

# Demandstar Registration Process

Procurement Division

## What is DemandStar?

- DemandStar is a web-based notification and delivery system used for public solicitations.
- DemandStar is free (with single agency subscription) and automatically notifies registered vendors when competitive solicitations are released.
- The next few slides will walk you through the registration process.
- If you need help along the way, please email customer service at [Demandstar@demandstar.com](mailto:Demandstar@demandstar.com).

# Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to your inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

**It's EASY!** Get started with these 3 easy steps!

## 1 REGISTER

Go to:  
<https://www.demandstar.com/registration>

### Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



## 2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

## 3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

### ← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

<b>State</b>	<b>County</b>
Select State ▼	Select County ▼

- City of Metropolis – Board of Commissioners
- City of Metropolis Purchasing
- Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency.  
Add additional government agencies below for \$25 per County,  
Statewide and National subscriptions available.

My Subscriptions  [0]

**Nation (0)**

**States (0)**

**Counties (0)**

		Your Current Rate
<b>Total</b>	<b>(0 subscriptions)</b>	<b>\$0/year</b>

**Proceed to Checkout**

**Skip for Now**



**SIGN UP**

Visit [www.demandstar.com](http://www.demandstar.com)



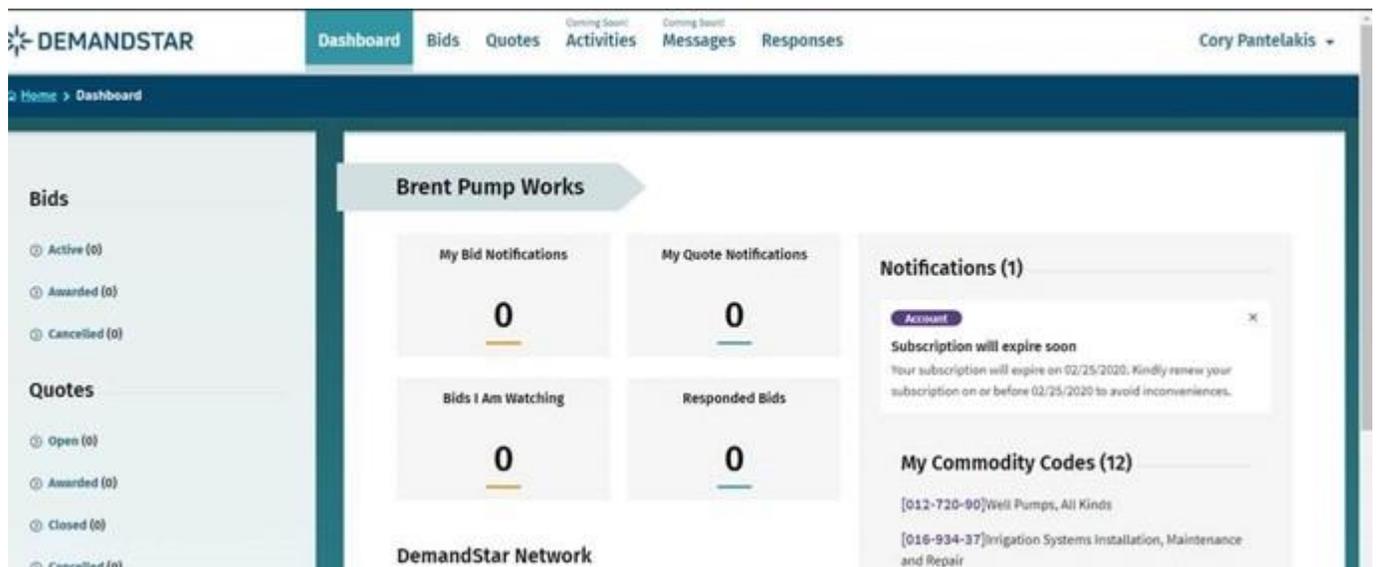
# Adding Commodity Codes to your account



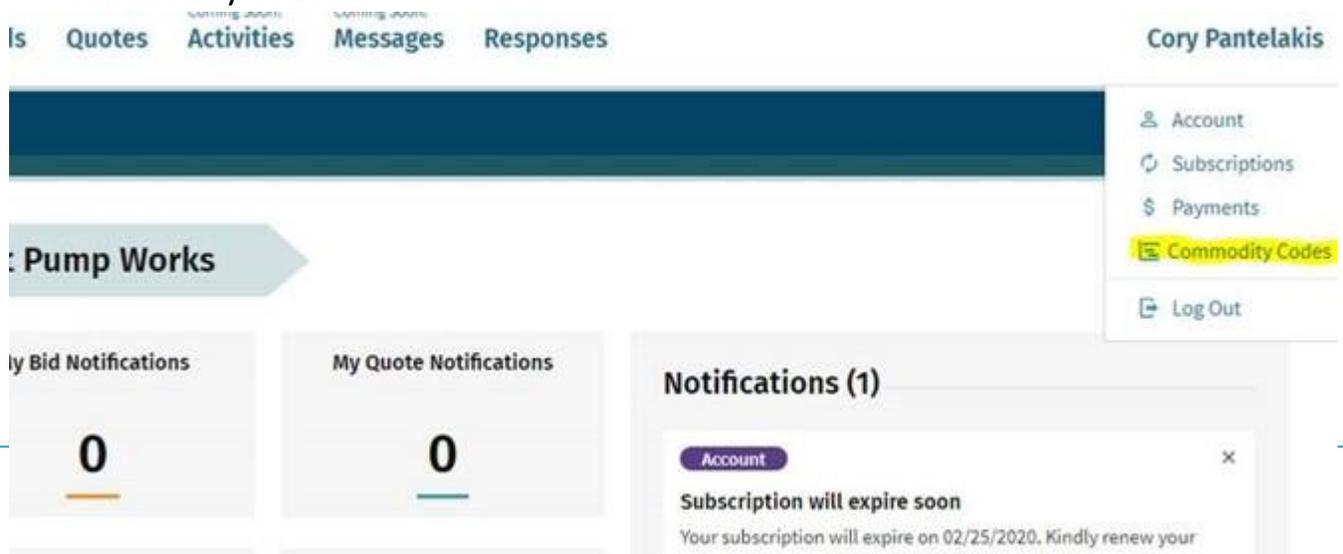
Commodity codes are standard classification codes for products and services used by procurement officers. All bids on DemandStar are classified into commodity codes. DemandStar uses these codes to send notices to suppliers who have elected to receive bids for these products and services. So, having as many commodity codes - and the correct ones on your account – is really important.

Here is how you add Commodity Codes to your DemandStar account.

1. Log in to your DemandStar account.



2. Click on the drop-down menu below your user name in the upper right corner and select "Commodity Codes".



3. Click on “Edit”, then Use single words in the search field, for example: “hose” (Tip: Think of this like you would a keyword search in Google®)



### Commodity Codes

Search  
hose

- Highway Equipment, Tractors, Loaders, Graders, Dozers, etc., Sale of Surplus and Obsolete Items [001-998-54]
- Hogs, Pigs and Swine, Breeding Stock [002-040-60]
- Hogs, Pigs and Swine, Commercial [002-040-61]
- Hog Holders [002-825-45]
- Hog Ringer Pliers and Rings [002-825-48]

4. Select the codes that you want to add by checking the boxes. They will appear in the bottom of the box.

### Commodity Codes

Search  
comm

- Securities and Commodities Market Services, Including Direct or Indirect Purchases, Sales and Transitions of Equities, Fixed Income, Options and Derivatives [001-946-75]
- Community Garden Program [001-952-19]
- Community Service Campaigns, Anti-Litter Programs, Bicycle Share Programs etc. [001-952-22]
- Law Enforcement, Community Relations Services, Including Victim Notification Services [001-952-61]
- Community Redevelopment Services [001-952-81]
- Telecommunications Management Services [001-958-89]
- Agriculture Equipment and Commodities, Sale of Surplus and Obsolete Items [001-998-05]

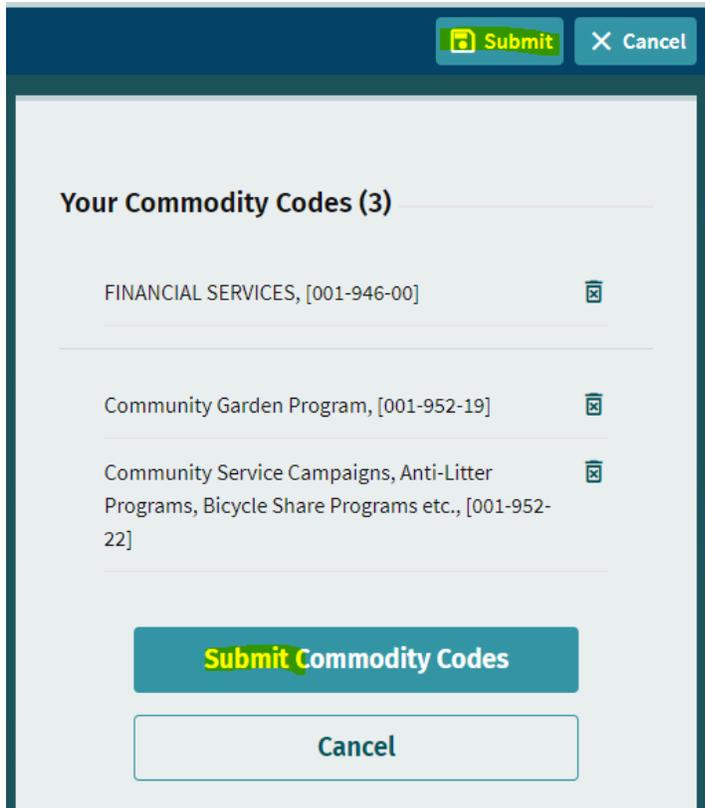
**Your Commodity Codes (3)**

- FINANCIAL SERVICES, [001-946-00]
- Community Garden Program, [001-952-19]
- Community Service Campaigns, Anti-Litter Programs, Bicycle Share Programs etc., [001-952-22]

**Submit Commodity Codes**

Cancel

5. When you have finished selecting codes click on “Submit”.



6. You’ll see that the codes have been updated. Repeat this process for other single words in the search field.

**Selected Codes (16)**

- [004-060-33] Clamps, Hose
- [004-060-60] Hose and Hose Fittings: Brake, Heater, Radiator, Vacuum, Washer, Wiper, etc.
- [004-075-57] Reel and Hose Assemblies, Air and Water Dispensing
- [005-635-75] Sprayer Components and Accessories: Guns, Hoses, Pots, Regulators, Tanks, etc.
- [012-720-90] Well Pumps, All Kinds
- [016-934-37] Irrigation Systems Installation, Maintenance and Repair
- [016-936-62] Pumps and Pump Accessories Maintenance and Repair
- [018-962-96] Well Services, Including Oil, Gas, and Water): Drilling, Plugging, Consulting, Maintenance, Repair, etc.
- [022-515-25] Irrigation Systems, Supplies, Parts, and Accessories
- [028-670-86] Water Filtration, Conditioning, and Purification Equipment for the Office and Home
- [028-670-92] Water Softening Equipment, Residential
- [028-670-93] Water Softening Equipment, Commercial (Also see 890-85)
- [030-890-24] Filtration Equipment, Water Including Parts and Accessories
- [030-890-66] Sewer Lift Stations, Including Parts and Accessories
- [030-890-69] Sumps, Parts, and Accessories (See 720-73 for Sump Pumps)
- [030-890-85] Water Softening Equipment, Ion Exchange Type (Also See 670-92,93)

