



Table of Contents

Accessing Tulsa County's Vendor Portal	2
Registration / Logging In	2
Making Updates to your Account.....	3
Viewing Bids.....	4



Accessing Tulsa County's Vendor Portal

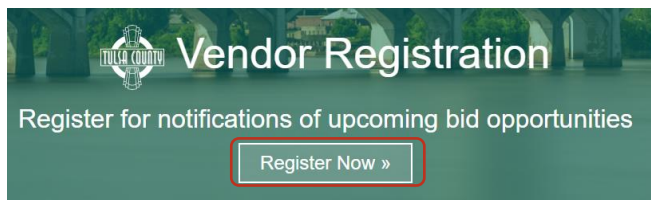
You can access the Vendor Portal by:

- Visiting www.TulsaCounty.org and selecting "Government", then selecting "Purchasing" from the top menu bar, or
- Visiting www.TulsaCounty.org/PurchasingVendors

Registration / Logging In

In order to view and download Tulsa County bid information and to sign up to receive email notifications, you will need to register on Tulsa County's Vendor Portal. Registration is free.

Once on the Vendor Portal, click the "Register Now" link:



Enter your Email Address, Name, and password of your choice. Once completed, press the "Register" button:

New Vendor Registration.

Create a new account.

Email	<input type="text" value="johndoe@tulsacounty.org"/>
Confirm Email	<input type="text" value="johndoe@tulsacounty.org"/>
Password	<input type="password" value="....."/>
Confirm password	<input type="password" value="....."/>
First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
<input type="button" value="Register"/>	

You will receive an automated email from VendorRegistration@tulsacounty.org. You must click the link in the email in order to confirm your account before accessing the site. If you do not receive the email, please check your Junk/Spam folder. On the home page, you may also click on the "Resend Email Confirmation" link to have your confirmation email re-sent:

Log in.

Registered Vendor log in.

Email	<input type="text" value="Email"/>
Password	<input type="password" value="Password"/>
<input type="checkbox"/>	Remember me?
<input type="button" value="Log in"/>	
Register as a new user	
Forgot your password?	
<input type="button" value="Resend Email Confirmation"/>	



Once you click the link in the email you will be taken to the site and you may click on the Log In link provided to enter the site:

Confirm Email.

Thank you for confirming your email. Please [Click here to Log in](#)

Click the link to Log In to the site to complete your registration. Enter the email address and password you selected during registration and press the “Log In” button:

Log in.

Registered Vendor log in.

Email

Password

Remember me?

You will now need to complete your Company Profile. The name and email address you entered during the registration process will be pre-populated. Complete the other requested information (company name, website, phone, and address).

At this point, you will also need to select the bid categories that are applicable to your company. This category selection will determine which bids you receive email notifications for. You may select one, multiple, or all categories.

Note: Email notifications will be sent for bid advertisement, bid addendums, and bid award.

Once you have entered in all information and selected the category(-ies) that you are interested in, press the “Save” button at the bottom of the screen.

Making Updates to your Account

To update your contact information and/or notification preferences, click on your email address in the top menu bar and select “Company Profile”:



You can select/de-select a bid category to start/stop email notifications for that category. If you wish to remain registered and have the ability to access the site, but not receive email notifications, check the box labeled “Please DO NOT email me about new Bid Opportunities” and press the “Save” button at the bottom of the screen.

Bid Notifications Selection

Please DO NOT email me about new Bid Opportunities.

<input type="checkbox"/> All	Categories	Including but not limited to...
<input checked="" type="checkbox"/>	Building Materials, Operations, & Maintenance	Lumber, Building Materials, Plumbing Supplies, Electrical Supplies, Air Filters, Fire/Smoke Alarms, Paint, Glass, Refrigeration, Fencing
<input checked="" type="checkbox"/>	Buildings & Real Estate	Sale/Purchase/Lease/Rental of Buildings and Real Estate



In the event you wish to change your email address or password, click on “Company Profile” and then select the appropriate option from the red contact button located on the right hand side of the screen:

In the event you cannot remember your password, click on the “Forgot your password?” link on the main log in screen, enter the email address you registered with, and press the “Email Link” button. A link to reset your password will be emailed to you shortly.

Log in.

Registered Vendor log in.

Viewing Bids

Once logged in to the Vendor Portal, you will have the option to see Current and Past Bids. Once sealed bids are opened in the Board of County Commission meeting, the bid will move from the “Current Bids” to the “Past Bids” tab.

Tulsa County Bids

Note: In the event of a discrepancy between the information in the below table and the bid packet (pdf), the information in the bid packet shall prevail.

For each bid, you will see seven (7) pieces of information:

1. Bid – name of the solicitation
2. Intent – a brief summary of the intent of the solicitation
3. Department – the primary Tulsa County Department that will be utilizing the bid
4. Date Posted – date of bid advertisement
5. Submission Deadline – date and time in which sealed bids must be submitted
6. Bids Opened – date and time of the Board of County Commission meeting in which sealed bids will be opened
7. Buyer – name of the Tulsa County Buyer responsible for the bid



Tulsa County Purchasing Vendor Portal – End User Documentation

You may click the “Details” button at the far left hand side of the bid to view bid details and download bid documents:

	Bid	Intent	Department	Date Posted †	Submission Deadline	Bids Opened	Buyer
Details	Industrial Hose Assemblies	The purpose of this bid is to secure a contract on Industrial Hose Assemblies for all Tulsa County Highway Maintenance Garages and other using Tulsa County departments, at their discretion, for a period of one (1) year beginning March 15, 2018.	Highways	2/5/2018	3/2/2018 4:00:00 PM	3/5/2018 9:30:00 AM	Megan Blackford

Once viewing Bid Details, attachments will be listed in the “Full Bid Attachment” section where you can click to open/download:

Bid Details

Industrial Hose Assemblies

For Department: Highways
Bid Intent: The purpose of this bid is to secure a contract on Industrial Hose Assemblies for all Tulsa County Highway Maintenance Garages and other using Tulsa County departments, at their discretion, for a period of one (1) year beginning March 15, 2018.
Date Posted: 2/5/2018
Submission Deadline: 3/2/2018 4:00:00 PM
Bids Opened: 3/5/2018 9:30:00 AM
Bid Category: [Heavy Equipment, Highway Materials, Vehicles & Repair](#)
Full Bid Attachment: [FullBidPacket_IndustrialHoseAssemblies.pdf](#)
Buyer: [Megan Blackford](#)

To view past bids, click on the “Past Bids” tab. You may click the “Details” button at the far left hand side of the bid to view bid details and download bid documents. Once a bid has been awarded, the Notification of Award will be available for download in the Bid Details:

Bid Details

Outdoor Fitness Court Equipment (ExoFit ExoPod or Equivalent)

For Department: Parks
Bid Intent: The purpose of this bid is to secure pricing for the purchase of Outdoor Fitness Court Equipment (ExoFit ExoPod or Equivalent) for the Tulsa County Parks Department.
Date Posted: 9/18/2017
Submission Deadline: 9/29/2017 4:00:00 PM
Bids Opened: 10/2/2017 9:30:00 AM
Bid Category: [Building Materials, Operations, & Maintenance, Parks & Landscaping](#)
Full Bid Attachment: [2-FullBidPacket_OutdoorFitnessCourtEquipment.pdf](#)
[Notice of Award.pdf](#)
Buyer: [Megan Blackford](#)