



## BuyNet Frequently Asked Questions – *Updated 11/01/23*

### At thatHow do I get on the County's bid list?

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The County maintains its bid list through BuyNet. Suppliers/contractors who wish to be notified of solicitations can register on this site and select commodities for which they wish to receive notifications.

### What is BuyNet?

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BuyNet is an interactive website for suppliers interested in doing business with the County of San Diego. BuyNet allows you to register, view solicitations, receive notifications of new solicitations that may be of interest to you, download solicitation attachments, respond to solicitations, and view award notices.

### Why are there two BuyNet websites?

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We are transitioning to a new system powered by Ivalua.

Old BuyNet: <https://buynet.sdcountry.ca.gov>

New BuyNet: <https://sdbuynet.sandiegocounty.gov>

The old BuyNet system will remain operational through November for existing open solicitations.

- Solicitations closing prior to 11/23 will remain open on the old BuyNet website until the posted closing date.
- Solicitations closing after 11/23 will be transferred to the new BuyNet website.
- **Starting 11/1**, new solicitations will only be posted on the new BuyNet website.

After the close of business on November 22, our old system will become read-only, leaving historical information available.

### If I want to respond to a solicitation, how do I know which system to use?

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You will be provided directions via system notices, posted addenda, and online notices.

### Do I need to be registered on both sites?

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Yes! You will not receive email notifications on new or updated solicitations during the transition period in November unless you do.

### Is there a guide to aid in the registration process?

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Yes! You can access the supplier registration guide here:

[https://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/BuyNet\\_Supplier\\_Guide-Creating\\_Managing\\_Supplier\\_Profile.pdf](https://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/BuyNet_Supplier_Guide-Creating_Managing_Supplier_Profile.pdf)



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### What email notifications are sent by BuyNet?

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- Confirmation of supplier registration
- Notification of new solicitations and changes based on commodity profile
- Confirmation of solicitation responses and changes to responses
- Notification of Awards

### What email notifications are sent by BuyNet? Are there terms and conditions to use the new site?

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Yes. You can review them here:



[https://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/BUYNET\\_GENERAL\\_CONDITIONS\\_OF\\_ACCESS\\_AND\\_USE\\_OF\\_THE\\_APPLICATION.pdf](https://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/BUYNET_GENERAL_CONDITIONS_OF_ACCESS_AND_USE_OF_THE_APPLICATION.pdf)

### What is different about the new BuyNet website?

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It is a completely new user experience! Notable differences to be aware of:

- Suppliers create a company registration with one or more contacts for each company profile (only one account per organization)
- Designate yourself as the “Supplier Admin” role to add contacts from your organization
- Registering for commodities is easier – you will select commodities on the “family” level only
- Questions for the County can be submitted online
- Be prepared to provide your tax ID or DUNS during registration.
- You will also be asked for your organization’s details, including information such as:
  - Minority-owned
  - Certified woman-owned business
  - Certified veteran-owned business
  - Small business
  - 8(a) business enterprise
  - HUB Zone business enterprise

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Questions? Contact us at [cosd\\_procurement@sdcounty.ca.gov](mailto:cosd_procurement@sdcounty.ca.gov)