



# VENDOR REGISTRATION

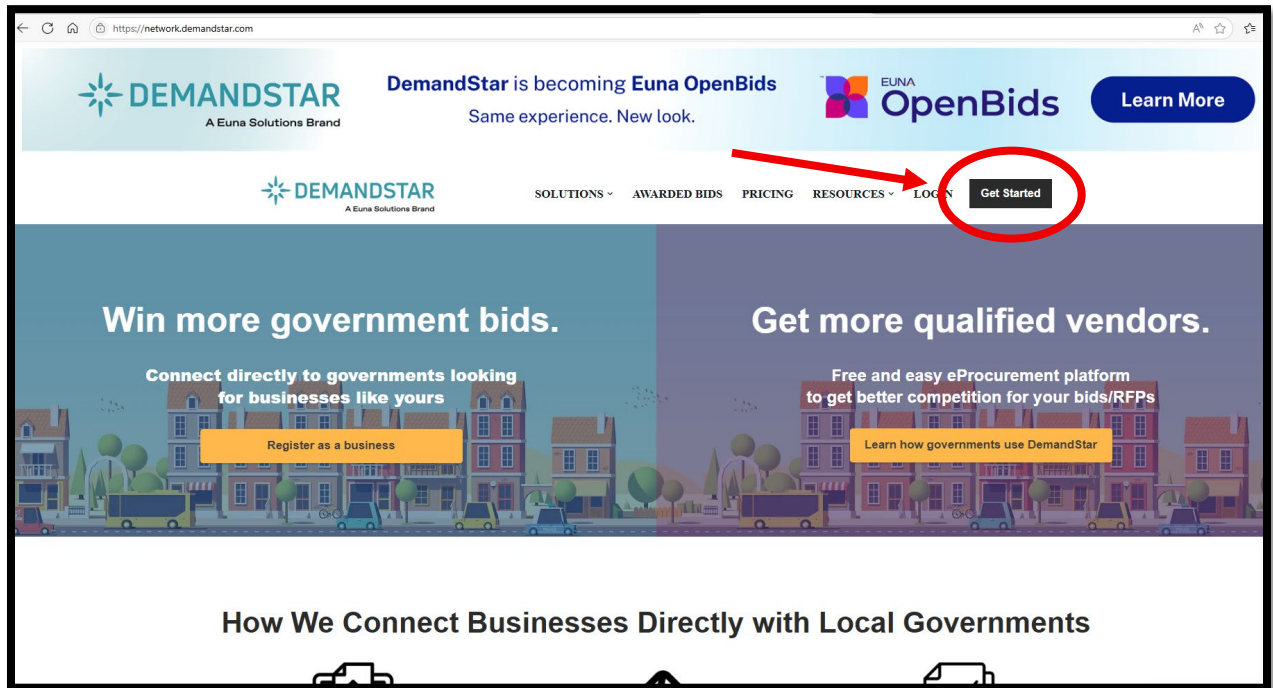
**LYNX**

Thank you for expressing an interest in doing business with LYNX. Please consider registering as a vendor by visiting our website at [www.golynx.com](http://www.golynx.com) and clicking on “Procurement” at the bottom of the page.

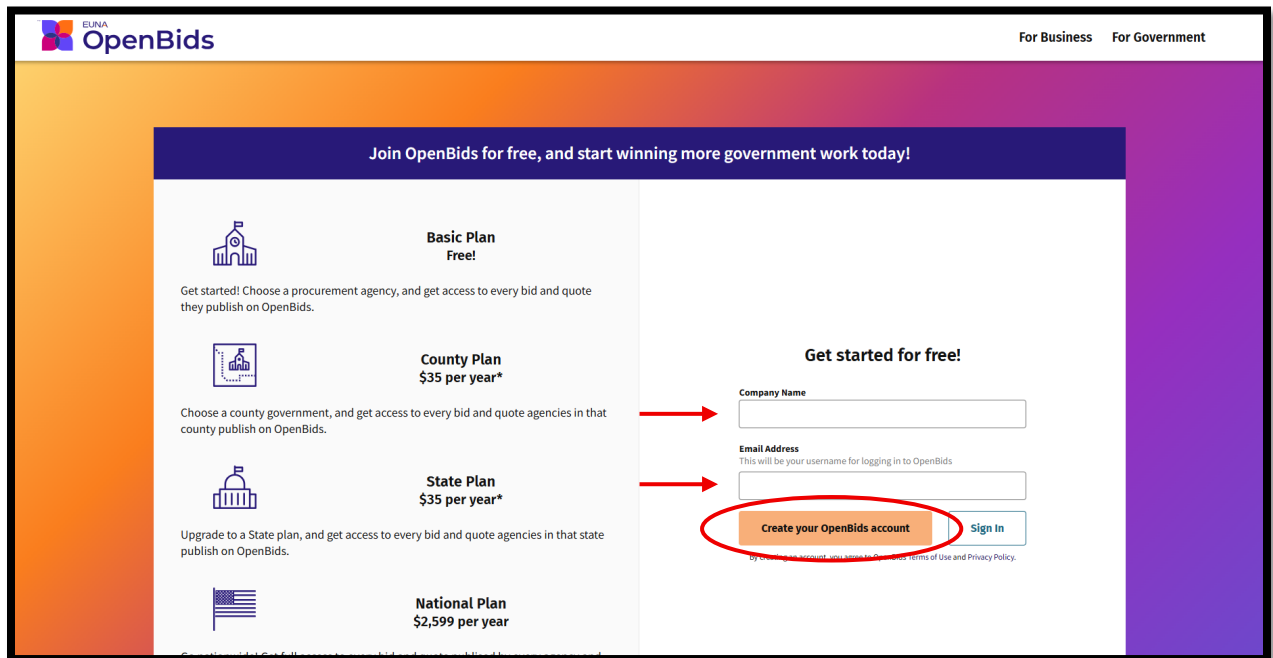
Register under “Vendor Registration” and you will receive an email confirmation. This will also prompt you to register in DemandStar/OpenBids [www.demandstar.com](http://www.demandstar.com). Once registered with DemandStar/OpenBids, you will receive notifications of any solicitations with the same commodity codes you chose. Make sure to choose all commodity codes that align with your business so that you receive the notifications.

## Step by Step Guide on how to create a free bid account on DemandStar/OpenBids

**Step #1:** Click on “Get Started”.



**Step #2:** Type your **Company Name** and **Email**, then click the “Create your OpenBids account” button.



### Step #3: Complete Sections 1 through 4

**Section 1:** Type your **Agency Name**, select the **state** and **county**. Then click on the matching address below.

**1 of 4: Choose your free agency**

A great way to find out about new opportunities on OpenBids is to subscribe to a government agency. To get started, please choose your first (free!) agency. You'll have a chance to sign up for more in just a moment.

**Search by Agency Name**

**State**

Select...

**County**

Select...

[Reset Search](#)

- ☐ 791 Purchasing Cooperative
- ☐ 791 Purchasing Cooperative, TX
- ☐ AIMS Community College
- ☐ ALLIANT ENERGY CORPORATION
- ☐ Abilene ISD eBid System
- ☐ Abilene Regional Airport

**Section 2:** A **commodity code** is required in order to view solicitations that match your services or areas of interest. **For the Section 5310 Solicitation**, please enter **001-952-94** as the commodity code, then click “**Continue**” to proceed. Feel free to add any additional commodity codes that align with the services your agency provides. This will help ensure you receive notifications for future solicitation opportunities that match your services.

**2 of 4: Refine Bid Notifications**

**What are commodity codes?**

OpenBids commodity codes are how we categorize goods and services for government procurement. When you choose commodity codes, OpenBids uses them to match what your company provides to what governments in your subscription need, helping you find the best bids and quotes to bid on.

Take control of your bid notification experience and maximize your chances of finding opportunities that are tailored to your needs. Add your key tags here and let us assist you in uncovering the most relevant and valuable bid opportunities in your industry.

001-952-94

[Go Back](#) [Skip Commodity Codes and Tags](#) [Continue](#)

**Commodity code**  
**001-952-94**

**Section 3:** Select your **state**, then **search for and select the counties** where you provide services. Once you have made your selections, click “**Continue without adding a subscription**” to proceed with setting up your free account.

3 of 4: Choose Subscriptions

Now that you've chosen [791 Purchasing Cooperative](#) as your free agency, add more counties to grow your network of potential clients.

County subscriptions start at \$25 per year.

Please select a state to begin

State

Texas

Choose your counties in Texas

There are currently 71 Texas counties with agencies publishing bids on OpenBids. Please choose which counties you'd like to subscribed to. You may also subscribe to all counties in Texas and save!

+ Subscribe to Texas for \$400 / year

Search for Counties

Search for Counties

<input type="checkbox"/> Anderson County	<a href="#">View 1 Agency</a>	\$35/year
<input type="checkbox"/> Bandera County	<a href="#">View 1 Agency</a>	\$35/year
<input type="checkbox"/> Bastrop County	<a href="#">View 1 Agency</a>	\$35/year
<input type="checkbox"/> Bee County	<a href="#">View 1 Agency</a>	\$35/year
<input type="checkbox"/> Bell County	<a href="#">View 7 Agencies</a>	\$35/year
<input type="checkbox"/> Bexar County	<a href="#">View 19 Agencies</a>	\$35/year
<input type="checkbox"/> Bowie County	<a href="#">View 2 Agencies</a>	\$35/year
<input type="checkbox"/> Brazoria County	<a href="#">View 10 Agencies</a>	\$35/year
<input type="checkbox"/> Brazos County	<a href="#">View 5 Agencies</a>	\$35/year
<input type="checkbox"/> Brown County	<a href="#">View 1 Agency</a>	\$35/year

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1 2 3 ... 7 8 >

Go Back

Continue without adding subscriptions

Bexar County Subscription

791 Purchasing Cooperative is in Bexar County. Subscribe and get notifications from 19 agencies.

[Subscribe to Bexar County for \\$35/year](#)

Texas Subscription

791 Purchasing Cooperative is in Texas. Subscribe and get notifications from 452 agencies.

[Subscribe to Texas for \\$400/year](#)

National Subscription

Choose a national subscription and get notifications from 2888 agencies.

[Subscribe Nationwide for \\$2599/year](#)

**Section 4:** Complete your profile. Enter the information requested on each line, then click “Finish Registration” to proceed.

**4 of 4: Complete your profile**

We've saved your selections. Now that you've set up your subscriptions on OpenBids, tell us a little bit more about yourself.

**Your contact information**

First Name

Last Name

Phone Number

**TranspCompany LLC Information**

Company Phone Number

Website (Optional)

Address

Suite, Floor, etc. (Optional)

Postal Code

City

State

County (Optional)

Country

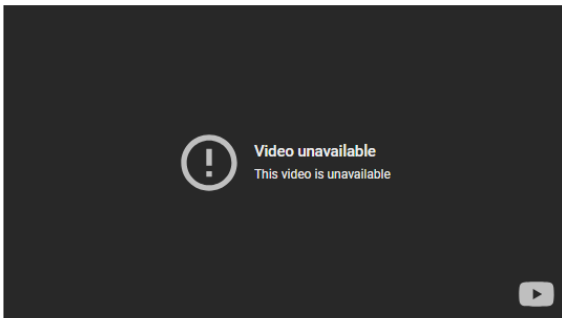
[Go Back](#) [Finish registration](#)

## Step #4: Account Confirmation.

**Account Confirmation**

You're almost there! Click the button in the confirmation email we just sent you to set your password and finish setting up your account.

In the meantime, watch this video that shows you how to make the most of your OpenBids account.




Video unavailable  
This video is unavailable

[Login](#)

**Step #5:** You will receive an email from DemandStar/OpenBids to set up your password. Click on the link provided to proceed.

Welcome to DemandStar: Set your password here

 DemandStar <info@demandstar.com>  
To [redacted]  
① This sender info@demandstar.com is from outside your organization.  
① Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You don't often get email from [info@demandstar.com](mailto:info@demandstar.com). [Learn why this is important](#)

### Welcome to DemandStar!

Dear [redacted]

**Thank you for signing up for DemandStar. We are excited to get you connected with our network of suppliers!**

As a reminder, your username is [redacted].  
**Please set your password by clicking here.**

This link will expire in three days. Once it expires, you'll need to request a new password reset link.

(Note: If clicking the link above does not work, please copy and paste the URL in a new browser window instead.)



Once you're logged in, you can start posting bids right away. You can even use eBidding, so suppliers can submit responses to you through DemandStar. No more paper, no more emailing documents back and forth. The best part is **eBidding is completely free.**

If you have any questions, please email [support@demandstar.com](mailto:support@demandstar.com) or call us at 866-273-1863.

Sincerely,  
The DemandStar team

### Need Help?

**If you have questions or need technical assistance, contact DemandStar Support:**

-  (866) 273-1863
-  [support@demandstar.com](mailto:support@demandstar.com)

**Step #6:** Once your account is verified and you are logged in, you will be able to search and view open solicitations that match your selected criteria.

