



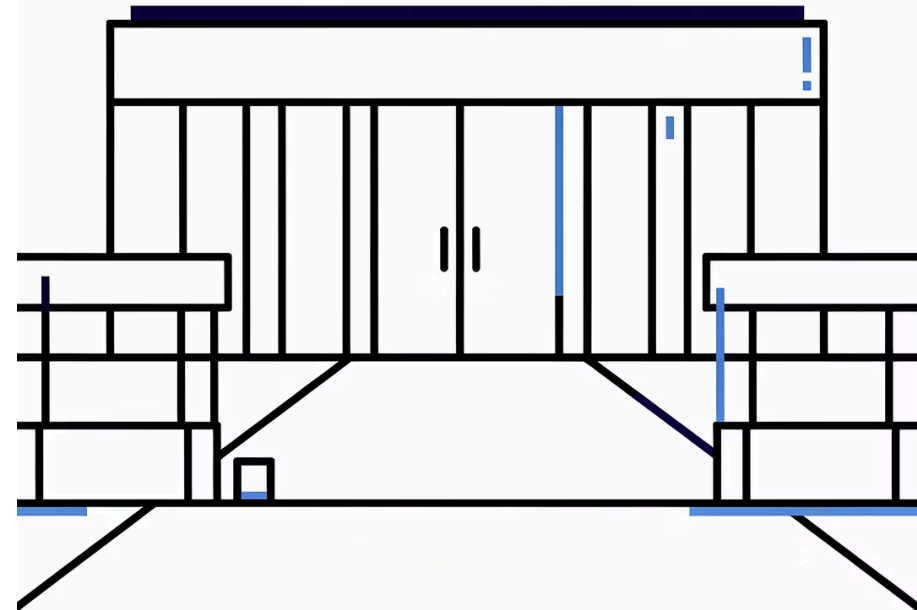
AUSTIN HOUSING AUTHORITY

Building **Stronger** Communities

Vendor Registration Instructions

Housing Agency Marketplace · Austin Housing Authority

How to Register as a Vendor



Getting Started

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

Click on or copy this link to register:

https://ha.internationaleprocurement.com/requests.html?company_id=10217



Step 1: Marketplace Registration



Visit the Registration Link

Click on or copy the provided link to access the Housing Agency Marketplace.



Click 'Register Your Company'

You will be redirected to a form that will allow you to create an account.



Complete the Registration Form

Fill in your company details to set up your vendor account.

Step 2: Creating an Account



Search for Your Company

Enter your company name and click 'Search Companies'.



New Company? Register It

If no company is found, click 'Register your company' to create a new listing.



Existing Company? Join as Salesperson

If your company was found, follow instructions to register as a salesperson.



Submit the Request

Review your information and submit to complete this step.

Step 3: Company Information

Complete the Form

Fill out all required fields in the Company Information Form. All fields are required unless marked 'optional'. Include: Company Name, Address, City, State, Postal Code, Contact Name, Contact Title, Contact Phone, Contact Email, Year Established.

MWBE Classification

Be sure to check either 'None' (if not Woman- or Minority-owned) or all boxes that apply to your company, including: Woman-owned, African-American, Hispanic-American, Native American, Asian Pacific-American, Asian Indian-American, Hassidic Jew-American Business Enterprise, or Qualified Disabled Veteran Owned.

Step 4: Point of Contact

-  The Point of Contact (Site Administrator) administers the site and receives all bid notifications.



Enter Contact Information

Provide First Name, Last Name, Phone Number, Title (optional), and Email Address.



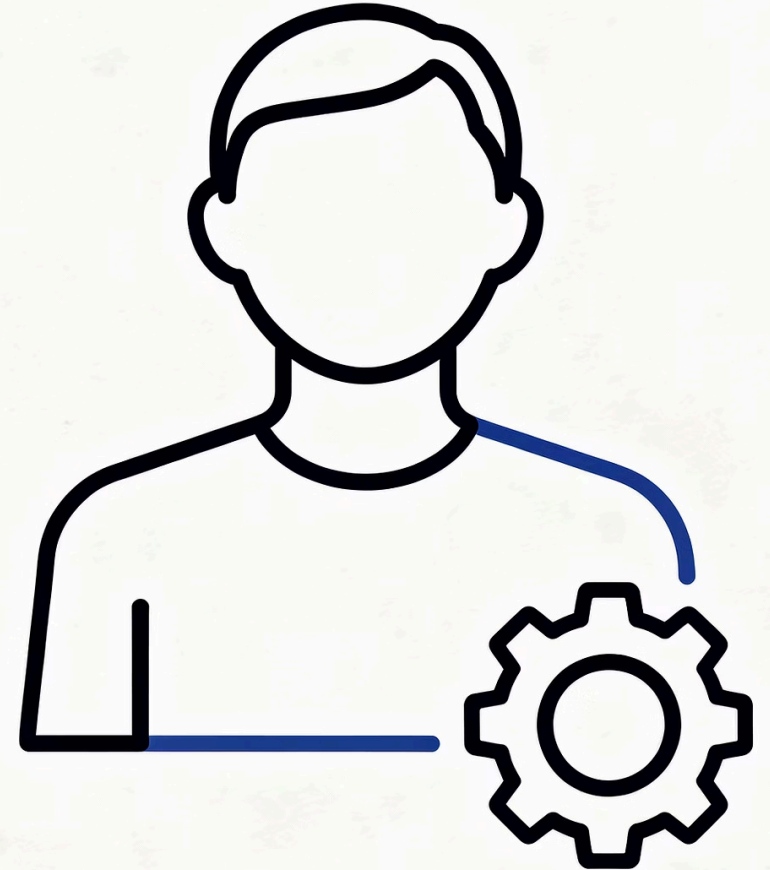
Set Your Password

Create and confirm a secure password for your marketplace account.



Click Submit

By clicking Submit, you agree to the Housing Agency Marketplace Vendor Agreements.



Step 5: Company Services / Commodities List



Select Your Services

Check each box that is appropriate to your business from the commodities/services list.



Search for Codes

Use the 'Click Here' link to search for suggested keywords that link to a specific commodity/service code.



Save & Continue

Once you've selected all applicable categories, click 'Save & Continue' to proceed.

Step 6: Login to the Marketplace



Enter Your Credentials

Enter your email address and password to access the Housing Agency Marketplace.



Accept the Site Usage Agreement

You will be prompted to review and check a site usage agreement before entering the Marketplace.



Enter the Marketplace

Once you check the agreement box and hit Submit, you will be allowed to enter.

 THERE IS NO COST TO RECEIVE SOLICITATIONS FROM OUR AGENCY THROUGH THE HOUSING AGENCY MARKETPLACE