Access the Supplier Portal

- Go to the Purchasing Department website
- Select the Supplier Portal link from the left menu tab

NOTE: You can also cut and paste the following URL into your browser window should you encounter a problem.

Enter the login and primary contact information for your business. An * indicates the field is required.

1. Enter a User Name (login) to be used when signing into the Montgomery County Supplier Portal
2. Enter a Password
3. Enter the Password again to confirm entry
4. Enter the Job Title for the Supplier Contact (optional)
5. Enter the Supplier Contact First Name
6. Enter the Supplier Contact Last Name
7. Enter the Country Code for the phone number in the first field
8. Enter the Phone Number in the center field
9. Enter the extension (if applicable) in the far right field
10. Enter the Country Code for the mobile number in the first field
11. Enter the Mobile Number in the center field
12. Enter the extension (if applicable) in the far right field
13. Enter the Country Code for the fax number in the first field
14. Enter the Fax Number in the center field
15. Enter the extension (if applicable) in the far right field
16. Enter the Supplier Contact Email address
17. Check the Accept Terms and Conditions box
18. Scroll to the bottom of the page and click Next

NOTE:

- Your login user name and password are case sensitive and space sensitive.
- All fields on the screen with an asterisk (*) must be completed. Also, a Tax Certification document must be attached.
19. Answer the questions on the screen regarding the insurance. The choices are drop down with Yes or No.
20. An attachment is not required for the insurance but an attachment can be added if available.
21. Answer the question on the screen regarding the W-9. The choices are drop down with Yes or No.
22. An attachment is required here if the response is Yes. If no attachment is added, the registration cannot be completed.
You are required to select at least one Commodity Code to complete the registration.

Commodity Codes are used to categorize products and services. Commodity Codes are also used by Suppliers to indicate which solicitation notifications to receive. When you register through the Supplier Portal, you specify the Commodity Codes you want to be notified of. When a new solicitation is released that contains one of the Commodity Codes, you will be notified by e-mail.

Montgomery County is utilizing NIGP Commodity Codes.

23. Click on the Select Commodity Codes link
24. You may search by typing in all or part of the description of the commodity you want to add or by scrolling through the comprehensive list
25. Click in box to the left of the commodity code you want to add
26. Then click on Attach to Contact at the bottom
27. Select as many other commodities as needed
28. When finished, click close
29. Scroll to the bottom of the screen and click Next
NOTE:

- A Commodity Code must be selected to complete the registration and to receive email notifications
- Suppliers will be able to bid on a solicitation/bid event regardless of the commodity code(s) selected.

If registration is successful, this screen will display your supplier number and the following statement:

Registration status: Complete

Congratulations! Your account has been set up and you will now receive email notifications of events related to commodity codes for which you registered. You can respond to those events through this account. Select Home or any menu item to proceed
First login after registering:

1. Login to the Supplier Portal

2. On you first login after registering you will be prompted to create security questions for resetting your password if necessary.

3. After answering the questions, select the Action button on the top of the page and select save from the drop down options.

To make any changes to your account information:

4. Select My Account from the list
5. Under Account Information, select Update Supplier Information
6. Update any items necessary
7. Click Save to keep any changes
8. Select the Update Company Address to make any changes to the address on file
9. Click save when finished to keep any changes
Forgot Password Instructions

If you forget your login password, after selecting the sign in option on the home screen, follow these instructions:

1. Access the Supplier Portal
2. Click the Sign or Register drop down menu
3. Select Sign in
4. Select Forgot password? Option
5. Enter username
6. Select Reset
7. Answer the security question/s that you are prompted to answer.

8. Create a new password in the next screen.

9. Once you have put in a new password, select Actions from the menu tab and select save from the drop down menu.