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. <u>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</u>.

➢ 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**.**

Help ❓

🏢 **Registration**

ℹ️ Please enter the information below to start the registration process. Hit the 'Next' button to submit your entries. You will receive an email message with instructions on how to complete your registration. If you do not find this email in your Inbox or your Spam Folder, click for additional instructions

▶Next

COMPANY NAME *	TITLE	PHONE *
Enter Text	Enter Text	Enter Text

FIRST NAME *	EMAIL ADDRESS *	FAX
Enter Text	Enter Text	Enter Text

LAST NAME *	MOBILE	
Enter Text	Enter Text	

ADDRESS TYPE *	ADDRESS 2	STATE/PROVINCE/TERRITORY
Please choose one ▼	Enter Text	Please choose one ▼

COUNTRY *	CITY *	ZIP/POSTAL CODE
US United States	Enter Text	Enter Text

ADDRESS 1 *		
Enter Text		

➤ 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.

Help ❓

🏢 Registration

✅ An email message has been sent with instructions on how to continue registration from noreply@procureware.com. The email contains a link to complete the process. If you do not find this email in your Inbox or your Spam Folder, click for additional instructions.

➤ **Sample Email below - Click the blue hyperlink.**

● Please Complete PennBid Vendor Registration

PennBid <noreply@procureware.com>
To: ████████████

🛡️ External images are now more secure, and shown by default. Change in Settings

PENNBID
Online bid management made easy

Please return to the PennBid procurement portal at:

➡️ https://pennbid.procureware.com/Login/Confirmation?id=9e7d800d-0918-4e9d-8a40-ecdc74e5867d

to finish setting up your account.

Powered By SynchroBid® / ProcureWare®

➤ 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.

❮ Home   Help ❓

Please enter a new password

ℹ Password must contain:
   - At least 8 characters
   - At least 1 uppercase letter
   - At least 1 special character (!@#$%^&*)

🔒 | New Password

🔒 | Confirm Password

➡ **Save** | Continue to registration

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

- ➢ 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**.

🏢 Registration

| COMPANY ✓ | ADDRESS ✓ | SERVICE AREAS ✗ | CATEGORIES ✗ | CONTACT ✓ | TERMS AND CONDITIONS ✗ |

ℹ Please complete information about your company and hit 'Next' to continue.

⚠ You must complete all required fields before you can submit your registration.

Submit Registration

▶ Next

Cancel Save

COMPANY SETUP

NAME *

Nire Electric Co.

WEB URL

Enter Text

CERTIFICATIONS

Please select applicable certifications.

Please choose all that apply

ADDITIONAL DOCUMENTS

DOCUMENT 1

Choose File   No file chosen

DOCUMENT 2

Choose File   No file chosen

DOCUMENT 3

Choose File   No file chosen

- 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**.

Help ❓

🏢 Registration

| COMPANY ✓ | ADDRESS ✓ | SERVICE AREAS ❌ | CATEGORIES ❌ | CONTACT ✓ | TERMS AND CONDITIONS ❌ |

ℹ️ Enter at least one address. Save your entries and click 'Next' to advance to the next screen.

⚠️ You must complete all required fields before you can submit your registration.

Submit Registration

◀◀ Previous   ▶ Next

COMPANY ADDRESSES (1 record)   Cancel   Save And Copy   Save

ADDRESS TYPE *
Please choose one ▼

ADDRESS 2
Enter Text

ZIP/POSTAL CODE
Enter Text

COUNTRY *
US United States

CITY *
Enter Text

PHONE
Enter Text

ADDRESS 1 *
Enter Text

STATE/PROVINCE/TERRITORY
Please choose one ▼

IS PRIMARY
☐

	ADDRESS TYPE	COUNTRY	ADDRESS 1	ADDRESS 2	CITY	STATE/PROVINCE/TERR...	ZIP/POSTAL CODE	PHONE	IS
☐	P.O. Box	United States	PO Box 335335		Red Lion	Pennsylvania	17356	610-693-4769	

➢ 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**.

Help ❓

🏢 Registration

| COMPANY ✓ | ADDRESS ✓ | SERVICE AREAS ✓ | CATEGORIES ✗ | CONTACT ✓ | TERMS AND CONDITIONS ✗ |

ℹ️ Select the products and/or services that your company provides. Save your entries and click 'Next' to advance to the next screen.

⚠️ You must complete all required fields before you can submit your registration.

Submit Registration

◀◀Previous ▶Next

∨ CATEGORIES (0 records)   Cancel Clear Save

ℹ️ Click '>' to expand a category, or 'v' to collapse a category.

Search... 🔍

☐ 001 DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES
> ☐ 0 NIGP Classifications

- ➤ 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**.

Help ❓

🏢 Registration

COMPANY ✓ › ADDRESS ✓ › SERVICE AREAS ✓ › CATEGORIES ✓ › **CONTACT** ✓ › TERMS AND CONDITIONS ❌

ℹ You must have at least one contact for your company. Save your entries and click 'Next' to advance to the next screen.

⚠ You must complete all required fields before you can submit your registration.

Submit Registration

◀◀Previous ▶Next

⌄ **INTERNAL CONTACTS** ℹ **(1 record)**   Delete | Edit | Add ⚙

	FIRST NAME	LAST NAME	LOGIN STATUS	TITLE	EMAIL ADDRESS	VERIFIED	MOBILE	PHONE	FAX	COUNTRY
☐	Erin	Harnly	Active	President	echarnly@yahoo.com	☑		610-693-4769		United States

Info@PennBid.net   (610) 693-4769

- ➢ 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**.

Help ❓

🏢 Registration

| COMPANY ✓ | ADDRESS ✓ | SERVICE AREAS ✓ | CATEGORIES ✓ | CONTACT ✓ | TERMS AND CONDITIONS ❌ |

⚠ You must complete all required fields before you can submit your registration.

Submit Registration

◀◀Previous

Cancel Save

TERMS AND CONDITIONS

TERMS AND CONDITIONS *

Download copy of Terms and Conditions here.

Use the drop-down selection below to acknowledge the terms and conditions.

Please choose one ▼

FULL NAME *

Enter Text

TODAY'S DATE *

Enter Text

➤ 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.

Erin Harnly ▾ **Log Out**

05/14/2021 1:14:12 PM EDT

Help ❓

🏢 Company

| INFO | TERMS AND CONDITIONS | BID ACTIVITY BY THIS COMPANY |

NOTE: STATE/COUNTY SELECTION
Select the counties **where you wish to be notified about bidding opportunities**. Regardless of what is selected, you can access all public bids by clicking the "Bids" option in the blue-gray bar on the left.

Edit

NAME	WEB URL	REGISTRATION STATUS
Nire Electric Co.		Complete

CERTIFICATIONS
Please select applicable certifications.

ADDITIONAL DOCUMENTS

DOCUMENT 1	DOCUMENT 2	DOCUMENT 3

CATEGORIES (1 record) Edit ⚙

CODE	TITLE	FULL NAME
001	DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES	001 DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES

BY STATE/COUNTY AREA (1 record) Edit ⚙

CODE	DESCRIPTION	FULL NAME
York Co, PA	York Co, PA	Pennsylvania Pennsylvania > York Co, PA York Co, PA

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

Info@PennBid.net   (610) 693-4769