



Housing Agency
marketplace

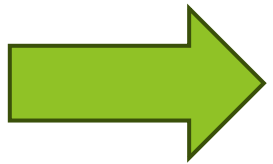
Customer Support: 866-526-9266

“Vendor Registration Instructions”

This document outlines the process for vendors to access agency solicitations. After signing up, vendors select their provided services and receive electronic notifications/emails for relevant solicitations. Follow the document below to ensure proper account setup.

Housing Agency **marketplace**

Click on the link below to get started.



[Housing Agency Marketplace - Vendor Signup](#)

Step 1: Create account and click login

Company Information:

Please enter your company information below

Note: All fields are required unless otherwise noted.

Company Name:

Address:

City:

State:

Postal Code:

County:

Country:

Province: (optional)

Timezone:

Thank you for signing up on the Housing Agency Marketplace. As a vendor to one or more of our Housing Agency members, you will receive email notifications of their published bid opportunities in the future based on the commodity/service codes you will be selecting.

To login, go to <https://ha.internationaleprocurement.com/> and enter your email address and the password you created when registering. Once logged in, you will be able to finish your registration by selecting commodity/services codes that apply to your company, along with selecting your dedicated Housing Authority at no cost or upgrading to a Service Level that will allow you to receive solicitations based on your selected Commodity/Service Codes from more than one agency.

If you have any questions, please don't hesitate to call customer support at 866-526-9266.

Thanks once again for helping provide bid responses to our housing agency members.

Gray Hancock
International eProcurement, LLC
Dba Housing Agency Marketplace
<https://ha.internationaleprocurement.com/>
7500 W. Lake Mead Blvd. Suite 9
Las Vegas, NV 89128
support@internationaleprocurement.com
Toll Free 866-526-9266

After you have successfully entered and submitted your company's information, you will be directed to a login prompt where you can access your account by entering the credentials you have selected during the registration process.

Read over vendor agreement and proceed by confirming at the bottom.

The Housing Agency Marketplace

VENDOR AGREEMENT

Welcome to the Housing Agency Marketplace!

This electronic marketplace will enable your company ("vendor") to sell goods and services efficiently and competitively over the Internet to local housing authorities and community development agencies nationwide. This marketplace is operated by International eProcurement, LLC ("IELLC").

The Housing Agency Marketplace will provide to participating vendors access to solicitations from all participating agencies across the country on a local, state, regional or national basis. It will also provide to participating agencies the ability, among other things, to solicit and receive bids and proposals, make awards, and engage in cooperative procurement activities.

In using this marketplace, it is important that you understand the nature of the marketplace and certain terms and conditions that govern its use. Your acknowledgment of this agreement and your subsequent use of this site constitute your agreement to these terms and conditions, which are stated below. Before conducting sales and maintenance activities, you will be asked to confirm this agreement the first time you login to the marketplace.

☐ I accept the terms of this agreement

Enter

Step 3: Choose commodities/services

Check off the boxes of the services you provide, this is how you will get emailed/notified in the future. Please save when done.

User Commodities/Services **Please choose at least one commodity.**

Please check the commodities/services that you wish to receive emailed bid notifications in the future.

[Click here](#) if you wish to search by suggested keywords that link to a specific commodity/service

Once completed, please click on the "Save" button.

Save

These are the present commodities/services that you have selected. They are shown in bold with a check to the left of each commodity/service code. Please be sure and check all that may apply to your company. You can view your selected codes from the "Bid Assistant" located on the left hand Software Menu.

- ☐ Accounting and Auditing Services
- ☐ Adobe Applications
- ☐ Advertising
- ☐ Appraisal Services
- ☐ Architectural and Engineering Services
- ☐ Art, Collectibles, and Awards
- ☐ Arts and Crafts Supplies
- ☐ Asphalt / Concrete Paving
- ☐ Asset Management Services
- ☐ Audio / Visual Equipment & Services

Step 4: Save info and follow the instructions below

User Commodities/Services **Information saved.**

Welcome! Get started by clicking on Service Level in the menu on the left side and follow the prompts

- On the left side of the screen, locate the navigation menu.
- Scroll to the “Service Level” option, found below the “Software” menu item.
- Click “Service Level”

Software Menu

Vendor's Workbench

Edit Company Profile

Manage Users

Qualification Docs

Service Level

Edit User Profile

Commodities / Services

Change Password

Bid Assistant

Scan Solicitations by Agency

Scan Solicitations by Commodity/Service

Search Solicitations by Keyword

Billing Activity

Step 5: To access just one agency please click dedicated and then “submit”

To connect with your designated agency, please select the "Dedicated" service level and click Submit. This will provide access to your assigned agency. If you wish to expand your outreach to additional agencies, please select from the desired service levels listed below.

Note: Any of the below levels will be able to view all the requests in the marketplace. The difference is in the ability to receive email request notifications and respond electronically to the requests.

Your service level dedicated will be renewed on 09/23/2026

☒ **Dedicated Vendor**

No dedicated buyer chosen. Click on the 'Submit' button below to correct the problem!

No Charge: If your company elects to receive electronic bid notices and electronic response capabilities **from only one agency (you choose the one agency and dedicate your company to that agency)**, the communication fee is waived. Once you choose communication level along with a membership level, and submit, you may choose a state and then a participating agency on the next two pages.

submit

Step 6: Choose the state in which the Agency is located. All agencies will be displayed, click on the desired one, and hit submit.

Please select the state/territory in which the agency you wish to access is located.
You will see all the Housing Agencies signed up in that state/territory.

Select a state... ▼

Select a state...

▲

▼

Not Applicable (N/A)

Alabama (AL)

Alaska (AK)

Arizona (AZ)

Arkansas (AR)

California (CA)

Canada (CN)

Colorado (CO)

Connecticut (CT)

Delaware (DE)

Florida (FL)

Georgia (GA)

Display Agencies

Step 7: Click on the blue highlighted title of the Agency of your choosing.

[Alexander City Housing Authority](#)

2110 County Road
Alexander City, AL 35010

[Auburn Housing Authority](#)

931 Booker Street
Auburn, AL 36832-2902

[Childersburg/Vincent Housing Authority](#)

250 6th Avenue South West
Childersburg, AL 35044

[Cullman Housing Authority](#)

PO Box 487
Cullman, AL 35056

[Fairfield Housing Authority](#)

PO Box 352
Fairfield, AL 35064

[Greene County Housing Authority](#)

Post Office Box 389
Eutaw, AL 35462-0389

[Housing Authority of the Birmingham District](#)

1826 3rd Avenue South
Birmingham, AL 35233

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Step 8: Now that you are dedicated to the Agency of your choice, you will receive email notifications in the future.

Changes have been successfully applied.


Please go to scan solicitations by agency on the left-hand side to see active solicitations.

To connect with your designated agency, please select the "Dedicated" service level and click Submit. This will provide access to your assigned agency. If you wish to expand your outreach to additional agencies, please select from the desired service levels listed below.

Note: Any of the below levels will be able to view all the requests in the marketplace. The difference is in the ability to receive email request notifications and respond electronically to the requests.

Your service level dedicated will be renewed on 09/23/2026

☒ **Dedicated Vendor**
Dedicated to: *Alexander City Housing Authority - Alexander City, AL*



You can now access active project solicitations by clicking on the "Scan Solicitations by Agency" option. If an agency has no active projects at this time, no information will be displayed. In the future, you will receive email notifications regarding new solicitations.

Example Located Below

Agency	City
Alexander City Housing Authority	Alexander City

WELCOME TO THE HOUSING AGENCY MARKETPLACE