How to Register as a Vendor with the City of St. Petersburg

Thank you for your interest in becoming a registered vendor. The registration process consists of two steps:
Step 1
• Go to the homepage of Purchasing & Materials Management on the City’s site: www.stpete.org/purchase
• Click on Become a City Supplier located in the left menu
• Click on Supplier Registration Form located in the middle of the page
• Enter the required information and click on Submit Step 1

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<th>Company Details</th>
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<td><strong>Company Name</strong></td>
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<td><strong>Taxpayer ID</strong></td>
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**Note**
- **Note to Approver** |
Once your application is reviewed and approved, you will receive the following approval email confirmation.

From: FRDD Workflow Mailer [mailto:regapproval@stpete.org]
Sent: Thursday, June 17, 2010 8:48 AM
To: Keith Hoffsden
Subject: FYI: City of St. Petersburg Supplier Collaboration Network: Registration Approval

To: KEITH HODSSEN
Date: 7-14-2010 6:48:35
ID: 4699743

Your request to register with City of St. Petersburg for access to their supplier collaboration network has been approved. You can now log on to your Oracle Applications system using your username (KEITH HODSSEN@MWNSOFT.COM) and the temporary password RuLDE4. When you logon for the first time, you will be required to change your password for security purposes.

"NOTE: It is important that you complete Step 2 of the registration process now by selecting the products and services you offer, per instructions below:"

1. Please log in, click the ADMIN tab on the top right, click “Products and Services” on the left hand navigation list, click the “Add” button, and click the “Search for Specific Products & Services” button on the page that follows.

2. To complete the process, enter applicable keyword(s) in the “Description” field with "%" as a wildcard before and/or after the keyword.

3. Select all applicable results and click “Apply.”

When a bid opportunity arises, a Procurement Analyst will query the database to identify companies that match the commodity or service being sourced

If you have any further questions or require additional information then contact the Purchasing Department at (727) 832-2220 or email registration@stpete.org. Thank you.
Step 2
In the approval email confirmation, click on Oracle Application Systems to log into your profile.
• To log into your profile, enter your username and temporary password provided in the approval email confirmation.
• Upon logging in, you will be required to change your password
- Once logged into Supplier Collaboration Full Access, your homepage will appear.
- Click on the Admin tab to begin updating your profile
- Click on Products and Services located on the left side
• Click on the Add button to continue
Click on Search for Specific Products & Services
• Enter a keyword in the Description field with % (percent sign) before and after the keyword, then click on go. (Example: %CARPET%)
• Pick and choose those codes that apply to your company by clicking on Applicable and then Apply.
• On the next screen, you will see confirmation for the Products and/or Services you have added
• Click on Return to Products and Services to continue searching
• Please remember to update your Address Book and Contact Directory (located on the left side) before logging out of your profile.

For assistance with the registration process, please contact:

Evelina Romero
Purchasing & Materials Management
Phone: 727-893-7221
Fax: 727-892-5325
e-mail: evelina.romero@stpete.org