

## How to do business with Northeast Wisconsin Technical College


Northeast Wisconsin Technical College Procurement Department issues Requests For Proposals (RFP), Requests for Quotes (RFQ) and other solicitations electronically via DemandStar. Vendors may register for DemandStar services free of charge at [www.demandstar.com](http://www.demandstar.com). DemandStar registered vendors will receive free \_\_\_\_\_ and access to our quotes. The \_\_\_\_\_ take approximately 5 to 10 minutes to complete your initial registration.

1. Log onto [www.demandstar.com](http://www.demandstar.com).
  - a. Click on Get Started at the top of the page.
  - b. Enter your email and company name and click Create your DemandStar account .
  - c. Scroll down to pick your free agency. **IMPORTANT:** Pick the Wisconsin Association of Public Procurement (WAPP) to select all current Wisconsin government agencies . Click on Next .
  - d. **IMPORTANT:** Choose commodity codes to assist the system in matching what your company provides to what governments need, helping you find the best bids and quotes to bid on. Click Continue .
  - e. Choose subscriptions. If you want to pay for additional subscriptions outside of the free WAPP selection already made, choose those here, otherwise select Continue without adding subscriptions at the bottom of the page. Then click Skip getting notifications .
  - f. Fill in your business and contact information on the following screen and click Finish registration .
  - g. You will receive a confirmation email to set your password and finish setting up your account.
2. Log onto [www.demandstar.com](http://www.demandstar.com) using your user id and password. This is the DemandStar homepage website.
3. Click on your login name at the top right and select Account to display the information you provided earlier.
4. Check for accuracy. Use the Edit keys to change or update the information.
5. Under the Account option, click on the



Click on  the symbol again of to drill down to more specific, lower-level codes.

Once you have identified a commodity code in which you are interested, click on the empty box next to the description.

A green  will appear, indicating this code has been added to your profile.

Click Submit Commodity Codes when finished.

You can select as many or as few codes as you wish.