Vendor Connection

City of Austin – Purchasing Office

For vendor registration question please contact the Vendor Registration team:

Email: vendor@austintexas.gov

Phone: 512-974-2018

Purchasing Office

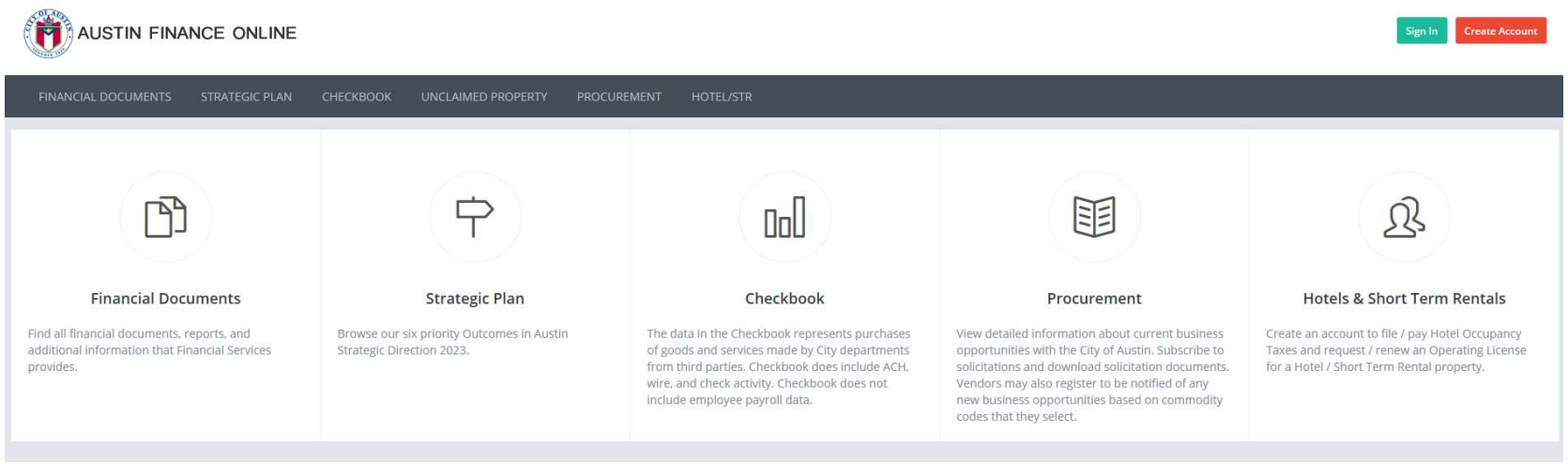
- The Purchasing Office is a division under the City of Austin's Financial Services Department and is responsible for managing the procurement of goods and services for City of Austin operations, departments, divisions and offices.

- Purchasing Office services include procurement planning, source selection services, contract formation, administration, and management services; contract ordering and open market buying; procurement card administration; financial system support and business application administration.

Registering with the City of Austin

https://www.austintexas.gov/financeonline/finance

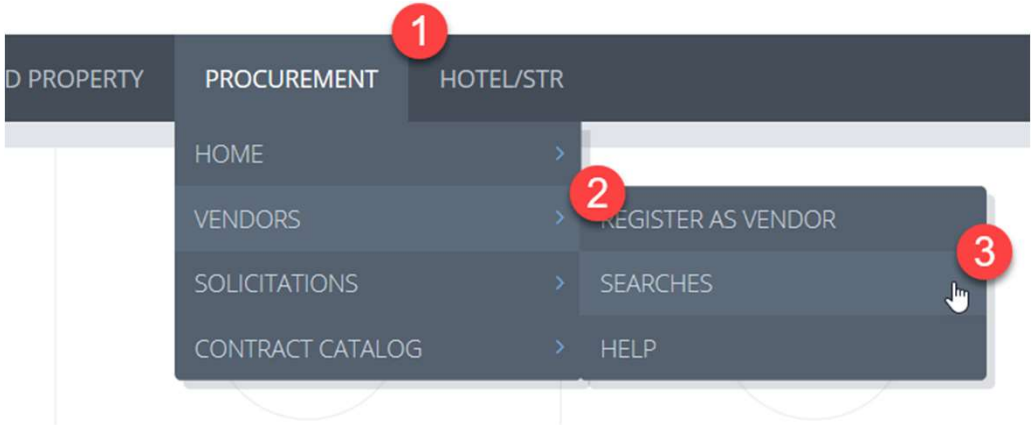
Vendor registration is completed on the City of Austin's financial website, Austin Finance Online.

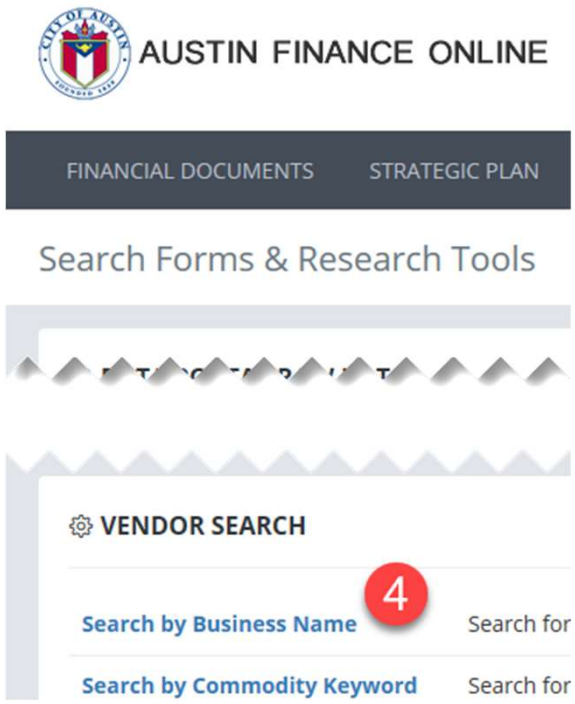


This presentation will walk you through the registration steps.

Search for previous registration

You may already have an account with the City of Austin. Go to the Searches page to complete a Vendor Search by Business Name





You may also contact Vendor Registration by email (vendor@austintexas.gov) or phone (512-974-2018) for assistance.

Previous Registration

https://www.austintexas.gov/financeonline/finance

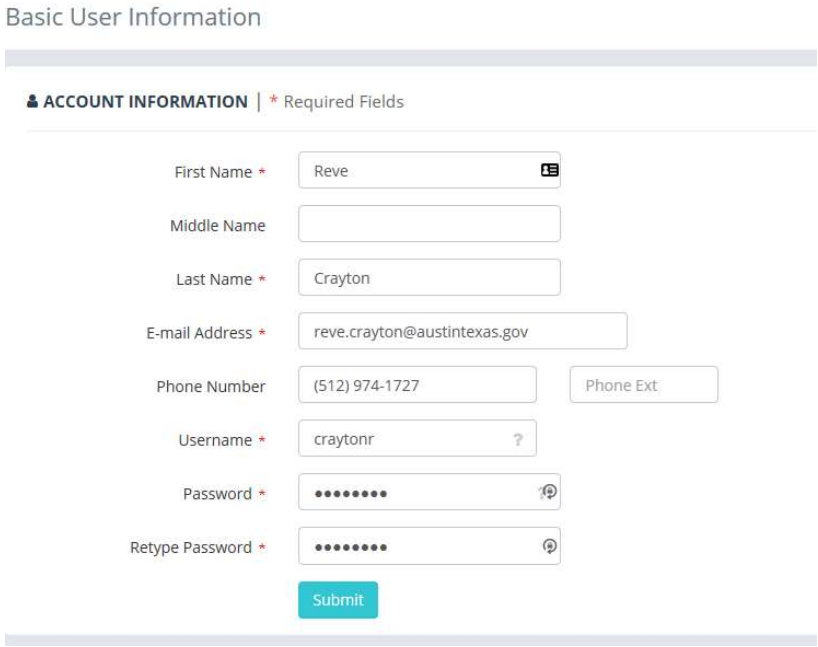
If you find an existing account, click Sign In and use the links to retrieve your username or reset your password. If you have any difficulties, please contact Vendor Registration for assistance.

Create Account

If you do not have an existing account, click Create Account to begin.

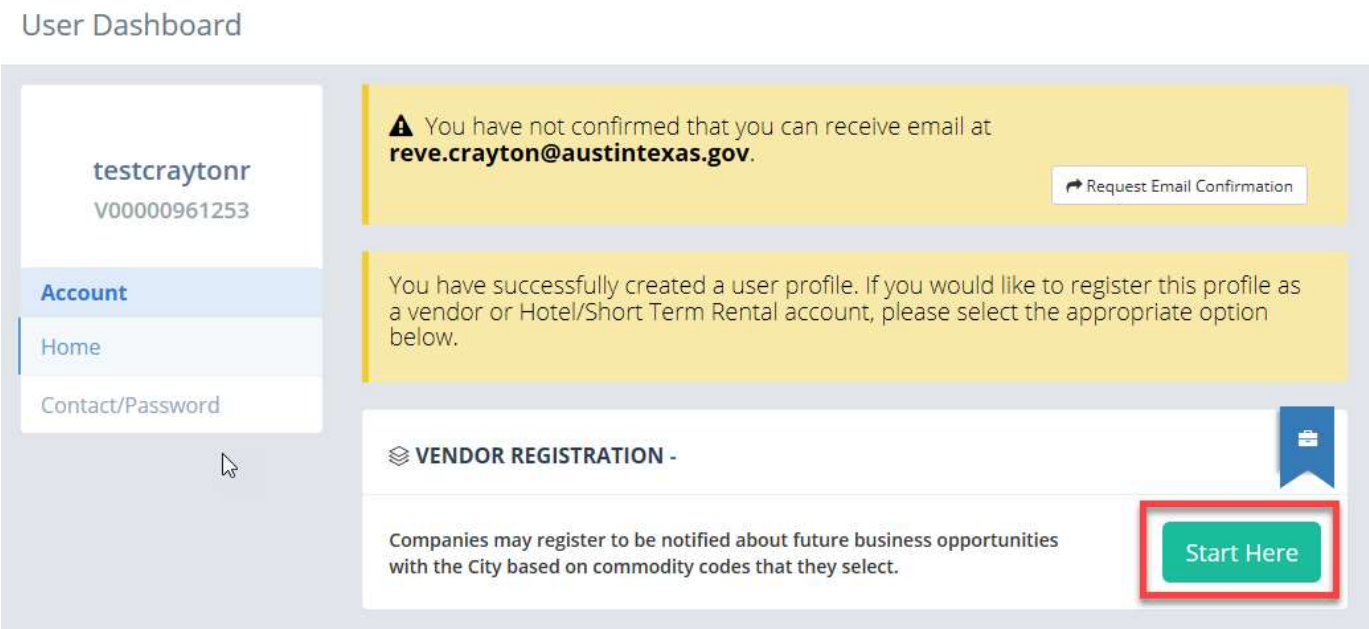
On the first page, enter basic user information. Provide the information of the person responsible for maintaining the account. If there will be several people assigned, consider using a group email address in this section.

Your username and password must be between 6 – 24 characters, using only letters and numbers



User Dashboard

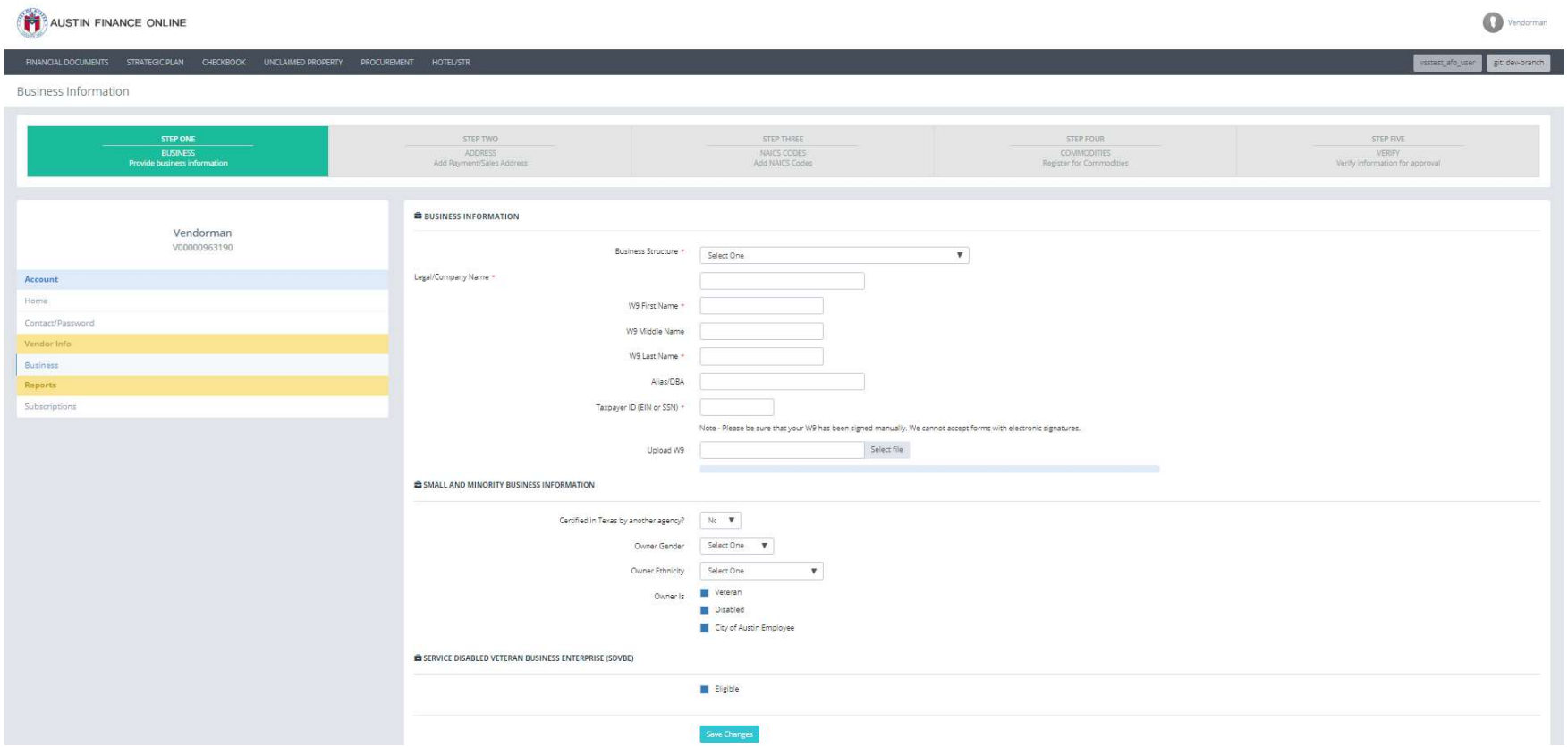
On the User Dashboard, you may continue your registration by clicking Start Here.



Also, notice that you must confirm your email address. Take a few minutes to do that now to prevent issues later.

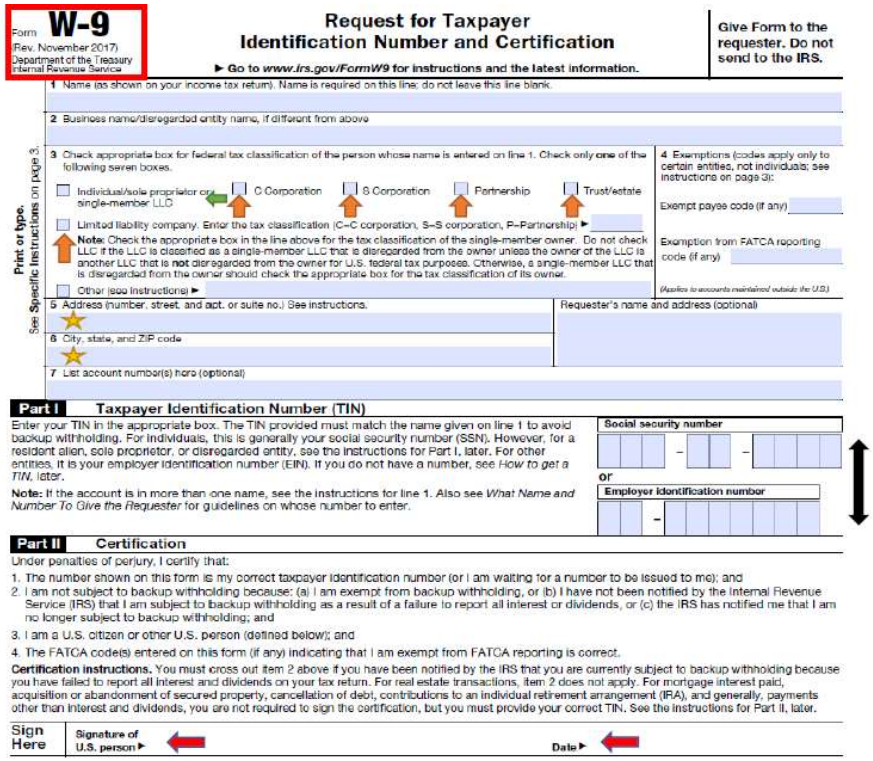
Step One – Business Information

Provide your business information (business structure, legal name, alias/DBA, & taxpayer ID/SSN). Be sure to upload a current, correct W9 form. You also have the option to identify as a Small/Minority Business or Service Disabled Veteran Business.



W9 Requirements

- W9's must be manually signed and dated.
- Follow the chart on the next page to determine the name that goes in the appropriate box.
- We can only accept W9 forms that are revised (top left corner) beyond December 2011.



Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

Print or type. See Specific Instructions on page 3.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person ▶** **Date ▶**

	Make sure the W9 form revision date (top left) is marked December 2011 or newer.
⬅	Your **individual name MUST appear in box 1** and any alias or dba's in box 2.
⬆	You will **list your Company name in box 1** and any alias or dba's in box 2.
★	Fill out section as labeled.
↕	Select either your social or employer identification number, not both.
⬅	Manually sign and date the W9. We cannot accept digital signatures.

W9 Name Requirements

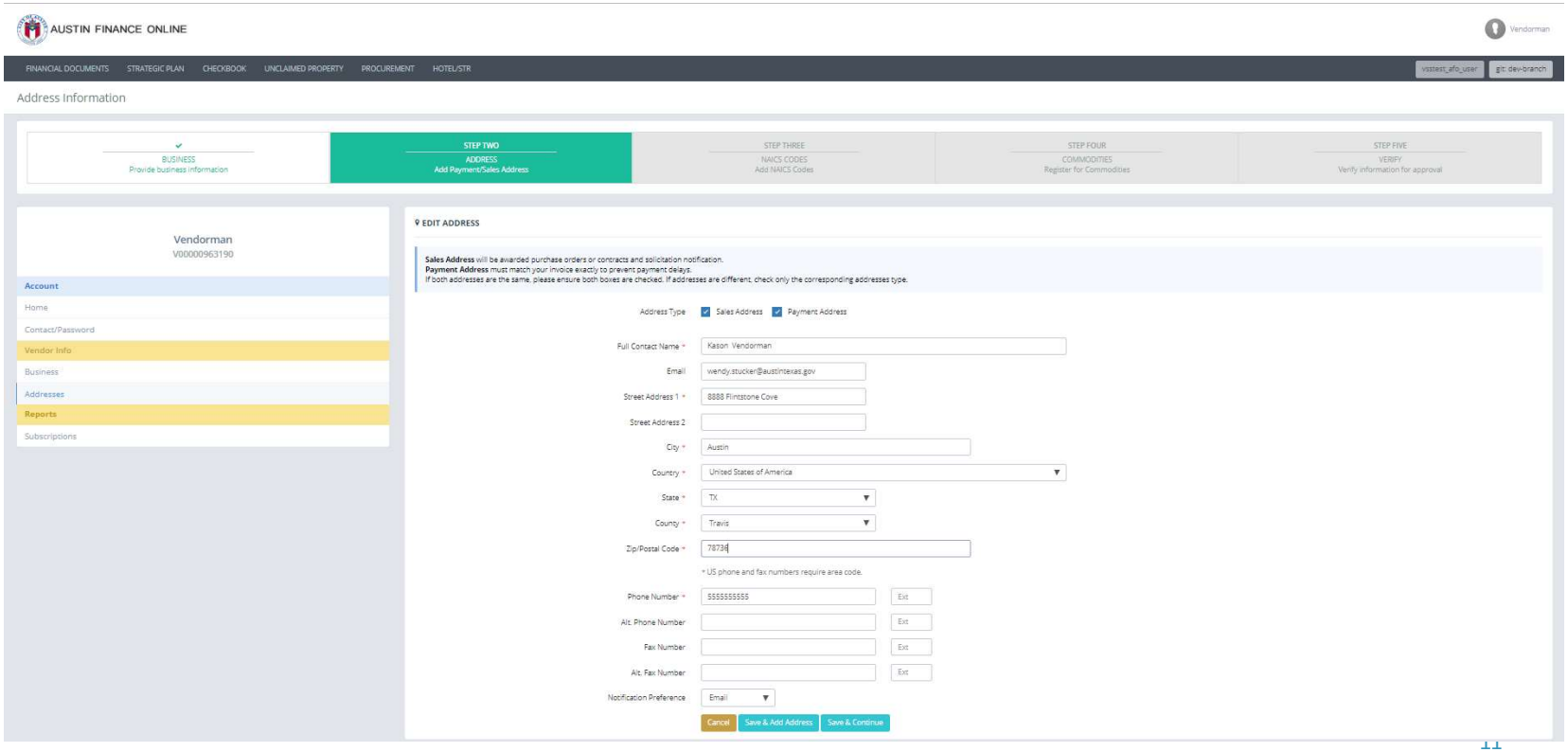
If your Business Structure or Tax Classification is:	Line 1 of W-9 (Legal Name)	Line 2 of W-9 (Alias/DBA)	Line 3 of W-9 (Check the box next to...)	Taxpayer Identification
Individual	Individual's Name	Leave Blank	Individual/Sole Proprietor/Single-Member LLC	Social Security Number
Sole Proprietor	Individual's Name	Business Name	Individual/Sole Proprietor/Single-Member LLC	Social Security or Employer ID
Single-Member LLC	Individual's Name	Business Name	Individual/Sole Proprietor/Single-Member LLC	Social Security or Employer ID
Limited Liability Company (LLC)	Business Name	Alias/DBA/Other Names	Limited Liability Company (LLC)	Employer ID
C Corporation	Business Name	Alias/DBA/Other Names	C Corporation	Employer ID
S Corporation (S-Corp)	Business Name	Alias/DBA/Other Names	S Corporation	Employer ID
Partnership	Business Name	Alias/DBA/Other Names	Partnership	Employer ID
Non-Profit	Non-Profit Name	Alias/DBA/Other Names	Other: "Nonprofit corporation exempt under IRS Code Section _____"	Employer ID
Trust Estate	Business Name	Alias/DBA/Other Names	Trust Estate	Employer ID

Don't leave Line 1 blank.

Vendors who list "non-Profit" in the other field must specify the tax code that qualifies them as a non-profit, i.e. 501(c)(3), 501(c)(6), etc.

Step Two - Addresses

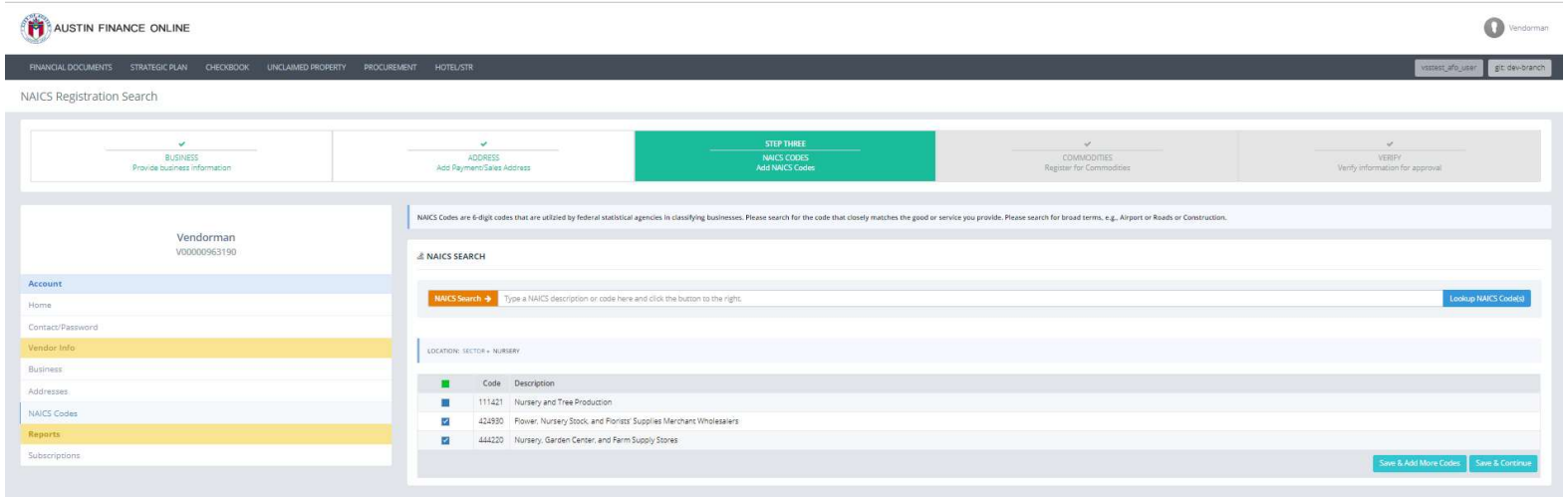
Provide Sales and Payment addresses for the account. The sales address will be used for orders, contract awards as well as solicitation notifications. Please make sure payment addresses match the remit to address on your invoices so that Central AP can process payments.



Step Three – NAICS Codes

Provide at least one industry classification code. Use the search box to find codes that represent the goods/ services you provide. You can refer to you 1040 Schedule C Tax form.

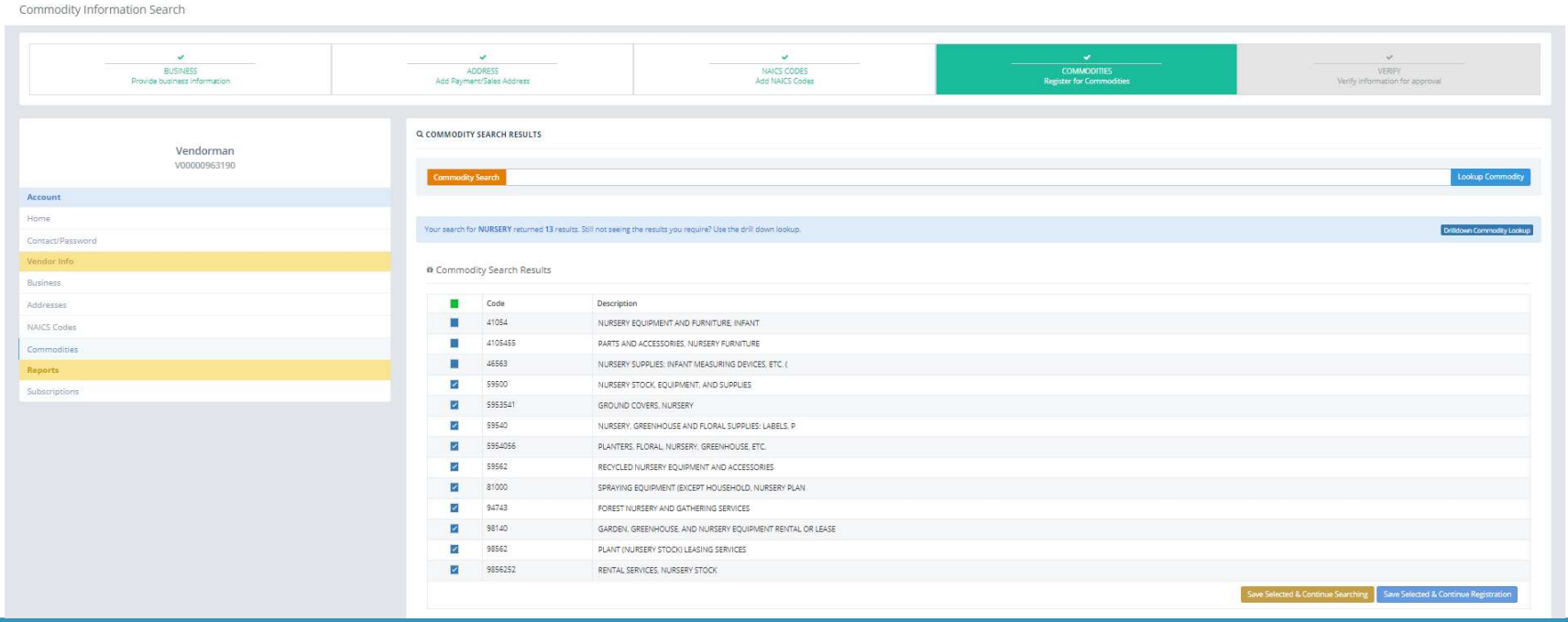
Check the blue box next to the code to select. Click Save and Continue at the bottom of the screen.



Step Four – Commodity Codes

Provide at least one commodity code. Use the search box to find codes that represent the goods/ services you provide. Get creative with your searches to cast a wide net. You can also use the search tools available in the portal to search what commodities other vendors / competitors have registered with.

Check the blue box next to the code to select. Click Save and Continue at the bottom of the screen.



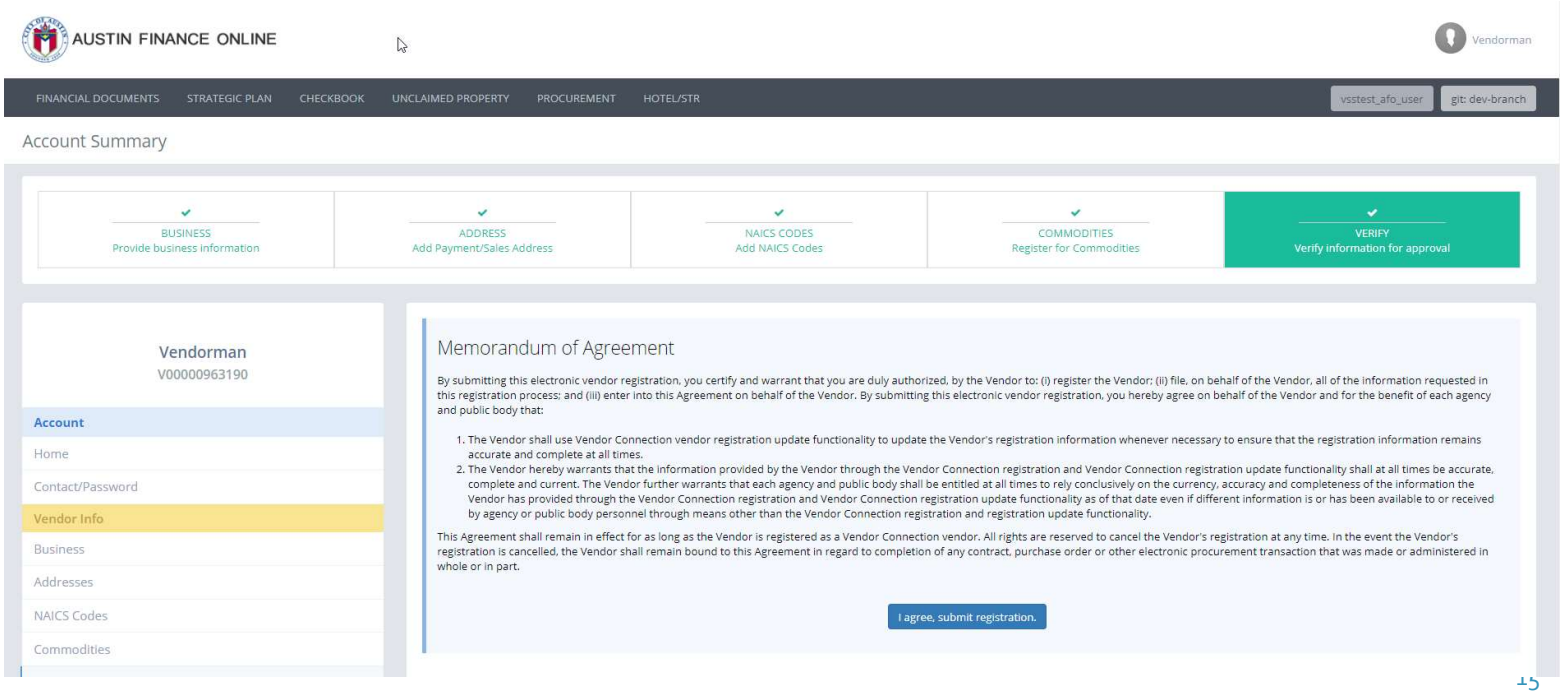
Which commodity codes should I choose?

- Consider the goods and services you can provide or sub-contract for.
- We use commodity codes to issue solicitations/notify you of bidding opportunities.
- Search by key term, good or service.

Step Five – Verify & Submit

The final step is to verify the information you have provided and agree to the terms prior to submitting for review and approval. Remember to upload your W9 if you haven't done so.

The Vendor Registration team will review your account. If there are any errors you will be contacted. If not your account will be approved and you will be notified.



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