

Vendor Registration Instructions

Registration Instructions:

- Go to <https://www.ebidexchange.com/toaks>
- For a new registration, click on the “Register” tab located near the top of the screen;
- Enter your company name and email address (the password must be at least 8 characters in length). Click on “Next.”
- You will receive a confirmation email providing you with instructions on how to activate your account and complete the registration process. Until you confirm that email, you may only use the parts of the system that do not require a log-in. The email you receive will contain a link to our system. This link will take you to the vendor registration page where you can continue the registration process. You will be asked to provide pertinent data relative to your company.

Please be sure to edit the commodity (category) section near the bottom of the screen. It might take a few minutes to download all the available commodities. Please scroll through the commodities and select those applicable to your company. This is important as you will be notified of solicitation opportunities only for the commodity codes you select.

Save your data!

Once the registration information has been saved, you will see a message at the top of the page that states “Account Information Updated.” If there is a problem with your registration, you will see an error message in red.

If you have any questions regarding the vendor registration process, please contact the City of Thousand Oaks Purchasing Office at 805/449-2212.
