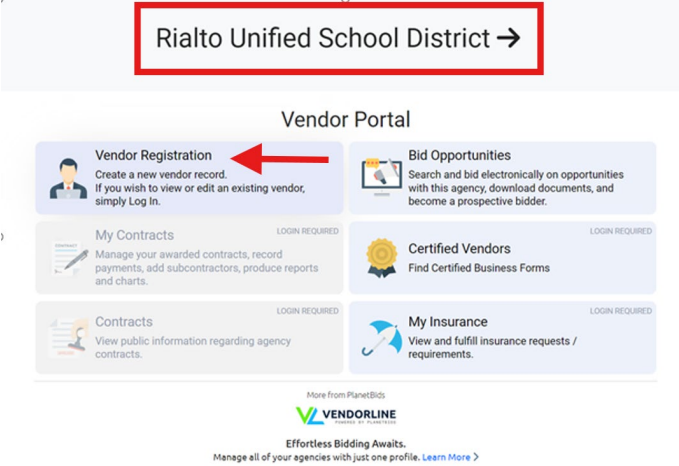
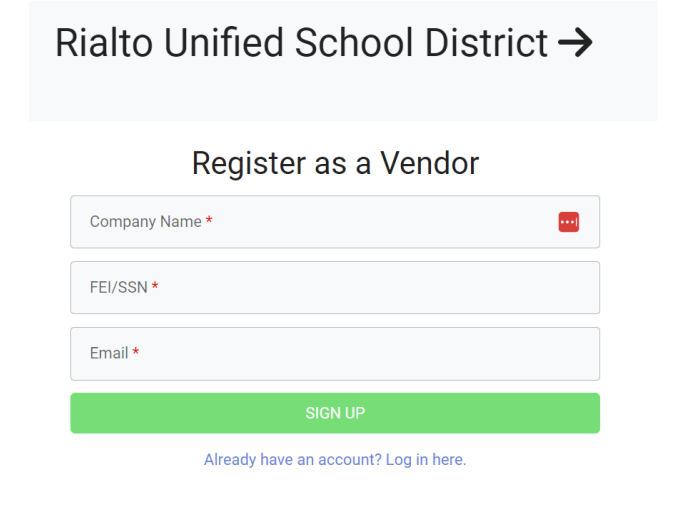
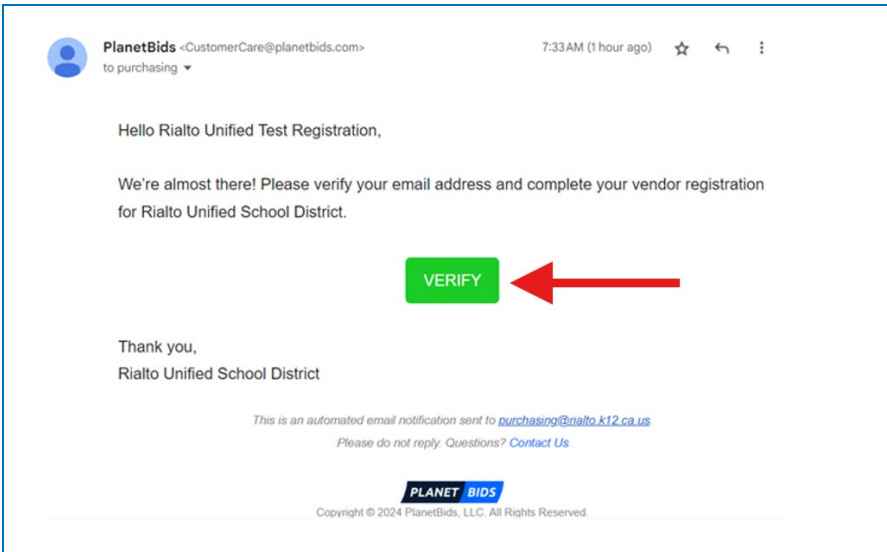




Rialto Unified School District PlanetBids Step-by-Step Profile Guide

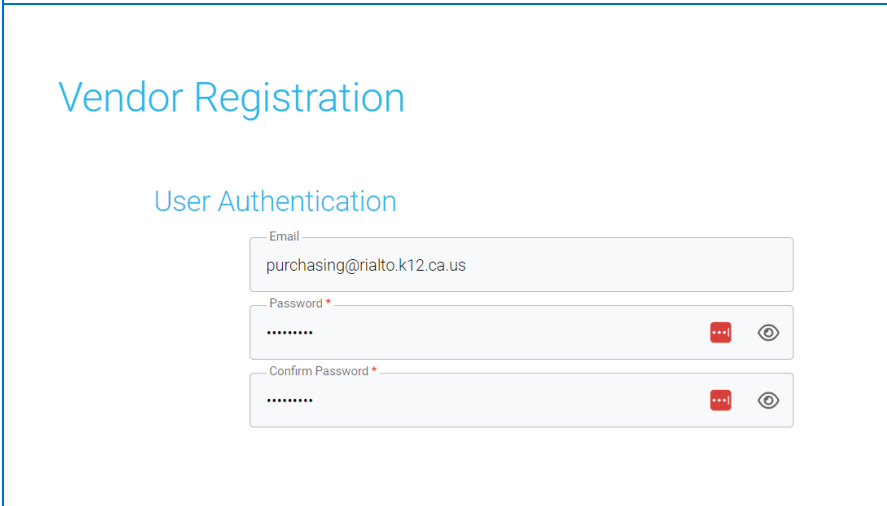
 <p>Rialto Unified School District →</p> <p>Vendor Portal</p> <p>Vendor Registration Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In.</p> <p>Bid Opportunities Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.</p> <p>My Contracts LOGIN REQUIRED Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.</p> <p>Certified Vendors LOGIN REQUIRED Find Certified Business Forms</p> <p>Contracts LOGIN REQUIRED View public information regarding agency contracts.</p> <p>My Insurance LOGIN REQUIRED View and fulfill insurance requests / requirements.</p> <p>More from PlanetBids VENDORLINE Effortless Bidding Awaits. Manage all of your agencies with just one profile. Learn More ></p>	<p>Step 1</p> <p>Click on NEW VENDOR REGISTRATION</p> <p>Make sure you are on the correct PlanetBids Page. The “Rialto Unified School District” should be the agency name at the top of this window.</p>
 <p>Rialto Unified School District →</p> <p>Register as a Vendor</p> <p>Company Name *</p> <p>FEI/SSN *</p> <p>Email *</p> <p>SIGN UP</p> <p>Already have an account? Log in here.</p>	<p>Step 2</p> <p>CREATE YOUR VENDOR PROFILE</p> <p>Enter your Company Name, tax ID or Social Security number and email address.</p> <p>This information will be used to assign a vendor number for Purchase Orders and Contracts.</p> <p>The Company name should match the name on your W-9.</p>



Step 3

VERIFY EMAIL

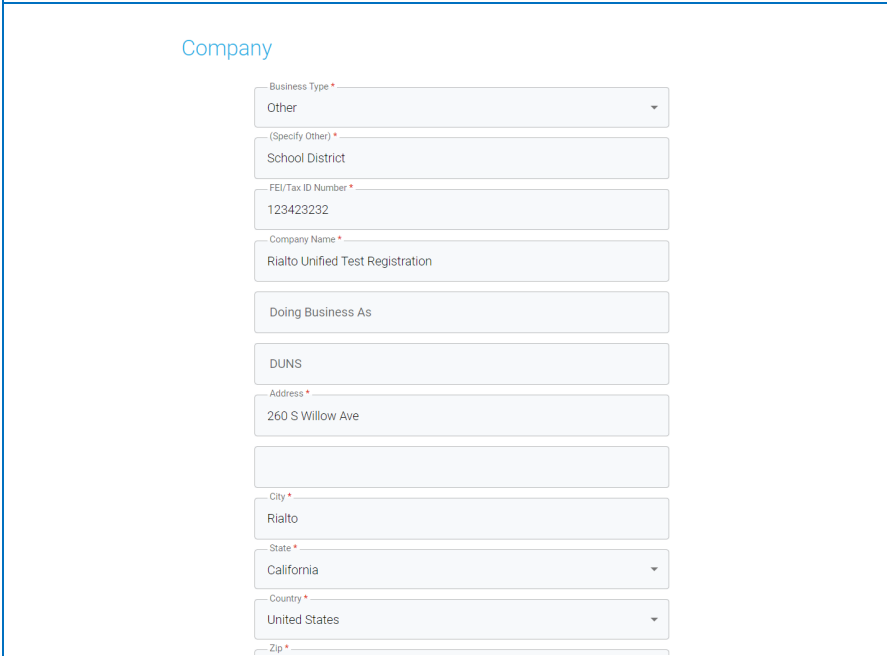
Once your profile is created, you will get an email asking you to verify the email address.



Step 4

PROFILE DETAILS

Once you verify your email, you can begin filling out our PlanetBids Profile.



Step 5

PROFILE DETAILS

Fill out the Company information, including:

- Business Type
- DBA (Doing Business As)
- Your DUNS (Data Universal Numbering System) if applicable

User Information

Name *

A response is required

Title *

Email
purchasing@rialto.k12.ca.us

Alternate Email

Phone *

Ext

Toll Free

Mobile

Fax

Step 6

PROFILE DETAILS

The User information section list the primary user for the company profile. This individual will receive emails from Rialto regarding their profile, quotes, or future bid opportunities.

Additional Addresses

Type *
Remit

Address *

City *

State *
California

Country *
United States

Zip *

Cancel Done

Step 7

PROFILE DETAILS

The Additional Addresses provides an opportunity to list a REMIT to address for payments, or to list alternative addresses such as a company Headquarters.

Principal Owner

Principal Owner/CEO Name *

Title *

Email *

Phone *

Fax

Step 8

PROFILE DETAILS

The information on the principal and owners should be listed in this section. This can include the person authorized to enter into contracts.

Classifications

<input type="checkbox"/> CA Dept of General Services Small Business	OSDS ref	Exp. Date	
<input type="checkbox"/> CA Secretary of State Registration	CASOS #	Exp. Date	
<input type="checkbox"/> CA Unified Certified	CUC #	Exp. Date	
<input type="checkbox"/> Disabled Veteran Business Enterprise	OSDS ref	Exp. Date	
<input type="checkbox"/> Disadvantaged Business Enterprise	DOT ref	Exp. Date	
<input type="checkbox"/> Federal SBA Small Disadvantaged	OSDS ref	Exp. Date	
<input type="checkbox"/> Micro Business	OSDS ref	Exp. Date	
<input type="checkbox"/> Minority-Owned Business Enterprise	Ref #	Exp. Date	
<input type="checkbox"/> Registered DIR Public Works Contractor	DIR ref	Exp. Date	
<input type="checkbox"/> U.S. Government SAM Registration	SAM #	Exp. Date	
<input type="checkbox"/> Very Small Business Enterprise			
<input type="checkbox"/> Woman-Owned Business Enterprise	Ref #	Exp. Date	

Step 9

PROFILE DETAILS

Select any classifications that apply to your business, such as DVE, Minority Owned Businesses, or your California Secretary of State entity information.

Contractor Licenses ADD

Licenses

(none)

If appropriate, enter name of bonding company, agent's name, address and phone number

Step 10

PROFILE DETAILS

Contractors' licenses apply to Vendors with valid Contractors State License Board (CSLB). If this doesn't apply, leave it blank.

Other Business Info

Payment Terms
Gross Receipts in Millions
In Business Since
Number of Full-Time Employees
Number of Part-Time Employees

Has your company ever failed to complete a contract? *

Yes No

Has any officer or partner ever worked as an officer or partner for another company which has failed to complete a contract within the last 5 years? *

Yes No

Does your business engage in investment activities in Iran? (PCC 2200-8 Iran Contracting Act) *

Yes No

Step 11

PROFILE DETAILS

Other business Information will be used as part of the District vetting process. It is important to answer the questions truthfully.

Company Class

- Retail
- Service
- Construction
- Professional (A/E)
- Professional (Other)
- Manufacturing
- Distributor
- Wholesale
- Material Supplier
- Non-Manufacturing
- Other

Business Description

Step 12

PROFILE DETAILS

Select the appropriate company class for the goods and services you provide and include a brief business description of those goods and services.

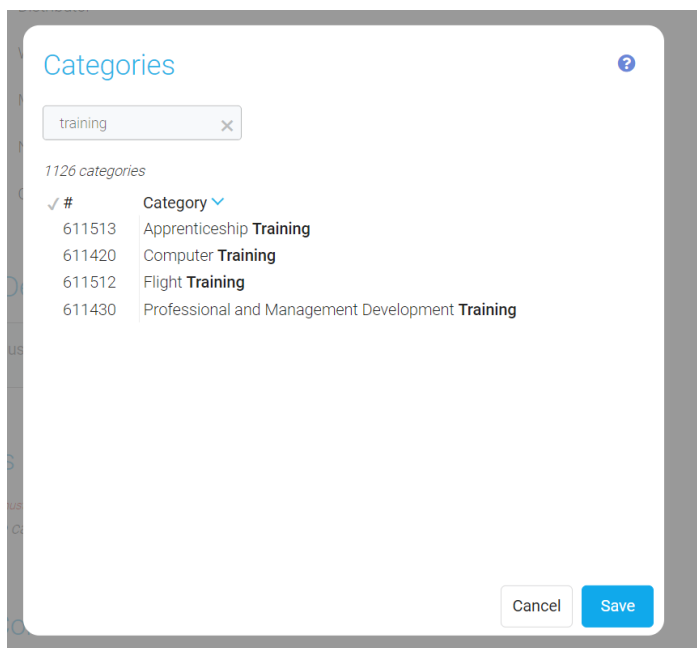
Categories

*At least one Category must be chosen
Selecting multiple categories (maximum 20) may increase bidding opportunities*

Step 13

PROFILE DETAILS

Categories as used to classify the types of goods and services your provide using the North American Industry Classification System (NAICS).



Step 14

PROFILE DETAILS

You can search by Description or by NAICS Code. Vendors can select multiple categories.

These categories will be used when the District releases Bids.

Hello Rialto Unified Test Registration,

Thank you for registering with Rialto Unified School District, using PB System™ by PlanetBids.

Please be sure to keep your vendor profile up-to-date by visiting the [Vendor Portal](#) for Rialto Unified School District. You are solely responsible for maintaining your company's profile including email, contact information and categories.

Although you will be sent email notifications of new bids that match your criteria, you are also encouraged to visit the [Vendor Portal](#) for Rialto Unified School District, at any time, to search for bid opportunities.

Thank you,
Rialto Unified School District

Step 15

EMAIL CONFIRMATION

Once you create a profile you will get an automated email from PlanetBids.

If you are registering as a vendor, you will need to complete the additional items below to upload your Vendor Information Page and W-9.

VENDOR PROFILE HOME

VENDOR DETAILS

W9 & ADDITIONAL VENDOR INFORMATION



Step 16

UPLOAD FORMS

Log back into your PlanetBids Profile and on the left hand side select “W9 & ADDITIONAL VENDOR INFORMATION.”

Do you need to submit a W9 and Additional Vendor Information? *

Yes No

In order to do business with Rialto Unified School District, vendors/suppliers/contractors are required to complete and submit the W9 and Additional Vendor Information forms.

Certification Status

Current Status: Submitted

Attachments

Additional Vendor Information: Download and complete the Additional Vendor Information form

W-9: Request for Taxpayer Identification Number and Certification.

[Download W-9 form](#)

Additional Vendor Information	<input type="text" value="test"/>	Test Upload Document 1.docx 11.7 kb Uploaded	×
W9 *	<input type="text" value="testw"/>	frozo.jpg 266.2 kb Uploaded	×

Step 17

UPLOAD FORMS

In this Section select “Yes” to submit a new form.

You can download the form from this page and fill out all the relevant information.

Once completed, attach each form under the attachment section.