



INSTRUCTIONS FOR CURRENT VENDORS THAT DO NOT HAVE AN ACCOUNT ON THIS SITE

If you currently are engaged in business with our organization and have not been provided a company ID please contact us by email at Procurement@buncombecounty.org to get your login credentials.

Once you have been provided a company ID and username follow the instructions below.

Click on Sign In

Welcome to the Buncombe County Vendor/Supplier Portal

This system is designed for Buncombe County and it's business partners better and more efficiently manage contact information, contract requests and solicitation/procurement process.

To begin, click the 'login now' button to the left.

Don't have an account? Click the 'create account' button to the left to begin.

Sign In

Create Account

Allow actions performed in this system will be logged for auditing purposes.

CobbleStone Software 2023 - Collaboration Gateway Version: 22.1.1 (rev 230302)

You will now click on “If you forgot your password”.

Collaboration Gateway: Login

I have read and agree to the [Terms and Conditions.](#)

If you forgot your password [click here.](#)

The next screen, enter your 1. Username, 2. Company ID, and 3. click on Rest Password.

Collaboration Gateway: Reset Password

1. Username:

2. Company ID:

3.

[Back to Login](#)

You will receive an email from ContractAlerts@buncombecounty.org with the subject line **Buncombe County Vendor/Supplier Gateway Password Reset**. Click on the link in the email to reset your password.

You should now have the option to set up your password. Enter New Password and Retype Password.

Passwords must be a minimum of 8 characters; Must contain at least 1 lowercase letter; Must contain at least 1 uppercase letter; Must contain at least 1 number; Must contain at least 1 special character; Cannot contain spaces.

Collaboration Gateway: Reset Password

New Password:

Password

Retype Password:

Retype Password

 Save Password

Once you've completed the password change, **1)** sign into your account, enter **2)** Username, **3)** Password, **4)** Company ID, **5)** check I have read and agree to the Terms and Conditions, and **Login**.

No Login Detected

Already have an Account?

1) Sign In

Need a User Account?

Create Account

Collaboration Gateway: Login

2) Username

3) Password

4) Company ID

5) I have read and agree to the [Terms and Conditions](#).

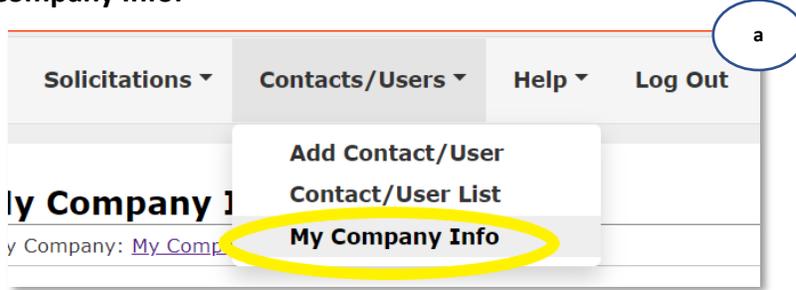
Login

If you forgot your password, [click here](#).

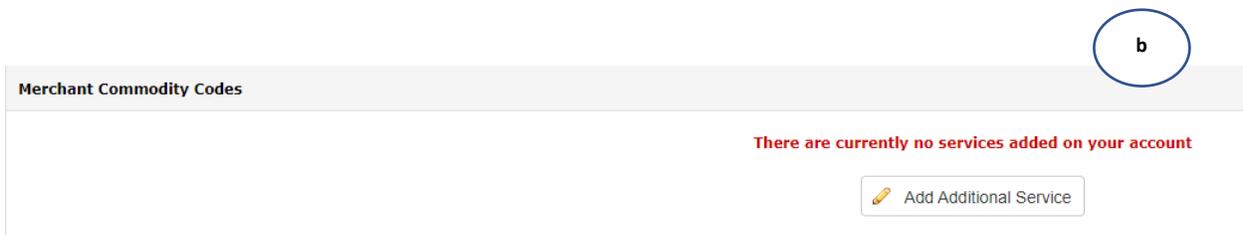
You now have access to the Buncombe County Vendor/Supplier Portal.

This step is important for your business because Merchant Commodity Codes help the County identify and include all relevant suppliers in solicitation events by matching business needs with service codes and categories.

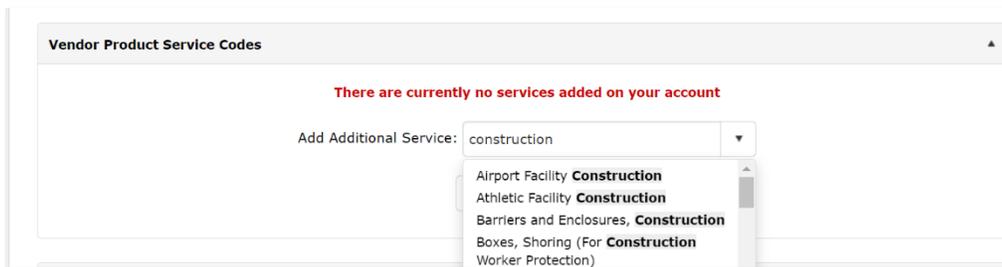
a: Login to the Vendor Portal, select **Contacts/Users** from the tool bar at the top of the screen, then click on **My Company Info**.



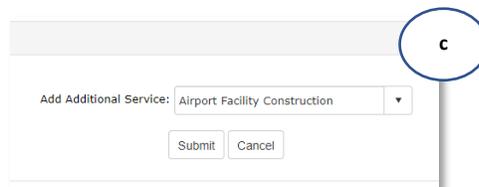
b: On the **My Company Information** screen, scroll down to **Merchant Commodity Codes** and click on **Add Additional Service**.



You may type in key words and the field will populate with the best matches.



c: Select **Submit** to add each relevant code. Multiple codes may be added by selecting **Add Additional Service** and submitting all relevant codes. *Note: Adding multiple codes is recommended.*



You may now want to review the current Company Information on this screen and make any updates. If additional contacts or users are to be added include them under "Add Contact/User".

When done you can close the browser window or logout by selecting **Logout** at the top left of the screen.