



Solutions Center / FAQs / Top 10 Vendor FAQs

How do I register with BidSync?



Katie Smith
posted this on February 18, 2014, 1:27 PM

To register for free as a vendor in the BidSync system, you must complete the registration form. Once your application has been submitted, the activation process may take up to 24 hours.

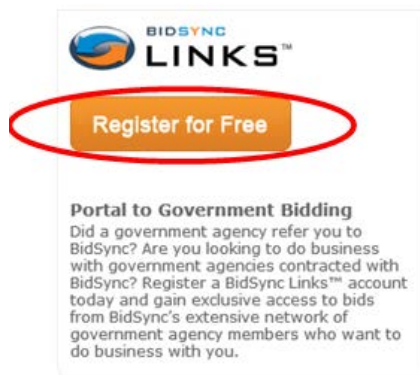
1) The first thing you will want to do is navigate to the BidSync home page by going to:

<http://www.bidsync.com>

2) In the middle of the page you will see two boxes that contain information for two of our products offered, you will want to click on **Get Started** in the orange box:



At the bottom of that page you will want to click on **Register for Free**.



3) On the **Account Information** page, add fill in the **E-mail**, **Password**, and **Confirm Password** fields and click **Create Account**.

Account Information

Have an account already?

Login

E-mail / Username

Password

Don't have an account?

Create an account, it's quick and simple

E-mail

Password

[Forgot password?](#)

Confirm Password

4) On the **What Do You Do?** page, select your primary industry from the drop-down list and click **Get Started**.

What Do You Do?

Help us understand what you do so we can give you the most relevant bids!

What is your primary industry?

← Change Package

5) On the **Add Keywords** page, type in at least three keywords or phrases to assist with the selection of commodity codes. Each keyword or phrase should be separated in a gray box. When finished, click the **Next** button.

Add Keywords

Adding Keywords:

- Begin typing keywords related to your products/services below.
- Suggestions will appear below where you are typing.
- Select the suggestions that best match your products/services.

Select keywords that best match your products/services

* computers* computer programming* computer hardware

← Edit Classification

6) On the **NIGP Code** page, relevant NIGP codes are already selected. Deselect any codes that are not pertinent to your business and click the **Next** button at the bottom of the screen.

NIGP codes based on Keyword search results

We have selected the following NIGP codes based on your keywords. Remove all that do not apply

* The following NIGP codes will be used to match and send you bid notifications. You may select up to **100 codes** that apply to your business.

[Select All](#) | [Select None](#)

<input checked="" type="checkbox"/>	208-67	Programming: Basic, Assembler, Computer Assisted Software Engineering Tools (case), Libraries, etc.
<input checked="" type="checkbox"/>	855-46	Lighting Control Systems: Memory and Computer/microprocessor Type
<input checked="" type="checkbox"/>	120-44	Hardware, Fittings, Parts, and Supplies, Boat (except Spark Plugs)
<input checked="" type="checkbox"/>	450-41	Hardware and Related Items (not Otherwise Classified)
<input checked="" type="checkbox"/>	204-10	Cabinets and Cases: Desktop Cases, Tower Cases, Drive Cabinets, etc.
<input checked="" type="checkbox"/>	855-75	Stage Hardware and Supplies: Braces, Canvas, Clamps, Paints, etc.
<input checked="" type="checkbox"/>	981-74	Theatrical Equipment and Supplies (including Costumes) Rental or Lease

7) On the **Tell us About You** page, fill in the information about yourself and your occupation and then click the **Next** button.

Tell us About You

First Name **Last Name**

Phone Number **Extension**

Job Title

How did you hear about us?

[← Edit NIGP Information](#)

8) On the **Tell Us About Your Company** page, fill in the information regarding your company and click **Next** at the bottom.

Tell Us About Your Company

Company Name

Address Line 1

Address Line 2

City

Country

State

Zip

Phone Number

Time Zone

Where do you do business?

[← Edit Personal Information](#)

[Next →](#)

9) You're done! You can now log in and view bid information. Please allow one business day for us to review and confirm your registration. You will have "read only" access and will not be able to place offers, ask questions, etc. until we have confirmed your account. If you would like to have your account confirmed immediately, please contact Bidsync Support at 800.990.9339.

Thank you for registering with BidSync!

0 people found this useful. - [Be the first!](#)

Topic is closed for comments