



Atlantic Lottery

Biddingo User Guide – Quick Registration

Version 2.0 – Released January 2025

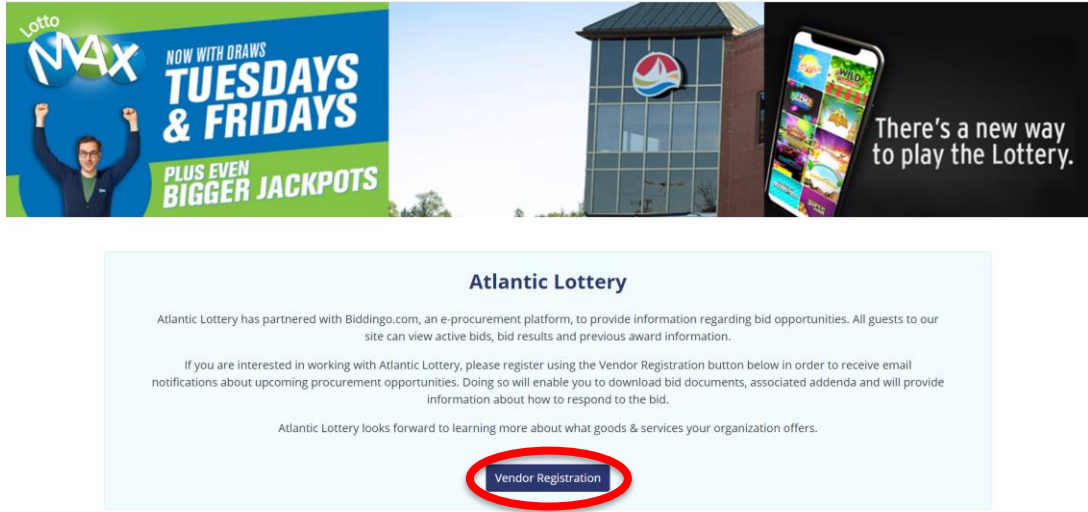
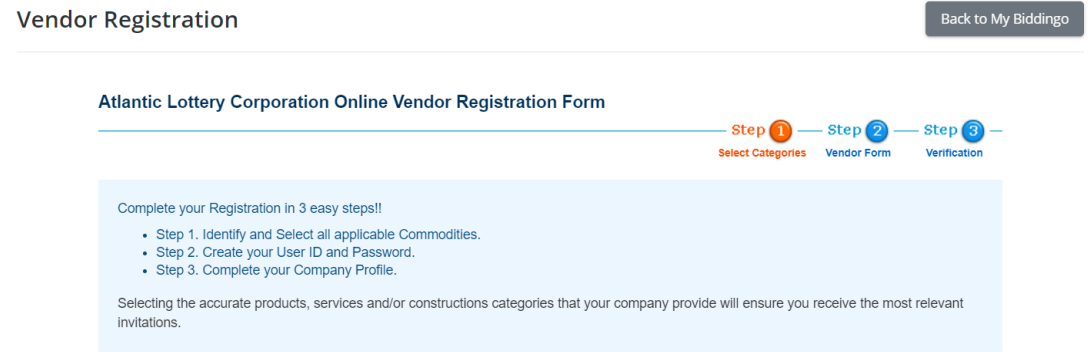
REGISTRATION

Registration is free and is easily completed.

Click one of the following links to get started and follow the step-by-step instructions included below.



English – www.biddingo.com/alc

French – www.biddingo.com/alc and toggle to the French page

Step	Action
1.	<p>On the ALC Biddingo Portal (ABP) Home Page, click on the Vendor Registration button.</p>  <p>The screenshot shows a banner for 'Lotto MAX' with the text 'NOW WITH DRAWS TUESDAYS & FRIDAYS PLUS EVEN BIGGER JACKPOTS'. Below the banner is a section titled 'Atlantic Lottery' with the following text: 'Atlantic Lottery has partnered with Biddingo.com, an e-procurement platform, to provide information regarding bid opportunities. All guests to our site can view active bids, bid results and previous award information. If you are interested in working with Atlantic Lottery, please register using the Vendor Registration button below in order to receive email notifications about upcoming procurement opportunities. Doing so will enable you to download bid documents, associated addenda and will provide information about how to respond to the bid. Atlantic Lottery looks forward to learning more about what goods & services your organization offers.' A blue button labeled 'Vendor Registration' is circled in red.</p>
2.	<p>The following screen appears:</p>  <p>The screenshot shows the 'Vendor Registration' page. At the top right is a 'Back to My Biddingo' button. The main heading is 'Atlantic Lottery Corporation Online Vendor Registration Form'. Below this is a progress indicator with three steps: 'Step 1 Select Categories', 'Step 2 Vendor Form', and 'Step 3 Verification'. The first step is highlighted. Below the progress indicator is a light blue box with the text: 'Complete your Registration in 3 easy steps!!' followed by a bulleted list: '• Step 1. Identify and Select all applicable Commodities.', '• Step 2. Create your User ID and Password.', and '• Step 3. Complete your Company Profile.' Below the list is another paragraph: 'Selecting the accurate products, services and/or constructions categories that your company provide will ensure you receive the most relevant invitations.'</p>

Step	Action								
3.	<p>Select as many Categories as are applicable to your business.</p> <p>ALC utilizes a two-digit commodity code classification system to categorize bids.</p> <p>> Step 1. Select Categories [View Terms and Conditions]</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input style="width: 100%;" type="text"/> Search Reset Search </div> <p>View Selected</p> <div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <input type="checkbox"/> 01 Audit Services / Services d'audit <input type="checkbox"/> 02 Corporate Social Responsibility Services / Services de responsabilité sociale des entreprises <input type="checkbox"/> 03 Computer Hardware, Maintenance and Support / Matériel informatique, maintenance et assistance <input type="checkbox"/> 04 Computer Software, Maintenance and Support / Logiciel, maintenance et assistance <input type="checkbox"/> 05 Commercial Realty / Immobilier commercial </div>								
4.	<p>Click the Continue Application button.</p> <div style="border: 1px solid #007bff; background-color: #007bff; color: white; padding: 5px; display: inline-block; margin-top: 10px;">Continue Application</div>								
5.	<p>Create your User ID and Password.</p> <p>Enter your email address and click Verify.</p> <p>The Password fields will appear once your email address has been verified.</p> <p>Enter and Re-enter your Password.</p> <p>>Step 1. Create User ID and Password</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">User ID (E-mail) *</td> <td style="padding: 5px;"> <input style="width: 90%;" type="text" value="dolphinsrule@rogers.com"/> Verify </td> </tr> <tr> <td colspan="2" style="padding: 5px; font-size: small;"> Click Verify to search the Bidding.com database to ensure your User ID does not already exist. This User ID is available. Please create a password to continue. </td> </tr> <tr> <td style="padding: 5px;">Password *</td> <td style="padding: 5px;"> <input style="width: 90%;" type="password"/> 6-16 characters (Aa-Zz, 0-9 only) </td> </tr> <tr> <td style="padding: 5px;">Re-enter password *</td> <td style="padding: 5px;"><input style="width: 90%;" type="password"/></td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> Next </div> </div> <p>Click Next.</p>	User ID (E-mail) *	<input style="width: 90%;" type="text" value="dolphinsrule@rogers.com"/> Verify	Click Verify to search the Bidding.com database to ensure your User ID does not already exist. This User ID is available. Please create a password to continue.		Password *	<input style="width: 90%;" type="password"/> 6-16 characters (Aa-Zz, 0-9 only)	Re-enter password *	<input style="width: 90%;" type="password"/>
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6.	<p>Complete your company profile.</p> <p>All Mandatory Fields (*) in Step 2: Vendor Registration must be completed before proceeding.</p> <p>>Step 2. Vendor Registration (1 page to Complete)</p> <div style="text-align: right; border: 1px solid #ccc; padding: 2px;">Page </div> <div style="background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p>NOTE: * = Mandatory All fields marked mandatory have been set by Atlantic Lottery Corporation.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Registrant's Name and Address for Solicitations</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Company Name (Full Legal Name) *</td> <td><input type="text"/></td> <td style="text-align: right;">Verify</td> </tr> <tr> <td>Operating As or DBA (if applicable)</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Department</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Address1 *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Address2 *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>City *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Postal/Zip Code *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Country *</td> <td>Canada</td> <td style="text-align: right;">▼</td> </tr> <tr> <td>Province/State *</td> <td>New Brunswick</td> <td style="text-align: right;">▼</td> </tr> <tr> <td>Telephone *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Fax</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>First Name *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Last Name *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Title</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>E-mail Address *</td> <td>dolphinsrule@rogers.com</td> <td></td> </tr> <tr> <td>Web Address *</td> <td><input type="text"/></td> <td></td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> Save & Go to Verification Go Back </div> </div> <p>Click the Save & Go to Verification button.</p>	Company Name (Full Legal Name) *	<input type="text"/>	Verify	Operating As or DBA (if applicable)	<input type="text"/>		Department	<input type="text"/>		Address1 *	<input type="text"/>		Address2 *	<input type="text"/>		City *	<input type="text"/>		Postal/Zip Code *	<input type="text"/>		Country *	Canada	▼	Province/State *	New Brunswick	▼	Telephone *	<input type="text"/>		Fax	<input type="text"/>		First Name *	<input type="text"/>		Last Name *	<input type="text"/>		Title	<input type="text"/>		E-mail Address *	dolphinsrule@rogers.com		Web Address *	<input type="text"/>	
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7.	<p>The next screen allows you to verify all the information entered.</p> <p>Atlantic Lottery Corporation Online Vendor Registration</p> <p style="text-align: right;">Step 1 — Step 2 — Step 3 Select Categories — Vendor Form — Verification</p> <p> Print Friendly</p> <p style="text-align: center;">» SUBMIT REGISTRATION FORM</p> <p>NOTE: In order for your registration to be successfully saved in the vendor database, you MUST click Submit Registration Form.</p> <p>> You have selected the following codes. [Modify]</p> <div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> 03 Computer Hardware, Maintenance and Support / Matériel informatique, maintenance et assistance 04 Computer Software, Maintenance and Support / Logiciel, maintenance et assistance 18 Gaming Supplies / Fournitures de jeux 19 Gaming Systems / Systèmes de jeux </div> <p>Vendor Form [Modify]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e6f2ff;">Registrant's Name and Address for Solicitations</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Company Name* (Full Legal Name)</td> <td>Karyn's Test Company</td> </tr> <tr> <td>Operating As or DBA (if applicable)</td> <td></td> </tr> <tr> <td>Department</td> <td></td> </tr> <tr> <td>Address1 *</td> <td>922 Main Street</td> </tr> <tr> <td>Address2</td> <td></td> </tr> <tr> <td>City *</td> <td>Moncton</td> </tr> <tr> <td>Postal/Zip Code*</td> <td>E1C 8W6</td> </tr> <tr> <td>Country*</td> <td>Canada</td> </tr> <tr> <td>Province/State*</td> <td>New Brunswick</td> </tr> <tr> <td>Telephone *</td> <td>506-380-3512</td> </tr> <tr> <td>Fax</td> <td></td> </tr> <tr> <td>First Name *</td> <td>Karyn</td> </tr> <tr> <td>Last Name*</td> <td>Robinson</td> </tr> <tr> <td>Title</td> <td></td> </tr> <tr> <td>E-mail Address *</td> <td>dolphinsrule@rogers.com</td> </tr> <tr> <td>Web Address</td> <td></td> </tr> </tbody> </table> <p>By submitting this vendor registration form, a confirmation notice will be sent to your e-mail address. Please feel free to come back at any time and update your application form.</p> <p> Print Friendly</p> <p style="text-align: center;">» SUBMIT REGISTRATION FORM</p> <p>NOTE: In order for your registration to be successfully saved in the vendor database, you MUST click Submit Registration Form.</p> <p>Verify that all information is correct. If changes need to be made, click the [Modify] button and make the changes.</p> <p>Once you are satisfied with the information, click the Submit Registration Form button.</p>	Registrant's Name and Address for Solicitations		Company Name* (Full Legal Name)	Karyn's Test Company	Operating As or DBA (if applicable)		Department		Address1 *	922 Main Street	Address2		City *	Moncton	Postal/Zip Code*	E1C 8W6	Country*	Canada	Province/State*	New Brunswick	Telephone *	506-380-3512	Fax		First Name *	Karyn	Last Name*	Robinson	Title		E-mail Address *	dolphinsrule@rogers.com	Web Address	
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Step	Action
8.	<p>Registration approval is immediate.</p> <p>You will receive the following onscreen confirmation.</p> <p>Thank you for completing the Vendor Registration for Atlantic Lottery Corporation</p> <div style="background-color: #e1f5fe; padding: 10px;"> <p>Thank you!</p> <p>Your application has been submitted successfully!</p> <p>To Congratulations! You have successfully registered as a Atlantic Lottery Corporation Vendor.</p> </div>

HELP & SUPPORT

For problems related to using the ALC Biddingo Portal (ABP) or logging in, please email info@biddingo.com or call Customer Care at **(416) 756-0955**.

FORGOT OR LOST PASSWORD

If you forgot or lost your password, click the Log-in dropdown button and click the “Forgot password?” hyperlink.

Enter your email address and click the “Send Password Reset Link” button.



Forgot Password?

Enter the email address you used when you joined and we'll send you instructions to reset your password. For security reasons, we do NOT store your password. So rest assured that we will never send your password via email.

Email Address

username@email.com *

Send Password Reset Link