

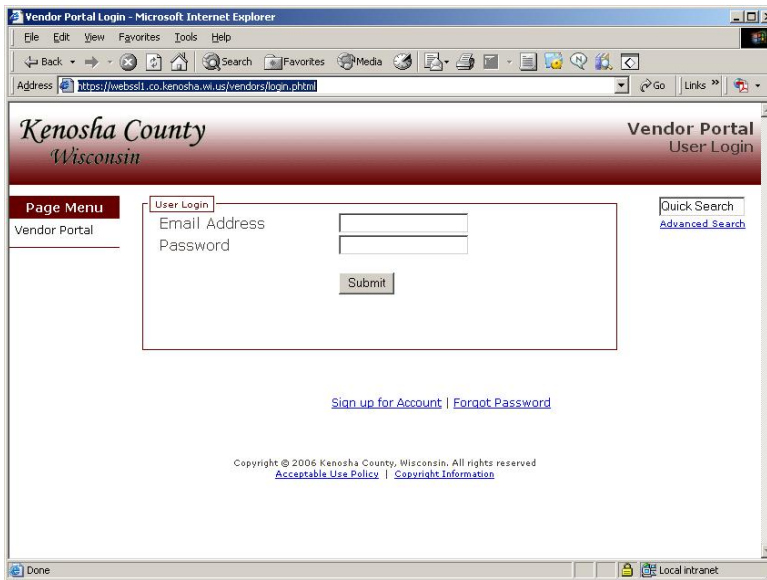
Kenosha County Vendor Portal

Introduction

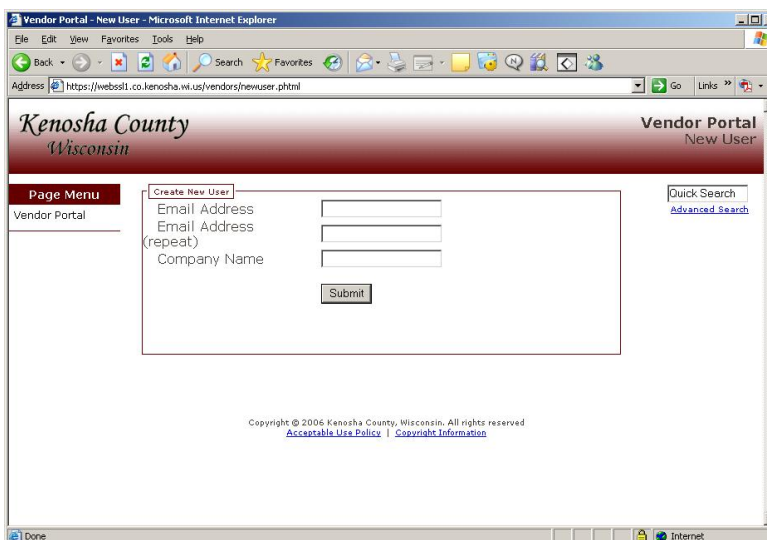
The Kenosha County Vendor Portal is a free service provided by the Kenosha County Division of Purchasing. It has been developed to grant companies/individuals that do business with Kenosha County access to keep track of their Company's information and view active bids. You can access the Kenosha County Vendor Portal thru a web browser at the following address:

<https://webssl1.co.kenosha.wi.us/vendors/>

Creating an Account



In order to create a new account for the Vendor Portal, you must first access the login page, and then click on the link to 'Sign up for Account' on the bottom of the page.



You will be prompted for the email address and company name you would like to register. Enter those two values and then click the 'Submit' button.

If the company already exists in the database, and you are not currently listed as a contact for that company, you will be informed that you need to contact the Purchasing Division to add your name onto the system.

If the company already exists in the database and you are listed as a contact, your web account will be created and an email containing a password will be sent to you.

If the company does not exist, you will be prompted to provide information about the company and yourself.

The screenshot shows a web browser window titled "Vendor Portal - New User - Microsoft Internet Explorer". The address bar shows the URL: <https://webs11.co.kenosha.wi.us/vendors/newuser.shtml>. The page header features the Kenosha County Wisconsin logo on the left and "Vendor Portal New User" on the right. A "Page Menu" on the left lists "Vendor Portal". The main content area is titled "Contact/Company Details" and contains a registration form with the following fields and options:

- Company Name *
- Company Addr (1)
- Company Addr (2)
- Company City *
- Company State *
- Company Zip *
- Company Phone #
- Company Fax #
- Company Website
- MBE Status? No Yes
- DBE Status? No Yes
- Tax Number
- Specialty
- Contact Type: Account Representative
- Contact Prefix
- Contact First Name *
- Contact Last Name *
- Contact Phone # *
- Contact Fax #

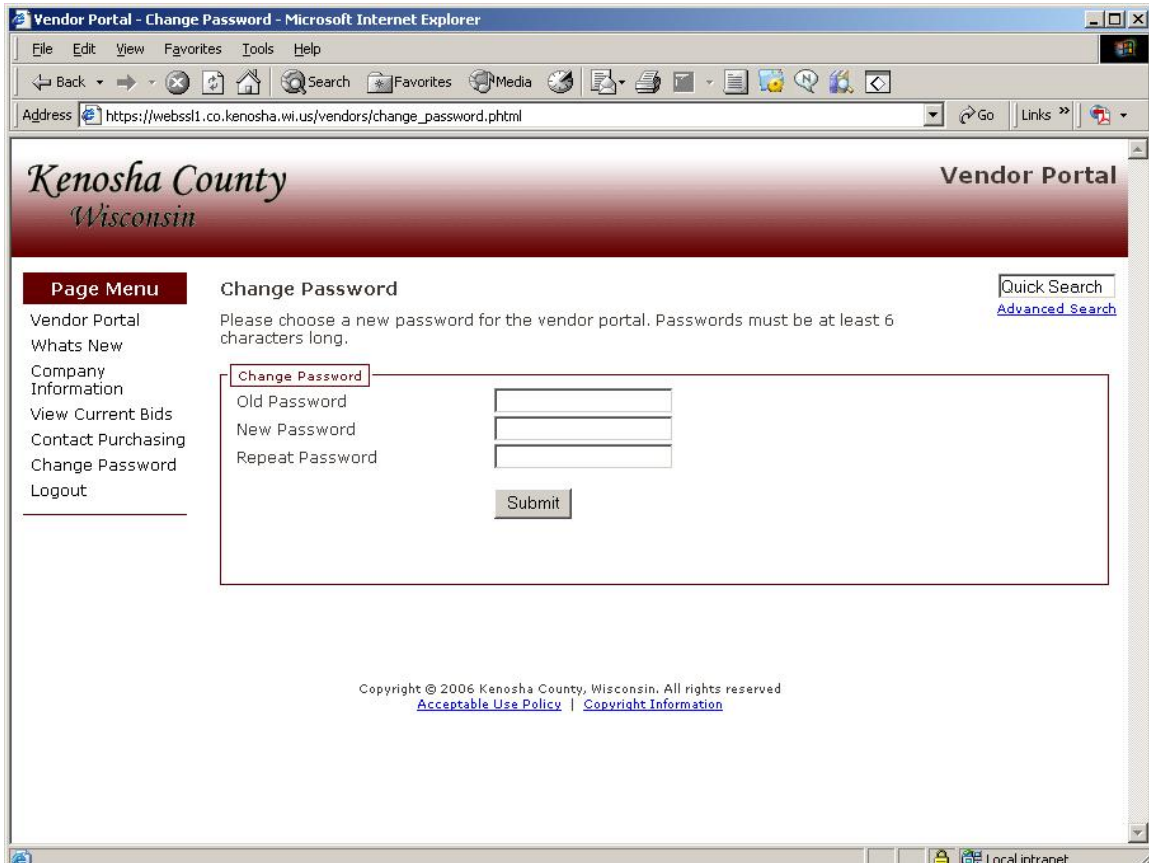
A "Submit" button is located at the bottom of the form. On the right side of the form, there are links for "Quick Search" and "Advanced Search". The browser's status bar at the bottom shows "Done" and "Local intranet".

As you fill out the form, make sure to fill out any values with a '*' next to them, as they are required. Click 'Submit' when you are finished. You will be notified that your account information has been submitted to the Purchasing Division. At this point, you will need to wait for Kenosha County staff to approve your account. When approved, you will receive an email with your new password.

Changing Passwords

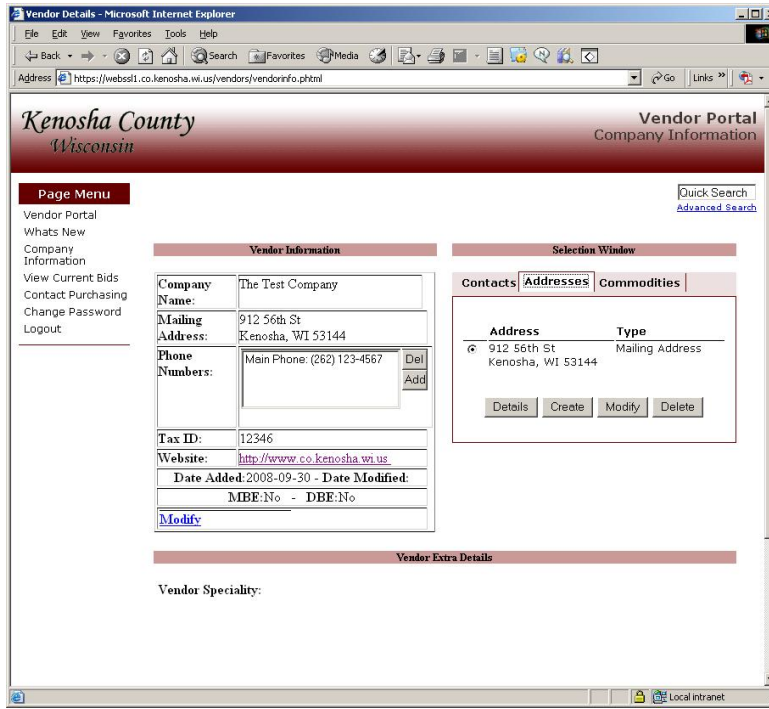
If you've forgotten your password, you can request a new password be emailed to you. On the main login screen, select "Forgot Password". This will prompt you for your email address. After clicking 'Submit', your password will be reset and a new password will be emailed to you.

If you would like to change your password to something new, make sure you are signed into the Vendor Portal. Click on "Change Password" on the left hand menu bar. You will be prompted for your old password and the new password twice. The new password must be at least 6 characters long.



The screenshot shows a Microsoft Internet Explorer browser window displaying the Kenosha County Vendor Portal. The browser's address bar shows the URL: https://webssl1.co.kenosha.wi.us/vendors/change_password.phtml. The page header features the Kenosha County Wisconsin logo on the left and "Vendor Portal" on the right. A "Page Menu" on the left lists various options, with "Change Password" highlighted. The main content area is titled "Change Password" and includes a message: "Please choose a new password for the vendor portal. Passwords must be at least 6 characters long." Below this message is a form with three input fields labeled "Old Password", "New Password", and "Repeat Password", and a "Submit" button. A "Quick Search" box with a "Quick Search" button and a link to "Advanced Search" is located in the top right corner. The footer contains copyright information: "Copyright © 2006 Kenosha County, Wisconsin. All rights reserved" and links to "Acceptable Use Policy" and "Copyright Information". The browser's status bar at the bottom indicates "Local intranet".

Maintaining Company Information



The primary contact for each company can maintain their company information that is kept in the Kenosha County Vendor Database. You can access this page by clicking on the "Company Information" menu item on the left hand menu bar. The Company page is split into three separate panes. These are the 'Vendor Information', 'Selection Window' and 'Details' pane. The 'Vendor Information' pane displays the primary information for a Company. The 'Selection Window' provides tabs to list and control Contacts, Addresses and Commodities. The 'Details' pane is used to display details on items selected in the 'Selection Window' and input new information. The following are the various operations you can perform using this screen:

- **Add a new Company Phone Number**
By clicking on the 'Add' button next to the 'Phone Numbers' list box under Vendor Information, you can add a new phone number. After clicking on the 'Add' button, you will be prompted for the Phone Number Type (Fax or Phone) and the phone # in the 'Details' pane. Please note that Contact phone numbers should be kept with the individual contact information.
- **Delete a Company Phone Number**
First, you must select the phone number you wish to remove from the 'Phone Numbers' box in the 'Vendor Information' frame. Next, you need to click on the 'Del' button. The phone number selected will then be removed.
- **Modify Company Name, Website, Tax ID, Speciality and MBE/DBE Status**
Click on the 'Modify' link at the bottom of the 'Vendor Information' frame. This will bring up an edit screen in the 'Details Pane'. Change any of the values as needed and click on the 'Commit Changes' button to complete.

- **Add/Modify/Delete Contacts**

The 'Contacts' tab located in the 'Selection Window' allows you to create, modify and delete contacts. To create a contact, click on the 'Create' button in the Contacts tab. It will prompt for Contact information at the bottom of the page. Please note that there can be only one 'Primary Contact', and the Create option will not allow you to set more than one person with that status. To delete a user, click on the radio box next to the contact you would like to remove. Click on the 'Delete' button. A form will then display at the bottom of the screen verifying the delete. Finally, if you select the contact, and click on the 'Modify' button, you can change the contact's information.

- **Add/Modify/Delete Addresses**

The 'Addresses' tab located in the 'Selection Window' allows you to create, modify and delete addresses associated with a company. By clicking on the 'Create' button, a form appears at the bottom of the page allowing you to add in a new address. To Modify an address, click on the radio button next to the address and then click on the 'Modify' button. A form populated with the current details will appear at the bottom of the page, and you can update the fields as needed. Finally, to delete an address, click on the radio button next to the address and click on the 'Delete' button. You will be prompted to verify the delete operation on the bottom of the page.

- **Add/Delete Commodities**

Every account needs to have at least one commodity associated with it. Which notifications your company receives is controlled by which commodities you select. You can add new commodities to your account by clicking on the 'Add' button on the Commodities tab. This will provide two drop down boxes at the bottom of the page. First select the Primary Commodity. The secondary commodity dropdown list will then populate with all possible secondary commodities. Make sure to select from both drop down boxes. To delete a commodity, select the radio box next to the commodity you wish to delete. Press the 'Delete' button, and a form will appear at the bottom of the page verifying you wish to delete the commodity.

View Bid Listing

Kenosha County
Wisconsin

Vendor Portal
Bid Listing

Page Menu

- Vendor Portal
- Whats New
- Company Information
- View Current Bids**
- Contact Purchasing
- Change Password
- Logout

Vendor Bids / RFPs

[County Ethics Policy](#)

[Quick Search](#)
[Advanced Search](#)

Vendors are responsible for checking this website for addenda prior to submitting their bids. Kenosha County is not responsible for the content of any bid package received through any 3rd party bid service. It is the responsibility of the vendor to ensure the completeness and accuracy of any documents received from any source other than the Kenosha County Purchasing Division.

Due Date	Bid/RFP #	Description	Files	Addenda	Bid Tabs
2009-03-19	RFP#9000076	Renovation of the Health Clinic MANDATORY PRE-BID	<ul style="list-style-type: none">Bid Doc		
2009-03-17	RFP#0921	Sale of Used Surplus Equipment File Cabinets	<ul style="list-style-type: none">Bid Document		
2009-03-02	ITB0910	Janitorial Paper Products and Can Liners	<ul style="list-style-type: none">Cover PageBid Doc	<ul style="list-style-type: none">Addendum One	
2009-03-02	ITB0909	Combi Oven - Alto-Shaam // BID SUSPENDED	<ul style="list-style-type: none">Cover LetterBid Doc		
2009-02-	ITB#09-01H	Public Works Dept: One -Ton	<ul style="list-style-type: none">Bid Document		

https://webs11.co.kenosha.wi.us/vendors/showbid.php?bid=45&doc=118

By clicking on the 'View Current Bids' item on the left hand menu bar, you can access the full listing of Bids and RFPs for Kenosha County. From this page, you can access bid documentation, addenda and bid tabs. The first time you click on a document for any of the bids, you are first directed to a 'Terms and Conditions of Use' page for that bid. Unselect the checkmark if you do not wish to be emailed when updates are made to the bid. Then, click on 'I Agree' and you will be directed to the bid PDF.

Support & Downtime

Kenosha County staff is available to assist you with problems relating to this site from 8am-5pm M-F. If you are having problems, please contact the Division of Purchasing at (262) 653-2603 or by email at purchasing@co.kenosha.wi.us.

Kenosha County has a window of downtime for server maintenance on Tuesdays from 6-9pm. It is possible the Vendor Portal will not be available during this time.