



INSTRUCTIONS FOR NEW VENDORS TO CREATE ACCOUNT

The following are instructions for registering as a vendor with Buncombe County Government.

This will be a two-step process that will involve:

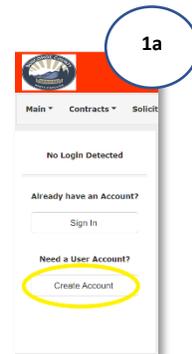
1. **REGISTRATION** – Providing your business contact information and creating a system login, and
2. **CODE SELECTION** – Selecting Merchant Commodity Codes that best fit your business

To begin, you will need the following information:

- General contact information – Company name, address, and main phone number
- Number of employees
- Detailed contact information – Name of primary company contact, their phone number, email address
- Company's Federal Tax ID

STEP 1. REGISTRATION

1a: To begin, proceed to the Portal and click on **Create Account** on the left side of the main screen.



1b: Complete the 'Company Information' and 'User Information' tabs.

New Account Signup

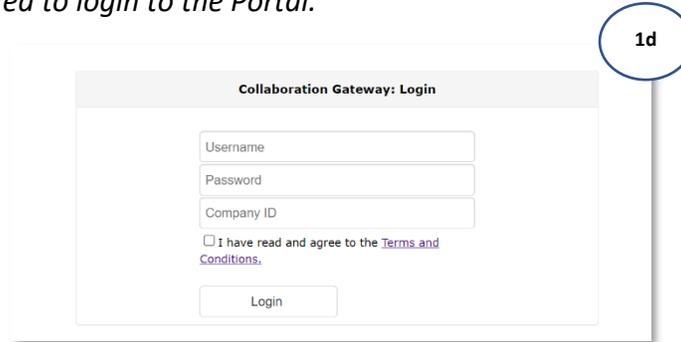
Please enter your company information below. If not applicable, please enter N/A.

Company Information | **User Information**

Note: The user is the individual who updates and maintains the account. Information is required for every box with a red asterisk; enter 'N/A' in required fields that are not applicable.

1c: Create a username and password, review Terms and Conditions, and select **Save**.

1d: Confirm your login. Once you've submitted your company and user information, you will receive an email from ContractAlerts@buncombecounty.org with the subject line 'Login Information' containing your username and Company ID. *Note: Your username, password, and company ID are required to login to the Portal.*

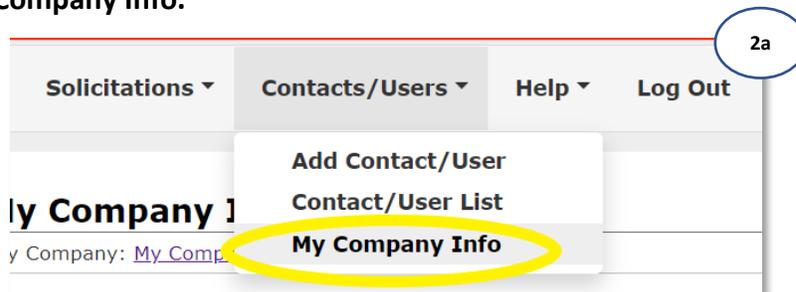


You now have access to the Buncombe County Vendor/Supplier Portal.

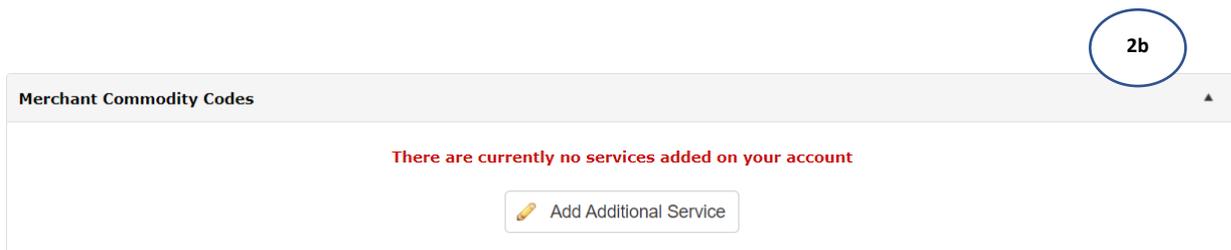
STEP 2. CODE SELECTION

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

2a: Login to the Vendor Portal, select **Contacts/Users** from the tool bar at the top of the screen, then click on **My Company Info**.



2b: 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.

Merchant Commodity Codes ▲

There are currently no services added on your account

Add Additional Service: construction ▼

- Airport Facility **Construction**
- Athletic Facility **Construction**
- Barriers and Enclosures, **Construction**
- Boxes, Shelving (For **Construction**)

2c: 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.*

2c

Add Additional Service: Airport Facility Construction ▼

Submit Cancel

You have completed registration and vendor code selection. You can close the browser window or logout by selecting **Logout** at the top left of the screen.

Thank you for registering with Buncombe County.