

# Lucas Metropolitan Housing Authority “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.economicengine.com/requests.html?company\\_id=1224](https://ha.economicengine.com/requests.html?company_id=1224)



# 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 navigation bar with the Housing Agency marketplace logo on the left and the Lucas Metropolitan Housing Authority logo on the right. Below the navigation bar, a green banner displays the customer support number: 1-866-526-9266. The main content area is divided into sections. The first section is titled "Lucas Metropolitan Housing Authority" and contains two links: "Register your company" to be able to view and respond to requests, and "Already registered: Click here to login" and view these and other requests. A red arrow points to the "Register your company" link. Below this, there is a section titled "Bids (QSPs) by Lucas Metropolitan Housing Authority." which contains a table with columns for Title, Main Commodity/Service Category, Solicitation #, Buyer, Phone, and Submission Deadline. The table lists one bid: "Tree Trimming & Removal Services" with solicitation number IFB#19-B017, buyer Joseph Kissner, phone 4192599438, and submission deadline 08/28/2019. Below the bids section, there is another section titled "Proposals (RFPs) by Lucas Metropolitan Housing Authority." which contains a table with columns for Title, Main Commodity/Service Category, Solicitation #, Buyer, Phone, and Proposal Submission Deadline. The table lists two proposals: "Compensation Consultant Services" with solicitation number RFP#19-R007, buyer Joseph Kissner, phone 419-259-9438, and proposal submission deadline 08/08/2019; and "Housing Authority Software Systems" with solicitation number RFP19-R006, buyer Sherry Tobin, phone 419-259-9446, and proposal submission deadline 08/06/2019.

Customer Support: 1-866-526-9266

**Lucas Metropolitan 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 Lucas Metropolitan Housing Authority.**

Title	Main Commodity/Service Category	Solicitation #	Buyer	Phone	Submission Deadline
<a href="#">Tree Trimming &amp; Removal Services</a>	Tree Trimming Services	IFB#19-B017	Joseph Kissner	4192599438	08/28/2019

**Proposals (RFPs) by Lucas Metropolitan Housing Authority.**

Title	Main Commodity/Service Category	Solicitation #	Buyer	Phone	Proposal Submission Deadline
<a href="#">Compensation Consultant Services</a>	Consulting Services - Human Resources	RFP#19-R007	Joseph Kissner	419-259-9438	08/08/2019
<a href="#">Housing Authority Software Systems</a>	Computer Software	RFP19-R006	Sherry Tobin	419-259-9446	08/06/2019

# 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.

Sample Company Name

# 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. <input type="text"/>
Contact Fax: (optional)	<input type="text"/> - <input type="text"/>
Contact Email:	bill.jones@samplecompany.com
Year Established:	2000
Number of Employees (include yourself): (optional)	25
MWBE Classification:	<input type="checkbox"/> None (not Woman- or Minority-owned) <input checked="" type="checkbox"/> Woman-owned Business Enterprise <input checked="" type="checkbox"/> African-American Business Enterprise <input type="checkbox"/> Hispanic-American Business Enterprise <input type="checkbox"/> Native American Business Enterprise <input type="checkbox"/> Asian Pacific-American Business Enterprise <input type="checkbox"/> Asian Indian-American Business Enterprise <input type="checkbox"/> Hassidic Jew-American Business Enterprise <input checked="" type="checkbox"/> Qualified Disabled Veteran Owned
Other Classification:	<input type="checkbox"/> Section 3 Vendor [ <a href="#">HUD Section 3 Brochure</a> ]

# 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](#).

# 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**



**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