

Register for access to Hernando County School District, FL Business Opportunities

www.bidnetdirect.com/florida/hernandoschools





Vendor Benefits

- In addition to having access to Hernando County School District's solicitations, by registering you will have the:
 - Access to over 50 participating agencies located in Florida
 Purchasing Group
 - Ability to access over 1,200 local, state, and federal government agencies across Florida
 - Ability to respond electronically to bid opportunities issued by all participating agencies
 - Ability to receive email alerts of new solicitations and amendments
 - Ability to market your company through the Advertising Profile option (small subscription fee required)

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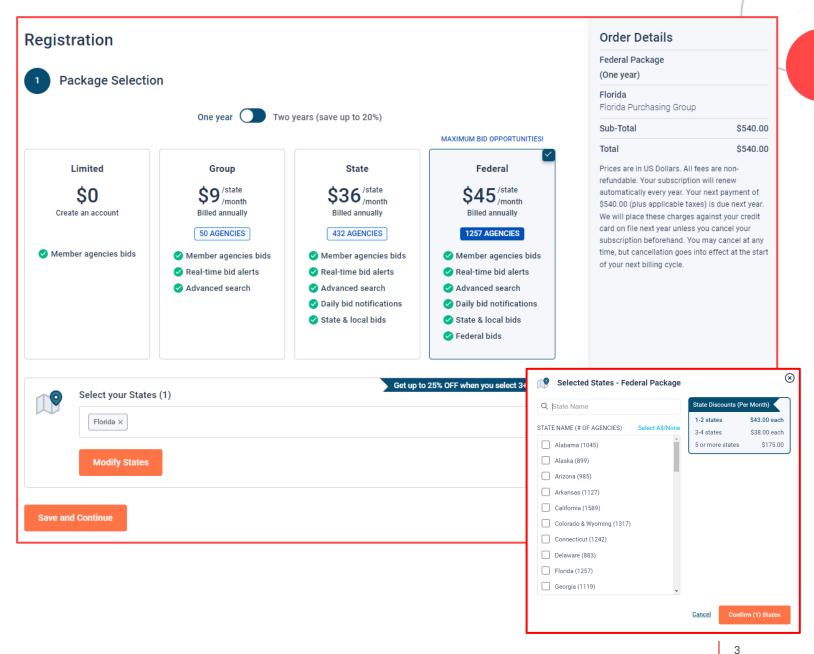






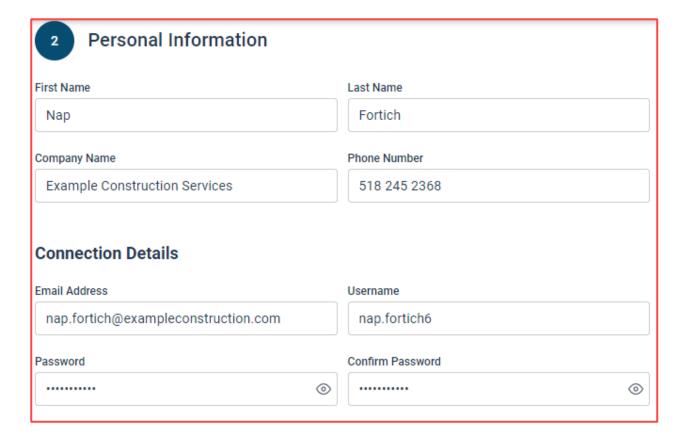
Package Selection

- Select the package that makes the most sense for your company
- For maximum bid opportunities, select Federal Bids to receive matching email notification from ALL Participating
 Member Agencies, State & Local, and Federal bids across Florida (subscription fee required)
- Limited package provides access to all bid information; Hernando County School District has a special arrangement where you will receive notifications of matching solicitations and addenda even when selecting the Free, Limited Access package.
- You can also add more States you are interested in doing business by clicking "Modify States"
- Press Save and Continue



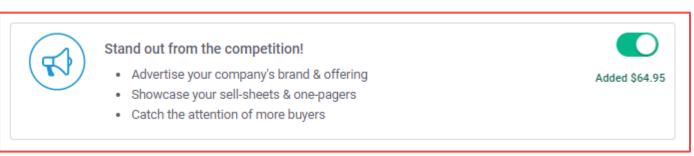
Personal Information

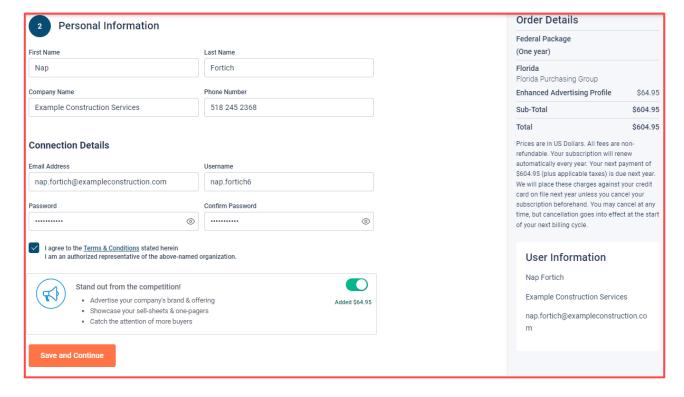
- In this section, you can provide the basic information of the user and your preferred login information
- Make sure to read the Terms & Conditions and attest that you are an authorized representative of your company.



Advertising Profile (Optional)

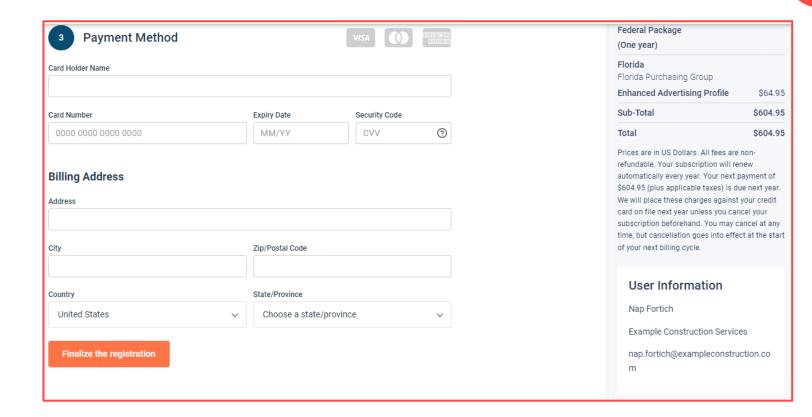
- Also in this section, an option is available to add your logo, product sell-sheets, catalogues, etc. to your company profile
- You can add this to your profile or click on the toggle to remove the Advertising Package. You can always add this later.
- Review your personal information and click "Save and Continue"
- Note: If you did not select any paid packages, the button will say "Finalize the Registration". Skip to page 7.





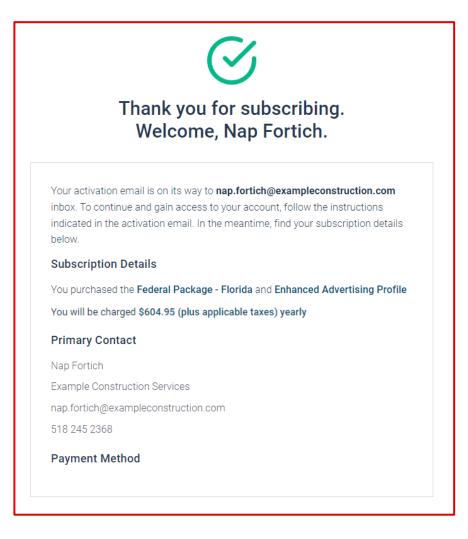
Payment Information (if applicable)

- If any paid registration options were selected, you will be prompted to enter your credit card information
- You can review the amount and the user information on the right screen
- Finalize the registration

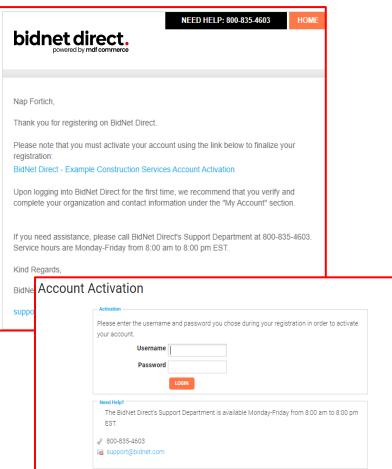


Complete & Activate Account

- 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 login using the username and password you entered



Sample Email:



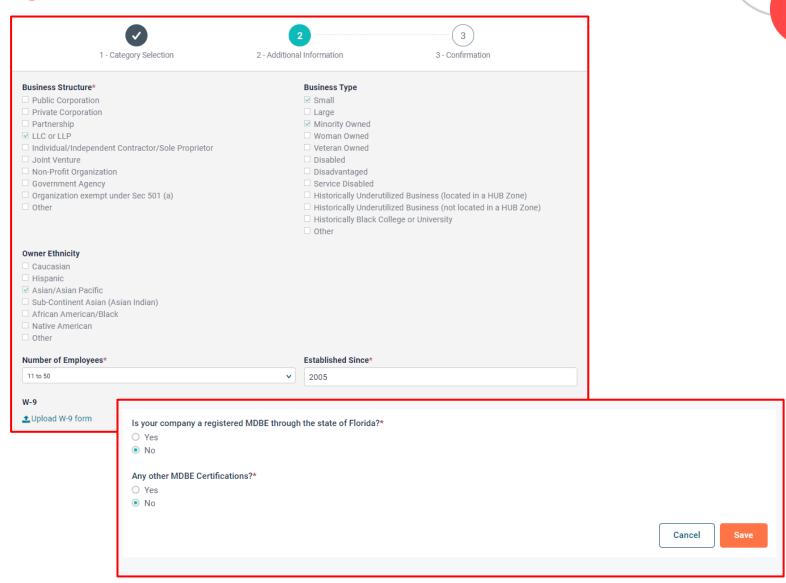
Category Code Selection

- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & 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

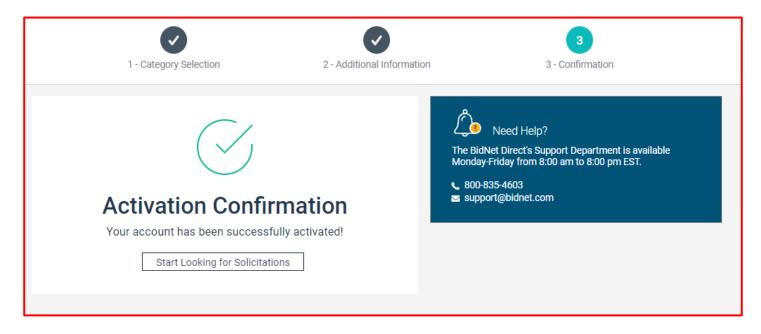


Additional Information

- 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



Registration Complete!



- Login and start looking for open solicitations from Hernando County School District
- 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