



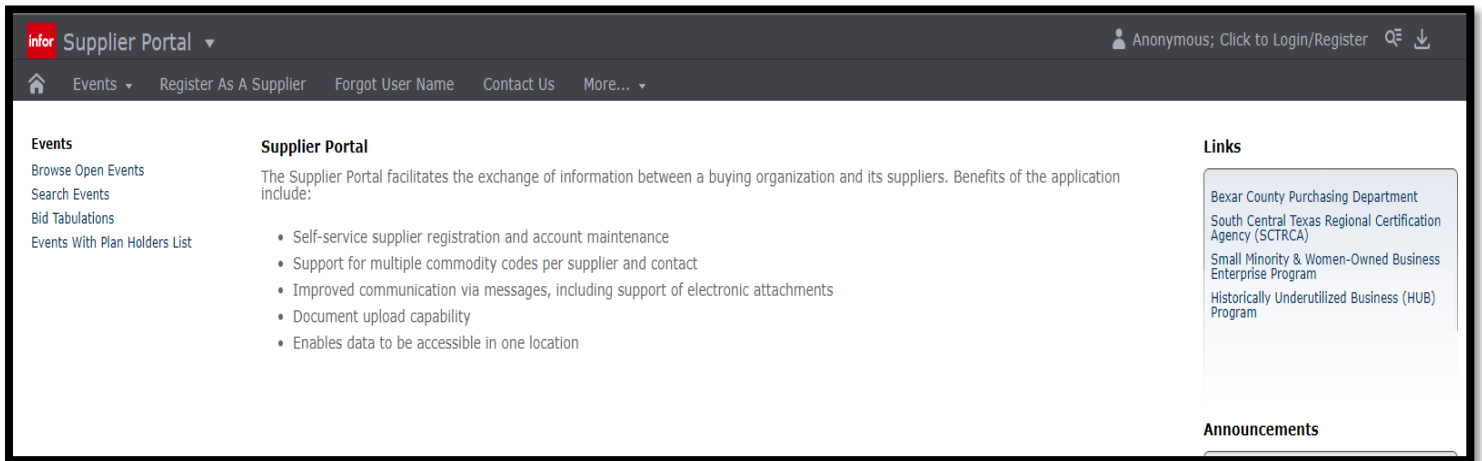
How to Register as a New Supplier

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.

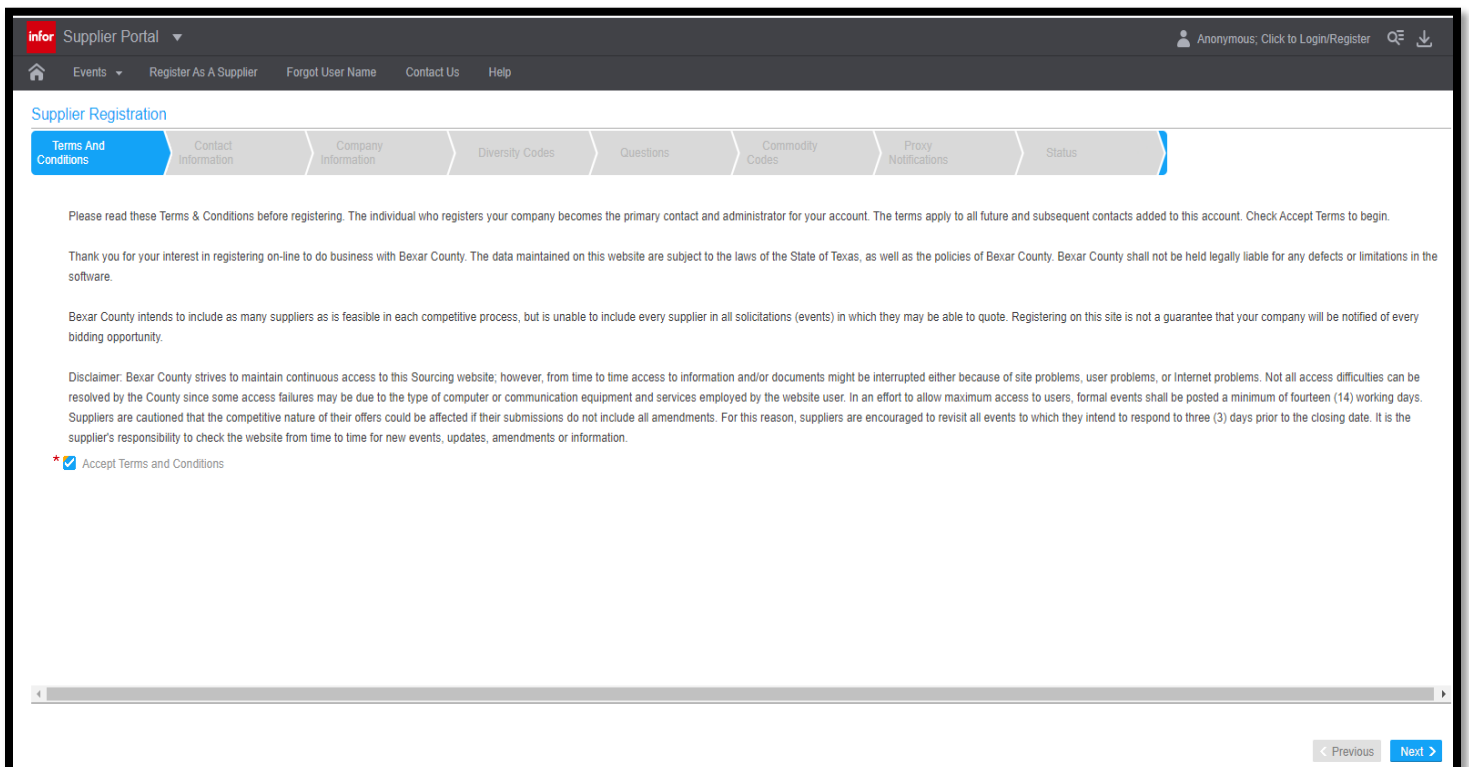
<https://www.bexar.org/616/Supplier-PortalVendor-Registration>

Click **Register as a Supplier**



The screenshot shows the Bexar County Supplier Portal homepage. The header includes the 'infor Supplier Portal' logo and a user status 'Anonymous; Click to Login/Register'. The navigation menu contains 'Events', 'Register As A Supplier', 'Forgot User Name', 'Contact Us', and 'More...'. The main content area is divided into three columns: 'Events' with links like 'Browse Open Events' and 'Search Events'; 'Supplier Portal' with a description and a list of benefits including self-service registration, multiple commodity codes, improved communication, document upload, and data accessibility; and 'Links' with a list of programs such as 'Bexar County Purchasing Department' and 'Historically Underutilized Business (HUB) Program'. An 'Announcements' section is partially visible at the bottom right.

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.



The screenshot displays the 'Supplier Registration' process flow, with 'Terms And Conditions' highlighted as the current step. The navigation bar includes 'Contact Information', 'Company Information', 'Diversity Codes', 'Questions', 'Commodity Codes', 'Proxy Notifications', and 'Status'. The main content area contains several paragraphs of text, including a disclaimer and a note about the competitive nature of the bidding process. At the bottom, there is a checkbox labeled '* Accept Terms and Conditions' which is checked, and a '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.*

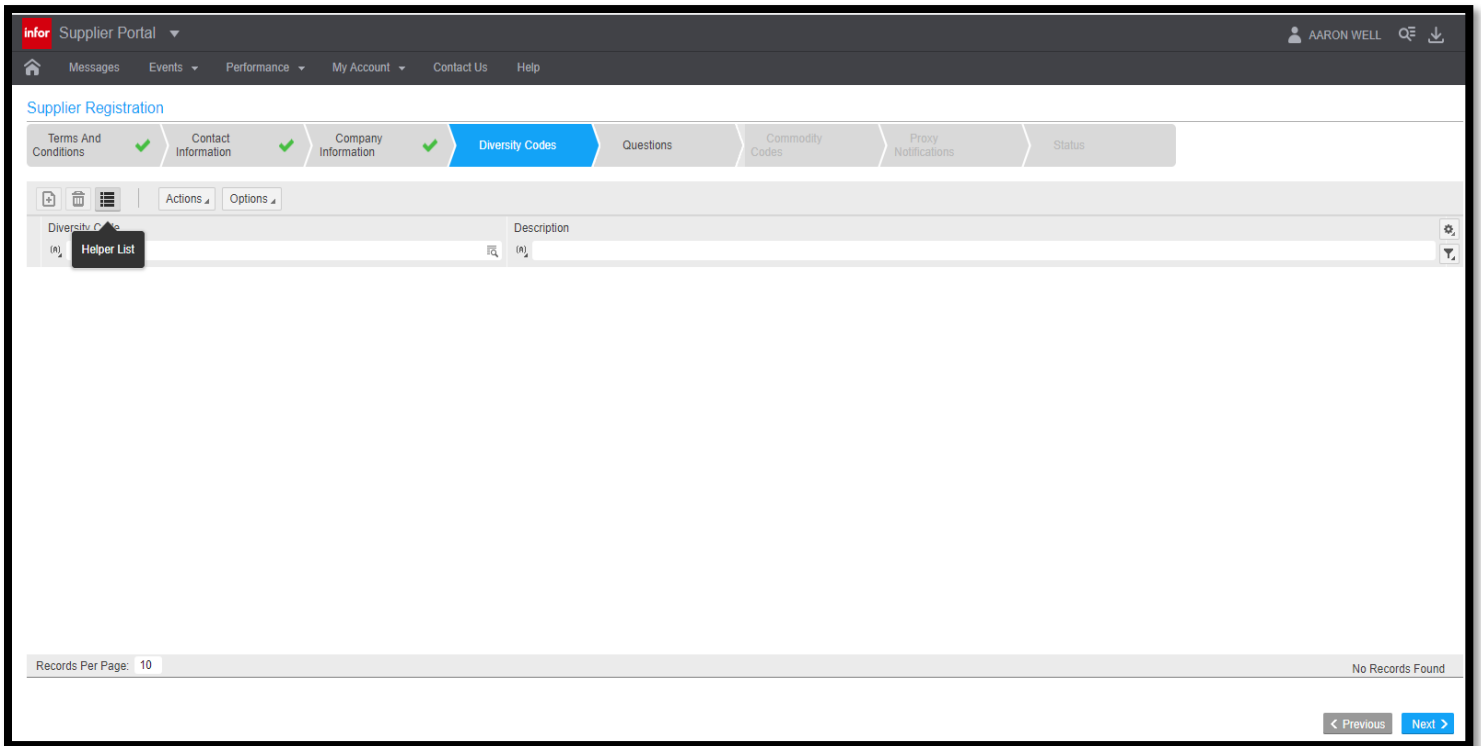
Once all fields have been populated click on the **NEXT** button.

The screenshot shows the 'Supplier Registration' process in the 'Contact Information' step. The progress bar indicates that 'Terms And Conditions' and 'Contact Information' are completed, while 'Company Information', 'Diversity Codes', 'Questions', 'Commodity Codes', 'Proxy Notifications', and 'Status' are pending. The 'Become A Supplier - Create An Account' section contains fields for: * User Name (BEXAR2020), * Password, and * Confirm Password. The 'Enter Information About Yourself' section includes: Title, * First Name (AARON), * Last Name (WELL), * Phone Number (555-555-5555), Mobile Phone, Fax Number, and * Email Address (AARON.WELL@EMAIL.COM). A note states: 'You will be set to receive email notifications; use update account information to change flag'. A link 'Create Email Address' is provided for users without an email address. A legend indicates '* = Required'. Navigation buttons for '< Previous' and 'Next >' are at the bottom right.

Next, you need to provide information about your company.
Once all fields have been populated click on the **NEXT** button

The screenshot shows the 'Supplier Registration' process in the 'Company Information' step. The progress bar indicates that 'Terms And Conditions', 'Contact Information', and 'Company Information' are completed, while 'Diversity Codes', 'Questions', 'Commodity Codes', 'Proxy Notifications', and 'Status' are pending. The 'Company Information' section includes: * Company Name (WELL'S WELLS), Doing Business As, Dun & Bradstreet, Business Type (Corporation), * Tax Id Type (Federal Tax Id), * Tax Id (555555555), and Website. The 'Address Information' section is divided into 'Remit to name and address' (Remit To First Name, Remit To Last Name, and a checked checkbox 'Check If Remit To Address Is The Same As Mailing Address') and 'Mailing address' (* Country: United States of America, * Address Line 1: 1103 SOUTH FRIO, Address Line 2, Address Line 3, Address Line 4, * City: SAN ANTONIO, * State Province: TEXAS, * Postal Code: 78207). Navigation buttons for '< Previous' and 'Next >' are at the bottom right.

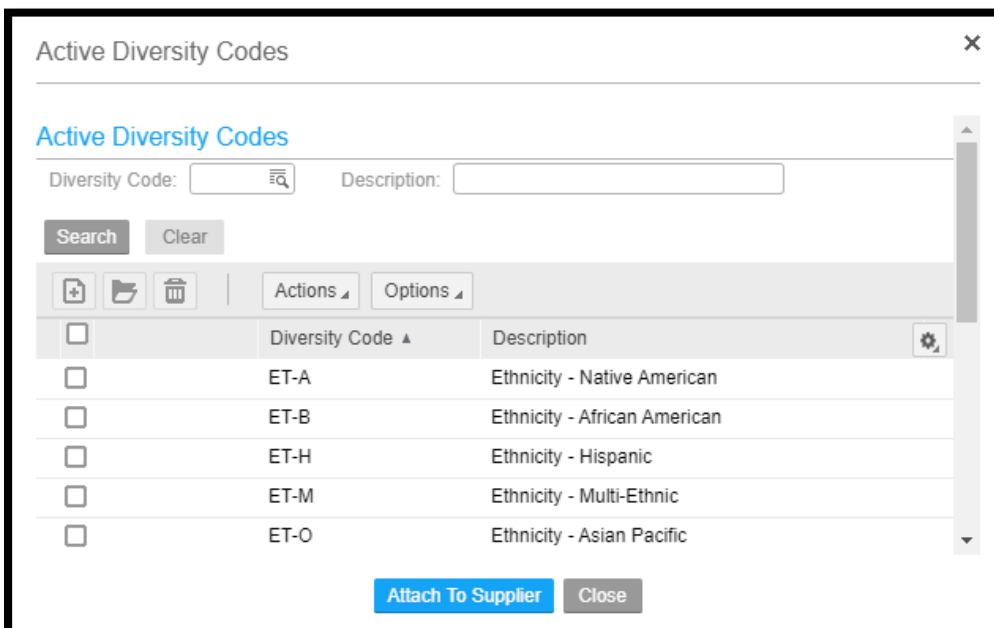
Next, you will need to enter diversity codes for your company. Click the **HELPER LIST** button.



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.

The screenshot shows the Infor Supplier Portal interface. At the top, the user is logged in as AARON WELL. The navigation menu includes Messages, Events, Performance, My Account, Contact Us, and Help. The main heading is "Supplier Registration". Below this, a progress bar shows several steps: Terms And Conditions (checked), Contact Information (checked), Company Information (checked), Diversity Codes (active), Questions, Commodity Codes, Proxy Notifications, and Status. Below the progress bar, there are icons for Actions and Options. A table lists diversity codes with their descriptions:

Diversity Code	Description
ET-M	Ethnicity - Multi-Ethnic
HD-N	Handicap - No
SX-B	Sex - Both (Co-Owners)
SZ-S	Size - Small

At the bottom right, there are "Previous" and "Next" buttons. The "Next" button is highlighted in blue.

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.

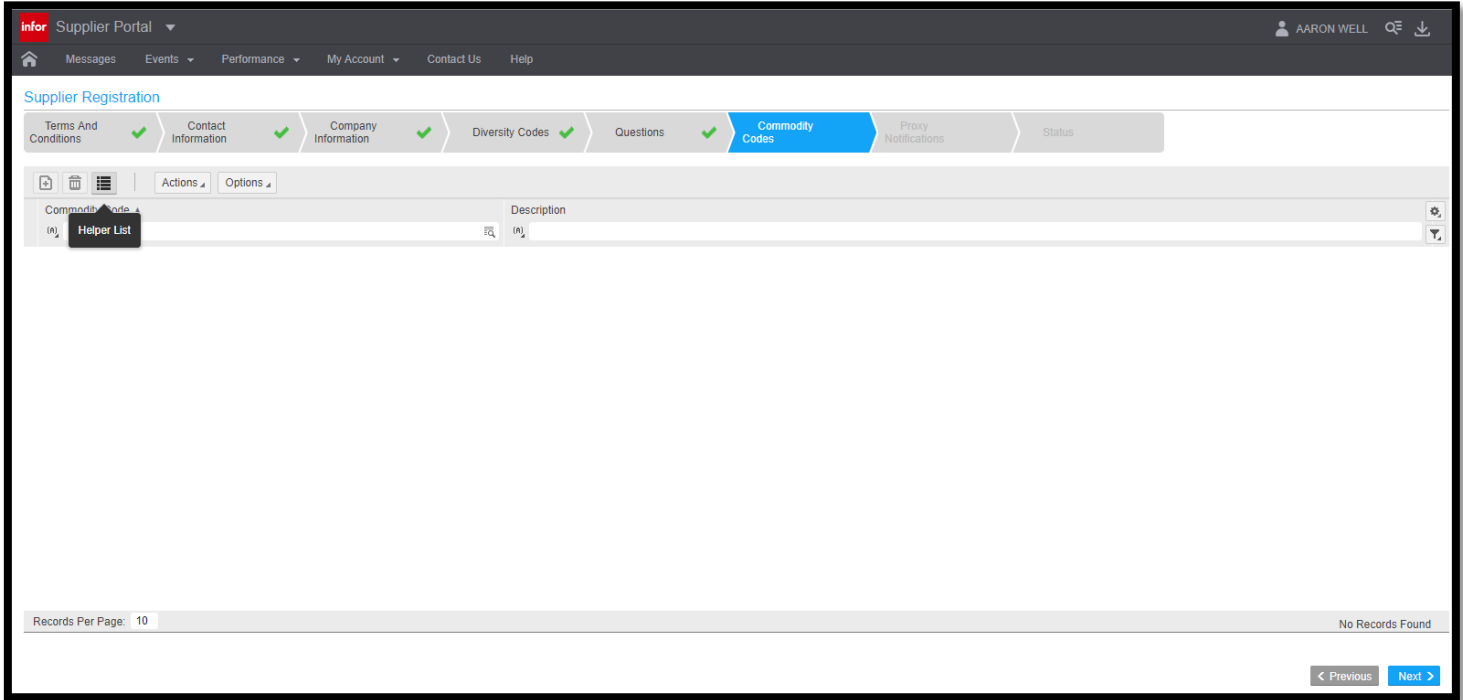
The screenshot shows the Infor Supplier Portal interface. The progress bar now shows "Questions" as the active step. Below the progress bar, there are three questions to be answered:

- 1 Does your company maintain a physical presence in Bexar County?
Response is required
*Answer:
Attach document:
- 2 Do you have any diversity certifications? If yes, please attach certifications.
Response is required
*Answer:
Attach document:
- 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:
Attach document:

At the bottom right, there are "Previous" and "Next" buttons. The "Next" button is highlighted in blue.

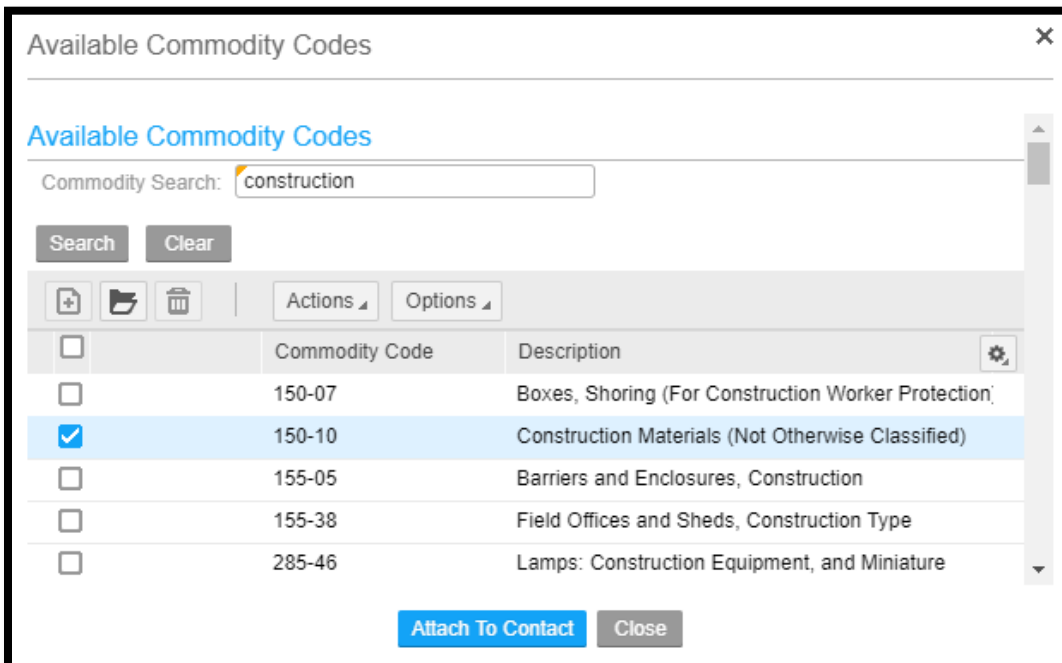
Next, you will need to enter commodity codes for your company.

Click on the **HELPER LIST** button.

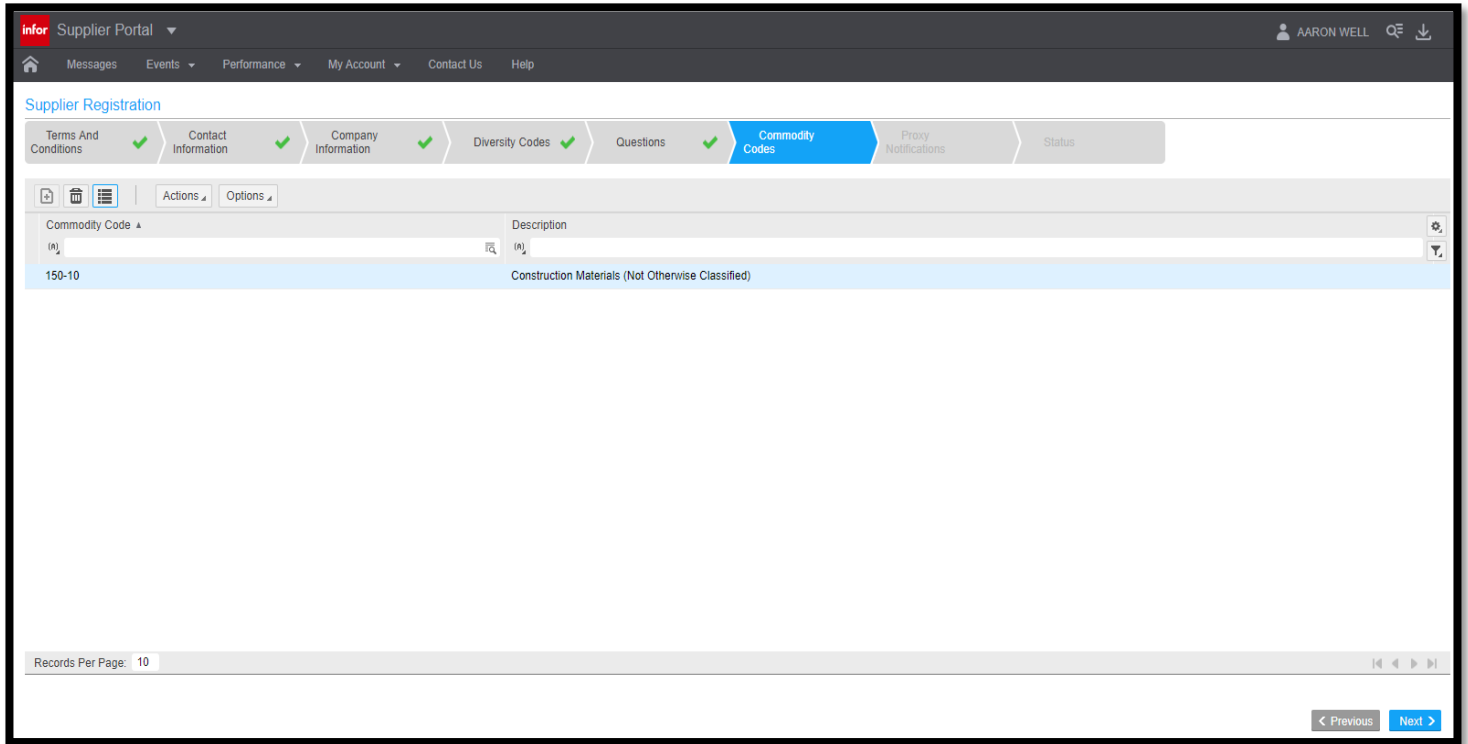


The **Available Commodity Codes** screen will appear. In this screen, you can register for multiple commodity codes. In the **Commodity Search** field type in a word that matches your commodity or services then click on the **Search** button.

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.

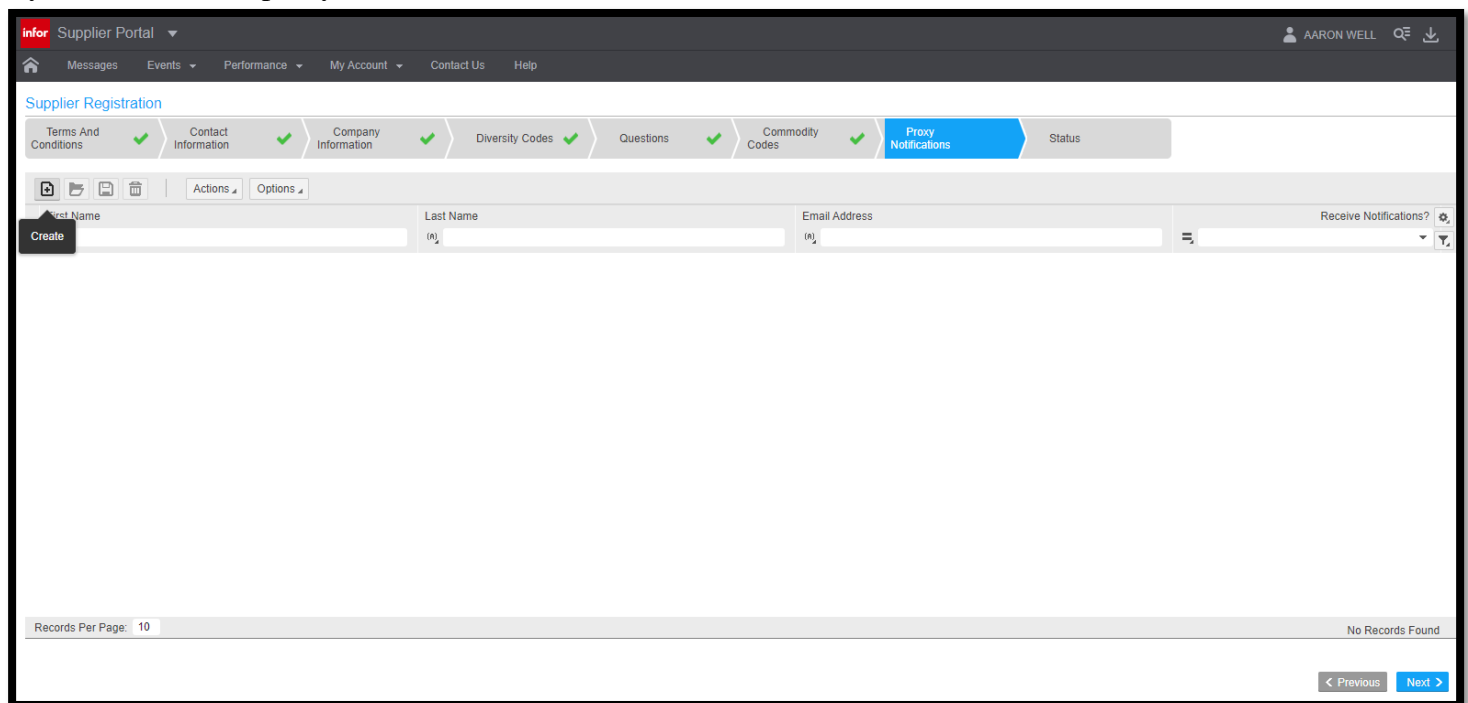


Click on the **NEXT** button to proceed to the next screen.



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.



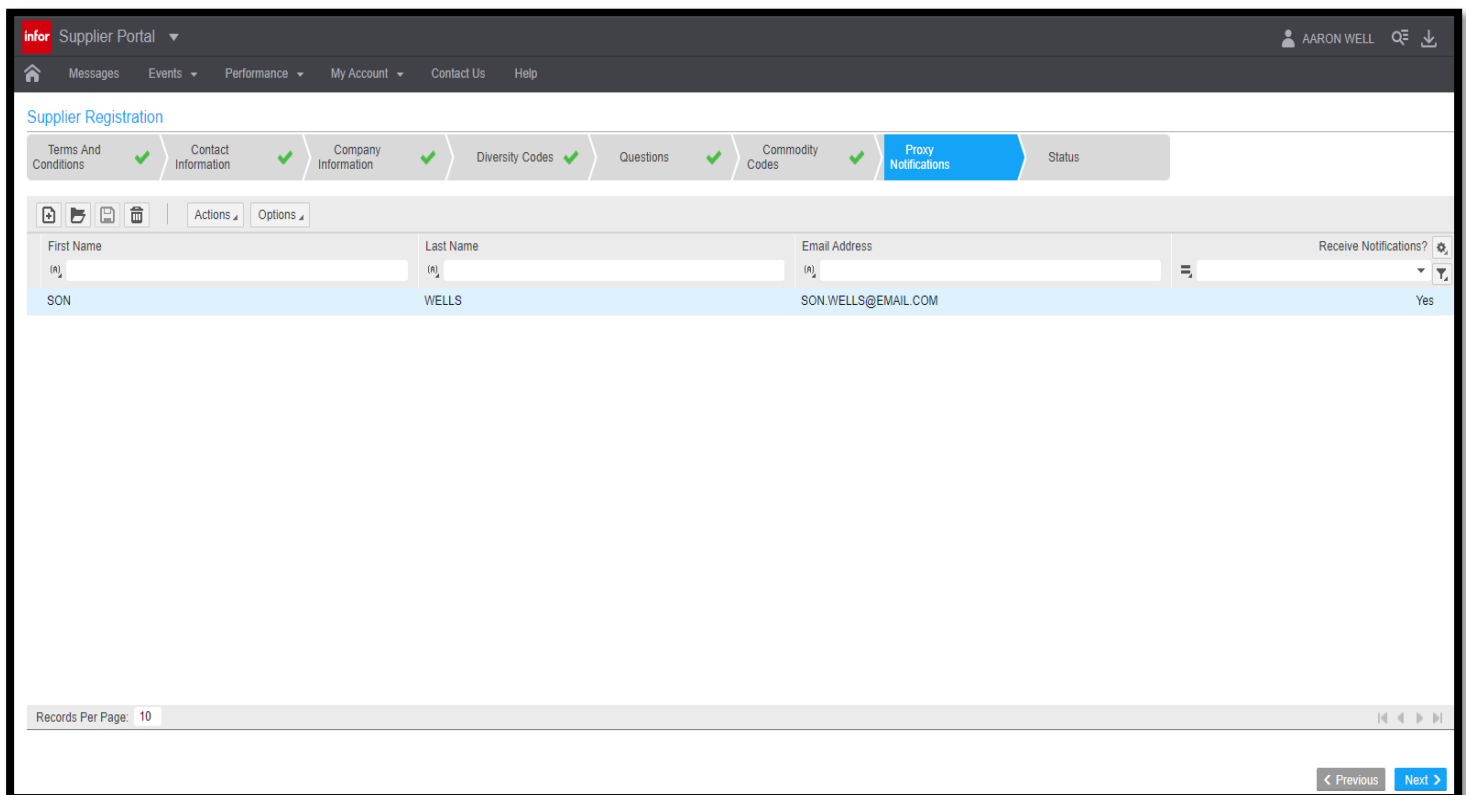
A dialog box titled "Proxy Notification" with a close button (X) in the top right corner. The content includes:

- Supplier Group: 100 BEXAR COUNTY
- Supplier: 10282 WELL'S WELLS
- * First Name: SON
- * Last Name: WELLS
- * Email Address: SON.WELLS@EMAIL.COM
- Receive Email Notification
- * = Required

At the bottom, there are "OK" and "Cancel" buttons.

Proxy Notifications are now attached to your profile.

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



The "Supplier Registration" progress screen in the Infor Supplier Portal. The top navigation bar shows "infor Supplier Portal" and the user "AARON WELL". The main navigation includes Messages, Events, Performance, My Account, Contact Us, and Help. The registration progress bar shows the following steps:

- Terms And Conditions ✓
- Contact Information ✓
- Company Information ✓
- Diversity Codes ✓
- Questions ✓
- Commodity Codes ✓
- Proxy Notifications** (highlighted in blue)
- Status

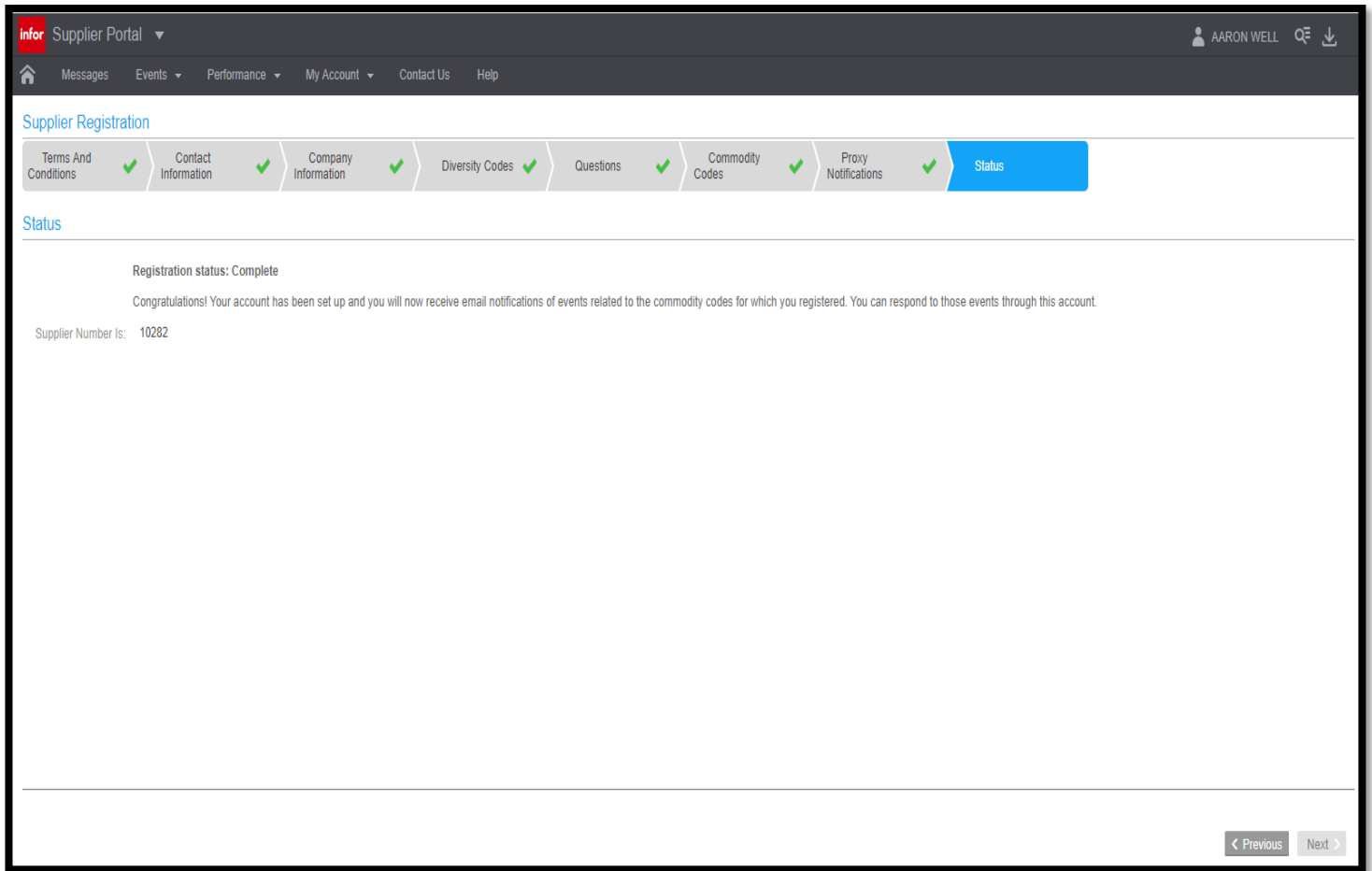
Below the progress bar is a table with the following data:

First Name	Last Name	Email Address	Receive Notifications?
SON	WELLS	SON.WELLS@EMAIL.COM	Yes

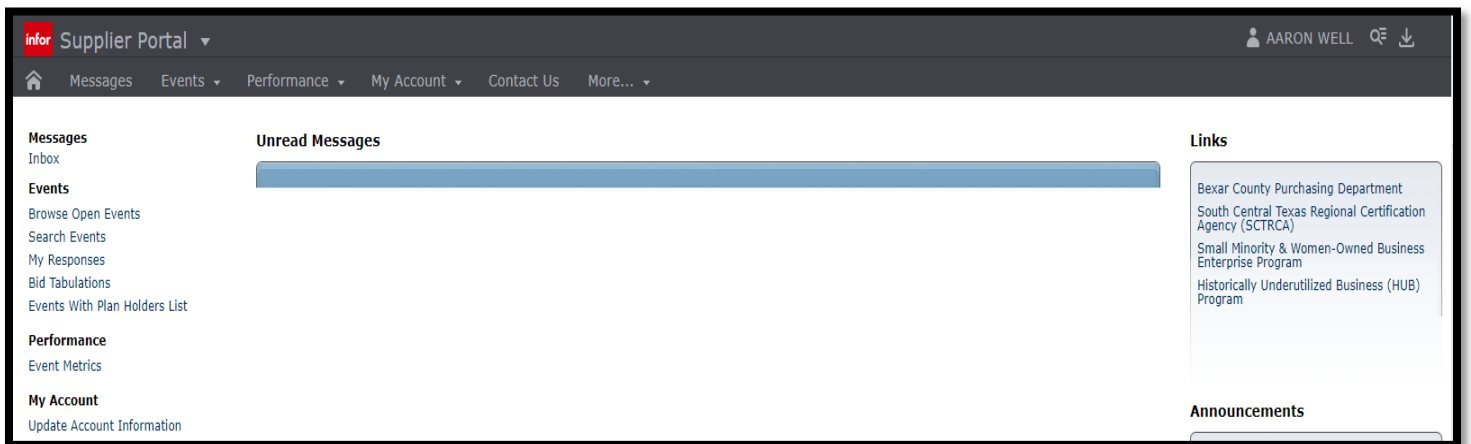
At the bottom, there is a "Records Per Page: 10" indicator and "Previous" and "Next" navigation buttons.

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.