Cobblestone Vendor Registration Guide
Basic Sign-Up Instructions

This guide provides step-by-step instructions to help vendors successfully create and set up a new account in the Cobblestone e-procurement system. It covers the basic registration process, including entering company information, setting up login credentials, and completing your vendor profile.

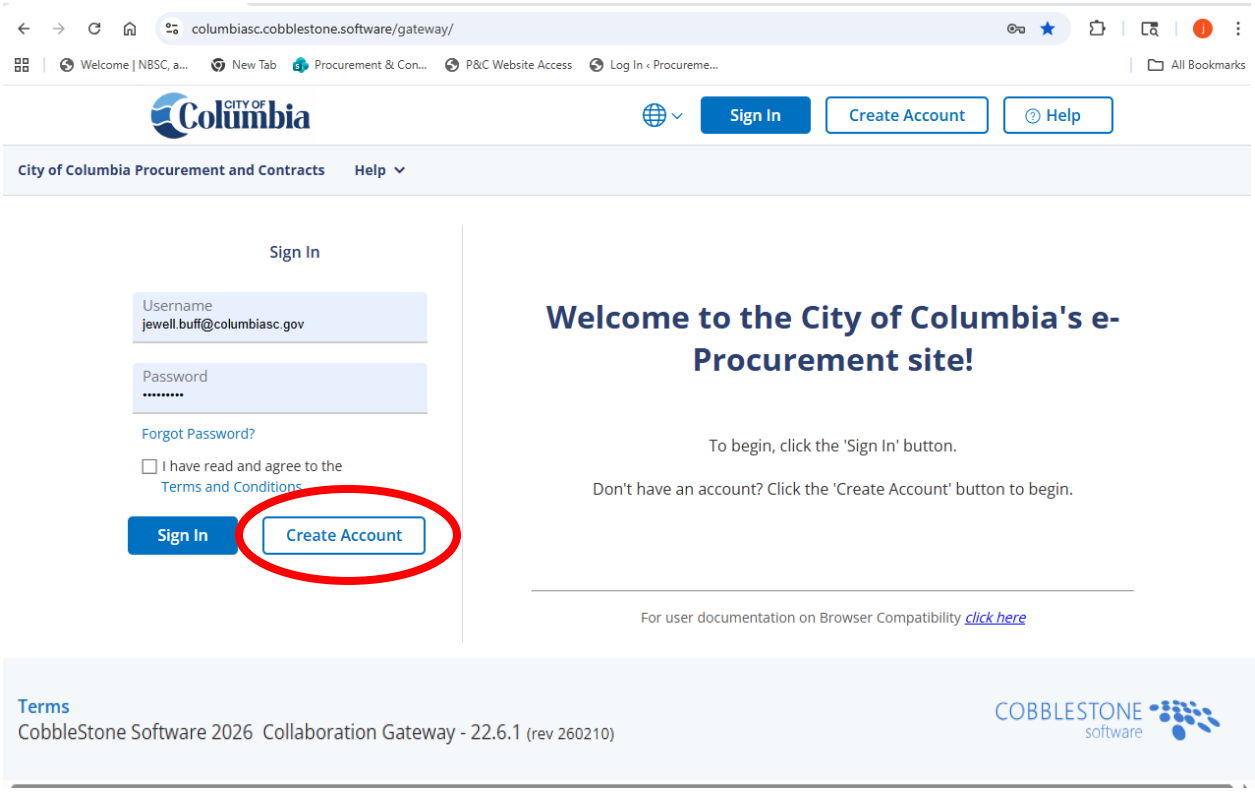
All vendors must complete registration to submit responses, and manage their account within the platform.

Step 1: Access the Cobblestone Registration Page

Open your web browser.

Navigate to the Cobblestone vendor portal:
https://columbiasc.cobblestone.software/gateway/GatewayWelcome.aspx

Click on **“Create Account.”**



Step 2: Enter Company Information

Fill out the required fields, including:

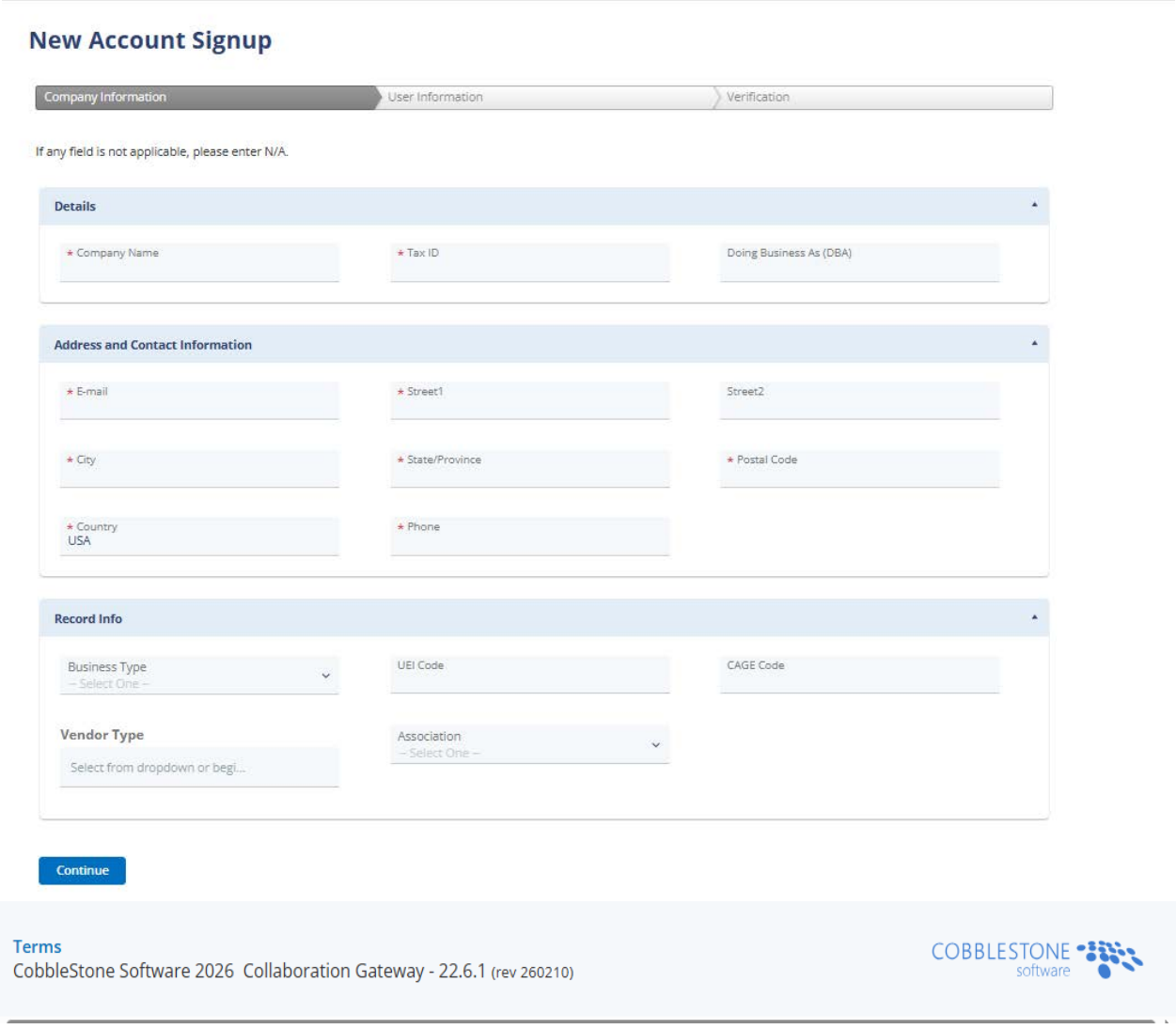
Company Name

Tax ID

Business Address

City, State, ZIP Code, Country, etc.

Make sure all information matches your official business records and click **Continue**.

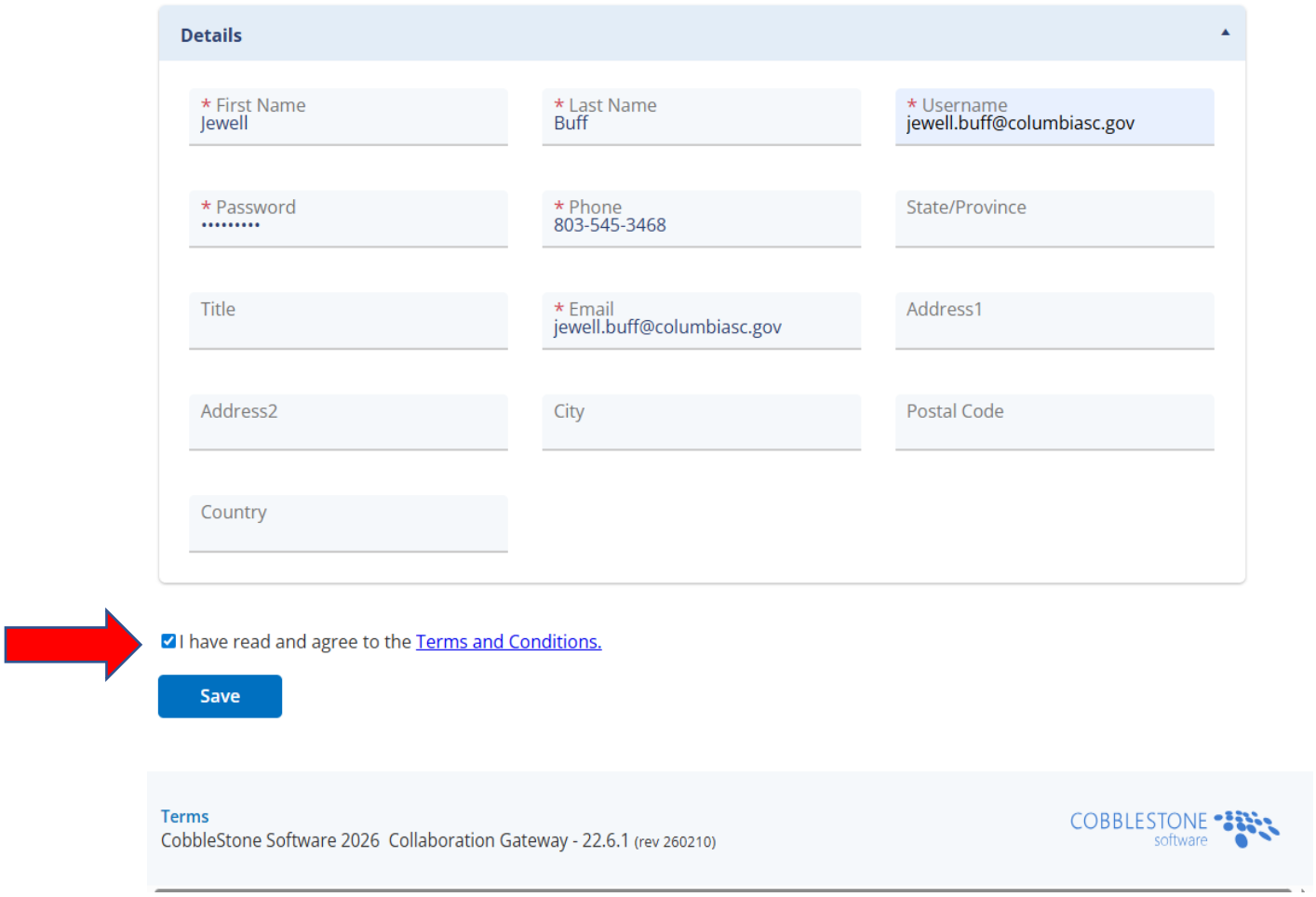


Step 3: Provide Details

Enter the primary contact details:

- First and Last Name
- Email Address (this will be your username)
- Choose a Password
- Phone Number

⚠ Use a valid and regularly monitored email address. All system notifications will be sent here.

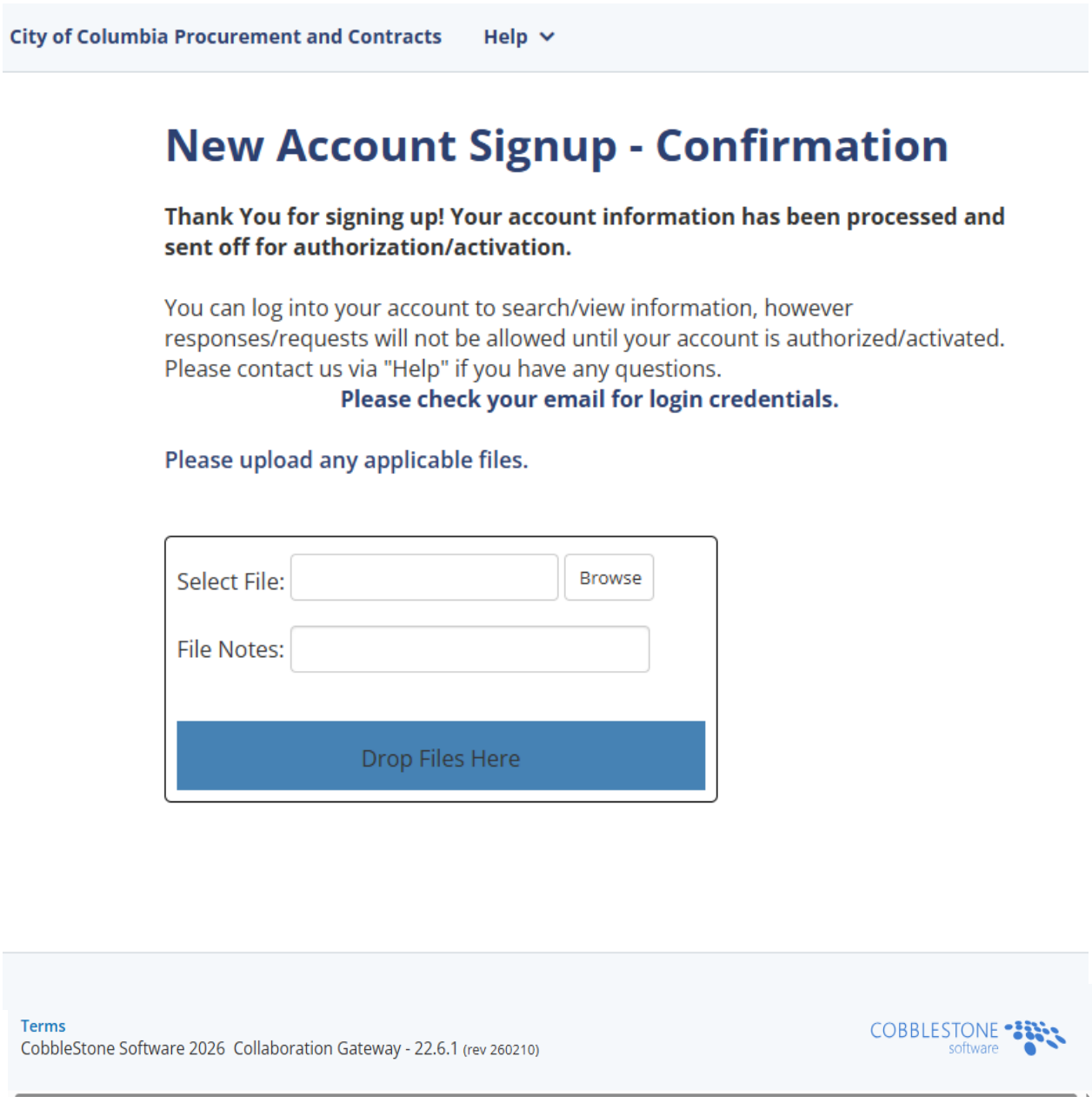


Check the box confirming the Terms & Conditions and click **Save**

Step 5: Upload Supporting Documents (If Required) Upload

any applicable supporting documents such as:

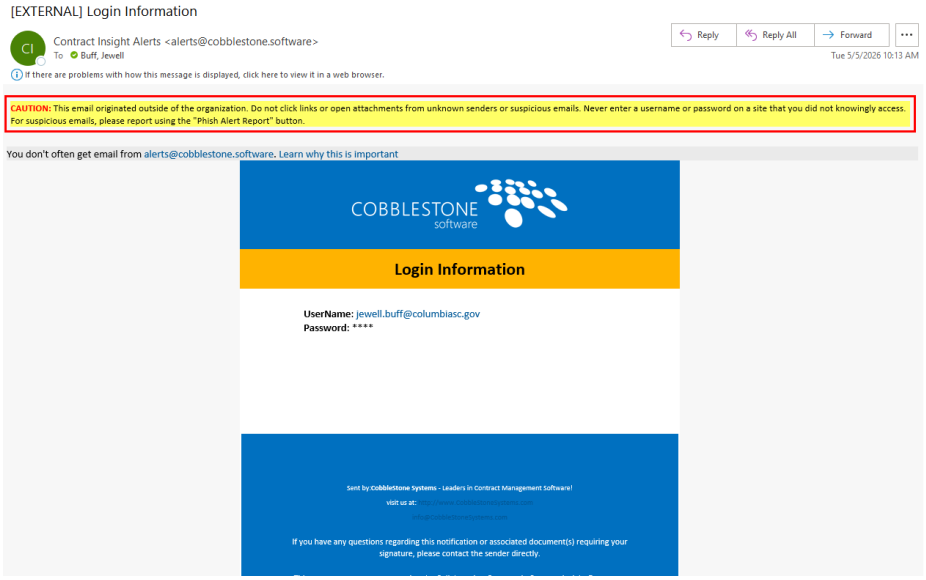
- W-9 Form
- Business License
- Certifications (e.g., minority-owned, small business, etc.)
- Insurance certificiates
- Capability statements, etc.



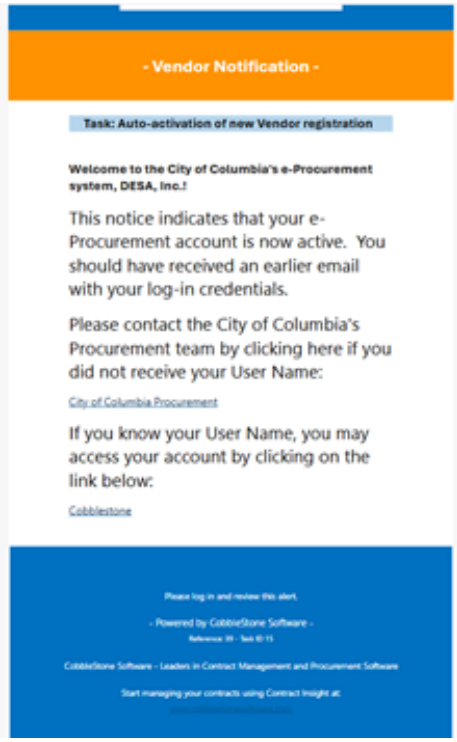
Step 6: Email Verification

1. Check your email inbox for a verification message.

📌 If you do not see the email, check your spam or junk folder.



****Please wait 30-60 minutes to receive your activation email before attempting to login**

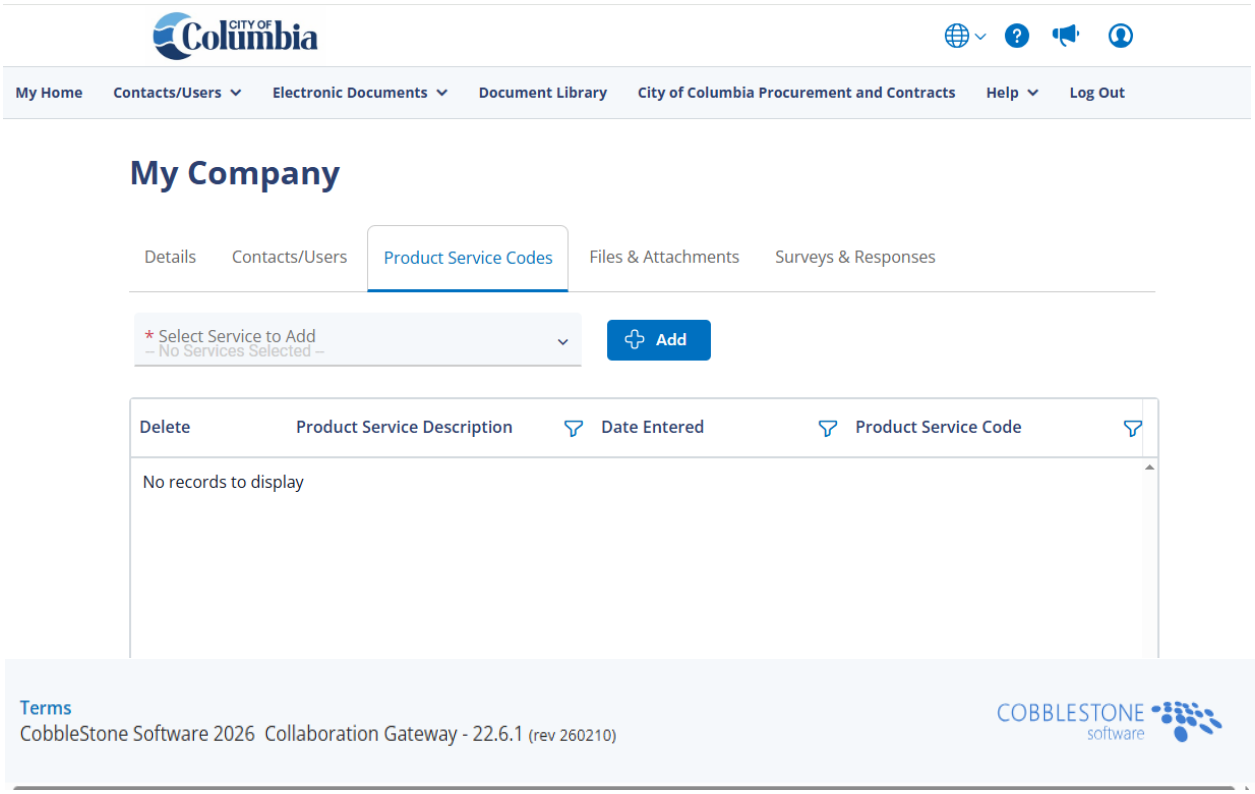


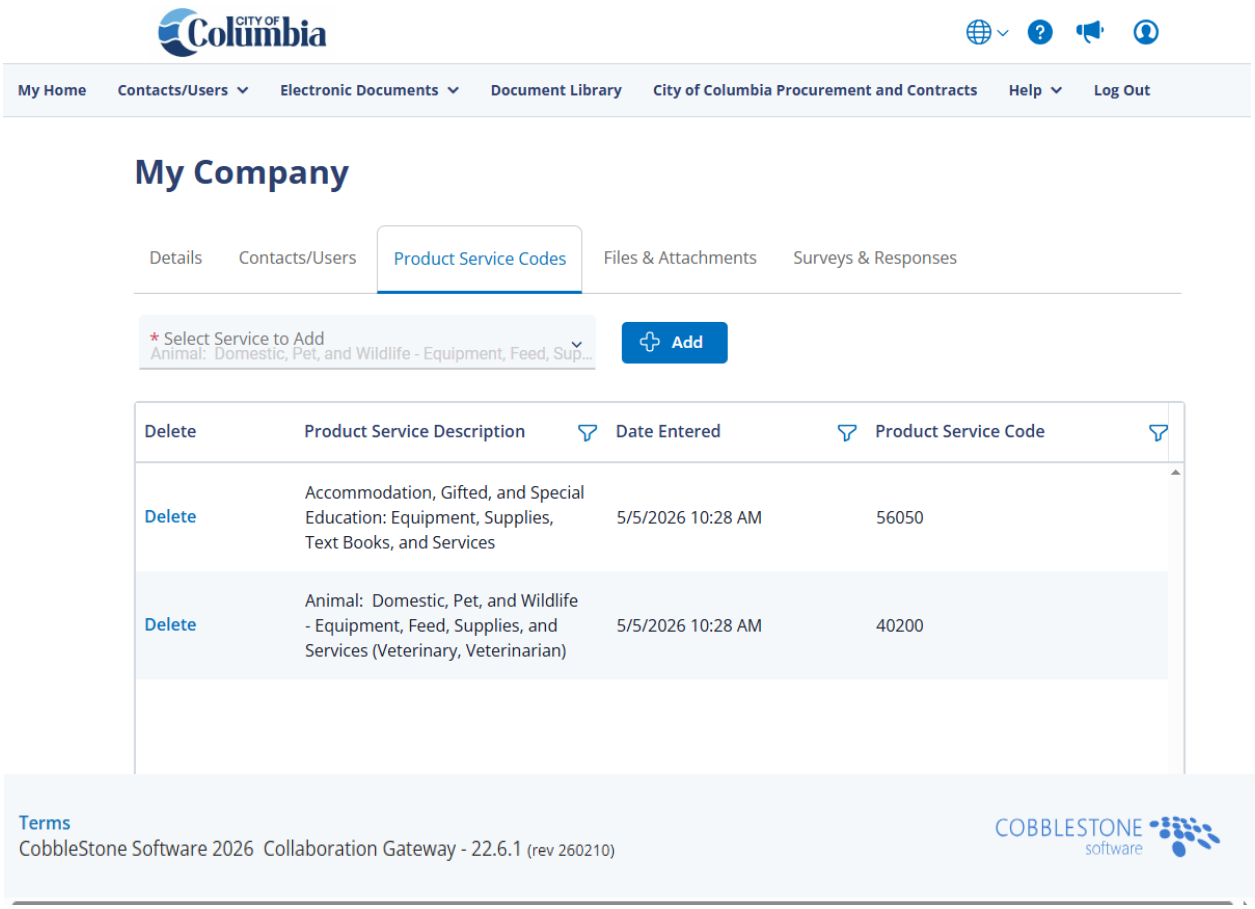
Step 7: Select Commodity Codes

Navigate to the My Company section and click on the Product Service Codes tab.

1. Choose the categories that best describe the goods/services your business provides.
2. Selecting accurate codes ensures you receive relevant bid notifications.

Click **“add”** after each selection.




City of Columbia
My Home
Contacts/Users
Electronic Documents
Document Library
City of Columbia Procurement and Contracts
Help
Log Out
My Company
Details
Contacts/Users
Product Service Codes
Files & Attachments
Surveys & Responses
* Select Service to Add
Animal: Domestic, Pet, and Wildlife - Equipment, Feed, Sup...
Add
Delete
Product Service Description
Date Entered
Product Service Code
Delete
Accommodation, Gifted, and Special Education: Equipment, Supplies, Text Books, and Services
5/5/2026 10:28 AM
56050
Delete
Animal: Domestic, Pet, and Wildlife - Equipment, Feed, Supplies, and Services (Veterinary, Veterinarian)
5/5/2026 10:28 AM
40200
Terms
CobbleStone Software 2026 Collaboration Gateway - 22.6.1 (rev 260210)
COBBLESTONE software

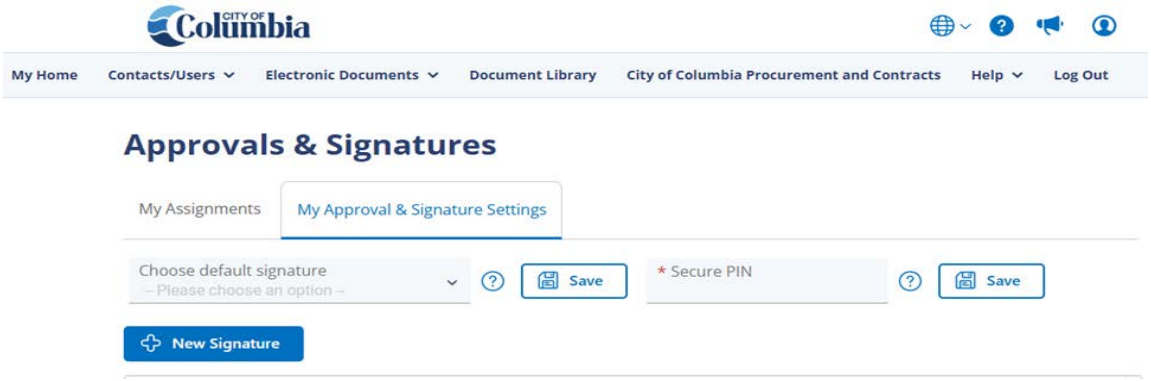
Step 8: Create Your E-Signature

Instructions:

You are able to create an electronic signature for submitting documents.

1. Navigate to the Electronic Documents tab and click **My Approvals & Signatures.**
2. Click **+ New Signature**
3. Enter your **Title** (e.g., Owner, Manager, Authorized Representative).
4. Select your preferred **Signature Type**.
5. Enter your **Signature** (your name as you want it displayed).
6. Choose your desired **Font** style.
7. Select the appropriate **Size**.
8. Pick a **Color** for your signature (perferably blue).
9. Click **"Save"** once you are finished.

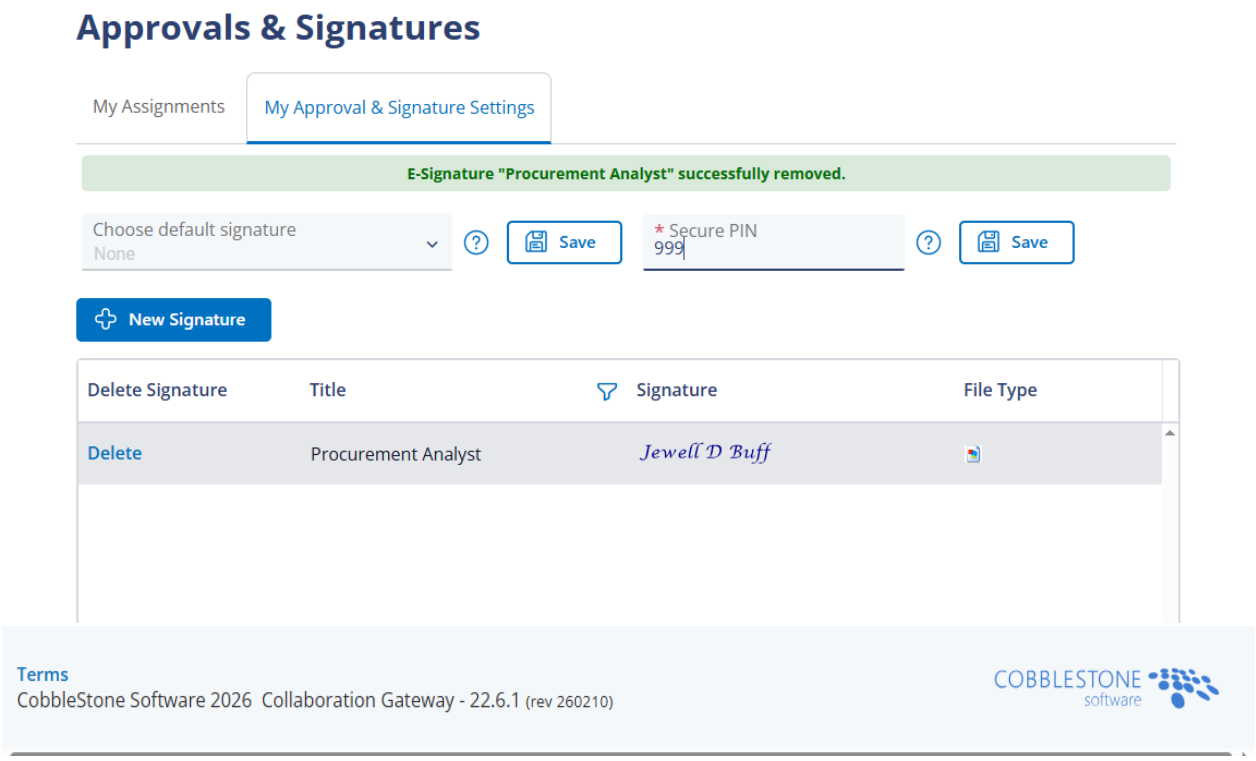
📌 *Make sure your signature reflects how you would officially sign documents, as it will be used for submissions within the system.*





After clicking **“Save,”** select your newly created signature and set up a secure PIN. This PIN will be required each time you apply your electronic signature.

Enter a PIN that is easy for you to remember but difficult for others to guess. Your PIN is confidential and should never be shared.

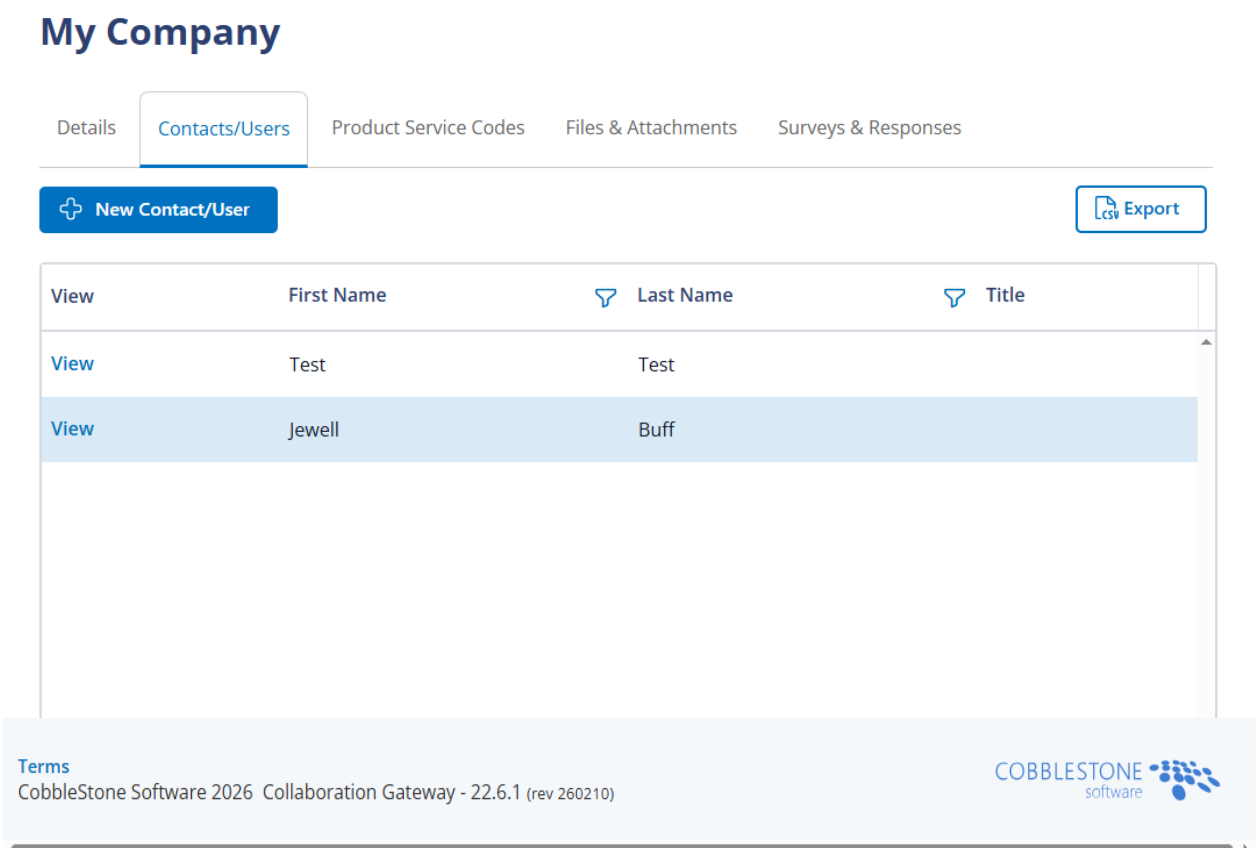


Step 9: Add Additional Users

Instructions:
You can add additional users to your company account at any time.

1. From the Home screen, navigate to the **“My Company”** tab.
2. Click the **Contact/Users** tab, and **"+ New User.”**
3. Clear any pre-filled or existing information in each field.
4. Enter the appropriate details for the new user, including name, email address, and role.
5. Review the information for accuracy.
6. Click **“Save”** to add the new user.

.



Back

New Contact/User

Details

* First Name	* Last Name	* Username jewell.buff@columbiasc.gov
* Password ••••••••	* Phone	State/Province
Title	* Email jewell.buff@columbiasc.gov	Address1
Address2	City	Postal Code
Country		

Save