



DemandStar Registration



DemandStar Registration

WELCOME!!

Thank you for your interest in doing business with BPU.

If you need assistance with your registration, contact us at:
purchasing@bpu.com



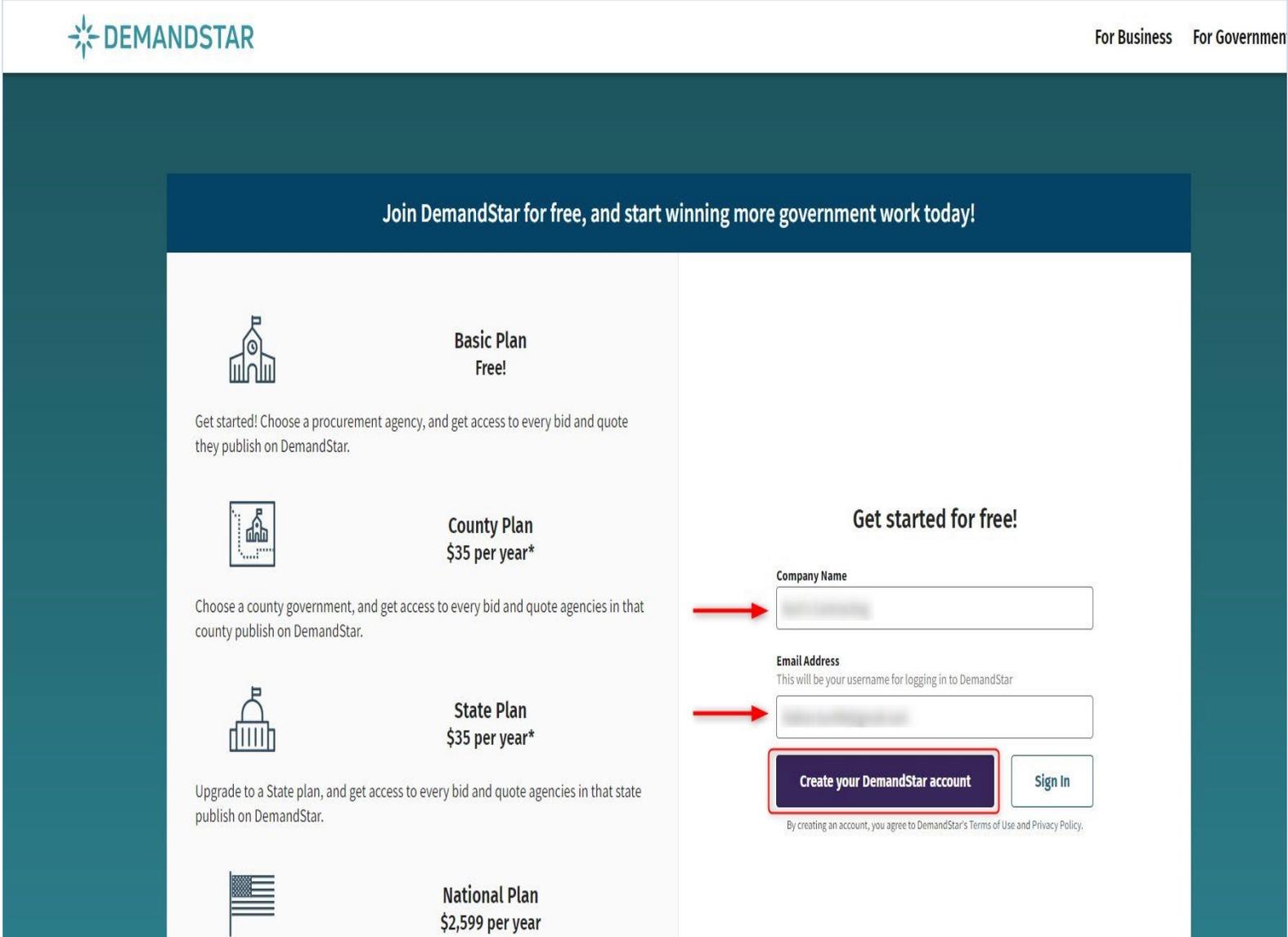
DemandStar Registration

BPU issues certain bid events such as RFPs and RFBs through the DemandStar website. If your company would like to receive notifications when BPU posts a bid event you will need to set up an account with DemandStar and choose BPU as an agency you wish to receive notification on. The registration process is free and very simple.

To get started, click on this link: [DemandStar Registration for BPU](#)

The following pages will provide step-by-step information for completing your registration.

DemandStar Portal Registration Steps

| Action | Screen Details |
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| <p>On the DemandStar start page Enter your Company Name & Email Address</p> <p>The Email Address should be the email you want DemandStar to send you communications on bid events from BPU</p> <p>Select Create your DemandStar account</p> |  <p>The screenshot shows the DemandStar registration page. At the top left is the DemandStar logo, and at the top right are links for 'For Business' and 'For Government'. A dark blue banner reads 'Join DemandStar for free, and start winning more government work today!'. Below this are four plan options, each with an icon and a description:</p> <ul style="list-style-type: none"> Basic Plan Free!: Icon of a city building. Description: 'Get started! Choose a procurement agency, and get access to every bid and quote they publish on DemandStar.' County Plan \$35 per year*: Icon of a county building. Description: 'Choose a county government, and get access to every bid and quote agencies in that county publish on DemandStar.' State Plan \$35 per year*: Icon of a state capitol building. Description: 'Upgrade to a State plan, and get access to every bid and quote agencies in that state publish on DemandStar.' National Plan \$2,599 per year: Icon of the American flag. Description: 'Upgrade to a National plan, and get access to every bid and quote agencies in that state publish on DemandStar.' <p>On the right side of the page, there is a 'Get started for free!' section with two input fields: 'Company Name' and 'Email Address'. Red arrows point to these fields. Below the 'Email Address' field is a 'Create your DemandStar account' button (highlighted with a red box) and a 'Sign In' button. At the bottom of this section, it says 'By creating an account, you agree to DemandStar's Terms of Use and Privacy Policy.'</p> |

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| <p>The next page will allow you to select The Board of Public Utilities as a free agency for you to receive bid events from</p> <p>In the Search by Agency Name field enter 'Board of Public'</p> <p>KC Board of Public Utilities will show at the bottom of the screen. Select the Radio button</p> <p>Select Next</p> | <div data-bbox="445 289 1159 354" style="background-color: #e0e0e0; padding: 5px; text-align: center;"> 1 of 4: Choose your free agency </div> <p data-bbox="541 391 1902 440">A great way to find out about new opportunities on DemandStar 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.</p> <p data-bbox="541 469 1020 492">Selected free agency: KC Board of Public Utilities</p> <p data-bbox="541 521 777 544">Search by Agency Name</p> <div data-bbox="541 544 1906 592"> <input type="text" value="Board of Public"/>  </div> <p data-bbox="541 618 594 638">State</p> <div data-bbox="541 638 1906 690"> <input type="text" value="Select..."/> </div> <p data-bbox="541 716 615 735">County</p> <div data-bbox="541 735 1906 787"> <input type="text" value="Select..."/> </div> <p data-bbox="1776 813 1906 833" style="text-align: right;">Reset Search</p> <div data-bbox="529 899 873 941"> <input checked="" type="radio"/> KC Board of Public Utilities </div> <p data-bbox="1136 956 1310 976" style="text-align: center;">Showing 1-1 of 1</p> <p data-bbox="1556 1068 1776 1088" style="text-align: right;">Skip Agency Selection</p> <div data-bbox="1803 1045 1915 1110" style="border: 2px solid red; padding: 5px; text-align: center; width: fit-content; margin-left: auto;"> Next </div> |

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| <p>The next page will allow you to assign commodity codes to your business. We recommend you assign as many as possible to your account to ensure you are notified of potential bidding opportunities from BPU</p> <p>You can add commodities to your account after you have set it up and logged back in</p> <p>After you have added a few select Continue</p> | <h3>Tell us what your business does</h3> <p>Use a few keywords to tell us what your business does, and we'll match you up with some commodity codes. You can add more codes or change these in your DemandStar profile later.</p> <p>Search Commodity Codes For example, "construction"</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Utilities  </div> <p>Sort results alphabetically</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> A - Z ▼ </div> <ul style="list-style-type: none"> <input type="checkbox"/> ARCHITECTURAL SERVICES, PROFESSIONAL <li style="border: 2px solid red; padding: 2px;"><input checked="" type="checkbox"/> BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES <input type="checkbox"/> COMPUTER SOFTWARE FOR MAINFRAMES AND SERVERS, PREPROGRAMMED <input type="checkbox"/> COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED) <input type="checkbox"/> CONSTRUCTION AND UTILITIES, HIGHER EDUCATION <li style="border: 2px solid red; padding: 2px;"><input checked="" type="checkbox"/> CONSULTING SERVICES <input type="checkbox"/> CONTRACTED SERVICES AND RENTALS, HIGHER EDUCATION <input type="checkbox"/> CONTROLLING, INDICATING, MEASURING, MONITORING, AND RECORDING INSTRUMENTS AND SUPPLIES <input type="checkbox"/> ENGINEERING SERVICES, PROFESSIONAL <input type="checkbox"/> Select All <input type="checkbox"/> Select None <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div data-bbox="499 1360 640 1421" style="border: 1px solid #ccc; padding: 5px 15px;">Go Back</div> <div data-bbox="1480 1377 1732 1404" style="text-align: center;">Skip Commodity Codes</div> <div data-bbox="1780 1352 1948 1429" style="border: 2px solid red; padding: 5px 15px; background-color: #333; color: white; text-align: center;">Continue</div> </div> |

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| <p>On the next page you will be asked if you want to sign up to receive more notifications from other agencies. You do NOT need to add any more agencies and can select Continue without adding subscriptions at the bottom right</p> <p>You will receive notifications from BPU still as it is your one free agency</p> <p>You can also add more but DemandStar will charge you for the subscription service to the other agencies depending on the subscription package you choose</p> | <div data-bbox="451 267 903 316" style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc;"> 3 of 4: Choose Subscriptions </div> <p data-bbox="514 357 1407 397">Now that you've chosen KC Board of Public Utilities as your free agency, add more counties to grow your network of potential clients.</p> <p data-bbox="514 414 819 438">County subscriptions start at \$25 per year.</p> <p data-bbox="514 470 777 495">Please select a state to begin</p> <div data-bbox="514 511 1438 560"> <p>State</p> <input type="text" value="Kansas"/> </div> <p data-bbox="514 576 766 600">Choose your counties in Kansas</p> <p data-bbox="514 609 1428 649">There are currently 11 Kansas counties with agencies publishing bids on DemandStar. Please choose which counties you'd like to subscribed to. You may also subscribe to all counties in Kansas and save!</p> <div data-bbox="798 673 1123 706" style="background-color: #393b79; color: white; padding: 5px; text-align: center; border: 1px solid #ccc;"> + Subscribe to Kansas for \$50 / year </div> <div data-bbox="514 722 1438 771"> <p>Search for Counties</p> <input type="text" value="Search for Counties"/> </div> <table data-bbox="514 787 1428 836"> <tr> <td><input type="checkbox"/> Butler County</td> <td>View 1 Agency</td> <td>\$35/year</td> </tr> <tr> <td><input type="checkbox"/> Cass County</td> <td>View 2 Agencies</td> <td>\$35/year</td> </tr> </table> <div data-bbox="472 852 1921 917"> <p>Search for Counties</p> <input type="text" value="Search for Counties"/> </div> <table data-bbox="472 933 1900 1282"> <tr> <td><input type="checkbox"/> Butler County</td> <td>View 1 Agency</td> <td>\$35/year</td> </tr> <tr> <td><input type="checkbox"/> Cass County</td> <td>View 2 Agencies</td> <td>\$35/year</td> </tr> <tr> <td><input type="checkbox"/> Clay County</td> <td>View 3 Agencies</td> <td>\$50/year</td> </tr> <tr> <td><input type="checkbox"/> Douglas County</td> <td>View 4 Agencies</td> <td>\$35/year</td> </tr> <tr> <td><input type="checkbox"/> Jackson County</td> <td>View 17 Agencies</td> <td>\$35/year</td> </tr> <tr> <td><input type="checkbox"/> Johnson County</td> <td>View 2 Agencies</td> <td>\$35/year</td> </tr> <tr> <td><input type="checkbox"/> Reno County</td> <td>View 1 Agency</td> <td>\$35/year</td> </tr> <tr> <td><input type="checkbox"/> Saline County</td> <td>View 1 Agency</td> <td>\$35/year</td> </tr> <tr> <td><input type="checkbox"/> Sedgwick County</td> <td>View 4 Agencies</td> <td>\$35/year</td> </tr> <tr> <td><input type="checkbox"/> Shawnee County</td> <td>View 1 Agency</td> <td>\$35/year</td> </tr> </table> <p data-bbox="1081 1315 1302 1339" style="text-align: center;">Showing 1-10 of 11</p> <p data-bbox="1155 1356 1281 1380" style="text-align: center;">1 2 ></p> <div data-bbox="472 1437 619 1485" style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Go Back </div> <div data-bbox="1428 1437 1932 1485" style="border: 2px solid #393b79; padding: 5px; display: inline-block; background-color: #393b79; color: white;"> Continue without adding subscriptions </div> | <input type="checkbox"/> Butler County | View 1 Agency | \$35/year | <input type="checkbox"/> Cass County | View 2 Agencies | \$35/year | <input type="checkbox"/> Butler County | View 1 Agency | \$35/year | <input type="checkbox"/> Cass County | View 2 Agencies | \$35/year | <input type="checkbox"/> Clay County | View 3 Agencies | \$50/year | <input type="checkbox"/> Douglas County | View 4 Agencies | \$35/year | <input type="checkbox"/> Jackson County | View 17 Agencies | \$35/year | <input type="checkbox"/> Johnson County | View 2 Agencies | \$35/year | <input type="checkbox"/> Reno County | View 1 Agency | \$35/year | <input type="checkbox"/> Saline County | View 1 Agency | \$35/year | <input type="checkbox"/> Sedgwick County | View 4 Agencies | \$35/year | <input type="checkbox"/> Shawnee County | View 1 Agency | \$35/year |
| <input type="checkbox"/> Butler County | View 1 Agency | \$35/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Cass County | View 2 Agencies | \$35/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Butler County | View 1 Agency | \$35/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Cass County | View 2 Agencies | \$35/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Clay County | View 3 Agencies | \$50/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Douglas County | View 4 Agencies | \$35/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Jackson County | View 17 Agencies | \$35/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Johnson County | View 2 Agencies | \$35/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Reno County | View 1 Agency | \$35/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Saline County | View 1 Agency | \$35/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Sedgwick County | View 4 Agencies | \$35/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Shawnee County | View 1 Agency | \$35/year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Wyandotte County Subscription

KC Board of Public Utilities is in Wyandotte County. Subscribe and get notifications from 3 agencies.

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

Kansas Subscription

KC Board of Public Utilities is in Kansas. Subscribe and get notifications from 39 agencies.

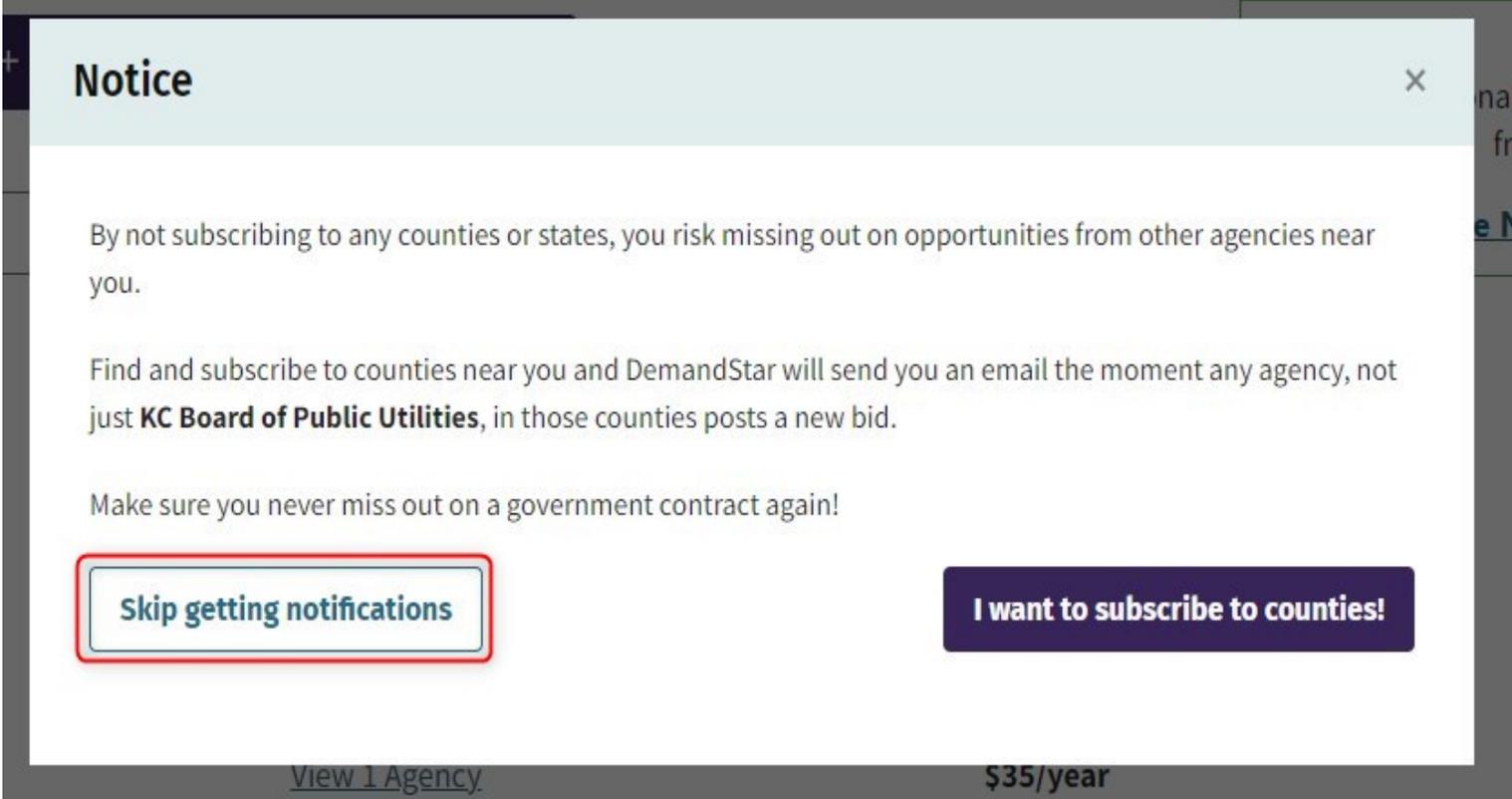
[Subscribe to Kansas for \\$50/year](#)

National Subscription

Choose a national subscription and get notifications from 2574 agencies.

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

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|--|---|
| <p>A new screen will pop up if you have selected to receive notifications for BPU only it will ask you again to subscribe</p> <p>You can simply Select the Skip getting notifications button and you will still get notifications from BPU</p> |  <p>Notice X</p> <p>By not subscribing to any counties or states, you risk missing out on opportunities from other agencies near you.</p> <p>Find and subscribe to counties near you and DemandStar will send you an email the moment any agency, not just KC Board of Public Utilities, in those counties posts a new bid.</p> <p>Make sure you never miss out on a government contract again!</p> <p>Skip getting notifications I want to subscribe to counties!</p> <p>View 1 Agency \$35/year</p> |

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| <p>Step 4 is entering your contact information</p> <p>Enter your First Name Last Name Phone Number Company Phone # Address and any other information you would like to share</p> <p>Scroll to the bottom after entering your information and select</p> <p>Finish registration</p> <p>DemandStar will send an email to the email address you provided in step 1</p> <p>Open the email and select the password you want for your account</p> <p>Your registration is complete you can log on and add to your profile as needed</p> | <div data-bbox="457 245 1129 326" style="background-color: #e0e0e0; padding: 5px; text-align: center;"> 4 of 4: Complete your profile </div> <p>We've saved your selections. Now that you've set up your subscriptions on DemandStar, tell us a little bit more about yourself.</p> <h3>Your contact information</h3> <p>First Name Kurt</p> <p>Last Name Hafner</p> <p>Phone Number (913) 573-9141</p> <h3>Kurt's Contracting Information</h3> <p>Company Phone Number +1 (800) 555-9999</p> <p>Website (Optional)</p> <p>Address 4599 S Harrison Lane</p> <p>Suite, Floor, etc. (Optional)</p> <p>Postal Code 66109</p> |