How to Register in the ePro (Electronic Procurement) System for San Bernardino County

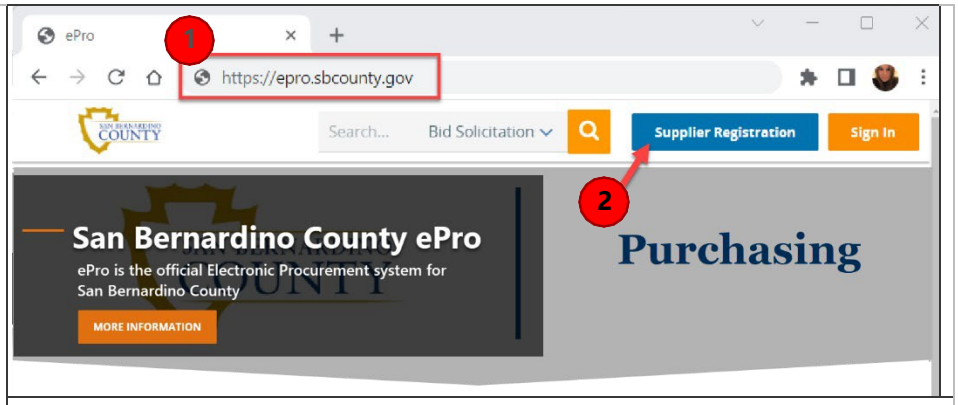
This guide provides instructions on how to register in the ePro (Electronic Procurement) system to create an account and add commodity codes that reflect the products and services for your business.

Commodity codes are used to identify products and services as a source of business on a bid. Registered vendors will receive an auto-generated email when a bid opportunity is posted in ePro that matches the commodity code(s), National Institute of Governmental Purchasing (NIGP), listed on a bid.

Register as a vendor in ePro

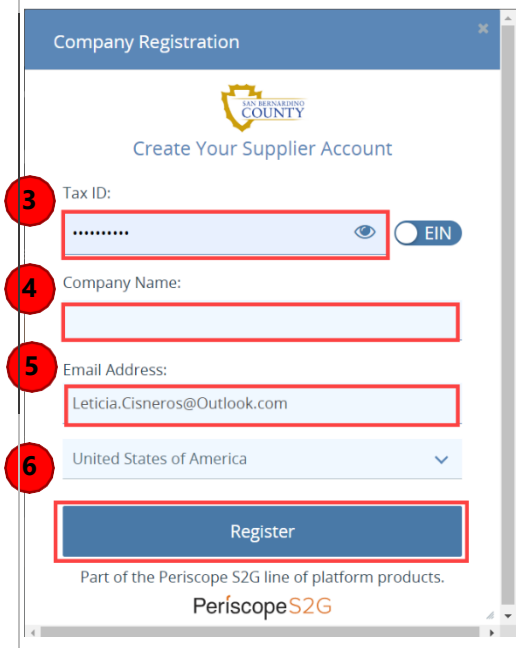
Use an internet browser such as Chrome or Safari.

1. Enter the URL in the address bar: **https://epro.sbcounty.gov**
2. Click **Supplier Registration**.



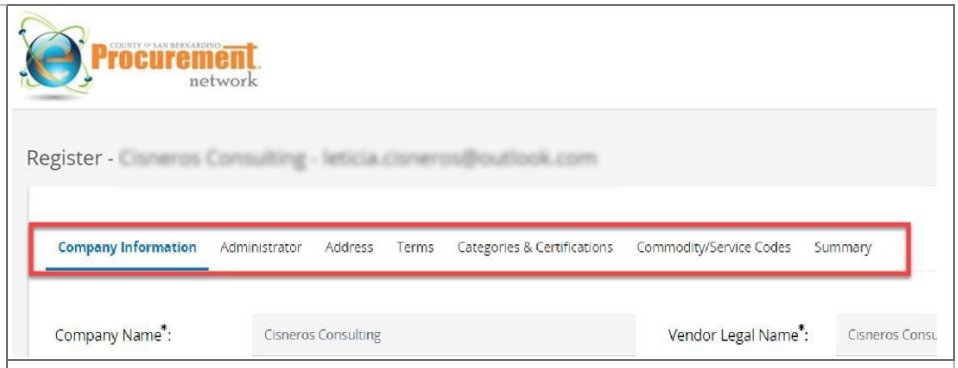
In the Company Registration pop-up, enter the following information:

3. Tax ID
4. Company Name
5. Email Address
6. Click **Register**.



The Register page displays. You only need to complete fields in the following tabs:

- Company Information
- Administrator
- Address
- Categories & Certifications
- Commodity/ Service Codes

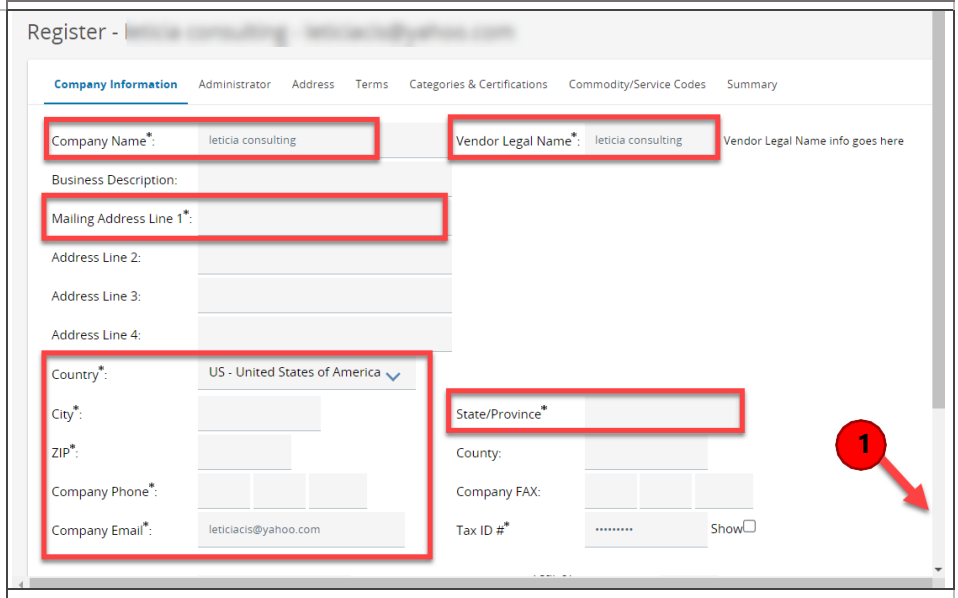


The Company Information tab has many fields that are mandatory, these fields have an asterisk (*) to the right of the field name. Leaving mandatory fields blank will cause errors.

Complete the mandatory fields:

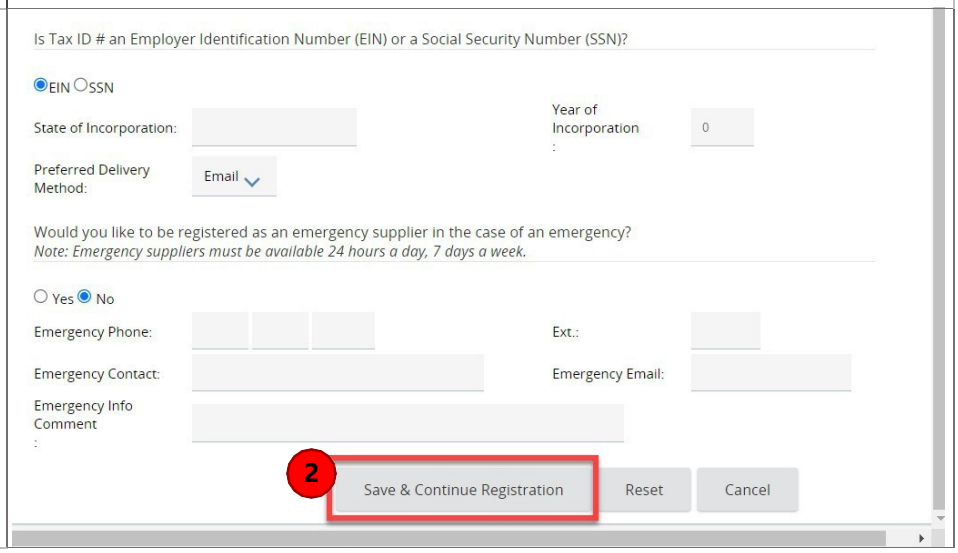
- Company Name
- Vendor Legal Name
- Mailing Address Line 1
- Country, defaults to U.S.
- City
- Zip
- Company Phone
- Company Email
- State/Province

1. Scroll down to view the bottom of the page.



The remaining fields in the Company Information tab are optional.

2. Click **Save & Continue Registration** to go to the next tab.



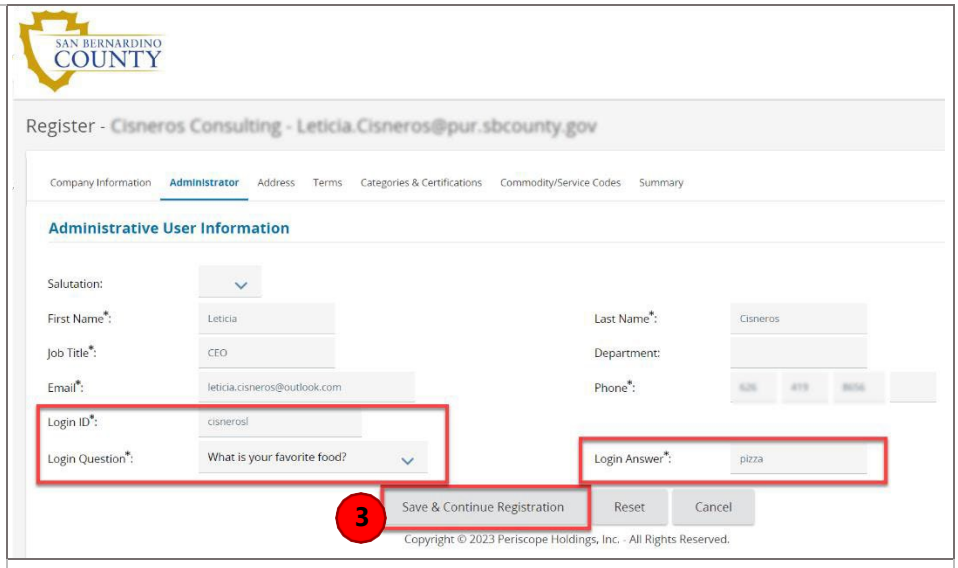
The Administrator tab information is for the user that will have administration rights. This user will be able to make changes to the vendor account, add additional users and request password resets.

Complete the mandatory fields:

- First Name
- Last Name
- Job Title
- Email
- Phone
- Login ID
- Login Question
- Login Answer

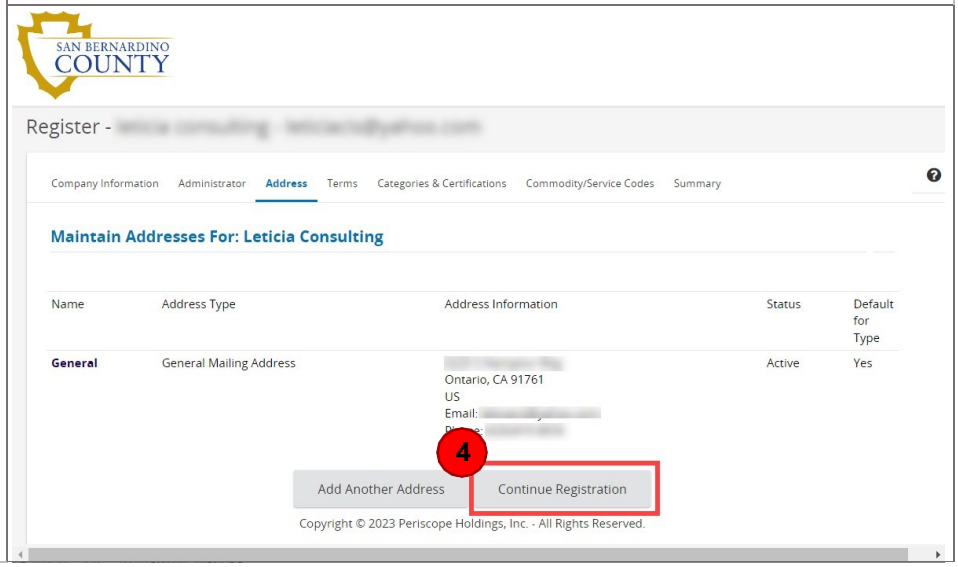
Important: Enter a login ID, Login Question and Login Answer that you will remember because this information is used if you forget your password.

3. Click **Save and Continue Registration** to go to the next tab.



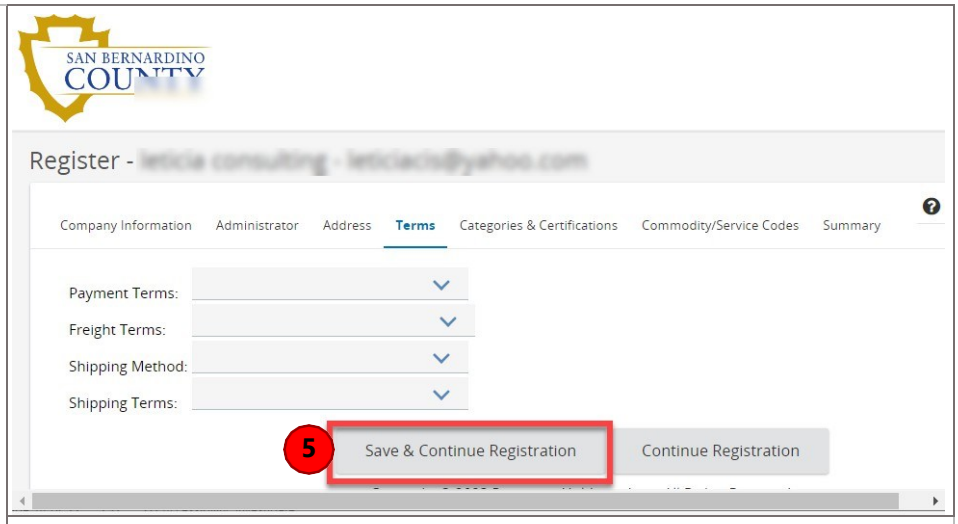
The Address tab is populated with the address that was entered in the Company Information tab. You can add another address if needed.

4. Click **Continue Registration**.



Note: The Terms tab is not functional in ePro. The terms and conditions are identified in each bid solicitation document.

5. Click **Save & Continue Registration** tab.

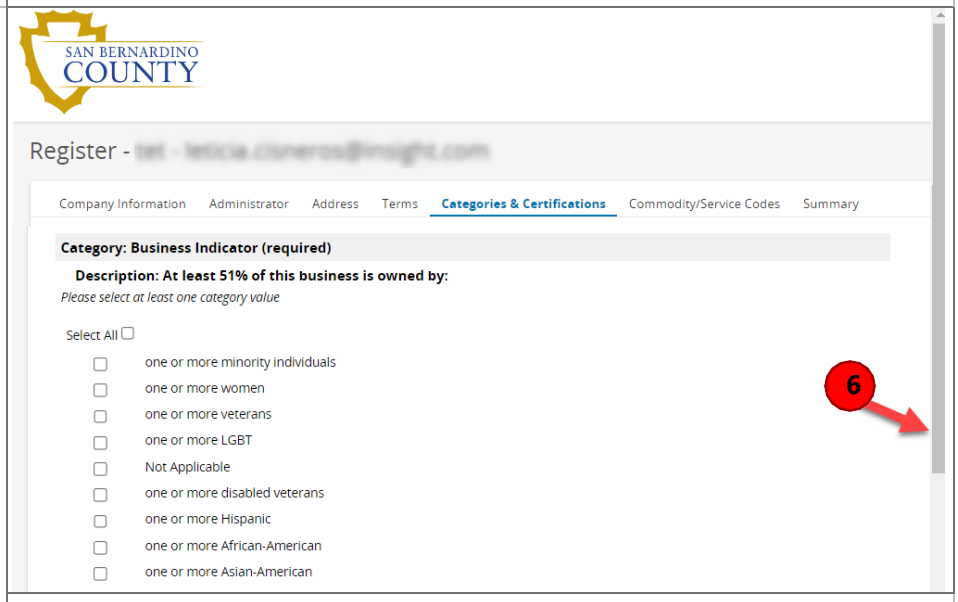


The Categories & Certifications tab has sections that are mandatory. Leaving mandatory sections unanswered will cause errors.

Complete the following mandatory category sections:

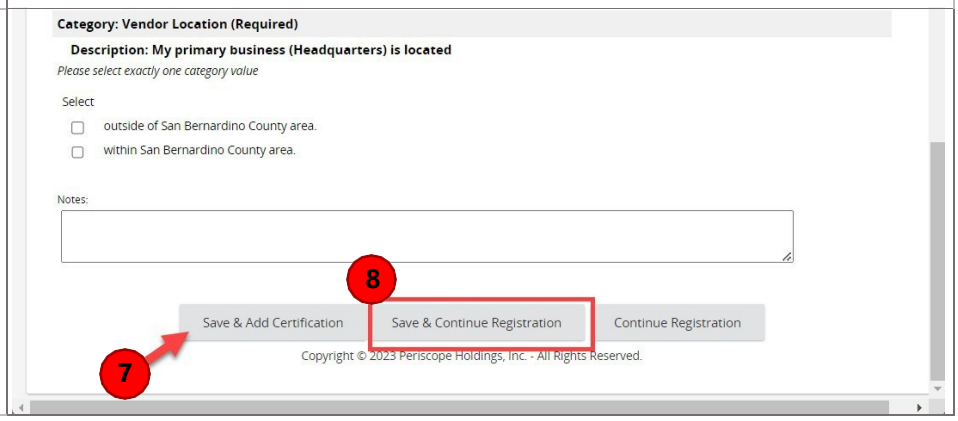
- Business Indicator (required)
- Business Type (required)
- NIGP Code Selection (required)
- Regions Served (required)
- Vendor Location (Required)

6. Click **Save & Continue Registration** tab.



After all the required sections have been completed:

7. Click **Save and Add Certification**, you can upload a certificate of insurance, this is optional.
8. Click **Save and Continue Registration** to go to the next tab.



The Commodity/Service Codes tab is where the commodity (NIGP) codes are added to your vendor account.

Important: The commodity code(s) is used to identify products and services as a source of business on a bid. Registered vendors will receive an auto-generated email when a bid opportunity is posted in ePro that matches the commodity code(s) in a bid.

Note: Add all the commodity codes that closely relate to the services/products that apply to your business. Only one commodity code is added at a time.

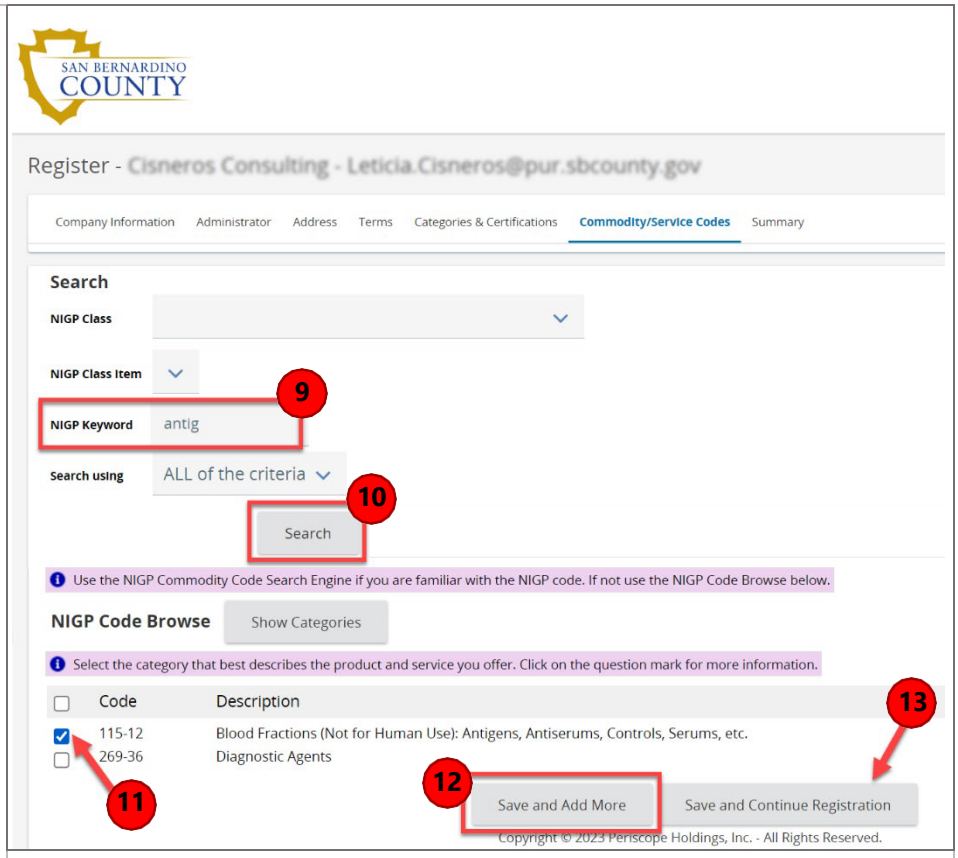
9. Enter a word in the **NIGP Keyword** field that describes the service or product for your business. You can enter partial words.
10. Click **Search**.
11. Select the code checkbox.

To add another commodity code:

12. Click **Save and Add More** and repeat steps 9 through 11.

If all of the commodity codes for your account have been added:

13. Click **Save and Continue Registration** to go to the next tab.



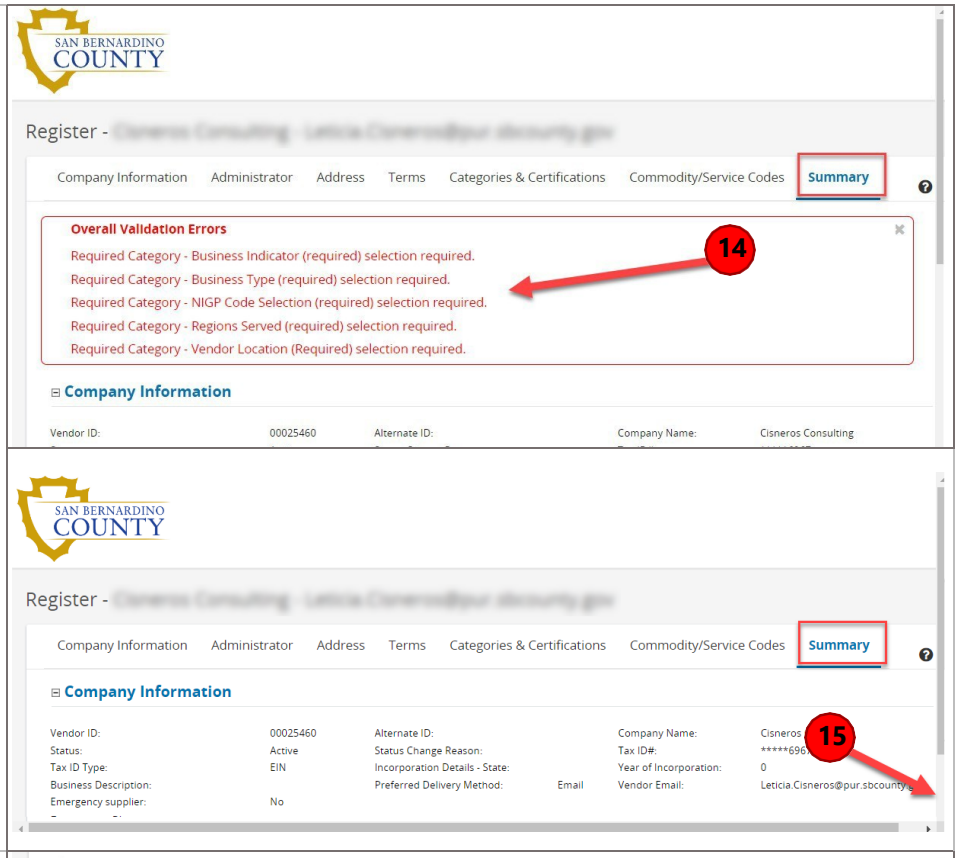
The Summary tab summarizes the information entered in the tabs.

14. Mandatory fields that are left blank will be listed as validation errors.

To correct the validation errors, go back to the tab with errors and populate the required fields. In this example, the fields that were not populated are in the Categories and Certifications tab.

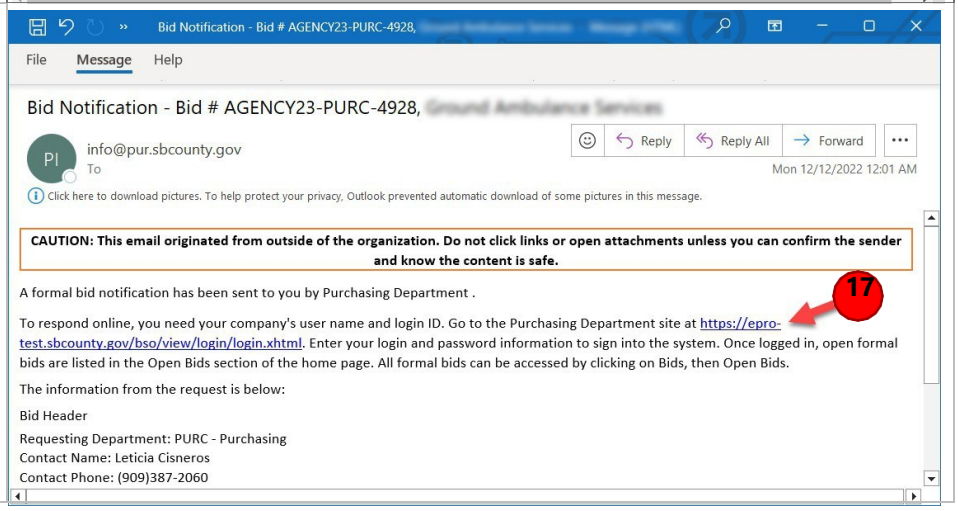
If no errors are listed:

15. Scroll down to the bottom of the page.



16. Click **Complete Registration**.

After you have registered in ePro, when a bid opportunity is posted that matches a commodity code that you added to your vendor account, you will receive an email notification.

To open the bid from the auto-generated email:

17. Click the link in the body of the email and ePro will launch for you to login and navigate to the bid for review.