

# Register for access to Logan County, CO Business Opportunities

https://www.bidnetdirect.com/colorado/logancounty





#### **Vendor Benefits**

- In addition to having access to Logan County's solicitations, by registering you will have:
  - Access to over 280 local and state government agencies located throughout Colorado
  - Ability to respond electronically to bid opportunities issued by all participating agencies
  - Ability to receive email alerts of new solicitations and amendments (small subscription fee required)
  - Ability to market your company through the Advertising Profile option



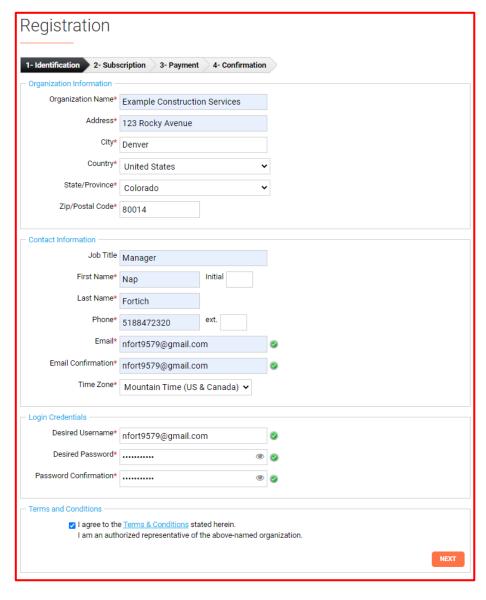
https://www.bidnetdirect.com/colorado/logancounty





# Registration

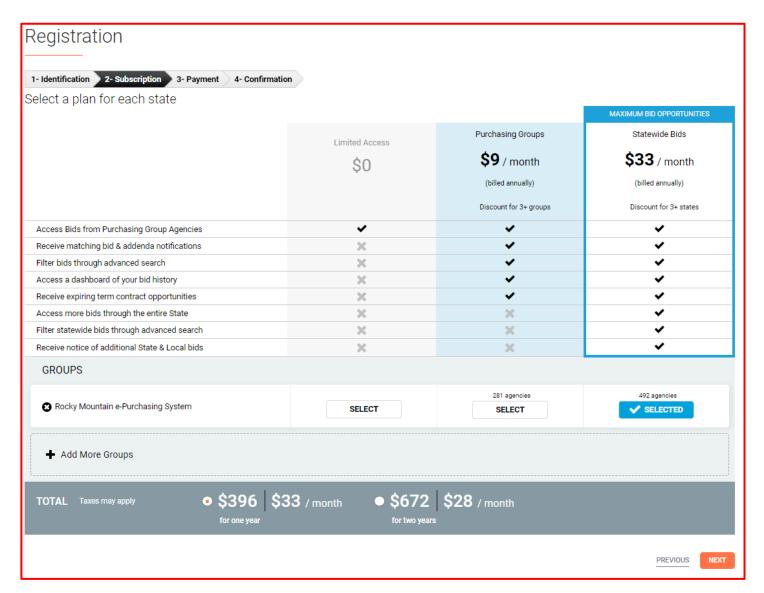
- Enter your Company information including:
  - Address
  - Company Name
- Enter your main user information including:
  - Email address
  - Username/Password





### Select Package

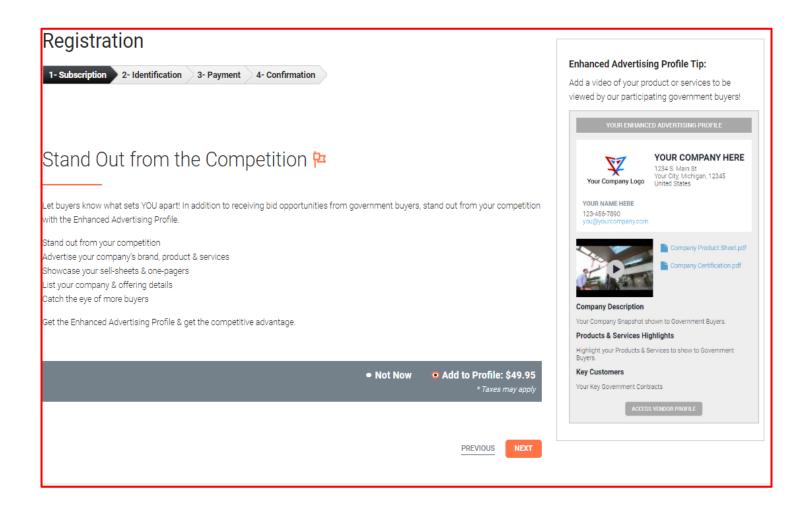
- Select the package that makes the most sense for your company
- For automatic e-mail notification of matching bid opportunities from all 280+ member agencies, select the Purchasing Groups or Statewide Bids option (subscription fee required)
- Limited Access provides access to all bid information; however, you are not notified when you match with new information as it is published. Vendors can view, search, download and respond electronically to solicitations at no cost.





# Advertising Profile (Optional)

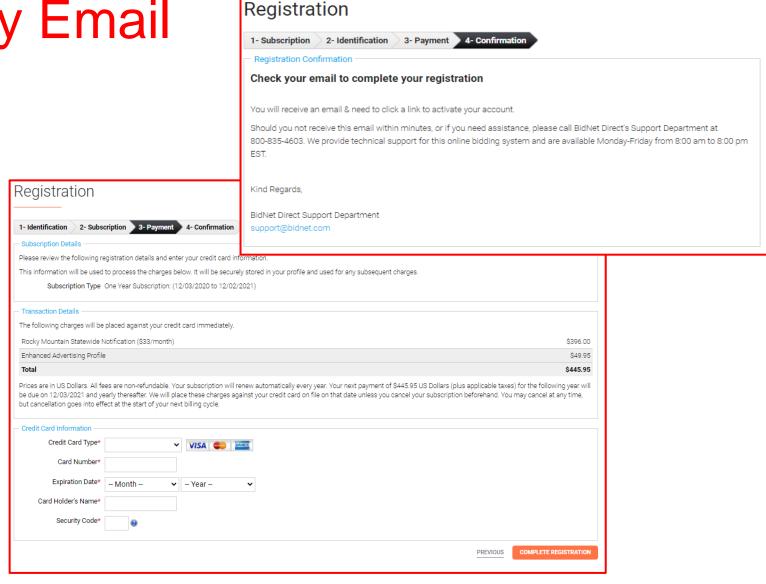
- An option is available to add your logo, product sellsheets, catalogues, etc. to your company profile
- You can add this to your profile or select "Not Now"





# Complete & Verify Email

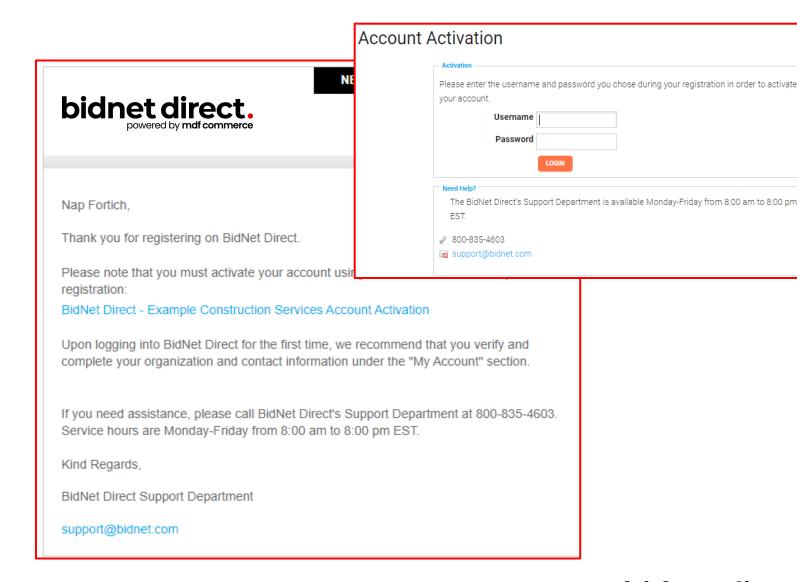
- A summary of the registration options you selected will be displayed
- If any paid registration options were selected, you will be prompted to enter your credit card information
- CHECK YOUR EMAIL to complete the registration process & verify your email address





### Follow Link to Activate Account

- CHECK YOUR EMAIL to complete the registration process & verify your email address
- Click on the link and login using the username and password you entered





## Category Code Selection

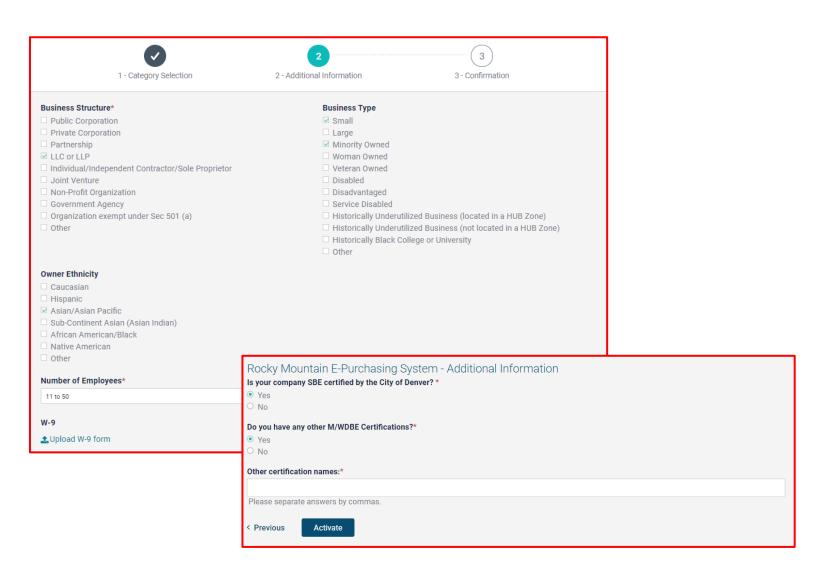
- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
  - For automatic email notifications when you match with new solicitations
  - In your company profile for buyers to search & find by product/service requirements
  - For any "invitation" to bid manually requested by buyers





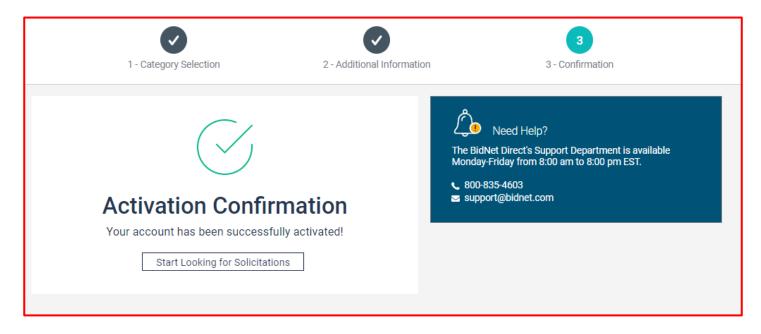
#### Additional Information

- Additional information such as your type of business structure, and any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile (agencies prefer this)
- This information is used:
  - In your company profile for buyers to search & find by product/service requirements
  - For any "invitation" to bid manually requested by buyers





## Registration Complete!



- Login and start looking at open solicitations
- If you selected the paid e-mail notification for the Purchasing Group or Statewide Opportunities, new notifications of solicitations that match your profile will start immediately
- Need help registering or navigating the system? Contact the bidnet direct Vendor Support team at 800-835-4603, option 2

