

Vendor Registration

Contra Costa County has developed the Purchasing Portal website to allow vendors to easily submit and manage their company's information. Purchasing Portal is the tool the County uses to select vendors, issue Purchase Orders, and manage business opportunity programs. Taking the time to register is the first step to doing business with the County.

The following pages will guide you step-by-step through the registration process. Please follow these steps carefully. If you find you need assistance completing this process, or have any questions about doing business with Contra Costa County, please contact us by phone or email at (925) 313-2120 or purchasing@pw.cccounty.us. We appreciate your interest in doing business with the County. Clicking the image below will take you to the Purchasing Portal site.

The screenshot shows the 'Vendor Registration' page of the Contra Costa Co. Purchasing Portal. At the top, a dark blue banner reads 'Welcome To Contra Costa Co. Purchasing Portal'. Below this is the Contra Costa County seal and the text 'CONTRA COSTA COUNTY PURCHASING PORTAL'. The main heading is 'Vendor Registration'. There are three main sections, each with a blue progress bar icon:

- Register**: Register here to begin using Contra Costa Co. Purchasing Portal. Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**: Complete registration here to begin using Contra Costa Co. Purchasing Portal. Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**: Browse open bid opportunities.

Below these sections is a login form with two input fields: 'Login ID:' and 'Password:'. A 'Login' button is positioned below the password field. Below the login form is a link: [Forgot your password?](#)

At the bottom of the page, a dark blue footer contains the text: © 2012 Periscope Holdings, Inc. All Rights Reserved.

Step 1: Accessing Purchasing Portal

The first step to online vendor registration is logging into the Purchasing Portal website using the URL <https://purchasing.cccounty.us>. Purchasing Portal can also be accessed through the County's website at www.cccounty.us. Find the Purchasing Services page under the Business tab at the top menu.



Step 2: Register

If you are new to Purchasing Portal, click on the [Register](#) link. A pop-up window will appear. Enter your company's Federal Tax Identification Number (FEIN) and Company Name, or your Social Security Number and Name.

- [Register](#)

Register here to begin using Contra Costa Co. Purchasing Portal. Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)

Complete registration here to begin using Contra Costa Co. Purchasing Portal. Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)

Browse open bid opportunities.

[Forgot your password?](#)

IMPORTANT: If the tax ID is already registered, a notification will appear and you will not be able to continue the registration process. If this occurs, or you are a foreign vendor, call or email for assistance. Vendors registering with an incorrect FEIN will be deleted from the system.



Step 3: Company Information

If your tax ID is new to the system, a Register screen will appear. Along the top of this screen you will see a number of tabs beginning with the Company Information section. Provide your company’s official address and contact information. Note that the Vendor Legal Name field must match the name registered with the Internal Revenue Service for your Federal Tax ID Number. Fields with an asterisk are required. Click on the **SAVE AND CONTINUE REGISTRATION** button at the bottom of the screen.




Phone: (925) 313-2120 ■ E-mail: purchasing@pw.cccounty.us

County Website: www.cccounty.us ■ Purchasing Portal: <https://purchasing.cccounty.us>

Step 4: Administrative User Information

In this section, provide the information for an Administrative User for your organization. This user will be designated as the Administrator, and will be responsible for updating organizational information and adding new users. The Login ID and Password must be 6-20 characters long, containing at least one letter, and one number and must be unique in the system. A duplicate Login ID will result in an error screen. The initial password is temporary and will need to be changed the first time you log in.

At this time, a login question and answer must be provided – this will enable your Administrator to access the [Forgot your Password](#) link on the login screen if needed. Click **SAVE AND CONTINUE**.

- 
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[Open Bids](#)
 Browse open bid opportunities.

STEP 5: Addresses

Your primary address will automatically become your General or primary address. If the complete General Address does not show up in the Address Information box, return to the Company Information tab and complete the address fields. Remember to click on the SAVE AND CONTINUE REGISTRATION button or you information will be lost.

Register - Jen's Computers - jen@computer.com

Company Information Administrator **Address** Terms Categories & Certifications Commodity/Service Codes Summary

Maintain Addresses for: Jen's Computers

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Jennifer Techie 4321 Main Street Martinez, CA 94553 US Email: jen@computer.com Phone: (925)555-5151	Active	Yes

Add Another Address Continue Registration

The system allows you to input multiple addresses and designate their purpose. To input additional addresses, click the **ADD ANOTHER ADDRESS** button at the bottom. When finished, click **SAVE AND CONTINUE REGISTRATION**.

Address Book - Jen's Computers

Enter a New Address

Address Type: **Purchase Order Mailing Address**

Name this Address*: _____

Contact Name*: _____

Address Line 1*: _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

Country*: US - United States of America

City*: _____ State/Province*: _____

ZIP*: _____ County: _____

STEP 6: TERMS

The Terms tab enables you to select your company's preferred payment, freight and shipping terms. This tab is optional and is not binding on the vendor or the County. Once complete, click **SAVE & CONTINUE REGISTRATION**.

STEP 7: Categories & Certifications

You must select the type of work you provide. Continue down the form and indicate if your firm is an SBE, MBE, WBE, DBE, DVBE, or LBE. The definition for each category is provided. At the bottom of the form click on the **ACKNOWLEDGMENT** and **CERTIFICATION OF BUSINESS INFORMATION** buttons. When finished, click **SAVE AND CONTINUE REGISTRATION**.

Category: Work Conducted By Firm	
Description: Select the options that correspond with what your firm does.	
Please select at least one category value	
Select	
<input type="checkbox"/>	Construction
<input type="checkbox"/>	Consultant
<input type="checkbox"/>	Service Provider
<input type="checkbox"/>	Vendor / Supplier
<input type="checkbox"/>	Other (If none of the above categories apply)

STEP 8: Commodity Codes

The Commodity/Service Codes screen allows you to select 5-digit NIGP (National Institute of Governmental Purchasing) Codes. NIGP Commodity codes are used by agencies to classify products and services. The commodity codes you select will be used to determine which notifications you receive for bids and other business opportunities. Search by keyword or scroll through general categories. Select the boxes for the 5 Digit NIGP Codes you want to save. You can add more codes by selecting the **SAVE AND ADD MORE** button, or click **SAVE AND CONTINUE REGISTRATION** when finished. The Codes you have selected will be displayed when you return to the Commodities/Service Codes tab.

The screenshot shows the 'Commodity/Service Codes' tab in a registration system. It includes a search section with fields for NIGP Class, NIGP Class Item, NIGP Keyword, and Search using. Below this is a 'NIGP Code Browse' section with a 'Show Categories' button and a table of codes. At the bottom, there are two buttons: 'Save and Add More' and 'Save and Continue Registration'.

Annotations:

- Blue arrows point to the 'Commodity/Service Codes' tab and the 'NIGP Class' dropdown menu.
- A box labeled 'Scroll through list' points to the 'NIGP Class' dropdown.
- A box labeled 'Search by Keyword' points to the 'NIGP Keyword' text input field.
- A box labeled 'OR Browse by Category' points to the 'Show Categories' button.
- A box labeled 'Select 5 Digit Codes' points to the checkboxes in the 'NIGP Code Browse' table.
- A blue circle highlights the 'Save and Add More' button.

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	205-10	Cabinets and Cases: Desktop Cases, Tower Cases, Drive Cabinets, etc., Environmentally Certified Products
<input checked="" type="checkbox"/>	205-53	Microcomputers, Desktop or Tower based, Environmentally Certified Products
<input checked="" type="checkbox"/>	205-54	Microcomputers, Notebook, Environmentally Certified Products
<input checked="" type="checkbox"/>	205-55	Microcomputers, Multi-processor, Environmentally Certified Products
<input type="checkbox"/>	205-68	Peripherals, Miscellaneous: Joy Sticks, Graphic Digitizers, Light Pens, Mice, Pen Pads, Trackballs, Secure I.D. Access Cards, Headsets Environmentally Certified Products

STEP 9: Summary

The final tab provides a summary of all the information you have provided. If you have missed any required fields, this will be indicated in red at the top of the page. You can click on the appropriate tab to return and edit the information. If you need assistance, please contact us at the phone number or email address below. If your registration is complete, be sure to click the **COMPLETE REGISTRATION** button at the bottom of the Summary tab.

Register - Jen's Computers - jen@computer.com

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes **Summary**

Overall Validation Errors

- MGP Code is required, please select at least one.

Company Information

Vendor ID:	00000005	Alternate ID:		Company Name:	Jen's Computers
Status:	Active	Status Change Reason:		Tax ID#:	123045679
Tax ID Type:	EIN	Incorporation Details - State:	CA	Year of Incorporation:	5
Business Description:		Preferred Delivery Method:	Mail	Vendor Email:	jen@computer.com
Emergency supplier:	No				
Emergency Phone:					
Emergency Contact:					
Emergency Email:					
Emergency Info Comment:					

Users Information

Login ID	First Name	Last Name	Status	Roles
jencomp1985	Jennifer	Techie	Active	Seller Seller Administrator

Address Information

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	4321 Main Street Martinez, CA 94553 US Email jen@computer.com Phone: 0000000000000000	Active	Yes

Complete Registration

What Happens Next?

Thank you for completing the self-registration process with the Contra Costa County Purchasing Portal electronic procurement system. A message will be sent to the email address you provided on the Company Information tab to confirm that your registration is complete. If your registration is not complete, you will receive an email with information about how to return to Purchasing Portal to complete the process. Additional information, instructions, and Frequently Asked Questions may be found on the County's website at www.cccounty.us.