





Bidder Registration Save for Later

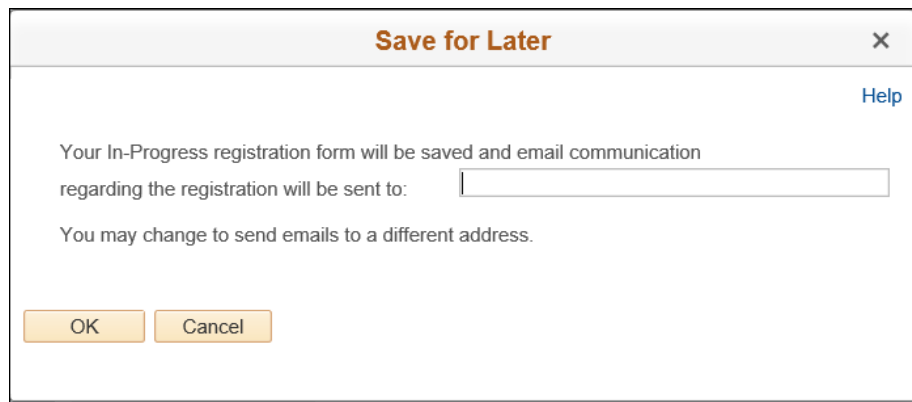
Supplier Portal Training Quick Reference Guide




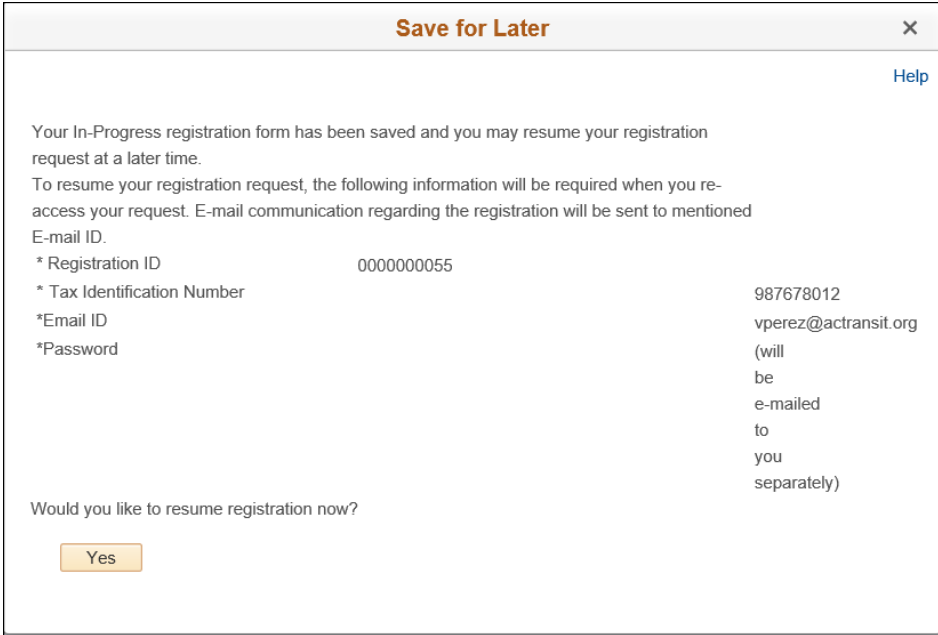
Task: New Registrants Saves their Registration for Later (In-Progress) and will continue to complete their registration later.

Navigation: At any time during the Registration process, the user can click  to save their registration and complete it at a later time. They can only SAVE their registration at any Steps after the Welcome Page

 When saving from Step 1 – Identifying Information Page, Tax Identification Number, Entity Name, W9 Attachment, and US SIC Codes for NAICS and SIC Codes are required. The system will prompt for missing information before the incomplete registration can be saved.

- Enter the email address where the in-progress registration will be sent
- Click the OK button







Step	Instructions
1	<ul style="list-style-type: none">• Click the Yes button if you would like to continue and resume registration• Click the  to continue at later time and click  from the modal window• Click  



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Step	Instructions
2	<p> When saving an in-progress registration, two email notifications</p> <ol style="list-style-type: none">1. Save for Later Confirmation with the following:<ul style="list-style-type: none">• Registration ID• Tax Identification Number• Email Address where your password will be mailed <div data-bbox="267 541 1455 932" style="border: 1px solid black; padding: 5px;"><p>AC Transit Bidder Registration Save for Later Confirmation</p><p>To:  Antonette Perez</p><p>Retention Policy Inbox Never Delete (Never) Expires Never</p><p>Thank you for your interest in registering with AC Transit. This e-mail is to inform you that your in-process registration request has been successfully saved.</p><p>To resume your registration application, you will need to enter the following information: Registration ID: 0000000055 Tax Identification Number: 987678012 E-mail ID: vperez@actransit.org Password: (will be e-mailed to you separately)</p><p>If you have any questions or feedback regarding your registration request, please call (510) 577-8894, or email contracts@actransit.org.</p><p>Thank you, Purchasing and Materials Management Department, AC Transit</p></div> <ol style="list-style-type: none">2. Bidder Registration Access for request ID with password and instructions to continue with the registration <div data-bbox="267 1033 1455 1297" style="border: 1px solid black; padding: 5px;"><p>AC Transit Bidder Registration Access for request ID 0000000055</p><p>To:  Antonette Perez</p><p>Retention Policy Inbox Never Delete (Never) Expires Never</p><p>Thank you for your interest in registering with AC Transit. You should have received a separate e-mail with instructions on how to resume your registration application. In order to resume your registration request, you will need the following password:</p><p>Your password is 2zDD\#][</p><p>If you have any questions or feedback regarding your registration request, please call (510) 577-8894, or email contracts@actransit.org.</p><p>Thank you, Purchasing and Materials Management Department, AC Transit</p></div>
3	<ul style="list-style-type: none">• At any time, you would like to complete a Saved Registration, follow the navigation:<ul style="list-style-type: none">From the AC Transit Website, under About Us, select Doing Business > Vendor Registration > Vendor Registration• Click the Registration Tile• Select the Bidder Registration and click the Register Now button <p> System takes you to the Self-Service Registration Page to Register</p> <ul style="list-style-type: none">• On the Welcome Page Banner, select the Continue Where You Left Of button• System asks for your Password, Registration ID and Tax ID to allow you to continue with your registration• Click the Next button• Continue with your Registration (Reference the Self-Service Registration Guide)
	End of Procedure.