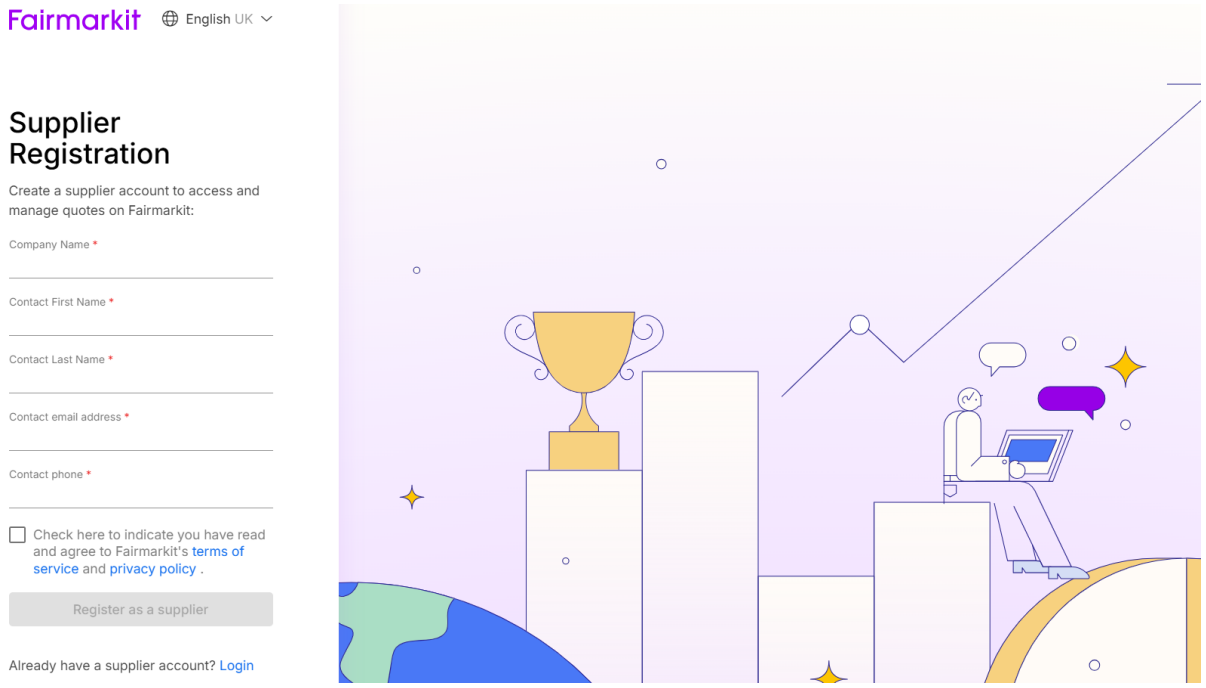
Fairmarkit Supplier Portal

Register as a supplier

As a supplier with a Fairmarkit Profile, you can manage and bid on any request that you've been invited to participate in, as well as place bids on public requests in the Marketplace.

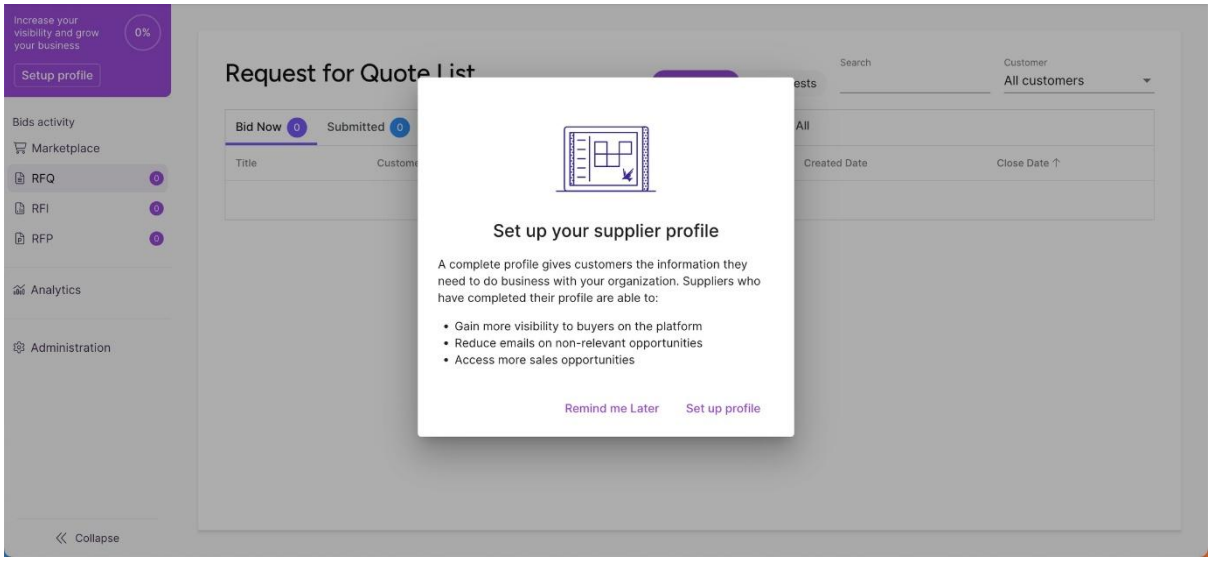
You can register yourself as a supplier for free here: Supplier registration | Fairmarkit



1. Enter your information, and then click **Register as a Supplier**. You'll receive an email confirming you want to create an account.
2. Follow the instructions to set up your password. Once complete, you're logged into Fairmarkit. Additionally, you'll receive an email confirming that your account was created.

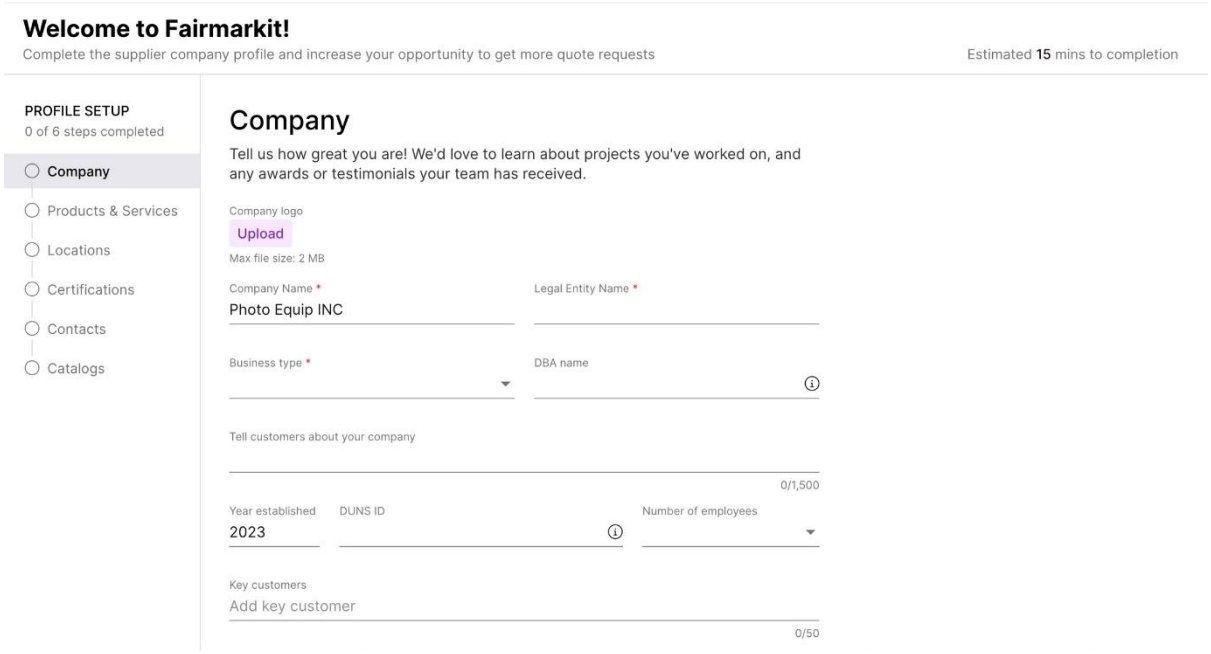
Set up profile

1. Log into Fairmarkit. Select **Setup profile**.



2. Complete the following sections of information:

- Company
- Products & Services
- Locations
- Certifications
- Contacts
- Catalogs



3. Click Finish. Now your profile is ready to be used.

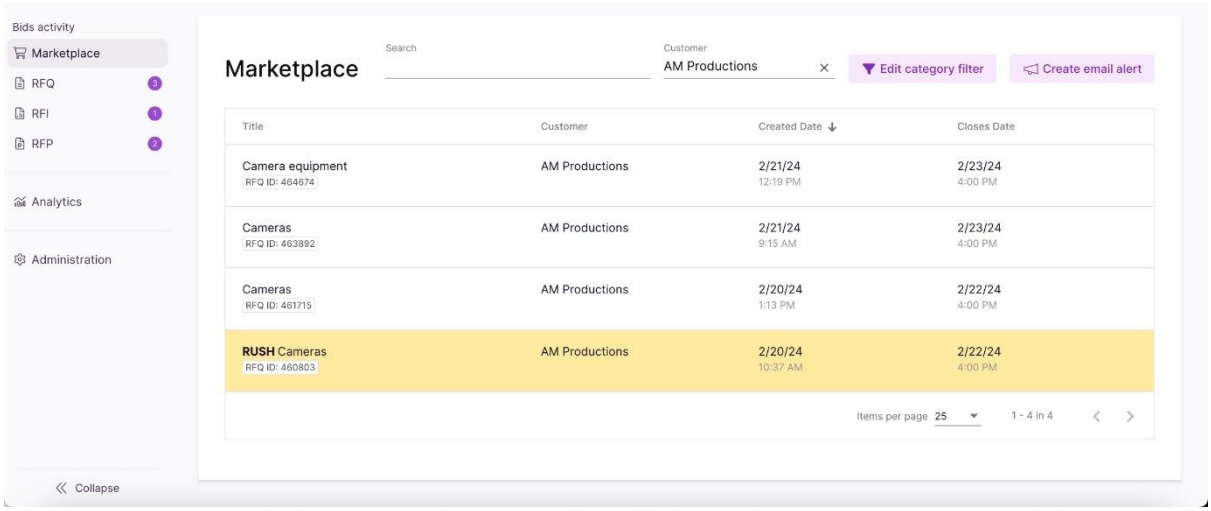
Learn more about setting up your profile by referring to the this article: Set up supplier profile

Manage events

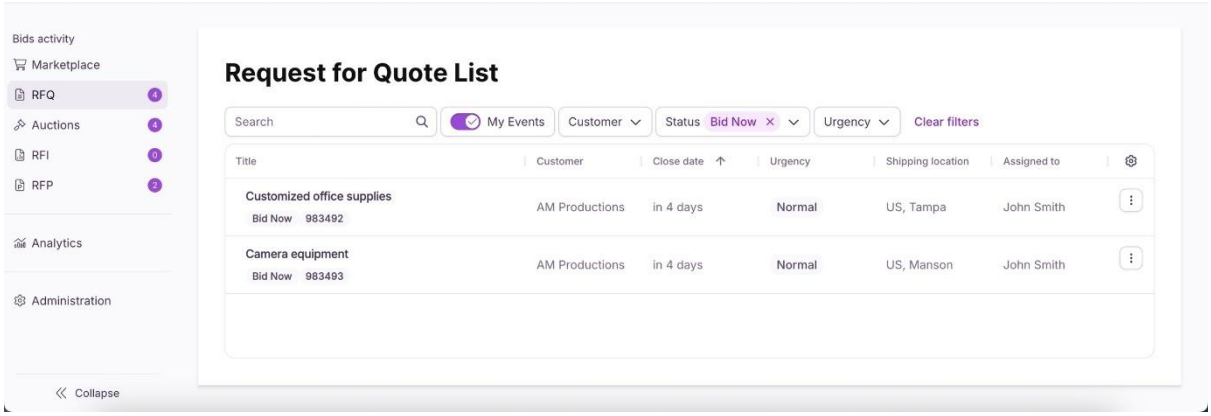
On the Supplier Portal homepage, all requests are organized under the following tabs: Marketplace, RFQ, Auctions, RFI, and RFP.

You can respond to Fairmarkit events from the link in your email invitation, or you can log in to your Fairmarkit Supplier Portal to respond to events you've been invited to or public events in the Marketplace. Auctions allow you to compete for business by submitting bids in real time.

Marketplace: A dashboard displaying public invitations, providing suppliers with a centralized view of all open opportunities that have been made publicly available for participation.



RFQ, Auctions, RFI and RFP: A dashboard displaying direct bid solicitations issued to you.



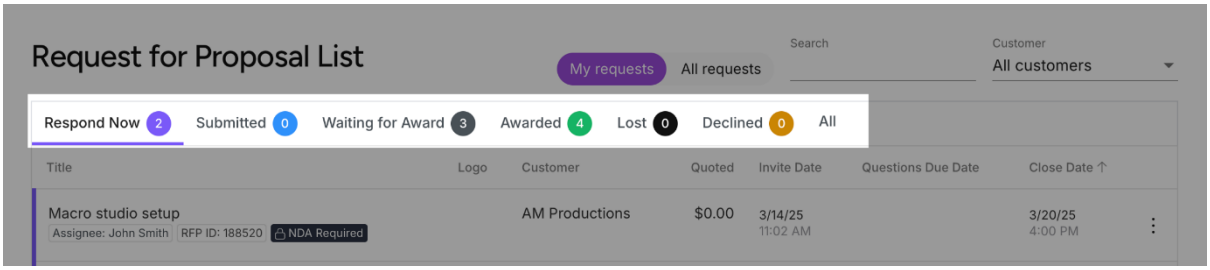
Learn more about managing events by referring to the following resources:

Manage your events (RFQ)

Manage your events (auctions, RFP, RFI)

Event status

As you respond, Events will move through different statuses. In each status, there will be different available actions.



Status	Definition
Bid Now / Respond Now	All events that you have not responded to yet
Submitted	Events that you have submitted a response to that have not yet closed. Your response to these events can still be updated
Waiting for Award	Closed events that the buyer still needs to award
Won / Awarded	Events fully or partially awarded to you.
Lost	Events that you responded to that were awarded to another supplier
No Bid / Declined	Events where you declined to send a response
All	All events in all statuses and response types. If you did not submit a response to an event and it is closed, awarded, or cancelled, you can view it from this list

For further guidance on participating in the bidding process, please refer to the related article: How do I respond to an event?

Additional support

If you require additional support about the platform, please contact the Fairmarkit Supplier Team at suppliers@fairmarkit.com