VENDOR REGISTRATION – KEY AREAS

• **All** fields marked by an asterisk (*) are required and **must be completed** with the applicable information in order to complete the registration process.

• At least one North American Industry Classification (NAIC) code must be entered on the Registration Form. After entering a code in the appropriate field, vendors **must click the ADD button** to the right of the field. NAIC codes will NOT be entered until the ADD button is selected. **Multiple codes may be entered but each one must be individually added using the ADD button.**

• Vendors must indicate if they do **not** want to be notified of requisitions that match their NAIC codes. If the vendor does not select “No” for the Notify via Email field, the system will automatically default to the “Yes” option.

• After all fields are completed, vendors **must click the SUBMIT button** at the bottom of the form. **The Vendor Registration Form Confirmation will then appear and the SUBMIT button must be clicked again to complete the submission.**

VENDOR REGISTRATION

This area is for Vendors requesting to enroll in SEPTA’s eProcurement Program.

For access to this area, visit SEPTA online at [www.septa.org](http://www.septa.org) and go to Doing Business with SEPTA Under $100,000 Quote Opportunities.
The Vendor is able to click a link that provides a site for referencing the NAICS codes.

NAICS codes **MUST** be individually added by clicking the **Add** button. Multiple codes can be added during the registration process. Vendors can also add additional codes at any time by updating their profile.

**Note:** The SEPTA eProcurement System requires only the **first four numbers** of the codes.

If the **NAICS Codes** field is left blank, the Registration Form will show the following message and will not allow the Vendor to **Submit** the form.
The Vendor **MUST** select Yes or No for the Notify Via Email field. This allows the Vendor to receive email alerts notifying them of solicitation opportunities that match the NAICS codes listed on their registration form.

If the Vendor selects Yes, they will receive email alerts notifying them of the status of any requisitions that match the NAICS codes listed on their registration form. (See examples)
Requisitions about to Close

A requisition for quoting, which entered out of your limited MAIC codes, is set to close.
Requisition IC1204318875, which opened 8/21/2004 11:00:00 AM is set to close on 8/23/2005 4:30:00 PM.
Questions should be directed to the buyer referenced.

Requisitions that have been Changed

The Close Date for Requisition # AB9514100604 has been changed.
The close date was formerly 7/9/2005 4:30:00 PM. The new close date is 7/13/2005 4:30:00 PM.
Have a nice day.
 SEPTA
Requisitions that have been Withdrawn

If the Vendor chooses No, they will receive the following confirmation email indicating so.
After completing the Vendor Registration Form and clicking **Submit**, the system will respond with the following Vendor Registration Confirmation screen.

The vendor **MUST** click **Submit** again to complete their registration with SEPTA’s in-house system. The system will respond with the following screen.
The system will automatically notify the vendor that their registration is pending with the following email.

Upon acceptance or denial a second email will be sent to the vendor notifying them of their acceptance or rejection as seen in the following screens.

If the Vendor is Accepted, they will receive the following message.
If the Vendor is **Denied**, they will receive the following message.

![Image of email message](image-url)