



COUNTY OF SONOMA

IMPORTANT CHANGE NOTICE TO COUNTY OF SONOMA SUPPLIERS

The County of Sonoma changed to a new electronic procurement system in February 2015. This REPLACED our existing system, which you might know as “SCOP” or “BuySpeed.” New County bidding opportunities are now posted on the new [Supplier Portal](#).

You must register in the [Supplier Portal](#) to take advantage of its many benefits, including:

- Receiving emailed bid alerts and notifications based on selected commodity codes
- Reviewing and bidding on County business opportunities
- Reviewing awarded contracts, purchase orders, invoices, and payments

We want your visits to the [Supplier Portal](#) to be productive and successful, and have developed some Frequently Asked Questions (FAQs) to help you register in and use our new system. If you experience any technical issues when registering, please email our [Vendor Desk](#).

I’m a prospective Supplier and haven’t done business with the County before. How do I register?

- Have your Taxpayer ID number or SSN on hand.
- Navigate to the [Supplier Portal](#). We recommend you open the [Bidder Registration Instructions](#) in a new window, or print them to use during registration.
- Click on [Register as a Bidder](#) and follow the registration instructions. Please be sure to review and select appropriate commodity category codes.

I’m currently a County Vendor. Do I have to register again in the new system?

If you registered with the County before July 1, 2014, you are not registered in our new system. Please register in the new [Supplier Portal](#) in order to receive emailed bid notifications.

- Have your Taxpayer ID or Social Security Number on hand, along with your current Vendor ID number. If you no longer have your Vendor ID number available, please email our [Vendor Desk](#).

- Navigate to the [Supplier Portal](#). We recommend you open the [Vendor Registration Instructions](#) in a new window, or print them to use during registration.
- Click on [Register as a Vendor](#) and follow the registration instructions. Please be sure to review and select appropriate commodity category codes.

If you registered in the new system after July 1, 2014, you do not need to re-register. However, you do need to login to the [Supplier Portal](#) and update your account.

- Navigate to the [Supplier Portal](#). We recommend you open the [Vendor Account Management](#) link in a new window, or print out to use during registration.
- Login with your User ID and password. If you have misplaced them, send an email to our [Vendor Desk](#). When you receive your User ID, reset your password using the link on the [Supplier Portal](#) and login.
- In order to receive emailed bid notifications, you must edit existing contacts, designate a contact to receive emailed bid notifications, and select category codes for the goods and/or services you offer.

What can I do with my online Vendor account?

- Review bidding opportunities and place bids
- View invoices, payments, account balances, and purchase orders
- Update your company contact information, including email addresses
- Set up additional user accounts for employees based on the type of access your business requests

How will I know about the County's bid opportunities?

You will receive emailed notifications of bid opportunities based on the commodity category codes you select during the registration process. Registration in the [Supplier Portal](#) does NOT guarantee the receipt of electronic notification for all applicable solicitations. Suppliers should routinely check our [Supplier Portal](#) for a list of current business opportunities. County of Sonoma Suppliers are responsible for self-managing and updating their accounts online. Accounts should be checked regularly to assure your company's contact information and category code selection is up to date.

Whom should I contact if I cannot get into the system or have other technical issues?

Please send an email to our Vendor Desk at efs-vendor-desk@sonoma-county.org.