SIGNING UP FOR SOLICITATION NOTIFICATIONS IN COBBLESTONE
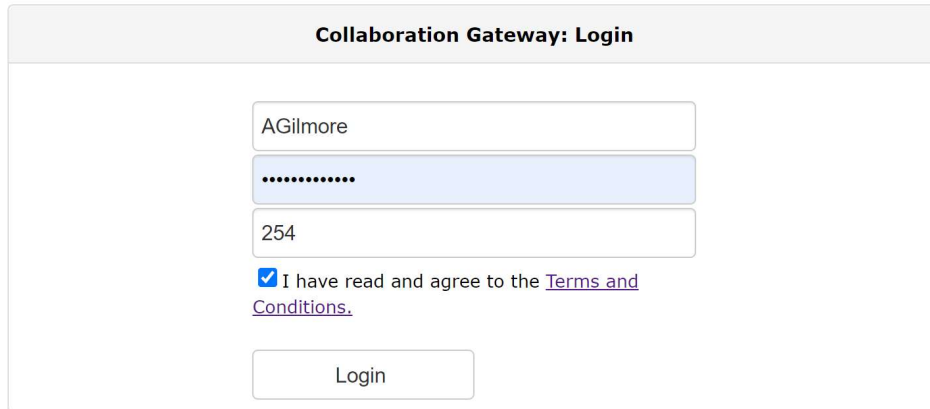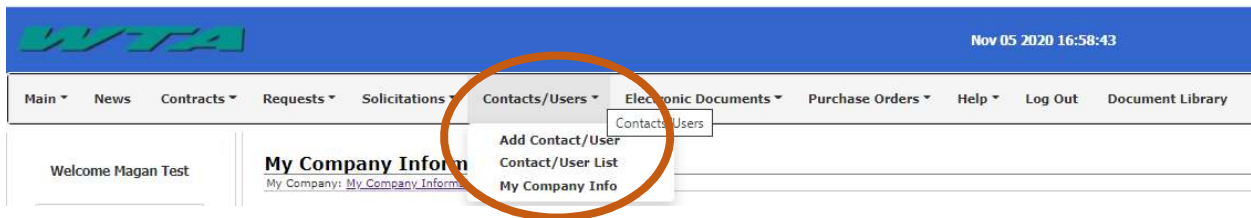
YOUR FIRM MUST HAVE A VENDOR ACCOUNT ALREADY ESTABLISHED IN COBBLESTONE IN ORDER TO RECEIVE NOTIFICATIONS OF SOLICITATIONS.
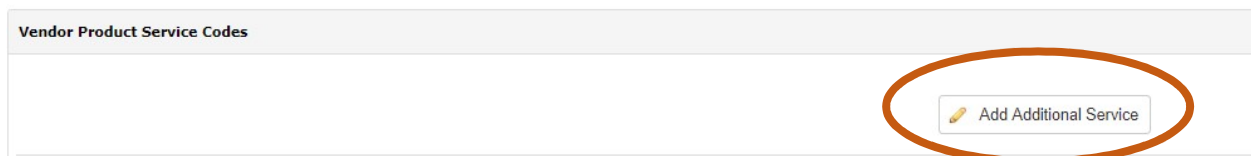
1. **Log** into the system! **https://wta.cobblestone.software/gateway** using your username and password you set up for yourself and the Vendor ID assigned to you.

Collaboration Gateway: Login

AGilmore

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

Login

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

Main ▾	News	Contracts ▾	Requests ▾	Solicitations ▾	Contacts/Users ▾	Electronic Documents ▾	Purchase Orders ▾	Help ▾	Log Out	Document Library

Contacts Users

Welcome Magan Test

My Company Inform
My Company: My Company Inform

Add Contact/User
Contact/User List
My Company Info

3. 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"

Add Additional Service: 31-33 - Manufacturing

Submit   Cancel

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.

Vendor Product Service Codes

	Page 1 of 1, items 1 to 2 of 2.
	Product Service Description
	[filter]
Delete	52 - Finance & Insurance
Delete	54 - Professional, Scientific & Technical Services

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> | ← Reply | ← Reply All | → Forward | ...
To ● Magan Waltari | | | | 12:53 PM

(i) 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.