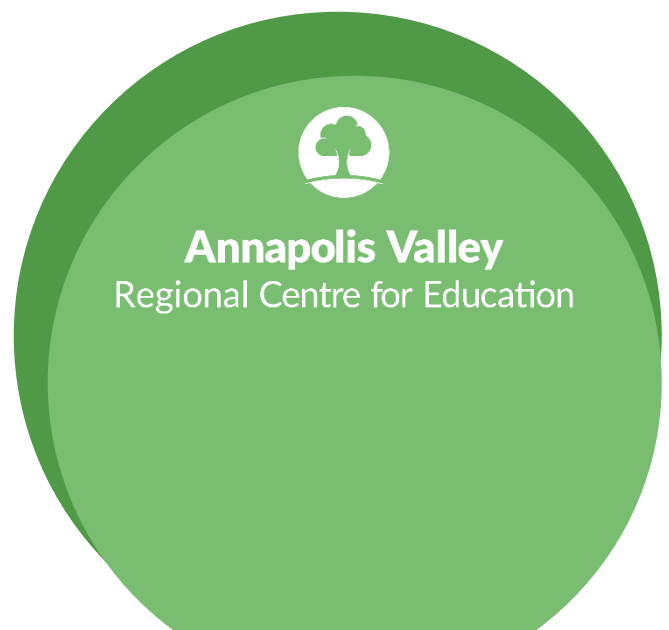


Standard Operating Procedure
Appendix H - Vendor Account Set up - AVRCE

**Procurement
Division**

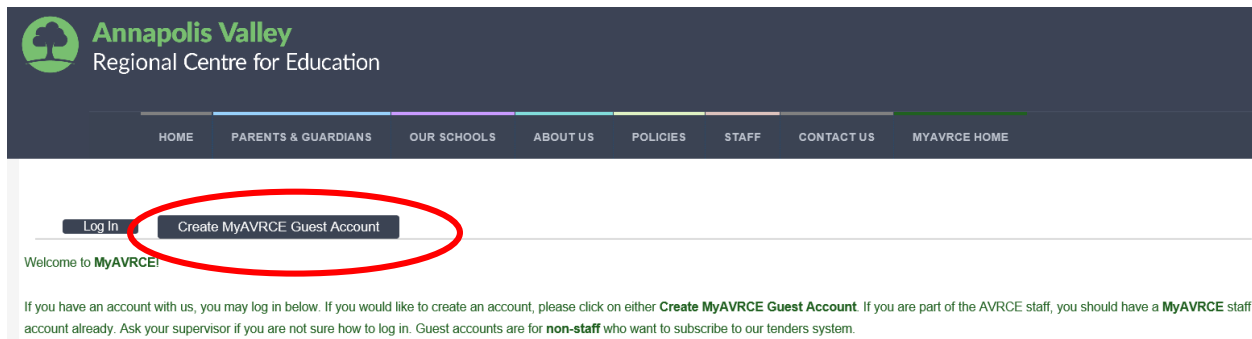


The Annapolis Valley Regional Centre for Education Tenders and associated addendums are now available for Download from our web site: www.avrce.ca.

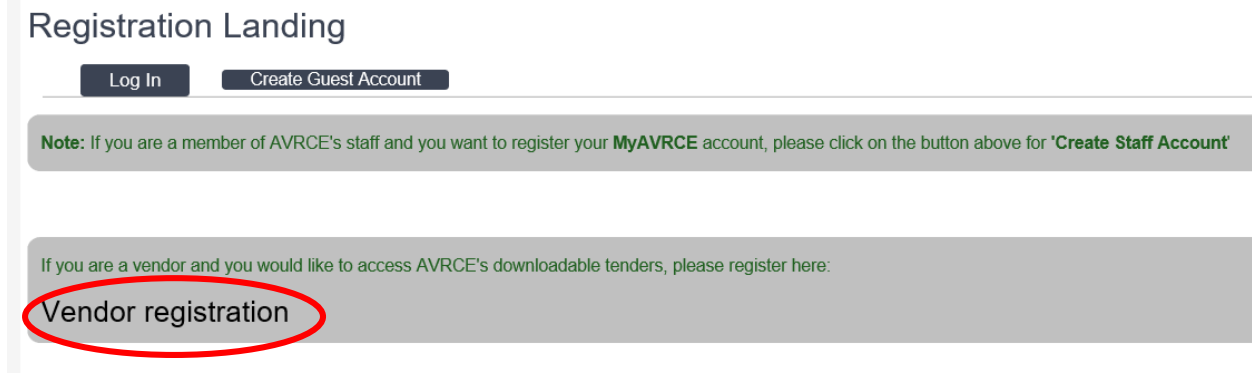
Vendors are required to create an account by clicking the link “My AVRCE”



Then choose “Create Guest Account”



Then select “Vendor Registration”. Complete the required fields and select “Create a New Account” at the bottom.



Upon creating your account you will then receive an email from the AVRCE web master to verify your account. That's it, you're ready to download any available tenders!

Downloading tenders from www.avrce.ca registers you with us for that tender and resulting addendums. Notification of addendums will be sent directly by email (to the registered email address), therefore it is your responsibility to check for addendums and download the file.

Be sure to check often and remember to login to your account to view the available tender files.

www.avrce.ca also has other valuable Procurement Information, including how to do business with AVRCE and Procurement Division contact information.

And as always, the Procurement Division is available to assist vendors every step of the way, feel free to contact us any time.

Gerry Wilson, CPPO, CPPB, PSPP, CET

Coordinator of Procurement

Phone 902-538-4625

gerry.wilson@avrce.ca

Don Allen

Procurement – Buyer

Phone 902-538-4697

don.allen@avrce.ca