



# Vendor Guide

How to Register as a Vendor

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# Introduction

Sound Transit utilizes Biddingo's services to distribute documents and receive bidders' responses.

Read document instructions carefully. Most Bids/RFPs require paper based submission. Some allow for online submission through the Biddingo system.

Go to: <http://vendorportal.soundtransit.org>

# Vendor Registration – Step 1

**User Login**

User ID:  
wontak.kim@bolfy.com

Password:  
.....

[Forgot your password?](#)

**Login**

## Sound Transit – Vendor Portal

Sound Transit (Central Puget Sound Regional Transit Authority) has partnered with Biddingo.com to provide information regarding contracting opportunities at Sound Transit. All guests to our site can view solicitations, bid results and solicitation award information. If you are interested in working with Sound Transit please register using the Vendor Registration button below in order to receive email notifications about upcoming projects in your field(s) of interest. Doing so will enable you to download solicitation documents, associated addenda and will contain information about how to respond to the solicitation.

**Vendor Registration**

Sound Transit is an Equal Opportunity Employer and encourages Minority, Women and Disadvantaged Business Enterprises to participate in the competitive procurement process. Firms are also advised that Sound Transit expects contractors, consultants, and vendors to adhere to certain Sound Transit policies while on Sound Transit's premises or when communicating with Sound Transit employees. In addition to advertising contract opportunities here on the agency's solicitation web site, it is also Sound Transit's policy to advertise solicitations greater than \$100,000 in the Daily Journal of Commerce. This site is intended to meet the

**Vendor Registration**

Agency Website

Small Business

NAICS

Vendor User Guide

FAQ

Do I need to Subscribe to Biddingo?

**Register with Sound Transit to access bid documents, respond to electronic bids, and receive notifications. You will create a User ID (email) and Password.**

**Registration is free.**

Sound Transit resolution.

**SMALL WORKS ROSTER**

# Vendor Registration – Step 2



[Home](#) \

## Sound Transit Vendor Registration Form

Click on 'Start My Registration Now'.

If you are an existing Biddingo user, please login below.

To complete the application form is FREE. Once you've completed the application, you will be able to view and bid on bid opportunities through Biddingo.com.

### New User

**Registration is FREE!**

First time users to Biddingo who are interested in becoming a Sound Transit vendor register here.

[Start My Registration Now!](#)

### Registered User

Current **Biddingo Users** should login here to register as a Sound Transit vendor OR update your existing application form.

User ID:   
Password:

[Log In](#)

Have you forgotten your password?

Click [Forgot Password?](#)

# Vendor Registration – Step 3

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## Sound Transit Online Vendor Registration Form

Step 1 Select Categories Step 2 Vendor Form Step 3 Verification

steps!

all applicable Commodities.

and Password.

pany Profile.

Note: Specifying whether you provide products, services and/or construction services will allow Sound Transit to use this database to source and invite vendors.

[Click here for Instructions on Category Selection](#)

[Continue Application](#)

Step 1. Select Categories [View Terms and Con](#)

[Search](#) [Reset Search](#)

[View Selected](#)

- [112 Animal Production and Aquaculture](#)
- [236 Construction of Buildings](#)
- [237 Heavy and Civil Engineering Construction](#)
- [238 Specialty Trade Contractors](#)

Click here for "Instructions" on how to select Categories / commodity codes

You can use the "Search" functionality.

Expand to see subcategories

Selections automatically save when checked. You can also "View Selected"

Select the NAICS codes that you do business in. Sound Transit will notify you based on your selection(s).

# Vendor Registration – Step 4

Step 1. Select Categories [\[ View Terms and Conditions \]](#)

printing

View Selected

- 323 Printing and Related Support Activities**
  - 323110 Commercial Lithographic Printing
  - 323111 Commercial Gravure Printing
  - 323112 Commercial Flexographic Printing
  - 323113 Commercial Screen Printing
  - 323114 Quick Printing
  - 323115 Digital Printing
  - 323116 Manifold Business Forms Printing
  - 323117 Books Printing
  - 323118 Blankbook, Looseleaf Binders, and Devices Manufacturing
  - 323119 Other Commercial Printing
  - 323121 Tradebinding and Related Work
  - 323122 Prepress Services
- 333 Machinery Manufacturing**
- 424 Merchant Wholesalers, Nondurable Goods**

After making your selections, click on 'Continue Application'

# Vendor Registration – Step 5

## Sound Transit Online Vendor Registration Form

Step 1 — Step 2 — Step 3  
Select Categories Vendor Form Verification

**Your email address is very important.**

As a new applicant you must enter your email address and create a password.

Note: Your User ID must be your email address as all communications from

Enter your email address and click on 'Verify' button. If your email exists in our database you will be prompted to login.

\* = Required Fields

### Step 1. Create User ID and Password

User ID (E-mail) \*

Enter your email address

Verify

Click 'Verify' to search the Biddingo.com database to ensure your User ID does not already exist.

Next

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# Vendor Registration – Step 6

## Sound Transit Online Vendor Registration Form

Step 1 — Step 2 — Step 3  
Select Categories Vendor Form Verification

Your email address is very important.

As a new applicant you must enter your email address and create a password in order to register.

Note: Your User ID must be your email address as all communications from bidding will be sent to this email address.

If the User ID is available, you will be prompted to create a 'Password'. Click on 'Next' when done.

\* = Required Fields

### Step 1. Create User ID and Password

User ID (E-mail) *	<input type="text" value="james@print10.com"/> <input type="button" value="Verify"/>
	Click 'Verify' to search the Biddingo.com database to ensure your User ID does not already exist. This User ID is available. Please create a password to continue.
Password *	<input type="password"/> 6-15 characters (Aa-Zz, 0-9 only)
Re-enter password *	<input type="password"/>

Next

# Vendor Registration – Step 7

**Save & Go to Verification**

Registrant's Name and Mailing Address for Solicitations	
Company Name * (Full Legal Name of Vendor)	Print 10 <small>This Company Name is available.</small> <span>Verify</span>
Department	
Address1 *	
Address2	
City *	
Postal/Zip Code *	
Country *	United States
Province/State *	Washington
Telephone *	
Fax	
First Name *	
Last Name *	
Title	
E-mail Address *	james@print10.com
Web Address	

**Small/Disadvantaged Business Info**

Certified Minority or Woman Owned Business in WA	<input type="radio"/> Yes <input type="radio"/> No
Is business owned by a person with a disability?	<input type="radio"/> Yes <input type="radio"/> No
U.S. Small Business Administration Program?	<input type="radio"/> Yes <input type="radio"/> No

**Save & Go to Verification**

'Verify' that your company name is available. If you receive the following message: "This Company Name already exists on the system.", please contact Biddingo.

Fields marked with a red asterisk are required fields. When done click on 'Save & Go to Verification'

# Vendor Registration – Step 8

[Print Friendly](#)

**>> SUBMIT REGISTRATION FORM**

NOTE: In order for your registration to be successfully saved in the vendor database, you MUST click Submit Registration Form.

**You have selected the following codes.** [\[ Modify \]](#)

- 323 Printing and Related Support Activities**
  - **323110** Commercial Lithographic Printing
  - **323111** Commercial Gravure Printing
  - **323112** Commercial Flexographic Printing
  - **323114** Quick Printing
  - **323115** Digital Printing
  - **323119** Other Commercial Printing

**Vendor Form** [\[ Modify \]](#)

**Registrant's Name and Mailing Address for Solicitations**

<b>Company Name*</b> (Full Legal Name of Vendor/ Full Legal Name of Vendor)	Print 10
<b>Department</b>	
<b>Address1 *</b>	401 S Jackson St
<b>Address2</b>	
<b>City *</b>	Seattle
<b>Postal/Zip Code*</b>	98104
<b>Country*</b>	United States
<b>Province/State*</b>	Washington
<b>Telephone *</b>	206-123-0000
<b>Fax</b>	
<b>First Name *</b>	James
<b>Last Name*</b>	Brown
<b>Title</b>	
<b>E-mail Address *</b>	james@print10.com
<b>Web Address</b>	www.print10.com

Review the information and click on the 'Submit Registration Form'.

If you need to make changes click on 'Modify'.

You can always come back to 'Vendor Registration' to change your information or category selection(s)

# Vendor Registration – Step 9



[Home](#) \

## Thank you for completing the Vendor Registration for Sound Transit


Thank you!

Your application has been submitted successfully!

Confirmation of this has been sent to your e-mail address.

[Search Bidding for Bid Opportunities](#)

After submitting your Vendor Registration, you can click on 'Search for Bidding Bid Opportunities' to go back to the Sound Transit Vendor Portal

Questions can be directed to Customer Care at  
 (323) 206-4114  [info@biddingo.com](mailto:info@biddingo.com)