


Registering a Supplier

If a supplier cannot be located in the system, they will need to be registered so they can be approved. To register a supplier, click the Register  icon at the top right corner of the Public Bid Page. Fields marked with a red asterisk are required.

Supplier Registration Form Instructions

1. Complete the **Account Credentials** section by typing in a **Username** with a minimum of 6 characters (can use letters, numbers, or any of these characters @ _ / \ ' .) The **Password** must be a minimum of 10 characters and must include an uppercase letter, lowercase letter, a number, and a special character.
2. Complete the **Company Information** by typing in Company Name, Address, etc.
3. Click the **Add Category** icon and check all of the categories under which Supplier provides materials and services.
4. Complete the **Contact Information** by typing in the contact information for the person who will be responsible for responding to the RFx.
5. Click the **Add Category** icon and check all of the categories pertaining to the contact's areas of expertise.
6. Review the Terms & Conditions and the Privacy policy and check this box.
7. Click **Submit**.

The screenshot shows the 'Primary Registration Form' in the CALUSOURCE system. The form is divided into several sections: 'Basic Details', 'Account Credentials', 'Company Information', 'Contact Information', and a final agreement section. Blue circles with numbers 1 through 7 are overlaid on the form, with lines pointing to specific fields or instructions. Callout 1 points to the 'Username' field. Callout 2 points to the 'Company Information' section. Callout 3 points to the 'Add Category' icon in the 'Business Regions' section. Callout 4 points to the 'Contact Information' section. Callout 5 points to the 'Add Category' icon in the 'Contact's Category' section. Callout 6 points to the checkbox for 'I have read and agree to CEP Terms & Conditions & Privacy Policy'. Callout 7 points to the 'Submit' button at the bottom right of the form.

Tips

- After successfully submitting the registration form above, you will be directed to a Thank You message which tells you to check your inbox for an 'Activation Email' from support@gep.com. Click the link in the Activation email and you will then be directed to a Congratulations!!! screen which will include a link to login into the system.
- The Public Bid Page is also accessible from the CalUsource website.

Warnings

- Fields marked with a red asterisk are required.
- You will not be able to access or respond to an event without first completing registration.