

1) To get registered in TriP\$ visit <u>https://trimet.org/procurement/index.htm</u> and click "Register now" (green button below).

T R I 🙆 M E T	
<b>Procurement and Contracts</b> Take a look at upcoming procurement opportunit received and contracts awarded.	ies and contracts out for bid at TriMet, including bids
Register as a vendor To stay current on upcoming contracting opportunities at T can download solicitation documents and receive automat	riMet, we encourage you to register as a vendor. Once you reaister, you ic notification of contracting opportunities.
Register now	

2) Enter your business email. If you do not have an account you'll be prompted to click on "Create Account" at the bottom of the page.

Procurement S	System
Welcome to the TriMet Supplier Portal. Please enter your en "Next." If you have already created an account, you will be p password. If you need to create an account, please click on instructions. If you have forgotten your password, please cli	nail address below and click prompted to enter your "Create Account" and follow the ck on "Trouble logging in".
For all technical issues or password resets for your supplier Procurement System, please reach out to the Jaggaer Suppl <b>1121 Option 2</b> or submit a support ticket via the Supplier S https://www.jaggaer.com/service-support/supplier-support	portal login for the TriMet lier Support team at <b>1-800-233-</b> Support page here: Z
If you are using Microsoft Internet Explorer (IE) as your web or higher or use another web browser (Chrome, Firefox, as a	browser, please use version IE1 an example).
If you are using Microsoft Internet Explorer (IE) as your web or higher or use another web browser (Chrome, Firefox, as a Enter your email to Login/Create Account	browser, please use version IE11 an example). English ▼
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3) Enter your company information on the following page. Please note that the fields marked with an asterisk (\*) are required fields.

If you do not have the information needed, feel free to skip or return later. For Example - you may not have a DUNS number. After you've entered the required information, accepted the terms and conditions as well as selected the hCaptcha, click the "Create Account" button.

Field manuact with a * are required to complete registration   What company are you with?   Legal Company / Name *   Employer identification Number   Employer identification Number   Tax o   DUVS Number   DUVS Number   Vac Contact Info   First Hame *   Last Hame *   Last Hame *   Last Hame *   Last Hame *   DVS Number   Profered Time 20ne * Your Login First Hame *   Last Hame *   Profered Time 20ne * Your Login Ecourt for created you will be able to concount if or created you will be able to concount. Once the account if or created you will be able to concount. Drive the account if or created you will be able to concount. The created you will be able to concount. Created you will be able to c	Create Account	English 👻
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 After you've clicked create account, the page will refresh. Enter your new login information and click "Login" (blue button).

TI	
Procui	ement System
Welcome to the TriMet Supplier "Next." If you have already creat password. If you need to create instructions. If you have forgott	Portal. Please enter your email address below and click ted an account, you will be prompted to enter your an account, please click on "Create Account" and follow the en your password, please click on "Trouble logging in".
For all technical issues or passw Procurement System, please rea 1-800-233-1121 Option 2 or s https://www.jaggaer.com/servic	ord resets for your supplier portal login for the TriMet ach out to the Jaggaer Supplier Support team at ubmit a support ticket via the Supplier Support page here: re-support/supplier-support/
If you are using Microsoft Interr or higher or use another web b	net Explorer (IE) as your web browser, please use version IE11 rowser (Chrome, Firefox, as an example).
Account created succ	essfully.
Please log in to complete registration.	
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Thank you for taking the time to registe page will be used to create an account need in order to do business with you.	Ir with Trip\$, the TriMet Procurement System. The information on this within our Supplier Portal, where you can manage the information that we
	Create Account

5) Once you've logged in, you'll be taken to your account page. From here you'll enter your legal company name. Click Save Changes and click next.

*	TriP\$ www.			
~	Registration  Manage Registration	Profile		In case which can be for the second second
X	<ol> <li>JAGGAER revised its <u>Service</u></li> </ol>	ce Privacy I	Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as	s described in our Service Privacy Poli
39	Vendor Demo		Welcome to Supplier Registration	?
ш	Registration <b>In Progress</b> for: <i>TriMet</i> <b>0 of 5</b> Steps Complete		Welcome to TriMet's new procurement website. To download bid, proposal or formal quote documents and addenda, and to receive automatic o opportunities, you must complete the online registration process. There is NO FEE associated with the use of this site.	email notification of upcoming
a).	Welcome		If you have not previously registered, please click on the "Continue With Registration" button below and proceed as instructed. You will use your that you create for future access to the site.	r email address and a password
Ф	Company Overview	A A	Disclaimer: While TriMet is extremely confident in the full functionality of this system, as a legal matter, notification services offered through the users of the notification service are ultimately responsible for reviewing postings to the site. TriMet disclaims all liability for damages from use of contains.	site are not guaranteed and f this site or the information it
	Addresses			
	Contacts	A	Required to Start Registration	
	Diversity	4	Legal Company Name * Vendor Demo	
	Certify & Submit			
	Registration FAQ   View History			
			★ Required to Complete Registration	t > Save Changes

6) Next, enter your company's DBA (if applicable), the company's legal structure, and website. A DUNS number is not required but you will still have to select "Yes" or "No" to proceed.

Vendor Demo		Company Overview	v			
Registration in Progress for: TriMet O of 5 Steps Complete		The information entered of All the information with a s	in this page allows us to track gene- star next to it is required information	ral information about your company to	o ensure we have the most up-to-date information i	n our system.
Welcome				and the first second		
Company Overview	A	Your "Doing Business	As (DBA)" company name, if dif	ferent than your Legal company r	name, is the name you invoice under (i.e., the	business name
Business Details		on your invoice). Failu	ire to register your company's c	orrect DBA <u>will</u> delay any paymer	nts your company may be owed.	
Addresses		Doing Business As				
Contacts	A	(DBA)	O Ves O No			
Diversity		have a DUNS number?				
Certify & Submit		* 0				
		Legal Structure * 😡		•		

7) Next, enter the year the business was established and select your annual gross receipts range. You'll also need to select from TriMet's list of commodity codes. You'll receive notifications of new opportunities based on the codes you've selected. If you have a statement of qualifications or capability statement, be sure to upload it for TriMet staff to view on your profile and better understand your firm's capabilities.

ñ	@TriP\$		Business Details					7
8	Registration + Manage Registration	Profile	The information on this page provide.	allows us to track imp	portant details about your company, such as	the areas where yo	u operate and the products and services that you	
99 14	Registration In Progress for: TriMet 1 of 5 Steps Complete		Year Established *	2022 9799				
47 10	Welcome Company Overview Business Details	-	NAICS Codes * •		No Primary NAICS Code Selected	Edit Edit isulting)	Remove	
*	Addresses Contacts Diversity Certify & Submit	A A A	Additional Questions What are the most recent and Less than \$500,000 Statement of Qualifications / Select file Drop Bil	Company Resume	your firm? Please respond by indicating in wh	hich bracket the tot	al fits: *	
	Contraction ray   Yew Follow		★ Required to Complete Reg	pistration			Save Changes	

8) Enter physical or mailing addresses and company contacts.

*	OTriP\$			
	Registration + Manage Registration	Profile		
ë	Vendor Demo		Addresses	z
394 111.	Registration <b>in Progress</b> for: TriMet <b>2 of 5</b> Steps Complete		Please enter any physical or mailing addresses from which your organization does business, in order to help TriMet route information and communications correctly. Any required address types are listed below.	
ø	Welcome		DO NOT include your company's name in the address line fields!	
ø	Business Details	-	Required information The following address bases are required to complete resistation.	
	Addresses	4	Fulfilment	
	Contacts	A	- Physical - Remittance	
	Certify & Submit	-	No addresses have been entered Hissistative Addresses Hissistative Addresses	
	Requitation FAQ   <u>View History</u>		< Previous Next.>	L

9) Enter any applicable federal and state diversity classifications for your business.

GTriP\$			
Registration > Manage Registration	Profile		
Vendor Demo		Diversity	z
Registration In Progress for: TriMet		We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization.	
4 of 5 Steps Complete			
Welcome		Required Information	
Company Overview	4	Mease click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not quality	
Business Details	-	Click the button below to choose the diversity classifications that apply to your business.	
Addresses	1	Add Diversity Classifications	
Contacts	4	Additional Questions	
Diversity	▲	Diversity Certification Numbers	
Certify & Submit			
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	Certify & Submit	Certify & Submit         Diversity         Certify & Submit	Persistion Medication Progress for:   Timer Diversity   Persistion Predived information   Predived information Predived information   Persistion Predived information   Predived information <t< th=""></t<>

10) After you've filled in all the information, go to the Certify & Submit page. Here you'll enter the name of yourself or the qualified personnel who filled out the account details. After you check the Certification line, click submit.

Vendor Demo		Certify & Submit		?
Registration In Progress for: <i>TriMet</i> 5 of 5 Steps Complete		Please type your initials in the company information is accu	e box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure irate and that company information is kept current. Inaccurate company information may result in payment delays.	
Welcome		Additionally, by submitting th you or your company from do	is registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying ing business with us.	
Company Overview Business Details Addresses	***	Preparer's Initials * Preparer's Name *		
Contacts	1	Preparer's Title *		
Diversity	1	Preparer's Email Address *		
Certify & Submit		Today's Date	7/31/2023	
Registration FAQ   View History		Certification *	I certify that all information provided is true and accurate.  pistration  Submit	

11) You'll then be taken to the completion page. After this you'll have successfully registered for TriP\$, allowing you to submit to the various procurement opportunities posted by TriMet.

