

VENDOR APPLICATION PROCESS
SCHOOL DISTRICT MANATEE COUNTY

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.

The screenshot shows the VendorLink website interface. At the top, there is a navigation bar with the VendorLink logo and links for Home, Login, Register, Pricing, Directory, Bid Solicitations, and Contracts. On the right side of the navigation bar, there is a 'Select Language' dropdown menu and a 'Help' link. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'WELCOME TO VENDORLINK' and contains several paragraphs of text explaining the service and how to use it. The right column is titled 'Database Information' and displays three statistics: Number of Agencies: 271, Number of Solicitations: 15268, and Number of Vendors: 32115.

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”

The screenshot shows the 'Register' page on the VendorLink website. At the top, there is a navigation bar with links: Home | Login | Register | Forgot Your Password? | Search Solicitations | Search Contracts | Vendor Directory | Pricing | Help. Below the navigation bar, a message states: '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.' There are four tabs: 'User Information*', 'Business Information*', 'Agencies*', and 'Commodity Information*'. The 'Agencies*' tab is selected. The main content area contains information about free agencies, including a list of price models: County (\$5.00/year) and State (\$100.00/year). It also lists accepted payment methods (check, money order, VISA, MasterCard, Discover, American Express) and provides contact information for VendorLink, LLC. A note states: '**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.' Below this, it says: '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.*' There are two buttons: 'Select ONLY free agencies' and 'Clear All Agencies'. A scrollable list of agencies is shown, including 'FL (80)', 'Bay (2)', and 'Brevard (9)'. A callout arrow on the left points to the 'Agencies*' tab with the text 'FREE AGENCIES'.

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

5). Once your company has registered with Manatee County School District in **VendorLink**, 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
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