



**Important Notice to Vendors and Contractors  
New Process for Vendor Registration**

The County of San Bernardino has implemented a web-based electronic procurement system and would like to introduce the “County of San Bernardino eProcurement Network” (ePro). **THIS NEW SYSTEM REPLACES THE CURRENT SYSTEM AND REQUIRES NEW REGISTRATION FOR ALL VENDORS DOING BUSINESS WITH THE COUNTY.**

Now that the ePro system is fully functional, vendors must register online in the new system. Registration into the new system will allow vendors to access solicitation information electronically. In addition, ePro will offer new efficiencies and cost savings by enabling vendors to submit bids and proposals electronically, and to receive electronic purchase orders. The new system will be utilized to better communicate business opportunities between the County and its Vendors.

**Effective immediately, you can register online.** There are both required and optional fields, and you can update your registration at any time to change or add information. All required data fields must be entered in order to complete your registration; be sure to follow the process through to the end. If you exit from the system prior to submitting all required registration information, the information will not be saved.

To begin, please have available (1) Federal Tax ID or Social Security Number, (2) Legal Company/Vendor Name and Address, (3) Company email address (all correspondence and notifications will be handled electronically) and follow the link below:

<http://www.sbcounty.gov/purchasing/eprocurement/eproguide.aspx>

The following tools are available to help with registration:

- User-friendly system prompts
- Online Quick Reference Guides
- Vendor Support Help Desk toll-free at (855) 800-5046

During April 2012, vendor registration workshops will be conducted at the following locations:

San Bernardino Valley	<b>April 4, 2012 9 – 10 a.m.</b>	Registrar of Voters Training Room 777 East Rialto Avenue San Bernardino, CA 92415
West End	<b>April 11, 2012 9 – 10 a.m.</b>	Aging and Adult Services 9445 Fairway View Place, Suite 110 Rancho Cucamonga, CA 91730
High Desert	<b>April 18, 2012 9 – 10 a.m.</b>	Transitional Assistance Department 15010 Palmdale Road Victorville, CA 92392
Low Desert	<b>April 25, 2012 9 – 10 a.m.</b>	Community Services Department 57090 Twentynine Palms HWY Yucca Valley, CA 92284