



The City of Santa Rosa’s Vendor Portal is powered by PlanetBids; an intuitive, web enabled eProcurement system, provided to better serve and convenience its vendor community. Registered vendors receive automatic bid alert notifications based on the commodity codes selected, can download bid documents, become a prospective bidder and bid electronically when applicable.

To register with the City of Santa Rosa, please first visit the City’s Welcome Page at www.srcity.org/bids.

1. Click on the “Vendor Registration” link. This will navigate you to the City of Santa Rosa Vendor Portal.

You must have Adobe Flash Reader 11.1+ installed in order to view this site. This is a free download.

2. Click on “Vendor Registration”.
3. Complete the information on each tab and click on “Register” at the bottom right. The system will prompt you if you have missed mandatory information.
4. A confirmation email will be sent upon registration. You do not need to wait for this email to begin using the system.
5. To view bids please click on “Bid Opportunities” and double click on the bid of interest.
6. Navigate through the different bid tabs to find all the important bid information.

Note: For further support, click the  located in each section.

The screenshot shows the 'City of Santa Rosa VENDOR PORTAL' interface. It features a grid of navigation buttons: 'New Vendor Registration', 'Bid Opportunities', 'My Contracts', 'Certified Vendors', 'Contracts', and 'News & Events'. Below this is a 'Vendor Profile' form with tabs for 'Company Info', 'Address', 'Classifications/Licenses', 'Other Business Info', and 'Category/Description'. The 'Company Info' tab is active, showing fields for 'User Authentication' (User Name, Password), 'Company' (Business Type, Company Name, Doing Business As, FEI/Tax ID Number, Address, City, State, Country, Zip, Website), 'Main Contact' (Name, Title, Email, Alternate Email, Phone, Toll Free, Mobile, Fax), and 'Referral' (How did you hear about registering with City of Santa Rosa?). A 'Log In' button is visible in the top right corner of the form area.