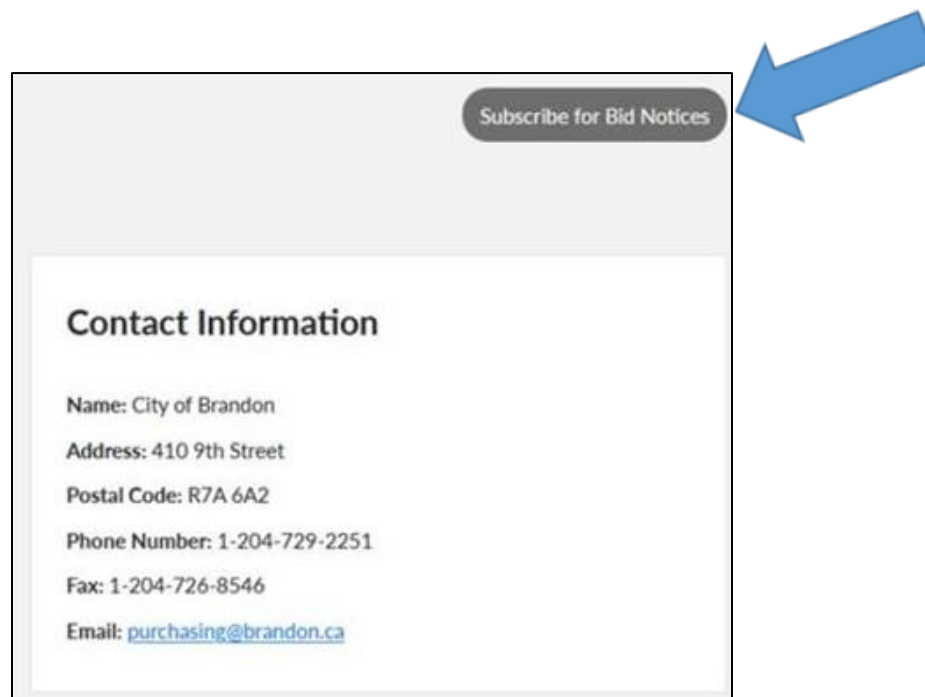




## Registering for Categories - Procedure

- Proceed to the City of Brandon website: <https://purchasing.brandon.ca>.
- Locate the box labeled "Contact Information" on the right hand side of the home page. Click "Subscribe for Bid Notice".



- Clicking “Subscribe for Bid Notice” will direct to the screen below. Enter the mandatory information (email address) and scroll down to the categories.

[<< Back to main page](#)

### Subscribe to Receive Bid Notices

\* indicates required

Email Address \*

First Name

Last Name

Address

Address Line 2

City

State/Province/Region

Postal / Zip Code

Country

➤ Select categories of interest:

<p><b>Construction</b></p> <p><input checked="" type="checkbox"/> CONSTRUCTION - Communication &amp; Technology</p> <p><input type="checkbox"/> CONSTRUCTION - Infrastructure</p> <p><input type="checkbox"/> CONSTRUCTION - New Construction, Renovations</p> <p><b>Goods</b></p> <p><input checked="" type="checkbox"/> GOODS - Automotive Parts &amp; Supplies</p> <p><input type="checkbox"/> GOODS - Building/Facility Maintenance</p> <p><input type="checkbox"/> GOODS - Chemical, Chemical Specialties, Lab Supplies</p> <p><input type="checkbox"/> GOODS - Clothing/Apparel, Uniforms, Promotional Items</p> <p><input type="checkbox"/> GOODS - Communication &amp; Technology</p> <p><input type="checkbox"/> GOODS - Emergency Equipment (Police &amp; Fire), Safety Equipment</p> <p><input type="checkbox"/> GOODS - Fitness Equipment</p> <p><input type="checkbox"/> GOODS - Fuel</p> <p><input type="checkbox"/> GOODS - Greenspace/Greenspace Maintenance</p> <p><input type="checkbox"/> GOODS - Miscellaneous</p> <p><input type="checkbox"/> GOODS - Outdoor Lighting</p> <p><input type="checkbox"/> GOODS - Paper/Stationary, Mail &amp; Office Supplies/Equipment</p> <p><input type="checkbox"/> GOODS - Parking Meter Equipment/Supplies</p> <p><input type="checkbox"/> GOODS - Road, Street, Parking Lot Maintenance</p> <p><input type="checkbox"/> GOODS - Transit Equipment</p> <p><input type="checkbox"/> GOODS - Water, Wastewater, Water Meter Equipment/Supplies</p>
---

<p><b>Equipment</b></p> <p><input type="checkbox"/> EQUIPMENT - Equipment Attachments</p> <p><input type="checkbox"/> EQUIPMENT - Fleet - Emergency Vehicles</p> <p><input type="checkbox"/> EQUIPMENT - Fleet - Heavy Duty</p> <p><input type="checkbox"/> EQUIPMENT - Fleet - Light Duty</p> <p><input type="checkbox"/> EQUIPMENT - Fleet - Off Road Equipment</p> <p><input type="checkbox"/> EQUIPMENT - Fleet - Rental/Lease of Equipment</p> <p><input type="checkbox"/> EQUIPMENT - Fleet - Transit</p> <p><input type="checkbox"/> EQUIPMENT - Garage Equipment</p> <p><input type="checkbox"/> EQUIPMENT - Greenspace Maintenance</p> <p><input type="checkbox"/> EQUIPMENT - Rental</p> <p><b>Miscellaneous</b></p> <p><input type="checkbox"/> MISCELLANEOUS - Lease of Land/City Property</p> <p><input type="checkbox"/> MISCELLANEOUS - Sale/Disposal of Equipment/Goods</p> <p><input type="checkbox"/> MISCELLANEOUS - Sale/Disposal of Land/City Property</p>
---

<p><b>Services</b></p> <p><input type="checkbox"/> SERVICES - Advertising/Promotion, Printing, Photography/Imagery</p> <p><input type="checkbox"/> SERVICES - Animal</p> <p><input type="checkbox"/> SERVICES - Building/Facility Maintenance</p> <p><input type="checkbox"/> SERVICES - Communication &amp; Technology</p> <p><input type="checkbox"/> SERVICES - Consulting</p> <p><input type="checkbox"/> SERVICES - Consulting - Communication &amp; Technology</p> <p><input type="checkbox"/> SERVICES - Consulting - Engineering</p> <p><input type="checkbox"/> SERVICES - Consulting - Engineering Design, Architectural Design</p> <p><input type="checkbox"/> SERVICES - Courier/Delivery, Moving/Relocation</p> <p><input type="checkbox"/> SERVICES - Demolition, Remediation</p> <p><input type="checkbox"/> SERVICES - Disposal, Removal, Recycling</p> <p><input type="checkbox"/> SERVICES - Electrical</p> <p><input type="checkbox"/> SERVICES - Fencing</p> <p><input type="checkbox"/> SERVICES - Financial</p> <p><input type="checkbox"/> SERVICES - Fleet</p> <p><input type="checkbox"/> SERVICES - Food, Vending</p> <p><input type="checkbox"/> SERVICES - Forestry</p> <p><input type="checkbox"/> SERVICES - Greenspace Maintenance</p> <p><input type="checkbox"/> SERVICES - Human Resources Consulting, Recruitment, Training</p> <p><input type="checkbox"/> SERVICES - Maintenance, Repair, Rebuilding, Installation</p> <p><input type="checkbox"/> SERVICES - Manufacturing, Fabrication</p> <p><input type="checkbox"/> SERVICES - Miscellaneous</p> <p><input type="checkbox"/> SERVICES - Professional Services</p> <p><input type="checkbox"/> SERVICES - Road, Street &amp; Parking Lot Maintenance</p> <p><input type="checkbox"/> SERVICES - Security Services</p> <p><input type="checkbox"/> SERVICES - Shredding</p> <p><input type="checkbox"/> SERVICES - Transportation</p> <p><input checked="" type="checkbox"/> SERVICES - Water, Wastewater</p>
---

- Once categories of interest are selected, scroll to the bottom of the screen to choose preferred “Email Format” and click “Subscribe”.



**Email Format**

html

text

Subscribe

- Refer to the instructions below in order to confirm subscription. (Note: check junk mail for the email link).

**Almost finished... We need to confirm your email address. To complete the subscription process, please click the link in the email we just sent you.**

Subscribe

- Locate the email and click the “Yes, subscribe me to this list” link.



**City of Brandon Procurement Services**

**Please Confirm Subscription**

[Yes, subscribe me to this list.](#)

If you received this email by mistake, simply delete it. You won't be subscribed if you don't click the confirmation link above.

For questions about this list, please contact: 204-729-2251 or [purchasing@brandon.ca](mailto:purchasing@brandon.ca)


- Check the “I’m not a robot” box and click subscribe.

**City of Brandon Procurement Services**

**Confirm Humanity**

Before we subscribe you, we need to confirm you are a human.

I'm not a robot

  
reCAPTCHA  
Privacy - Terms

**Subscribe**

- The below window will pop up confirming subscription:

**City of Brandon Procurement Services**

**Subscription Confirmed**

Your subscription to our list has been confirmed.

Thank you for subscribing!

City of Brandon  
410 9th Street  
Brandon, Mb R7A 6A2  
Canada

[Add us to your address book](#)

**continue to our website »** or **manage your preferences**

## Update your Preferences - Procedure

- Clicking “Subscribe for Bid Notice” will direct to the screen below. Fill in the previously entered mandatory information (email address).

[<< Back to main page](#)

### Subscribe to Receive Bid Notices

\* indicates required

Email Address \*

First Name

Last Name

Address

Address Line 2

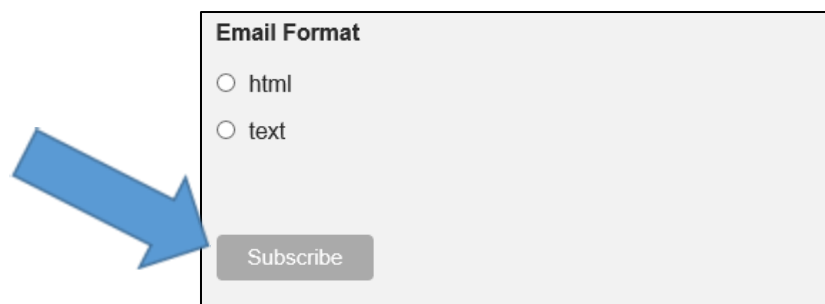
  
  

City	State/Province/Region
<input type="text"/>	<input type="text"/>

Postal / Zip Code	Country
<input type="text"/>	<input type="text" value="Canada"/>

- Scroll to the bottom of the screen to choose preferred “Email Format” and click “Subscribe”.



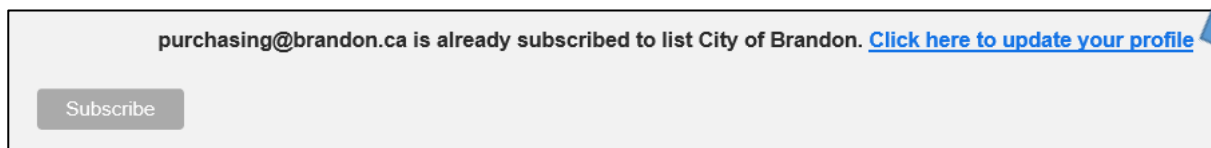
**Email Format**

html

text

Subscribe

- The message below will appear. Click the “Click here to update your profile” link.



purchasing@brandon.ca is already subscribed to list City of Brandon. [Click here to update your profile](#)

Subscribe

- Clicking the “Click here to update your profile” link will generate an email. Locate the email and click the “Update your preferences” link.

## City of Brandon Procurement Services

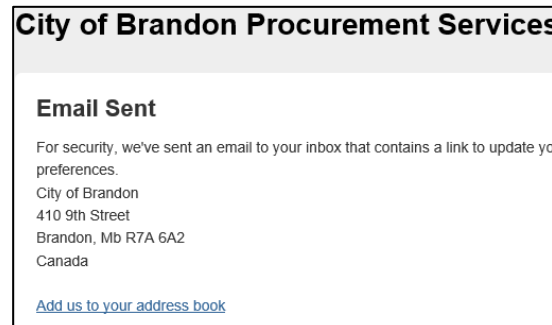
We received a request to change your subscription preferences for City of Brandon Procurement Services.

If you made this request, and would like to change your preferences, use the link below

[Update your preferences](#)

If you did not make this request, it was probably submitted by someone else in error. You can ignore this email, and no changes will be made to your subscription preferences.

For questions about this list, please contact: 204-729-2251 or [purchasing@brandon.ca](mailto:purchasing@brandon.ca)



**City of Brandon Procurement Services**

**Email Sent**

For security, we've sent an email to your inbox that contains a link to update your preferences.

City of Brandon  
410 9th Street  
Brandon, Mb R7A 6A2  
Canada

[Add us to your address book](#)

- Update the profile and click “Update Profile” or “Unsubscribe”. A window will pop up indicating “Profile Updated”.

### City of Brandon Procurement Services

#### Update your preferences

**Email Address**

**First Name**

**Last Name**

**Address**

**Miscellaneous**

MISCELLANEOUS - Lease of Land/City Property

MISCELLANEOUS - Sale/Disposal of Equipment/Goods


MISCELLANEOUS - Sale/Disposal of Land/City Property

**Preferred format**

HTML

Plain-text

or [Unsubscribe](#)



### City of Brandon Procurement Services

#### Profile Updated

Your profile information has been updated. For your records, here is a copy of the information you submitted to us...

**Email Address:** p\*\*\*\*\*@b\*\*\*\*\*.ca

**First Name:**

**Last Name:**

**Address:**


**Construction:** CONSTRUCTION - New Construction, Renovations

**Goods:** GOODS - Automotive Parts & Supplies

**Services:** SERVICES - Water, Wastewater

**Equipment:** EQUIPMENT - Equipment Attachments

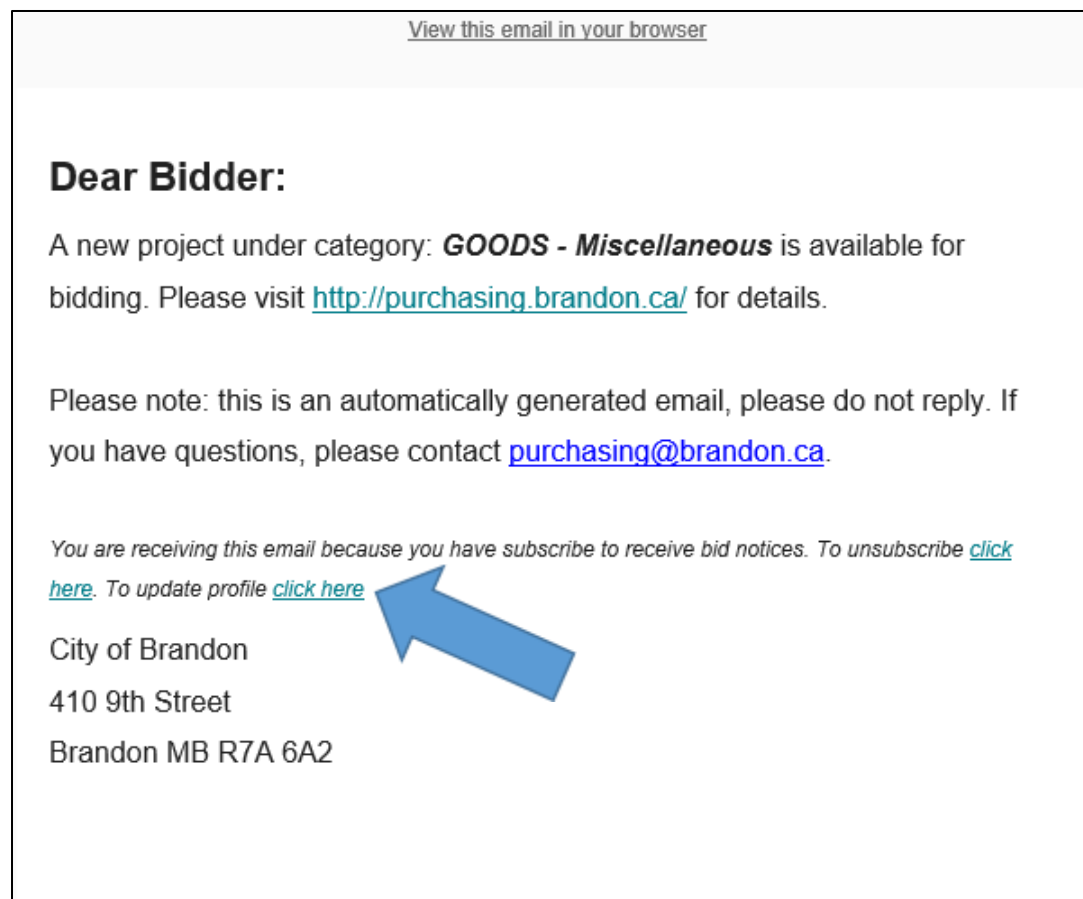
**Miscellaneous:**



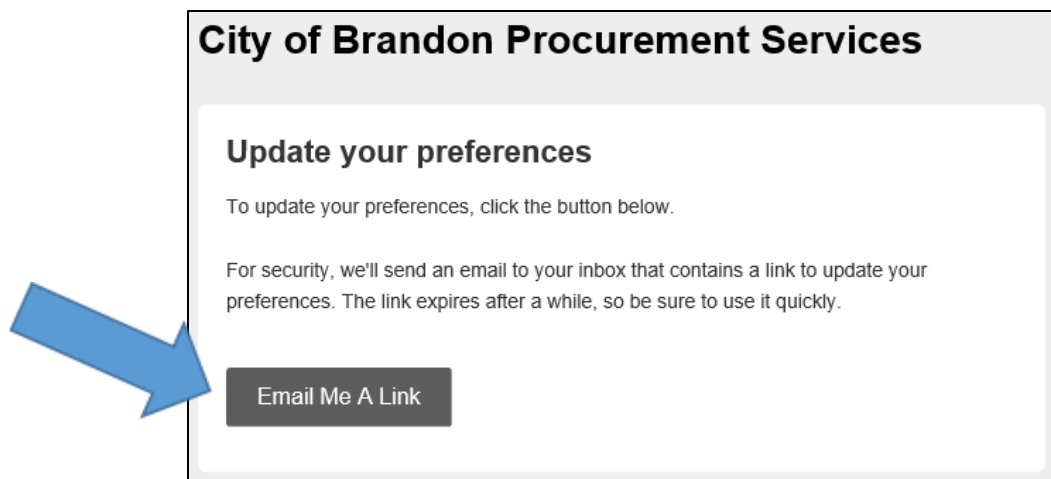


## Update your Preferences (Email Notification) - Procedure

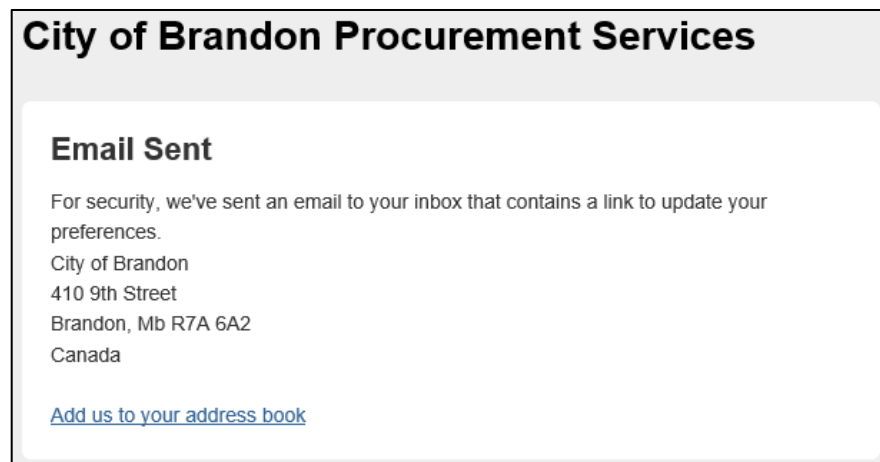
- Locate the Bid notice email and click the “click here” link.



- The below window will appear, click “Email Me A Link”.



- Clicking “Email Me A Link” will generate an email. The below “Email Sent” confirmation will appear.



- Locate the email and click the “Update your preferences” link.



- Update the profile and click “Update Profile” or “Unsubscribe”. A window will pop up indicating “Profile Updated”.

**City of Brandon Procurement Services**

**Update your preferences**

**Email Address**

**First Name**

**Last Name**

**Address**

**Miscellaneous**

MISCELLANEOUS - Lease of Land/City Property

MISCELLANEOUS - Sale/Disposal of Equipment/Goods


MISCELLANEOUS - Sale/Disposal of Land/City Property

**Preferred format**


HTML

Plain-text

or [Unsubscribe](#)



**City of Brandon Procurement Services**

**Profile Updated** 

Your profile information has been updated. For your records, here is a copy of the information you submitted to us...

**Email Address:** p\*\*\*\*\*@b\*\*\*\*\*.ca

**First Name:**

**Last Name:**

**Address:**

**Construction:** CONSTRUCTION - New Construction, Renovations

**Goods:** GOODS - Automotive Parts & Supplies

**Services:** SERVICES - Water, Wastewater

**Equipment:** EQUIPMENT - Equipment Attachments

**Miscellaneous:**

- For more information, contact Procurement Services at purchasing@brandon.ca or (204) 729-2251.