Bidder's Registration

Background:

- This process is for internal staff who are capturing the submitted Bidder's Registration form data for a vendor in AASHTOWare Project.
- This process is only for vendors that are currently loaded into AASHTOWare Project. If a vendor is not in the list of vendors, provide the vendor with a link to IRIS registration.
- Fields with red asterisks are required fields and must have data.

Role:

CRO Admin, CRO User

Navigation: Reference Data → Vendors → Choose Vendor →

Bidder's Registration tab

Add or Maintain Bidder's Registration Information

- Select **State of Incorporation**
- Enter the **Year Firm Established**
- Select **Range Annual Gross Receipt**
- Enter or select **Bidder Registration Submittal Date**
- The system will display the **Small Business Enterprise** indicator and the **DBE Certification Status** for this vendor
- Enter the following, as needed
  - o Prime Contractor
  - o Subcontractor – Identify specialty
  - o Service Provider – Identify service
  - o Material Supplier – Identify material
  - o Manufacturer – Identify Product
- Enter the following, as needed:
  - o Highways
  - o Airports
  - o Mass Transit
  - o Alaska Marine Highway System