



To begin the registration process, go to:

Note: Vendor Registration is a 2-Step Process

<http://www.sanantonio.gov/purchasing/saeps.aspx>

Click on New Vendor Registration

NEW VENDOR REGISTRATION

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NEW VENDOR REGISTRATION

NEW VENDOR REGISTRATION

Visit the San Antonio Electronic Procurement System (SAePS) Portal to register and complete all fields noted with a red asterisk



To begin the vendor registration process (Step 1), click below.



NOTE: Only one account is allowed per vendor and only one e-mail address can be designated for bid notifications and password resets. Please make sure that this e-mail address belongs to the person who is best able to respond directly to solicitations or distribute the information to the appropriate person in

Connect with the
PURCHASING DIVISION



FEATURED ITEMS

SCT REGIONAL CERTIFICATION AGENCY



Need to be certified as a disadvantaged, minority, woman, or veteran owned business? >

SMALL BUSINESS DEVELOPMENT



Find information about the SBEDA program >

Step 1: Vendor Pre-Registration Form

Enter the required information under Company Details, Administration Contact Details, and Address Details. Then click the box certifying information is correct and click **Submit**.

The following information is required to initiate the vendor registration process

* Required Entry

Company Details

Name of Company *	<input type="text"/>
D-U-N-S Number	<input type="text"/>
Federal Tax ID *	<input type="text"/>
Type *	<input type="text"/>
Language *	<input type="text" value="English"/>

Administration Contact Details

The contact information and email address provided will receive all procurement communications including bid solicitations.

Title *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
E-Mail Address *	<input type="text"/>
Telephone *	<input type="text"/>
Extension	<input type="text"/>
Fax *	<input type="text"/>
Extension	<input type="text"/>

Address Details

Street Number *	<input type="text"/>	Street Name *	<input type="text"/>
Building	<input type="text"/>		
Floor	<input type="text"/>	Room Number	<input type="text"/>
Postal Code *	<input type="text"/>	City *	<input type="text"/>
State	<input type="text"/>	Country *	<input type="text" value="Please choose"/>
P.O. Box	<input type="text"/>	PO Box Postal Code	<input type="text"/>
PO Box City and State	<input type="text"/>	PO Box Country	<input type="text" value="Please choose"/>

Data Privacy Statement

I understand that I am receiving a vendor registration number from the City of San Antonio. This number allows the City of San Antonio to recognize me or my company in their financial software system. This number does not mean that I am an awarded vendor. To become an awarded vendor I must comply with all the City of San Antonio policies regarding such. I further understand that my vendor registration number can be revoked at anytime if I do not follow all applicable City of San Antonio policies, related procedures and all applicable federal and State laws. I further understand that it is my responsibility to have knowledge of all applicable federal and State laws and any changes that may occur.

The City seeks to maximize participation of small, minority, and women-owned business on contracts. To assist in achieving desired levels of participation, contact information, NIGP codes and certifications for registered vendors may be made accessible on the City of San Antonio website. I understand that the City will have no control over how this information is used or its further dissemination by the public or other vendors, and I hereby release and discharge City from any liability for damages incurred therefrom.

certify that the information that I am supplying is true and correct and that it is my obligation to notify City of San Antonio if any information changes and that I have read the data privacy statement listed above.

You will receive the following message after you click **Submit** to confirm your submission. You can then close the browser window.

Vendor Submission Confirmation

Thank you. You have just completed the first step in the City of San Antonio vendor registration process. An email will be sent to you shortly with confirmation of this submission. If you do not receive an email please check your junk email folder prior to contacting the Vendor Support at 210-207-0118 or by email at vendors@sanantonio.gov

* You may now close the browser window

You will receive the following email confirming that the pre-registration information was received.

From: COSA DV1 Registration [ROS@dv1.sus.sanantonio.gov]

Sent: Tue 8/30/2011 8:55 AM

To: Cynthia Gomez

Cc:

Subject: COSA_Q02

The City of San Antonio has successfully received your pre-registration information and is processing your registration. Please allow two business days to receive your User ID and Password.

Please visit our NIGP Code lookup page by clicking on the link below, to identify possible 5 digit NIGP Commodity Codes for goods or services your company is able to provide. Upon receiving your User ID and Password you must enter the NIGP Codes your company is able to provide to ensure you receive the City of San Antonio solicitation notices for these goods or services.

<https://webapps.sanantonio.gov/NIGPCodes/>

For assistance, please call Vendor Support at (210) 207-0118 or e-mail us at vendors@sanantonio.gov .

Important Information to update in SAePS Portal

The following fields are important to complete in the portal as they will pertain to how the City of San Antonio will evaluate your company and how you will receive your solicitations.

- Spend Categories: These are the 5-digit NIGP Commodity Codes you will enter for the type of goods/services you are able to provide. Please only select the commodities your company can provide. If you need help identifying your NIGP Codes, please refer to the following links: <https://webapps.sanantonio.gov/NIGPCodes/> and http://www.window.state.tx.us/procurement/com_book/
- Vendor Information: This section has additional questions pertaining to your company.
- Security Question & Password: Under User Profile, you can create a security question and password for password resets.
- SRM User Setting: Validate the information in this section is correct especially the email. The email provided here is where all solicitations will go. NOTE: Only one User ID can be used per vendor. Setting up a general email address is recommended for multi-use.

You will receive the following email with your User ID and temporary password.

From: Cynthia Gomez [mailto:vendors@sanantonio.gov]
Sent: Monday, September 12, 2011 9:51 PM
To: Olga Bennett
Subject: COSA Vendor Log-on Information

We are pleased to welcome your company as a potential vendor in the San Antonio eProcurement System (SAePS) portal.

Your User ID is: V10007951
Your temporary password is: T5836Vht

To access the [SAePS Portal](#), or cut and paste <https://supplierservice.sanantonio.gov> into the address bar of your browser. You may want to create a favorite or bookmark for this web address for future use.

Log into the system using the User ID and temporary password. The first time you log into the system, you will be prompted to change your temporary password. Please note your password must contain a minimum of 8 characters, and at least:

- 1 uppercase letter
- 1 lowercase letter
- 1 number

Upon accessing the SAePS portal, it is very important that you create a security question and answer. They will be necessary in the event you need to reset your password in the future, as the City will not reset passwords via email or telephone. Additionally, please enter the required information by clicking on each of the SPEND CATEGORIES and VENDOR INFORMATION tabs within your profile.

NIGP codes, also referred to as spend categories, assist us to better understand the types of goods or services you are interested in providing to the City. We encourage you to research these codes thoroughly and include all applicable codes to ensure you receive bid notifications when the City is interested in purchasing these specific goods or services.

For assistance with navigating in the SAePS portal, please use the [SAePS Vendor Guide](#), or cut and paste http://www.sanantonio.gov/Purchasing/SAePS_help_guides.aspx into the address bar of your web browser.

The City of San Antonio requires successfully awarded vendors to submit your W-9. Please submit a copy of your W-9 via email to vendors@sanantonio.com or fax: 210-207-9778.

For assistance, please call Vendor Support at 210-207-0118 or email vendors@sanantonio.gov .



After receiving the email with your User ID and temporary password, follow the instructions in the email and use this information to access the SAePS Portal.

NOTE: If you receive “User authentication failed” error, copy and paste the password again, ensuring no extra spaces are copied.



User ID *

Password *

Supplier Logon Problems? [Get Support](#)

Enter permanent username
(Vxxxxxxx)

Enter temporary password
provided in email

Access to this system is limited to authorized users only. Unauthorized access to the system, the unauthorized use of an account, or the unauthorized use of a password are criminal offenses under Section 33.02 Texas Penal Code.



The system will prompt you to change your password. After entering and confirming the new password, click **Change**.



i Password has expired

Change Password

User ID	<input type="text" value="V10000133"/>
Old Password *	<input type="password"/>
New Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
	<input type="button" value="Change"/> <input type="button" value="Cancel"/>

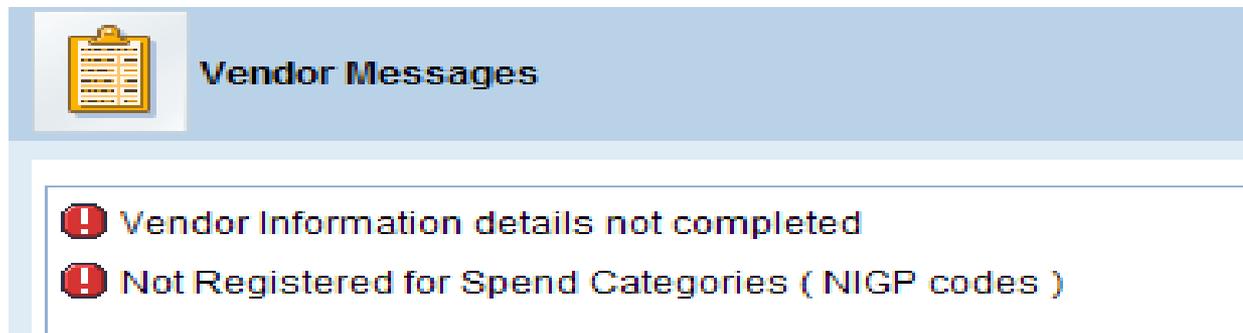
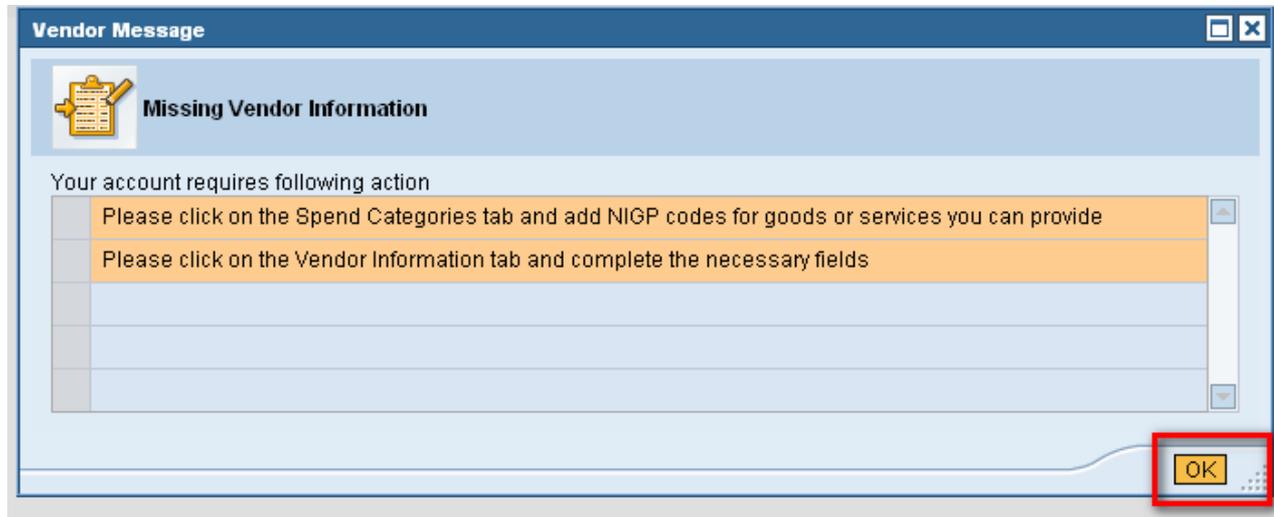
Old Password: use temporary password provided in email

Generate new password for SAePS Portal (Password must be a minimum of 8 characters in length (containing 3 letters, 1 uppercase letter and 1 lowercase letter, and 2 numbers))



Missing Vendor Information

Your initial login will display a message with actions required to complete your registration. Click **Ok**.



To make resetting your password easier, setup a security question and answer by clicking on **Personalization, Portal Personalization, and then User Profile**. Then click **Modify**.

The screenshot shows the Bidder User Profile page. At the top, there is a search bar with a 'Search' button and a link to 'Advanced Search'. Below this is a navigation bar with 'Home', 'Overview', 'Vendor Information', and 'Spend Categories'. The main heading is 'User Profile'. On the left, a 'Detailed Navigation' menu is visible, with 'Personalization' and 'Portal Personalization' (containing 'User Profile') highlighted with red boxes. A 'Modify' button is also highlighted with a red box. The main content area has four tabs: 'General Information', 'Contact Information', 'Additional Information', and 'User Mapping for System Access'. The 'General Information' tab is active, showing the following details:

Logon ID:	V10001352
Last Name:	Gomez
First Name:	Cyndy
E-Mail Address:	cynthia.gomez@sanantonio.gov
Form of Address:	
Language:	
Activate Accessibility Feature:	<input type="checkbox"/>
Company:	COSA_SUPPLIERS
Security Policy:	Default

Enter a security question and an answer. Verify/enter contact information and click **Save**.
NOTE: The security question must be created as it will be required in the event you have forgotten your password. After entering this information, you will have the ability to click on the “Get Support” link on the portal to reset your password.

The screenshot shows the SAePS User Profile page. The page has a blue header with navigation links: Bidder, Home, Overview, Vendor Information, and Spend Categories. The main content area is titled "User Profile" and contains a "Save" button and a "Cancel" button. Below these are four tabs: General Information, Contact Information, Additional Information, and User Mapping for System Access. The "General Information" tab is active and contains several form fields. A red box highlights the "Save" button with the text "Click Save when completed". A blue box highlights the "Old Password", "Define Password", and "Confirm Password" fields with the text "No action is required in these section unless you are changing the password created at your initial log in for the SAePS portal." A red box highlights the "Security Question" and "Security Answer" fields with the text "Enter a security question of your choice and password". A blue box highlights the "Last Name", "First Name", and "E-Mail Address" fields with the text "The contact information listed will only receive the email for password resets." The "Security Question" field contains "my cats name" and the "Security Answer" field contains "garfield". The "Last Name" field contains "Gomez", the "First Name" field contains "Cyndy", and the "E-Mail Address" field contains "cynthia.gomez@sanant".

Click Save when completed

Save **Cancel**

General Information | Contact Information | Additional Information | User Mapping for System Access

Login ID: * V10001352

Old Password:

Define Password:

Confirm Password:

Security Question: * my cats name

Security Answer: * garfield

Last Name: * Gomez

First Name: Cyndy

E-Mail Address: cynthia.gomez@sanant

Form of Address:

Language:

Activate Accessibility Feature:

Company: COSA_SUPPLIERS

Security Policy: Default

No action is required in these section unless you are changing the password created at your initial log in for the SAePS portal.

Enter a security question of your choice and password

The contact information listed will only receive the email for password resets.

Vendor Information Update

Questions 1 – 13 are pre-populated with information obtained from the initial registration.

Question 14-17 and 21a – 21i are pre-populated. Information is verified by the South Central Texas Regional Certification Agency (SCTRCA). If you are not registered with SCTRCA, the fields will remain blank.

The vendor is required to complete all other questions.

Note: Vendors will not have authorization to make changes to areas that are grayed out. To make changes to question 1 – 13, please submit a letter to vendors@sanantonio.gov requesting the change. Please include the last four digits of your Tax ID number.

If you are registered with SCTRCA and your certifications are not populated, please make sure your Tax ID number is correct with COSA and with SCTRCA.

Please contact vendor support at 210-207-0118 for additional information.



To complete Vendor Information, click on **Vendor Information** and enter the required information under **Headquarter Physical Location**.

Vendor Information | Spend Categories

History, Back Forward

Information updated Successfully for Supplier 0010002035 into Database.

Vendor Information Update

1. COSA Supplier Number:	10002035
2. Legal Entity Name:	New SAsPS
3. Doing Business As (DBA):	
4. Search Term:	
5. Physical Address:	15743 4th Street
6. City:	San Antonio
7. State:	TX
8. Zip Code:	78222
9. Telephone Number:	+12102223333
10. Fax Number:	+12104441234
11. Email Address:	cynthia.gomez@sanantonio.gov
12. Social Security Number:	
13. Federal Employer Identification Number:	12-4574141
14. RCA Certification Number:	
15. RCA Certification Date:	
16. RCA Certification Expiration Date:	
17. Date Last updated from RCA:	
18. Headquarter Physical Location	
18a. Address:	17845 Broadway
18b. City:	San Antonio
18c. State:	TX
18d. Zip Code:	78222
18e. Telephone No. (Area Code):	210-333-4444
18f. Date established:	05/01/1999

Answer questions 19-21 and click Save.

19. SAMSA Physical Location: San Antonio Metropolitan Statistical Area (SAMSA)
is defined as: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson counties. Vendors with multiple SAMSA offices only need to enter one address.

19a. Is the Headquarter located in the SAMSA?: -

No Yes

20. SAMSA Physical Location:

20a. If the vendor is not Headquartered in the SAMSA, does the vendor have any office(s) in the SAMSA? If "Yes" respond 20b through 20g. If "No" skip to 21:

No Yes

20b. Address: -

20c. City: -

20d. State: -

20e. Zip Code: -

20f. State the number of part-time, full-time and contract employees in the SAMSA office(S):

20g. Date SAMSA offices(s) established:

Small Business Economic Development Advocacy Program - Please visit www.sanantonio.gov/edd/SmallBusiness/#SBEDA for more information.

21. Are you certified with the South Central Texas Regional Certification Agency?: Please visit www.sctrca.org for more information:

No Yes

21a. Small Business Enterprise (SBE):

21b. Asian Business Enterprise (ABE):

21c. African American Business Enterprise (AABE):

21d. Hispanic American Business Enterprise (HABE):

21e. Native American Business Enterprise (NABE):

21f. Women Business Enterprise (WBE):

21g. Disadvantage Business Enterprise (DBE):

21h. Emerging SBE (ESBE):

21i. Minority Business Enterprise (MBE) and:

21j. Airport Concessionaire Disadvantaged Business Enterprise (ACDBE):

21k. If you are HUBZone certified, please indicate certification number:

Any information captured in this registry will not preclude the registrant from responding to COSA solicitations.

By clicking Save you affirm that the information provided is true and completed by an individual authorized to do business for the vendor. Vendor is required to update profile within 72 hours of any changes. Vendor is required to update any changes to the profile and confirm interest in performing work for the City annually.

Save

To delete details, use this Button

Delete

To ensure you receive solicitation notices, you need to update your Spend Categories. Visit http://www.window.state.tx.us/procurement/com_book/ & <https://webapps.sanantonio.gov/NIGPCodes/> for a list of NIGP codes. To add Spend Categories, click on **Spend Categories** and click **Add**.

NOTE: The NIGP Commodity Codes you select will determine the solicitation notices your company will receive via email. You may add or delete NIGP codes/Spend Categories within your profile as frequently as you desire.

Bidder
Home | Overview | Vendor Information | **Spend Categories**

Spend Categories

Detailed Navigation
• Spend Categories

Portal Favorites

Spend Categories Registered

Product Category	Description

To Add Spend Category, **Add**

To Delete Spend Category, **Delete**

Supplier Id
Supplier: 10014138

**1. Click on Spend Categories
Note: this may take a few seconds to download**

2. Click on Add to begin adding your Spend Categories.

Enter the 5-digit NIGP codes you found in the prior step in the **Search Product Category** box. Click **Add** after entering each one. After entering all NIGP codes, click on **Back to Main Screen**.

The screenshot shows the SAePS Spend Categories interface. The left sidebar contains navigation options: Bidder, Home, Overview, Vendor Information, Spend Categories, Detailed Navigation, Spend Categories, and Portal Favorites. The main content area is titled 'Available Spend Categories' and includes a search box and an 'Add' button. A table lists various product categories with their descriptions. A 'Back to Main Screen' button is located at the bottom of the table. Two red callout boxes provide instructions: one pointing to the search box and 'Add' button, and another pointing to the 'Back to Main Screen' button.

Available Spend Categories

Add categories either by searching or by selecting from the list below

Search Product Category

Product Category	Description
00505	ABRASIVE EQ & TOOLS
00514	ABRSV, COATED: CLOTH
00521	ABRASIVE SANDBL MTL
00528	ABRASIVES, SANDBLAST
00542	ABRASIVES, SOLID: WH
00556	ABRASIVE TUMBL WHEEL
00563	GRINDING COMPOUNDS
00570	PUMICE STONE
00575	RECYCLED ABRASIVES P
00584	STEEL WOOL, ALUMINUM

Note: To select multiple rows, hold down the Ctrl key and click on the rows you want to select. To de-select, hold down the Ctrl key and click on the rows you want to de-select.

You can enter the 5 digit commodity codes in the Search Product Category or scroll through the entire list

Click on back to main screen when you have completed entering your NiGP Commodity Codes. You will then notice the commodities you are registered for