

Guide to Purchasing Agent Registration

You are a **Purchaser or Buyer** and are looking for CCTV products to purchase for your company.

After you have selected the red “Register Now” button from the **Purchasing Agent** page:

1. Complete the required fields (*) of **Business Information** requested. Your correct e-mail address is critical.

1a. Note question: *Do you want your contact info shown?* Yes No

Selecting Yes = Suppliers can view your **Business Information** prior to the confirmation of sale

Selecting No = Supplier **will not see** your **Business Information** until you accept their bid and the sale is complete.

1b. Note question: *Would you like to join our mailing list?* Yes No

Selecting Yes = your e-mail address will be added to **eCCTVbids.com** e-mail list to receive updates and mailings from our company

Selecting No = you can register for free without joining the **eCCTVbids.com** mailing list

2. Read the Terms and Conditions on the registration page, at the bottom you must select “I agree to Disclaimer” to utilize the **eCCTVbids.com** site.

I agree to Disclaimer

I DO NOT agree to Disclaimer

Signing Up

1. Enter the letters and/or numbers shown into the field – you will receive a verification e-mail within minutes, sent to the e-mail address you entered into **Business Information**. You may close this screen.

Note: If you do not receive the verification e-mail, return to the **eCCTVbids.com** site, select the “Log In” link at the top of the Home page, click the Resend E-mail Verification link, and enter your e-mail address used in the **Business Information** section in the box then select Purchaser.

2. Access the link contained in the verification e-mail to return to **eCCTVbids.com** and choose a password for your account, you will use this password to access your account each time. You must hit the “Submit” button when finished.

You will then be returned to the Home page for **eCCTVbids.com**.

3. Use the “Log In” link at the top of the Home page to access the **Purchaser Log In** section and your account.

User Name = e-mail address you provided during the registration process.

Password = chosen by you above

You can now

1. Edit your account information – change your address or contact information.

2. Create a new bid using one of the following options for each new bid you create. Select one option for each bid, examples shown below:



I Know What I Want - use this option when you know the specific brand and model number of camera you are requesting. Select at least one brand (but only those relevant) from the list on the following page and add additional information in the Notes section at the bottom of that page.



I Don't Know What I Want - use this option when you are not certain which brand of camera fits into your application (Machine Vision, Microscopy, etc). It is important to add as much information as possible in the Notes section of the next page when using this option.



I Want A Lower Cost Solution To My Current Camera, I am using - use this option when you want to explore different choices than you are currently using. You must enter your current camera model in the text box. It is important to add as much information as possible in the Notes section of the next page when using this option



I Want Accessories Only Not Cameras - when you do not need a bid on cameras but are looking for accessories only (cables, etc.). Add detailed information in the Notes section on the next page.

Next

Your new bid has now been created and the screen shows the bid # that has been assigned. You will also receive a confirmation e-mail that a bid has been created. Your bid will remain open/active for 30 days from the date of creation unless you close the bid. Bids cannot be amended once in the system, you must close the original bid and enter the amended information as a new bid. Take the link on this page back to the Purchaser Menu.

Purchaser Menu page shows each bid created by you, the Purchaser, in the system. This page also gives you access to

Log out - leave the eCCTVbids.com site

Edit account - change your address or contact information

Create another bid - enter another bid for different products

Gold Member List - this link gives you access to Suppliers that have elected to be Gold Members. You made contact them directly with questions concerning products or applications.

Note: the far right-hand column on the Purchasers Menu page, it reads, "No Reply Yet" when a Supplier has not yet submitted a price to you, the Purchaser, for the cameras in your bid. The comment in this column will change to a link - [1 Reply](#) - when one Supplier, or [3 Replys](#) - when several Suppliers have submitted pricing for your bid. You will also receive an e-mail to alert you that a Supplier has submitted an offer to your bid number.

Click the link - [1 Reply](#) - to view the submitted Price, Suppliers Notes, and **your option to Accept or Cancel this price offer on your bid.**

Selecting Accept = you accept this price for your bid from the Supplier, they will be notified by e-mail of your acceptance of the bid offer and will contact you directly to finalize the details of the sale.

Selecting Cancel = you reject this price as unacceptable for your bid. Your bid will remain open for the remaining 30 days so that other Suppliers may submit pricing on this bid.

At the end of the 30 day open period for your bid, you will receive a notification e-mail to alert you that the timeframe for your bid is about to expire. If you have not received an acceptable pricing offer by this time you may re-submit the bid by closing the current bid (if done prior to the 30 days) and entering the information into the eCCTVbids.com site as a new bid.

Please contact us directly at sales@ecctvbids.com with any questions.