



Negometrix Supplier Registration



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 shows the Negometrix platform interface. At the top, there are language options (English (EU), Nederlands, Български, Deutsch, English (US)) and the time zone (UTC-05:00 Eastern Time (US & Canada)). The main content area is titled "Published Solicitations" and includes tabs for "Current Solicitations", "Archived Solicitations", and "Planned Solicitations". A search bar shows "Results: 9". Below the search bar, a table lists several solicitations:

Publication status	No.	Name	Buyer organization	Phase	Participate until
3	1181	TRUCK, 1 TON REGULAR CAB, CAB AND CHASSIS (DUAL REAR WHEEL), 4x2 w/UTILITY BODY (Reissue)	City of Leesburg	Offer phase	29 Jan 2019 2:00 PM
3	1179	Vertical Transportation Maintenance and Repairs 19-002	Maryland Stadium Authority	Offer phase	20 Feb 2019 2:00 PM
3	1175	RFB 09-2019 Appraisal Services	Town of Palm Beach	Offer phase	25 Jan 2019 2:00 PM
3	0161	Bid No. 2019-08 - Worth Avenue Infrastructure Improvements	Town of Palm Beach	Offer phase	12 Feb 2019 2:00 PM
3	0131	ELECTRICAL SERVICES ON-CALL TIME & MATERIAL (190202)	City of Leesburg	Offer phase	7 Feb 2019 2:00 PM

On the right side of the screen, there is a sidebar with the following options:

- Published Solicitations
- Published Templates
- Log in (with Username and Password fields and a Login button)
- [Forgot password?](#)
- [Forgot username?](#)
- [Register company](#) (highlighted with a red arrow)
- Need help using Negometrix3? (with a link to Visit our support page)
- Help (with a question mark icon)

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!

This screenshot shows the 'Your company' registration form. The form includes the following fields and options:

- Company name:** Text input field.
- Language:** Dropdown menu with 'English (US)' selected.
- Country:** Dropdown menu with 'United States (US)' selected.
- Federal Employer Identification (FEI) Number:** Text input field.
- Region:** Dropdown menu with 'Select a state' selected.
- City:** Text input field.
- ZIP code:** Text input field.
- Address:** Text input field.
- Company will use Negometrix3 as:** Radio buttons for 'Supplier' (selected) and 'Purchasing/Procurement company'.

A 'Next' button is located at the bottom right of the form. The page header shows 'Negometrix 3' and 'Get started with a free account'. The right sidebar contains a 'Log in' section with fields for 'Username:' and 'Password:', a 'Login' button, and links for 'Forgot password?', 'Forgot username?', and 'Register company'. Below this is a 'Need help using Negometrix3?' section with a 'Help' button.

This screenshot shows the 'Personal data' registration form. The form includes the following fields and options:

- Gender:** Radio buttons for 'Mr.' (selected) and 'Ms./Mrs.'.
- First name:** Text input field with 'Thomas' entered.
- Last name:** Text input field with 'Mitchell' entered.
- Phone:** Text input field with '9175611717' entered.
- Time zone:** Dropdown menu with '(UTC-05:00) Eastern Time (US & Canada)' selected.
- Email:** Text input field with 'sales@demo.com' entered.
- Username:** Text input field with 'demosupplier' entered.
- Password:** Text input field with masked characters '*****'.
- Confirm password:** Text input field with masked characters '*****'.

Which emails do you want to receive?

- Updates, maintenance and technical changes in Negometrix3
- Negometrix events and promotions
- Daily Digest Question & Answer (twice-daily mail with new published questions in answers in current solicitations)

Commodity Codes (highlighted with a red box and arrow): Ensure your company can be found by buyers! Ensure you can be found as a supplier

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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.

3 English (EU) Nederlands Ελληνικά Deutsch English (US) (UTC-05:00) Eastern Time (US & Canada)

Registration successful!

You have successfully registered your organization on the Negometrix3 platform.
As a confirmation you received an email with an activation link and a link to the Negometrix3 instructions. If you have any troubles with logging in, please contact our Servicedesk: (724) 888 5294

Negometrix 3

[Published Solicitations](#)
[Published Templates](#)

Log in

Username:

Password:

[Login](#)

[Forgot password?](#)
[Forgot username?](#)
[Register company](#)

Need help using Negometrix3?
Visit our support page

[? Help](#)

Negometrix Support

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 Negometrix3 account - Negometrix Super Administrator noreply@negometrix.com



Negometrix3 <noreply@negometrix.com>

Friday, January 25, 2019 at 9:39 AM

[Show Details](#)

Welcome to Negometrix3!

Demo Supplier USA is now registered on the platform.

To activate your account, please visit:

<https://platform-us.negometrix.com/registrationconfirmation.aspx?RegistrationGuid=8757dcbc-7263-471f-adf2-922bc1836a2f>

Your username is: demosupplier8

For support and FAQs, visit [our support page](#).

For European solicitation postings check out Negometrix3 EU and register at: <https://platform.negometrix.com>.

Read our [General Terms & Conditions](#) and our [Privacy Statement](#).

Negometrix

Email: servicedesk@negometrix.com

Telephone (EU): +31 (0)85 20 84 666

Telephone (US): +1 (724) 888-5294

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