

Registering for SMUD PlanetBids as a Vendor

Add an organization as a new Vendor

1

Navigate to <https://vendors.planetbids.com/portal/73214/vp/vp-prereg>



SMUD[®]

Sacramento Municipal Utility District



LOG IN

Register as a Vendor

Company Name *

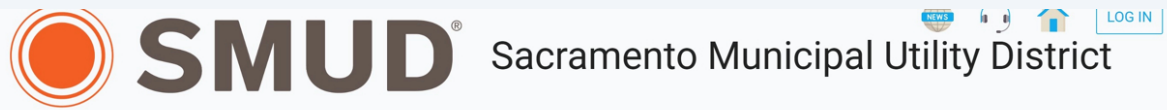
FEI/SSN *

Email *

SIGN UP

[Already have an account? Log in here.](#)

- 2 Select the "Company Name" field and enter the legal name of your organization.



Register as a Vendor

Company Name *

FEI/SSN *

Email *

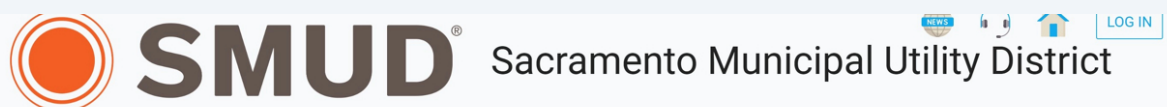
SIGN UP

[Already have an account? Log in here.](#)

- 3 Select the "FEI/SSN" field.

If you're a sole proprietor, enter your Social Security Number (SSN). Otherwise, enter your organization's Federal Employer Identification (FEI) number.

Do not enter dashes or other punctuation.



Register as a Vendor

Company Name *

FEI/SSN *

Email *

SIGN UP

[Already have an account? Log in here.](#)

4

Select the "Email" field and enter the email address at which you want to receive notifications.

You will be able to control your notification preferences.



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Company Name *

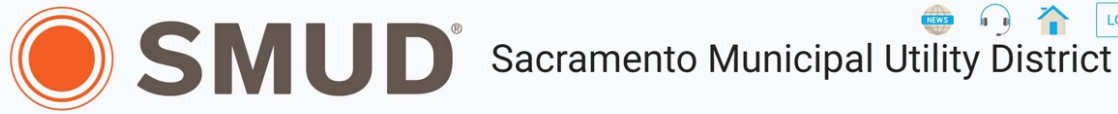
FEI/SSN *

Email *

SIGN UP

[Already have an account? Log in here.](#)

5 Click "SIGN UP."



Register as a Vendor

Company Name *

FEI/SSN *

Email *

SIGN UP

Already have an account? Log in here.

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If another user already registered your organization, PlanetBids will display an error message. To ensure security and simplify communications, your organization should create a single profile, not multiple.

Email *

SIGN UP

Already have an account? Log in here.

This FEI/SSN is already associated with a profile. Please log in or [contact support](#).

Verify the user email

- 6 Navigate to the PlanetBids email and click "VERIFY."

Sacramento Municipal Utility District - Please verify your email address Inbox x



PlanetBids <CustomerCare@planetbids.com>

Hello

We're almost there! Please verify your email address and complete your vendor registration for Sacramento Municipal Utility District.



Thank you,
Sacramento Municipal Utility District

Add user and organizational details

- 7 Enter a secure password into the "Password" and "Confirm Password" fields.

Vendor Registration

User Authentication



The form contains three input fields. The first is labeled "Email" and has a light blue background. The second is labeled "Password *" and the third is labeled "Confirm Password *". Both the Password and Confirm Password fields have a light orange background and a small eye icon on the right side to toggle visibility. The Password and Confirm Password fields are grouped together within a light orange border.

Company

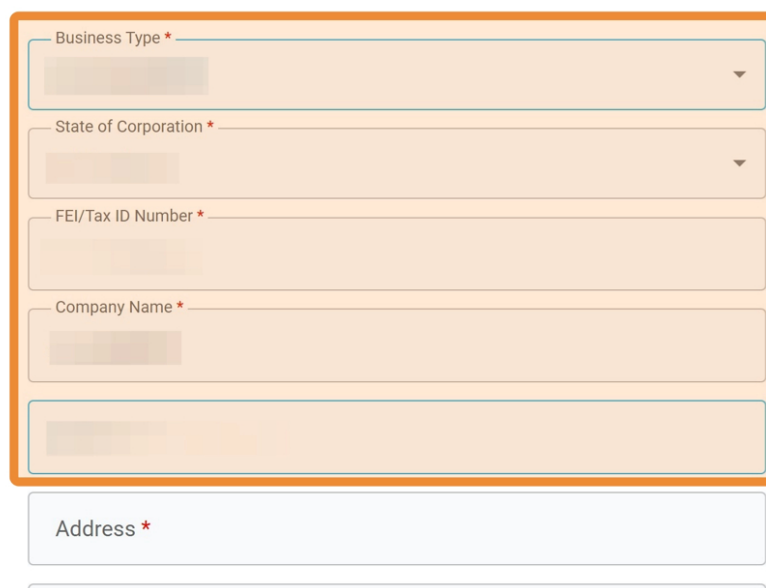


The form contains a single dropdown menu labeled "Business Type *".

- 8 Select your business type and state.

If applicable, enter your organization's "Doing Business As" (DBA) name.

Company



The form contains five input fields. The first is a dropdown menu labeled "Business Type *". The second is a dropdown menu labeled "State of Corporation *". The third is a text input field labeled "FEI/Tax ID Number *". The fourth is a text input field labeled "Company Name *". The fifth is a text input field labeled "Address *". The first four fields are grouped together within a light orange border.

9 Enter the primary address of your organization.

A screenshot of a web form for entering organization address. The form is enclosed in a light blue border. It contains several input fields: a small grey box at the top, followed by a large orange-bordered box containing five fields: 'Address *' (with a sub-field), an empty text box, 'City *', 'State *' (a dropdown menu), 'Country *' (a dropdown menu), and 'Zip *'. Below the orange box is a 'Website' field.

10 Enter your contact information.

SMUD will use the email you provide to send customized notifications about solicitations.

User Information

A screenshot of a web form for entering user contact information. The form is enclosed in a light blue border. It contains several input fields: 'Name *', 'Title *', 'Email', 'Alternate Email *', and 'Phone *' (all within an orange-bordered box). Below the orange box are two more fields: 'Ext' and 'Toll Free'.

11

Select and enter details for each of your organization's classifications and certifications.

Classifications

If you are registered with the CA Dept of General Services as an SBE and are located in the SMUD service area you may qualify for SEED Small Business Contracting Incentive Program. To apply for SMUD's [SEED Small Business Contracting Incentive Program](#), select SEED Certification from the menu on the left after completing this form.

<input type="checkbox"/> CA Department of General Services Public Works Business Certification	DGS Ref #	Exp. Date	
<input checked="" type="checkbox"/> CA Dept of General Services Small Business	DGS Ref	Exp. Date	
<input type="checkbox"/> Classifications Not Applicable			
<input type="checkbox"/> Disability Owned Business Enterprise			
<input type="checkbox"/> LGBTB Enterprise			
<input type="checkbox"/> Micro Small Business (State of CA)	Ref #	Exp. Date	
<input type="checkbox"/> Minority-Owned Business Enterprise			
<input type="checkbox"/> Registered DIB Public Works Contractor			

Add organizational licenses



If your organization does not hold any relevant licenses, skip this section.

12 In the Contractor Licenses section click "ADD."

☐ Small Disadvantaged Business Enterprise

☐ Women-Owned Business Enterprise

DBE I

Contractor Licenses

ADD

Licenses

(none)

13 Select all the licenses that your organization currently holds and click "Save."

☐ Small Disadvantaged Business Enterprise

☐ Women-Owned Business Enterprise

Exp. Date

Contractor Licenses

Search

☐ Show only selected contractor licenses

77 contractor licenses (2 selected)

License #	License
✓ A	General Engineering
✓ B	General Building
C-2	Insulation and Acoustical Contractor
C-4	Boiler, Hot-Water Heating System Fitting
C-5	Framing and Rough Carpentry
C-6	Cabinet, Millwork and Finish Carpentry
C-7	Low Voltage Systems
C-8	Concrete
C-9	Drywall
C-10	Electrical
C-11	Elevator
C-12	Earthwork and Paving
C-13	Fencing

Cancel Save

Submit

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- 14 For each license, add the license number and expiration date.

☐ Women-Owned Business Enterprise

Contractor Licenses EDIT

Licenses

A General Engineering
B General Building

License # *

Exp. Date *



Other Business Info

Payment Terms

Add organizational information

- 15 Select the "In Business Since" field and enter the year in which your organization was founded.

Other Business Info

Payment Terms

Gross Receipts in Millions

In Business Since *

Number of Full-Time Employees

Number of Part-Time Employees

Professional Associations

- 16 Select all the professional associations with which your organization is affiliated.

Professional Associations

Please select all that apply:

- ☐ Antelope Business Community District
- ☐ Arden + Howe Business Association
- ☐ Black Chamber of Commerce
- ☐ CAAPS
- ☐ Carlsen Center for Innovation & Entrepreneurship
- ☐ Carmichael Chamber
- ☐ Carmichael Improvement District
- ☐ Citrus Heights Chamber
- ☐ CleanStart

- 17 Select the "Business Description" field and enter a brief summary of your organization's offerings.

- ☐ Stockton Blvd Partnership

Business Description

Business Description

Categories

At least one Category must be chosen

Selecting multiple categories (maximum 20) may increase bidding opportunities

Terms & Conditions

- ☐ I have read and accept the Terms & Conditions *

Select notification categories



SMUD will email you notifications about solicitations based on the categories you select.

18

In the Categories section, click "ADD."

Business Description

Business Description

ACME is the premier construction management and engineering services provider in the Northern California area.

Categories



At least one Category must be chosen

Selecting multiple categories (maximum 20) may increase bidding opportunities

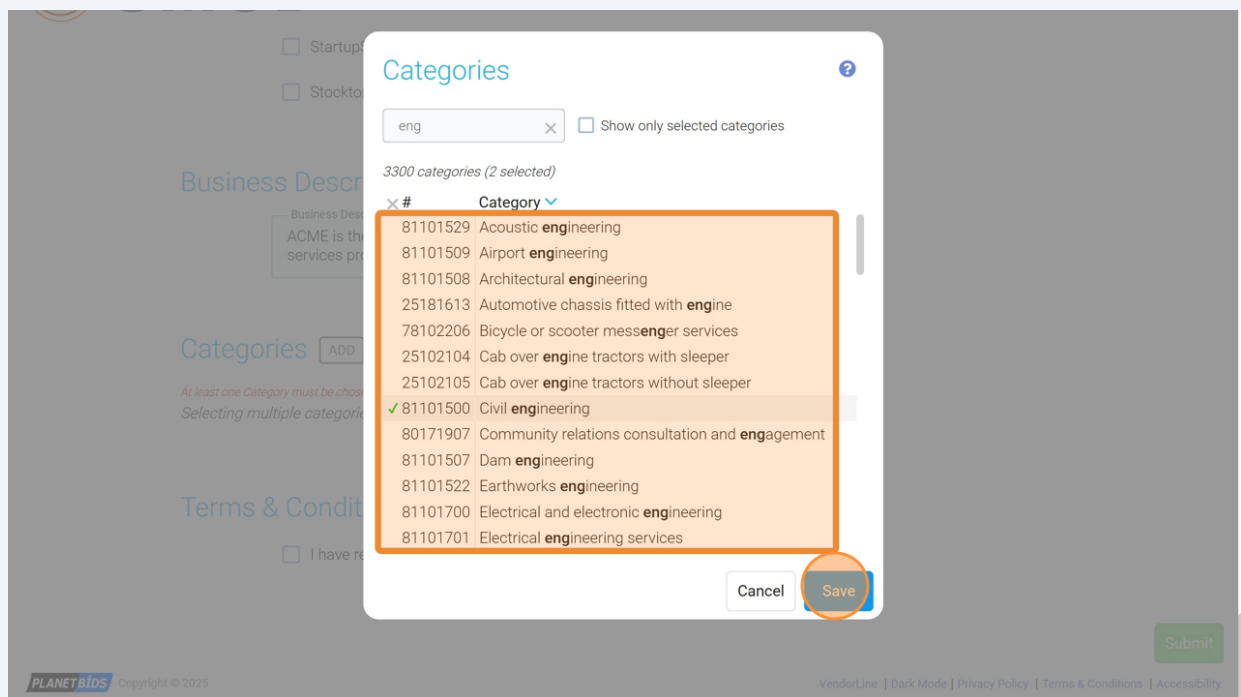
Terms & Conditions

☐

I have read and accept the [Terms & Conditions](#) *

19 Select all the categories that are relevant to your organization and click "Save."

To filter the categories, type in the search bar.



Submit the registration

20 After reviewing the Terms & Conditions, select the checkbox.

HOME is the premier construction management and engineering services provider in the Northern California area.

Categories EDIT

Selecting multiple categories (maximum 20) may increase bidding opportunities

81101513 Building construction management
81101500 Civil engineering

Terms & Conditions

☐ I have read and accept the [Terms & Conditions](#) *

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21 Click "Submit."

Submit

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Submit a SEED Application



If you are registered with the California Department of General Services (DGS) as a Small Business Enterprise (SBE) and are located in the SMUD service area, please follow the below steps to apply for the SEED Program. You can learn more here: [SEED Small Business Contracting Incentive Program](#)

If you do not meet those requirements, skip this section.

22

Click "SEED CERTIFICATION."

VENDOR PROFILE HOME

VENDOR DETAILS

SEED CERTIFICATION

Welcome, ACME,



Change Password

Change



23 Select "Yes."

Would you like to apply the Supplier Education & Economic Development (SEED) small business contracting incentive program?*

☒ Yes ☐ No

*YOU MUST COMPLETE THE SEED APPLICATION IN ONE SITTING -INCLUDING WHEN REAPPLYING.

The SEED (Supplier Education and Economic Development) program offers price and point advantages to businesses certified as a small business by the Department of General Services that are headquartered within SMUD service territory for 6 months or longer.

If your business does not meet these SEED requirements,

24 Select the "SEED" checkbox.

E HOME

S

.TION

Current Status: Applying

* At least 1 Certification must be chosen

Please select the Certification(s) you are interested in applying for

☒ SEED

Certify

☐ I am submitting information that is accurate and the best of my knowledge as a principal of the aforementioned company. The foregoing is true

25

Enter the number of full-time and part-time employees that your organization employs.

Business Information

In Business Since*
1995

Number of Full-Time Employees*
5

Number of Part-Time Employees*
0

Other Information

26

In the Other Information section, select "Yes" for both fields.

Other Information

Vendor confirms the information listed in Vendor Details, User Information section, is the main contact for this application?*

☒ Yes ☐ No

Vendor confirms they have completed the Additional Addresses section within Vendor Details?*

☒ Yes ☐ No

Attachments

27

Click "Browse Files" and upload either your organization's current lease agreement or the SMUD bill for your organization's HQ address.

Enter a brief title for your document to the "Title" field.

Attachments

INSTRUCTIONS

Please upload current lease agreement or SMUD bill for HQ address

Please upload Department of General Services Small Business Certificate under Proof of Diversity Certifications.

Current Lease
Agreement or SMUD
Bill

Title

Drag and drop a file here or [Browse Files](#)

Proof of Diversity
Certifications

Title

Drag and drop a file here or [Browse Files](#)

Certify

☐ I am submitting information that is accurate and true to

28

Click "Browse Files" and upload your organization's proof of diversity certifications.

Enter a brief title for your document to the "Title" field.

Attachments

INSTRUCTIONS

Please upload current lease agreement or SMUD bill for HQ address

Please upload Department of General Services Small Business Certificate under Proof of Diversity Certifications.

Current Lease
Agreement or SMUD
Bill

Title

195.4 kb

Pending

[Remove](#)

Proof of Diversity
Certifications

Title

Drag and drop a file here or [Browse Files](#)

Certify

☐ I am submitting information that is accurate and true to
the best of my knowledge as a principal of the

[Cancel](#)

[Submit](#)

[Vendor Inc.](#) | [Dark Mode](#) | [Privacy Policy](#) | [Terms & Conditions](#) | [Accessibility](#)

29 In the "Certify" section, select the checkbox.

The screenshot shows a web form titled "PROOF OF DIVERSITY Certifications". On the left is a sidebar with three horizontal lines. The main content area has the word "Certify" in blue. Below it is a checkbox with an orange circle around it, followed by the text: "I am submitting information that is accurate to the best of my knowledge as a principal of the aforementioned company. The foregoing is true and correct under penalty of perjury of the laws of California.*"

30 Click "Submit"

The screenshot shows the bottom of the form. At the bottom right are two buttons: a white "Cancel" button and a green "Submit" button. The "Submit" button has an orange circle around it. At the bottom left, there is a footer with links: "Dark Mode | Privacy Policy | Terms & Conditions | Accessibility".

Turn on Dark Mode

31 Click "Dark Mode."

Register as a Vendor

Company Name *

FEI/SSN *

Email *

SIGN UP

Already have an account? Log in here.

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Dark Mode

 |

Privacy Policy

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Terms & Conditions

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Accessibility

Register as a Vendor

Company Name *

FEI/SSN *

Email *

SIGN UP

Already have an account? Log in here.

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Light Mode

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Accessibility