



Negometrix Supplier Registration

How To Register on Negometrix

Williamson County uses an online electronic bidding system powered by 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! There is no cost create an account or participate in our solicitations.

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 navigation links for languages (English (EU), Nederlands, Български, Deutsch, English (US)) and time zones (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 'Country: United States' and 'Results: 9'. Below this is a table of solicitations:

Publication status	No.	Name	Buyer organization	Phase	Participate until
5	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
5	1179	Vertical Transportation Maintenance and Repairs 19-002	Maryland Stadium Authority	Offer phase	20 Feb 2019 2:00 PM
5	1175	RFB 09-2019 Appraisal Services	Town of Palm Beach	Offer phase	25 Jan 2019 2:00 PM
5	0161	Bid No. 2019-08 - Worth Avenue Infrastructure Improvements	Town of Palm Beach	Offer phase	12 Feb 2019 2:00 PM
5	0131	ELECTRICAL SERVICES ON-CALL TIME & MATERIAL (190202)	City of Leesburg	Offer phase	7 Feb 2019 2:00 PM

On the right side, there is a sidebar with the following elements:

- Negometrix 3 logo
- Published Solicitations (dropdown)
- Published Templates
- Log in section with Username and Password input fields and a Login button.
- Forgot password? link
- Forgot username? link
- Register company link (highlighted with a red arrow)
- Need help using Negometrix?3? section with a link to visit our support page.
- Help button (with question mark icon)

Step 2: Fill-out the Registration form

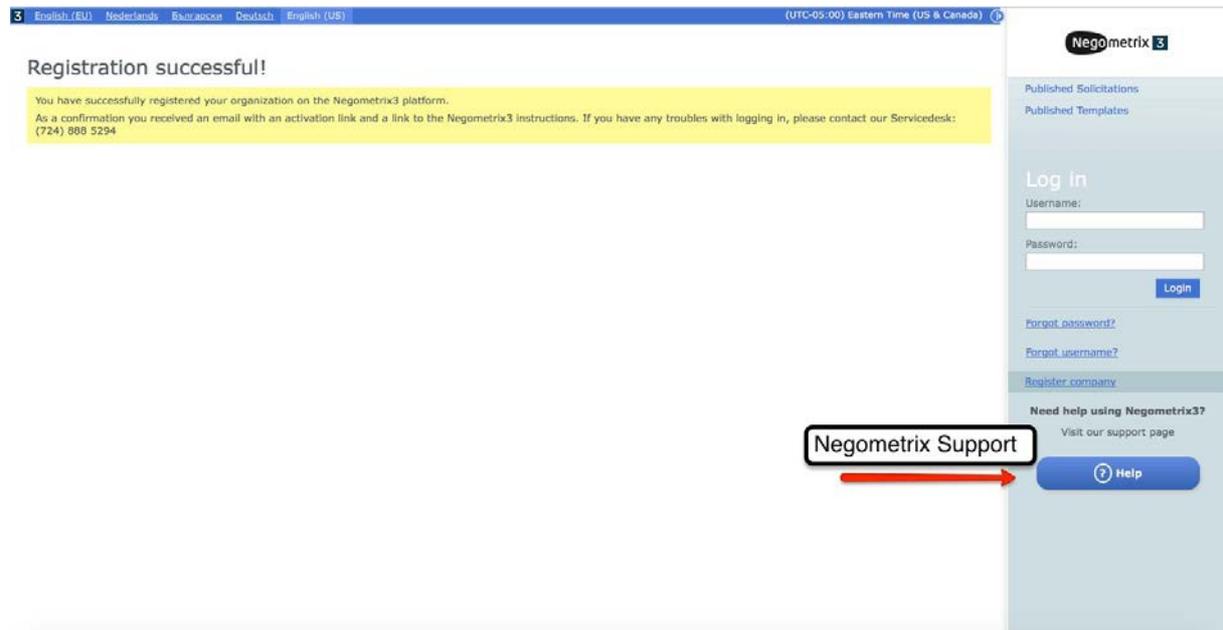
The system will ask you about your company & contact information to create an account. You can choose your own Username & Password here which you will use later in the process to log-in!

The screenshot shows the 'Your company' section of the registration form. Fields include: Company name, Language (English (US)), Country (United States (US)), Federal Employer Identification (FEI) Number, Region (Select a state), City, ZIP code, and Address. There are radio buttons for 'Company will use Negometrix3 as: Supplier' (selected) and 'Purchasing/Procurement company'. A 'Next' button is at the bottom right.

The screenshot shows the 'Personal data' section of the registration form. Fields include: Gender (Mr./Ms./Mrs.), First name, Last name, Phone, Time zone (UTC-05:00 Eastern Time (US & Canada)), Email, Username, Password, and Confirm password. There are checkboxes for email notifications: 'Updates, maintenance and technical changes in Negometrix3', 'Negometrix events and promotions', 'Daily Digest Question & Answer' (checked), and 'Receive notifications with Published Solicitations matching your selected Commodity Codes'. A 'Select NIGP Code' button is highlighted in yellow. Annotations include a red arrow pointing to the 'Time Zone' dropdown menu labeled 'Time Zone Setting' and another red arrow pointing to the 'Select NIGP Code' button labeled 'Commodity Codes'.

Check off the last email notification button **and** select the appropriate Commodity Code for the goods or services for your company. Completing this will help ensure you receive automatic notifications when Solicitations are published. **Please ensure your time zone setting is correctly set to (UTC-06:00) Central Time (US & Canada).**

Once you have completed the registration form, the system will send an email to the email address you provided during account setup.



The screenshot shows a web browser window with the following content:

- Language selection: English (EU), Nederlands, Ελληνικά, Deutsch, English (US)
- Time zone: (UTC-05:00) Eastern Time (US & Canada)
- Header: **Negometrix 3**
- Main message: **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
- Right sidebar menu:
 - Published Solicitations
 - Published Templates
 - Log in
 - Username:
 - Password:
 -
 - [Forgot password?](#)
 - [Forgot username?](#)
 - [Register company](#)
 - Need help using Negometrix3?
Visit our support page
 -

A red arrow points from a box labeled "Negometrix Support" to the "Help" button in the sidebar.



Step 3: Activate your account!

Check your **email inbox** for the *'Activate your Negometrix3 account'* message. In this message an activation link is provided. Simply click the link to confirm your registration. You must activate your Negometrix3 account in order to login in and use the system.

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](#).

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

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