Webster Groves School District Est. 1868

Register for access to Webster Groves School District, MO Business Opportunities

www.bidnetdirect.com/missouri/webstergrovesschooldistrict

bidnet direct. powered by mdf commerce

MISSOURI purchasing group

Vendor Benefits

- In addition to having access to Webster Groves School District's solicitations, by registering you will have the ability to:
  - Access solicitations from over 900 local, state, and federal government agencies located throughout **Missouri**
  - Respond electronically to bid opportunities issued by all participating agencies
  - Receive email alerts of new solicitations and amendments from **Webster Groves School District**
  - Market your company through the Advertising Profile option **(small subscription required)**

Webster Groves School District Est. 1868

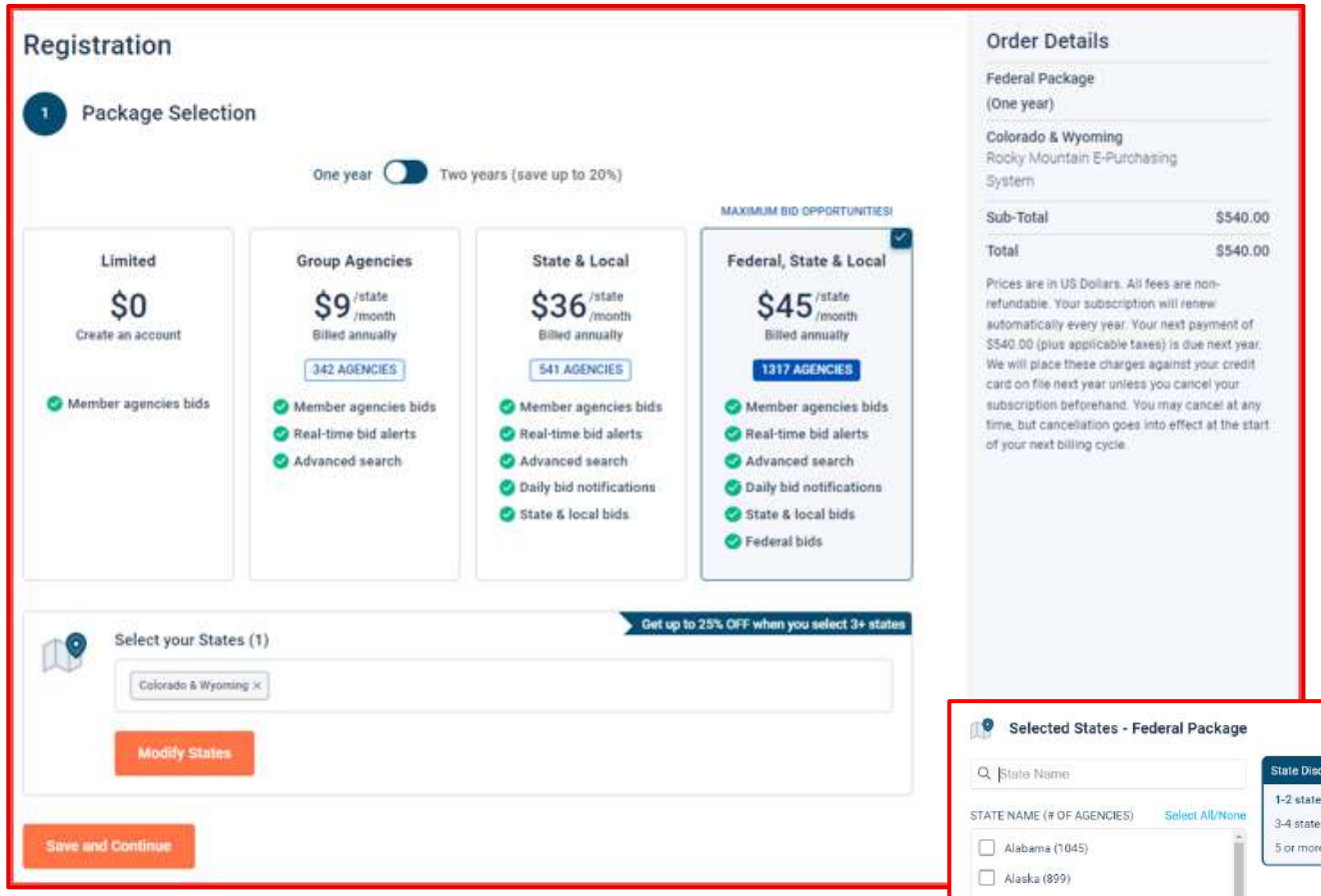
www.bidnetdirect.com/missouri/webstergrovesschooldistrict

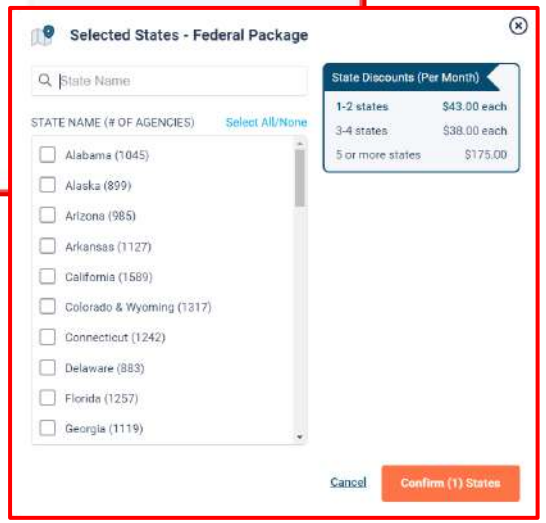
MISSOURI purchasing group

bidnet direct. powered by mdf commerce

Package Selection

- Select the package that makes the most sense for your company
- **Webster Groves School District** has a special arrangement with Bidnet Direct where you will receive bid opportunity notifications at **no cost** by selecting the *Limited* package
- For maximum bid opportunities, select Federal Bids to receive matching email notification from ALL **Participating Member Agencies**, **State & Local**, and **Federal** bids across **Missouri** (subscription fee required)
- You can also add more States you are interested in doing business by clicking “Modify States”

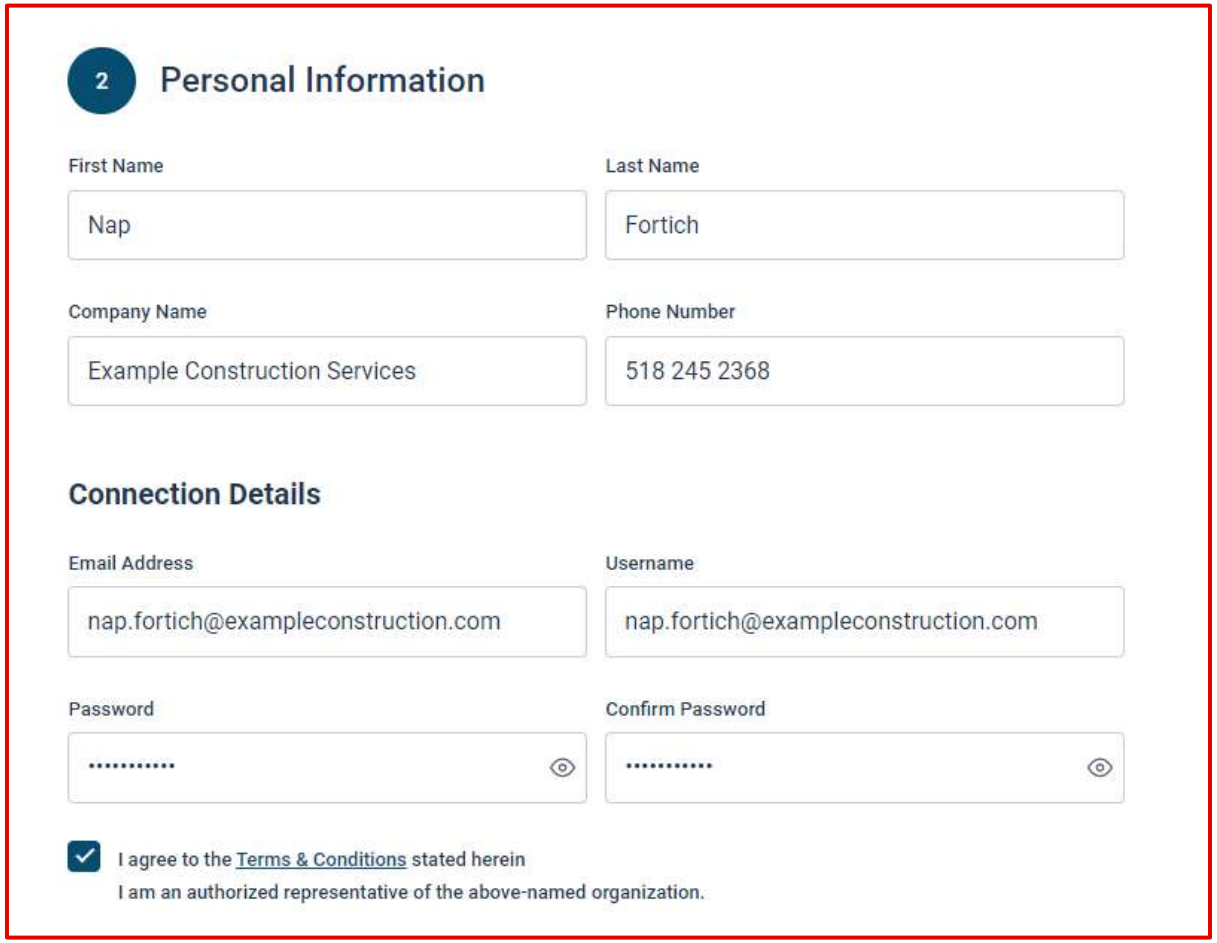




www.bidnetdirect.com/missouri/webstergrovesschooldistrict

Personal Information

- In this section, you can provide the basic information of the user and your preferred login information
- Make sure to read the Terms & Conditions and attest that you are an authorized representative of your company



www.bidnetdirect.com/missouri/webstergrovesschooldistrict

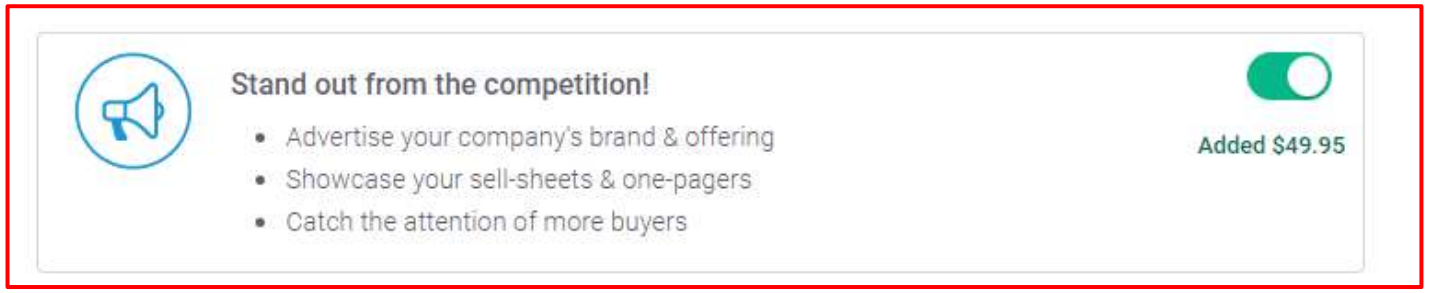
Advertising Profile (Optional)

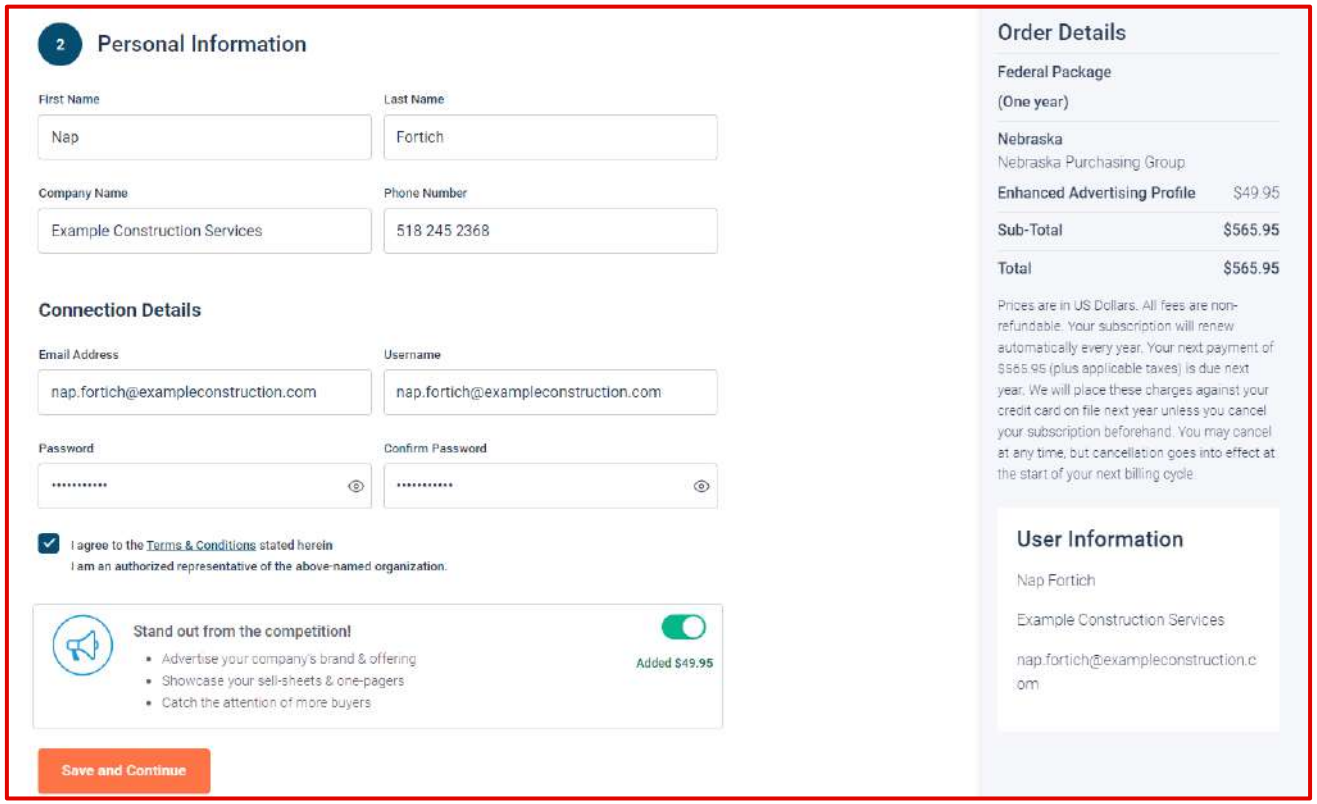
- In this section, an option is available to add your logo, product sell-sheets, catalogues, etc. to your company profile

- You can add this to your profile or click on the toggle to remove the Advertising Package. *You can always add this later.*

- Review your personal information and click “Save and Continue”

- *Note: If you did not select any paid packages, the button will say “Finalize the Registration”. Skip to page 7.*

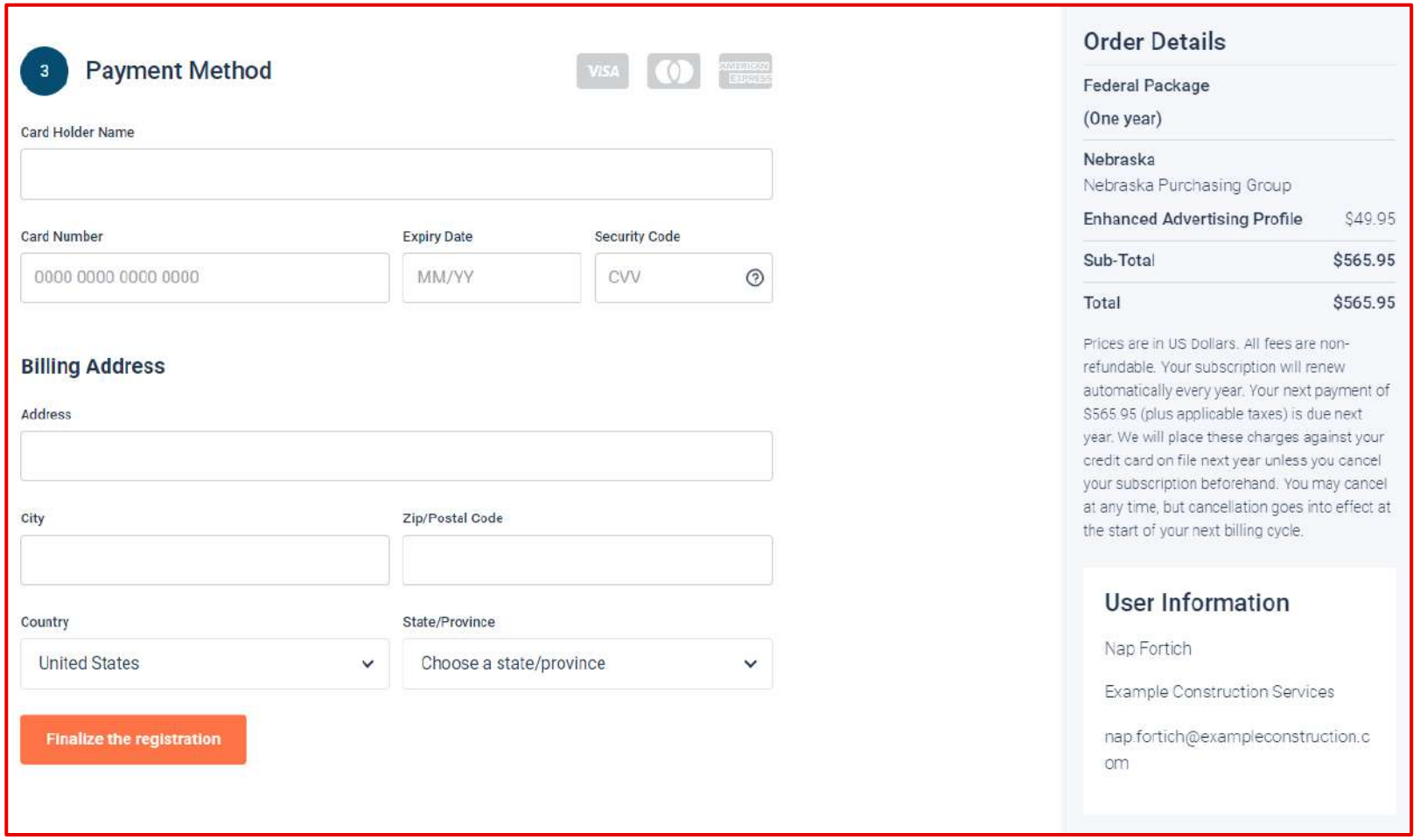




www.bidnetdirect.com/missouri/webstergrovesschooldistrict

Payment Information (if applicable)

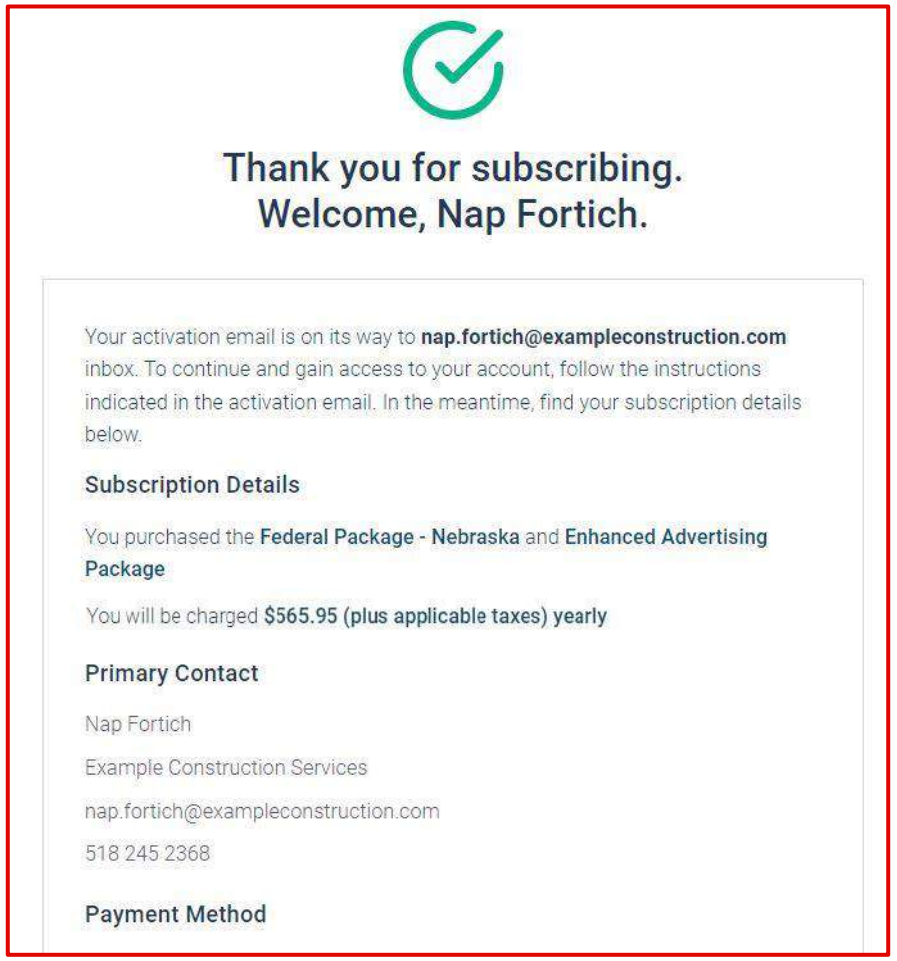
- If any paid registration options were selected, you will be prompted to enter your credit card information
- You can review the amount and the user information on the right screen
- Finalize the registration



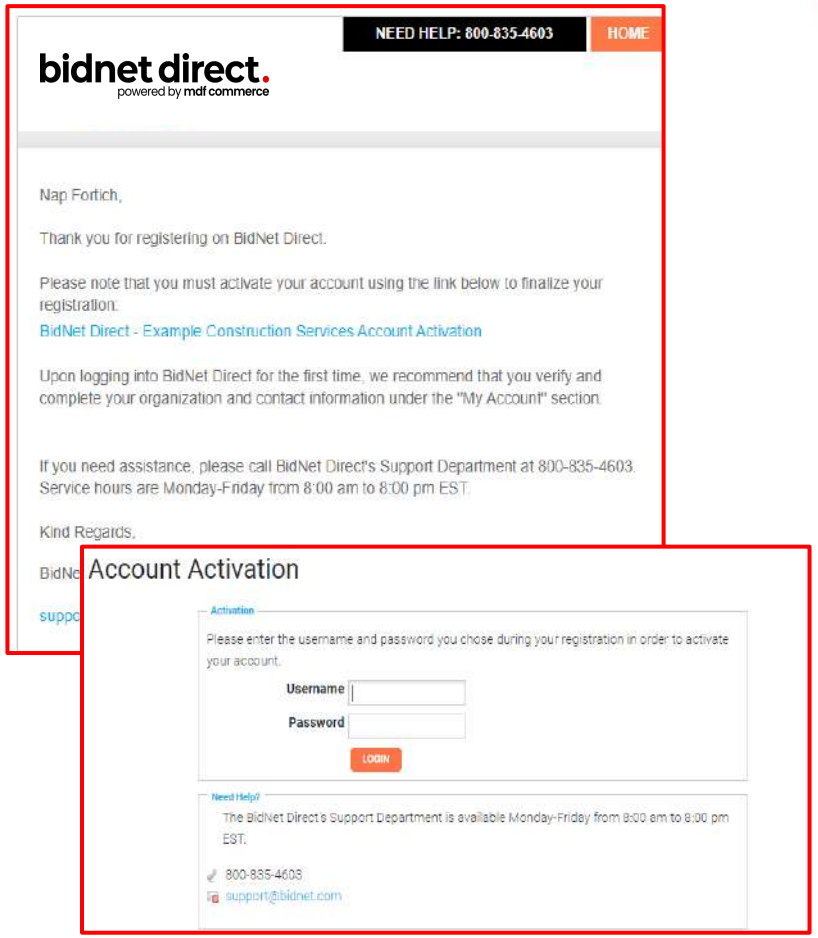
www.bidnetdirect.com/missouri/webstergrovesschooldistrict

Complete & Activate Account

- This confirmation page will show your subscription details and the activation email will be sent to you in a few minutes
- **Check your email** to complete the registration process & verify your email address. *Make sure to check your Spam Inbox if you have not received your activation email*.
- Click on the link and login using the username and password you entered



Sample Email:



www.bidnetdirect.com/missouri/webstergrovesschooldistrict

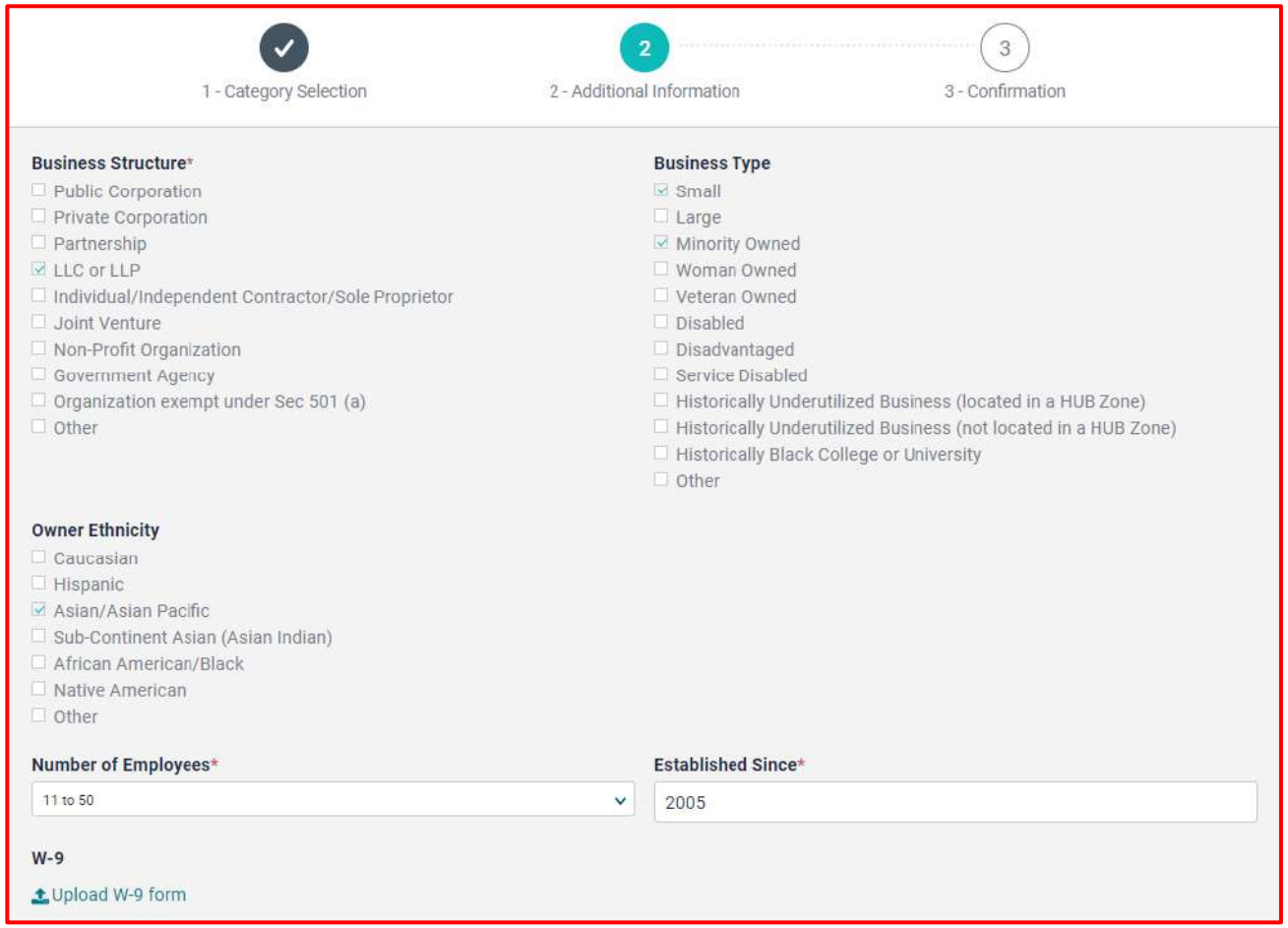
Category Code Selection

- Upon your initial login, you will be asked to select the category codes of the products or services your company offers
- Search by keyword & select all the codes that apply
- This information is used:
  - For automatic email notifications when you match with new solicitations
  - In your company profile for buyers to search & find by product/service requirements
  - For any “invitation” to bid manually requested by buyers

www.bidnetdirect.com/missouri/webstergrovesschooldistrict

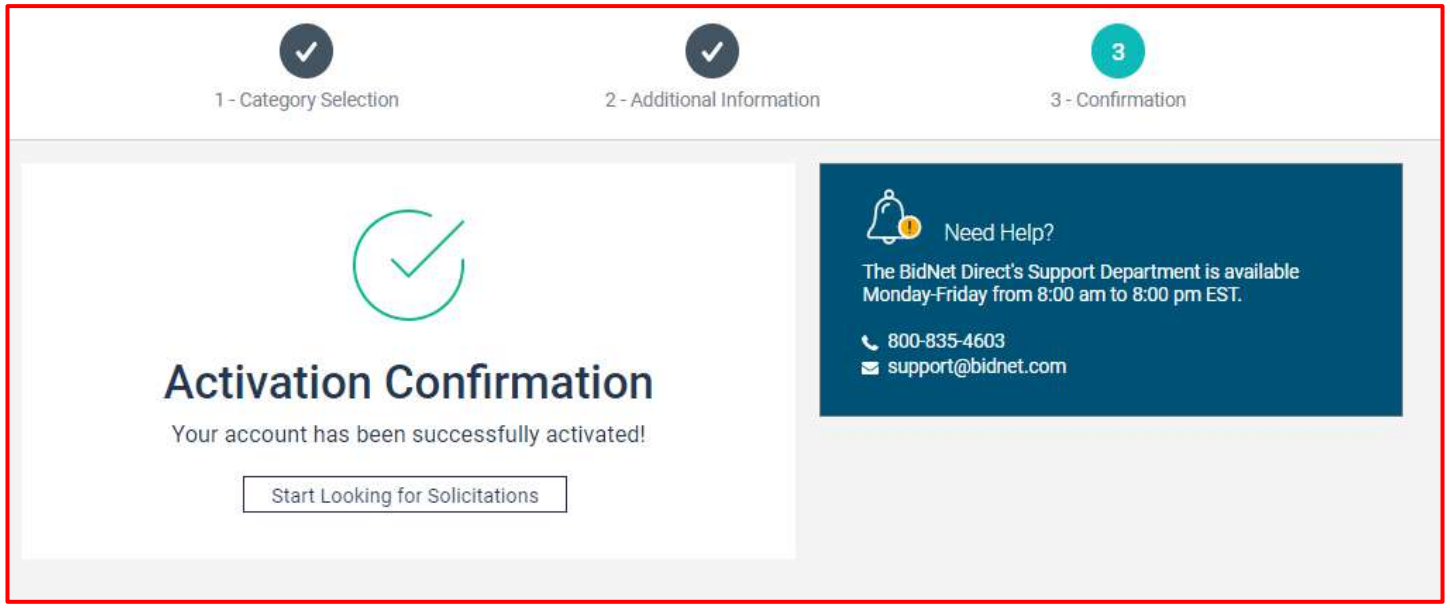
Additional Information

- Additional information such as your type of business structure, and any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile (agencies prefer this)
- This information is used:
  - In your company profile for buyers to search & find by product/service requirements
  - For any “invitation” to bid manually requested by buyers



www.bidnetdirect.com/missouri/webstergrovesschooldistrict

Registration Complete!



- Login and start looking for open solicitations from **Webster Groves School District**
- If you selected the paid e-mail notification for Group, Statewide or Federal opportunities, new notifications of solicitations that match your profile will start immediately
- Need help registering or navigating the system? Contact the Bidnet Direct Vendor Support team at **800-835-4603, option 2**

www.bidnetdirect.com/missouri/webstergrovesschooldistrict