



## Negometrix Supplier Registration



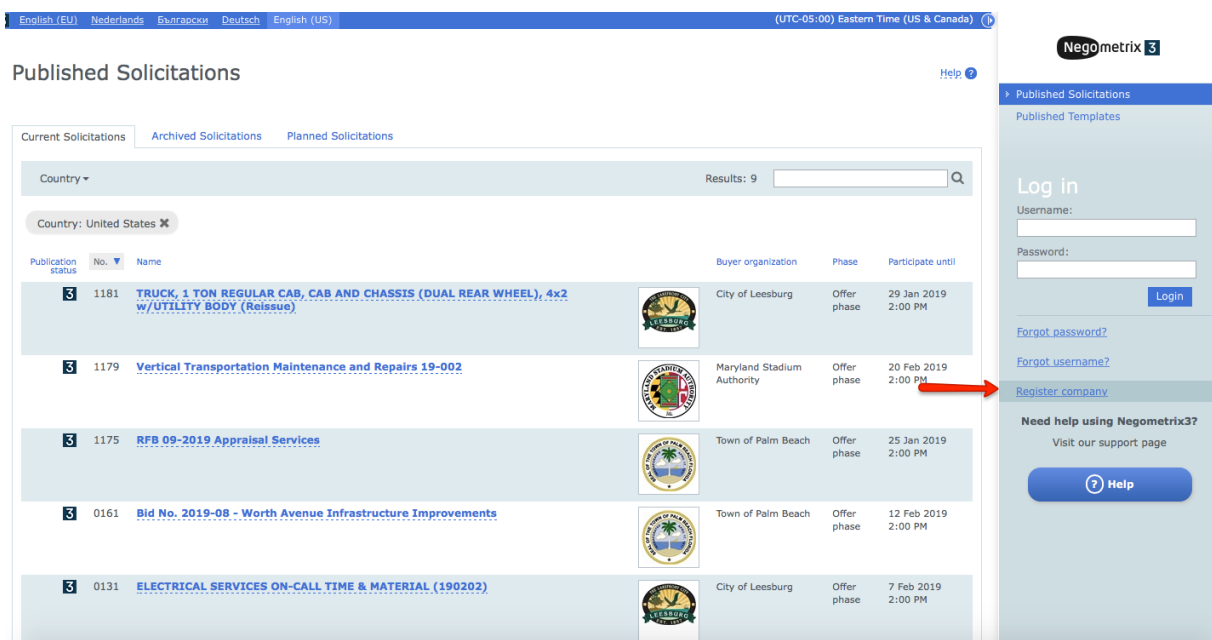
## How To Register on Negometrix

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.



## 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' section of the 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 'Visit our support page' link and a 'Help' button.

This screenshot shows the 'Personal data' section of the 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

The page header and right sidebar are identical to the previous screenshot.

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](mailto: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!