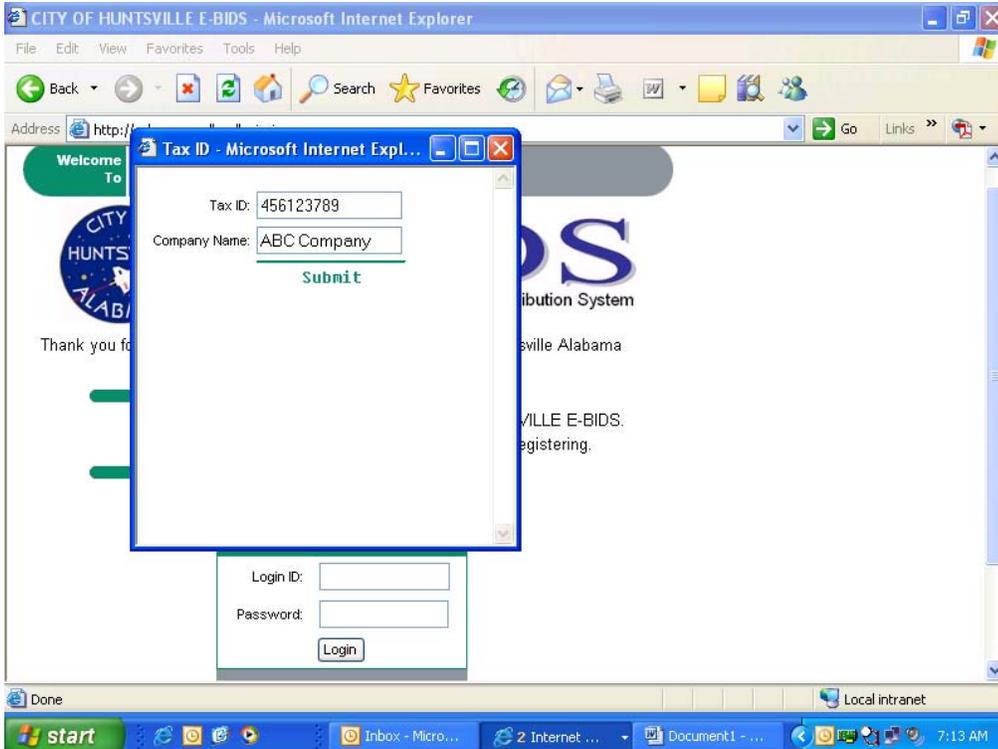


To register, click on “Register”.

Once registered, you will use this screen to enter your login ID and password.

You can view “Open Bids” without registering but you will not be notified of addenda unless you register or at a minimum provide an acknowledgement for each bid you download.



Enter your 9 digit Federal Employer Identification Number or, if applicable, your Social Security Number.

Enter your legal company name or, if applicable, your individual name.

City of Huntsville - Register - Microsoft Internet Explorer

Address: http://coh-procure/bs0/external/register.sdo?taxId=456123789&name=ABC+Company

Register

Company Information

Company Name*: ABC Company

Business Description: Office Supplies

Mailing Address Line 1*: 123 Main Street

Address Line 2: P O Box 123

Address Line 3:

Address Line 4:

Country*: US - United States of America

City*: Huntsville State/Province*: AL

ZIP*: 35801 County: Madison

Company Phone*: 256 533 1111 Company FAX: 256 533 1112

Company Email*: janedoe@abccompany.com Tax ID #: 456123789

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? EIN SSN

State of Incorporation: AL Year of Incorporation: 0

Complete the Company Information section. Fields marked * are required. Use the question mark for help anytime.

You can choose to be notified of opportunities via Email or the US Postal Service. We believe Email is the best delivery method to choose. By choosing email notification, you will not receive notification through the US Postal service.

City of Huntsville - Register - Microsoft Internet Explorer

Address: http://coh-procure/bs0/external/register.sdo?taxId=456123789&name=ABC+Company

Preferred Delivery Method: Email

Would you like to be registered as an emergency supplier in the case of an emergency? Yes No
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Emergency Phone*: Ext.:

Emergency Contact*: Emergency Email*:

Emergency Info Comment:

Administrative User Information

Salutation: Ms.

First Name*: Jane Last Name*: Doe

Job Title*: Manager Department:

Email*: janedoe@abccompany.com Phone*: 256 533 1111 -

Login ID*: janedoe

Login Question: What is my name Login Answer: janedoe

Add Another Address Continue Registration Reset Cancel

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Continuing on this page, you can choose to be an emergency vendor by providing the required information.

Complete the Administrative User section. Your Administrative User will have access to make changes to your registration at any time and receive notifications. Be sure to make a note of the login id you select and give yourself a clue with the question and answer incase you forget.

You can then add another address or continue the registration.

City of Huntsville - Maintain Vendor Address - Microsoft Internet Explorer

Address: http://coh-procure/bso/external/newAddress.sdo

Enter a New Address

Address Type: Bid Mailing Address

Name this Address: Bid Mailing Address

Contact Name: Emergency Mailing Address

Address Line 1: Purchase Order Mailing Address

Address Line 2: Remit Address

Address Line 3:

Address Line 4:

Country: US - United States of America

City: State/Province:

ZIP: County:

Phone: Ext:

FAX: Email:

Status: Active

Default address for this address type

Save & Add Another Save & Continue Registration Reset Cancel & Continue Registration

You can provide other address information if applicable. For instance, if you have a separate address where payments should be sent or if you want purchase orders to go to a particular location etc.

City of Huntsville - Commodity Codes - Microsoft Internet Explorer

Address: http://coh-procure/bso/external/maintMisc.sdo

Terms, Categories, and Certifications - ABC Company

Terms

Payment Terms: SEE BID DOCUMENTS

Freight Terms:

Shipping Method:

Shipping Terms:

Categories & Certifications

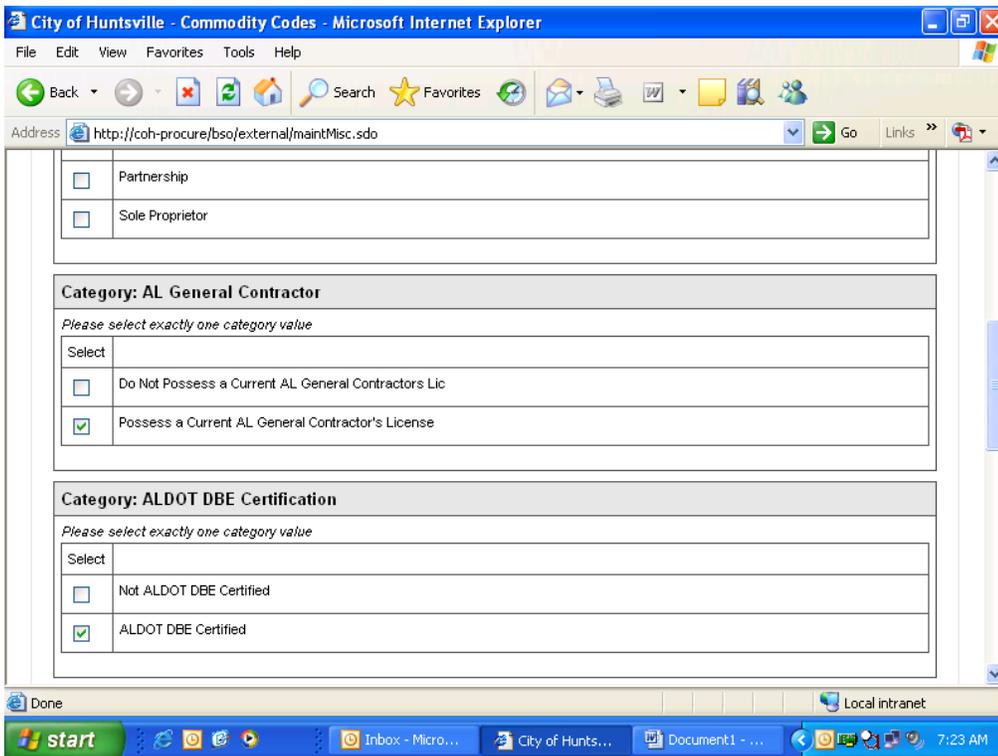
Category: Business Type

Please select exactly one category value

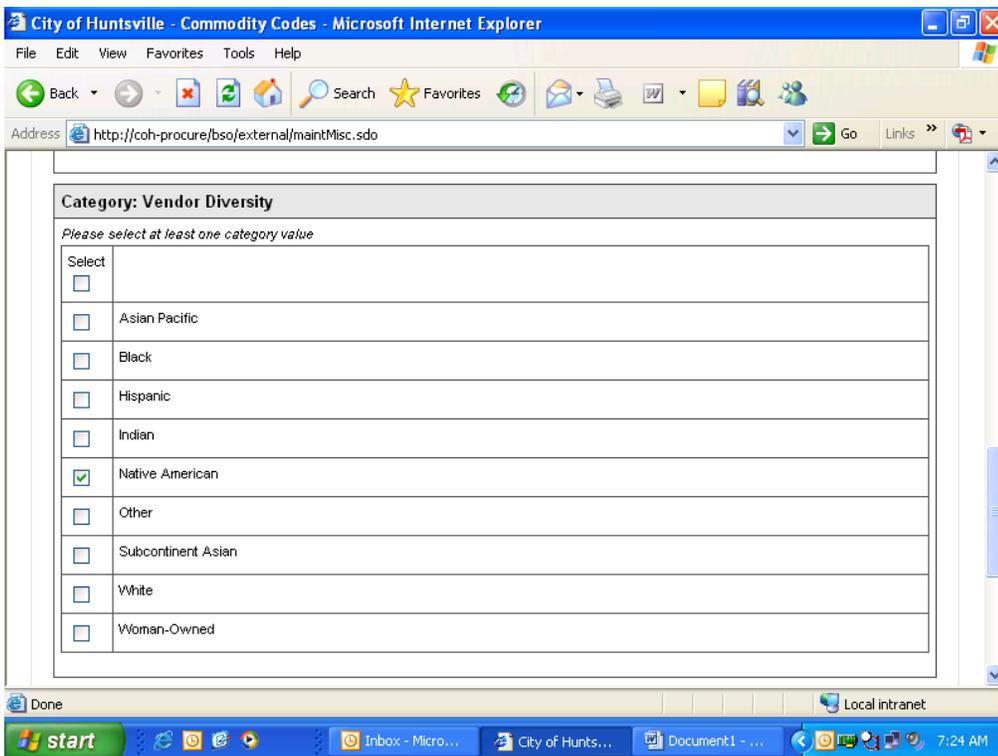
Select	
<input checked="" type="checkbox"/>	Corporation
<input type="checkbox"/>	Individual
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Sole Proprietor

The fields under Terms are not being used. The City of Huntsville sets the terms in each solicitation to insure that all bidders are bidding equally.

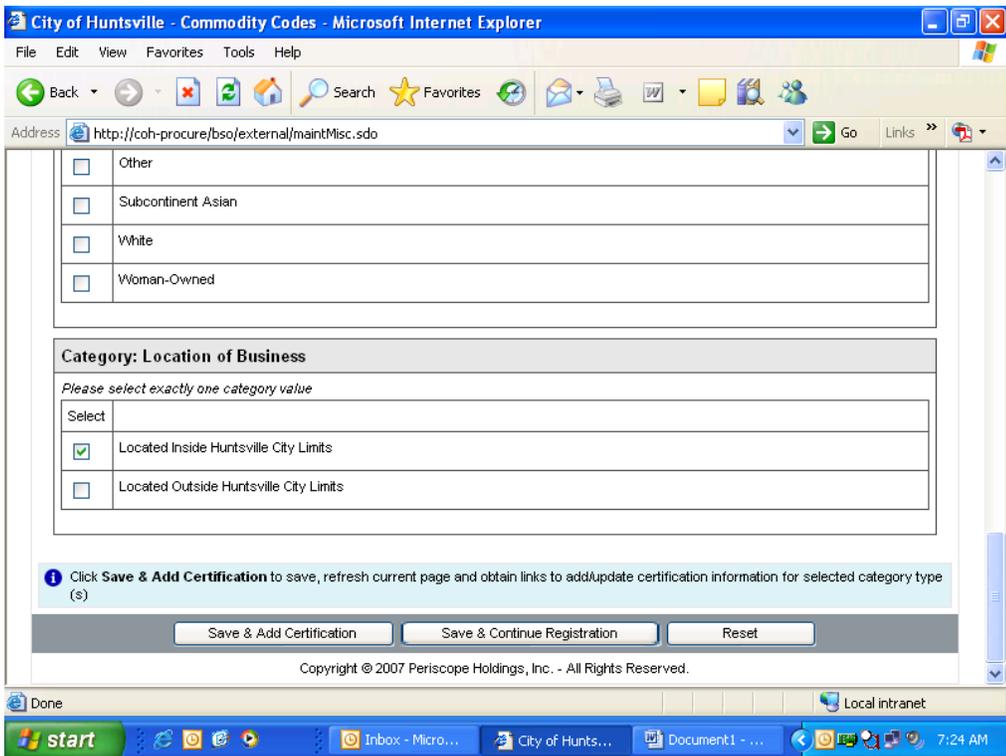
Complete the Categories & Certifications section. You must make a selection in each category.



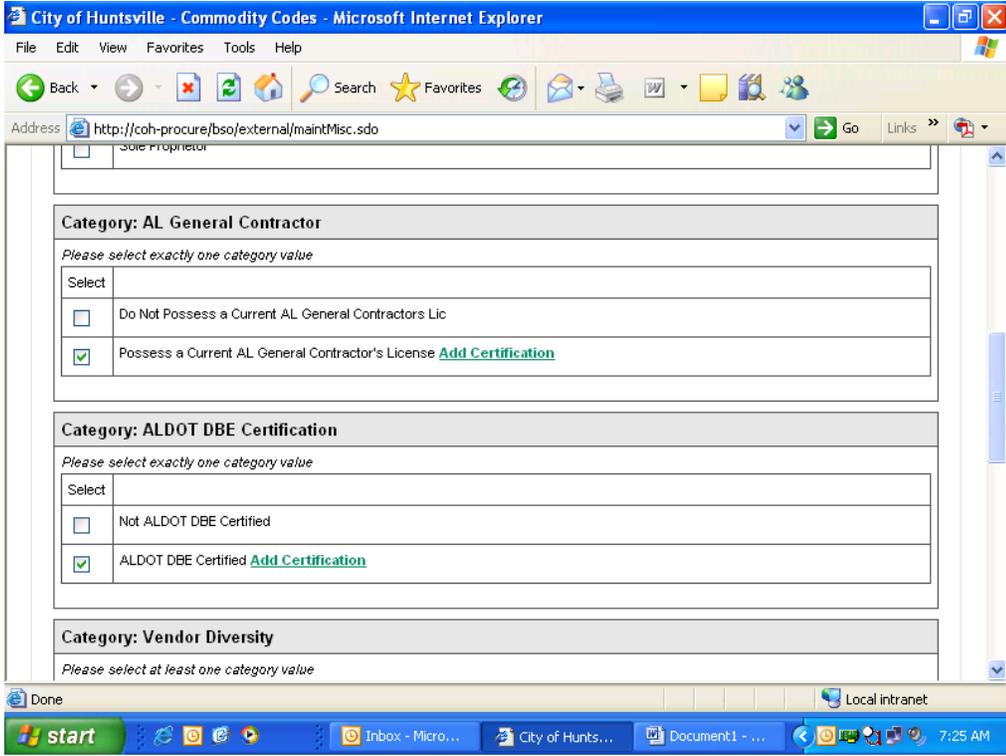
If you have an Alabama General Contractor's License or an Alabama Department of Transportation DBE Certification, when the category section is complete you will click on Save & Add Certification.



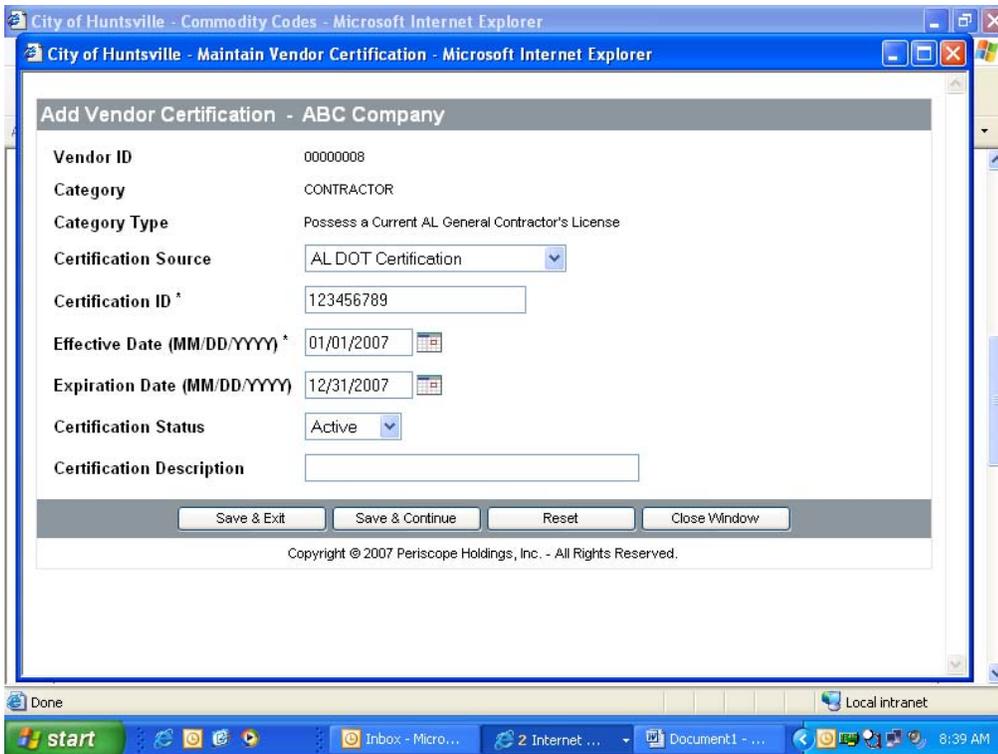
In this category you can make more than one selection, if applicable.



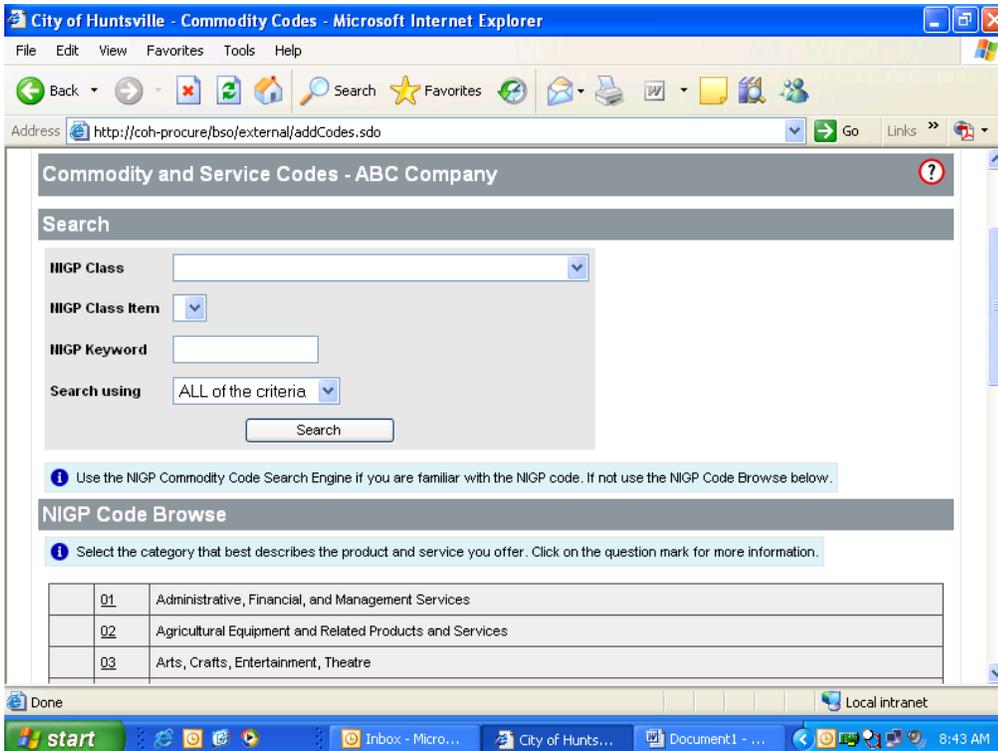
If you have a certification you need to add click “Save & Add Certification” if not, click “Save & Continue”.



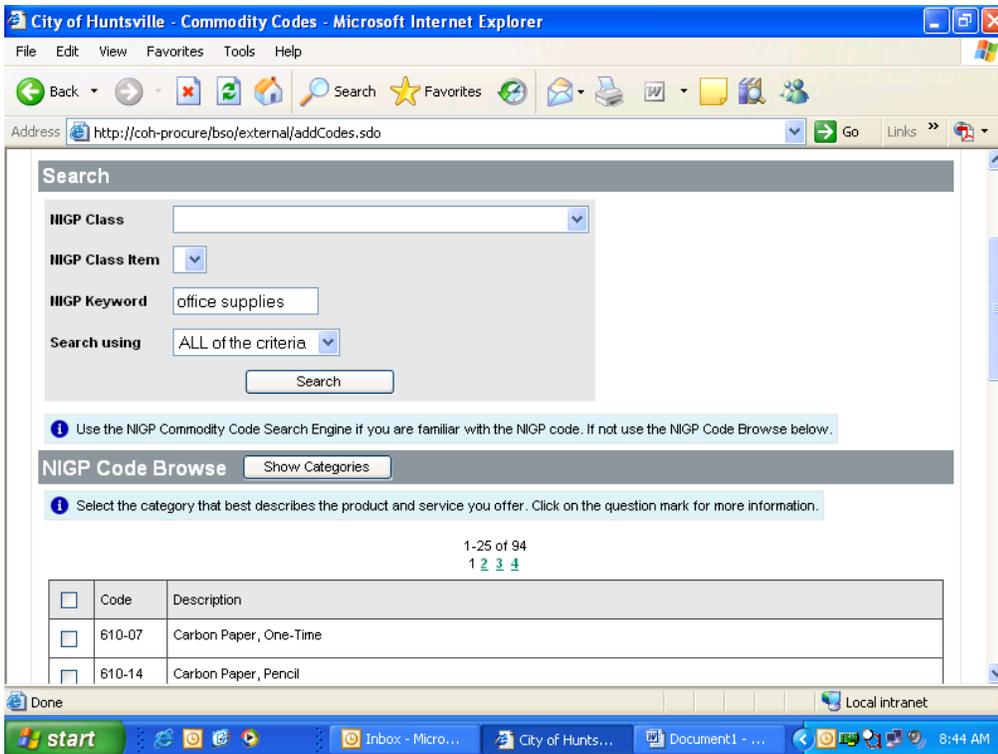
Click on the “Add Certification” link to provide the details of each of your licenses and/or certifications.



If you have to add another this screen will automatically come back. When completed click "Save and Continue".



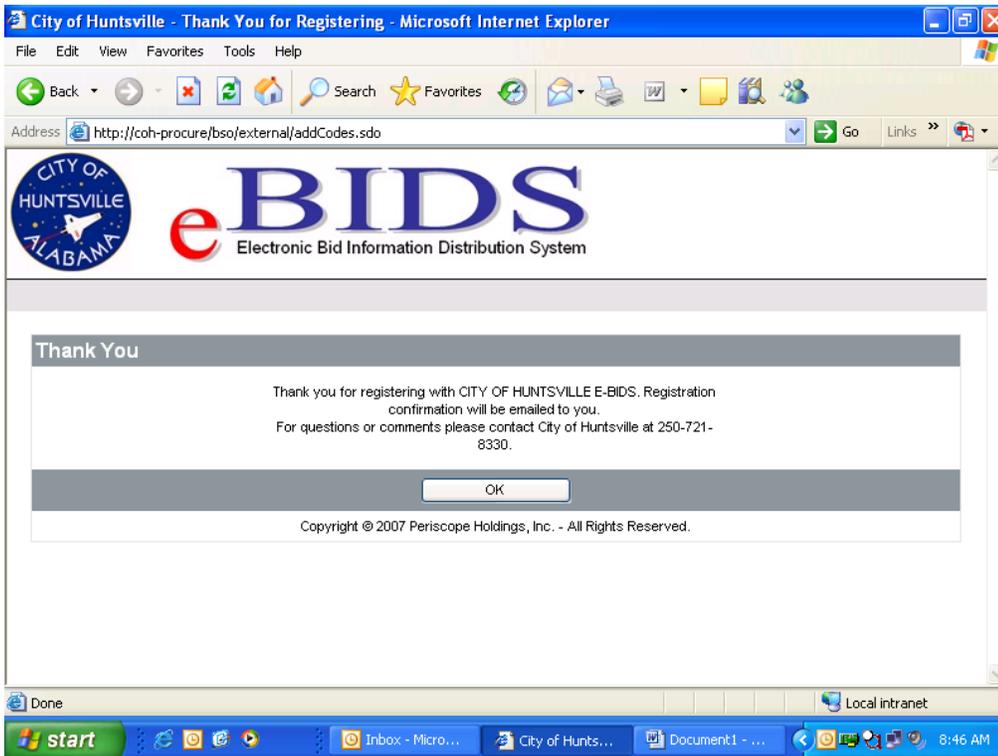
Search commodity codes that describe the products and/or services you wish to be notified regarding. You can drill down by clicking on the drop downs.



You can also use key word searches to find the commodity codes.



Review the results from your searches and select the codes that apply to your business, if all apply you can just click Code. You can Save and Add More or Save and Continue when you are finished.



Thank you for submitting your registration. You will receive an email confirming your registration along with your password and login. Make a note to keep your password in a safe place.

If you have an ALDOT DBE Certification, you must submit a copy of it also. Fax this to (256) 427-5059.

For assistance with your registration, call 256-427-5056.

Login

Password

******Now that you are a registered bidder, please go back to www.hsvcity.com/procurement to view the Vendor Administration Manual. We recommend that you go back into the system and review your commodity codes and add any other users you want to have access. ******