



Supplier Registration Guide

HOW TO REGISTER

Access the University of Nebraska-Lincoln eBid system through the eBid website at <http://procurement.unl.edu/ebid>

A screenshot of the eBid Login page. It has a title bar "eBid Login". Below it are two input fields: "Username" and "Password". A "Submit" button is located below the password field. At the bottom right, there are two links: "New supplier registration" and "Forgot username/password?".

STEP 1: Click on the "New Supplier Registration" link.

A screenshot of the eBid Terms and Conditions page. The header shows the eBid logo and "University of Nebraska-Lincoln". The main content is titled "Terms and Conditions (Step 1 of 7)". The text reads: "The Board of Regents for and on behalf of the University of Nebraska-Lincoln, herein after referred to as University Web Site Application Terms and Conditions of Access and Use. Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering with the online bidding web site alone does not constitute acceptance as an approved supplier for future bidding notifications. In order to use this site, your browser must support JavaScript, allow Popup Windows and Session Cookies. A current internet browser is recommended. Visit the 'Browser Requirements' link located on the login page for a complete listing of recommended and supported internet browsers. Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking software when accessing and using this site. Trusted Site: User agrees to make this site a 'trusted' site in your browser's internet options configuration." At the bottom, there are three buttons: "Printer-Friendly Version", "Cancel Registration", and "Accept Terms & Conditions".

Read thru the Terms and Conditions and click on the "Accept Terms & Conditions" button.

STEP 2: Complete the Company Information, Electronic Commerce Information and Sales Representative sections. (All fields with a red asterisk are required).



Company Information (Step 2 of 7)

** indicates a required field*

Company Information	
* Trade Name (dba)	<input type="text"/>
Legal Name (if different)	<input type="text"/>
* Organization Type	[Select Type] ▼
* Tax ID (EIN or SSN)	<input type="text"/>
State of Incorporation	<input type="text"/>
Formation/Incorporation Date	<input type="text"/>
Website	<input type="text"/>
Company Description	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
* Business Type	[Please Select] ▼
Annual Gross Sales	[Please Select] ▼
* Excluded from Federal Procurement or Nonprocurement Programs?	[Please Select] ▼
Years in Business	<input type="text"/>
* Number of Employees	<input type="text"/>
Toll-Free Telephone Number	<input type="text"/>
Toll-Free Fax Number	<input type="text"/>
Electronic Commerce Information	
* Do You provide cXML eCommerce Capability?	[Please Select] ▼
If Yes, please indicate the name of your value-added network for cXML	<input type="text"/>
* Does your company take Purchasing Credit Cards?	[Please Select] ▼
If Yes, please indicate the types accepted	<input type="text"/>
Sales Representative Information	
* Sales Representative Name	<input type="text"/>
* Title	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Cell Phone	<input type="text"/>
Email Address	<input type="text"/>

Previous
Cancel Registration
Next

STEP 3: Provide the Primary Address Information.

Provide the Remittance Address (if different than the Primary Address). If the address is the same as Primary Address, then click the blue "Same as Corporate Address" link.

Address Information (Step 3 of 7)				
<i>* indicates a required field</i>				
Corporate Address (Required)				
* Contact Name	<input type="text"/>			
* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State/Province	Nebraska <input type="text"/>			
* Zip/Postal Code	<input type="text"/>			
* Country	United States of America <input type="text"/>			
* Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>			
Remittance Address (Required)				
Same as Corporate Address				
* Contact Name	<input type="text"/>			
* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State/Province	Nebraska <input type="text"/>			
* Zip/Postal Code	<input type="text"/>			
* Country	United States of America <input type="text"/>			
* Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>			

Provide the Correspondence Address (optional). If the address is the same as Primary Address, then click the blue "Same as Corporate" link.

Correspondence Address (Optional)				
Same as Corporate Address				
* Contact Name	<input type="text"/>			
* Address	<input type="text"/>			
	<input type="text"/>			
* City	<input type="text"/>			
* State/Province	Nebraska <input type="text"/>			
* Zip/Postal Code	<input type="text"/>			
* Country	United States of America <input type="text"/>			
* Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>			
<input type="button" value="Previous"/>	<input type="button" value="Cancel Registration"/>	<input type="button" value="Next"/>		

STEP 4: Select applicable Special Classifications.

Vendor Classification (Step 4 of 7)
** Indicates a required field*

Special Classifications

Special Classifications

- Disadvantaged Business
A Disadvantaged Business as defined by Public Law 95-507, is 51% owned by socially and economically disadvantaged individuals.
- Grand Island Area Business
A Business located within the city limits of Grand Island, Nebraska
- Lincoln Area Business
A Business located within the city limits of Lincoln, Nebraska
- Minority Business Enterprise
A Minority Business Enterprise (MBE) is a business concern that is (1) at least 51 percent owned by one or more minority individuals or—in the case of a publicly-owned business—at least 51 percent of the stock is owned by one or more minority individuals; and (2) whose daily business operations are managed and directed by one or more of the minority owners.
- Nebraska Business
A Business located within the state of Nebraska
- North Platte Area Business
A Business located within the city limits of North Platte, Nebraska
- Omaha Area Business
A Business located within the city limits of Omaha, Nebraska
- Other City in Nebraska Business
A Business located within the state of Nebraska in a city not specifically listed.
- Small Business Enterprise
A Small Business is a business that fits the specific size standard as contained in Code of Federal Regulations 13 CFR 121.
- Scottsbluffs Area Business
A Business located within the city limits of Scottsbluffs, Nebraska
- Woman Business Enterprise
A Woman Business Enterprise (WBE) is a business concern that is (1) at least 51 percent owned by one or more women or—in the case of a publicly-owned business—at least 51 percent of the stock is owned by one or more women; and (2) whose daily business operations are managed and directed by one or more of the women owners.

STEP 5: To select Commodity Codes (required), click on the “Add or Remove Selections” link. Some bids may be sent to vendors automatically based on the Commodity Code(s) chosen.

Vendor Commodities (Step 5 of 7)
** indicates a required field*

Commodity Codes

Commodities ***Warning*** No commodity codes selected. This may prevent you from being notified of new event opportunities.

[\[Add or Remove Selections\]](#)

A pop-up screen will appear; click “Select” for any of the commodities that pertain to your business. You can remove commodities selected in error by clicking on “Delete”. Once finished, click on “Save Selections” and you will go back to the Step 5 screen. Click on “Next” at the bottom of the page.

[Search]

[\[Expand All\]](#) [\[Collapse All\]](#)

Commodities

- [\[Select\]](#) Live Plants and Animals - Seeds, Bulbs, Animal
- [\[Select\]](#) Minerals and Textiles - All Fabrics and Cloths, A
- [\[Select\]](#) Chemicals and Gas Materials - Matches, Elemen
- [\[Select\]](#) Resin, Rosin, Rubber, Foam, Film - Acrylic Films
- [\[Select\]](#) Paper Products and Materials - Exam Books, Pri
- [\[Select\]](#) Fuels, Oil, Lubricants, Fuel Additives - Aviation,
- [\[Select\]](#) Mining Machinery - Drilling and Operation Acces
- [\[Select\]](#) Landscape Machinery and Equipment - Farming
- [\[Select\]](#) Construction machinery - Earth Moving, Snowpl
- [\[Select\]](#) Industrial Manufacturing Machinery - Milling, En
- [\[Select\]](#) Material Handling & Storage Equipment and Sup
- [\[Select\]](#) Vehicles and Components, Braking Systems - Cc
- [\[Select\]](#) Power Generation, Machinery, Batteries - Engin
- [\[Select\]](#) Tools and General Machinery - Hand Tools, Spe
- [\[Select\]](#) Building and Construction Components, Flooring
- [\[Select\]](#) Hardware, Paint, Bearings and Supplies - Abrasi
- [\[Select\]](#) Electrical Systems Hardware and Supplies, Ligh
- [\[Select\]](#) Distribution and Conditioning Systems - Heating
- [\[Select\]](#) Laboratory and Measuring and Observing and T
- [\[Select\]](#) Medical and Dental Equipment and Accessories
- [\[Select\]](#) Information Technology, Broadcasting and Tele

[\[Save Selections\]](#)

Selected Commodities:

- [\[Delete\]](#) Transportation and Storage and Mail Services - Trucking Services, Relocation Services, Chartered Plane or Bus Travel, Helicopter, Passenger Rail, Taxicab, Transport Fueling, Vehicle Body Repair or Painting Services

[\[Save Selections\]](#)

STEP 6: Provide the Primary User Information. This must be someone authorized to sign bid responses. Click "Next" when finished.

User Information (Step 6 of 7)				
<i>* indicates a required field</i>				
Primary User Information				
Prefix	[Select Prefix] ▾			
* First Name	<input type="text"/>			
Middle Name	<input type="text"/>			
* Last Name	<input type="text"/>			
Title	<input type="text"/>			
* Email	<input type="text"/> ?			
* Email Confirm	<input type="text"/> ?			
Phone	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Country	Area	Number	Ext
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
* User Name	<input type="text"/>			
* Password	<input type="password"/>			
* Password Confirm	<input type="password"/>			
* Time Zone	[Select Time Zone] ▾			
<input type="button" value="Previous"/>	<input type="button" value="Cancel Registration"/>			<input type="button" value="Next"/>

STEP 7: Review information and make any necessary changes by clicking the "[Edit]" link on the right of the page for each section. If the information is correct, click Submit Registration button on bottom of the page. The Primary User will receive a confirmation email including Username and Password once the registration has been approved.

CONTACT INFORMATION:

Please send any questions/comments to: ebid@unl.edu.