

#### Register for access to the City of Lawton, OK Business Opportunities

www.bidnetdirect.com/oklahoma/cityoflawton







# **Vendor Benefits**

- In addition to having access to the City of Lawton's solicitations, by registering you will have the:
  - Access to participating agencies located in Oklahoma Purchasing Group
  - Ability to access over 1,000 local, state, and federal government agencies across **Oklahoma**
  - 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)

www.bidnetdirect.com/oklahoma/cityoflawton

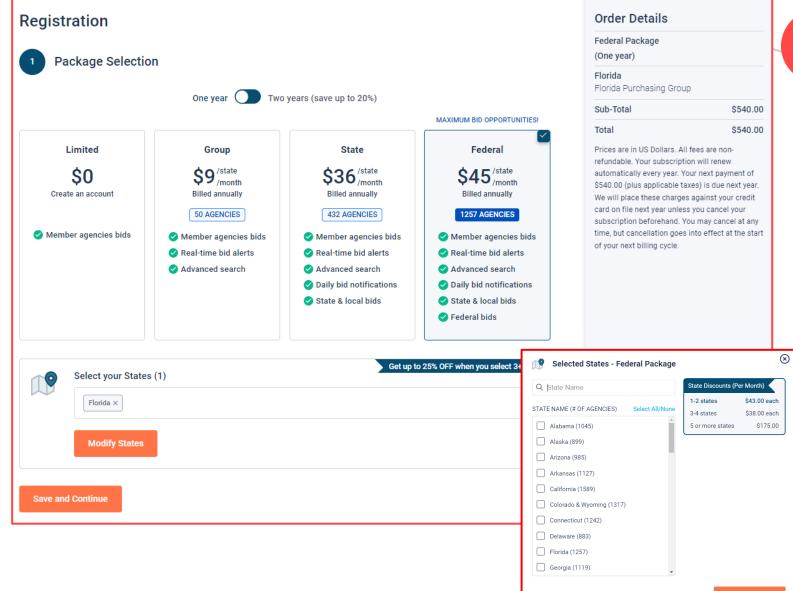






# **Package Selection**

- 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 Oklahoma (subscription fee required)
- Limited package provides access to all bid information; The City of Lawton 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



<u>Cancel</u>

### **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.

First Name	Last Name	
Nap	Fortich	
Company Name	Phone Number	
Example Construction Services	518 245 2368	
Connection Details		
Connection Details	Username	
Connection Details		
Connection Details	Username	

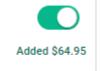
# Advertising Profile (Optional)

- 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.



Stand out from the competition!

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



2 Personal Information		0	rder Details	
First Name	Last Name		ederal Package Ine year)	
Nap	Fortich	Fl	orida orida Purchasing Group	
Company Name	Phone Number	Er	hanced Advertising Profile	\$64.95
Example Construction Services	518 245 2368	Su	ıb-Total	\$604.9
		Та	otal	\$604.95
Connection Details Email Address	Username	ret	ices are in US Dollars. All fees are fundable. Your subscription will rer tomatically every year. Your next p 04.95 (plus applicable taxes) is du	new bayment of
nap.fortich@exampleconstruction.com	nap.fortich6	We	e will place these charges against	your credit
Password	Confirm Password		rd on file next year unless you can bscription beforehand. You may ca	-
			ne, but cancellation goes into effe your next billing cycle.	ct at the star
I agree to the <u>Terms &amp; Conditions</u> stated herein I am an authorized representative of the above-named	organization.		User Information	
			Nap Fortich	
Stand out from the competition!     Advertise your company's brand & off	ering .		Example Construction Service	es
Showcase your sell-sheets & one-pag     Catch the attention of more buyers		5	nap.fortich@exampleconstrue m	ction.co
Save and Continue				

# 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

3 Payment Method	VISA MERICAN EXPRESS	Federal Package (One year)
Card Holder Name		Florida Florida Purchasing Group Enhanced Advertising Profile \$64.95
Card Number	Expiry Date Security Code	Sub-Total \$604.95
0000 0000 0000 0000 Billing Address Address City	MM/YY CVV ③	Total\$604.95Prices 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.
Country United States Finalize the registration	State/Province Choose a state/province	User Information Nap Fortich Example Construction Services nap.fortich@exampleconstruction.co m

#### **Complete & Activate Account**

- This confirmation page ٠ will show your subscription details and the activation email will be sent to you in a few minutes
- Check your email to ٠ 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 ٠ using the username and password you entered

	Sample Linali.	
$\bigotimes$	bidnet direct. powered by mdf commerce	NEED HEL
Thank you for subscribing. Welcome, Nap Fortich.	Nap Fortich, Thank you for registering on BidNet Direct.	
Your activation email is on its way to <b>nap.fortich@exampleconstruction.com</b> 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.	Please note that you must activate your accoun registration: BidNet Direct - Example Construction Services, Upon logging into BidNet Direct for the first time complete your organization and contact informa	Account Active, we recomm
Subscription Details	If you need assistance, please call BidNet Direc Service hours are Monday-Friday from 8:00 am	
You purchased the Federal Package - Florida and Enhanced Advertising Profile	Kind Regards,	to 0.00 pin t
You will be charged \$604.95 (plus applicable taxes) yearly	BidNe Account Activation	
Primary Contact	Suppo Please enter the username a	and password y
Nap Fortich	your account. Username	
Example Construction Services	Password	
nap.fortich@exampleconstruction.com		LOGIN
518 245 2368	Need Help?	
Payment Method	The BidNet Direct's Supp EST. 800-835-4603 Support@bidnet.com	ort Department

# nk below to finalize vour vation nend that you verify and ne "My Account" section. Department at 800-835-4603. EST. ou chose during your registration in order to activate is available Monday-Friday from 8:00 am to 8:00 pm

P: 800-835-4603

HOME

Sampla 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

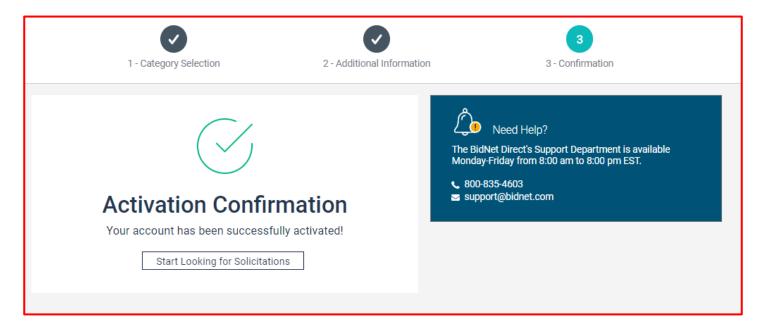
Categories	Selected (3)		
✓ 155	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED		Û
15500	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED		Û
¥ 918	CONSULTING SERVICES		ŵ
91800	CONSULTING SERVICES		Û
91819	Buildings, Structures and Components Consulting Buildings, Structures and Components Consulting		Û,
Categories		Consult	Q (
✓ 905	AIRCRAFT AND AIRPORT OPERATIONS SERVICES		4
90528	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting) Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)		
¥ 911	CONSTRUCTION AND UTILITIES, HIGHER EDUCATION		
91158	C.I.P., Special Consultants C.I.P., Special Consultants		
✓ 918	CONSULTING SERVICES		

## **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

Buiness Structure Buiness Structure Buiness Type Buiness				dditional In	ormation		3 - Confirn					
Private Corporation Large   Partnership Minority Owned   LLC or LLP Woman Owned   Individual/Independent Contractor/Sole Proprietor Disabled   Joint Venture Disabled   Owner-Profit Dragnization Disabled   Government Agency Service Disabled   Organization exempt under Sec 501 (a) Historically Underutilized Business (located in a HUB Zone)   Other Historically Underutilized Business (not located in a HUB Zone)   Historically Black College or University Other				В	isiness Type							
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LLC or LLP   Individual/Independent Contractor/Sole Proprietor   Veteran Owned   Individual/Independent Contractor/Sole Proprietor   Veteran Owned   Ions Profit Organization   Organization exempt under Sec 501 (a)   Other   Historically Underutilized Business (located in a HUB Zone)   Historically Black College or University   Other   Gaucasian   Hispanic   Asian Asian Indian)   A fricen American/Black   Indive American   Other   Lubed Meenican   2005   Is your company a registered MDBE through the state of Florida?*   Yes					Large							
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Organization exempt under Sec 501 (a)   Other   Historically Underutilized Business (hoctated in a HUB Zone)   Historically Underutilized Business (not located in a HUB Zone)   Historically Black College or University   Other   Wmer Ethnicity Cacasian Historically Black College or University Other Sub-Continent Asian (Asian Indian) African American/Black Native American Other Established Since* 11 to 50 2005 Lipolad W-9 form Is your company a registered MDBE through the state of Florida?* Yes					Disadvantaged							
Organization exempt under Sec 501 (a)   Other   Historically Underutilized Business (hocated in a HUB Zone)   Historically Underutilized Business (not located in a HUB Zone)   Historically Black College or University   Other   Sub-Continent Asian (Asian Indian)   Artican American/Black   Native American   Other   11to 50   2005    Is your company a registered MDBE through the state of Florida?*					Service Disable							
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Native American   Other     Number of Employees*   11 to 50     2005     V-9     Is your company a registered MDBE through the state of Florida?*      Yes	an)											
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Number of Employees* Established Since*   11 to 50 2005   V-9 Lupload W-9 form Is your company a registered MDBE through the state of Florida?* Yes												
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N-9  Lypload W-9 form Is your company a registered MDBE through the state of Florida?* Yes				Es	tablished Since							
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Upload W-9 form Is your company a registered MDBE through the state of Florida?*     Yes												
Yes												
	our company	any a registe	ered MDBE t	through th	e state of Florid	1?*						
No	/es											
	No											
Any other MDBE Certifications?*		)BE Certifica	ations?*									
O Yes	other MDBF											
No	/es											
	/es											
	/es										 	

# **Registration Complete!**



- Login and start looking for open solicitations from the **City of Lawton**
- 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