1. **Log into the system!  https://wta.cobblestone.software/gateway using your username and password you set up for yourself and the Vendor ID assigned to you.**

**Collaboration Gateway: Login**

AGilmore

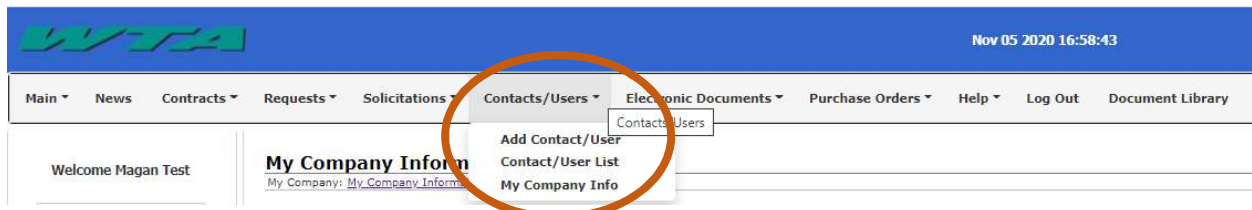••••••••••••

254

☑ I have read and agree to the Terms and Conditions.

Login

2. **Select the "Contacts/Users" drop down menu and pick "My Company Info".**

3. **To edit anything on your company page, select the pencil icon.** If there is no pencil, you cannot edit that field. Contact procurement@ridewta.com with questions.

**My Company Information**

My Company: My Company Information

**Details**

| | | |
|---|---|---|
| Company Name 🖉 | Street1 🖉 | Street2 🖉 |
| Vandalay Industries | 1234 Main Street | |
| City 🖉 | State/Province 🖉 | Postal Code 🖉 |
| Whatsittoyou | WA | 09876 |
| Country | Web 🖉 | WA State UBI |
| | sausageking.com | test |
| Tax ID | Trade Names/Known As 🖉 | |
| test | | |
| NAICS 🖉 | | |
| 123456 123456 | | |
| Primary Contact Name 🖉 | Primary Contact Phone 🖉 | E-mail 🖉 |
| Bea O'Shamed | 555-555-9876 | test |

**MWoB Details**

| | | |
|---|---|---|
| DBE/SBE Type 🖉 | Federal Registration 🖉 | State Registration 🖉 |
| | No | No |
| Certification Number 🖉 | DBE/SBE Certifying Agency 🖉 | |

4. **To be alerted for opportunities, select the "Add Additional Service" under the Vendor Product Service Code section immediately following the MWoB Details section.**

**Vendor Product Service Codes**

🖉 Add Additional Service

**4a. From the drop down, select the service that most closely fits.** These services are directly tied to the NAICS code you used when you registered your company, so use www.NAICS.com to select the appropriate code. WTA's Product Service Codes are the main industry title and reference the first 2 numbers of a NAICS code. *For example*, if your firm is an Architectural firm and your NAICS code is 541310, you would select Product Service Code "54 - Professional, Scientific & Technical Services".

Add Additional Service: -- No Services Selected --

- -- No Services Selected --
- 21 - Mining
- 11 - Agriculture, Forestry, Fishing & Hunting
- 22 - Utilities
- 23 - Construction
- 31-33 - Manufacturing
- 42 - Wholesale Trade
- 44-45 - Retail Trade
- 48-49 - Transportation & Warehousing
- 51 - Information
- 52 - Finance & Insurance
- 53 - Real Estate Rental & Leasing
- 54 - Professional, Scientific & Technical Services
- 55 - Management of Companies & Enterprises
- 56 - Administrative and Support and Waste Management and Remediation Services
- 61 - Educational Services
- 62 - Health Care & Social Assistance
- 71 - Arts, Entertainment & Recreation
- 72 - Accommodation & Food Services
- 81 - Other Services (Except Public Administration)
- 92 - Public Administration

There are currently

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**4b. Click "Submit"**



**4c. You'll see the list of service codes assigned to your company.** If you need to delete one, you can select the "Delete" link next to the incorrect code.

**4d. Check your email!** Make sure that _alerts@cobblestone.software_ is added to your safe senders list. When WTA has an opportunity that matches a product service code, you'll automatically get an email giving you the basic information, as well as a way to check out the entire solicitation request.

[EXTERNAL] Notification for: Further testing ID: 11

WP  WTA Procurement and Contract Alert <alerts@cobblestone.software>
To ✔ Magan Waltari

↩ Reply    ↩ Reply All    → Forward    •••
12:53 PM

ⓘ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Magan Waltari (Testing Vandalay),
This is a notification to make you aware of an opportunity update for . Please see the details below:

| Title | Further testing |
|---|---|
| Description | testing purposes only |
| Type | |
| Open Date/Time | 11/10/2020 12:00:00 AM |
| Close Date/Time | 11/16/2020 12:00:00 AM |

Reason for Notification:
A new Product/Service code has been assigned to the opportunity: 54 (54 - Professional, Scientific & Technical Services)

To view more information about this opportunity, please click on the following link or copy/paste the link into your browser.
https://wta.cobblestone.software/gateway/SolicitationPublicDetails.aspx?rid=YBqzhkWoc3f1MlE5zLCRtg%3d%3d

If you are not already registered to access bids, you can easily sign-up to access this bid and future bids by clicking "Create Account" at:
https://wta.cobblestone.software/gateway/

Please do not reply to this automated email. If you have questions or want to opt out of receiving emails, please contact directly.

5. **If you need to add an insurance certificate, W9, or other document, you can do so in the "Attached Files, Documents, Images" section. You can either click the "Select" button to browse your computer, or you can drag and drop the file.**

**Attached Files, Documents, Images**

**File/Attachment Added Successfully**

Select File:  | Credit Information.pdf | Select |

Description:  | WTA Credit Information |

Save File

6. **Once you have loaded your file/attachment, it will be displayed with a hyperlink allowing you to view the file.**

**Attached Files, Documents, Images**

File/

Select File:

Description:

| 1 | Page 1 of 1, items 1 to 1 of 1. |

| View File | Description |
| --- | --- |
| ▼ | ▼ |
| Credit Information.pdf | WTA Credit Information via gateway user |

Want to submit a response to a solicitation?
     Check out RESPONDING to a Solicitation!