

VENDOR REGISTRATION

Vendor Registration – Creating an account to submit bids or respond to solicitations.

Completing Vendor Registration

To begin, visit pennbid.procurement.com. If your company does not have an account with PennBid, you'll see the screen below. Select "Register" under Create New Company. **If your company does have an account that you wish to be added to, please stop and contact the PennBid office at 610-693-4769 for further assistance.**



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[Home](#) [Help](#)


ⓘ After logging in, your session will automatically expire after a period of no activity. Make sure to save your work. Session timeout: 60 minutes

Log In

Remember Me

Log In

Create New Company Account











- Once on the registration page, fill out every **required field** (Contains a Red Asterisk (*)).
- When every line is complete, click the **Next** button on the top right.

Help ?

Registration

i Please enter the information below to start the registration process. Hit the 'Next' button to submit your entries. You will receive an email message with instructions on how to complete your registration. If you do not find this email in your Inbox or your Spam Folder, [click for additional instructions](#)

 Next

     	<p>COMPANY NAME *</p> <input type="text" value="Enter Text"/>	<p>TITLE</p> <input type="text" value="Enter Text"/>	<p>PHONE *</p> <input type="text" value="Enter Text"/>
	<p>FIRST NAME *</p> <input type="text" value="Enter Text"/>	<p>EMAIL ADDRESS *</p> <input type="text" value="Enter Text"/>	<p>FAX</p> <input type="text" value="Enter Text"/>
	<p>LAST NAME *</p> <input type="text" value="Enter Text"/>	<p>MOBILE</p> <input type="text" value="Enter Text"/>	
	<p>ADDRESS TYPE *</p> <input type="text" value="Please choose one"/>	<p>ADDRESS 2</p> <input type="text" value="Enter Text"/>	<p>STATE/PROVINCE/TERRITORY</p> <input type="text" value="Please choose one"/>
	<p>COUNTRY *</p> <input type="text" value="US United States"/>	<p>CITY *</p> <input type="text" value="Enter Text"/>	<p>ZIP/POSTAL CODE</p> <input type="text" value="Enter Text"/>
	<p>ADDRESS 1 *</p> <input type="text" value="Enter Text"/>		



- You will receive a notification on the screen that a link to set your password has been sent to your email address. Please check your spam or junk folder if you do not see the email in your inbox momentarily.

Help ?

Registration

- ✔ An email message has been sent with instructions on how to continue registration from noreply@procureware.com. The email contains a link to complete the process. If you do not find this email in your Inbox or your Spam Folder, [click for additional instructions](#).

- **Sample Email below - Click the blue hyperlink.**

- Please Complete PennBid Vendor Registration



• PennBid <noreply@procureware.com>

To: [Redacted]

✔ External images are now more secure, and shown by default. [Change in Settings](#)



Please return to the PennBid procurement portal at:

https://pennbid_procureware.com/Login/Confirmation?id=9e7d800d-0918-4e9d-8a40-ecdc74e5867d

to finish setting up your account.

Powered By SynchroBid® / ProcureWare®



- After you click the hyperlink, you will be prompted to create a new password.
- Once you create and confirm the new password, click the **Save** button.



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[← Home](#)


[Help ?](#)

Please enter a new password

- i** Password must contain:
- At least 8 characters
 - At least 1 uppercase letter
 - At least 1 special character (!@#\$\$%^&*)

 New Password

 Confirm Password

 Save Continue to registration





- Once you see the green check mark with **Password Successfully Changed!** you can click the orange **Continue to Registration** button.



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← Home Help ?

Please enter a new password

i Password must contain:

- At least 8 characters
- At least 1 uppercase letter
- At least 1 special character (!@#\$%^&*)

.....

.....

←

✓ Password successfully changed!



- The first section you are required to fill out is the Company Setup – this is all the information pertaining to your company.
- You are required to fill out every line that has a **Red Asterisk (*)**
- Once you have everything filled in, click **Save** then **Next**.

Registration

COMPANY ADDRESS SERVICE AREAS CATEGORIES CONTACT TERMS AND CONDITIONS

i Please complete information about your company and hit 'Next' to continue.

⚠ You must complete all required fields before you can submit your registration.

Submit Registration

▶ Next

Cancel Save

COMPANY SETUP

NAME * **WEB URL**

CERTIFICATIONS
Please select applicable certifications.

ADDITIONAL DOCUMENTS

DOCUMENT 1 <input type="button" value="Choose File"/> No file chosen	DOCUMENT 2 <input type="button" value="Choose File"/> No file chosen	DOCUMENT 3 <input type="button" value="Choose File"/> No file chosen
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- The next section you are required to fill out is Address– this is your Company address information.
- You are required to fill out every line that has a **Red Asterisk (*)**
- Once you have everything filled in, click **Save** and your address will populate below.
- Then click **Next**.

Help ?

Registration

COMPANY ADDRESS SERVICE AREAS CATEGORIES CONTACT TERMS AND CONDITIONS

i Enter at least one address. Save your entries and click 'Next' to advance to the next screen.

⚠ You must complete all required fields before you can submit your registration.

Submit Registration

◀ Previous ▶ Next

COMPANY ADDRESSES (1 record)

Cancel Save And Copy Save

ADDRESS TYPE *	ADDRESS 2	ZIP/POSTAL CODE
<input type="text" value="Please choose one"/>	<input type="text" value="Enter Text"/>	<input type="text" value="Enter Text"/>
COUNTRY *	CITY *	PHONE
<input type="text" value="US United States"/>	<input type="text" value="Enter Text"/>	<input type="text" value="Enter Text"/>
ADDRESS 1 *	STATE/PROVINCE/TERRITORY	IS PRIMARY
<input type="text" value="Enter Text"/>	<input type="text" value="Please choose one"/>	<input type="checkbox"/>

<input type="checkbox"/>	ADDRESS TYPE	COUNTRY	ADDRESS 1	ADDRESS 2	CITY	STATE/PROVINCE/TERR...	ZIP/POSTAL CODE	PHONE	IS
<input type="checkbox"/>	P.O. Box	United States	PO Box 335335		Red Lion	Pennsylvania	17356	610-693-4769	



- The next section you are required to fill out is Service Areas – this is directly related to notifications for bid opportunities. You can select entire states or specific counties you would like to be notified about.
- Once you have the areas selected, click **Save** then **Next**.

Registration Help ?

COMPANY ADDRESS SERVICE AREAS CATEGORIES CONTACT TERMS AND CONDITIONS

i Select the counties where you wish to be notified about bidding opportunities. Regardless of what is selected, you can access all public bids by clicking "Bids." Save your entries and click 'Next' to advance to the next screen.

! You must complete all required fields before you can submit your registration.

Submit Registration

◀ Previous Next ▶

▼ BY STATE/COUNTY AREA (0 records) Cancel Clear Save

i Click '>' to expand a service area, or '<' to collapse a service area.

Search...

- > Pennsylvania
- > Ohio
- > Maryland
- > Delaware
- > New York



- The next section you are required to fill out is Categories – this is also directly related to notifications for bid opportunities. Select the categories that pertain to your field or specialty. Please note: PennBid uses the standard NIGP codes.
- If you do not wish to receive notifications, select the 001 DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES box.
- Once you have your categories selected, click **Save** then **Next**.

Help ?

Registration

COMPANY



ADDRESS



SERVICE AREAS



CATEGORIES



CONTACT



TERMS AND CONDITIONS



Select the products and/or services that your company provides. Save your entries and click 'Next' to advance to the next screen.

You must complete all required fields before you can submit your registration.

Submit Registration

◀ Previous ▶ Next

▼ CATEGORIES (0 records)

Cancel Clear Save

Click '>' to expand a category, or '<' to collapse a category.

Search...



- 001 DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES
- ▶ 0 NIGP Classifications





- The next screen is Internal Contacts.
- Here is where you can add any additional Internal Contacts. If you do, your information will be carried over.
- Click **Next**.

Registration Help ?

COMPANY ✓ ADDRESS ✓ SERVICE AREAS ✓ CATEGORIES ✓ CONTACT ✓ TERMS AND CONDITIONS ✗

i You must have at least one contact for your company. Save your entries and click 'Next' to advance to the next screen.

⚠ You must complete all required fields before you can submit your registration.

INTERNAL CONTACTS **i** (1 record)

<input type="checkbox"/>	FIRST NAME	LAST NAME	LOGIN STATUS	TITLE	EMAIL ADDRESS	VERIFIED	MOBILE	PHONE	FAX	COUNTRY
<input type="checkbox"/>	Erin	Harnly	Active	President	echarnly@yahoo.com	✓		610-693-4769		United States



- The next section you are required to fill out is the Terms and Conditions.
- You are required to fill out every line that has a **Red Asterisk (*)**
- Please download and review, by clicking the “[Download copy of Terms and Conditions here link.](#)”
- Once everything is filled in and you have downloaded the terms and conditions, click **Save**.

Help ?

Registration

COMPANY ADDRESS SERVICE AREAS CATEGORIES CONTACT TERMS AND CONDITIONS

⚠ You must complete all required fields before you can submit your registration.

Submit Registration

◀ Previous

Cancel Save



TERMS AND CONDITIONS

TERMS AND CONDITIONS *

[Download copy of Terms and Conditions here.](#)

Use the drop-down selection below to acknowledge the terms and conditions.

Please choose one



FULL NAME *

Enter Text



TODAY'S DATE *

Enter Text





➤ The final step is submitting your registration.

Help ?

Registration

COMPANY ✓ ADDRESS ✓ SERVICE AREAS ✓ CATEGORIES ✓ CONTACT ✓ TERMS AND CONDITIONS ✓

✓ You have completed all required fields, but you must submit your registration for it to be processed.

[Submit Registration](#)

[<<Previous](#)

[Edit](#)

TERMS AND CONDITIONS

TERMS AND CONDITIONS Download copy of Terms and Conditions here.	FULL NAME Erin Harnly	TODAY'S DATE 05/14/2021
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Use the drop-down selection below to acknowledge the terms and conditions.

I acknowledge the terms and conditions.



- Once you hit **Submit Registration**, your page will automatically refresh, and you should be logged in to your account.
- From here on out, you can begin to search for and submit bids on solicitations.



Erin Harnly [Log Out](#)

05/14/2021 1:14:12 PM EDT

[Help](#)

Company

[INFO](#) [TERMS AND CONDITIONS](#) [BID ACTIVITY BY THIS COMPANY](#)

NOTE: STATE/COUNTY SELECTION

Select the counties **where you wish to be notified about bidding opportunities**. Regardless of what is selected, you can access all public bids by clicking the "Bids" option in the blue-gray bar on the left.

[Edit](#)

NAME	WEB URL	REGISTRATION STATUS
Nire Electric Co.		Complete

CERTIFICATIONS
Please select applicable certifications.

ADDITIONAL DOCUMENTS

DOCUMENT 1	DOCUMENT 2	DOCUMENT 3
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▼ CATEGORIES (1 record) Edit		
CODE	TITLE	FULL NAME
001	DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES	001 DO NOT NOTIFY MY COMPANY OF BID OPPORTUNITIES

▼ BY STATE/COUNTY AREA (1 record) Edit		
CODE	DESCRIPTION	FULL NAME
York Co, PA	York Co, PA	Pennsylvania Pennsylvania > York Co, PA York Co, PA

If you have any questions about completing your vendor registration, please contact the PennBid Team. We are happy to assist!