



# Louisville Metro Housing Authority “Vendor Registration Instructions”

Please follow these instructions to register for the marketplace as a vendor at this Housing Agency Marketplace web site :

[https://ha.economicengine.com/requests.html?company\\_id=9038](https://ha.economicengine.com/requests.html?company_id=9038)

## Step 1: Marketplace Registration

Click “Register your Company”

You will be redirected to a form that will allow you to Create and Account.



Housing Agency  
marketplace



We Strive to Enhance Lives,  
Build on Strengths and  
Create Community.

Customer Support: 1-866-526-9266

### Louisville Metro Housing Authority

[Register your company](#) to be able to view and respond to requests.

Already registered: [Click here to login](#) and view these and other requests.

### Bids (QSPs) by Louisville Metro Housing Authority.

Title	Main Commodity/Service Category	Solicitation #	Buyer	Phone	Submission Deadline
No active QSPs.					

### Proposals (RFPs) by Louisville Metro Housing Authority.

Title	Main Commodity/Service Category	Solicitation #	Buyer	Phone	Proposal Submission Deadline
No active RFPs.					

### Quotes (RFQs) by Louisville Metro Housing Authority.

Title	Main Commodity/Service Category	Solicitation #	Buyer	Phone	Proposal Submission Deadline
No active QBSS.					

## Step 2: Creating an Account

Enter your company name and click on “Search Companies”

If no company is found, click on “Register your company.”

If your company was found, follow instructions to register as a salesperson.

Submit the request.

### Create an Account

Thu, May 02, 2019  
08:45 AM EDT

You can create a new company or join an existing one.

By creating this account, you are agreeing with the [Housing Agency Marketplace Vendor Agreement](#) [Adobe Acrobat PDF Format].

Please enter your company name below to find out if your company is already enrolled.

#### 1. Company Information:

Enter the name of your company as you would want the buyer to view (eg: *Office Depot*). Then click on the 'Search Companies' button.

## Step 3: Company Information

Complete Company Information Form

You must include all information unless it states “optional”

Be sure to check either “None” on the MWBE Classification, or all boxes that apply to your company.

### Company Information:

Please enter your company information below

Note: All fields are required unless otherwise noted

Company Name:	Sample Company			
Address:	1212 Main St			
City:	Anytown			
State:	Alaska (AK) ▼			
Postal Code:	55555			
County:	Any County			
Country:	U.S.A. ▼			
Province: (optional)				
Timezone:	Alaska ▼			
Web Address: (optional)	http://www.samplecompany.com			
Contact Name:	Bill Jones			
Contact Title:	President			
Contact Phone:	888	555	- 5555	Ext. <input type="text"/>
Contact Fax: (optional)			-	
Contact Email:	bill.jones@samplecompany.com			
Year Established:	2000			
Number of Employees (include yourself): (optional)	25			

## Step 4: Point of Contact

Complete Point of Contact (Site Administrator) Information

Click Submit

**Point of Contact (Site Administrator)**  
*The Point of Contact administers the site. They will be the one who receives bid notifications. The Point of Contact may add additional users after logging in and going to the "Manage Users" area on the software menu.*

First Name:

Last Name:

Phone Number:   -  Ext.

Title: (optional)

Email Address:

Confirm Email Address:

Password:

Confirm Password:

By clicking Submit you agree to the [Housing Agency Marketplace Vendor Agreements](#).

## Step 5: Company Services / Commodities List

Check each box that is appropriate to your business

You may use the "Click Here" link to search for codes

Click Save & Continue.

User Profile

Thu. May 02, 2019  
05:08 AM AKDT

### User Commodities/Services

**Please check the commodities/services that you wish to receive emailed bid notifications in the future.**

[Click here](#) if you wish to search by suggested keywords that link to a specific commodity/service

Once completed, please click on the "Save" button.

These are the present commodities/services that you have selected. They are shown in bold with a check to the left of each commodity/service code. Please be sure and check all that may apply to your company. You can view your selected codes from the "Bid Assistant" located on the left hand Software Menu.

- Accounting and Auditing Services
- Adobe Applications**

## Step 6: Login to the Marketplace

[https://ha.economicengine.com/requests.html?company\\_id=9038](https://ha.economicengine.com/requests.html?company_id=9038)

Enter your email address and password to enter our marketplace.

You will be prompted to check a site usage agreement before entering our Marketplace.

Once you check this box and hit submit, you will then be allowed to enter.

**THERE IS NO COST TO RECEIVE SOLICITATIONS FROM OUR AGENCY THROUGH THE HOUSING AGENCY MARKETPLACE.**

**Housing Agency marketplace**

HOME PAGE

E-mail:

Password:

**LOGIN**

[Forgot Password?](#)

**Section 3**  
**Economic Opportunity**

**Agencies Utilizing Marketplace**

**Sign-up now:**  
As a Vendor  
As a Housing Agency

**Customer Support**

**Marketplace Comments**

"Following the steps laid out in the software helps me to feel more confident that our procurements are compliant. Work the system and it will work for you! The marketplace is also very beneficial because of all of the additional vendors that I can solicit, thereby adding more competition for each project. My favorite feature however, is the fact that the software will automatically generate many of the forms needed at the end of the procurement based on the information I input. That saves me time because I don't have to create my own!"

Thank You,  
Rebecca Hilliard  
Project Coordinator/Network Admin  
Housing Authority of Hopkinsville  
270-887-4275 ext. 1105  
270-887-4080 Fax

Powered By

**ECONOMIC ENGINE**  
YOUR E-PROCUREMENT TOOLBOX