

**INFORMATION DOCUMENT  
REGARDING THE PAYMENT OF SUBMISSION FEES  
(ANNUAL SUBSCRIPTION)**

This document outlines the procedure to sign up for an annual subscription.

Your company must sign up for an annual subscription if it wishes to participate in an open call for tenders.

When you sign up, you will have unlimited access to documents pertaining to open calls for tenders and be able to submit a bid during the subsequent 12-month period.

The annual cost is \$75 and replaces the \$50 fee charged for each tender call.

The following information must be provided:

- Credit card information
  - name of cardholder
  - type (VISA or Mastercard only)
  - card number
  - expiry date

**Please note that only the ones with the “HQ – Supplier administrator” profiles can proceed with the annual subscription.**

## STEPS TO FOLLOW

1. Access the list of calls for tenders published on [Hydro-Québec's website](#).
2. Click on "List 2", then on [View the list of calls posted in the Supplier Space](#)
3. Once in the Supplier Space, select the call for tenders you would like to participate in.
4. If a message alerts you that an annual subscription is required, you must:
  - a. Click on "Supplier Record" in the menu
  - b. Select "Identification" and go to the "Subscription" section
  - c. Click on "Pay fees", fill out the "Pay the \$75 annual subscription fee" form and click on "Send".

Comment:

If you already have a valid subscription, the system will recognize it and you won't have to fill out the form.

5. Once the form has been sent, a confirmation page will be displayed.  
Click on "Print this page for your files" in order to save a copy of the page.
6. The membership is only valid once the payment has been processed and confirmed by Hydro-Québec. A receipt indicating the membership validity period will then be sent by email to the Supplier Space administrators.

The subscription validity period will also be displayed on the Supplier Space's Supplier Record in the Identification | Subscription section.