SANDAG Grant Opportunities

BidNet Registration Guide

bidnet direct powered by mdf commerce

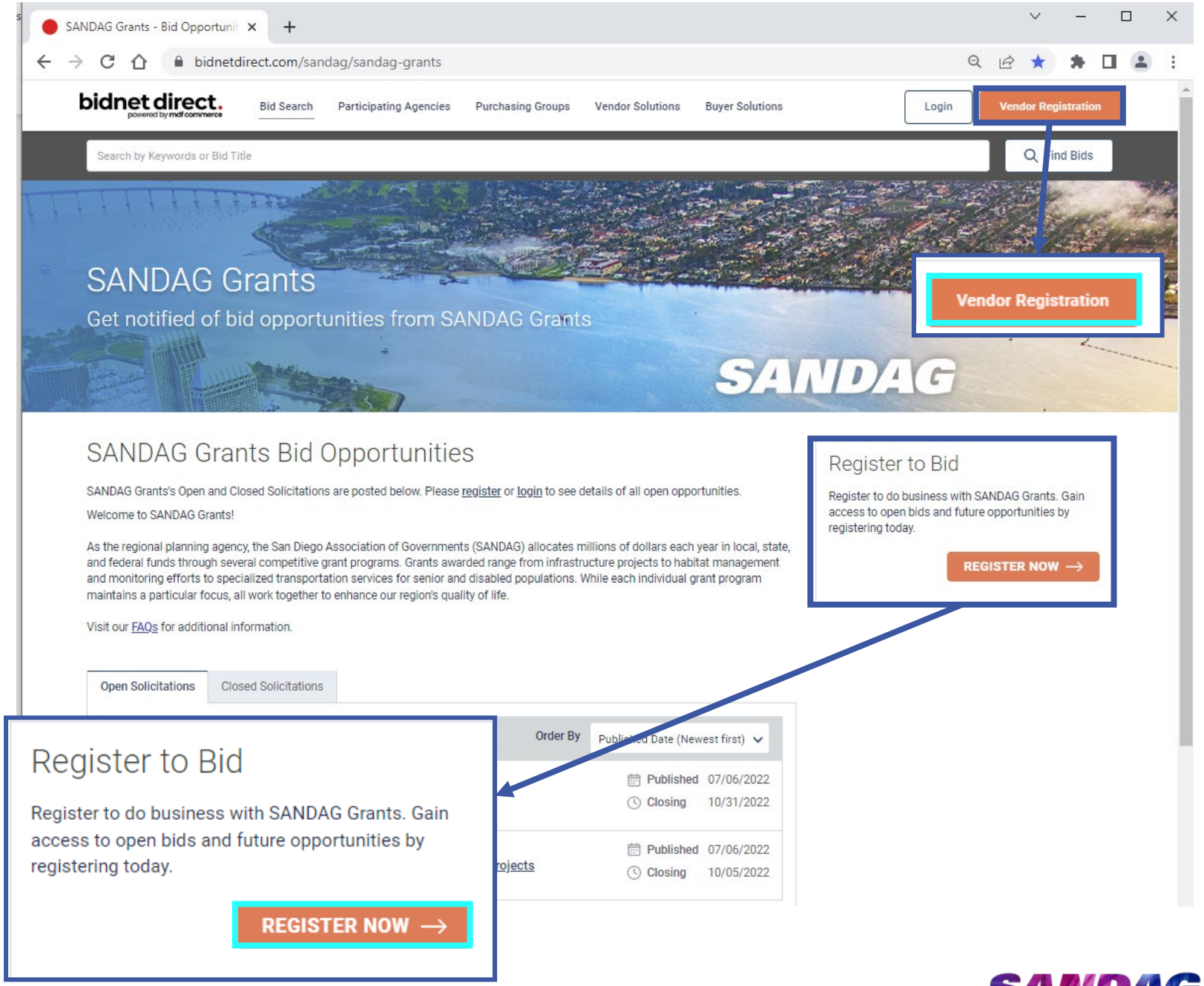
Last Updated: 9/16/2022

How do I register my organization as a vendor?

Register for SANDAG Grant Opportunities

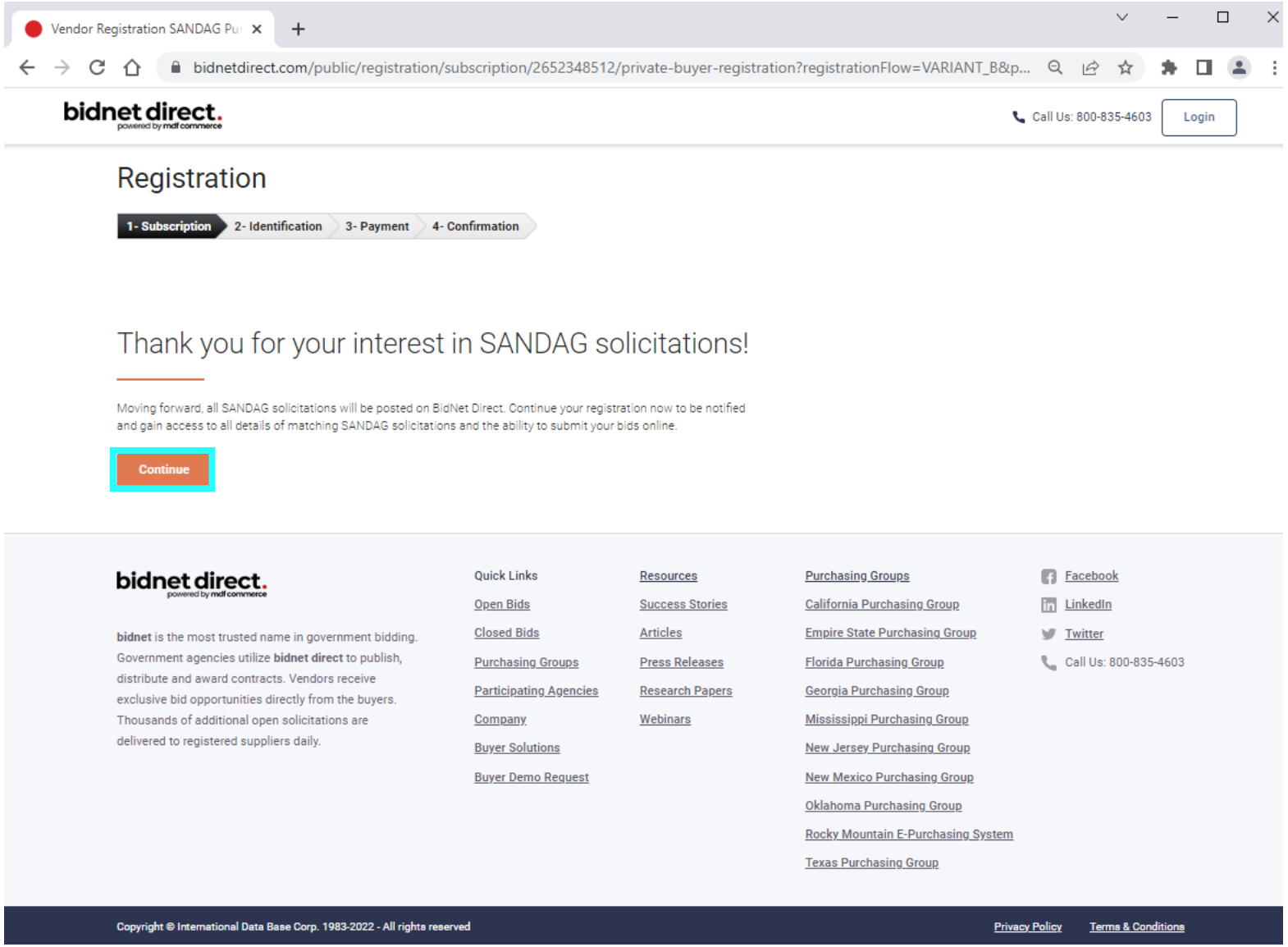
Visit SANDAG Grants Page: https://www.bidnetdirect.com/sandag/sandag-grants

1. Click **Register Now** or
2. Click **Vendor Registration**



Registration

Click **Continue** to initiate the registration process



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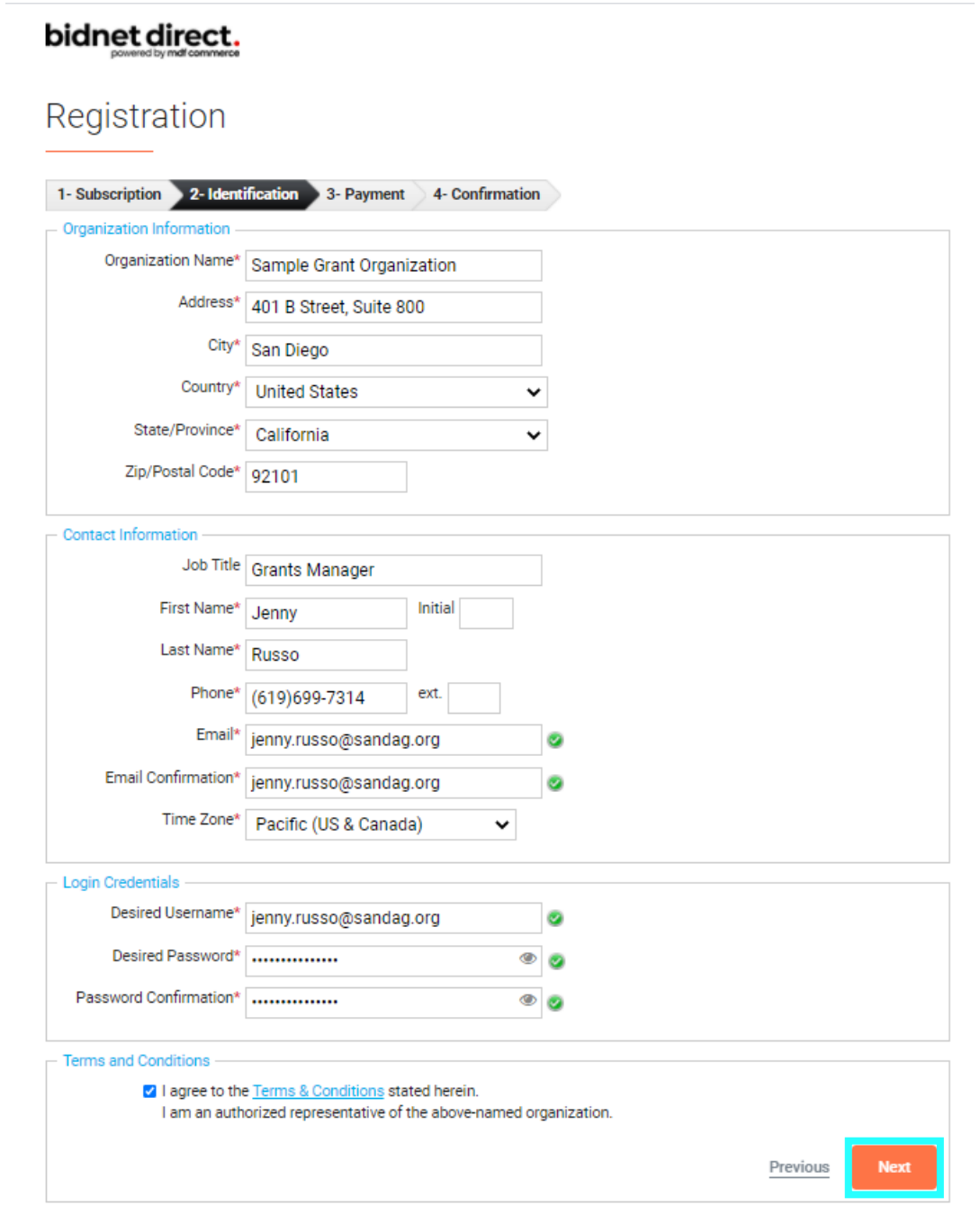
Registration Identification

Complete your organization's:

- Organization Information – list your agency's title without reference to a specific department or division
- Contact Information
- Login Credentials

Agree to the terms and conditions

Click **Next** to continue onto the Payment section*
*There is no fee to register



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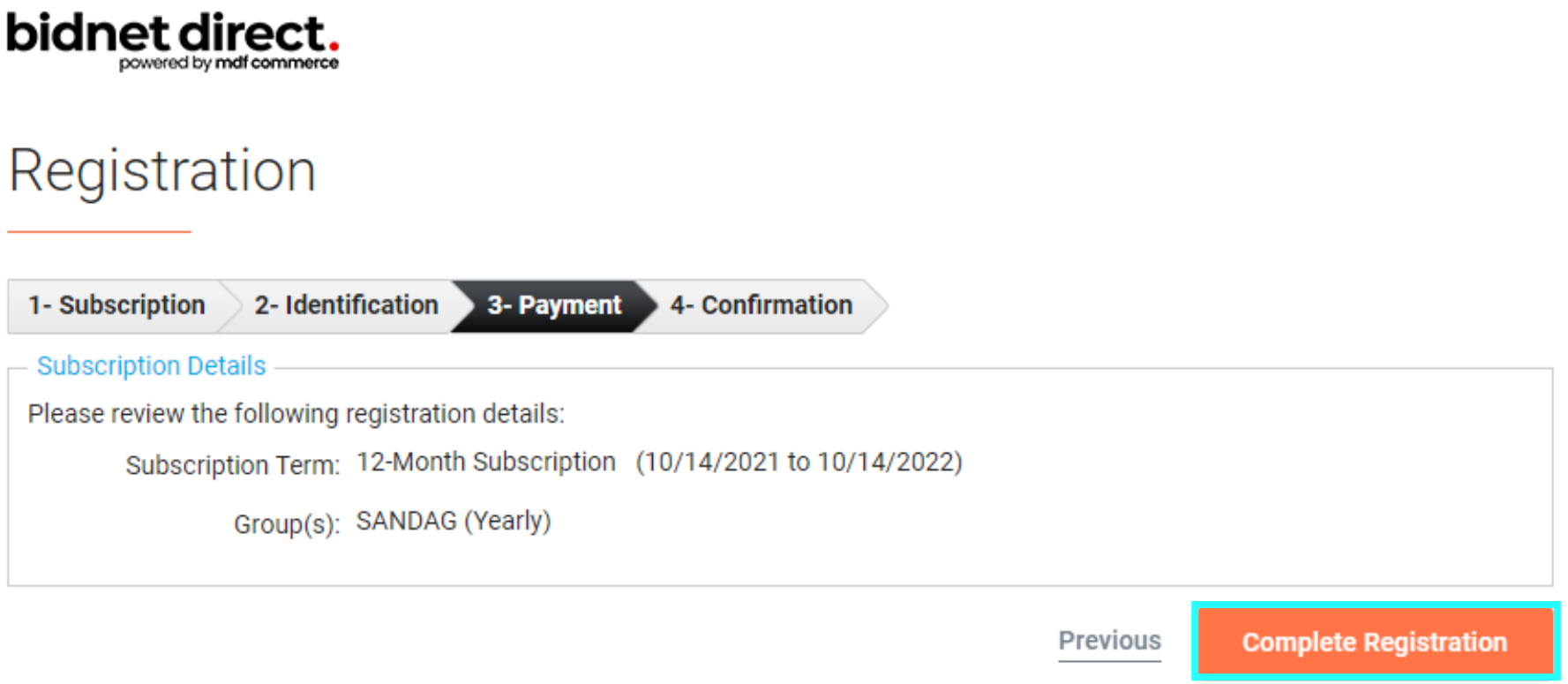
Registration Payment

Registration is valid for 12 months.
When the subscription term is preparing to end, the vendor will be notified by email and asked to renew registration.

Click **Complete Registration** to complete the first part of registration



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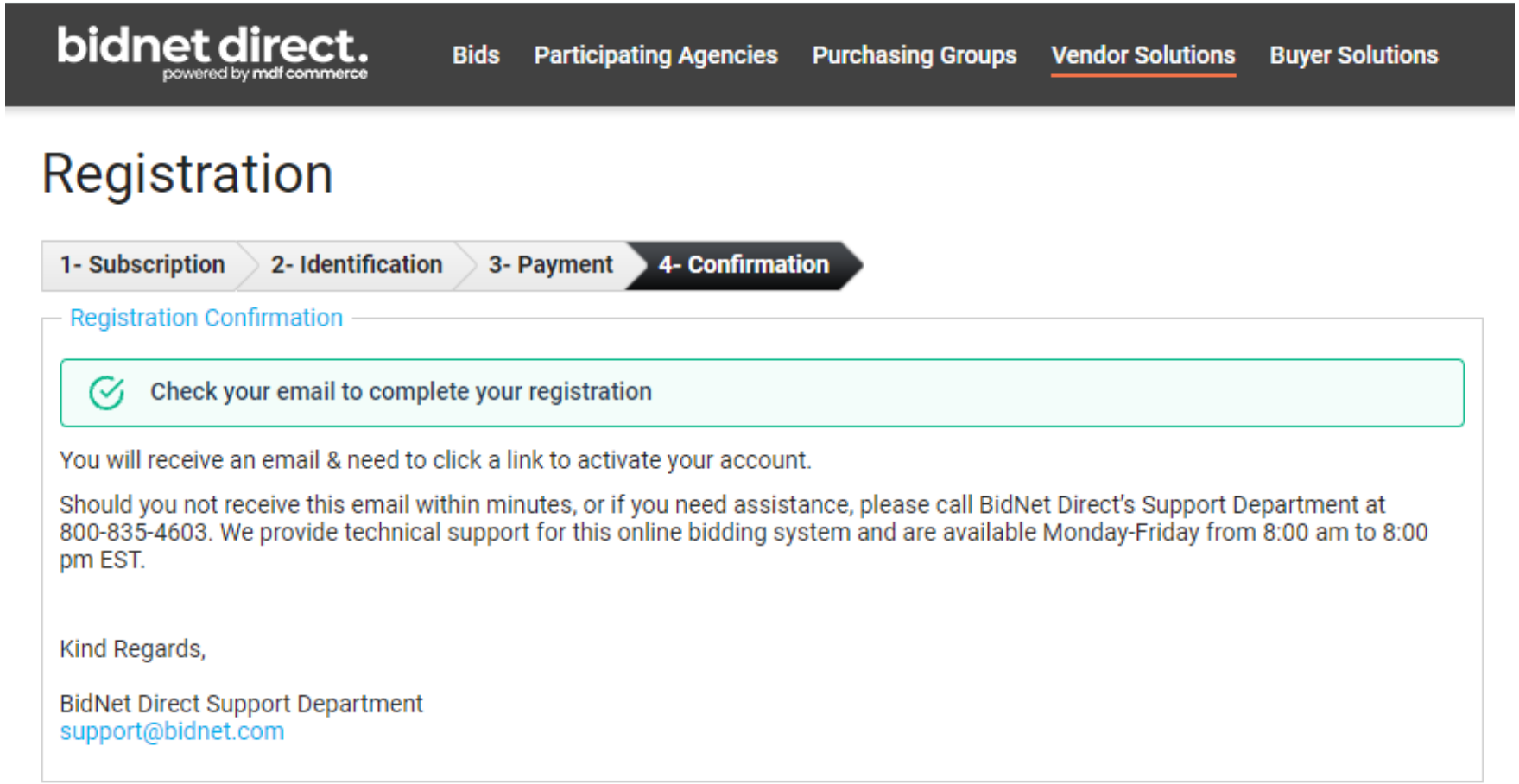
Registration Confirmation

Check your email to verify your email address and complete the registration process



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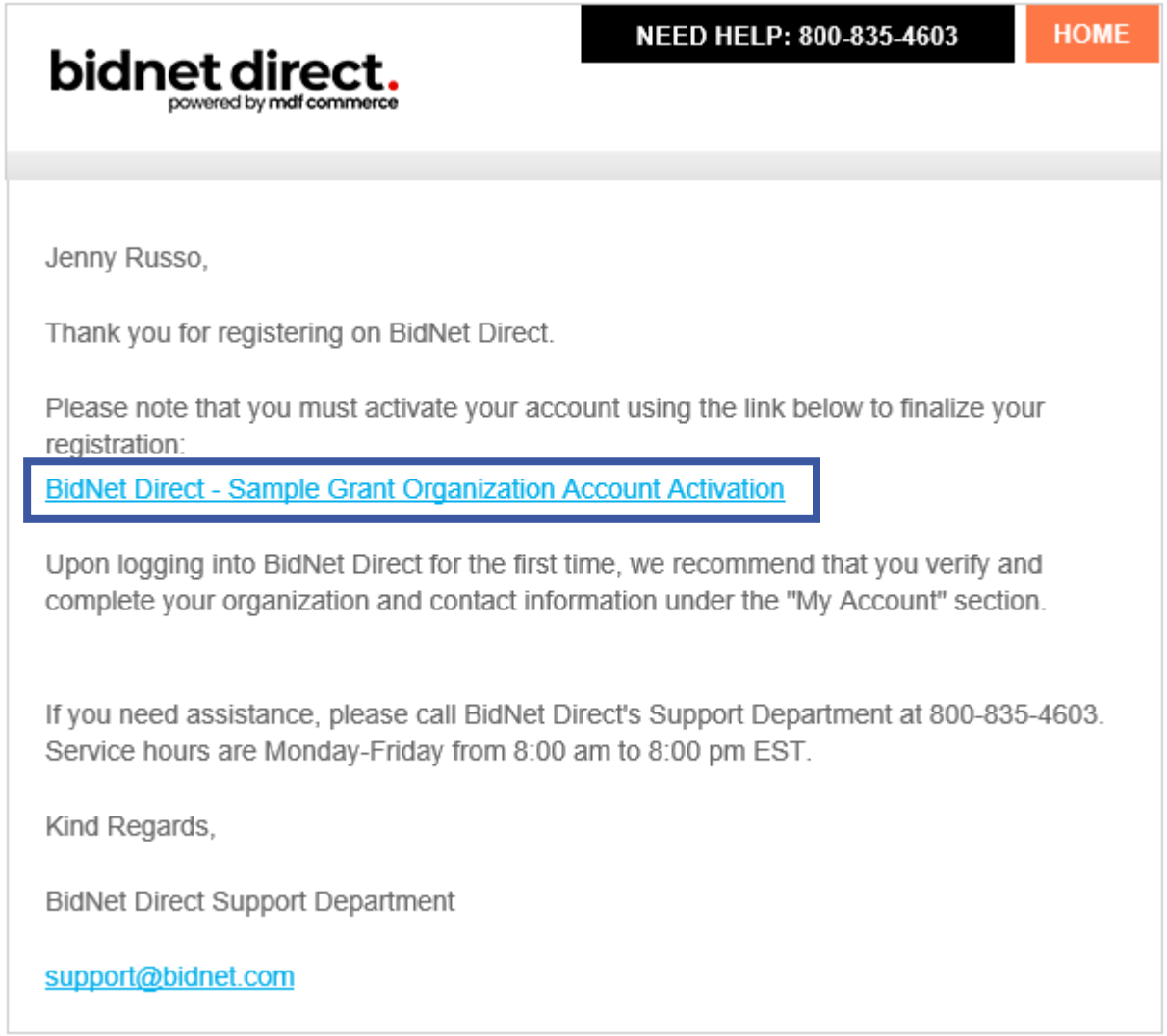
Verify Email Address

Verify your email address by clicking on the activation link in the email



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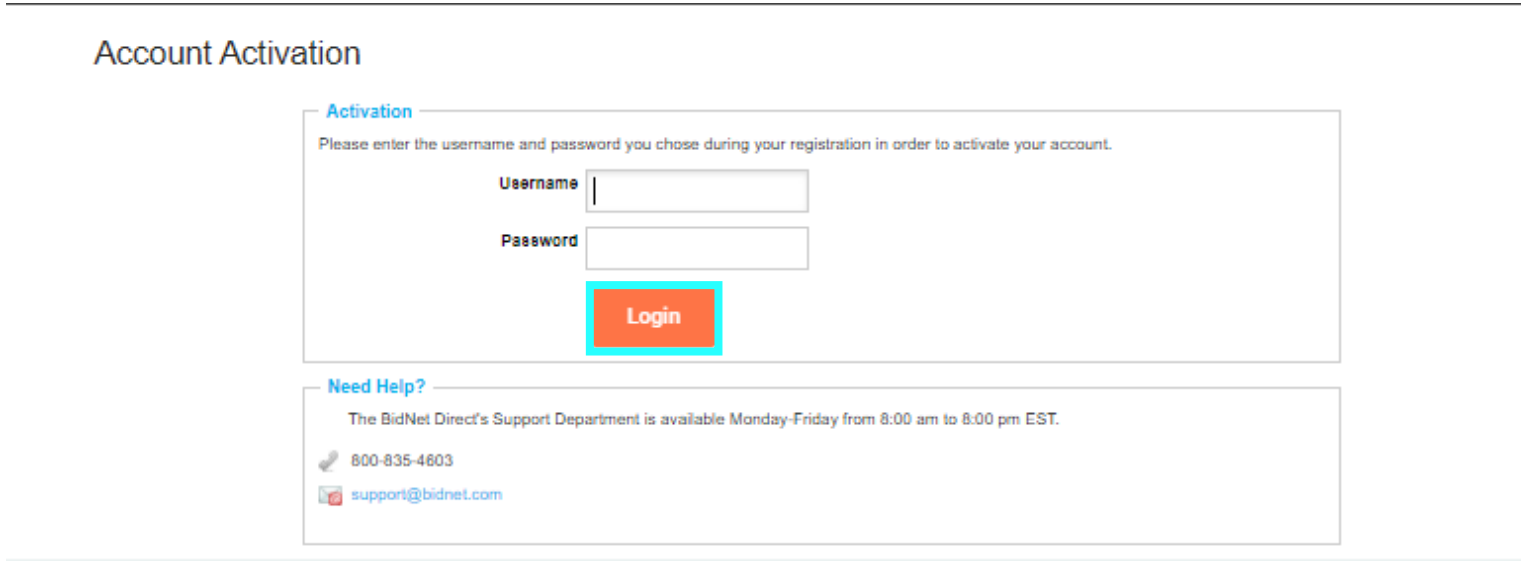
Activate Account

Log in using your username and password
Click **Login**



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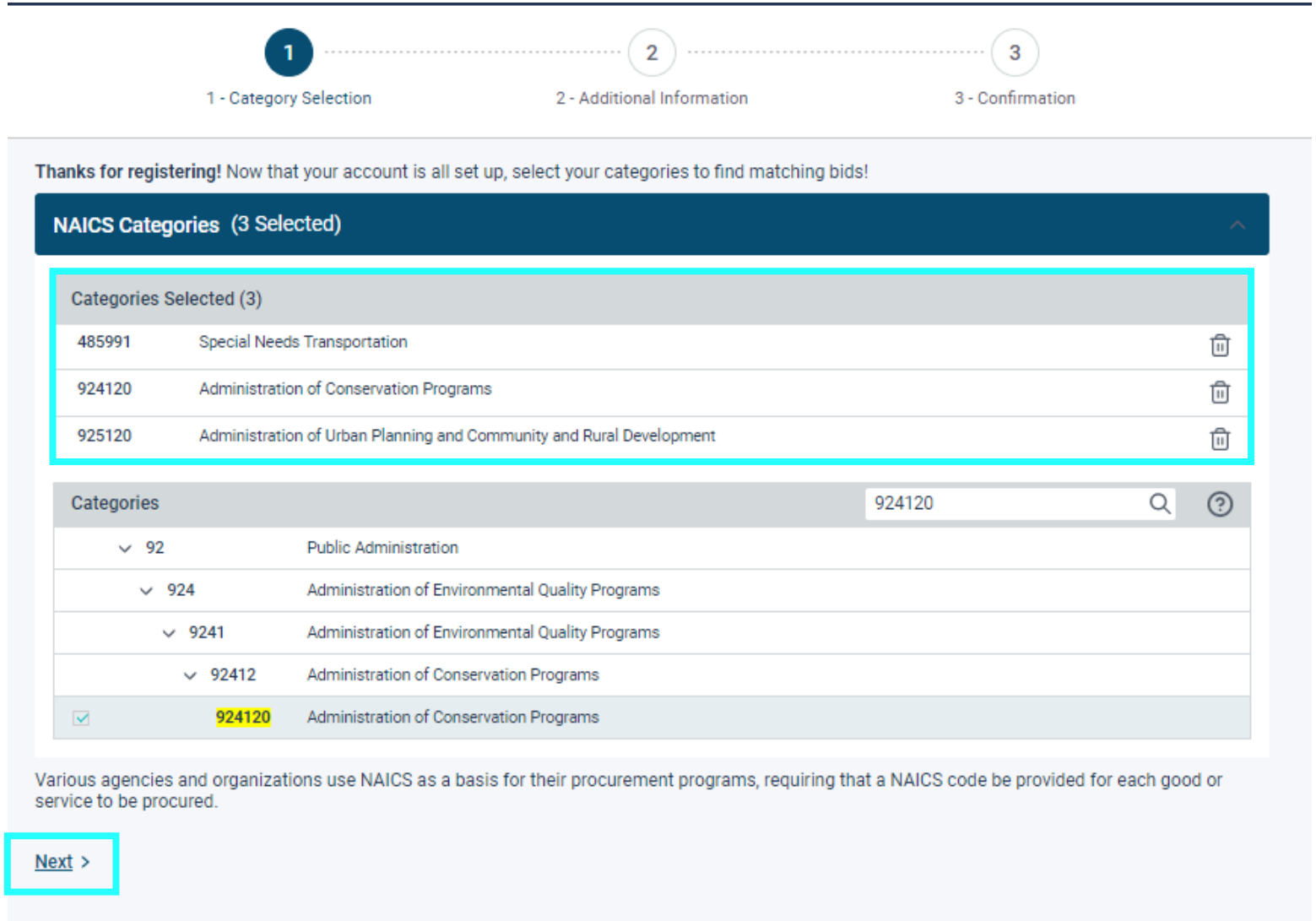
Category Selection

Select the North American Industry Classification System (NAICS) Category Code for the grant program(s) you are interested in

- ✓ This information is part of your organization profile and is used to notify you of any matching grant solicitations
- ✓ See the **FAQs** on BidNet for a list of NAICS codes used by each grant program
- ✓ In the example on the right, the vendor has selected three NAICS codes

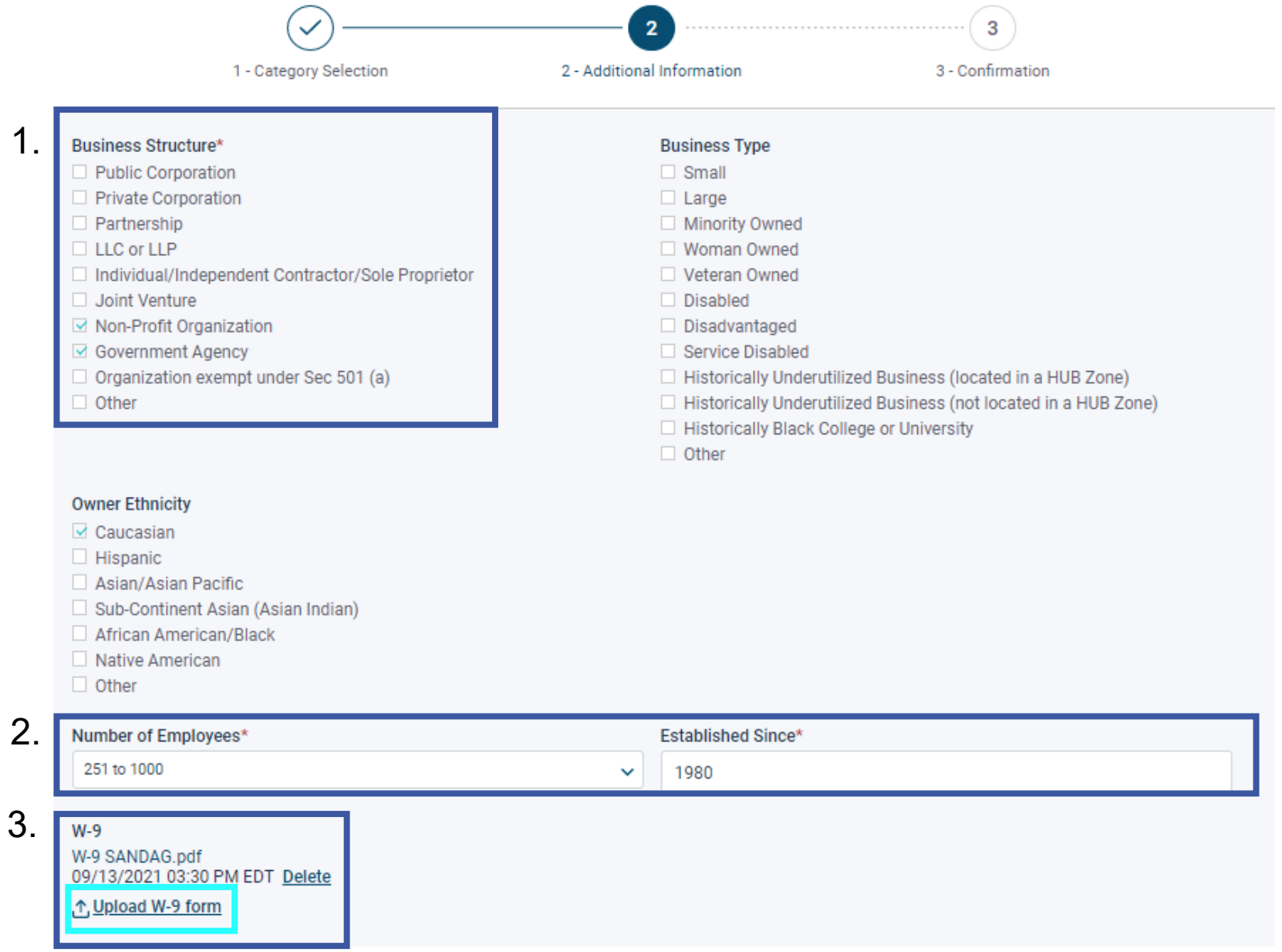
Click **Next** to continue to the Additional Information section



Additional Information

Only enter the fields marked with a red asterisk *

1. Select the **Business Structure** and Owner Ethnicity that is applicable to your organization
   - ✓ Non-profits should select Non-Profit Organization
   - ✓ Government Agencies should select Government Agency
2. Choose the **Number of Employees** from the drop-down list and enter the **year your organization was established**
   - ✓ Number of Employees does not need to be exact
   - ✓ The established date should be the date your organization was incorporated (non-profits) or established/incorporated (government agencies)
3. Upload your organization's **W-9** using the Upload W-9 form link



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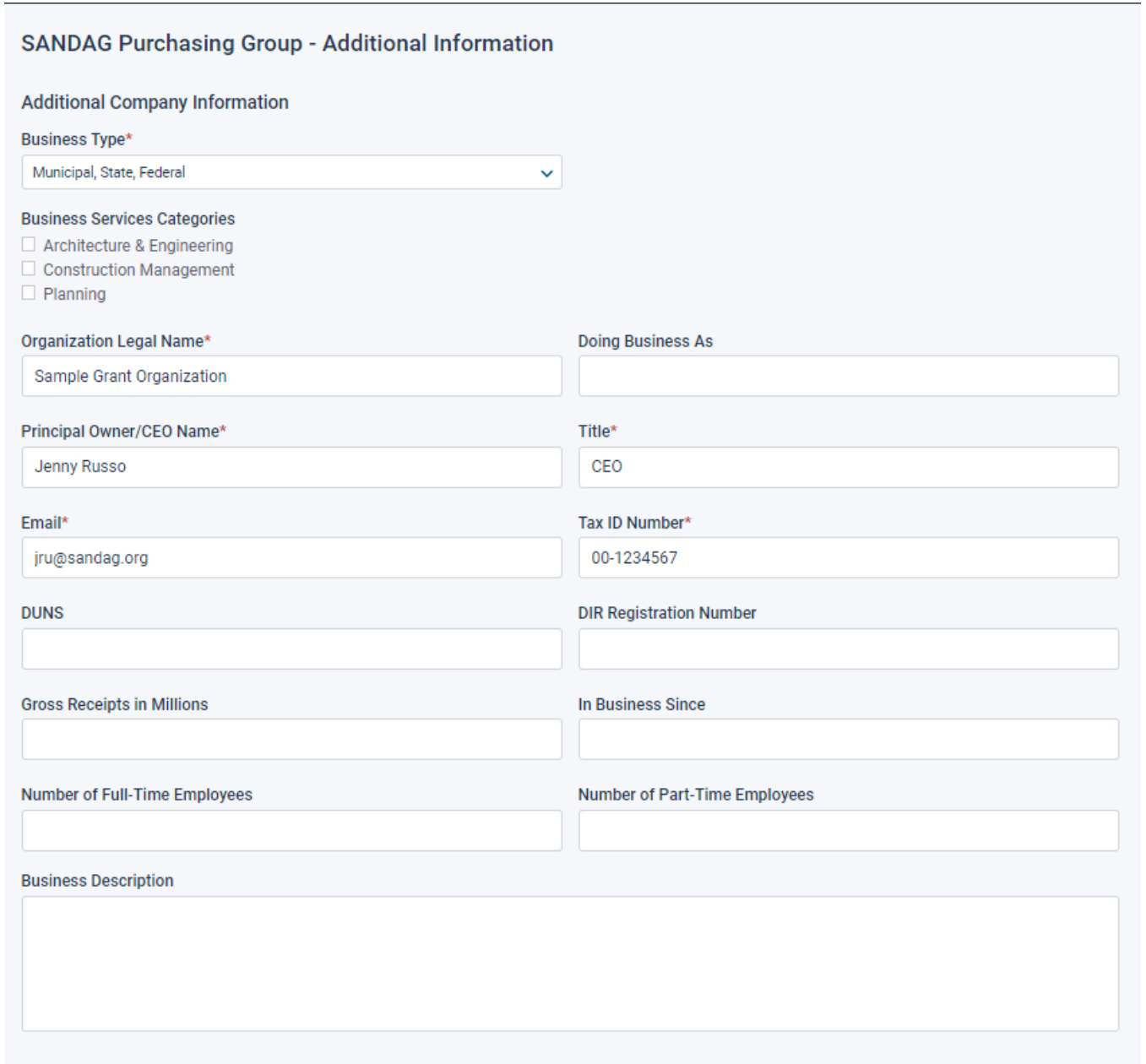
Additional Information (continued)

Complete the Additional Company Information section as applicable to your organization

Only enter the fields marked with a red asterisk *

- ✓ Non-profits should use their Executive Director's information
- ✓ Government Agencies should use their City Manager's information

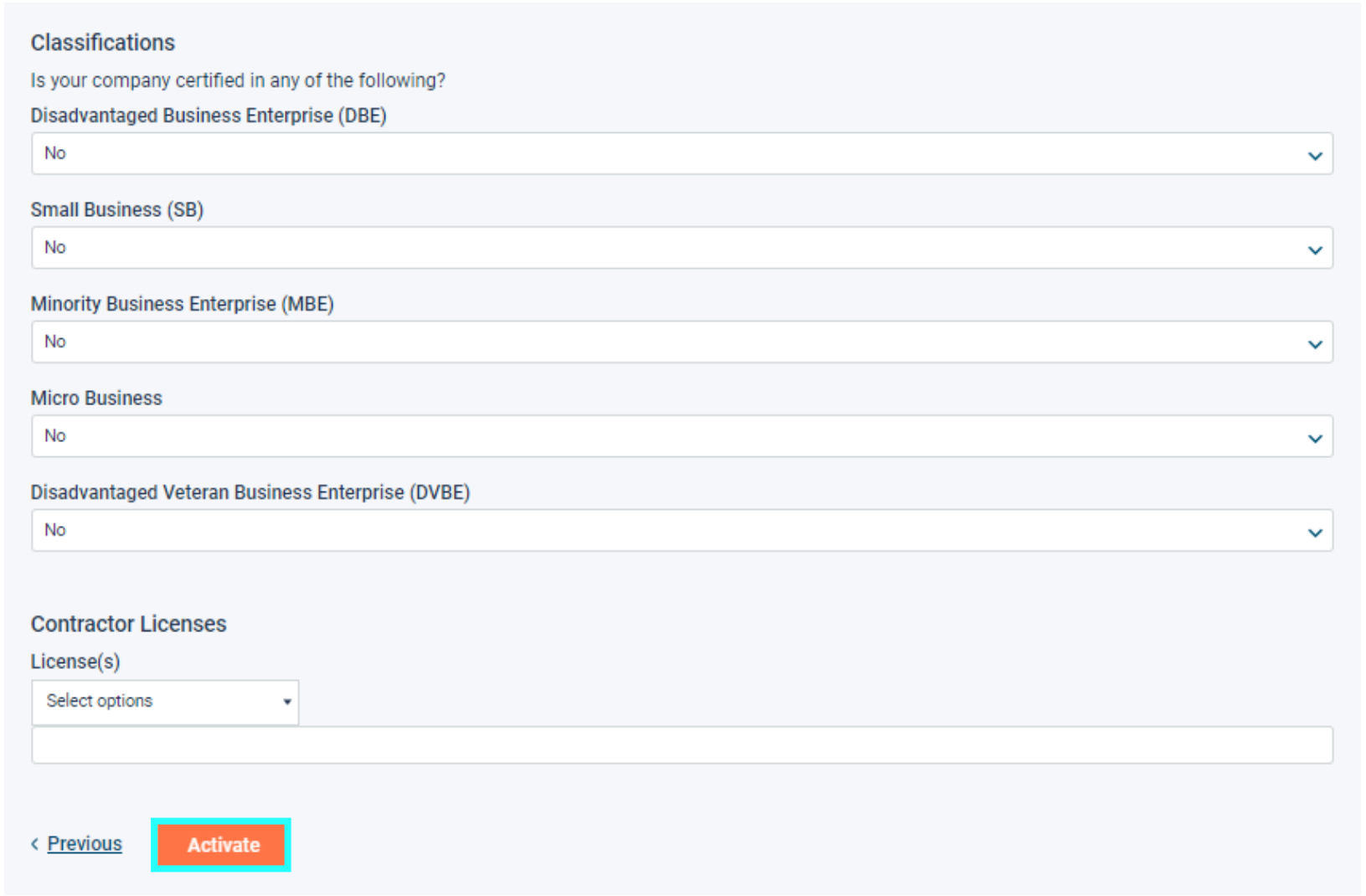


Additional Information (continued)

Complete the Classification(s) and Contractor License(s) sections as applicable to your organization

- ✓Government agencies can leave this section blank

Click **Activate** to complete your registration and activate your account



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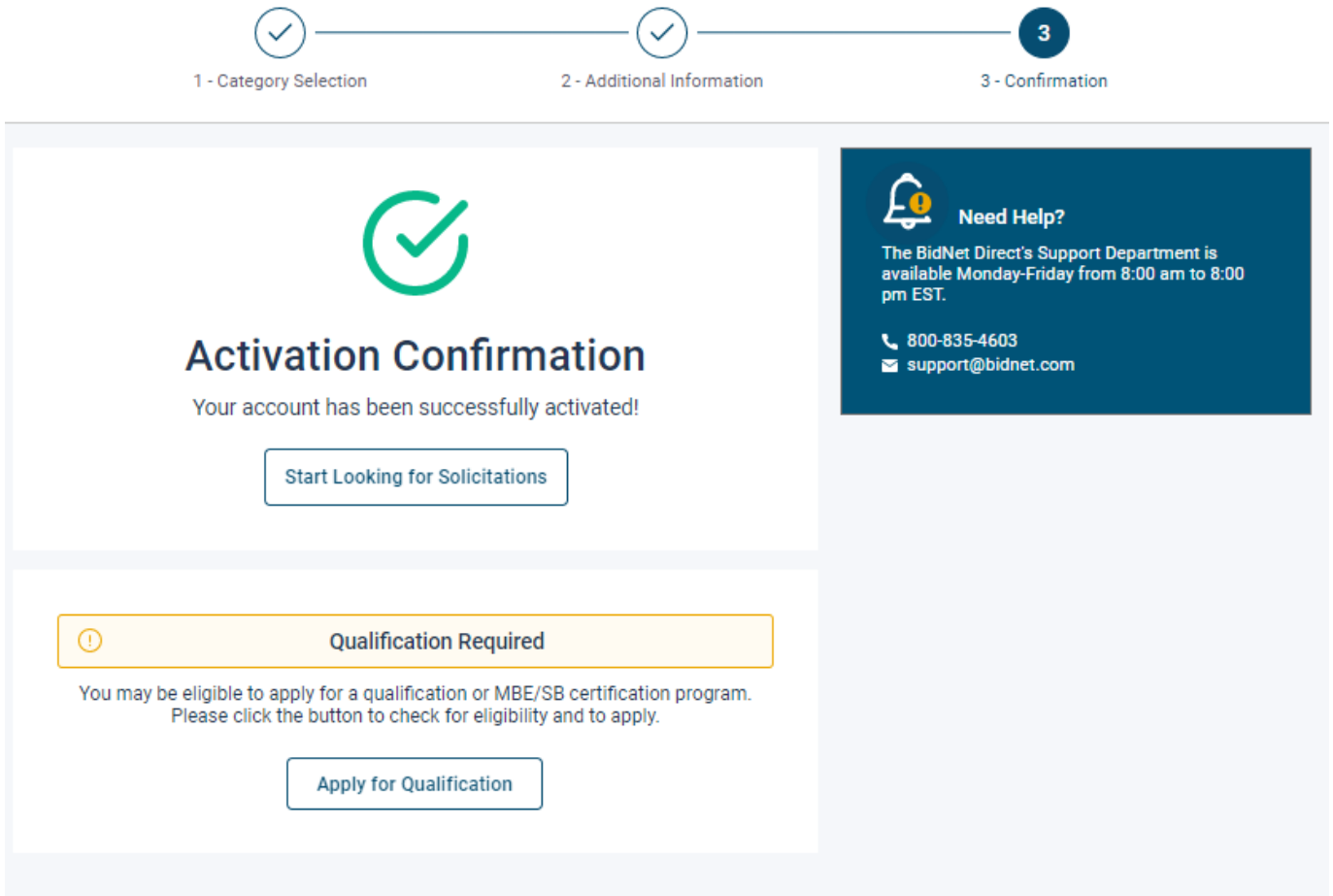
Registration Complete

Once you click on Activate Registration, you will be brought to the Confirmation page

Login and start looking at open grant solicitations by SANDAG

Notifications of matching open grant solicitations will start immediately



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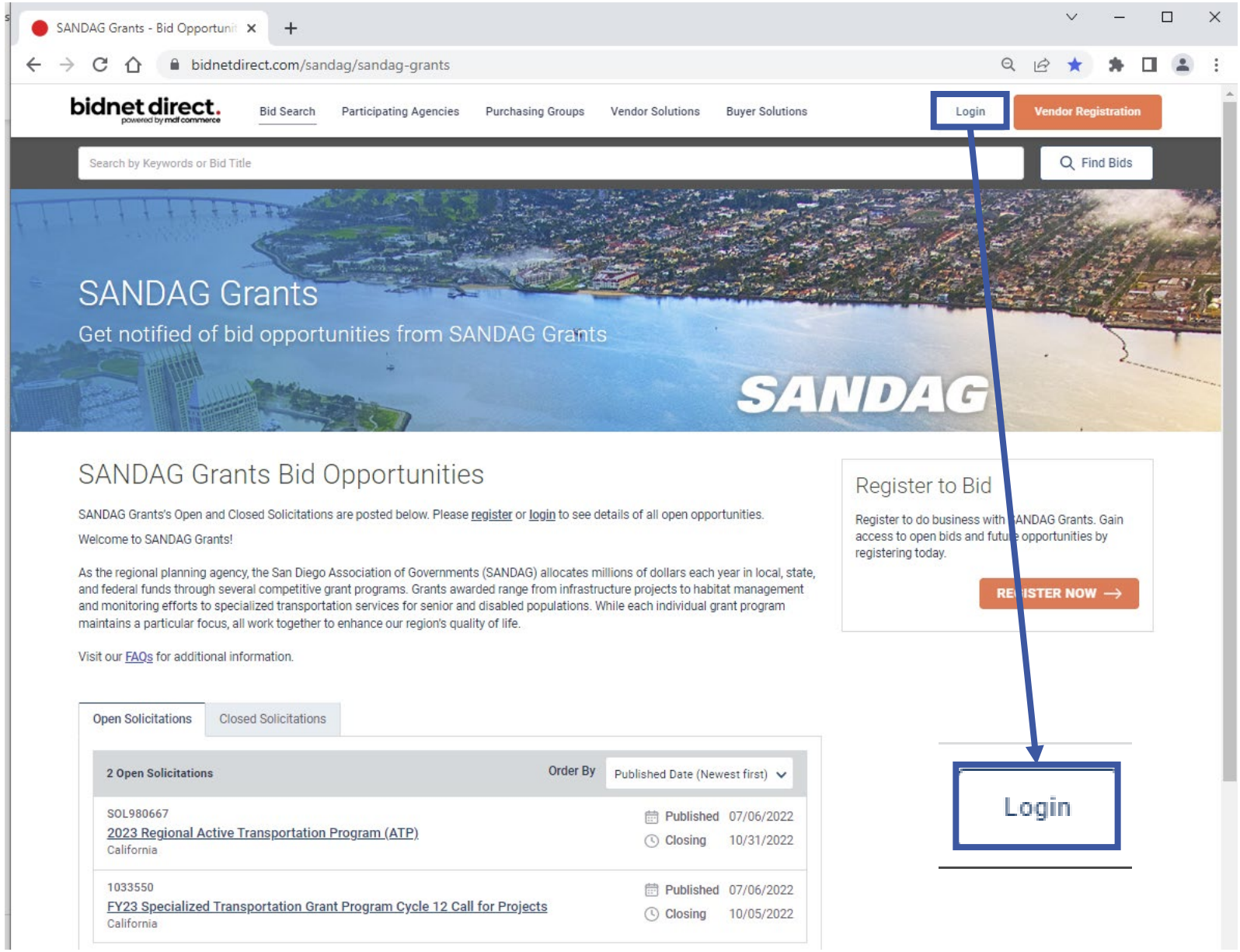
How do make changes to my BidNet account?

Account Updates

If you need to make changes to your BidNet account, visit the SANDAG Grants Page: https://www.bidnetdirect.com/sandag/sandag-grants

Click **Login**



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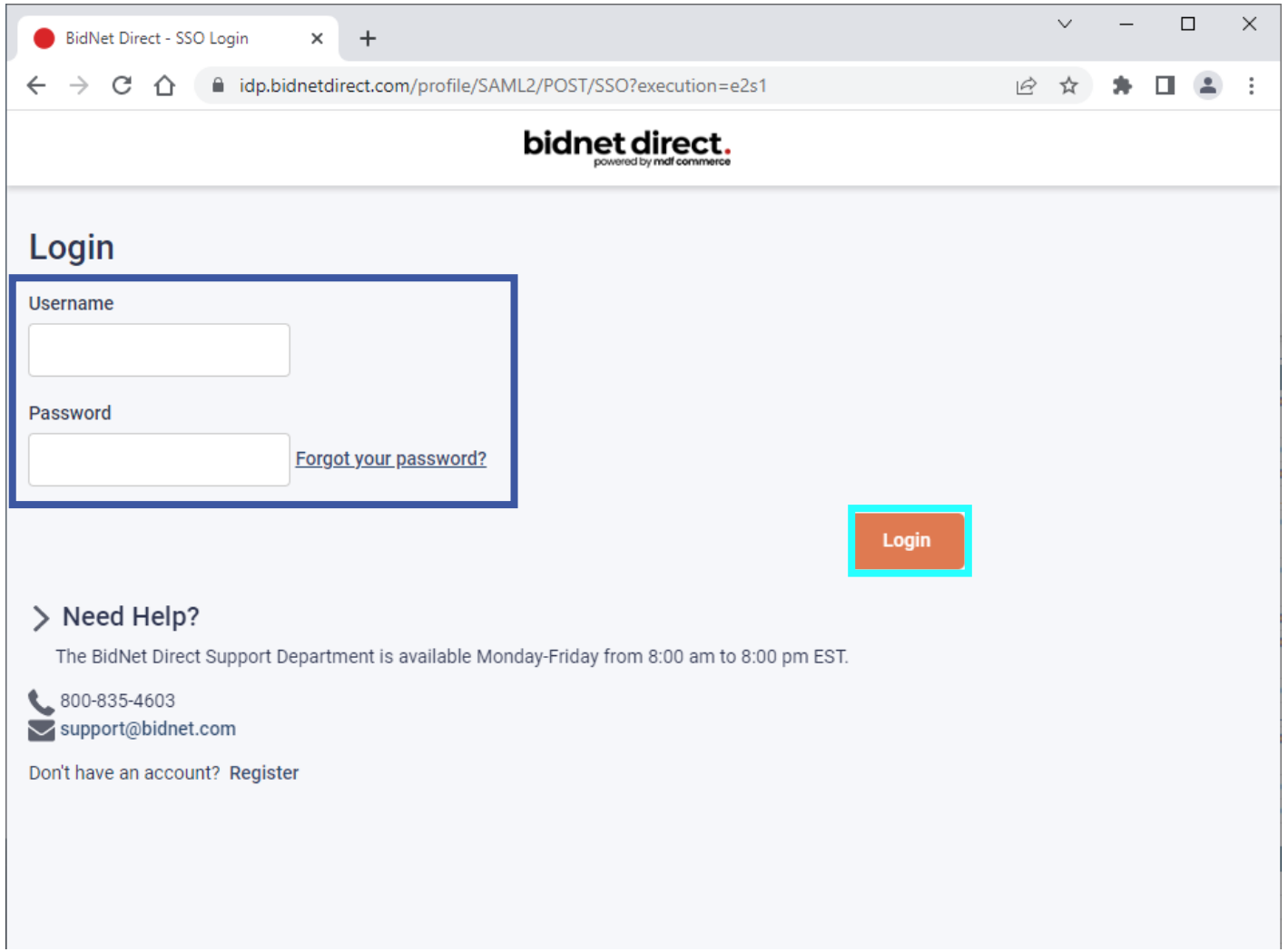
Account Updates

Enter your **Username,** which is the email address used in the registration process

Enter your **Password**

Click **Login**



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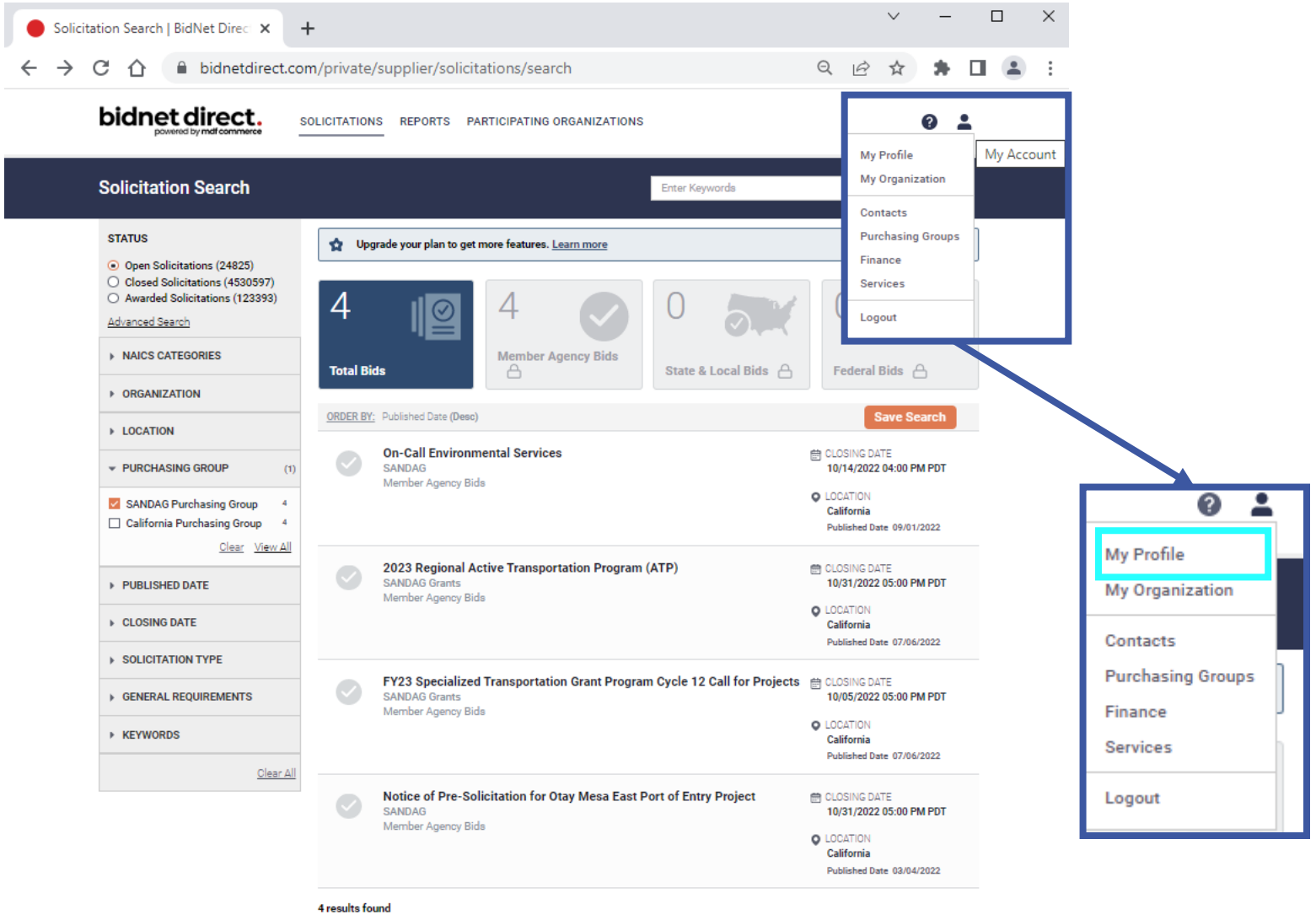
Account Updates

Click the **MyAccount button** in the top right corner

- ✓ Represented by an icon of a person

Click **MyProfile**



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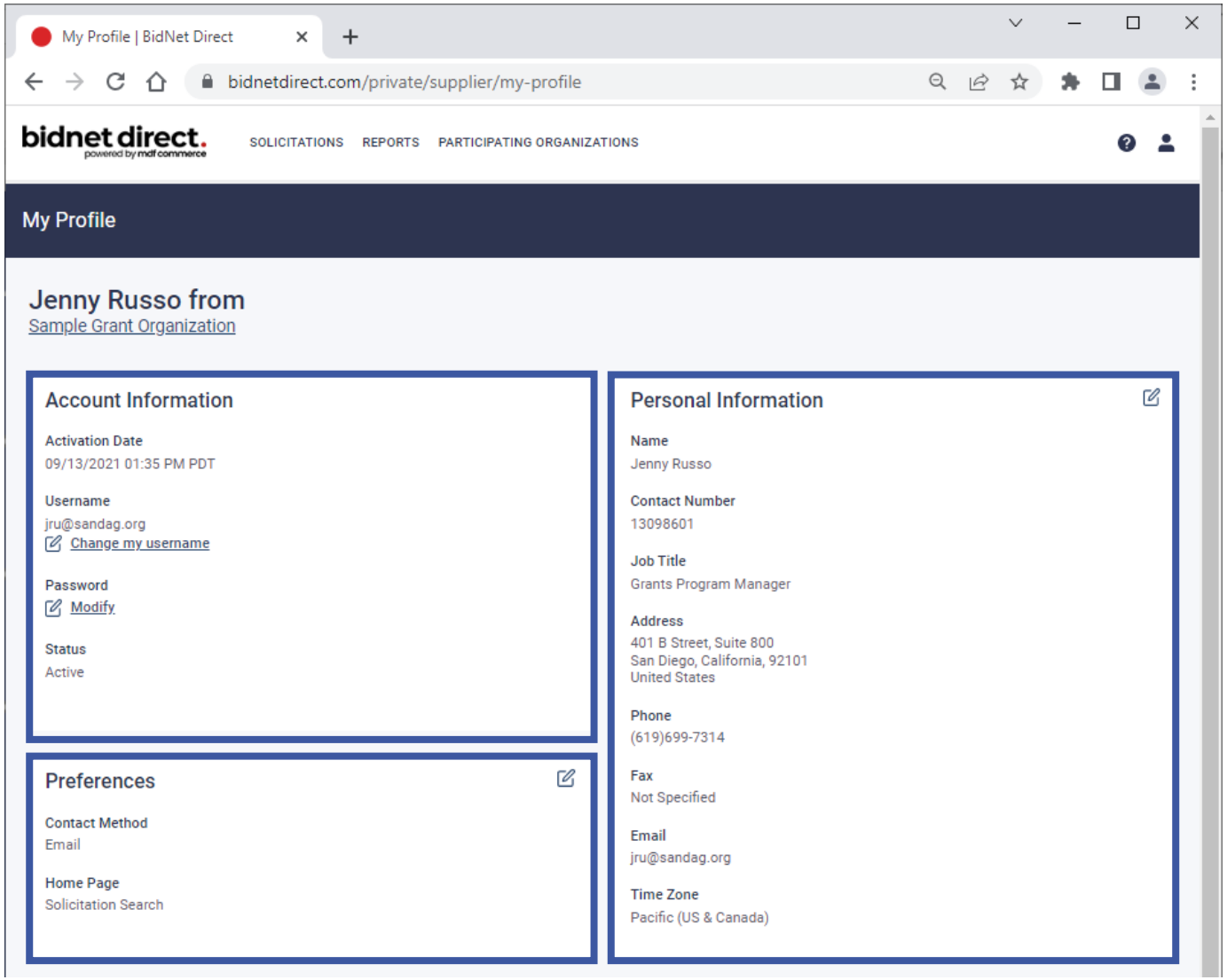
Account Updates

From the **MyProfile** screen you can make changes to your:

1. **Account Information**, including your username* and password
2. **Preferences**, including contact method or Home Page
3. **Personal Information**, including contact information and email address where notifications are sent

*Note: changing the username does not change the email address that will receive notifications. To change the email address that receives notifications, see the section entitled “Change Personal Information”



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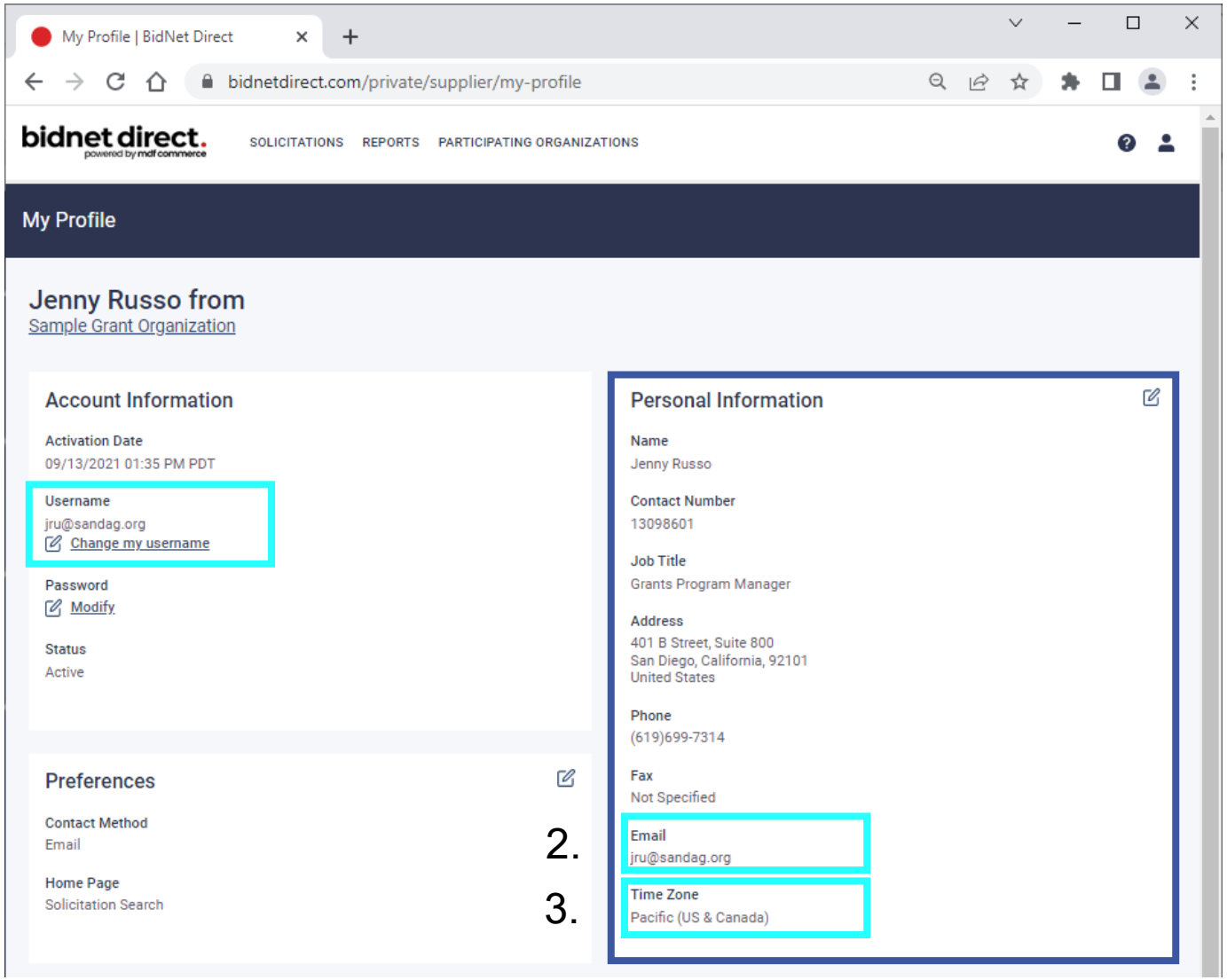
Account Updates: Helpful Tips

1. Changing the **Username** does not change the email address that will receive notifications.
2. To change the email address that receives notifications, update the **Email Address** located in the **Personal Information Section**
3. Verify that the **TimeZone** selected in the Personal Information section is set to Pacific Time.
   - ✓ SANDAG uses Pacific Time in its solicitation deadlines and selecting a different Time Zone could lead to confusion



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What if my organization already exists as a vendor?

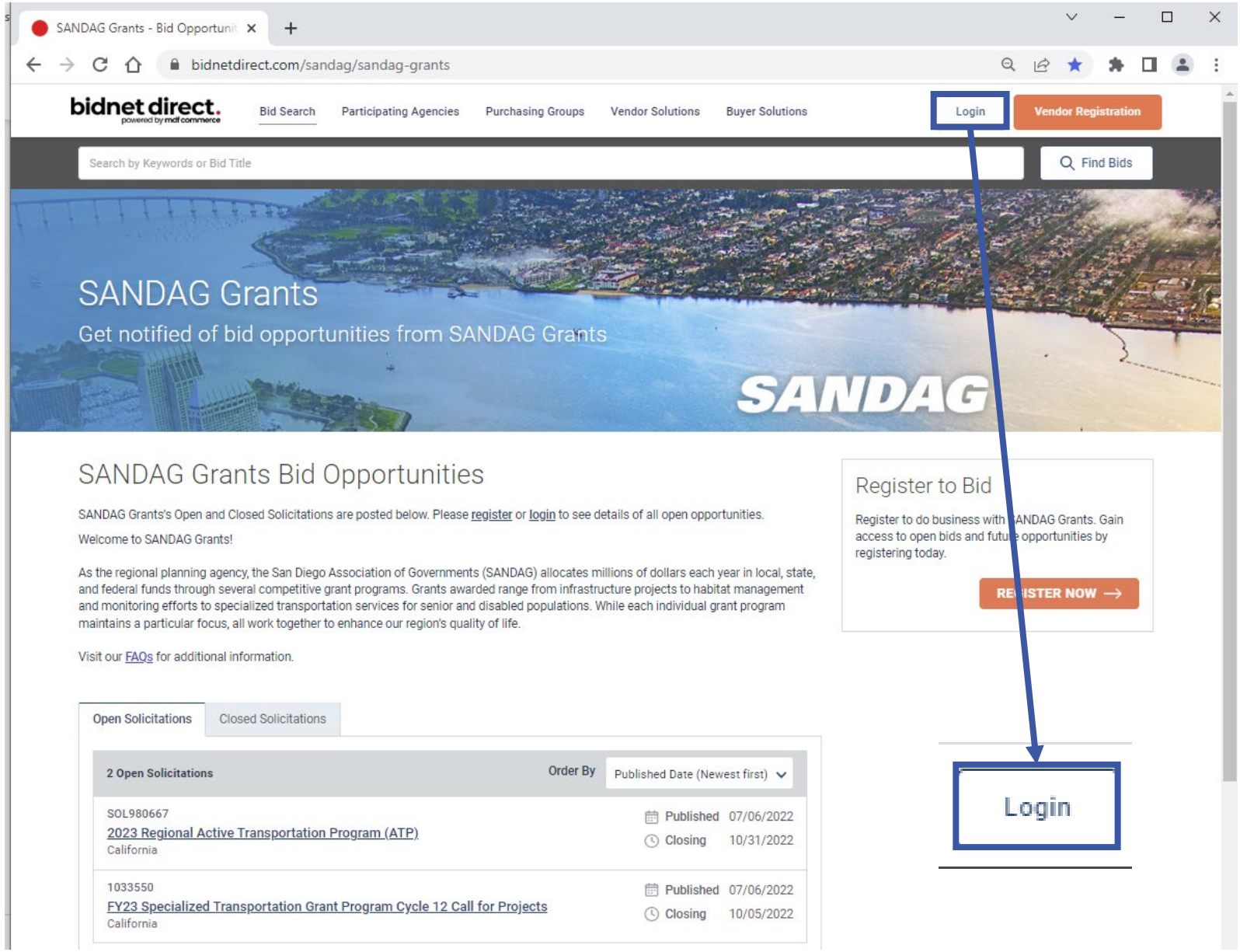
Method 1:
Add Another Contact

If you know someone at your organization who already has an account set up, ask them to log in and add you as another contact.

Login to Existing Account

If you need to make changes to your BidNet account, visit the SANDAG Grants Page: https://www.bidnetdirect.com/sandag/sandag-grants

Click **Login**



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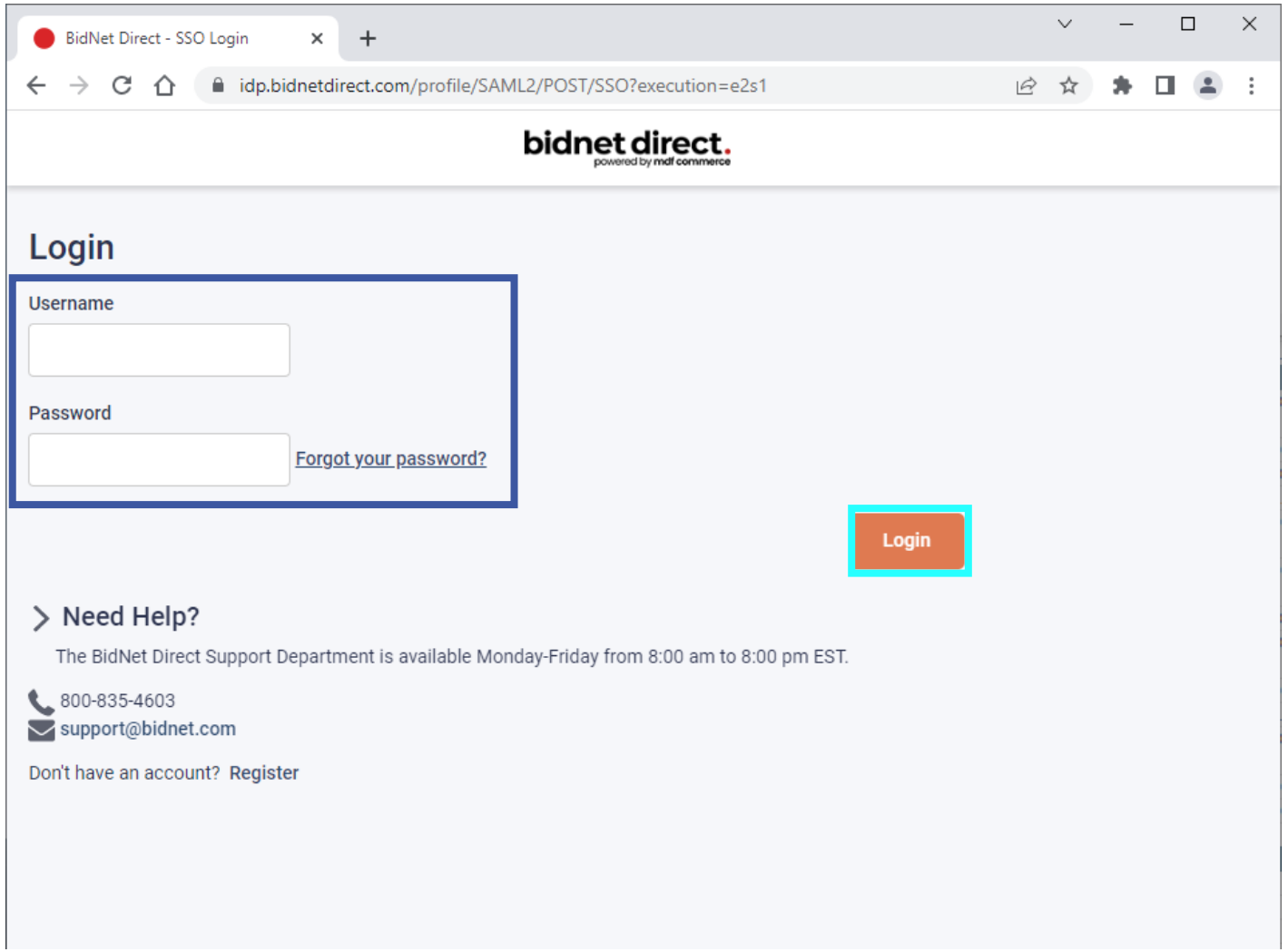
Add Another Contact

Enter the **Username** and **Password** associated with the existing account

Click **Login**



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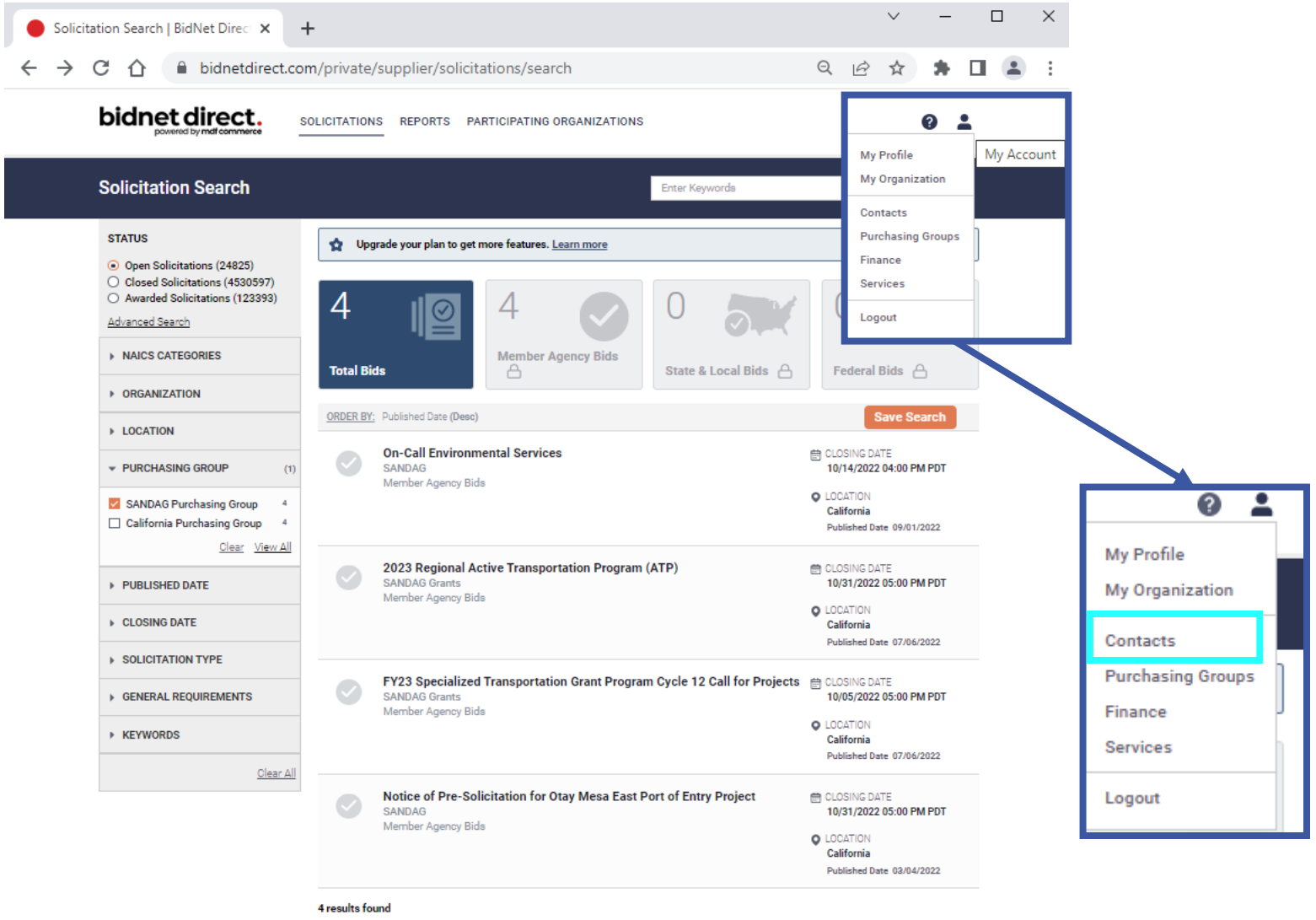
Add Another Contact

Click the **MyAccount button** in the top right corner

- ✓ Represented by an icon of a person

Click **Contacts**



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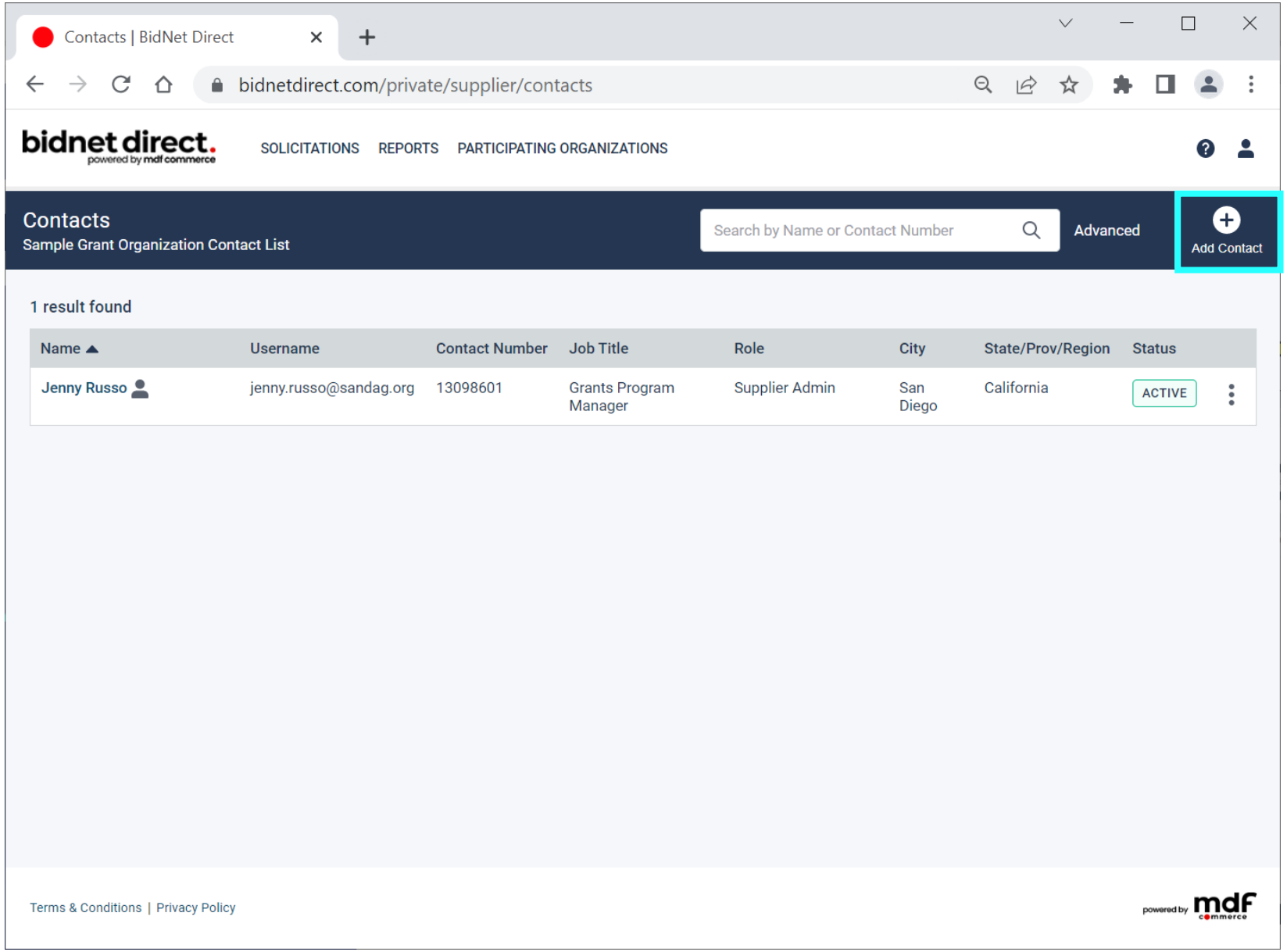
Add Another Contact

Click **Add Contact** located in the top right corner



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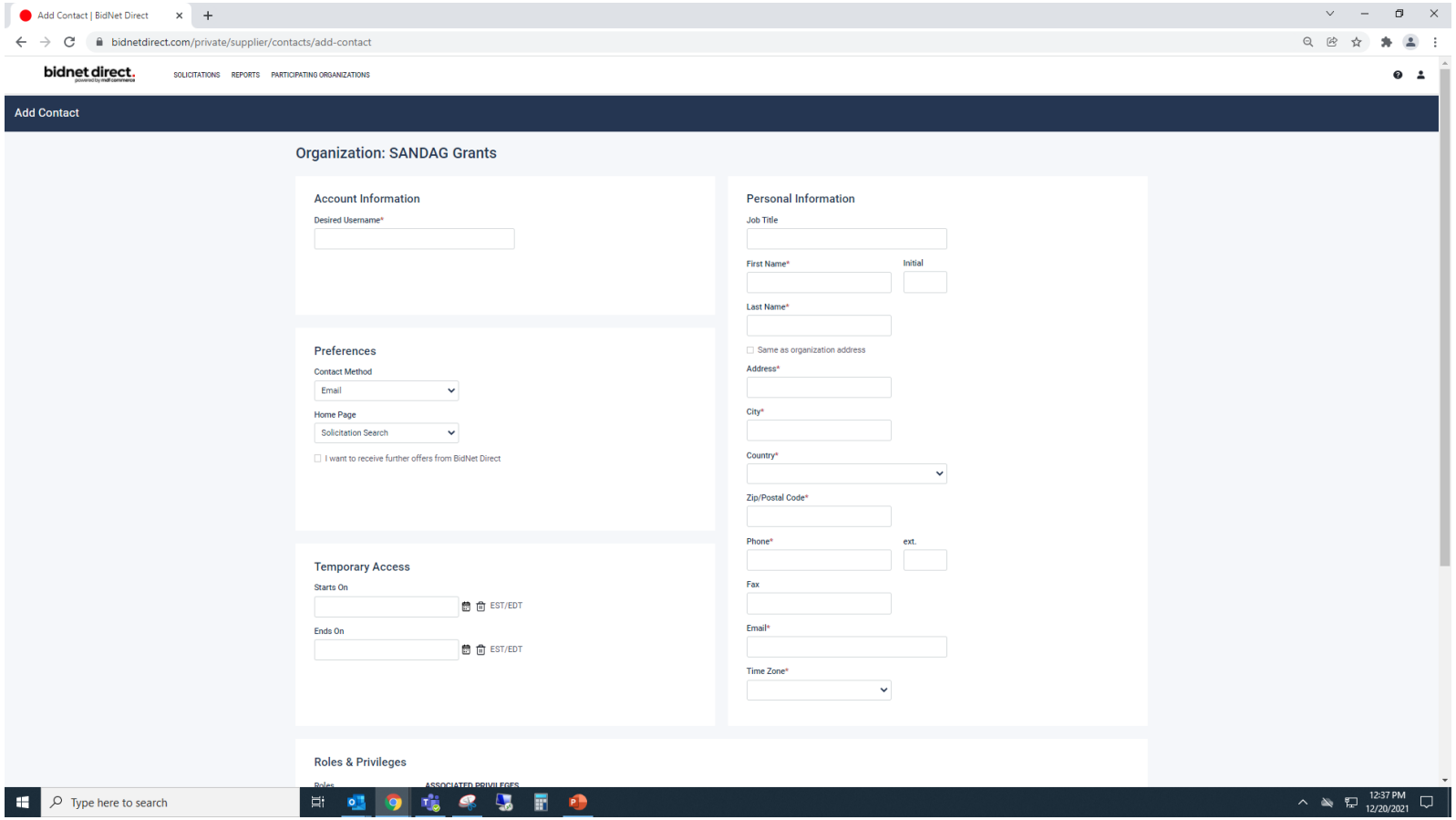
Account and Personal Information

Enter information in the fields marked with a red asterisk*

- Desired Username
- First Name
- Last Name
- Address
- City
- Country
- State/Province
- Zip/Postal Code
- Phone
- Email
- Time Zone



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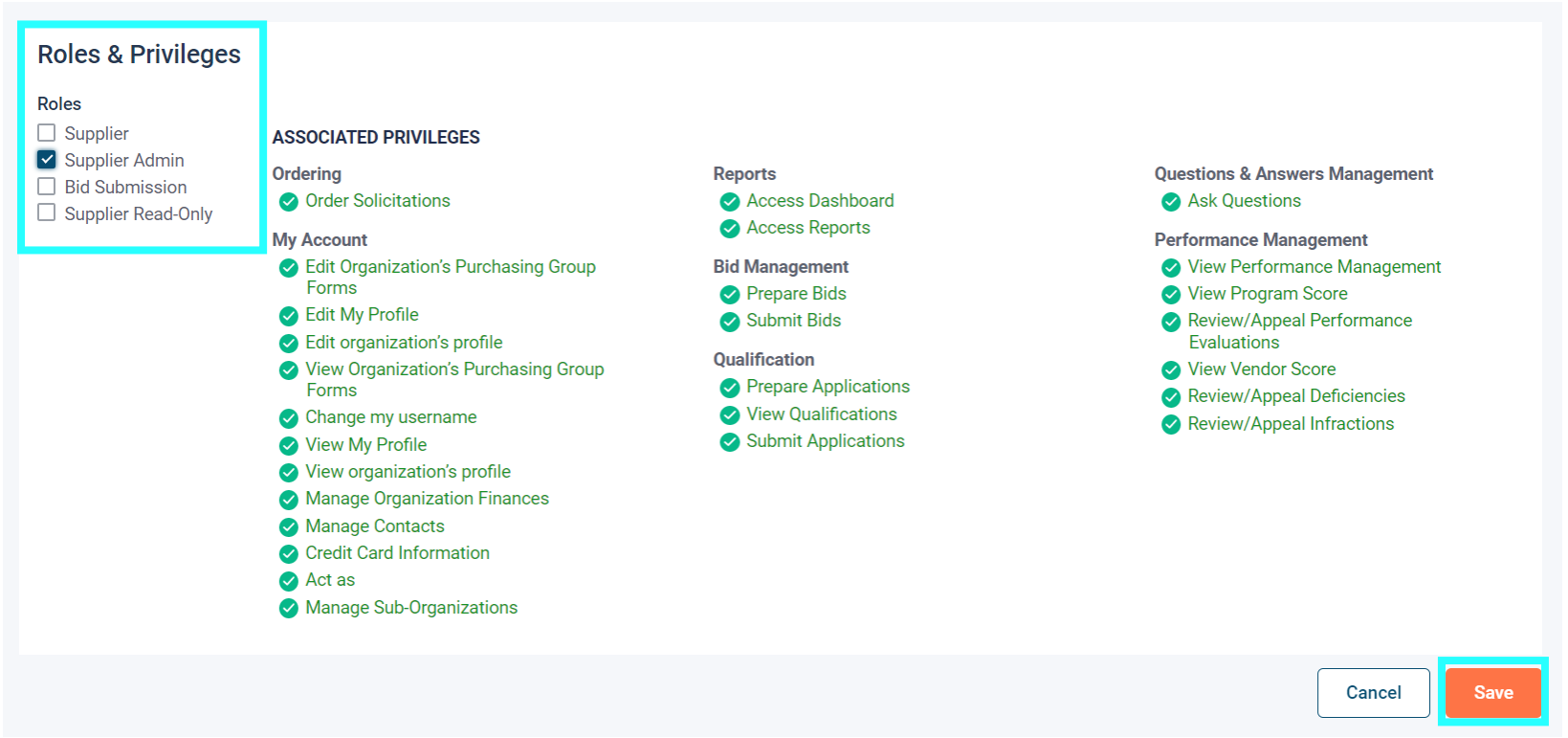
Roles & Privileges

Under **Roles & Privileges**, select **Supplier Admin**

Click **Save**



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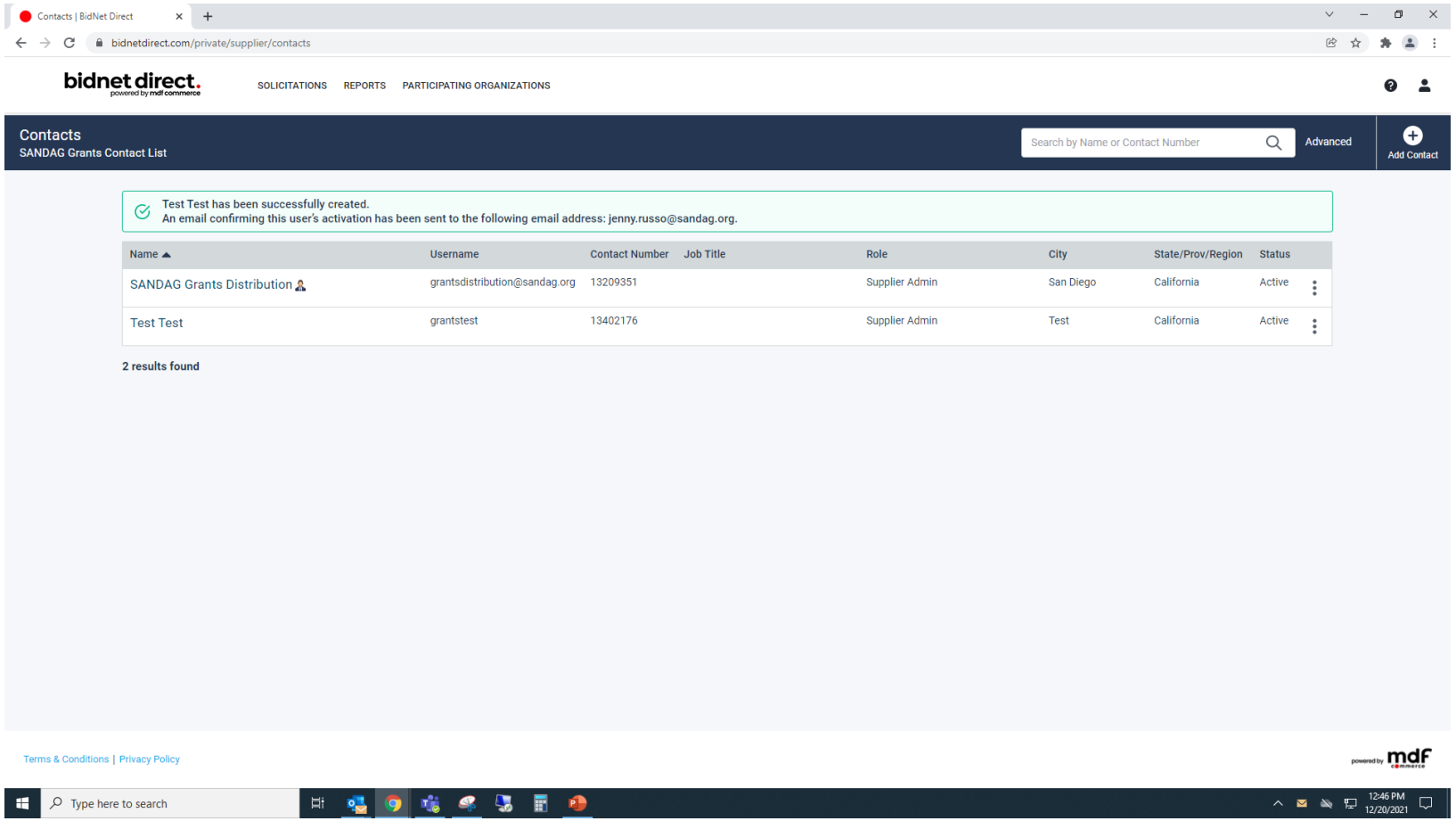
Success!

The new account has been created.
BidNet will send an email to the user you just added.

They can access BidNet using their own login and password.



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Method 2:Contact BidNet

If you don't know who at your organization already set up an account, reach out to BidNet.

Need Help?

CONTACT THE BIDNET DIRECT VENDOR SUPPORT TEAM AT (800) 835-4603, OPTION 2