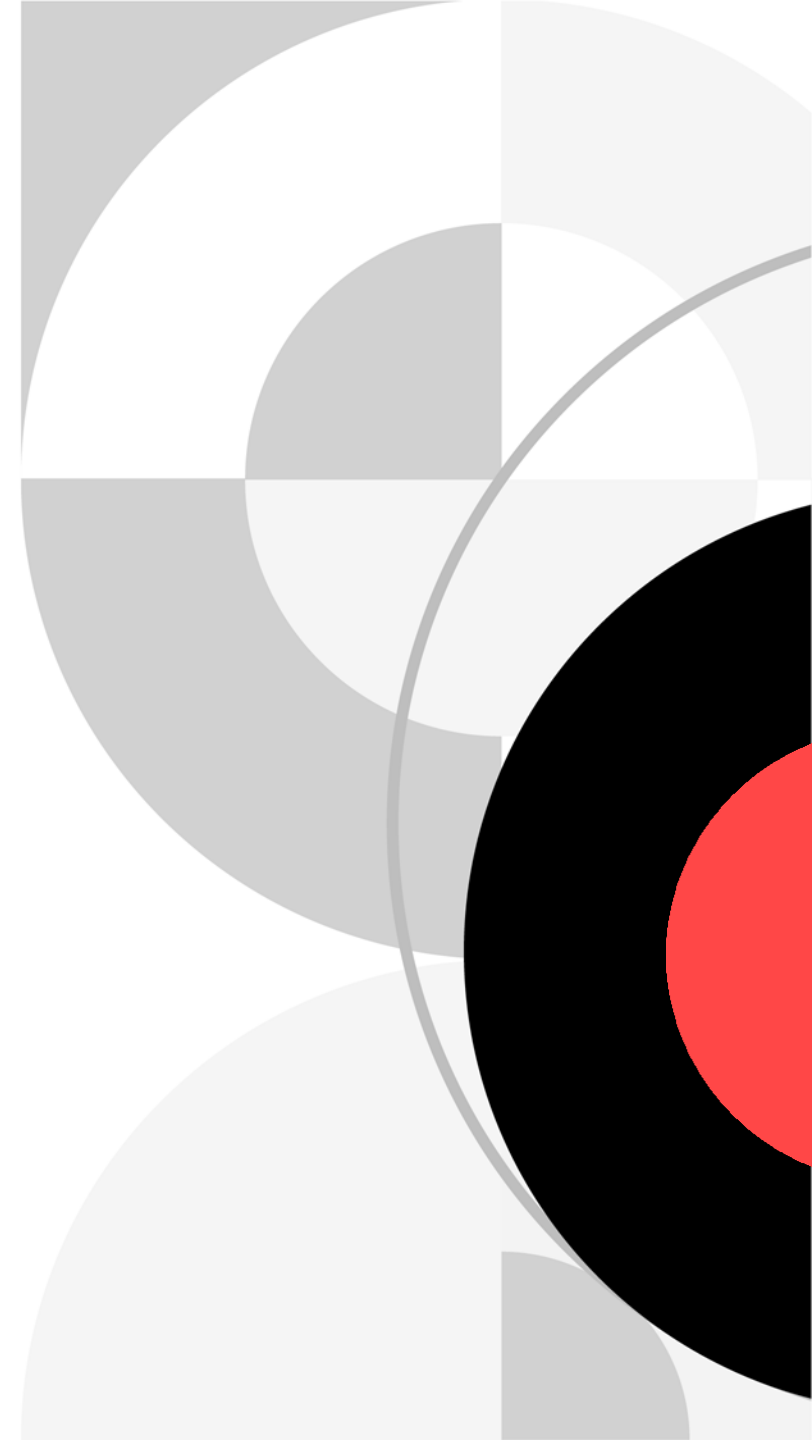


# Quick Guide on How to Register on Bidnet Direct

[www.bidnetdirect.com/public/user-registration](http://www.bidnetdirect.com/public/user-registration)

**bidnet direct.**  
powered by mdf commerce



# About Bidnet Direct and Vendor Benefits

State and local government agencies throughout the country utilize Bidnet Direct for the distribution of solicitations - including documents and addendum, vendor management, and award management. Many participating agencies also utilize the electronic bid submission option for vendors to submit responses directly online through the platform.

In addition, our content team of researchers visits thousands of agency websites, newspapers, and other locations to aggregate open solicitations from non-participating agencies to alert registered vendors of matching opportunities.

By registering you can have the ability to:

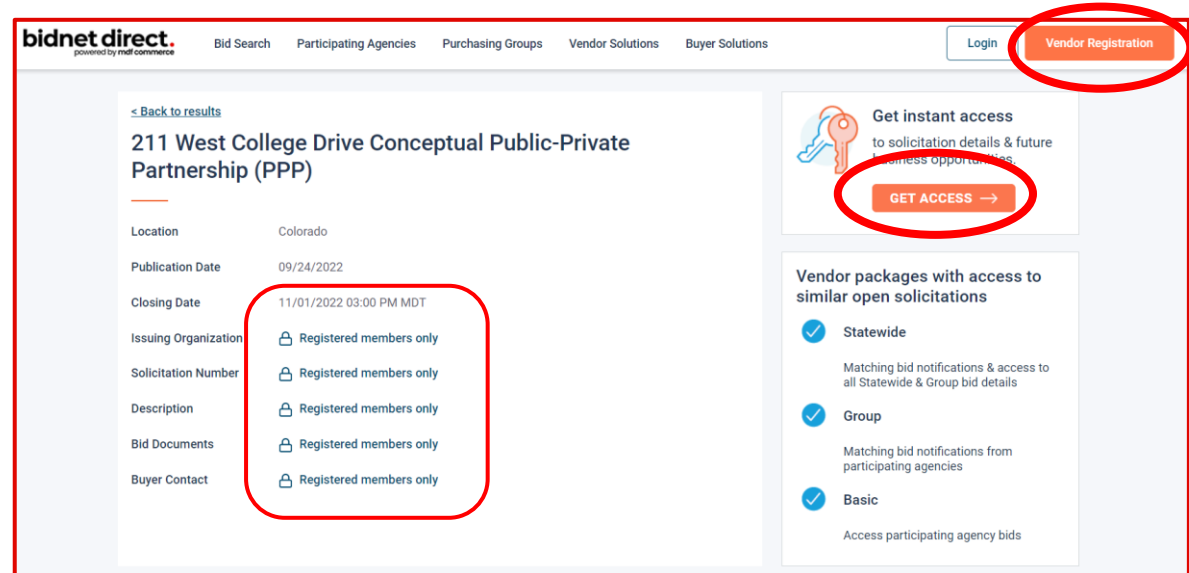
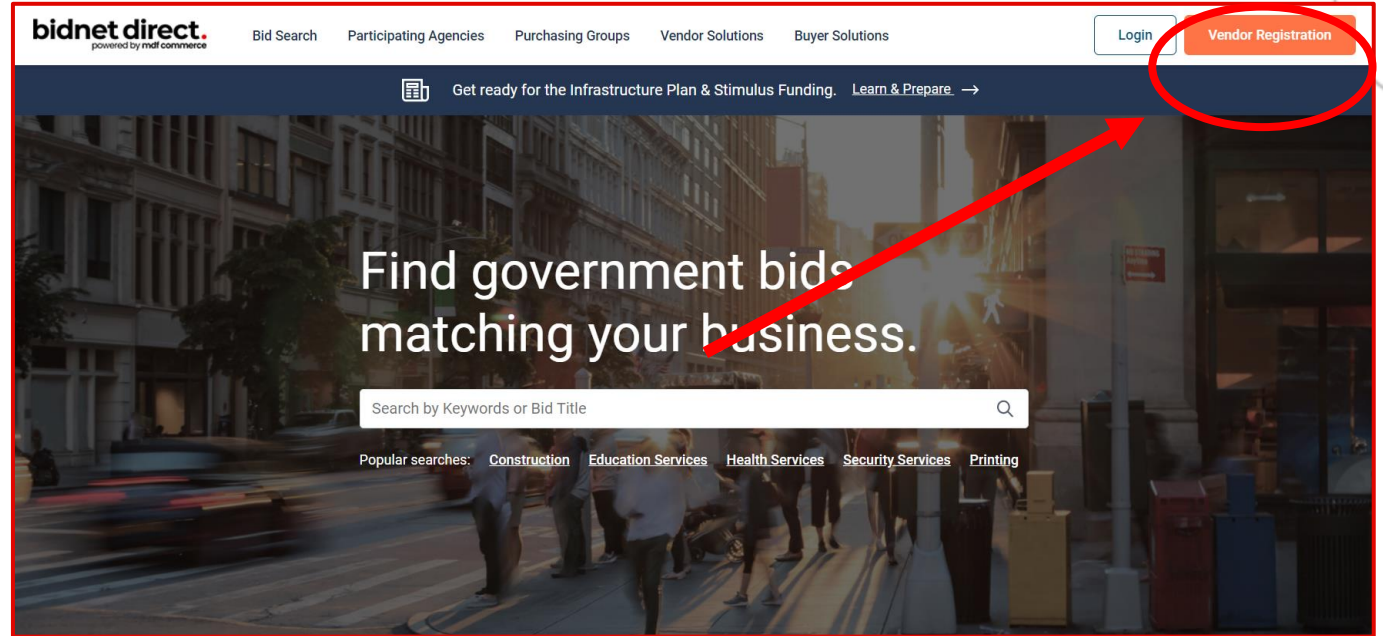
- access solicitations from Local, State, and Federal government agencies based on the selected State(s)
- respond electronically to bid opportunities issued by all participating agencies
- receive email alerts of new solicitations and amendments from participating agencies
- market your company through the Advertising Profile option

[www.bidnetdirect.com/public/user-registration](http://www.bidnetdirect.com/public/user-registration)

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# Vendor Registration

- To begin the registration process, click on the “Vendor Registration” button on the top-right screen
- *Note: If you are in a solicitation notice or a Purchasing Group page, it will pre-populate the State on the registration form*



# Package Selection

- To start, select the package that makes the most sense for your company
- For maximum bid opportunities, select Federal Bids to receive matching email notification from ALL **Participating Member Agencies, State & Local**, and **Federal** bids on your selected State(s) (subscription fee required)
- After selecting the package, click *Add State* to add the State(s) where you want to search bid opportunities
- Once finished selecting the State(s), click *Save and Continue*

The screenshot shows the 'Registration' process, specifically the 'Package Selection' step. At the top, there are two options: 'One year' (selected) and 'Two years (save up to 20%)'. Below this are four package options: 'Limited' (\$0/month), 'Group' (\$9/state/month), 'State' (\$36/state/month), and 'Federal' (\$45/state/month). The 'Federal' package is selected and has a checkmark. A banner below the packages says 'Get up to 25% OFF when you select 3+ states'. Below the packages is a 'Select your States (1)' section with a search bar and a 'Modify States' button. A 'New York X' tag is visible. To the right, the 'Order Details' section shows the 'Federal Package (One year)' for 'New York Empire State Purchasing Group' with a 'Sub-Total' and 'Total' of \$540.00. A disclaimer below the order details states: 'Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$540.00 (plus applicable taxes) is due next year. We will place these charges against your credit card on file next year 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.'

**Registration**

1 Package Selection

One year  Two years (save up to 20%)

**Limited**  
\$0 /month  
Create an account  
✔ Member agencies bids

**Group**  
\$9 /state /month  
Billed annually  
✔ Member agencies bids  
✔ Real-time bid alerts  
✔ Advanced search

**State**  
\$36 /state /month  
Billed annually  
✔ Member agencies bids  
✔ Real-time bid alerts  
✔ Advanced search  
✔ Daily bid notifications  
✔ State & local bids

**Federal**  
\$45 /state /month  
Billed annually  
✔ Member agencies bids  
✔ Real-time bid alerts  
✔ Advanced search  
✔ Daily bid notifications  
✔ State & local bids  
✔ Federal bids

MAXIMUM BID OPPORTUNITIES!

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

Select your States (1)

New York X

Modify States

**Order Details**

Federal Package (One year)

New York  
Empire State Purchasing Group

Sub-Total \$540.00

Total \$540.00

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$540.00 (plus applicable taxes) is due next year. We will place these charges against your credit card on file next year 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.

**Selected States - Federal Package**

State Name

STATE NAME (# OF AGENCIES) Select All/None

STATE NAME (# OF AGENCIES)	State Discounts (Per Month)
<input type="checkbox"/> Alabama (1045)	1-2 states \$43.00 each
<input type="checkbox"/> Alaska (899)	3-4 states \$38.00 each
<input type="checkbox"/> Arizona (985)	5 or more states \$175.00
<input type="checkbox"/> Arkansas (1127)	
<input type="checkbox"/> California (1589)	
<input type="checkbox"/> Colorado & Wyoming (1317)	
<input type="checkbox"/> Connecticut (1242)	
<input type="checkbox"/> Delaware (883)	
<input type="checkbox"/> Florida (1257)	
<input type="checkbox"/> Georgia (1119)	

Cancel Confirm (1) States

# Personal Information

- In this section, you can provide the basic information of the user and your preferred login information
- Make sure to read the Terms & Conditions and attest that you are an authorized representative of your company

## 2 Personal Information

First Name	Last Name
<input type="text" value="Nap"/>	<input type="text" value="Fortich"/>
Company Name	Phone Number
<input type="text" value="Example Construction Services"/>	<input type="text" value="518 245 2368"/>


### Connection Details

Email Address	Username
<input type="text" value="nap.fortich@exampleconstruction.com"/>	<input type="text" value="nap.fortich@exampleconstruction.com"/>
Password	Confirm Password
<input type="password" value="....."/>	<input type="password" value="....."/>

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

# Advertising Profile (Optional)


- Also in this section, an option is available to add your logo, product sell-sheets, catalogues, etc. to your company profile
- You can add this to your profile or click on the toggle to remove the Advertising Package. *You can always add this later.*
- Review your personal information and click “Save and Continue”
- *Note: If you did not select any paid packages, the button will say “Finalize the Registration”. Skip to page 7.*



### Stand out from the competition!

- Advertise your company's brand & offering
- Showcase your sell-sheets & one-pagers
- Catch the attention of more buyers

Added \$64.95




## 2 Personal Information

First Name	Last Name
<input type="text" value="Nap"/>	<input type="text" value="Fortich"/>
Company Name	Phone Number
<input type="text" value="Example Construction Services"/>	<input type="text" value="518 245 2368"/>

### Connection Details

Email Address	Username
<input type="text" value="nap.fortich@exampleconstruction.com"/>	<input type="text" value="nap.fortich6"/>
Password	Confirm Password
<input type="password" value="....."/>	<input type="password" value="....."/>


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



### Stand out from the competition!

- Advertise your company's brand & offering
- Showcase your sell-sheets & one-pagers
- Catch the attention of more buyers

Added \$64.95



### Order Details

Federal Package (One year)	
Alabama Alabama Purchasing Group Enhanced Advertising Profile	\$64.95
Sub-Total	\$604.95
Total	\$604.95

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$604.95 (plus applicable taxes) is due next year. We will place these charges against your credit card on file next year 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.


### User Information

Nap Fortich  
Example Construction Services  
518 245 2368  
nap.fortich@exampleconstruction.com

# Payment Information (if applicable)

- If any paid registration options were selected, you will be prompted to enter your credit card information
- You can review the amount and the user information on the right screen
- Finalize the registration

### 3 Payment Method

VISA  AMERICAN EXPRESS

Card Holder Name

Card Number  Expiry Date  Security Code

#### Billing Address

Address

City  Zip/Postal Code

Country  State/Province

[Finalize the registration](#)

#### Order Details

Federal Package  
(One year)

New York  
Empire State Purchasing Group

Enhanced Advertising Profile \$64.95

Sub-Total \$604.95

Total \$604.95

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$604.95 (plus applicable taxes) is due next year. We will place these charges against your credit card on file next year 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.

#### User Information

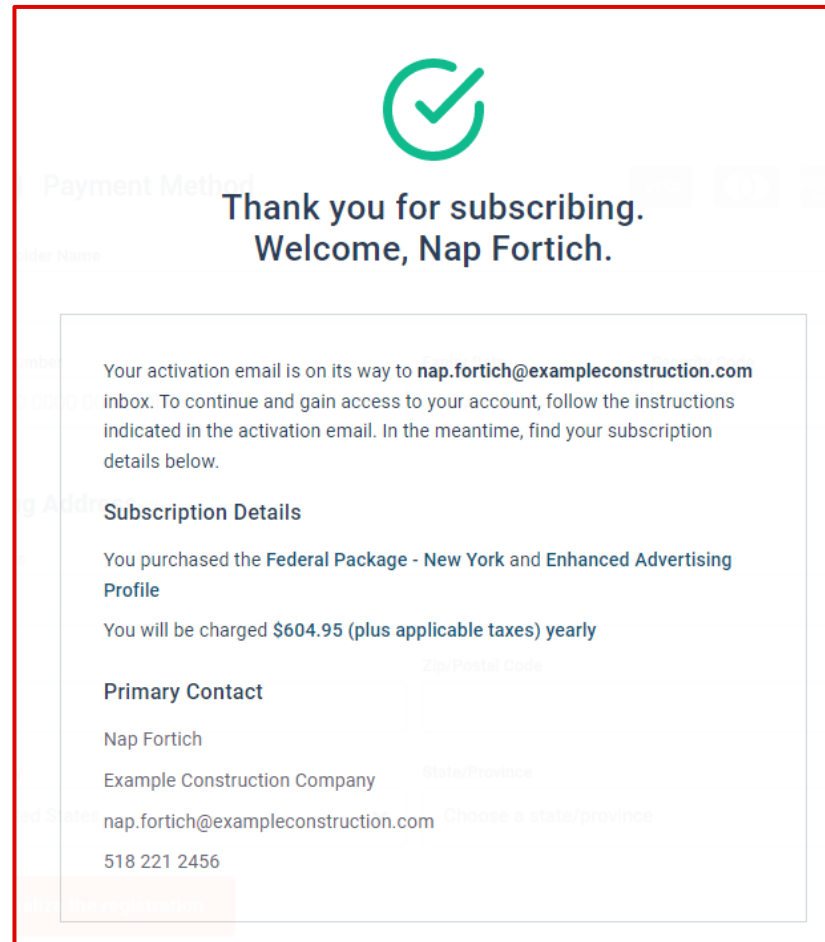
Nap Fortich

Example Construction Company

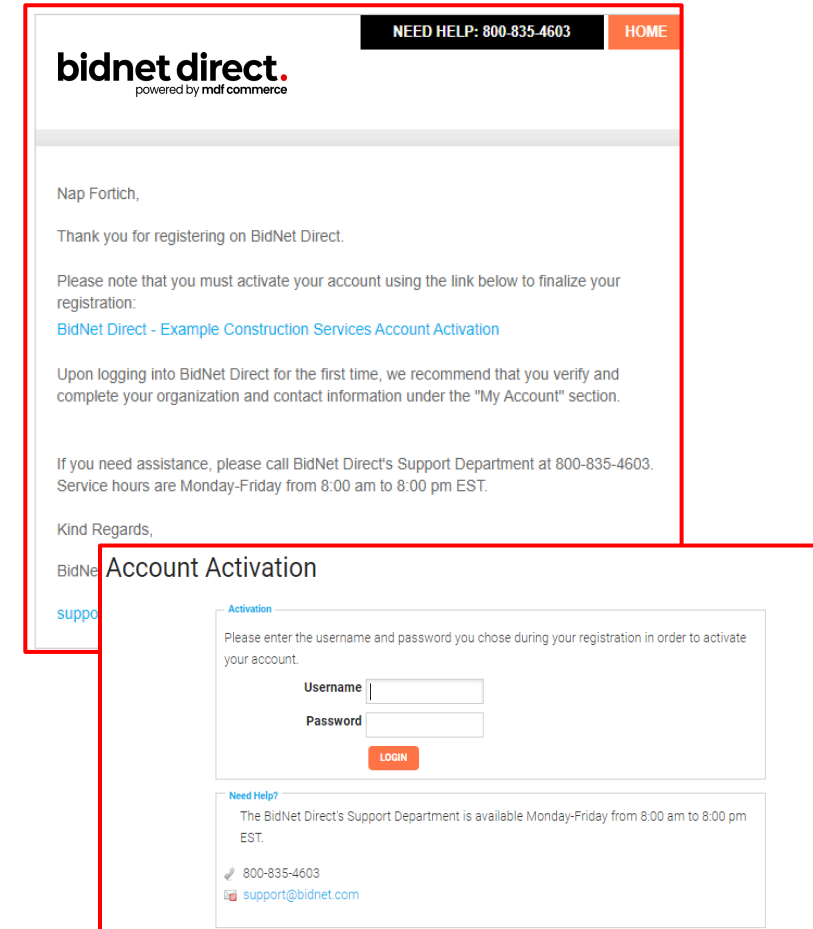
nap.fortich@exampleconstruction.com

# Complete & Activate Account

- This confirmation page will show your subscription details and the activation email will be sent to you in a few minutes
- **Check your email** to complete the registration process & verify your email address. *Make sure to check your Spam Inbox if you have not received your activation email.*
- Click on the link and login using the username and password you entered



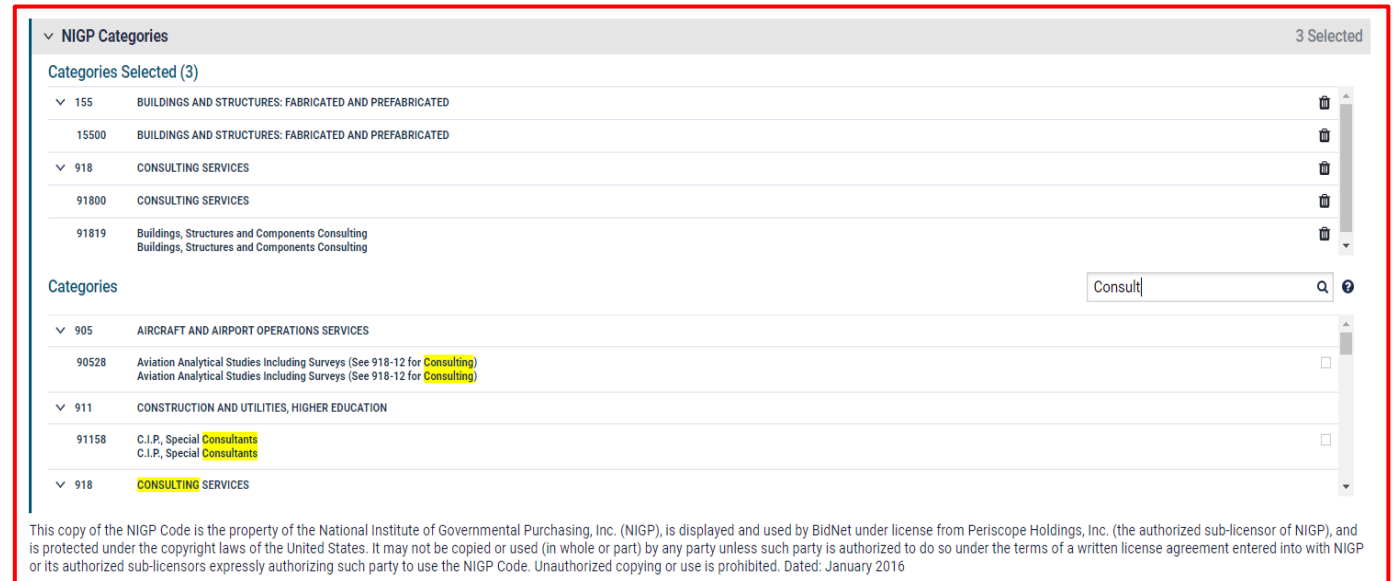
## Sample Email:





# Category Code Selection

- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
  - For automatic email notifications when you match with new solicitations
  - In your company profile for buyers to search & find by product/service requirements
  - For any “invitation” to bid manually requested by buyers



3 Selected

Categories Selected (3)

155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	<input checked="" type="checkbox"/>
15500	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	<input checked="" type="checkbox"/>
918	CONSULTING SERVICES	<input checked="" type="checkbox"/>
91800	CONSULTING SERVICES	<input checked="" type="checkbox"/>
91819	Buildings, Structures and Components Consulting Buildings, Structures and Components Consulting	<input checked="" type="checkbox"/>

Categories

Consult

905	AIRCRAFT AND AIRPORT OPERATIONS SERVICES	<input type="checkbox"/>
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting) Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)	<input type="checkbox"/>
911	CONSTRUCTION AND UTILITIES, HIGHER EDUCATION	<input type="checkbox"/>
91158	C.I.P, Special Consultants C.I.P, Special Consultants	<input type="checkbox"/>
918	CONSULTING SERVICES	<input type="checkbox"/>

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# Additional Information

- Depending on the State requirements, additional information may be requested such as your type of business structure, and any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile (agencies prefer this)
- This information is used:
  - In your company profile for buyers to search & find by product/service requirements
  - For any “invitation” to bid manually requested by buyers

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  
 Historically Underutilized Business  
 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](#)

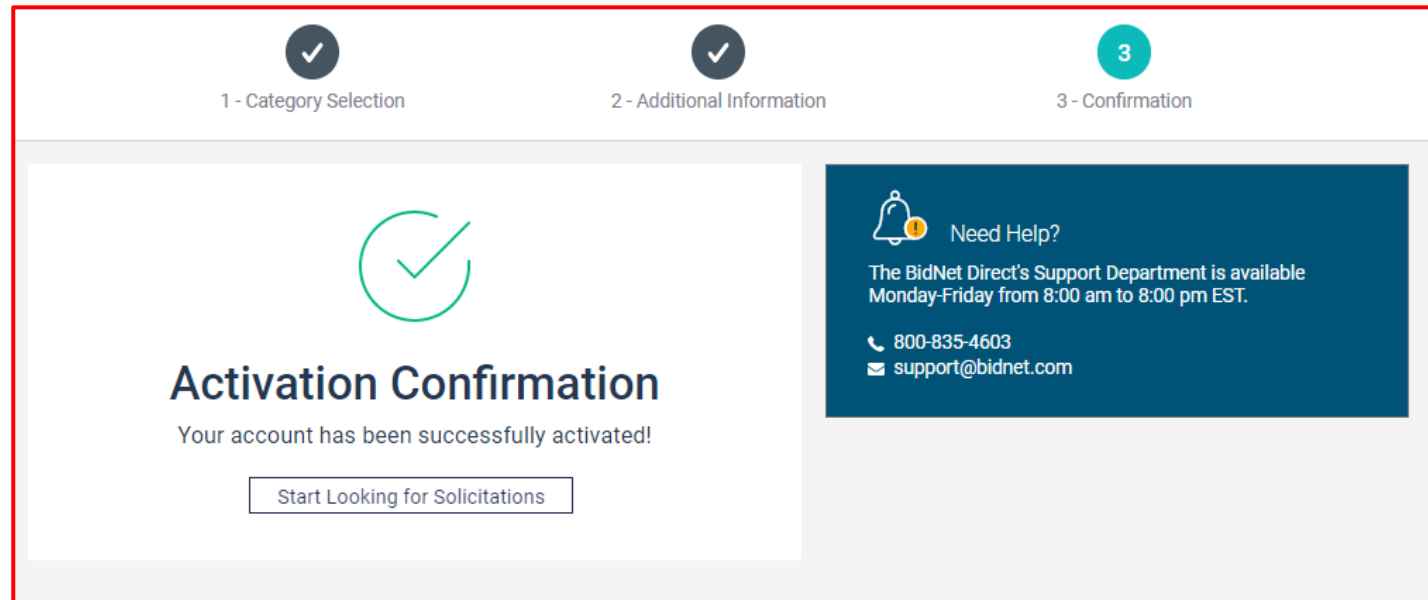
Empire State Purchasing Group - Additional Information

Is your company a registered minority with Empire State Development's Division of Minority and Women's Business Development with the State of New York? \*  Yes  No

Is your company registered as a federal DBE with any of the following? New York State Department of Transportation, Metropolitan Transportation Authority, Port Authority of NY and NJ, Niagara Frontier Transportation Authority, New York State Economic Development\*  Yes  No

PREVIOUS ACTIVATE

# Registration Complete!



- Login and start looking for open solicitations
- If you selected the paid e-mail notification for Group, Statewide or Federal Opportunities, new notifications of solicitations that match your profile will start immediately
- Need help registering or navigating the system? Contact the Bidnet Direct Vendor Support team at **800-835-4603, option 2**