

Registering as a Supplier with the County of San Diego - BuyNet

The County of San Diego provides suppliers the opportunity to register through our online electronic procurement application called BuyNet. There is no charge to register for or use our system. Using BuyNet, you can:

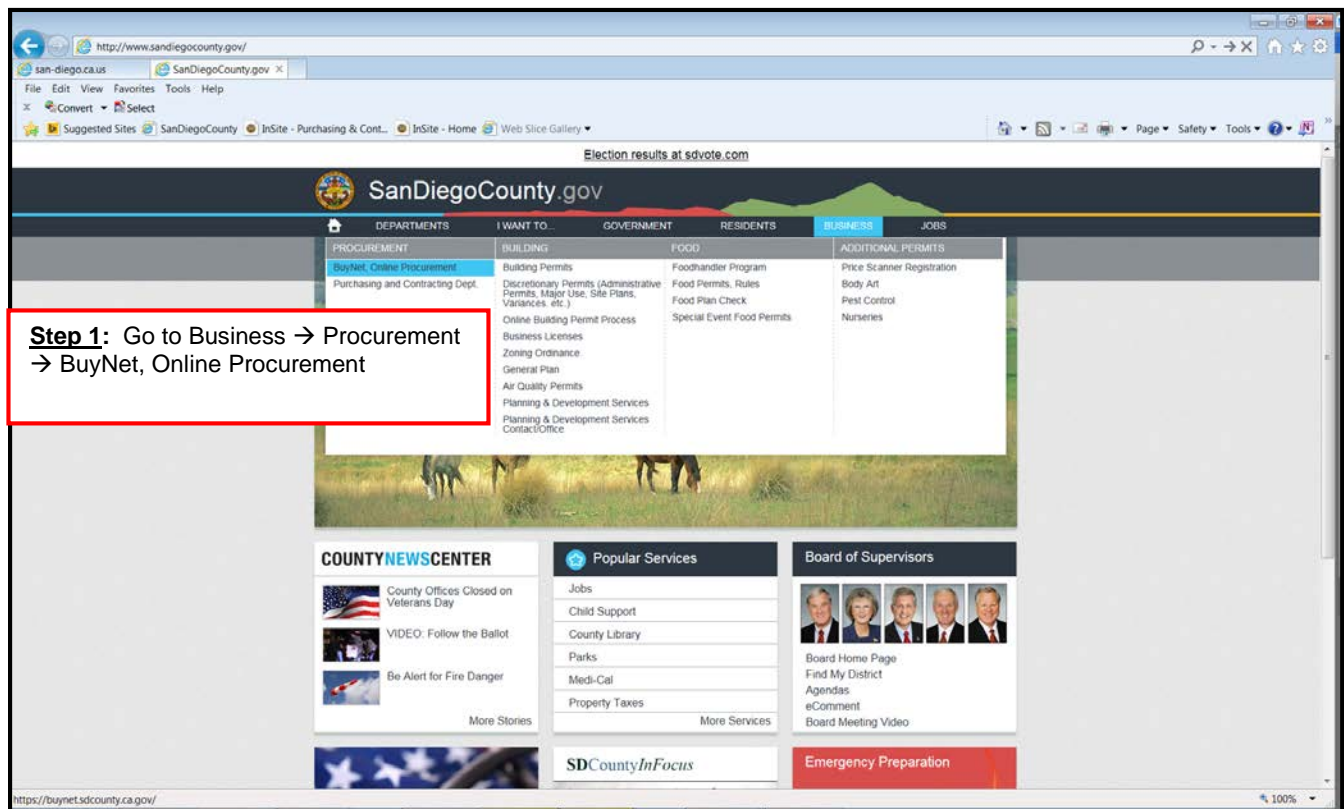
- Register as a supplier
- Register to receive commodity based solicitation notifications
- View open solicitations
- Download solicitation documents
- Submit Quotations
- Submit files on RFQs
- View posted bid abstracts
- View posted notices of intent to award
- View posted awards
- View historical solicitations, including documents and award information

Many of the BuyNet features are available to visitors who are not registered on the site. However, if you wish to receive solicitation notifications, respond to RFQs, or download solicitation documents, registration is required. A valid email address is required to receive notifications.

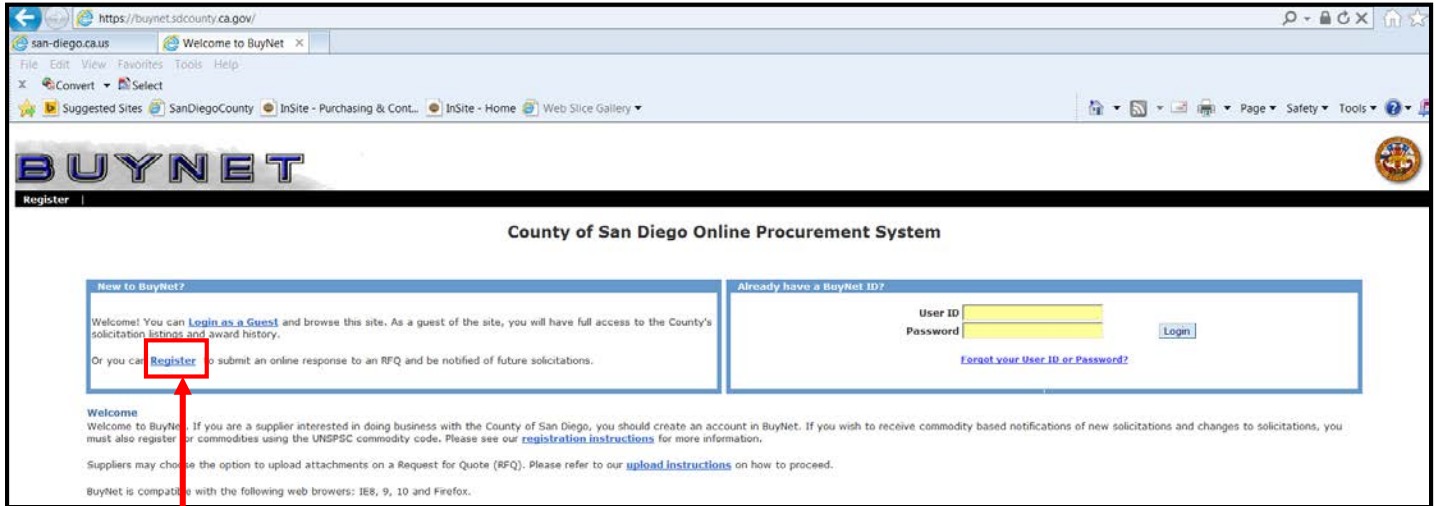
How to Register on BuyNet

You may access BuyNet through the County of San Diego website (<http://www.sandiegocounty.gov/>) or you may enter the address directly into your web browser: <https://buynet.sdcounty.ca.gov>

From the County of San Diego home page:



You have arrived at the BuyNet website when the following page displays:



Step 2: Click on the “**Register**” link. Note: If you select the “**Login as a Guest**” link, you will have the option to browse through the current listing of solicitations, awards and other related content.

The Registration page has three sections which must be completed: Account Information, Company Profile Information and Contact Information.



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

- Step 3:**
- Complete all sections of the registration form.
 - 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.



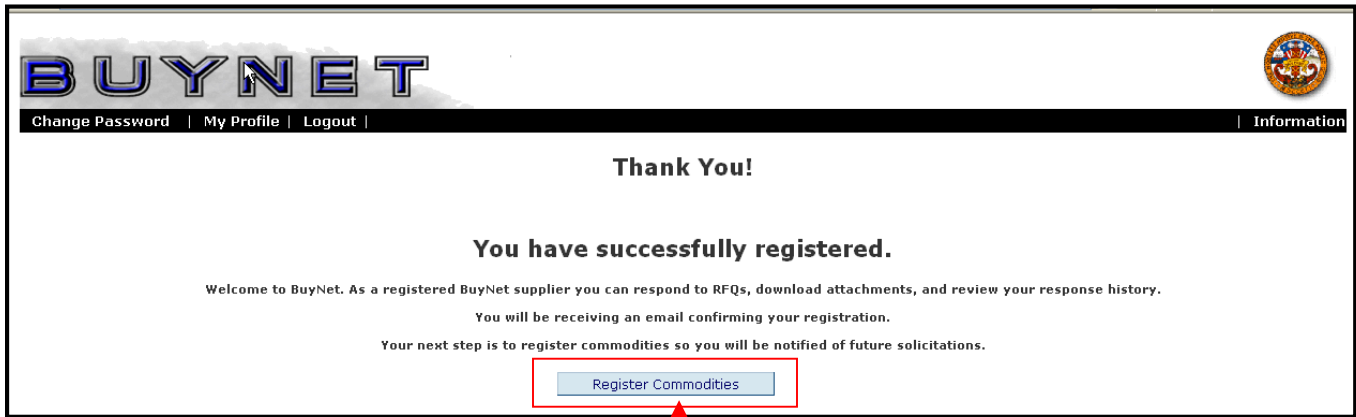
Registration

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

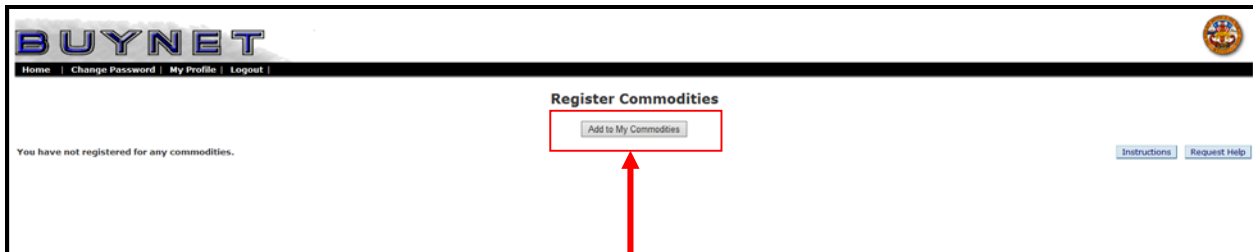
Account Information		
User ID	<input type="text"/>	Use only letters (a-z), numbers (0-9), the underscore (_), and no spaces .
Password	<input type="password"/>	Must be at least seven (7) characters long , and contain at least two numbers (0-9), but no spaces . Password may not contain User ID.
Re-enter Password	<input type="password"/>	Make sure it is difficult for others to guess!
Company Profile Information		
Company	<input type="text"/>	Enter only street address information in Address. Continue on the second line if needed. For foreign addresses other than Canada, select Other as the state/Province. Enter City and Province in the City field.
Address	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/>	
State/Province	California <input type="button" value="v"/>	
Postal Code	<input type="text"/>	
Country	<input type="text"/>	
Tax ID	<input type="text"/>	
<input type="checkbox"/>	My company is certified by the State of California as a Disabled Veteran Business Enterprise (DVBE)	
<input type="checkbox"/>	My company is certified by the United States Department of Veteran Affairs as a Service- Disabled Veteran-Owned Small Business (VOSB)	
<input type="checkbox"/>	My company is certified by the State of California as a Small Business Enterprise (SBE)	
Contact Information		
First Name	<input type="text"/>	Please be sure to enter your Email address correctly. We use this address to confirm your registration and contact you about upcoming business opportunities.
Last Name	<input type="text"/>	
Telephone	<input type="text"/>	
Fax	<input type="text"/>	
Email	<input type="text"/>	
Re-enter Email	<input type="text"/>	
<input type="button" value="Register"/> <input type="button" value="Cancel"/>		

Step 4: When you have completed the form, click on the "Register" button.

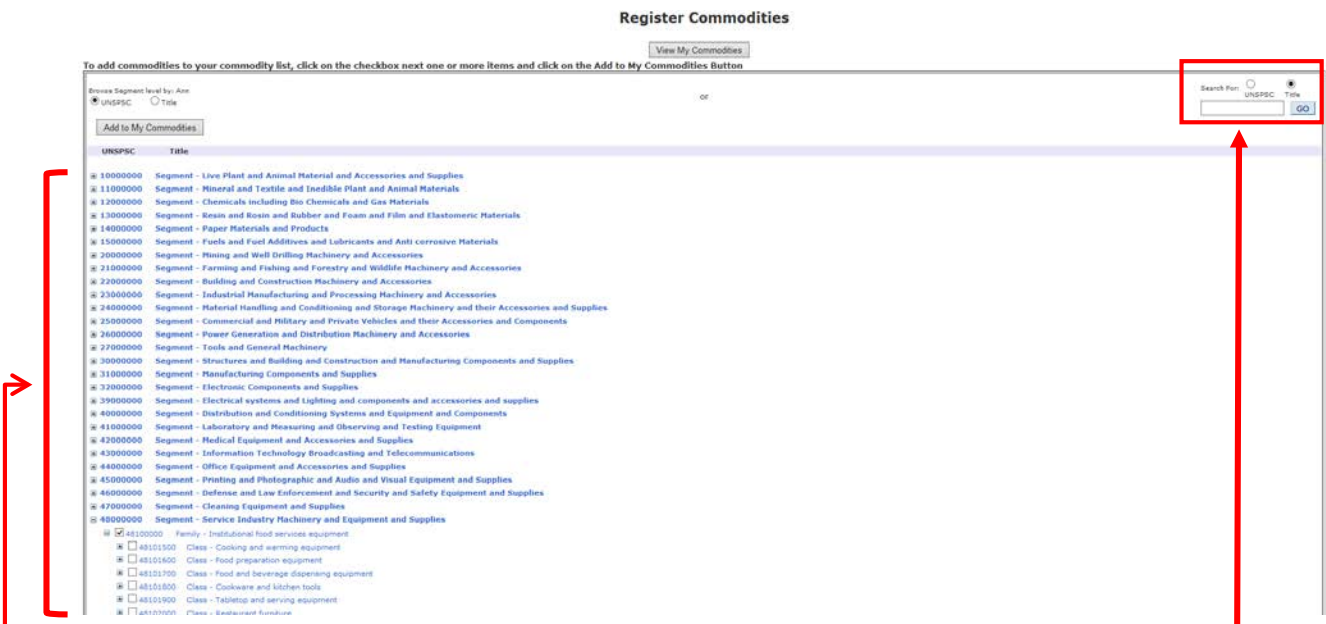
You will arrive at the following page after creating a successful registration:



Step 5: To build your commodity profile, click on the “Register Commodities” button.



Step 6: To add to your commodity profile, click on the “Add to My Commodities” button.



Step 7: 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

The screenshot shows the BUYNET website interface for registering commodities. At the top, there is a navigation bar with 'Home', 'Change Password', 'My Profile', and 'Logout'. The main heading is 'Register Commodities'. Below this, there is a search form with two radio buttons: 'UNSPSC' (selected) and 'Title'. A search input field contains the word 'Food', and a 'GO' button is to its right. A red box highlights the search form, and a red arrow points from a text box below to the 'GO' button.

Step 8: Select “Title” and enter your keyword. In this example “Food” is entered. Click on the “Go” button.

The screenshot shows the search results for the keyword 'Food'. The results are displayed in a table with columns for 'UNSPSC' and 'Title'. The first result is checked, and a red box highlights it. A red arrow points from a text box below to the checkbox.

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 - Industrial Manufacturing and Processing Machinery and Accessories
24000000	Segment - Material Handling and Conditioning and Storage Machinery and their 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
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
48101010	Commodity - Commercial use food warmers
48101050	Class - Food preparation equipment
48101600	Commodity - Commercial use food choppers or cubers or doers
48101605	Commodity - Commercial use food grinders
48101612	Commodity - Commercial use food processors
48101618	Commodity - Commercial use food slicers
48101700	Class - Food and beverage dispensing equipment
48101900	Class - Tabletop and serving equipment
48101901	Commodity - Food service dinnerware
48101902	Commodity - Food service flatware
48101903	Commodity - Food service glasses
48101904	Commodity - Food service stemware
48101905	Commodity - Food service cups or mugs
48101906	Commodity - Food service serving baskets

Step 9: 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

[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

Search For: UNSPSC Title

Process Segment level by: UNSPSC Title

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
<input checked="" type="checkbox"/> 14000000	Segment - Paper Materials and Products
<input checked="" type="checkbox"/> 15000000	Segment - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
<input checked="" type="checkbox"/> 20000000	Segment - Mining and Well Drilling Machinery and Accessories
<input checked="" type="checkbox"/> 21000000	Segment - Faring and Fishing and Forestry and Wildlife Machinery and Accessories
<input checked="" type="checkbox"/> 22000000	Segment - Building and Construction Machinery and Accessories
<input checked="" type="checkbox"/> 23000000	Segment - Industrial Manufacturing and Processing Machinery and Accessories
<input checked="" type="checkbox"/> 24000000	Segment - Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies
<input checked="" type="checkbox"/> 25000000	Segment - Commercial and Military and Private Vehicles and their Accessories and Components
<input checked="" type="checkbox"/> 26000000	Segment - Power Generation and Distribution Machinery and Accessories
<input checked="" type="checkbox"/> 27000000	Segment - Tools and General Machinery
<input checked="" type="checkbox"/> 30000000	Segment - Structures and Building and Construction and Manufacturing Components and Supplies
<input checked="" type="checkbox"/> 31000000	Segment - Manufacturing Components and Supplies
<input checked="" type="checkbox"/> 32000000	Segment - Electronic Components and Supplies
<input checked="" type="checkbox"/> 39000000	Segment - Electrical systems and Lighting and components and accessories and supplies
<input checked="" type="checkbox"/> 40000000	Segment - Distribution and Conditioning Systems and Equipment and Components
<input checked="" type="checkbox"/> 41000000	Segment - Laboratory and Measuring and Observing and Testing Equipment
<input checked="" type="checkbox"/> 42000000	Segment - Medical Equipment and Accessories and Supplies
<input checked="" type="checkbox"/> 43000000	Segment - Information Technology Broadcasting and Telecommunications
<input checked="" type="checkbox"/> 44000000	Segment - Office Equipment and Accessories and Supplies
<input checked="" type="checkbox"/> 45000000	Segment - Printing and Photographic and Audio and Visual Equipment and Supplies
<input checked="" type="checkbox"/> 46000000	Segment - Defense and Law Enforcement and Security and Safety Equipment and Supplies
<input checked="" 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 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
<input type="checkbox"/> 48100000	Class - Restaurant furniture

Step 10: 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
 - 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 11: Once you find a code that you would like to register, click on box directly to the left of the code to check it. 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

[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


Process Segment level by: UNSPSC or Title

Search For: UNSPSC Title

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 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 - Cooling and warming equipment
<input type="checkbox"/> 48101500	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 12: 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 

Home | Change Password | My Profile | Logout

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


Process Segment level by: UNSPSC or Title

Search For: UNSPSC Title

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 13: You can view your registered commodities by selecting the "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	Instructions	Request Help
48100000	Institutional food service equipment	ACTIVE	<input type="button" value="Remove"/>

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.