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:

Step 1: Go to Business → Procurement → BuyNet, Online Procurement
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.

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

**Step 4:** When you have completed the form, click on the “Register” button.
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 hierarchical list of codes. Clicking on the negative sign will collapse the hierarchical list of codes.
How to Register for a Commodity – Search by Keyword

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

**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

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 10: Clicking on the plus sign next to each Segment will expand the hierarchical list of codes.

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.
A confirmation message will display, as shown below.

**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.”

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.