Registering as a Supplier with the County of San Diego - BuyNet

The County of San Diego provides suppliers the opportunity to register through our online electronic procurement application called BuyNet. There is no charge to register for or use our system. Using BuyNet, you can:

- Register as a supplier
- Register to receive commodity based solicitation notifications
- View open solicitations
- Download solicitation documents
- Submit Quotations
- View posted bid abstracts
- View posted notices of intent to award
- View posted awards
- View historical solicitations, including documents and award information

Many of the BuyNet features are available to visitors who are not registered on the site. However, if you wish to receive solicitation notifications, respond to RFQ's, or download solicitation documents, registration is required. A valid email address is required to receive notifications.
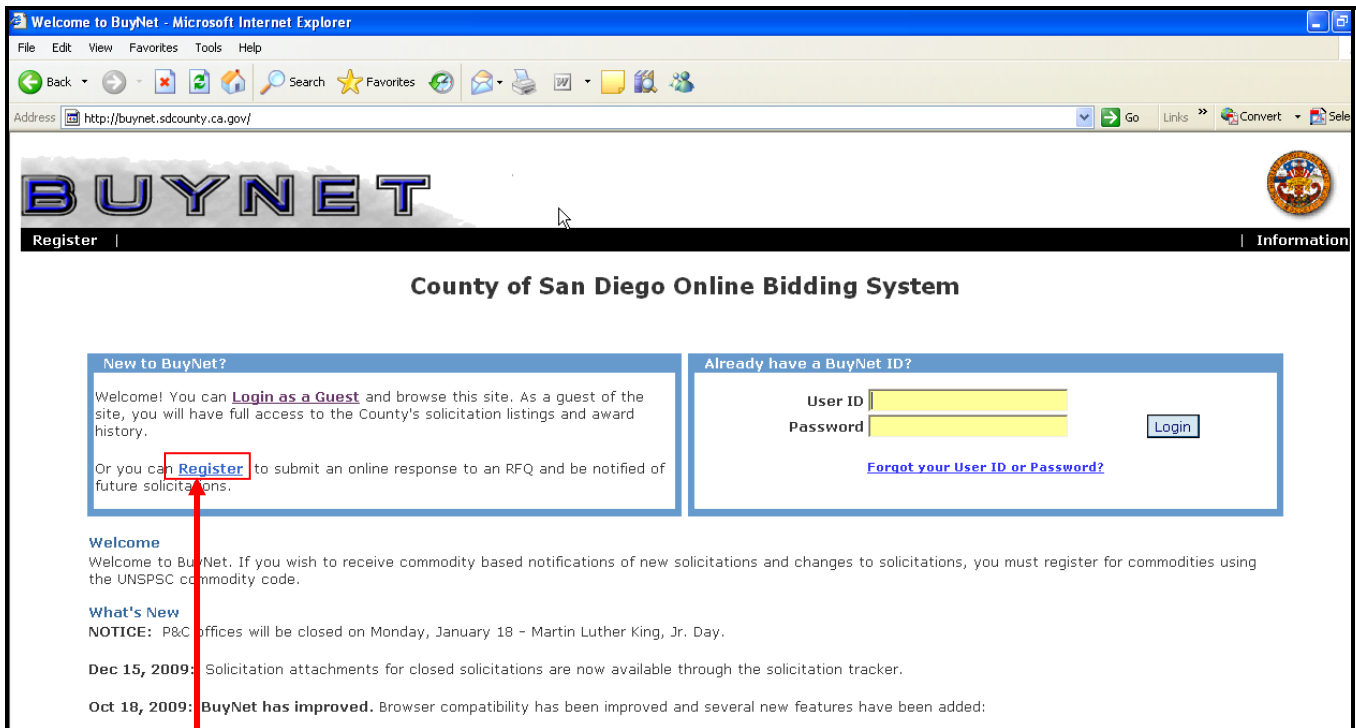
How to Register on BuyNet

You may access BuyNet through the County of San Diego website (http://www.sdcounty.ca.gov) or you may enter the address directly into your web browser: http://buynet.sdcounty.ca.gov

From the County of San Diego home page:

Step 2: Select "BuyNet, Online Procurement" under the "Procurement Section"

You have arrived at the BuyNet website when the following page displays:
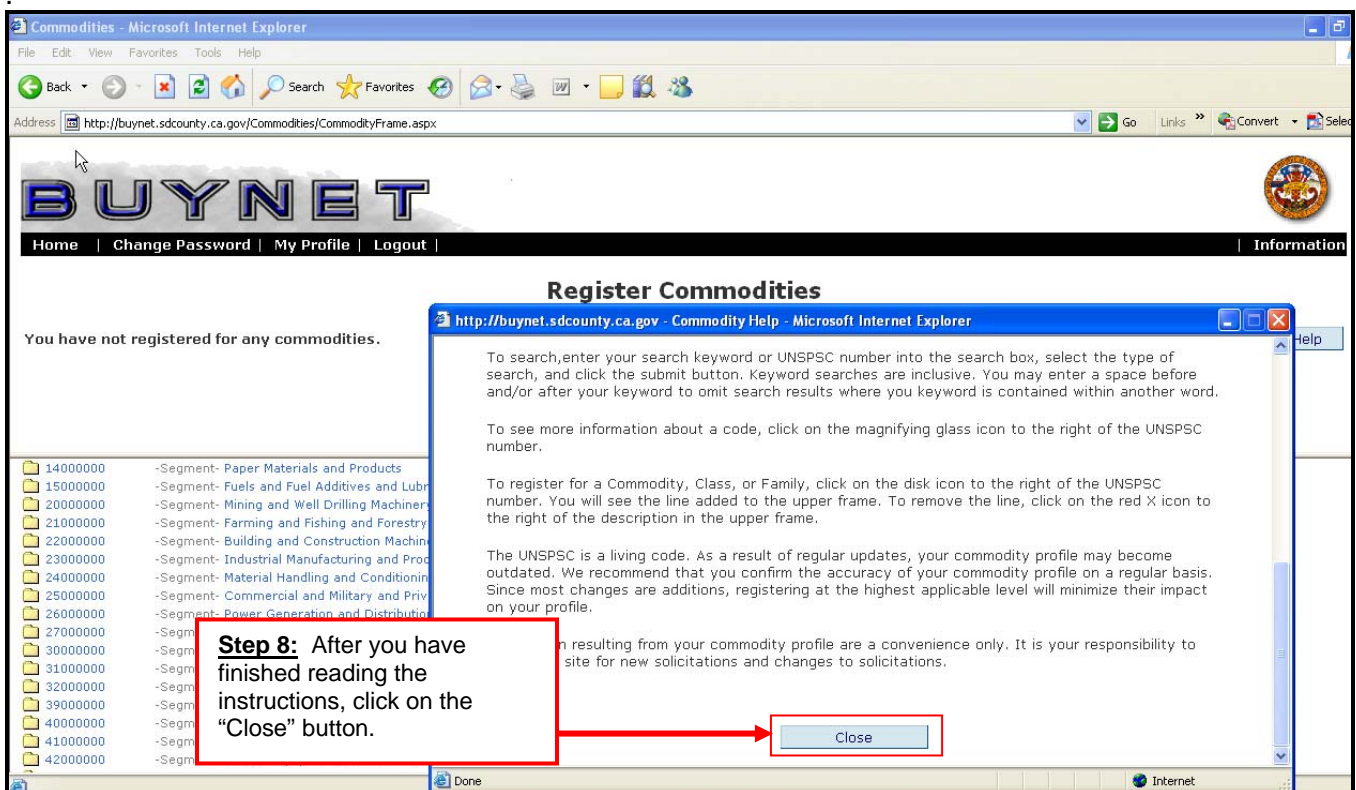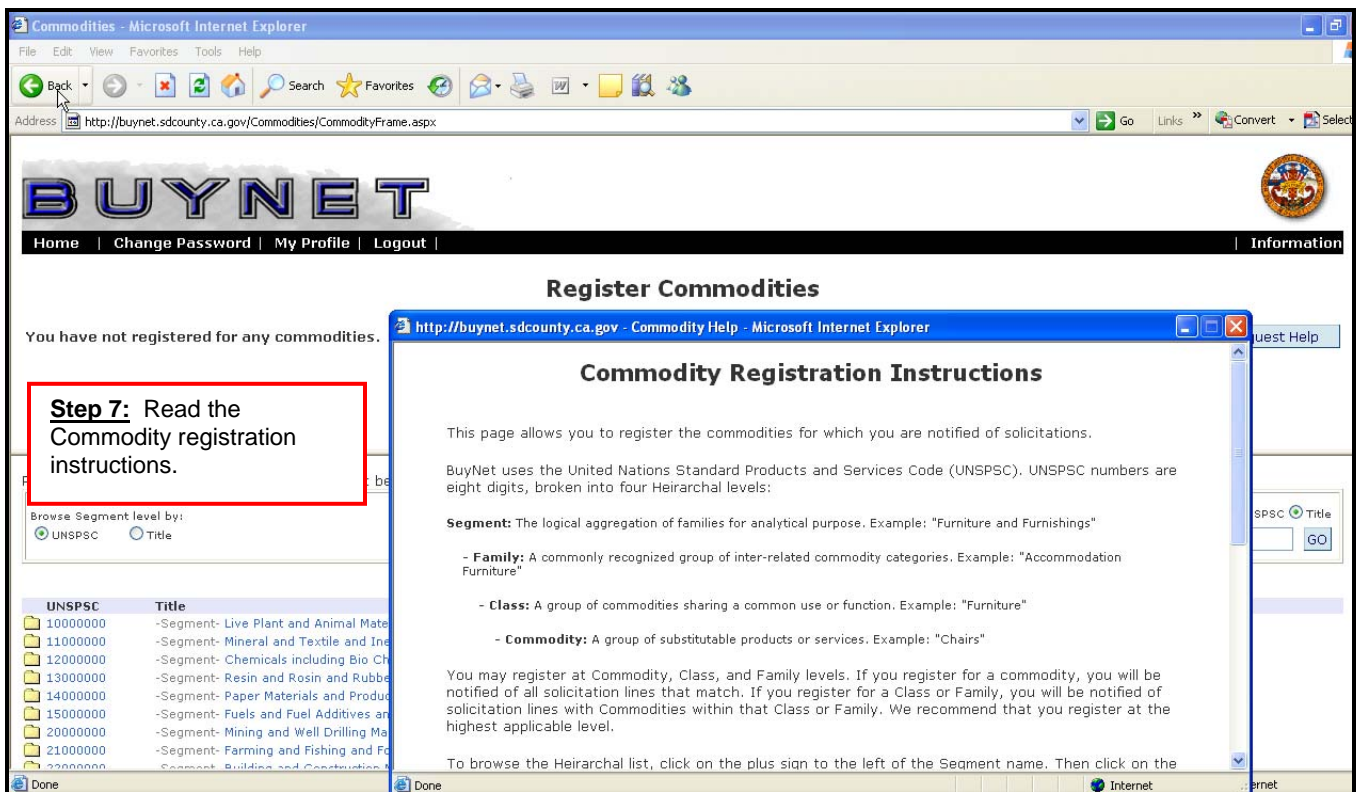

Step 3: Click on the **"Register"** link. Note: If you select the "**Login as a Guest**" link, you will have the option to browse through the current listing of solicitations, awards and other related content.

The Registration page has three sections which must be completed: Account Information, Company Profile Information and Contact Information.

You will arrive at the following page after creating a successful registration:

Step 6: To build your commodity profile, click on the "Register Commodities" button.
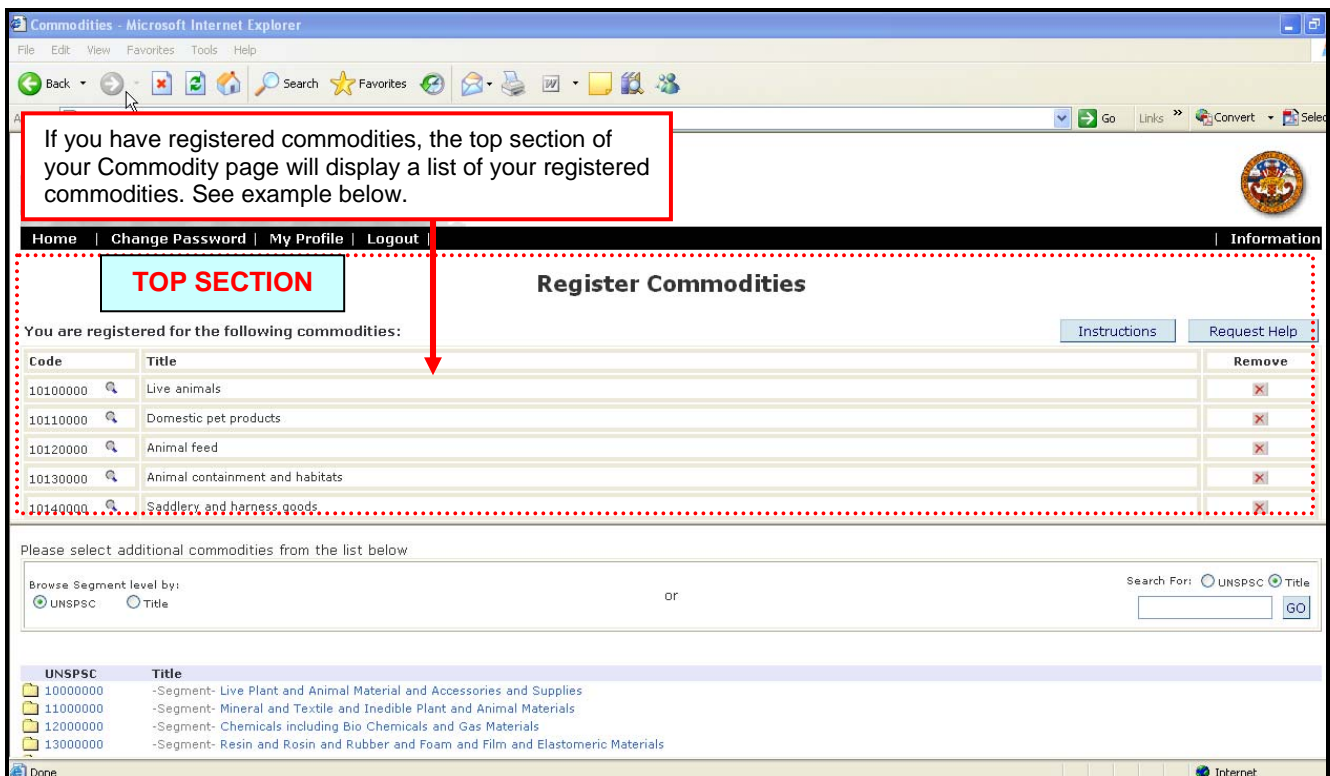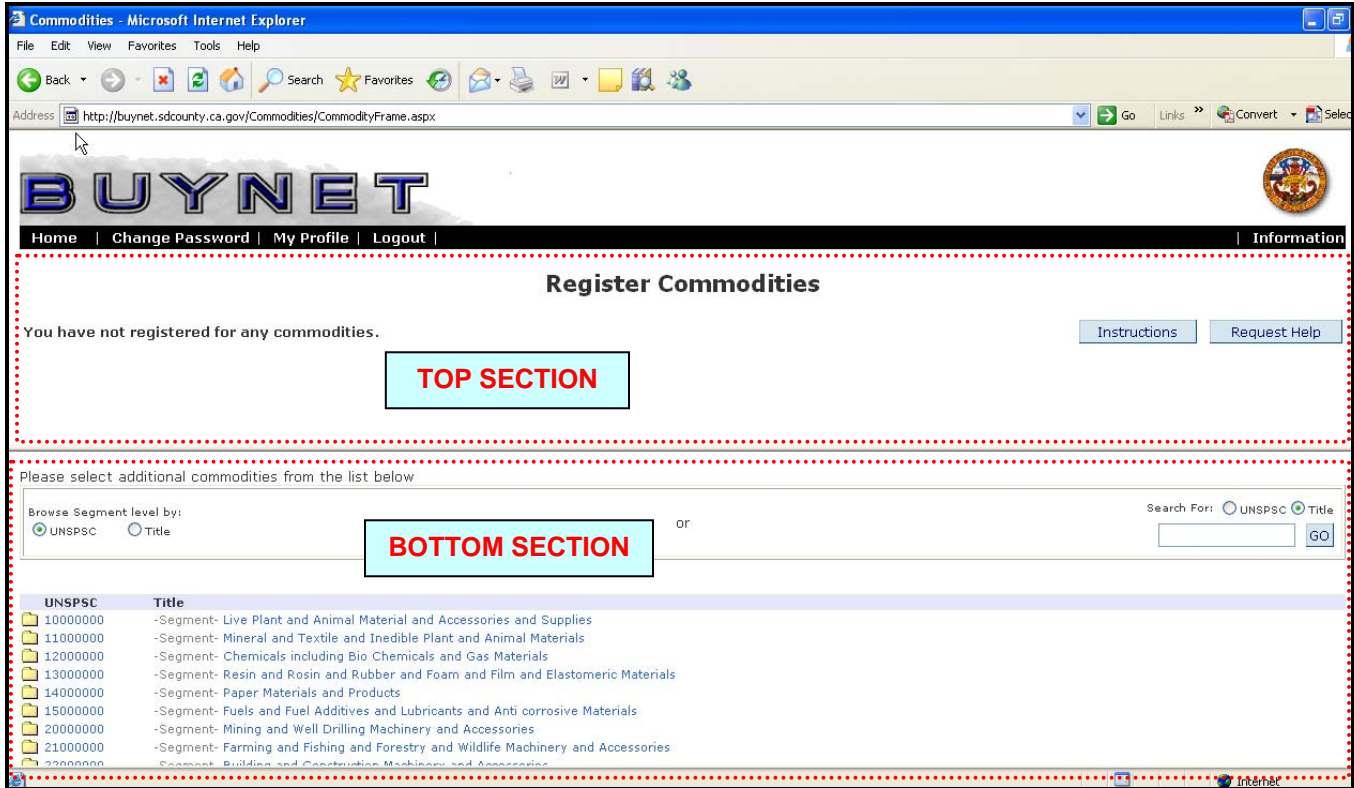
Rev. Sept 9, 2014

Before registering for your commodities, read the Commodity Instructions inside the Commodity Help pop-up window. It is important to read the Commodity Registration Instructions as it provides an overview of the UNSPSC (United Nations Standard Products and Services Classification) hierarchy and provides additional instruction on how to browse, search, and register for the goods and services that you wish to be notified of via e-mail.

Step 7: Read the Commodity registration instructions.

Commodity Registration Instructions

This page allows you to register the commodities for which you are notified of solicitations.

BuyNet uses the United Nations Standard Products and Services Code (UNSPSC). UNSPSC numbers are eight digits, broken into four Heirarchal levels:

Segment: The logical aggregation of families for analytical purpose. Example: "Furniture and Furnishings"

  - **Family:** A commonly recognized group of inter-related commodity categories. Example: "Accommodation Furniture"

    - **Class:** A group of commodities sharing a common use or function. Example: "Furniture"

      - **Commodity:** A group of substitutable products or services. Example: "Chairs"

You may register at Commodity, Class, and Family levels. If you register for a commodity, you will be notified of all solicitation lines that match. If you register for a Class or Family, you will be notified of solicitation lines with Commodities within that Class or Family. We recommend that you register at the highest applicable level.

To browse the Heirarchal list, click on the plus sign to the left of the Segment name. Then click on the

.

Step 8: After you have finished reading the instructions, click on the "Close" button.

To search, enter your search keyword or UNSPSC number into the search box, select the type of search, and click the submit button. Keyword searches are inclusive. You may enter a space before and/or after your keyword to omit search results where you keyword is contained within another word.

To see more information about a code, click on the magnifying glass icon to the right of the UNSPSC number.

To register for a Commodity, Class, or Family, click on the disk icon to the right of the UNSPSC number. You will see the line added to the upper frame. To remove the line, click on the red X icon to the right of the description in the upper frame.

The UNSPSC is a living code. As a result of regular updates, your commodity profile may become outdated. We recommend that you confirm the accuracy of your commodity profile on a regular basis. Since most changes are additions, registering at the highest applicable level will minimize their impact on your profile.

...n resulting from your commodity profile are a convenience only. It is your responsibility to ... site for new solicitations and changes to solicitations.

Close

The Register Commodities page is divided into 2 sections:

- The top section is your commodity profile which lists all the commodities you have registered for. If you have no registered commodities, it will display, "**You have not registered for any commodities**" (as shown in the screen shot below)
- The bottom section displays the UNSPSC hierarchy from which you search and register your commodities.

How to Register for a Commodity (Segment level research):

Each of the UNSPSC segments numbers or segment titles can be clicked on to view all related Families, Classes and Commodities.

UNSPSC	Title
10000000	-Segment- Live Plant and Animal Material and Accessories and Supplies

Step 1: Click on the UNSPSC number. The **Family** section for Segment 10000000 will open up and display. In this example the Family section is listed for "Live Plant and Animal Material and Accessories and Supplies"

UNSPSC	Title
10000000	-Segment- **Live Plant and Animal Material and Accessories and Supplies**
10100000	-Family- ⊞ Live animals
10110000	-Family- ⊞ Domestic pet products
10120000	-Family- ⊞ Animal feed
10130000	-Family- ⊞ Animal containment and habitat
10140000	-Family- ⊞ Saddlery and harness goods
10150000	-Family- ⊞ Seeds and bulbs and seedlings and cuttings
10160000	-Family- ⊞ Floriculture and silviculture products
10170000	-Family- ⊞ Fertilizers and plant nutrients and herbicides
10190000	-Family- ⊞ Pest control products

Step 2: To see the related **Classes** under one of the Family sections, click on the **+** sign.

UNSPSC	Title
10000000	-Segment- **Live Plant and Animal Material and Accessories and Supplies**
10100000	-Family- ⊞ Live animals
10110000	-Family- ⊞ Domestic pet products
10120000	-Family- ⊟ Animal feed
10121500	-Class- ⊞ Livestock feed
10121600	-Class- ⊞ Bird and fowl food
10121700	-Class- ⊞ Fish food
10121800	-Class- ⊞ Dog and cat food
10121900	-Class- ⊞ Rodent food
10122000	-Class- ⊞ Reptile food
10122100	-Class- ⊞ Miscellaneous animal food

Step 3: To see the related **Commodities** under one of the Class sections, click on the **+** sign.

Note: To start your search all over again, click on the arrow at any time – this will bring you back to the Segment listing.

UNSPSC	Title
10000000	-Segment- **Live Plant and Animal Material and Accessories and Supplies**
10100000	-Family- ⊞ Live animals
10110000	-Family- ⊞ Domestic pet products
10120000	-Family- ⊟ Animal feed
10121500	-Class- ⊞ Livestock feed
10121600	-Class- ⊞ Bird and fowl food
10121700	-Class- ⊞ Fish food
10121800	-Class- ⊟ Dog and cat food
10121801	-Commodity- Dry food for dogs
10121802	-Commodity- Moist food for dogs
10121803	-Commodity- Milk for dogs or cats
10121804	-Commodity- Dry food for cats
10121805	-Commodity- Moist food for cats
10121806	-Commodity- Treats or snacks for cats or dogs

There are no more sections left to browse once you have reached the Commodity level (the plus sign is not available).

Step 4: When you have found a specific product or service, click on the disk icon. You can register at the Family, Class or Commodity. In this example, the Family level of "Animal Feed" is being registered. We recommend registering at the Family level.

Once you have registered for a commodity, it will appear in the top section of the Register Commodities page.

To delete a commodity from your profile, click on the red X under the "Remove" column. The commodity is removed immediately.

How to Register for a commodity – Search by Keyword

Step 1: Select "Title" and enter your keyword. In this example "FOOD" is entered. Click on the "Go" button.

Step 2: All "food" results display. Select the disk icon for the products or services you want added to your commodity profile.

Note: The + sign which allows drill down capability is not available when doing the "Search for" option.

You are now registered for BuyNet and will receive notifications for solicitations with matching commodities. Click on the Home button on the menu bar to explore the rest of BuyNet.

Commodity profiling may be changed at any time in Buy Net by going to your profile. Go to "My Profile" → click on "Commodities" button.

For additional questions, contact the County of San Diego, Department of Purchasing and Contracting at (858) 505-6367.