



City of Carlsbad
PO Box 1569
Carlsbad, NM 88221-1569
575-234-7905

December 15, 2016

Re: New Vendor Registration and Bid Notification System

Dear Valued Vendor,

We are pleased to announce the City of Carlsbad now has an online Vendor Registration system to help us better serve you. **If you wish to use this service, register your business at <http://www.cityofcarlsbadnm.com/>.**

Our new registration system is powered by Vendor Registry. The system allows you to quickly register and update details such as what products and services you provide as well as your contact information. This will enable us and Vendor Registry to notify you of important bid opportunities in the future, as well as providing our City employees a searchable list of vendors that can be contacted when soliciting quotes for smaller purchases.

TO REGISTER:

- Please visit our website at <http://www.cityofcarlsbadnm.com/>
- Scroll down and on the left click on "Purchasing"
- Click on "Vendor Registration Login Portal"
- Complete your registration by following the instructions provided

If you have any questions regarding the registration process, please call Vendor Registry at (865) 777-4337.

Thank you again for taking the time to update your contact information and product and service offerings so that we may better serve you.

Sincerely,

Matt Fletcher

Matthew Fletcher
Purchasing Manager
Carlsbad, New Mexico