

April, 2017

The City and County of Denver publishes bids on a site called Rocky Mountain e-Purchasing System. Once registered, businesses and individuals have the option of downloading bid documents for free.

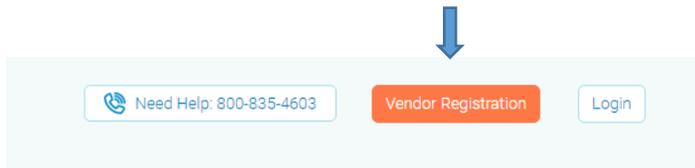
If you have difficulty with getting the free subscription or have questions on how to navigate this site, call BidNet Vendor support at 800-835-4603 Option #2, Monday-Friday from 8:00 am to 8:00 pm EST.

Note: If there are additional documents posted to this site, each vendor will need to check the BidNet site periodically. Free subscribers are not automatically notified of postings. Those who want to receive automatic email notifications of bid documents (specific to the goods and services they provide) can subscribe to BidNet for \$89 a year.

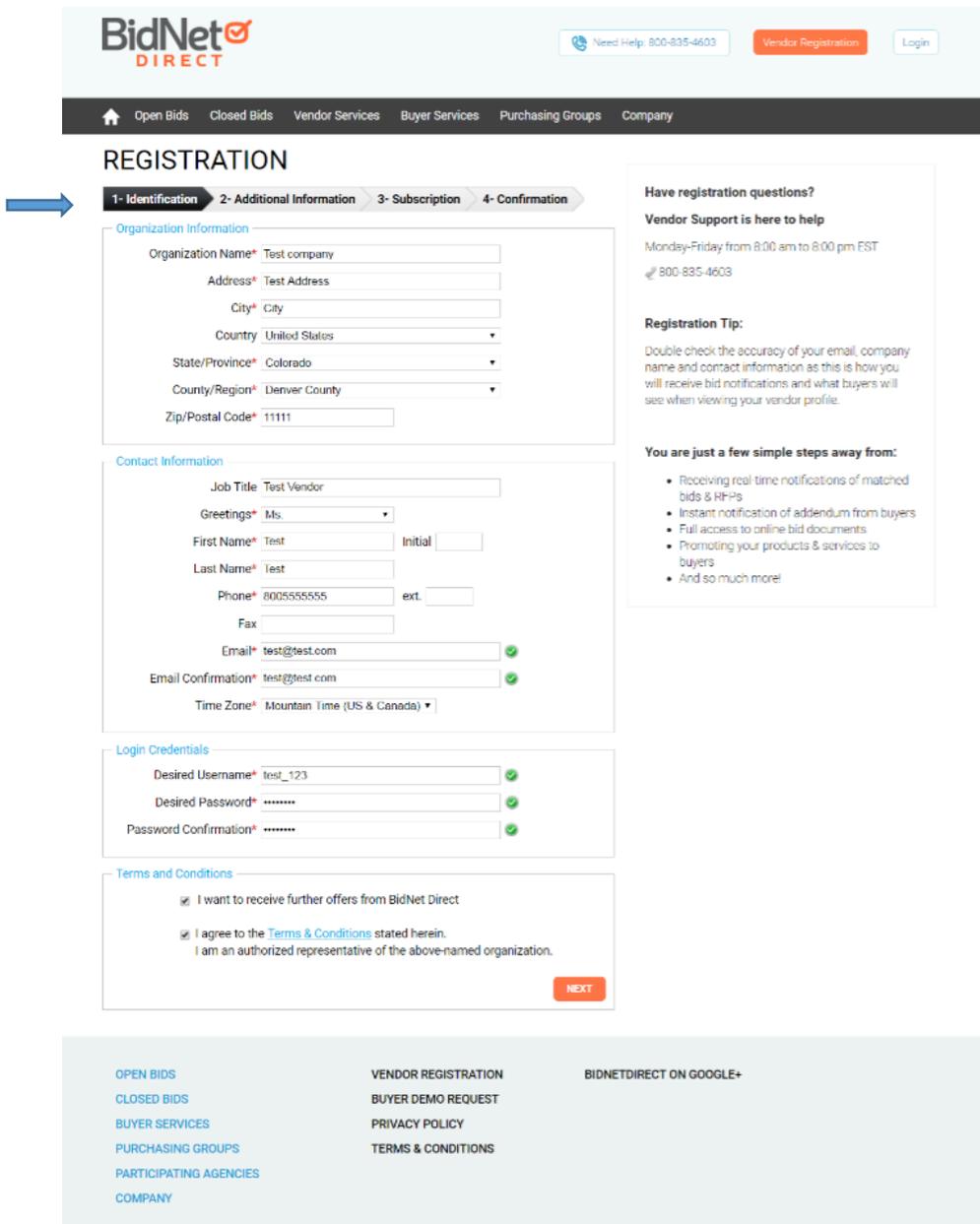
The following pages are the steps to register for the no cost option.

First, go to website <https://www.bidnetdirect.com/>

In the top right hand corner, click on "Vendor Registration".



You will then be taken to this screen:



**BidNet DIRECT**

Need Help: 800-835-4603 Vendor Registration Login

Open Bids Closed Bids Vendor Services Buyer Services Purchasing Groups Company

## REGISTRATION

1- Identification 2- Additional Information 3- Subscription 4- Confirmation

**Organization Information**

Organization Name\* Test company  
Address\* Test Address  
City\* City  
Country United States  
State/Province\* Colorado  
County/Region\* Denver County  
Zip/Postal Code\* 11111

**Contact Information**

Job Title Test Vendor  
Greetings\* Ms.  
First Name\* Test Initial  
Last Name\* Test  
Phone\* 8005555555 ext.  
Fax  
Email\* test@test.com  
Email Confirmation\* test@test.com  
Time Zone\* Mountain Time (US & Canada)

**Login Credentials**

Desired Username\* test\_123  
Desired Password\* \*\*\*\*\*  
Password Confirmation\* \*\*\*\*\*

**Terms and Conditions**

I want to receive further offers from BidNet Direct

I agree to the [Terms & Conditions](#) stated herein.  
I am an authorized representative of the above-named organization.

**Have registration questions?**  
**Vendor Support is here to help**  
Monday-Friday from 8:00 am to 8:00 pm EST  
800-835-4603

**Registration Tip:**  
Double check the accuracy of your email, company name and contact information as this is how you will receive bid notifications and what buyers will see when viewing your vendor profile.

**You are just a few simple steps away from:**

- Receiving real time notifications of matched bids & RFIs
- Instant notification of addendum from buyers
- Full access to online bid documents
- Promoting your products & services to buyers
- And so much more!

**OPEN BIDS**  
**CLOSED BIDS**  
**BUYER SERVICES**  
**PURCHASING GROUPS**  
**PARTICIPATING AGENCIES**  
**COMPANY**

**VENDOR REGISTRATION**  
**BUYER DEMO REQUEST**  
**PRIVACY POLICY**  
**TERMS & CONDITIONS**

**BIDNETDIRECT ON GOOGLE+**

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All fields with an asterisk (\*) are mandatory fields. The system requires you to put a check mark in the “I agree to the Terms & Conditions stated herein”. If you click on the “Terms & Conditions” highlighted in blue, you can view the terms and conditions.



I agree to the [Terms & Conditions](#) stated herein.  
I am an authorized representative of the above-named organization.

Once all of the mandatory fields and the optional fields you choose to fill out are completed, click on the orange “Next” icon. This is located in the same box as the Terms & Conditions.

**Terms and Conditions**

I want to receive further offers from BidNet Direct

I agree to the [Terms & Conditions](#) stated herein.  
I am an authorized representative of the above-named organization.

NEXT



You will then be taken to the 2<sup>nd</sup> step of the registration process.

## REGISTRATION

1- Identification 2- Additional Information 3- Subscription 4- Confirmation

### Working Categories

It is important to select categories for every product or service that your business provides. You can search for specific categories or browse through all categories.

#### Selected Category

Please specify your organization's working categories.

#### NIGP CATEGORY

##### Add Categories

Search Browse

You can search for codes by typing specific keywords related to your business.

[Clear](#) [All Categories](#)

This copy of the NIGP Code is the property of the National Institute of Governmental Purchasing, Inc. (NIGP), is displayed and used by BidNet under license from Periscope Holdings, Inc. (the authorized sub-licensor of NIGP), and is protected under the copyright laws of the United States. It may not be copied or used (in whole or part) by any party unless such party is authorized to do so under the terms of a written license agreement entered into with NIGP or its authorized sub-licensors expressly authorizing such party to use the NIGP Code. Unauthorized copying or use is prohibited. Dated: January 2016

### Have registration questions about NIGP Codes?

#### Vendor Support is here to help

Monday-Friday from 8:00 am to 8:00 pm EST

☎ 800-835-4603

#### Registration Tip:

Search by keyword to find all relevant codes.

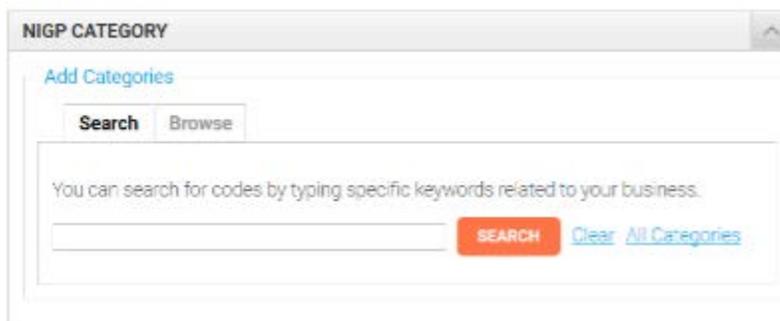
Select the NIGP codes that most closely match your products and services offered. These codes are how participating buyers distribute bid opportunities. Your real-time solicitation matches will be based on these code selections.

In addition, statewide notification of other matching bids throughout specific regions will be distributed to you based on your NIGP code selections

#### Select your relevant NIGP Codes by Categories to begin:

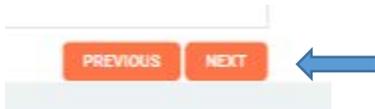
- Receiving real-time alerts of bids & RFPs matching these codes
- Instant notification of addendum
- Full access to online bid documents
- Promoting your products & services to buyers
- And so much more!

This is the section where vendors can select categories that pertain to their specific goods or services. In the NIGP Category section, you have the option of searching by keywords or browsing.



See the notes on this web page for additional information on NIGP codes.

When finished, click on the orange “Next” icon.



You will then be taken to the next screen

## REGISTRATION

1- Identification 2- Additional Information 3- Subscription 4- Confirmation

Group Notification	Statewide Notification
\$89/ <sub>group</sub>	\$299/ <sub>State</sub>
<a href="#">Bulk Packages Available</a>	<a href="#">Bulk Packages Available</a>
<ul style="list-style-type: none"><li>• Get matched bids directly from agencies</li><li>• Receive bid alerts, term contract notices, advanced search &amp; more</li></ul>	<ul style="list-style-type: none"><li>• Get all benefits of Group Notification PLUS</li><li>• Receive even more matched bids from government agencies across the entire State</li></ul>
<b>Basic Registration</b> <a href="#">Compare Registration Plans</a>	
<input checked="" type="checkbox"/> Rocky Mountain e-Purchasing System <b>SELECT</b> 175 agencies	<b>SELECT</b> 492 agencies

[Select Additional Purchasing Groups](#)

Limited Service

\* Taxes may apply

**PREVIOUS** **NEXT**

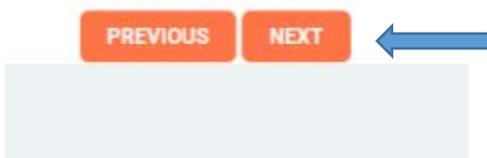
Put a check mark in the box next to “Rocky Mountain e-Purchasing System” if the registration you are signing up for is the free service.

**Basic Registration** [Compare Registration Plans](#)

**Rocky Mountain e-Purchasing System**

[Select Additional Purchasing Groups](#)

Then click on the orange “Next” icon.



You will be taken to the following screen:

Open Bids Closed Bids Vendor Services Buyer Services Purchasing Groups Company

## REGISTRATION

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Subscription Details

Please review the following registration details:

Subscription Term: 6-Month Subscription (12/08/2016 to 06/08/2017)

Group(s): Rocky Mountain e-Purchasing System

PREVIOUS COMPLETE REGISTRATION

Unless you need to go back to the previous screen, click on the “Complete Registration” icon.

You will then see the Confirmation page. It will tell you to check your email to complete the registration. The screen will look like:

Open Bids Closed Bids Vendor Services Buyer Services Purchasing Groups Company

## REGISTRATION

1- Identification 2- Additional Information 3- Subscription 4- Confirmation

Registration Confirmation

### Check your email to complete your registration

You will receive an email & need to click a link to activate your account.

Should you not receive this email within minutes, or if you need assistance, please call BidNet Direct's Support Department at 800-835-4603. We provide technical support for this online bidding system and are available Monday-Friday from 8:00 am to 8:00 pm EST.

Kind Regards,

BidNet Direct Support Department  
support@bidnet.com

**Welcome to BidNet Direct's bid system!**

Our Vendor Support Team is here to help with any questions that you may have.

Monday-Friday from 8:00 am to 8:00 pm EST

800-835-4603