

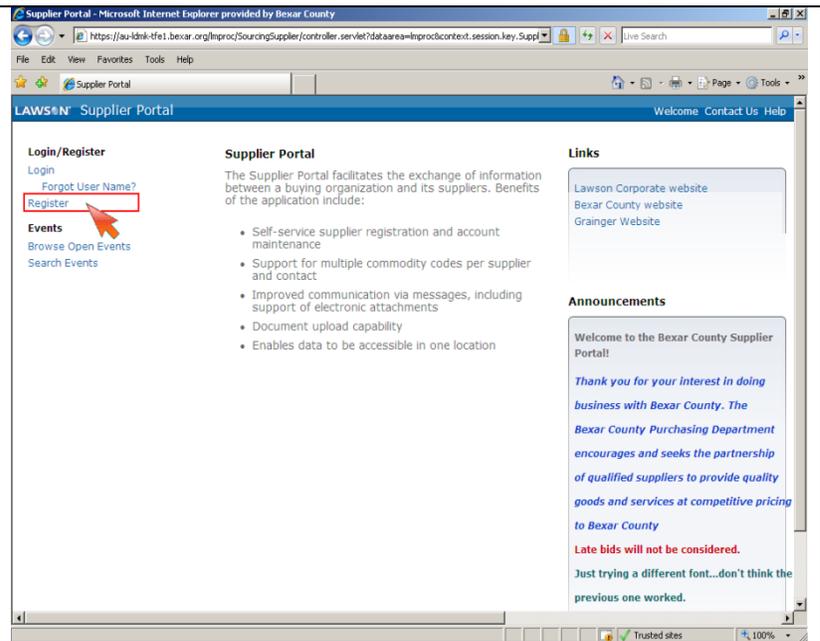
Register as a New Supplier

This document provides step-by-step instructions on how to register as a new supplier with Bexar County. Instructions are provided in the left column with screen illustrations on the right.

The **Supplier Portal** window displays announcements and general information.

Note: Suppliers can view events, but cannot bid on events, before they register.

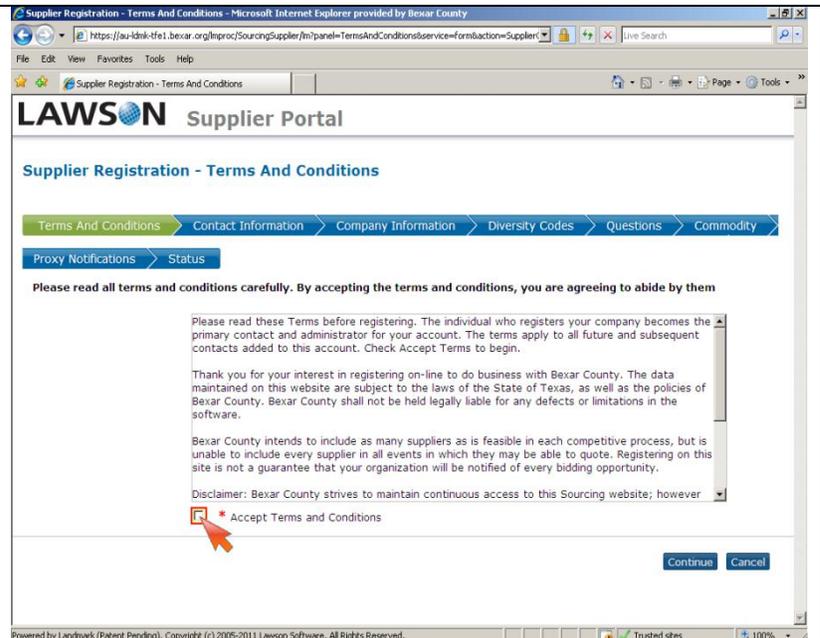
Click **Register**.



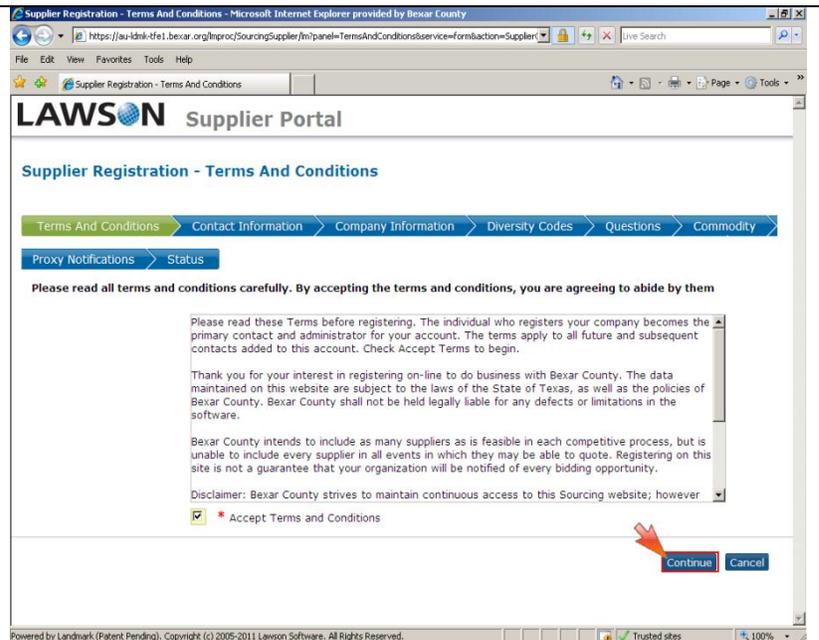
You transfer to the **Terms and Conditions** screen.

Note: Fields with a red * asterisk are required.

Click the **Accept Terms and Conditions** checkbox.

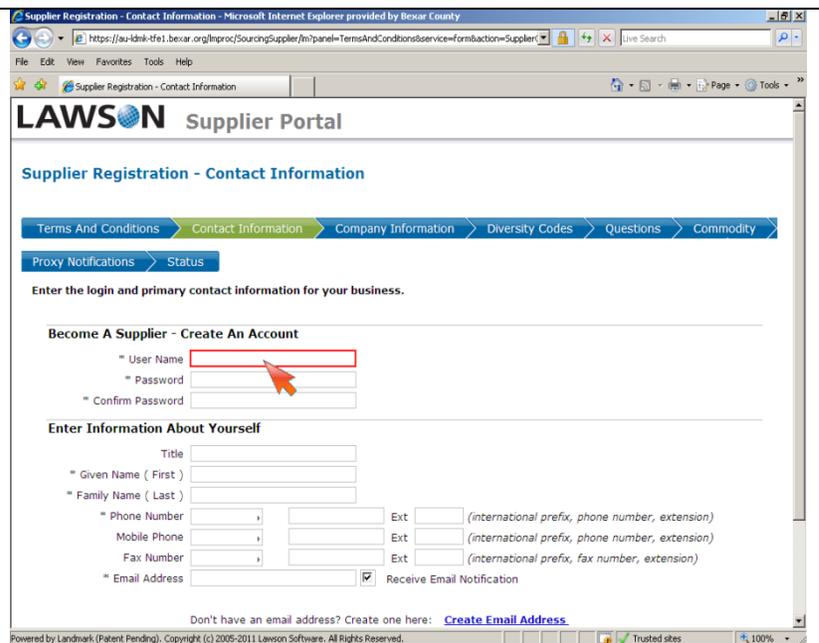


Click the **Continue** button.



On the contact information screen you need to identify yourself, and you need to create an account, starting with a **User Name**.

Click the **User Name** field.



The **User Name** and **Password** you define in the next two steps will be your login to the supplier system. Choose unique names that you will remember.

After creating a user name and password, you need to enter information about yourself as the contact for the supplier.

As a supplier, you can receive e-mail notification for Bexar County events (formal and informal solicitations).

Note: If necessary, you can click the [Create E-mail Address](#) link to transfer to Google e-mail to create a new e-mail address.

Supplier Registration - Contact Information - Microsoft Internet Explorer provided by Bexar County

Supplier Registration - Contact Information

LAWSON Supplier Portal

Supplier Registration - Contact Information

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity

Proxy Notifications > Status

Enter the login and primary contact information for your business.

Become A Supplier - Create An Account

* User Name

* Password

* Confirm Password

Enter Information About Yourself

Title

* Given Name (First)

* Family Name (Last)

* Phone Number Ext (international prefix, phone number, extension)

Mobile Phone Ext (international prefix, phone number, extension)

Fax Number Ext (international prefix, fax number, extension)

* Email Address Receive Email Notification

Don't have an email address? Create one here: [Create Email Address](#).

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Click the **Continue** button.

Supplier Registration - Contact Information - Microsoft Internet Explorer provided by Bexar County

Supplier Registration - Contact Information

LAWSON Supplier Portal

Supplier Registration - Contact Information

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity

Proxy Notifications > Status

Enter the login and primary contact information for your business.

Become A Supplier - Create An Account

* User Name prustad

* Password *****

* Confirm Password *****

Enter Information About Yourself

Title

* Given Name (First) Paul

* Family Name (Last) Rustad

* Phone Number 834-222-5987 Ext (international prefix, phone number, extension)

Mobile Phone Ext (international prefix, phone number, extension)

Fax Number Ext (international prefix, fax number, extension)

* Email Address parustad@gmail.com Receive Email Notification

Don't have an email address? Create one here: [Create Email Address](#).

* = Required

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Next, you need to provide information about your company.

Supplier Registration - Company Information - Microsoft Internet Explorer provided by Bexar County

Supplier Registration - Company Information

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity

Proxy Notifications > Status

Enter your company information.

Company Information

* Company Name Doing Business As
Dun And Bradstreet Business Type
* Tax Id Type
* Tax Id
Website

Address Information

Remit to name and address

Remit To First Name
Remit To Last Name
 Check If Remit To Address Is The Same As Mailing Address

Mailing address

* Address Line 1 Address Line 1
Address Line 2 Address Line 2

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Note: The **Company Name** field is for your legal name. If you are doing business under a different name, you can record this name in the **Doing Business As (DBA)** field. System searching will use the DBA name if it is entered.

It's helpful to enter a **Business Type**.

Supplier Registration - Company Information - Microsoft Internet Explorer provided by Bexar County

Supplier Registration - Company Information

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity

Proxy Notifications > Status

Enter your company information.

Company Information

* Company Name Doing Business As
Dun And Bradstreet Business Type
* Tax Id Type
* Tax Id
Website

Address Information

Remit to name and address

Remit To First Name
Remit To Last Name
 Check If Remit To Address Is The Same As Mailing Address

Mailing address

* Address Line 1 Address Line 1
Address Line 2 Address Line 2

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Next, you need to enter mailing information.

Supplier Registration - Company Information - Microsoft Internet Explorer provided by Bexar County

Supplier Registration - Company Information

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions > Commodity

Proxy Notifications > Status

Enter your company information.

Company Information

* Company Name Office Furniture Supply Doing Business As

Dun And Bradstreet Business Type Corporation

* Tax Id Type Federal Tax Id

* Tax Id 54-8736746

Website

Address Information

Mailing address

* Address Line 1 Address Line 1

* Address Line 2 Address Line 2

Remit to name and address

Remit To First Name

Remit To Last Name

Check If Remit To Address Is The Same As Mailing Address

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Click the checkbox to use your mailing address as your remit to address.

Click the **Continue** button.

Supplier Registration - Company Information - Microsoft Internet Explorer provided by Bexar County

Supplier Registration - Company Information

Dun And Bradstreet Business Type Corporation

* Tax Id Type Federal Tax Id

* Tax Id 54-8736746

Website

Address Information

Mailing address

* Address Line 1 123 First St. Address Line 1

Address Line 2 Address Line 2

Address Line 3 Address Line 3

Address Line 4 Address Line 4

* City Dallas City

* State Province TX State Province

* Postal Code 75225 Postal Code

County County

* Country United States of America Country

Remit to name and address

Remit To First Name

Remit To Last Name

Check If Remit To Address Is The Same As Mailing Address

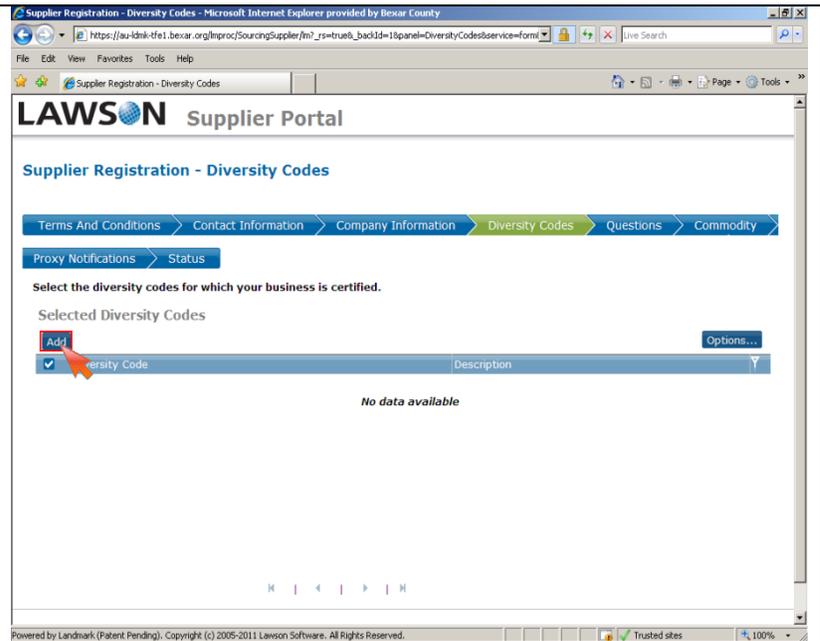
* = Required

Back Continue Cancel

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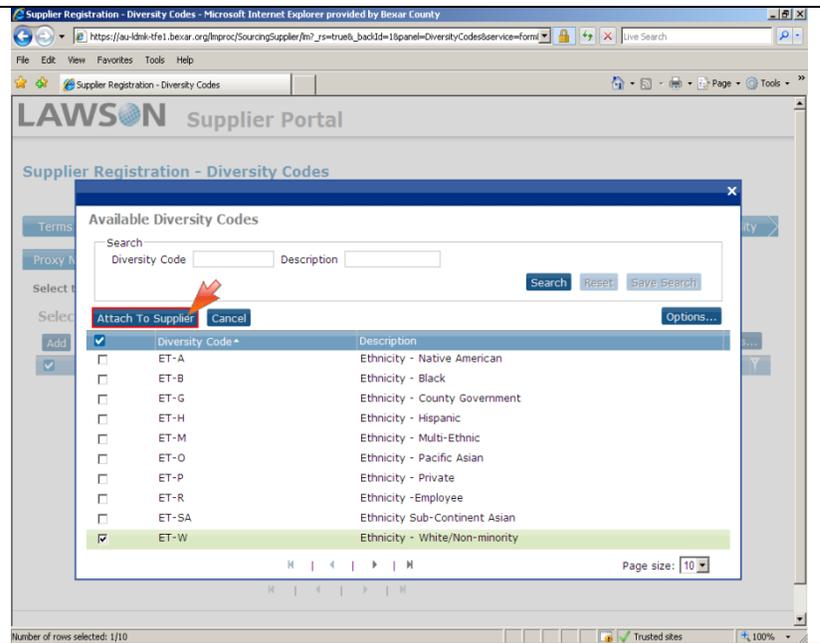
If you have a diversity code, you can enter it on this screen.

Click the **Add** button. Here you can search or scroll to find a **Diversity Code**.



Click the **Attach To Supplier** button. Your selected diversity code will now be displayed.

Click **Continue**.



Bexar County requires an answer to questions that begin with an asterisk *.

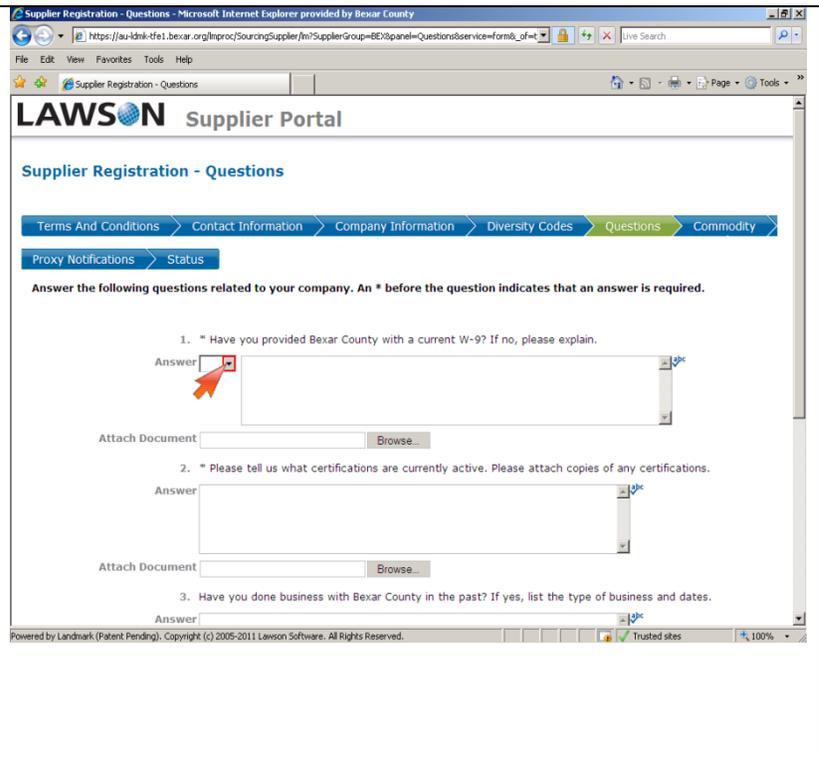
The first required question asks if you have provided the Bexar County Purchasing Department with a current W-9.

Click the **Answer** drop-down button. If needed, you can provide additional information by clicking the Answer text entry area.

Note: For each question, you can optionally decide to **Attach Document** (For example, you could attach a current W-9 to your response).

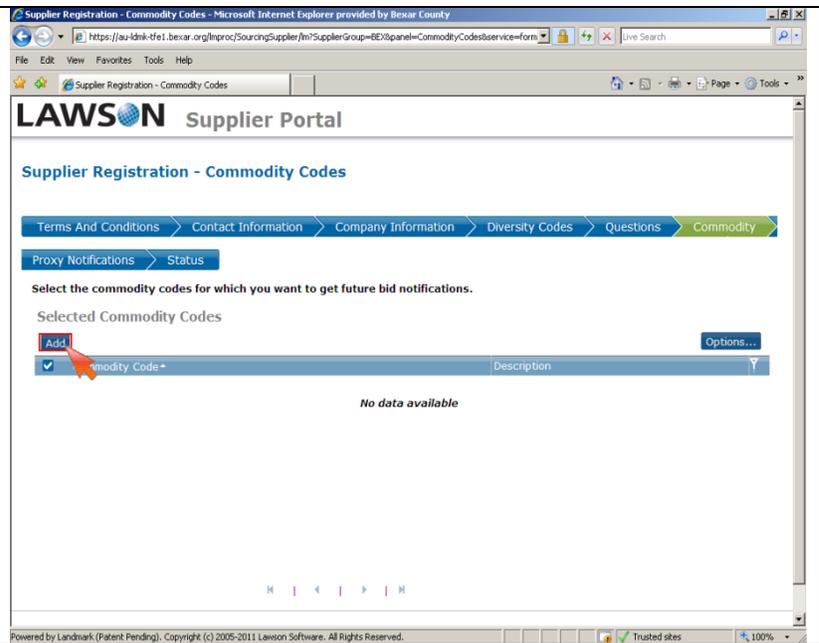
To access additional required questions, scroll down.

Click **Continue** when done.



Bexar County requires a supplier to register for one or more Commodity Codes.

Click the **Add** button.



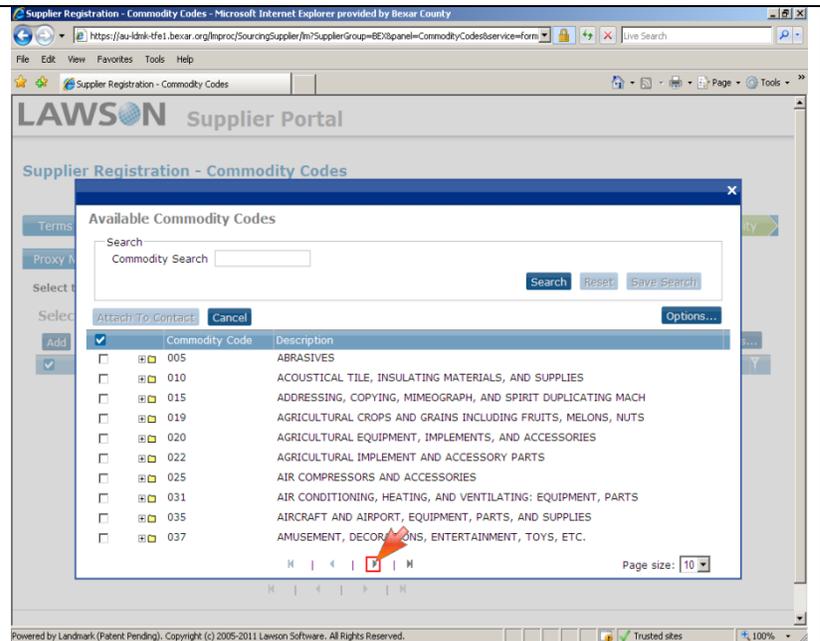
In this screen, you can register for multiple commodity codes.

Click the ► icon to move to the next page of the available commodity codes.

You can either select an entire top-level commodity code, or you can expand the top level code to pick and choose from sub-level codes.

Once your commodity codes have been selected, click the **Attach To Contact** button.

Once done, click the **Continue** button.

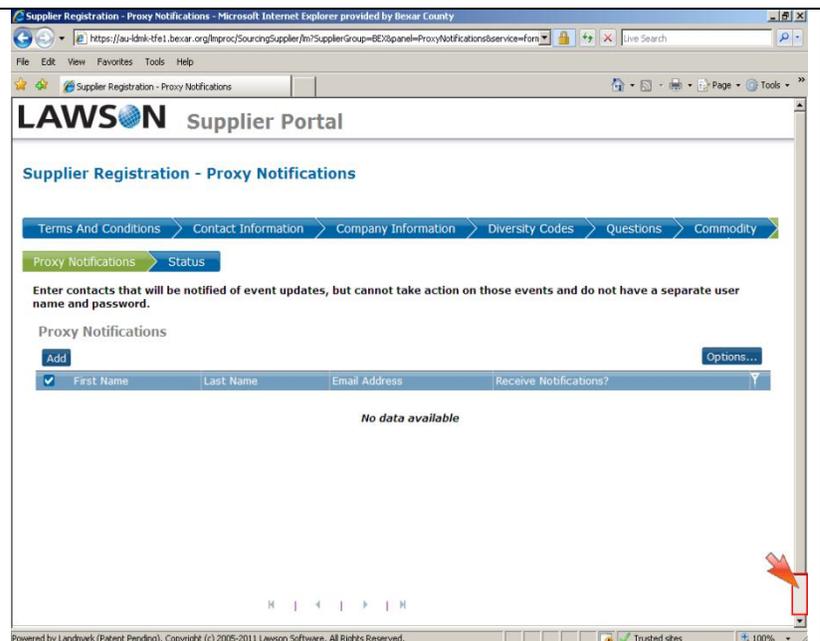


In the next screen, you can optionally define individuals who can act as a proxy.

Note: A proxy will be notified of events and bidding opportunities but will not be able to perform actions.

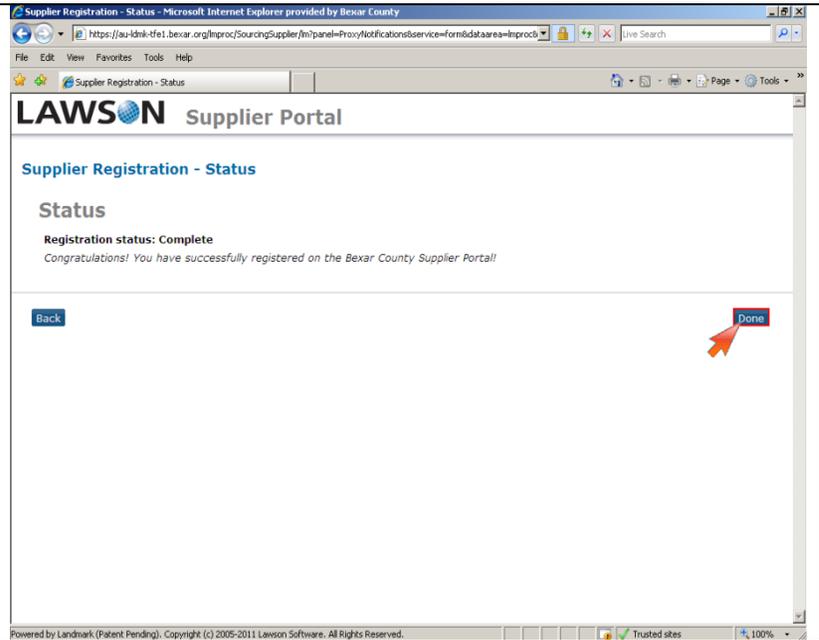
Scroll down.

Click the **Continue** button.



Your supplier registration is now complete.

Click the **Done** button.



At this point you are logged in as a registered supplier and you can respond to bids.

