

# Register for access to Hernando County School District, FL Business Opportunities

www.bidnetdirect.com/florida/hernandoschools





#### **Vendor Benefits**

- In addition to having access to Hernando County School District's solicitations, by registering you will have the:
  - Access to nearly 75 participating agencies located in Florida Purchasing
    Group
  - Ability to access over 1200 local agencies across Florida, state, and federal government
  - 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 (small subscription fee required)



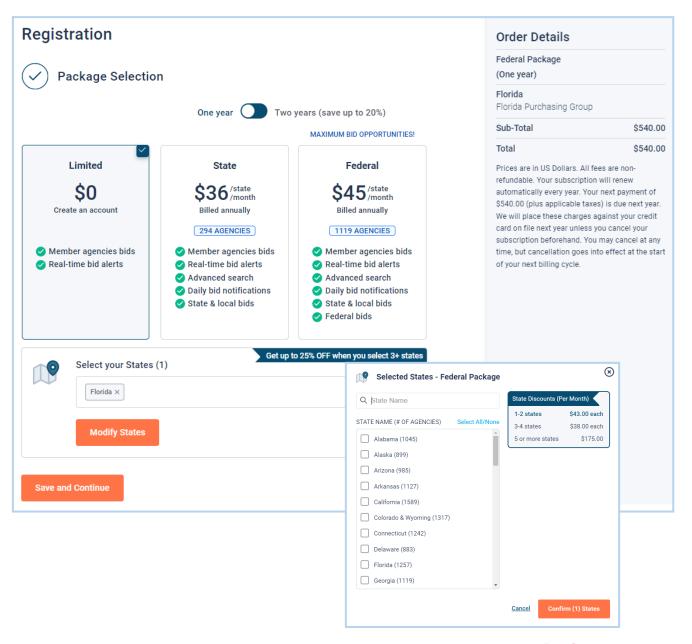
www.bidnetdirect.com/florida/hernandoschools





# **Package Selection**

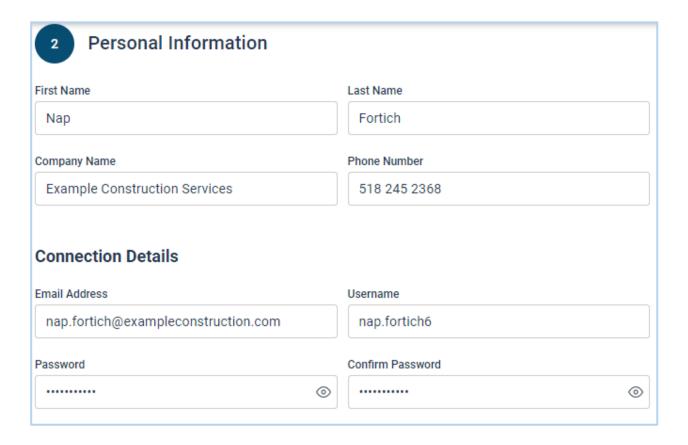
- Select the package that makes the most sense for your company
- For maximum bid opportunities, select Federal Bids to receive matching email notification from ALL
   Participating Member Agencies across Florida, State
   Local, and Federal bids (subscription fee required)
- Limited package provides access to all bid information and provides notifications of new matching opportunities from member agencies in the Florida Purchasing Group. Vendors can also view, search, download, and respond electronically to any solicitation at no cost.
- You can also add more States you are interested in doing business by clicking "Modify States"
- Press Save and Continue





#### **Personal Information**

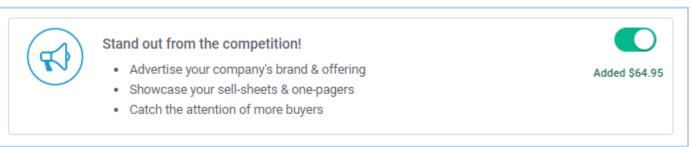
- In this section, you can provide the basic information of the user and your preferred login information
- Make sure to read the Terms & Conditions and attest that you are an authorized representative of your company.

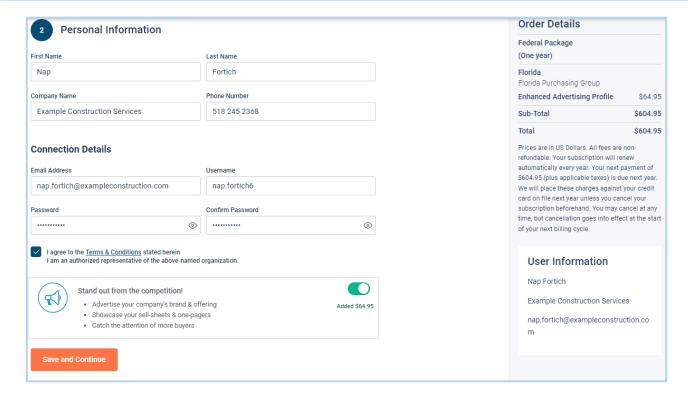




# **Advertising Profile (Optional)**

- Also in this section, 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 click on the toggle to remove the Advertising Package. You can always add this later.
- Review your personal information and click "Save and Continue"
- Note: If you did not select any paid packages, the button will say "Finalize the Registration". Skip to page 7.

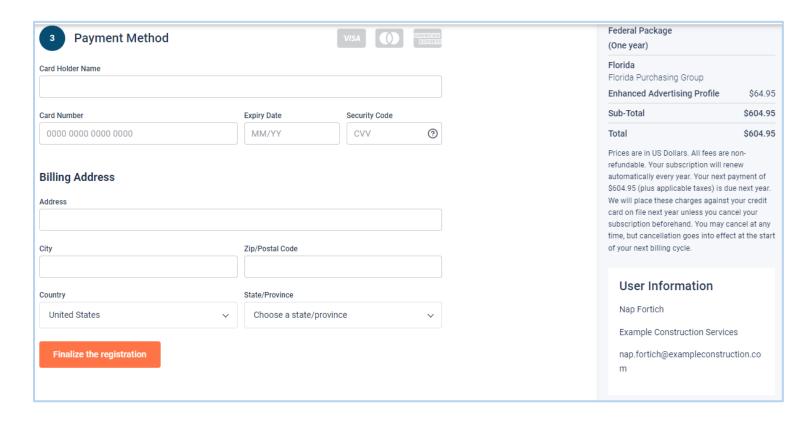






## Payment Information (if applicable)

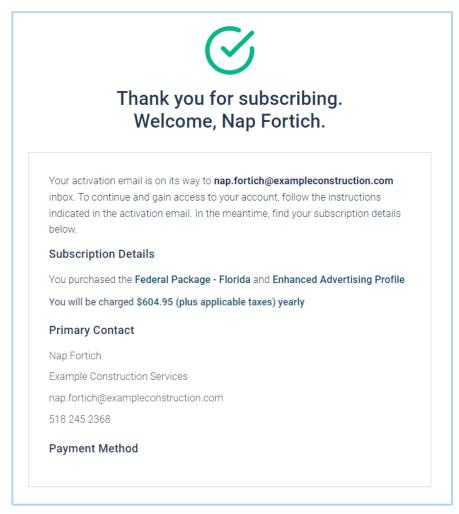
- If any paid registration options were selected, you will be prompted to enter your credit card information
- You can review the amount and the user information on the right screen
- Finalize the registration



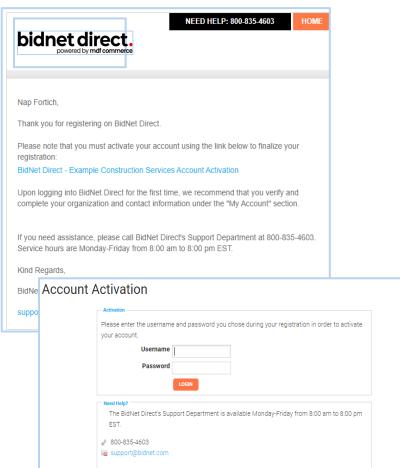


### **Complete & Activate Account**

- This confirmation page will show your subscription details and the activation email will be sent to you in a few minutes
- Check your email to complete the registration process & verify your email address. Make sure to check your Spam Inbox if you have not received your activation email.
- Click on the link and login using the username and password you entered



#### Sample Email:





# **Category Code Selection**

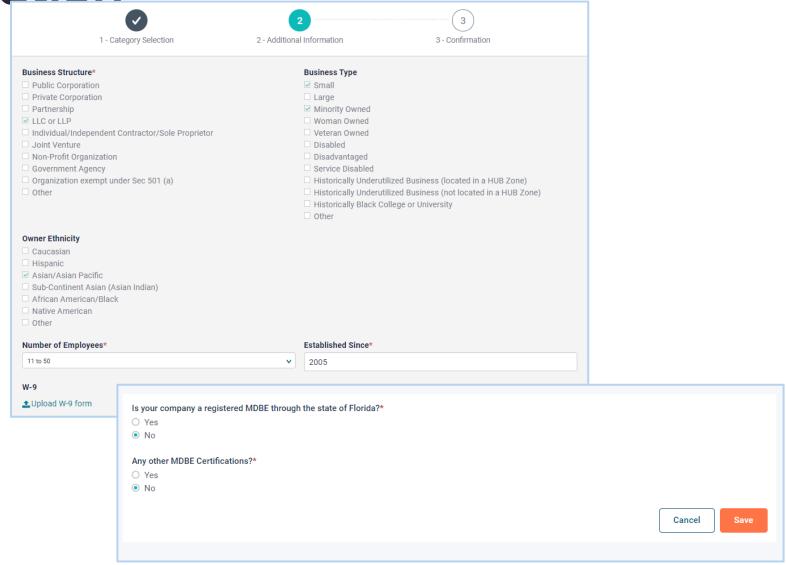
- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
  - For automatic email notifications when you match with new solicitations
  - In your company profile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





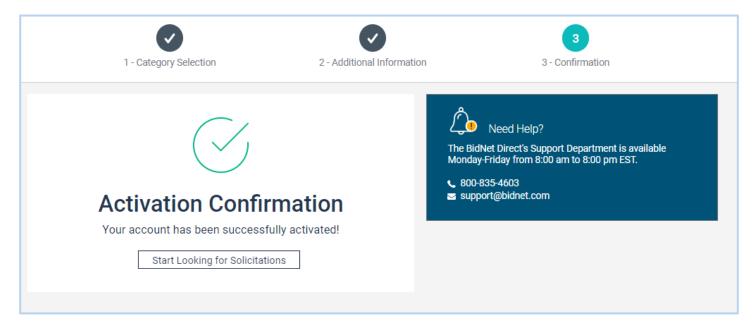
# **Additional Information**

- 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 particular types of businesses
  - For any "invitation" to bid manually requested by buyers





# **Registration Complete!**



- Login and start looking for open solicitations from Hernando County School District
- If you selected Statewide or Federal 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 or email us at <a href="mailto:support@bidnet.com">support@bidnet.com</a>

