

INSTRUCTIONS FOR SUB-CONTRACTORS/MBEs

Working with regional partners, the Commission on Economic Inclusion is creating a virtual space we are calling *The Marketplace* which will serve as the ultimate searchable list of minority-owned businesses.

***The Marketplace* will be opt-in, self-populating, and self-updating by the MBEs. As a potential supplier, it is your responsibility to make sure that your profile is complete and up to date.**

On the demand side of the equation, members of Greater Cleveland Partnership can post opportunities and source minority suppliers in an effort to diversify their vendor base.

Follow these directions to get your company registered on *The Marketplace* and gain access to opportunities posted there:

1. Go to gcpartnership.mysuppliernetwork.com
2. Click “Need an account?” below the login form or “Sign Up” in the upper right corner.
3. Enter the contact information and create a password.
4. Check the email digest box. This will ensure you receive a summary of messages and notifications by email.
5. When you have completed this page, and clicked “sign up”, a confirmation email will be sent to the email you provided.
6. Open the email you receive and click the link to confirm your email address. You will be redirected to the Login page. Enter your email address and password and click “Login.”
7. Enter your company name into the Search field and click “Search”, and select your company.
8. Click the “Claim Company” button next to your company. If you are the first user, you will be redirected to the Dashboard. If your company is already active on this platform, you can click the “Join Company” button to be added as a user. A request to join the company will be sent to the primary contact for approval.
9. A request will be sent to the portal administrator to allow you access to the database.

You can contact Scott Harrington, Program Manager, Economic Inclusion for the Commission on Economic Inclusion at (216) 592-2213 or sharrington@gcpartnership.com with questions about *The Marketplace*

Technical questions about the portal can be directed to ConnXus.
A staff member is available by phone Mondays – Fridays,
9 am – 9 pm EST at (513) 204-2873

