

REGISTRATION + LOGIN INSTRUCTIONS

CES is furthering its digitization and automation of processes to benefit both its members and its procurement partners (vendors). We will need your help!

NEW OR UNREGISTERED VENDOR?

If you have never registered in our eProcurement portal, it's now time. (Example: AEPA contract holders), as we are connecting all our solicitations and contract awards and our NEW online catalog of vendors using this vehicle. If you are a current contract holder, it is crucial that you complete this registration in early March 2021, so that your company appears in our new digital vendor listing and purchasing portal known as the *Digital Bluebook*. If your firm is not listed, our members will not be able to "see you" and will not be able to purchase products and services from you. Also, any future printed version of the *Bluebook* will be pulled from the database that makes up the digital version.

Please go to: <https://eprocurement.ces.org> in the protocol window select [Click here to register](#) and register your firm. This process takes approximately 15 minutes. Be sure to check all the commodity codes that apply to your firm based on the products and services your firm provides. Please add users as well, so your business always receives communications from CES.

UPDATING YOUR INFORMATION:

It is via this online portal that you receive notices of solicitations and awards. It is definitely to your benefit to keep your company profile and contact information up to date, as CES can only communicate effectively with you if we have current info.

Please go to <https://eprocurement.ces.org> regularly to ensure that your information is all current.

FORGOT LOGIN CREDENTIALS?

If you have forgotten your Username and/or Password, the eProcurement portal is able to assist you automatically when you click on "Forgot Username/Password" at the Login screen. All you must remember is the email address you used when creating your Login credentials.

If you are unable to access your company profile (Example: The Login user has left your company), contact Jim Barentine at CES (jim@ces.org) for assistance.

THANK YOU!

10601 Research Rd SE, Albuquerque, NM 87123

Mailing: PO Box 81045, Albuquerque, NM 87198 – www.ces.org – 505-344-5470

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