# Lorain Metropolitan Housing Authority "Vendor Registration Instructions"





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

Click or Copy and Paste this URL:

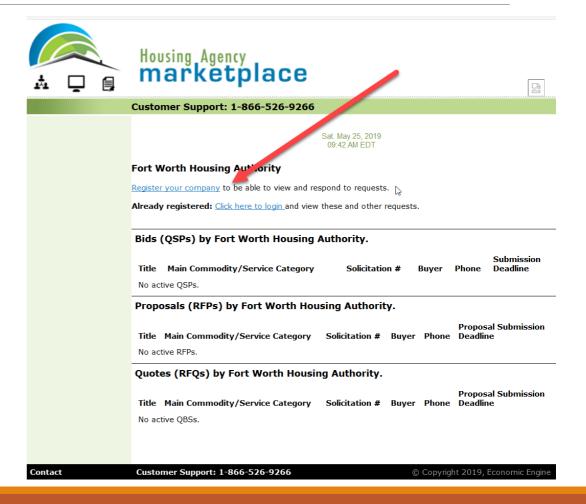
https://ha.internationaleprocurement.com/requests.html?company id=50641



## 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.

### 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 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: 555 - 5555 Ext. Contact Fax: (optional) Contact Email: bill.jones@samplecompany.com Year Established: Number 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: Section 3 Vendor [HUD Section 3 Brochure]

# Step 4: Point of Contact

Complete Point of Contact (Site Administrator) Information

Click Submit



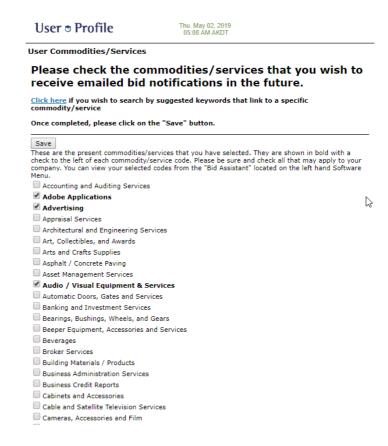


## Step 5: Company Services / Commodities List

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



### **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