
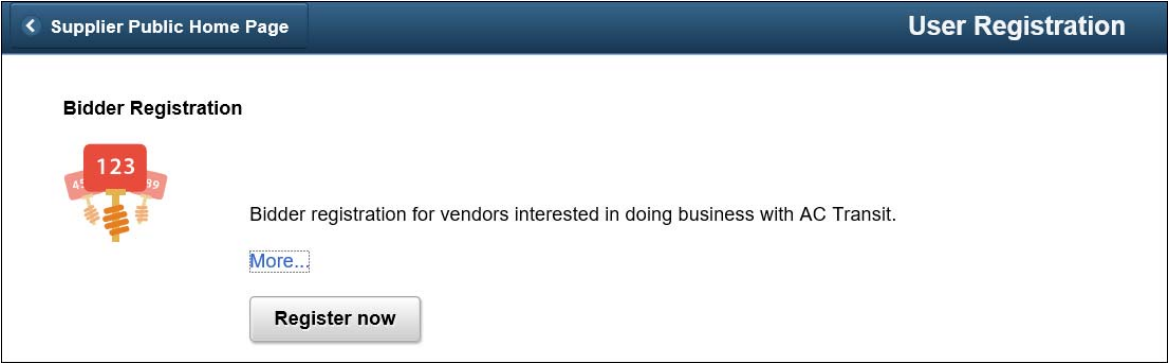




Self Task: Register as a Bidder with AC Transit to receive notifications for Bids and Solicitations

Navigation: From the AC Transit Website, under About Us, select Doing Business > Vendor Registration > Vendor Registration

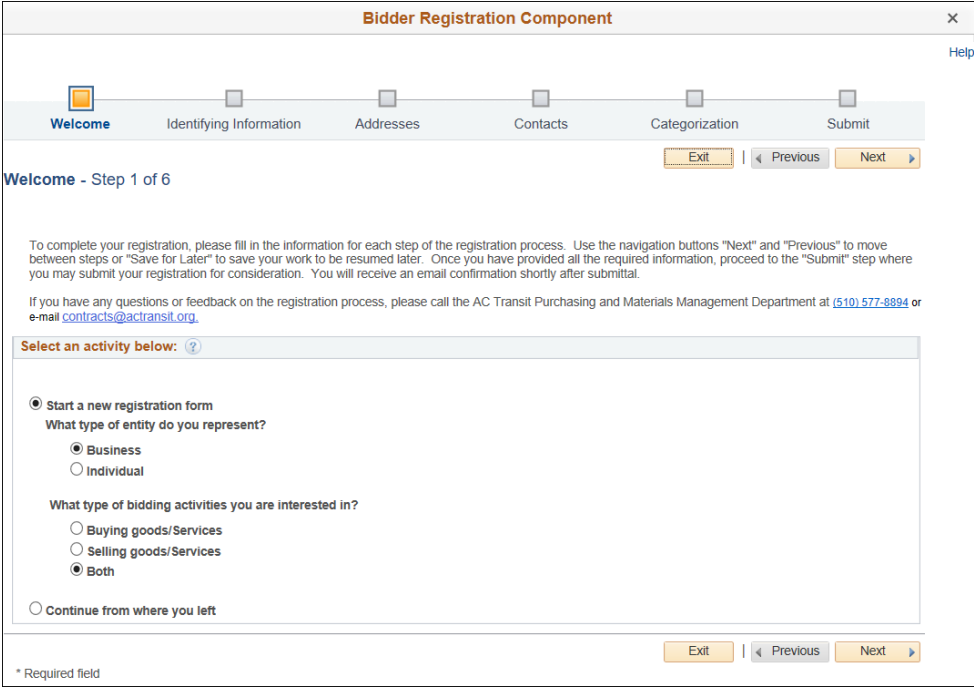
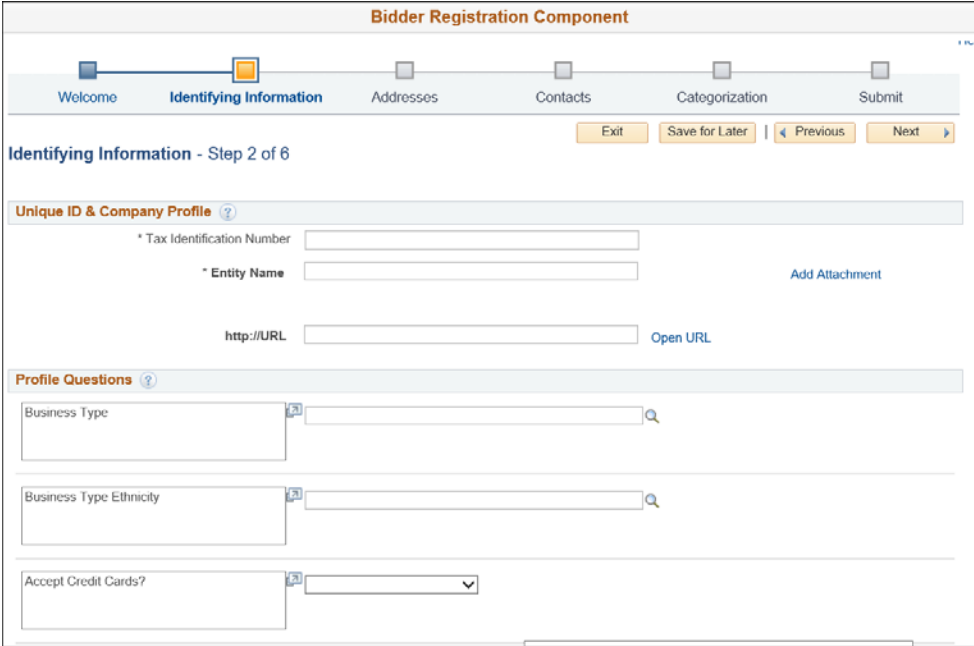









Step	Instructions
1	<ul style="list-style-type: none"> Click the User Registration Tile  Takes you to the Registration Page Click the Register Now button 
2	<ul style="list-style-type: none">  Takes you to the Bidder Registration Component – Welcome Step 1 of 6 Page Start a new registration form, select the appropriate radio button for the following: <ul style="list-style-type: none"> What type of entity do you represent? What type of bidding activities are you interested in? Click Next button  Continue from where you left of – used this feature if you registered but you did not complete your registration. To use this feature, you need to save your registration before completing them. See Self-Service Save for Later Reference Guide



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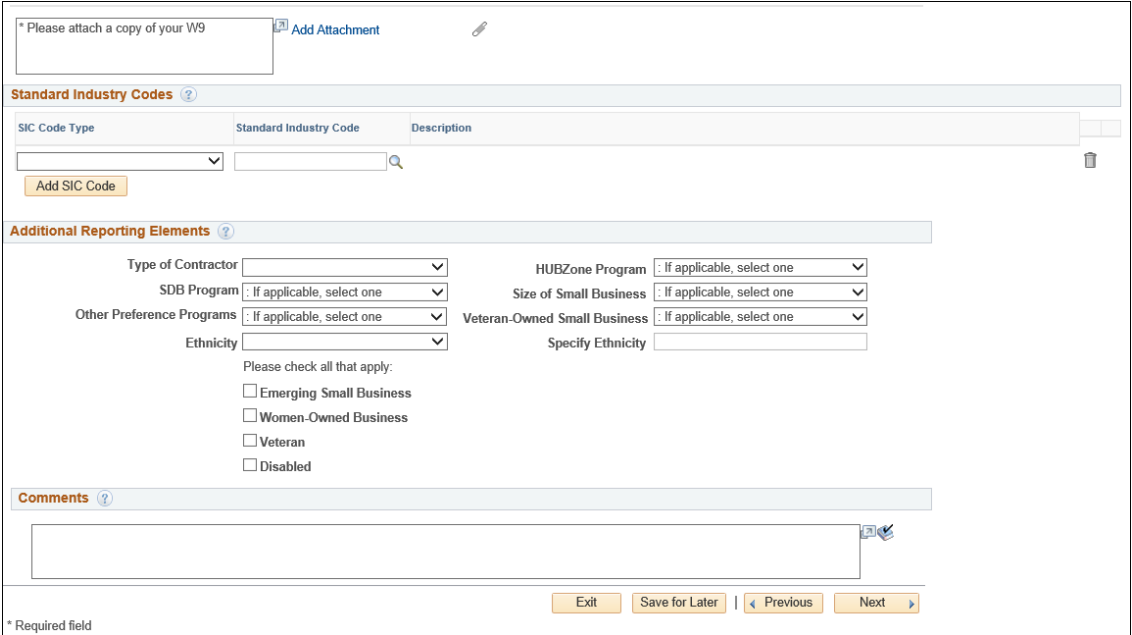
Step	Instructions
	
3	<p data-bbox="219 1066 915 1104">Takes you to Identifying Information - Step 2 of 6 Page</p> <ul data-bbox="269 1121 915 1304" style="list-style-type: none">Under Unique ID and Company Profile<ul style="list-style-type: none">Enter Tax ID (9 digits)Enter Company Name(Optional) Enter URL for company websiteProfile Questions:<ul style="list-style-type: none">Answer all questions as indicated 

Step	Instructions
4	<p> If the Tax ID already exists in the system: a pop-up message comes up</p> <div data-bbox="316 405 1243 793" style="border: 1px solid black; padding: 10px;"><p style="text-align: center;">Duplicate Information ✕</p><p style="text-align: right;">Help</p><p>Tax Identification Number 870505498</p><p>The taxpayer identification number (TIN) you have entered already exists. What would you like to do?</p><p> Return Go to the previous page to either change my TIN, or continue with the duplicate ID number.</p><p> Exit Leave this page and cancel my registration request.</p></div> <ul style="list-style-type: none">• Click  Return to: Go to the previous page to either change my TIN, or continue with the duplicate ID number.• Click  Exit to: Leave this page and cancel my registration request. <p>Note: If someone in your company has already registered with your company's TIN number in their registration you will receive a duplicate TIN Information.</p> <p>It is recommended that you are added by this Registered User. They can do this under Bidder Profile.</p> <p>See Adding a User to Bidder Profile Reference Guide.</p> <p>If you still want to proceed with the your Registration, click Return and continue with your duplicate registration.</p>
5	<p> If you click  Return to proceed with your duplicate registration, another message pops-up:</p> <div data-bbox="316 1518 1373 1728" style="border: 1px solid gray; padding: 10px; text-align: center;"><p>You have chosen to return to previous page.</p><p>Please enter a valid Standard ID Number or choose Next to proceed further with the duplicate ID number.</p><p><input type="button" value="OK"/></p></div> <ul style="list-style-type: none">• Click the OK button - this confirms that you are allowing duplicate registration for your company. You can proceed and complete your registration



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Step	Instructions
6	<p> Please answer all Questions. Questions indicated with an asterisk (*) are required. Scroll down the page to answer all questions</p> <ul style="list-style-type: none">• Please Attach a Copy of your W9 – (Required by AC Transit)• Under Standard Industry Code, select the appropriate fields<ul style="list-style-type: none">○ SIC Code Type, select US - NAICS Code and select US – SIC Codes○ Use the lookup button to select the appropriate value<ul style="list-style-type: none">▪ Enter or lookup by Standard Industry Code and/or▪ Enter or lookup by Description▪ At least 2 Standard Industry Codes are required each for US - NAICS Code and US - SIC Codes• Click the Add SIC Code Type button to add more Standard Industry Codes for US – NAICS or US – SIC Codes <p>Additional Reporting Elements</p> <ul style="list-style-type: none">❖ Enter a selection for each of the additional reporting elements section<ul style="list-style-type: none">▪ Type of Contractor▪ SDB Program▪ Other Preference Program▪ Ethnicity▪ HUBZone Program▪ Size of Small Business▪ Veterans-Owned Small Business▪ Check All That Apply<ul style="list-style-type: none">• Emerging Small Business• Woman-Owned Business• Veteran Disabled• (Optional) Enter Any Comments• Click the Next button <div data-bbox="316 1304 1442 1934"><p>The screenshot shows a web form with the following sections:</p><ul style="list-style-type: none">W9 Attachment: A text box with the label "* Please attach a copy of your W9" and an "Add Attachment" button.Standard Industry Codes: A table with columns for "SIC Code Type", "Standard Industry Code", and "Description". It includes a search bar and an "Add SIC Code" button.Additional Reporting Elements: A section with several dropdown menus: "Type of Contractor", "SDB Program", "Other Preference Programs", "Ethnicity", "HUBZone Program", "Size of Small Business", "Veteran-Owned Small Business", and "Specify Ethnicity". Below these are checkboxes for "Please check all that apply": "Emerging Small Business", "Women-Owned Business", "Veteran", and "Disabled".Comments: A text area with a "Comments" label and a help icon.Navigation: Buttons for "Exit", "Save for Later", "Previous", and "Next".Footnote: "* Required field" at the bottom left.</div>



Self-Service Bidder Registration



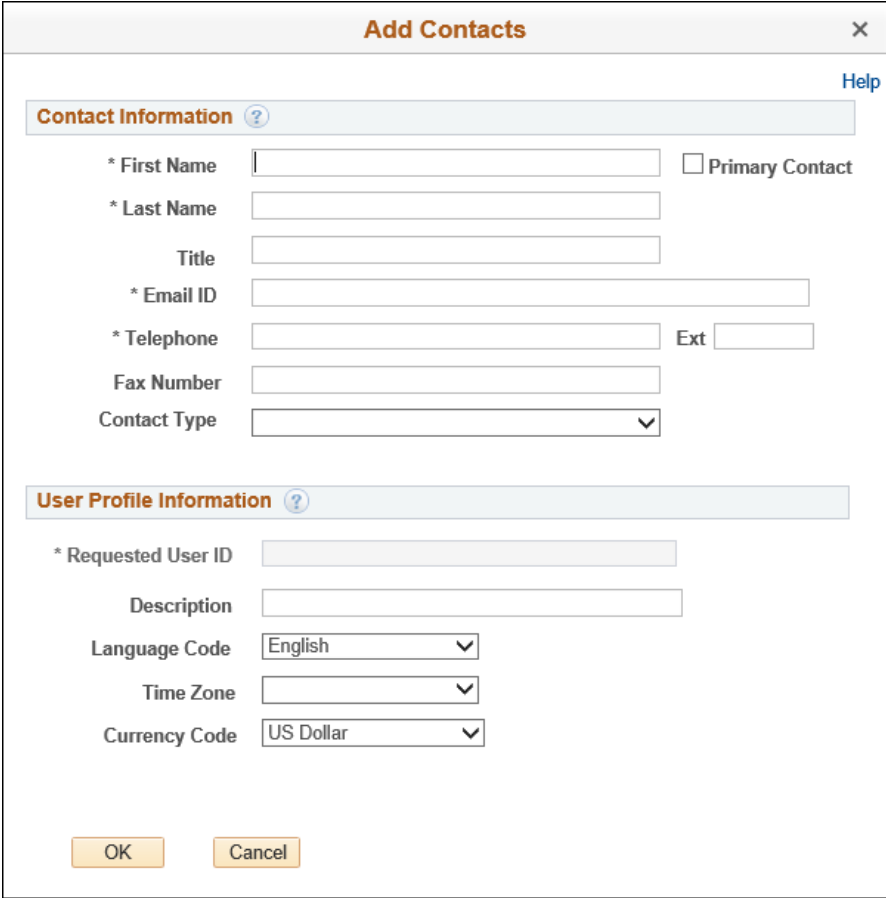
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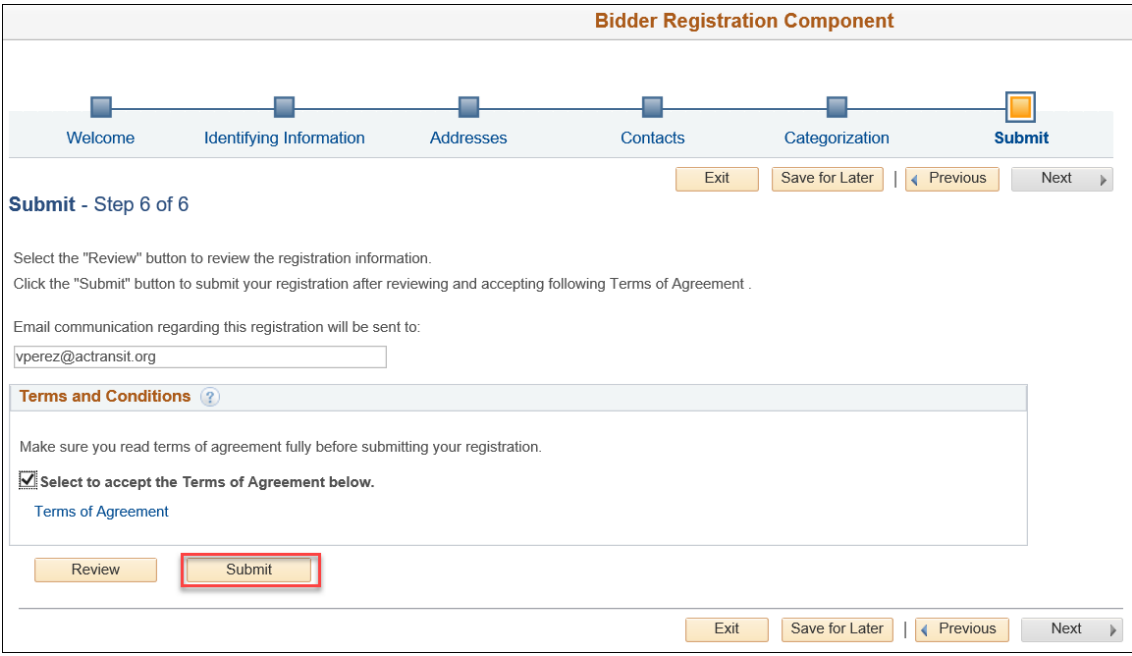
Step	Instructions
7	<p> Takes you to Addresses - Step 3 of 6 Page</p> <ul style="list-style-type: none">Under the Primary Address fields<ul style="list-style-type: none">Enter the address, city, state and postal codeEnter email address <div data-bbox="316 541 1307 1003"></div>
8	<p> Applies Only if Remit To, Ship to and Invoice Addresses are different from Primary Address</p> <ul style="list-style-type: none">Under Other Addresses - click any of the boxes for Bill to Address, Ship to Customer, Invoice Address to enter the associated address <div data-bbox="316 1182 1307 1423"></div>
9	<p> Takes you to Contacts - Step 4 of 6 Page</p> <ul style="list-style-type: none">Click Add Contact button <div data-bbox="316 1570 1307 1938"></div>



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Step	Instructions
10	<p> Add Contact Page opens up, all fields indicated by asterisk (*) are required</p> <ul style="list-style-type: none">Under Contact Information, enter the following required fields:<ul style="list-style-type: none">○ First Name○ Last Name○ Email ID○ TelephoneEnter values for other optional fieldsClick the Primary Contact box if you're the Primary Contact for the Vendor <p> As the Primary Contact, you will be receiving email notifications for Bids and Solicitations</p> <ul style="list-style-type: none">Under User Profile Information, your Email ID is auto-populated in the Requester ID field <p><i>If the Email ID already exists, the system warns for duplicate; you must enter another Email ID</i></p> <ul style="list-style-type: none">Enter values for the other optional fieldsClick OKTakes you back to the Contacts - Step 4 of 6 PageClick the Next button <div data-bbox="412 1035 1292 1927"></div>

Step	Instructions
11	<p> Takes you to Categorization - Step 5 of 6 Page</p> <ul style="list-style-type: none">• Select by the Categories by clicking the box next to each<ul style="list-style-type: none">❖ You can select as many Categories• Click the Next button  <p>The screenshot shows the 'Bidder Registration Component' interface. At the top, a progress bar indicates the current step is 'Categorization'. Below the progress bar, there are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area is titled 'Categorization - Step 5 of 6' and includes instructions to select categories. A 'Strategic Sourcing Tree' is displayed on the left, listing various categories such as 'Miscellaneous Services', 'Accounting, Banking', 'Advertising', 'Public Works/Construction', 'Facility Support Services', 'Human Resources, EAP, SAP', 'IT Services', and 'Legal, Risk Mgmt, Advocacy'. A 'My Categories' section on the right shows 'No categories selected'.</p>
12	<p> Takes you to Submit - Step 6 of 6 Page</p> <ul style="list-style-type: none">• Confirm the email address to which the registration communication will be sent• Click the Terms of Agreement link to view and read the information• Click the box next to Select to Accept the Terms of Agreements• Click the Submit button  <p>The screenshot shows the 'Bidder Registration Component' interface for the 'Submit' step. The progress bar at the top indicates the current step is 'Submit'. Navigation buttons include 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area is titled 'Submit - Step 6 of 6' and provides instructions to review and submit the registration. It includes a text input field for the email address, currently containing 'vperez@actransit.org'. Below this is a 'Terms and Conditions' section with a 'Select to accept the Terms of Agreement below.' checkbox, which is checked. A 'Terms of Agreement' link is provided. At the bottom, there are 'Review' and 'Submit' buttons, with the 'Submit' button highlighted with a red box.</p>



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Step	Instructions
13	<p>Registration Submission Details confirmation page pops-up</p> <ul style="list-style-type: none">Registration is sent to the email address specified during the registrationAfter successful completion of registration, you will be receiving two emails:<ul style="list-style-type: none">Registration Confirmation ApprovalRegistration with Password and instructions to update password <div data-bbox="316 546 1421 976" style="border: 1px solid black; padding: 10px;"><p style="text-align: right;">Supplier/Bidder User registrat</p><hr/><p>Registration Submit Details</p><hr/><p>Submitted</p><p> You have successfully submitted your registration.</p><p>Your registration ID: 0000000049</p><p>Any email regarding the registration status will be sent to: vperez@actransit.org</p></div>
	End of Procedure.