

# VendorConnect

How to Register

How to View Procurements

How to Join the Plan Holders List



## How to Register

- Visit <a href="https://hosting.portseattle.org/sops/">https://hosting.portseattle.org/sops/</a>
- Click on REGISTER/LOGIN



### Welcome to the Port of Seattle VendorConnect

Due to the everchanging COVID-19 situation and the healthcare professional and state guidance provided, all public gatherings, such as pre-bid meetings and bid openings will be held virtually. This information will be provided in more detail as it applies to the particular requirement and interested vendors should monitor VendorConnect closely for changes.

Port of Seattle VendorConnect provides procurement and contract information for construction, consulting, and goods and services. This is also the one stop location for registering to be on the following rosters: small works (construction less than \$300,000), consulting services, and goods and services.

To begin, you must register yourself and then find or add your business. If you were in our old system, and this is your first time logging in you must recreate your login account. To do this, click the "REGISTER/LOGIN" button below, then the "Sign up now" link on the login screen.

**REGISTER/LOGIN** 

You may search our solicitations, vendors, and view the event calendar as a guest.

CURRENT AND PAST SOLICITATIONS

FUTURE SOLICITATIONS

SEARCH PUBLICLY VIEWABLE VENDORS

VIEW EVENT CALENDAR



- You can sign in using an existing Google or Microsoft account
- You can also create an account by clicking Sign up now

Sign in with your social account
G Google Microsoft Account
OR
Sign in with your existing account
Email Address
Email Address
Password Forgot your password?
Password
Sign in
Don't have an account? Sign up now



• Enter your email address and click send verification code

#### Verification is necessary. Please click Send button.

#### Email Address



#### Confirm New Password

Confirm New Password

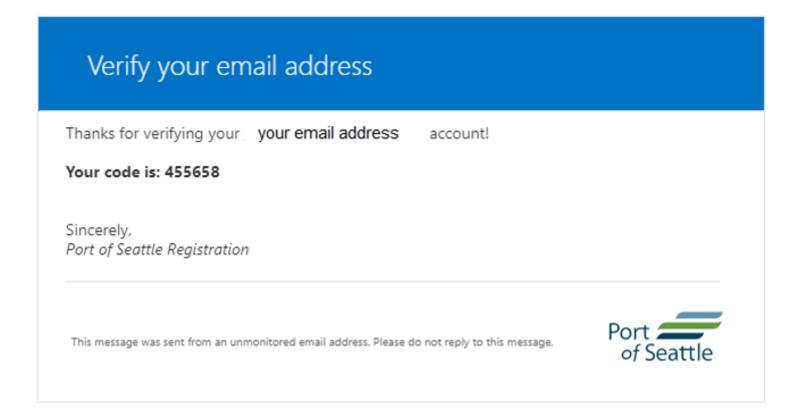
#### **Display Name**

Display Name





• Check your email for the verification code





• Once you have received your verification code enter it in the Verification Code field and click Verify Code

Verification code has been sent to your inbox. Please copy it to the input box below. Email Address
your email address
Verification code
455658
 Verify code Send new code
New Password
Confirm New Password

#### **Display Name**





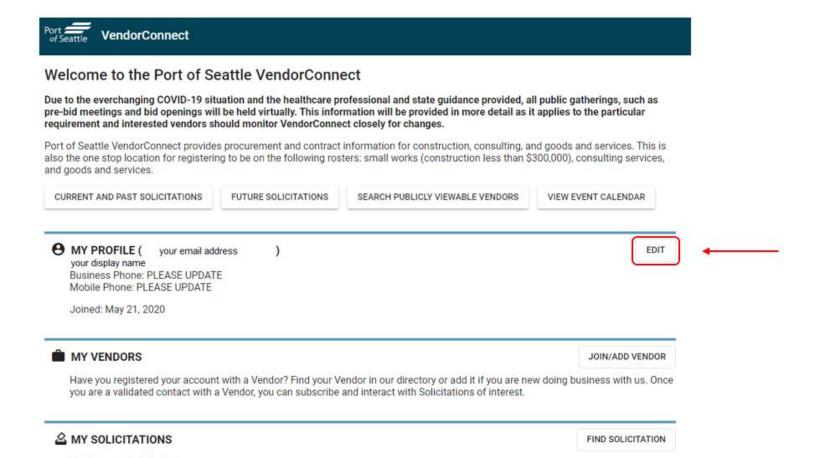
• Once the code has been verified, fill in the rest of the fields and click Create

your email address	
Change e-mail	
New Password	
Confirm New Password	
Display Name	

.....



- You will be taken to your account page
- Click on EDIT in the MY PROFILE section





You have no Solicitations.

• Fill in the missing information and click UPDATE

(

MY PROFILE (	your email address )
First Name *	Last Name *
Your	Name
Job Title	
Job Title	
Business Phone	Mobile Phone
Phone Number	Phone Number



• Click JOIN/ADD VENDER

 MY PROFILE ( your email address Your Name, Job Title Business Phone: Phone Number Mobile Phone: Phone Number

Joined: May 21, 2020

#### MY VENDORS

JOIN/ADD VENDOR

EDIT

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.

### A MY SOLICITATIONS

FIND SOLICITATION

You have no Solicitations.



- Enter the name of your company in the Search Vendors field
- Once you find your company click on the company name

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 <u>CREATE A NEW VENDOR</u> .	
Q Test X	
Name † Business Certifications (*self-i	dentified)
AIRTEST Co, Inc.	
<u>Test Company</u>	
Test Company (DC) Architect and Engineering, Conveyances (elevator/escalator) MBE*	



• Click BECOME A CONTACT FOR THIS VENDOR

Test Compar	iy .	
BECOME A	CONTACT FOR THIS VENDOR	
Overview		
UBI	Contractor License #	
Phone 123-123-1233	K Website	
Work Types		
Roster Types		



Business Certifications (\*self-identified)

• Approval will take up to 48 hours

Port	VendorConnect
DASHBOAR	D > VENDOR INDEX > VENDOR DETAIL
Test Co	mpany
Pending	Approval
Overv	riew
UBI	Contractor License #
Phone	
123-123-1233	Website
Work Types	
Roster Types	
NAICS Codes	
111110 - So	bybean Farming

Business Certifications (\*self-identified)



## • If you cannot find your company click CREATE A NEW VENDOR

Port VendorConnect		
DASHBOARD > VENDOR INDEX		
Vendor Index List of publicly viewable vendors. Use the filter for $\circlectcolored company name $	r more detailed searches. If you are new to our system or cannot find yo	our Vendor profile, you may CREATE A NEW VENDOR.
Name †	Work Types	Business Certifications (*self-identified)
No records available.		



• Fill in your company information and click Next

	Port VendorConnect	98
	Create New Vendor Basic vendor information, including Work Types, Roster Types, and NAICS Codes.	NEXT
	Name* Company Name	
Architect and Engineering Concrete, excavation, grading	UBI     Contractor License #     Phone     Website       00000000     0000000     Phone Number     Website	
Consultant Services Conveyances (elevator/escalator)	Ethnicity* Display My Vendor in Online Business Directory	
Demolition, Remediation Electrical-Facilities	Work Types	
Г	Roster Types     111110 - Soybean Farming       111120 - Oilseed (except Soybean) Farming	
Consultants	NAICS Codes 111130 - Dry Pea and Bean Farming 111140 - Wheat Farming	
Goods and Services Small Works	111150 - Corn Farming 111160 - Rice Farming	



# • Enter any business certifications your company has, whether certified or self-declared and click DONE

f Seattle Vendor	Connect													0 B
usiness Certi Id, edit, or remove your	fication	IS   Compa	any Name	ese records	current in our sy	stem.							-	DONE
ADD CERTIFICATION	N													
Туре †	Ŧ	Self ID	Cert #	Ŧ	Issued	Ŧ	Expires	Ŧ	Approval	Ŧ	Comments	т		
	•				month		month/		Pending				~	c
DBE	^													
HUB														
LGBTQ														
MBE														
SBE														



- Now your company has been created
- Click on the Dashboard link

Company Nam				
EDIT		Contacts	Documents	
UBI 000-000-000		tractor License # 00000		
Phone Phone Number	r.	Website Website		Ē
Ethnicity Unknown		Display My Vend	or in Online Business Direc	tory
Work Types				
Roster Types				
NAICS Codes				



# How to View Solicitations

• Click Find Solicitation in the MY SOLICITATIONS section

	eattle VendorConne	ect	
	l be held virtually. This infor	ofessional and state guidance provided, a mation will be provided in more detail as i ct closely for changes.	
		information for construction, consulting, a ers: small works (construction less than \$	
CURRENT AND PAST SOLICITATIONS	FUTURE SOLICITATIONS	SEARCH PUBLICLY VIEWABLE VENDORS	VIEW EVENT CALENDAR
MY PROFILE (beth.e.graves@ Your Name, Job Title	)gmail.com)		EDI
	)gmail.com)		EDI
Your Name, Job Title Business Phone: Phone Number	)gmail.com)		EDI
Your Name, Job Title Business Phone: Phone Number Mobile Phone: Phone Number	)gmail.com)		EDI JOIN/ADD VENDO
Your Name, Job Title Business Phone: Phone Number Mobile Phone: Phone Number Joined: May 21, 2020	)gmail.com)		



### • Click on a solicitation you are interested in

ASHBOARD > SOLICITATIO	ON INDEX					
urrent Solicitation		Port of Seattle. Use the filter to search all solicitations.				
Q. Search Solicitations	×					
Number		Title	Bid Due		Category	Status
20-05		MERCHANT SERVICES		Jul 24, 2020, 10:00:00 AM	Goods and Services	Oper
P-00320287		Terminal 108 EPA Engineering Evaluation and Cost Analysis		Jun 19, 2020, 12:00:00 PM	Professional and Personal Services	Oper
MC-0318716-1		LANDSCAPING PACKAGE FOR PORT OF SEATTLE SITES 23-25 RESTORATION PROJECT		Jun 10, 2020, 1:00:00 PM	Major Construction	Орег
00320272		Terminal 91 Berths 6 and 8		Jun 5, 2020, 12:00:00 PM	Professional and Personal Services	Oper
MC-0320171		Remote Aircraft Deicing		Jun 4, 2020, 3:00:00 PM	Major Construction	Open
MC-0319131		Concourse C New Power Center		Jun 2, 2020, 2:00:00 PM	Major Construction	Oper
P-00320167		Hydraulic and Hydrology Support Services		Jun 1, 2020, 12:00:00 PM	Professional and Personal Services	Oper



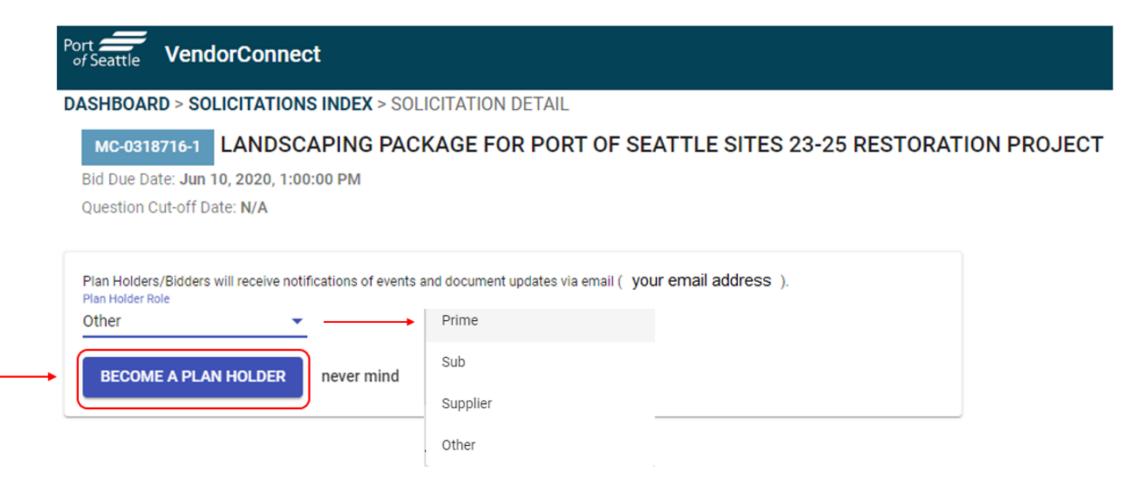
# How to Join the Plan Holders List

### • Click BECOME A PLAN HOLDER

Port Vendo	rConnect						
DASHBOARD > SOLI	CITATIONS INDEX >	SOLICITATION DETA	AIL.				
MC-0318716-1 L Bid Due Date: Jun 10 Question Cut-off Date	, 2020, 1:00:00 PM e: N/A	PACKAGE FOR PO	ORT OF SEAT	TTLE SITES 2	3-25 RESTOR	ATION PROJECT	
Overview	Documents	Plan Holders/8	Bidders	Events	Event Docume	ents	
Advertise Date 5/12/2020	Order of Magnitude		Estimate Quarter 2	Estimate Year 2020			
Department CPO Administrative Gro	up	Port Contact Sisk, Beth	Email Sisk.B@p	portseattle.org	$\geq$	Phone 206.787.4760	E.
SUB-BIDS REQUESTED FOR LANDSCAPING PACKAGE FOR PORT OF SEATTLE SITES 23-25 RESTORATION PROJECT Bids Due: June 10, 2020 at 1 pm Scarsella will receive the bids for this GC/CM contract. SCARSELLA BROS., INC. PO Box 68697 Seattle, WA 98168 (253) 872-7173 FAX (253) 395-1209 EMAIL: estimating@scarsellabros.com Bid Documents are available at: https://hosting.portseattle.org/sops/ for other scope packages forthcoming. Scarsella Bros., Inc. is an equal opportunity employer seeking subcontractor/supplier quotes from DBE, small, and local businesses. We are a member of the AGC of Washington. #SCARSB1183B8							



- Select your Plan Holder Role from the drop down menu
- Click BECOME A PLAN HOLDER





• You are now a Plan Holder for the project

Port WendorC	onnect			
DASHBOARD > SOLICIT	TATIONS INDEX > SO	LICITATION DETAIL		
MC-0318716-1 LA Bid Due Date: Jun 10, 20 Question Cut-off Date: N	020, 1:00:00 PM	CKAGE FOR PORT OF SE	ATTLE SITES	23-25 RESTORATION PROJECT
YOU ARE A PLAN		SK QUESTION		
Overview	Documents	Plan Holders/Bidders	Events	Event Documents
EXPORT TO EXCEL				
Vendor 🕇				
Pacific Earth Works, Ind	<u>2.</u>			
Spokane Regional Plan	Center			



• As a Plan Holder the project will now appear on your dashboard and you will receive emails when any updates are made to the project

CURRENT AND PAST SOLICITATIONS FUTURE SOLICITATIONS SEARCH PUBLICLY VIEWABLE VENDORS VIEW	EVENT CALENDAR
MY PROFILE ( your email address )     Your Name, Job Title     Business Phone: Phone Number     Mobile Phone: Phone Number     Joined: May 21, 2020	EDIT
MY VENDORS	JOIN/ADD VENDOR
Test Company	
Company Name	
	FIND SOLICITATION
MC-0318716-1 - LANDSCAPING PACKAGE FOR PORT OF SEATTLE SITES 23-25 RESTORATION PROJECT	Open



# Questions?

- Please send T117 Project questions to <u>T117habitat@portseattle.org</u>
- Please send VendorConnect questions to Beth Sisk at sisk.b@portseattle.org
- For more information about this project please visit: <u>http://www.portseattle.org/t117habitat</u>

