

New Vendor Registration

- 1) Go to Ridemetro.org <http://www.ridemetro.org>
- 2) Scroll to the bottom of the screen. Click “**Procurement & Materials**”
- 3) On left side of screen, click “**Register a New Supplier Account**”
- 4) Fill the Supplier Self-Registration form and click “**Send**” located at the top of the screen.

Helpful tips:

- a) Only one account allowed per company.
- b) **Company email address:** use an email account where solicitations should be received. If multiple people should receive notices, consider a group email account.
- c) **Company Tax Identification Number.** This number should match your W-9 form. For W-9 information, see: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- d) **D-U-N-S Number** is optional.
- e) **Contact Person** should be the person from your company who can best respond to METRO Solicitations.
- f) Required fields are marked with an asterisk (*) and must be filled in. The “Send” button only becomes active once all required fields are completed.

5) Shortly after registering, you'll receive an email with temporary user ID and password:

Helpful tip: Be sure to use the link provided in the email to complete the next registration steps

6) Choose a new password & confirm it, check the Certification box & click “Create”.

Helpful tip: (The 12xxxxxxx) number will be your permanent User Name when you log in.

- 7) You will now see a login screen with a picture of a bus.
Log in with your permanent User Name (12XXX...) and password.

NOW IS TIME TO UPDATE YOUR PROFILE

- 8) Select the “**Supplier Information**” tab.
Click **EDIT**. Update the information. Click **SAVE**.
- 9) Select the “**Supplier NIGP Selection View**” tab.
On the right side of the screen is a list of NIGP codes. Select all of the codes that are applicable to your line of business. Click the **blue arrow** at the top or click and drag to add your selections to the left side of the screen. Review the list and click **SAVE**.

Helpful Tips:

- Only select the commodity codes for goods and / or services that your company can provide.
- Click the **Search** button to view more codes and to view the code descriptions. If a code is not listed, please email us at Procurement@ridemetro.org.

Congratulations! You have successfully registered as a potential METRO supplier.
Access your account by going to www.ridemetro.org → Procurement & Materials → **Login**.