

# Register for access to City of Jamestown, NY Business Opportunities

https://www.bidnetdirect.com/new-york/jamestownny







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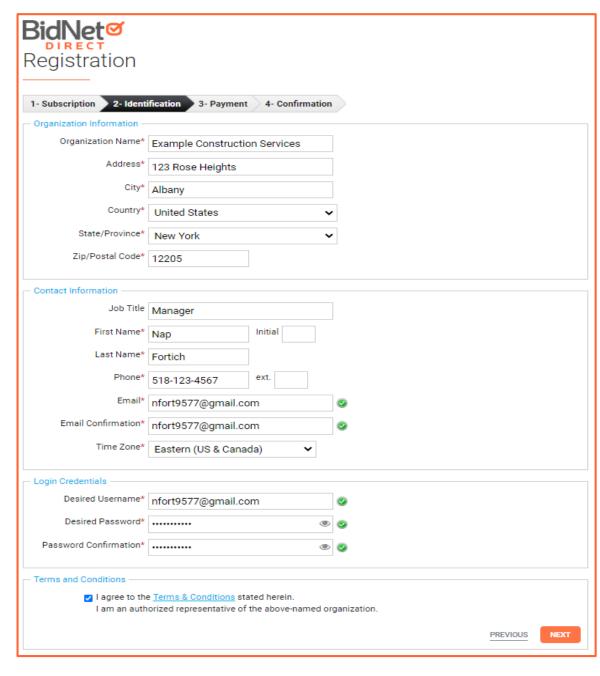
- In addition to having access to the City of Jamestown solicitations, by registering you will have:
  - Access to over 230 local and state government agencies located throughout New York
  - Ability to respond electronically to bid opportunities issued by all participating agencies
  - Ability to receive email alerts of new solicitations and amendments
  - Ability to market your company through the Advertising Profile option





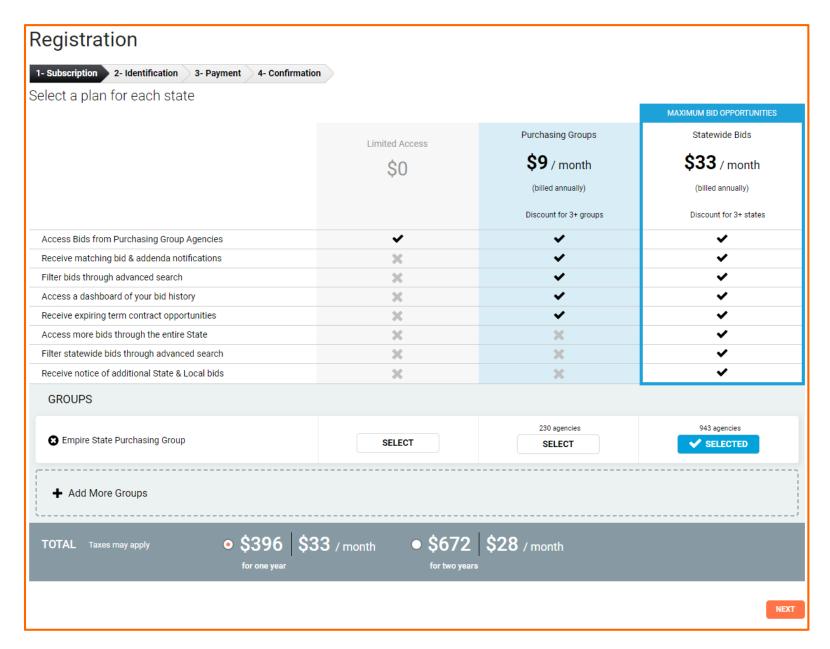
#### Registration

- Enter your Company information including:
  - Address
  - Company Name
- Enter your main user information including:
  - Email address
  - Username/Password



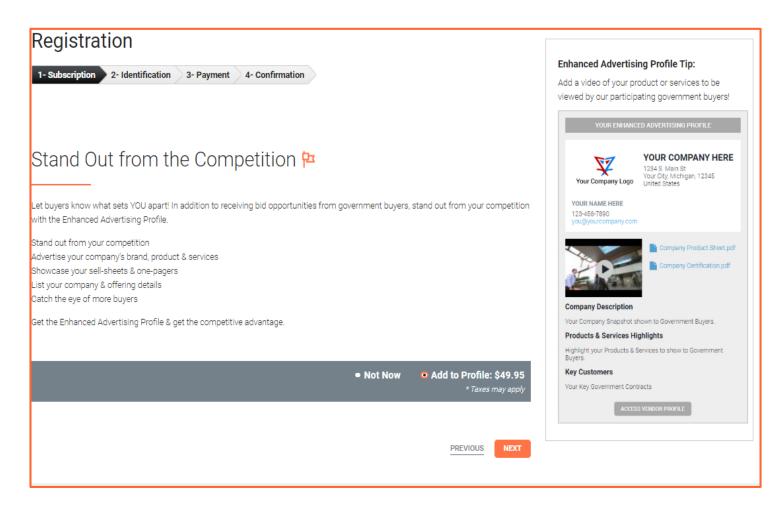
## Select Package

- Select the package that makes the most since for your company
- For automatic e-mail notification of matching bid opportunities, select the *Purchasing Groups* or *Statewide Bids* option
- Limited Access provides access to all bid information, however, you are not automatically notified when you match with new information as it is published



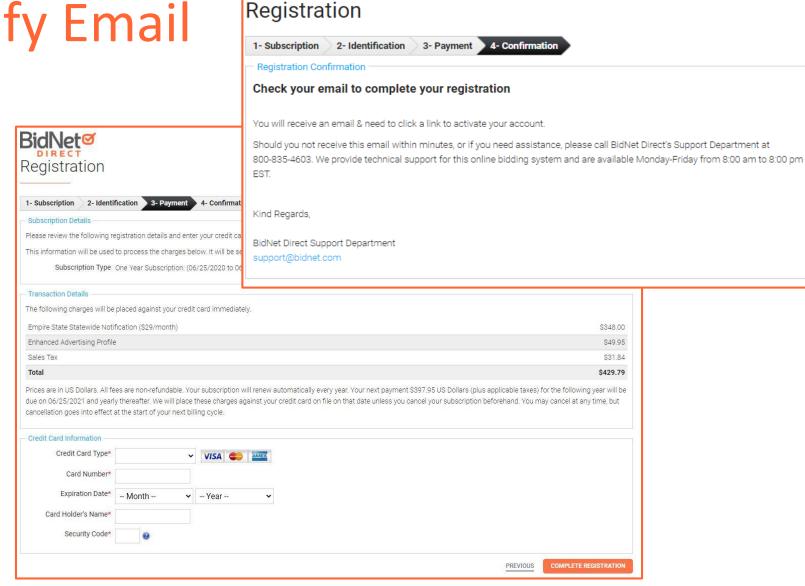
## **Optional Advertising Profile**

- An option is available to add your logo, product sell-sheets, catalogues, etc. to your company profile
- You can add this to your profile or select "Not Now"



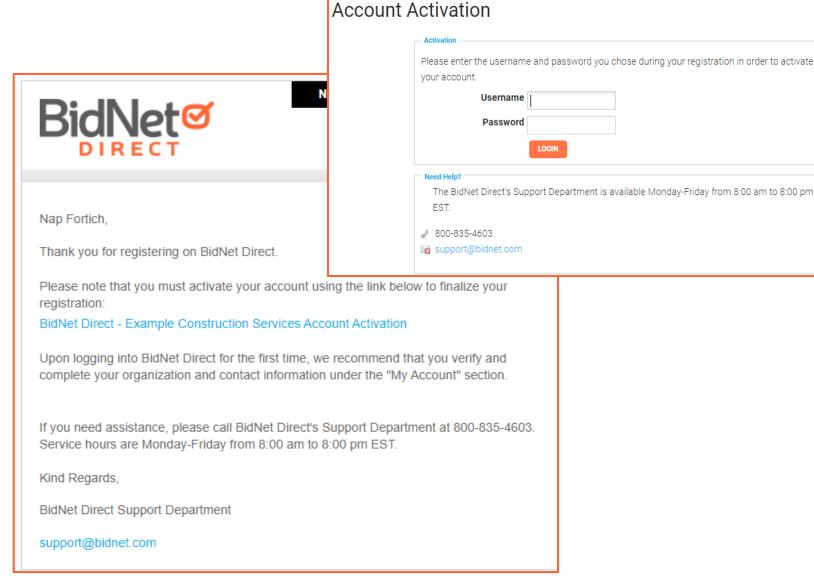
# Complete & Verify Email

- A summary of the registration options you selected will be displayed
- If any paid registration options were selected, you will be prompted to enter your credit card information
- CHECK YOUR EMAIL to complete the registration process & verify your email address



#### Follow Link to Activate Account

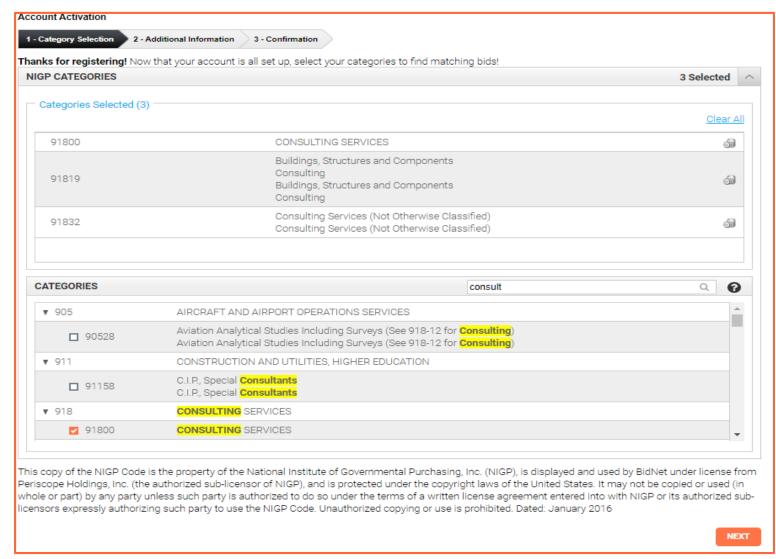
- CHECK YOUR EMAIL to complete the registration process & verify your email address
- Click on the link and login using the username and password you entered



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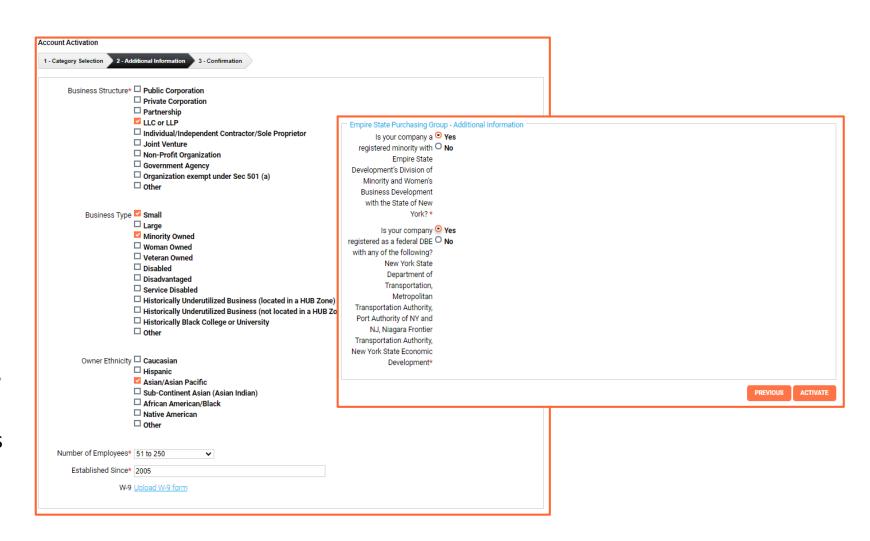
#### **Category Code Selection**

- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
  - For automatic email notifications when you match with new solicitations
  - In your company profile for buyers to search & find by product/service requirements
  - For any "invitation" to bid manually requested by buyers



#### **Additional Information**

- Additional information such as your type of business structure, and any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile (agencies prefer this)
- This information is used:
  - In your company profile for buyers to search & find by product/service requirements
  - For any "invitation" to bid manually requested by buyers



#### Registration COMPLETE!

- Login and start looking at open solicitations
- If you selected e-mail notification (for the Purchasing Group or Statewide Opportunities), new notifications of solicitations that match your profile will start immediately
- Need help registering or navigating the system? Contact the BidNet Direct Vendor Support team at 800-835-4603, option 2

