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Vendor User Manual

VendorLink, LLC

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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.

 [Home](#) [Login](#) [Register](#) [Pricing](#) [Directory](#) [Bid Solicitations](#) [Contracts](#) [Select Language](#) [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 email address provided during the registration process. The email notification will be viewed and downloaded from any computer. Just complete the registration process to receive automatic notifications 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.

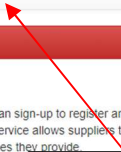
Database Information

Number of Agencies: **347**

Number of Solicitations: **21711**

Number of Vendors: **61840**

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.

The screenshot shows the VendorLink website interface. At the top, there is a navigation bar with the VendorLink logo and links for Home, Login, Register, Pricing, Directory, Bid Solicitations, and Contracts. On the right side of the navigation bar, there is a 'Select Language' dropdown menu and a 'Help' link. Below the navigation bar, the main content area is titled 'VendorLink' and features a red header. The main content is divided into two columns. The left column contains a 'WELCOME TO VENDORLINK' section with introductory text and a 'Database Information' section listing statistics: Number of Agencies: 347, Number of Solicitations: 21711, and Number of Vendors: 61840. The right column contains a 'Database Information' section with the same statistics.

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.

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

Login

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](#).

[LinkSystems Sites - New agency sites!](#)

Email address

Password

[Forgot Password](#)

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.

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

Forgot Password

In order to retrieve your password, please enter your email below.

Email address

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 the sections on the registration pages (**Contact Information, Company Information, Commodity Codes, Agency Registration**) are further defined in the Vendor manual.

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

Register - Contact Information

Step 1 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 this page (Register - 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.

First Name*
Last Name*
Position
Address*
Country*
State/Province*
County*
City*
Zip*
Email Address*
Confirm Email*

Fax Ext
Mobile
Toll-Free Phone
Toll-Free Ext
Authorized Signatory for Submittals in Response to Agency Solicitations?*
 Yes No
Authorized Signatory for Agreements/ Contracts?*
 Yes No
Password*
Confirm Password*

Next

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), license type or certifications, first click on the Advanced Search bar. To search by commodity codes, select either the Search Codes tab or Browse Codes tab. A list of commodity codes will appear in the top box after a search or selection is made. Mark the checkboxes in the box, then click on the Select Commodity Codes button to move them to the second box. Click on the button Search Directory to run the vendor directory query.

VendorLink Home Login Register Pricing Directory Bid Solicitations Contracts Select Language 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

Email Tax ID Number Phone

Advanced Search

Certification Type

- Certified Minority or Woman-owned Business Enterprise
- Minority or Woman-owned Business Enterprise (M/WBE)
- Certified Service Disabled Veteran-owned Business Enterprise
- Service Disabled Veteran-owned Business Enterprise
- Small Business Enterprise (SBE)
- Veteran Owned Business Enterprise (VBE)



License State License Type

Select	Commodity Code	Commodity Description
<input type="checkbox"/>	[208-80]	Software, Microcomputer (Not Otherwise Classified)
<input type="checkbox"/>	[208-81]	Software For Computer Software Training
<input type="checkbox"/>	[208-88]	Software, Monitoring
<input type="checkbox"/>	[709-831]	Software, Mini/Mainframe Computer (Not Otherwise Classified)

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 Question End Date Less Than

Anticipated Award Date Greater Than Anticipated Award Date Less Than

Page Count: 20 50 100 Sort by:

2.1.7 HELP

The VendorLink help web page contains both administrative and technical support contact information.

Help

Help contact information is listed below.

[VendorLink Vendor Manual](#)

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

3.1 VENDOR ACCESS

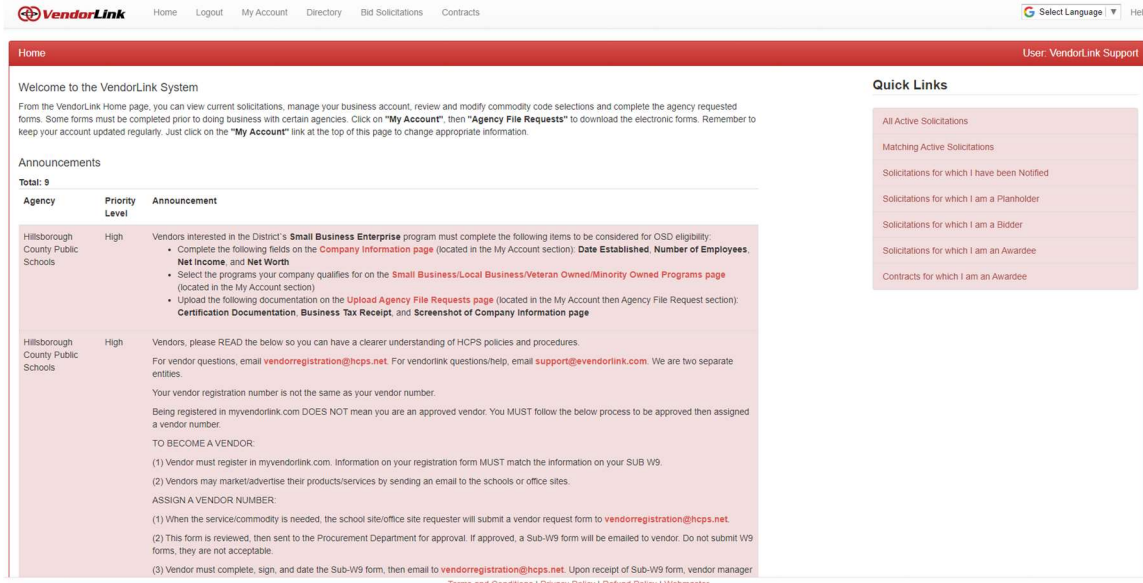
VendorLink users that have registered as a vendor have access to login into the VendorLink system. These users can access solicitations, contracts, and documents provided by the agencies they have registered with. If a vendor downloads a solicitation document, the vendor becomes a planholder of the selected 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:

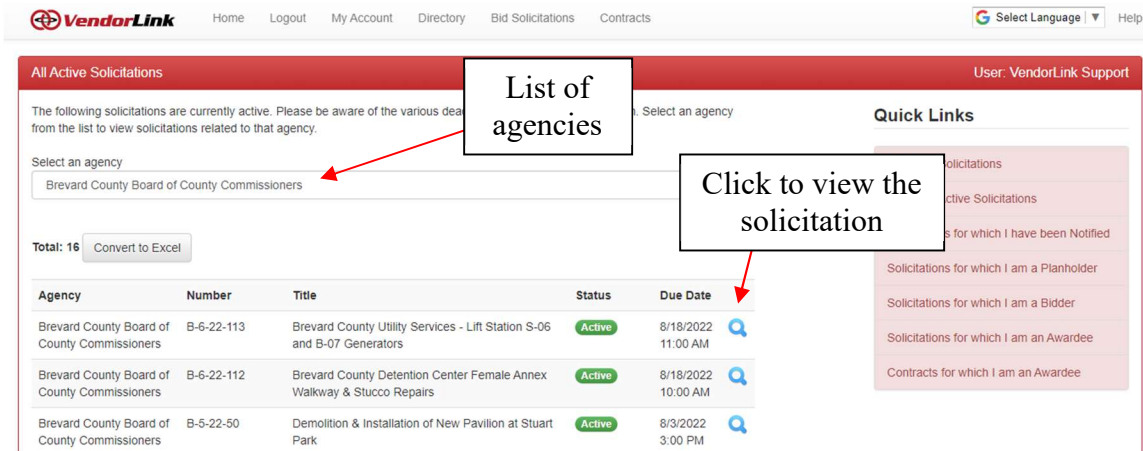
- **All Active Solicitations** - All bid solicitations that have the Active status can be found here. The list will only include bid solicitations from agencies the vendor has registered with.
- **Matching Active Solicitations** - Active bid solicitations whose commodity codes match the commodity codes 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.

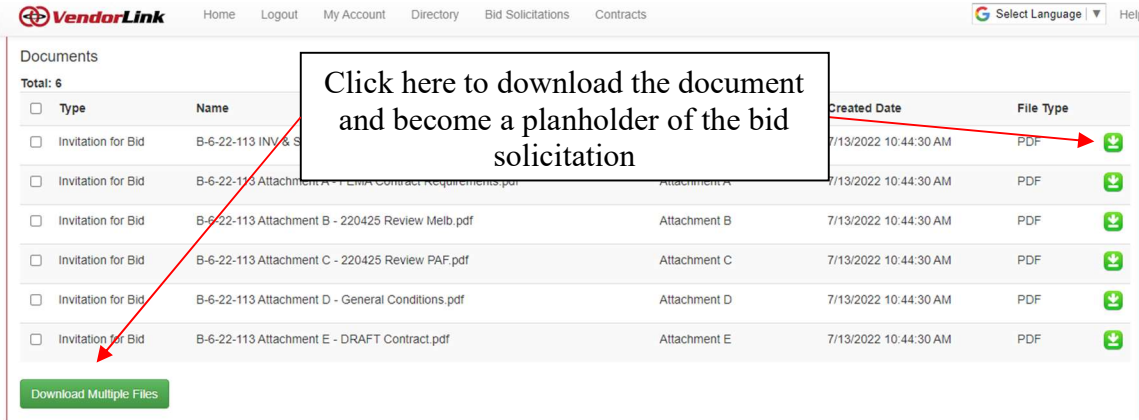


3.1.1.1 ACTIVE, MATCHING, NOTIFIED, PLANHOLDER, BIDDER, AWARDEE SOLICITATIONS AND CONTRACT AWARDEE

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.

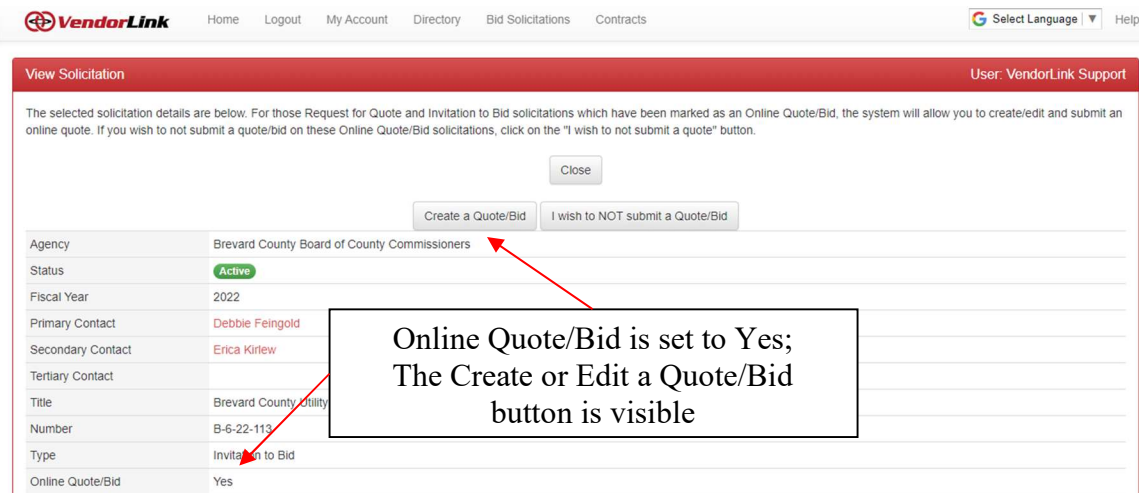


After the solicitation is selected, documents may be downloaded by a vendor. Once a vendor downloads a document, they are **automatically** added as a **Planholder** of that solicitation. Solicitation planholders are notified of any changes to the solicitation via email. If a vendor would like to be removed from the planholder list, they will need to contact the bid solicitation agency or VendorLink Support.



3.1.1.2 ONLINE QUOTE/BID

Some agency bid solicitations created by agencies will allow the vendor to submit their quotes/bids online through the VendorLink site. If the bid solicitation has the **Online Quote/Bid** selection set to **Yes**, two buttons will be displayed to the vendor at the top of the View Solicitation page – **Create a Quote/Bid** and **I wish to NOT submit a Quote/Bid** (These may change to **Edit my Quote/Bid** or **View my Quote/Bid** and **View my Non-Submission** depending on the selection made by the vendor). These buttons will only be available when then bid solicitation is **Active**.



If a vendor wishes to submit a quote/bid, the **Create a Quote/Bid** button 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

Submitted

2. If line items are present in the Quote/Bid Items Requested table, they can be in one of the following statuses:
 - 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.
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

There are two ways to populate the "Quote/Bid Items Requested" table below. You can use the "VendorLink.xls" spreadsheet to work with offline, then upload it below or you can click on the "Edit" link for each item in the "Quote/Bid Items Requested" table. All other files should be uploaded in the "Vendor Files" section near the end of this web page.

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="Upload"/>

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.

Unit Price/ Percent	Extended Price/ Percent
Price:	Update Cancel
<input type="text"/>	
*Select reason below if amount entered is \$0.00	
<input type="text"/>	

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**, the **Make, Model, Model Number** and **Description** can be entered in addition to the **Unit Price** and/or **Percent** by a vendor. If the **Brand Name Only** or **Service** option is selected, then only the **Unit Price** and/or **Percent** 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. 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.
8. If line items are present in the **Quote/Bid Items Requested** table, additional fields may be present. These include **Build Sheet** and **Options Sheet** file uploads, **Lead Times, Image and Specifications Hyperlinks** and **Standard Packaging**.
9. The Quote/Bid can be edited up until the Due Date/Time is met for the bid solicitation.
10. The vendor must select whether they can or cannot meet a delivery date, accept any shipping requirements, terms and conditions, and payment methods.

11. 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.

Vendor Files

The following File Types are required before a submission is made (if the word "None" is below, skip Step 1 and proceed to Step 2 below):
ITB Response

Step 1 Select a File Type:

If the word "None" appears above, skip this step else click on the checkbox(es) below for the File Type you are uploading. If a required File Type is not listed in the Vendor Files table when a response is ready to be submitted, you will not be able to submit your response.

ITB Response

Step 2 Select the file(s) to upload:

(Hold Ctrl or Shift key down to select multiple files)

Choose Files No file chosen

Step 3 Click on Add Document(s):

Add Document(s)

12. 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.

If a vendor wishes to not submit a quote/bid, the **I wish to NOT submit a Create a Quote/Bid** must be selected. Once a reason is selected or entered, click on Submit.

Quote/Bid Status

None

Common reasons for non-submittal

▼

- Insufficient time to respond to solicitation.
- Our product sheet would not permit us to perform the services required.
- Specifications are too restrictive or geared toward one brand or manufacturer.
- Specifications are unclear.
- Unable to meet bond requirements.
- Unable to meet specifications.
- We do not offer this product or equivalent.

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.

VendorLink Home Logout My Account Directory Bid Solicitations Contracts Select Language Help

My Account User: VendorLink Support

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

- Agency Registration**
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.
- Agency File Requests**
Some VendorLink agency(s) request additional documentation (U.S. Internal Revenue Service (IRS) forms W-9 or W-8, Conflict of Interest, Local/Small Business/Local Business/Veteran Owned/Minority Owned Programs, etc.) from its vendors. The documents are provided by these agency(s) and can be downloaded and uploaded to VendorLink.
- Commodity Codes**
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.
- Company Information**
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.
- Contact Information**
Vendor 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.
- Change Password**
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.
- Small Business/Local Business/Veteran Owned/Minority Owned Programs**
Some agencies manage their Small Business/Local Business/Veteran Owned/Minority Owned Programs (SLVMP) through the VendorLink site. If the vendor meets an agency's requirement for a SLVMP, 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.
- Contractor for Construction Information**
Contractor for construction information can be entered into VendorLink. This includes a vendor's bonding capacity and state license information, if applicable.
- Access Information from Registered Agencies**
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 access from VendorLink.
- Cancel 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.

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 displays the VendorLink interface for selecting agencies. At the top, there is a navigation menu with links: Home, Logout, My Account, Directory, Bid Solicitations, and Contracts. A language selection dropdown is set to 'Select Language' and a 'Help' link is present. A yellow banner contains the following text: "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." Below the banner are two buttons: "Select ONLY free agencies" and "Clear All Agencies". The main content area shows a tree view of agencies in Alabama (AL), with 16 counties listed. Under each county, specific agencies are listed with checkboxes. A red arrow points to the checkbox for "City of Daphne" under Baldwin County, which is enclosed in a black box with the text "Vendor selects the agency(s) they want to register with".

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.

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.

Agency File Requests User: VendorLink Support

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

To upload files requested by agencies (W-9 forms, Direct Deposit forms, Vendor Packets, Minority Certifications, Business Tax Receipts), please click on the button labeled **Upload Agency File Request** below or click [here](#).

You can find the list of files you have [labeled My Files](#).

*PDF files require Adobe Reader to view.

Agency Requested Files

The following table displays agency requested files that are incomplete.

Agency	Vendor Selected Category	Vendor Selected Code	Agency Requested File Description	Agency File Requested	File Type
Citrus County Board of County Commissioners			W-9 Form must be completed prior to conducting business with Citrus County. 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).	Citrus County W-9 Form	PDF
Citrus County School Board			W-9 Form must be completed prior to conducting business with the Citrus County School. 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).	Citrus County School Board W-9 Form	PDF

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.

Upload Agency File Request User: VendorLink Support

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*

Agency File Requested*

Vendor Selected Category

Vendor Selected Code

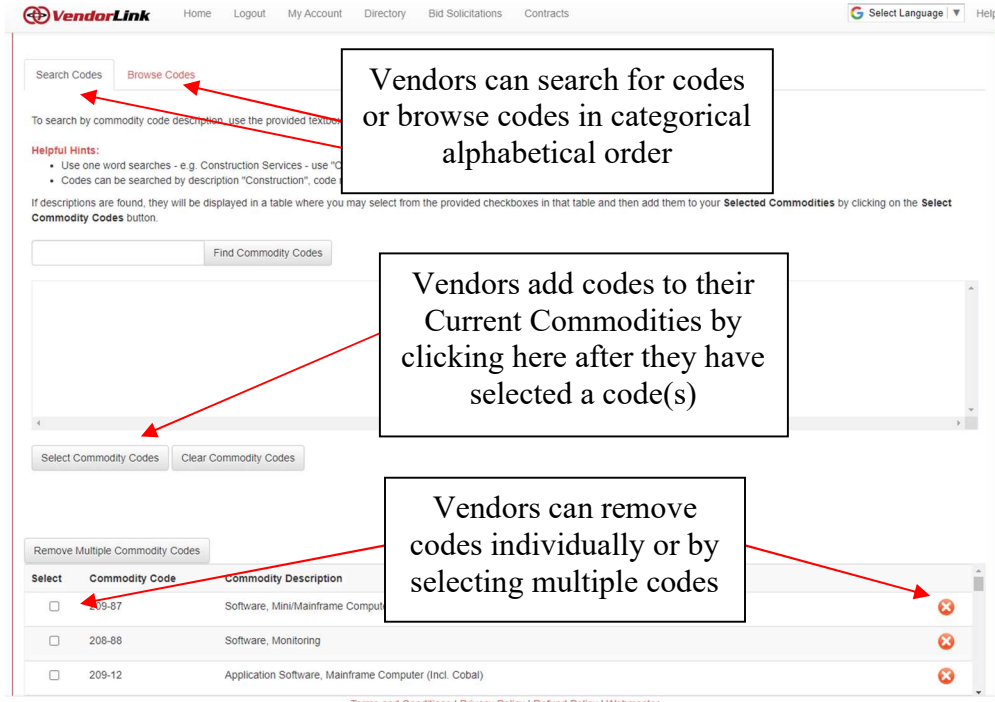
Agency Requested File Description

Upload 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 bid solicitation commodity codes. If a match is made, the vendor will be notified by email.



3.1.3.4 COMPANY INFORMATION

Vendors are able to modify their company information by entering the required information. The VendorLink ID is located in the center of the page.

 Home Logout My Account Directory Bid Solicitations Contracts Select Language | Help

User: VendorLink Support

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*	VendorLink ID	Tax ID Type*
<input type="text" value="VendorLink, LLC"/>	12985	<input type="text" value="FEIN"/>
Doing Business As (DBA) Name		Tax ID Number*
<input type="text"/>		<input type="text" value="11-1111111"/>
Address* (Same as Primary Contact?) <input type="checkbox"/>		Business Entity Type
<input type="text" value="PO BOX 195608"/>		<input type="text" value="MMLLC - Partnership"/>
Country of incorporation/organization*		Vendor/Supplier Type
<input type="text" value="United States"/>		<input type="text" value="Professional Services"/>
State/Province of incorporation/organization*		Number of Employees
<input type="text" value="Florida"/>		<input type="text" value="25 - 50"/>
County*		Backup Withholding
<input type="text" value="Seminole"/>		<input type="text"/>
City*		Net Income
<input type="text" value="Orlando"/>		<input type="text" value="\$500,000+ -> \$1,000,000"/>
Zip*		Net Worth
<input type="text" value="32719"/>		<input type="text" value="\$1,000,000+ -> \$2,000,000"/>
Current Cooperative Contracts		Approx. % Cost Savings
<input type="text"/>		<input type="text"/>
Website Address		DUNS Number
<input type="text" value="http://www.mylinksystems.com/"/>		<input type="text" value="123456789"/>
Date Established		E-Verify Number
<input type="text" value="04/26/2010"/>		<input type="text"/>

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.**

Contact Information User: VendorLink Support

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

Contact Type Primary

First Name*
VendorLink

Last Name*
Support

Position
Proposal Specialist

Address*
PO BOX 195608

Country*
United States

State/Province*
Florida

County*
Seminole

City*
Winter Springs

Zip*
32719

Email Address*
contactus@evendorlink.com

Phone*
(407) 222-1885

Phone Ext

Fax

Fax Ext

Mobile

Solicitations?*
 Yes No

Authorized Signatory for Agreements/ Contracts?*
 Yes No

Confirm Email*

Modifying the Primary Contact's email will modify the username used to log into the system

3.1.3.6 CHANGE PASSWORD

Vendors are able to modify their password by entering their new password twice.

Change Password User: VendorLink Support

In order to change your password, please enter your current password, followed by the new password. Re-enter the new password for confirmation.

New Password*

Confirm New Password*

Enter the new password twice

Submit Cancel

3.1.3.7 SMALL/LOCAL/VETERAN OWNED/MINORITY OWNED PROGRAMS

Vendors are able to select and modify their Small Business/Local Business/Veteran Owned/Minority Owned Programs (SLVMP) based on the agencies they have registered with. Lists of SLVMP s are displayed by category. Each agency listed SLVMP is defined by the agency so make sure you organization qualifies for the SLVMP based on those definition.

VendorLink Home Logout My Account Directory Bid Solicitations Contracts Select Language Help

Small Business/Local Business/Veteran Owned/Minority Owned Programs User: VendorLink Support

If you'd like to participate in a Small Business/Local Business/Veteran Owned/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 Small Business/Local Business/Veteran Owned/Minority Owned Program.

Select the Local Vendor preference defined by the agencies below

- City of Oviedo - Local:** Florida Owned Business Enterprise
- City of St Cloud - Local Vendor:** (A firm which has its headquarters, manufacturing facility, or locally-owned franchise located in, or having a street address within, the legal boundaries of the State of Florida for at least one (1) year immediately prior to the issuance of the request for quotation or formal bid solicitation. (Post office boxes do not qualify as a verifiable business address); or maintains a required business license by a jurisdiction located in the State of Florida; or pays business and/or real property tax due to 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.)
- Manatee County School Board - Local:** Florida Owned Business Enterprise
- Osceola School District - Local Vendor:** (Have its headquarters, manufacturing facility, franchise, or office located within the legal boundaries of Osceola County, and maintains all required business licenses by all the appropriate jurisdictions located in Osceola County. Documentation Required: Provide copies of all Business Tax Receipts from all of the appropriate jurisdictions located in Osceola County in the official name of the firm performing the work or providing the materials. Said receipt(s) must provide documentation that the firm has been in compliance with subparagraphs 1 and 2 above for at least one (1) year prior to the issuance of the Owner's RFQ solicitation. In order for a Joint Venture to qualify as a Local Business, it must include a local business that has been in compliance with subparagraphs 1 and 2 above for at least one (1) year prior to the issuance of the Owner's RFQ solicitation and the Joint Venture must properly register its name and obtain all required licenses prior to the Owner's RFQ solicitation issue date.)
- Polk County School Board - Local:** Florida Owned Business Enterprise
- Sarasota School District - Local Vendor:** (Have its headquarters, manufacturing facility, franchise, or office located within the legal boundaries of Sarasota County, and maintains all required business licenses by all the appropriate jurisdictions located in Sarasota County. Documentation Required: Provide copies of all Business Tax Receipts from all of the appropriate jurisdictions located in Sarasota County in the official name of the firm performing the work or providing the materials.
- Seminole School District - Local Vendor:** (Have its headquarters, manufacturing facility, franchise, or office located within the legal boundaries of Seminole County, and maintains all required business licenses by all the appropriate jurisdictions located in Seminole County. Documentation Required: Provide copies of all Business Tax Receipts from all of the appropriate jurisdictions located in Seminole County in the official name of the firm performing the work or providing the materials.
- Volusia County School Board - Local Vendor:** Florida Owned Business Enterprise

Select the Certified Minority-owned Business Enterprise (CMBE) preference defined by the agencies below

- Certified-Asian-American:** (a male having origins in any person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands before 1778, who is a lawful, permanent resident of Florida, and meets the criteria for a "minority business enterprise" in accordance with Section 288.703.)
- Certified-Hispanic American:** (a male of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race, who is a lawful, permanent resident of Florida, and meets the criteria for a "minority business enterprise" in accordance with Section 288.703.)
- Certified-Native American:** (a male who has origins in any of the Indian Tribes of North America before 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services, who is a lawful, permanent resident of Florida, and meets the criteria for a "minority business enterprise" in accordance with Section 288.703.)
- Certified-African-American:** (a male having origins in any of the black racial groups of an African Diaspora, regardless of cultural origin, who is a lawful, permanent resident of Florida, and meets the criteria for a "minority business enterprise" in accordance with Section 288.703.)

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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.

VendorLink Home Logout My Account Directory Bid Solicitations Contracts Select Language Help

Contractor for Construction Information User: VendorLink Support

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.

Are there any existing claims against your company?
 Yes No

*Add your state license information below for the agencies you are located.

Click Edit to enable the page

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

The screenshot shows the 'Access Information from Registered Agencies' page. At the top, there is a navigation bar with 'VendorLink' logo and links for Home, Logout, My Account, Directory, Bid Solicitations, and Contracts. A 'Select Language' dropdown and 'Help' link are also present. The main content area has a red header with the title 'Access Information from Registered Agencies' and 'User: VendorLink Support'. Below the header, there is a paragraph explaining that agencies issue VendorIDs and that a table of reports will be displayed. A note states: '*For date entries, please enter the date in the following format: MM/DD/YYYY'. The table below has two columns: 'Agency' and 'Report Name'. The 'Agency' column contains 'Osceola County School Board'. The 'Report Name' column contains 'Show Me My POs and My Invoices'. A red box highlights the 'Report Name' column with the text 'Vendor selects the report they'd like to retrieve' and a red arrow pointing to the report name.

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.

The screenshot shows the 'Cancel Account' page. At the top, there is a navigation bar with 'VendorLink' logo and links for Home, Logout, My Account, Directory, Bid Solicitations, and Contracts. A 'Select Language' dropdown and 'Help' link are also present. The main content area has a red header with the title 'Cancel Account' and 'User: VendorLink Support'. Below the header, there is a paragraph explaining that cancelling the account will prevent the vendor from receiving bid solicitation and contract notifications, logging in, and accessing bid solicitation and contract documents. Below the paragraph is a form with two input fields: 'Email address' and 'Password'. Below the fields is a red button labeled 'Cancel Account'.

3.1.5 DIRECTORY

[See 2.1.5.](#)

3.1.5 BID SOLICITATIONS

[See 2.1.6.](#)

3.1.6 CONTRACTS

[See 2.1.6.](#)

3.1.7 HELP

[See 2.1.7.](#)