## <u>VENDOR APPLICATION PROCESS</u> <u>SCHOOL DISTRICT MANATEE COUNTY</u>

### New Vendor and Vendor Information Updates

#### 1). CLICK ON THE LINK BELOW TO BEGIN REGISTRATION PROCESS:

https://www.myvendorlink.com/common/default.aspx

#### 2). ONCE IN VENDORLINK, CLICK ON REGISTER.

<b>WendorLink</b> Home Login Register Pricing Directory Bid Solicitations Contracts	G Select Language   ▼ Help
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WELCOME TO VENDORLINK	Database Information
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	Number of Agencies: 271
provide basic information about their business and to select specific commodity codes for the goods and services they provide.	Number of Solicitations: 15268
When a solicitation matching those selections becomes available, the VendorLink system automatically sends an email notification to the email address provided during the registration process. The email notification contains the link and information necessary for the solicitation to be viewed and downloaded from any computer. Just complete the registration information to receive announcements about business opportunities from registered agencies.	Number of Vendors: 32115
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.	

#### 3). FILL IN ALL INFORMATION IN THE FOLLOWING TABS:

- a) USER INFORMATION
- b) BUSINESS INFORMATION
- c) AGENCIES ( SEE EXHIBIT #1)
- d) COMMODITY INFORMATION

#### **EXHIBIT #1** – CHOOSE "FREE AGENCIES"

	Register	
	Home   Login   Register   Forgot Your Password?   Search Solicitations   Search Contracts   Vendor Directory   Pricing   Help	
	Enter all required information on each tab before clicking on the Submit button at the bottom of the page. After you have completed the registration process, you will automatically be logged into the VendorLink system. *Denotes a required field.	
	User Information* Business Information* Agencies* Commodity Information*	
	VendorLink provides bid solicitations free of charge for several agencies. The list of free agencies can be found <u>here</u> . In addition to registering on this site, your vendor profile will be transferred to our other free <u>VendorLink sites</u> within 24 hours of registering.	
	VendorLink also provides an annual subscription from the date of purchase to other agencies listed here in the following price model:	
	County: \$5.00/year (all agencies located within a county which can include local municipalities, county agencies, educational institutions in the selected county)	
	<ul> <li>State: \$100.00/year (all agencies located within a state which can include local municipalities, county agencies, educational institutions, state agencies, etc. in the selected state)</li> </ul>	
	VendorLink accepts payment by check, money order or the following credit cards: 💴 🚥 🚥	
	To pay by check or money order, please fill out the following form and mail it along with a check or money order to:	
	VendorLink, LLC 12201 Research Parkway Suite 223 Orlando, FL 32826	
Ν	**When an agency is added to VendorLink and the agency is located in the state or county a vendor is registered with, the agency will automatically be added to the vendor's list of agencies.	
FREE	Select the agencies you'd like to register with below. If selecting non-free agencies, you will be prompted to enter credit card information at the end of the registration process.*	
AGENCIES	Select ONLY free agencies Clear All Agencies	
/	⊡-         □FL (80)           ↓-         □Bay (2)	
V		
	Ereverd (9)	
	⇒ _ Dievan (9)	
	- Brevard County Board of County Commissioners	
	- Brevard County School Board	
	- City of Cocoa	

4). Once complete, email <u>vendoraddress@manateeschools.net</u>, your vendor name stating that your application is completed.

# 5). Once your company has registered with Manatee County School District in <u>VendorLink</u>, the following message will be displayed:

A W-9 form must be completed prior to conducting business with the Manatee County School District. 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).

> VendorLink Help Desk Phone: (407) 222-1885 Email: support@evendorlink.com