

Procedure for registering with E-Bid

Get to the following internet address:

<https://www.ebidexchange.com/Login.aspx>

You will see this screen:

City of Stamford Purchasing - Windows Internet Explorer

https://www.ebidexchange.com/Login.aspx

City of Stamford, Connecticut

Purchasing Department - Open Bid, RFP and RFQ Notices

Home Registration Solicitations Bids/Awards

Login To System 1/16/2008 9:57 AM Eastern

Existing User Login

Email Address *

Password *

Login

Forgot Password

Email Address *

Reset Password

Enter your email address here

* = required field

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The Purchasing Department has set the passwords to all registered vendors to be re-set upon their first login.

If you received a notification via email, enter that email address in the text box under the ***Forgot Password*** section of the screen

A new password will be sent to the email address you entered. This email will contain a link that says “**Click to Enter New Password**”. When you click this link you will be taken to the web page for resetting your password

City of Stamford, Connecticut Purchasing Department - Open Bid, RFP and RFQ | Contact Us | FAQ | Help Notices

Home Registration Solicitations Bids/Awards

Login To System 1/16/2008 3:40 PM Eastern

You must enter a new password.

Change Password

New Password	<input type="text"/>	*	← Enter your new password in both boxes. Make sure that they match!
New Password (verify)	<input type="text"/>	*	

* = required field

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Once you enter your new passwords you will be taken to your company's profile in our system.

Vendor - Company

Your registration is now complete. You may use the [View Company Summary](#) link for a printable view of your registration.

[View Company Summary](#)

Vendor Account Status

Account Status Active

Account Approval Pending (Last updated: Mike Albanese 1/16/2008)

Vendor Company Detail

Last Edited By	eBid admin (1/16/2008 3:45 PM Eastern)
Company Name	Test Company
Company URL	
Country	United States
Address1	888 Washington Blvd
Address2	Technology Detartment
City	Stamford
State/Province	Connecticut
Zip/Postal Code	06901
Phone	203-977-5661
Fax	
Disadvantaged Business Categories	
Certification State	
Certification Expiration Date (xx/xx/xxxx)	

Edit Company

This screen is where you can edit your company information, contacts, select the products and services that your company provides and upload any requires state certification documents.

To edit your company information click on the **Edit Company** button at the bottom of the screen.

To update your company's contact information, select the **Contacts** link at the top of the screen.



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar has tabs for 'Home', 'Registration', 'Solicitations', and 'Bids/Awards'. Below these tabs is a secondary navigation bar with links for 'Company', 'Contacts', 'Categories', and 'Documents'. The 'Contacts' link is circled in red. Below the navigation bar, the page title is 'Vendor - Contacts'. There is an 'Add Contact' button. Below the button is a table with the following data:

	Name	Permission	Title	Phone	Fax	Opt Out	Email Address
View	Michael Albanese	Company Administrator		203-977-5661		<input type="checkbox"/>	michael@malbanese.com

This will list all of the contact information that the City of Stamford has for your company. To view the details on a contact click on the **View** link for that contact

To add a contact to this list click on the **Add Contact** button and you will be presented with a form where you can enter the information.

The Categories link is where you can select the products and services that your company provides.



[Edit](#)

2 Service - 2160 Computer & Info Tech Consultants
2 Service - 2170 Computer Software Training Consultants

[Edit](#)

The information shown here is what the City of Stamford's purchasing Department currently has on file for your company.

In order to add or remove a product or service to your company's profile click on the **Edit** button. You will see this screen:



Vendor - Product and Service Categories

[Save Selected](#)

- 1 - Product
- 2 - **Service**
 - 2000 - Abandoned Car Removal Services
 - 2005 - Access Control System Contractors
 - 2010 - Actuarial Consultants

The screen will show the selection of the products and services that your company is registered for. In order to add or remove a product or service click on the box to the left of that item.

To expand or collapse the list click on the + symbol next to the Products or Services list.



Vendor - Product and Service Categories

Save Selected

Click here to expand the list



+ 1 - Product

- 2 - Service



2000 - Abandoned Car Removal Services

Click here to select the item



2005 - Access Control System Contractors

Once you have made you changes slick on the **Save Selected** button to save this information.

Finally there is the **Documents** link; this is where you can upload copies of the



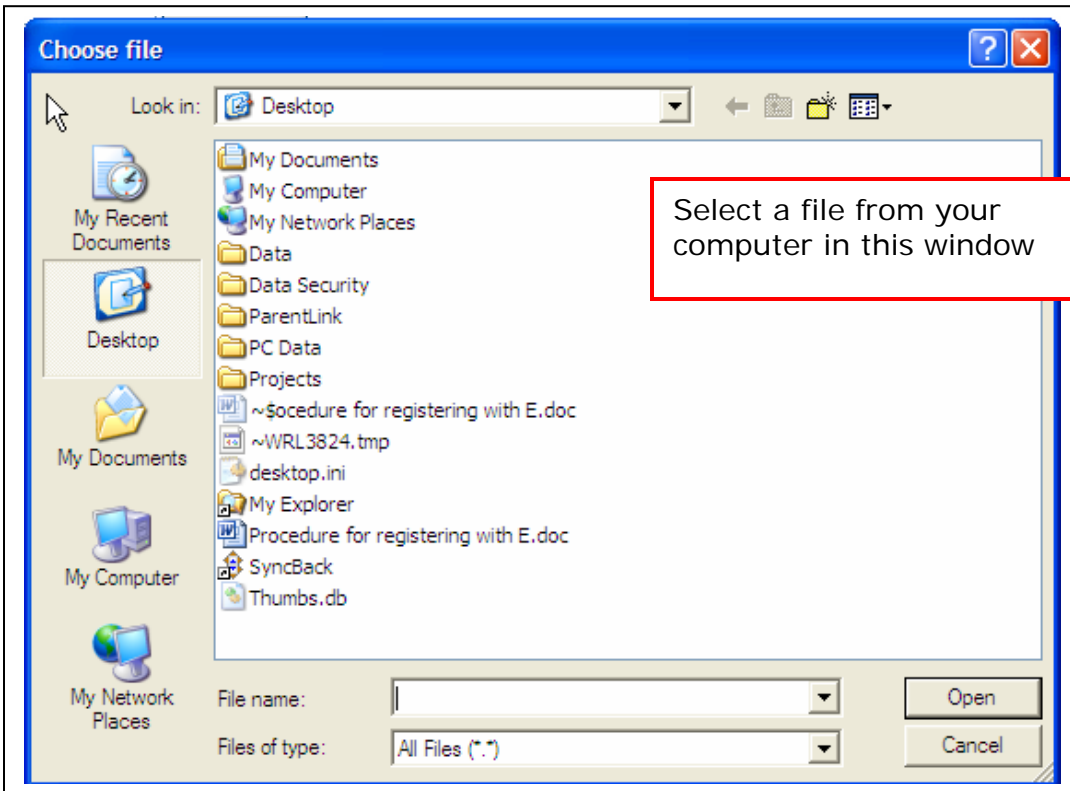
Vendor - Documents

DBE Certification Document (1)	<input type="text"/>	Browse...
DBE Certification Document (2)	<input type="text"/>	Browse...
DBE Certification Document (3)	<input type="text"/>	Browse...

Save



To upload a document click on the **Browse** button, this will open a window where you can select a document from your computer to upload



Once you have selected the file click on the **Save** button to add this document to your company's profile