DEPARTMENT OF PURCHASING & CONTRACTING





BuyNet Supplier Guide - Creating and Managing a Supplier ProfileDecember 2024

New Supplier? Register Now



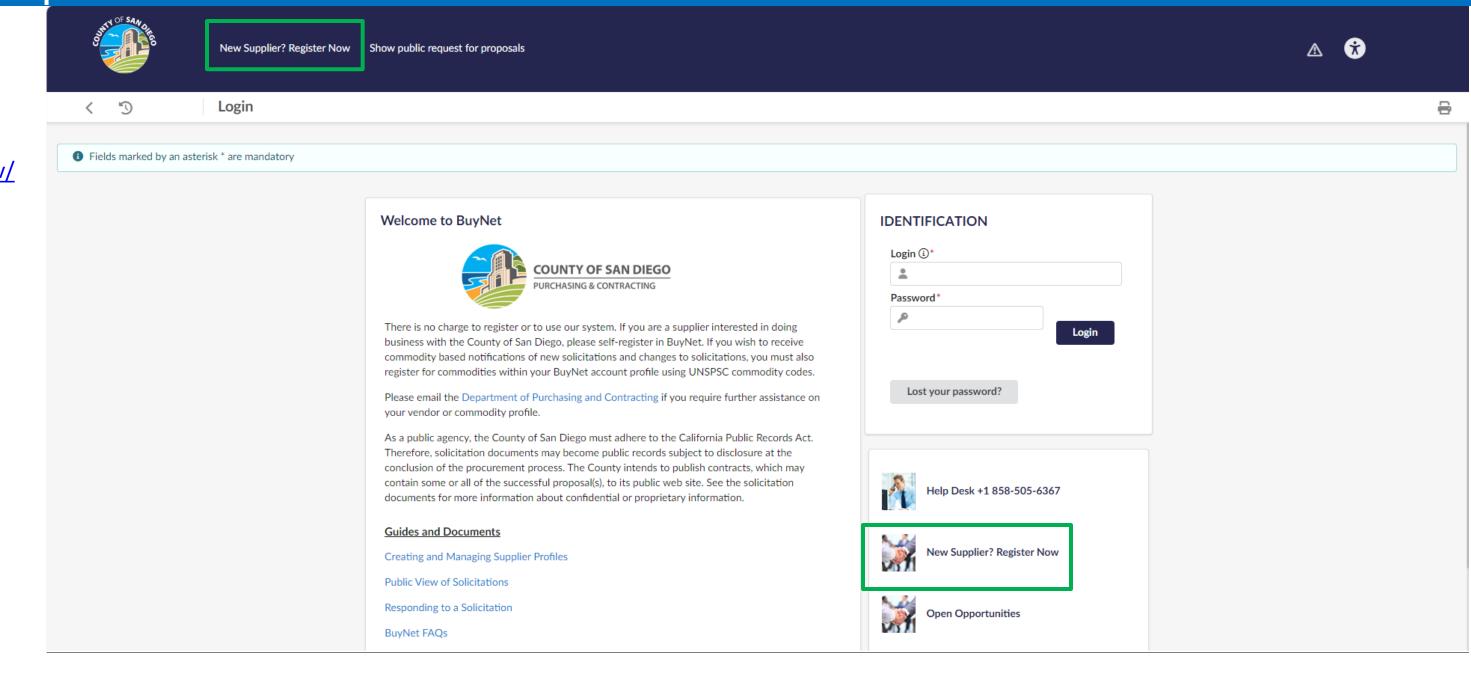
Navigate to https://sdbuynet.sandiegocounty.gov/

Click
New Supplier? Register Now
(top-left of the window)

or

Click

New Supplier? Register Now (lower-right side of the window)



Company Information



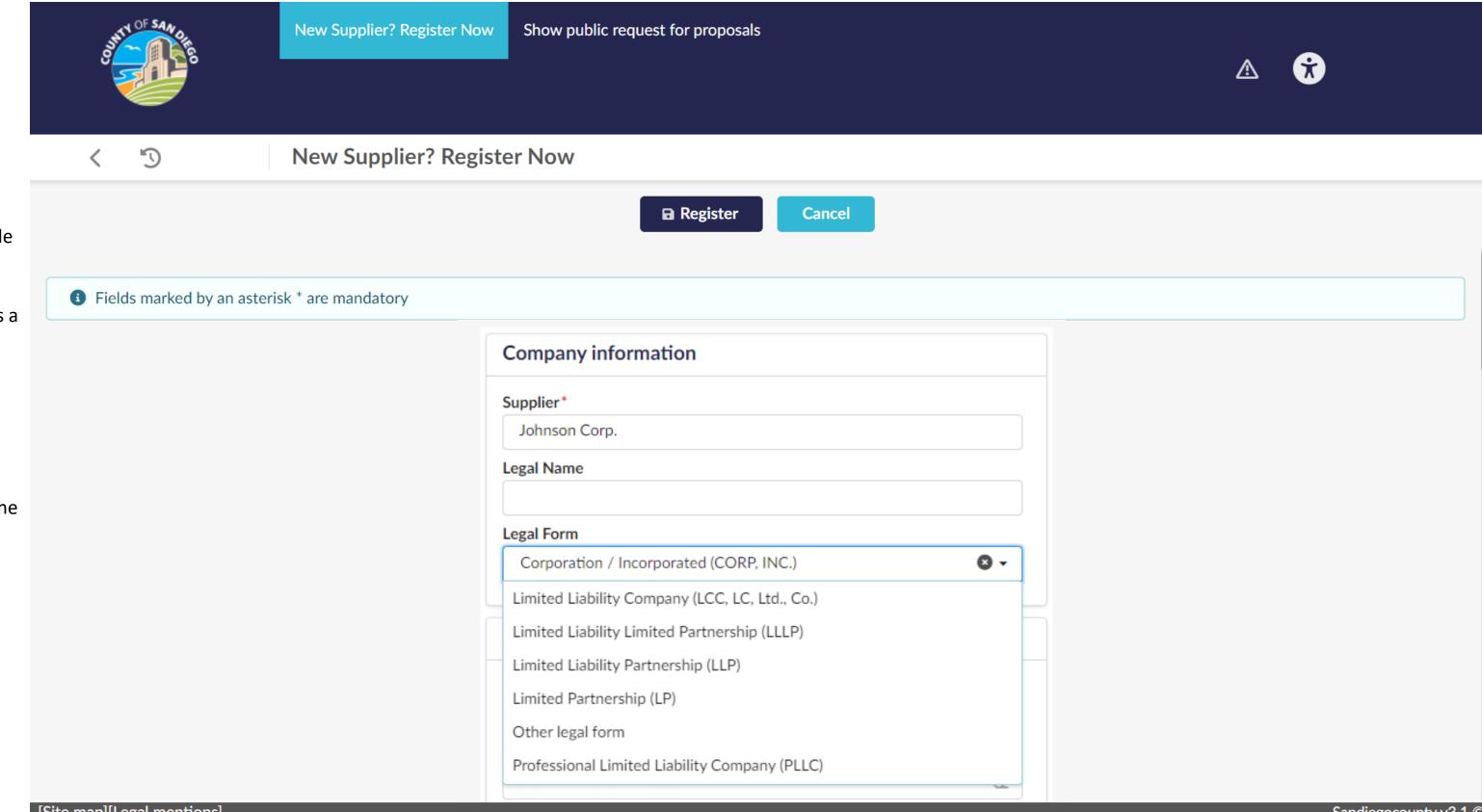
Company Information section to register a new supplier company.

Note: If you attempt to create a profile for a supplier company already in the system, your registration will fail.

Have your **Supplier Admin** add you as a contact in your company profile and send you your login information per the instructions on slide x.

Supplier* (required) **Legal Name** (optional)

Legal Form (optional). Choose from the picklist



[Site map][Legal mentions] Sandiegocounty v3.1 ©

Address



A 🕏

Complete the **Address** section.

Address Line 1

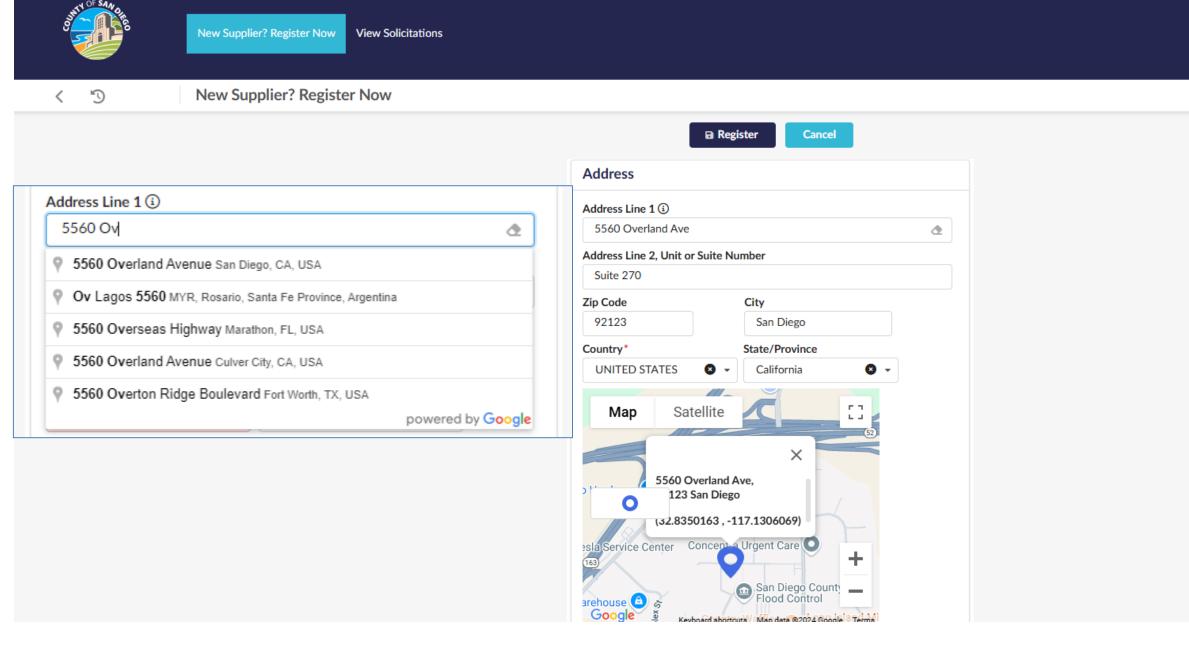
As you type, search results will appear. When you select an address from the search results, it will populate the city, state, zip code and country address fields.

Address Line 2

Add the unit, suite, room, floor or other address line information.

Country* (required)

Note: Do not manually edit Address 1 after the search result is selected. If you are using a P.O. Box or cannot select an address from the Address line 1 field, manually enter all address fields including the required county field.



Help us identify your company



Complete the **Help us identify your company** section.

Enter either your **Tax ID Number** or **DUNS** number.

Tax ID Number:

EIN – Employer Identification Number nine-digit number orSSN – Social Security Number nine-digit number

DUNS:

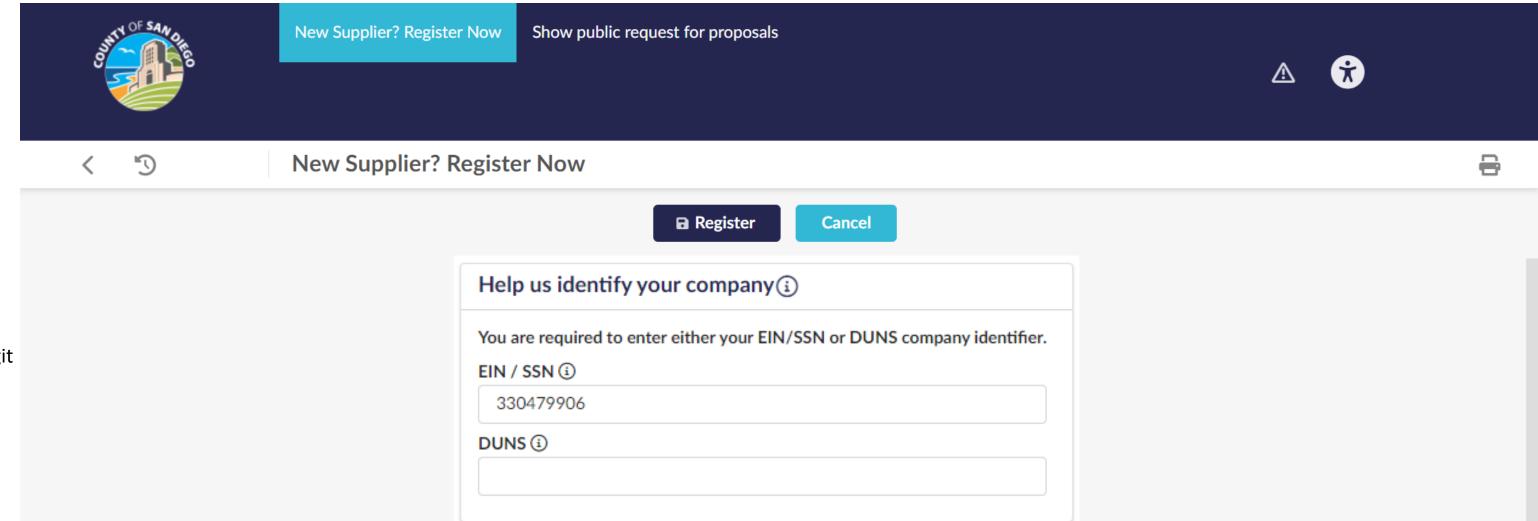
Data Universal Numbering System (DUNS) nine-digit number issued by DUNS and Bradstreet (D&B)

Get a DUNS number:

https://www.dnb.com/enus/smb/duns/get-a-duns.html

Look Up a DUNS number:

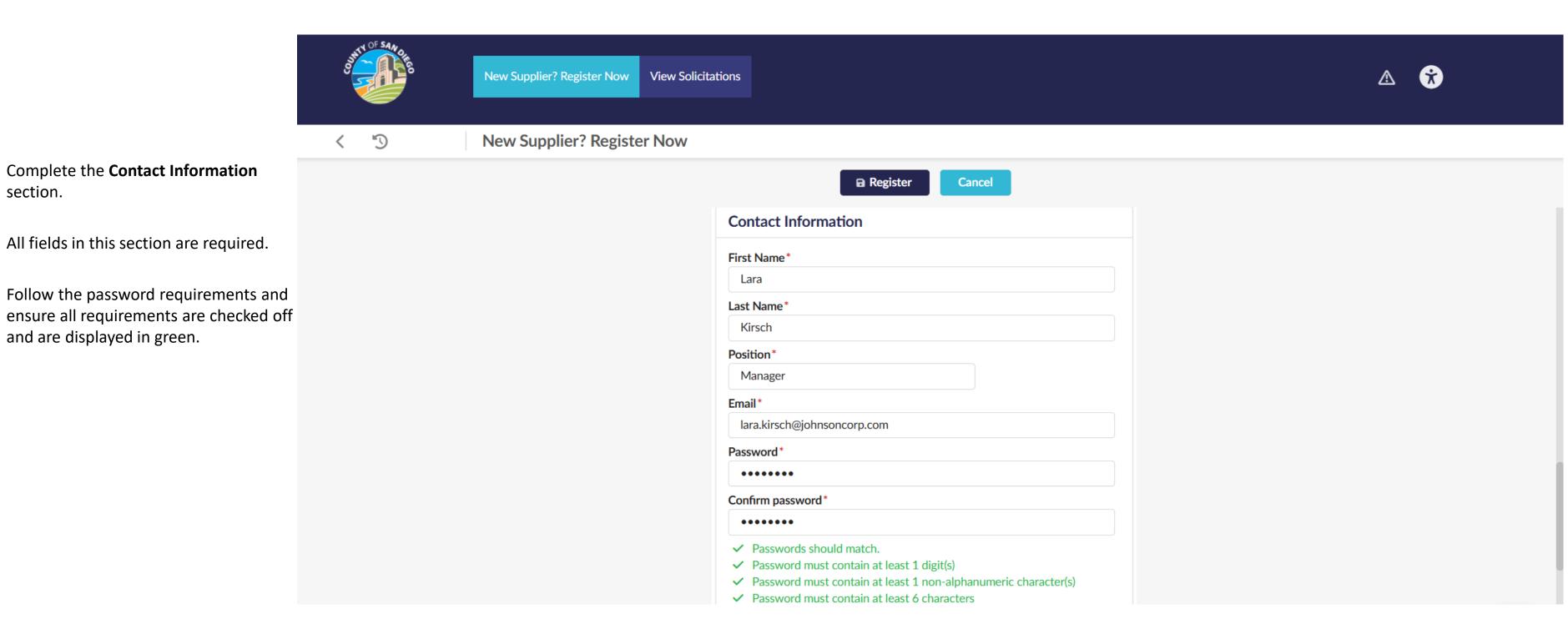
https://www.dnb.com/dunsnumber/lookup.html



section.

Contact Information





First time registration? Please tell us more



Complete the **First time registration? Please tell us more** section.

Commodities * (required)

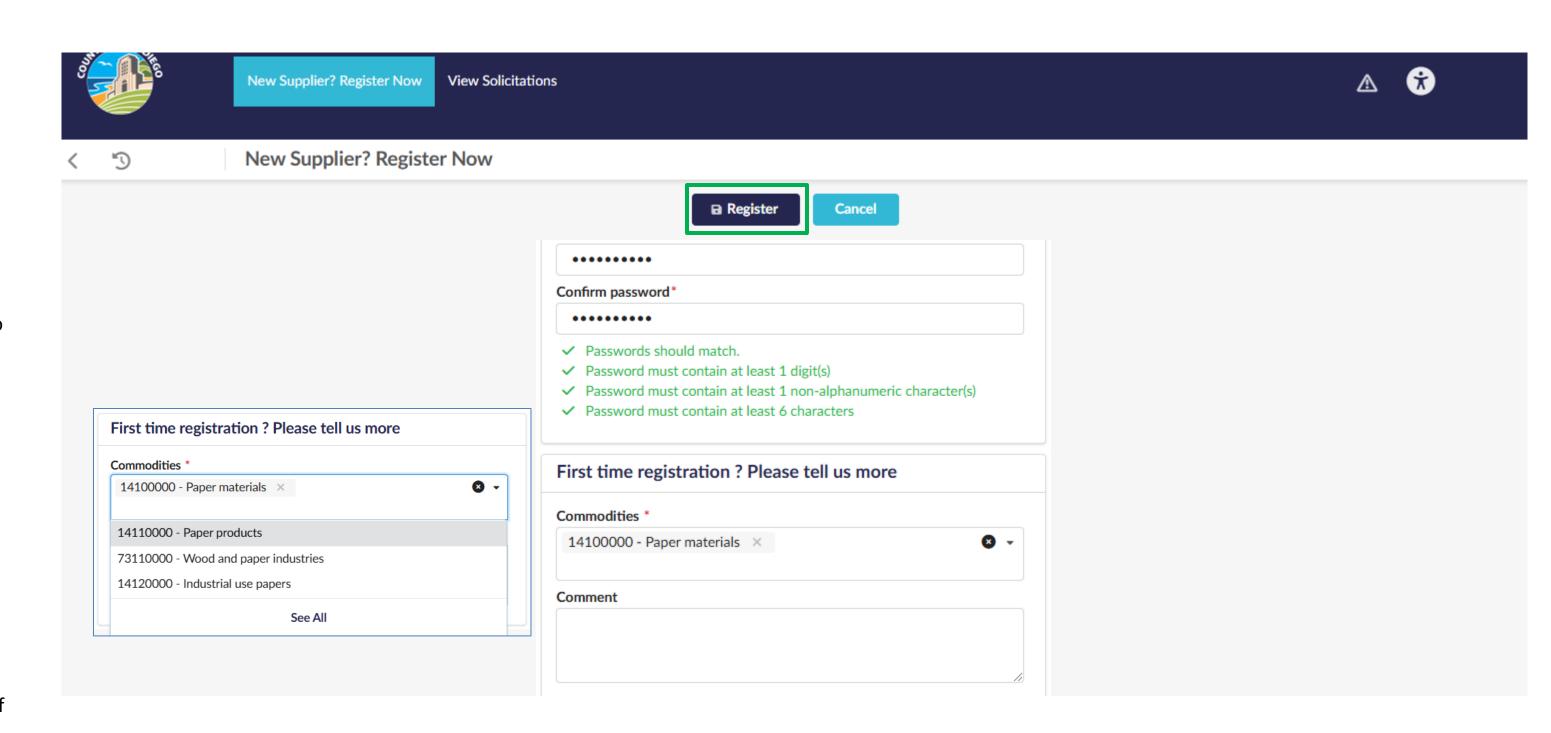
Type the keyword or the first four numbers of the commodity code and make your selection(s). Click the down arrow to view the list of commodities. Click See All at the bottom of the list to open the Commodity Selector, where you can browse and search on keywords or the commodity (family level). You can download this same list in Excel format:

Listing of BuyNet commodity codes

You may also contact the <u>Department</u> of <u>Purchasing and Contracting</u> for assistance with your supplier or commodities profile.

Comment (optional)

Click the **Register** button (top/center of the screen) to complete your registration.



Supplier registration





The **Supplier registration** screen will display.

Click the **Go back to login page** button to log in.

Note: If your company is already registered, your registration will fail. You will receive an email to contact your **Supplier Admin** to add you as a contact and send your login information and link to set up your password.



Registration request successful.

If you are having difficulty logging in with your new credentials, please check your email for instructions or email cosd_procurement@sdcounty.ca.gov.

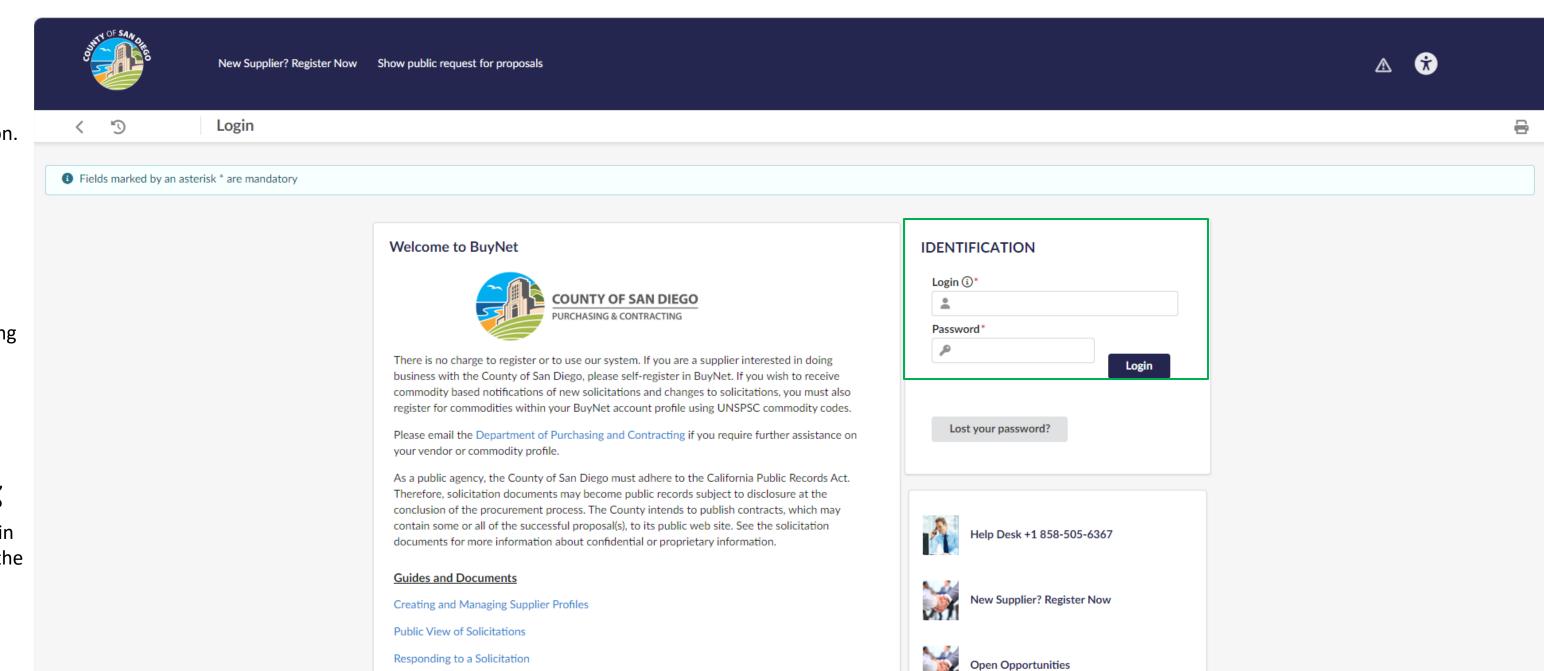
◆ Go back to login page

[Site map][Legal mentions]

IDENTIFICATION (Login)

BuyNet FAQs





Complete the **IDENTIFICATION** section.

Login * (required)
Enter the email address you entered during registration.

Password * (required)
Enter the password you created during registration.

Click the **Login** button.

If you are having problems logging in, you may try the **Lost your password?** button or contact your Supplier Admin for assistance. You may also contact the **Department of Purchasing and Contracting** for assistance with your login information or for a password reset.

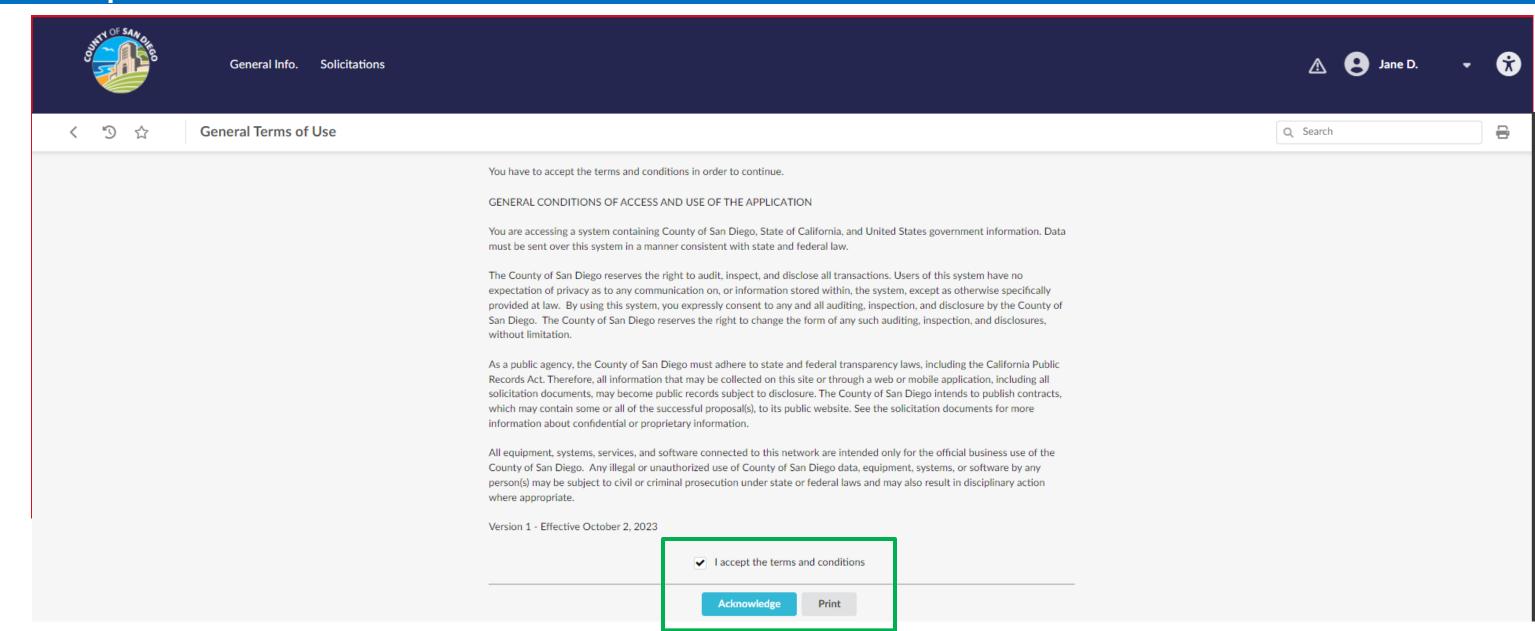
General Terms of Use



The **General Terms of Use** screen will display during your first login.

Click the checkbox to accept the terms and conditions.

Click the **Acknowledge** button.



Supplier Portal: Onboarding Progress



The **Supplier Portal** screen will display.

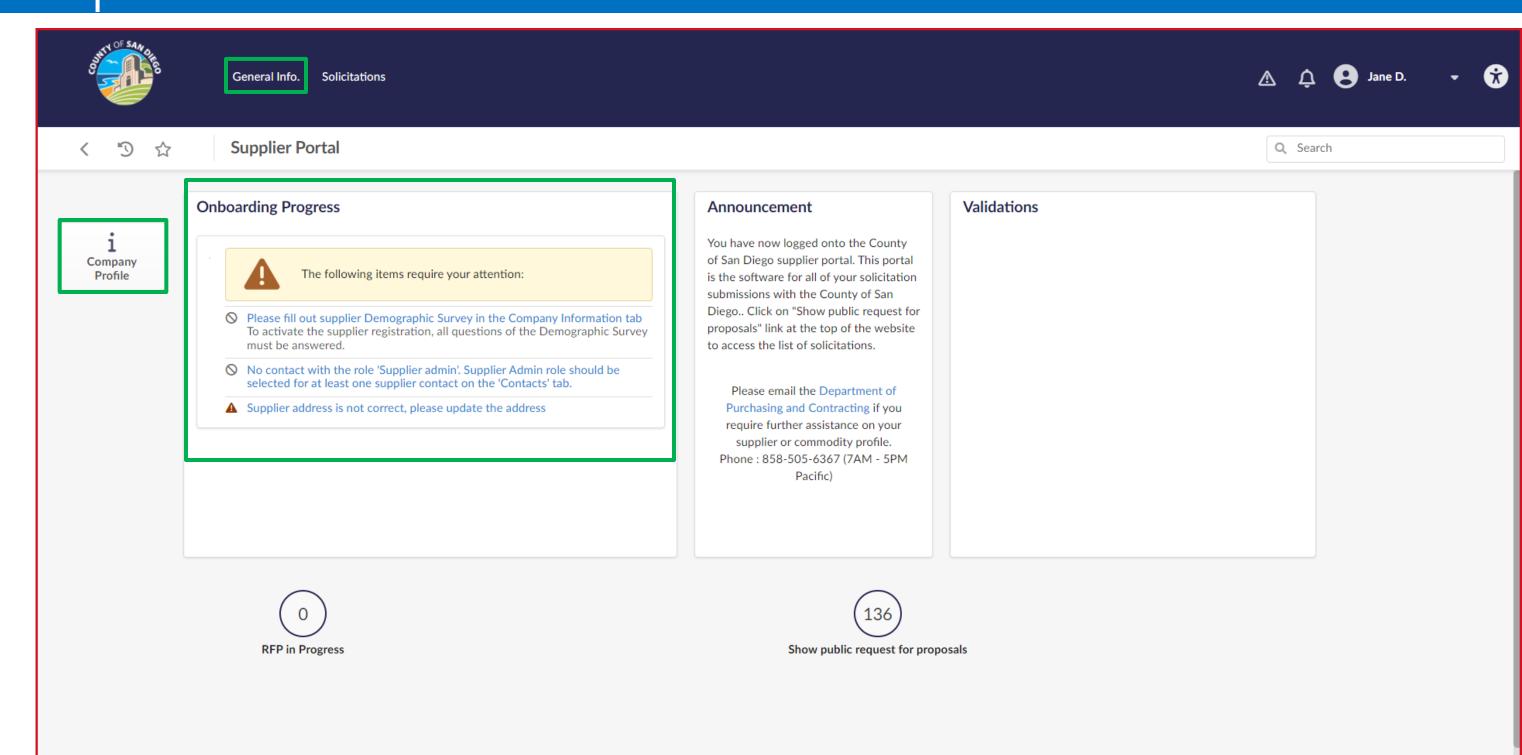
The **Onboarding Progress** section will display additional sections required to activate your registration.

To complete the items requiring your attention, either:

Click **General Info. > Company Profile** in the top navigation

or

click the **Company Profile** button in the left navigation.



Company, Address, and Legal Information



The **Company Info** page will display.

Click the >> icon to expand the left pane.

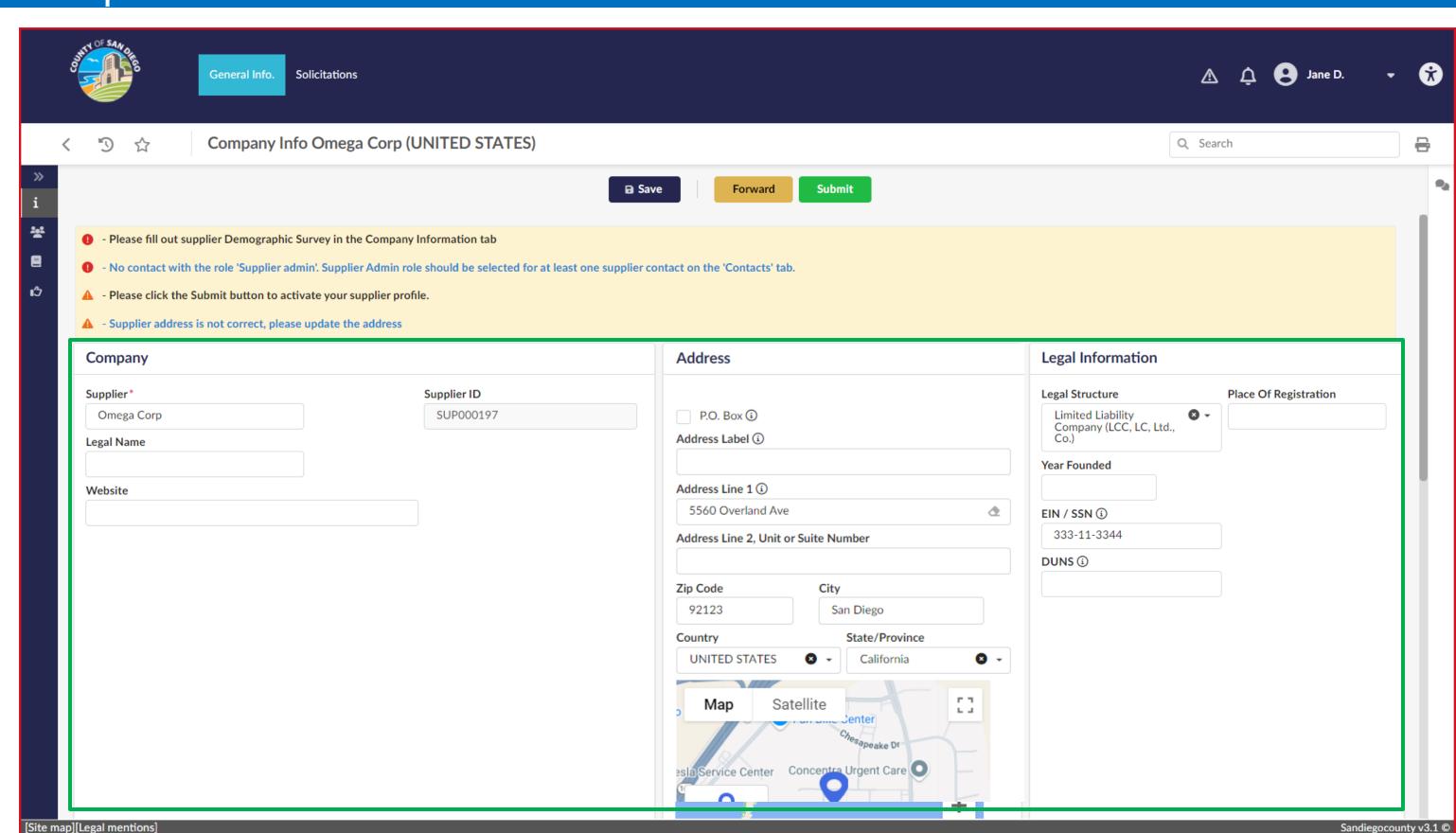
Once expanded, click the << icon to collapse it.

Review the following sections

- Company
- Address
- Legal Information

Edit and add information as necessary, then click the **Save** button.

Warnings at the top of the page will guide you through the remaining sections required to activate your registration. Clicking on the error will take you to the section.



Demographic Survey

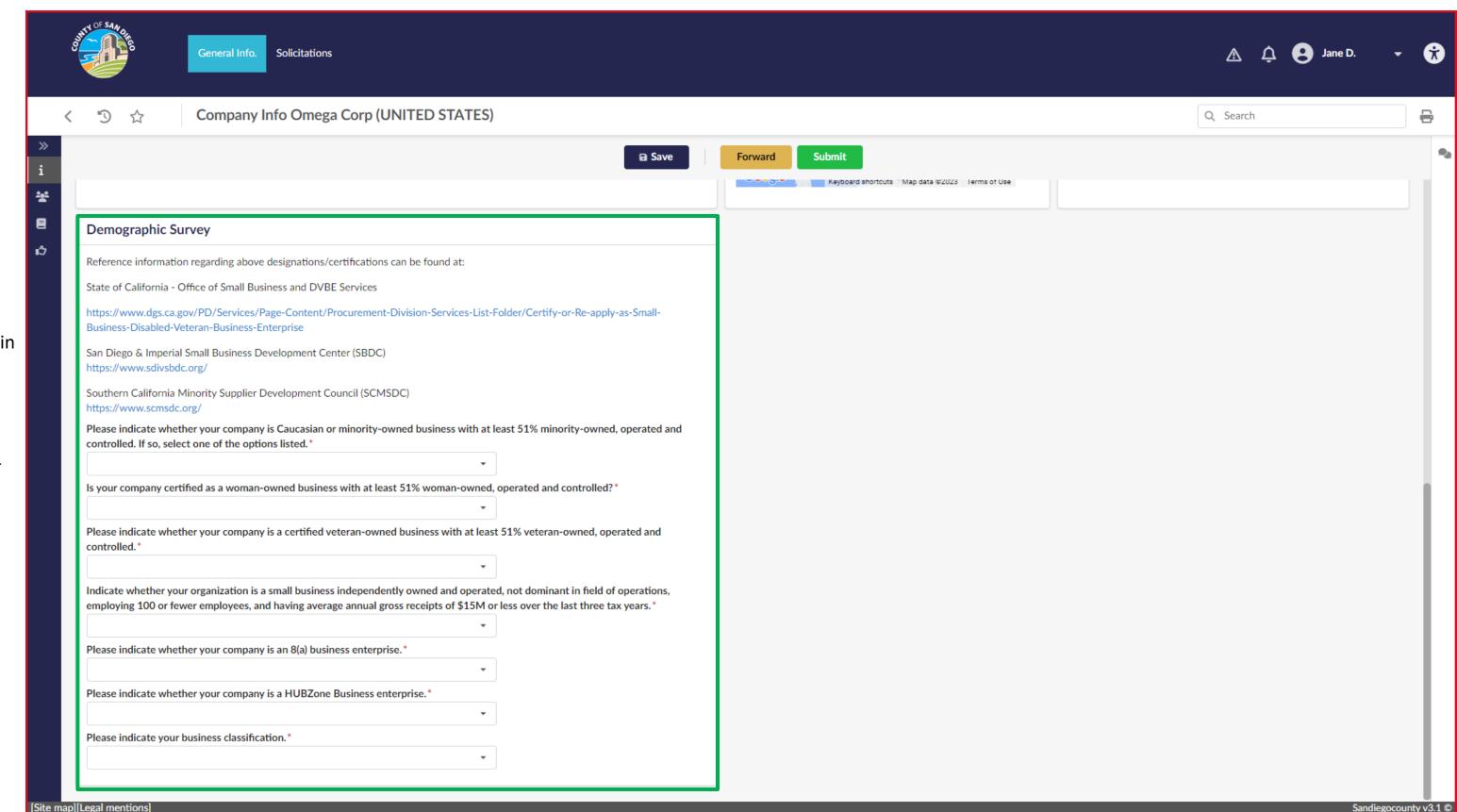


At the bottom of the **Company Info** page, complete the **Demographic** Survey.

All fields in this section are required.

Click the **Save** button.

Demographic information is essential in helping the County ensure that its solicitations and contracting opportunities are reaching a diverse range of businesses. The information collected here will not be used to prescreen or per-qualify businesses in connection with any solicitation.



Supplier Company Contacts

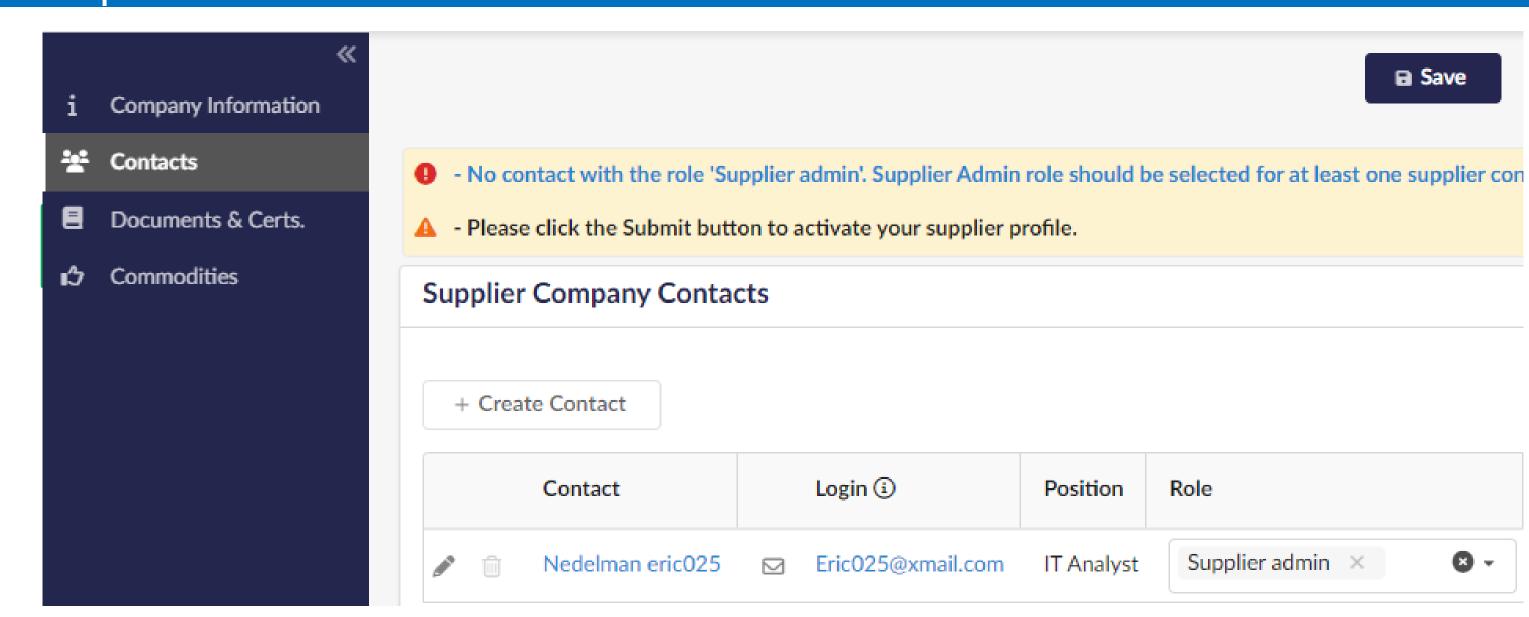


Click **Contacts** in the left pane to view the **Supplier Company Contacts** information.

Note: The first supplier contact will automatically be set to the **Supplier** admin role. At least one Contact must have the **Role** of **Supplier admin**. Click the down arrow to select the **Role** from the pick list.

Click + Create Contact to add additional contacts to your company profile.

The Identity page will open (see next page).



New Contact - Identity



Complete the **Identity** section for the new contact.

The following required fields must be entered:

- First Name *
- Last Name *
- Email *

Click **Save & Close** to save and return to the **Supplier Company Contacts** screen.

Title	First Name*	Last Name*
•		
Email*	Position ①	Internal Identifier
l :-+		
List of languages English		
Phone	Photo	
Phone		☑ Add a picture
2000		Add a picture
2000		☑ Add a picture
Phone		Add a picture

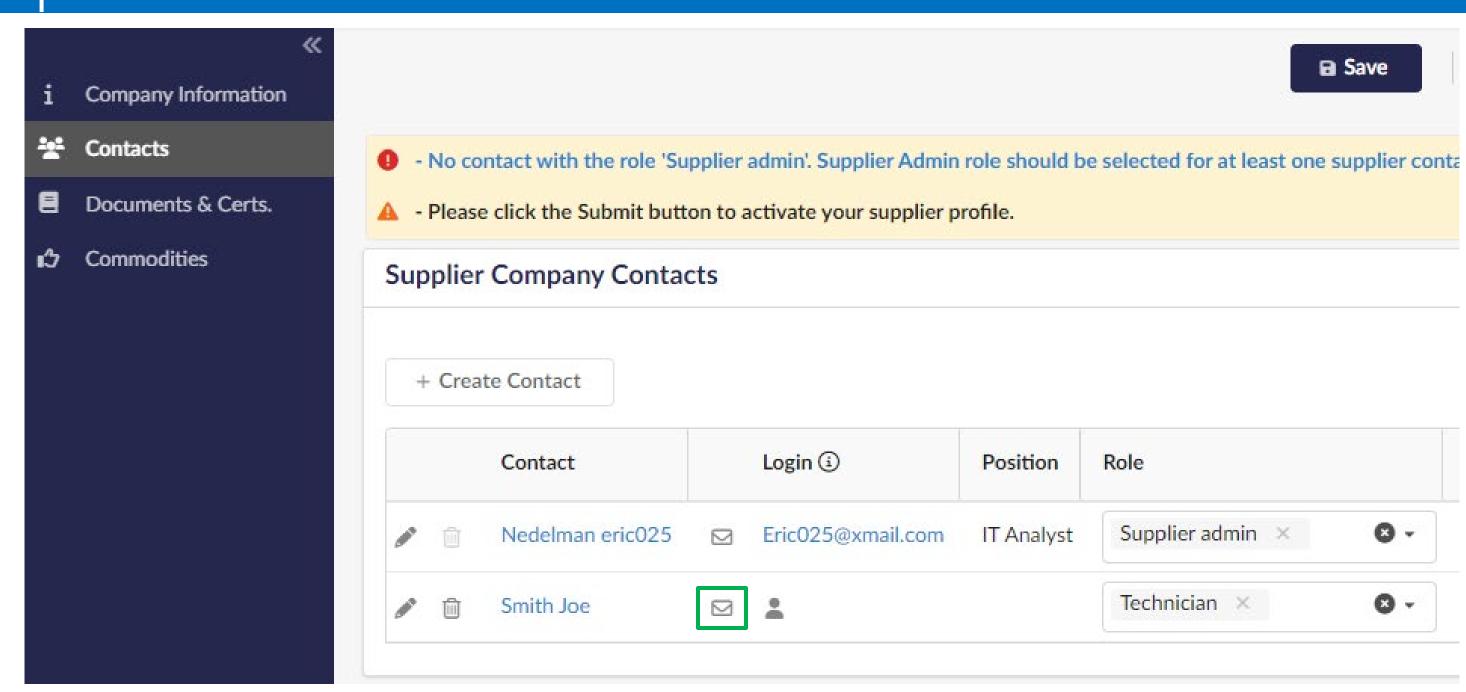
Supplier Company Contacts - New Contact



Enter the **Role** for the new contact.

Click the **Email** icon to send an invitation to the new contact with their login information and a link to create their password.

The email **Invitation to log into the application window** will open.



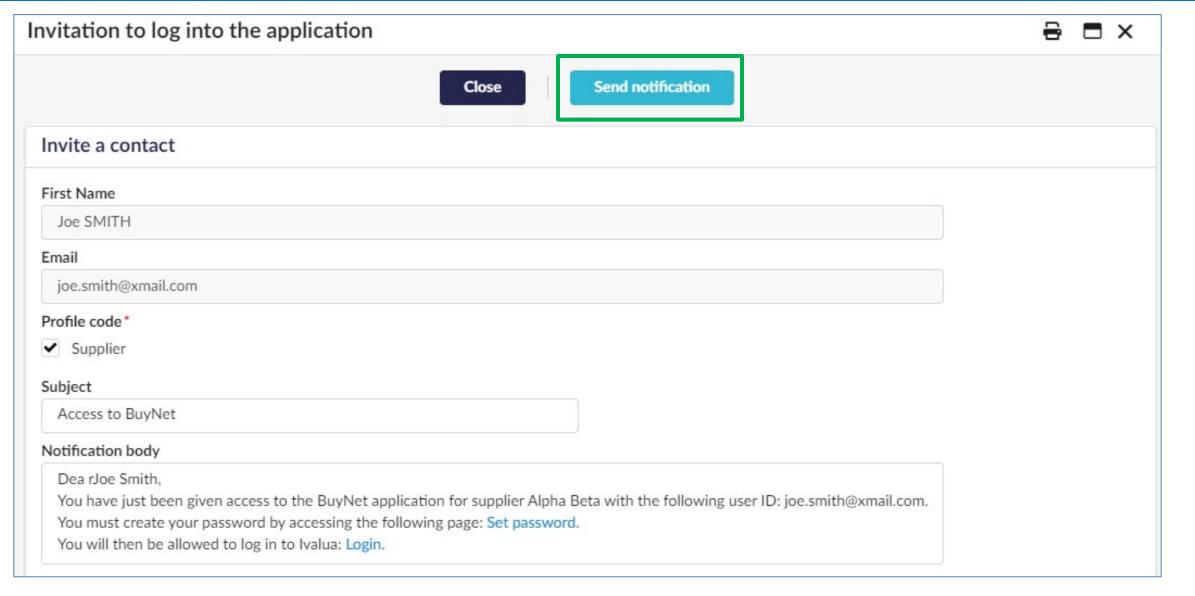
Invitation to log into the application

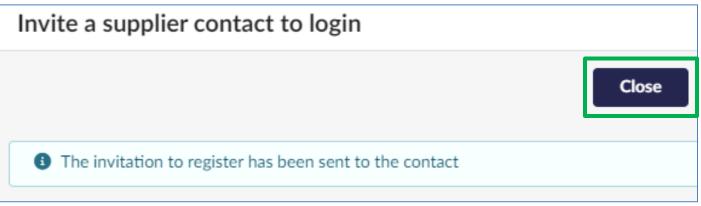


Verify the information.

Click **Send Notification**.

Click **Close** on the confirmation screen.



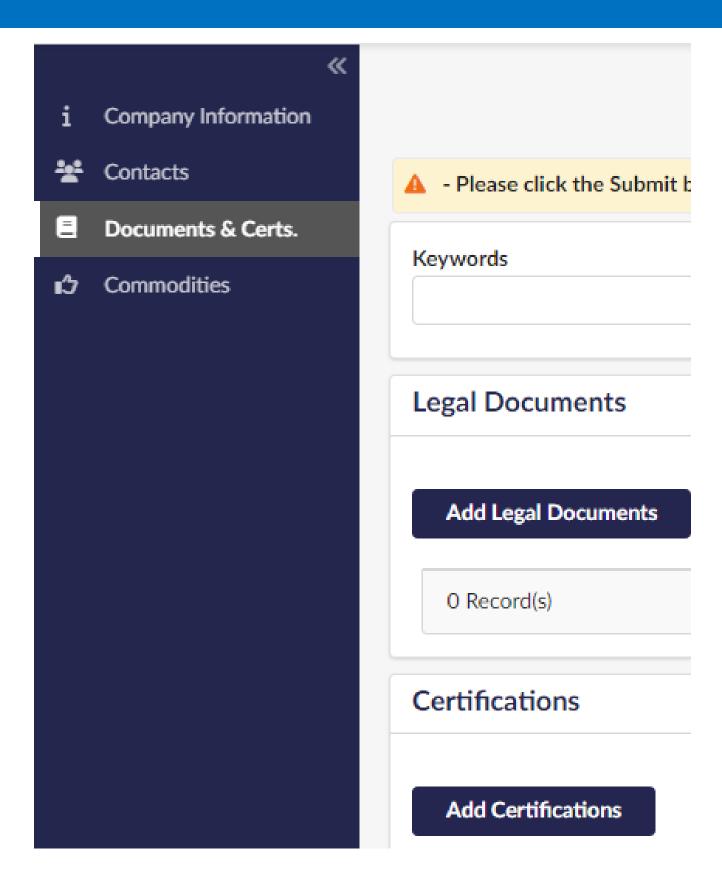


Documents & Certifications (optional)



Click **Documents & Certs**. in the left navigation to upload and view documents and certifications to your **Company Profile**.

Note: Adding documents and certifications to your **Company Profile** is optional.



Commodities



Click **Commodities** in the left pane to view and add **Supplier Commodities** to your **Company Profile**.

Click the down arrow to view the list of commodities. Type the keyword or the first four numbers of the code and make your selection(s).

Note: The commodities are used to notify your company of solicitations posted to BuyNet that match the goods and/or services in your **Supplier Commodities** list.

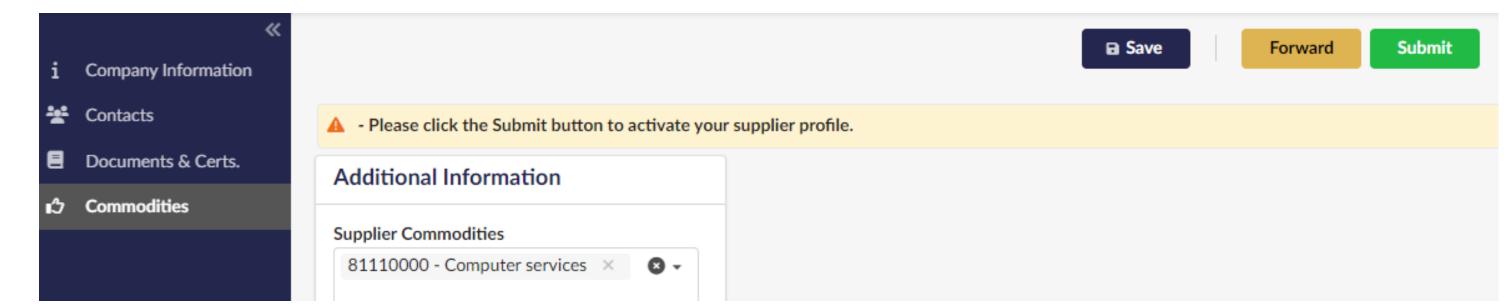
Commodities are listed by the **first 4 digits** (family level) only, i.e., **8111**0000 - Computer services.

You can download the commodity code list in Excel format:

<u>Listing of BuyNet commodity codes</u>

You may also contact the <u>Department of Purchasing and Contracting</u> for assistance with your supplier or commodities profile.

Click the **Save** button to save your commodities.



Submit (Activate) your Company Profile



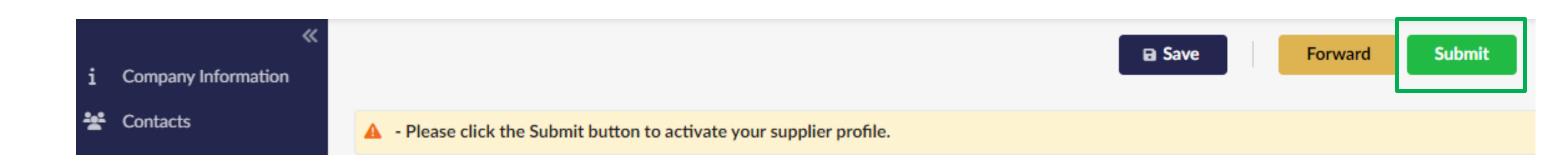
The final registration step is to submit the supplier profile.

To activate your Supplier Profile,

Click the **Submit** button

then,

Click the **OK** button in the confirmation window.



Are you sure you want to submit this supplier profile?

OK

Cancel

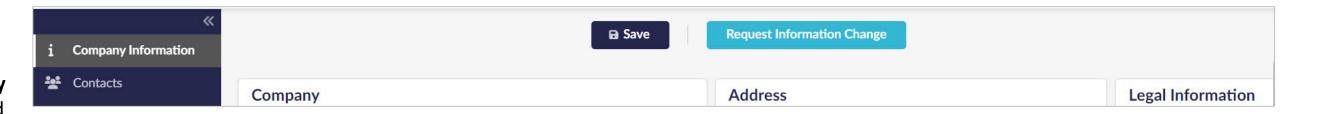
Request Information Change

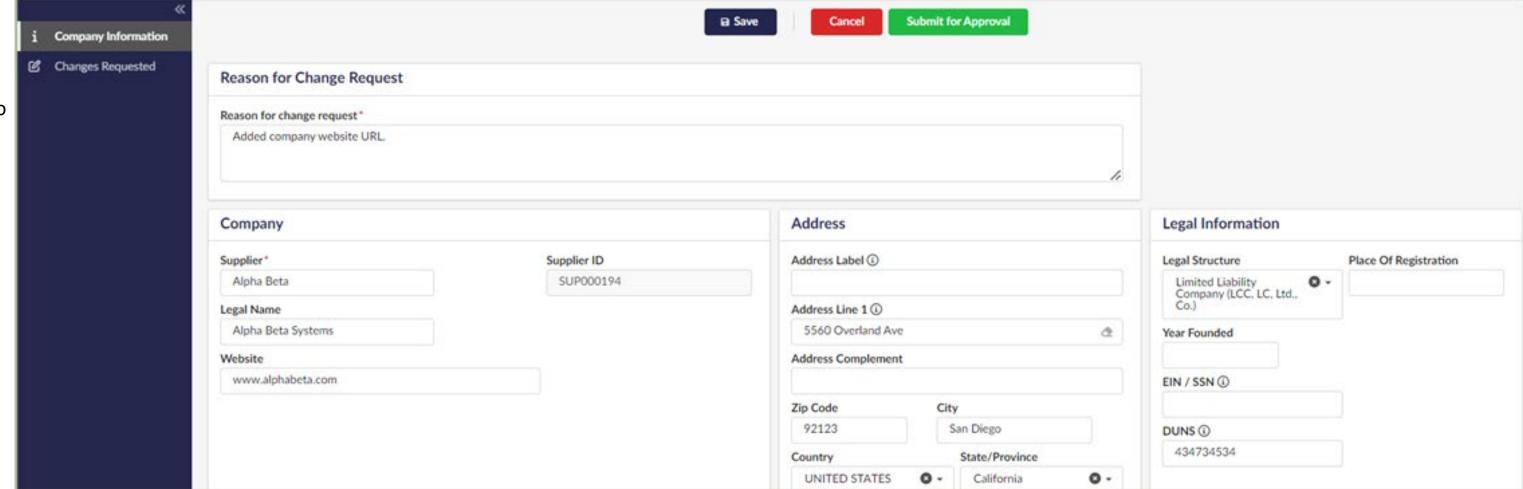


After submission, information in the Company, Address and Legal Information sections of the Company Information becomes greyed out and not editable. To edit these sections, click the Request Information Change button.

Complete the **Reason for Change Request** section.

Click the **Submit for Approval** button to save the changes.



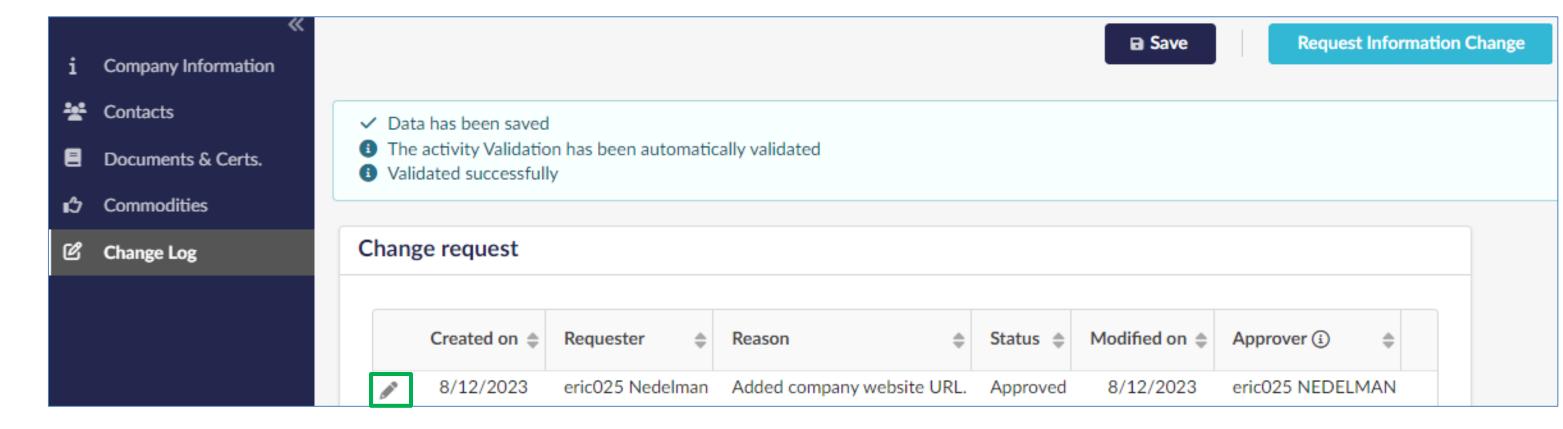


Change Log



Click **Change Log** in the left pane to view your change history.

Click the pencil icon to view the changes.





THANK YOU

SANDIEGOCOUNTY.GOV