# El Paso County Housing Authority - Fabens "Vendor Registration Instructions"



# Please follow these instructions to register for the marketplace as a vendor

Click or Copy and Paste this URL:

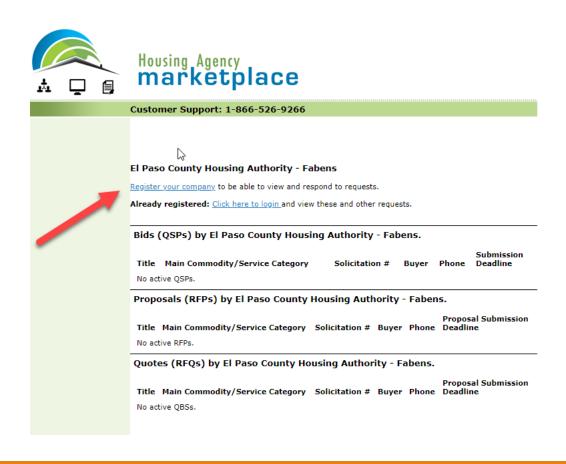
https://ha.internationaleprocurement.com/requests.html?company\_id=60512



## Step 1: Marketplace Registration

Click "Register your Company"

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





## 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



### 08:48 AM EDT

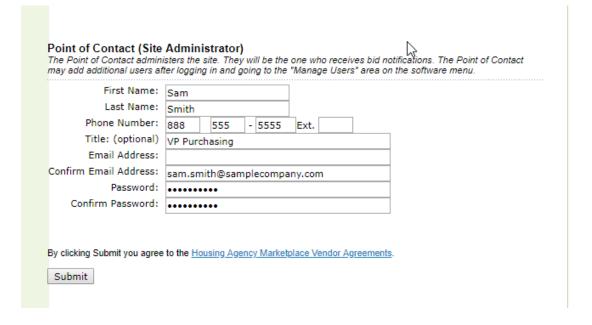
### Please enter your company information below.

| e: All fields are required unless otherwise notest. |  |
|---|--|
| · · · · · · · · · · · · · · · · · · ·               |  |
| 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:<br>Web Address: (optional)                | Alaska ▼                                   |
| Contact Name:                                       | http://www.samplecompany.com               |
|   | Bill Jones                                 |
| Contact Title:                                      | President                                  |
| Contact Phone:                                      | 888 555 - 5555 Ext.                        |
| Contact Fax: (optional)                             |  |
| Contact Email:                                      | bill.jones@samplecompany.com               |
| Year Established:                                   | 2000                                       |
| mber of Employees (include yourself): (optional)    | 25   |
| MWBE Classification:                                | None (not Woman- or Minority-owned)        |
|   | ✓ Woman-owned Business Enterprise          |
|   | African-American Business Enterprise       |
|   | Hispanic-American Business Enterprise      |
|   | Native American Business Enterprise        |
|   | Asian Pacific-American Business Enterprise |
|   | Asian Indian-American Business Enterprise  |
|   | Hassidic Jew-American Business Enterprise  |
|   | ✓ Qualified Disabled Veteran Owned         |
| Other Classification:                               |  |

# Step 4: Point of Contact

Complete Point of Contact (Site Administrator) Information

Click Submit



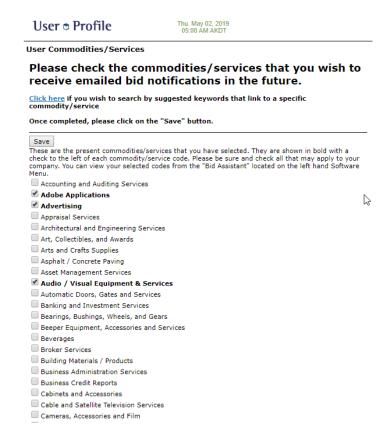


## Step 5: Company Services / Commodities List

Check each box that is appropriate to your business

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

Click Save & Continue





## Step 6: Login to the Marketplace

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

