

Bidder Self Registration

Scenario: You have been invited to register for the Bidding process and need to provide your information to Kaiser Permanente.

Step	Action
1.	The invited bidder gets an email to register as a bidder. The email has the link to complete and submit bidder registration form. Click on the link in the bidder registration invitation email.

Step	Action
2.	Click the Business option. <input checked="" type="radio"/> Business
3.	Click the Selling goods/Services option. <input checked="" type="radio"/> Selling goods/Services
4.	Click the Next button. <input type="button" value="Next"/>


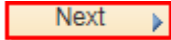
The screenshot shows a web browser window with the OneLink application. The breadcrumb trail is: Home > Sign out > Register Bidder > Manage Events and Place Bids > Main Menu > Favorites. The application header includes the OneLink logo and navigation tabs: Welcome, Identifying Information (active), Addresses, Contacts, Payment Information, and Categorization. The main content area is titled 'Identifying Information - Step 2 of 7' and contains the following sections:

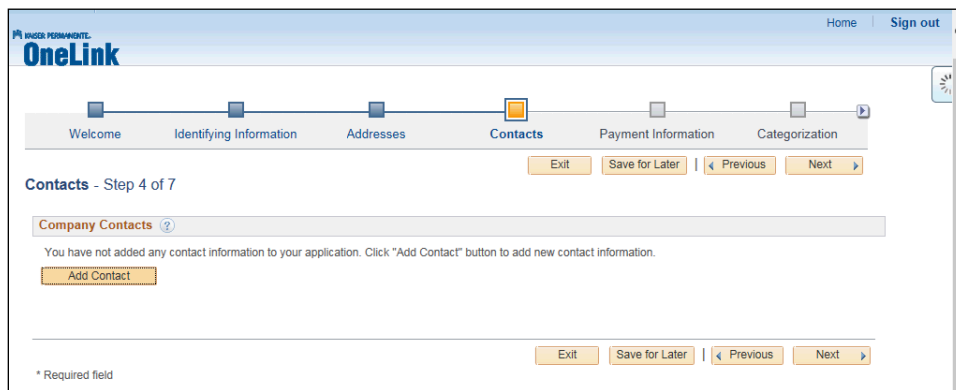
- Unique ID & Company Profile**:
 - * Tax Identification Number:
 - * Entity Name:
 - http://URL: Open URL
- Profile Questions**:
 - Please Provide the D&B DUNS number(if registered):
 - Please attach the completed and signed W-9 form(s): Add Attachment
 - Minority Owned Business:
 - Non Profit Organization:

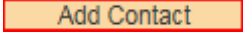
Step	Action
5.	Enter your organization’s tax ID into the Tax Identification Number field. Enter a valid value e.g. " 876987098 ". * Tax Identification Number <input type="text"/>
6.	Enter your organization’s complete legal name including legal structure – Corporation, LLC, LTD, etc.” into the Entity Name field. * Entity Name <input type="text"/>
7.	Enter your organization’s website into the http://URL field. http://URL <input type="text"/>
8.	Click the Minority Owned Business drop-down list and make the appropriate selection. Minority Owned Business <input type="text"/> <input type="button" value="v"/>
9.	Click the Non Profit Organization drop-down list and make the appropriate selection. Non Profit Organization <input type="text"/> <input type="button" value="v"/>
10.	Click the LGBT drop-down list and make the appropriate selection. <input type="text"/> <input type="button" value="v"/>

11.	<p>Fill out the Additional Reporting Elements if applicable</p> <p>Enter any necessary Comments. Click Save for Later to save the form.</p>
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Step	Action
12.	<p>Click the Next button.</p> <p style="text-align: center;">Next</p>

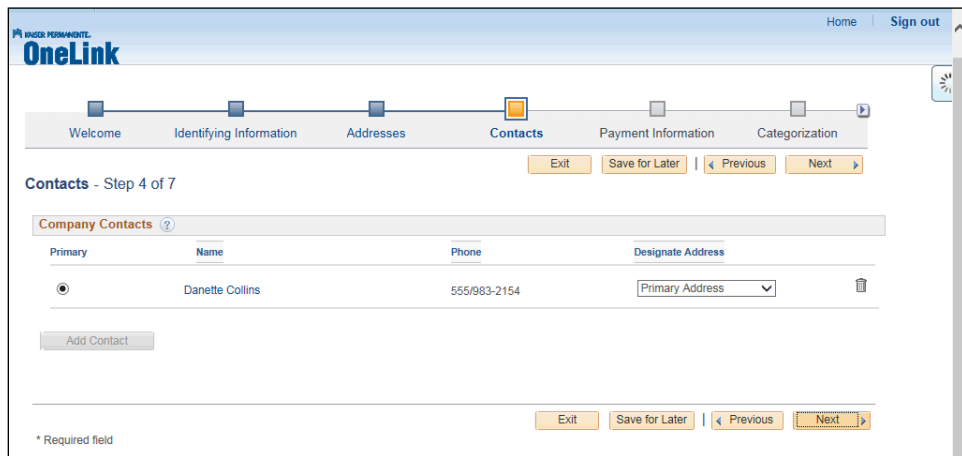
Step	Action
13.	The Country field is filled by default Click in the Address 1 field. Address 1 <input type="text"/>
14.	Enter the your organization’s address into the Address 1 field. Address 1 <input type="text"/>
15.	Enter the location of your organization’s corporate headquarters into the City field. City <input type="text"/>
16.	Click the Search button. 
17.	Check the Invoice Address box if the invoicing address is different from the primary address.
18.	Click the Next button. 

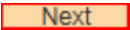


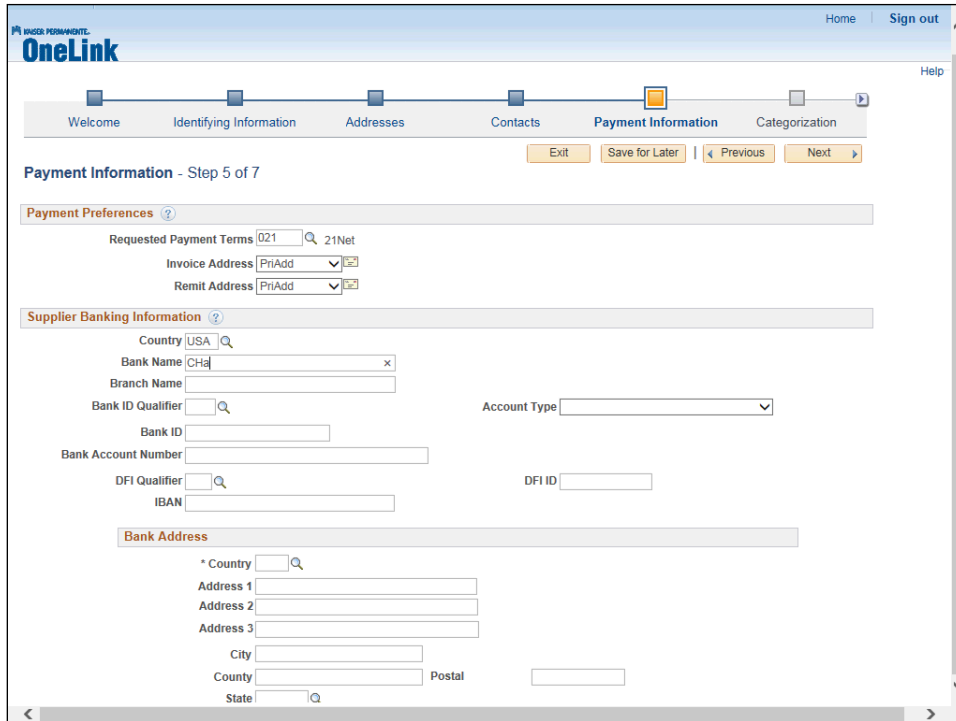
Step	Action
19.	Click the Add Contact button. 

Step	Action
20.	Enter the first name of the primary contact for your organization into the First Name field. * First Name <input type="text" value="Danette"/>
21.	Enter the last name of the primary contact for your organization into the Last Name field. * Last Name <input type="text" value="Collif"/>
22.	Check the Primary Contact option. <input checked="" type="checkbox"/> Primary Contact
23.	Enter the phone number of the primary contact into the Telephone field. Enter a valid value e.g. " 559-832-154 ". * Telephone <input type="text" value="555983"/>
24.	Enter a User ID into the Requested User ID field. Your User ID is not assigned and is created by you at this step. Note: Your user ID must be in upper case. * Requested User ID <input type="text" value="DA"/>
25.	Enter a password into the Password field. Your password is not assigned and is created by you at this step. Password <input type="password"/>

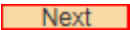
Step	Action
26.	<p>Re-enter your password into the Confirm Password field.</p> <p>Note: Your password must meet the following criteria:</p> <ul style="list-style-type: none"> • Minimum 8 characters in length • Contain one special character (e.g., \$,*,!) • Contain on digit <p>Confirm Password <input type="password" value="..."/></p>
27.	<p>Click the Hint Question drop-down list and choose a hint.</p> <p>Hint Question <input type="text" value=""/></p>
28.	<p>Enter the desired information into the Response field.</p> <p>Response <input type="text" value="Collins"/></p>
29.	<p>Click the Generate Verification Code button.</p> <p><input type="button" value="Generate Verification Code"/></p>
30.	<p>The verification code is sent to the user's email ID.</p>
31.	<p>Enter the verification code into the Confirm Verification Code field.</p> <p>Confirm Verification Code <input type="text" value=".m"/></p>
32.	<p>Click the Verify Code button.</p> <p>This should successfully verify the contact.</p> <p><input type="button" value="Verify Code"/></p>
33.	<p>Click the OK button.</p> <p><input type="button" value="OK"/></p>

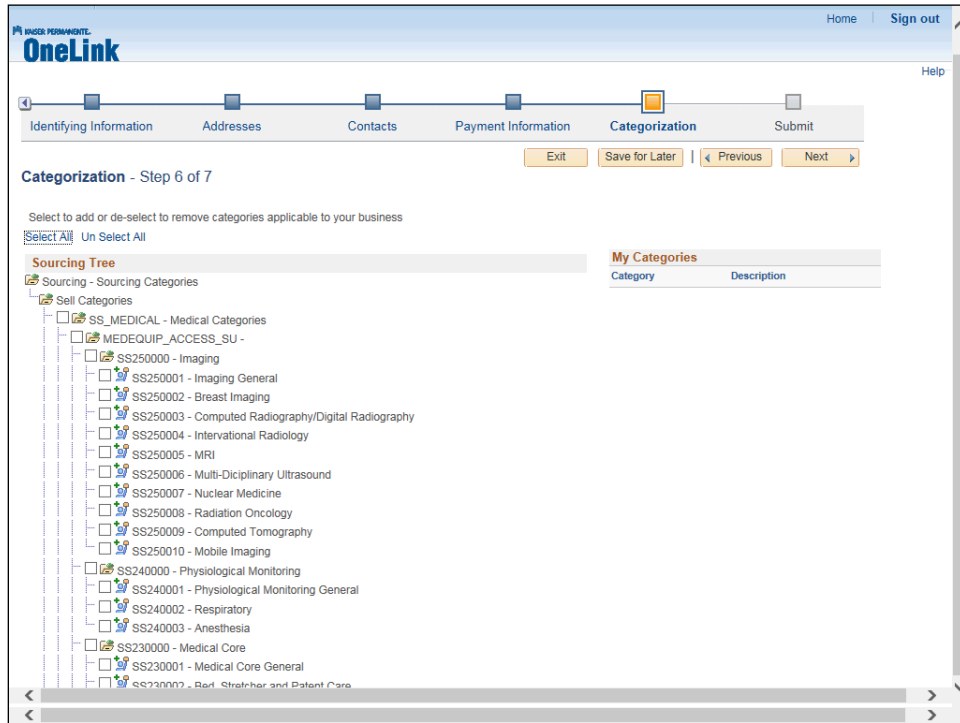


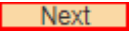
Step	Action
34.	Click the Next button. 

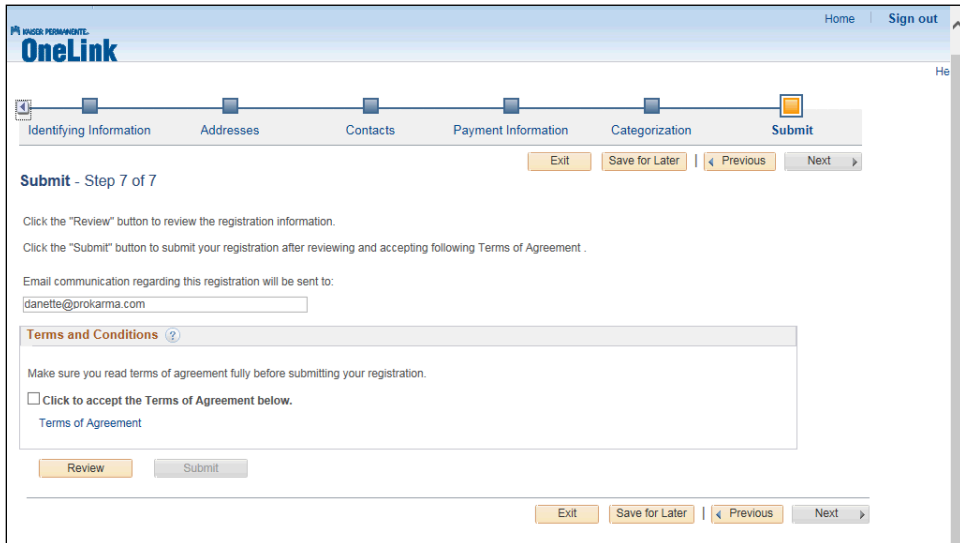


The screenshot shows the 'Payment Information' step 5 of 7 in the OneLink system. The navigation bar at the top includes 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information' (highlighted), and 'Categorization'. Below the navigation bar, there are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The main form area is divided into two sections: 'Payment Preferences' and 'Supplier Banking Information'. The 'Payment Preferences' section includes fields for 'Requested Payment Terms' (021), 'Invoice Address' (PriAdd), and 'Remit Address' (PriAdd). The 'Supplier Banking Information' section includes fields for 'Country' (USA), 'Bank Name' (Chia), 'Branch Name', 'Bank ID Qualifier', 'Bank ID', 'Bank Account Number', 'DFI Qualifier', 'IBAN', 'Account Type', and 'Bank Address'. The 'Bank Address' section includes fields for 'Country', 'Address 1', 'Address 2', 'Address 3', 'City', 'County', 'Postal', and 'State'.

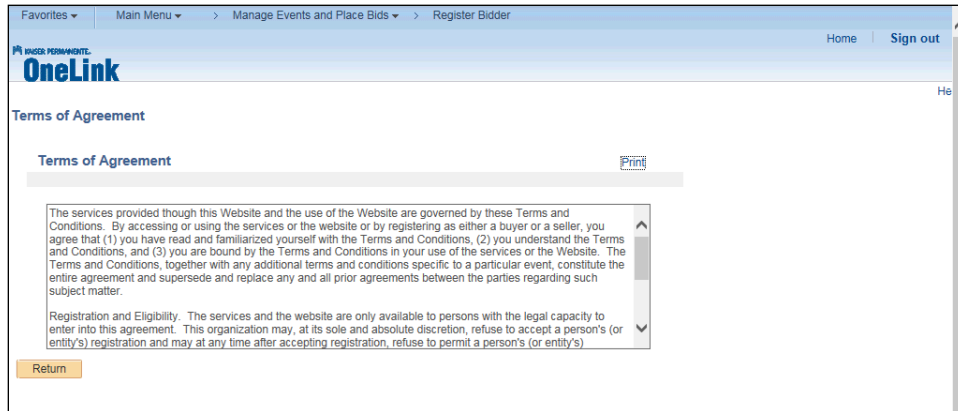
Step	Action
35.	Click the Next button. 



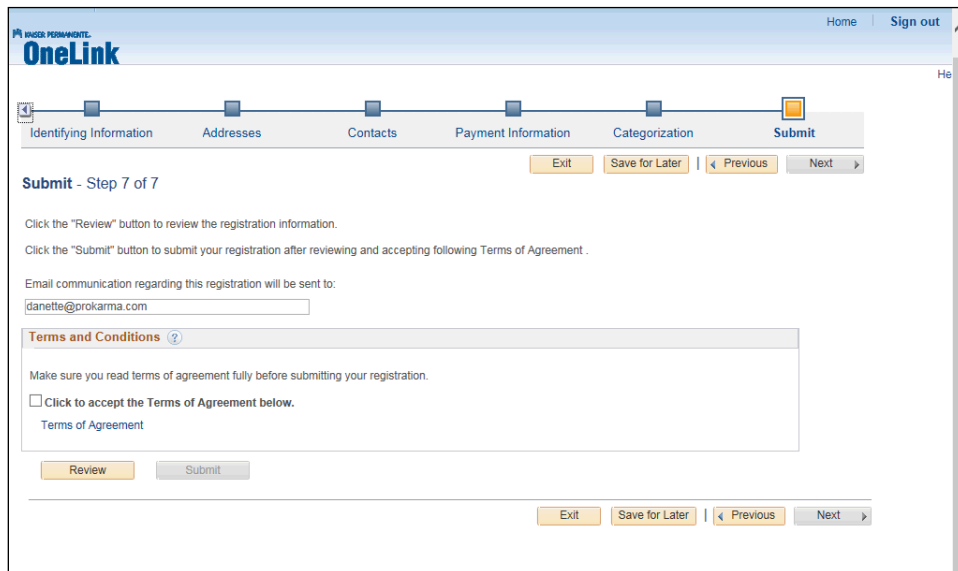
Step	Action
36.	Click the Next button. 



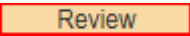
Step	Action
37.	Click the Terms of Agreement link. Review the terms and make sure you agree with the terms. Terms of Agreement

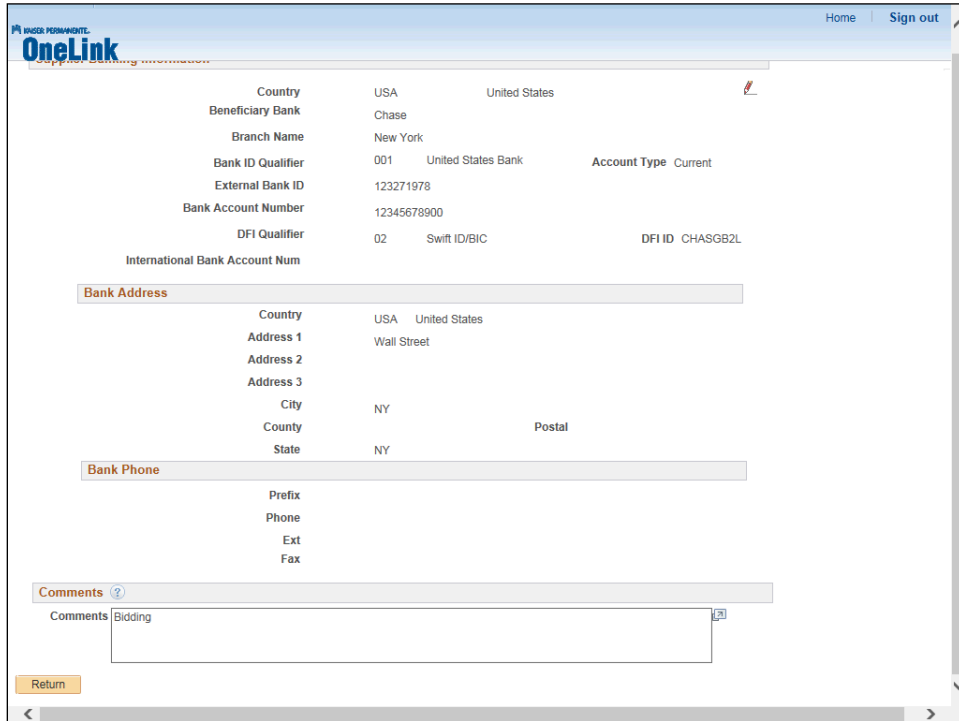


Step	Action
38.	Click the Return button. Return



Step	Action
39.	Select the Click to accept the Terms of Agreement below. option. <input type="checkbox"/> Click to accept the Terms of Agreement below

Step	Action
40.	Click the Review button. 
41.	Review the Bidder Registration details and make sure they are accurate.



The screenshot shows the 'Supplier Bidding member' page in OneLink. It displays the following information:

- Country:** USA United States
- Beneficiary Bank:** Chase
- Branch Name:** New York
- Bank ID Qualifier:** 001 United States Bank **Account Type:** Current
- External Bank ID:** 123271978
- Bank Account Number:** 12345678900
- DFI Qualifier:** 02 Swift ID/BIC **DFI ID:** CHASGB2L
- International Bank Account Num:**

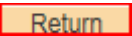
Below this is the **Bank Address** section:

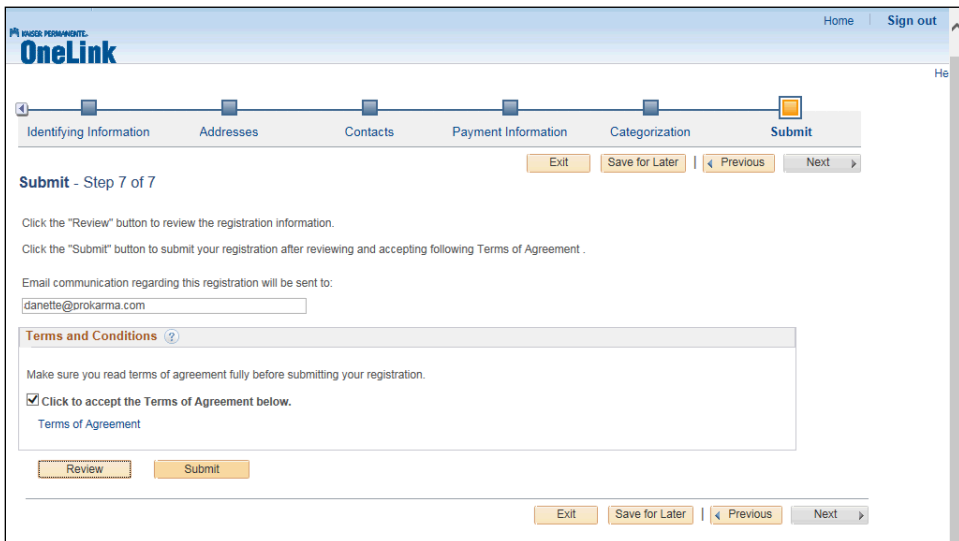
- Country:** USA United States
- Address 1:** Wall Street
- Address 2:**
- Address 3:**
- City:** NY
- County:** Postal
- State:** NY

Next is the **Bank Phone** section:

- Prefix:**
- Phone:**
- Ext:**
- Fax:**

At the bottom, there is a **Comments** section with a text area containing 'Bidding' and a **Return** button.

Step	Action
42.	Click the Return button. 



The screenshot shows the 'Submit - Step 7 of 7' screen in OneLink. It includes a progress bar with steps: Identifying Information, Addresses, Contacts, Payment Information, Categorization, and Submit (highlighted in orange).

Navigation buttons: Exit, Save for Later, Previous, Next.

Instructions: Click the "Review" button to review the registration information. Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.

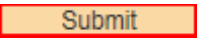
Email communication regarding this registration will be sent to: danette@prokarma.com

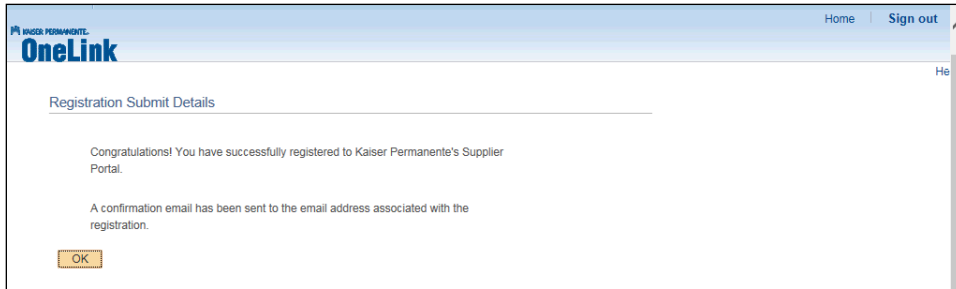
Terms and Conditions section:


- Make sure you read terms of agreement fully before submitting your registration.
- Click to accept the Terms of Agreement below.
- [Terms of Agreement](#)

Buttons: Review, Submit.

Bottom navigation: Exit, Save for Later, Previous, Next.

Step	Action
43.	Click the Submit button. 



Step	Action
44.	Click the OK button. 
45.	Congratulations! You have successfully registered for a Bidding Process End of Procedure.