



HOW TO REGISTER IN BIDNET TO ACCESS STOF BIDDING OPPORTUNITIES

www.bidnetdirect.com/florida/seminoletribeofflorida

bidnet direct.
powered by **mdf commerce**

 **FLORIDA**
purchasing group

VENDOR BENEFITS

In addition to having access to the Seminole Tribe of Florida's solicitations, by registering you will have:

- Access to over 50 participating agencies located in **Florida Purchasing Group**
- Access to over 1,200 local, state, and federal government agencies across **Florida**
- The ability to respond electronically to bid opportunities issued by all participating agencies
- The ability to receive email alerts of new solicitations
- *The ability to market your company through the Advertising Profile option
*(**small subscription fee required**)



PACKAGE SELECTION

Learn How to Register in Bidnet for Access to Seminole Business Opportunities.

- **Limited package provides access to all bid information.** The Seminole Tribe of Florida has a special arrangement where you will receive notifications of matching solicitations when selecting the Free Limited Access package.

Package Upgrades (Subscription Required)

- You can also add more States that you are interested in doing business by clicking “Modify States”
- For maximum bid opportunities, select Federal Bids to receive matching email notification from ALL Participating Member Agencies, State & Local, and Federal bids across Florida
- Press “Save and Continue”

The screenshot displays the 'bidnet direct. by SOVRA' registration interface. The main heading is 'Registration', with a progress indicator showing '1 Package Selection'. Below this, there are three subscription packages: 'Limited' (\$0/month, 'Create an account'), 'State' (\$36/month, '432 AGENCIES'), and 'Federal' (\$45/month, '1257 AGENCIES'). Each package lists features with green checkmarks: 'Member agencies bids', 'Real-time bid alerts', 'Advanced search', 'Daily bid notifications', and 'State & local bids'. The 'Federal' package also includes 'Federal bids'. A toggle switch allows selection between 'One year' and 'Two years (save up to 20%)'. On the right, an 'Order Details' sidebar shows the 'Limited Package (One year)' for 'Florida Florida Purchasing Group' with a 'Sub-Total' and 'Total' of \$0.00. A disclaimer states that prices are in US Dollars and are non-refundable. At the bottom right, a 'Select your States (1)' section shows 'Florida' selected with a map icon and a 'Modify States' button. The bottom of the page has a link to 'Create your Advertising Profile'.

PERSONAL INFORMATION


- Provide the basic information of the user and your preferred login information
- Make sure to read the Terms & Conditions and attest that you are an authorized representative of your company.

2 **Personal Information**

First Name	Last Name
<input type="text" value="Nap"/>	<input type="text" value="Fortich"/>
Company Name	Phone Number
<input type="text" value="Example Construction Services"/>	<input type="text" value="518 245 2368"/>
Connection Details	
Email Address	Username
<input type="text" value="nap.fortich@exampleconstruction.com"/>	<input type="text" value="nap.fortich6"/>
Password	Confirm Password
<input type="password" value="*****"/>	<input type="password" value="*****"/>


ADVERTISING PROFILE (OPTIONAL)

- An option is available to add your logo, product sell-sheets, catalogues, etc. to your company profile
- You can add this to your profile by clicking on the toggle to remove the Advertising Package. *This is optional and you can always add this later.*
- Review your personal information and click "Save and Continue".
- *Note: If you did not select any paid packages, a message will pop up and say "Finalize the Registration" (Skip to slide 7).*



Stand out from the competition!

- Advertise your company's brand & offering
- Showcase your sell-sheets & one-pagers
- Catch the attention of more buyers



Added \$64.95

2

Personal Information

First Name

Nap

Last Name

Fortich

Company Name

Example Construction Services

Phone Number

518 245 2368

Connection Details

Email Address

nap.fortich@exampleconstruction.com


Username

nap.fortich6

Password


Confirm Password

☒ I agree to the [Terms & Conditions](#) stated herein
I am an authorized representative of the above-named organization.



Stand out from the competition!

- Advertise your company's brand & offering
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- Catch the attention of more buyers



Added \$64.95

Save and Continue

Order Details

Federal Package (One year)	
Florida Florida Purchasing Group	
Enhanced Advertising Profile	\$64.95
Sub-Total	\$604.95
Total	\$604.95

Prices are in US Dollars. All fees are non-refundable. Your subscription will renew automatically every year. Your next payment of \$604.95 (plus applicable taxes) is due next year. We will place these charges against your credit card on file next year unless you cancel your subscription beforehand. You may cancel at any time, but cancellation goes into effect at the start of your next billing cycle.

User Information

Nap Fortich

Example Construction Services

nap.fortich@exampleconstruction.com

www.bidnetdirect.com/florida/seminoletribeoflorida

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COMPLETE & ACTIVATE ACCOUNT

- This confirmation page will show your subscription details and the activation email will be sent to you in a few minutes
- **Check your email** to complete the registration process & verify your email address. *Make sure to check your Spam Inbox if you have not received your activation email.*
- Click on the link and log in using the username and password you entered



Thank you for subscribing.
Welcome, Nap Fortich.

Your activation email is on its way to **nap.fortich@exampleconstruction.com** inbox. To continue and gain access to your account, follow the instructions indicated in the activation email. In the meantime, find your subscription details below.

Subscription Details

You purchased the **Federal Package - Florida** and **Enhanced Advertising Profile**

You will be charged **\$565.95 (plus applicable taxes)** yearly

Primary Contact

Nap Fortich

Example Construction Services

nap.fortich@exampleconstruction.com

518 245 2368

Payment Method

Sample Email:



NEED HELP? 800-835-4603

HOME

Nap Fortich,

Thank you for registering on BidNet Direct.

Please note that you must activate your account using the link below to finalize your registration:

[BidNet Direct - Example Construction Services Account Activation](#)

Upon logging into BidNet Direct for the first time, we recommend that you verify and complete your organization and contact information under the "My Account" section

If you need assistance, please call BidNet Direct's Support Department at 800-835-4603. Service hours are Monday-Friday from 8:00 am to 8:00 pm EST.

Kind Regards,

BidNet Direct Support Department

SU Account Activation

Activation

Please enter the username and password you chose during your registration in order to activate your account.

Username

Password

Need Help?
The BidNet Direct's Support Department is available Monday-Friday from 8:00 am to 8:00 pm EST.

📞 800-835-4603
📧 support@bidnet.com

CATEGORY CODE SELECTION

- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword and select all the codes that apply
- This information is used:
 - For automatic email notifications when you match with new solicitations
 - In your company profile for buyers to search & find by product/service requirements
 - For any “invitation” to bid manually requested by buyers

The screenshot displays the 'NIGP Categories' selection interface. At the top, a header bar shows 'NIGP Categories' and '3 Selected'. Below this, a section titled 'Categories Selected (3)' lists the following categories:

Code	Description	Selected
155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	<input checked="" type="checkbox"/>
15500	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED	<input checked="" type="checkbox"/>
918	CONSULTING SERVICES	<input checked="" type="checkbox"/>
91800	CONSULTING SERVICES	<input checked="" type="checkbox"/>
91819	Buildings, Structures and Components Consulting Buildings, Structures and Components Consulting	<input checked="" type="checkbox"/>

Below the selected categories, there is a search bar with the text 'Consult' and a magnifying glass icon. Underneath the search bar, a list of categories is shown with checkboxes:

Code	Description	Selected
905	AIRCRAFT AND AIRPORT OPERATIONS SERVICES	<input type="checkbox"/>
90528	Aviation Analytical Studies including Surveys (See 918-12 for Consulting) Aviation Analytical Studies including Surveys (See 918-12 for Consulting)	<input type="checkbox"/>
911	CONSTRUCTION AND UTILITIES, HIGHER EDUCATION	<input type="checkbox"/>
91158	C.I.P., Special Consultants C.I.P., Special Consultants	<input type="checkbox"/>
918	CONSULTING SERVICES	<input checked="" type="checkbox"/>

At the bottom of the interface, a disclaimer states: 'This copy of the NIGP Code is the property of the National Institute of Governmental Purchasing, Inc. (NIGP), is displayed and used by BidNet under license from Periscope Holdings, Inc. (the authorized sub-licensor of NIGP), and is protected under the copyright laws of the United States. It may not be copied or used (in whole or part) by any party unless such party is authorized to do so under the terms of a written license agreement entered into with NIGP or its authorized sub-licensor's expressly authorizing such party to use the NIGP Code. Unauthorized copying or use is prohibited. Dated: January 2015.'

ADDITIONAL INFORMATION

- Additional information such as your type of business structure, and any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile (agencies prefer this)
- This information is used:
 - In your company profile for buyers to search & find by product/service requirements
 - For any “invitation” to bid manually requested by buyers

The screenshot shows a multi-step registration process. Step 2, 'Additional Information', is active. The form contains the following sections:

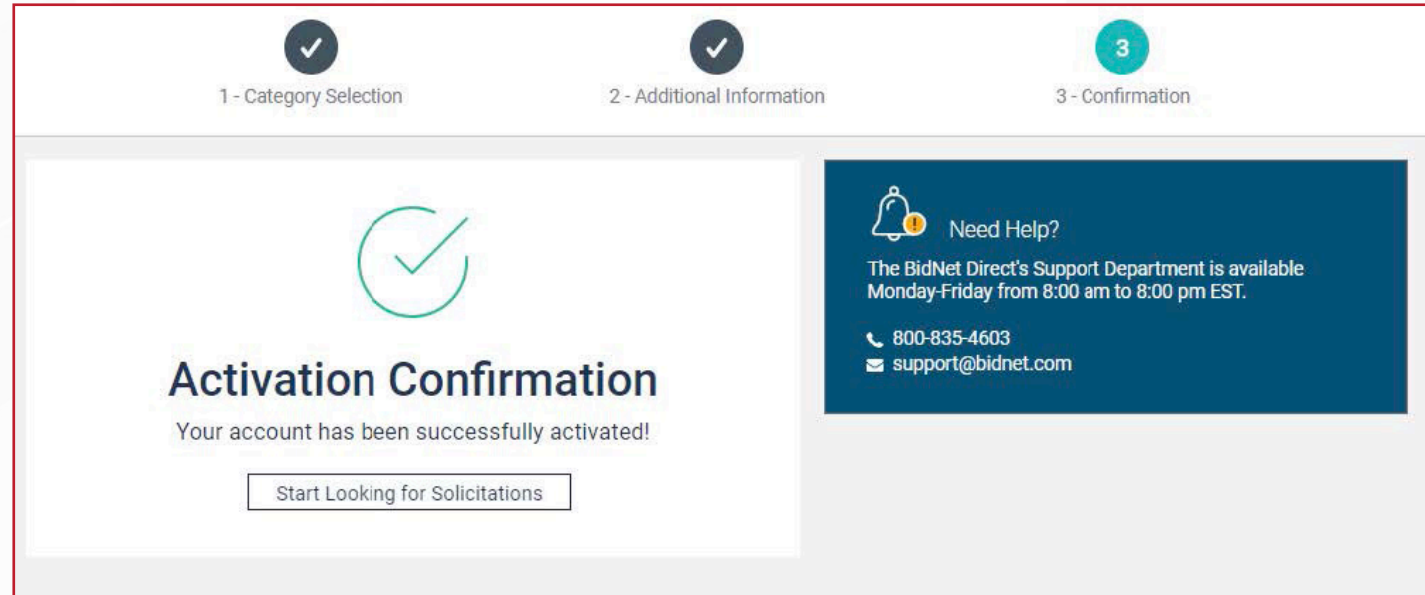
- Business Structure***
 - ☐ Public Corporation
 - ☐ Private Corporation
 - ☐ Partnership
 - ☒ LLC or LLP
 - ☐ Individual/Independent Contractor/Sole Proprietor
 - ☐ Joint Venture
 - ☐ Non-Profit Organization
 - ☐ Government Agency
 - ☐ Organization exempt under Sec 501 (a)
 - ☐ Other
- Business Type**
 - ☒ Small
 - ☐ Large
 - ☒ Minority Owned
 - ☐ Woman Owned
 - ☐ Veteran Owned
 - ☐ Disabled
 - ☐ Disadvantaged
 - ☐ Service Disabled
 - ☐ Historically Underutilized Business (located in a HUB Zone)
 - ☐ Historically Underutilized Business (not located in a HUB Zone)
 - ☐ Historically Black College or University
 - ☐ Other
- Owner Ethnicity**
 - ☐ Caucasian
 - ☐ Hispanic
 - ☒ Asian/Asian Pacific
 - ☐ Sub-Continent Asian (Asian Indian)
 - ☐ African American/Black
 - ☐ Native American
 - ☐ Other
- Number of Employees***: 11 to 50
- Established Since***: 2005
- W-9**: Upload W-9 form

A modal dialog box is open at the bottom with the following questions:

- Is your company a registered MDBE through the state of Florida?*
- ☐ Yes
- ☒ No
- Any other MDBE Certifications?*
- ☐ Yes
- ☒ No

Buttons: Cancel, Save

REGISTRATION COMPLETE!



- Log in and start looking for open solicitations from the **Seminole Tribe of Florida**
- If you selected the paid e-mail notification for Group, Statewide or Federal Opportunities, new notifications of solicitations that match your profile will start immediately
- Need help registering or navigating the system? Contact the Bidnet Direct Vendor Support team at **800-835-4603, option 2**

MAINTAIN YOUR ACCOUNT

- Be sure to update your email, phone and other information
- Renew your account once a year.
 - If using a paid account, Bidnet will alert you via email when your renewal subscription is approaching.

The screenshot displays the Bidnet Direct website interface. At the top right, it shows the user is acting as 'asmith@gmail.com'. The main navigation bar includes links for SOLICITATIONS, CONTRACTS, REPORTS, and PARTICIPATING ORGANIZATIONS. Below this is a 'Solicitation Search' section with a search bar and filters for STATUS (Open, Closed, Awarded), NIGP CATEGORIES, ORGANIZATION, LOCATION, and PURCHASING GROUP. The PURCHASING GROUP list includes various groups like Empire State, Alabama, Rocky Mountain, South Carolina, Georgia, Oklahoma, Palm Beach Schools, Tennessee, and Texas. The main content area shows a summary of bids (36 Total Bids, 36 Member Agency Bids, 0 State & Local Bids, 0 Federal Bids) and a list of active solicitations, including 'Consulting Services Interior Design' and 'Commercial Waste Removal'. A user profile dropdown menu is open on the right, showing options: My Profile, My Organization, Contacts, Purchasing Groups, Finance, Services, and Logout. A smaller inset shows the same dropdown menu with a hand cursor pointing at 'My Profile'.