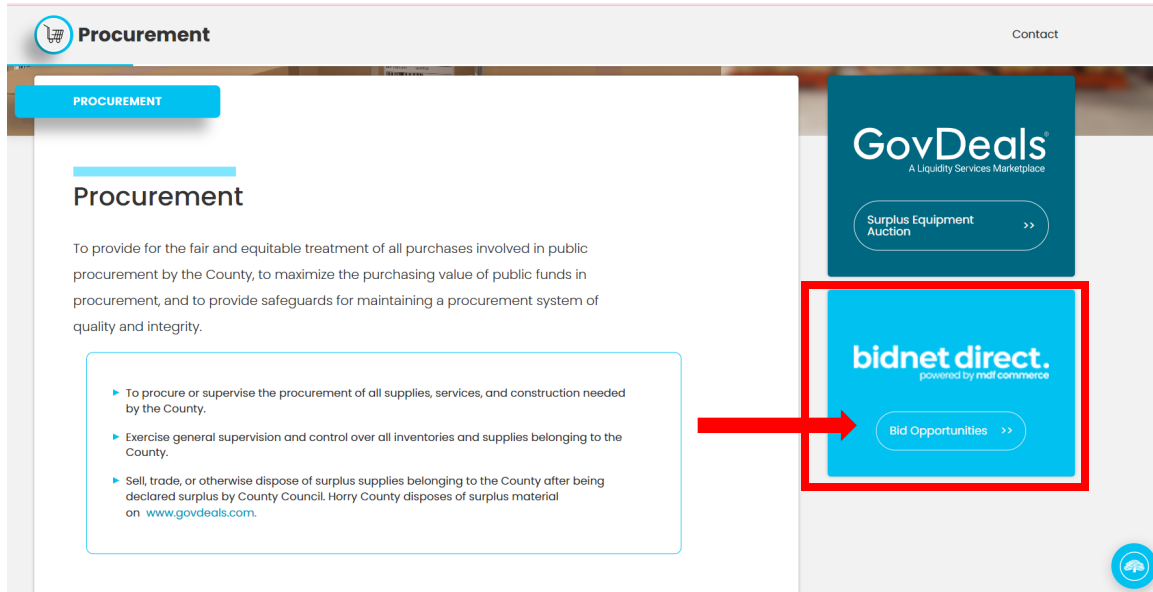
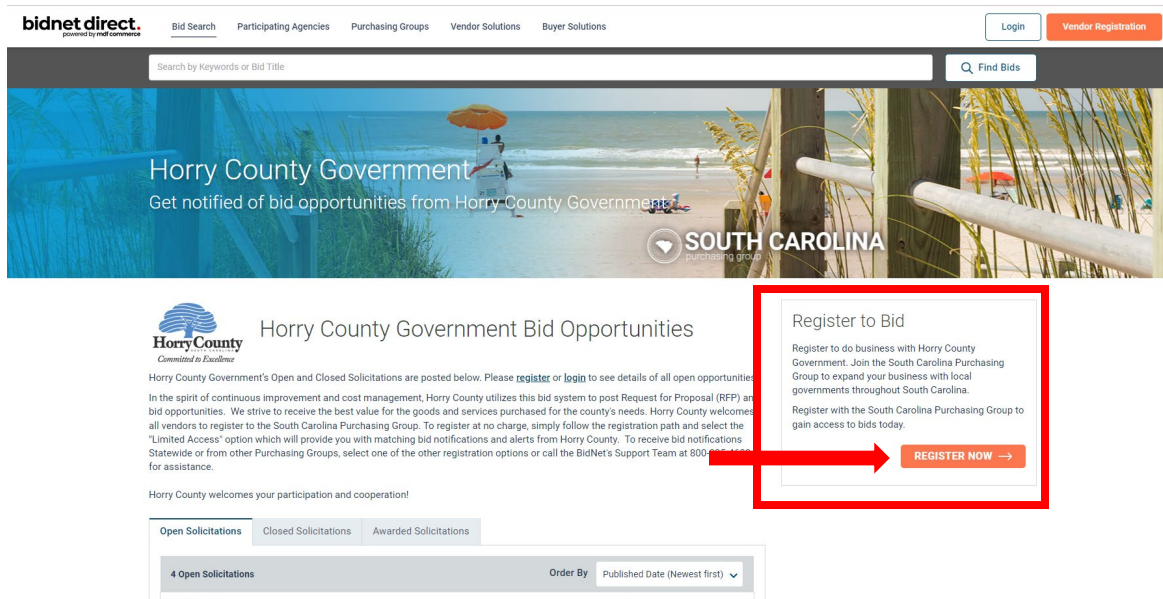


How to Register as a Vendor on BidNet

1. Go to Horry County's Procurement webpage and click on Bid Opportunities:
<https://www.horrycountysc.gov/departments/procurement/>.



2. You will be brought to the County's eBidding software, BidNet Direct:
<https://www.bidnetdirect.com/south-carolina/horrycounty>.
3. Click on "Register Now" to begin registration.



4. Select the following:
 - a. Toggle Switch to Two years
 - b. Limited - \$0
 - c. Save and Continue

The screenshot shows the 'Registration' page with '1 Package Selection'. At the top, there is a toggle switch for 'One year' and 'Two years (save up to 20%)'. Below this are four package options: 'Limited' for \$0, 'Group' for \$8/month, 'State' for \$31/month, and 'Federal' for \$39/month. Each package lists features like 'Member agencies bids', 'Real-time bid alerts', and 'Advanced search'. A 'Save and Continue' button is located at the bottom left of the package selection area. On the right, an 'Order Details' sidebar shows the selected 'Limited Package (Two years)' for South Carolina, with a sub-total of \$0.00.

5. Fill out Personal Information:
 - a. First & Last Name
 - b. Company Name
 - c. Phone Number
 - d. Email Address
 - e. Password & Confirm Password
 - f. Check the box to agree to the terms & conditions
 - g. **UNCHECK the Toggle to Advertise**
 - h. Finalize the registration

The screenshot shows the 'Registration' page with '2 Personal Information'. The form fields include: First Name (April), Last Name (Kelly), Company Name (Horry County Office of Procurement), Phone Number (843-915-5380), Username/Email (kelly.april@horrycountysc.gov), Password, and Confirm Password. There is a checkbox for 'I agree to the Terms & Conditions' and a toggle for 'Stand out from the competition!'. A red star highlights this toggle, which is currently checked. At the bottom, there is a 'Finalize the registration' button. On the right, an 'Order Details' sidebar shows the 'Limited Package' and 'User Information' for April Kelly at Horry County Office of Procurement.

Call BidNet Direct with any questions: 1-800-835-4603