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

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

Step Six: On the next screen, click the **Edit** button to enter your job title and a phone number.
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Step Seven: Now click on the *Join/Add Vendor* button to associate your company with your account.

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).

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

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.
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/](https://omwbe.wa.gov/).
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.
Select your role from the dropdown list and click the *Become a Plan Holder* button.

After registering as a Plan Holder the *Ask Question* button will appear. Clicking this button will open a text box you can use to ask your question.
After typing your question, click the **Ask** button. Your question will be submitted to the Contract Administrator and may be answered in an addendum. Addenda will be posted in the **Documents** section on the solicitation detail page. Plan Holders will receive email notifications regarding changes and updates directly from the VendorConnect system.