

How-To Guide: Creating Multiple Vendor Profiles/ Organizations to Submit Multiple Responses on a Single Project

Why is this required?

The current functionality of OpenGov Procurement does not allow for a Vendor to submit multiple responses to a single project. The Vendor/Supplier will be required to create multiple Vendor Profiles/ Organizations to circumvent this blocker.

Solution: Creating Multiple Vendor Profiles/ Organizations Utilizing the Same Email

There is a process that allows for the Vendor to create multiple Vendor Profiles/ Organizations using the same email address. The Vendor can add a “+” in their email before the email domain to distinguish as a different email address.

For example, if I created a Vendor Profile/ Organization using the email john.doe@gmail.com, I can create a new Vendor Profile/ Organization with the email john.doe+1@gmail.com.

Example Walkthrough

First, create your Vendor Profile/ Organization through the Sign Up link:

<https://procurement.opengov.com/signup>

You will be emailed an Activation link to activate your account. Complete the activation process. This Vendor Profile can submit a single response to an Open Project.

To create a second, or additional, Vendor Profile/ Organization allowing for the ability to submit a separate response, navigate to the Sign Up page once more: <https://procurement.opengov.com/signup>. Then enter your email with a “+” sign and qualifier before the domain – example [john.doe+1](mailto:john.doe+1@gmail.com).

OPENGOV
PROCUREMENT

Sign Up Login

OPENGOV
PROCUREMENT

Sign up with just an Email!
We'll send you an email to activate your account

john.doe+1@gmail.com

Sign Up

Already have an account?

By clicking "Sign Up" you agree to our [Terms and Privacy Policy](#).

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PROCUREMENT



People at Grainger are already using OpenGov Procurement!

Request to join the **Grainger** organization and start collaborating with the rest of your team.

Or you can create your own organization and invite your own coworkers.

[Request to Join Organization](#)

[Create New Organization](#)

If you have any questions please email us at procurement-support@opengov.com

The activation email for john.doe+1@gmail.com will be delivered to the normal john.doe@gmail.com inbox. Activate the account from the delivered email. Upon naming the Vendor Profile/ Organization, it is recommended to correlate the "+1" used in the email in the name for ease of navigation. Therefore, if

my company name is John Doe Electronics, I will use “John Doe Electronics 1” for the Vendor Profile/ Organization name tied to the email john.doe+1@gmail.com.

*Repeat the above steps to create multiple Vendor Profiles enabling your company to submit multiple responses to a single Open Project.

Login Navigation

Depending on what Vendor Profile/ Organization you want to login to, you will enter that email upon login. For example, if I want to login to submit, review or edit my response tied to the Vendor Profile/ Organization John Doe Electronics 1, I will enter the email address john.doe+1@gmail.com at the login screen. If I want to login to the original Vendor Profile/ Organization John Doe Electronics, I will enter the email address john.doe@gmail.com.

Still have questions?

Please reach out to the OpenGov Procurement support team via chat, or email:
procurement-support@opengov.com