

How to sign up to receive procurement opportunities by email:

BEGIN THE SIGN UP PROCESS

- Step 1:** Click on “*Receive Procurement E-mail Notifications*”
- Step 2:** Click on “*Sign up for E-mail Notification*”
- Step 3:** Click on “*Proceed to Log in Page*”, you will be taken to a “*Logon*” page.

GET AN ACCOUNT

- Step 4:** Click on “*How to get a MyID*”, a new window will open;
- Step 5:** Click on “*Start*” at the bottom of the page
- Step 6:** Type in the text image then click on “*Next*”
- Step 7:** Scroll down the window on the screen to read and accept the Terms of Use.
- Step 8:** Click on the radio button “*I accept the Terms of Use*”
- Step 9:** Click on “*Next*” to proceed
- Step 10:** Fill in your name, phone number, and email address then click on “*Next*”
- Step 11:** Click on a radio button to select a suggested User ID or to type in your own User ID
- Step 12:** Create your password and type it in both the “*User Password*” and the “*Confirm Password*” boxes. Write down your password in a safe place and click on “*Next*” to proceed;
- Step 13:** Select a security question from the drop down “*Question*” menu and provide your personal answer in the “*Answer*” box underneath your selected question. Repeat the process for the next two security questions and click on “*Submit*” to proceed;
- Step 14:** You will then get an Account Confirmation. Click on the radio button “*MyID registration confirmation*” to print your account details for future references. Click on “*Exit*”, the window will close and you will be returned to the “*Logon*” window from step 3 above;

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ENTER YOUR BUSINESS PROFILE

Step 15: Click on “*Individual*”;

Step 16: Enter your User ID from step 14 above into the “*MyID*” box;

Step 17: Enter your password from step 12 above into the “*Password*” box;

Step 18: You will be taken to the “*My Business Profile*” screen where you can enter more information about your business;

Step 19: Enter the “*Company Name*”, “*city*”, “*country*”, and “*province*” of your business;

Step 20: Scroll down the “*area of primary business activity*” box to look for an industry most closely associated with your businesses.

Note: It is OK to associate more than one industry to your business. Where uncertain, ask what definitely is NOT your business? Please note that this is about what your business does, not about the procurement opportunities that you want to receive.

Step 21: Verify the “*business e-mail*” address shown or enter a new one. This is the email address where email notifications will be sent to.

Step 22: Click on the radio buttons to select the appropriate email format that you wish to receive. “*HTML*” emails may contain graphics where “*text*” emails do not;

Step 23: Ensure that the “*Active*” box under re “*Profile Status*” is check-marked; you will not receive e-mail notifications if this box is not check-marked.

Step 24: Click on the link “*Privacy Notice*” in the “*Privacy Information*” section to review the site’s Privacy Policy;

Step 25: Click on the box next to “*confirmed*” in the “*Privacy Information*” section to confirm that you have read, understood and agreed to the site’s Privacy Policy;

Step 26: Scroll down the page, click on the “*Procurement Categories*” button and you will be taken to a new page titled “*Procurement Categories of Interest*”. Here you can select the type of procurement opportunities which you want to be notified by email;

SELECT THE CATEGORIES OF OPPORTUNITIES YOU WISH TO RECEIVE

Step 27: On the “*Procurement Categories of Interest*” page, click on the “*Add*” button, a new window titled “*Business Opportunities UNSPSC*” will open, within which, a drop down menu of products and services categories appears for you to chose from;

Step 28: Scroll down the menu to find the category of your interest; click on it to select; and hold down the “*Ctrl*” button on your keyboard to select more than one category. Please see “Important Notes” below! Click on the “*Add Code*” button to complete your selection;

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IMPORTANT NOTES:

When selecting Categories of interest, please keep the following in mind:

- a. The choices available from the drop down menu are high level categories for products and services. The products and services which your company provides most likely are more specific and do not perfectly fit into one of the categories available. It is also likely that you need more than one category to describe all the products and services that your business provides. Therefore, it is important that you select ALL the categories which describe your products and services.
- b. Buyers tend to purchase “final” products or services. It is likely that your business provides intermediate products or services or raw material to the provider of “final” products or service. In which case, you may want to select the categories of products and services which your CUSTOMER provides, then work together with your customer to compete when an appropriate opportunity becomes available.
- c. Buyers also tend to purchase “suites” of products or services from one supplier. It is likely that your company may provide one or more of the “suite” but not all. In order to bid on the opportunities, you may have to look for providers of complimentary products or services to complete the “suite” which the buyers are looking for. Similarly, other supplier may be looking for you to provide the missing pieces from their “suite” of products or services. Therefore, you may want to select any category of products or services that are RELATED to your own.

Following the above strategies, you may receive a few opportunities than you wanted; however, it is better than missing out on any relevant opportunities. Furthermore, you will have more opportunities to grow and expand your business into new market places.

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Step 29: The next filter for your search “*description keyword/key phrase (include)*” narrows down your search result by searching for the keywords and key phrases you specified in the results from Step 28 above. Only those with matching keyword/key phrase will be sent to you by email. For new users of the system, it is recommended that you skip this filter.

Step 30: The next filter for your search “*description keyword/key phrase (exclude)*” narrows down your search result by searching for the keywords and key phrases you specified in the results from Step 28 above. Those with matching keyword/key phrase will be excluded from your email. For new users of the system, it is recommended that you skip this filter.

Step 31: Click on the “*Save & Return*” button to complete selecting the categories of procurement opportunities. This will take you back the “*My Business Profile*” page from Step 26 above.

Step 32: Click on the “*Submit*” button at the bottom of the page to submit your business profile and your categories of procurement opportunities which you wish to receive by email. This will take you to a page titled “*Sign Up for Procurement E-notification*” on which a confirmation message “*Your profile has been saved*” is displayed.

CONGRATULATIONS! You have completed registering to receive email notification of 2010 related procurement opportunities. You may come back at any time to edit your business profile or to further refine your search categories.