

Initial Vendor Registration using Vendor Registry

Registering with a Vendor Registry partnered government or school district is a simple process with our easy to use online portal.

Follow these simple steps to get your Vendor Registry account started.

1. Find the vendor registration link under the government's Purchasing or Procurement Department page
2. Fill out required(*) fields and click 'Get Started' button to receive your PIN by email



Registration

Welcome to the Vendorville County Vendor Registration System

Vendorville County is pleased to offer a free, online vendor registration system, powered by Vendor Registry.

Begin your registration by entering the information below and clicking "Get Started."

Already have a Vendor Registry Profile?

Log in to complete your registration with Vendorville County.

TITLE
<input type="text" value="-Select-"/>
FIRST NAME *
<input type="text" value="First Name"/>
LAST NAME *
<input type="text" value="Last Name"/>
COMPANY NAME *
<input type="text" value="Company Name"/>
EMAIL ADDRESS *
<input type="text" value="Email Address"/>
<small>This email address will be your username. An automatic email will be sent to this address for verification. Please use an email address you can easily access.</small>
VERIFY EMAIL ADDRESS *
<input type="text" value="Verify Email Address"/>
PHONE NUMBER *
<input type="text" value="(###) ###-####"/>
POSITION *
<input type="text" value="Please Select One"/>
<input type="checkbox"/> I AM THE PRIMARY DECISION-MAKER FOR MY BUSINESS
<input type="checkbox"/> I AGREE TO THE TERMS AND CONDITIONS
<input type="button" value="GET STARTED"/>



Note: If you do not receive your PIN number, please visit our [FAQ page](#) to find next steps.

[Vendor Registry Terms of Service](#)

3. Enter your four-digit PIN code, create your password and click 'Confirm and Continue' button

VendorRegistry

Registration

Login Information

An email has been sent to the email address listed below. Please access that email account and enter the PIN contained in the email into EMAIL VERIFICATION PIN.

EMAIL VERIFICATION PIN ⓘ

Enter PIN

Enter this pin to your email address. [Reset PIN](#)

USERNAME

vr@gmail.com

CREATE PASSWORD *

Password

RETYPE PASSWORD *

Retype Password

CONFIRM AND CONTINUE

Need help? Call us at 844-802-9202 or cservice@vendorregistry.com

4. Fill in required(*) Company Information fields and click Confirm and Continue.

Company Information

Great! Please confirm all your information is correct.

ADDRESS OUTSIDE OF THE UNITED STATES

STREET ADDRESS *

STREET ADDRESS (LINE 2)

CITY *

STATE *

ZIP CODE *

COUNTY *

FEIN (COMPANY TAX ID) OR SOCIAL SECURITY NUMBER

Business Diversity Declarations *
Questions about this section? [Click here](#)

NONE / NOT APPLICABLE TO MY BUSINESS
 MINORITY OWNED More info
 WOMEN OWNED SMALL BUSINESS More info
 VOSB (VETERAN OWNED SMALL BUSINESS) More info
 SDVOSB (SERVICE DISABLED VETERAN OWNED SMALL BUSINESS) More info
 EDWOSB (ECONOMICALLY DISADVANTAGED WOMEN OWNED SMALL BUSINESS) More info
 OTHER

Diversity Certifications

DBE CERTIFIED More info
 HUBZONE CERTIFIED More info
 SBA 8(a) More info
 OTHER

View associated SBA Guidelines by clicking on the linked text in any section above.

DO YOU WORK WITH OTHER GOVERNMENT AGENCIES? *

HOW MANY BIDS/QUOTES DO YOU RESPOND TO IN A GIVEN YEAR FOR ALL GOVERNMENT AGENCIES? *

NUMBER OF EMPLOYEES

- Visit [U.S. Small Business Administration](https://www.sba.gov) website to access more information on types of disadvantaged business entities.
- Select 'NONE/ NOT APPLICABLE TO MY BUSINESS' if your company does not have a diversity declaration.

5. Add Keywords that describe your product and/or services

Keywords
Keywords are used to match your business to bid opportunities. Please use the field below to enter the keywords that describe your product and/or service.

ADD A KEYWORD OR PHRASE (EXAMPLES: LANDSCAPING OR OFFICE SUPPLIES) ⓘ

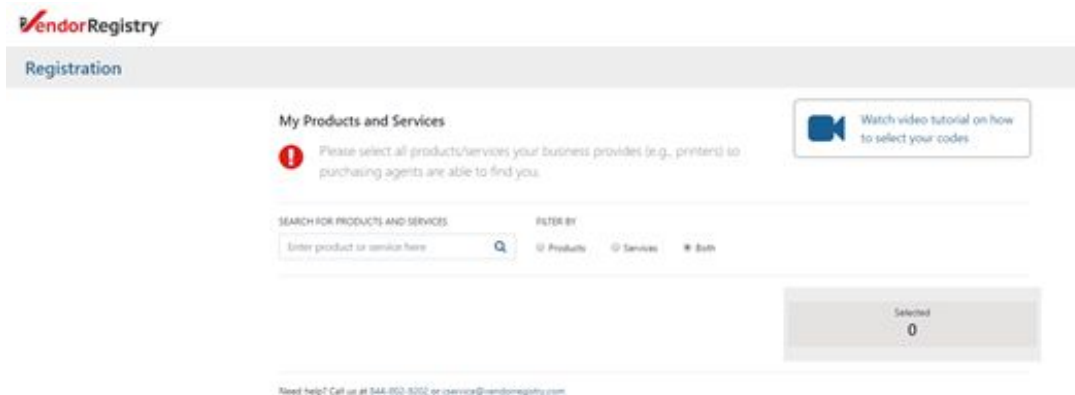
Enter each keyword or phrase separately and press "ADD" or the enter key + ADD

KEYWORDS THAT DESCRIBE YOUR PRODUCT AND SERVICE OFFERINGS

Keyword	Active Bids	Closed Bids Past 12 Months	Action(s)
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Need help? Call us at 844-802-9202 or cservice@vendorregistry.com

6. Select the products and services that your company provides



VendorRegistry
Registration

My Products and Services
Please select all products/services your business provides (e.g., printers) so purchasing agents are able to find you.

Watch video tutorial on how to select your codes

SEARCH FOR PRODUCTS AND SERVICES
Enter product or service here

FILTER BY
 Products Services Both

Selected
0

Need help? Call us at 844-802-9202 or cservice@vendorregistry.com

- In the search bar, type a keyword that describes your products and/or services (search one keyword at a time)
- In the 'Filter By:' select if you want to search for products, services or both
- Click on the magnifying glass in the search bar to execute the search and show results
- Within the results, find the description(s) that best fit your products and/or services and click on the blue plus (+) sign to add the codes to your profile (you can select multiple codes). Your selected product and service codes will populate in the light gray box on the right side under 'Selected'.
- Click 'Save and Continue' once you have added all codes

6. Congratulations! You have completed your registration through Vendor Registry.



Registration

Congratulations! Your free registration with Vendorville County is complete.

You have 193 active bids available from additional agencies in your premium bid center. Ready to start winning more business? Visit [My Sales Territory](#) and select the states your company serves to start a bid notification subscription.

If you only work with Vendorville County and don't want to receive bid notifications from other agencies, then you're finished and can [access your account now](#).