



City of Newport- Rhode Island

e-Procurement System

<http://eprocurement.cityofnewport.com/>

Vendor Registration and Login How-to Guide

Rhode Island Cities and Towns posting Bids and RFPs on the e-Procurement System include;

Newport Smithfield Providence East Providence Hopkinton
Exeter-West Greenwich Regional School Department
Central Falls Middletown Newport Public Schools Bristol
South Kingstown Portsmouth Charlestown
North Kingstown School Department Pawtucket Jamestown Richmond

Please Note: Depending on the City or Town that is posting the bid/RFP document(s), the criteria for asking questions, submitting bids/proposals etc., may be different. The bid tabulation or award may not be posted on the e-Procurement portal, but on the City/Town website or another location. It is important to read the solicitation for specifics and contact that City/Town directly for more information.

Registering for the 1st time as a vendor involves entering your profile information and selecting Commodity Codes. Once registered, you will receive an email notification when a bid/RFP is posted that falls into the realm of your chosen Commodity Code(s). **You will only receive email notifications if you have chosen Commodity Codes.**

1. Registering as a Vendor:

- Cut-and-paste the following link in your browser:
<http://eprocurement.cityofnewport.com/>
- Select the “Registration” link in the “Vendor” menu of the top navigation area.
- Fill in the Vendor Profile Form-see below for field-by-field assistance.
- Once the fields are filled in, select “**Next**” to save your changes and proceed to the next step.

LOGIN INFORMATION

* Fields marked with an asterisk (*) are required

Username* (Case sensitive)
Notes: Must contain between 4 and 16 alphanumeric characters (no spaces or special characters allowed) and must be unique.

Password* (Case sensitive)
Notes: Must contain between 6 and 16 characters. Must contain 1 Upper case letter and 1 number. No spaces allowed.

Retype Password*

COMPANY INFORMATION

Legal Name of Firm* Vendor company name

Contractor Type Select the type of Contractor from the dropdown menu or choose “Unspecified”

Address 1 *Address 1* Address 2* City*

State* Zip*

Number of Years in Business* Number of years vendor has been in business

Web Address (e.g. <http://www.google.com>)

Is the firm a certified minority owned business*?
☐ Yes ☐ No

CONTACT INFORMATION

First Name*

Last Name*

Title*

Email Address* (Primary email address for vendor)

Email CC List Additional email addresses for the vendor. Each added email will receive email notifications. More than one email address may be entered, please use a semicolon (;) to separate addresses.

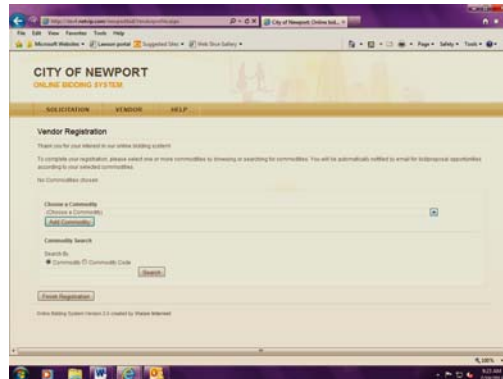
Office Phone* Cell Phone Fax

2. Selecting Commodity Codes



If you wish to receive email notifications of bidding opportunities you must choose Commodity Codes.

This step in the registration process is the selection of Commodity Codes that you would like to be associated with. You will receive an email notification when bids are created in the commodity groups you have selected. You can choose as many or as few Commodity Codes as you like.



a. Choose a Commodity: Use the drop-down menu to choose a Commodity Code. When you choose a code, that commodities sub-commodities are displayed in a list at the bottom.

b. Commodity Search: You can enter keywords to search for specific commodities.

In each case you will see a list of commodities and sub-commodities with a checkbox next to them.



If you only choose the “parent” commodity code, this will include all the sub-commodities underneath it as well.

c. Check the box next to the commodity to add it to your preferences and select “Add Commodity” button to save your changes.

d. You can repeat this process for multiple commodities.

e. Once the commodity is selected, it will appear in a list labeled “My Subscribed Commodities and Subcommodities” at the bottom of the page.

In this list you can select “Delete” next to a commodity to remove it from your preferences.

f. When finished adding, click “Finish Registration”. You will receive an email confirmation of your registration.

IMPORTANT: You will need to go to your email and “ACTIVATE” your registration to be able to log into the e-Procurement portal and receive email notifications.

3. Logging in as a Vendor

- a. Open your web browser and enter the following URL in the address bar:

<http://eprocurement.cityofnewport.com/>

- b. Select under the “*Vendor*” heading- “*Login*”

Enter your username and password and click the “*Login*” button. (select “*Logout*” to log out of the system)

If you have forgotten your password, you can select “*Forgot Your Password?*” link, then enter your email address. The password will be emailed to you.

- c. After you have successfully logged in, you will see the list of “*Active Solicitations*”.

4. Questions and Answers

PLEASE NOTE: Asking questions through this portal may not be for all bids/RFPs. Please view the specific bid document for details.

Once you have reviewed an Active Solicitation and you still have specific questions about the solicitation, and unless otherwise noted, you can post your questions online.

1. To ask a question, select the “*Q&A*” link on the solicitation summary page.
2. Any questions posed by other vendors and answered by the posting city/town will be listed on the bottom of your review.
3. To ask a question, enter the question in the “*Ask a Question*” text area and select the “*Send Question*” button.

The question will be sent to the agency that created the solicitation. If they choose to answer the question, you will be notified when it is answered via e-mail, and you can come back to this screen to view the answer.

5. Viewing a Solicitation (Bid/RFP)

- a- If you received an email notification that a bid/RFP has been posted that falls into one of your chosen commodity codes, you will receive a link to the summary page of the solicitation. You can also browse all the solicitations that are currently active. You will need to log into the system to view the bid documents.

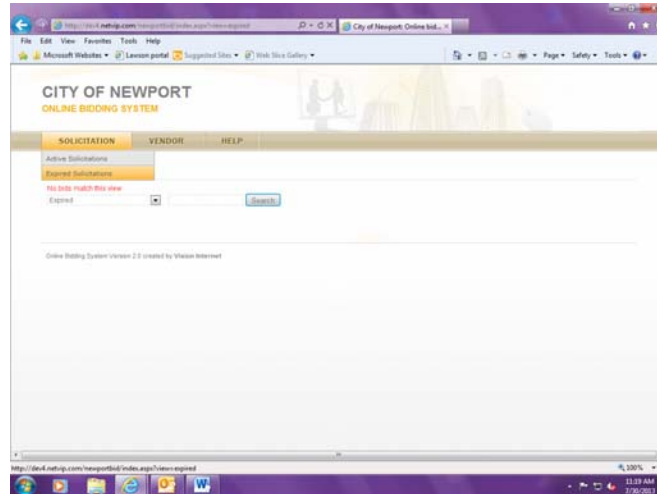
- b- Select the “*Solicitation*” heading and choose the “*Active Solicitations*” selection.

You can view the bid documents including Specifications, Addendums, and Planholders (those who received the email notifications).

- c. When a bid has closed, it will be listed under “*Expired Solicitations*”.

6. Viewing Bid Tabulations

- Once a solicitation end date & time has passed, it is considered an “*Expired Solicitation*”. You can view bid/RFP tabulations for these solicitations as well as any posted awards.
- To view bid tabulations (if posted in e-Procurement) for an “*Expired Solicitation*”, login into the website and select the “*Expired Solicitations*” link in the “*Solicitations*” menu.



You will see the list of expired bids. You will then select the document name(s) to open or download the bid tabulation.

7. Viewing Awarded Bids

(Please Note: This can vary by local city/town procedures as to when this would be posted. Some bids/RFPs may not be awarded.)

If an award has been posted, the award can be viewed by logging into the website and selecting the “*Expired Solicitations*” link, find the bid and select the “*Award*” link.

You will see the bid award screen, with a link to the award document(s) near the bottom of the page.

Click on the document name(s) to open or download the award document.

8. Viewing Planholders

Planholders are vendors who received the email notification that the bid/RFP was posted, and/or viewed the bid documents. Planholders are not those who have picked up hardcopies of plans and specs.

To view planholders, click the “*Planholders*” link on the top of the bid summary screen.

You will see the planholder contact information near the bottom of the page.