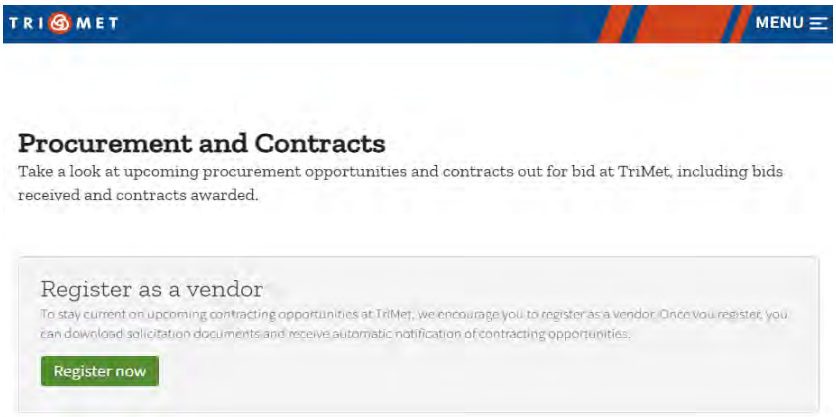
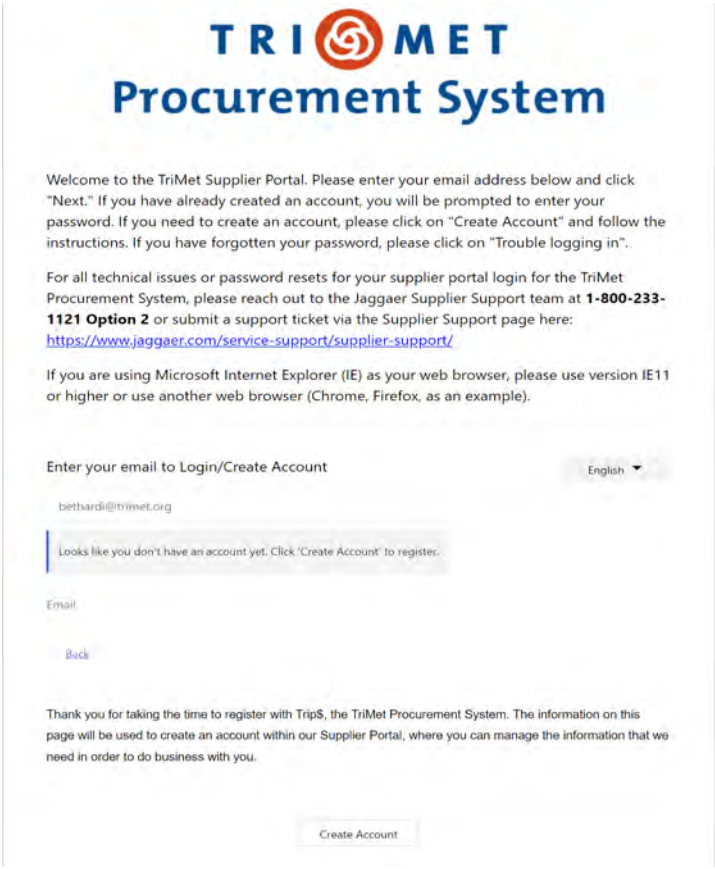
TriP$
TriMet Procurement System

Registration Guide

1) To get registered in TriP$ visit https://trimet.org/procurement/index.htm and click “Register now” (green button below).

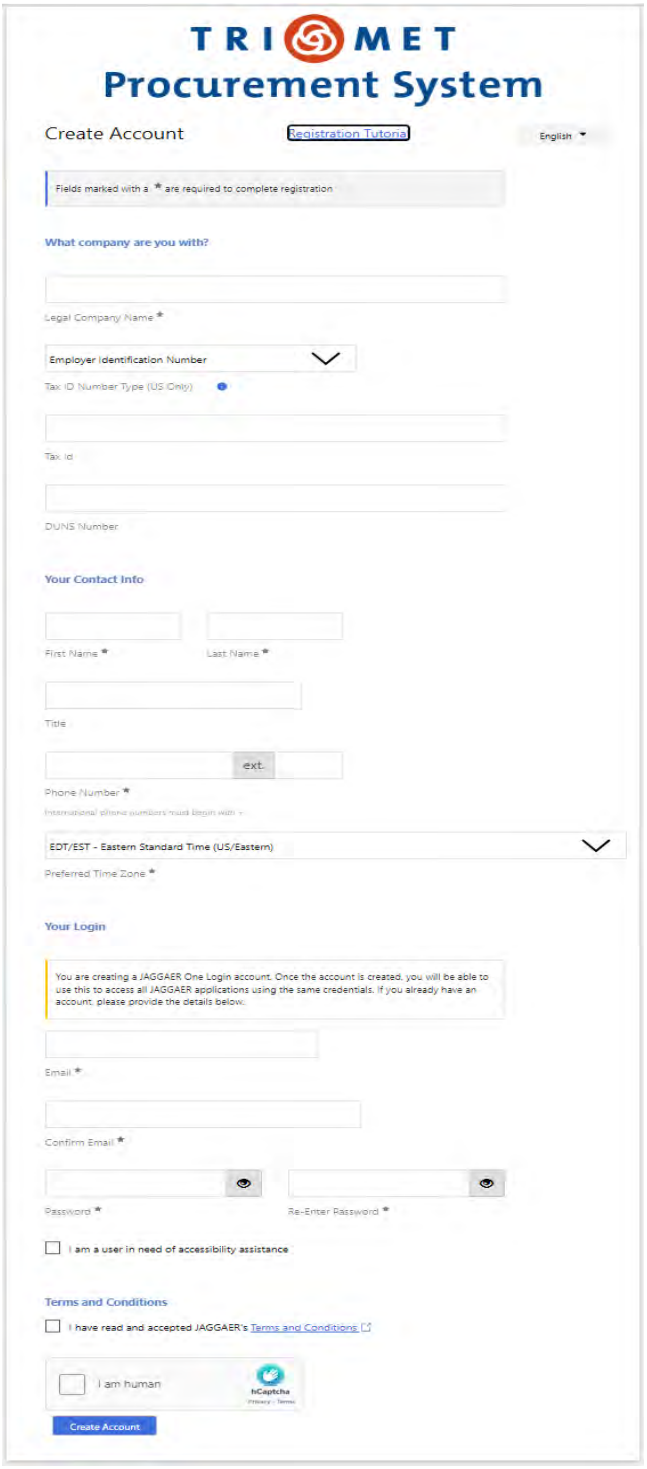


2) Enter your business email. If you do not have an account you’ll be prompted to click on “Create Account” at the bottom of the page.

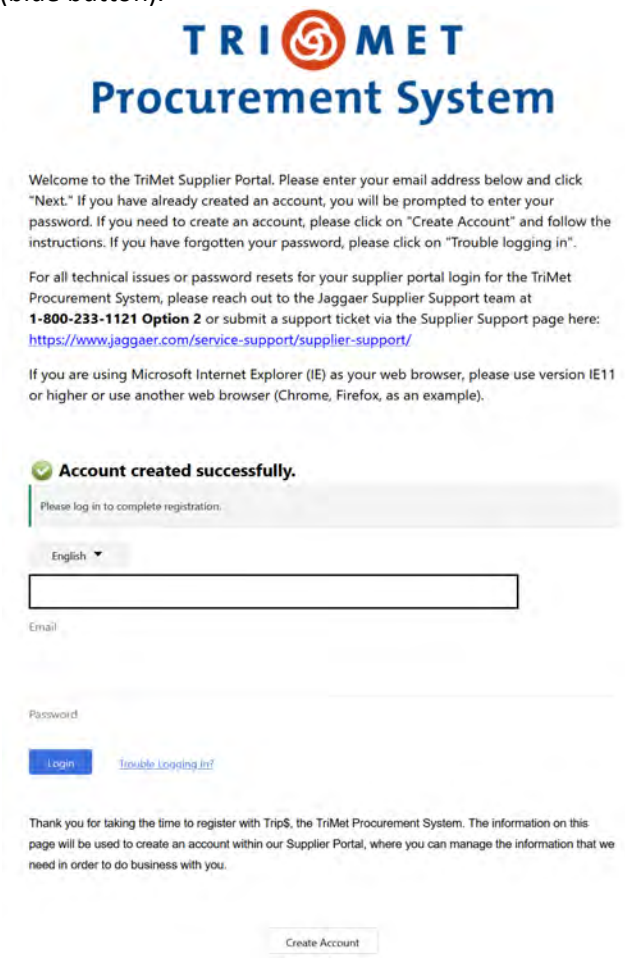


3) Enter your company information on the following page. Please note that the fields marked with an asterisk (*) are required fields.

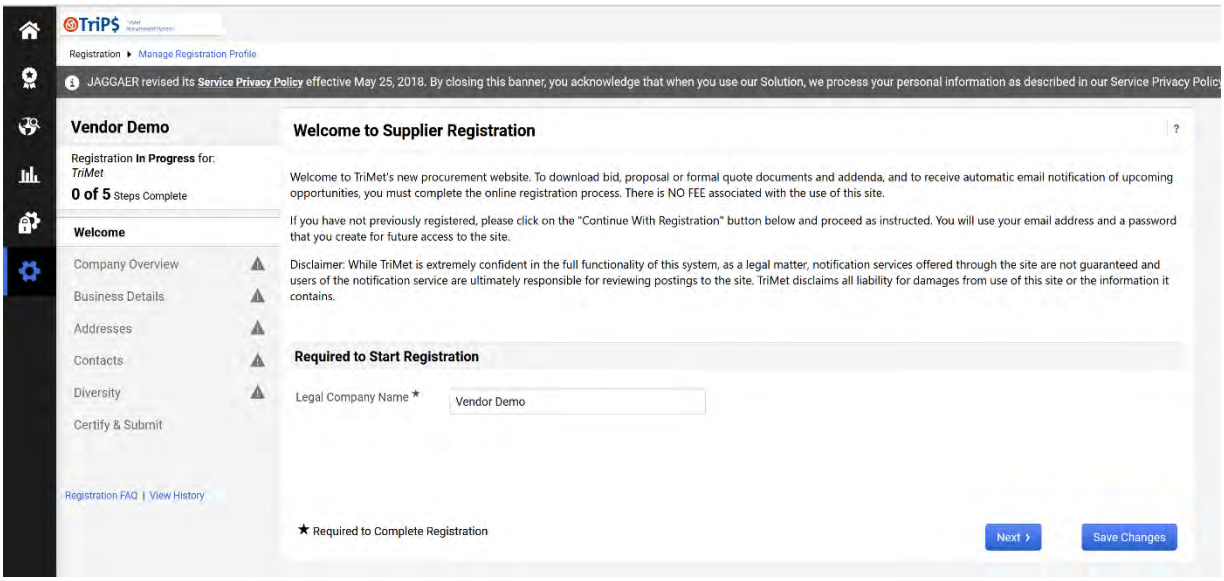
   If you do not have the information needed, feel free to skip or return later. For Example - you may not have a DUNS number. After you've entered the required information, accepted the terms and conditions as well as selected the hCaptcha, click the "Create Account" button.



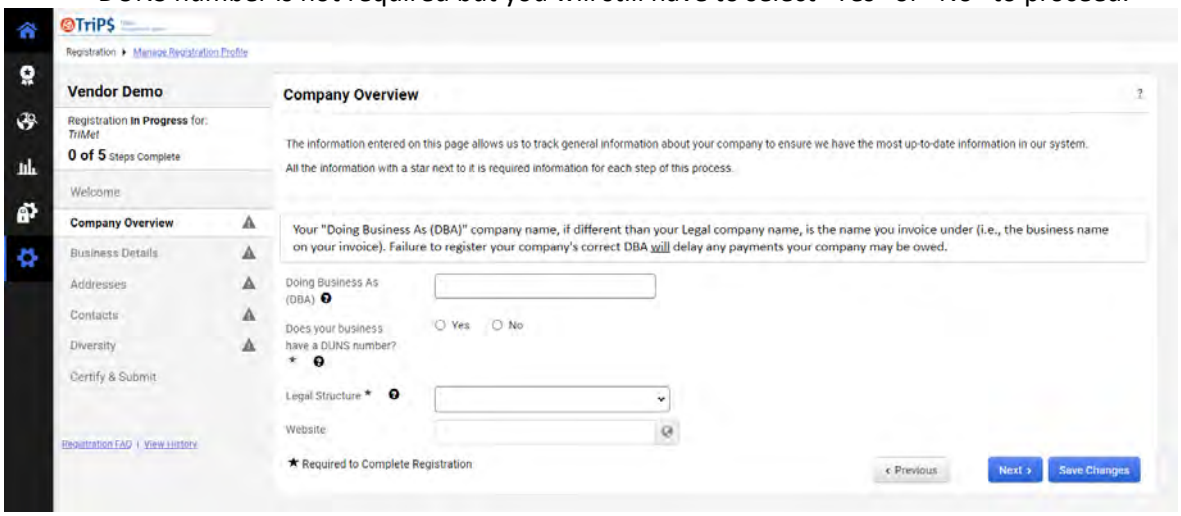
4) After you've clicked create account, the page will refresh. Enter your new login information and click "Login" (blue button).



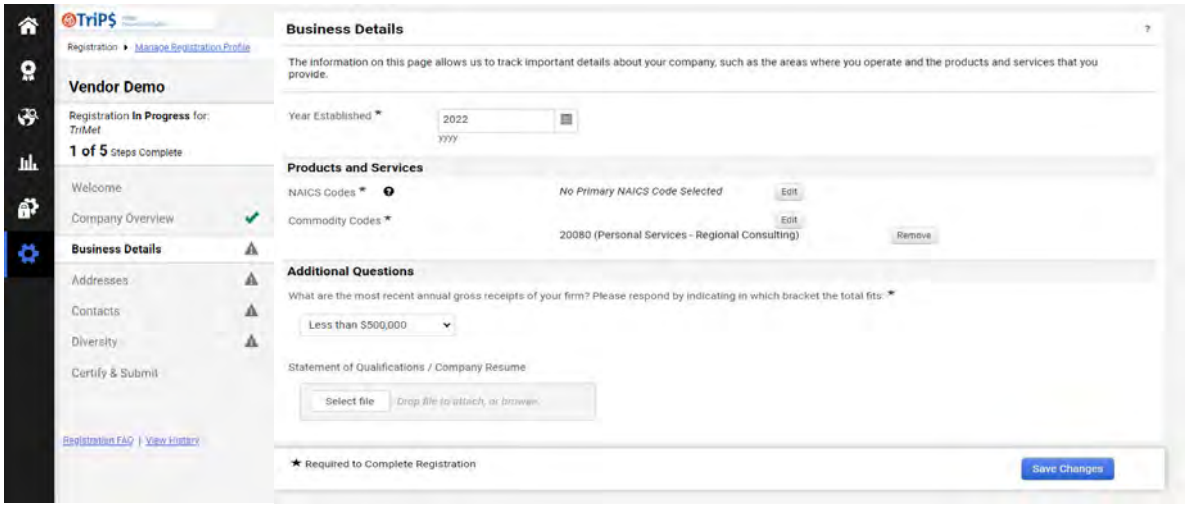
5) Once you've logged in, you'll be taken to your account page. From here you'll enter your legal company name. Click Save Changes and click next.



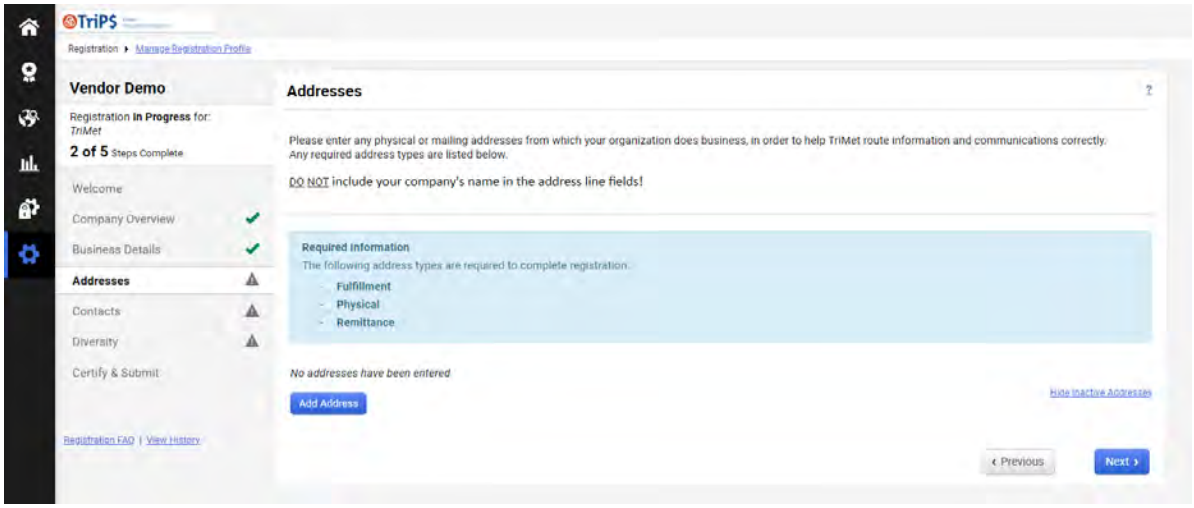
6) Next, enter your company's DBA (if applicable), the company's legal structure, and website. A DUNS number is not required but you will still have to select "Yes" or "No" to proceed.



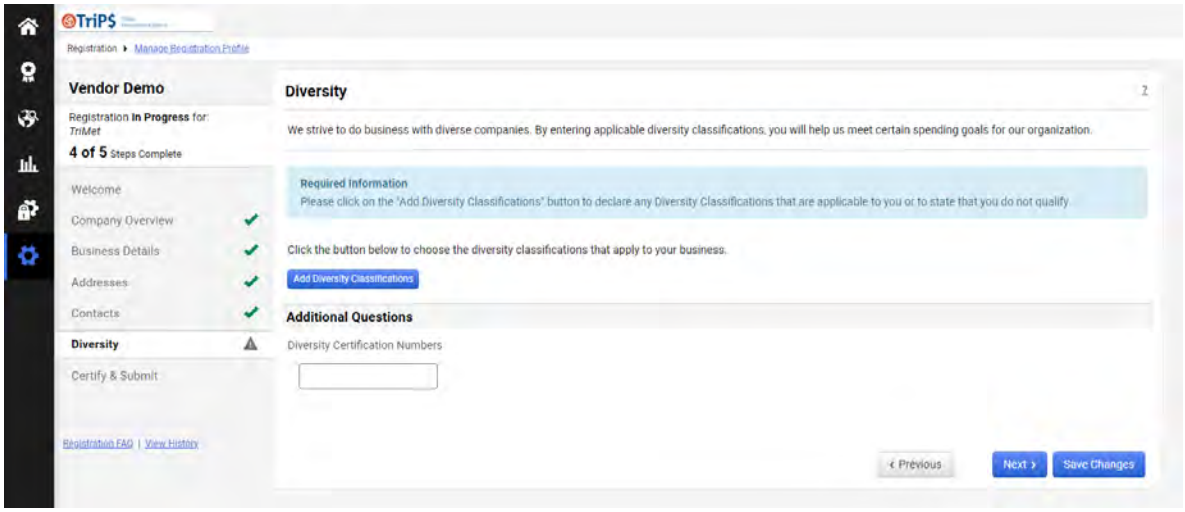
7) Next, enter the year the business was established and select your annual gross receipts range. You'll also need to select from TriMet's list of commodity codes. You'll receive notifications of new opportunities based on the codes you've selected. If you have a statement of qualifications or capability statement, be sure to upload it for TriMet staff to view on your profile and better understand your firm's capabilities.



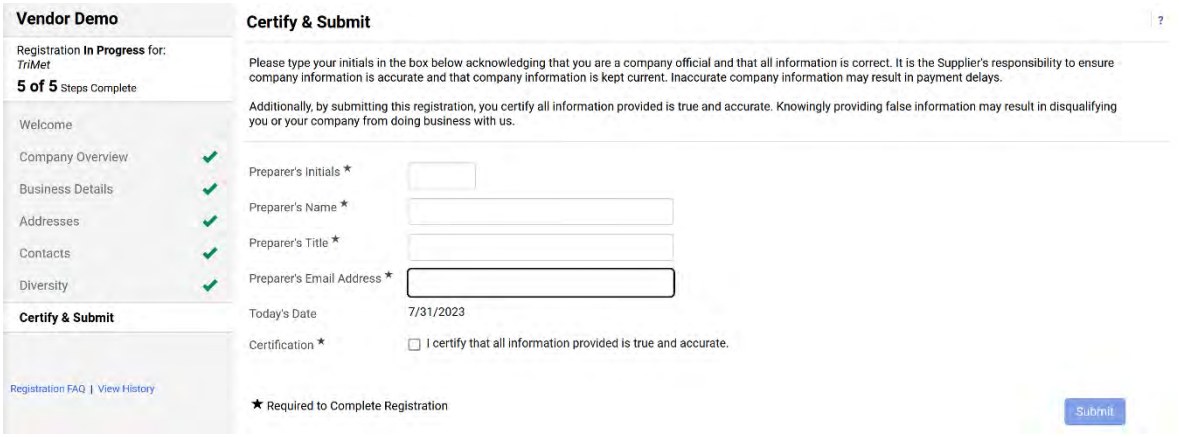
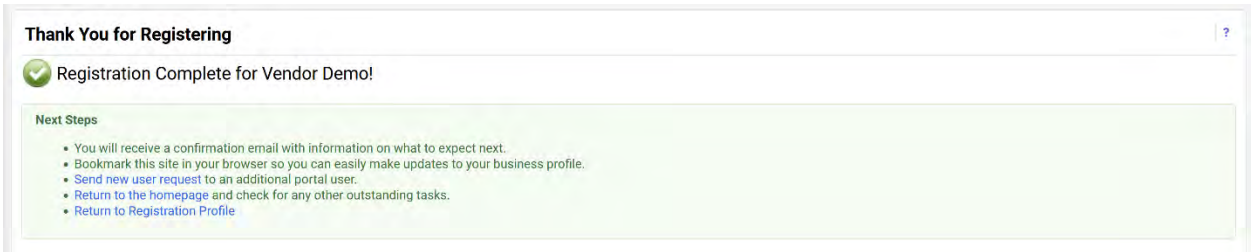
8) Enter physical or mailing addresses and company contacts.



9) Enter any applicable federal and state diversity classifications for your business.



10) After you've filled in all the information, go to the Certify & Submit page. Here you'll enter the name of yourself or the qualified personnel who filled out the account details. After you check the Certification line, click submit.



11) You'll then be taken to the completion page. After this you'll have successfully registered for TriP$, allowing you to submit to the various procurement opportunities posted by TriMet.