

VENDOR REGISTRATION PROCESS

Thank you for your interest in doing business with Waukesha County. Posted at our website (address below) is a list of buyers. If you would like to make an appointment with a specific buyer, please contact them directly.

In the meantime, to assure you do not miss out on any bid opportunities, we suggest you register at our website. Please have your company's FEIN (Federal Identification Number) available prior to starting the vendor registration process.

- 1.) Go on to our website: <https://purchasing.waukeshacounty.gov>.
- 2.) To begin the registration process, click on "Vendor Registration" on the left side.
- 3.) Click on "Register/Login".
- 4.) At the next screen, click on "Register Account" on the right hand side.
- 5.) At the next screen, complete the information requested and click on "Create".
- 6.) The system will note that you will receive instructions via the e-mail address you provided; be sure to review the system note in its entirety. **Note: The system note will include a time that the process must be completed by. If you fail to complete the process prior to that cut-off time, you will need to start over.**
- 7.) Upon receipt of the e-mail, click on the link included therein. **Remember to check your spam and junk folder if you don't see it in your inbox.**
- 8.) Once you click on the link, you will receive confirmation that your account has been created / updated. Click on continue
- 9.) You are now at the Company Representative Registration. Make sure the information in the boxes is correct or correct as necessary. Complete all blank fields and click "Continue".
- 10.) Click on "Create a company profile". Enter the FEIN number. If your company was already registered, the system will notify you and inform you to "Click here to link with an existing profile". You will be taken back to the Company Representative Registration screen.

Note: If your company was not already registered, skip to Item 14 below.
- 11.) You may now click on the "Company Profile" link on the left side. Review the profile to determine if still accurate. If not, scroll down and click on "Modify Company Profile". You will be taken through a series of 8 screens. Correct information as required.
- 12.) At the final screen, click on "Save and Continue to Commodity Selection". You may now update the commodities and services your company provides. Upon completion, or if no changes, click on "Save Changes".
- 13.) The process is now complete. You may exit the website or continue with other activities (Review pending bids, results, etc.).
- 14.) If your company was not previously registered, you will be taken through a series of 8 screens. Complete all information requested. Note that some screens will pre-populate based on information previously entered. Review for accuracy or update as necessary. Click on "Next" each time you complete a screen.
- 15.) At the final screen, click "Save and Continue to Commodity Selection" button.
- 16.) Check all commodities and services your company provides. When done, click on "Save Changes".
- 17.) The process is complete. You may exit the website or continue with other activities (Review pending bids, results, etc.).