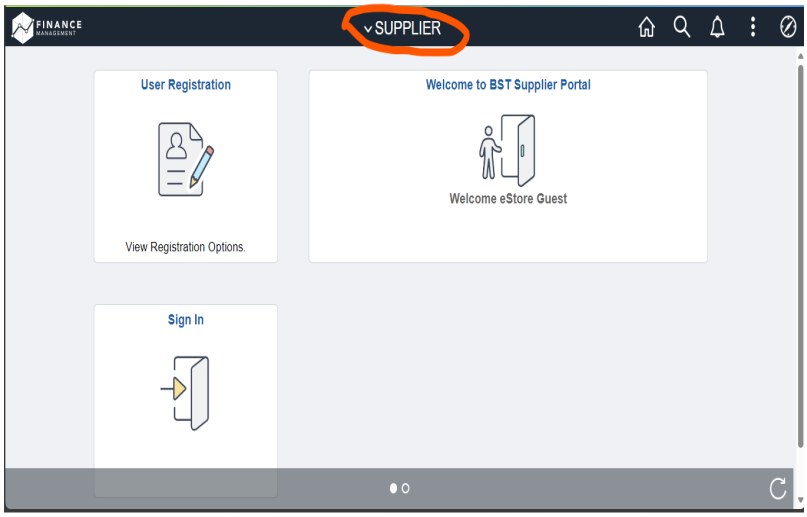
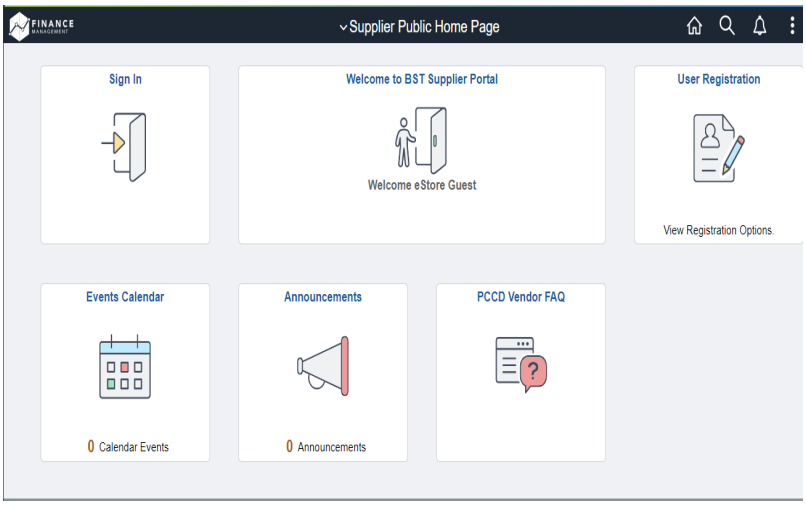
Standard Operating Procedure
Vendor Registration

Introduction

This SOP serves as a comprehensive guide for vendors and internal staff to understand the standardized processes for vendor registration in the Peralta Community College District (PCCD) Supplier Portal. By streamlining these processes, the PCCD ensures smooth collaboration, enhanced efficiency, and compliance with organizational requirements.

Purpose

To provide a step-by-step guide for vendors to register as new suppliers or manage their existing accounts in the PCCD Supplier Portal.

Description	Screens
1. **Access the Supplier Portal** (Homepage) **How a New Vendor Register** • Navigate to the Supplier Portal using the link provided by the Supplier Liaison or through the PCCD website • Click on Supplier dropdown and go to supplier public Home Page as shown in the screen	 

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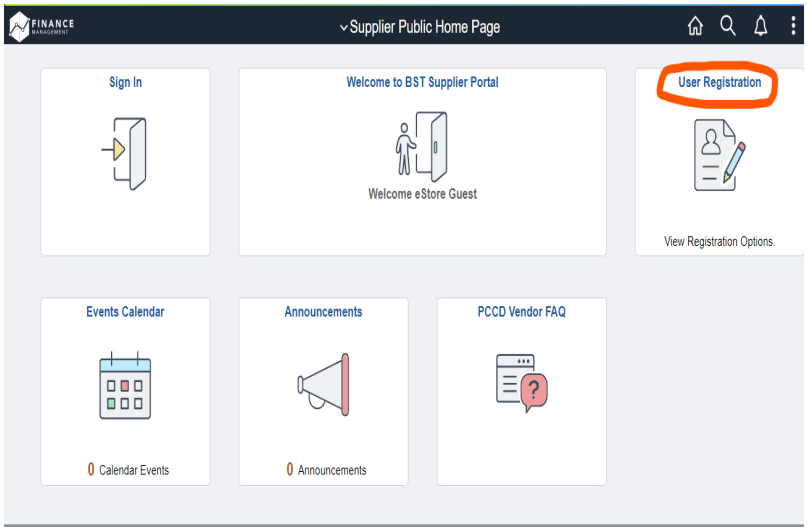
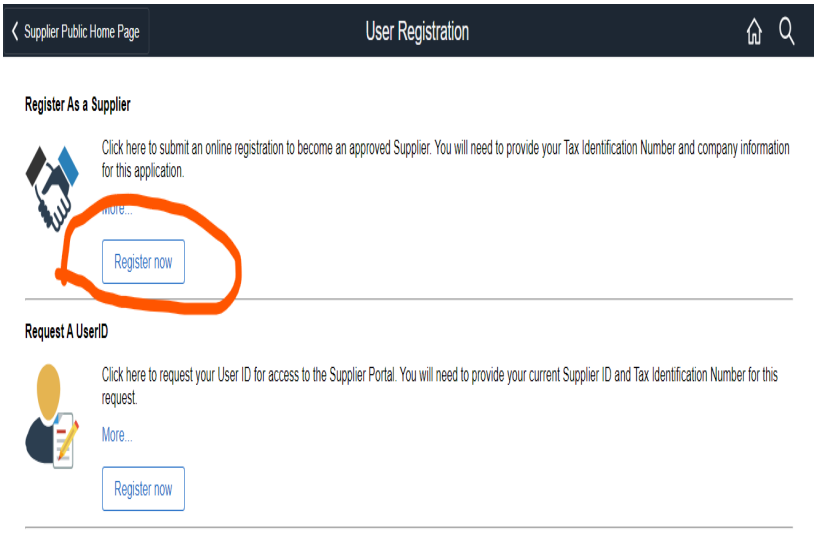
2. Start Registration • Click **"User Registration"** to begin the registration process.	
• Click **"Register now"**	

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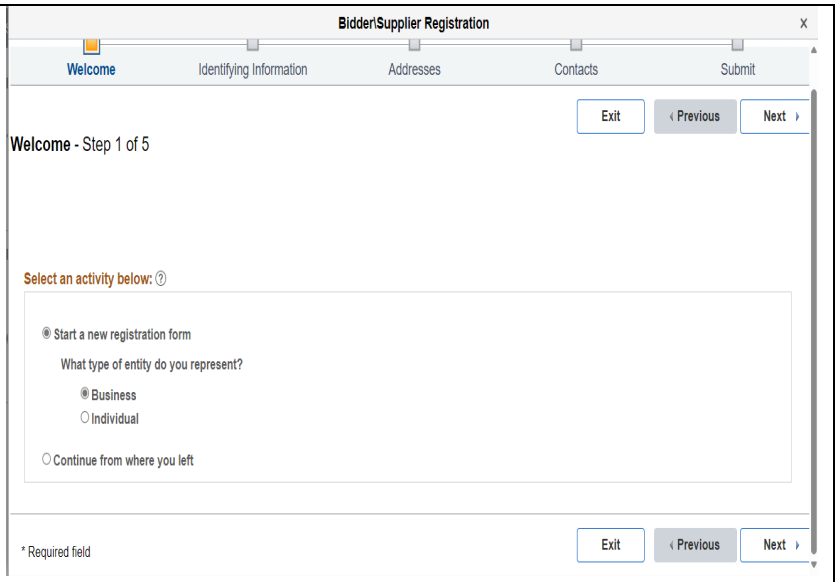
- Follow the steps on the **registration form** and provide the appropriate requested details. **"Entities can be either Business or Individual"**



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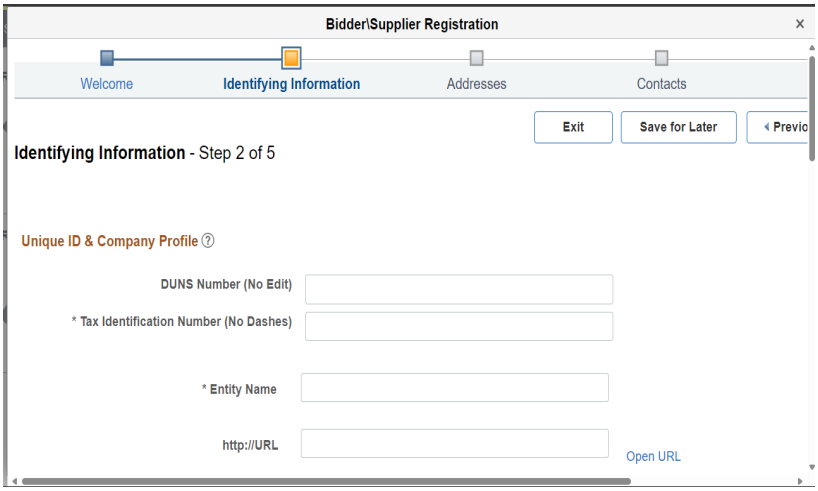
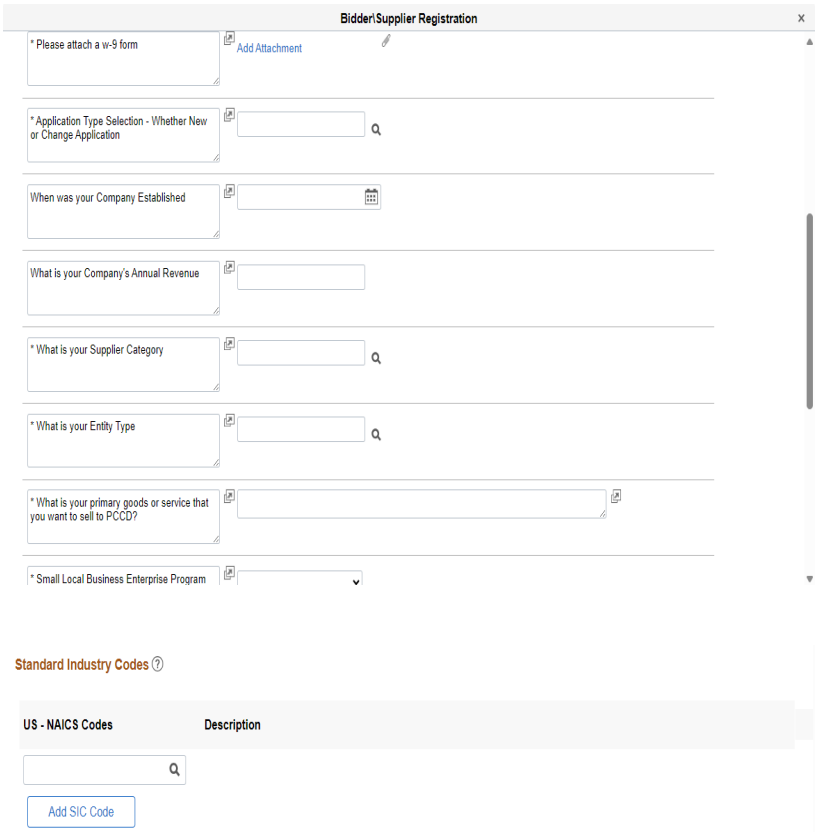
3. **Provide Registration Details and answer required profile question**

- Fill out the form with the following **required fields**:
- **Entity Name**
- **Tax Identification Number (TIN)**: Enter your business TIN without dashes
- **W-9 Form**: Upload a scanned copy of the W-9 form
- **Application Type Selection - Whether New or Change Application** (Choose new or change Application)
- **Supplier Category**
- **What is your Entity Type**
- **What is your primary goods or service that you want to sell to PCCD?**
- **Small Local Business Enterprise Program (SLBE/SLEBE) Eligibility**

- **Provide NAICS codes by clicking on the search icon**





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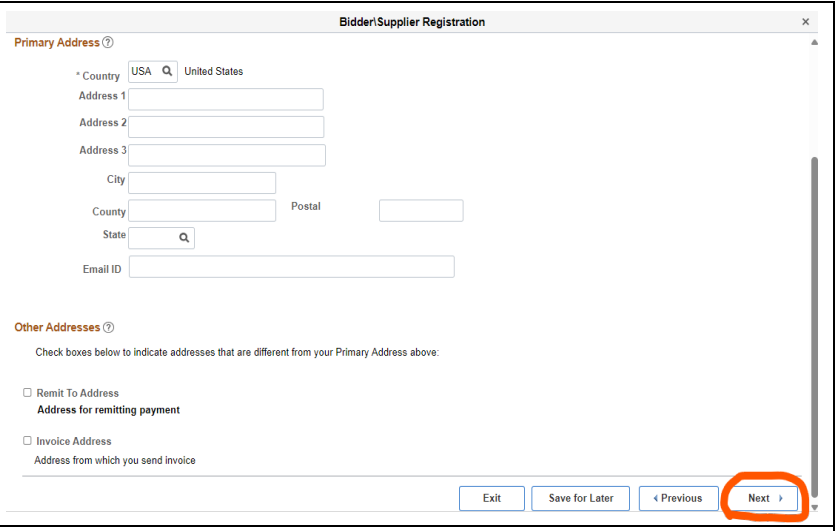
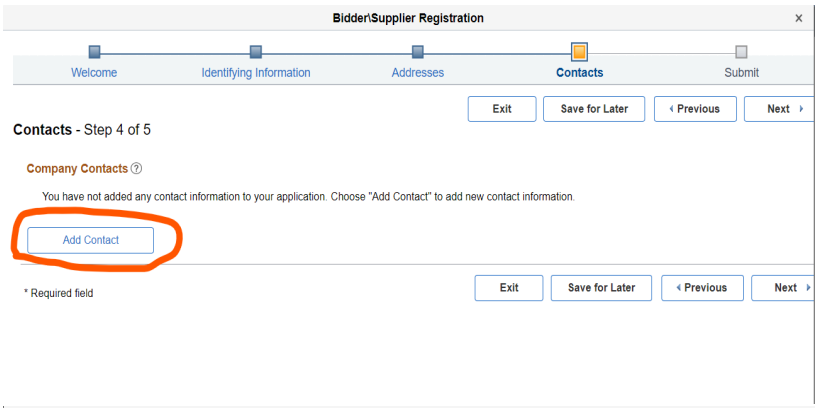
4. Enter Address Details

- Fill in the required address information:
- **Address 1** (Street Address)
- **City**
- **State**
- **Postal code**

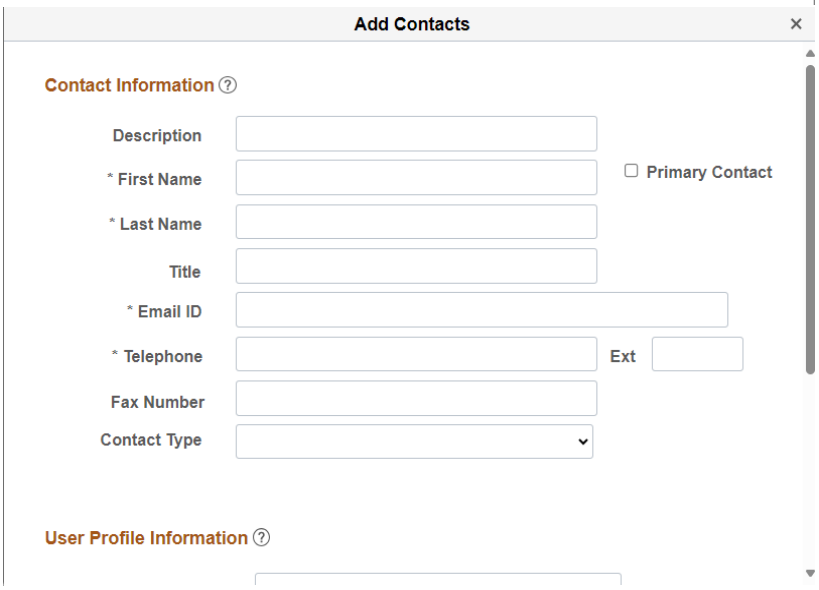


5. Enter Address Details

Click on "Add contact" to enter your contact details



- Provide the primary contact details Make sure to check the primary contact box:
- **First Name**
- **Last Name**
- **Email Address**
- **Phone Number**



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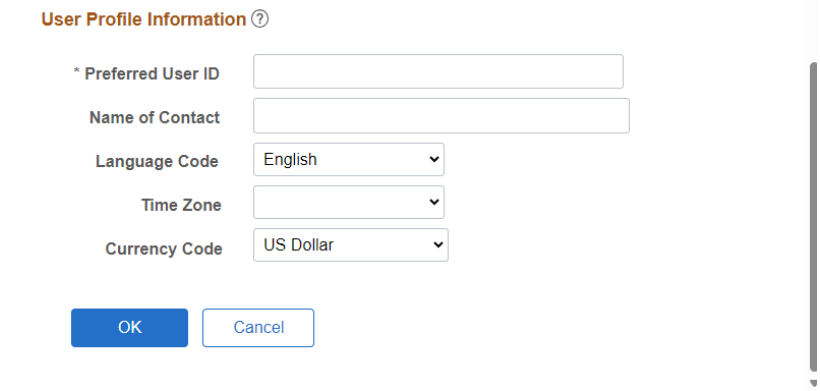
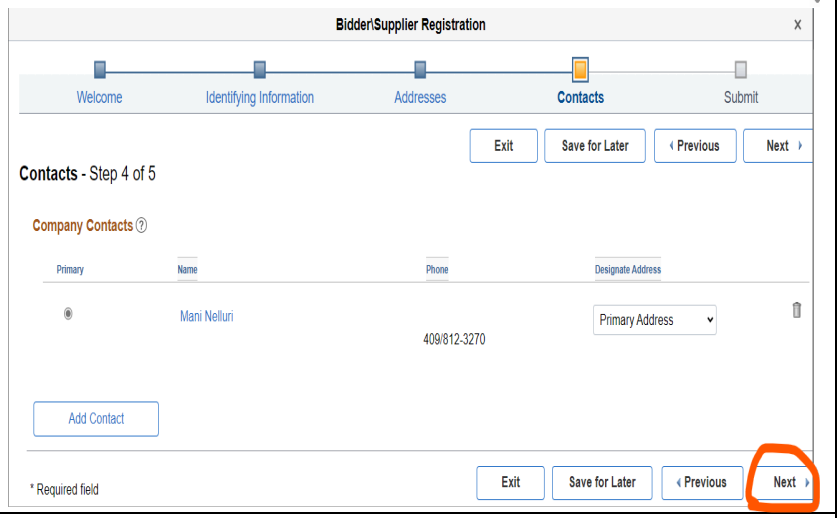
Enter the User ID which you prefer, name of contact and Click "OK"



Click **"Next"** once entering company Contacts

You can add multiple contact details and choose the Primary contact which you want by Clicking **"Add Contact"** button

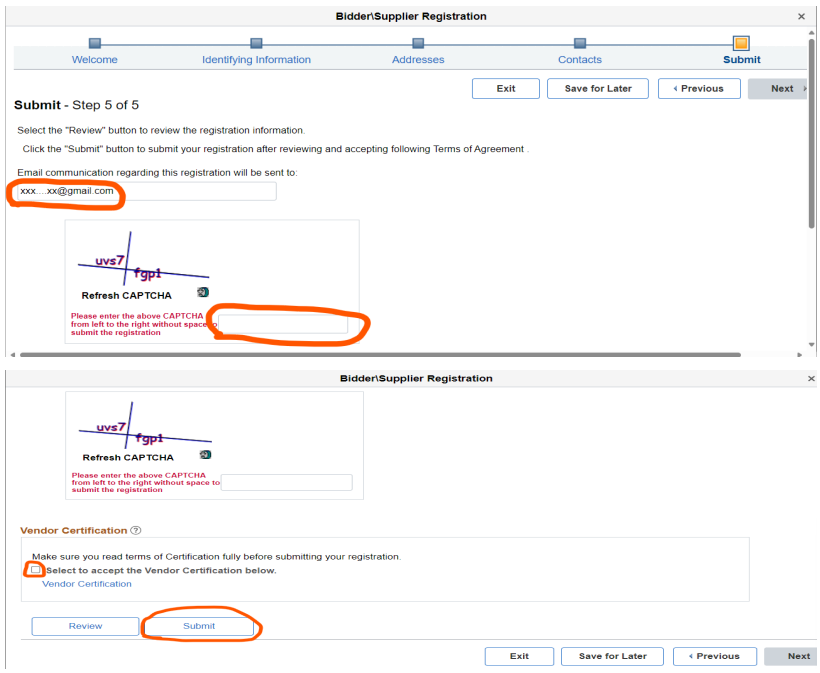


6. Accept Vendor Certification

Make sure you have entered right Email for communications

- Carefully review the Vendor certification by clicking the Hyper link **"Vendor certification"** and select check box **"To Accept Vendor certification"**

- Enter the Captcha and Click on **"Submit"**



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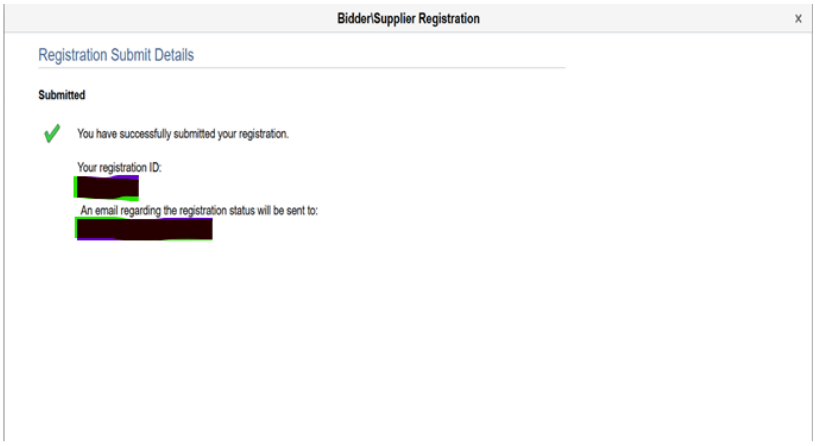
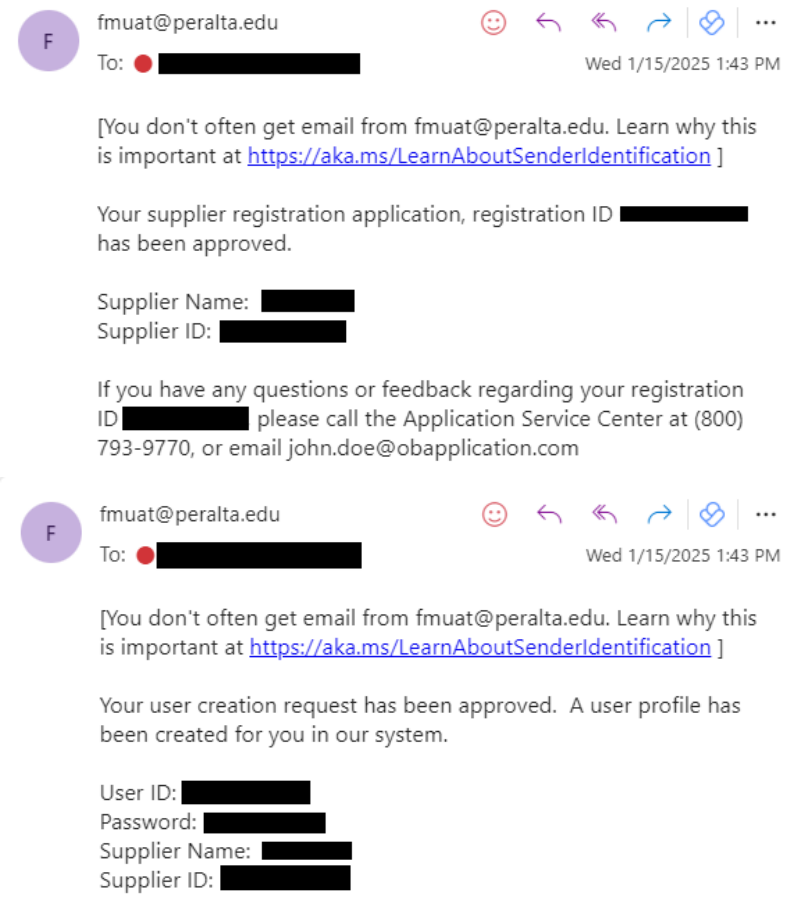
7. Submit Registration

- Click **"Submit"** to finalize your application.
- A confirmation message will appear, and a notification email will be sent to your registered email address.



8. Approval Notification

Once your registration is approved, you will receive an email with login credentials for the Supplier Portal.



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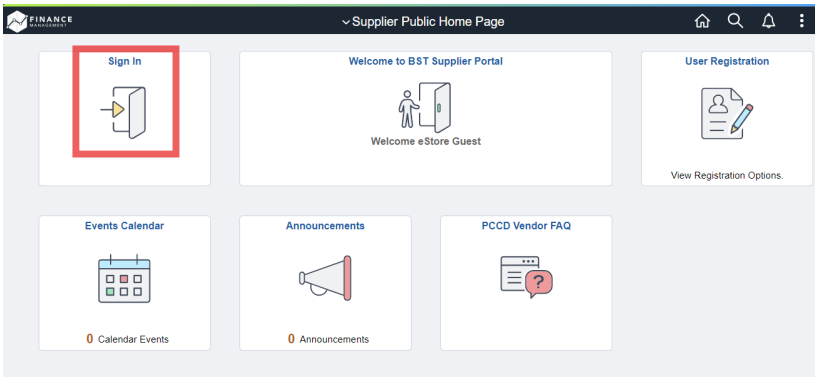
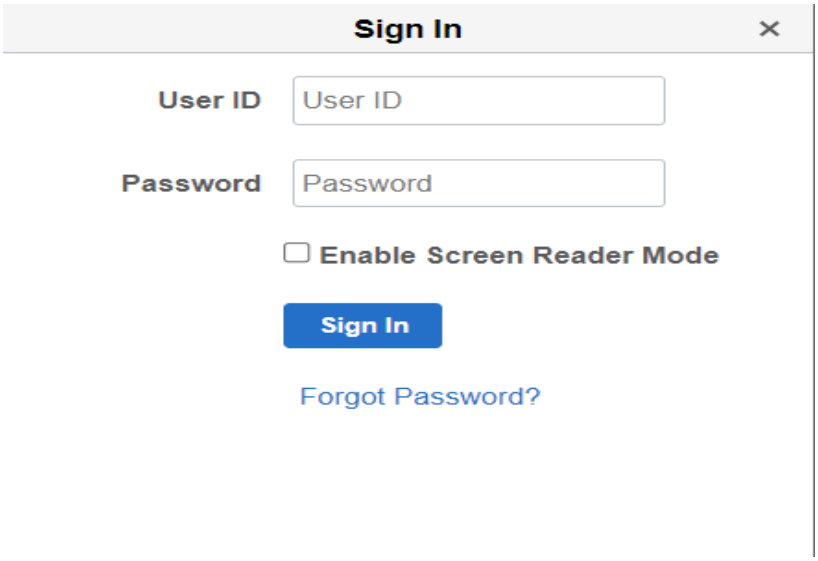
9. Log in to the Portal

Go to Supplier Public Home Page

Click on **"Sign in"** Tile to log into the Supplier portal





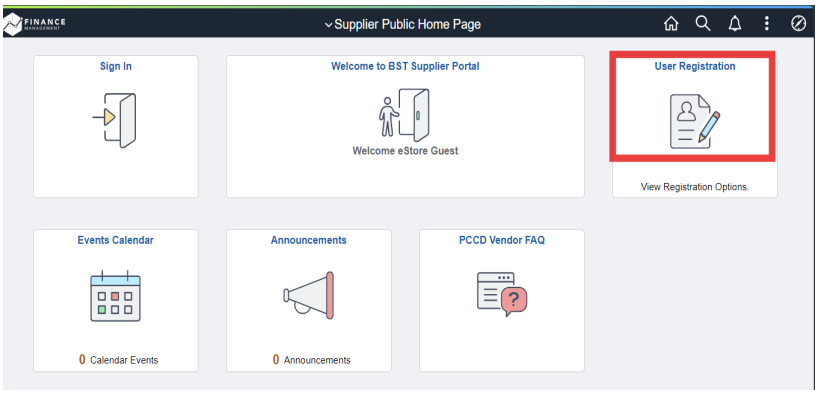
Use the credentials received via email

Process 2

1. Existing Vendor Account Management

Go to Supplier Public Home Page

- Click on **"User Registration"** Tile
- **Request a User ID**



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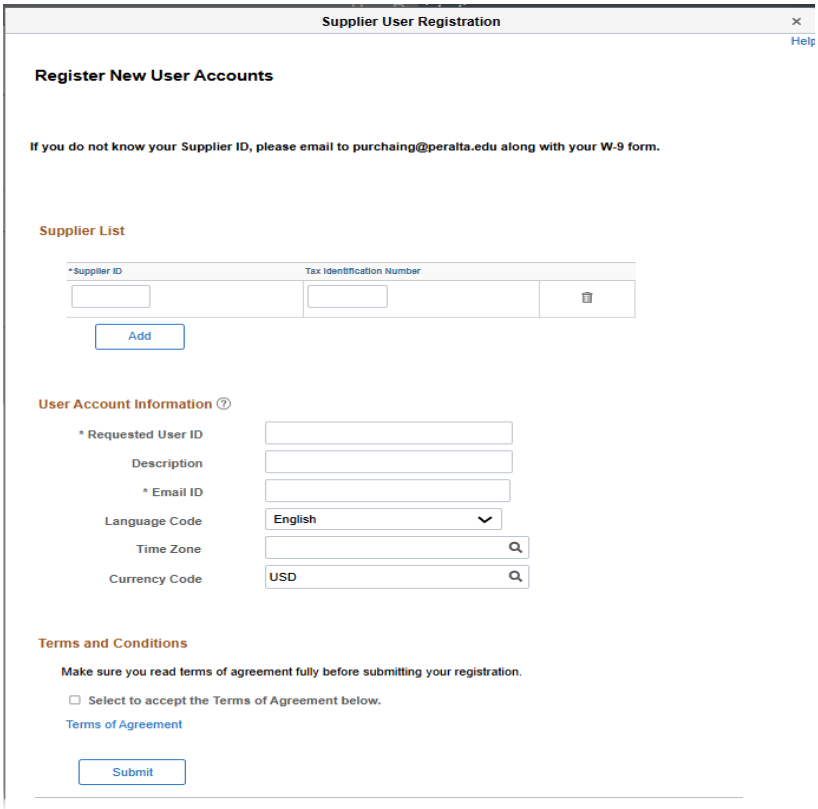
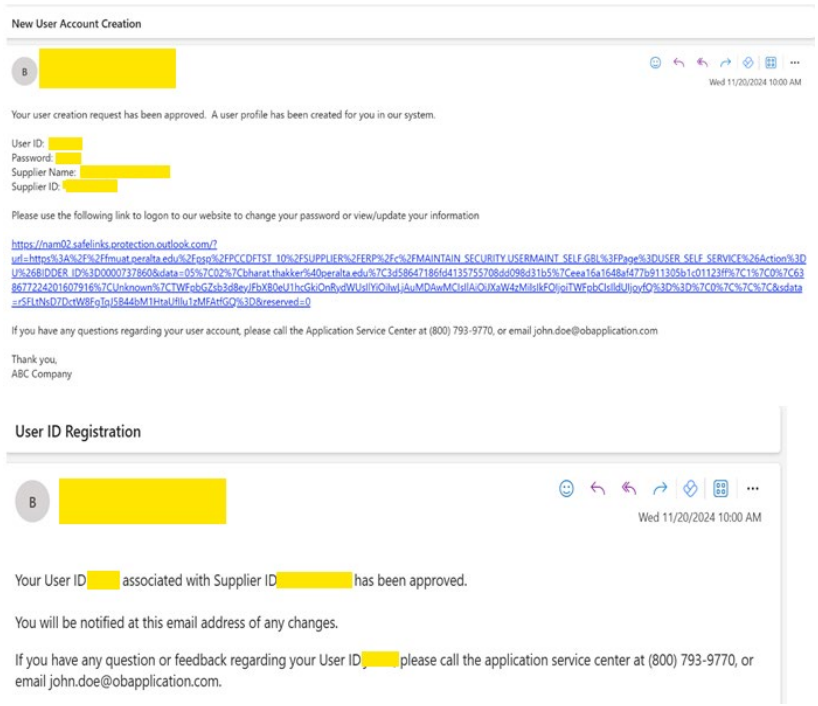
2. Register New User Account

- Enter the requested details under **Register new user Accounts**. Supplier ID, Tax Identification Number, Requested User ID and Email ID are required fields. Accept the **"Vendor Certification Terms"**. The supplier must accept the Terms of Agreement to submit the request.
- Click **"Submit"** to send your User ID request.
- A confirmation message will appear, and a notification email will be sent.
- Registered supplier gets email about New User Account Creation.





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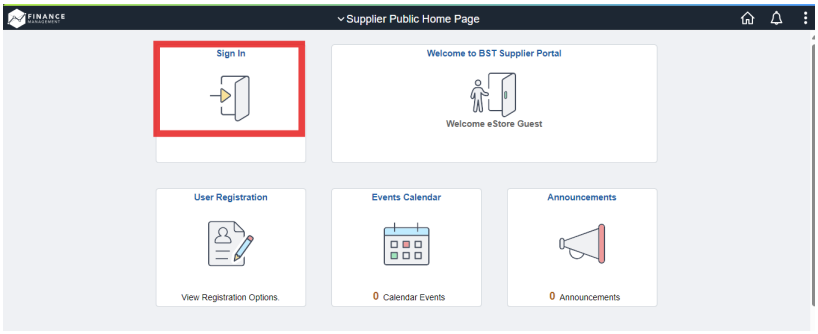
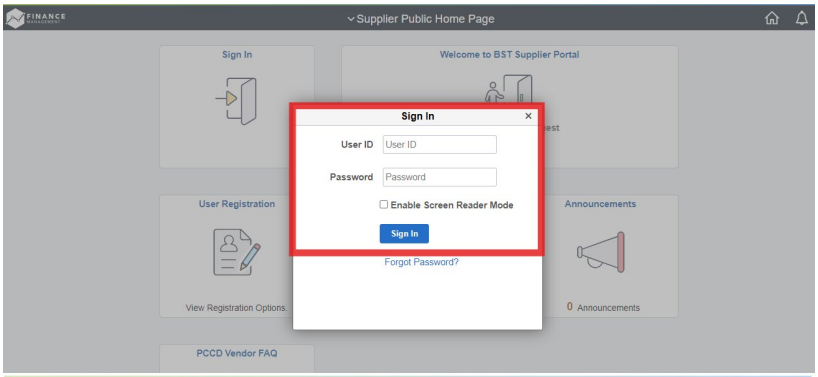
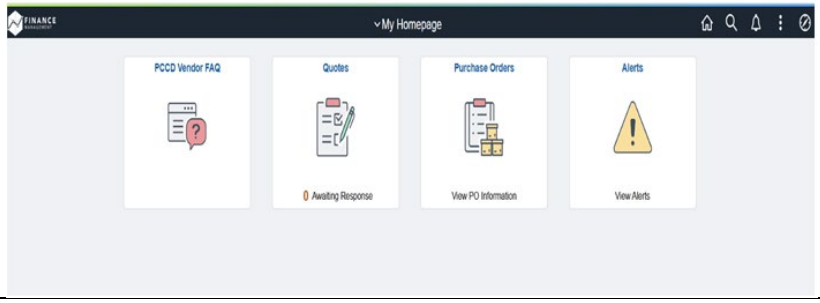
Verify Account Creation
Navigate to Supplier Public Home Page



Use the credentials received in the email to log in and access the Supplier Portal homepage



Once logged in, the Supplier Home Page is displayed.



Important Notes

- **Duplicate Registrations**: The system will perform duplicate check on Tax ID, supplier User ID during registration
- Each supplier registration must have a unique name and address to generate a supplier ID
- **Mandatory Fields**: Ensure all required fields are completed to avoid delays.

Support and Troubleshooting

For issues with registration, login, or system access, contact:

- purchasing@peralta.edu

Review and Updates

- **Maintained By**: Purchasing
- **Last Updated**: January 22, 2025

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