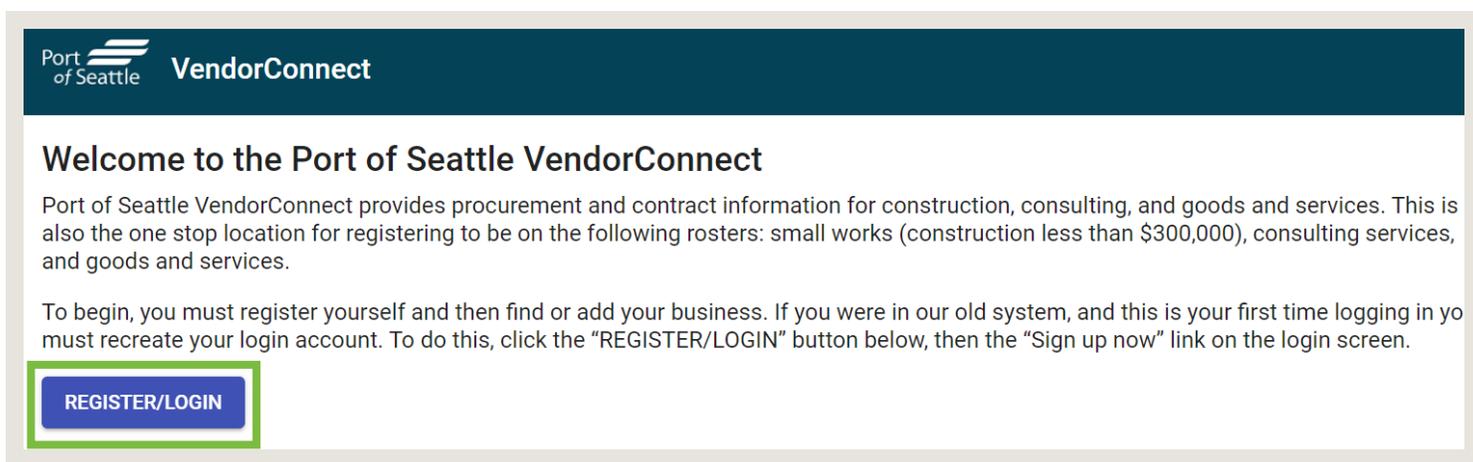# Guide to Registering on VendorConnect

VendorConnect is the Port of Seattle's procurement and contract information database. With VendorConnect you can:

• Access a one-stop resource for construction projects, consulting services, and goods and services
• Reach Port buyers and procurement specialists
• Receive emails about Port events and business opportunities
• Search vendors and view the event calendar
• Learn current and future purchasing strategies
• Market your business to Port staff and external businesses, including primes seeking businesses to partner with on upcoming contracts

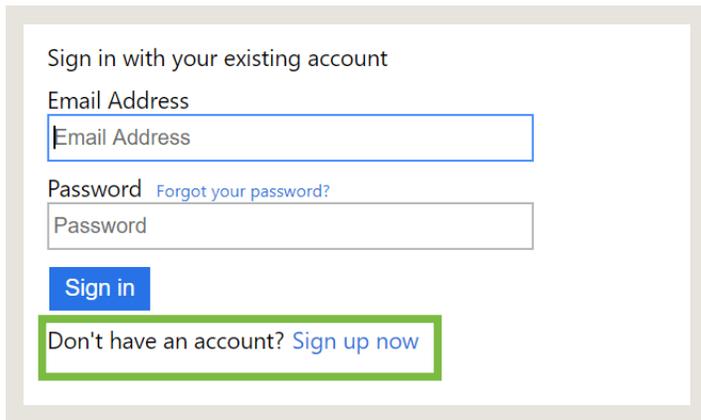**Follow the steps below to register on VendorConnect!**

Step One: Visit https://hosting.portseattle.org/sops and click the *Register/Login* button.

Step Two: Click on *Sign up now*.
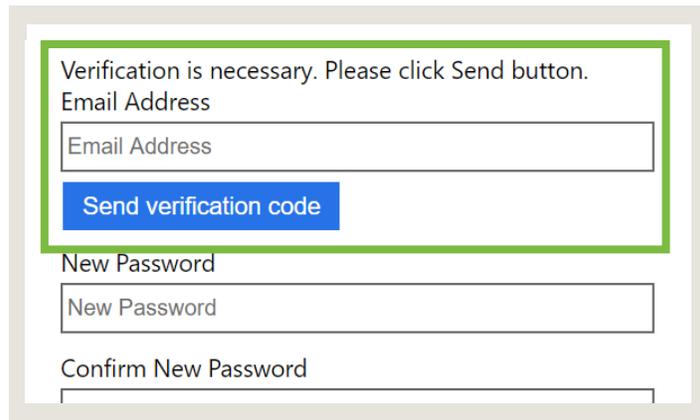
Step Three: Enter your email address and click on *Send Verification Code*.

Central Procurement Office | Diversity in Contracting

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

diversityincontracting@portseattle.org

Verification code

1|23456

Verify code   **Send new code**

New Password

New Password

Confirm New Password

Confirm New Password

Step Four: Enter the code sent to your email address and click *Verify code*.

diversityincontracting@portseattle.org

Change e-mail

New Password

New Password

Confirm New Password

Confirm New Password

Display Name

Display Name

Create   **Cancel**

Step Five: Create & confirm a password then enter your name (first and last) under *Display Name* and click *Create*.

👤 **MY PROFILE (diversityincontracting@portseattle.org)**
DC Staff
Business Phone: PLEASE UPDATE
Mobile Phone: PLEASE UPDATE

Joined: Mar 19, 2020

EDIT

Step Six: On the next screen, click the *Edit* button to enter your job title and a phone number.

MY VENDORS | JOIN/ADD VENDOR

Have you registered your account with a Vendor? Find your Vendor in our directory or add it if you are new doing business with us. Once you are a validated contact with a Vendor, you can subscribe and interact with Solicitations of interest.

MY SOLICITATIONS | FIND SOLICITATION

You have no Solicitations.

Step Seven: Now click on the *Join/Add Vendor* button to associate your company with your account.

Port of Seattle **VendorConnect**

DASHBOARD > VENDOR INDEX

Vendor Index

List of publicly viewable vendors. Use the filter for more detailed searches. If you are new to our system or cannot find your Vendor profile, you may CREATE A NEW VENDOR.

🔍 Search Vendors ✕

Step Eight: If someone from your company has already registered, use the search field to find and select your company (continue to Step Nine). Otherwise, click on *Create A New Vendor* (skip to Step Ten).

Port of Seattle **VendorConnect**

DASHBOARD > VENDOR INDEX > VENDOR DETAIL

Test Company

👤✓ BECOME A CONTACT FOR THIS VENDOR

Step Nine: After selecting your company from the list, click on *Become A Contact For This Vendor*.
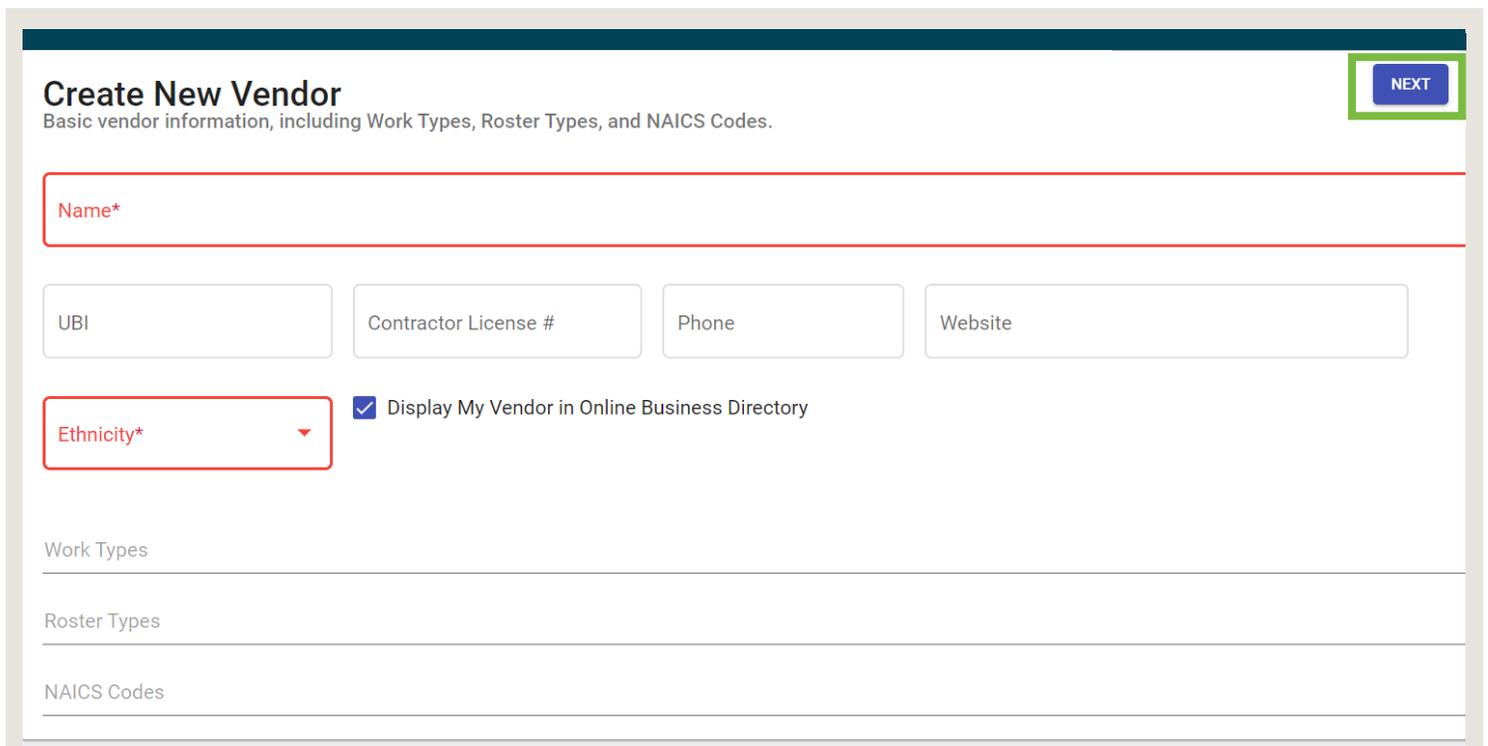
Port of Seattle VendorConnect

DASHBOARD > VENDOR INDEX > VENDOR DETAIL

Test Company

Pending Approval

Step Nine (B): A registered member from your firm will receive an email asking them to approve your association to the company's profile. Skip to Step Twelve.

Create New Vendor
Basic vendor information, including Work Types, Roster Types, and NAICS Codes.

NEXT

Name*

UBI

Contractor License #

Phone

Website

Ethnicity*

☑ Display My Vendor in Online Business Directory

Work Types

Roster Types

NAICS Codes

Step Ten: Enter all of your company's information. Only the name of the company and ethnicity of the owner(s) is required now and the rest can be completed later. if you prefer to not provide the ethnicity of the owner(s), please select "Prefer Not to Answer."

Work Types, Roster Types, & NAICS Codes help Port staff understand the services you provide. It is in your best interest to provide this information. These fields require you to click on the item you wish to select in the drop-down list that appears. You may select more than one option in each. Finish by clicking _Next_.

Business Certifications | Test Company (DC)

Add, edit, or remove your Vendor Certifications. Vendors must keep these records current in our system.

DONE

ADD CERTIFICATION

Type ↑		Self ID		Cert #		Issued		Expires		Approval	

Step Eleven: If your company has any state and/or federal certifications (see below), click the *Add Certification* button to select the certification type and enter your certification number. Click *Done* when complete.

State Certifications

CBE – Combination Business Enterprise (CBE) is a business that is 51% owned and controlled by a combination of minorities or women that would not otherwise meet the definition of MBE, WBE, MWBE.

LGBTQBE – LGBTQ Business Enterprise (LGBTQBE) is a business that is at least 51% owned and controlled by one or more individual who identify as lesbian, gay, bisexual, transgender, or queer.

MBE – Minority Business Enterprise (MBE) means a business that is at least 51% owned and controlled by minority (including, but not limited to African Americans, Asians, and Hispanics) group members. May be certified, by Washington State OMWBE or other agency, or self-declared

MWBE – Minority Women Business Enterprise (MWBE) is a business that is at least 51% owned and controlled by minority women (including, but not limited to African Americans, Native Americans, Asians, Hispanics) group members. May be certified by Washington State OMWBE or other agency, or self-declared.

SEDBE – Socially and Economically Disadvantaged Business Enterprise (SEDBE) is a business that is at least 51% owned and controlled by a women and/or minority (including, but not limited to African Americans, Native Americans, Asians, Hispanics) and have a net worth that does not exceed $1.32 million. May be certified by Washington State OMWBE or other agency, or self-declared.

WBE – Women Business Enterprise (WBE) means a business that is at least 51% owned and controlled by women. May be certified, by Washington State OMWBE or other agency, or self-declared.

Federal Certifications

The following are federally regulated certification programs that are administered by state and local agencies. The Port recognizes certifications from OMWBE.

DBE – Disadvantaged Business Enterprise
ACDBE – Disadvantaged Business Enterprise for Concessionaires Located at Airports
SBE - Small Business Enterprise

For more information on certifications, visit https://omwbe.wa.gov/.

Step Twelve: Congratulations! You have completed the registration process. Click on *Dashboard* to return to your home screen.

You may now use the site freely. Be sure to look at *Current and Past Solicitations* to see what business opportunities exist.

When you find a solicitation that interests you, open it and click on *Become A Plan Holder* to ensure you receive all updates regarding that solicitation.