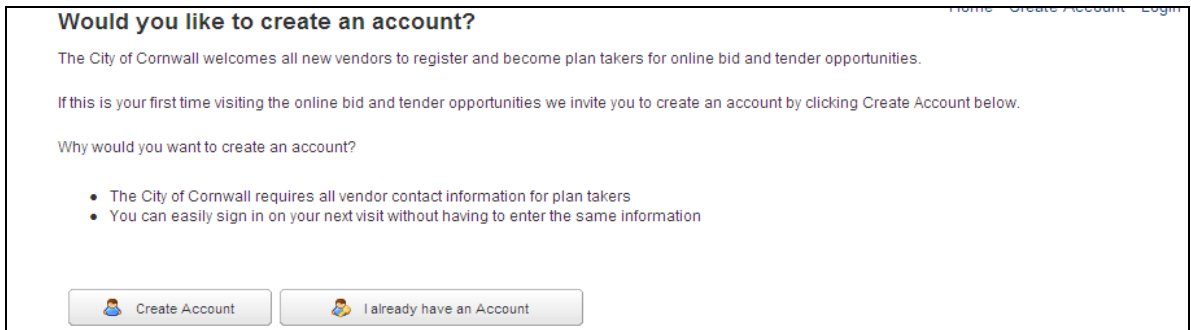


Procedure for Accessing Bid Opportunities, Downloading Documents and Managing Your Account

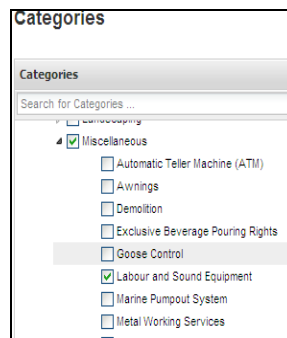
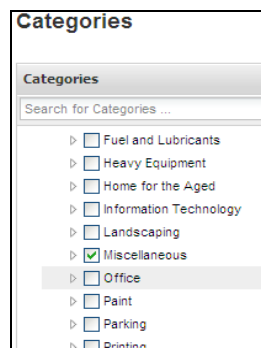
All vendors will be required to register on our Bids and Tenders website by creating an account.

Creating an Account

- Log on to the Bids and Tenders website <http://cornwall.bidsandtenders.ca>
- Click on the link at the top right "Create Account" then "Create Account"



- Vendors are to fill in the required information (* areas that must be filled in to proceed)
 - o Account Details (username and password – ensure to record this information)
Note: password must be atleast 6 characters in length, have 2 upper case characters and at least 1 special character (!@#*\$)
 - o Organization Details
 - o Categories of Interest
 - Click the boxes beside the category of interest that **are related** to your business interests. You may select an entire category or a sub-category within (see example below). Make sure the boxes are checked for your categories of interest. This will allow the system to send email notifications related to the bid. **It is still the vendor's responsibility to check the website for updates including addendums.**



- o Contact(s) – if you wish to add additional contacts to the account select “Add Contact”

Contact(s)

First Name: *

Last Name: *

Email: *

Phone: Ext *

Primary Contact

Delete Contact

- Once all of the information is correctly entered, click the bottom right of the screen – Continue.
- This will give you notification that you have successfully registered.

You have successfully registered [Home](#) [Manage Account](#) [Logout](#)

Thank you for registering your account with the City of Cornwall.

Please click [here](#) to return to the main screen.