



April 8, 2022

Dear Valued Suppliers and Service Partners,

As of **April 15, 2022**, our organization will begin using a new online supplier, sourcing/bidding and vendor collaboration portal.

- **If you currently engage in business with our organization**, you may already have an account with us. Please contact us by email at cobblestoneregistration@rockvillemd.gov to get your login credentials. **You must provide your company name, tax id number, contact information (full name), company assigned email address (e.g. johnsmith@abcinc.com)**
- **If you are a new supplier, you can register at:** <https://contracts.rockvillemd.gov/gateway/>. To register, you will need to provide information about your company, and the individual user(s). Each representative of your company will need a username (company assigned email address, e.g. johnsmith@abcinc.com) and password.

After you register your company, you will receive an email notification that your registration has been accepted [if you are creating a new account]. Please be sure to check your spam or junk email folders for any correspondence. Once you are active in the system, you can begin to use the system to view and respond to procurement opportunities, review your awarded contracts, and search all existing contracts with our organization.

Sincerely,
City of Rockville Procurement Division