

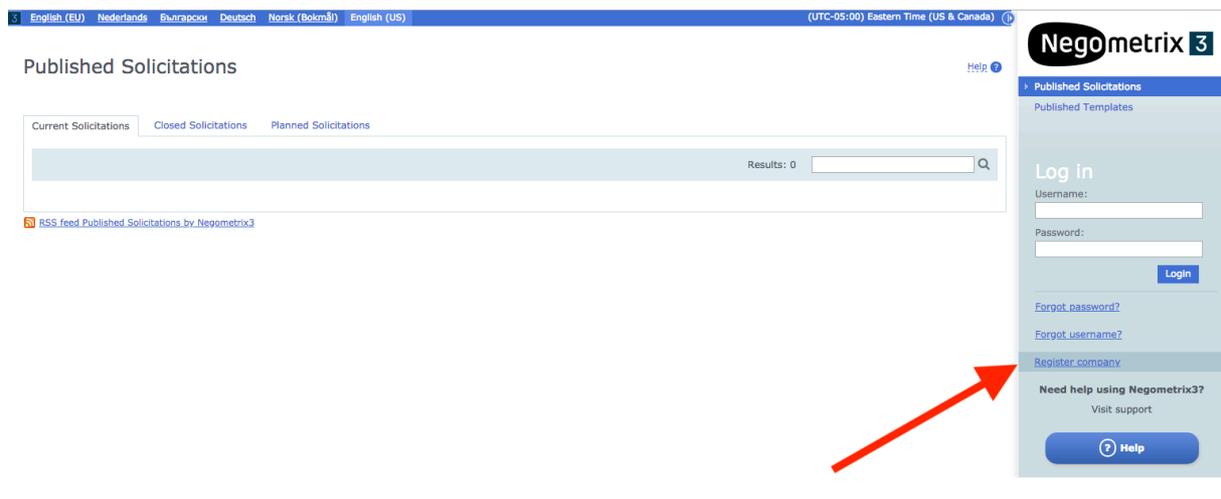
How to register on Negometrix

The Town of Palm Beach has decided to conduct their procurement online through the Negometrix platform. Negometrix is a 100% digital procurement solution, allowing you to fill-out and submit your offers online, thus allowing you to save on both costs and time by eliminating hard copy offers.

To be able to respond to our solicitations you will need an account on the Negometrix platform. If you follow the three steps below you can create your account within 5 minutes!

Step 1: Register your company

Go to <https://platform-us.negometrix.com> and click the **Register** button on the bottom right of the screen.



The screenshot displays the Negometrix 3 web application interface. At the top, there is a navigation bar with language options (English (EU), Nederlands, Български, Deutsch, Norsk (Bokmål), English (US)) and a time zone indicator ((UTC-05:00) Eastern Time (US & Canada)). The main content area is titled 'Published Solicitations' and includes tabs for 'Current Solicitations', 'Closed Solicitations', and 'Planned Solicitations'. Below these tabs is a search bar with the text 'Results: 0' and a magnifying glass icon. A red arrow points to the 'Register company' link in the right-hand sidebar, which also contains a 'Log in' section with fields for 'Username:' and 'Password:', a 'Login' button, and links for 'Forgot password?' and 'Forgot username?'. At the bottom of the sidebar, there is a 'Need help using Negometrix3?' section with a 'Visit support' link and a 'Help' button.

Step 2: Fill-out the Registration form

The system will ask you about your company & personal details to create an account. You can choose your own Username & Password here which you will use later on in the process to log-in!

Register company

You can only register your company once. If you're company already has an account, the company administrator can create a 'colleague account' for you to grant you access to the Negometrix platform. After your registration you can participate in biddings initiated by other buyers that have invited you or as a supplier. If you like to start or set-up a bid as a buyer yourself, you must (buy) have a (paid) license.

Company information

Language
English (US)

* Country
United States (US)

* Time zone
UTC-05:00 Eastern Time (US & Canada)

* Company name
Engineering Service

* Company registry number
RN 35996

* City
Orlando

* ZIP code

* Address

Company will use Negometrix as:

Supplier
 Purchasing/Procurement company

Personal data

Gender
 Mr. Mrs.

* First name

* Last name

* Phone

* Email

Once you have completed the registration form, the system will notify you with and send an activation link to the email address you've registered.

Registration successful!

You have successfully registered your organization on the Negometrix platform.
As a confirmation you received an email with an activation link and a link to the Negometrix instructions. If you have any troubles with logging in, please contact our Servicedesk: +31 (0)85 20 84 666

Step 3: Activate your account!

Check your **email inbox** for the 'Activate your Negomerix account' message. In this message an activation link is provided. Simply hit the link to confirm your registration.

Activate your Negometrix account - Negometrix Servicedesk noreply@negom... 

Dear Mr. Johnson,

The registration of the company **Hardwork** on the Negometrix platform has been completed successfully. To activate your personal account, please click on the link below or copy and paste the link in the address bar of your internet browser:

<https://platform.negometrix.com/registrationconfirmation.aspx?RegistrationGuid=e14d22ad-3050-4d55-abe6-5dd68e2a0a64> 

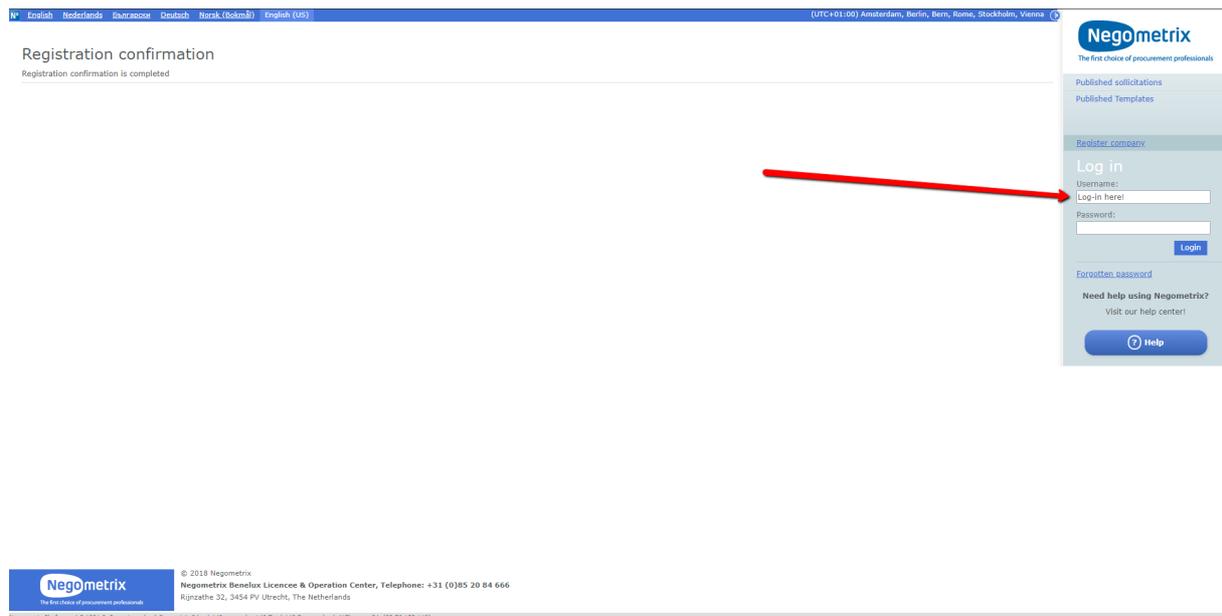
After activating your account, you can log in with the following username: tedsoepie

You can always visit our [Help Center](#) for tips and resources or contact our Service Desk with questions.

Kind regards,
The Negometrix team

Email: servicedesk@negometrix.com
Telephone: +31 (0)85 20 84 666

Welcome! Your registration is completed and you can now log-in with your self created username & password!



The screenshot shows the Negometrix registration confirmation page. The main content area displays "Registration confirmation" and "Registration confirmation is completed". On the right side, there is a sidebar with the Negometrix logo and navigation links: "Published solicitations", "Published Templates", and "Register company". Below these links is a "Log in" section with fields for "Username:" and "Log-in here:", a "password:" field, and a "Login" button. There are also links for "Forgotten password" and "Need help using Negometrix? Visit our help center!". A red arrow points from the "Log in" section towards the main content area. At the bottom of the page, there is a footer with the Negometrix logo, copyright information for 2018, and contact details for the Service Desk.