



Austin Finance Online

City of Austin - Financial and Administrative Services

Welcome to Vendor Connection!

Vendor Connection provides a public clearinghouse to view detailed information about current business opportunities with the City of Austin. This site allows vendors to create Subscriber accounts to subscribe to solicitations and download solicitation documents. Vendors may also register to be notified of any new business opportunities based on commodity codes that they select.



Existing Vendors

- ◆ Existing Vendors' accounts will be transferred into Vendor Connection from City of Austin's previous system, Vendor Self Service (VSS)
- ◆ Transferred accounts will need to be activated by resetting the password
- ◆ Existing Vendor? Check by selecting "search here"
- ◆ Follow the steps below to reset your password and activate your account
 - Click "Activate Account"



Existing Vendors

Vendors that already have accounts with Vendor Self Service (VSS) are converted to Vendor Connection. However, they still need to activate their account by resetting the **password**. Not sure if you already have a registered account, **[search here](#)**.

ACTIVATE ACCOUNT

Select "search here" to check for existing vendor

Click "Activate Account"

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<i>Published By:</i>	City of Austin – Financial and Administrative Services – Purchasing			<i>Phone:</i>	(512) 974-2500

- Enter the “Username” listed on the account
- Click “Reset Password”

Password Reset

To activate an account simply submit this form and an email will be sent to the email address associated with the account. Click on the link in the email to create a new password and activate this account. If you have any questions please contact the City of Austin Vendor Help Line at 512-974-2018 for further assistance.

Username

Reset Password

Log In
Create Account
Retrieve Username

Contact Information
Central Purchasing
Contract Management

Enter the “Username”

Click “Reset Password”

- An email will be sent to the email listed on the Vendor account with information on how to reset the password
- Check for an email message

Account Login

An email has been sent to **jason.robinson@msn.com** with the requested information.

Username

Password

Login

Create Account
Retrieve Username
Reset Password

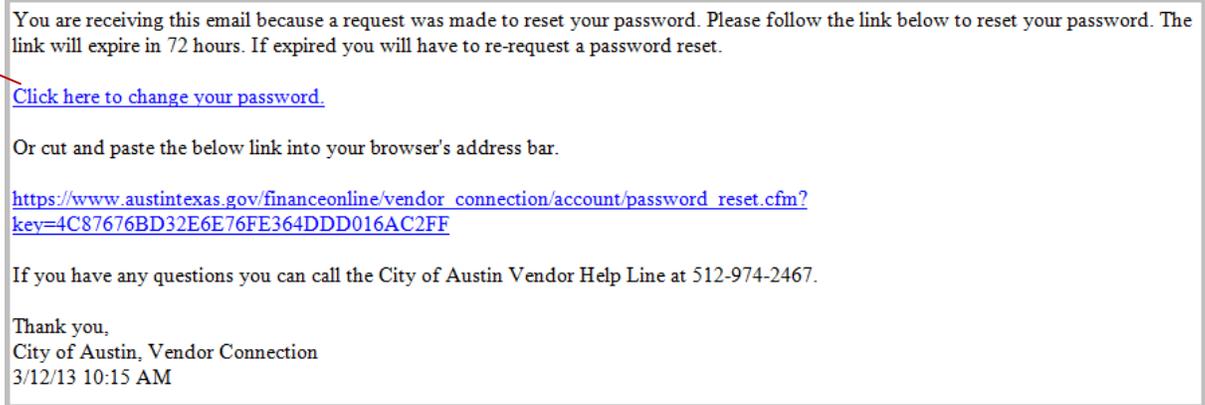
Contact Information
Central Purchasing
Contract & Land Management

Email will be sent to the email address listed on the account

- For security reasons, the link sent in the email will only be active for 72 hours
- If the link expires follow the steps listed above to request it again

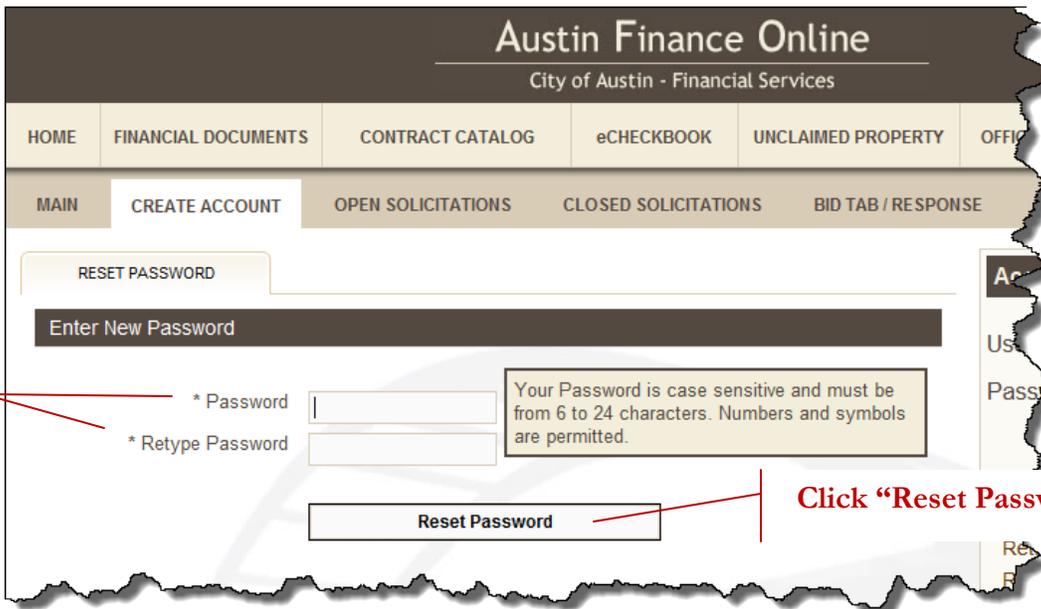
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- Within email message select “Click here to change your Password”



Select “Click here to change your password”

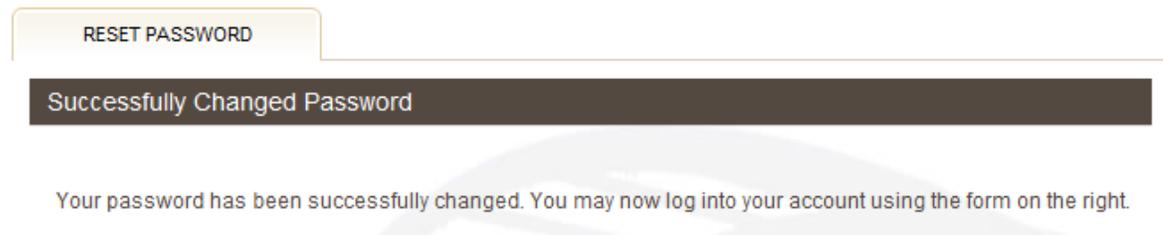
- Enter a new password in “Password”
- Password is case sensitive and must be from 6 to 24 characters in length
- Enter same new password in “Retype Password”
- Click “Reset Password”



Enter new password

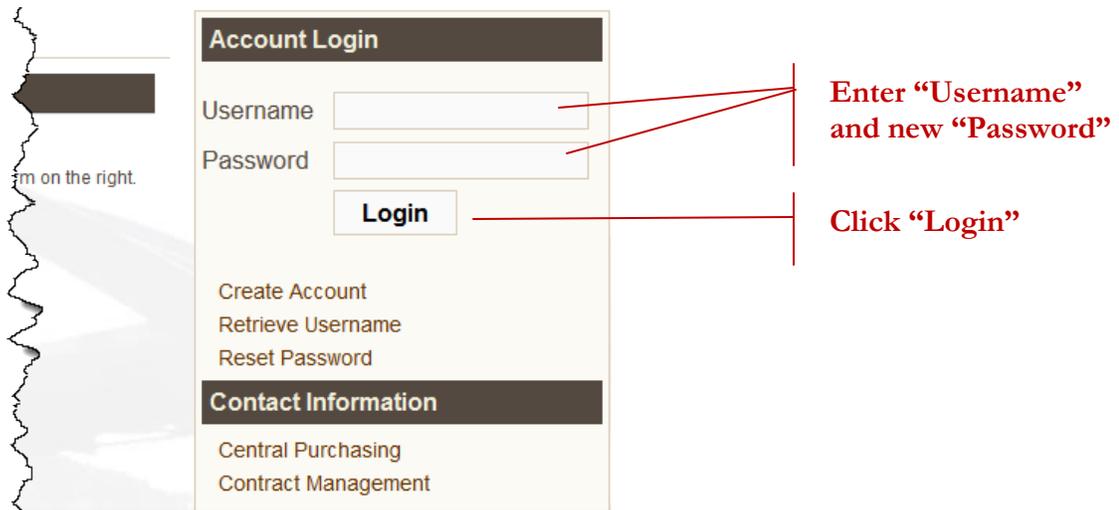
Click “Reset Password”

- Message appears



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- Login with your “Username” and new “Password” (Username and Password are case sensitive)
- Click “Login”



Thank you for activating your existing account with the City of Austin!

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