

Set up an Account to Bid

If an account does not already exist, an account for bidding must be set up. If the Sourcing Event is awarded additional information will be required.

The prompt to set up an account occurs after Respond Now is clicked for the event.

Set up Account to Bid

1. Enter email address and click **Next**.
NOTE: The email address will be reviewed to confirm if an existing account exists.
2. Click **Create Account** at the bottom of the page.
3. Enter company details including **Name** and **Tax ID number**.
4. Enter Contact Information including **name**, **phone number** and **time zone**.
5. Confirm **email address**.
6. Enter **password** and **confirm password**.
7. Click the drop down to select an **Account Recovery Question**.
8. **Answer** the question chosen and **confirm** the answer.
9. Review and mark the **Terms and Conditions**.
10. Complete the **security check**, for example 'I am not a robot' checkbox.
11. Click **Create Account**.
12. A registration email will be sent to address provided, click the link in the email.