



Creating a New User Account for an Existing Supplier

- Navigate to the Supplier Portal using the following link: <https://supplier.ongov.net>
- Click the **Create New User Accounts** link on the Supplier Portal.
 - You must have your **Supplier ID** and Tax ID/Employer ID available to enter when creating new user accounts.



Create New User Accounts

Click here to Register a New User to an existing Supplier account

- When you click the Create New User Accounts you will be taken to the following page where you will Register a New User Account.

Register New User Accounts

To complete your user registration, please fill in the information in the below form. Once you have provided all the required information, click the "Submit" button. You will receive an E-mail confirmation shortly after submittal. If you have any questions, please call the Purchasing Department at (315) 435-3458 and ask for Daniel Hammer, or E-mail us at: ContactPurchasing@ongov.net.

Note: The password that you provide will require a minimum of 8 characters consisting of 1 upper case letter, 1 lower case letter, and a number.

Authentication

Supplier List

*Supplier ID (Enter All 10 Digits)	Tax ID Number / Employer ID Number	
<input type="text" value="0000000001"/>	<input type="text" value="000000000"/>	
<input type="button" value="Add"/>		

User Account Information ?

* Requested User ID	<input type="text" value="RSMITH"/>
* Password	<input type="password" value="*****"/>
* Confirm Password	<input type="password" value="*****"/>
Contact Name	<input type="text" value="RACHAEL SMITH"/>
E-mail Address	<input type="text" value="RSMITH@EMAIL.COM"/>
Time Zone	<input type="text" value="EST"/>

Password must contain

One upper (A), one lower (a)
one number (9), min 8 chars

Create a New User Account



- You will also be asked to read the **Terms of Agreement**. You can read them by clicking the link to open them up. Once you have fully read the Terms of Agreement you will need to click the check box next to the field below stating that you accept the Terms of Agreement.
- Click the **Submit** button once you have completed all the information on the page.

Terms and Conditions

Make sure you read terms of agreement fully before submitting your registration.

Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

Submit

Cancel

* Required field

- You will then receive a confirmation message like the one shown in the example below:

Message

User Account has been created. Press "ok" to proceed to login.

OK

- Click the **OK** button.
- You may now login to the Supplier Portal with the new User ID and Password.



Signing into the Supplier Portal


- Navigation to the Supplier Portal using the following link: <https://supplier.ongov.net>
- Enter your **User ID** and **Password**
- Click the **Sign In** button

Supplier Login


User ID

Password

[Forgot Password ?](#)

 **[Create New User Accounts](#)**
Click here to Register a New User to an existing Supplier account

 **[Login as an Existing Bidder](#)**
Click here to be redirected to the bidder login page.

 **[Register as a New Bidder](#)**
A Bidder is an individual or company that has not been awarded, or completed any business with the County of Onondaga, but would like to be able to receive Invitations for Bids, Requests for Proposal, and other procurement events. You must be registered in order to place a bid.

Create a New User Account



- Once you have successfully signed in you will be taken to the **Bidding Home Page** as shown below.

Welcome, ANNE P KING

User: SUSAN SMITH

ANNE P KING Bidding Home Page

[Click here for other inquiries or other events](#)

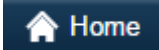
[Click here for administrative items such as updates to your profile or categorizations](#)

There are currently no events open for bid. Please review the other options available to you.



Additional training material such as the following can be found on the Home page of the Supplier Portal.

- How do I search for open bids/solicitations?
- How do submit a bid?
- How do I change my profile information?
- How do I add another user to the company profile?

Click the  **Home** link in the upper right corner of your screen.

FAQs

Documents

Below you will find helpful information for online registration

Training Material

Registration training material for Suppliers and Bidders.

Documents

Below you will find helpful information for online registration

What do I need to complete the New Bidder Registration?

The information below is necessary so that we may communicate with your organization electronically for future sourcing events.

1. Legal name of your company
2. A completed W9 - [Complete a W9](#)
3. Tax Identification Number (TIN) or Employee Identification Number (EIN)
4. Correct address information
5. Contact information including a phone and email address

Training Material

Registration training material for Suppliers and Bidders.

- How do I update/change my information in my Portal Profile? - Change my address, upload a new W9, etc.
- How do I add additional users to my existing Supplier Profile?

If you have any questions please contact the **Purchasing Department** at (315) 435 – 3458 and ask for **Daniel Hammer**, or email us at ContactPurchasing@ongov.net