



**VENDOR
ACADEMY**

How to Register with the City of Austin and Making Commodity Codes Work for You

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Agenda

- Session Objectives
- Finding Your Existing Account
- Starting Your Registration
- W9 Requirements
- Initial Commodity Codes
- Final Registration Steps
- Making Commodity Codes Work for You

Session Objectives

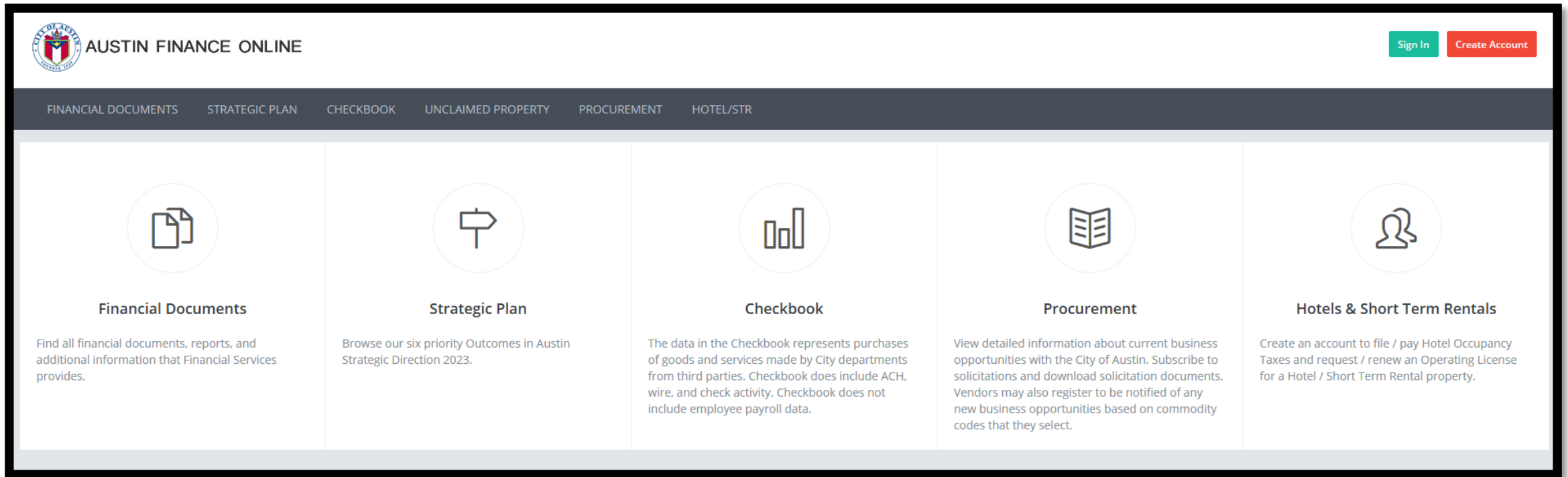
After this session, attendees will know how to register to become a vendor with the City of Austin and understand how to select the appropriate commodity codes to keep informed of upcoming solicitations.

Austin Finance Online



<https://financeonline.austintexas.gov/afo/finance/>

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

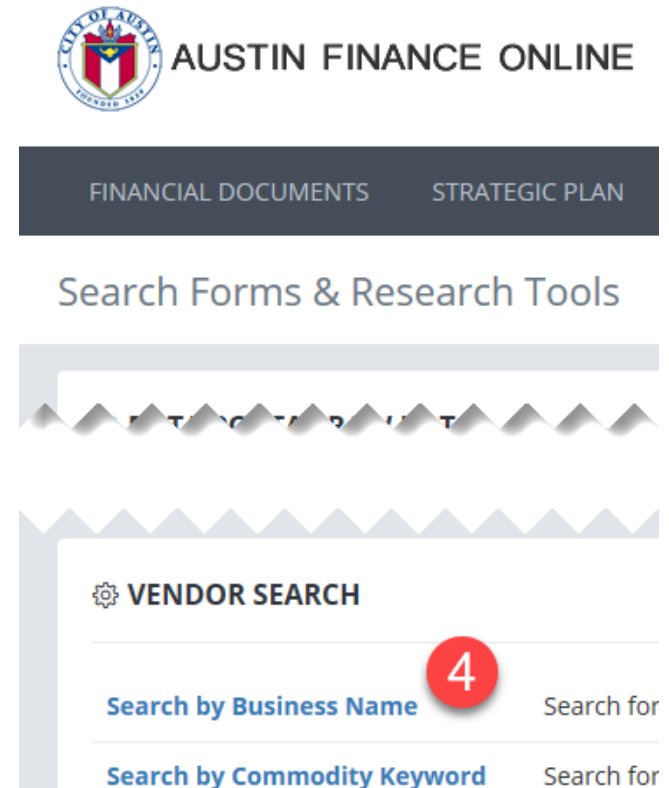
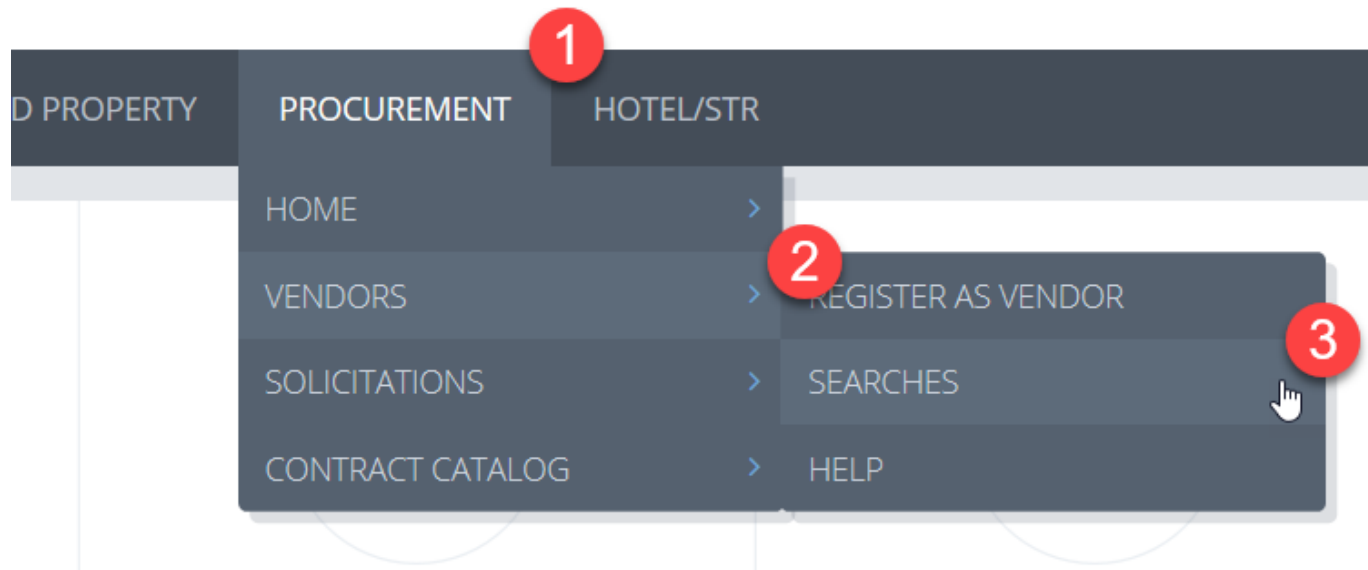


This presentation will walk you through the registration steps.

Search for Previous Registration

You may already have an account with the City of Austin.

Go to the Searches page to complete a Vendor Search by Business Name.



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

Previous Registration

<https://financeonline.austintexas.gov/afo/finance/>

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



The screenshot displays the Austin Finance Online interface. At the top left is the City of Austin logo and the text "AUSTIN FINANCE ONLINE". A navigation bar contains links for "FINANCIAL DOCUMENTS", "STRATEGIC PLAN", "CHECKBOOK", "UNCLAIMED PROPERTY", and "PRO". Below this is a search bar with the text "Vendor Search - Name Containing 'CITY OF AUSTIN'". The search results section is titled "SEARCH RESULTS" and shows a table with the following information:

Vendor Information
CITY OF AUSTIN DEPT/HOMELESS HEALTH CARE 15 WALLER ST AUSTIN, TX

To the right of the search results is a table with the following information:

Vendor Code
CIT1183250

In the top right corner, there are two buttons: "Sign In" (highlighted with a red box) and "Create Account". A red arrow points from the "Sign In" button to the "CITY OF AUSTIN" entry in the search results table.

Create Account

Basic User Information

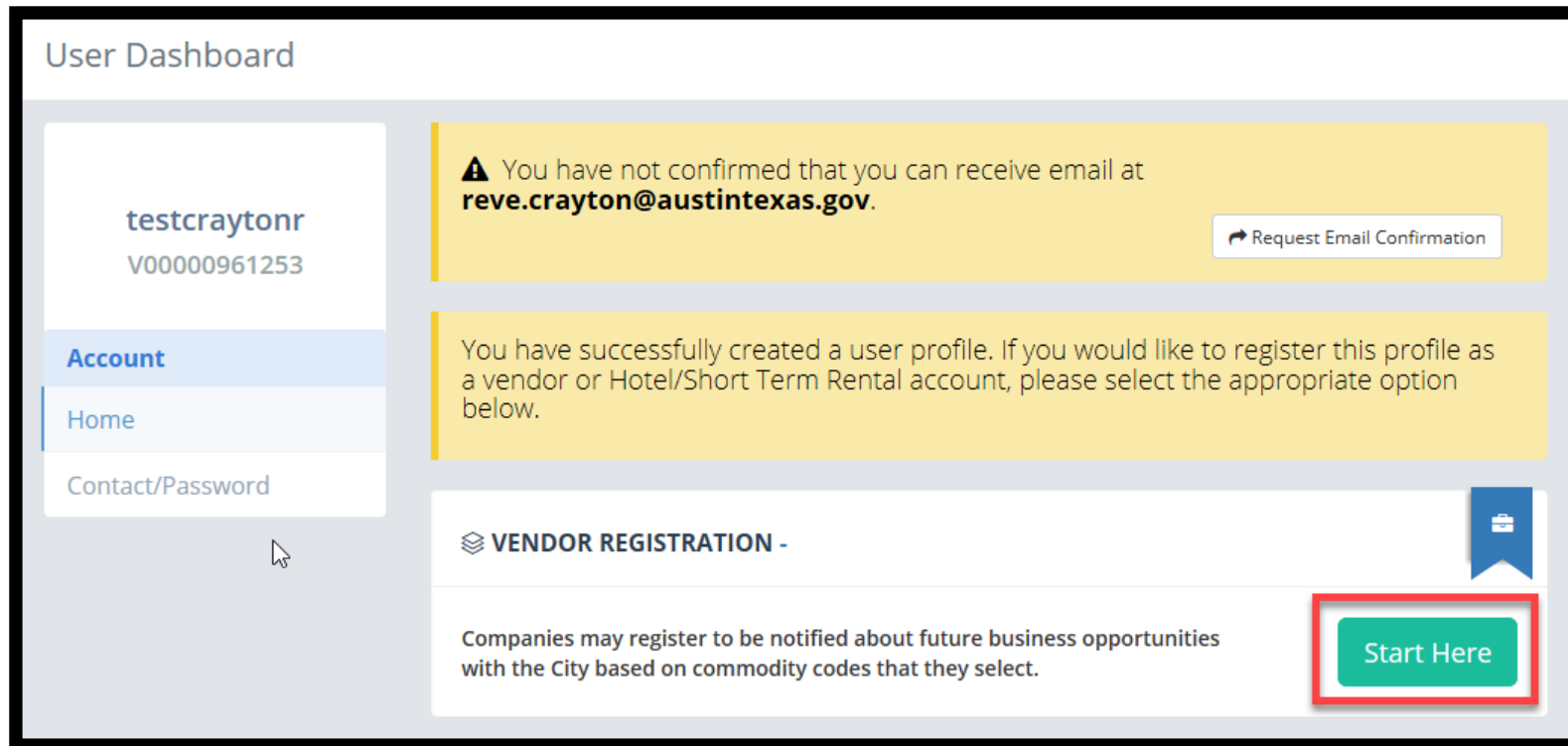
ACCOUNT INFORMATION | * Required Fields

First Name *	<input type="text" value="Reve"/>	<input type="text"/>
Middle Name	<input type="text"/>	<input type="text"/>
Last Name *	<input type="text" value="Crayton"/>	<input type="text"/>
E-mail Address *	<input type="text" value="reve.crayton@austintexas.gov"/>	
Phone Number	<input type="text" value="(512) 974-1727"/>	<input type="text" value="Phone Ext"/>
Username *	<input type="text" value="craytonr"/>	<input type="text"/>
Password *	<input type="password" value="••••••"/>	<input type="text"/>
Retype Password *	<input type="password" value="••••••"/>	<input type="text"/>

- On the first page, enter basic user information.
- Provide the information of the person responsible for maintaining the account.
- If there will be several people assigned, consider using a group email address in this section.
- Your username and password must be between 6 – 24 characters, using only letters and numbers.

User Dashboard

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



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

Business Information

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



BUSINESS INFORMATION

Business Structure *

Legal/Company Name *

Alias/DBA

Taxpayer ID (EIN or SSN) *

Note - Please be sure that your W9 has been signed. We cannot accept forms without a signature.

Upload W9

W9 has been uploaded.

SMALL AND MINORITY BUSINESS INFORMATION

Certified in Texas by another agency?

Owner Gender

Owner Ethnicity

Owner Is Veteran Disabled City of Austin Employee

W9 Information

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

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

**Request for Taxpayer
 Identification Number and Certification**
Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Print or type.
 See Specific Instructions on page 3.

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

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

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

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

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

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

City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

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

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

Social security number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> </tr> </table>				
OR				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> </tr> </table>				

Part II Certification
Under penalties of perjury, I certify that:

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

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

Sign Here

Signature of U.S. person

Date

<div style="border: 1px solid red; width: 20px; height: 10px; margin: 0 auto;"></div>	Make sure the W9 form revision date (top left) is marked December 2011 or newer.
←	Your individual name MUST appear in box 1 and any alias or dba's in box 2.
↑	You will list your Company name in box 1 and any alias or dba's in box 2.
★	Fill out section as labeled.
↕	Select either your social or employer identification number, not both.
←	Manually sign and date the W9. We cannot accept digital signatures.

W9 Requirements



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

Don't leave Line 1 blank.

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

Addresses



- Sales Addresses are used for orders and contract awards, as well as solicitation notifications.
- Payment Addresses are used to process payments.
- Make sure these addresses match your invoices exactly.

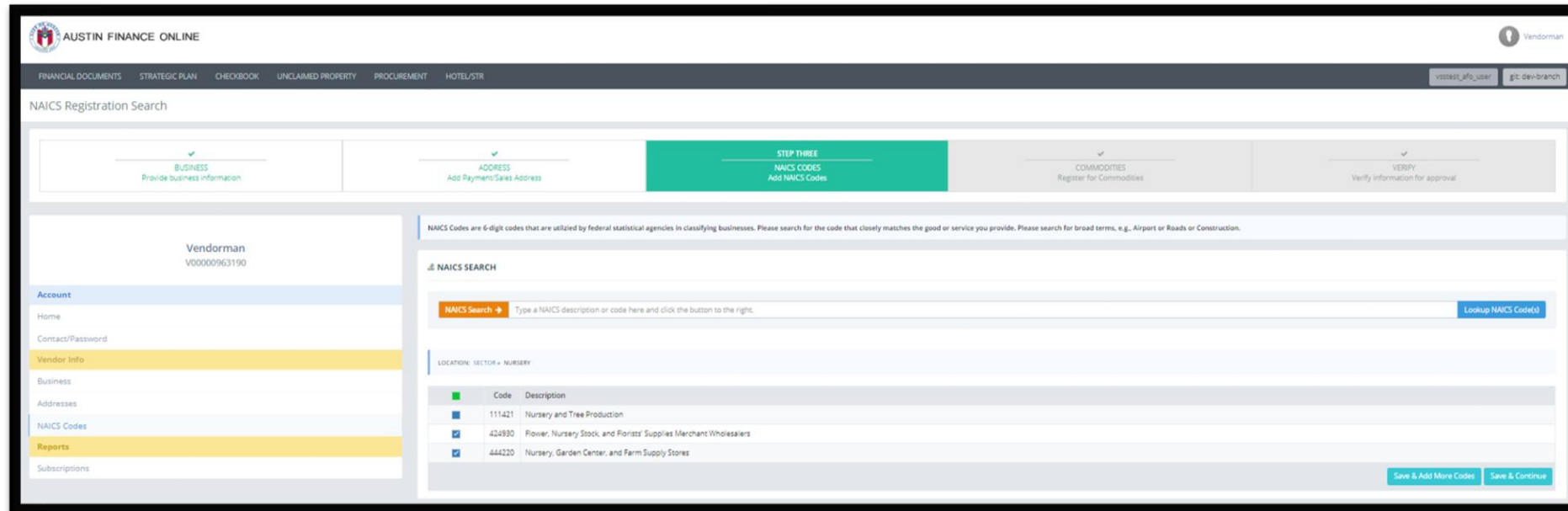
The screenshot shows a web form for adding an address. At the top, there are two checked checkboxes: 'Sales Address' and 'Payment Address'. The form fields are as follows:

- Full Contact Name: Kason Vendorman
- Email: wendy.stucker@austintexas.gov
- Street Address 1: 8888 Flintstone Cove
- Street Address 2: (empty)
- City: Austin
- Country: United States of America
- State: TX (dropdown menu)
- County: Travis (dropdown menu)
- Zip/Postal Code: 78734
- Phone Number: 5555555555 (with an 'Ext' field)
- Alt. Phone Number: (with an 'Ext' field)
- Fax Number: (with an 'Ext' field)
- Alt. Fax Number: (with an 'Ext' field)
- Notification Preference: Email (dropdown menu)

At the bottom, there are three buttons: 'Cancel', 'Save & Add Address', and 'Save & Continue'. A small note below the Zip/Postal Code field reads: '* US phone and fax numbers require area code.'

NAICS Codes

- Provide at least one industry classification code. Use the search box to find codes that represent the goods/ services you provide.
- You can refer to your 1040 Schedule C Tax form.
- Check the blue box next to the code to select and then click the “Save and Continue” button at the bottom of the screen.



The screenshot shows the 'NAICS Registration Search' page on the Austin Finance Online portal. The page is divided into several sections:

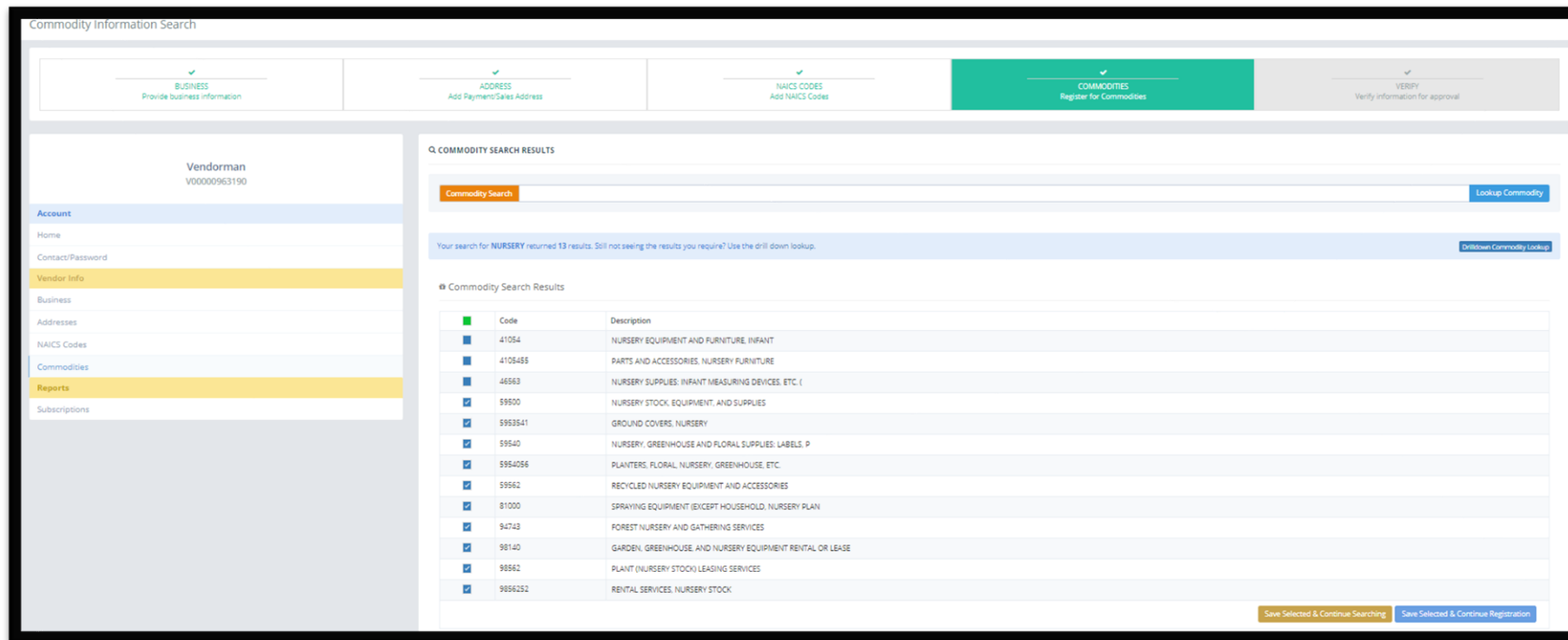
- Progress Bar:** A horizontal bar at the top indicates the current step in the registration process. The steps are: BUSINESS (Provide business information), ADDRESS (Add Payment/Sales Address), **STEP THREE: NAICS CODES (Add NAICS Codes)** (highlighted in green), COMMODITIES (Register for Commodities), and VERIFY (Verify information for approval).
- Vendor Information:** On the left, the user is identified as 'Vendorman' with ID 'V00000963190'. A sidebar menu includes links for Account, Home, Contact/Password, Vendor Info (highlighted), Business, Addresses, NAICS Codes, Reports, and Subscriptions.
- NAICS Search:** The main area contains a search box with the placeholder text 'Type a NAICS description or code here and click the button to the right.' and a 'Lookup NAICS Codes!' button. Below the search box, the location is set to 'SECTOR - NURSERY'. A table of results is displayed:

Code	Description
<input type="checkbox"/>	111421 Nursery and Tree Production
<input checked="" type="checkbox"/>	424930 Flower, Nursery Stock, and Florists' Supplies Merchant Wholesalers
<input checked="" type="checkbox"/>	444220 Nursery, Garden Center, and Farm Supply Stores

At the bottom right of the search results, there are two buttons: 'Save & Add More Codes' and 'Save & Continue'.

Commodity Codes

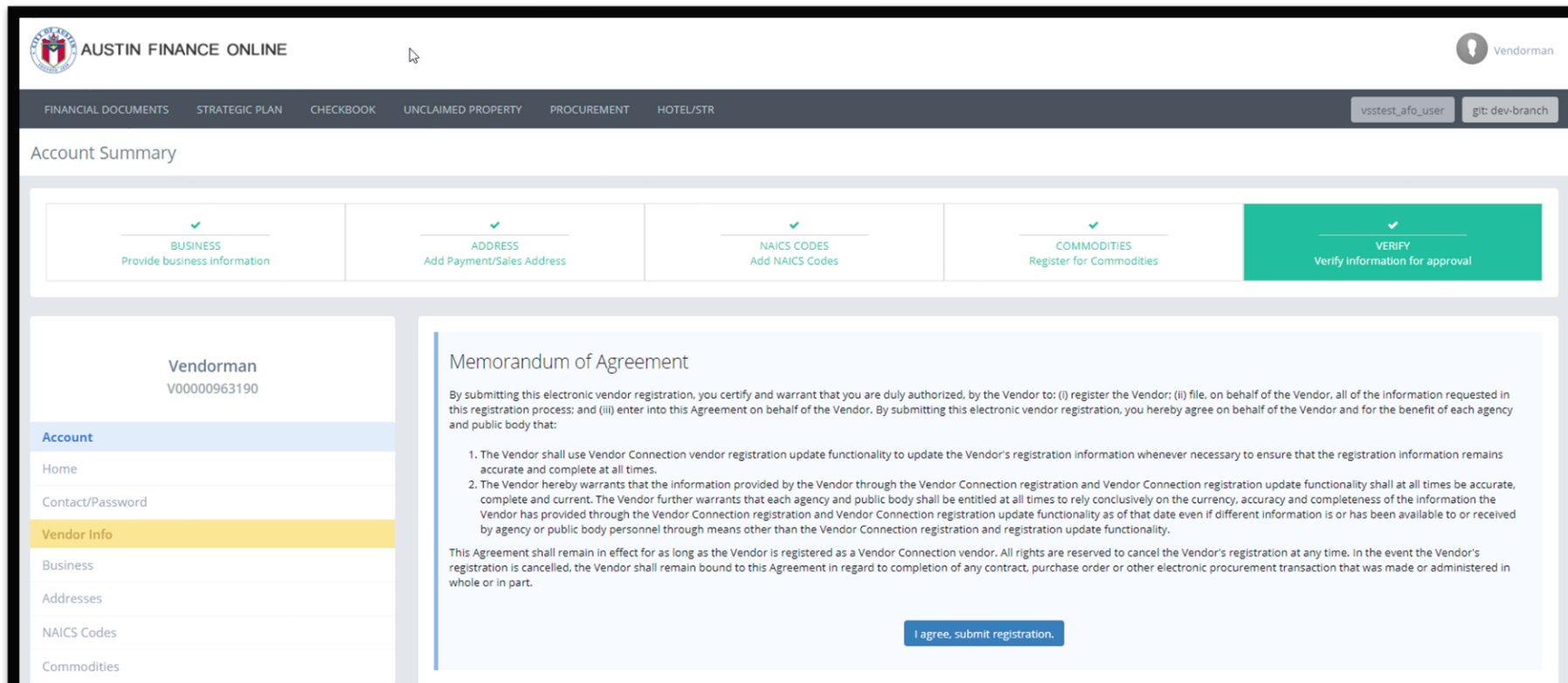
- Provide at least one commodity code. Use the search box to find codes that represent the goods/services you provide.



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

Verify and Submit

- The final step is to verify the information you have provided and agree to the terms prior to submitting for review and approval.
- The Vendor Registration team will review your account. If there are any errors, you will be contacted. If not, your account will be approved, and you will be notified.



The screenshot shows the 'Austin Finance Online' interface for a vendor registration. At the top, the header includes the City of Austin logo, the text 'AUSTIN FINANCE ONLINE', and a user profile for 'Vendorman'. A navigation bar contains links for 'FINANCIAL DOCUMENTS', 'STRATEGIC PLAN', 'CHECKBOOK', 'UNCLAIMED PROPERTY', 'PROCUREMENT', and 'HOTEL/STR'. Below this, there are two buttons: 'vsstest_af0_user' and 'git: dev-branch'.

The main content area is titled 'Account Summary' and features a row of five progress indicators. The first four are labeled 'BUSINESS', 'ADDRESS', 'NAICS CODES', and 'COMMODITIES', each with a green checkmark and a description: 'Provide business information', 'Add Payment/Sales Address', 'Add NAICS Codes', and 'Register for Commodities' respectively. The fifth indicator is labeled 'VERIFY' and 'Verify information for approval', also with a green checkmark, and is highlighted with a green background.

On the left side, there is a sidebar for the user 'Vendorman' with ID 'V00000963190'. It lists menu items: 'Account', 'Home', 'Contact/Password', 'Vendor Info' (highlighted in yellow), 'Business', 'Addresses', 'NAICS Codes', and 'Commodities'.

The right side of the page displays a 'Memorandum of Agreement'. The text states: 'By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:'. It then lists two numbered points regarding the use of Vendor Connection registration update functionality and the accuracy of provided information. At the bottom of the agreement, there is a blue button that reads 'I agree, submit registration.'

Questions

How To Register with the City of Austin

For vendor registration questions, please
contact the Vendor Registration team:

Email: vendor@austintexas.gov

Phone: 512-974-2018

February 28, 2024



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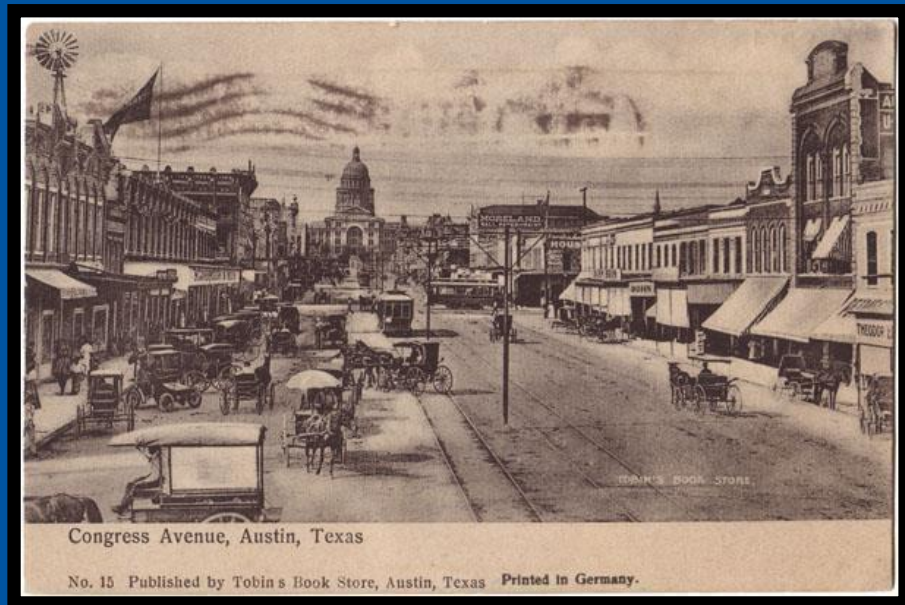
AFO-Policies and Programs



Making Commodity Codes Work for You!

We Need You!

The City of Austin has doubled in size every 20 years since it was founded in 1839. The City cannot provide the required goods and services to the citizens of Austin without the help of our Vendors.





How can I be awarded more contracts and do more business with the City of Austin?



The first step is to ensure you are notified when a new solicitation is published.

Review of Procurement Terms

- **Solicitation:** A request for offers or quotations to provide goods or services to the City. Examples of solicitations types include: Invitation for Bids (IFB), Requests for Proposal (RFP), and Request for Qualifications (RFQS).
- **Contract:** an agreement that creates a legal duty or responsibility between parties, and it is the final authorizing document utilized by the City to procure goods or services from a vendor.

Role of the Procurement Specialist

- The Procurement Specialist is the authorized contact for a solicitation and is responsible for:
 - Creating and publishing the solicitation
 - Collecting bids and proposals
 - Awarding contracts
 - Assisting Vendors with preparing and submitting offers

NOTE: Reach out to the Authorized Contact listed on the Cover Sheet of the Solicitation with any questions or problems.

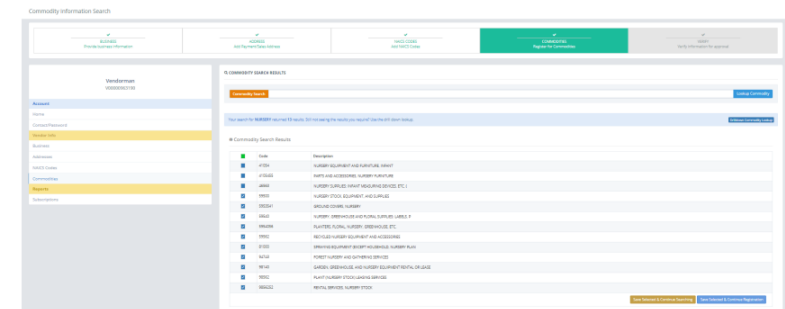
What is a Commodity Code?

- The National Institute for Government Procurement (NIGP) defines a commodity code as a system of words and numbers designed to identify and list commodities or services by classes and subclasses.
- During registration, you must select at least one Commodity Code based on the goods or services your business provides.
- When the Commodity Codes listed match the Commodity Codes chosen by the Procurement Specialist, the Vendor receives a Solicitation Notification message via Email.
- Additional Commodity Codes = Additional Solicitation Notices.

Step Four – Commodity Codes

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

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



Commodity Search Results

Code	Description
4300	COMMODITY GROUP FOR CONTRACTS, LEASES
430001	LEASES AND ACCESSORIES, NUMBER NOT SPECIFIED
430002	NUMBER SPECIFIED, WHAT INCLUDING SERVICE, ETC.
430003	NUMBER SPECIFIED, EQUIPMENT AND SUPPLIES
430004	NUMBER SPECIFIED, SUPPLIES
430005	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430006	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430007	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430008	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430009	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430010	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430011	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430012	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430013	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430014	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430015	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430016	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430017	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430018	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430019	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.
430020	NUMBER SPECIFIED, CONTRACTS, LEASES, ETC.

Get Creative with Commodity Code



- Do not limit yourself by the Commodity Codes you list on your Vendor Profile.
- Get creative with your searches and cast a wide net.
- The Goods or Services you provide may be listed under several different Commodity Codes.



Examples of Commodity Codes



- Example: Your company provides tree trimming services.
- When you registered for the City, you chose Commodity Code 98888 - Tree Trimming and Pruning Services
- Great job, but you may be limiting yourself.

Examples of Getting Creative

- Below are several additional Commodity Codes from the previous example that can also be chosen:

98887 - Tree Trimming, Utility Lines (Energized)

96850 - Leaf, Brush, Tree Limb Collection

96888 - Tree and Shrub Removal Services

96239 - Hauling Services

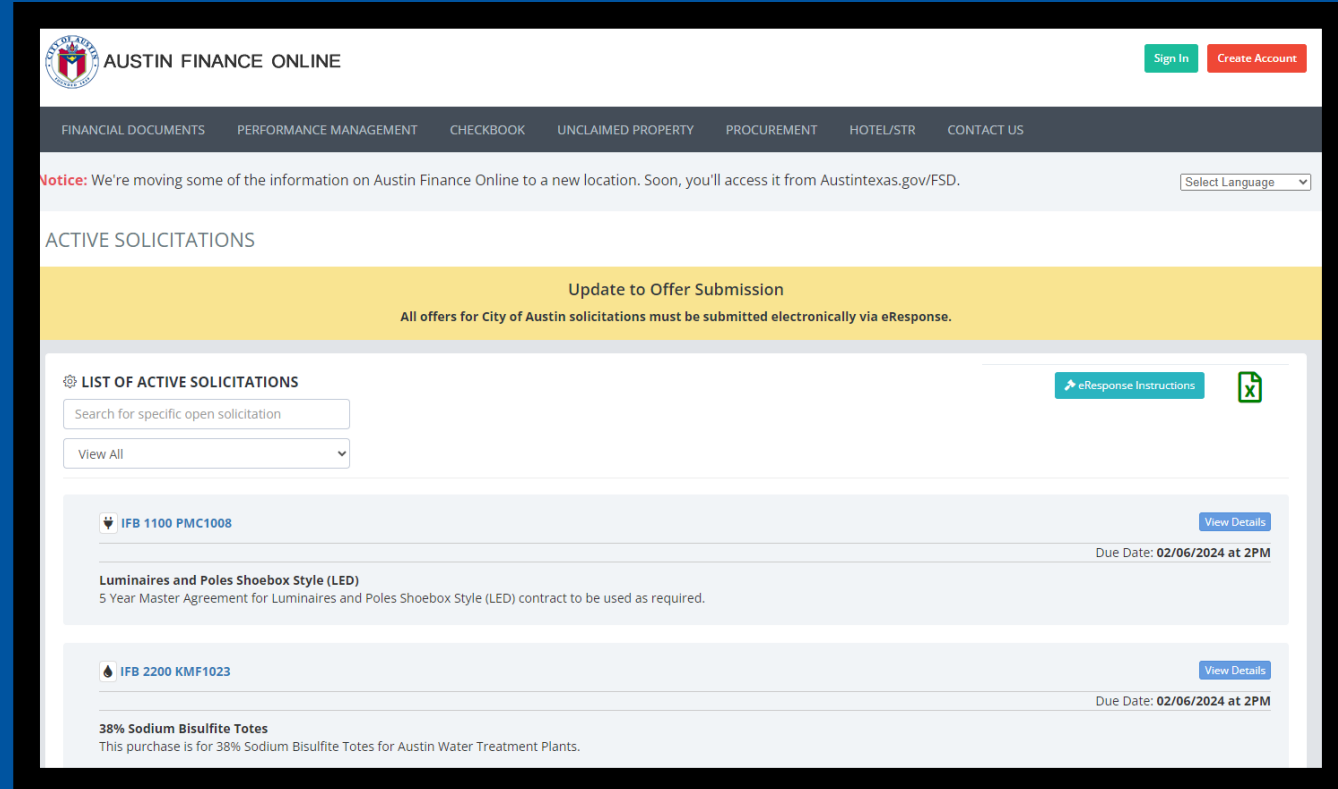
98552 - Landscaping Services

Examples of Getting Creative (Cont.)

- Choose multiple commodity codes that describe the goods or services your company can provide to the City of Austin.
- You can also use the search tools available in the portal to search what commodities other vendors / competitors have registered with.
- The worst thing that can happen will be the receipt of additional solicitation notifications on Monday morning.

Publication of Solicitations

- New solicitations are published on Monday morning at approximately 8:00 am.
- Check your email on Monday mornings to view new solicitation notifications.
- Search Austin Finance Online (AFO) on Monday to view solicitations you might have missed.





The screenshot displays the Austin Finance Online (AFO) website interface. At the top, the header includes the City of Austin logo, the text "AUSTIN FINANCE ONLINE", and "Sign In" and "Create Account" buttons. A navigation menu contains links for "FINANCIAL DOCUMENTS", "PERFORMANCE MANAGEMENT", "CHECKBOOK", "UNCLAIMED PROPERTY", "PROCUREMENT", "HOTEL/STR", and "CONTACT US". A notice banner states: "Notice: We're moving some of the information on Austin Finance Online to a new location. Soon, you'll access it from Austintexas.gov/FSD." Below this, a yellow banner reads "Update to Offer Submission" and "All offers for City of Austin solicitations must be submitted electronically via eResponse." The main content area is titled "LIST OF ACTIVE SOLICITATIONS" and features a search bar, a "View All" dropdown, and an "eResponse Instructions" button. Two active solicitations are listed:

Solicitation ID	Description	Due Date
IFB 1100 PMC1008	Luminaires and Poles Shoebox Style (LED) 5 Year Master Agreement for Luminaires and Poles Shoebox Style (LED) contract to be used as required.	02/06/2024 at 2PM
IFB 2200 KMF1023	38% Sodium Bisulfite Totes This purchase is for 38% Sodium Bisulfite Totes for Austin Water Treatment Plants.	02/06/2024 at 2PM

Solicitation Notice



City of Austin New Solicitation Notice - RFP 7200 PAT3005 Rev 0

 purchinfo@austintexas.gov
To  Trimble, Paul

  Reply  Reply All  Forward  

Mon 6/26/2023 8:04 AM

City of Austin
New Solicitation Notice
6/26/2023 8:04 AM

Type:	REQUEST FOR PROPOSALS
Solicitation No:	RFP 7200 PAT3005
Classification:	Other
Description:	Tenant Relocation Nexus Study
Publish Date/Time:	6/26/2023 7:20 AM
Closing Date/Time:	7/18/2023 2:00 PM

Update to Solicitation Offer Submission

Beginning Sunday October 1, 2023, all Offers for City of Austin solicitations must be submitted electronically via eResponse.

This message is to notify you that a *solicitation has been published*. You have been notified because your company registered for one or more commodities matching this solicitation with the City of Austin, or has been identified by the City of Austin as a potential Offeror for this solicitation.

[Click here](#) to see information about this solicitation.

You will not receive any additional information about this solicitation unless you subscribe to it through Vendor Connection.

Subscription only requires a contact name and valid email address, and allows you to manage your account and download documents necessary to place bids for solicitations. Registration requires more detail, and is necessary for a bidder to receive an award from the city.

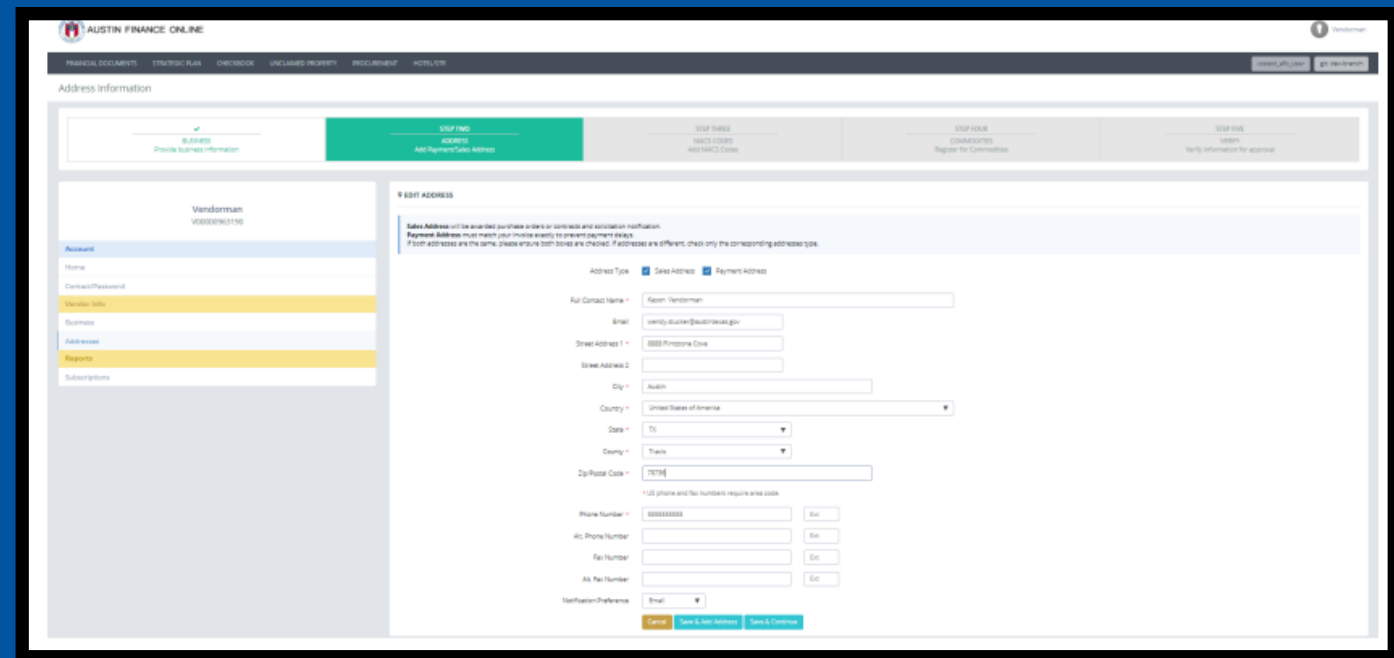
For assistance with accessing solicitation information or subscribing to a solicitation, please contact the Purchasing Office at PurchInfo@austintexas.gov or phone (512) 974-2500.

About Vendor Registration:

To create or manage your vendor account in Vendor Connection, [click here](#). You will be able to update account information including: contacts, addresses, and commodity code selection. If you have questions about your vendor account, please contact Vendor Registration at VendorReg@austintexas.gov or phone (512) 974-2018.

Ensure You Receive Solicitation Notices

- Ensure the email address that is listed in your Vendor Profile is correct.
- Create a generic email address for all incoming solicitations, such as sales@abc.com
- Check your Spam/Junk Mailbox to search for solicitation notifications.



Reminders



- The City needs vendors to provide goods and services to the citizens of Austin.
- The Commodity Codes selected by vendors determine the distribution list for solicitation notifications.
- For questions or problems with solicitations, reach out to the Authorized Contact Person listed on the Cover Sheet.
- Good Luck!!

IDENTIFICATION	
Number	RFP 7200 PAT3005
Title	Tenant Relocation Nexus Study
Summary	Solicitation for a Tenant Relocation Nexus Study to determine the impact to the City from redevelopment of multifamily buildings or mobile home parks used by low-income households. This study is required to determine the appropriateness of a fee to recover the City's costs to provide rehousing services when redevelopment activities cause displacement of tenants.
Type	Request for Proposals (RFP)
Version (Addenda)	0

AUTHORIZED CONTACT PERSONS	
Primary	Paul Trimble, Procurement Specialist III; (512) 974-1714; paul.trimble@austintexas.gov
Secondary	Sam Hernandez, Supervisor II, Contract Management; (512) 974-3742; samuel.hernandez@austintexas.gov
Subcontractor Questions	Small Minority Business Resources Department; (512) 974-7600; SMBRComplianceDocuments@austintexas.gov
Notes	See Solicitation Instructions, Paragraph 3.1 - Authorized Contact Persons.

Questions

Making Commodity Codes Work for You

For commodity code questions, please
contact Paul Trimble:

Email: paul.trimble@austintexas.gov

Phone: 512-974-1714

February 28, 2024



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AFO-Policies and Programs