



## 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.



#### New Vendors

- ◆ Anyone may create an account to subscribe with the City of Austin
- ◆ A Subscriber account allows viewing and downloading solicitation information and attachments
- ◆ Registering your company as a Vendor makes future business opportunities available by notification based on commodity codes selected during the registration process
- ◆ Commodity codes can be added or deleted on your account during and after the registration process as well
- ◆ Additional information such as Legal Name, Tax ID and a signed IRS form W9 or W8 will be required for registration
- ◆ Until the registration process is complete your company will be considered a Subscriber Vendor
- ◆ Follow the steps below to sign up as a Subscriber or register your company as a Vendor
  - Click “Create Account” in the New Vendors box or under Account Login

**New Vendors**

Anyone may create an account to subscribe to solicitations. Companies may also register to be notified about future business opportunities with the City based on commodity codes that they select. Registering requires providing additional information such as Legal Name and Tax ID.

**CREATE ACCOUNT**

Click “Create Account”

OR

**Account Login**

Username

Password

**Login**

[Create Account](#)

[Retrieve Username](#)

[Reset Password](#)

**Contact Information**

[Central Purchasing](#)

[Contract & Land Management](#)

Click “Create Account”

<i>Subject:</i>	Vendor Connection – Registration				Page 1 of 8	
<i>Effective Date:</i>	9/15/11	<i>Distribution:</i>	City of Austin Vendors	<i>Document No:</i>	CZ-0006	Ver. 1
<i>Published By:</i>	City of Austin – Financial and Administrative Services – Purchasing			<i>Phone:</i>	(512) 974-2500	

- Complete all Basic Information
  - Fields with an asterisk require entry
  - Select a type of Notification Preference; email or fax
  - Be sure to jot down the Login Information entered for logging into Vendor Connection in the future (Username and Password are case sensitive)
  - Checking the box beside “Register as a Vendor?” will present more fields to add additional information necessary to become a Registered Vendor
  - Leaving the box unchecked will create a Subscriber account only
  - Click “Submit”

CONTACT/PASSWORD

**Contact Information**

Become a Subscriber by completing this page and clicking the Submit button. You may then subscribe to solicitations and download solicitation attachments.

**Basic Information**

\* First Name

Middle Name

\* Last Name

E-mail Address

Phone Number  Ext.

Fax Number

Notification Preference Email An email will be sent from [purchinfo@austintexas.gov](mailto:purchinfo@austintexas.gov) to the email address provided above, asking to confirm the email address.

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**Login Information**

\* User Name

\* Password

\* Retype Password

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**Submit**

Register as a Vendor?  Check this box to provide additional information necessary to become a Registered Vendor. See FAQ for more details.

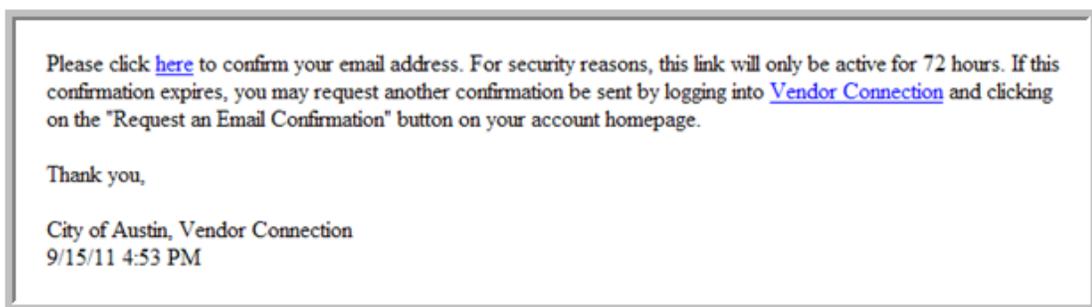
Information is required in a field with an asterisk

Select a type of Notification Preference

Check this box to Register as a Vendor

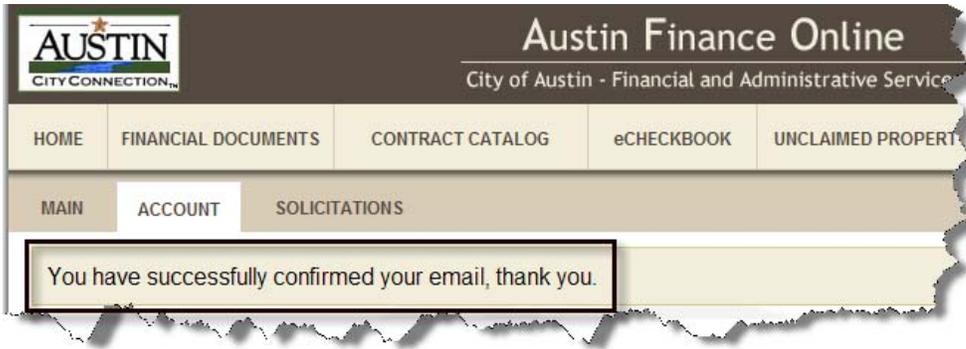
Click “Submit” after entering information

- Continue with registration or check your email for a message to confirm your email address
- For security reasons, the link sent in the email will only be active for 72 hours



<i>Subject:</i>	Vendor Connection – Registration				Page 2 of 8	
<i>Effective Date:</i>	9/15/11	<i>Distribution:</i>	City of Austin Vendors	<i>Document No:</i>	CZ-0006	Ver. 1
<i>Published By:</i>	City of Austin – Financial and Administrative Services – Purchasing			<i>Phone:</i>	(512) 974-2500	

- Confirmation message:

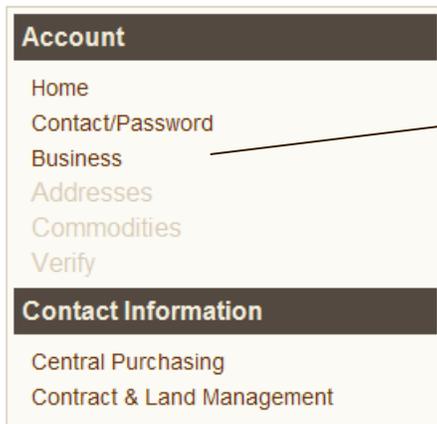


- If the link expires, request another confirmation to be sent by **logging** into Vendor Connection and clicking on the “Request an Email Confirmation” button



Click “Request and Email Confirmation”

- As you complete each section the next section will become available



The Business section is now available for data entry

<i>Subject:</i>	Vendor Connection – Registration				Page 3 of 8	
<i>Effective Date:</i>	9/15/11	<i>Distribution:</i>	City of Austin Vendors	<i>Document No:</i>	CZ-0006	Ver. 1
<i>Published By:</i>	City of Austin – Financial and Administrative Services – Purchasing			<i>Phone:</i>	(512) 974-2500	

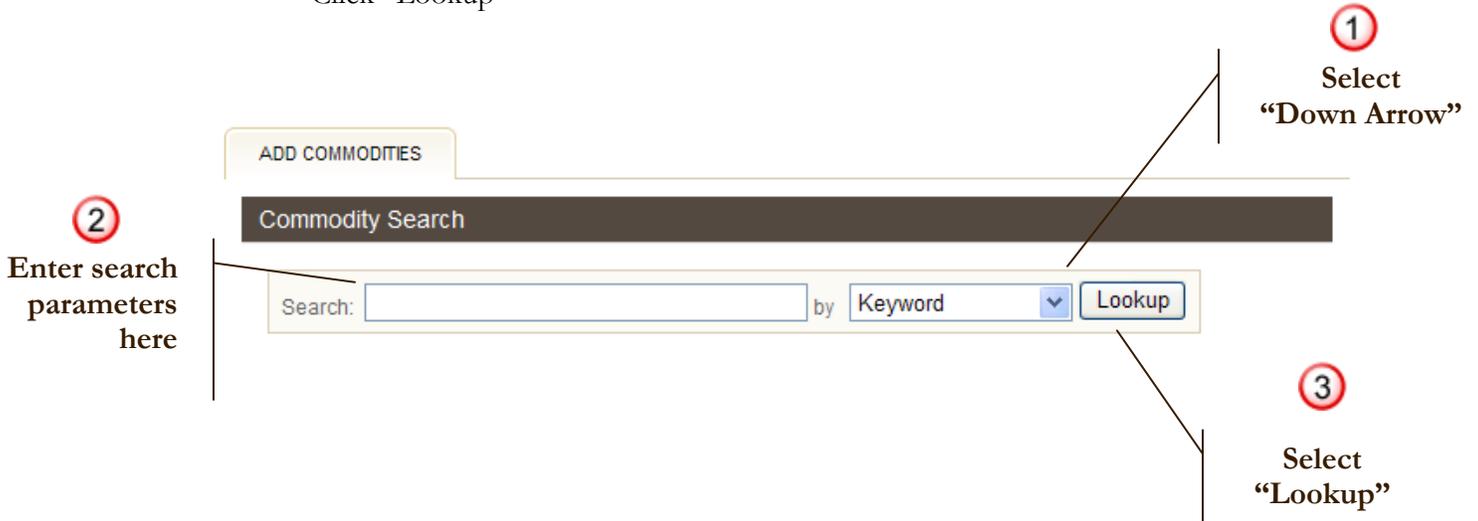
- Complete Business Information
  - Fields with an asterisk require entry
  - The signed IRS form W8 (Foreign Vendor) or W9 (U.S. Vendor) is required to complete the activation process for registration
  - Optional entry in the Small and Minority Business Information area will push a notification to our Small and Minority Business Resources department for review
  - Click “Save Changes & Continue”

- Complete Address Type Information
  - Fields with an asterisk require entry
  - If more addresses need to be entered, click “Save & Add Address”
  - Click “Save & Continue”, after all address locations are entered

<i>Subject:</i>	Vendor Connection – Registration				Page 4 of 8	
<i>Effective Date:</i>	9/15/11	<i>Distribution:</i>	City of Austin Vendors	<i>Document No:</i>	CZ-0006	Ver. 1
<i>Published By:</i>	City of Austin – Financial and Administrative Services – Purchasing			<i>Phone:</i>	(512) 974-2500	

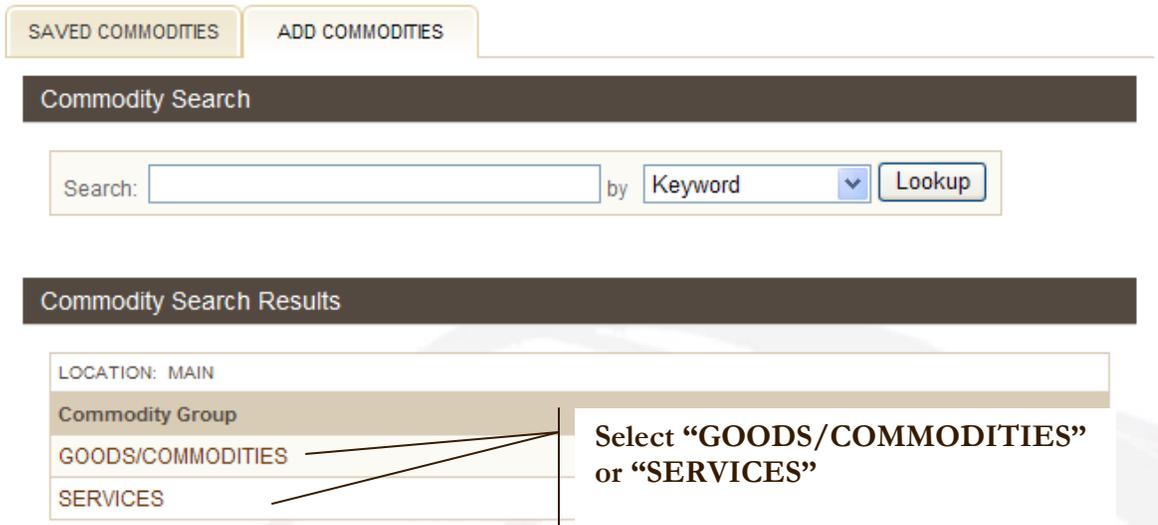
o Add Commodities

- It is very important that the correct commodity codes are selected
- Solicitations use commodity codes to push notices out to the registered vendors listing the same commodity codes
- Select the down arrow to select the search type; Keyword or Commodity Code
- Enter the search information in the “Search” field
- Click “Lookup”



**OR**

- Select “GOODS/COMMODITIES” or “SERVICES”



<i>Subject:</i>	Vendor Connection – Registration			Page 5 of 8	
<i>Effective Date:</i>	9/15/11	<i>Distribution:</i>	City of Austin Vendors	<i>Document No:</i>	CZ-0006   Ver. 1
<i>Published By:</i>	City of Austin – Financial and Administrative Services – Purchasing			<i>Phone:</i>	(512) 974-2500

- The next screen will show all the commodity class of each type of commodity (Good/Commodities was used in this search)
- It is very important that the correct class (description) of commodity codes is selected to ensure the correct description of the commodity is used
- Select the correct class by the description

### Commodity Search Results

LOCATION: MAIN » CATEGORY » CLASS

Quick Filter:

Select the  
"Description"

Description	Code
ABRASIVES	005
ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIE	010
ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLIC	015
AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, ME	019
AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES	020
AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS	022

- Check the box next to each of the desired commodities
- Clicking on "Check All" will select all the commodities listed
- Clicking on "Uncheck All" will uncheck all checked commodities

### Commodity Search Results

LOCATION: MAIN » CATEGORY » CLASS » COMMODITIES

Quick Filter:

Description	Code	
		<input type="button" value="Check All"/> <input type="button" value="Uncheck All"/>
ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIE <small>(Sub-Detail Code For 01000: Acoustical Tile, Insulating Materials, And Supplie) (Detail Code For Class 010: Acoustical Tile, Insulating Materials, And Supplie)</small>	0100000	<input checked="" type="checkbox"/>
ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIE <small>(Detail Code For Class 010: Acoustical Tile, Insulating Materials, And Supplie)</small>	01000	<input checked="" type="checkbox"/>
ACOUSTICAL TILE, ALL TYPES (INCLUDING RECYCLED TYP <small>(Sub-Detail Code For 01005: Acoustical Tile, All Types (Including Recycled Typ) (Detail Code For Class 010: Acoustical Tile, Insulating Materials, And Supplie)</small>	0100500	<input type="checkbox"/>
PANELS, LAY-IN, PLASTIC ACRYLIC FINISH, SPECIAL HI <small>(Sub-Detail Code For 01005: Acoustical Tile, All Types (Including Recycled Typ) (Detail Code For Class 010: Acoustical Tile, Insulating Materials, And Supplie)</small>	0100552	<input checked="" type="checkbox"/>

Check the box next to the code(s)

<i>Subject:</i>	Vendor Connection – Registration			Page 6 of 8	
<i>Effective Date:</i>	9/15/11	<i>Distribution:</i>	City of Austin Vendors	<i>Document No:</i>	CZ-0006   Ver. 1
<i>Published By:</i>	City of Austin – Financial and Administrative Services – Purchasing			<i>Phone:</i>	(512) 974-2500

- Click “Save Selected & Continue Searching” to select more commodity codes
- After selecting all commodities click “Save Selected & Continue Registration”

Click  
“Save  
Selected &  
Continue  
Searching”

(Sub-Detail Code For 45058: Nails, Brads, Concrete Nails, Masonry Nails, Spike) (Detail Code For Class 450: Hardware And Related Items)		<input type="checkbox"/>
<b>SCREWNAILS</b> (Sub-Detail Code For 45058: Nails, Brads, Concrete Nails, Masonry Nails, Spike) (Detail Code For Class 450: Hardware And Related Items)	4505875	<input checked="" type="checkbox"/>
<b>NAILS, BRADS, CONCRETE NAILS, MASONRY NAILS, SPIKE</b> (Detail Code For Class 450: Hardware And Related Items)	45058	<input checked="" type="checkbox"/>
<b>NAILS, TACKS, AND WIRE, SHOE</b> (Detail Code For Class 520: Leather And Related Equipment, Products, Accessori)	52052	<input checked="" type="checkbox"/>
<input type="button" value="Save Selected &amp; Continue Searching"/> <input type="button" value="Save Selected &amp; Continue Registration"/>		
Showing 1 to 40 of 40 entries		

**OR**

Click “Save Selected &  
Continue  
Registration”

- Verify the information entered
- Select “Edit” to change or add information

**SUMMARY**

**User Information**

**Edit**

First Name: **Frank**

Last Name: **Smith**

Email Address: **frank.smith@msn.com**

**Business Information**

**Edit**

Legal Name: **Sandy Point, Corp.**

Alias Name:

Select  
“Edit”  
to  
modify

<i>Subject:</i>	Vendor Connection – Registration			Page 7 of 8	
<i>Effective Date:</i>	9/15/11	<i>Distribution:</i>	City of Austin Vendors	<i>Document No:</i>	CZ-0006   Ver. 1
<i>Published By:</i>	City of Austin – Financial and Administrative Services – Purchasing			<i>Phone:</i>	(512) 974-2500

- Read the Agreement Notice and click “I agree, submit registration”

**Agreement Notice**

**Memorandum of Agreement**

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

1. The Vendor shall use Vendor Connection vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.
2. The Vendor hereby warrants that the information provided by the Vendor through the Vendor Connection registration and Vendor Connection registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the Vendor Connection registration and Vendor Connection registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the Vendor Connection registration and registration update functionality.

This Agreement shall remain in effect for as long as the Vendor is registered as a Vendor Connection vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part.

I agree, submit registration.

**Read Agreement and click “I agree, submit registration”**

- The message below will appear

As a **Subscriber Vendor**, you may subscribe to solicitations(FAQ link), download solicitation attachments(FAQ link), and add/update commodities for notification(FAQ link). You will become eligible for contract awards, once your registration is approved.

- Once your registration with the City of Austin is approved you will become eligible for contract awards
- If you did not upload the W8 or W9 document the message below will appear
- Editing your business information will allow you to upload the W8 or W9 or it can be emailed to [VendorReg@austintexas.gov](mailto:VendorReg@austintexas.gov)

You have not uploaded a W8 or W9 document, please contact Vendor Registration at 512-974-2018 or email us at [VendorReg@austintexas.gov](mailto:VendorReg@austintexas.gov) for further instructions.

***Thank you for registering with the City of Austin!***

<i>Subject:</i>	Vendor Connection – Registration			Page 8 of 8	
<i>Effective Date:</i>	9/15/11	<i>Distribution:</i>	City of Austin Vendors	<i>Document No:</i>	CZ-0006   Ver. 1
<i>Published By:</i>	City of Austin – Financial and Administrative Services – Purchasing			<i>Phone:</i>	(512) 974-2500