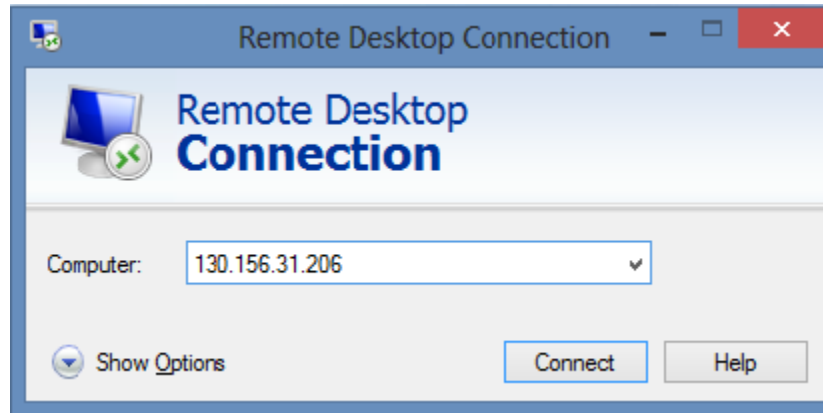


Register to Bid New Vendors

To apply to do business with The Newark Public Schools, please fill out an application on our Electronic Bidding system, New Vendors only. To access the New Vendor application use Remote Desktop Connection.

To connect to the system, on your computer, click **Start**, go to **All Programs**, go to **Accessories**, and click **Remote Desktop Connection**. Enter the following information:



Computer: **130.156.31.206**
Click Connect.

Enter User Name: **NewVendor1**
Password: **newark** (lowercase)

If Newvender1 is in use, you may use one of the following Newvender2 or Newvender3.

On the New Vendor Program enter your company information, click **Select** to choose the bids your company is interested in bidding and click **OK**, when the application is complete click **Submit**.

If you need help you may call InfoBid Corporation at 1-386-447-1461 for connection assistance.

The Newark Public Schools will send you a user ID and password to log into Electronic Bidding System. If you do not receive this information, please contact Purchasing@nps.k12.nj.us or call NPS 973-733-6549.