# Erie MetropolitanHousing Authority "Vendor Registration Instructions"





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

Click or Copy and Paste this URL:

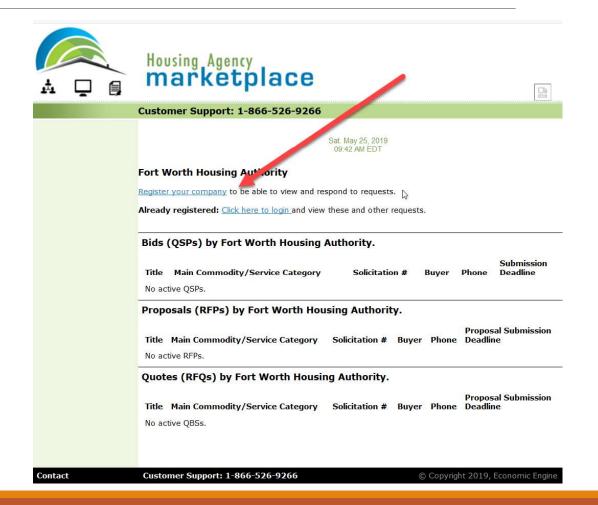
https://ha.internationaleprocurement.com/requests.html?company\_id=49496



## 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.



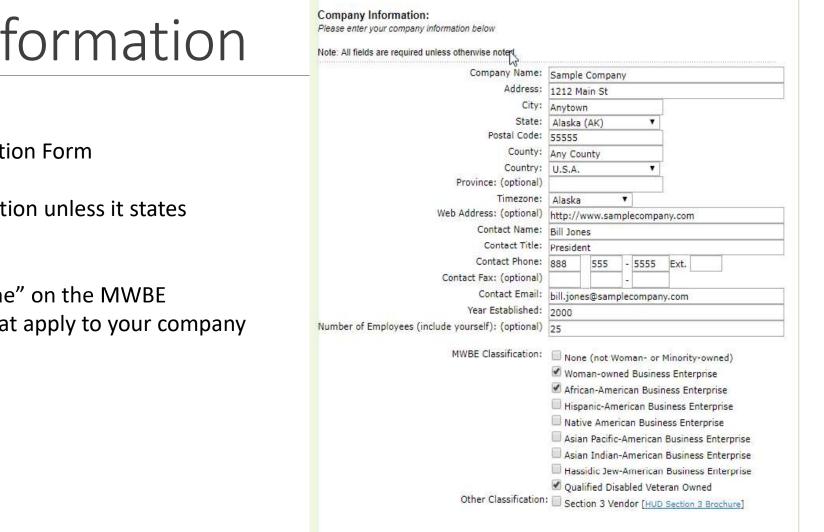


## Step 3: Company Information

**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.



## 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 Pur	P Purchasing										
Email Address:												
Confirm Email Address:	sam.sı	mith@sar	mpl	ecompa	ny.com							
Password:	•••••	••••	777									
Confirm Password:	ord: ••••••											

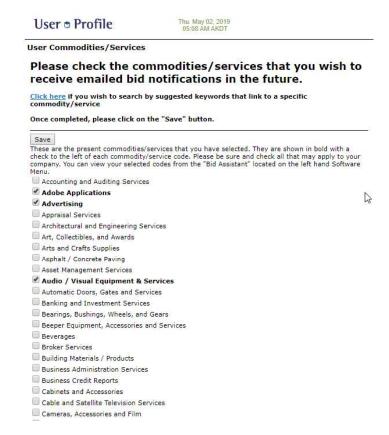


## Step 5: Company Services / Commodities List

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

