How to Register as a New Supplier
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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://www.bexar.org/616/Supplier-PortalVendor-Registration

Click **Register as a Supplier**

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 **NEXT** button.
You will be transferred to the Contact Information screen. 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 NEXT button.

Next, you need to provide information about your company.

Once all fields have been populated click on the NEXT button.
Next, you will need to enter diversity codes for your company. Click the HELP LIST button.

Check at least one Diversity Code from each of the following categories: Ethnicity, Handicap, Sex and Business Size. For Non-Profit organizations, selecting Non-Profit Organization will be the only Diversity Code needed. These codes apply to the ownership of the company.

Then click on the ATTACH TO SUPPLIER button. Diversity codes are now attached to your profile.

Click CLOSE button.
Click on the **NEXT** 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 **NEXT** button to proceed to the next screen.
Next, you will need to enter commodity codes for your company. Click on the HELPER LIST button.

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 then 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 selecting click the CLOSE button.
Click on the **NEXT** 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 **NEXT** button to proceed to the next screen. If you wish to add a proxy, click on the **CREATE** button.
The **Proxy Notifications** screen will appear. 
Note: Fields with an * asterisk are required. Once done, click the **OK** button.

Proxy Notifications are now attached to your profile. 
Click on the **NEXT** button to proceed to the next screen.
Your Registration is now complete. Click on the **HOUSE** icon on the upper left hand of the screen to go to the **Home Page**.

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

Contact Aaron Andrade at aaron.andrade@bexar.org or Carmen Leos at cleos@bexar.org for any Bexar County Supplier Portal questions.