

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

OPERATE A BUSINESS?
ST. PETERSBURG
NEEDS YOU!



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

The screenshot displays the website for Purchasing & Materials Management. The browser window title is "Purchasing & Materials Management - Windows Internet Explorer". The address bar shows the URL "http://www.stpete.org/purchase/index.asp". The page features a blue header with the city logo and navigation tabs for residents, visitors, business, city government, eServices, accessibility, news, and site map. A left sidebar contains a search bar and a menu with "Become a City Supplier" highlighted. The main content area is titled "PURCHASING & MATERIALS MANAGEMENT" and includes a paragraph about city procurement, a graphic that says "OPERATE A BUSINESS? ST. PETERSBURG NEEDS YOU!", and a list of actions for interested parties. A right sidebar provides office hours, location, and contact information. An "AWARDS" section with an image is at the bottom right. The status bar at the bottom shows "Error on page." and "Local intranet".

Purchasing & Materials Management

The city buys a wide array of supplies, services and construction. If you operate a business, small or large, the city of St. Petersburg would like to hear from you. The city does business with companies across the nation and beyond, but is especially interested in working with **local businesses**.

OPERATE A BUSINESS? ST. PETERSBURG NEEDS YOU!

What to do if you're interested:

- **Look** at current Bid Opportunities: www.stpete.org/CurrentBids
- **Learn** about City Contracts: www.stpete.org/purchase/citycontracts.asp
- **Register** to become a city supplier: www.stpete.org/purchase/supplier_registration.asp
- **Qualify** to become a St. Petersburg certified small business.

Purchasing

Office Hours:
9:00 a.m. to 5:00 p.m.
Monday through Friday

Location:
Purchasing and Materials Management
Municipal Services Center, 5th Floor
One 4th Street North
St. Petersburg, FL 33701

Tel: 727-892-7220 Fax: 727-892-5325

AWARDS:

- Click on Supplier Registration Form located in the middle of the page

Purchasing and Materials Management Modified: Jan 7, 2011 10:15 AM

BECOME A CITY SUPPLIER

Supplier Registration will be unavailable on Saturday, January 8 from 5pm - 10pm

The first step in doing business with the city is registering as a supplier. To do so, simply complete our Supplier Registration Form. When you register, your company is added to our Supplier Database. The Supplier Database is used to process payments as well as identify potential suppliers who may be invited to participate in the city's sourcing/bid selection process.

If you are a sole proprietor, you MUST complete the W-9 Form and email to registration@stpete.org or fax to (727) 892-5325 before your registration can be approved.

To learn more, browse the topics below:

- [The Registration Process](#)
- [Supplier Registration Form](#)
- [W-9 Form](#)
- [iSupplier Portal \(for previously registered suppliers only\)](#)
- [Supplier Guide](#)
- [ePayables](#)
- [Product Evaluation Request Form](#)
- [New Supplier Orientation](#)

Pursuant to Florida Statue 119.071 Social Security Numbers collected from registrants are used for identification, verification and tax reporting purposes.

Purchasing

Office Hours:
8:00 a.m. to 5:00 p.m.
Monday through Friday

Location:
Purchasing & Materials Management
Municipal Services Center, 5th Floor
One 4th Street North
St. Petersburg, FL 33701

Tel: 727-893-7220 **Fax:** 727-892-5325

STAY CONNECTED

Done Local intranet 100%

- Enter the required information and click on Submit Step 1

Supplier Registration - Windows Internet Explorer

https://athena.stpete.org/OA_HTML/OA.jsp?page=/oracle/apps/pos/suppreg/webui/PosSRegPG&OAH=POS_GUEST

Supplier Registration

st.petersburg
www.stpete.org

iSupplier Portal

Supplier Registration

Please enter the details for your company and then press **Submit Step 1** to submit your request. At least one tax id is required to complete the registration.

* Indicates required field

Company Details

Enter the details for your company and provide an address that is suitable for receiving RFQ documents:

* Company Name

* Taxpayer ID
TaxID xxx-xxxxxxx, SS# xxx-xx-xxxx

Tax Registration Number

DUNS Number

* Address Name
Address name is the city your company is located in

Country

* Address

* City/Town/Locality

County

* State/Region
Enter a valid 2 letter abbreviation ex. FL

Province

* Postal Code

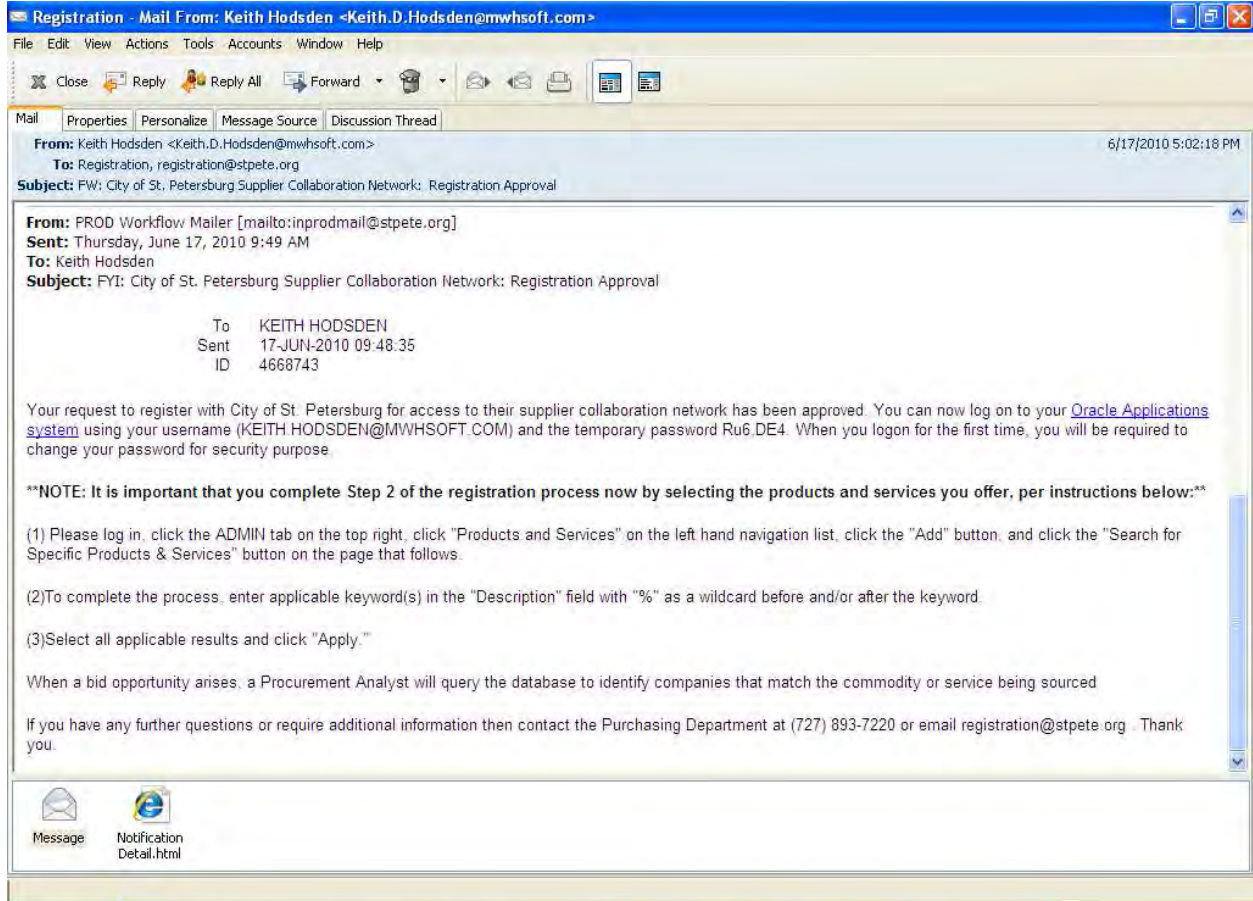
Note

Note to Approver

Submit Step 1

Done Local intranet 100%

- Once your application is reviewed and approved, you will receive the following approval email confirmation.



Step 2

- In the approval email confirmation, click on Oracle Application Systems to log into your profile

Registration - Mail From: Keith Hodsden <Keith.D.Hodsden@mwhsoft.com>

File Edit View Actions Tools Accounts Window Help

Close Reply Reply All Forward

Mail Properties Personalize Message Source Discussion Thread

From: Keith Hodsden <Keith.D.Hodsden@mwhsoft.com> 6/17/2010 5:02:18 PM
To: Registration, registration@stpete.org
Subject: FW: City of St. Petersburg Supplier Collaboration Network: Registration Approval

From: PROD Workflow Mailer [mailto:inprodmail@stpete.org]
Sent: Thursday, June 17, 2010 9:49 AM
To: Keith Hodsden
Subject: FYI: City of St. Petersburg Supplier Collaboration Network: Registration Approval

To KEITH HODSDEN
Sent 17-JUN-2010 09:48:35
ID 4668743

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.HODSDEN@MWHOSOFT.COM) and the temporary password Ru6 DE4. When you logon for the first time, you will be required to change your password for security purpose.

****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.

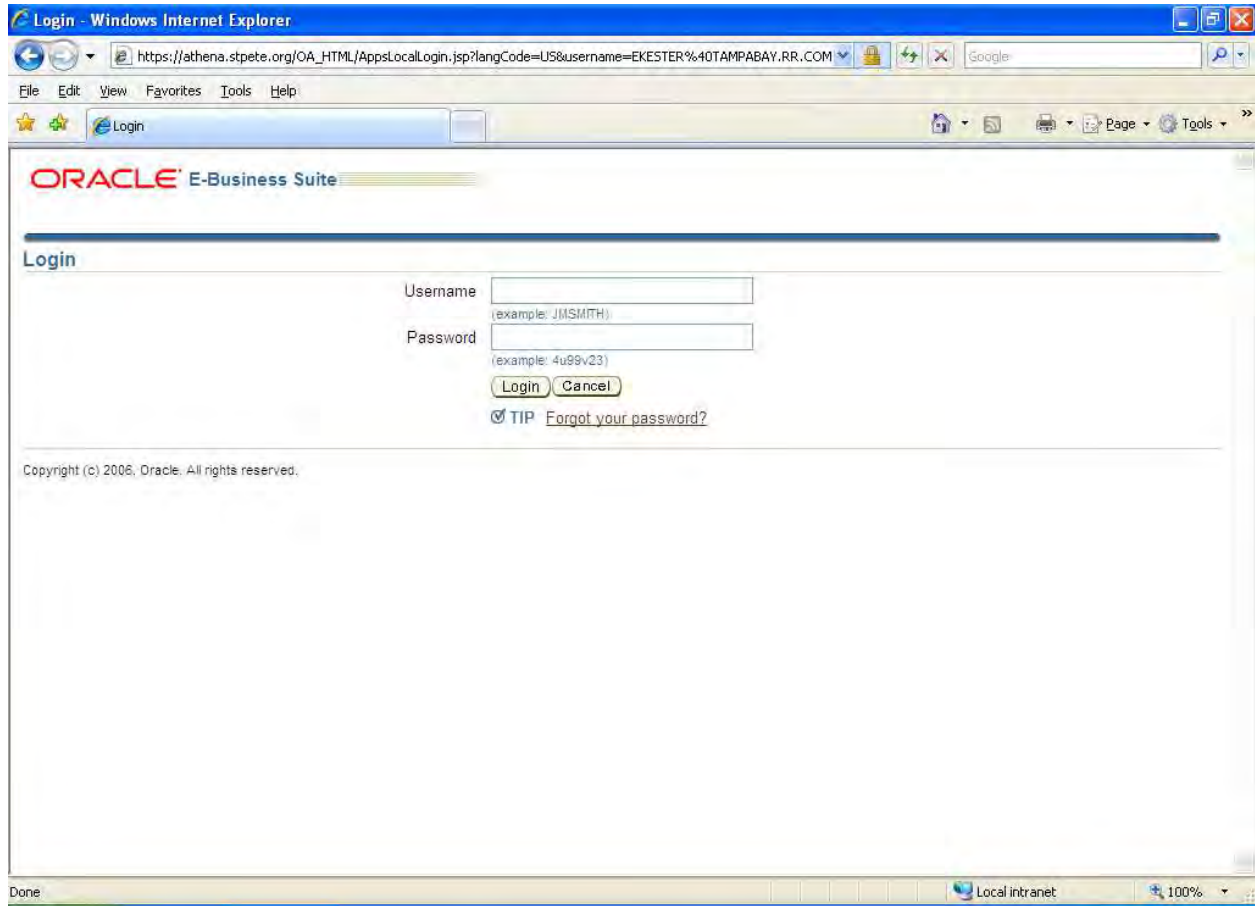
(3) Select all applicable results and click "Apply."

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) 893-7220 or email registration@stpete.org. Thank you.

Message Notification Detail.html

- 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

Supplier Collaboration

Home Logout Preferences Help

Home Orders Shipments Negotiations Planning Account Product Admin

Search PO Number Go

Notifications [Full List](#)

Subject	Date
No results found.	

Responses To Negotiations [Full List](#)

Response	Status	Negotiation Title	Time Left
No results found.			

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
No results found.		

Planning
Forecast Schedules

Negotiation
[Invitations](#)
[Responses](#)

Orders
[Agreements](#)
[Purchase Orders](#)
[Purchase History](#)

Shipments
[Delivery Schedules](#)
[Overdue Receipts](#)
[Advance Shipment Notices](#)

Receipts
[Receipts](#)
[Returns](#)
[On-Time Performance](#)

Invoices
[Invoices](#)

Payments
[Payments](#)

Local intranet 100%

- Click on Products and Services located on the left side

The screenshot shows a web browser window titled "Supplier Details - Windows Internet Explorer". The address bar shows the URL: https://athena.stpete.org/OA_HTML/OA.jsp?page=/oracle/apps/pos/profile/webui/SupDetailsPG&_ri=177&OASF=PO:

The page header includes the logo for "st.petersburg www.stpete.org" and the text "Supplier Collaboration". Navigation tabs include Home, Orders, Shipments, Negotiations, Planning, Account, Product, and Admin. A "Profile Management" sidebar on the left contains links for Supplier Details, Address Book, Contact Directory, Business Classifications, Products and Services (highlighted with an arrow), Bank Accounts, and User Accounts.

The main content area is titled "Supplier Details" and displays the following information:

- Supplier Name: KESTER'S OFFICE MACHINES, INC.
- Supplier Number: 118808
- Taxpayer ID: 59-2002135
- Tax Registration Number: 62-8012067314-47
- DUNS Number: (blank)

There is a "New to Supplier Profile Management?" box with the text: "Using the profile management features, you can manage key information about your company. [Learn more](#)."

The "Attachments" section includes a search box with the text: "Please enter your search criteria and select the 'Go' button to see the result. Note that the search is case insensitive." Below the search box is a "Go" button and a link for "Show More Search Options".

Below the search box is an "Add Attachments" button and a table with the following columns: File Name, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows "No results found."

The footer contains navigation links: Home | Orders | Shipments | Negotiations | Planning | Account | Product | Admin | Home | Logout | Preferences | Help, and a "Privacy Statement" link. Copyright information: Copyright (c) 2006, Oracle. All rights reserved.

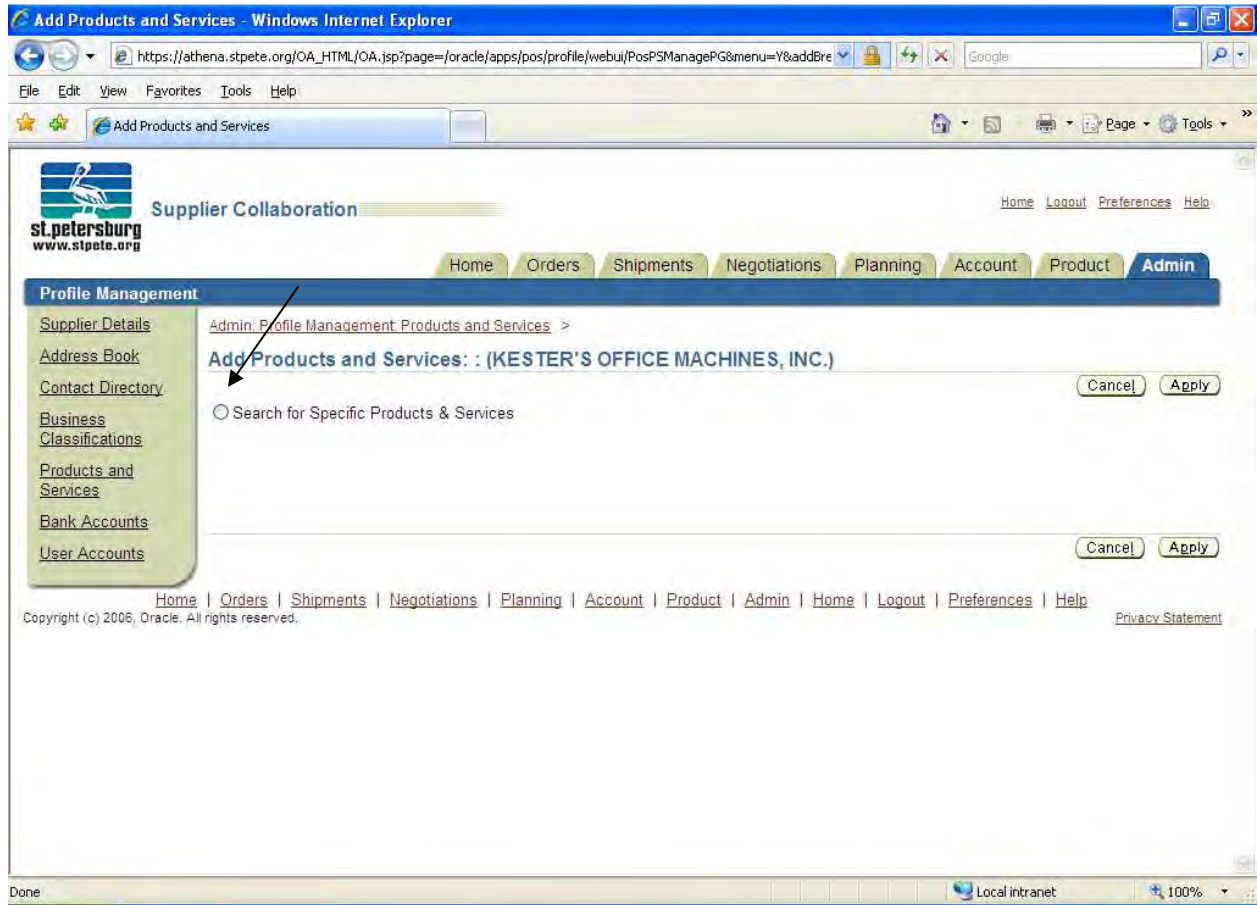
- Click on the Add button to continue

The screenshot shows a web browser window titled "Products and Services - Windows Internet Explorer". The address bar contains the URL: https://athena.stpete.org/OA_HTML/OA.jsp?page=/oracle/apps/pos/profile/webui/PosPSManagePG&menu=Y&addBre. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content features the "Supplier Collaboration" logo for "st.petersburg www.stpete.org" and a navigation menu with links for Home, Logout, Preferences, and Help. Below the logo is a secondary navigation bar with buttons for Home, Orders, Shipments, Negotiations, Planning, Account, Product, and Admin. A "Profile Management" sidebar on the left lists links for Supplier Details, Address Book, Contact Directory, Business Classifications, Products and Services (highlighted), Bank Accounts, and User Accounts. The main content area is titled "Products and Services" and contains an "Add" button with an arrow pointing to it. Below the button is a table with the following structure:

Select Code	Products and Services	Effective Date	View Sub-Category
No results found.			

At the bottom of the page, there is a footer with navigation links: Home | Orders | Shipments | Negotiations | Planning | Account | Product | Admin | Home | Logout | Preferences | Help. Below this is the copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a link for "Privacy Statement". The browser's status bar at the bottom shows "Local intranet" and "100%" zoom.

- 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%)

st.petersburg
www.stpete.org

Supplier Collaboration

Home Logout Preferences Help

Home Orders Shipments Negotiations Planning Account Product Admin

Profile Management

Admin: Profile Management Products and Services > Products and Services >

Add Products and Services : (KESTER'S OFFICE MACHINES, INC.)

Cancel Apply

Search for Specific Products & Services

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code

Description

Go Clear

Code	Description	Applicable
No search conducted.		

Cancel Apply

Home | Orders | Shipments | Negotiations | Planning | Account | Product | Admin | Home | Logout | Preferences | Help

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Done. Local intranet 100%

- Pick and choose those codes that apply to your company by clicking on Applicable and then Apply.

The screenshot displays the 'Add Products and Services' web application. The search criteria are as follows:

Code	Description	Applicable
910.09	Building Maintenance, Installation And Repair Services.Carpet Cleaning, Dyeing, Installation and Repair	<input type="checkbox"/>
360.11	Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies.Carpet and Rug Mills	<input type="checkbox"/>
360.10	Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies.Carpets and Rugs: Cotton, Synthetic, Wool, etc.	<input type="checkbox"/>
360.30	Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies.Padding and Cushioning, Carpet	<input type="checkbox"/>
360.50	Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies.Runners, Carpet and Fabric	<input type="checkbox"/>
360.76	Floor Covering, Floor Covering Installation And Removal Equipment, And Supplies.Tile, Carpet	<input type="checkbox"/>
365.15	Floor Maintenance Machines, Parts And Accessories.Carpet Cleaning Machines (Foam, Hot Water, Steam, etc.), Parts and Accessories	<input type="checkbox"/>
445.13	Hand Tools (Powered And Non-Powered), Accessories And Supplies.Carpet Laying Tools (Including Knee Pads)	<input type="checkbox"/>
485.73	Janitorial Supplies, General Line.Protectant (For Furniture, Carpet, Fabrics, etc.)	<input type="checkbox"/>
485.78	Janitorial Supplies, General Line.Rug and Carpet Shampoo and Spot Remover (Including Deodorizers)	<input type="checkbox"/>

Navigation links at the bottom: Home | Orders | Shipments | Negotiations | Planning | Account | Product | Admin | Home | Logout | Preferences | Help

- 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

The screenshot shows a web browser window titled "Confirmation - Windows Internet Explorer". The address bar contains the URL: https://athena.stpete.org/OA_HTML/OA.jsp?page=/oracle/apps/pos/profile/webui/PosPSNewPSPG&OASF=POS_PS_N. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content features the "st.petersburg" logo and "Supplier Collaboration" header. A navigation menu includes Home, Orders, Shipments, Negotiations, Planning, Account, Product, and Admin. A "Profile Management" sidebar lists links for Supplier Details, Address Book, Contact Directory, Business Classifications, Products and Services, Bank Accounts, and User Accounts. The main content area is titled "Confirmation" and displays the message: "The following Product and Service categories have been added to your profile." followed by a bulleted list: "Building Maintenance, Installation And Repair Services. Janitorial/Custodial Services". Below this list is a link "Return to Products and Services" with an arrow pointing to it. The footer contains navigation links (Home, Orders, Shipments, Negotiations, Planning, Account, Product, Admin, Home, Logout, Preferences, Help), copyright information "Copyright (c) 2006, Oracle. All rights reserved.", and a "Privacy Statement" link. The browser's status bar at the bottom shows "Done", "Local intranet", and "100%" zoom.

- Please remember to update your Address Book and Contact Directory (located on the left side) before logging out of your profile.

The screenshot shows the 'Supplier Collaboration' web application interface. The browser title is 'Supplier Details - Windows Internet Explorer'. The URL is 'https://athena.stpete.org/OA_HTML/OA.jsp?page=/oracle/apps/pos/profile/webui/SupDetailsPG&_ri=177&OA3F=PO:'. The page features a navigation bar with 'Home', 'Orders', 'Shipments', 'Negotiations', 'Planning', 'Account', 'Product', and 'Admin'. A sidebar on the left contains 'Supplier Details', 'Address Book', 'Contact Directory', 'Business Classifications', 'Products and Services', 'Bank Accounts', and 'User Accounts'. The main content area displays 'Supplier Details' for 'KESTER'S OFFICE MACHINES, INC.' with fields for Supplier Number (118808), Taxpayer ID (59-2002135), Tax Registration Number (62-8012067314.47), and DUNS Number. Below this is a search section and an 'Attachments' table with columns: File Name, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows 'No results found.' The footer includes copyright information for Oracle (2006) and a 'Privacy Statement' link.

For assistance with the registration process, please contact:

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