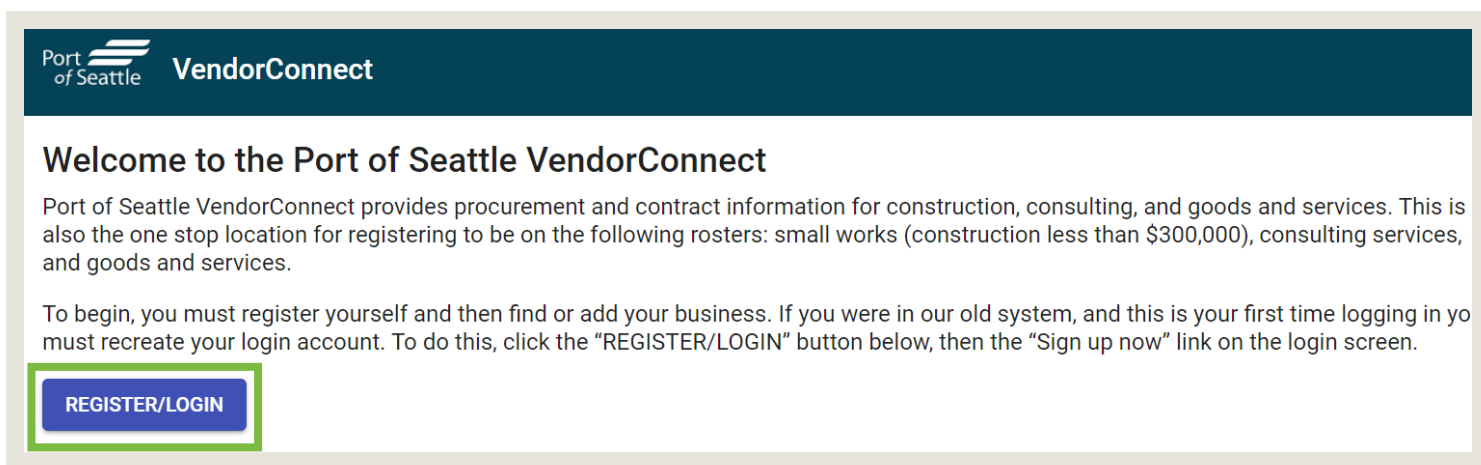


# Guide to Registering on VendorConnect

VendorConnect is the Port of Seattle's procurement and contract information database. With VendorConnect you can:

- Access a one-stop resource for construction projects, consulting services, and goods and services
- Reach Port buyers and procurement specialists
- Receive emails about Port events and business opportunities
- Search vendors and view the event calendar
- Learn current and future purchasing strategies
- Market your business to Port staff and external businesses, including primes seeking businesses to partner with on upcoming contracts

**Follow the steps below to register on VendorConnect!**



Port of Seattle **VendorConnect**

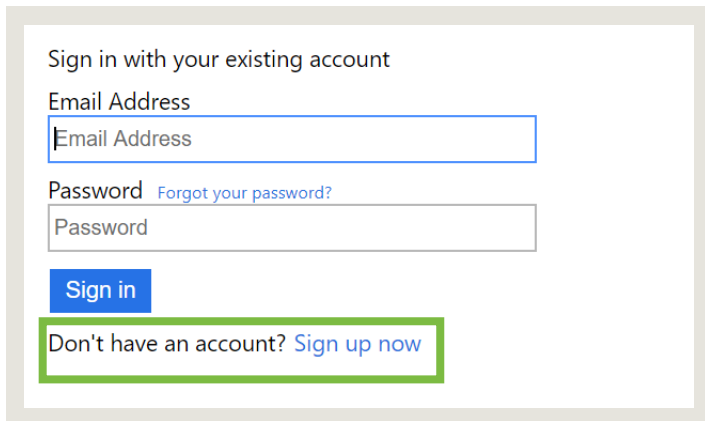
## Welcome to the Port of Seattle VendorConnect

Port of Seattle VendorConnect provides procurement and contract information for construction, consulting, and goods and services. This is also the one stop location for registering to be on the following rosters: small works (construction less than \$300,000), consulting services, and goods and services.

To begin, you must register yourself and then find or add your business. If you were in our old system, and this is your first time logging in you must recreate your login account. To do this, click the "REGISTER/LOGIN" button below, then the "Sign up now" link on the login screen.

**REGISTER/LOGIN**

**Step One: Visit <https://hosting.portseattle.org/sops> and click the *Register/Login* button.**



Sign in with your existing account

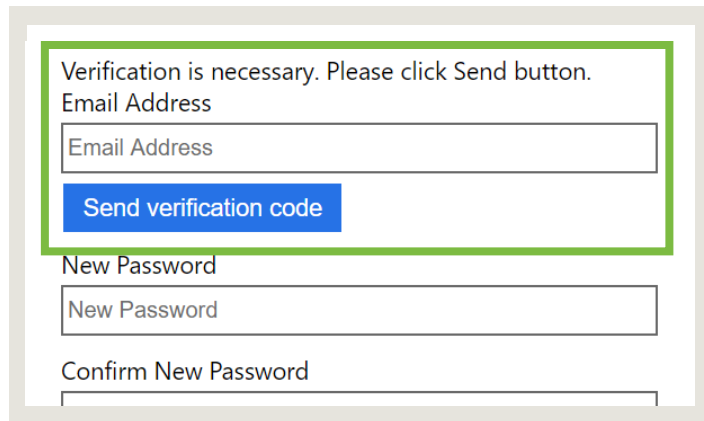
Email Address

Password [Forgot your password?](#)

**Sign in**

Don't have an account? [Sign up now](#)

**Step Two: Click on *Sign up now*.**



Verification is necessary. Please click Send button.

Email Address

**Send verification code**

New Password

Confirm New Password

**Step Three: Enter your email address and click on *Send Verification Code*.**

# Guide to Registering on VendorConnect

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification code

New Password

Confirm New Password

**Step Four: Enter the code sent to your email address and click *Verify code*.**


New Password

Confirm New Password

Display Name

**Step Five: Create & confirm a password then enter your name (first and last) under *Display Name* and click *Create*.**

---

 **MY PROFILE (diversityincontracting@portseattle.org)**

DC Staff  
Business Phone: PLEASE UPDATE  
Mobile Phone: PLEASE UPDATE

Joined: Mar 19, 2020

**Step Six: On the next screen, click the *Edit* button to enter your job title and a phone number.**

# Guide to Registering on VendorConnect

**MY VENDORS** [JOIN/ADD VENDOR](#)

Have you registered your account with a Vendor? Find your Vendor in our directory or add it if you are new doing business with us. Once you are a validated contact with a Vendor, you can subscribe and interact with Solicitations of interest.

---

**MY SOLICITATIONS** [FIND SOLICITATION](#)

You have no Solicitations.

**Step Seven:** Now click on the *Join/Add Vendor* button to associate your company with your account.

Port of Seattle VendorConnect

DASHBOARD > VENDOR INDEX

### Vendor Index

List of publicly viewable vendors. Use the filter for more detailed searches. If you are new to our system or cannot find your Vendor profile, you may [CREATE A NEW VENDOR](#).

**Step Eight:** If someone from your company has already registered, use the search field to find and select your company (continue to Step Nine). Otherwise, click on *Create A New Vendor* (skip to Step Ten).

Port of Seattle VendorConnect

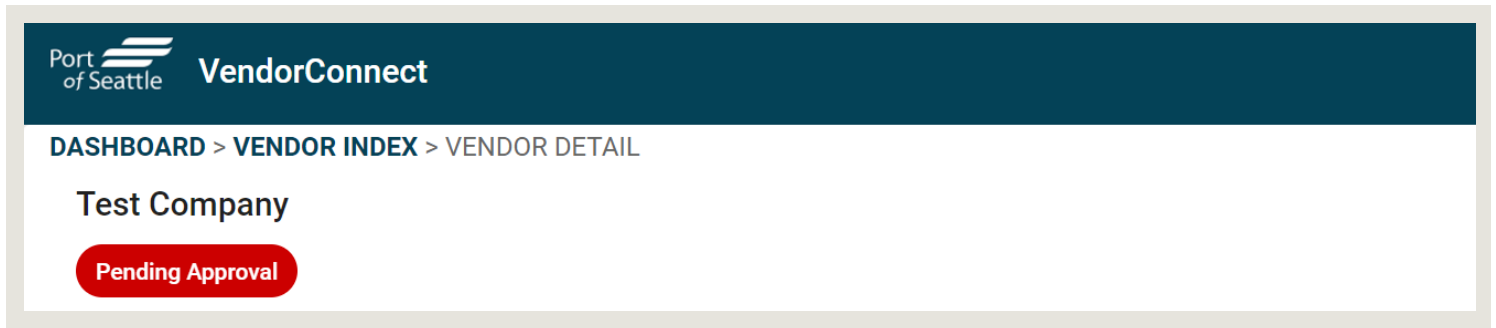
DASHBOARD > VENDOR INDEX > VENDOR DETAIL

### Test Company

[BECOME A CONTACT FOR THIS VENDOR](#)

**Step Nine:** After selecting your company from the list, click on *Become A Contact For This Vendor*.

# Guide to Registering on VendorConnect



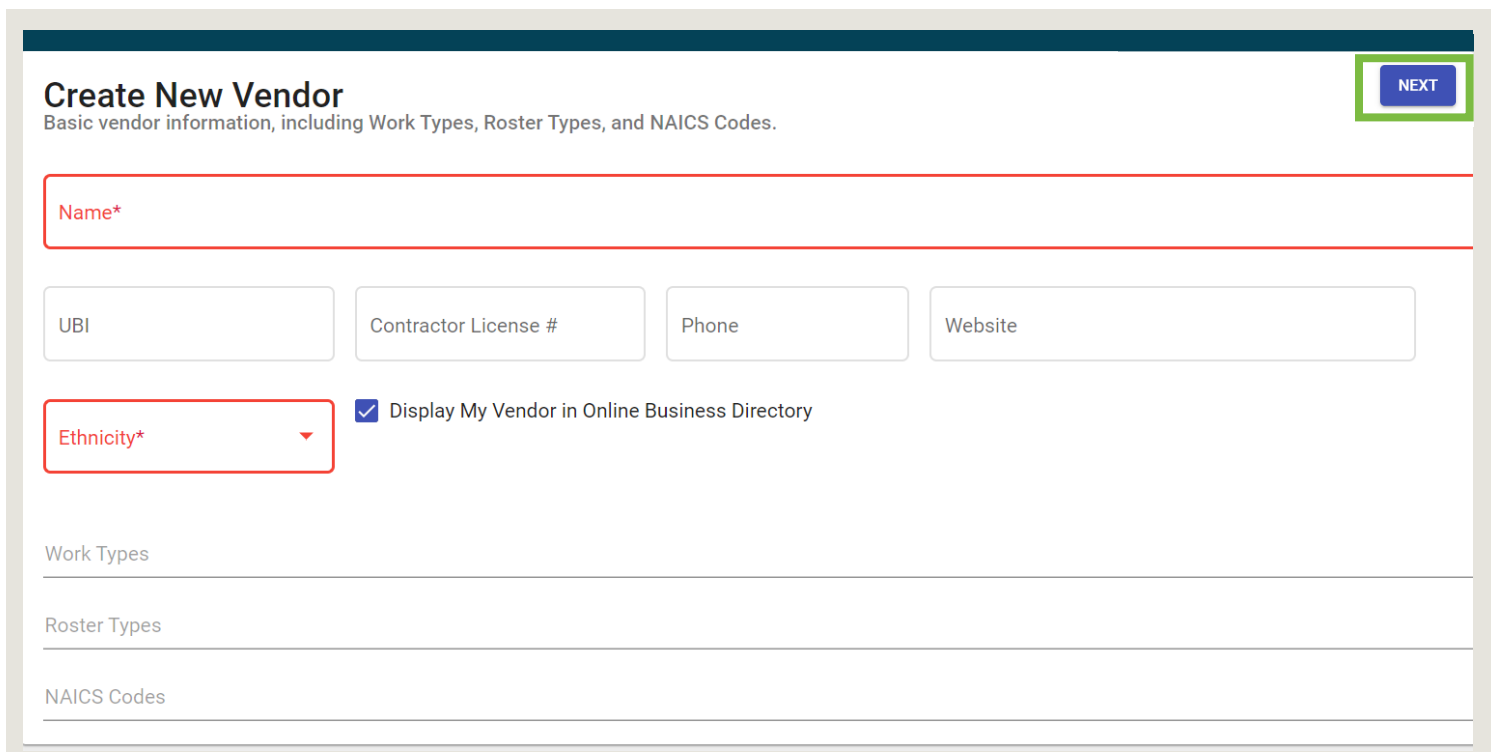
Port of Seattle VendorConnect

DASHBOARD > VENDOR INDEX > VENDOR DETAIL

Test Company

Pending Approval

**Step Nine (B):** A registered member from your firm will receive an email asking them to approve your association to the company's profile. Skip to Step Twelve.



Create New Vendor NEXT

Basic vendor information, including Work Types, Roster Types, and NAICS Codes.

Name\*

UBI Contractor License # Phone Website

Ethnicity\*  Display My Vendor in Online Business Directory

Work Types

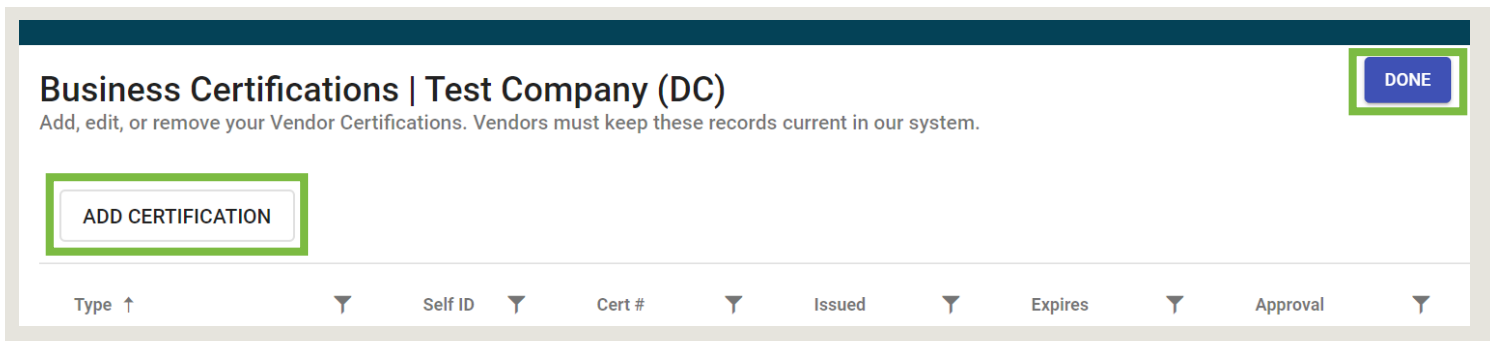
Roster Types

NAICS Codes

**Step Ten:** Enter all of your company's information. Only the name of the company and ethnicity of the owner(s) is required now and the rest can be completed later. If you prefer to not provide the ethnicity of the owner(s), please select "Prefer Not to Answer."

**Work Types, Roster Types, & NAICS Codes** help Port staff understand the services you provide. It is in your best interest to provide this information. These fields require you to click on the item you wish to select in the drop-down list that appears. You may select more than one option in each. Finish by clicking **Next**.

# Guide to Registering on VendorConnect



**Step Eleven: If your company has any state and/or federal certifications (see below), click the *Add Certification* button to select the certification type and enter your certification number. Click *Done* when complete.**

## State Certifications

**CBE** – Combination Business Enterprise (CBE) is a business that is 51% owned and controlled by a combination of minorities or women that would not otherwise meet the definition of MBE, WBE, MWBE.

**LGBTQBE** – LGBTQ Business Enterprise (LGBTQBE) is a business that is at least 51% owned and controlled by one or more individual who identify as lesbian, gay, bisexual, transgender, or queer.

**MBE** – Minority Business Enterprise (MBE) means a business that is at least 51% owned and controlled by minority (including, but not limited to African Americans, Asians, and Hispanics) group members. May be certified, by Washington State OMWBE or other agency, or self-declared

**MWBE** – Minority Women Business Enterprise (MWBE) is a business that is at least 51% owned and controlled by minority women (including, but not limited to African Americans, Native Americans, Asians, Hispanics) group members. May be certified by Washington State OMWBE or other agency, or self-declared.

**SEDBE** – Socially and Economically Disadvantaged Business Enterprise (SEDBE) is a business that is at least 51% owned and controlled by a women and/or minority (including, but not limited to African Americans, Native Americans, Asians, Hispanics) and have a net worth that does not exceed \$1.32 million. May be certified by Washington State OMWBE or other agency, or self-declared.

**WBE** – Women Business Enterprise (WBE) means a business that is at least 51% owned and controlled by women. May be certified, by Washington State OMWBE or other agency, or self-declared.

## Federal Certifications

**The following are** federally regulated certification programs that are administered by state and local agencies. The Port recognizes certifications from OMWBE.

**DBE** – Disadvantaged Business Enterprise

**ACDBE** – Disadvantaged Business Enterprise for Concessionaires Located at Airports

**SBE** - Small Business Enterprise

**For more information on certifications, visit <https://omwbe.wa.gov/>.**

# Guide to Registering on VendorConnect

Port of Seattle VendorConnect

DASHBOARD > VENDOR INDEX > VENDOR DETAIL

## Test Company

EDIT

Overview Contacts Documents

UBI Contractor License #

Phone Website

**Step Twelve: Congratulations! You have completed the registration process. Click on *Dashboard* to return to your home screen.**

Port of Seattle VendorConnect

## Welcome to the Port of Seattle VendorConnect

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CURRENT AND PAST SOLICITATIONS FUTURE SOLICITATIONS SEARCH PUBLICLY VIEWABLE VENDORS VIEW EVENT CALENDAR

**You may now use the site freely. Be sure to look at *Current and Past Solicitations* to see what business opportunities exist.**

DASHBOARD > SOLICITATIONS INDEX > SOLICITATION DETAIL

20-03 SEA Train System Upgrade RFI

Bid Due Date: Mar 20, 2020, 2:00:00 AM

Question Cut-off Date: Mar 10, 2020, 12:00:00 AM

BECOME A PLAN HOLDER

Overview Documents Events Event Documents

**When you find a solicitation that interests you, open it and click on *Become A Plan Holder* to ensure you receive all updates regarding that solicitation.**


# Guide to Registering on VendorConnect

Plan Holders/Bidders will receive notifications of events and document updates via email ([foster.j@portseattle.org](mailto:foster.j@portseattle.org)).

Plan Holder Role

- Prime
- General
- Sub
- Supplier
- Other

never mind

Documents	Events	Event Documents
Date	Estimate Quarter	Estimate Year
 Order of Magnitude	1	2020


Select your role from the dropdown list and click the *Become a Plan Holder* button.


DASHBOARD > SOLICITATIONS INDEX > SOLICITATION DETAIL

**20-03** SEA Train System Upgrade RFI

Bid Due Date: Mar 20, 2020, 2:00:00 AM

Question Cut-off Date: Mar 10, 2020, 12:00:00 AM

 YOU ARE A PLAN HOLDER

 ASK QUESTION

After registering as a Plan Holder the *Ask Question* button will appear. Clicking this button will open a text box you can use to ask your question.

# Guide to Registering on VendorConnect

DASHBOARD > SOLICITATIONS INDEX > SOLICITATION DETAIL

**20-03** SEA Train System Upgrade RFI

Bid Due Date: Mar 20, 2020, 2:00:00 AM  
Question Cut-off Date: Mar 10, 2020, 12:00:00 AM

YOU ARE A PLAN HOLDER

Submitted questions will be addressed in Solicitation addenda. Plan Holders/Bidders receive notification of all document updates.  
Questions asked past the Question Cut-Off date may not receive an answer.

After typing your question, click the **Ask** button. Your question will be submitted to the Contract Administrator and may be answered in an addendum. Addenda will be posted in the **Documents** section on the solicitation detail page. Plan Holders will receive email notifications regarding changes and updates directly from the VendorConnect system.