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Vendor User Manual

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1. INTRODUCTION

The concept of the VendorLink web application is to go beyond simply providing vendor registration and solicitation information. The VendorLink web application provides management of vendors, their commodity codes, local/minority owned programs, solicitations, contracts, email notifications, user, and content management.

1.1 PURPOSE

The intent of the VendorLink web application is to allow government procurement officials to manage their solicitations, contracts, and vendors. Standard functionality includes comprehensive search and reporting capabilities as well as document upload and customization of email notifications.

For vendors as well as staff, the application utilizes the common coding system established by the National Institute of Government Purchasing (NIGP) to properly identify the products and services required for categorization of solicitation documents.

1.2 TARGET AUDIENCE

This manual is designed to provide Vendors with a tool to utilize the VendorLink web application effectively and efficiently.

1.3 ARCHITECTURE AND NAVIGATION

The user interface architecture of the VendorLink web application is very simplistic, which makes it extremely user-friendly and easy to navigate. Most of the navigation through the site is performed in the top center of the web pages.

Once the user is logged in and depending on the role assigned, the links provided on the menu will vary.



VendorLink

WELCOME TO VENDORLINK

VendorLink is a user-friendly Internet portal where businesses can sign-up to register and receive electronic email notification of upcoming solicitations as they become available. This online registration service allows suppliers to provide basic information about their business and to select specific commodity codes for the goods and services they provide.

When a solicitation matching those selections becomes available, the VendorLink sends an email notification to the email address provided during the registration process. This notification contains the VendorLink link and information necessary for the solicitation to be viewed and downloaded. Suppliers must complete the registration information to receive announcements about business opportunities.

Use the links above to login to an existing account, register a new account, or reset the password on an existing account. Once you are registered, you can update your profile at any time.

Suppliers can view solicitations by selecting the Search Solicitations link above. To receive automatic notifications, VendorLink requires all suppliers to be registered by completing the supplier registration process.

We appreciate your interest in doing business with VendorLink's registered agencies.

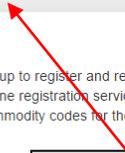
Database Information

Number of Agencies: **202**

Number of Solicitations: **15098**

Number of Vendors: **22970**

Main Menu



2. FEATURES

The VendorLink web application contains a list of features/sections which are listed based on a user's role in the VendorLink system.

2.1 VISITOR ACCESS

VendorLink users which have not been assigned an account or have not registered as a vendor are considered visitors to the site. This role does not use a username and password to access features located in the system.

2.1.1 HOME

The VendorLink home page contains the main navigation links in the top center of the web page.

VendorLink

Home Login Register Pricing Directory Bid Solicitations Contracts Help

VendorLink

WELCOME TO VENDORLINK

VendorLink is a user-friendly Internet portal where businesses can sign-up to register and receive electronic email notification of upcoming solicitations as they become available. This online registration service allows suppliers to provide basic information about their business and to select specific commodity codes for the goods and services they provide.

When a solicitation matching those selections becomes available, the VendorLink system automatically sends an email notification to the email address provided during the registration process. The email notification contains the link and information necessary for the solicitation to be viewed and downloaded from any computer. Just complete the registration information to receive announcements about business opportunities from registered agencies.

Use the links above to login to an existing account, register a new account, or reset the password on an existing account. Once you are registered, you can update your profile at any time.

Suppliers can view solicitations by selecting the Search Solicitations link above. To receive automatic notifications, VendorLink requires all suppliers to be registered by completing the supplier registration process.

We appreciate your interest in doing business with VendorLink's registered agencies.

Database Information

Number of Agencies: **202**

Number of Solicitations: **15098**

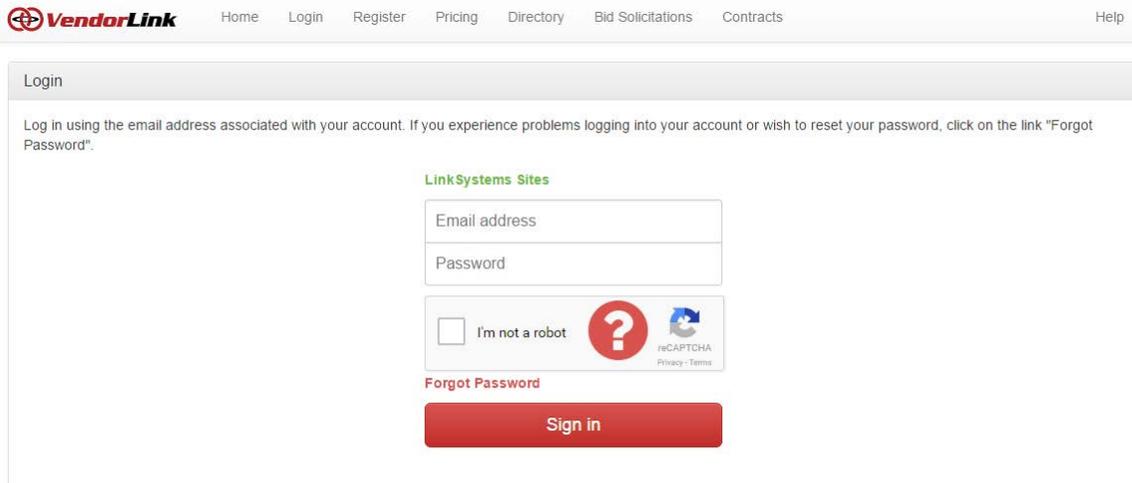
Number of Vendors: **22970**

2.1.2 LOGIN

For users that have registered as a vendor or been assigned an account, the login page is the point of entry to access internal web pages. The username consists of the email used to create the account. Once you have signed in, your main navigation menu will change to reflect your account access.

NOTE: Vendors are required to click on the “I’m not a robot” checkbox in order to log into a VendorLink site. Staff users are not required to click on the checkbox.

This tool was added to prevent screen scrapers from accessing information on VendorLink sites.

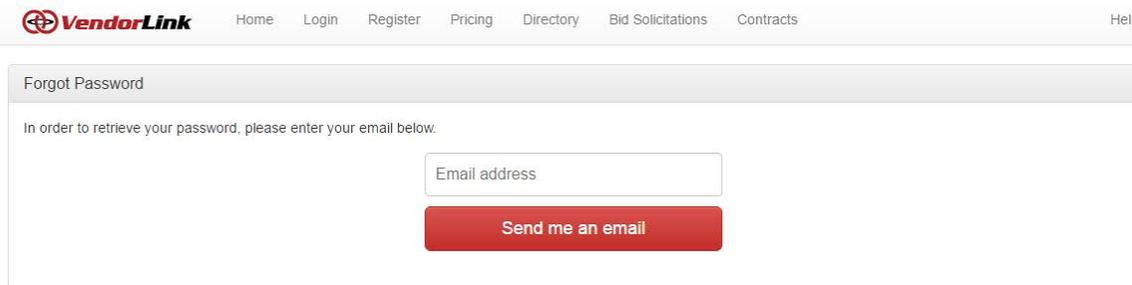


The screenshot shows the VendorLink website's login page. At the top, there is a navigation bar with the VendorLink logo and links for Home, Login, Register, Pricing, Directory, Bid Solicitations, and Contracts. A Help link is also present on the right. The main content area is titled "Login" and contains the following elements:

- A message: "Log in using the email address associated with your account. If you experience problems logging into your account or wish to reset your password, click on the link 'Forgot Password'."
- A section titled "LinkSystems Sites" containing two input fields: "Email address" and "Password".
- A checkbox labeled "I'm not a robot" next to a red question mark icon and a reCAPTCHA logo.
- A link labeled "Forgot Password" in red text.
- A prominent red button labeled "Sign in".

2.1.3 FORGOT PASSWORD

A user that might forget their password can have a password generated for them. An email will be sent to the user's email account containing the new password.



The screenshot shows the VendorLink website's "Forgot Password" page. At the top, there is a navigation bar with the VendorLink logo and links for Home, Login, Register, Pricing, Directory, Bid Solicitations, and Contracts. A Help link is also present on the right. The main content area is titled "Forgot Password" and contains the following elements:

- A message: "In order to retrieve your password, please enter your email below."
- A single input field labeled "Email address".
- A prominent red button labeled "Send me an email".

2.1.4 REGISTER

Vendors that want to receive automatic email notifications from the VendorLink application must register on the VendorLink site. To register, a vendor **MUST** complete the required items listed with a red asterisk. Once all the items have been entered, a terms and conditions pop up will appear. In order to register, a vendor must accept the agency(s) terms and conditions of their selected agency(s). After acceptance, the vendor

will be registered and automatically logged into the VendorLink system. Each of these pages contains sections/fields that are further described in the Vendor manual.

2.1.4.1 CONTACT INFORMATION

Enter your user information. Your username will be the email address provided below. This will be the **Primary Contact** for the account. Additional contacts can be added after you have registered however the email address below will be the only one used for the login and notification process. **If you're not able to complete the registration process at any time, you can return by clicking on the Login link and log in using the Email Address and Password entered on this page.**

The screenshot shows the 'Register - Contact Information' page. At the top, there is a navigation bar with links for Home, Login, Register, Pricing, Directory, Bid Solicitations, and Contracts. A 'Select Language' dropdown and a 'Help' link are also present. Below the navigation bar, a red header bar contains the text 'Register - Contact Information'. A message indicates that this is Step 1 of 1 and that all required information must be entered on each page before clicking the 'Next' button. A note states that if the registration process cannot be completed at this time, users can return by clicking the 'Login' link and logging in with the email address and password entered on this page. The main content area contains a form with the following fields:

- First Name* (text input, example: example)
- Last Name* (text input, example: example)
- Position (text input)
- Address* (text input, example: Example)
- Country* (dropdown menu, example: United States)
- State/Province* (dropdown menu, example: Florida)
- County* (dropdown menu, example: Orange)
- City* (text input, example: Example)
- Zip* (text input, example: 11111)
- Email Address* (text input, example: example@example1.com)
- Confirm Email* (text input, example: example@example1.com)
- Phone* (text input, example: (111) 111-1111)
- Phone Ext (text input)
- Fax (text input)
- Fax Ext (text input)
- Mobile (text input)
- Toll-Free Phone (text input)
- Toll-Free Ext (text input)
- Authorized Signatory for Submittals in Response to Agency Solicitations?* (radio buttons: Yes, No)
- Authorized Signatory for Agreements/ Contracts?* (radio buttons: Yes, No)
- Password* (text input)
- Confirm Password* (text input)

At the bottom of the page, there are links for Terms and Conditions, Privacy Policy, Refund Policy, and Webmaster.

2.1.4.2 COMPANY INFORMATION

Enter your NAME(s) exactly as shown on your income tax return or as registered with the U.S. Internal Revenue Service (IRS). This information must match the similarly designated fields on your completed Form W-9 or appropriate Form W-8.

VendorLink Home Login Register Pricing Directory Bid Solicitations Contracts Select Language | Help

Register - Company Information

Step 2 of 4 Enter all required information on each page before clicking on the Next button at the bottom of the page. *Denotes a required field.

If you're not able to complete the registration process at this time, you can return by clicking on the **Login** link above and log in using the Email Address and Password entered on the previous page (Register - Contact Information).

Enter your NAME(s) exactly as shown on your income tax return or as registered with the U.S. Internal Revenue Service (IRS). This information must match the similarly designated fields on your completed Form W-9 or appropriate Form W-8.

Name of Business Entity or Individual*	Tax ID Type*
Example	FEIN
Doing Business As (DBA) Name	Tax ID Number*
	123213212
Address* (Copy from User tab?) <input type="checkbox"/>	Business Entity Type
Example	
Country of Incorporation/Organization*	Vendor/Supplier Type
United States	
State/Province of Incorporation/Organization*	Number of Employees
Florida	
County*	Backup Withholding
Orange	
City*	Net Income
Example	
Zip*	Net Worth
11111	
Current Cooperative Contracts	Approx. % Cost Savings
Website Address	DUNS Number
Date Established	Accept Direct Deposit? <input type="checkbox"/> Accept Credit Card? <input type="checkbox"/>

2.1.4.3 COMMODITY CODES

Commodity Information can be added by selecting commodity codes from the boxes inside the **Search Codes** and **Browse Codes** tabs directly below. When clicking on the **Select Commodity Codes** button in either tab, the selected commodity codes from that tab will be added to the **Selected Commodities** box and will also clear out both tab boxes. The Selected Commodities below will be used to match your business with solicitations being broadcasted by the system.

VendorLink Home Login Register Pricing Directory Bid Solicitations Contracts Select Language | Help

Register - Commodities Codes

Step 3 of 4 Enter all required information on each page before clicking on the Next button at the bottom of the page. *Denotes a required field.

If you're not able to complete the registration process at this time, you can return by clicking on the **Login** link above and log in using the Email Address and Password entered on the first page of the registration process (Register - Contact Information).

Please read the directions below.

Commodity information can be added by selecting commodity codes from the boxes inside the **Search Codes** and **Browse Codes** tabs directly below.

When clicking on the **Select Commodity Codes** button in either tab, the selected commodity codes from that tab will be added to the **Selected Commodities** box and will also clear out both tab boxes.

The **Selected Commodities** below will be used to match your business with solicitations being broadcasted by the system.

Search Codes **Browse Codes**

To search by commodity code description, use the provided textbox on the **Search Codes** tab and click on the **Find Commodity Codes** button.

Helpful Hints:

- Use one word searches - e.g. Construction Services - use "Construction", Lawn Services - use "Lawn"
- Codes can be searched by description "Construction", code number "912-23", or category number "912"

If descriptions are found, they will be displayed in a table where you may select from the provided checkboxes in that table and then add them to your **Selected Commodities** by clicking on the **Select Commodity Codes** button.

2.1.4.4 AGENCY REGISTRATION

VendorLink provides bid solicitations free of charge for several agencies. If the agency has their own VendorLink site, vendor registration is free of charge. For agencies listed on our main site myvendorlink.com, a list of free agencies can be found [here](#).

VendorLink also provides an annual subscription from the date of purchase to other agencies listed [here](#) in the following price model:

County: \$10.00/year (all agencies located within a county which can include local municipalities, county agencies, educational institutions, utility organizations, etc. in the selected county)

State Level 1 (States with 20 or more counties - FL): \$150.00/year (all agencies located within a state which can include local municipalities, county agencies, educational institutions, utility organizations, state agencies, etc. in the selected state)

State Level 2 (States with less than 20 counties - AL, GA, MS, TN): \$75.00/year (all agencies located within a state which can include local municipalities, county agencies, educational institutions, utility organizations, state agencies, etc. in the selected state)

VendorLink Home Login Register Pricing Directory Bid Solicitations Contracts Select Language Help

When an agency is added to VendorLink and the agency is located in the state or county a vendor is registered with, the agency will automatically be added to the vendor's list of agencies.

Select the agencies you'd like to register with below. The agencies with a checkmark next to them will be included in your registration. Free agencies will have checkboxes you can click on next to the name of the agency. Subscription based agencies will require you to put a checkmark in the county and/or state the agencies are located in. If selecting non-free agencies, you will be prompted to enter credit card information at the end of the registration process.

Select ONLY free agencies Clear All Agencies

- AL (16 counties)
 - Baldwin (2)
 - Baldwin County Board of County Commissioners
 - City of Daphne
 - Calhoun (1)
 - Etowah (1)
 - Houston (1)
 - Jefferson (3)
 - Lauderdale (1)
 - Lee (3)
 - Limestone (1)
 - Madison (3)
 - Marshall (1)
 - Mobile (2)
 - Montgomery (2)
 - Morgan (1)
 - Shelby (3)
 - St. Clair (1)
 - Tuscaloosa (2)
- FL (35 counties)
- GA (16 counties)
- MS (15 counties)
- MO (1 counties)
- NC (9 counties)
- TN (15 counties)

The questions below pertain to vendors who register with agencies located in Florida:

Annex is a member of the professional services of former, a registered broker or any other individual who is not a member of the Florida Bar. © 2019 VendorLink, LLC. All rights reserved. This information will appear on its website and other electronic files. Terms and Conditions | Privacy Policy | Contact Us | Help Center

2.1.5 DIRECTORY

The Directory is a searchable directory containing all registered vendors in the VendorLink system. In order to search by commodity codes (NIGP codes), first search the commodity codes given key word(s). A list of commodity codes will appear in the provided box. Mark the checkboxes in the box to search by commodity codes.

VendorLink Home Login Register Pricing Directory Bid Solicitations Contracts Help

Directory

Search the Vendor Directory by entering the selected search terms and clicking on Search Directory.

Name of Business Entity or Individual First Name Last Name City
Country State County Zip

Advanced Search

Certification Type
 Certified Minority or Woman-owned Business Enterprise
 Minority or Woman-owned Business Enterprise
 Certified Service Disabled Veteran-owned Business
 Service Disabled Veteran-owned Business

License State License Type

Search Codes Browse Codes

Find Commodity Codes

Select Commodity Codes Clear Commodity Codes

Commodity codes can be selected first

2.1.6 BID SOLICITATIONS OR CONTRACTS

If an agency elects to publicly display solicitations or contracts, those solicitations/contracts can be found by clicking on the **Bid Solicitations or Contracts** link in the navigation menu. The Agency drop down lists will only contain agencies that have decided to make their solicitations or contracts available to the public. Public users can select the criteria to search for then click on the Search Solicitations or Contracts button. If results are returned, users may view the details of the solicitation or contract by clicking on the view button of the selected solicitation. **Active** Solicitation documents however cannot be accessed without first registering on the site and logging in to access the documents. Once the Solicitation moves past the **Active** Status, the documents can be accessed without registering on the site.

 Home Login Register Pricing Directory Bid Solicitations Contracts Help

Bid Solicitations

Search for Solicitations by entering the selected search terms and clicking on Search Solicitations.

***Only free agencies are listed below. To view other agencies, you must sign in or register online.**

Agency <input type="text"/>	Broadcast Date Greater Than <input type="text"/>	Broadcast Date Less Than <input type="text"/>
Department (First select an agency above) <input type="text"/>	Due Date Greater Than <input type="text"/>	Due Date Less Than <input type="text"/>
Title <input type="text"/>	ID Number <input type="text"/>	Status <input type="text"/>
Scope of Services <input type="text"/>	Commodity Keyword <input type="text"/>	Fiscal Year <input type="text"/>
	Question End Date Greater Than <input type="text"/>	Question End Date Less Than <input type="text"/>
	Anticipated Award Date Greater Than <input type="text"/>	Anticipated Award Date Less Than <input type="text"/>

Page Count: 20 50 100 Sort by:

2.1.7 HELP

The VendorLink help web page contains the contact information and requested items that VendorLink Support will request when they receive an email.

 Home Login Register Pricing Directory Bid Solicitations Contracts Help

Help

Help contact information is listed below.

Technical Support
LinkSystems, LLC Support

support@evendorlink.com

Please include the following items when emailing Support:

- Name
- Company Name
- Phone Number
- Web address you are having a issue with (e.g. myvendorlink.com)
- Issue you are having

Average response time: **3 min.**

3.1 VENDOR ACCESS

VendorLink users that have registered as a vendor have access to login into the VendorLink system. These users can access solicitations, contracts, and documents provided by the agencies they have registered with. If a vendor downloads a solicitation document, the vendor becomes a planholder of the selected solicitation and will be notified automatically if changes to the solicitation are made. Vendors that select commodity codes during or after the registration process will have their codes matched to

the codes used in agency solicitations. These vendors will also be notified when a solicitation is broadcasted.

3.1.1 HOME

The VendorLink vendor home page contains the main navigation links in the top center of the web page. In addition, vendors can select to view solicitations and contracts from the **Quick Links** menu:

- **All Active Solicitations** - All bid solicitations that have the Active status can be found here. The list will only include bid solicitations from agencies the vendor has registered with.
- **Matching Active Solicitations** - Active bid solicitations whose commodity codes match the commodity codes currently selected by the vendor. The list will only include bid solicitations from agencies the vendor has registered with.
- **Solicitations for which I have been Notified** - Solicitations for which a vendor has been notified. This list includes all bid solicitation notifications, whether the bid solicitation is Active or not.
- **Solicitations for which I am a Planholder** - Solicitations for which a vendor has downloaded a document and been added as a planholder.
- **Solicitations for which I am a Bidder** - Solicitations for which a vendor has submitted an Online Bid/Quote through VendorLink or been added to the Bidder list by an agency staff user.
- **Solicitations for which I am an Awardee** - Solicitations for which a vendor has been added to the Awardee list by an agency staff user.
- **Contracts for which I am an Awardee** - Standalone contracts for which a vendor has been added to the Awardee list by an agency staff user.


Home Logout My Account Directory Bid Solicitations Contracts
Help

Home

Welcome to the VendorLink System

From the VendorLink Home page, you can view current solicitations, manage your business account, review and modify commodity code selections and complete the agency requested forms. Some forms must be completed prior to doing business with certain agencies. Click on **"My Account"**, then **"Agency File Requests"** to download the electronic forms. Remember to keep your account updated regularly. Just click on the **"My Account"** link at the top of this page to change appropriate information.

In order to participate in an agency's Local/Minority Owned Program, your business must first be certified or recognized by the selected agency. To register with an agency's Local/Minority Owned Program, go to "My Account", then "Local/Minority Owned Programs."

Bidding Opportunities

Click on the link to the right, **"Matching Active Solicitations"**, to view a list of all solicitations which match the commodity code(s) you selected during the registration process.

The link, **"All Active solicitations"**, provides a complete list of all solicitations that are currently available.

The link, **"Solicitations for which I am a Planholder"**, provides a list of solicitations that have already been downloaded. Once you have downloaded a solicitation, you will also need to download all Addenda and notices separately.

Remember, the recipient of any downloaded solicitation document from this website takes full responsibility for downloading all subsequent documents. Please read the [Disclaimer](#) for more information.

Quick Links

- All Active Solicitations
- Matching Active Solicitations
- Solicitations for which I have been Notified
- Solicitations for which I am a Planholder
- Solicitations for which I am a Bidder
- Solicitations for which I am an Awardee
- Contracts for which I am an Awardee

3.1.1.1 ACTIVE, MATCHING ACTIVE, NOTIFIED, PLANHOLDER, BIDDER, AWARDEE SOLICITATIONS AND CONTRACT AWARDEE

Vendors that select one of the seven options from the **Quick Links** menu will be able to view solicitations or contracts by clicking on the view button for the selected solicitation or contract. Vendors are able to download the list of solicitations by clicking on the **Convert to Excel** button. The list of agencies in the drop down list depends on the agencies for which the vendor is registered with. This list can be modified by a vendor in the My Account, Agency Registration section.

 Home Logout My Account Directory Bid Solicitations Contracts Help

View Solicitation

The selected solicitation details are below. For those Request for Quote and Invitation to Bid solicitations which have been marked as an Online Quote/Bid, the system will allow you to create/edit and submit an online quote. If you wish to not submit a quote/bid on these Online Quote/Bid solicitations, click on the "I wish to not submit a quote" button.

Close

Create a Quote/Bid I wish to NOT submit a Quote/Bid

Agency	VendorLink
Status	Active
Fiscal Year	2016
Primary Contact	Department Support
Secondary Contact	
Title	this is a test of the D-RFQ process
Number	PRFQ-16-0006-DS
Type	Request for Quotation
Online Quote/Bid	Yes

Online Quote/Bid
has been selected
as Yes

If a vendor wishes to submit a quote/bid, the **Create a Quote/Bid** must be selected.

Please note the following:

1. **The status of the Quote/Bid is located at the top of the page.**
 - a. **None - The Quote/Bid has not been saved in the VendorLink system.**
 - b. **Draft - The Quote/Bid has been saved as a draft. A Quote/Bid that is in Draft status will not be included in the final tally of submissions.**
 - c. **Submitted - The Quote/Bid has been saved and submitted to the agency and will be included in the final tally of submissions.**

Quote/Bid Status

None

2. **If line items are present in the Quote/Bid Items Requested table, there exists 3 statuses for and item.**
 - a. **White/Light Gray background - The item has not been changed since the bid solicitation has been Active.**
 - b. **Yellow background - The item has been changed since the bid solicitation has been Active.**

- c. Red background - The item has been deleted since the bid solicitation has been Active and the item cannot be bid on. This item will not be included in any sub-totals or totals.**

Status of Quote/Bid Items Requested

Items with a yellow background have been modified by the agency after the original Broadcast Date and Time.

Items with a red background have been removed by the agency after the original Broadcast Date and Time and cannot be edited. These items will not be included in the sub-total or total.

- 3. If line items are present in the Quote/Bid Items Requested table, a spreadsheet will be provided to the vendor containing a list of the items. Directions on how to use the spreadsheet are provided on the page.**

Quote/Bid Spreadsheet

Quote/Bid Items Spreadsheet	VendorLink.xls	Directions for using the Quote/Bid Items Spreadsheet	Directions.pdf
Upload Quote/Bid Items Spreadsheet	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>		

- 4. If line items are present in the Quote/Bid Items Requested table and the Required checkbox is selected, that item must have a unit price entered by the vendor. If the price entered is \$0.00, then a reason must be selected from the dropdown provided.**

Quote/Bid Items Requested

Total: 1

Agency Item Description	Vendor Item Description	Unit Price	Extended Price
Required: <input checked="" type="checkbox"/> Make: Model: Description: Service Description Quantity: 1 Unit of Measure: hour Brand Name/Equal Value/Service: Service	Make: <input type="text"/> Model: <input type="text"/> Description: My Description <input type="text"/>	<input type="text" value="\$ 0.00"/> <small>*Select reason below if \$0.00</small> <input type="text" value="No Bid"/> <input type="text" value="No Charge"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Sub-Total: \$0.00

Shipping:

Shipping Included Shipping Extra

Total: \$0.00

5. If line items are present in the Quote/Bid Items Requested table and the Brand Name/Equal Value/Service option is “Brand Name or Equal Value” or “Service,” the Make, Model and Description can be entered by a vendor. If the “Brand Name Only” option is selected, then only the Unit Price can be entered.
6. If line items are present in the Quote/Bid Items Requested table and unit prices have been entered by a vendor, the Extended Price, Sub-Total and Total are automatically calculated by the VendorLink System. The Extended Price is the product of the Quantity listed for an item multiplied by the Unit Price provided by the vendor. The Sub-Total is the sum of all the Extended Prices and the Total is the sum of the Sub-Total and Shipping Price.
7. If line items are present in the Quote/Bid Items Requested table and the cost of shipping is not included in the price of the items, a vendor can enter the price of shipping by selecting the Shipping Extra radio button and entering a price of shipping.

Sub-Total: \$0.00

Shipping:

Shipping Included Shipping Extra

If shipping is extra, a shipping price is required

Total: \$0.00

8. The Quote/Bid can be edited up until the Due Date/Time is met for the bid solicitation.
9. The vendor must select whether they can or cannot meet a delivery date, accept any shipping requirements, terms and conditions, and payment methods.

10. If a list of Vendor Files is provided to a vendor, the vendor must upload each document before a vendor can submit their Quote/Bid.

Delivery Date

10 Day(s)
After Receipt of Order

Vendor Delivery Date*

Can Meet Delivery Date
 Cannot Meet Delivery Date

Day(s)
After Receipt of Order

Shipping

FOB Destination

Vendor Shipping*

Accept Shipping Requirement

Terms and Conditions

See [Terms and Conditions](#)

Vendor Terms and Conditions*

Accept Terms and Conditions

Payment

Payment Terms Payment Term Discount

Vendor Preferred Payment Method*

(Select all that apply)

Credit Card
 Electronic Funds Transfer
 P-Card
 Purchase Order

Vendor Files

The following files are required before a submission is made:

Literature
List of References
Drug Free Workplace Certification
Debarment Form
Certificate of Insurance

1. Select a file type:

(Leave blank if the file type is not listed)

Certificate of Insurance
 Debarment Form
 Drug Free Workplace Certification
 List of References
 Literature

11. To submit the final Quote/Bid, vendors must click on the Submit button at the bottom of the page. The VendorLink system will verify all the required items are entered before a Quote/Bid can be considered Submitted.

3.1.2 DIRECTORY

[See 2.1.5.](#)

3.1.3 MY ACCOUNT

Vendors have the ability to manage their account settings by selecting the My Account link in the main navigation menu. Vendors may modify the agencies they have registered

with, agency file requests, commodity codes, company information, contact information, password and local/minority owned programs, contractor for construction information, external information from registered agencies and cancel their account.

To change your agency registration, commodity registration, company/contact information or password, please select one of the links below.

<p>Agency Registration</p> <p>Register to access and receive bid solicitation and contract notifications from agency(s). Payment history is available for vendors that have selected the paid subscription service.</p>
<p>Agency File Requests</p> <p>Some VendorLink agency(s) request additional documentation (U.S. Internal Revenue Service (IRS) forms W-9 or W-8, Conflict of Interest, Local/Minority Owned Programs, etc.) from its vendors. The documents are provided by these agency(s) and can be downloaded and uploaded to VendorLink.</p>
<p>Commodity Codes</p> <p>Commodity Codes are used by VendorLink to match bid solicitations with vendors. When a match is found, the vendor will be notified of the bid solicitation when the bid becomes active. The vendor will also be notified if the codes are changed and an active bid solicitation is found.</p>
<p>Company Information</p> <p>Company information entered is used by agencies and VendorLink to populate U.S. Internal Revenue Service (IRS) forms W-9 or W-8. This information will also be available in the Directory.</p>
<p>Contact Information</p> <p>Vendors are able to have multiple contacts in VendorLink however only one account will be allowed to log in and receive notifications. This contact is labeled as the Primary contact.</p>
<p>Change Password</p> <p>The credentials used to log into the VendorLink account can be modified at any time. The credentials will only work on the VendorLink site the user is currently on. Other VendorLink sites may have different credentials.</p>
<p>Local/Minority Owned Programs</p> <p>Some agencies manage their Local/Minority Owned Programs (LMP) through the VendorLink site. If the vendor meets an agency's requirement for a LMP, a vendor can choose to let the agency know they meet the requirements. This may require additional documentation and is dependent on the requesting agency.</p>
<p>Contractor for Construction Information</p> <p>Contractor for construction information can be entered into VendorLink. This includes a vendor's bonding capacity and state license information, if applicable.</p>
<p>Access Information from Registered Agencies</p> <p>Some agency(s) issue VendorIDs to vendors in order to allow them to retrieve information from their databases. If an agency a vendor has registered with has issued these VendorIDs, reports such as invoice data can be accessed from VendorLink.</p>
<p>Cancel Account</p> <p>Cancelling the VendorLink account will prevent a vendor from receiving bid solicitation and contract notifications. It will also prevent the vendor from logging in and accessing bid solicitation and contract documents.</p>

3.1.3.1 AGENCY REGISTRATION

Vendors are able to select the agencies they register with by state, county and agency by clicking on the provided checkboxes.

Please note the following:

- 1. Myvendorlink.com allows agencies to be selected only if the agencies are listed as free otherwise the county or state must be selected.**
- 2. Myvendorlink.com contains both free and subscription based agencies.**

3. Agency specific sites (vendorlink.cityoforlando.net, vendorlink.osceola.org, etc.) only have free agencies.

Once the agencies are selected, terms and conditions associated with the selected agencies must be accepted before the registration process is completed. Some agencies issue VendorIDs to vendors. If an agency issues these VendorIDs, vendors may enter them in the provided textboxes. If an agency does not issue VendorIDs, it will not be listed.

The screenshot shows the VendorLink website interface. At the top, there is a navigation bar with links for Home, Logout, My Account, Directory, Bid Solicitations, and Contracts. Below the navigation bar, there are two buttons: "Select ONLY free agencies" and "Clear All Agencies".

The main content area displays a list of agencies with checkboxes and expand/collapse icons. The agencies listed are:

- FL (30 counties)
- GA (16 counties)
- MO (1 counties)
- TN (8 counties)
 - Davidson (2)
 - Hamilton (2)
 - Knox (2)
 - Madison (2)
 - Montgomery (1)
 - Rutherford (2)
 - Shelby (2)
 - Williamson (2)

A red arrow points to the "Hamilton (2)" option, and a text box with the text "Vendor selects the agency(s) they want to register with" is positioned above it.

Below the agency list is a Braintree Secure Payments logo. Underneath is a table with the following headers: Transaction ID, Transaction Type, Amount, Payment Method, and Transaction Date.

Below the table, there is a section titled "The questions below pertain to vendors who register with agencies located in Florida:"

Are you a member of law enforcement (active or former), a firefighter, judge or any other protected status as defined by Section 119.071(4)(d), Florida Statutes? (This information will assist us in keeping your data secure from public records requests.)

Yes No

If you answered yes to the question above, please list the name of the agency(s) below separated by a comma(,):

Please provide your Secretary/Department of State, Division of Corporations - Registration/Document Number below:

3.1.3.2 AGENCY FILE REQUESTS

Some agencies require their registered vendors to download, fill out, sign and/or notarize documents. These documents can be downloaded and uploaded on the VendorLink web by selecting the My Account, Agency File Request link. To download any of the files being requested, click on the download button in the top table.

VendorLink Home Logout My Account Directory Bid Solicitations Contracts Help

Agency File Requests

A list of Files requested from the agencies you have selected to register with are below. Once you have downloaded them here. You may edit and delete these files at any time.

Download agency documents

Agency	Vendor Selected Category	Vendor Selected Code	Agency Requested File Description	File Requested	File Type
City of St. Cloud			W-9 Form must be completed prior to conducting business with the City of St Cloud. To download the form, please click on the Agency File Requests link after closing this window. Once the form has been completed, it must be uploaded at the same location on this website. Please ensure that all information matches exactly as shown on your income tax return or as registered with the Internal Revenue Service (IRS).	City of St. Cloud W-9 Form	PDF
City of Winter Park			Form W-9 must be completed prior to conducting business with the City of Winter Park. To download the form, please click on the Agency File Requests link after closing this window. Once the form has been completed, it must be uploaded at the same location on this website. Please ensure that all information matches exactly as shown on your income tax return or as registered with the Internal Revenue Service (IRS).	City of Winter Park IRS W-9 Form	PDF
Keys Energy Services			Form W-9 must be completed prior to conducting business with Keys Energy Services. To download the form, please click on the Agency File Requests link after closing this window. Once the form has been completed, it must be uploaded at the same location on this website. Please ensure that all information matches exactly as shown on your income tax return or as registered with the Internal Revenue Service (IRS).	Keys Energy Services IRS W-9 Form	PDF

To upload agency specific documents, click on **Upload Agency File Request** in the My Agency Requested Files section on the My Account, Agency File Request page.

*PDF files require Adobe Reader to view.



My Agency Requested Files

Click link to upload documents

[Upload Agency File Request](#)

Files have not been uploaded.

Select the agency whose file is to be uploaded, select the agency file requested, and then select the file to be uploaded. Once the file is uploaded, it will be displayed in the bottom table of the My Account, Agency File Request page.

VendorLink Home Logout My Account Directory Bid Solicitations Contracts Help

Upload Agency File Request

Select the Agency whose file you will be uploading then select the name of the file requested. Click on the browse button to select the file you would like to upload. When completed, click on the Submit button below to upload the file. You may edit and delete these files at any time.

Agency*	City of St. Cloud
Agency File Requested*	City of St. Cloud W-9 Form
Vendor Selected Category	
Vendor Selected Code	
Agency Requested File Description	W-9 Form must be completed prior to conducting business with the City of St Cloud. To download the form, please click on the Agency File Requests link after closing this window. Once the form has been completed, it must be uploaded at the same location on this website. Please ensure that all information matches exactly as shown on your income tax return or as registered with the Internal Revenue Service (IRS).
Upload File*	<input type="button" value="Choose File"/> No file chosen

3.1.3.3 COMMODITY CODES

Vendors are able to select the commodity codes (NIGP codes) associated with their organization's products/services. The vendor commodity codes selected will be matched with solicitation commodity codes. If a match is made, the vendor will be notified by email.

The screenshot shows the VendorLink 'Search Codes' page. At the top, there are navigation links: Home, Logout, My Account, Directory, Bid Solicitations, Contracts, and Help. Below the navigation is a header with 'Search Codes' and 'Browse Codes' tabs. A 'Find Commodity Codes' button is located below the search area. A table of commodity codes is displayed, with two rows visible. Each row has a 'Select' checkbox and a red 'X' icon in the right margin. A 'Current Commodities:' label is positioned above the table. Below the table are buttons for 'Select Commodity Codes', 'Clear Commodity Codes', and 'Remove Multiple Commodity Codes'.

Search Codes **Browse Codes**

To search by commodity code description, use the provided textbox on the **Search Codes** tab and click on the **Find Commodity Codes** button.

Helpful Hints:

- Use one word searches - e.g. Construction
- Codes can be searched by description "Co"

If descriptions are found, they will be displayed in a table and then add them to your **Selected Commodities** by clicking on the **Select Commodity Codes** button.

Find Commodity Codes

Select Commodity Codes **Clear Commodity Codes**

Remove Multiple Commodity Codes

Select	Commodity Code	Commodity Description
<input type="checkbox"/>	257-67	Missile Subsystems (Including Boosters, Warheads, Pin Pullers, Jet Reaction Control Assy)
<input type="checkbox"/>	257-50	Missiles, Air to Air (Guided)

Current Commodities:

Vendors can search for codes or view codes by category in alphabetical order

Vendors add codes to their Current Commodities by clicking here after they have selected a code

Vendors can remove codes individually or by selecting multiple codes

3.1.3.4 COMPANY INFORMATION

Vendors are able to modify their company information by entering the required information. The VendorLink ID is found on the bottom right side to the page.

VendorLink Home Logout My Account Directory Bid Solicitations Contracts Help

Company Information

Please ensure all relevant information has been entered before submitting.

Enter your NAME(s) exactly as shown on your income tax return or as registered with the U.S. Internal Revenue Service (IRS).
This information must match the similarly designated fields on your completed Form W-9 or appropriate Form W-8.

Name of Business Entity or Individual*
Test Company

Doing Business As (DBA) Name

Address* (Same as Primary Contact?)
12 Address Drive

Country of Incorporation/Organization*
United States

State/Province of Incorporation/Organization*
Florida

County*
Orange

City*
Orlando

Zip*
32826

Website Address

Date Established

Tax ID Type*
FEIN

Tax ID Number*
12-3456789

Business Entity Type

Vendor/Supplier Type

Number of Employees

VendorLink ID
12272

Accept Direct Deposit?

Accept Credit Card?

3.1.3.5 CONTACT INFORMATION

Vendors are able to add and modify their contact information by entering the required information. **Any changes to the Primary account email address will change the username used to log into the VendorLink web application. The Primary contact type is the only contact that will be notified and the only user that is allowed to log into the site. Other contact types are for informational purposes only.**

VendorLink Home Logout My Account Directory Bid Solicitations Contracts Help

Contact Information

Please ensure all relevant contact information has been entered before submitting.

Contact Type Primary

First Name*
Test

Last Name*
User

Position

Address*
12 Address Drive

Country*
United States

State/Province*
Florida

County*
Orange

City*
Orlando

Zip*
32826

Email Address*
sample@my-vendorlink.com

Phone*
(407) 123-4567

Phone Ext

Fax

Fax Ext

Mobile

Agency Solicitations?*
 Yes No

Authorized Signatory for Agreements/ Contracts?*
 Yes No

Confirm Email*

3.1.3.6 CHANGE PASSWORD

Vendors are able to modify their password by first entering their existing password, then entering their new password twice to confirm the new password.

Change Password

In order to change your password, please enter your current password, followed by the new password

Old Password*

New Password*

Confirm New Password*

Enter old password, then new password twice

3.1.3.7 LOCAL/MINORITY OWNED PROGRAMS

Vendors are able to select and modify their Local/Minority Owned Programs (LMP) based on the agencies they have registered with. Lists of LMPs are displayed by category. Individual LMPs will be displayed based on the agencies the vendor has registered with.

Local/Minority Owned Programs

If you'd like to participate in a Local/Minority Owned Program, please select any of the programs below in which the vendor/company meets the criteria. Once you have registered, you may have to complete an Application for Reciprocity in the Local/Minority Owned Program(LMP).

Is this a local vendor as defined by at least one of the definitions below? Yes No

- City of St Cloud - Local Vendor:** (A firm which has its headquarters, manufacturing facility, or locally-owned facility within the legal boundaries of the State of Florida for at least one (1) year immediately prior to the issuance of the request for reciprocity, or maintains a verifiable business address; or maintains a required business license by a jurisdiction located in the State of Florida, and has paid such tax to the State of Florida for the most recent tax year, or employs thirty percent (30%) or more full time employees whose primary residence is located within the legal boundaries of the State of Florida; or the Owner/Principal of the business maintains a primary residence within the legal boundaries of the State of Florida.)
- Volusia County School Board - Local Vendor:** Florida Owned Business Enterprise

Is this a Certified Minority-owned Business Enterprise (CMBE) as defined by at least one of the definitions below? Yes No

- City of St Cloud - African-American:** (a male having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin, whose "minority business enterprise" has been certified by the State of Florida, Department of Management Services, Office of Supplier Diversity, as a "certified minority business enterprise" pursuant to Section 287.0943, Florida Statutes, in accordance with Section 287.0943, Florida Statutes.)
- City of St Cloud - Asian-American:** (a male having origins in any of the many diverse peoples of the Asian continent, including the Hawaiian Islands prior to 1778, whose "minority business enterprise" has been certified by the State of Florida, Department of Management Services, Office of Supplier Diversity, as a "certified minority business enterprise" pursuant to Section 287.0943, Florida Statutes, in accordance with Section 287.0943, Florida Statutes.)
- City of St Cloud - Hispanic-American:** (a male of Spanish, Mexican, Puerto Rican, Cuban, South American, Central American, or the Caribbean, regardless of race, whose "minority business enterprise" has been certified by the State of Florida, Department of Management Services, Office of Supplier Diversity, as a "certified minority business enterprise" pursuant to Section 287.0943, Florida Statutes.)
- City of St Cloud - Native American:** (a male who has origins in any of the Indian tribes of North America prior to 1800, upon presentation of proper documentation thereof as established by rule of the Department of Management Services, whose "minority business enterprise" has been certified by the State of Florida, Department of Management Services, Office of Supplier Diversity, as a "certified minority business enterprise" pursuant to Section 287.0943, Florida Statutes.)
- Orlando Utilities Commission:** Defined as a business firm whose principal place of business is at least 51 percent (51%) owned by minority group members, or in the case of a publicly owned business, at least 51 percent (51%) of the stock of which is owned by minority group members. The minority ownership must exercise actual day-to-day management and control of the business. The MBE must have been formally certified by an official certifying entity.
- Volusia County School Board - CMBE:** Certified Minority-owned Business Enterprise

Select Yes/No option first for each question

If Yes option is selected, a checkbox must also be selected in the corresponding LMP

3.1.3.8 CONTRACTOR FOR CONSTRUCTION INFORMATION

Contractor for construction information such as bonding capacity and licenses can be entered in the My Account, Contractor for Construction Information page. To enable the page, click on the **Edit** button. This information is optional and can be verified by the agencies the vendor has registered with. License information will be shared with other vendors however bonding capacity and any claims will not be shared with vendors.

Contractor for Construction Information

Please enter the Contractor for Construction information below. When entering state licenses, please add the licenses that pertain to the state in which the agencies you have registered with are located.

*Note: Some agencies will require documentation in addition to submitting this information. To download/upload additional documentation, please click on the Agency File Requests link above.

Submit to Agencies Edit Save Draft Information

Are there any existing claims against your company?
 Yes No

Bonding Capacity

*Add your state license information below for the agencies you have registered with.

License State

License Number

License Type

License Expiration Date

Add License

Licenses
 Total: 0

3.1.3.9 ACCESS INFORMATION FROM REGISTERED AGENCIES

Some agencies issue VendorIDs to vendors in order to allow vendors to retrieve information from their external databases. If an agency a vendor has registered with has issued VendorIDs and the vendor has entered their Agency Issued VendorID on the My Account, Agency Registration page, a table of reports will be displayed on the web page. To view the selected report, click on the link provided. Some reports might require additional entries such as dates. Enter them in the provided textboxes. For date entries, the date must be in the following format: MM/DD/YYYY

Some agencies issue VendorIDs to vendors in order to allow vendors to retrieve information from their database and you have entered your Agency Issued VendorID, a table of reports will be displayed below. To view the selected reports, you may need to enter additional information. Some reports might require additional entries such as dates. Enter them in the provided textboxes.

Vendors can select external reports from VendorLink agencies

*For date entries, please enter the date in the following format: MM/DD/YYYY

Agency	Report Name
Osceola County School Board	Show Me My POs and My Invoices

3.1.3.10 CANCEL ACCOUNT

Vendors can choose to cancel their VendorLink account. Cancelling the VendorLink account will prevent a vendor from receiving bid solicitation and contract notifications. It will also prevent the vendor from logging in and accessing bid solicitation and contract documents. To cancel the account, a vendor will have to enter their email address and password and click on the Cancel Account button. Doing so will cancel the account and automatically log the vendor out of the VendorLink site. If the vendor wants to renew their account, they will have to contact VendorLink Support.

3.1.4 BID SOLICITATIONS

[See 2.1.6.](#)

3.1.5 CONTRACTS

[See 2.1.6.](#)

3.1.6 HELP

[See 2.1.7.](#)