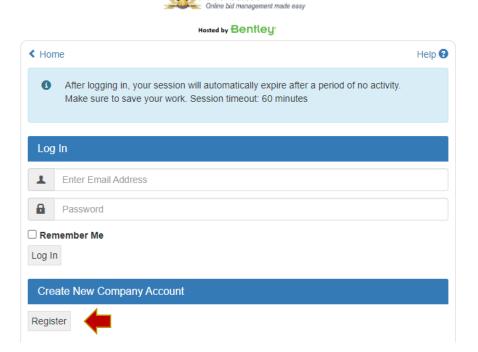


VENDOR REGISTRATION

Vendor Registration – Creating an account to submit bids or respond to solicitations.

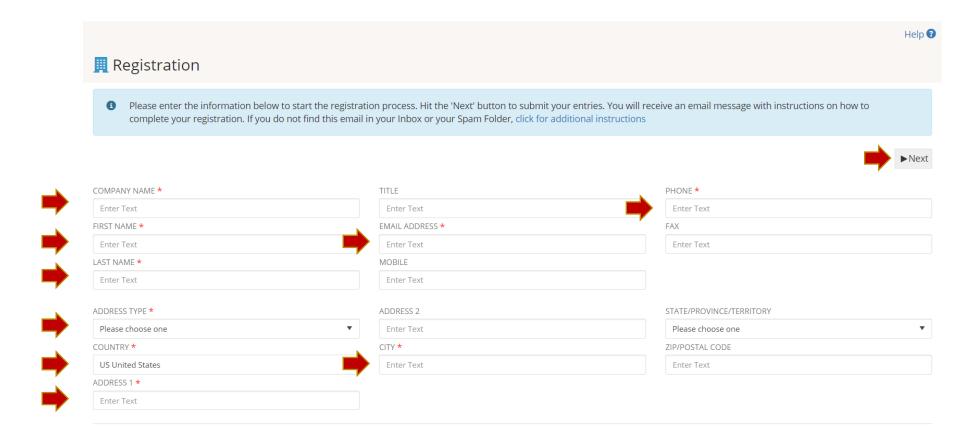
Completing Vendor Registration

To begin, visit pennbid.procureware.com. If you're company does not have an account with PennBid, you'll see the screen below. Select "Register" under Create New Company. If your company does have an account that you wish to be added to, please stop and contact the PennBid office at 610-693-4769 for further assistance.



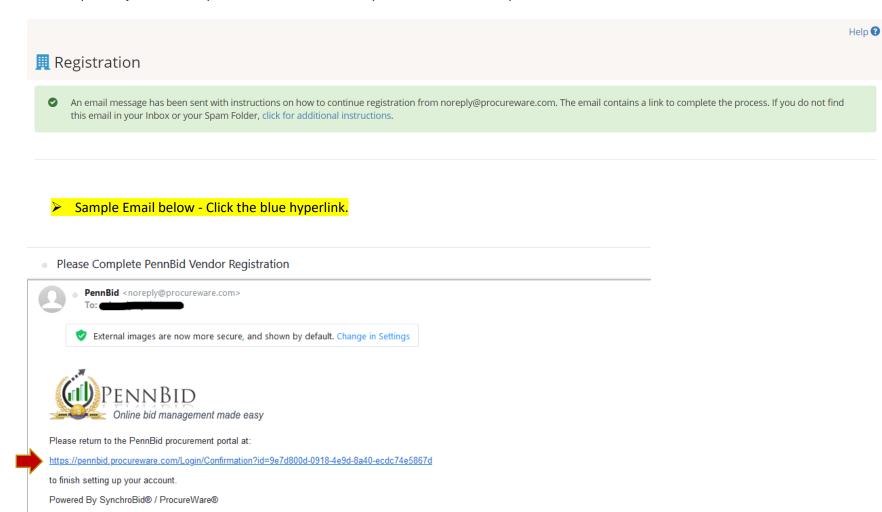


- Once on the registration page, fill out every required field (Contains a Red Asterisk (*)).
- ➤ When every line is complete, click the **Next** button on the top right.





You will receive a notification on the screen that a link to set your password has been sent to your email address. Please check your spam or junk folder if you do not see the email in your inbox momentarily.

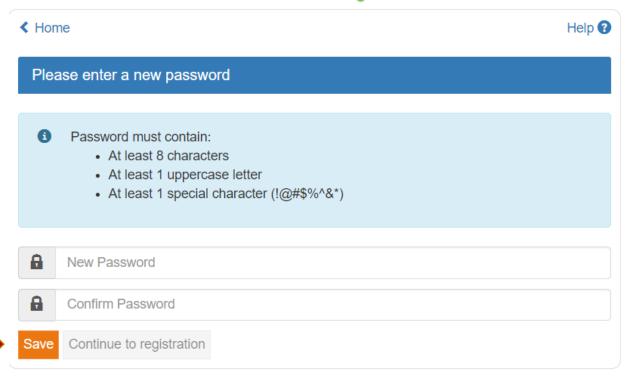




- > After you click the hyperlink, you will be prompted to create a new password.
- > Once you create and confirm the new password, click the Save button.



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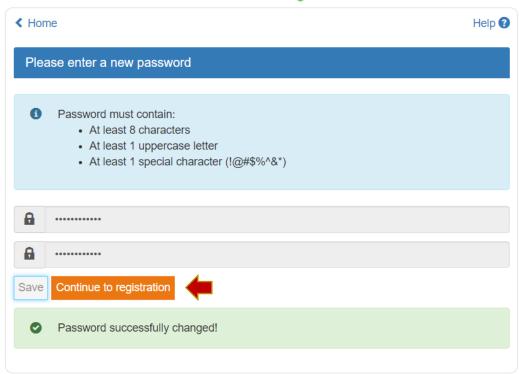




> Once you see the green check mark with Password Successfully Changed! you can click the orange Continue to Registration button.

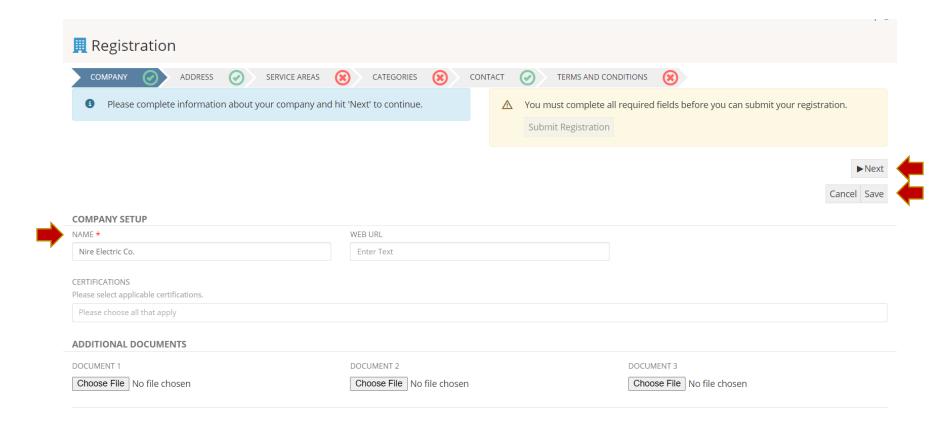


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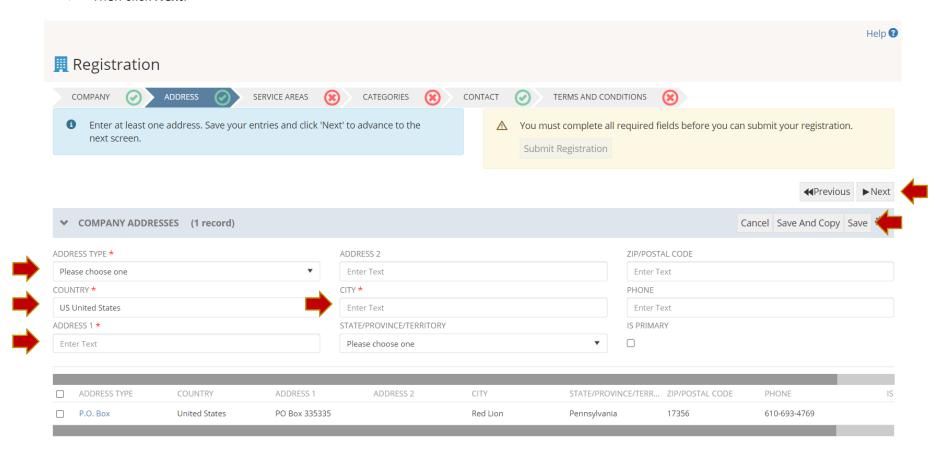


- ➤ The first section you are required to fill out is the Company Setup this is all the information pertaining to your company.
- You are required to fill out every line that has a Red Asterisk (*)
- > Once you have everything filled in, click **Save** then **Next**.



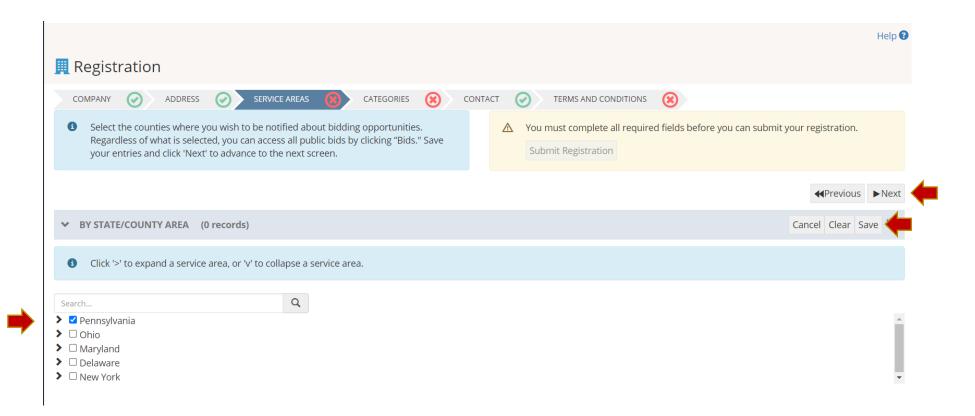


- > The next section you are required to fill out is Address—this is your Company address information.
- You are required to fill out every line that has a Red Asterisk (*)
- > Once you have everything filled in, click **Save** and your address will populate below.
- > Then click Next.



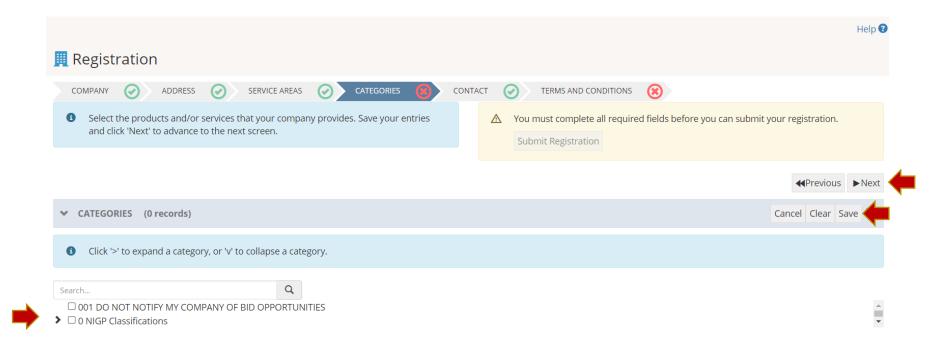


- > The next section you are required to fill out is Service Areas this is directly related to notifications for bid opportunities. You can select entire states or specific counties you would like to be notified about.
- > Once you have the areas selected, click **Save** then **Next**.



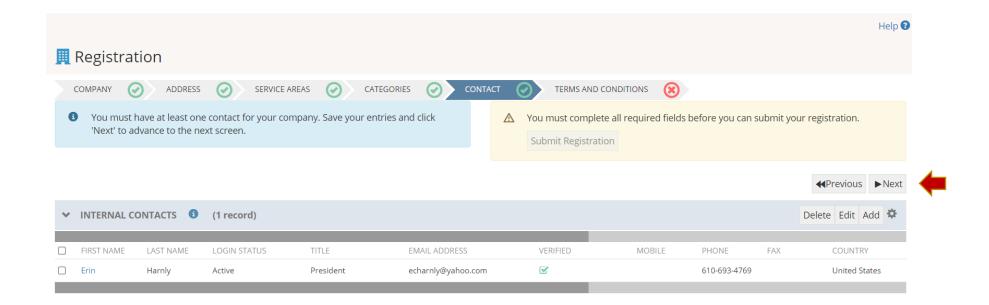


- The next section you are required to fill out is Categories this is also directly related to notifications for bid opportunities. Select the categories that pertain to your field or specialty. Please note: PennBid uses the standard NIGP codes.
- ➤ If you do not wish to receive notifications, select the 001 DO NOT NOTIFY MY COMPANY OF BID OPPORTUNTIES box.
- > Once you have your categories selected, click **Save** then **Next**.



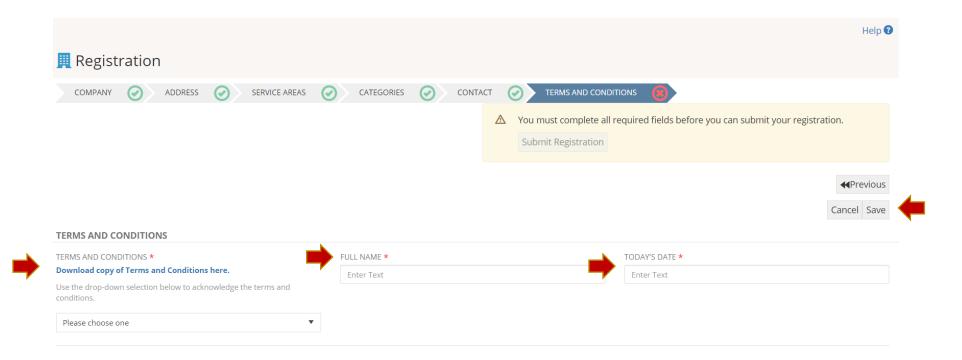


- The next screen is Internal Contacts.
- Here is where you can add any additional Internal Contacts. If you do, your information will be carried over.
- Click Next.



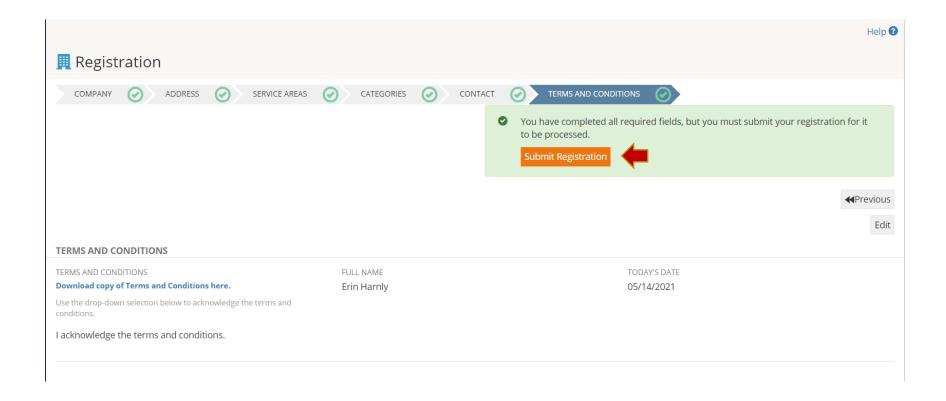


- ➤ The next section you are required to fill out is the Terms and Conditions.
- You are required to fill out every line that has a Red Asterisk (*)
- Please download and review, by clicking the "Download copy of Terms and Conditions here link."
- > Once everything is filled in and you have downloaded the terms and conditions, click **Save**.



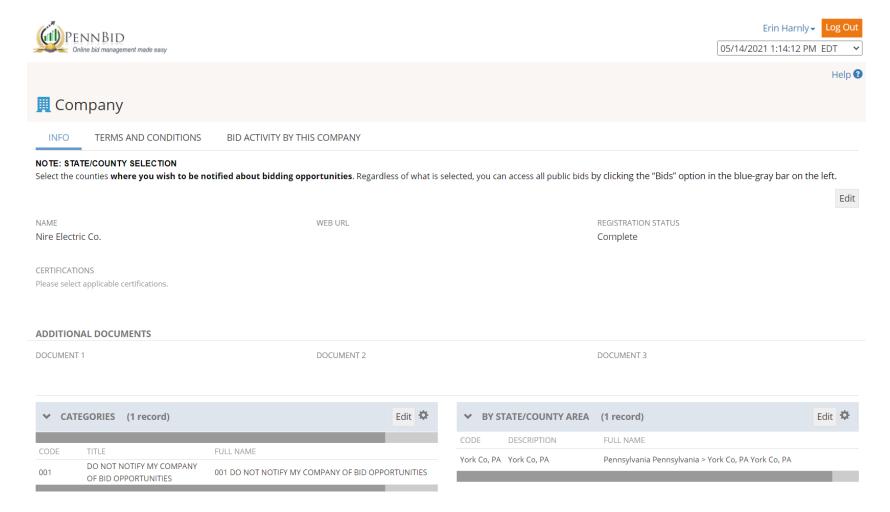


> The final step is submitting your registration.





- Once you hit Submit Registration, your page will automatically refresh, and you should be logged in to your account.
- From here on out, you can begin to search for and submit bids on solicitations.



If you have any questions about completing your vendor registration, please contact the PennBid Team. We are happy to assist!