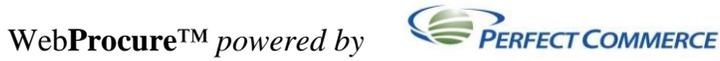


**WebProcure™**

# **Vendor Registration Step-by-Step Instructions**

(Updated July 9, 2018)





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## Introduction

The **Procurement Operations Resource Technology** system – or P.O.R.T. – is a secure, web-based eProcurement system for Anne Arundel County, Maryland. The system will help to streamline procurement processes as well as offer many new features and expanded services, including:

- Business opportunities posted to a consolidated bid board where you can view and respond
- Automatic email notification of business opportunities
- Ability to electronically submit bids or proposals
- Enhanced self-service vendor registration in a "one-stop shop"
- Ability to upload documents such as W9, SDAT, Certificate of Insurance, etc.
- Much more!

## Doing Business with Anne Arundel County

All vendors bidding to sell products and/or services to Anne Arundel County, Maryland (the County) must register their business with the County's Central Service Purchasing Division. The vendor registration portal for registering your business is accessible from the Anne Arundel County website at:

<https://www.aacounty.org/PORT>.

This document will serve as a guide on how to register your organization.

## Vendor Self-Registration

**P.O.R.T.** utilizes the **WebProcure** tool to provide vendors with the ability to self-register. This is a multi-step process to establish company and contact information, commodity classifications, and tax identification information.

### Getting Started

This registration will quickly allow you to get a username and password in order to view and respond to business opportunities issued by Anne Arundel County. Please be aware that while the County provides automated bid notices to registered vendors, it remains the responsibility of the supplier to check the Purchasing Division's website for solicitation opportunities and instructions.

**Prior to starting the registration, please make sure to have the following information available:**

- Organization's Taxpayer ID Number (FEIN or SSN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Email Addresses

- SDAT Number

Whenever required by law, a business must be registered with the Maryland Department of Assessments and Taxation and obtain an SDAT number before doing business in the State. The vendor registration portal for registering your business is accessible from the **Maryland Business Express** website at: <https://egov.maryland.gov/BusinessExpress/>.

- Completed Internal Revenue Service W-9 Form

**Registration is a multi-step process with the opportunity to complete the following information:**

- Organization Information
- Organization Contact Information
- Minority Business Enterprise (MBE) Designation
- Veteran-Owned Business Designation
- Small Business Designation
- NIGP Commodity/Service Code Selection
- Affiliations with County Employees

## Step 1 - Collect Information and General Disclaimer

The first step in the registration process is to collect the information that will be necessary to complete your registration. This includes the previously mentioned items including taxpayer information, contacts, and commodity classifications.

After gathering the necessary information, access **P.O.R.T.** at: <https://www.aacounty.org/PORT>.

The screenshot displays the homepage of the Anne Arundel County P.O.R.T. eProcurement System. At the top, there is a navigation bar with links for Jobs, Locations & Directions, Forms & Publications, and County Maps. Below this is the Anne Arundel County Maryland logo and a search bar. The main navigation menu includes links for OUR COUNTY, DEPARTMENTS, SERVICES & PROGRAMS, BUSINESS, and NEWS & EVENTS. A secondary navigation bar features links for Home, test Purchasing, and P.O.R.T., along with social media icons and a Login button. The central banner features a large image of a marina with a boat docked, overlaid with the text "P.O.R.T. eProcurement System". Below the banner are four buttons: Registration, Bid Opportunities, Current Contracts, and FAQs. At the bottom of the page, the text "WELCOME TO P.O.R.T." is displayed.

Once you are ready to begin your registration, click on the **Registration** button.



The **Registration** screen will appear.

## General Disclaimer

<b>Instructions to Vendors</b>	Organization Information	Contact Information	Commodity / Service Codes	Acknowledgements
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### Doing Business with Anne Arundel County, Maryland

Welcome to Anne Arundel County's Vendor Registration process. This registration will quickly allow you to get a username and password in order to view and respond to business opportunities issued by the Anne Arundel County. Please be aware that while the County provides automated bid notices to registered vendors, it remains the responsibility of the supplier to check the Purchasing Division's website for solicitation opportunities and instructions.

**Prior to starting the registration, please make sure to have the following information available:**

- Organization's Taxpayer ID Number (TIN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Email Address
- SDAT Number
- Completed Internal Revenue Service W-9 Form

**Registration is a multi-step process with the opportunity to complete the following information:**

- Organization Information
- Organization Contact Information
- Minority Business Enterprise (MBE) Designation
- Veteran-Owned Business Designation
- Small Business Designation
- NIGP Commodity/Service Code Selection
- Affiliations with County Employees

**General Disclaimer:**

Anne Arundel County is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, Anne Arundel County is not responsible for problems related to the transmission of data to and from this site.

I agree with the terms. \*

Yes, I agree.

[Next](#)

Located at the bottom of this first step is the **General Disclaimer** for Anne Arundel County.

**General Disclaimer:**  
Anne Arundel County is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, Anne Arundel County is not responsible for problems related to the transmission of data to and from this site.  
I agree with the terms. \*

Yes, I agree.

The disclaimer states: *‘Anne Arundel County is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, Anne Arundel County is not responsible for problems related to the transmission of data to and from this site.’*

Agreeing to the **General Disclaimer** is a requirement as indicated by the red asterisk (\*). In order to proceed with the registration, check the **Yes, I agree** check box and then select the ‘Next’ button.

**General Disclaimer:**  
Anne Arundel County is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, Anne Arundel County is not responsible for problems related to the transmission of data to and from this site.  
I agree with the terms. \*

Yes, I agree. 



## Step 2 - Organization Information

Instructions to Vendors	<b>Organization Information</b>	Contact Information	Commodity / Service Codes	Acknowledgements
-------------------------	---------------------------------	---------------------	---------------------------	------------------

**Organization Information**

Please enter the information requested below.

\* denotes a required field

**Country**

United States ▼

**Legal Business Name of Entity/Individual \***

Legal Name of Entity/Individual

**DBA Business Name**

DBA Business Name

**Type of Business\***

Please Select ▼

**Address Line 1 \***

Address Line 1

**City \***

City

**Address Line 2**

Address Line 2

**State/Province \***

Select State ▼

**Postal / Zip Code \***

Postal / Zip Code -

Please specify whether you are registering as a Parent/Holding Company or a Branch.

If you are an individual or sole proprietor, select "Parent/Holding Company." If you are a Branch, you will be required to enter your DUNS number or a nine-digit unique identifier in the Unique Branch Identifier (DUNS) field.

Parent/Holding Company Branch

Federal Employer Identification Number \*

Input field for Federal Employer Identification Number with a Clear button.

--OR--

Social Security Number \*

Input field for Social Security Number with a Clear button.

Confirm Federal Employer Identification Number \*

Input field for confirming Federal Employer Identification Number.

Confirm Social Security Number \*

Input field for confirming Social Security Number.

Unique Branch Identifier (DUNS Number)

Input field for Unique Branch Identifier (DUNS Number).

Confirm Unique Branch Identifier (DUNS Number)

Input field for confirming Unique Branch Identifier (DUNS Number).

W-9 Form Request for Taxpayer Identification Number and Certification\*

In order to conduct business with Anne Arundel County, you must submit a signed IRS W-9 Form certifying the Federal Employer Identification Number or Social Security Number entered above was assigned to your organization by the Internal Revenue Service. You can download this form here. Please upload your document below.

Upload W-9\* no file chosen

Maryland State Department of Assessments and Taxation

To become an approved vendor, you must have a registration number issued by the Maryland State Department of Assessments and Taxation (SDAT). You can register for an identification number here.

You can check your business standing with SDAT or order a Certificate of Status here. Look up your business, select "View Business Details" then select "Order Certificate of Status".

SDAT Number:

Input field for SDAT Number.

Terms of Payment

Input field for Terms of Payment.

Business Verifications

Affiliation with County Employee(s)\*

In accordance with the County Code, Article 8-2-120, please indicate whether or not any affiliations with County employees or officials exists. If so, provide their name and affiliation type (i.e., relative, business associate, etc.).

Affiliations exist Yes No

Table with 3 columns: Employee Name, Affiliation Type, County Agency Where Employed. Contains 3 rows of input fields.

If additional affiliations exist, please provide the same details as above for each additional affiliation in the space provided below.

Additional Affiliations

Input field for Additional Affiliations.

**Professional Licensure**

If your organization possesses one or more professional licensures, please list each below, provide descriptions of each, and provide associated attachments.

**License Name(s)**

**License Descriptions**

**Upload File(s)**

**Insurance Requirements**

Unless otherwise required by Special Conditions of this Invitation for Bids, if a Contract is awarded, the Successful Bidder shall be required to purchase and maintain during the life of the Contract Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than set forth below:

**COMMERCIAL GENERAL LIABILITY INSURANCE**  
At least \$1,000,000 combined single limit coverage on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor, Contractual Liability and Products and Completed Operations. The general aggregate limit is to apply per project.

**BUSINESS AUTOMOBILE LIABILITY INSURANCE**  
At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

**WORKERS' COMPENSATION INSURANCE**  
Statutory benefits as required by Maryland law and, when required, the U. S. Longshoremen's and Harbor Workers' Compensation Act, including standard Other States coverage; Employers' Liability coverage with limits of at least \$100,000 each accident/\$100,000 each employee disease/\$500,000 disease policy limit.

On all Commercial General Liability Insurance policies, Anne Arundel County, Maryland, its agents, servants, and employees shall be named as an additional insureds, which shall be shown on the insurance certificates furnished to the County under this Section.

Please upload your organization's insurance certificate(s) noting Anne Arundel County, MD as additional insured below.

**Upload File** no file chosen

**Diversity / Disadvantaged / Veteran Business Classifications**

The following information is optional and may not apply to your organization. You may self-certify by leaving the 'Certified By' field blank.  
If applicable, would you like to provide this information now or later? Select 'Later' if none of the classifications apply to your organization.

**Now** **Later**

A red asterisk (\*) indicates that a field is required and must be completed in order to proceed to the next step in the registration process.

**State/Province \*** 

Complete the above fields as follows:

## Organization Name, Type, and Address

- **Country\*** – United States is the default designation. Use the drop-down menu to select the country location of your organization if United States is not applicable.
- **Legal Business Name of Entity/Individual\*** – Legal business name as shown on the form W-9 or complete individual name (first, middle, last, suffix).
- **DBA Business Name** – Optional operating name of a company, as opposed to the legal name of the company (DBA – Doing Business As).
- **Type of Business\*** – Use the drop-down menu to identify the type of enterprise that best represents your organization. If you are registering with a FEIN number, the options include:
  - Benefit Corporation (B Corp)
  - C Corporation
  - Individual/Sole Proprietor
  - Limited Liability Company – C Corporation
  - Limited Liability Company – Partnership
  - Limited Liability Company – S Corporation
  - Other: Federal Tax Exempt/Non Profit
  - Other: Government Entity
  - Partnership
  - S Corporation
  - Trust Estate
- **Address\*** – Use the two lines to enter the street address or post office box information in full for your main headquarters. The address entered will also be the main address for your organization in the P.O.R.T. system after your vendor registration is validated and approved by the County.
- **City\*** – Enter the city where your organization is located.
- **State/Province\*** – Use the drop-down menu to select the state where your organization is located.
- **Postal/Zip Code\*** – Enter the postal code or zip code with extension, if known, for your organization.

NOTE: The application will perform an address validation. If the address cannot be located, you have the option of correction any errors that may exist or may acknowledge that the entered address is correct by double-clicking the [here](#) link.

Postal / Zip Code \*

23606

-

We could not find this address.

Please check for spelling errors. If it appears correct, please double click [here](#)

➤ **Please specify whether you are registering as a Parent/Holding Company or a Branch.**

Choose the appropriate designation for your organization:

- **Parent/Holding Company** – This is the default designation and applies to your organization if it is the parent or headquarters location of your organization. Also, if you are an individual/sole proprietor, be sure this option is selected.
- **Branch/DBA** – If your organization is a child company or branch location of another entity, select this option. You will be required to enter your DUNS number or a nine-digit unique identifier in the Unique Branch Identifier (DUNS) field.

➤ **Federal Employer Identification Number\* -- OR – Social Security Number\*** – During your initial registration, either a Federal Employer Identification Number (FEIN) or a Social Security Number (SSN), must be entered to identify your organization in P.O.R.T.

NOTE: The [Clear](#) link, located to the right of the **Federal Employer Identification Number** and **Social Security Number** text entry fields, allows you to empty those fields and re-enter numbers as needed.

➤ **Confirm Federal Employer Identification Number\* – OR – Confirm Social Security Number\*** – Re-enter either the Federal Employer Identification Number (FEIN) or a Social Security Number (SSN) to insure that it was entered correctly.

➤ **Unique Branch Identifier (DUNS Number)** – The **Unique Branch Identifier** is used to differentiate between entities that share a common taxpayer identification number. This may be a D-U-N-S number, issued by Dunn & Bradstreet, which provides unique identifiers of single business entities, while linking corporate family structures together. It may also be a store location number, etc. This field is required if you are registering as a branch location. This field must contain 9 digits. It cannot contain letters or symbols.

➤ **Confirm Unique Branch Identifier (DUNS Number)** – Re-enter the **Unique Branch Identifier** to insure that it was entered correctly.

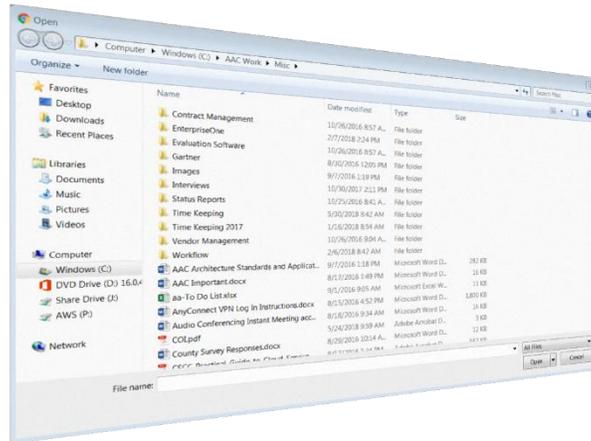
## IRS W-9 Form

➤ **W-9 Form Request for Taxpayer Identification Number and Certification\*** - In order to conduct business with Anne Arundel County, you must submit a completed and signed IRS W-9 Form certifying the Federal Employer Identification Number or Social Security Number entered above was assigned to your organization by the Internal Revenue Service. You can download this form directly from the [IRS website](#).

To upload your W-9 form, click the “Upload W-9” button.

Upload W-9\*

From the **Choose File** dialog box, navigate to the local or network location of your W-9 form, select the file, and click the **“Open”** button.



The selected file will display as shown in the sample image below:



If the wrong file was uploaded, simply repeat the steps above.

Most file formats are accepted (pdf, doc, gif, bmp, etc.). If you do not have a scanner, you can take a picture of the completed and signed form with a camera or smart phone, save it on your computer, and attach the picture to your registration. **NOTE: Digital signatures are not accepted on a W-9 Form.**

## Maryland SDAT Number

- **Maryland State Department of Assessments and Taxation** - To become an approved vendor, you must have a registration number issued by the Maryland State Department of Assessments and Taxation (SDAT).

If you do not have an SDAT Number, you can register for an identification number [here](#).

You can check your business standing with SDAT or order a Certificate of Status [here](#). Look up your business, select “View Business Details” then select “Order Certificate of Status”.

## Terms of Payment

- **Terms of Payment** – Please indicate your preference for payment terms. Actual payment terms shall be reflected in any resulting contract or purchase order authorized by the County. The County's standard payment terms are Net 30. The County reserves the right to require Net 30 payment terms for any procurements awards. Select either “NET30” or “Alternate Payment Terms Proposed”.

**PAYMENT TERMS**

Please indicate your preference for payment terms. Actual payment terms shall be reflected any resulting contract or purchase order authorized by the County. The County's standard payment terms are NET 30. The County reserves the right to require NET 30 payment terms for any procurements awards.

NET30  Alternate Payment Terms Proposed

## Affiliation with County Employee(s)

- **Affiliation with County Employee(s) \***

In accordance with Anne Arundel County Code, Article 8-2-120, you must indicate whether or not any affiliations with County employees or officials exists (such as relative, business associate, etc.).

If you have any existing affiliations, click on “Yes” and provide the **Employee Name, Affiliation Type** (i.e., relative, business associate, etc.), and the County Agency where he or she is employed. There is room for three names, affiliations, and agencies. Should you have more, enter them in the **Additional Affiliations** section.

If you have no existing affiliations, click on “No” and skip down to the **Professional Licensure** section.

Affiliations exist  Yes  No

1. Employee Name	Affiliation Type	County Agency Where Employed
<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Employee Name	Affiliation Type	County Agency Where Employed
<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Employee Name	Affiliation Type	County Agency Where Employed
<input type="text"/>	<input type="text"/>	<input type="text"/>

*If additional affiliations exist, please provide the same details as above for each additional affiliation in the space provided below.*

**Additional Affiliations**

## Professional Licensure

- **Professional Licensure** – If your organization possesses one or more professional licensures, enter the **License Name** and **License Description** of each.

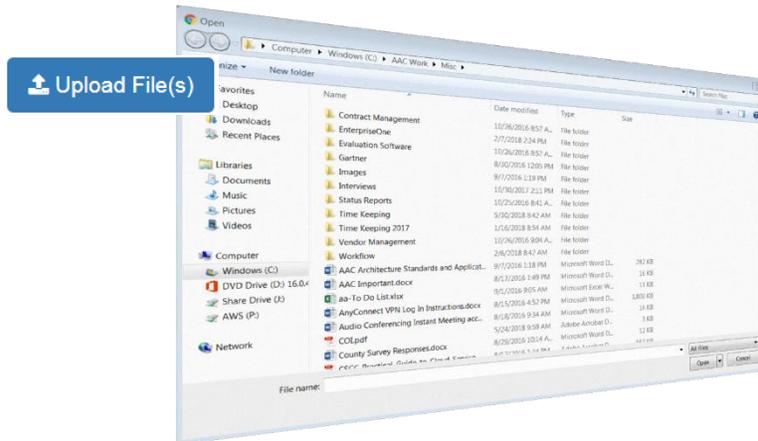
**License Name(s)**

**License Descriptions**

To upload associated documents proving your Licensure or Certification, click the “Upload Files” button.

From the Choose File to upload dialog box, navigate to the local or network location of your document, select the file, and click the “Open” button.

The selected file will display below the “Upload File(s)” button as shown in the sample image



below:

You may upload as many files as you like by repeating this process. If the wrong file was uploaded, simply click on the red **x** beside the file you want to remove.

Most file formats are accepted (pdf, doc, gif, bmp, etc.). If you do not have a scanner, you can take a picture of a document with a camera or smart phone, save it on your computer, and attach the picture to your registration.

## Insurance Requirements

### ➤ Insurance Requirements

Unless otherwise required by Special Conditions, if a Contract or Purchase Order is awarded, the Contractor shall be required to purchase and maintain during the life of the Contract Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than set forth below:

#### COMMERCIAL GENERAL LIABILITY INSURANCE

At least \$1,000,000 combined single limit coverage on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor, Contractual Liability and Products and Completed Operations. The general aggregate limit is to apply per project.

#### BUSINESS AUTOMOBILE LIABILITY INSURANCE

At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

#### WORKERS' COMPENSATION INSURANCE

Statutory benefits as required by Maryland law and, when required, the U. S. Longshoremen's and Harbor Workers' Compensation Act, including standard Other States coverage; Employers' Liability coverage with limits of at least \$100,000 each accident/\$100,000 each employee disease/\$500,000 disease policy limit.

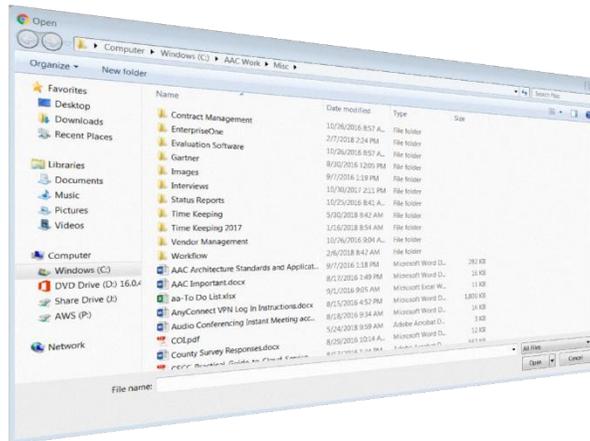
On all Commercial General Liability Insurance policies, Anne Arundel County, Maryland, its agents, servants, and employees shall be named as an additional insureds, which shall be shown on the insurance certificates furnished to the County under this Section.

To upload your Certificate of Insurance form, click the "Upload File" button.



NOTE: It is not necessary for your Certificate of Insurance to be uploaded at the time of Registration. It may also be uploaded when you submit a response to a solicitation.

From the Choose File to upload dialog box, navigate to the local or network location of your Certificate of Insurance (COI) form, select the file, and click the "Open" button.



The selected file will display beside the **Upload File** button.



If the wrong file was uploaded, simply repeat the steps above.

Most file formats are accepted (pdf, doc, gif, bmp, etc.). If you do not have a scanner, you can take a picture of the completed and signed form with a camera or smart phone, save it on your computer, and attach the picture to your registration.

## Minority Business Enterprise (MBE)

### ➤ Diversity / Disadvantaged / Veteran / Small Business Classifications

This information is optional and may not apply to your organization. You may self-certify by leaving the 'Certified By' field blank.

If applicable, would you like to provide this information now or later?

Select '**Later**' if none of the classifications apply to your organization or if you wish to enter this information at a later time – then click on the '**Next**' button to move to the next Registration screen.



If you select '**Now**', you are presented with the following choices...Please select all business classifications that apply to the principal owner of your organization from the options below:

**Note:** As defined by the State of Maryland, a minority business enterprise (MBE) is any legal entity that is, at least, 51% owned and controlled by one or more minority, female, socio-economically disadvantaged, or disabled individual.

Please select all business classifications that apply to the principal owner of your organization from the options below. \*

<input type="checkbox"/> African American-owned business	Certified By (optional) <input type="text"/>
<input type="checkbox"/> Asian-owned business	Certified By (optional) <input type="text"/>
<input type="checkbox"/> Hispanic-owned business	Certified By (optional) <input type="text"/>
<input type="checkbox"/> Woman-owned business	Certified By (optional) <input type="text"/>
<input type="checkbox"/> Disabled-owned business	Certified By (optional) <input type="text"/>
<input type="checkbox"/> Veteran-owned business	Certified By (optional) <input type="text"/>
<input type="checkbox"/> Small business	Certified By (optional) <input type="text"/>

**Note:** As defined by the State of Maryland, a minority business enterprise (MBE) is any legal entity that is, at least, 51% owned and controlled by one or more minority, female, socio-economically disadvantaged, or disabled individual.

If your Minority Business Enterprise (MBE) status has been officially certified by a federal or municipal agency (or other official certifying body), enter the agency or department name in the **Certified By** field. You may self-certify by leaving the 'Certified By' field blank.

Click on the **Next** button to move to the next Registration screen.



## Step 3 - Contact Information

### Contact Information

**Primary Contact**

Please enter the information for your organization's primary point of contact for Anne Arundel County, MD.

\* denotes a required field

**Salutation**

--Select--

**First Name \***

**Last Name \***

**Job Title**

**Primary Phone Number(10 digits,no spaces or hyphens) \***  -

**Fax Number(10 digits,no spaces or hyphens)**

**Primary Contact Cell Phone Number**

**Email Address \***

**UserName\***

**Password \***

**Confirm Password \***

**Address Line 1 \***

**City \***

**Address Line 2**

**Country**

**State/Province \***

**Postal / Zip Code \***  -

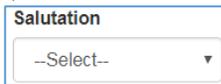
### Primary Contact Information

When logged into the **WebProcure** application, the main contact will be allowed to manage your organization's **P.O.R.T.** account, add users to the system, designate who will receive email notices of bid opportunities, and determine who will be allowed to submit solicitation responses on behalf of your organization.

The information entered here during initial Vendor Registration may be changed at a later date via the My Account menu found in the Anne Arundel County Vendor Portal. The Primary Contact's information will be the default for all other contact types shown elsewhere in this document.

➤ **Salutation**

Optional – Select the primary contact’s appropriate **Salutation** from the drop-down list (Mr./Mrs./Ms./Dr./Rev.).



➤ **First Name\* / Last Name\***

Enter the primary contact’s **First Name** and **Last Name**.

➤ **Job Title**

Enter the primary contact’s **Job Title**.

➤ **Primary Phone Number\***

Enter the primary contact’s 10-digit **Primary Phone Number** with no spaces or hyphens.

➤ **Fax Number**

Enter the primary contact’s 10-digit **Fax Number** with no spaces or hyphens.

➤ **Primary Contact Cell Phone Number**

Enter the primary contact’s 10-digit **Cell Phone Number** with no spaces or hyphens.

➤ **Email Address\***

Enter the primary contact’s **Email Address**.

➤ **Primary Phone Number\***

Enter the primary contact’s 10-digit **Primary Phone Number** with no spaces or hyphens.

- **UserName\*** - Enter the primary contact’s **UserName**. This will be used to Login to the Anne Arundel County Vendor Portal. The User Name is not case sensitive; however, **User Names** must be unique in the **WebProcure** system. It is recommended that you use the person’s *first initial and last name* (i.e. jsmith). If the **User Name** entered is not unique, an error message will be displayed at the top of the page in red.



➤ **Password\***

Enter the primary contact’s **Password**. The **Password** field is case sensitive. It will be used to Login to the Anne Arundel County Vendor Portal.

**NOTE:** Password length must be greater than 8 characters and must contain at least one uppercase, one lowercase, and one special character.

➤ **Confirm Password\***

Enter the password a second time in this field to ensure accuracy. If the **Password** and the **Confirm Password** entries do not match, you will be forced to enter both again.

➤ **Address Line 1\*** and **Address Line 2\***– Use the two lines to enter the primary contact’s street address or post office box information in full.

➤ **City\*** – Enter the primary contact’s city.

➤ **Country** – If Country is not United States, select Country from drop-down list.

➤ **State/Province\*** – Use the drop-down menu to select the primary contact’s state.

➤ **Postal/Zip Code\*** – Enter the primary contact’s postal code or zip code with extension, if known.

NOTE: The application will perform an address validation. If the address cannot be located, you have the option of correction any errors that may exist or may acknowledge that the entered address is correct by double-clicking the [here](#) link.



## Additional Contact Information

The following information is **optional**, and can be added at a later date via the **My Account** menu found in the Vendor Portal.

### Additional Contacts

The following information is optional, and can be added at a later date via the My Account menu found in the Vendor Portal. If the Primary Contact is the same contact for all other additional contact types, please select the Later option below. If the Later option is selected, the Primary Contact's information will default for all contact types.

#### Solicitation Contact



#### Contract Contact



The **Solicitation Contact** listed in a vendor’s profile/account will receive automated email notifications of bid opportunities that match the NIGP category codes entered for your organization.

If the ‘**Later**’ option is selected for **Solicitation Contact**, the Primary Contact's information will become the default. If you select ‘**Now**’, you can set up a separate Solicitation Contact.



The **Contract Contact** will receive contract notifications published by Anne Arundel County, Maryland for contracts awarded to your organization.

If the **'Later'** option is selected for **Contract Contact**, the Primary Contact's information will become the default. If you select **'Now'**, you can set up a separate Contract Contact.



**NOTE:** The required information (data entry fields) for these **Additional Contacts** are exactly the same as for the **Primary Contract**.

Click on the Next button to move to the next Registration screen.



## Step 4 – Commodity / Service Code Selection

Select the NIGP commodity and service codes below which best apply to your organization's business. Selecting these codes will enable your organization's Solicitation Contact to receive automated email notifications on bid opportunities posted by Anne Arundel County that match your NIGP codes. It will also make your organization easier to find when agencies are preparing to make a purchase.

You must select at least one NIGP commodity/service code to complete your registration. If you do not wish to receive solicitation notifications, please select 'Unknown' - otherwise select all that apply.

Enter a keyword or search phrase and click Search. Check/Select the category to save your changes.

**Available Categories**

- ABRASIVES (00500)
- ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES (01000)
- ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SU
- AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND V
- AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS (02200)
- AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 F
- AIR COMPRESSORS AND ACCESSORIES (02500)
- AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACC
- AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES (03500)
- AIRCRAFT AND AIRPORT OPERATIONS SERVICES (90500)
- AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC. (03700)
- ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING ACCESSORY I...
- APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE (04500)
- ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL (90700)
- ARCHITECTURAL SERVICES, PROFESSIONAL (90600)
- ART EQUIPMENT AND SUPPLIES (05000)
- ART OBJECTS (05200)
- AUTOMOBILES, SCHOOL BUSES, SUVs, AND VANS (INCLUDING DIESEL, GASOLIN
- AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC

**Selected Categories**

To expedite selection, you may enter a keyword or phrase and click **Search**. For example if you enter a keyword of “software”, only those NIGP categories related to software will be displayed under **Available Categories**. To select a category, click in the box left of the category. This will move the category to the right under **Selected Categories**. To remove a category, remove the check mark next to the category under **Selected Categories**.

Enter a keyword or search phrase and click Search. Check/Select the category to save your changes.

software

**Available Categories**

- COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTE**
  - Integrated Hardware-Software I.T. Solution (Mini/Mainframe Computer) (206
- CONSULTING SERVICES (91800)**
  - Computer Software Consulting (91829)
- COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAM
  - Architectural Software (Mini/Mainframe) (20914)
  - Bar Code Software (Mini/Mainframe Computer) (20922)
  - Biometric Authentication System Software for Mini/Mainframe Computers (2
  - Database Software (20938)**
  - E-Commerce Software (Mini/Mainframe Computer) (20942)**
  - EDI (Electronic Data Interchange) Translator Software, Mini/Mainframe .... (20
  - E-Mail Software (20945)
  - Expert System Software (20946)
  - Engineering Software (Mini/Mainframe Computer) (20947)
  - Human Resources Software (20952)
  - Internet and Web Site Software for Main Frame Computers (20954)
  - Language Translation Software (20958)
  - Logistics and Supply Chain Software (20959)
  - Music or Sound Editing Software (Mini/Mainframe Computer) (20960)

**Selected Categories**

- COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTE**
- CONSULTING SERVICES (91800)**
- COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMME
  - Database Software (20938)**
  - E-Commerce Software (Mini/Mainframe Computer) (20942)**

Clicking on **Clear Search** will clear the categories under **Available Categories** from your previous search, and the entire category listing will populate again.

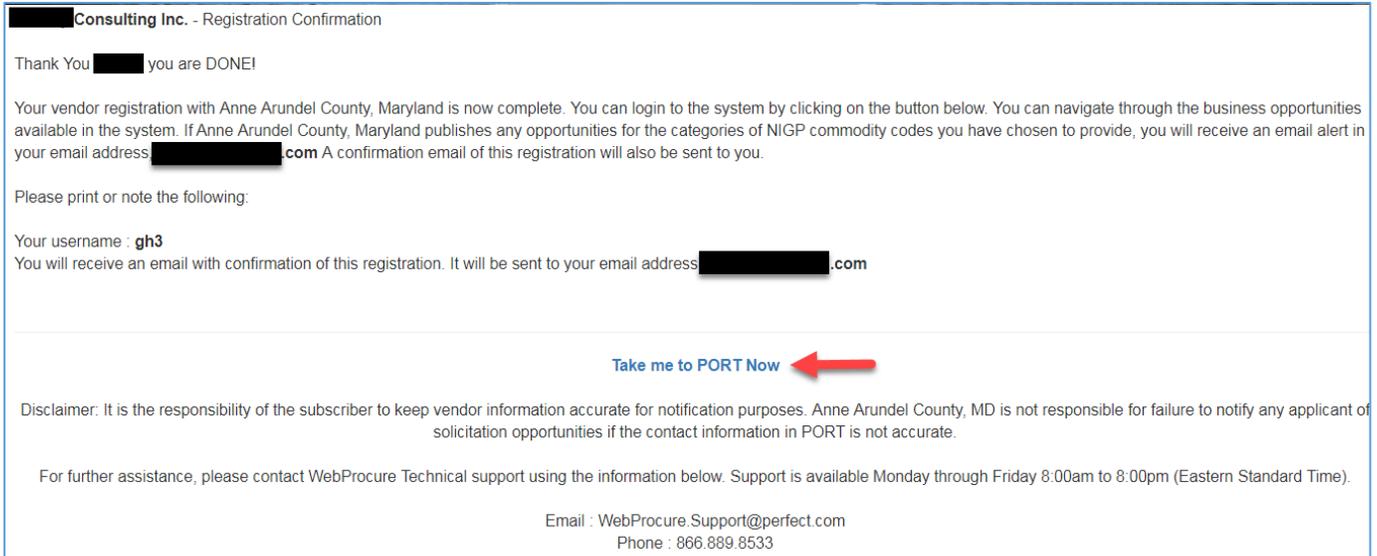
Note the hierarchical nature of these codes. Selecting the highest level will include all the sub-levels underneath. Selecting a sub-level will be more specific (see example on previous page).

Click on the **Submit** button to complete your initial Registration.

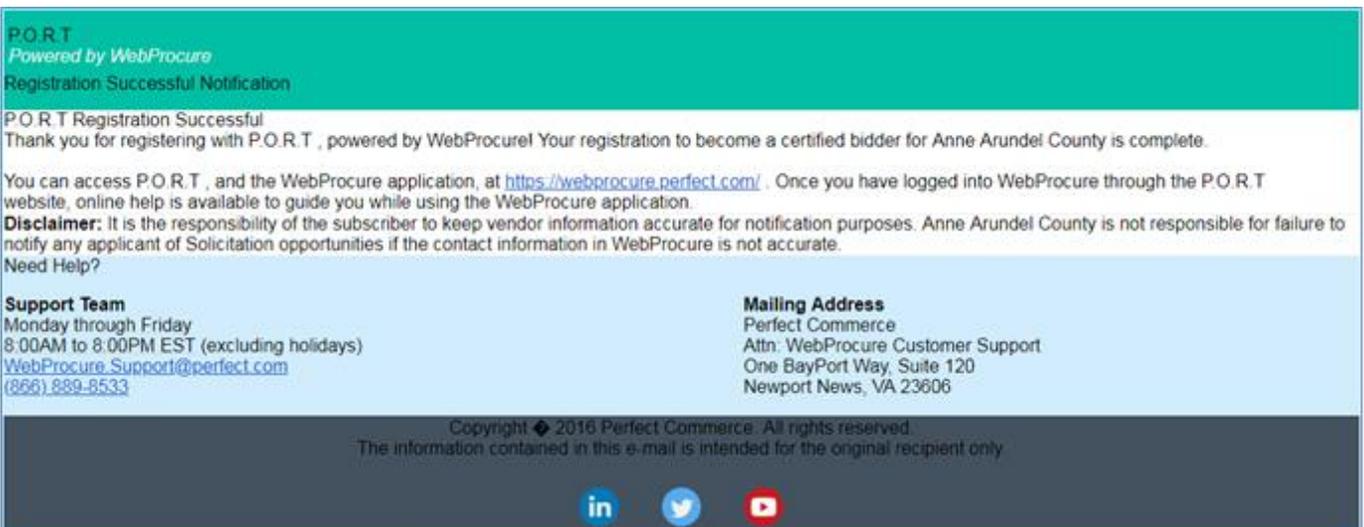


# Process My Registration

Upon successfully submitting your registration, a Registration Confirmation will display on the screen. See sample image below:



This page acknowledges your registration is being processed. An email confirmation (sample below) will also be sent to the email address shown on this page, which is the email address that was entered for the main contact in step three of your registration.



You may log in to the P.O.R.T. / WebProcure system by clicking on the **Take me to PORT Now** link on the confirmation page or by selecting the link that is included in the confirmation email.

If Anne Arundel County, Maryland publishes any bid opportunities for an NIGP commodity code category that matches the products/services you have chosen to provide, an automated email notification will be sent to the email address shown on this page. Another user (the Solicitation Contact) can also receive automated email notifications of bid opportunities.

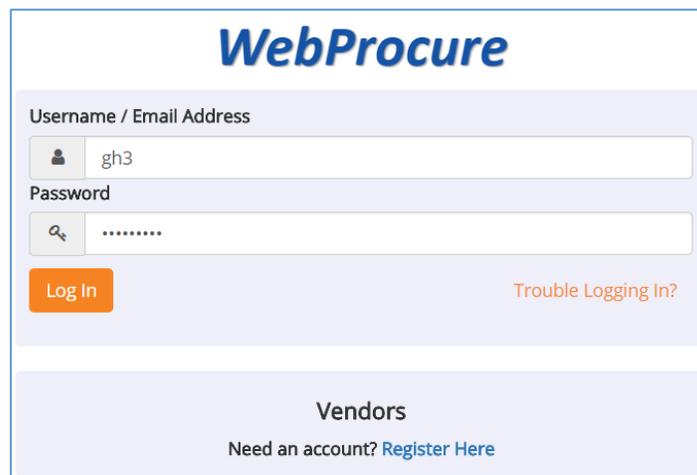
After the vendor record is established in **P.O.R.T.**, the main contact can add additional users and set up their credentials, including establishing permission for them to receive solicitations, by logging in and editing the vendor's profile/account. Information on editing your organization's profile/account can be found in the [Instructions for Editing & Managing Your Vendor Profile](#) document posted on the **P.O.R.T.** website.

**NOTE:** Please remember that you are responsible for maintaining the accuracy of your organization's profile information. After completing the registration, it is recommended that you log into P.O.R.T. /WebProcure periodically to verify information. This will ensure that you receive the appropriate communications

For further assistance with registration, please contact Perfect Commerce's Web**Procure** Technical Support via e-mail, [webprocure.support@perfect.com](mailto:webprocure.support@perfect.com), or by phone, 866-889-8533.

## Log In to P.O.R.T./WebProcure

Upon the successful completion of your registration, you may select the **Take me to PORT Now** link on the Registration Confirmation screen or select the link that is included in your confirmation email. Either path will take you to the following WebProcure log in screen:



**WebProcure**

Username / Email Address  
gh3

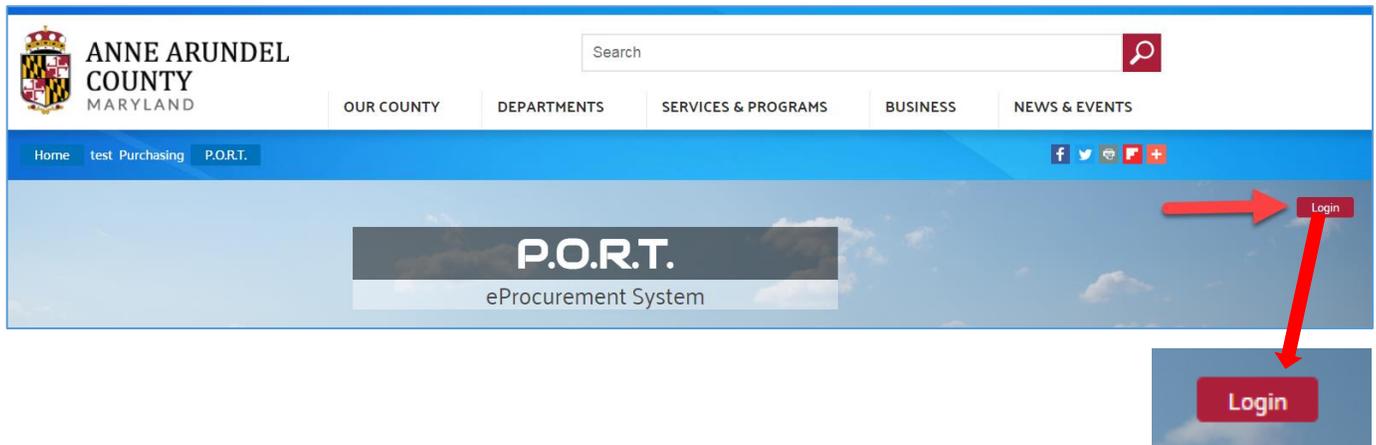
Password  
.....

Log In [Trouble Logging In?](#)

Vendors  
Need an account? [Register Here](#)

Enter the **Username** and **Password** that you created during registration and click the **Log In** button.

You may also enter the WebProcure system through the P.O.R.T. website at <https://www.aacounty.org/PORT> and clicking **Login**.



Accessing the WebProcure system through the P.O.R.T. website will open the following login screen:

A login form titled 'Login to P.O.R.T.' with a white background and a thin border. It contains two input fields: 'Enter Username' with a placeholder 'Username' and 'Enter Password' with a placeholder 'Password'. Below the fields is a blue 'Login' button and a blue link for 'Forgot password?'. At the bottom right, it says 'Powered by Perfect Commerce'.

Enter your user credentials and click **Login**.

## WebProcure Usage Terms and Conditions

Anne Arundel County, Maryland has contracted with Perfect Commerce to utilize the WebProcure system for P.O.R.T. Upon your initial log in, you will be presented with WebProcure's terms and conditions. Use the vertical scroll bar to view the terms and conditions in their entirety. Once reviewed, click **Accept** to continue into the application.

DECLINE ACCEPT

WebProcure Usage Terms and Conditions  
Please read the terms and conditions before continuing.  
**THE FOLLOWING SHOULD BE READ CAREFULLY BECAUSE IT AFFECTS YOUR RIGHTS IN REGARDS TO THE USE OF THE SYSTEM.**

ON-LINE SUPPLIER AGREEMENT

This Agreement (the "Agreement") is between Perfect Commerce LLC. ("Perfect"), you, and, if you are registering on behalf of an entity, the entity. You and any entity you are registering on behalf of shall collectively be referred to as the "Supplier".

IF YOU ARE REGISTERING AS A BUSINESS ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND THE ENTITY TO THIS AGREEMENT.

This registration enables the Supplier to receive orders, and to respond to requests for proposals and solicitations ("Solicitations") of

DECLINE ACCEPT

If you choose to **Decline** these usage terms and conditions, you will not be able to successfully log in to the WebProcure application, submit bid responses electronically, or be able to use other system features.

For instructions on accessing or maintaining information in the Vendor Portal, refer to [Editing and Managing Your Vendor Profile](#) PDF accessed by clicking on the appropriate link on the P.O.R.T. home page (<https://www.aacounty.org/PORT>).