Sussex County Regional Cooperative

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https://sussexcoop.ecsourcing.com/

E-Sourcing Quick Start Guide for Creating a New Vendor Account

- Regardless if you've bid in the past, if you have not participated in an E-Source bidding event before with the Sussex Co Op, you will have to register.
- Click **New Supplier? Register here.** button on the login screen.
- Create a username, password and security question related to your password. Make sure to write this down for future use.
- Enter your **main** contact information. If you have additional users you want added to your account, that is done later.
- Once contact information is finished, select submit to complete your application.
- You will then need to log into the portal to complete your profile.

- Once logged in, you can navigate to the ☰ icon in the upper left-hand corner of your screen. Click on eSourcing and then navigate to Supplier to complete filling out the required information.
- This documentation is required to have been uploaded prior to the beginning of your bid. Click "answer" to each one of the required documentation lines, and upload the correct document.
- If you have not uploaded the documentation required prior to submitting your bid, you will need to submit it prior to being awarded the bid (if you are in fact the lowest **responsible** bidder.)
- - Suggestion - : Create a folder on your computer, that just has bid documents in it. In there, have a separate PDF of each of the required documents saved. When you renew the documents each year, replace them in the folder marked with the year.
- Please make sure that all documents are clear, and scanned correctly.