

## Guide to Supplier Registration

You are a **Supplier** and will be bidding on CCTV products that Purchasers have placed on the site.

Suppliers have three (3) sign-up options on the **eCCTVbids.com** site

**Free Membership** - First 45 days of free access or until winning one bid. Select five (5) specific camera brand names to receive bids from Purchasers searching for those cameras.

**Silver Membership** - access to specific bid solicitations. Select five (5) specific camera brand names to receive bids from Purchasers searching for those cameras

**Gold Membership** - full access to all bid solicitations with no limits to the number of specific camera brand names. This includes posting your company information in a separate area that is directly accessible to Purchasers who may contact you directly.

After you have selected the red "Register Now" button from the **Supplier** 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

This question only applies to Gold Membership

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

Selecting No = Purchasers **will not see** your **Business Information** until they have accept your price for 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 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

**Suppliers** brand selection page.

You must select the specific brands that your company offers for sale. Free and Silver memberships are limited to five (5) selections. Gold members are unlimited. See examples below

- Adimec
- Analog Cameras Only
- Apogee
- Vision System Design needs
- Watec

When finished, click the Submit button

## 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 Supplier.
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 **Supplier Log In** section and your account.

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

Password = chosen by you above

On the Suppliers Menu page - You can now view open bids in the system. You can also:

Log out - leave the **eCCTVbids.com** site

Edit account - change your address or contact information

Answer Bids– submit pricing for an open bid

The top portion of this page – **My Bids** - will track your bids when you have submitted pricing.

Bid #	Amount	My Notes	Status: If accepted, please click on the link for contact information.
1	\$25.00	We can accommodate your request of shipping	Withdrawn By Supplier
1	\$45.00	We have 100 of these discontinued brands	<a href="#">Withdraw</a>
2	\$123.00	These cameras are very hard to find.	Closed

When the right-hand *Status* column shows:

Withdraw - allows you to withdraw your pricing on the bid

Closed - the bid has been closed by the Purchaser – no longer accepting bids

Accepted – Purchaser has accepted your pricing for the bid – click link to see Purchaser information to contact them directly and complete the sale

The next section – **All Open Bids** – shows only those bids in the system that contain the specific brand names you selected during registration.

Bid #	Notes
15	<p>Model Number: GV-D20 Quantity Needed: 5 Type Of Terms: Net 30, FOB destination Shipping Instructions: Prepay and add Ship All At Once? Yes Accessories Needed: None. Comments:</p> <p><b>Brands Accepted</b> Hitachi</p> <p style="text-align: right;"><a href="#">Answer This Bid</a></p>

**Note:** the far right-hand column on the Suppliers Menu page, it contains a link, “[Answer this Bid](#)”. Select this link to submit pricing for the request shown for that bid number. On this next page, enter the price amount in the box and add detailed information in the Notes section, click the Submit button. The Purchaser will be notified and you will receive an e-mail alert.

#### Answer this Bid

Bid Amount \$

#### Notes

Our company has several models that will work for your system

You will receive an e-mail to alert you when any Purchaser has placed a bid in the [eCCTVbids.com](http://eCCTVbids.com) system that contains the brand names you selected at registration.

If your submitted pricing is acceptable to the Purchaser, they will accept your bid in the system and you will be notified by e-mail to log in to [eCCTVbids.com](http://eCCTVbids.com) to view the Purchaser’s contact information and contact them directly

Please contact us directly at [sales@ecctvbids.com](mailto:sales@ecctvbids.com) with any questions.