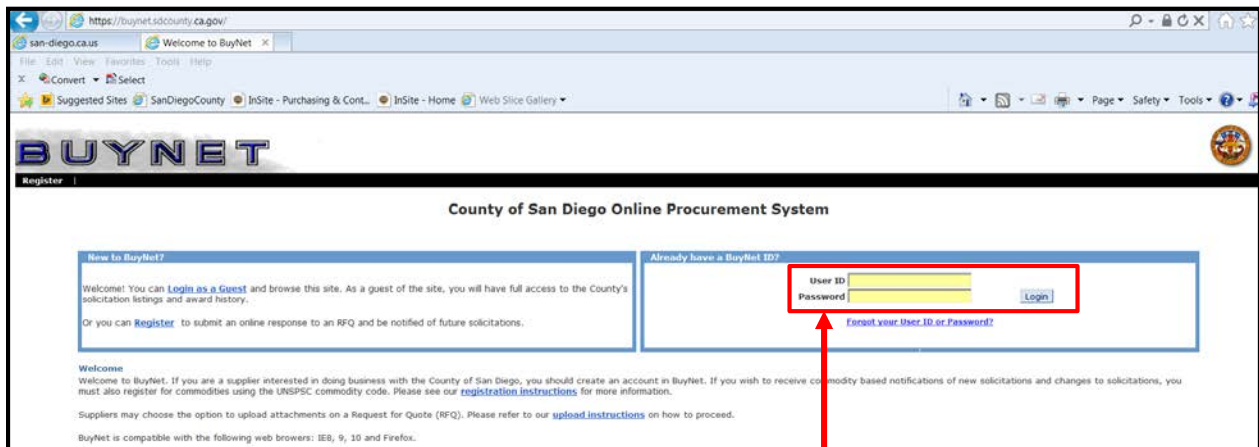


# Instructions on how to Update Your Supplier Profile on BuyNet

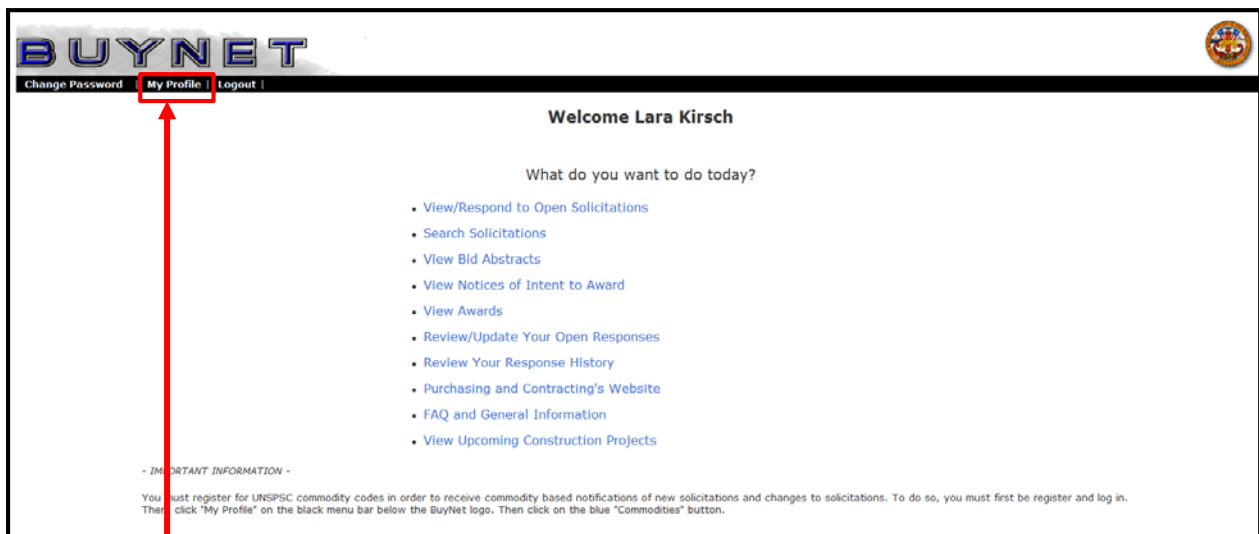
If you already have a BuyNet account, use the following instructions to review and update your profile. New information has been added so you can indicate if your company has DVBE, VOB, and/or SBE certification.

Begin at BuyNet's homepage: <https://buynet.sdcountry.ca.gov>



**Step 1:** Enter your User ID and Password, and click the “Login” button.

Note: If you do not remember your User ID or Password, use the link directly below the User ID and Password fields titled “Forgot your User ID or Password?”



**Step 2:** Click on “My Profile” from the taskbar.



In addition to DVBE, you can now add the VOSB or SBE certification to your company profile:

## Update Profile

Commodities

Required fields are shaded and shown in **bold**

**Account Information**

User ID **LKIRSCHTEST**

**Company Profile Information**

<b>Company</b>	<input type="text" value="COSD"/>	<p>Enter only street address information in Address. Continue on the second line if needed.</p> <p>For foreign addresses other than Canada, select <b>Other</b> as the state/Province. Enter City and Province in the City field.</p>
<b>Address</b>	<input type="text" value="5560 Overland Ave. STE 270"/>	
Address 2	<input type="text"/>	
<b>City</b>	<input type="text" value="San Diego"/>	
<b>State/Province</b>	<input type="text" value="California"/>	
<b>Postal Code</b>	<input type="text" value="92123"/>	
Country	<input type="text"/>	
Tax ID	<input type="text"/>	

My company is certified by the State of California as a Disabled Veteran Business Enterprise (**DVBE**)

My company is certified by the United States Department of Veteran Affairs as a Service- Disabled Veteran-Owned Small Business (**VOSB**)

My company is certified by the State of California as a Small Business Enterprise (**SBE**)

**Contact Information**

<b>First Name</b>	<input type="text" value="Lara"/>	<p>Please be sure to enter your Email address correctly. We use this address to confirm your registration and contact you about upcoming business opportunities.</p>
<b>Last Name</b>	<input type="text" value="Kirsch"/>	
<b>Telephone</b>	<input type="text" value="858-505-6372"/>	
Fax	<input type="text"/>	
<b>Email</b>	<input type="text" value="lara.kirsch@sdcounty.ca.gov"/>	
<b>Re-enter Email</b>	<input type="text" value="lara.kirsch@sdcounty.ca.gov"/>	

I would like to receive Email notifications on upcoming business opportunities

**Step 3:** Check the certification (s) that your company currently holds, if any.

- If you select DVBE, BuyNet will automatically check VOSB as well.
- Each magnifying glass will direct you to a website with information about the certification.

**Continue to next page if you wish to review/update your Commodity codes...**

**BUYNET** Change Password | Logout

### Update Profile

[Commodities](#)

Required fields are shaded and shown in bold

**Account Information**  
 User ID: UKIRSCHTEST

**Company Profile Information**  
 Company: COSO  
 Address: 5562 Deland Ave. STE 270  
 Address 2:  
 City: San Diego  
 State/Province: California  
 Postal Code: 92123  
 Country:  
 Tax ID:

My company is certified by the State of California as a Disabled Veteran Business Enterprise (DVBE)  
 My company is certified by the United States Department of Veteran Affairs as a Service-Disabled Veteran-Owned Small Business (VOSB)  
 My company is certified by the State of California as a Small Business Enterprise (SBE)

**Contact Information**  
 First Name: Lars  
 Last Name: Kirsch  
 Telephone: 650-405-8372  
 Fax:  
 Email: lars.kirsch@edcounty.ca.gov  
 Re-enter Email: lars.kirsch@edcounty.ca.gov

I would like to receive Email notifications on upcoming business opportunities

[Update](#) [Cancel](#)

**Step 4:** Click on the "Commodities" button

### Register Commodities

[View My Commodities](#)

To add commodities to your commodity list, click on the checkbox next one or more items and click on the Add to My Commodities Button

Browse Segment level by:  UNSPSC  Title

[Add to My Commodities](#)

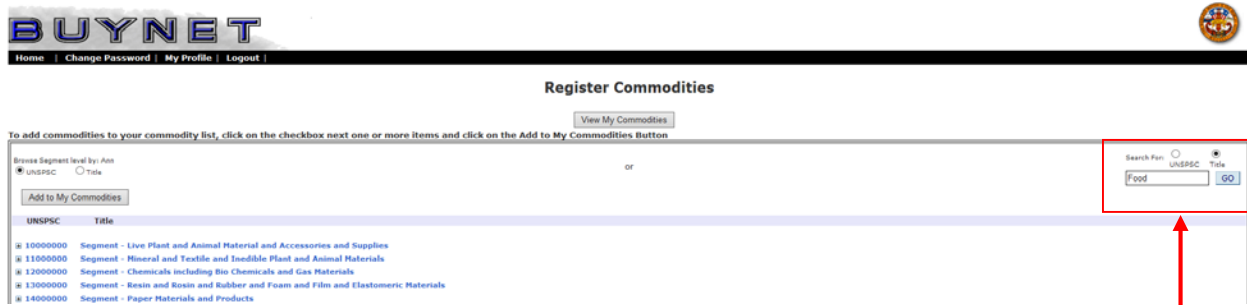
UNSPSC	Title
+ 10000000	Segment - Live Plant and Animal Material and Accessories and Supplies
+ 11000000	Segment - Mineral and Textile and Inedible Plant and Animal Materials
+ 12000000	Segment - Chemicals including Bio Chemicals and Gas Materials
+ 13000000	Segment - Resin and Resin and Rubber and Foam and Film and Elastomeric Materials
+ 14000000	Segment - Paper Materials and Products
+ 15000000	Segment - Fuels and Fuel Additives and Lubricants and Anti Corrosive Materials
+ 20000000	Segment - Mining and Well Drilling Machinery and Accessories
+ 21000000	Segment - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
+ 22000000	Segment - Building and Construction Machinery and Accessories
+ 23000000	Segment - Industrial Manufacturing and Processing Machinery and Accessories
+ 24000000	Segment - Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies
+ 25000000	Segment - Commercial and Military and Private Vehicles and their Accessories and Components
+ 26000000	Segment - Power Generation and Distribution Machinery and Accessories
+ 27000000	Segment - Tools and General Machinery
+ 30000000	Segment - Structures and Building and Construction and Manufacturing Components and Supplies
+ 31000000	Segment - Manufacturing Components and Supplies
+ 32000000	Segment - Electronic Components and Supplies
+ 39000000	Segment - Electrical systems and Lighting and components and accessories and supplies
+ 40000000	Segment - Distributive and Conditioning Systems and Equipment and Components
+ 41000000	Segment - Laboratory and Measuring and Observing and Testing Equipment
+ 42000000	Segment - Medical Equipment and Accessories and Supplies
+ 43000000	Segment - Information Technology Broadcasting and Telecommunications
+ 44000000	Segment - Office Equipment and Accessories and Supplies
+ 45000000	Segment - Printing and Photographic and Audio and Visual Equipment and Supplies
+ 46000000	Segment - Defense and Law Enforcement and Security and Safety Equipment and Supplies
+ 47000000	Segment - Cleaning Equipment and Supplies
+ 48000000	Segment - Service Industry Machinery and Equipment and Supplies
+ 48100000	Family - Institutional food services equipment
+ 48101000	Class - Cooking and warming equipment
+ 48101600	Class - Food preparation equipment
+ 48101700	Class - Food and beverage dispensing equipment
+ 48101800	Class - Cookware and kitchen tools
+ 48101900	Class - Tabletop and serving equipment
+ 48102000	Class - Restaurant furniture

Search For:  UNSPSC Title

**Step 5:** Browse for commodities within the listing, or use the Search box feature.

Clicking on the plus sign next to each Segment will expand the hierarchal list of codes. Clicking on the negative sign will collapse the hierarchal list of codes.

## How to Register for a Commodity – Search by Keyword



BUYNET

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### Register Commodities

View My Commodities

To add commodities to your commodity list, click on the checkbox next one or more items and click on the Add to My Commodities Button

Browse Segment level by:  UNSPSC or  Title

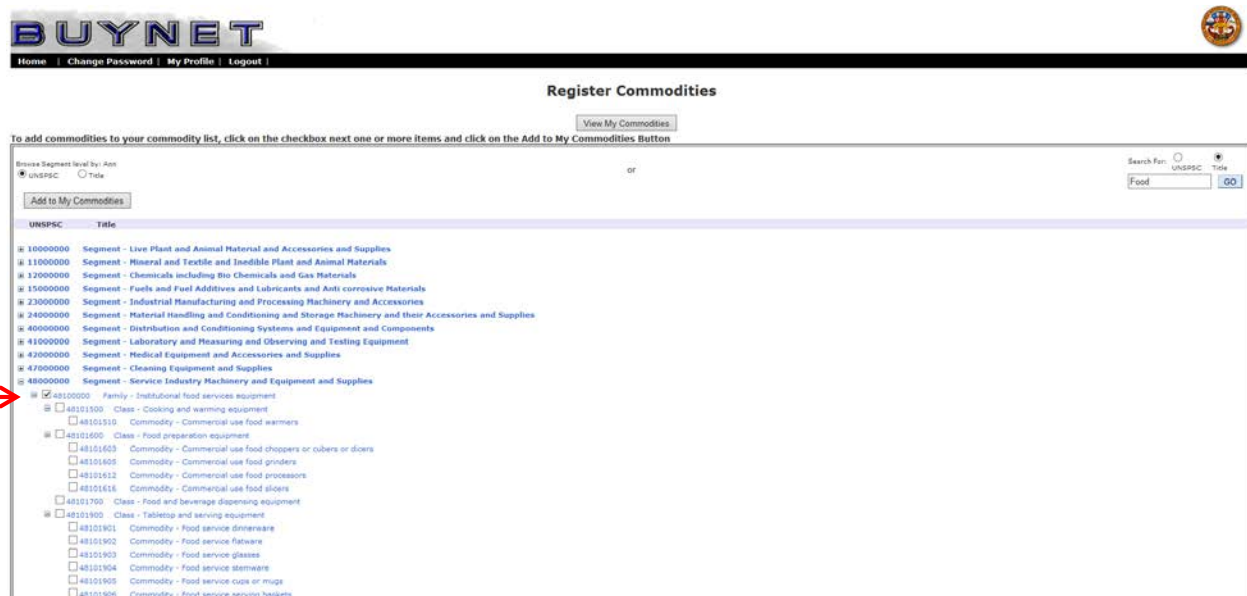
Add to My Commodities

UNSPSC	Title
<input type="checkbox"/> 10000000	Segment - Live Plant and Animal Material and Accessories and Supplies
<input type="checkbox"/> 11000000	Segment - Mineral and Textile and Inedible Plant and Animal Materials
<input type="checkbox"/> 12000000	Segment - Chemicals including Bio Chemicals and Gas Materials
<input type="checkbox"/> 13000000	Segment - Resin and Resin and Rubber and Foam and Film and Elastomeric Materials
<input type="checkbox"/> 14000000	Segment - Paper Materials and Products

Search For:  UNSPSC  Title

Food

**Step 6:** Select "Title" and enter your keyword. In this example "Food" is entered. Click on the "Go" button.



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### Register Commodities

View My Commodities

To add commodities to your commodity list, click on the checkbox next one or more items and click on the Add to My Commodities Button

Browse Segment level by:  UNSPSC or  Title

Add to My Commodities

UNSPSC	Title
<input type="checkbox"/> 10000000	Segment - Live Plant and Animal Material and Accessories and Supplies
<input type="checkbox"/> 11000000	Segment - Mineral and Textile and Inedible Plant and Animal Materials
<input type="checkbox"/> 12000000	Segment - Chemicals including Bio Chemicals and Gas Materials
<input type="checkbox"/> 15000000	Segment - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
<input type="checkbox"/> 23000000	Segment - Industrial Manufacturing and Processing Machinery and Accessories
<input type="checkbox"/> 24000000	Segment - Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies
<input type="checkbox"/> 40000000	Segment - Distribution and Conditioning Systems and Equipment and Components
<input type="checkbox"/> 41000000	Segment - Laboratory and Measuring and Observing and Testing Equipment
<input type="checkbox"/> 42000000	Segment - Medical Equipment and Accessories and Supplies
<input type="checkbox"/> 47000000	Segment - Cleaning Equipment and Supplies
<input type="checkbox"/> 48000000	Segment - Service Industry Machinery and Equipment and Supplies
<input checked="" type="checkbox"/> 48100000	Family - Institutional food service equipment
<input type="checkbox"/> 48101000	Class - Cooking and warming equipment
<input type="checkbox"/> 48101010	Commodity - Commercial use food warmers
<input type="checkbox"/> 48101600	Class - Food preparation equipment
<input type="checkbox"/> 48101603	Commodity - Commercial use food choppers or cubers or doers
<input type="checkbox"/> 48101605	Commodity - Commercial use food grinders
<input type="checkbox"/> 48101912	Commodity - Commercial use food processors
<input type="checkbox"/> 48101916	Commodity - Commercial use food slicers
<input type="checkbox"/> 48101700	Class - Food and beverage dispensing equipment
<input type="checkbox"/> 48101900	Class - Tabletop and serving equipment
<input type="checkbox"/> 48101901	Commodity - Food service dinnerware
<input type="checkbox"/> 48101902	Commodity - Food service flatware
<input type="checkbox"/> 48101903	Commodity - Food service glasses
<input type="checkbox"/> 48101904	Commodity - Food service stemware
<input type="checkbox"/> 48101905	Commodity - Food service cups or mugs
<input type="checkbox"/> 48101906	Commodity - Food service serving baskets

Search For:  UNSPSC  Title

Food

**Step 7:** All "food" results display.

Once you find a code that you would like to register, click on box to check it directly to the left of the code. Repeat for as many codes as you'd like to register.

**Please note:** You may register at Commodity, Class, and Family levels. If you register for a commodity, you will be notified of all solicitations that match that specific commodity. If you register for a Class or Family, you will be notified of solicitations with Commodities within that Class or Family. **We recommend that you register at the highest applicable level (i.e. family or class).**

## How to Register for a Commodity – by Drill Down

### Register Commodities

To add commodities to your commodity list, click on the checkbox next one or more items and click on the Add to My Commodities Button

View My Commodities

Search For: UNSPSC Title

Add to My Commodities

UNSPSC	Title
10000000	Segment - Live Plant and Animal Material and Accessories and Supplies
11000000	Segment - Mineral and Textile and Inedible Plant and Animal Materials
12000000	Segment - Chemicals including Bio Chemicals and Gas Materials
13000000	Segment - Resin and Resin and Rubber and Foam and Film and Elastomeric Materials
14000000	Segment - Paper Materials and Products
15000000	Segment - Fuels and Fuel Additives and Lubricants and Anti Corrosive Materials
20000000	Segment - Mining and Well Drilling Machinery and Accessories
21000000	Segment - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
22000000	Segment - Building and Construction Machinery and Accessories
23000000	Segment - Industrial Manufacturing and Processing Machinery and Accessories
24000000	Segment - Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies
25000000	Segment - Commercial and Military and Private Vehicles and their Accessories and Components
26000000	Segment - Power Generation and Distribution Machinery and Accessories
27000000	Segment - Tools and General Machinery
30000000	Segment - Structures and Building and Construction and Manufacturing Components and Supplies
31000000	Segment - Manufacturing Components and Supplies
32000000	Segment - Electronic Components and Supplies
39000000	Segment - Electrical systems and Lighting and components and accessories and supplies
40000000	Segment - Distribution and Conditioning Systems and Equipment and Components
41000000	Segment - Laboratory and Measuring and Observing and Testing Equipment
42000000	Segment - Medical Equipment and Accessories and Supplies
43000000	Segment - Information Technology Broadcasting and Telecommunications
44000000	Segment - Office Equipment and Accessories and Supplies
45000000	Segment - Printing and Photographic and Audio and Visual Equipment and Supplies
46000000	Segment - Defense and Law Enforcement and Security and Safety Equipment and Supplies
47000000	Segment - Cleaning Equipment and Supplies
48000000	Segment - Service Industry Machinery and Equipment and Supplies
48100000	Family - Institutional food services equipment
48101500	Class - Cooking and warming equipment
48101600	Class - Food preparation equipment
48101700	Class - Food and beverage dispensing equipment
48101800	Class - Cookware and kitchen tools
48101900	Class - Tabletop and serving equipment
48102000	Class - Restaurant furniture
48102100	Class - Storage and handling equipment and supplies
48110000	Family - Vending machines
48120000	Family - Gambling or wagering equipment
48130000	Family - Funeral equipment and materials
49000000	Segment - Sports and Recreational Equipment and Supplies and Accessories

**Step 8:** Clicking on the plus sign next to each Segment will expand the hierarchal list of codes.

+	46000000	Segment - Defense and Law Enforcement and Security and Safety Equipment and Supplies
+	47000000	Segment - Cleaning Equipment and Supplies
-	48000000	Segment - Service Industry Machinery and Equipment and Supplies
-	<input checked="" type="checkbox"/>	48100000 Family - Institutional food services equipment
	<input type="checkbox"/>	48101500 Class - Cooking and warming equipment
	<input type="checkbox"/>	48101600 Class - Food preparation equipment
	<input type="checkbox"/>	48101700 Class - Food and beverage dispensing equipment
	<input type="checkbox"/>	48101800 Class - Cookware and kitchen tools
	<input type="checkbox"/>	48101900 Class - Tabletop and serving equipment
	<input type="checkbox"/>	48102000 Class - Restaurant furniture
	<input type="checkbox"/>	48102100 Class - Storage and handling equipment and supplies
	<input type="checkbox"/>	48110000 Family - Vending machines
	<input type="checkbox"/>	48120000 Family - Gambling or wagering equipment
	<input type="checkbox"/>	48130000 Family - Funeral equipment and materials
+	49000000	Segment - Sports and Recreational Equipment and Supplies and Accessories

**Step 9:** Once you find a code that you would like to register, click on box to check it directly to the left of the code. Repeat for as many codes as you'd like to register.

**Please note:** You may register at Commodity, Class, and Family levels. If you register for a commodity, you will be notified of all solicitations that match that specific commodity. If you register for a Class or Family, you will be notified of solicitations with Commodities within that Class or Family. **We recommend that you register at the highest applicable level (i.e. family or class).**

## Register Commodities

To add commodities to your commodity list, click on the checkbox next one or more items and click on the Add to My Commodities Button

View My Commodities

Browse Segment level by: Ann  
 UNSPSC  Title or Search For: UNSPSC Title GO

Add to My Commodities

UNSPSC	Title
<input type="checkbox"/> 10000000	Segment - Live Plant and Animal Material and Accessories and Supplies
<input type="checkbox"/> 11000000	Segment - Mineral and Textile and Inedible Plant and Animal Materials
<input type="checkbox"/> 12000000	Segment - Chemicals including Bio Chemicals and Gas Materials
<input type="checkbox"/> 13000000	Segment - Resin and Resin and Rubber and Foam and Film and Elastomeric Materials
<input type="checkbox"/> 14000000	Segment - Paper Materials and Products
<input type="checkbox"/> 15000000	Segment - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
<input type="checkbox"/> 20000000	Segment - Mining and Well Drilling Machinery and Accessories
<input type="checkbox"/> 21000000	Segment - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
<input type="checkbox"/> 22000000	Segment - Building and Construction Machinery and Accessories
<input type="checkbox"/> 23000000	Segment - Industrial Manufacturing and Processing Machinery and Accessories
<input type="checkbox"/> 24000000	Segment - Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies
<input type="checkbox"/> 25000000	Segment - Commercial and Military and Private Vehicles and their Accessories and Components
<input type="checkbox"/> 26000000	Segment - Power Generation and Distribution Machinery and Accessories
<input type="checkbox"/> 27000000	Segment - Tools and General Machinery
<input type="checkbox"/> 30000000	Segment - Structures and Building and Construction and Manufacturing Components and Supplies
<input type="checkbox"/> 31000000	Segment - Manufacturing Components and Supplies
<input type="checkbox"/> 32000000	Segment - Electronic Components and Supplies
<input type="checkbox"/> 39000000	Segment - Electrical systems and Lighting and components and accessories and supplies
<input type="checkbox"/> 40000000	Segment - Distribution and Conditioning Systems and Equipment and Components
<input type="checkbox"/> 41000000	Segment - Laboratory and Measuring and Observing and Testing Equipment
<input type="checkbox"/> 42000000	Segment - Medical Equipment and Accessories and Supplies
<input type="checkbox"/> 43000000	Segment - Information Technology Broadcasting and Telecommunications
<input type="checkbox"/> 44000000	Segment - Office Equipment and Accessories and Supplies
<input type="checkbox"/> 45000000	Segment - Printing and Photographic and Audio and Visual Equipment and Supplies
<input type="checkbox"/> 46000000	Segment - Defense and Law Enforcement and Security and Safety Equipment and Supplies
<input type="checkbox"/> 47000000	Segment - Cleaning Equipment and Supplies
<input checked="" type="checkbox"/> 48000000	Segment - Service Industry Machinery and Equipment and Supplies
<input checked="" type="checkbox"/> 48100000	Family - Institutional food service equipment
<input type="checkbox"/> 48101000	Class - Cooking and warming equipment
<input type="checkbox"/> 48101600	Class - Food preparation equipment
<input type="checkbox"/> 48101700	Class - Food and beverage dispensing equipment
<input type="checkbox"/> 48101800	Class - Cookware and kitchen tools
<input type="checkbox"/> 48101900	Class - Tabletop and serving equipment
<input type="checkbox"/> 48102000	Class - Restaurant furniture

**Step 10:** Once you check off all of the codes you'd like to add to your profile, click on the button "Add to My Commodities."

A confirmation message will display, as shown below.

BUYNET

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### Register Commodities

View My Commodities

To add commodities to your commodity list, click on the checkbox next one or more items and click on the Add to My Commodities Button

Browse Segment level by: Ann  
 UNSPSC  Title Search For: UNSPSC Title GO

Add to My Commodities **The items you checked were added to your commodities list**

UNSPSC	Title
<input checked="" type="checkbox"/> 10000000	Segment - Live Plant and Animal Material and Accessories and Supplies
<input checked="" type="checkbox"/> 11000000	Segment - Mineral and Textile and Inedible Plant and Animal Materials
<input checked="" type="checkbox"/> 12000000	Segment - Chemicals including Bio Chemicals and Gas Materials
<input checked="" type="checkbox"/> 13000000	Segment - Resin and Resin and Rubber and Foam and Film and Elastomeric Materials

**Step 11:** You can review your registered commodities by selecting "View My Commodities" button which will take you to a page listing your selected commodities.

BUYNET

Home | Change Password | My Profile | Logout

### Register Commodities

Add to My Commodities

You are registered for the following commodities:

Code	Title	Code Status	Remove
48100000	Institutional food services equipment	ACTIVE	<input type="checkbox"/>

Instructions Request Help

You are now registered for BuyNet and will receive notifications for solicitations with matching commodities. Click on the Home button on the menu bar to explore the rest of BuyNet.

Commodity profiling may be changed at any time in BuyNet by clicking on "My Profile" in the menu bar and then clicking on "Commodities" button at the top of your profile.

For additional questions, contact the County of San Diego, Department of Purchasing and Contracting at (858) 505-6367.