

# Electronic Bidder Registration Instructions

**pompano beach**  
Florida's Warmest Welcome

OFFICIAL WEBSITE OF THE CITY OF POMPANO BEACH

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## Pompano Beach eBid System

The City of Pompano Beach General Services Department has implemented an electronic procurement system called the eBid system. This web-based system allows for electronic bidder registration, automatic bidder notification of bid opportunities, and electronic bid submission at no cost to vendors. After registering, bidders can manage and update their profiles and view current and awarded solicitations by logging into the eBid system with their user name and password. Additionally, bidders will no longer be required to submit hard copies of solicitations. All solicitations will be submitted electronically using the eBid system. Select the current solicitations link below to view our current solicitations. All potential bidders must be registered in the ebid system and also logged into the eBid system to view and download solicitation documents and any exhibits, drawings, plans, etc.

- [eBid System Login](#)
- [Bidder Registration](#)
- [Bidder Registration Instructions](#)
- [Bidder Registration Commodity Codes](#)
- [Current Solicitations](#)
- [Closed Solicitations](#)
- [Awarded Solicitations](#)

Click on Bidder Registration to start the online registration process

# Step 1 – Enter Company Name, Phone Number, DUNS and select Next

The screenshot shows a web browser window with the URL <https://pompanobeach.com> and the page title "Supplier Registration". The browser's address bar shows the URL and the page title. The page header includes the Pompano Beach logo and the text "Florida's Warmest Welcome". The main content area features a navigation bar with tabs: "Preliminary Info", "Company Info", "Addresses", "Other Info", "Commodity Codes", "Classifications", and "Terms". Below the navigation bar, there are two buttons: "Review" and "Complete". The "Preliminary Info" section contains a "Cancel" button and a "Next" button, with a red arrow pointing to the "Next" button. Below these buttons are the following fields:

- Company Name:** A text input field.
- Main Phone:** A text input field with a dropdown menu for the area code, followed by a hyphen and another text input field for the main phone number.
- Ext.:** A text input field for the extension number.
- International:** A checkbox labeled "International".
- DUNS:** A text input field for the DUNS number.

Step 2 - Provide your company and user information. All fields with a red asterisk \* are required fields. Click Save and Next when done.



Supplier Registration

Supplier Registration

Preliminary Info Company Info Addresses Other Info Commodity Codes Classifications Terms Review Complete

Save and Next

**Company Information**

- \* Trade Name (dba) ABC Corporation
- Legal Name (if different)
- \* Organization Type -- Select --
- Formation Date
- \* Tax ID Number -- --  FEIN  SSN/ITIN  Other
- DUNS
- Website
- Company Description

**Company Address**

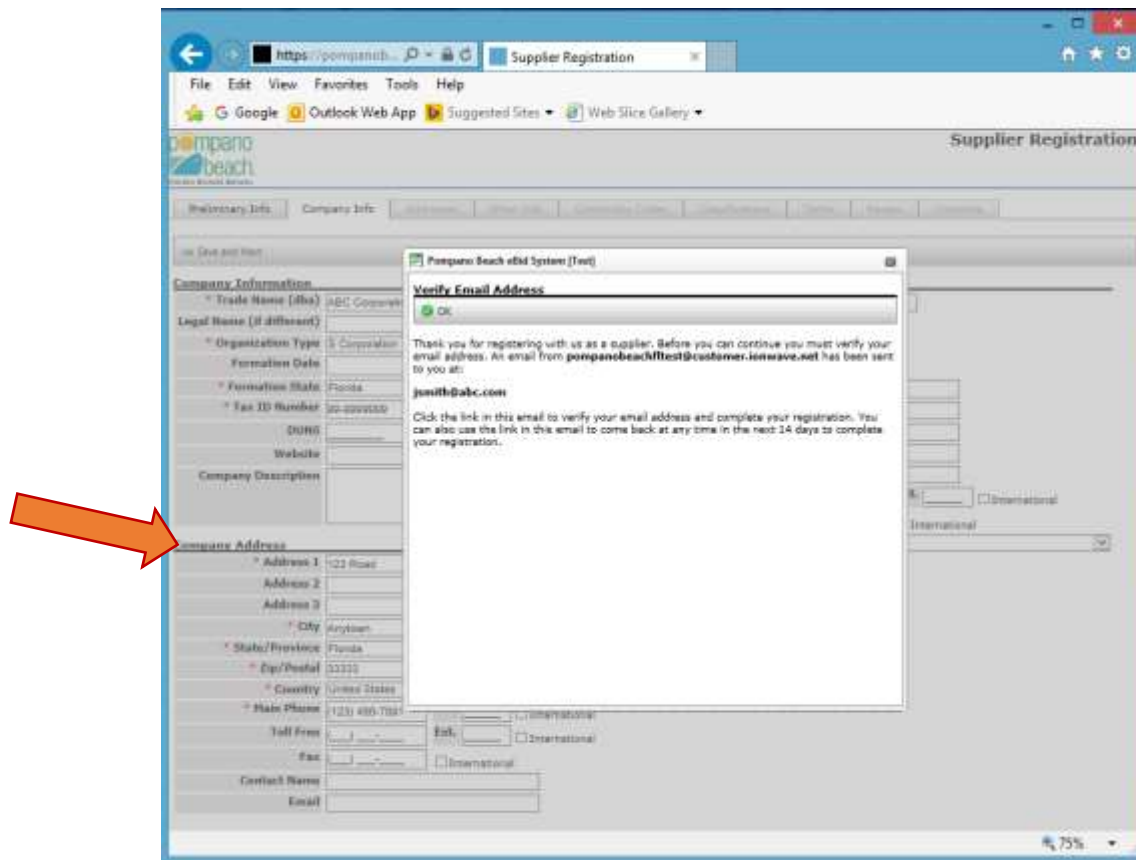
- \* Address 1
- Address 2
- Address 3
- \* City
- \* State/Province -- Select --
- \* Zip/Postal
- \* Country United States
- \* Main Phone (123) 456-7891 Ext.   International
- Toll Free  Ext.   International
- Fax   International
- Contact Name
- Email

**User Information**

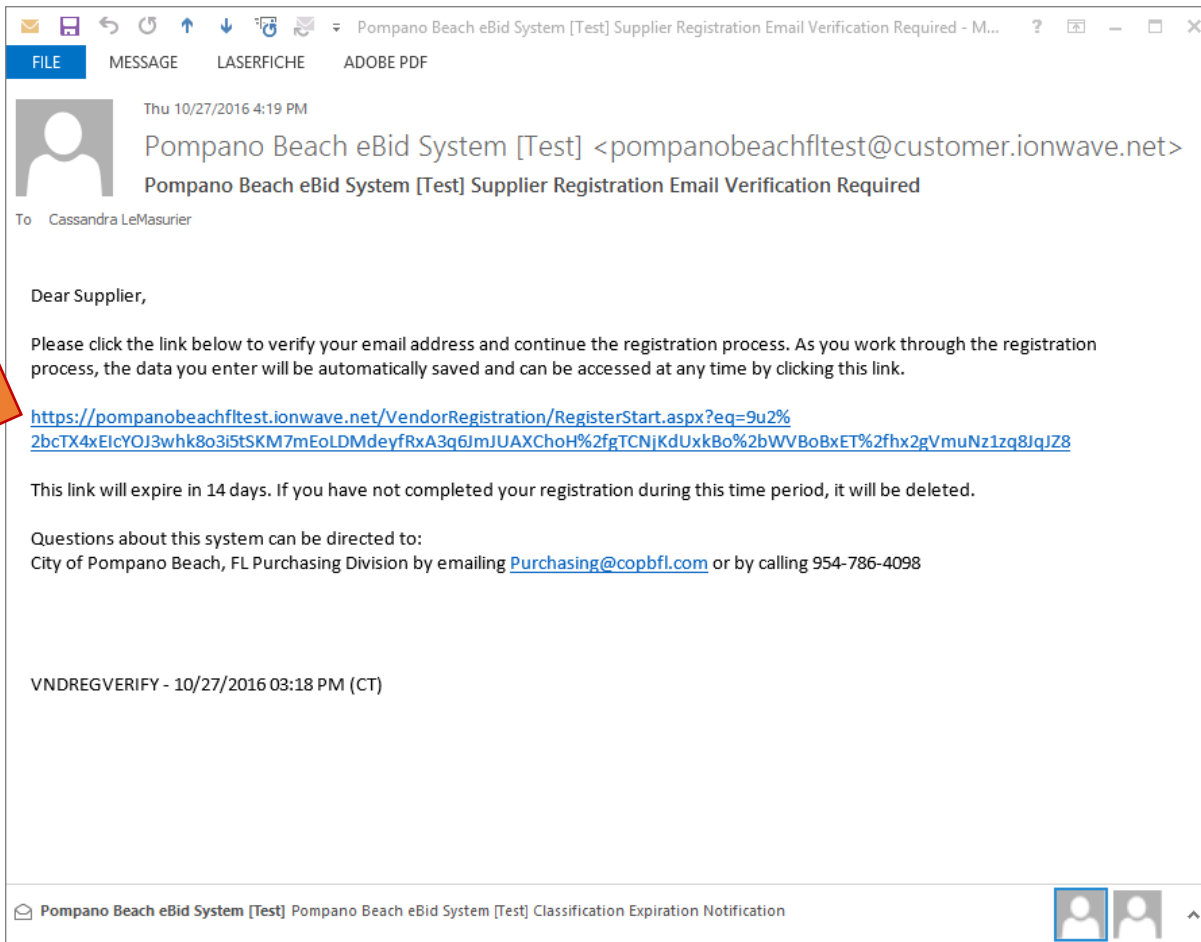
- \* User Name / Login
- \* Password
- \* Verify Password
- Prefix
- \* First Name
- \* Last Name
- Title
- \* Email
- \* Verify Email
- Office Phone   Ext.   International
- Mobile Phone   International
- \* Time Zone -- Select --

75%

After the company and user information has been entered and save and next has been selected a pop up will appear that an email has been sent to you to verify your email address. Once you click OK the system will log you out.



Step 3 Email Address Verification - To continue the registration process click on the link in the email message to verify your address. This will open the registration window with the information you have already entered for your company and use profile.



Verify the company and user information is correct and select Save and Next.



Supplier Registration

File Edit View Favorites Tools Help

Google Outlook Web App Suggested Sites Web Slice Gallery

**Supplier Registration**

Preliminary Info Company Info Addresses W-9 Other Info Commodity Codes Classifications Terms Review Complete

Save and Next

**Company Information**

\* Trade Name (dba) ABC, LLC

Legal Name (if different)

\* Organization Type Limited Liability Company

Formation Date

\* Formation State Florida

\* Tax ID Number 12-3456789  FEIN  SSN/ITIN  Other

DUNS

Website

Company Description

**User Information**

\* User Name / Login POMPANO11

Prefix

\* First Name Test

\* Last Name User

Title

\* Email cassandra.lemasurier@copbfl.com

Office Phone Ext. International

Mobile Phone International

\* Time Zone Eastern Time

**Company Address**

\* Address 1 123 Anywhere Road

Address 2

Address 3

\* City Anytown

\* State/Province Florida

\* Zip/Postal 33000

\* Country United States

\* Main Phone (999) 999-9999 Ext. International

Toll Free Ext. International

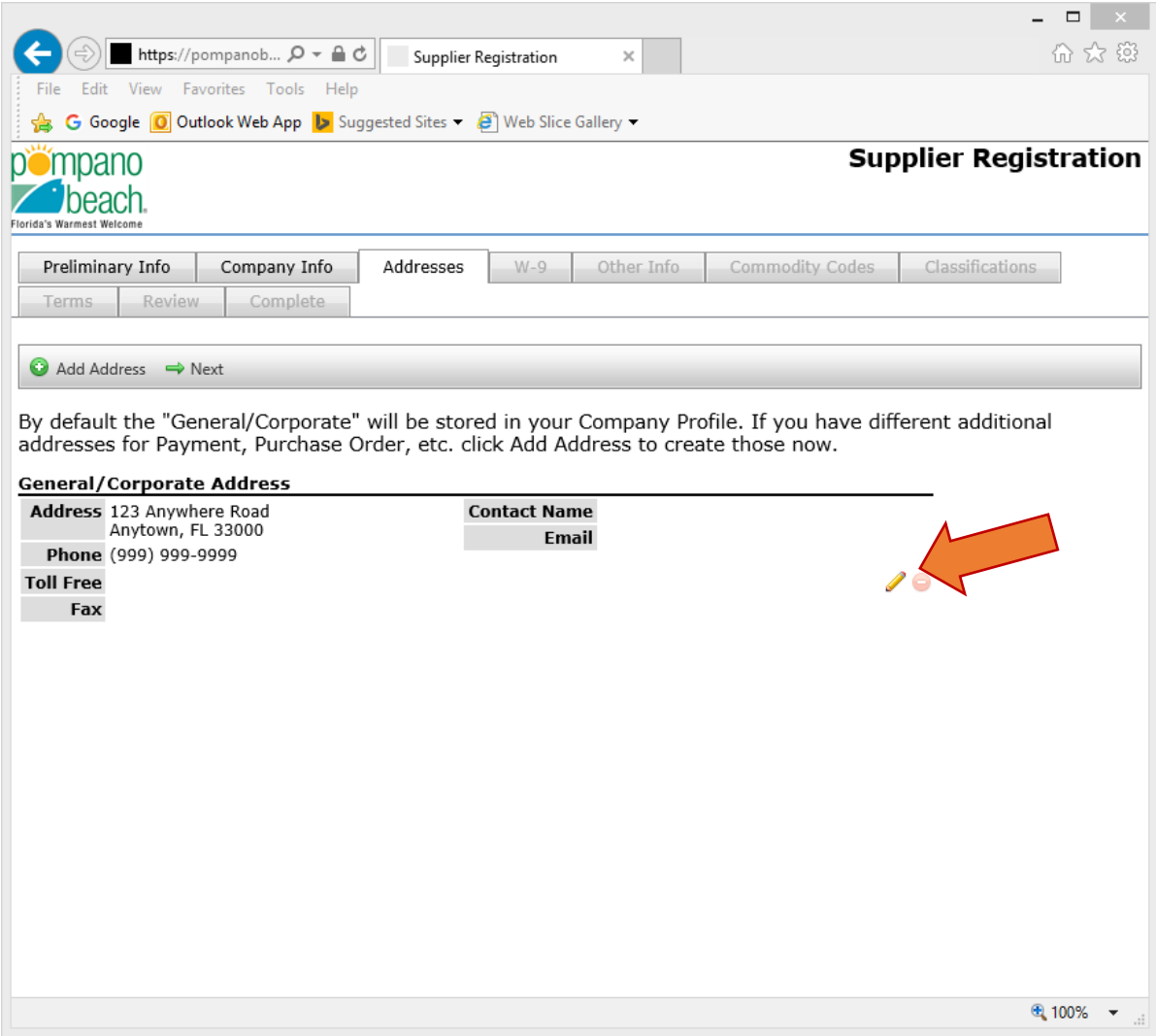
Fax Ext. International

Contact Name

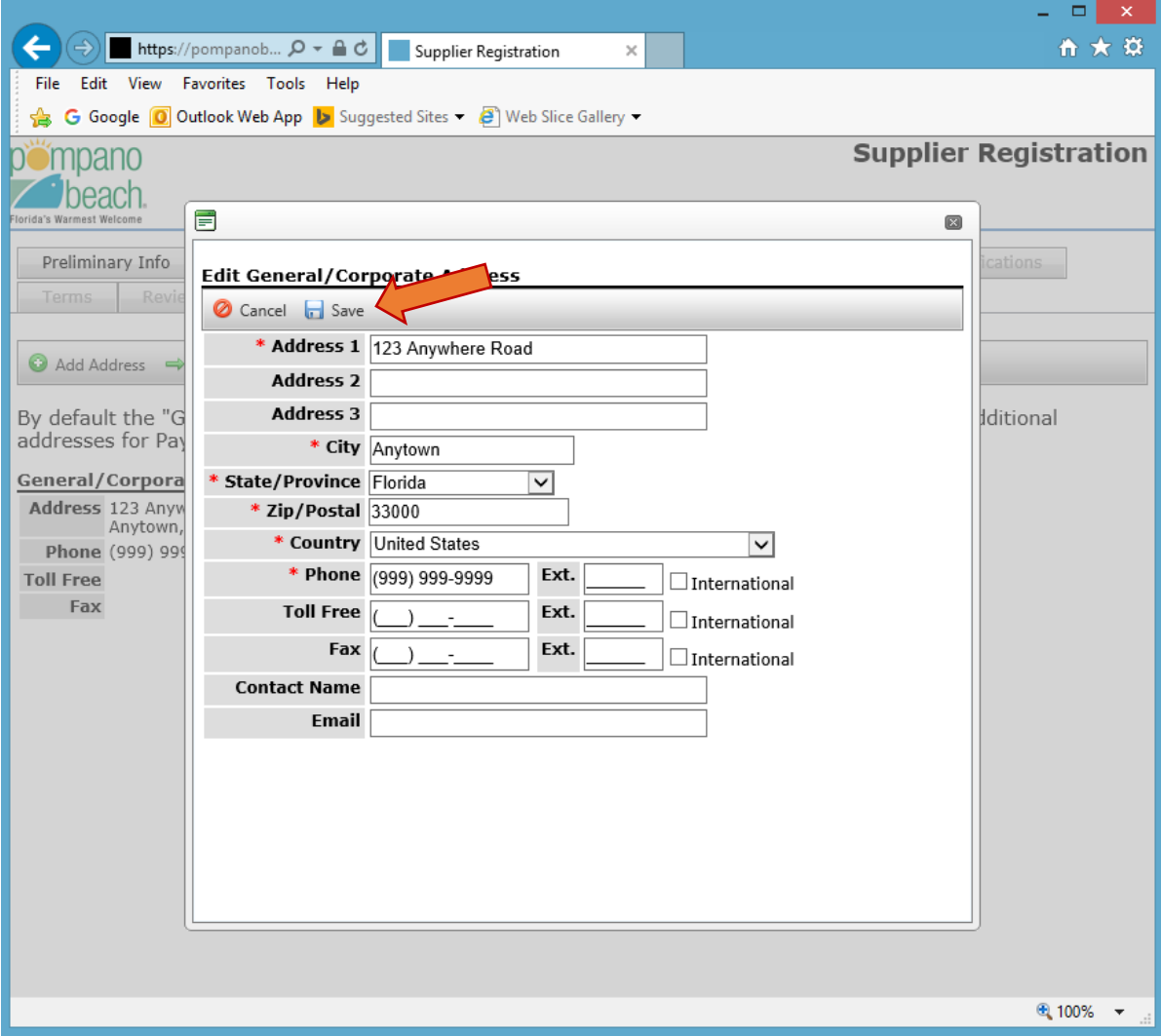
Email

75%

Step 4 – Edit General Corporate Address. If you would like to add additional phone numbers, company fax number, contact name or email address select the Pencil icon to edit.

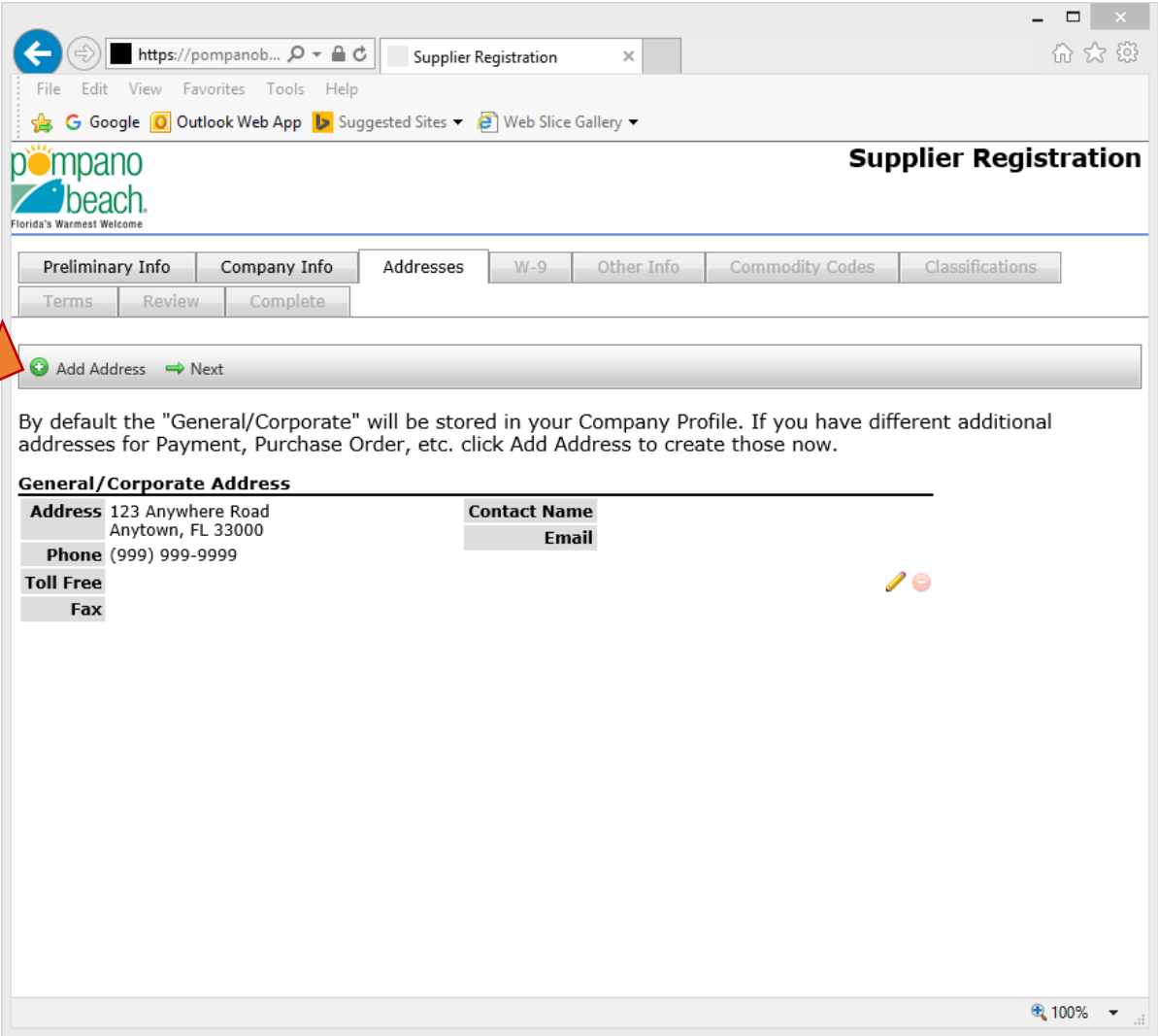


After selecting the Pencil icon the screen below will open to allow you to edit and add information to the General/Corporate Address. When done select Save.





Step 5 – To add addresses for Payments, Purchase Orders if different than the Corporate address select Add Address.



The screenshot shows a web browser window with the URL <https://pompanob...> and a tab titled "Supplier Registration". The browser's address bar and menu bar are visible. The page header includes the Pompano Beach logo and the text "Florida's Warmest Welcome" on the left, and "Supplier Registration" on the right. Below the header is a navigation bar with tabs: "Preliminary Info", "Company Info", "Addresses", "W-9", "Other Info", "Commodity Codes", and "Classifications". Underneath these are buttons for "Terms", "Review", and "Complete". A prominent orange arrow points to a button labeled "Add Address" with a green plus icon and a right-pointing arrow, followed by the text "Next". Below this button is a paragraph of text: "By default the 'General/Corporate' will be stored in your Company Profile. If you have different additional addresses for Payment, Purchase Order, etc. click Add Address to create those now." Underneath this text is a section titled "General/Corporate Address" with a horizontal line. Below the line are several input fields: "Address" (containing "123 Anywhere Road" and "Anytown, FL 33000"), "Phone" (containing "(999) 999-9999"), "Toll Free", "Fax", "Contact Name", and "Email". To the right of the "Toll Free" and "Fax" fields are small edit (pencil) and delete (minus) icons. The browser's status bar at the bottom right shows a magnifying glass icon and "100%".

After entering the address, phone number, contact information and selecting the Address Type select Save.

The screenshot shows a web browser window with the URL <https://pompanobeachfitest.ionwave.net/VendorRegistration/AdditionalAddress.aspx#>. The page title is "Supplier Registration". The main content area is titled "Supplier Registration" and contains a modal form titled "Add New Address". The form has a "Cancel" button and a "Save" button, with an orange arrow pointing to the "Save" button. The form fields include:

- \* Address 1
- Address 2
- Address 3
- \* City
- \* State/Province (dropdown menu)
- \* Zip/Postal
- \* Country (dropdown menu, currently set to "United States")
- \* Phone (format: ( ) - - ) Ext. ( )  International
- Toll Free (format: ( ) - - ) Ext. ( )  International
- Fax (format: ( ) - - ) Ext. ( )  International
- Contact Name
- Email
- \* Address Type (checkboxes):
  - Bid/Quote Mailing
  - Payment
  - Purchase Order
  - Emergency Contact

After all additional addresses have been entered select Next.

**Supplier Registration**

Florida's Warmest Welcome

Preliminary Info Company Info **Addresses** W-9 Other Info Commodity Codes Classifications

Terms Review Complete

Add Address → Next

By default the "General/Corporate" will be stored in your Company Profile. If you have different additional addresses for Payment, Purchase Order, etc. click Add Address to create those now.

**General/Corporate Address**

<b>Address</b>	123 Anywhere Road Anytown, FL 33000	<b>Contact Name</b>	
<b>Phone</b>	(999) 999-9999	<b>Email</b>	
<b>Toll Free</b>			
<b>Fax</b>			

**Payment**

<b>Address</b>	132 Anywhere Road Anytown, FL 33300	<b>Contact Name</b>	
<b>Phone</b>	(999) 111-1111	<b>Email</b>	
<b>Toll Free</b>			
<b>Fax</b>			

100%

Step 6 Verify W-9 information, complete certification and electronic signature and select Save and Next.



Supplier Registration

File Edit View Favorites Tools Help

Google Outlook Web App Suggested Sites Web Slice Gallery

**Supplier Registration**

Preliminary Info Company Info Addresses **W-9** Other Info Commodity Codes Classifications Terms Review Complete

Save and Next

**Substitute W-9 Tax Identification Form**

This information is populated from the Company Info tab. Please return to the Company Info tab to update and move forward

**Name** ABC, LLC (as shown on your income tax return)

**Business name/disregarded entity name** (if different from above)

**Federal Tax Classification**

Individual/sole proprietor  C Corporation  S Corporation  Partnership  Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership):

Other

**Exempt payee code** (if any)

**Exemption from FATCA reporting code** (if any)

**Address** 123 Anywhere Road  
Anytown, FL 33000

**Taxpayer Identification Number (TIN)** 12-3456789

**Certification & Electronic Signature**

**Under penalties of perjury, I certify that:**

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined in instructions), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Signature - Type your full name here**

**Today's date**

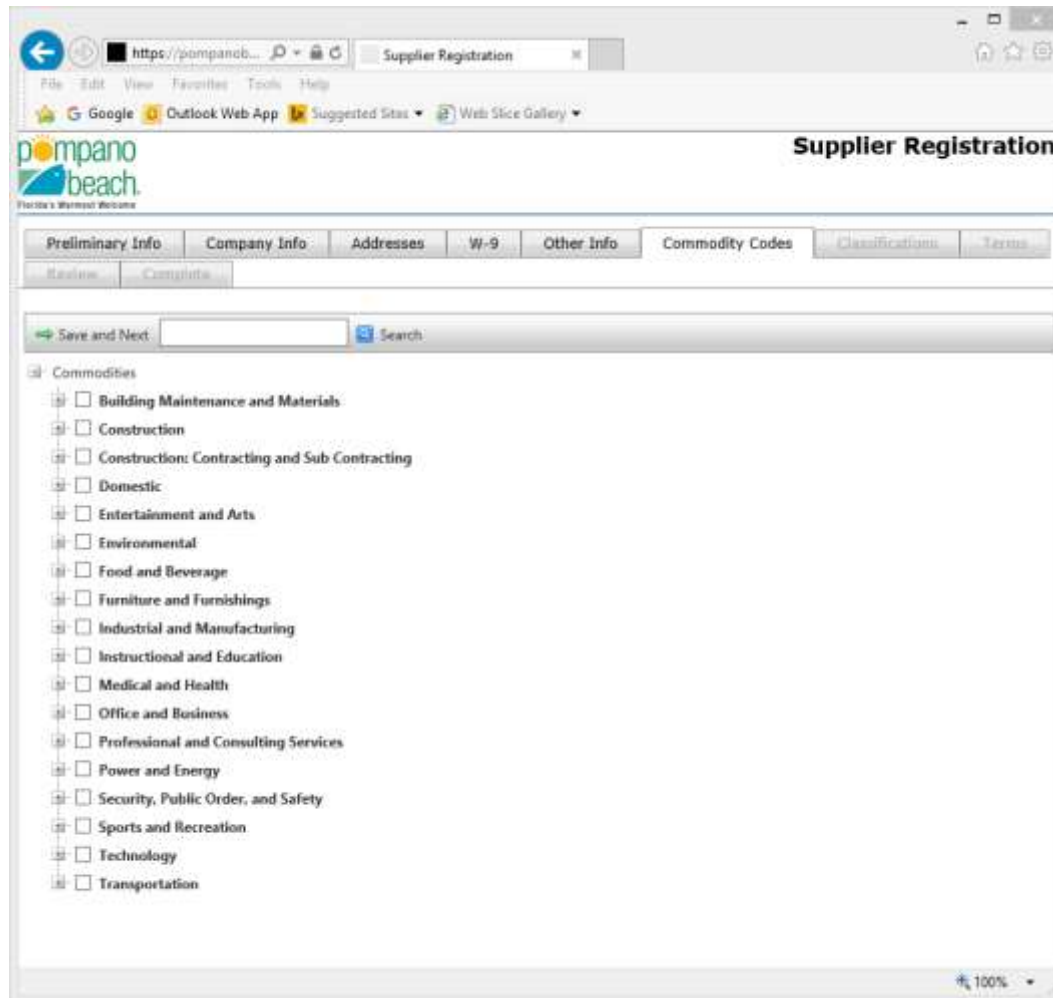
84%

Step 7 Provide requested information on Other Info tab and select Save and Next. All fields with a red asterisk \* are required fields.

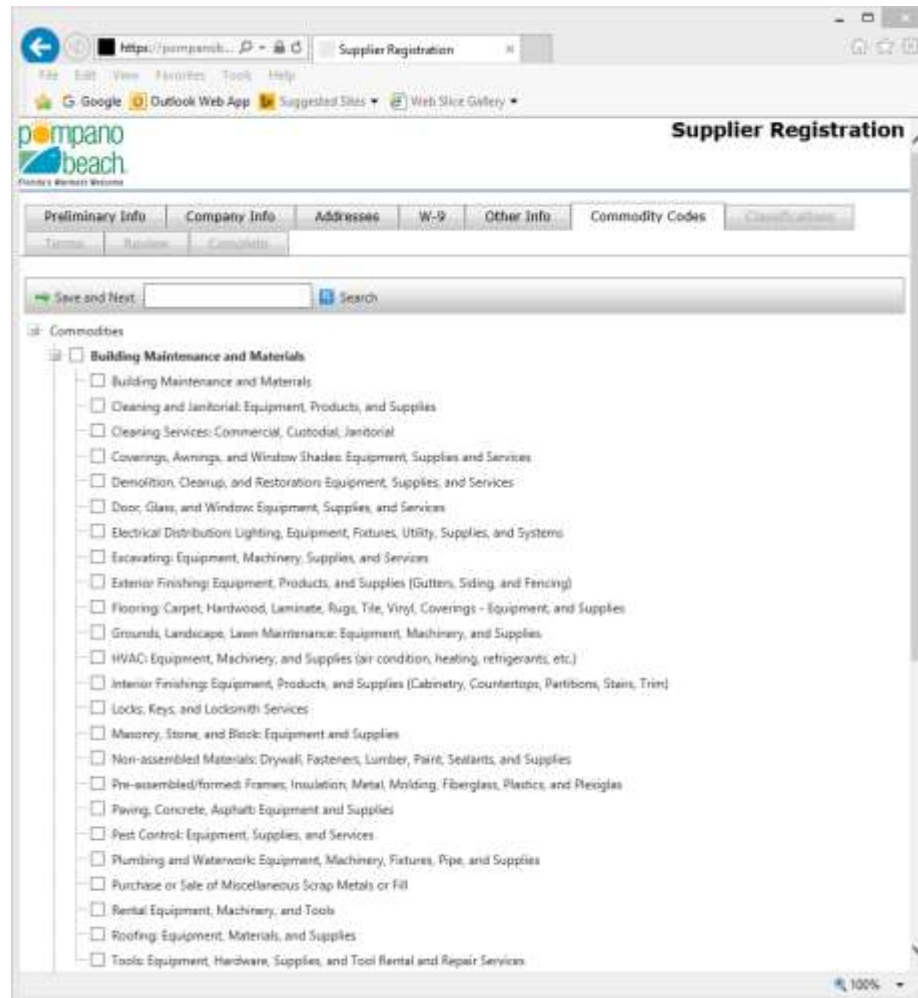
The screenshot shows a web browser window with the URL <https://pompanobeachfltest.ionwave.net/VendorRegistration/OtherInfo.aspx>. The page title is "Supplier Registration". The Pompano Beach logo is visible in the top left corner. The navigation tabs include "Preliminary Info", "Company Info", "Addresses", "W-9", "Other Info", "Commodity Codes", "Classifications", and "Terms". The "Other Info" tab is active. Below the tabs, there are "Review" and "Complete" buttons. A green "Save and Next" button is highlighted with an orange arrow. The form contains the following fields:

- \* Registered with State of Florida (Sunbiz)?** - Select -
- \* Excluded from Fed. Procurement or Nonprocurement** - Select -
- Annual Gross Sales** - Select -
- Number of Employees** - [Text Input Field]

Step 8 – Select the commodity codes that apply to the products or services offered by your company. These selections will be used to notify you of bidding opportunities. Commodity Codes can be selected by entering a key word in the Search field and clicking on Search or by clicking on the + symbol by each category to view all commodities listed under the category.



After clicking on the + symbol by a category you can view all commodities listed under the category. To select a commodity put a check in the box beside the commodity and then select Save and Next. You can select an unlimited number of commodities.



Step 9 – Select each special classification that applies to your company. Once a classification is selected you will have the option to upload a supporting document as shown on the next page.



The screenshot shows a web browser window with the URL <https://pompanobeach/fltest.L...> and the page title "Supplier Registration". The browser's address bar shows "Supplier Registration" and the page has a menu with "File", "Edit", "View", "Favorites", "Tools", and "Help". The Pompano Beach logo is visible in the top left, and the page title "Supplier Registration" is in the top right. Below the logo is the tagline "Florida's Warmest Welcome".

The main content area has a navigation bar with tabs: "Preliminary Info", "Company Info", "Addresses", "W-9", "Other Info", "Commodity Codes", "Classifications", "Terms", "Review", and "Complete". The "Classifications" tab is selected. Below the navigation bar is a "Save and Next" button.

The main content area contains the following text: "Check any special business classifications that apply to your business. Classifications are subject to approval."

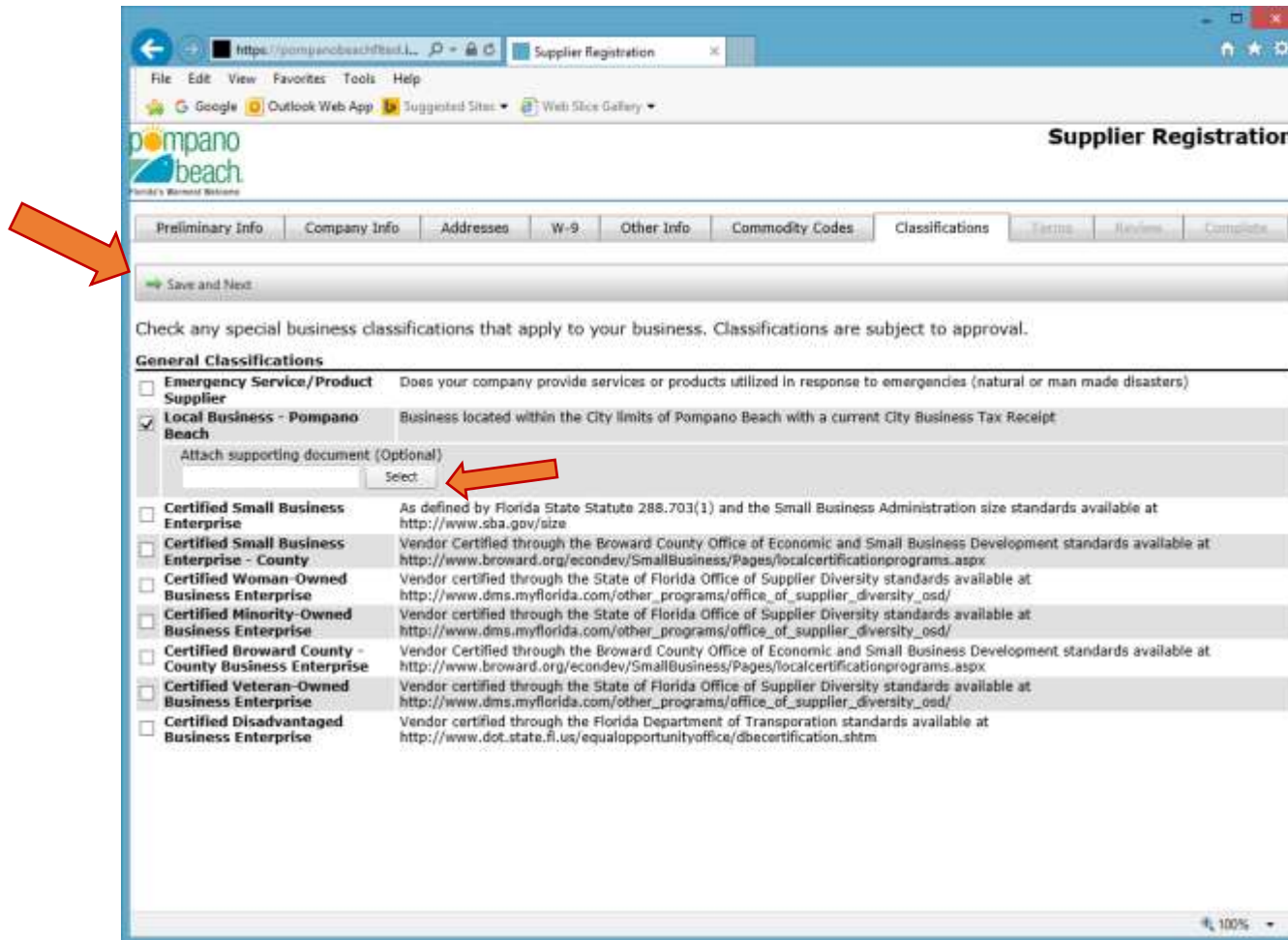
**General Classifications**

<input type="checkbox"/> <b>Emergency Service/Product Supplier</b>	Does your company provide services or products utilized in response to emergencies (natural or man made disasters)
<input type="checkbox"/> <b>Local Business - Pompano Beach</b>	Business located within the City limits of Pompano Beach with a current City Business Tax Receipt
<input type="checkbox"/> <b>Certified Small Business Enterprise</b>	As defined by Florida State Statute 288.703(1) and the Small Business Administration size standards available at <a href="http://www.sba.gov/size">http://www.sba.gov/size</a>
<input type="checkbox"/> <b>Certified Small Business Enterprise - County</b>	Vendor Certified through the Broward County Office of Economic and Small Business Development standards available at <a href="http://www.broward.org/econdev/SmallBusiness/Pages/localcertificationprograms.aspx">http://www.broward.org/econdev/SmallBusiness/Pages/localcertificationprograms.aspx</a>
<input type="checkbox"/> <b>Certified Woman-Owned Business Enterprise</b>	Vendor certified through the State of Florida Office of Supplier Diversity standards available at <a href="http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/">http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/</a>
<input type="checkbox"/> <b>Certified Minority-Owned Business Enterprise</b>	Vendor certified through the State of Florida Office of Supplier Diversity standards available at <a href="http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/">http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/</a>
<input type="checkbox"/> <b>Certified Broward County - County Business Enterprise</b>	Vendor Certified through the Broward County Office of Economic and Small Business Development standards available at <a href="http://www.broward.org/econdev/SmallBusiness/Pages/localcertificationprograms.aspx">http://www.broward.org/econdev/SmallBusiness/Pages/localcertificationprograms.aspx</a>
<input type="checkbox"/> <b>Certified Veteran-Owned Business Enterprise</b>	Vendor certified through the State of Florida Office of Supplier Diversity standards available at <a href="http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/">http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/</a>
<input type="checkbox"/> <b>Certified Disadvantaged Business Enterprise</b>	Vendor certified through the Florida Department of Transportation standards available at <a href="http://www.dot.state.fl.us/equalopportunityoffice/dbcertification.shtm">http://www.dot.state.fl.us/equalopportunityoffice/dbcertification.shtm</a>

The browser's status bar at the bottom right shows "100%".



If selecting Local Business classification a copy of your current City of Pompano Beach Business Tax Receipt (BTR) must be attached. If selecting a certified classification a copy of your current certification must be attached. To attach a scan of a BTR or certification click on select to locate the file on your computer and upload the file. Select Save and Next when done selecting all classifications and uploading all certifications for your business.



Supplier Registration

Pompano beach  
Pompano's Business Welcome

Preliminary Info Company Info Addresses W-9 Other Info Commodity Codes Classifications Terms Review Complete

Save and Next

Check any special business classifications that apply to your business. Classifications are subject to approval.

**General Classifications**

<input type="checkbox"/>	<b>Emergency Service/Product Supplier</b>	Does your company provide services or products utilized in response to emergencies (natural or man made disasters)
<input checked="" type="checkbox"/>	<b>Local Business - Pompano Beach</b>	Business located within the City limits of Pompano Beach with a current City Business Tax Receipt
	Attach supporting document (Optional)	<input type="text"/> Select
<input type="checkbox"/>	<b>Certified Small Business Enterprise</b>	As defined by Florida State Statute 288.703(1) and the Small Business Administration size standards available at <a href="http://www.sba.gov/size">http://www.sba.gov/size</a>
<input type="checkbox"/>	<b>Certified Small Business Enterprise - County</b>	Vendor Certified through the Broward County Office of Economic and Small Business Development standards available at <a href="http://www.broward.org/econdev/SmallBusiness/Pages/localcertificationprograms.aspx">http://www.broward.org/econdev/SmallBusiness/Pages/localcertificationprograms.aspx</a>
<input type="checkbox"/>	<b>Certified Woman-Owned Business Enterprise</b>	Vendor certified through the State of Florida Office of Supplier Diversity standards available at <a href="http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/">http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/</a>
<input type="checkbox"/>	<b>Certified Minority-Owned Business Enterprise</b>	Vendor certified through the State of Florida Office of Supplier Diversity standards available at <a href="http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/">http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/</a>
<input type="checkbox"/>	<b>Certified Broward County - County Business Enterprise</b>	Vendor Certified through the Broward County Office of Economic and Small Business Development standards available at <a href="http://www.broward.org/econdev/SmallBusiness/Pages/localcertificationprograms.aspx">http://www.broward.org/econdev/SmallBusiness/Pages/localcertificationprograms.aspx</a>
<input type="checkbox"/>	<b>Certified Veteran-Owned Business Enterprise</b>	Vendor certified through the State of Florida Office of Supplier Diversity standards available at <a href="http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/">http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/</a>
<input type="checkbox"/>	<b>Certified Disadvantaged Business Enterprise</b>	Vendor certified through the Florida Department of Transportation standards available at <a href="http://www.dot.state.fl.us/equalopportunityoffice/dbcertification.shtm">http://www.dot.state.fl.us/equalopportunityoffice/dbcertification.shtm</a>

100%

Step 10 – Accept Terms and Conditions. After reviewing the terms and conditions put a check in the box to indicate you accept the terms and conditions and select Save and Next.

The screenshot shows a web browser window with the URL <https://pompanobeachfltest.ionwave.net/VendorRegistration/Terms.aspx#>. The page title is "Supplier Registration" and the logo for "pompano beach" is visible. The navigation menu includes: Preliminary Info, Company Info, Addresses, W-9, Other Info, Commodity Codes, Classifications, Terms, Review, and Complete. The "Terms" tab is active. Below the navigation menu is a "Save and Next" button, indicated by an orange arrow. The main content area is titled "City of Pompano Beach, FL Terms and Conditions" and contains the following text:

**WEBSITE TERMS AND CONDITIONS**

City of Pompano Beach, Florida, herein after referred to as "City".

Only individuals with the authority to accept this agreement and comply with all Terms and Conditions shall register. Bidder acknowledges and agrees that all agents or employees who utilize this website on Bidder's behalf possess all necessary authority to accept this agreement and to bind Bidder. Registering with the online bidding website alone shall not constitute the City's acceptance as an approved Bidder for future bidding notifications.

In order to use this site, your browser must support JavaScript, allow Popup Windows and Session Cookies. A current internet browser is recommended. Visit the "Browser Requirements" link located on the login page for a complete listing of recommended and supported internet browsers.

Use of Pop-Up Blocking Software:

I Accept the City of Pompano Beach, FL Terms and Conditions [Printer-Friendly Version](#)

An orange arrow points to the checkbox. The browser's address bar at the bottom shows the URL and a 100% zoom level.

Step 11 – Review registration information. To make corrections, click Edit in the appropriate section or the appropriate tab. To complete registration, select Register Now.

Supplier Registration

Preliminary Info Company Info Addresses W-9 Other Info Commodity Codes Classifications Terms Review Complete

Register Now

You're almost done. Please review your information below. Please review info: To make corrections, click Edit or the appropriate tab. To complete registration, click Register Now.

**Company Info** [edit]

**Company Information**

Company Name ABC, LLC

Company Description

Organization Type Limited Liability Company

Legal Name

Tax ID Number 123456789

DUNS

Formation Date

Formation State Florida

Website

**User Information**

User Name / Login POMPAN011

First Name Test

Last Name User

Title

Email cassandra.lemasurier@copbfl.com

Office Phone

Mobile Phone

Time Zone

**Addresses** [edit]

**General/Corporate Address**

Address 123 Anywhere Road Anytown, FL 33000

Contact Name

Email

Main Phone (999) 999-9999

Toll Free

Fax

**Payment Address**

Address 123 Anywhere Road Anytown, FL 33300

Contact Name

Email

Main Phone (999) 111-1111

Toll Free

Fax

**W-9** [edit]

**Substitute W-9 Tax Identification Form**

Name ABC, LLC (as shown on your income tax return)

Business name/disregarded entity name (if different from above)

Federal Tax Classification  Individual/sole proprietor  C Corporation  S Corporation  Partnership  Trust/estate  Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

Address 123 Anywhere Road Anytown, FL 33000

75%

Your registration is now submitted. You will receive an email confirming the submittal of your registration. You will receive a second email once your account has been activated. You can then log into the eBid System to view and respond to solicitations. Thank you for completing your registration.

