#### 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.



<ul> <li>2. Start Registration</li> <li>Click "User Registration" to begin the registration process.</li> </ul>	Sign In	✓ Supplier Public Home Page Welcome to BST Supplier Portal		User Registration
	Events Calendar	Announcements	PCCD Vendor FAQ	
Click <b>"Register now"</b>	Cupplier Public Home Page Register As a Supplier Click here to submit an online for this application. Register now Request A UserID	User Regi	stration r. You will need to provide your Tax Identific	cation Number and company information
	Click here to request your Use request. More Register now	r ID for access to the Supplier Portal. You w	ill need to provide your current Supplier ID	and Tax Identification Number for this

• Follow the steps on the <b>registration</b>		E	Bidder\Supplier Registration		×
form and provide the appropriate	Welcome	Identifying Information	Addresses	Contacts	Submit
requested details "Entities can be					
requested details. Entitles can be	Welcome - Step 1 of 5			Exit	
either Business or Individual	Welcome - Step 1 of 5				
	Select an activity below: @	)			
	Start a new registration	1 form			
	what type of entity of     @ Business	o you represent?			
	O Individual				
	◯ Continue from where y	ou left			
				<b>F</b> with	( Drawiewa – Navé )
	* Required field			Exit	<pre></pre>

- 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

Webcome     Letter Litter     Contracts       Exit     Save for Later     (*       Identifying Information - Step 2 of 5     Unique ID & Company Profile (*)     UNIS Number (No Edit)       "That Identification Number (No Datates)						
Exit Save for Later *   Lidentifying Information - Step 2 of 5   Unique ID & Company Profile ③   DUNS Number (No Edit)   * Tax Identification Number (No Edit)   * Entity Name   * Production Type Staticion   * What I your Company Established   * What I your Entity Staticion   * What I your Entity Type   * Staticion Entity Name   * Staticion Entity Name   * Staticion Inductivy Codes (**)   Us-MACS Code	Welcome	Identifying Information	Addresses		Contacts	
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US - NAICS Code Description Add SIC Code	Standard Industry Codes (?)					
Q Add SIC Code	US - NAICS Codes	Description				
Add SIC Code	٩					
	Add SIC Code					

4 Entor Address Dotails	Bidder\Supplier Registration ×
4. Enter Address Details	Primary Address ①
	* Country USA Q United States
• Fill in the required address	Address 1
	Address 3
information:	City
<ul> <li>Address 1 (Street Address)</li> </ul>	County Postal
City	State
e State	Email ID
• State	
Postal code	Other Addresses ①
	Check boxes below to indicate addresses that are different from your Primary Address above:
	Remit To Address     Address for remitting nament
	Invoice Address
	Address from which you send invoice
	Exit Seve for Later (Previous Next )
5. Enter Address Details	
	Bidder/Supplier Registration ×
Click on "Add contract" to onter your contact	Welcome Identifying Information Addresses Contacts Submit
Click on "Add contact" to enter your contact	Exit Save for Later (Previous Next )
uetans	Contacts - Step 4 of 5
	Company Contacts ⑦
	You have not added any contact information to your application. Choose "Add Contact" to add new contact information.
	Add Contact
	* Required field Exit Save for Later < Previous Next >
	Add Contacts X
<ul> <li>Provide the primary contact details</li> </ul>	
Make sure to check the primary	Contact Information ⑦
contact box:	
	Description
First Name	* First Name
Last Name	* Last Name
Email Address	
Dhama Namahan	Title
Phone Number	* Email ID
	* Telephone Ext
	Fax Number
	Contact Type
	User Profile Information ⑦

	User Profile Information ⑦	
Enter the User ID which you prefer, name of	* Preferred User ID	1
	Name of Contact	
	Language Code English ~	
	Time Zone 🗸	
	Currency Code US Dollar 🗸	
	OK Cancel	
	Bidder\Supplier Registration	×
Click "Next" once entering company Contacts	Welcome Identifying Information Addresses Contexts Sub	nit
You can add multiple contact details and choose		
the Primary contact which you want by Clicking	Contacts - Step 4 of 5	Next
Add Contact Button	Company Contacts (1)	
	Primary Name Phone Designate Address	
	Mani Nelluri Primary Address	Û
	409/812-3270	
	Add Contact	
	*Required field Exit Save for Later <pre></pre>	Next 🕨
6. Accept Vendor Certification	Bidder/Supplier Registration	×
	Welcome Identifying Information Addresses Contacts Sub	mit
Make sure you have entered right Email for	Submit - Step 5 of 5 Select the "Review" button to review the registration information.	NUAL
communications	Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement . <u>Email communication regarding this registration will be sent to</u> .	
	xxxxx@gmail.com	
Carefully review the vendor     certification by clicking the Hyper link	7.2VU	
"Vendor certification" and select	Tgpz Refresh CAPTCHA	
check box <b>"To Accept Vendor</b>	from bit to the right without space to submit the registration	v
certification"	Bidder\Supplier Registration	×
	uvs7 tgp1	
	Please enter the above CAPTCIA from bit to the right without space to submit the right-mitteness	
Enter the Captcha and Click on	Vendor Certification ()	
Submit	Make sure you read terms of Certification fully before submitting your registration.	
	Review	
	Exit Save for Later <	Next



9. Log in to the Portal	Supplier Public Home Pr	ige & Q A :
Go to Supplier Public Home Page	Welcome eStore Guest	Very Resistration Options
Click on <b>"Sign in"</b> Tile to log into the Supplier portal	Events Calendar  Calendar Events  Announcements  Announcements  Announcements  Announcements	CCD Vendor FAQ
	Sign In	×
	User ID User ID	
	Password Password	
	Enable Scre	en Reader Mode
	Sign In	
	Forgot Passwo	ord?
Use the credentials received via email		
Process 2 1. Existing Vendor Account Management	Sign In         Welcome to BST Supplier Portal           ↓         ↓           Welcome construction         ↓	Carl Carl Carl Carl Carl Carl Carl Carl
<ul> <li>Go to Supplier Public Home Page</li> <li>Click on "User Registration" Tile</li> <li>Request a User ID</li> </ul>	Events Calendar  Events Calendar  Control  Contr	Vendor FAQ

2. Register New User Account	Supplier User Registration	×
• Enter the requested details under	Begister New User Accounts	Help
Register new user Accounts.		
Supplier ID, Tax Identification	If you do not know your Supplier ID, please email to purchaing@peralta.edu along with your W-9 form.	
Number, Requested User ID and		
Email ID are required fields. Accept	Sumplier List	
the "Vendor Certification Terms"		
The supplier must accept the Terms	-suppler ID Iax roentincation number	
of Agroament to submit the request	Add	
Click "Submit" to cond your User ID		
Click Subline to send your oser iD	User Account Information ⑦	
request.	* Requested User ID	
• A confirmation message will appear,	* Email ID	
and a notification email will be sent.	Language Code	
Registered supplier gets email about	Time Zone Q	
New User Account Creation.		
	Terms and Conditions	
	Make sure you read terms of agreement fully before submitting your registration.	
	Terms of Agreement	
	Submit	
	New User Account Creation	
	B Substitute B	124 10:00 AM
	Your user creation request has been approved. A user profile has been created for you in our system.	
	User ID: Password:	
	Supplier ID.	
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	unLinttos/34/42/EPG2/Efmunt ceraita.edu/2Etopi62/EPC/CDFST_105/ESU/EPURE/EPE/EPG2/EMAINTAIN SECURITVUSE (SERMAINT SELEGRU/2EF3/EPG2/EBJ2/EG2/EF3/EPG2/EBJ2/EG2/EF3/EF3/EF3/EF3/EF3/EF3/EF3/EF3/EF3/EF3	3Action%3D 37C0%7C63 %7C&sdata
	=r5FLths07DctW8EqDpt584dbM1HtaUfilu1zMF4thG0%3D8reserved=0 If you have any ouestions regarding your user account, please call the Application Service Center at (800) 793-9770, or email iohn doe@obapplication.com	299231227312
	Thank you,	
	rus somperg	
	User ID Registration	
	B Wed 11/20/2024 10:00 Ah	л
	Your User ID associated with Supplier ID has been approved.	
	You will be notified at this email address of any channes	
	If you have any guestion or feedback regarding your User ID please call the application service center at (800) 793-9770. or	
	email john.doe@obapplication.com.	



#### **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