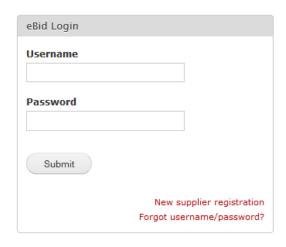
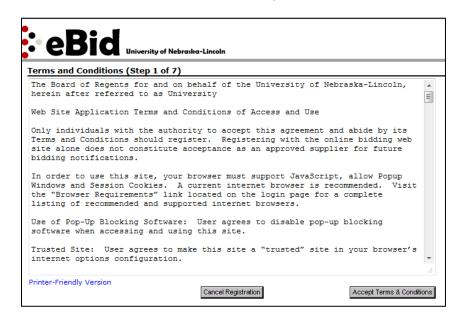


## **HOW TO REGISTER**

Access the University of Nebraska-Lincoln eBid system though the eBid website at <a href="http://procurement.unl.edu/ebid">http://procurement.unl.edu/ebid</a>



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



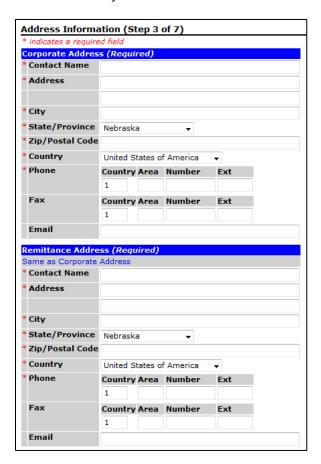
Read thru the Terms and Conditions and click on the "Accept Terms & Conditions" button.

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



## **STEP 3:** Provide the Primary Address Information.

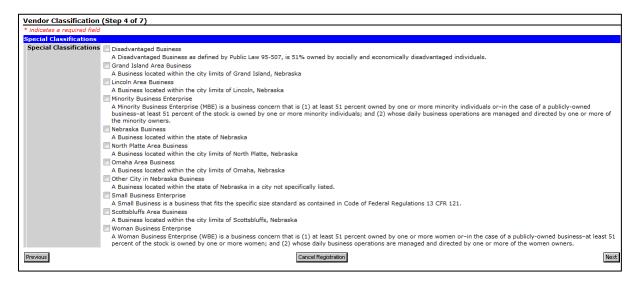
Provide the Remittance Address (if different than the Primary Address). If the address is the same as Primary Address, then click the blue "Same as Corporate Address" link.



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



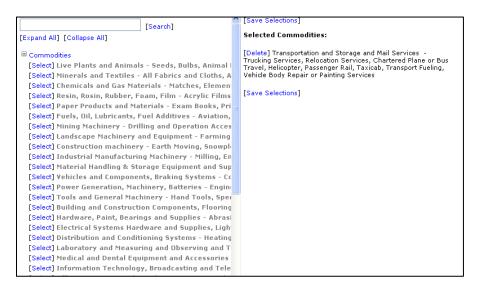
**STEP 4:** Select applicable Special Classifications.



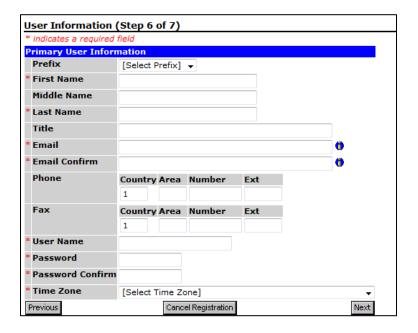
**STEP 5:** To select Commodity Codes (required), click on the "Add or Remove Selections" link. Some bids may be sent to vendors automatically based on the Commodity Code(s) chosen.



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.



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



**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.