

New: 2026 Release Notes

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Vendor Registration

Last updated a year ago

This article provides a guide for vendors to register with the agency's procurement system. It outlines the steps for activating a vendor account, including signing up with an email address and awaiting approval from the organization's Admin. Vendors are instructed to check their inbox for a welcome email to activate their account. The article emphasizes the importance of following the outlined steps for successful registration.

Sign up for FREE to become a registered vendor with the agency and receive notifications of upcoming opportunities!

If you need OpenGov Procurement technical support, please type your request in the support chat feature on the agency's OpenGov Procurement Bidding Portal, and someone will be with you shortly!

VERY IMPORTANT TO NOTE: OpenGov Procurement does not offer a complete public listing of our agency portals. If you've made it to this point, you may be looking to subscribe to new government agencies. If that is the case, please try using your "network" tab to find new postings and agency portals. The instructions below start from the point of view of a new vendor first activating a vendor account.

Activating Your Vendor Account

Step 1: If you are new to OpenGov, you will first need to make a Vendor user and account. This user and account will allow you to subscribe to agency OpenGov portals, and respond to their posts requesting services. You can start this process by navigating to the link below.

<https://procurement.opengov.com/signup> (<https://procurement.opengov.com/signup>)

Step 2: Enter your email address and click on "Sign Up".



Sign up with just an Email!

We'll send you an email to activate your account

Sign Up

[Already have an account?](#)

By clicking "Sign Up" you agree to our [Terms and Privacy Policy](#).

*****If someone shares the same email domain with you and has already registered your organization with OpenGov Procurement, your request to join will be sent to your organization's Admin(s). The Admin of the existing account will be notified by email of your pending request. The Admin will then need to log into their OpenGov Procurement account in order to approve your request. Once you are approved, you can continue to complete your registration as outlined in the steps below.**

Step 3. Check Your Inbox, and click the "Activate Account" button in the welcome email.



Thank you for signing up with OpenGov Procurement!

Please click the button below to complete registration and activate your account:

Activate Account

To ensure you continue receiving emails from us, please add procurement-support@opengov.com and procurement-notifications@opengov.com to your contacts or safe senders list.

Cheers,
OpenGov Procurement Team

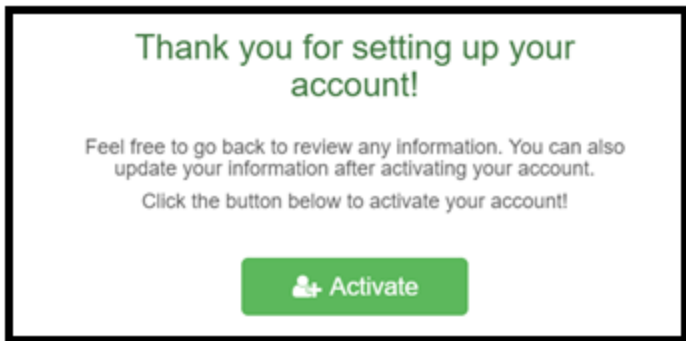
Step 4. Fill in Your Name and Your Company Name.

A screenshot of a web form titled "Account Information". At the top, there is a progress bar with a blue and white striped pattern, indicating the current step. Below the progress bar are three input fields: "First Name" with the value "Imma" and a green checkmark icon; "Last Name" with the value "Soexcited" and a green checkmark icon; and "Company Name" with the value "ItsThatEasy" and a green checkmark icon. At the bottom of the form are two buttons: a light blue button labeled "< Previous" and a dark blue button labeled "Next >".

Step 5: Enter a password.



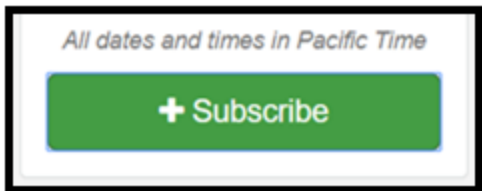
Last Step! Press the "Activate" button, and you're in!



After Account Activation

Once you've activated your account, you'll be taken back to the agency's OpenGov Procurement portal! Here are a few things you'll probably want to do:

Make sure you've hit the subscribe button on the agency's public portal. This will ensure you receive notifications about new bid opportunities from the agency you are working with! This will also allow you to navigate back to this portal at any time through your "subscriptions" tab. The subscribe button will look like the image below.



Other Items:

- Update your contact information and company profile. This information will be automatically submitted with each of your responses and proposals. Updating this information on your company profile will remove the need to correct auto-populated information in your company profile section on each response.

- Make sure you fill in the purchasing categories you want to be notified about. This is found under your company profile in the area titled "category codes" . NOTE: If you subscribe to the agency as a vendor and you DO NOT designate a purchasing category, you will be notified about EVERY open bid opportunity.
- Click "Follow" on any open projects that are of interest to you.
- Click "Apply to Project" on any project you want to submit a proposal to.
- Share, Share, Share! Hey, not all these projects may be right for you, but we bet you know someone it WILL be right for. Help each other, and share projects with our easy social media share links! See below.

Derelict Vessel Removal, Transport & Disposal - WM2341

RFQ Natural Resources 12000, 12016, 12029, 12052, 32544... show all

Project ID: MRD 09162024

Release Date: Monday, September 16, 2024 - Due Date: Tuesday, September 24, 2024 12:30pm

Posted Monday, September 16, 2024 1:40pm

All dates & times in Central Time

[Draft Response](#) [No Bid](#)

Time Remaining: 5 days, 23 hours, 35 minutes

Follow

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The "Network" of Open Opportunities

Vendors may also see a full listing of open opportunities across the entire OpenGov Procurement network, and it's all absolutely free. This network is searchable by category and state.

OPENGOV PROCUREMENT

Responses Awards Checklists Subscriptions **Network**

Show Tutorial

OpenGov Procurement Portal

List of open opportunities on the OpenGov Procurement Platform

Customize your search between NIGP, NAICS, and UNSPSC Codes.

This is also where you can select the category of project you would like to see.

NIGP

Search Categories...

view categories

Select States...

Search

Select the state you would like to see projects in.

Listing of ALL Open Projects in The OpenGov Procurement Network


Click here to reorder the list by the project's due date


OpenGov Current Opportunities


Project Title	Organization	State	Release Date	Due Date
RFQ 4949 OF INVENTORY PARTS	Southwest Ohio Regional Transit Auth...	OH	9/18/2024	9/19/2024
Scott Community Center Renovations	Beaufort County, SC	SC	9/18/2024	10/23/2024
Request for Qualifications (RFQ) for Engineering/Architectural/Environmental	City of Granbury	TX	9/12/2024	10/7/2024
Justification of Sole Source Acquisition from Parkson Corporation	City of Clermont	FL	9/17/2024	9/25/2024
Electric Utility Apprenticeship Training	City of Palo Alto	CA	9/17/2024	10/1/2024
Continuing General Engineering Consultant Services	Orange County, Florida	FL	9/17/2024	10/29/2024
Grading and Drainage at McNary Elementary	Arizona School Districts	AZ	9/17/2024	10/30/2024
Curb and Valve Boxes and Accessories	City of Newark	NJ	9/18/2024	10/3/2024
SOLID WASTE MATERIAL HAULING SERVICES AT MCKAY BAY TRANSFER STATION (BID DISCOUNT)	City of Tampa	FL	9/18/2024	10/25/2024


Files (0) (./support/s/relatedlist/ka0Ro0000005s2zIAA/AttachedContentDocuments) ▾


Related Articles

How To Subscribe To Organizations And Find Active RFPs & Bids (/support/s/article/f7fe1d1e-d79c-449a-ad8b-1d736d40b9cd)  136.51K


How to View Open Support Cases in OpenGov Help Center (/support/s/article/https-opengov-my-site-com-support-s-topic-OTO8X0000018PKdWAM-knowledge-default)  137

Project Status Filter - Vendor (/support/s/article/6867ab48-c636-4d2e-9e26-be550b9d5dbe)  4.79K

Changing the Account Login Email Address (/support/s/article/54ea3712-c646-4c62-b830-1d50db183371)  1.37K

Functions in Syntax View (/support/s/article/0a29d6fb-1129-493d-9084-6b5244c46cdc)  2.27K

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