



Operation Opportunity includes **Strategic Business Connections** event that will give vendors the chance to meet corporations, government agencies, and prime contractors one-on-one for a 10 minute capabilities presentation. If you are interested in scheduling appointment(s) for this event, you must register your business and complete an online profile at <http://www.procurementregistration.com/wbec/> by **May 14, 2015** to be eligible for to participate.

Matchmaking appointment schedules will be sent out after May 20, 2015 with additional event details. All meetings will be pre scheduled strategic connections based on current sourcing needs of the agencies and corporations. There will be NO ONSITE **Strategic Business Connections** registration.

#### **REGISTRATION INSTRUCTIONS FOR MATCHMAKING MEETING**

##### **New Users:**

1. Please go to <http://www.procurementregistration.com/wbec/>
2. Scroll down to "**Operation Opportunity – Roadmap to Contracting Success**" event and click on "Register Now" button.
3. If you are new to the system, please select "Register Now under "Not a User (Register)" on the User Login Page. If you have used the system before, please enter in your username and password.
4. For new users, you must create an account.
5. Complete "01 Create Account" page
6. Check the boxes for "**Operation Opportunity – Roadmap to Contracting Success**" to register, located below the fields for contact information.
7. Make sure to save the username and password for future Matchmaking Opportunities

##### **Returning Users:**

Please ensure all of your information is up to date. Once you have reviewed your information, please select "**Operation Opportunity – Roadmap to Contracting Success**" event to register.

##### **Online Profile Requested Information**

We encourage you to provide the following information in order to successfully complete your business online profile.

- Contact Information
- Business Information

- Company Revenue (optional)
- Products and Services Description and Industry Category
- Certificates and Licenses (DGS, Minority and other certifications, Business License, Other)
- Commodity Code (NAICS, SIC, UNSPSC)
- Classification and Bonding (only if applicable)
- Upload "Capability Statement" (optional)

[Click here for FAQs for the WBEC-West Matchmaker System.](#)