

# Bidder Registration

1. Navigate to the [Bidder Registration Form](#).
2. The Bidder Registration page will open:

**Welcome to Supplier Self-Registration!**

To register as a new Bidder/Supplier, complete the form below and then click the Submit button located at the bottom of this page.

\* Required Entry

**Company Details**

Name of Company *	<input type="text"/>	Doing Business As	<input type="text"/>
D-U-N-S Number	<input type="text"/>	TIN Number *	<input type="text"/>

**Address Data**

E-Mail Address *	<input type="text"/>	Extension	<input type="text"/>
Telephone (XXX-XXX-XXXX)*	<input type="text"/>	Extension	<input type="text"/>
Fax	<input type="text"/>	Extension	<input type="text"/>
Street *	<input type="text"/>	House Number *	<input type="text"/>
Building	<input type="text"/>	Room Number	<input type="text"/>
Floor	<input type="text"/>	City *	<input type="text"/>
Postal Codes *	<input type="text"/>	Postal Code PO Box	<input type="text"/>
State *	Please choose ▼	PO Box Location	<input type="text"/>
Country *	Please choose ▼	PO Box Country	Please choose ▼
P.O. Box	<input type="text"/>		

**Which Product Categories can you Deliver? \***

Goods  Services

**Data Privacy Statement**

DISCLAIMER: Registering in the Fairfax Vendor Internet Portal (VIP) does not guarantee that your business will be awarded any contract or purchase order to provide supplies to or perform services in Fairfax County. Registering as a VIP vendor should not be construed as applying for any necessary license to deliver supplies or perform services in a regulated industry in Fairfax County.

CERTIFICATION: By submitting information through the Fairfax Vendor Internet Portal (VIP), you certify that: (1) you are authorized to submit the information for, or on behalf of, the person whose information is being submitted; and (2) you are subject to the penalties of law.

DATA PRIVACY: Information provided through the Fairfax Vendor Internet Portal (VIP) will be used in the purchasing and accounting activities of the County and will not be limited in its use.

Yes, I have read the data privacy statement and accept the terms.

**Human Verification**

Please verify you are a user visiting Fairfax VIP Registration. This is to prevent automated engines sending SPAM. Type in the code you see below in the text box next to Enter Input. Include the spaces in your entry.

35 53 0 52 76

Enter Input

3. Complete the five sections of the Bidder Registration form. Required fields are indicated with an asterisk (\*). The **Submit** button will only display once the Data Privacy Statement box has been checked.

=

# Bidder Registration

## Company Details:

Company Details			
Name of Company *	<input type="text"/>	Doing Business As	<input type="text"/>
D-U-N-S Number	<input type="text"/>	TIN Number *	<input type="text"/>

Name of Company\* - Enter the company's legal name.

Doing Business As - Enter a trade or Doing Business As name.

D-U-N-S Number - (nine-digit number issued by The Dun & Bradstreet Corporation): If your company does not have a D-U-N-S number, you may leave this field blank.

TIN Number\* - Enter the following when appropriate:

- Tax Identification Number (TIN) - a nine digit identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS and is used to identify a business entity.
- Employer Identification Number\* (EIN) – also known as Tax Identification Numbers and are used to identify a business entity.
- Social Security Number\* (SSN)
  - If the LLC is classified as a corporation or partnership, enter the entity's EIN.
  - If you are a single-member (Sole Proprietor) LLC that is disregarded as an entity separate from its owner enter the owner's SSN (or EIN, if the owner has one).

## Address Data:

Address Data			
E-Mail Address *	<input type="text"/>		
Telephone (XXX-XXX-XXXX)*	<input type="text"/>	Extension	<input type="text"/>
Fax	<input type="text"/>	Extension	<input type="text"/>
Street *	<input type="text"/>	House Number *	<input type="text"/>
Building	<input type="text"/>		
Floor	<input type="text"/>	Room Number	<input type="text"/>
Postal Codes *	<input type="text"/>	City *	<input type="text"/>
State *	Please choose ▼		
Country *	Please choose ▼		
P.O. Box	<input type="text"/>	Postal Code PO Box	<input type="text"/>
PO Box Location	<input type="text"/>	PO Box Country	Please choose ▼

# Bidder Registration

---

## Required Fields:

- E-mail address - Enter a valid e-mail address for the person who will set up the Administrative User account for your company. This email will be used as a point of contact for all company representatives to access the VIP. (Please ensure this e-mail address is entered correctly as future steps and correspondence depends upon it.)
- Telephone - Enter a valid phone number; this should be a general company phone number.
- Street - Enter your company's street name (e.g. Main Street for 123 Main Street). If no street address exists, complete the PO Box fields:
  - P.O. Box
  - Postal Code PO Box
  - PO Box Country
- House Number - Enter your company's street number (e.g. 123 for 123 Main Street)
- Postal code - Enter your company's zip + 4 code (e.g. 22305-1234). You can find your Zip + 4 code at <http://www.usps.gov>.
- City – Enter your company's city
- State – Select your company's state using the drop down menu.
- Country – Select your company's country using the drop down menu.

## **Which Product Categories can you Deliver?**

**Which Product Categories can you Deliver? \***

Goods     Services

Please check the box or boxes for what you can deliver.

# Bidder Registration

## Data Privacy Statement:

**Data Privacy Statement**

DISCLAIMER: Registering in the Fairfax Vendor Internet Portal (VIP) does not guarantee that your business will be awarded any contract or purchase order to provide supplies to or perform services for Fairfax County. Further, registering does not guarantee that your business or organization will receive any financial assistance including state or federal grant monies from Fairfax County. Registering as a VIP vendor should not be construed as applying for any necessary license to deliver supplies or perform services in a regulated industry in Fairfax County. Your business would need to seek such a license from the appropriate department.

CERTIFICATION: By submitting information through the Fairfax Vendor Internet Portal (VIP), you certify that (i) you are authorized to submit the information for, or on behalf of, the person or entity identified; and, (ii) all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you on or in the Fairfax Vendor Internet Portal (VIP) are subject to the penalties of law.

DATA PRIVACY: Information provided through the Fairfax Vendor Internet Portal (VIP) will be used in the purchasing and accounting activities of the County and will not be limited in its use to one Fairfax County agency.

Yes, I have read the data privacy statement and accept the terms.

Carefully read the Data Privacy and Certification statements; Check the box indicating that you have read and accept the terms. Once the data privacy checkbox has been checked the **Submit** button will illuminate.

## Human Verification:

**Human Verification**

Please verify you are a user visiting Fairfax VIP Registration. This is to prevent automated engines sending SPAM. Type in the code you see below in the text box next to **Enter Input**. Include the spaces in your entry.

13 87 11 34 86

Enter Input

Registration requires that the codes be entered as shown in the box (for example, 13 87 11 34 86; **not:** 1387113486). **Do not enter spaces at the beginning or end of the numbers.** Press the **Reset** button only if needed to refresh the numerical sequence.

Once all data has been entered, click the Submit button.

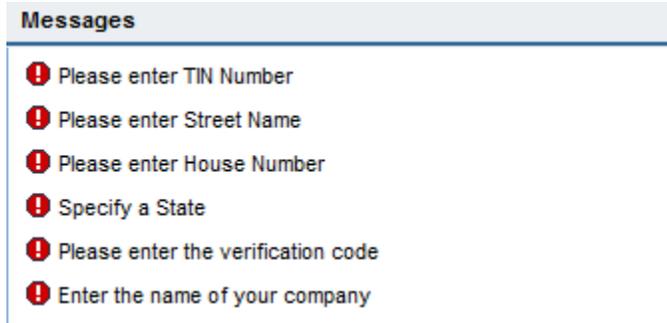
If there are no errors on the form and no registration duplication, the following message will appear:

Thank you for completing the registration form. You will receive an e-mail shortly that will provide instructions on completing the process.

If any fields were left incomplete or entered incorrectly, the error messages will be listed at the top of the form after the **Submit** button has been selected. Any corrections to the form will require entering a new human verification code.

# Bidder Registration

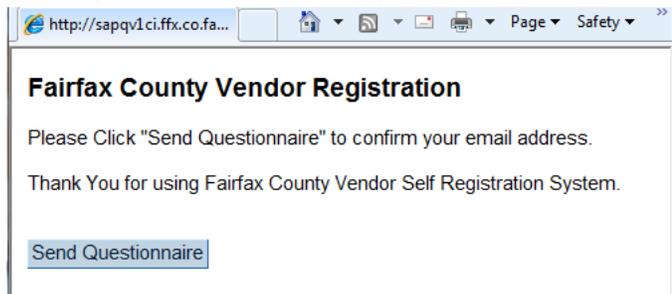
---



When a new vendor is registering, the system will check the Tax Identification Number (TIN) and D-U-N-S (if provided) against the system for duplicates. If the TIN or D-U-N-D number already exists in the system, one of two system-generated error messages will be generated. For those vendors with an administrator in the system, the message will read: "Registered Vendor exists for the TIN/DUNS Number entered. Please contact the administrator for this TIN/DUNS number, [name @ email address.](#)" For vendors that do not have an Administrator in the VIP, the message will read: "Registered Vendor exists for the TIN/DUNS Number entered. Please contact the Fairfax County administrator, [vendorhelpregistration@fairfaxcounty.gov](mailto:vendorhelpregistration@fairfaxcounty.gov)."

#### 4. Complete the Questionnaire

- Once the Bidder Registration form has been successfully submitted, a brief questionnaire will be sent within 5-10 minutes to the email address provided in the registration form.
- NOTE: If you do not receive the questionnaire within 1 business day from submission, please contact the VIP team at [vendorhelpregistration@fairfaxcounty.gov](mailto:vendorhelpregistration@fairfaxcounty.gov). Please include information such as name of company, name of the person registering, and date of form submission.
- When opened, the email will appear as:



## Bidder Registration

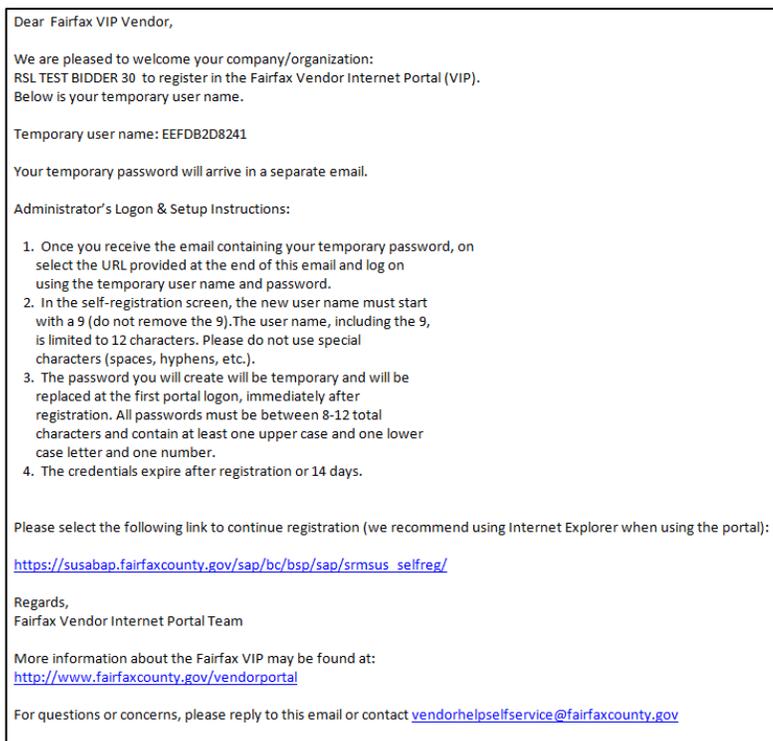
---

- Select the **Send Questionnaire** button. The following message should appear in your browser window. You may close this window when done.



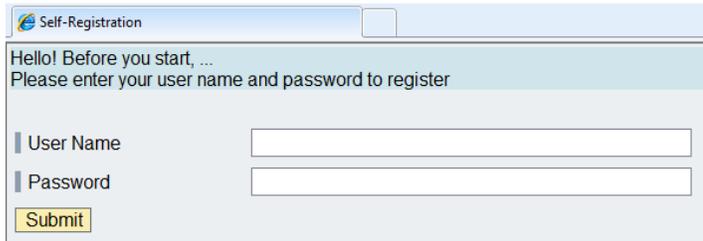
Once this step is completed, a staff member will then need to approve the registration. After the approval, generally occurring within 2 business days, temporary log on credentials will be sent via two separate emails, one containing the user name and one containing the password. These credentials will allow the bidder to establish the Administrative user account in the Fairfax Vendor Internet Portal (VIP). The Administrative user will have the authority to update company information, contact information, NIGP Product Codes, and other procurement options.

5. Follow the link in the email you received to navigate to the Administrative User registration form.

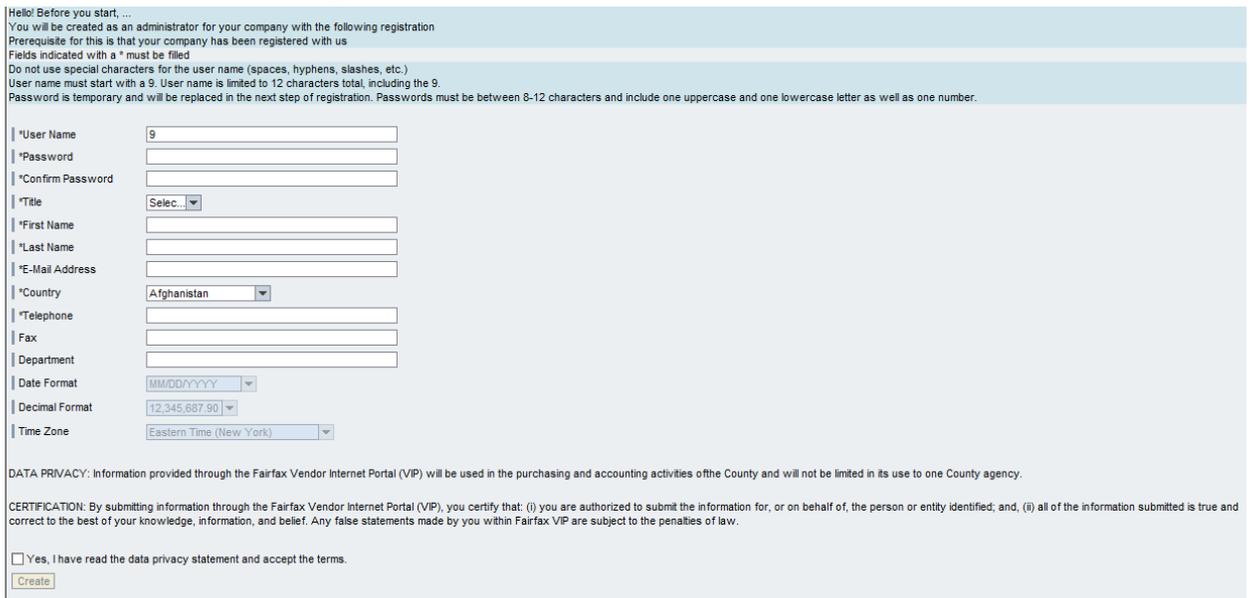


# Bidder Registration

6. Insert your Temporary User Name and Password. You can use the copy and paste feature in these fields from the emails you received and then select **Submit**.



7. The Administrative User Registration Form will then load:



8. Complete the Administrative user registration form. Required fields are indicated by asterisks (\*). Checking the agreement box at the bottom of the screen will display the **Create** button. Select this to create the Administrative user.

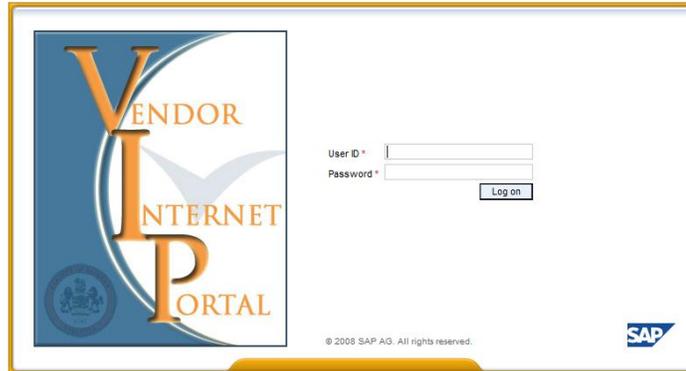
NOTE: User Names are required to begin with the digit 9; no spaces or special characters should be used. **Please record this information as you will need it for the next step.**

NOTE: create a TEMPORARY PASSWORD. This password must contain a minimum of 8 and a maximum of 12 characters, including one uppercase and one lowercase letter and one number. **Please record this information as you will need it for the next step.**

9. Once the form is completed you will immediately be directed to login to the portal. You may wish to bookmark this webpage, <https://susportal.fairfaxcounty.gov/irj/portal>, for your convenience.

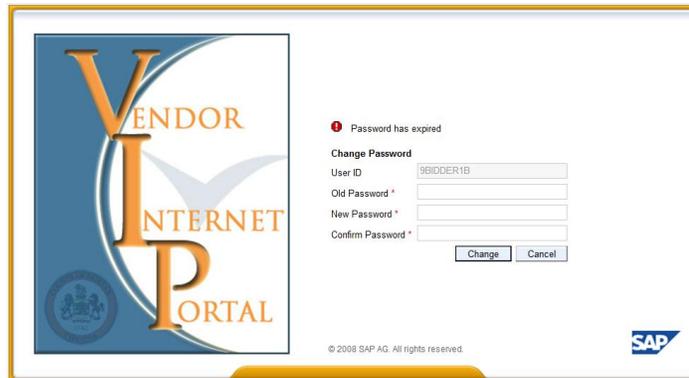
# Bidder Registration

10. Login to the VIP using the User ID and TEMPORARY PASSWORD you created in step 8 and select the **Log on** button.



The screenshot shows the Vendor Internet Portal login interface. On the left is a large logo with the text 'VENDOR INTERNET PORTAL' and a circular seal. On the right, there are two input fields: 'User ID \*' and 'Password \*'. Below the password field is a 'Log on' button. At the bottom right, there is a 'SAP' logo and the text '© 2008 SAP AG. All rights reserved.'

11. Change password.



The screenshot shows the Vendor Internet Portal password change interface. On the left is the same 'VENDOR INTERNET PORTAL' logo. On the right, there is a red error message: 'Password has expired'. Below this is a 'Change Password' section with four input fields: 'User ID' (containing '9BIDDER1B'), 'Old Password \*', 'New Password \*', and 'Confirm Password \*'. There are 'Change' and 'Cancel' buttons at the bottom. At the bottom right, there is a 'SAP' logo and the text '© 2008 SAP AG. All rights reserved.'

County security requirements mandate that the temporary password be changed to gain entry into the VIP. The password must contain a minimum of 8 and a maximum of 12 characters, including one uppercase and one lowercase letter and one number. Please keep this password for your records.

12. You have completed the registration and are now registered in the portal.
13. You should now be able to view the main toolbar within the Vendor Internet Portal. This includes the Home and Administration tabs and the sub-tabs.

