Quick Guide on How to Register as a Vendor for The Public Building Authority of the County of Knox and the City of Knoxville, Tennessee

https://vrapp.vendorregistry.com/Vendor/Register/Index/knox-county-pba-tn-vendor-registration
Vendor Registry provides great source of local, state and national government bids that you can grow business with. Registering as a vendor on Vendor Registry is quick and easy. This document will take you step-by-step on the registration process from plan selection to setting up your company profile.

You will notice tips noted in red throughout the document to help you get started.

Happy online bidding!

https://vrapp.vendorregistry.com/Vendor/Register/Index/knox-county-pba-tn-vendor-registration
Registration

• Find the vendor registration link under the government's Purchasing or Procurement Department page.

• Enter in User Information including:
  o User’s Name
  o Company Name
  o Email address (username)
  o Phone number
  o Check the first box if you are the primary decision-maker for your company

• Click ‘Get Started’ button to receive your PIN by email.
  • Note: If you do not receive your PIN number, please visit our FAQ page to find next steps.

Tip: Make sure you use your work email address and phone number to get all the updates for your company.

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Registration

• Once you have received the email (usually within 1 minute), enter your four-digit PIN code, create your password and click ‘Confirm and Continue’ button.

Tip: Save your username and password or at a minimum write down your password (and keep it in a safe place) to ensure you do not get stuck right before a bid deadline.

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Select Package

• Choose the option that works best for your company.

• First, choose if you want the Monthly or Annual plan. Choosing the Annual plan provides discount. Then, select between the three packages.

• For automatic email notification within the State you selected, that includes advanced searching capabilities and bid history, select the State package.

• For Nationwide opportunities, select the National package which includes all features from the State package PLUS all other bid opportunities throughout the country.

• Access participating agency open solicitation with the NO COST Limited Access. However, you are only getting bid alerts from that agency you selected.

Tip: For access and notification of ALL matching solicitations from our registered buyers as well as other government business opportunities, select the State or National package.

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Add Company Information

• Fill in required(*) Company Information fields:
  • Additional information such as the type of business structure, any DBE or other certification may be asked depending on the State.
  • Visit U.S. Small Business Administration website to access more information on types of disadvantaged business entities.
  • Select ‘NONE/ NOT APPLICABLE TO MY BUSINESS’ if your company does not have a diversity declaration.

• Click Confirm and Continue.

Tip: Always make sure you provide the most updated information and identify your business properly to get bid notifications.

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Keywords Selection

- Use the search bar to add a keyword or phrase related to your products or services.

- This information is used:
  - For any automatic email notifications of matching solicitations
  - In your company profile for buyers to search & find by product/service offering
  - For any “invitation” to bid manually requested by buyers

Tip: Add ALL the keyword or phrases that can be associated with the products or services your company offers to make sure you get notified from buyers!

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Add Company Products or Services

- Select the products and services that your company provides.

- In the search bar, type a keyword that describes your products and/or services (search one keyword at a time).

- In the ‘Filter By:’ select if you want to search for products, services or both.

- Click on the magnifying glass in the search bar to execute the search and show results.

- Within the results, find the description(s) that best fit your products and/or services and click on the blue plus (+) sign to add the codes to your profile (you can select multiple codes). Your selected product and service codes will populate in the light gray box on the right side under ‘Selected’.

- Click ‘Save and Continue’ once you have added all codes.

Tip: Add ALL the products or services you offer so buyers will know that you are the one they’re looking for!

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Registration Complete

- Congratulations! You have completed your registration through Vendor Registry.

- To view your registered government’s open solicitations, you can click the link provided on this page of your registration.

- Depending on your registration type, notifications of matching open solicitations will start immediately.

Tip: Need help with your registration? Contact Vendor Registry toll free at (844) 802-9202 or email cservice@vendorregistry.com.

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