

DEPARTMENT OF PURCHASING & CONTRACTING



BuyNet Supplier Guide - Creating and Managing a Supplier Profile
December 2024

PURCHASING & CONTRACTING

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)

The screenshot displays the County of San Diego BuyNet website. At the top, a dark blue navigation bar contains the County of San Diego logo, a green-bordered button labeled "New Supplier? Register Now", and a link "Show public request for proposals". Below this, a light blue banner reads "Fields marked by an asterisk * are mandatory". The main content area is divided into three columns. The left column, titled "Welcome to BuyNet", includes the County of San Diego logo, a welcome message, and links for "Guides and Documents". The middle column, titled "IDENTIFICATION", features a login form with fields for "Login" and "Password", a "Login" button, and a "Lost your password?" link. The right column contains a "Help Desk +1 858-505-6367" link and a green-bordered button labeled "New Supplier? Register Now".

County of San Diego

New Supplier? Register Now

Show public request for proposals

Fields marked by an asterisk * are mandatory

Welcome to BuyNet

COUNTY OF SAN DIEGO
PURCHASING & CONTRACTING

There is no charge to register or to use our system. If you are a supplier interested in doing business with the County of San Diego, please self-register in BuyNet. If you wish to receive commodity based notifications of new solicitations and changes to solicitations, you must also register for commodities within your BuyNet account profile using UNSPSC commodity codes.

Please email the [Department of Purchasing and Contracting](#) if you require further assistance on your vendor or commodity profile.

As a public agency, the County of San Diego must adhere to the California Public Records Act. Therefore, solicitation documents may become public records subject to disclosure at the conclusion of the procurement process. The County intends to publish contracts, which may contain some or all of the successful proposal(s), to its public web site. See the solicitation documents for more information about confidential or proprietary information.

Guides and Documents

[Creating and Managing Supplier Profiles](#)

[Public View of Solicitations](#)

[Responding to a Solicitation](#)

[BuyNet FAQs](#)

IDENTIFICATION

Login *

Password *

Login

Lost your password?

Help Desk +1 858-505-6367

New Supplier? Register Now

Open Opportunities



New Supplier? Register Now

Show public request for proposals



New Supplier? Register Now

Register Cancel

Fields marked by an asterisk * are mandatory

Company information

Supplier*

Johnson Corp.

Legal Name

Legal Form

Corporation / Incorporated (CORP, INC.)

Limited Liability Company (LCC, LC, Ltd., Co.)

Limited Liability Limited Partnership (LLLP)

Limited Liability Partnership (LLP)

Limited Partnership (LP)

Other legal form

Professional Limited Liability Company (PLLC)

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

The screenshot shows the "New Supplier? Register Now" page in the County of San Diego procurement system. The "Address" section is highlighted, showing a search for "5560 Ov" which returns several suggestions. The form fields are populated with "5560 Overland Ave", "Suite 270", "92123", "San Diego", "UNITED STATES", and "California". A map view shows the location of 5560 Overland Ave, San Diego, CA, with coordinates (32.8350163, -117.1306069).

Address

Address Line 1 ⓘ
5560 Overland Ave

Address Line 2, Unit or Suite Number
Suite 270

Zip Code
92123

City
San Diego

Country*
UNITED STATES

State/Province
California

Map Satellite

5560 Overland Ave,
123 San Diego
(32.8350163, -117.1306069)

powered by Google

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.

PURCHASING & CONTRACTING

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
or

SSN – 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/en-us/smb/duns/get-a-duns.html>

Look Up a DUNS number:

<https://www.dnb.com/duns-number/lookup.html>

The screenshot shows the "New Supplier? Register Now" page. At the top, there is a dark blue header with the County of San Diego logo, a "New Supplier? Register Now" button, and a link to "Show public request for proposals". Below the header, there is a navigation bar with a back arrow, a refresh icon, and the text "New Supplier? Register Now". The main content area features a "Register" button and a "Cancel" button. A modal window titled "Help us identify your company" is open, displaying the instruction: "You are required to enter either your EIN/SSN or DUNS company identifier." Below this, there are two input fields: "EIN / SSN" with the value "330479906" and "DUNS".





[New Supplier? Register Now](#)[View Solicitations](#)



< ↺ New Supplier? Register Now

Complete the **Contact Information** section.

All fields in this section are required.

Follow the password requirements and ensure all requirements are checked off and are displayed in green.

Register

Cancel

Contact Information

First Name*

Lara

Last Name*

Kirsch

Position*

Manager

Email*

lara.kirsch@johnsoncorp.com

Password*

••••••••

Confirm password*

••••••••

✓ Passwords should match.

✓ Password must contain at least 1 digit(s)

✓ Password must contain at least 1 non-alphanumeric character(s)

✓ Password must contain at least 6 characters



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 [Department of Purchasing and Contracting](#) for assistance with your supplier or commodities profile.

Comment (optional)

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

The screenshot shows the 'New Supplier? Register Now' registration form. At the top, there is a dark blue header with the County of San Diego logo, a 'New Supplier? Register Now' button, and a 'View Solicitations' link. Below the header, the main form area is light gray. On the left, there is a section titled 'First time registration ? Please tell us more' containing a 'Commodities *' dropdown menu. The dropdown is open, showing a list of commodity codes: '14100000 - Paper materials', '14110000 - Paper products', '73110000 - Wood and paper industries', and '14120000 - Industrial use papers'. A 'See All' link is at the bottom of the list. On the right, there is a 'Register' button (highlighted with a green box) and a 'Cancel' button. Below these buttons are two password fields: 'Password' and 'Confirm password *'. Both fields contain masked text (dots). Below the password fields, there are four green checkmarks indicating password requirements: 'Passwords should match.', 'Password must contain at least 1 digit(s)', 'Password must contain at least 1 non-alphanumeric character(s)', and 'Password must contain at least 6 characters'. At the bottom, there is another 'First time registration ? Please tell us more' section with a 'Commodities *' dropdown menu (showing '14100000 - Paper materials') and a 'Comment' text area.



New Supplier? Register Now

Show public request for proposals



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



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.



[General Info.](#)[Solicitations](#)

General Terms of Use

Search

You have to accept the terms and conditions in order to continue.

GENERAL CONDITIONS OF ACCESS AND USE OF THE APPLICATION

You are accessing a system containing County of San Diego, State of California, and United States government information. Data must be sent over this system in a manner consistent with state and federal law.

The County of San Diego reserves the right to audit, inspect, and disclose all transactions. Users of this system have no expectation of privacy as to any communication on, or information stored within, the system, except as otherwise specifically provided at law. By using this system, you expressly consent to any and all auditing, inspection, and disclosure by the County of San Diego. The County of San Diego reserves the right to change the form of any such auditing, inspection, and disclosures, without limitation.

As a public agency, the County of San Diego must adhere to state and federal transparency laws, including the California Public Records Act. Therefore, all information that may be collected on this site or through a web or mobile application, including all solicitation documents, may become public records subject to disclosure. The County of San Diego intends to publish contracts, which may contain some or all of the successful proposal(s), to its public website. See the solicitation documents for more information about confidential or proprietary information.

All equipment, systems, services, and software connected to this network are intended only for the official business use of the County of San Diego. Any illegal or unauthorized use of County of San Diego data, equipment, systems, or software by any person(s) may be subject to civil or criminal prosecution under state or federal laws and may also result in disciplinary action where appropriate.

Version 1 - Effective October 2, 2023

☒ I accept the terms and conditions

Acknowledge

Print



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.

The screenshot shows the "Supplier Portal" interface. At the top, there's a dark blue header with the County of San Diego logo on the left, a navigation bar with "General Info." (highlighted with a green box) and "Solicitations", and user information "Jane D." on the right. Below the header is a white bar with navigation icons and a search box. The main content area is divided into three columns. The left column has a "Company Profile" button (highlighted with a green box). The middle column, titled "Onboarding Progress", contains a yellow warning box with three items: "Please fill out supplier Demographic Survey in the Company Information tab", "No contact with the role 'Supplier admin'. Supplier Admin role should be selected for at least one supplier contact on the 'Contacts' tab.", and "Supplier address is not correct, please update the address". The right column has an "Announcement" section with a welcome message and contact information for the Department of Purchasing and Contracting, and a "Validations" section. At the bottom, there are two circular buttons: "RFP in Progress" with a count of 0, and "Show public request for proposals" with a count of 136. The footer contains "[Site map][Legal mentions]" on the left and "Sandiegocounty v3.1 ©" on the right.



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.

General Info.

Solicitations

Jane D.

<

🕒

☆

Company Info Omega Corp (UNITED STATES)

🔍

Search

>>

i

Save

Forward

Submit

⚠️

- Please fill out supplier Demographic Survey in the Company Information tab

⚠️

- No contact with the role 'Supplier admin'. Supplier Admin role should be selected for at least one supplier contact on the 'Contacts' tab.

⚠️

- Please click the Submit button to activate your supplier profile.

⚠️

- Supplier address is not correct, please update the address

Company

Supplier*

Omega Corp

Supplier ID

SUP000197

Legal Name

Website

Address

☐ P.O. Box ⓘ

Address Label ⓘ

Address Line 1 ⓘ

5560 Overland Ave

Address Line 2, Unit or Suite Number

Zip Code

92123

City

San Diego

Country

UNITED STATES ⓘ

State/Province

California ⓘ

Map

Satellite

Legal Information

Legal Structure

Limited Liability Company (LCC, LC, Ltd., Co.) ⓘ

Place Of Registration

Year Founded

EIN / SSN ⓘ

333-11-3344

DUNS ⓘ

[Site map]

[Legal mentions]

Sandiegocounty v3.1 ©



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 pre-screen or per-qualify businesses in connection with any solicitation.

General Info.

Solicitations

Jane D.

Company Info Omega Corp (UNITED STATES)

Search

>>

i

Save

Forward

Submit

Keyboard shortcuts

Map data 10/2023

Terms of Use

Demographic Survey

Reference information regarding above designations/certifications can be found at:

State of California - Office of Small Business and DVBE Services

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

San Diego & Imperial Small Business Development Center (SBDC)

<https://www.sdivsbdc.org/>

Southern California Minority Supplier Development Council (SCMSDC)

<https://www.scmsdc.org/>

Please indicate whether your company is Caucasian or minority-owned business with at least 51% minority-owned, operated and controlled. If so, select one of the options listed. *

Is your company certified as a woman-owned business with at least 51% woman-owned, operated and controlled? *

Please indicate whether your company is a certified veteran-owned business with at least 51% veteran-owned, operated and controlled. *

Indicate whether your organization is a small business independently owned and operated, not dominant in field of operations, employing 100 or fewer employees, and having average annual gross receipts of \$15M or less over the last three tax years. *

Please indicate whether your company is an 8(a) business enterprise. *

Please indicate whether your company is a HUBZone Business enterprise. *

Please indicate your business classification. *

Site map

Legal mentions

Sandiegocounty v3.1 ©



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).

<<

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Company Information

👤

Contacts

📄

Documents & Certs.

👍

Commodities

Save

! - No contact with the role 'Supplier admin'. Supplier Admin role should be selected for at least one supplier con

⚠️ - Please click the Submit button to activate your supplier profile.

Supplier Company Contacts

+ Create Contact

Contact	Login ⓘ	Position	Role
<div><div>✎</div><div>🗑</div><div>Nedelman eric025</div></div>	<div><div>✉</div><div>Eric025@xmail.com</div></div>	IT Analyst	<div>Supplier admin ✕</div> <div>✕ ▼</div>



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.

Identity

Title

First Name *

Last Name *

Email *

Position ⓘ

Internal Identifier

List of languages

English × ▾

Phone

Phone

Cell Phone

Fax


Photo

ⓘ

Add a picture



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.

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Company Information

👤

Contacts

📄

Documents & Certs.

📦

Commodities

Save

! - No contact with the role 'Supplier admin'. Supplier Admin role should be selected for at least one supplier conta

⚠️ - Please click the Submit button to activate your supplier profile.

Supplier Company Contacts

+ Create Contact

Contact	Login ⓘ	Position	Role
<div><div>✎</div><div>🗑</div><div>Nedelman eric025</div></div>	<div><div>✉</div><div>Eric025@xmail.com</div></div>	IT Analyst	<div>Supplier admin ✕</div> <div>✕ ▾</div>
<div><div>✎</div><div>🗑</div><div>Smith Joe</div></div>	<div><div>✉</div><div>👤</div></div>		<div>Technician ✕</div> <div>✕ ▾</div>

Verify the information.
Click **Send Notification**.

Click **Close** on the confirmation screen.

Invitation to log into the application

Close

Send notification

Invite a contact

First Name

Joe SMITH

Email

joe.smith@xmail.com

Profile code*

☒ Supplier

Subject

Access to BuyNet

Notification body

Dear Joe Smith,
You have just been given access to the BuyNet application for supplier Alpha Beta with the following user ID: joe.smith@xmail.com.
You must create your password by accessing the following page: [Set password](#).
You will then be allowed to log in to Ivalua: [Login](#).

Invite a supplier contact to login

Close

The invitation to register has been sent to the contact



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.

<<

i

Company Information

👥

Contacts

📁

Documents & Certs.

👍

Commodities

- Please click the Submit button

Keywords

Legal Documents

Add Legal Documents

0 Record(s)

Certifications

Add Certifications



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., **81110000** - Computer services.

You can download the commodity code list in Excel format:

[Listing of BuyNet commodity codes](#)

You may also contact the [Department of Purchasing and Contracting](#) for assistance with your supplier or commodities profile.

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

A screenshot of a web application interface for managing a supplier profile. On the left is a dark blue sidebar with a menu containing "Company Information", "Contacts", "Documents & Certs.", and "Commodities" (which is highlighted). The main content area has a light gray background. At the top right of this area are three buttons: "Save" (dark blue), "Forward" (yellow), and "Submit" (green). Below these buttons is a yellow warning banner with a triangle icon and the text "- Please click the Submit button to activate your supplier profile." Underneath the banner is a white box titled "Additional Information". Inside this box is a section titled "Supplier Commodities" which contains a search input field. The input field has a dropdown menu open, showing the selected item "81110000 - Computer services" with a close button (X) and a dropdown arrow.



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.

Company Information

Contacts

Save

Forward

Submit

- Please click the Submit button to activate your supplier profile.

Are you sure you want to submit this supplier profile?

OK

Cancel



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.

This screenshot shows the top portion of the 'Request Information Change' form. On the left is a dark sidebar with a back arrow and two menu items: 'Company Information' (selected) and 'Contacts'. The main area has a light grey header with a 'Save' button and a 'Request Information Change' button. Below the header are three tabs: 'Company', 'Address', and 'Legal Information', with 'Company' currently selected.

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

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

This screenshot shows the 'Reason for Change Request' section of the form. The sidebar now includes a 'Changes Requested' option. The main area has a header with 'Save', 'Cancel', and 'Submit for Approval' buttons. The 'Reason for Change Request' section contains a text area with the text 'Added company website URL.'. Below this are three columns of form fields: 'Company' (with fields for Supplier, Supplier ID, Legal Name, and Website), 'Address' (with fields for Address Label, Address Line 1, Address Complement, Zip Code, City, Country, and State/Province), and 'Legal Information' (with fields for Legal Structure, Place Of Registration, Year Founded, EIN / SSN, and DUNS).



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

Click the pencil icon to view the changes.

<<

i

Company Information

👤

Contacts

📄

Documents & Certs.

👍

Commodities

✎

Change Log

Save

Request Information Change

✓ Data has been saved

i

The activity Validation has been automatically validated

i

Validated successfully

Change request

Created on	Requester	Reason	Status	Modified on	Approver ⓘ
<div>✎</div> 8/12/2023	eric025 Nedelman	Added company website URL.	Approved	8/12/2023	eric025 NEDELMAN



THANK YOU

SANDIEGOCOUNTY.GOV