

# Planet Bids Registration

## Instructions for registering:

1. Visit the City's webpage at [www.fresno.gov/purchasing](http://www.fresno.gov/purchasing)
2. On the right, look for "Bid Opportunities"

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Disadvantaged Business Enterprise

Anticipated Formal Bid

**Bid Opportunities**

Municipal Code

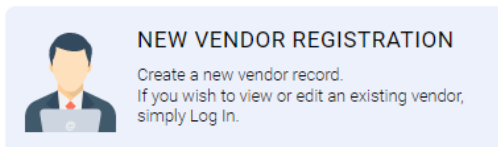
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3. Click on "Bid Opportunities" and you will be taken to the City's Planet Bids website.

**\*\*Tip:** You can navigate directly to the City's Planet Bids website by visiting:

<https://pbsystem.planetbids.com/portal/14769/portal-home>

4. Click on "New Vendor Registration"



**\*\*Tip:** You can also search for bid opportunities without registering by clicking "Bid Opportunities".



5. Enter your company name, FEI/SSN, and email. Then click "Sign Up".

Create your Vendor Profile with

## City of Fresno

Company Name *
FEI/SSN *
Email *
<b>SIGN UP</b>

6. Verify your email address.

7. Create a password and complete the company information fields.

8. Select any business classifications that may be applicable (DBE, MBE, SBE, etc.).

9. In the Categories tab, click “Add” next to the Categories box. Be sure to select all the categories that pertain to your business!

10. You can search the categories using the text field. Add the categories to your profile by double clicking on them. Once you’ve selected the appropriate ones, click “Save”.

**\*\*Tip:** You can select up to 20 categories.

Categories

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

Categories

707 categories

#	Category
00500	Abrasives
91804	Accounting/Auditing/Budget Consulting
91001	Acoustical Ceilings And Walls: Cleaning, Installation, Restoration, Mai...
01000	Acoustical Tile, Insulating Materials, And Supplies
90602	Acoustics; Noise Abatement - Architectural Services
01500	Addressing, Copying, Mimeograph, And Spirit Duplicating Machine S...
91806	Administrative Consulting
96102	Administrative Services, All Kinds (Incl. Clerical, Secretarial Services, ...
91807	Advertising Consulting
91809	Agricultural Consulting
01900	Agricultural Crops And Grains Including Fruits, Melons, Nuts, And Ve...
90604	Agricultural Development - Architectural Services
02200	Agricultural Equipment And Implement Parts

11. Read and accept the Terms & Conditions and click “Submit”.

12. Once all fields been filled out, click “Register”. You will receive a registration confirmation email.

## Did you know???

\*Once registration with Planet Bids is complete, you'll receive automated notifications (emails) when projects are posted for any of your selected categories.

Categories can be updated at any time by logging in, clicking "Categories" and then "Edit".

Categories

Selecting multiple categories (maximum 20) may increase bidding opportunities

00500 Abrasives

\*Bid Opportunities can be found on the City's website by going to:

> [www.fresno.gov](http://www.fresno.gov)

> Click "Doing Business"

> Select "Bid Opportunities"

\*Registration is not required to search for bid opportunities.

\*Planet Bids support can be contacted by calling:  
1-818-992-1771