



Housing Agency Marketplace

– Vendor Registration Instructions –



Table of Contents

01 Vendor Sign Up

02 Vendor Sign Up cont.

03 Commodities/Services

04 Service Level

05 Dedicated Agency

06 State, Region(s) & Nationwide

07 Email Notifications/Bids

08 Vendor Support



Vendor Sign Up

Sign Up Link:

https://ha.internationaleprocurement.com/requests.html?company_id=30501

1. Enter Company Information

Company Information:
Please enter your company information below

Note: All fields are required unless otherwise noted.

Company Name:

Address:

City:

State:

Postal Code:

County:

Country:

Province: (optional)

Timezone:

Web Address: (optional)

Contact Name:

Contact Title:

Contact Phone: - Ext.

Contact Fax: (optional) -

Contact Email:

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

2. Accept Vendor Agreement Terms

The Housing Agency Marketplace

VENDOR AGREEMENT

Welcome to the Housing Agency Marketplace!

This electronic marketplace will enable your company ("vendor") to sell goods and services efficiently and competitively over the Internet to local housing authorities and community development agencies nationwide. This marketplace is operated by International eProcurement, LLC ("IELLC").



Vendor Sign Up

3. Point of Contact

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](#).

Complete Point of Contact (Site Administrator) Information

Click Submit



Commodities/Services

1. Select **ALL** commodities/services that apply to your business

User Commodities/Services **Please choose at least one commodity.**

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.

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

The more commodities/services you select, the more opportunities/bids you will be receive.
You can always remove in the future.

Select everything that applies to your business.



Service Levels

1. Select Service Level
 - a. Left side panel

Software Menu

Vendor's Workbench

Edit Company Profile

Manage Users

Qualification Docs

Service Level

Edit User Profile

Commodities / Services

Change Password

Bid Assistant

Scan Solicitations by Agency

Scan Solicitations by Commodity/Service

Search Solicitations by Keyword

Billing Activity

Dedicated

One Agency (FREE)



UPGRADE TO RECIEVE MORE BIDS:

Bronze – One state

Silver – One region

Gold – Any 3 regions

Platinum – Nationwide (all 8 regions)



Dedicated Agency

1. Select Dedicated Agency (FREE)

To connect with your designated agency, please select the "Dedicated" service level and click Submit. This will provide access to your assigned agency. If you wish to expand your outreach to additional agencies, please select from the desired service levels listed below.

Note: Any of the below levels will be able to view all the requests in the marketplace. The difference is in the ability to receive email request notifications and respond electronically to the requests.

Your service level dedicated will be renewed on 09/23/2026

Dedicated Vendor

No dedicated buyer chosen. Click on the 'Submit' button below to correct the problem!

No Charge: If your company elects to receive electronic bid notices and electronic response capabilities **from only one agency (you choose the one agency and dedicate your company to that agency)**, the communication fee is waived. Once you choose communication level along with a membership level, and submit, you may choose a state and then a participating agency on the next two pages.

2. Select the state in which the Agency is located. Then select the Agency in "blue"

Please select the state/territory in which the agency you wish to access is located. You will see all the Housing Agencies signed up in that state/territory.

Select a state...

Select a state...

- Not Applicable (N/A)
- Alabama (AL)
- Alaska (AK)
- Arizona (AZ)
- Arkansas (AR)
- California (CA)
- Canada (CN)
- Colorado (CO)
- Connecticut (CT)
- Delaware (DE)
- Florida (FL)
- Georgia (GA)

- [Alexander City Housing Authority](#)
2110 County Road
Alexander City, AL 35010
- [Auburn Housing Authority](#)
931 Booker Street
Auburn, AL 36832-2902
- [Childersburg/Vincent Housing Authority](#)
250 6th Avenue South West
Childersburg, AL 35044
- [Cullman Housing Authority](#)
PO Box 487
Cullman, AL 35056
- [Fairfield Housing Authority](#)
PO Box 352
Fairfield, AL 35064
- [Greene County Housing Authority](#)
Post Office Box 389
Eutaw, AL 35462-0389
- [Housing Authority of the Birmingham District](#)
1826 3rd Avenue South
Birmingham, AL 35233



Bronze, Silver, Gold & Platinum

Want more project opportunities?

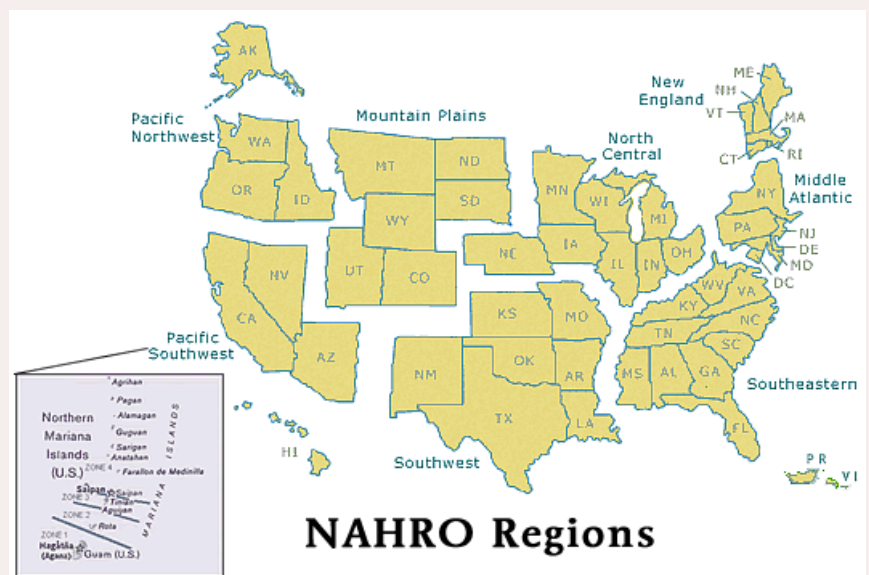
195 Housing Agencies Nationwide

View active Agencies:

<https://www.housingagencymarketplace.com/active-housing-agencies-by-state-agency>

Upgrade your membership to expand your reach across NAHRO regions and get in front of more agencies looking for your services:

- Receive more bid notifications across multiple regions
- Access larger project pipelines
- Compete beyond your home state
- Increase visibility with procurement teams nationwide



Email Notifications/Bids

Now that you have selected your commodities/services and your service level, you will receive email notifications for opportunities.

Bidding on Projects

1. Select your bidding plan

- a. Respond "Will Bid" – planning on bidding
- b. Respond "Might Bid" – may or may not bid
- c. Respond "No Bid" – planning on not bidding

The buyer requested that you attach one or more files.

In order to facilitate partnering between General Contractors, Sub Contractors and Suppliers please identify how do you plan to respond by selecting a vendor type from the pull-down below.

Respond 'Will Bid'

When ready to begin your response to this bid, click on "Respond Will Bid" to submit your response.

Drafts can be retrieved in your Vendor's Workbench by clicking on the identifying bid number in "RFQ/IFB Responses - Drafts" area.

Respond 'Might Bid'

You are reviewing the solicitation and considering whether to respond.

Respond 'No Bid'

You will not receive any further notices pertaining this Bid.

Hard Copy/Mail-in:

If the buyer is requesting hard-copy/mail-in document, select "Respond Will Bid" as a courtesy to let them know you will be mailing in your proposal.



Vendor Support

Thank you for joining the
Housing Agency Marketplace!

Monday – Friday

9:00am – 7:00pm EST

(excluding holidays)

(866) 526 – 9266

support@internationaleprocurement.com

