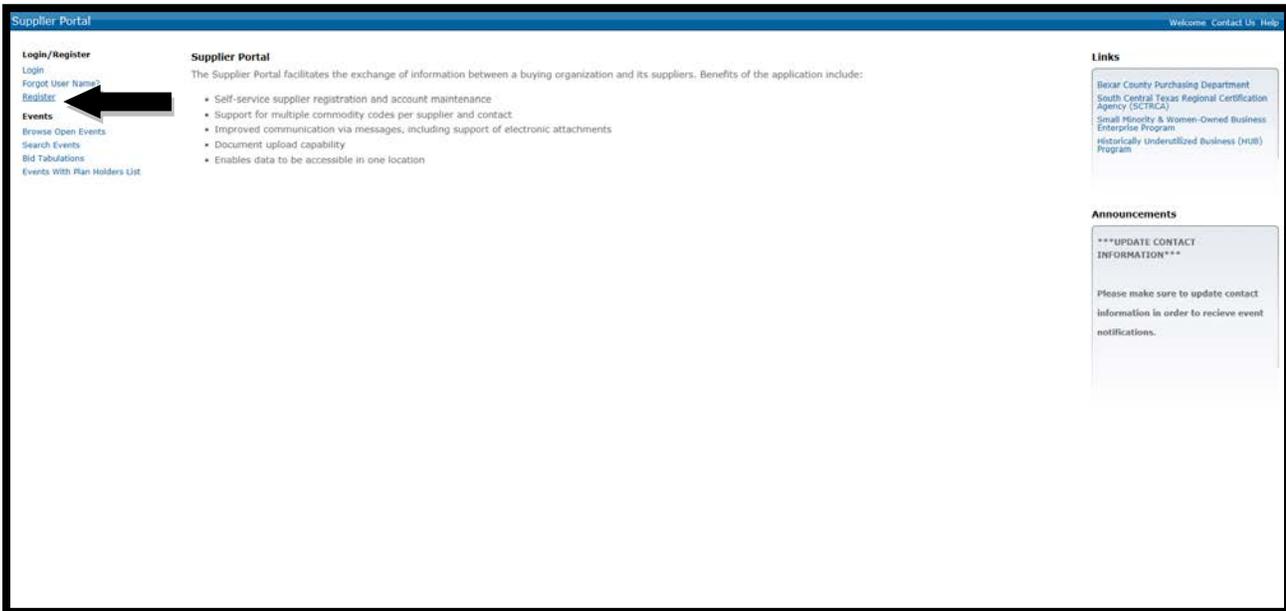


Register as a New Supplier

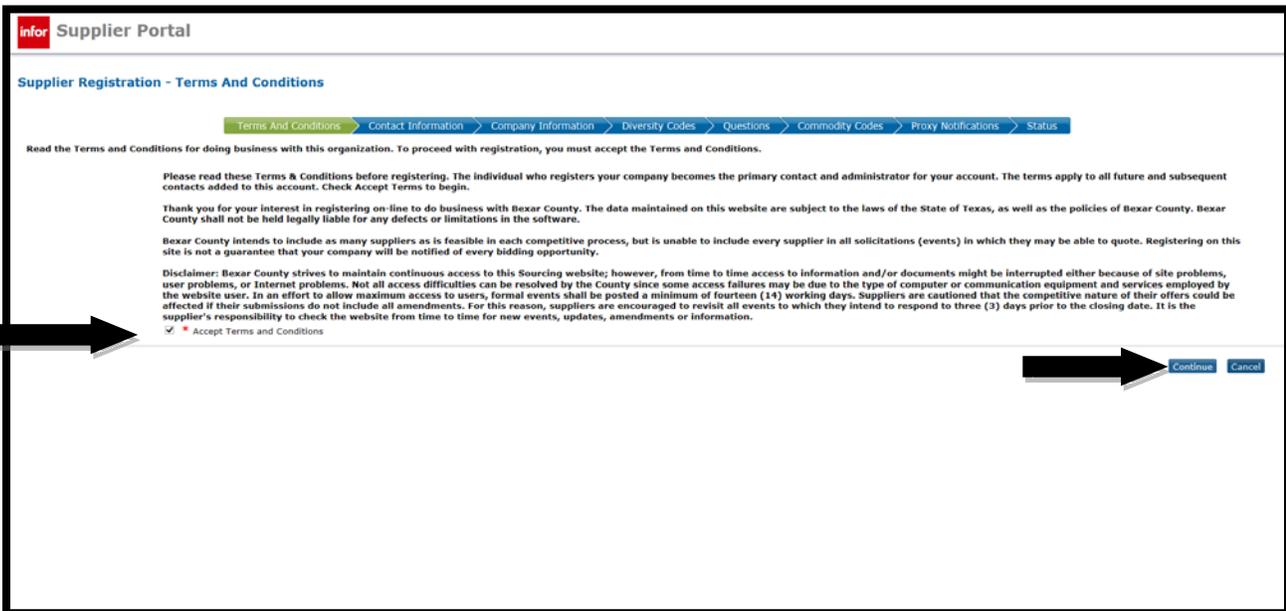
This document provides step-by-step instructions on how to register as a new supplier with Bexar County. The below link will direct you to the Bexar County Supplier Portal.

<https://bexarprod-lm01.cloud.infor.com:1442/lmscm/SourcingSupplier/controller.servlet?dataarea=lmscm&context.session.key.SupplierGroup=100>

Click **Register**.



You will be transferred to the **Terms and Conditions** screen. *Note: Fields with a red * asterisk are required.* Click the **Accept Terms and Conditions** checkbox and click on the **Continue** button.



You will be transferred to the **Contact Information** screen. In this screen you will need to identify yourself and you will need to create an account starting with your User Name (case-sensitive).

Starting with the section titled *Enter Information About Yourself* – and all subsequent sections– please fill all requested fields using CAPITAL LETTERS .

*Note: Fields with an * asterisk are required.*

Once all fields have been populated click on the **Continue** button.

Supplier Registration - Contact Information

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

Enter the login and primary contact information for your business.

Become A Supplier - Create An Account

- * User Name bexar2018
- * Password
- * Confirm Password

Enter Information About Yourself

- Title
- * First Name MIKE
- * Last Name RODGERS
- * Phone Number 210-335-2245 Ext (international prefix, phone number, extension)
- Mobile Phone Ext (international prefix, phone number, extension)
- Fax Number Ext (international prefix, fax number, extension)
- * Email Address RODGERS@YAHOO.COM You will be set to receive email notifications; use update account information to change flag.

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

* = Required

Back Continue Cancel

Next, you need to provide information about your company.

Once all fields have been populated click on the **Continue** button.

Supplier Registration - Company Information

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

Enter your company information.

Company Information

- * Company Name BEXAR COUNTY PURCHASIN
- Dun & Bradstreet
- * Tax Id Type Federal Tax Id
- * Tax Id 111111111
- Website
- Doing Business As
- Business Type Corporation

Address Information

Mailing address

- * Country United States of America
- * Address Line 1 1130 SOUTH FRIO
- Address Line 2
- Address Line 3
- Address Line 4
- * City SAN ANTONIO
- * State Province
- * Zip Code 78224
- County

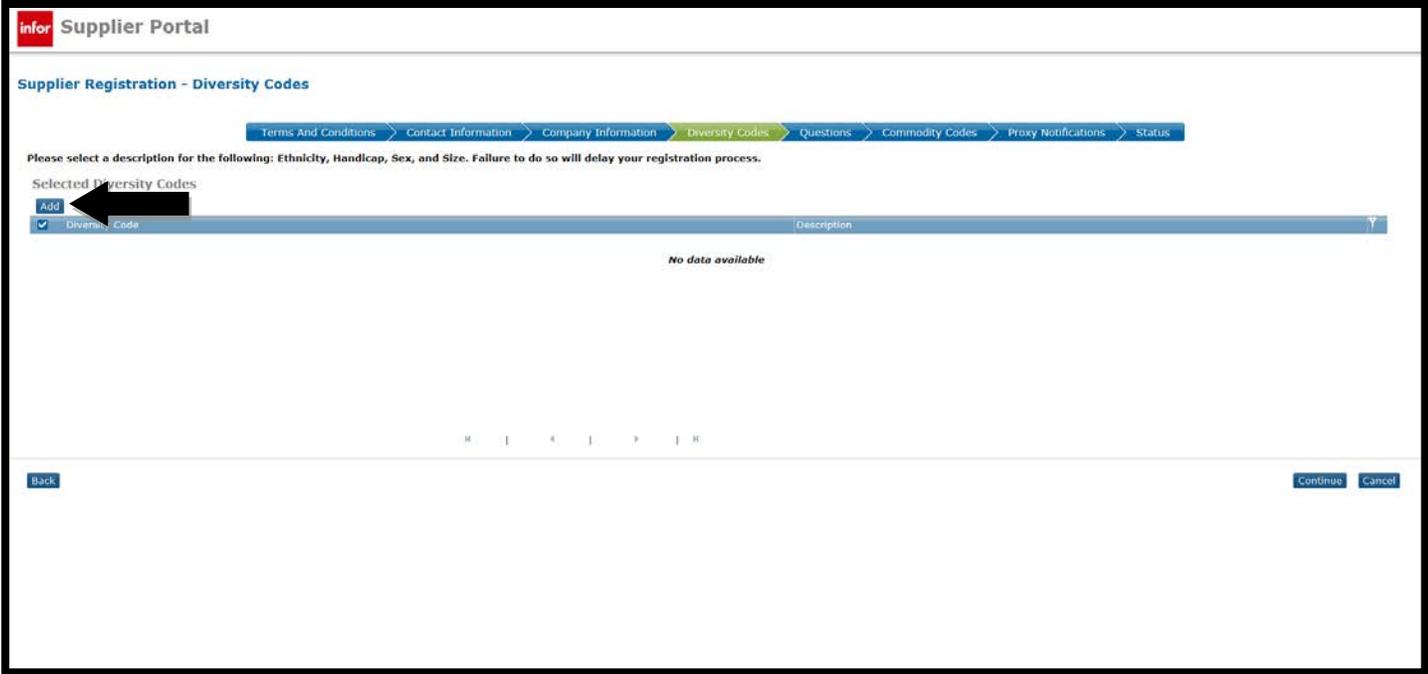
Remit to name and address

- Remit To First Name
- Remit To Last Name
- Check If Remit To Address Is The Same As Mailing Address
- Country
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- State Province
- Zip Code
- County

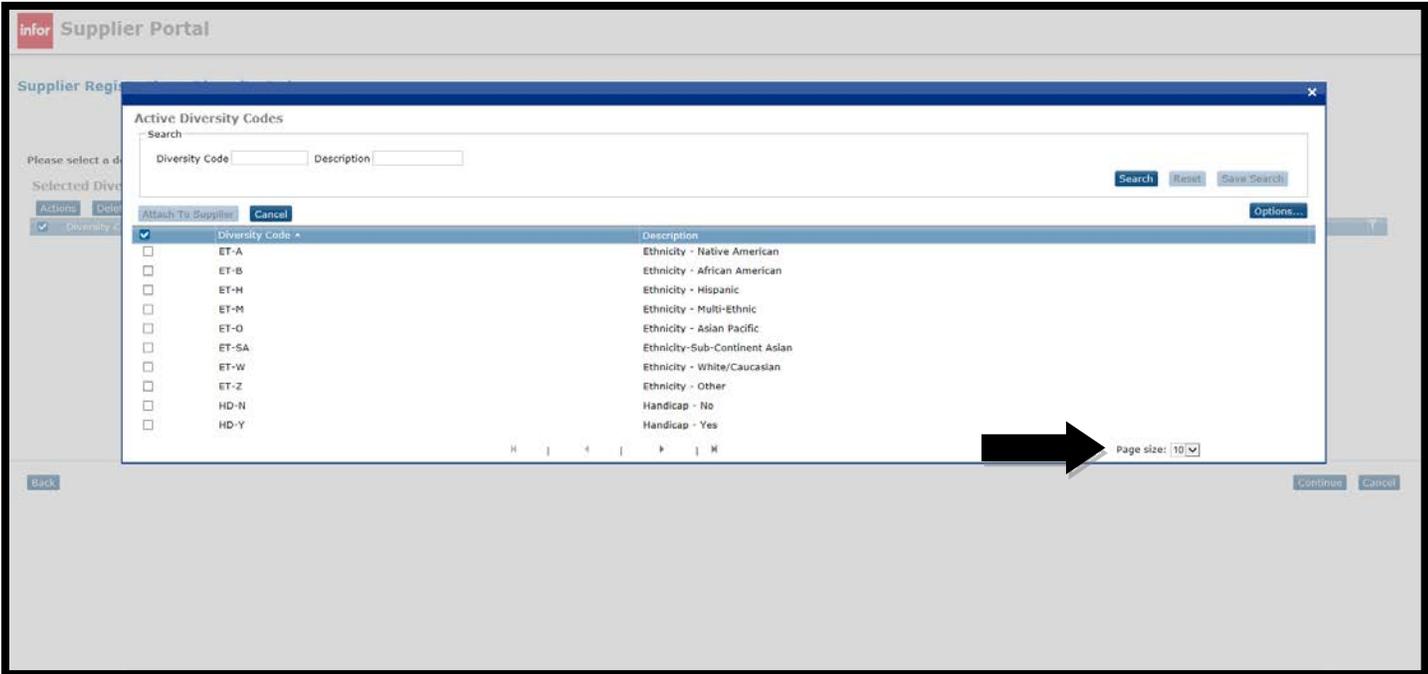
* = Required

Back Continue Cancel

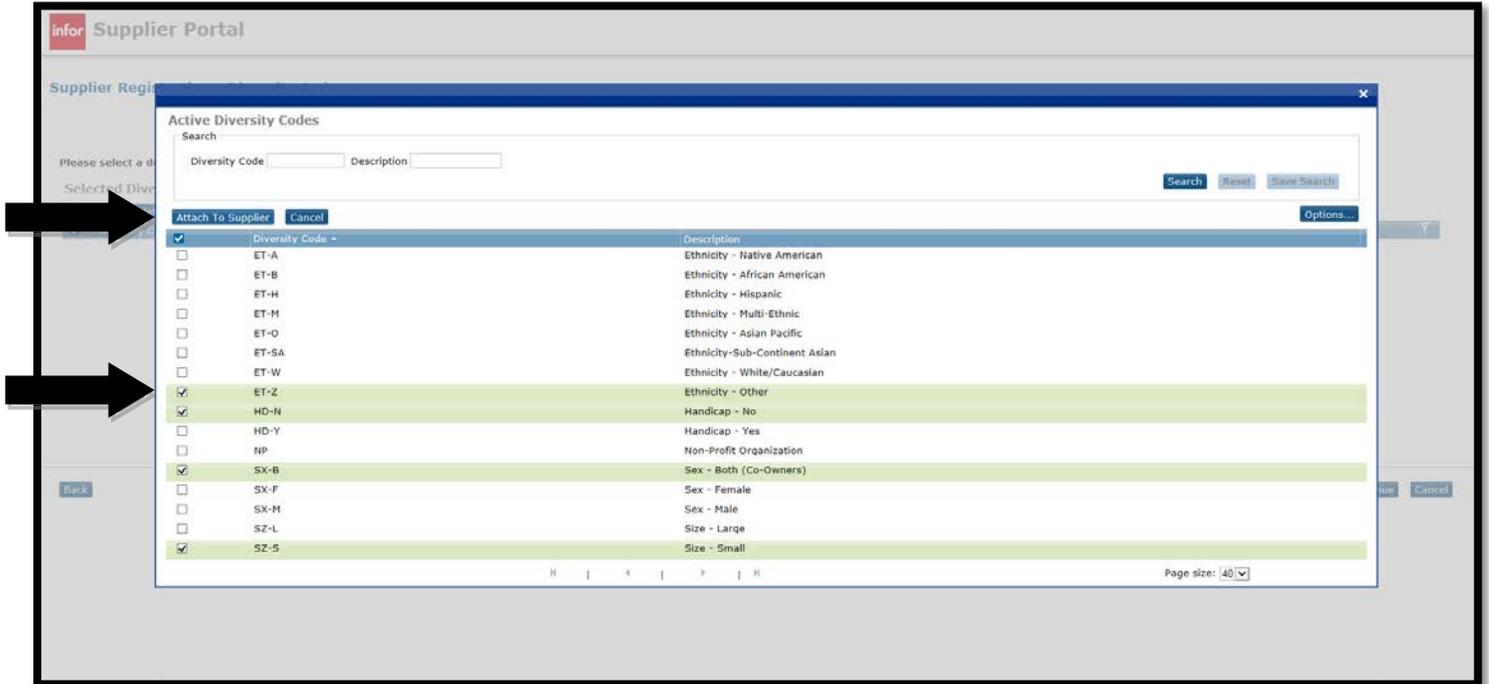
Next, you will need to enter diversity codes for your company. Click the **Add** button.



The **Active Diversity Codes** screen will appear. Here you can search or scroll to find a **Diversity Code**. Use the drop-down arrow to change the page size to 20. This will allow you to view all the commodity codes at once.

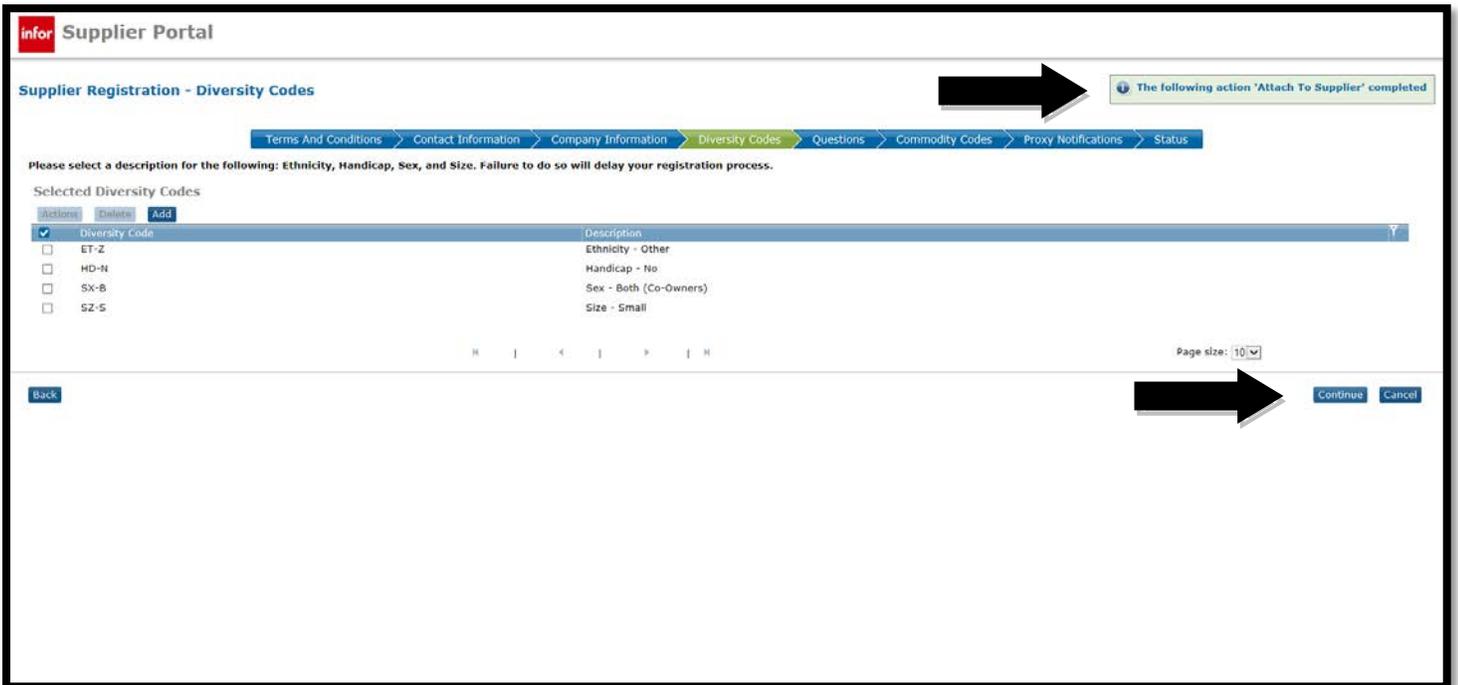


Check at least one Diversity Code from the **Ethnicity, Handicap, Sex** and **Business Size** sections. For Non-Profit organizations, selecting **Non-Profit Organization** will be the only Diversity Code needed. These codes apply to the owner of the company.
Then click on the **Attach to Supplier** button.



Diversity codes are now attached to your profile.
See message on the upper right hand corner: The following action '**Attach To Supplier**' completed.

Click on the **Continue** button to proceed to the next screen.



Next, you will need to answer a few questions about your company.

*Note: Fields with an * asterisk are required.*

Once complete click on the **Continue** button to proceed to the next screen.

infor Supplier Portal

Supplier Registration - Questions

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

Answer the following questions related to your company. An * before the question indicates that an answer is required.

1. **Does your company maintain a physical presence in Bexar County?**
Response is required
* Answer: Yes

Attach document: [Browse...]

2. **Do you have any diversity certifications? If yes, please attach certifications.**
Response is required
* Answer: No

Attach document: [Browse...]

3. **Have you attached a copy of your company's W-9? If no, please attach. ***Failure to attach a W-9 may delay processing of your application.*****
Response is required
* Answer: Yes

Attach document: [C:\Users\laa35008\Documents\728... Browse...]

[Back] [Continue] [Cancel]

Next, you will need to enter commodity codes for your company.

Click the **Add** button.

infor Supplier Portal

Supplier Registration - Commodity Codes

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

Select the commodity codes for which you want to get future event notifications.

Selected Commodity Codes

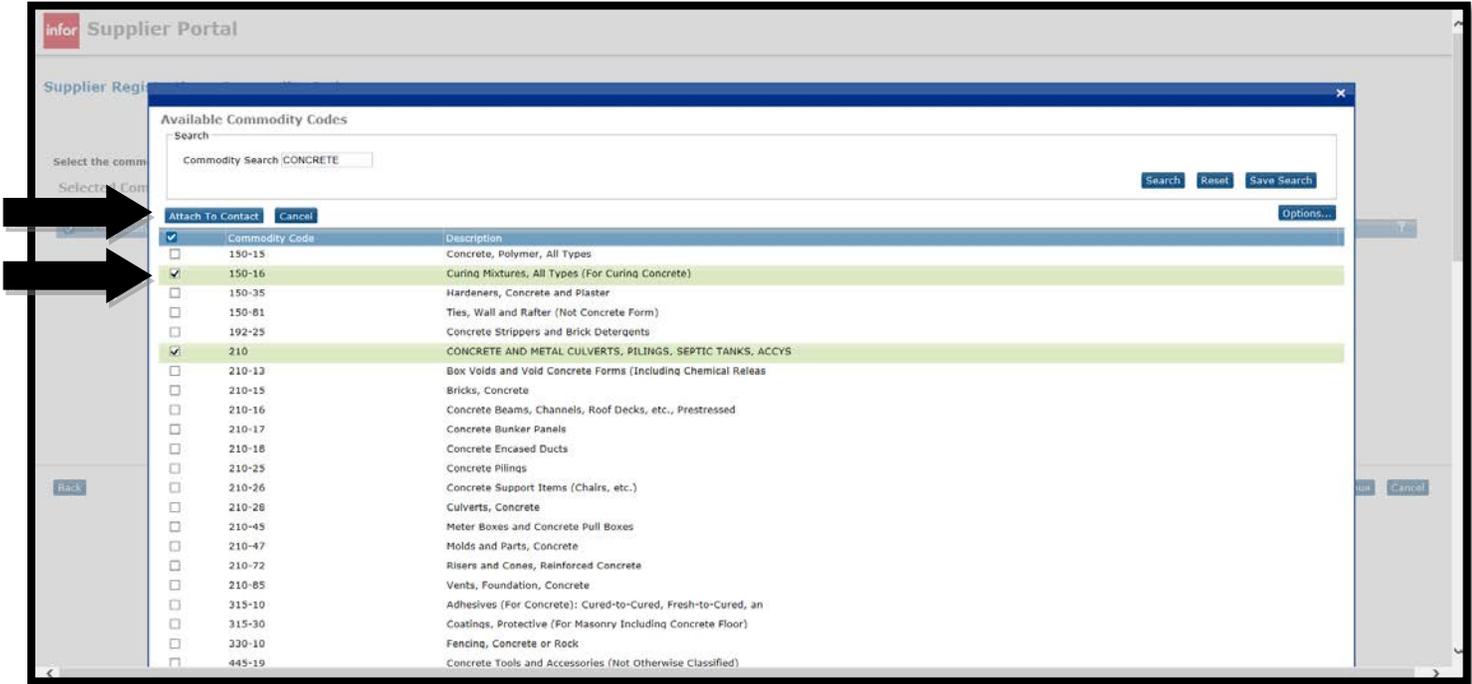
[Add]

Commodity Code	Description
No data available	

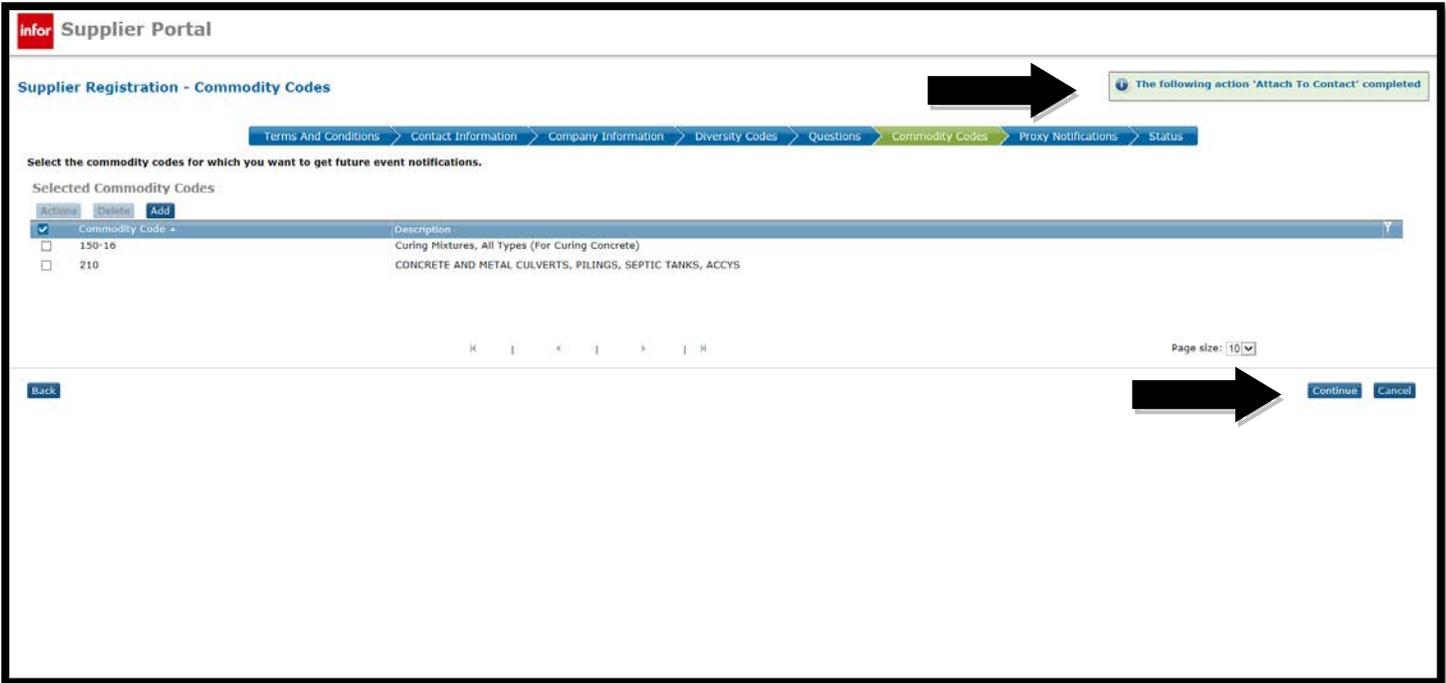
[Back] [Continue] [Cancel]

The **Available Commodity Codes** screen will appear. In this screen, you can register for multiple commodity codes. In the **Commodity Search** field type in a word that matches your commodity or services and click on the **Search** button.

You can either select an entire top-level commodity code (3 digit), or you can expand the top level code to pick and choose from sub-level codes (5 digit). Check commodity codes that apply to your company and then click on the **Attach to Contact** button. Once done, click the **Continue** button.



Commodity codes are now attached to your profile. See message on the upper right hand corner: The following action **'Attach To Contact'** completed. Click on the **Continue** button to proceed to the next screen.

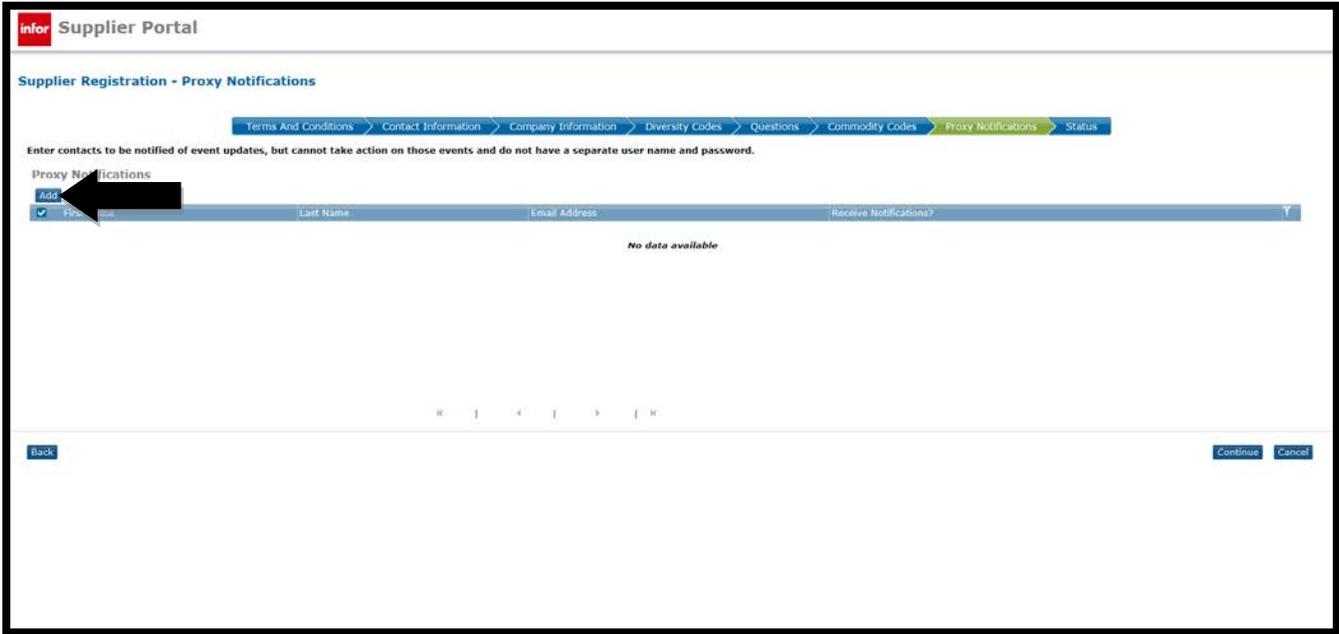


In the next screen, you can optionally add individuals who can act as a proxy.

Note: A proxy will be notified of events/bidding opportunities but will not be able to perform actions. If you wish not to add a proxy, click the **Continue** button to proceed to the next screen.

Or

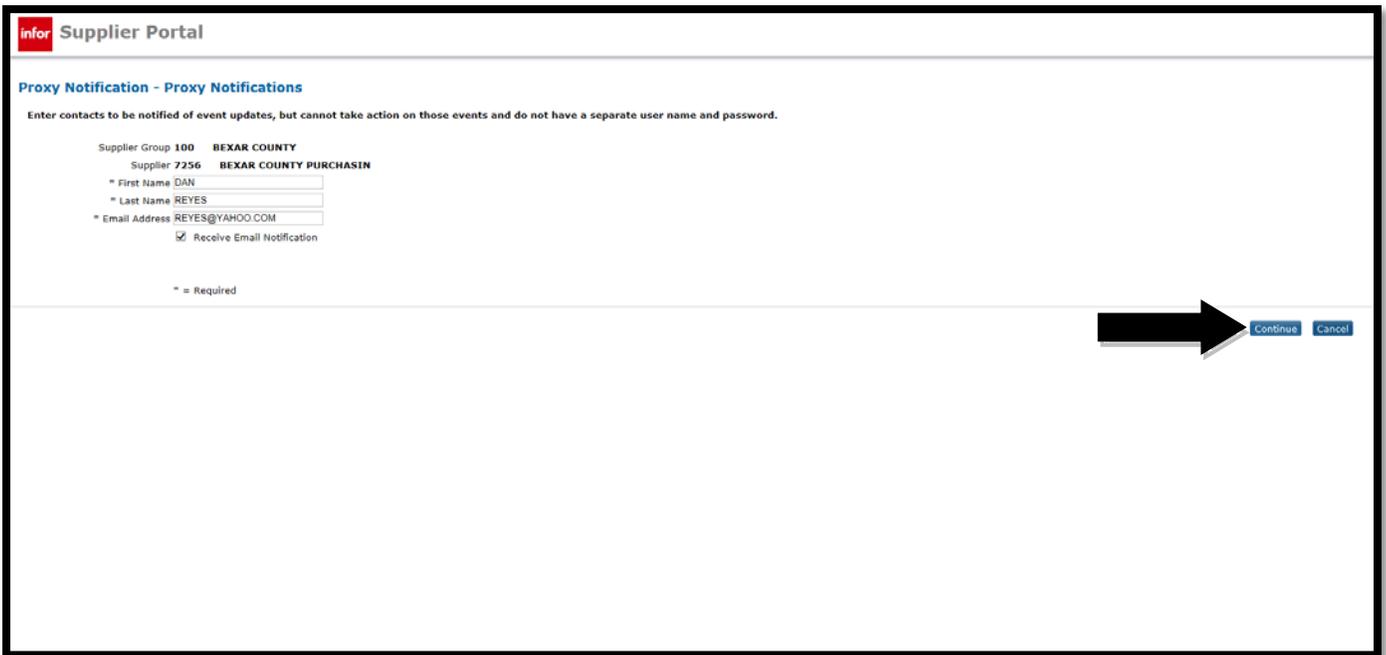
If you wish to add a proxy, click on the **Add** button.



The **Proxy Notifications** screen will appear.

Note: Fields with an * asterisk are required.

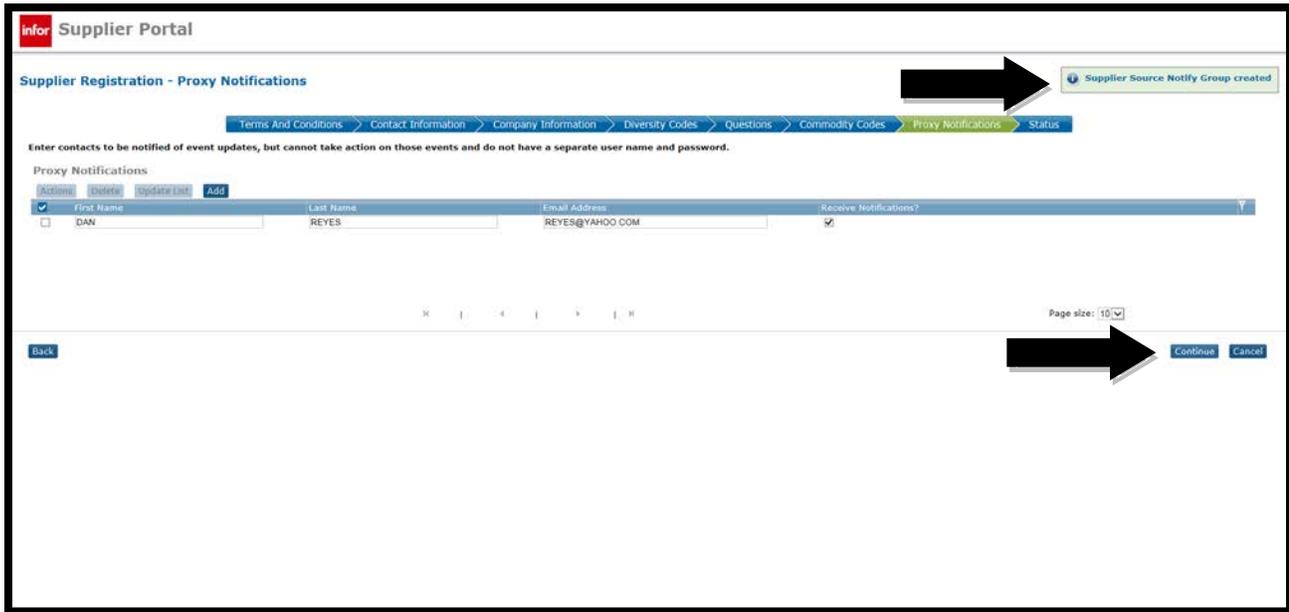
Once done, click the **Continue** button.



Proxy Notifications are now attached to your profile.

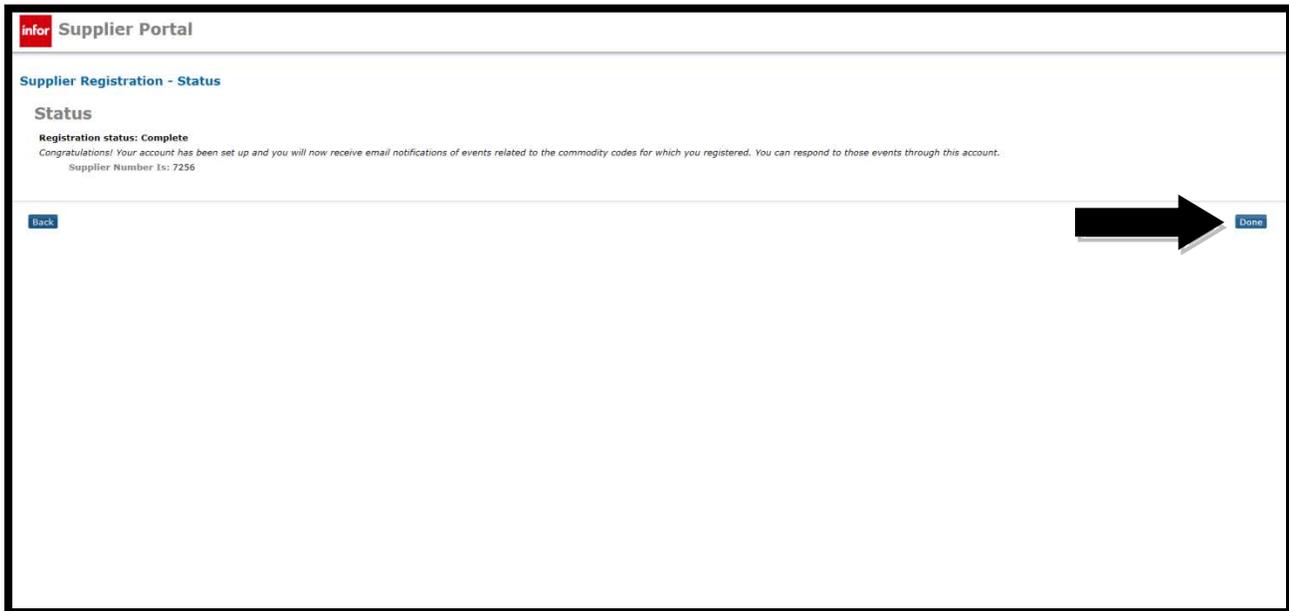
See message on the upper right hand corner: *Supplier Source Notify Group Created*.

Click on the **Continue** button to proceed to the next screen.



Your supplier registration is now complete.

Click the **Done** button.



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

Click on **Logout** to exit screen.



Supplier Portal Welcome MIKE RODGERS Contact Us Help Logout

Messages

- Inbox
- Events**
 - Browse Open Events
 - Search Events
 - My Responses
 - Bid Tabulations
 - Events With Plan Holders List
- Performance**
 - Event Metrics
- My Account**
 - Update Account Information
 - Change Password

Unread Messages [View All](#)

Date	Title	Priority
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Links

- Bexar County Purchasing Department
- South Central Texas Regional Certification Agency (SCTRCA)
- Small Minority & Women-Owned Business Enterprise Program
- Historically Underutilized Business (HUB) Program

Announcements

UPDATE CONTACT INFORMATION

Please make sure to update contact information in order to receive event notifications.