

CREATING A VENDOR ACCOUNT IN COBBLESTONE



In order to ask questions about a solicitation, respond to a solicitation, or get notified about a solicitation, you must be a registered vendor.

1. **Open Vendor Collaboration Portal:**
<https://wta.cobblestone.software/GATEWAY> and select CREATE ACCOUNT

The screenshot shows the WTA Vendor Portal interface. At the top, there is a blue header with the WTA logo, the date and time 'Sep 02 2020 15:20:10', and a notification bell icon. Below the header is a navigation menu with 'Main', 'News', 'Contracts', 'Solicitations', 'Help', and 'Document Library'. The main content area is titled 'Welcome to WTA's Vendor Portal'. On the left side, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is circled in red. The main text area contains a welcome message and instructions for new users. At the bottom, there is a footer with legal disclaimers.

2. **Complete the New Account Signup. Your Tax ID (EIN) is unique to your company to avoid duplicate company entries.**

New Account Signup

Vendor

Please enter your company information below. If not applicable, please enter N/A.

Company Information		User Information
Details		
*Company Name	*Street1	Street2
<input type="text"/>	<input type="text"/>	<input type="text"/>
*City	*State/Province	*Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Web	WA State UBI
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Tax ID	Trade Names/Known As	
<input type="text"/>	<input type="text"/>	
*NAICS		

****WTA uses NAICS codes for calculating and reporting Disadvantaged/Small/Minority owned business goals. To find your proper NAICS codes, visit NAICS.com***



3. If your firm is a certified minority-owned business, complete the MWOB Details. You will need your certification number and the name of the certifying agency. If you are not a certified firm, this section does not apply to you. Click Continue.

MWOB Details

DBE/SBE Type	Federal Registration	State Registration
<input checked="" type="checkbox"/> Disadvantaged Business Enterprise (DBE) <input type="checkbox"/> Small Business Enterprise (SBE) <input type="checkbox"/> Women-owned <input type="checkbox"/> Veteran-owned	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certification Number D3M0026460	DBE/SBE Certifying Agency WA State OWMBE	
<input type="button" value="Continue"/>		

If you are not a certified DBE, SBE, MBE, VBE, or WBE, consider becoming certified. The U.S. Department of Transportation (USDOT) distributes federal funds to finance state, local, public transit, and airport transportation projects. Recipients of USDOT funds (like WTA) must set an overall goal for DBE participation in their contracts and monitor results. Becoming certified allows us to identify your firm as a certified business and offer the opportunity to submit bids and proposals for those contracts.

Washington State Office of Minority & Women’s Business Enterprises (OMWBE) is a recognized certification agency and more information can be found on their website here <https://omwbe.wa.gov/certification>

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4. Complete your contact information. Establish a Username and Password for the CobbleStone system. SAVE THIS INFORMATION! Click Save when complete.

Company Information		User Information
Details		
*First Name Luke	*Last Name Skywalker	*Username LSkywalker1234
*Password	State/Province WA	Title Director of Marketing
*Email lskywalker@jediknight.com	Address1	Address2
City	Postal Code	Country



[Refresh](#)
[Audio](#)

2F6CT Type the code from the image

I have read and agree to the [Terms and Conditions](#).



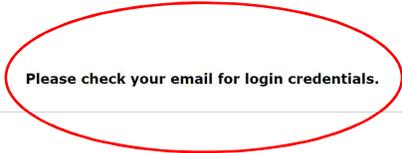
5. You'll see a confirmation screen directing you to check your email. *Make sure alerts@cobblestone.software is marked as a safe sender!*

New Account Signup - Confirmation

Thank You for signing up! Your account information has been processed and sent off for authorization and activation.

You can log into your account to search/view information, however responses/requests will not be allowed until your account is authorized/activated. Please contact us via procurement@ridewta.com if you have any questions.

To login either click the 'Sign In' button to the left, or [click here](#).





- 6. Check your email!** Make sure alerts@cobblestone.software is marked as a safe sender! You will need your username and password for the system. The Vendor ID# is your unique identifier for the CobbleStone system. **Save this information!**

[EXTERNAL] Login Information



WTA Procurement and Contract Alert <alerts@cobblestone.software>

To Magan Waltari

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Login Information:

UserName: AGilmore

Password: ****

Vendor ID: 254

- 7. Now, log into the system!** <https://wta.cobblestone.software/gateway> .

Collaboration Gateway: Login

I have read and agree to the [Terms and Conditions](#).

Check out “NAVIGATING Your Vendor Account in Cobblestone” to find out how to

- Make changes to your profile
- Attach documents like W9’s, Insurance Certificates, etc.
- Setting a “Product Service Code” so you get alerted to bidding opportunities.