



CITY OF GREEN BAY
PURCHASING DIVISION
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DEMANDSTAR VENDOR REGISTRATION

The City of Green Bay Purchasing Division issues Requests For Proposals (RFP), Requests for Quotes (RFQ) and other solicitations electronically via DemandStar. Vendors may register for DemandStar services free of charge at www.demandstar.com. Registered vendors will receive free electronic notification of solicitations for bids, proposals, and price quotes, plus free document downloads.

Please follow these simple step-by-step instructions to insure proper registration and access to our quotes. It should take only **5 to 10 minutes** to complete your initial registration.

1. Log onto www.demandstar.com and follow these steps to access the free Agency Registration site
 - a. Click on “**Vendor Registration**” at the top of the page.
 - b. Enter your email and company name.
 - c. In the “**State**” box, click on Wisconsin.
 - d. Scroll down to pick your Free Agency. **IMPORTANT:** Pick the **Wisconsin Association of Public Procurement (WAPP)** to select all 35 current Wisconsin government agencies. Click on “Next”.
 - e. Add a subscription. Unless you want to add government agencies outside of Wisconsin, select “Skip for Now” below the shopping cart.
 - f. Fill in your business and contact information on the following two screens.
 - g. Complete your registration and wait for your Welcome mail to be emailed to you within 5 minutes.
2. Log onto www.demandstar.com using your user id and password. This is the DemandStar homepage website.
3. Select the **Account Info** tab at the top of the page to display the information you provided earlier.
4. Check for accuracy. Use the Edit keys to change or update the information.
5. Scroll down to the **User Accounts** section and select **Edit**. You can add other users in your organization you wish to receive notifications from DemandStar in case you are unavailable. Click on “Add Account”. Fill in the appropriate information and click “Save”.

6. **IMPORTANT: Select your Commodity Codes.** When the City posts an RFQ on DemandStar, it is associated with one or more Commodity Codes. Your account profile tells DemandStar the commodity codes for which you wish to receive bid information. From the **Account Info** tab, scroll down to the **Commodity Codes** section and select **Edit**. DemandStar groups all commodity codes into 15 general categories. By clicking on the symbol, you can expand any category to see which high level commodity codes are contained within it.

Click on the symbol of the high level commodity code to drill down to more specific, lower level codes. Once you have identified a commodity code in which you are interested, click on the empty box next to the description. A green will appear, indicating this code has been added to your profile.

You can select as many or as few codes as you wish. **You will only receive electronic notification of bid information for the codes you have selected.** You can update your profile at any time. From the Account Info tab, scroll down to Commodity Codes, and then select **View** to see the codes that are currently in your profile. Select **Edit** to add or delete codes.

7. Check your e-mail account for notifications from DemandStar. When the City of Green Bay or any WAPP agency posts an RFQ on DemandStar, all vendors who are registered for the commodity codes associated with it will receive an e-mail notification alerting them about the RFQ. The e-mail from DemandStar contains a hyperlink that will take you directly to the Bid Information Announcement page for that RFQ.

Directly beneath the Bid Number are two buttons:

The “**Details**” button will provide additional information about the RFQ, such as description and scope.

The “**Download/Order Bid Package**” button will take you to the actual Bid Documents site. Click on the **Download** button on the right-hand side of the page and the actual RFQ document will open in *pdf* format. You can print the documents from here. **Downloading the documents is free.**

8. Access Amendments and Award Information the same way. You will receive an e-mail alert and can gain access to these documents the same way as described above.
9. Search for bids you may have missed. Vendors can see all bids for the City of Green Bay, including bids posted before the vendor became registered. This is also a good way to insure you don't miss any RFQ's because you haven't selected the correct commodity codes.

From the DemandStar home page, select the **Suppliers** tab, and then the **View Bids** button. Scroll down to the bottom of the page and you can choose to see all bids in the system or only bids for certain agencies. You can edit for commodity codes, status, etc. by using the Modify or Advance Search options. Only bids from Wisconsin Association of Public Purchasing (WAPP) members are free.

10. If you have questions about services provided by DemandStar or the registration process, please send an e-mail to: agencyervices@demandstar.com Call 206-940-0305 to speak to a DemandStar customer service representative if needed.