



# FAQ

NTTA Marketplace

NTTA Procurement Department  
[bidpurchasing@ntta.org](mailto:bidpurchasing@ntta.org)

[How do I register in NTTA Marketplace?](#)

[How do I update my company's information in NTTA Marketplace once we've completed registration?](#)

[I have already registered with NTTA eBid eXchange. Why must I register in NTTA Marketplace again?](#)

[How can I determine whether my company has registered in NTTA Marketplace?](#)

[Is there a way to view details for other registered vendors in NTTA Marketplace?](#)

[What information is needed to complete the registration process?](#)

[What do I do if I get a message indicating my tax ID already exists?](#)

[How do I find my Vendor ID? What is the purpose of the Vendor ID #?](#)

[What do I do if I need login assistance with my user ID or password?](#)

[As a new vendor for NTTA, do I have to register in both systems?](#)

[Do I have to register to see open opportunities in NTTA Marketplace?](#)

[Where will I find current procurement opportunities during the transition?](#)

[Where do I respond to solicitations during the transition?](#)

[How do I select my company's NIGP codes?](#)

[What certifications does NTTA recognize?](#)

[What is BidSync, and do I have to use it to do business with NTTA?](#)

[What do I do if I receive a validation error stating, "The BidSync username and password are invalid"?](#)

[Who do I contact for further assistance?](#)

## Vendor Registration in NTTA Marketplace

Registering in [NTTAMarketplace.org](https://NTTAMarketplace.org) is required for all vendors interested in doing business with NTTA. Refer to the “Vendor Registration & Process Guidance” available on Marketplace to assist in registering and managing the Vendor account.

The “Vendor Registration & Process Guidance” document, found under the Important Links section of the Login page, provides details regarding vendor registration, as well as management of the account once it’s been created. Click the blue “Register” button in the top right corner of the Login screen to start the process.

## View Current Opportunities

Opportunities and information regarding open procurements can be found on the [Opportunities](#) page on NTTA.org, under the Procurement tab. Further information regarding a specific opportunity can be obtained from the Procurement Specialist listed as managing the specific procurement. The Opportunities page will direct vendors to the appropriate system to view procurement details. Registration in the respective systems will be necessary to respond.

## Explanation for registration process

As we transition to NTTA Marketplace, which is replacing our current system (e-Bid eXchange), it will be necessary for all current and prospective vendors to be registered in both systems. Once we have completed the transition between systems, NTTA Marketplace will serve as the resource for all procurement opportunities.

## Responding to a Solicitation

Instructions on how to submit required documents, proposals, bids, or responses are in the solicitation. If you have questions pertaining to a specific opportunity, email the Procurement Specialist listed as managing the procurement.

## New Vendor Registration Process

As we transition to NTTA Marketplace, which is replacing our current system (e-Bid eXchange), it will be necessary for all current and prospective vendors to be registered in both systems. Once we have completed the transition between systems, NTTA Marketplace will serve as the resource for all procurement opportunities.

## Registered Vendor Search (Specific Vendor and/or All Vendors)

Companies are able to search in NTTA Marketplace to determine whether they’ve already completed the registration process. Marketplace will also allow a company to look up any/all registered companies, and obtain their contact information.

## See Open Opportunities

All available procurement opportunities are listed on the [Opportunities](#) page. Once we have completed our transition to [NTTA Marketplace](#), open bid solicitations can be found under the “Browse by Category” section on the login page. Though some information regarding these opportunities may be available to the public, additional information and updates will only be provided to registered vendors that acknowledge, or download, the bid solicitation.

## Information Requested in Registration Process

The vendor registration process requires the following information:

- Federal tax ID
- Primary contact name, phone, and email
- Company name, address, and other general information
- National Institute of Governmental Purchasing (NIGP) code(s) (determined by the goods and/or services offered by your company)
- Certification number, expiration date, and agency for D/M/W/SBE companies (DBE, SBE, MBE, WBE defined)
- Owner gender and minority status for D/M/W/SBE companies

## Recognized Certifying Agencies

Below are NTTA's recognized certifying agencies:

- Dallas/Fort Worth Minority Supplier Development Council (DFWMSDC)
- North Central Texas Regional Certification Agency (NCTRCA)
- Small Business Administration (SBA) for 8(a) certification only
- Women's Business Council - Southwest (WBCS)
- Texas Department of Transportation (DBE certification only) (TxDOT)
- Texas Unified Certification Program DBE Certifying Agencies (TUCP):
  - City of Houston
  - City of Austin
  - Corpus Christi Regional Transportation Authority
  - North Central Texas Certification Agency
  - South Central Texas Certification Agency

## Updating Vendor Information in NTTA Marketplace

Once the vendor account is set up, the "Seller Administrator" of the account (the person who completed the vendor's registration) has the ability to update most information. He or she will also have the capability to add and remove users on the account. If there is a change within a vendor's organization that results in a need to revise the Company Name, Vendor Legal Name, or Tax ID, an updated copy of the company's W-9, as well as documentation that's been signed by an authorized party and presented on official company letterhead, may be required before the change is implemented by an NTTA administrator. A new vendor account may be required depending on the details of the requested change to the above mentioned fields.

## Tax ID already Exists in NTTA Marketplace

If this message occurs when a company attempts registration, it is likely an indication that:

- A. A company has already started and/or completed registration in NTTA Marketplace or
- B. A different organization has registered with the Tax ID or Social Security number.

In the event this occurs, search for your company through the "Registered Vendor Search" found on the Login page. If you are unable to locate your company as a registered vendor, or feel that the latter explanation could be true, contact NTTA at [bidpurchasing@ntta.org](mailto:bidpurchasing@ntta.org).

[Back to Top](#)

## Vendor ID

The Vendor ID is an identification number, used by NTTA, and assigned at the time of registration that is specific to individual companies. It becomes the company identifier for all information regarding the account once in place, and therefore cannot be altered.

Once you enter your company's Tax ID number, or Social Security number, and an email address to start the registration process, Marketplace will send a Pre-Registration email with the assigned Vendor ID. If registration has been completed, the Seller Administrator for the organization will be able to locate the Vendor ID assigned to the organization on the Maintain General Organization Information page. Further guidance can be found in the "Vendor Registration & Process Guidance" document on the landing page, or the User Manual, located by clicking "help" in the top right of the screen after logging in.

## Login Assistance

If you need assistance logging into your account, use the Login Assistance link found under the Login ID and Password credential fields. It will request information, including the email address for the account. An email with instructions to reset the password will be sent to the account owner. If you need further assistance, please email [bidpurchasing@ntta.org](mailto:bidpurchasing@ntta.org), however, please note that a new account may be required for security purposes.

## NIGP Code Selection

National Institute of Governmental Purchasing (NIGP) codes are commodity/service codes that relate to a company's specific product(s) and/or service(s). The codes are used to notify potential suppliers of procurement opportunities. You can choose your NIGP codes from the Class and Class-Class Item drop-down menus. If you are not familiar with the NIGP code system, or cannot find the codes that apply to your organization from the drop-down menu, the NIGP Keyword and NIGP Code Browse features help to find the code(s) that apply to your organization.

## What is BidSync

BidSync is a built in component of NTTA Marketplace that is supported and operated by Periscope Holdings Inc., the provider of our eProcurement solution. It is a tool that suppliers of public agencies can use in responding to requests for bids, proposals, and qualifications.

Use of BidSync is not a requirement in registering as a vendor for NTTA, or in doing business with NTTA.

## BidSync username and password are invalid validation error

This error is related to the entries made on the Administrator tab during the registration process. The BidSync Username and BidSync Password fields should remain blank unless the administrative user (or company) has an existing BidSync account that he or she would like to link to the NTTA vendor account.

## Contact Us

If you have any questions related to a specific procurement opportunity, please contact the Procurement Specialist listed in the procurement opportunity documentation. If you have a general procurement question, see our [contact page](#) to determine the appropriate point of contact. All other questions or inquiries pertaining to the system can be sent to [bidpurchasing@ntta.org](mailto:bidpurchasing@ntta.org).