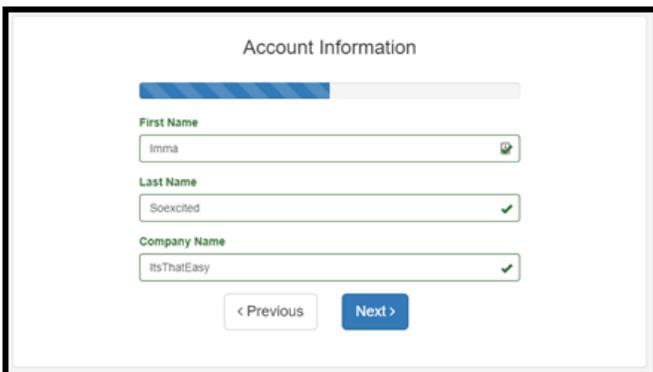
The image shows the ProcureNow sign-up page. At the top left is the ProcureNow logo, which consists of a circle containing three horizontal bars in green, orange, and red. To the right of the logo is the text "ProcureNow". Below the logo and text is a white box with a light gray border. Inside this box, the text "Sign up with just an Email!" is centered, followed by the subtext "We'll send you an email to activate your account". Below this is a text input field labeled "Email Address". Underneath the input field is a blue button with the text "Sign Up". At the bottom of the white box is a link that says "Already have an account?".

Step 3. Check Your Inbox, click the "Activate Account" Button in the welcome email.



The image shows a welcome email from ProcureNow. The text reads: "Thank you for signing up with ProcureNow!". Below this is the instruction: "Please click the button below to complete registration and activate your account:". Underneath the instruction is a blue button with the text "Activate Account". Below the button is the text: "Cheers, ProcureNow Team".

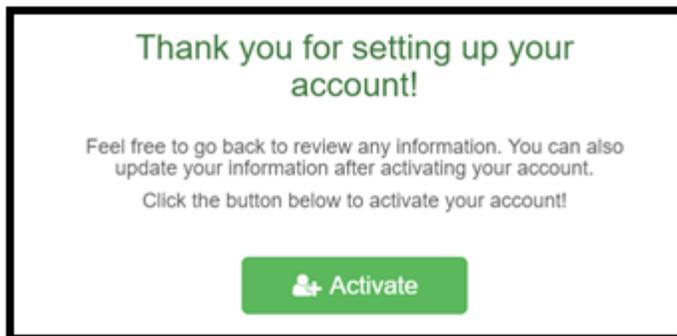
Step 4. Fill in Your Name and Your Company Name



The image shows the "Account Information" form. At the top is the title "Account Information". Below the title is a progress bar with a blue segment on the left and a gray segment on the right. Below the progress bar are three input fields. The first is labeled "First Name" and contains the text "Imma". The second is labeled "Last Name" and contains the text "Soexcited". The third is labeled "Company Name" and contains the text "ItsThatEasy". Below the input fields are two buttons: "< Previous" and "Next >".

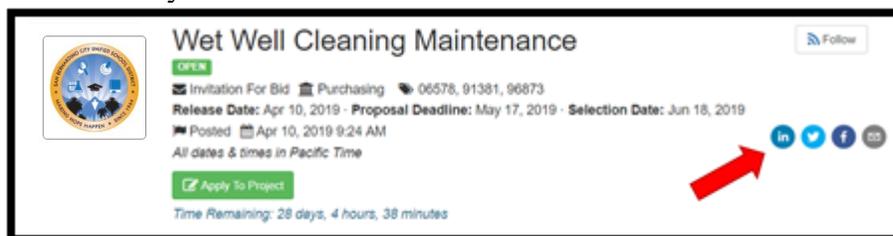
Step 4. Type in a password!

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:

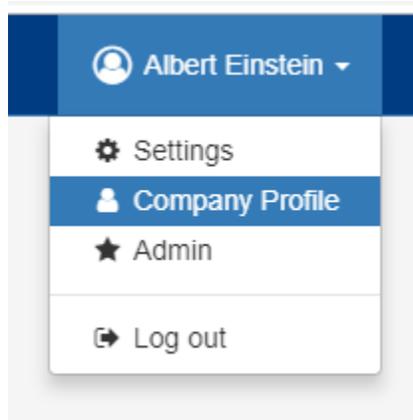
1. Make sure you've hit the Subscribe button. This will ensure you receive notifications about new bid opportunities from the agency!
2. Update Your Contact Information and [Company Profile](#). Doing it now is a great idea. If you ultimately submit a bid proposal, we will force you to enter this before 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 other, 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.

Company Information
Certifications
Documents

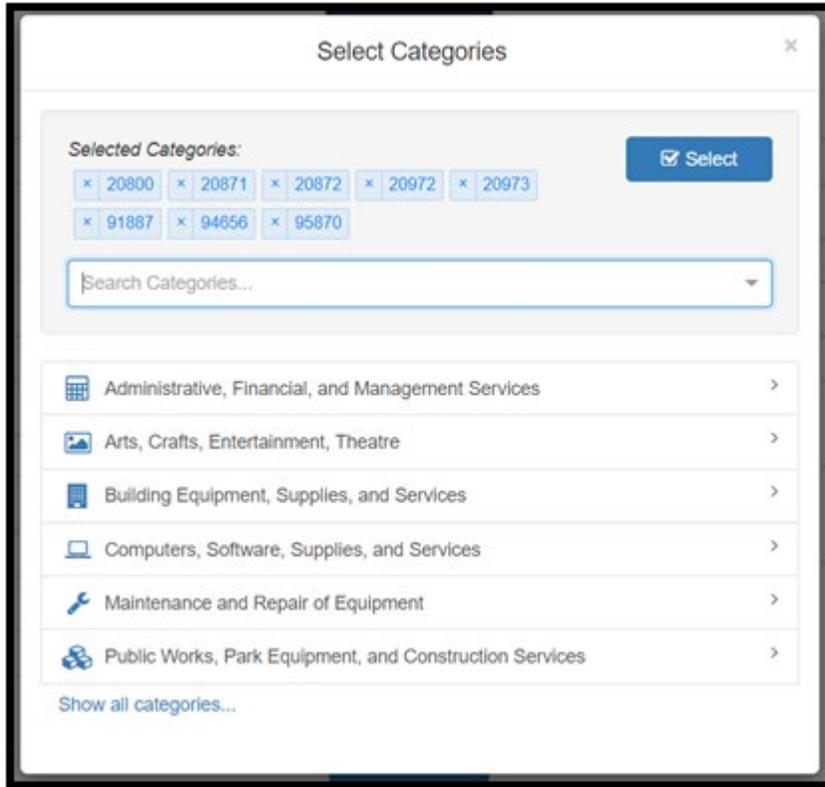


<p>Company Name*</p> <input type="text" value="Cyberdyne Systems"/>	<p>Company Type</p> <input type="text" value="C Corporation"/>
<p>State of Incorporation*</p> <input type="text" value="Nevada"/>	<p>Website</p> <input type="text" value="www.terminator.com"/>
<p>Address Line 1*</p> <input type="text" value="234 Renegade Ct"/>	<p>Employment Information Number (EIN)</p> <input type="text" value="555123123"/> <p><small>*Enter 9 digit EIN number</small></p>
<p>Address Line 2</p> <input type="text" value="Optional"/>	<p>Company Description</p> <input type="text" value="Creator of the Terminator"/>
<p>City*</p> <input type="text" value="Henderson"/>	
<p>State*</p> <input type="text" value="NV"/>	<p>Zip Code*</p> <input type="text" value="89074"/>

Categories [+ add](#)

None selected

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.

The screenshot shows the ProcureNow user interface. At the top, there are navigation links for 'Proposals' and 'My Subscriptions'. The main content area has three tabs: 'Company Information', 'Certifications', and 'Documents'. The 'Certifications' tab is selected. Below the 'Certifications' heading, there is a section for 'Emergency Provider Classifications' with a red arrow pointing to the 'Natural Disaster Emergency Provider' toggle.

Category	Item	Status
Certifications	Certified Small Business	Checked (Green)
	Disabled Veteran Business Enterprise	Unchecked (Grey)
	Minority Business Enterprise	Unchecked (Grey)
	Woman Business Enterprise	Unchecked (Grey)
Emergency Provider Classifications	Health Crisis Emergency Provider	Unchecked (Grey)
	Natural Disaster Emergency Provider	Unchecked (Grey) - Red Arrow
	Other Emergency Provider	Unchecked (Grey)

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.

The screenshot shows a 'Procurement Portal' for San Bernardino City Unified School District. On the left, there is a logo and the text 'San Bernardino City Unified School District' with a green '+ Subscribe' button circled in red. Below the logo, it says 'All dates and times in Eastern' and 'Questions? Visit Help Center'. On the right, there is a search bar for categories and a table of active projects.

Active	Pending	Closed	All				
				Project Title	Addenda	Release Date	Proposal Deadl
				RFQ 8014-0-2020/LP Valve Maintenance Trailer	2	4/7/2020	4/23/2020
				RFQ 8362-0-2020-KA, Hand Sanitizer Stations/Stands	1	4/21/2020	4/24/2020
				RFQ 8286-0-2020/P Reflective Sheeting	2	4/7/2020	4/24/2020

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.

ProcureNow Proposals Find Projects

Find Projects by Organization

Select an organization to view opportunities.
You can update your [subscriptions settings](#) in your account settings.

-  **San Bernardino City Unified School District**
San Bernardino, CA
-  **Modesto City Schools**
Modesto, CA
-  **Stanislaus Council of Governments**
Modesto, CA
-  **City of Milpitas**
Milpitas, CA
-  **City of Millbrae**
Millbrae, CA
-  **Yuha County, CA**

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.

< Back to Organizations



San Bernardino City
Unified School District

*All dates and times in
Eastern Time*

+ Subscribe

Procurement Portal

Categories

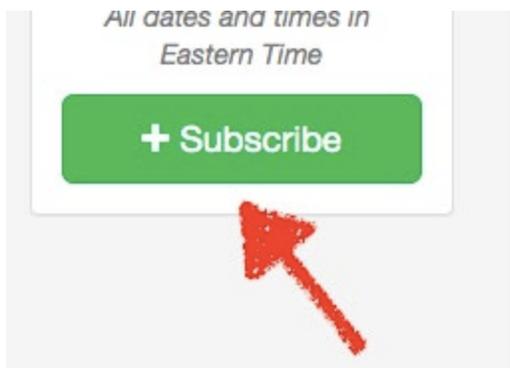
Q Search

[view categories](#)

Project	Category	Release Date	Proposal Deadline
Hosted eDiscovery/FOIA Review Platform RFP OPEN	20800, 20900	4/3/2019	5/8/2019
Climate Adaptation Strategies for Transportation CONTRACT	20800, 20900	4/3/2019	5/8/2019
Fire Station Generator Services Bid EVALUATION	20800, 20900	4/3/2019	5/8/2019
Cloud Data Storage RFP EVALUATION	20800, 20900	4/3/2019	5/8/2019

Step 2: Click the "+Subscribe" button

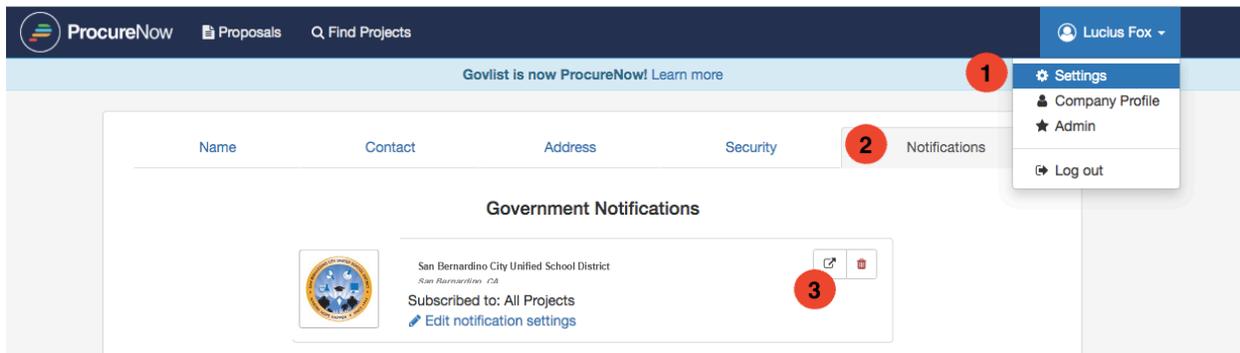
It's a big green button located on the vendor portal.



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.

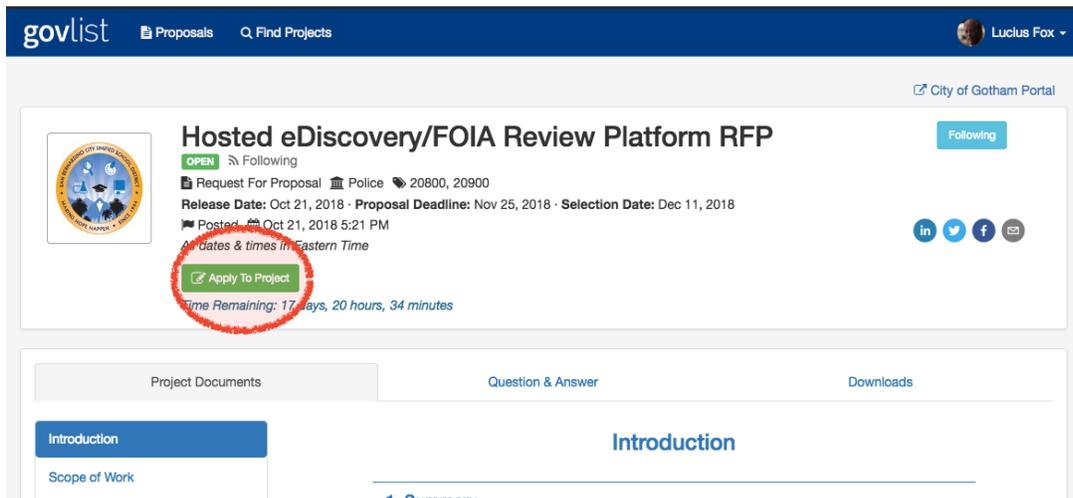


How to respond to a project

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 its 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"

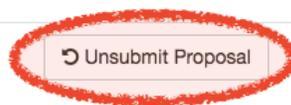
This will submit your proposal. Clicking this will send it to the buyer. A proposal needs to be submitted to be considered completed.

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.

REVISE PROPOSAL

To revise the proposal, use the Unsubmit button. After editing, submit the proposal again, so it can be reviewed.



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

Following

Request For Proposal Procurement 20800, 20900

Project ID: 418

Release Date: Apr 29, 2020 · Proposal Deadline: Jun 3, 2020 2:14am · Selection Date: Jun 19, 2020

Posted Apr 29, 2020 2:14 AM

All dates & times in Eastern Time

Time Remaining: 19 days, 9 hours, 18 minutes

CLOSED



- Project Documents
- Downloads
- Addenda & Notices
- Question & Answer
- Followers
- Results

Selected Vendor

Vendor awarded by the evaluation process



Crosslink Solutions

<https://www.crosslinktechsolutions.com>

Pricing Results

Services Pricing

Export to Excel Export to CSV

Description	Unit of ...	ABC Corporation			Accelarama			Crosslink :
		Quantity	Unit Cost	Total	Quantity	Unit Cost	Total	Quantity
Hosting Charges: Charges for the provision of space on a server, as well as providing internet connectivity, typically in a data center.	lump sum	1	\$3,000.00	\$3,000.00	1	\$4,400.00	\$4,400.00	1
User Fees: Annual license cost per user license. We require licensing for 50 users.	users	35	\$1,050.00	\$36,750.00	40	\$90.00	\$3,600.00	40
Implementation: Encompasses all the post-sale processes involved in something operating properly in its environment, including analyzing requirements, installation, configuration, customization, running, testing, and systems integrations.	lump sum	1	\$4,525.00	\$4,525.00	1	\$1,000.00	\$1,000.00	1
Training: Any fees associated with instruction and job aids given to users to help them become accustomed to a new product.	hours	20	\$130.00	\$2,600.00	20	\$200.00	\$4,000.00	20

Did this answer your question?