

District of Columbia 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.economicengine.com/requests.html?company_id=35581



Step 1: Marketplace Registration

Click “Register your Company”

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



The screenshot shows the Housing Agency marketplace website. At the top, there is a green header with the logo and the text "Housing Agency marketplace". Below the header, a green bar displays "Customer Support: 1-866-526-9266". The main content area is white and contains the following sections:

- Montgomery 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 Montgomery Housing Authority.**

Title	Main Commodity/Service Category	Solicitation #	Buyer	Phone	Submission Deadline
No active QSPs.					
- Proposals (RFPs) by Montgomery Housing Authority.**

Title	Main Commodity/Service Category	Solicitation #	Buyer	Phone	Proposal Submission Deadline
No active RFPs.					
- Quotes (RFQs) by Montgomery Housing Authority.**

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

A red arrow points to the "Register your company" link in the Montgomery Housing Authority section.

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.



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.

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
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.
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

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

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

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' website. At the top is a logo with a stylized house and the text 'Housing Agency marketplace'. Below the logo is a navigation bar with 'HOMEPAGE'. The main content area has 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 sub-header 'Agencies Utilizing Marketplace'. Under this, there is a 'Sign-up now:' section with links 'As a Vendor' and 'As a Housing Agency', and a 'Customer Support' link. To the right of the login form is a large graphic showing two people at computers with an '@' symbol. Below this graphic is text for 'Vendors' and 'Buyers' and a 'Powered By' section for 'ECONOMIC ENGINE YOUR E-PROCUREMENT TOOLBOX'. On the far right, there is a 'Marketplace Comments' section with a quote from Rebecca Hilliard, Project Coordinator/Network Admin at the Housing Authority of Hopkinsville, including contact information: 270-887-4275 ext. 1105 and 270-887-4080 Fax.

Housing Agency marketplace

HOMEPAGE

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

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

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