

CITY OF NEW HAVEN
Small Contractor Development Program
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New Haven, CT 06510
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Economic Development Administrator

Register As A Vendor:
City of New Haven
New Haven, CT 06510

In order for the City of New Haven Purchasing Department to give you access to the online bidding tools, you must register with them. This is done easily online in just a few minutes.

Steps:

1. Go to www.cityofnewhaven.com/purchasingbureau
2. Click **Vendor Registration**
3. Enter your Federal Tax ID Number
4. Fill out your company profile
5. Add primary contact person's information
6. Create a login (email) and password. Make sure to mark these down for future use.
7. Fill out **Ownership Profile**
8. Agree to Terms and Submit Information
9. Choose **up to 6 commodities**
10. Download and print the file on the final screen called **Signature On File**
11. Read this document carefully and follow its directions. It will ask you to sign, notarize and mail it back (via U.S. Postal Service or private carrier). Faxes will not be accepted.
12. Once this document is received your company will have access to the online tools that will allow you to look up jobs and submit responses to bids, quotes & RFQ's online.

Questions about this process should be directed to the Purchasing Department at 203-946-8201.