



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!

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Registration

- Find the vendor registration link under the government's Purchasing or Procurement Department page.
- Enter in User Information including:
 - User's Name
 - Company Name
 - Email address (username)
 - Phone number
 - 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.

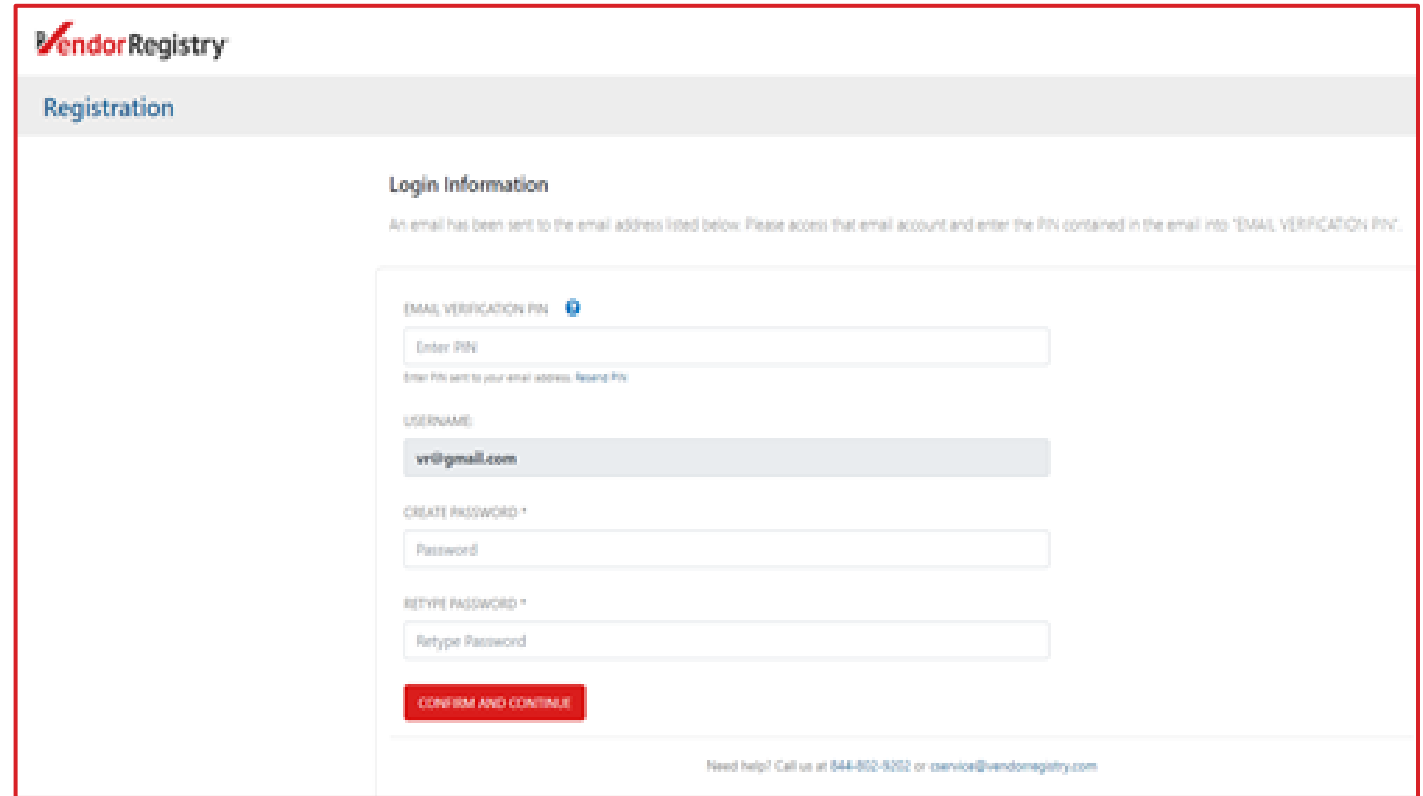
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The screenshot shows the registration page for the Vendorville County Vendor Registration System. At the top left is the Vendorville, TN logo with the Vendor Registry logo below it. The page title is "Registration". The main heading is "Welcome to the Vendorville County Vendor Registration System". Below this, it states: "Vendorville County is pleased to offer a free, online vendor registration system, powered by Vendor Registry. Begin your registration by entering the information below and clicking 'Get Started.'" In the top right corner, there is a box that says "Already have a Vendor Registry Profile? Log in to complete your registration with Vendorville County." The registration form contains the following fields: TITLE (dropdown menu with "-Select-"), FIRST NAME * (text input), LAST NAME * (text input), COMPANY NAME * (text input), EMAIL ADDRESS * (text input, with a note: "This email address will be your username. An automatic email will be sent to this address for verification. Please use an email address you can easily access."), VERIFY EMAIL ADDRESS * (text input), PHONE NUMBER * (text input with mask "(###) ###-####"), and POSITION * (dropdown menu with "Please Select One"). At the bottom of the form are two checkboxes: "I AM THE PRIMARY DECISION-MAKER FOR MY BUSINESS" and "I AGREE TO THE TERMS AND CONDITIONS". A red "GET STARTED" button is located at the bottom center of the form.

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



The screenshot shows the Vendor Registry Registration page. The page title is "Registration". Below the title, there is a section titled "Login Information" with a sub-header "An email has been sent to the email address listed below. Please access that email account and enter the PIN contained in the email into 'EMAIL VERIFICATION PIN'". The form contains the following fields:

- EMAIL VERIFICATION PIN**: A text input field with a placeholder "Enter PIN" and a small blue icon to the right. Below the field, it says "Enter PIN sent to your email address. [Reset PIN](#)".
- USERNAME**: A text input field with the value "vr@gmail.com".
- CREATE PASSWORD ***: A text input field with the placeholder "Password".
- RETYPE PASSWORD ***: A text input field with the placeholder "Retype Password".

At the bottom of the form is a red button labeled "CONFIRM AND CONTINUE". At the very bottom of the page, there is a link: "Need help? Call us at 844-862-8282 or service@vendorregistry.com".

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.

Subscribe to the City of Battle Creek Vendor Registration System

Vendor Registry is your source for local, state and Federal government bids with real-time bid alerts to grow your business in your state, region and nationwide.

Monthly Annually

Agency

FREE

Limited access

Access bids from **City of Battle Creek**

[SIGN UP FOR FREE](#)

This package includes:

- ✓ Get bids from agency only
- ✓ Receive agency-sent notifications

State

\$42 / month

Billed Annually

Get all agency bids in **Michigan**

[CHOOSE STATE](#)

All features from **Agency** package

PLUS

- ✓ Access local, state and Federal bids
- ✓ Receive keyword based bid alerts
- ✓ View current and past bids
- ✓ Filter, search and save bids

National

\$158 / month

Billed Annually

Get agency bids in **all 50 States**

[CHOOSE NATIONAL](#)

All features from **State** package

PLUS

- ✓ Access bids throughout the country
- ✓ Customized support and training

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.

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](https://www.sba.gov) 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.

Company Information

Great! Please confirm all your information is correct.

ADDRESS OUTSIDE OF THE UNITED STATES

STREET ADDRESS *

Street Address

STREET ADDRESS (LINE 2)

Street Address Line 2

CITY *

City

STATE *

-- Select State --

ZIP CODE *

Zip Code

COUNTY *

Knox

FEIN (COMPANY TAX ID)

###-####

OR

SOCIAL SECURITY NUM

###-##-####

Business Diversity Declarations *
Questions about this section? [Click here](#)

NONE / NOT APPLICABLE TO MY BUSINESS
 MINORITY OWNED [More info](#)
 WOSB (WOMAN OWNED SMALL BUSINESS) [More info](#)
 VOSB (VETERAN OWNED SMALL BUSINESS)
 SDVOSB (SERVICE DISABLED VETERAN OWNED SMALL BUSINESS) [More info](#)
 EDWOSB (ECONOMICALLY DISADVANTAGE WOMEN OWNED SMALL BUSINESS) [More info](#)
 OTHER

Diversity Certifications

DBE CERTIFIED [More info](#)
 HUDSON CERTIFIED [More info](#)
 SBA BAJ [More info](#)
 OTHER

View associated SBA Guidelines by clicking on the linked text in any section above.

DO YOU WORK WITH OTHER GOVERNMENT AGENCIES? *

-- Select --

HOW MANY BIDS/QUOTES DO YOU RESPOND TO IN A GIVEN YEAR FOR ALL GOVERNMENT AGENCIES? *

NUMBER OF EMPLOYEES

-- Select --

APPROXIMATE ANNUAL REVENUE

Approximate Annual Revenue

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

Keywords

Keywords are used to match your business to bid opportunities. Please use the field below to enter the keywords that describe your product and/or service.

ADD A KEYWORD OR PHRASE (EXAMPLES: LANDSCAPING OR OFFICE SUPPLIES) ⓘ

 + ADD

KEYWORDS THAT DESCRIBE YOUR PRODUCT AND SERVICE OFFERINGS

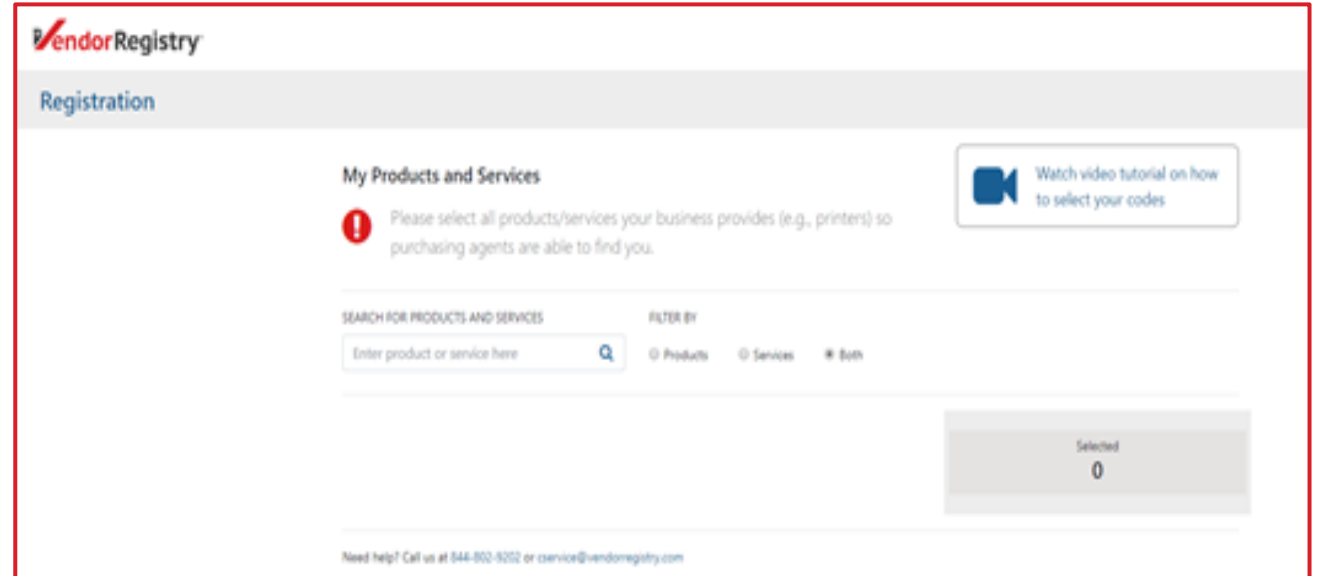
Keyword	Active Bids	Closed Bids Past 12 Months	Action(s)
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Need help? Call us at 844-802-9202 or cservice@vendorregistry.com

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!

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.



The screenshot shows the VendorRegistry Registration page. At the top, there is a logo for VendorRegistry and a 'Registration' header. Below this, the section is titled 'My Products and Services'. A red warning icon and text state: 'Please select all products/services your business provides (e.g., printers) so purchasing agents are able to find you.' To the right of this message is a button that says 'Watch video tutorial on how to select your codes'. Below the message is a search bar with the placeholder text 'Enter product or service here' and a magnifying glass icon. To the right of the search bar are filter options: 'Products', 'Services', and 'Both', each with a radio button. Below the search bar and filters is a light gray box labeled 'Selected' with the number '0' inside. At the bottom of the page, there is a small text link: 'Need help? Call us at 844-802-8202 or cservice@vendorregistry.com'.

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.

Registration

Congratulations! Your free registration with Vendorville County is complete.

[View Vendorville County's Bid Opportunities.](#)

You have **75 active bids** available from additional agencies in your premium Bid Center. Ready to start winning more business? Visit [My Sales Territory](#) and select the states your company serves to start a Bid Notification Subscription.

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

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