

**Vendor Messaging Portal (VRAMP)** - To receive Notices of Solicitations directly to your Email, you may create a New Registration on our Messaging Portal (VRAMP) containing contact information, Commodities of interest and Email address.

Following are instructions to assist you in using Pima County's Messaging Portal system.

If you have problems creating an account, please contact Isabel Villanueva at 520-724-8465.

The website address for the Messaging Portal is:

<https://secure.pima.gov/procurement/vramp/login.aspx>

#### **Don't have a VRAMP Account?**

1. Select Create a New Account Now.
2. Enter the security text from the image and click Validate
3. Enter a valid Email address
4. You will automatically receive an Email with your temporary password (**Case Sensitive**)
5. Create a new password (**Password must be at least 8 characters in length**)

#### **Vendor Information**

6. If an individual's name is the Legal Business Name, enter your first and last name as the Legal Business Name.
7. **Vendor's Primary Email** (This Email address is your login to this site. Changing it would change your future login to this site)
8. Click NEXT on the left menu bar to navigate to the next screen

#### **Vendor Commodities**

9. You may search the Commodities by entering a key word and click Filter.
10. Select all the Commodities
11. that apply to your business from the "Available Commodity Classes"
12. Select from the three digits Available Commodity Classes. Double Click on selected commodity that best identifies the goods/services your company provides.
13. The associated five digit Commodity Codes will display in the "Selected Commodity Items". Use the up arrow to remove any five digit codes that do not apply to your business from the Selected Commodity Items box.
14. Click NEXT on the left menu bar.

#### **Accept Vendor Agreement**

15. You must accept the Vendor Agreement to receive relevant Email notifications from Pima County Procurement Department.

**If you need assistance in resetting your Password, please contact our Vendor Relations at (520) 724-8465.**