

# Step 1: click Vendor Registration

(<https://vendors.planetbids.com/portal/15300/portal-home>)

The screenshot shows the City of Sacramento Vendor Portal. At the top, there is a header with the City of Sacramento logo and a "City of Sacramento" link with a right arrow. To the right of the header are icons for accessibility (a person with a speech bubble), a home icon, and a "LOG IN" button. Below the header is a "Vendor Portal" section with six main tiles: "Vendor Registration" (Create a new vendor record, Log In), "Bid Opportunities" (Search and bid electronically), "My Contracts" (Manage your awarded contracts, LOGIN REQUIRED), "Certified Vendors" (Find Certified Vendors, LOGIN REQUIRED), "Contracts" (View public information regarding agency contracts, LOGIN REQUIRED), and "My Insurance" (View and fulfill insurance requests / requirements, LOGIN REQUIRED). Below these tiles is a "More from PlanetBids" section featuring the "VENDORLINE" logo with the tagline "Effortless Bidding Awaits." and a link to "Learn More". At the bottom left, there is a URL: <https://vendors.planetbids.com/portal/15300/vp-prereg>. At the bottom right, there are links for "VendorLine", "Dark Mode", "Privacy Policy", "Terms & Conditions", and "Accessibility".

# Step 2: Complete the form

The screenshot shows the "Register as a Vendor" form. At the top, there is a header with the City of Sacramento logo and a "City of Sacramento" link with a right arrow. To the right of the header are icons for accessibility (a person with a speech bubble), a home icon, and a "LOG IN" button. Below the header is a "Register as a Vendor" section with three input fields: "Company Name \*", "FEI/SSN \*", and "Email \*". Below the input fields is a green "SIGN UP" button. Below the button is a link: "Already have an account? Log in here."

# Step 3: Click Sign Up



### Register as a Vendor

Company Name \*  
TEST Company

FEI/SSN \*  
555555555

Email \*  
test@gmail.com

**SIGN UP**

Already have an account? [Log in here.](#)

# Step 4: Check your email for instructions to complete your registration.

Then access the bid by clicking here - <https://vendors.planetbids.com/portal/15300/bo/bo-detail/125174>



**An email was sent to test@gmail.com with instructions on completing your vendor profile. You must complete your registration to become a vendor.**

### Vendor Portal

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|--|---|
| <p><b>Vendor Registration</b><br/>Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In.</p>                             | <p><b>Bid Opportunities</b><br/>Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.</p> |
| <p><b>My Contracts</b> <small>LOGIN REQUIRED</small><br/>Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.</p> | <p><b>Certified Vendors</b> <small>LOGIN REQUIRED</small><br/>Find Certified Vendors</p>  |
| <p><b>Contracts</b> <small>LOGIN REQUIRED</small><br/>View public information regarding agency contracts.</p>  | <p><b>My Insurance</b> <small>LOGIN REQUIRED</small><br/>View and fulfill insurance requests / requirements.</p>  |



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