



**Vendor Registration Guide to access:
City of Woonsocket
Bidding Opportunities**



NEVER MISS ANOTHER CITY OF WOONSOCKET'S BIDDING OPPORTUNITY AGAIN!

As a registered vendor you will have:



1. Access to many local and state government agencies located within Rhode Island.
2. Flexibility to respond electronically to bid opportunities issued by participating agencies.
3. The ability to receive automatic email alerts, in real time, of newly posted solicitations and addenda.
4. The ability to search and download documents such as plans, specifications, addenda, initial bid results and award letters.

To register at no charge, simply go to the link below, select the "Limited Access" option and follow the vendor registration guide to assist you through the process.

<https://www.bidnetdirect.com/public/user-registration?purchasingGroupId=700136501>

1. Select Package

Select the package that makes the most sense for your company.

- Select *Limited* at no charge to receive automatic email notifications from the City of Woonsocket.
- Select *Group Agencies* to receive automatic email notifications from all members of the RI Purchasing Group which includes advanced searching capabilities.
- Select *State & Local* which includes all other bid opportunities in Rhode Island.
- Select *Federal, State & Local* which includes Federal bid opportunities.

1 Package Selection

One year Two years (save up to 20%)

<p>Limited</p> <p>\$0</p> <p>Create an account</p> <p>✓ Member agencies bids</p>	<p>Group Agencies</p> <p>\$9 /state /month</p> <p>Billed annually</p> <p>✓ Member agencies bids ✓ Real-time bid alerts ✓ Advanced search</p>
<p>State & Local</p> <p>\$36 /state /month</p> <p>Billed annually</p> <p>✓ Member agencies bids ✓ Real-time bid alerts ✓ Advanced search ✓ Daily bid notifications ✓ State & local bids</p>	<p>Federal, State & Local</p> <p>\$45 /state /month</p> <p>Billed annually</p> <p>✓ Member agencies bids ✓ Real-time bid alerts ✓ Advanced search ✓ Daily bid notifications ✓ State & local bids ✓ Federal bids</p>

2. Select State

- Select Rhode Island for access to City of Woonsocket bids.

Get up to 25% OFF when you select 3+ states

Select your States (1)

Rhode Island X

3. Enter Basic Information

- Enter first and last name.
- Company name
- Phone number

2 Personal Information

First Name

Last Name

Company Name

Phone Number

Connection Details

Username/Email

Password

Confirm Password

- Enter email address
(this will be your username)
- Enter & Confirm a Password

- Agree to the Terms & Conditions by check marking the box.

I agree to the [Terms & Conditions](#) stated herein
I am an authorized representative of the above-named organization.

- Finalize the registration.

Finalize the registration

4. Activation

- If you chose an option other than “Limited”, the following box will appear where you can enter secure payment details.

1- Subscription 2- Identification 3- **Payment** 4- Confirmation

Subscription Details

Please review the following registration details and enter your credit card information.

This information will be used to process the charges below. It will be securely stored in your profile and used for any subsequent charges.

Subscription Type One Year Subscription: (10/22/2020 to 10/21/2021)

Transaction Details

The following charges will be placed against your credit card immediately.

Rhode Island Statewide Notification (\$33/month)	\$396.00
Enhanced Advertising Profile	\$49.95
Total	\$445.95

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$445.95 US Dollars (plus applicable taxes) for the following year will be due on 10/22/2021 and yearly thereafter. We will place these charges against your credit card on file on that date unless you cancel your subscription beforehand. You may cancel at any time, but cancellation goes into effect at the start of your next billing cycle.

Credit Card Information

Credit Card Type* 

Card Number*

Expiration Date* -- Month -- -- Year --

Card Holder's Name*

Security Code* 

[PREVIOUS](#) [COMPLETE REGISTRATION](#)

ONCE COMPLETED

- The summary of your registration will be displayed.
- Go to your email and follow the instructions to verify your email and to complete the activation of your account.

Thank you for subscribing.
Welcome, **Kenneth Allaire**.

Your activation email is on its way to **allaireken1@gmail.com**. To continue and gain access to your account, follow the instructions indicated in the activation email. In the meantime, find your subscription details below.

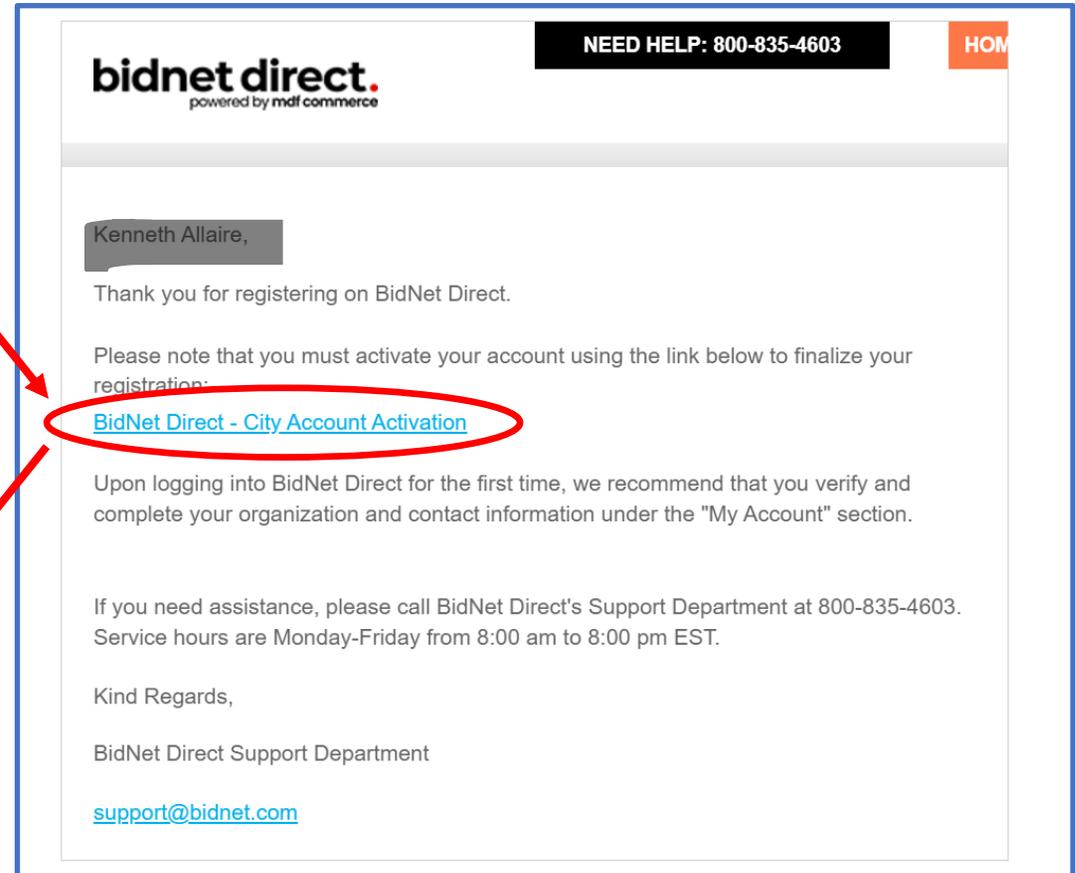
Subscription Details

You purchased the **Limited Package - Rhode Island**
You will be charged **\$0.00 (plus applicable taxes)**

Primary Contact

5. Follow link to Activate Account

- In your email click the link



The following box will appear

- Log in using your username (which is your email) and the password you created in Step 3 of this guide.

Account Activation

1

1 - Organization Profile

2

2 - Contact Profile

3

3 - Category Selection

4

4 - Additional Information

5

5 - Confirmation

Organization Profile

Organization Name*

City

Type

Supplier

Organization Address

Address*

City*

The next four (4) sections will be detailed information regarding your organization. Only fields with an asterisk (*) next to it are mandatory. All other fields are optional.

1. Organization Profile

Name, Address, Phone Number, Email, Etc.

2. Contact Profile

Job Title

Data you want linked to your profile that is different from your organization's profile.

3. **Category Selection (NPIG)** – The National Institute of Governmental Purchasing code a descriptive/numeric system used for identifying products and services. This structure is used by federal, state and local governments procurement professionals.

6. Category Code Selection

NIGP Categories (0 Selected) ^

There are no categories selected.

Categories Search ?

> 005	ABRASIVES
> 010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
> 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
> 019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
> 020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)

Search by keyword all the products and/or services that apply to your organization & then select the most appropriate NIPG category code. (you can select multiple categories)

These codes are used in your company profile:

- For better product and service matching between the City and potential vendors.
- For automatic email notifications of matching solicitations and updates.
- For buyers to search & find your organization by products/services offered.

7. Additional Information

This additional information is used in your company profile for buyers to search & find you based on the following:

- Type of Business
- Business Structure
- Size of your organization
- Years in business

Account Activation

1 - Category Selection 2 - Additional Information 3 - Confirmation

Business Structure* Public Corporation
 Private Corporation
 Partnership
 LLC or LLP
 Individual/Independent Contractor/Sole Proprietor
 Joint Venture
 Non-Profit Organization
 Government Agency
 Organization exempt under Sec 501 (a)
 Other

Business Type Small
 Large
 Minority Owned
 Woman Owned
 Veteran Owned
 Disabled
 Disadvantaged
 Service Disabled
 Historically Underutilized Business (located in a HUB Zone)
 Historically Underutilized Business (not located in a HUB Zone)
 Historically Black College or University
 Other

Owner Ethnicity Caucasian
 Hispanic
 Asian/Asian Pacific
 Sub-Continent Asian (Asian Indian)
 African American/Black
 Native American
 Other

Number of Employees* 51 to 250

Established Since* 2005

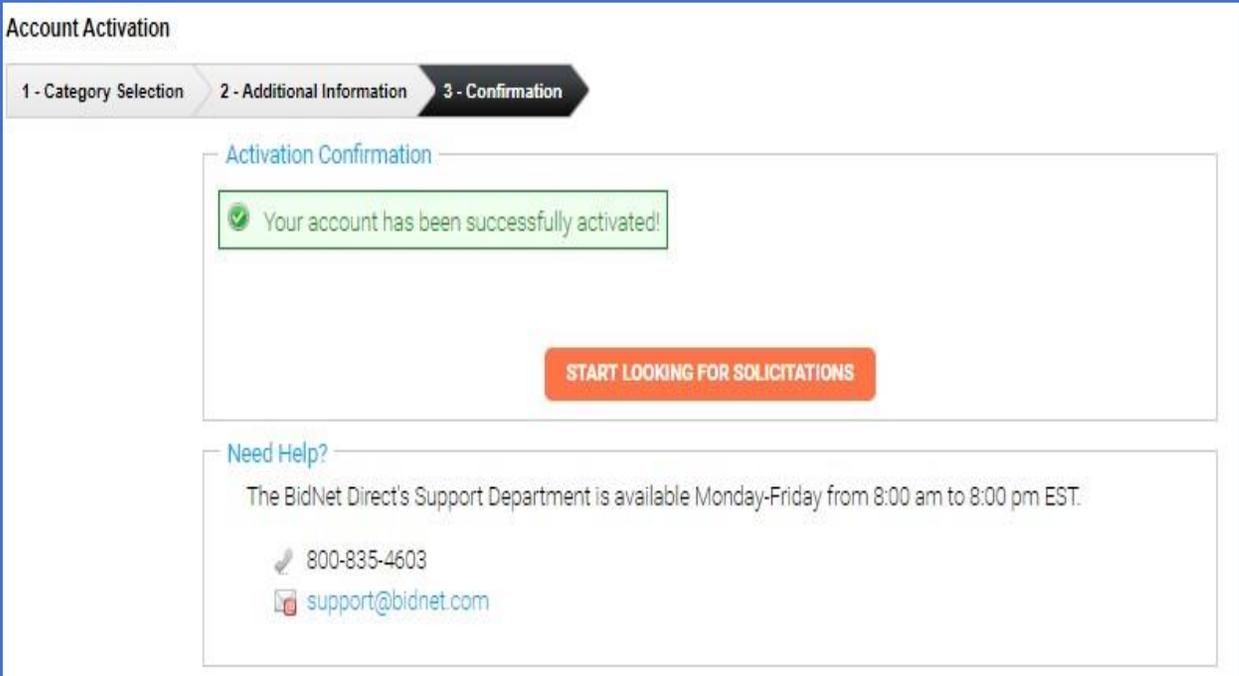
W-9 [Upload W-9 form](#)

- This is also where you can upload and add your W-9 form to your profile.

8. Confirmation

Your vendor registration is now complete!

- Login and start looking at open solicitations.
- Depending on your registration type, notifications of matching open solicitations will start immediately.



The screenshot shows the 'Account Activation' page. At the top, there is a progress bar with three steps: '1 - Category Selection', '2 - Additional Information', and '3 - Confirmation'. The '3 - Confirmation' step is highlighted. Below the progress bar, there is a section titled 'Activation Confirmation' which contains a green checkmark icon and the text 'Your account has been successfully activated!'. Below this message is a prominent orange button that says 'START LOOKING FOR SOLICITATIONS'. At the bottom of the page, there is a 'Need Help?' section with the text 'The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.' and contact information: a phone icon next to '800-835-4603' and an email icon next to 'support@bidnet.com'.

Need registration help?

Contact the BidNet Direct vendor support team at 1- 800-835-4603, option 2.