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.sdcounty.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:

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...
Step 4: Click on the “Commodities” button

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

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).**

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

**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.
How to Register for a Commodity – by Drill Down

**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).**

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

**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.
A confirmation message will display, as shown below.

**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.”

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.

**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.

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.