

# Housing Authority of the City of Port Arthur “Vendor Registration Instructions”

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

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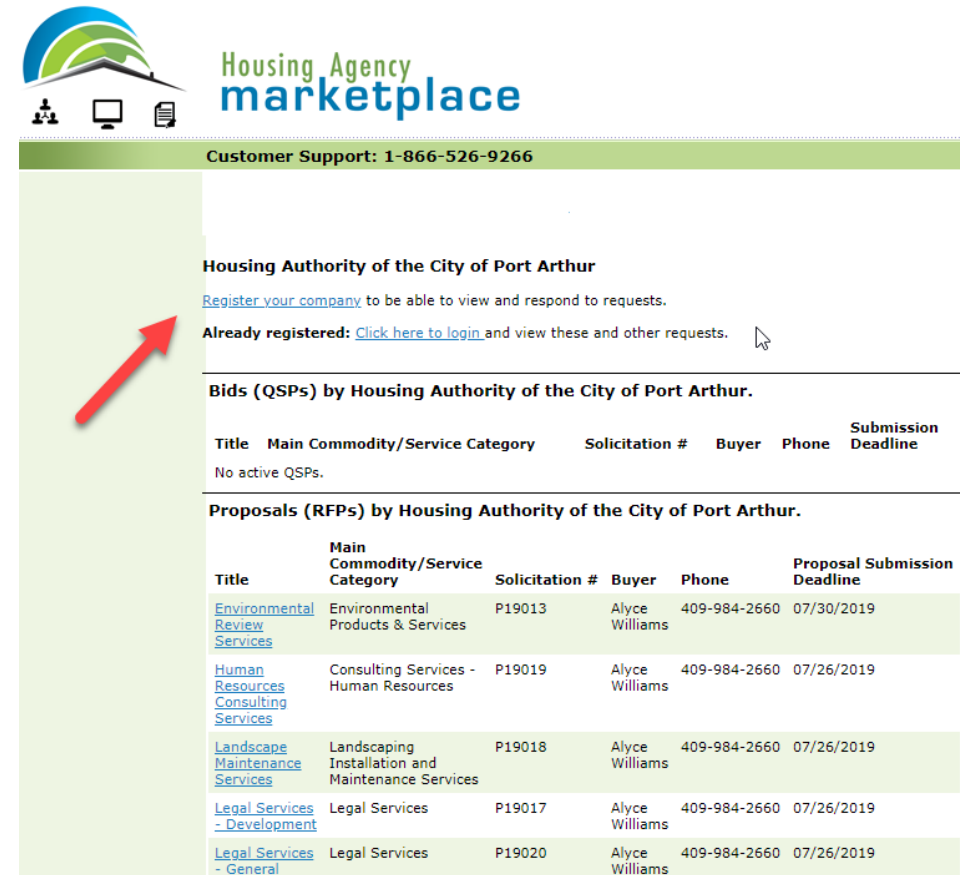
Click or Copy and Paste this URL :

[https://ha.internationalprocurement.com/requests.html?company\\_id=9291](https://ha.internationalprocurement.com/requests.html?company_id=9291)

# 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**

Customer Support: 1-866-526-9266

**Housing Authority of the City of Port Arthur**

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

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

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**Bids (QSPs) by Housing Authority of the City of Port Arthur.**

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

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**Proposals (RFPs) by Housing Authority of the City of Port Arthur.**

Title	Main Commodity/Service Category	Solicitation #	Buyer	Phone	Proposal Submission Deadline
<a href="#">Environmental Review Services</a>	Environmental Products & Services	P19013	Alyce Williams	409-984-2660	07/30/2019
<a href="#">Human Resources Consulting Services</a>	Consulting Services - Human Resources	P19019	Alyce Williams	409-984-2660	07/26/2019
<a href="#">Landscape Maintenance Services</a>	Landscaping Installation and Maintenance Services	P19018	Alyce Williams	409-984-2660	07/26/2019
<a href="#">Legal Services - Development</a>	Legal Services	P19017	Alyce Williams	409-984-2660	07/26/2019
<a href="#">Legal Services - General</a>	Legal Services	P19020	Alyce Williams	409-984-2660	07/26/2019

# Step 2: Creating an Account


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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.



Housing Agency  
marketplace

# 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

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			
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			

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

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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:	<input type="text" value="Sam"/>
Last Name:	<input type="text" value="Smith"/>
Phone Number:	<input type="text" value="888"/> <input type="text" value="555"/> - <input type="text" value="5555"/> Ext. <input type="text"/>
Title: (optional)	<input type="text" value="VP Purchasing"/>
Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text" value="sam.smith@samplecompany.com"/>
Password:	<input type="password" value="....."/>
Confirm Password:	<input type="password" value="....."/>

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



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# 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.

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**
- ☒ **Advertising**
- ☐ Appraisal Services
- ☐ Architectural and Engineering Services
- ☐ Art, Collectibles, and Awards
- ☐ Arts and Crafts Supplies
- ☐ Asphalt / Concrete Paving
- ☐ Asset Management Services
- ☒ **Audio / Visual Equipment & Services**
- ☐ Automatic Doors, Gates and Services
- ☐ Banking and Investment Services
- ☐ Bearings, Bushings, Wheels, and Gears
- ☐ Beeper Equipment, Accessories and Services
- ☐ Beverages
- ☐ Broker Services
- ☐ Building Materials / Products
- ☐ Business Administration Services
- ☐ Business Credit Reports
- ☐ Cabinets and Accessories
- ☐ Cable and Satellite Television Services
- ☐ Cameras, Accessories and Film

# 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**



The screenshot shows the 'Housing Agency marketplace' homepage. At the top is a logo with a stylized house and the text 'Housing Agency marketplace'. Below the logo is a navigation bar with 'HOME PAGE'. The main content area features a login form on the left with fields for 'E-mail:' (containing 'samplecompany@gmail.com') and 'Password:', a 'LOGIN' button, and a 'Forgot Password?' link. Below the login form is a section titled 'Section 3 Economic Opportunity' with a link to 'Agencies Utilizing Marketplace'. Further down is a 'Sign-up now:' section with links for 'As a Vendor' and 'As a Housing Agency', and a 'Customer Support' link at the bottom. On the right side of the login form is a large graphic showing two people at computers with an '@' symbol. To the right of this graphic is a 'Marketplace Comments' section with a quote from Rebecca Hilliard, Project Coordinator/Network Admin at the Housing Authority of Hopkinsville, and her contact information: 270-887-4275 ext. 1105 and 270-887-4080 Fax. At the bottom right is the 'ECONOMIC ENGINE' logo with the tagline 'YOUR E-PROCUREMENT TOOLBOX'.

**Housing Agency marketplace**

HOME PAGE

E-mail: samplecompany@gmail.com  
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

For [Vendors](#), we offer immediate notification of requests for information, requests for service, or requests for proposal or quotation from buyers.

For [Buyers](#), we offer instant access to their existing list of vendors or an expanded pool of vendors in the geographic range of their choice.

Powered By

**ECONOMIC ENGINE**  
YOUR E-PROCUREMENT TOOLBOX