



AUSTIN FINANCE ONLINE VENDOR CONNECTION

The City of Austin updated its vendor registration and solicitation advertisement web portal to Vendor Connection on October 1, 2011. If you were registered in Vendor Self Service, your Vendor information and user name have been transferred to the new system. If you have not already done so, please reset your password to activate your account in Vendor Connection.

Solicitation information is easy to access in Vendor Connection.

- Go to Vendor Connection at:
https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm
- Click on OPEN SOLICITATIONS
- Click on the solicitation number to see a detailed description
- To download solicitation documents, you must first *subscribe*. Sign into your Vendor account then click on the subscribe link. If you are not a registered Vendor, you can simply create a Subscriber account. All that is required for a Subscriber account is name, email or fax number. Subscribing tells us to notify you about important updates about the solicitation.
- Click on ATTACHMENTS to download solicitation documents

You can create or manage your vendor account in Vendor Connection. You are able to update account information including: contacts, addresses, and commodity code selection. Selecting the Contract Catalog or eCheckbook tab will give you options to see a history of contracts and payments made to your company. If you have questions about your vendor account, please contact [Vendor Registration](#) at VendorReg@austintexas.gov or phone (512) 974-2018.

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