



ALBUQUERQUE HOUSING AUTHORITY

Empowering people in our community through affordable housing and self-sufficiency opportunities

FROM: Albuquerque Housing Authority
Procurement Officer: Rocio Sinche
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Please print this letter and follow the instructions to register your company to be able to receive our bid notifications via email in the future. We are starting this process to save monies associated with phone, fax, and mailing costs of bids, along with helping to document communication between our buyers and you as a vendor.

DIRECTIONS TO ACCESS OUR HOUSING AGENCY MARKETPLACE

1. Access URL <https://ha.internationaleprocurement.com/actions/login.html>
2. Click on “Register Your Company”
3. Enter your company name and click on “Search Companies”
4. If no company was found, click on “Click here to create a new one”. (If your company was found, follow instructions to sign up as a salesperson for your company. You will submit your information and the contact person that had signed up previously for your company will be sent an email to verify your information, you will then be emailed a password.) If that salesperson listed in no longer with the company, contact customer support support@economicengine.com.
5. Fill out all required fields with information about your company on the first page, check off all commodity/service codes on the next page. Once you receive a thank you for registering page, click on “Continue”.
6. Enter your email address and password in the upper left hand corner of the page to enter our marketplace. (Save this page in your favorites, as this is where you will always login.) 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.
7. If our Housing Agency comes up when you enter our marketplace, click on the request and follow instructions. If you enter on any other page, fill out required information and save the information, then click on scan solicitations by agency on the left hand menu area, locate and click on our Housing Agency. From there you will be able view any “live” bids along with following directions to download documents and how to submit your response.
8. If you have any questions pertaining to our marketplace, feel free to call customer support at 1-866-526-9266. They are available from 9AM Eastern to 4PM Pacific Monday through Friday (except holidays).

Please complete the following information and return this page to our Contracts Office by fax. Failure to complete and return this form could be grounds to remove your firm from our bidder’s list. We look forward to your timely reply.

Do you intend to follow the above detailed directions to access the internet site, register and follow the bid instructions provided online? YES___ NO___. If “NO,” please explain following as to why:

