

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

Step 1: Marketplace Registration

Click "Register your Company"

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





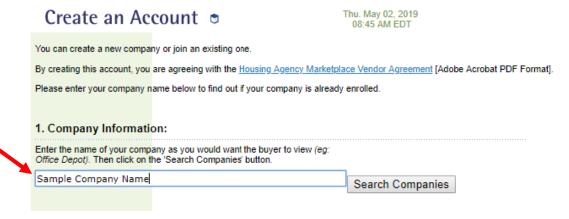
Customer Support: 1-866-526-9266 Louisville Metro Housing Authority Register your company to be able to view and respond to requests. Already registered: Click here to login and view these and other requests. Bids (QSPs) by Louisville Metro Housing Authority. Submission Title Main Commodity/Service Category Solicitation # No active QSPs. Proposals (RFPs) by Louisville Metro Housing Authority. Proposal Submission Title Main Commodity/Service Category Solicitation # Buyer Phone Deadline No active RFPs. Quotes (RFQs) by Louisville Metro Housing Authority. Proposal Submission Title Main Commodity/Service Category Solicitation # Buyer Phone 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.

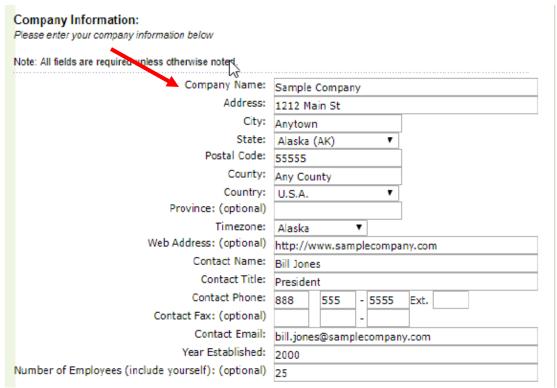


Step 3: Company Information

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.



Step 4:Point of Contact

Complete Point of Contact (Site Administrator) Information Click Submit

First Name:	Sam
Last Name:	Smith
Phone Number:	888 555 - 5555 Ext.
Title: (optional)	VP Purchasing
Email Address:	
onfirm Email Address:	sam.smith@samplecompany.com
Password:	••••••
Confirm Password:	•••••

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.

<u>Click here</u> if you wish to search by suggested keywords that link to a specific commodity/service

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

Save

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

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.



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

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