

Welcome!

Welcome to the Vendor Roundup! Please follow the steps below to register as a vendor with the COSA, CPS, SAWS and VIA. If you have any questions please raise the corresponding agency's paddle and a representative will be along to assist you.

Register with the City of San Antonio (COSA)



- To begin registration, go to <http://www.sanantonio.gov/Purchasing/saeps.aspx>
- Select **Procurement Registration**
- Fill in general information about your company and contact information
- Accept terms and select Submit
 - A confirmation email will be sent – if you do not receive it contact Vendor Support at 210-207-0118 or vendors@sanantonio.gov
- Check your email for confirmation of your pre-registration
- After validation from COSA another email will be sent with a user ID and temporary password
- Enter your username and the temporary password on the San Antonio eProcurement System login page
- You will be prompted to change your temporary password
 - Your new password must contain the following:
 - Have a minimum of 8 characters
 - Contain three (3) letters
 - Contain two (2) numbers
 - Contain one (1) uppercase letter
 - Contain one (1) lowercase letter
- The next screen will display what actions a vendor needs to complete, select **OK**
- Select the **Spend Categories** tab
- Select the **Add** icon to add NIGP Commodity Codes to your account

- The codes you select will determine which solicitations your company will receive
 - Use the link <https://webapps.sanantonio.gov/NIGPCodes/> to view NIGP codes, you will be able to add and delete codes at any time
- After selection of NIGP codes, select **Back to Main Screen**
 - Select the **Vendor Information** tab
 - Questions 1-13 are populated from information gathered in the initial registration
 - Questions 14-17 and 21a-21i are populated from information verified by the South Central Texas Regional Certification Agency (SCTRCA)
 - If you are not registered with SCTRCA the fields will be blank
 - The Vendor must complete all other questions
 - To make changes to fields that are grayed please submit a request to vendors@sanantonio.gov and include the last four (4) digits of your tax ID number
 - For incorrect information regarding certifications, ensure that your tax ID number is correct with both COSA and SCTRCA
 - Any further assistance please call 210-207-0118
 - Select the **Home** tab and select **Personalization** under **Detailed Navigation**
 - On the right hand side select the link **SRM User Settings**
 - On the **Contact Person Data** tab, enter the contact information for the individual that will receive notices of COSA solicitations
 - Under the **Contact Data** tab enter the contact person's email, phone and fax number
 - Select **Save**
 - Select the **Home** tab and select **Portal Personalization** under **Detailed Navigation**
 - Click on the **User Profile** link and then choose **Modify** on the right hand side
 - Create your **Security Question** and **Security Answer**.
 - This must be created; it is required in the event that you have forgotten your password.
 - Select **Save** and registration is complete.

Register with CPS Energy



Becoming a supplier with CPS Energy is an easy process. Please ensure you have the required information before beginning the registration process as there is not a way to save your application and return to it at a later time:

- Go to <http://www.cpsenergy.com/SDR/>
- Select the **"New Supplier Registration"** button
- Page 1: Enter your **Company General Information**
 - Company name
 - Address/P.O. box
 - Phone number/fax number
 - Website address
 - Years in business
 - Sales email address
 - Brief history of your company
- Page 2: Enter your **Company Remittance Information**
 - Company name
 - Address/P.O. box
 - Phone number/fax number
 - Tax identification information
- Page 3: Enter **Three Business Reference for your Company**
 - Point of contact
 - Phone number
 - E-mail address
 - *Processing will be delayed if references cannot be verified
- Page 4: Enter your **Company Literature, Brochures**
 - PDF format
 - URL links
 - Or you can write in your company's qualifications and capabilities (max 4,000 characters)
- Page 5: Select your **Company's Types of Products and/or Services you would like to provide to CPS Energy**
 - You can register for Services, Non-Stock Products and Products
 - Then search for your specific categories you would like to provide via the keyword search
 - When selecting Products you will be directed to

- a second keyword to search to select the material you can provide
- Page 6 **Previous Projects Required For Services Only**
 - Company name
 - Contact person
 - Phone, email address
 - Project description and completion date
 - Page 7: **Review Your Summary Page** when satisfied, select the **"Submit"** button at the bottom
 - A confirmation email notice will be sent with two additional forms (**Business Questionnaire and W9**) that must be signed and returned. Your packet will not be processed until this information is received. Hardcopies can be obtained at the Vendor Roundup Event
 - If you do not receive this email, contact Supplier Diversity at 210-353-2474 or supplierdiversity@cpsenergy.com
 - During the evaluation process, if additional information is required about your company's product or service you will be notified via email
 - You will be notified via email within two weeks of your application status
 - Approval and Disapproval notices will be sent via email
 - Once approved you will be solicited on an as needed basis for the services or products you were approved for.

CPS Energy sends bi-annual requests to supplier contacts requesting an update to their classification profile information.

NOTE: Registration to our database does not imply a contract or intent to purchase by CPS Energy, but rather the opportunity. Any questions contact CPS Energy Supplier Diversity Office at (210) 353-2474 or email supplierdiversity@cpsenergy.com.

Register with San Antonio Water System (SAWS)



- Go to the following website:
http://www.saws.org/business_center/vendor/
- Click on the "Register Now" Button.
- PAGE 1:** Enter your name, position/title, telephone number, fax number, email address, and choose a password.
- PAGE 2:** Enter your Business Name, mailing address, website, and indicate whether you are certified as a Small, Minority, or Woman-owned Business (SMWB). Indicate whether your company is a Commodities/Supplies business, a Construction business, or a Professional/Consulting Services business. Enter any National Institute of Governmental Purchasing (NIGP) codes that are applicable to your business.
- PAGE 3:** Indicate your SMWB certifications (if applicable), including the name of the certifying agency and the certification number. SAWS accepts certifications from the South Central Texas Regional Certification Agency (SCTRCA), the State of Texas Historically Underutilized Business (HUB) Program, and any federal certification.
- PAGE 4:** Indicate whether you would like to receive email notification regarding new and updated contract solicitations information.
- PAGE 5:** Read the Vendor Registration and Notification Service Agreement, and indicate whether you accept the agreement by clicking on the box provided. Click "Submit" to finalize registration.
- Congratulations! You are now a registered vendor for SAWS!

Register with VIA Metropolitan Transit



Vendors wishing to do business with VIA, are encouraged to visit Public Purchase at www.publicpurchase.com.

VIA uses Public Purchase for advertising and posting its solicitations. Registered vendors receive e-mails notifying them of active procurement opportunities. Also, registered vendors can download Invitations for Bids (IFBs) and Requests for Proposals (RFPs) as well as other related documentation.

Public Purchase also provides access to procurement opportunities with other government entities. All of this is provided at no charge.

Please note, in order to be properly registered, you must first register with public purchase and then with VIA.

Registering with Public Purchase:

- Go to www.publicpurchase.com and select **Register** on the right hand side
- Choose the option **Free Registration**
- Fill out your company information and create a username and password
 - All bolded fields must be completed
 - VIA does not have access to any vendor's username or password. For support regarding usernames and passwords please contact Public Purchase's support team at vendorsupport@publicpurchase.com
- Select **Next Step**
- Enter/select NAICS codes that relate to your business by using the **Search** or **Browse** feature
- When finished adding NIGP codes select **Next Step**
- In Step 4 **Regions** select which regions you would like to receive notifications from
 - Example: Texas, Ontario, Iowa, etc.
- Next, select any **Government Agency Types** your company wishes to work with
- Under **Notification Messages** select what you want to be notified about

- Select **Next Step**
- Confirm that your information is correct
- Choose **No, Thank You** to decline registration for **Bid Syndication Plans** and to continue with the free registration
- Choose **Complete the Registration**

You will receive an email from Public Purchase when your profile is activated. You will then be required to register with VIA to view and download Invitations for Bid, Requests for Proposals, Addendums, etc. You should receive an e-mail in less than 24 hours.

Registering with VIA (as mentioned above, you must first complete your registration with public purchase before registering with VIA).

- On the right hand side of the Public Purchase homepage click the link **Select Region**
- Choose **Texas**
- In **Select Agency** select **VIA Metropolitan Transit**
- Select the link **Register with Agency** on the right hand side of VIA's logo
- Verify that you wish to register with **VIA Metropolitan Transit** and select **Continue**
- You will be prompted to read and either **Accept** and/or **Decline** the Terms and Conditions
- Select **Continue**
- Select the NIGP commodity code(s) that relate to your business so you can receive email notifications of future bid opportunities from VIA
- Fill out a W-9 for VIA's records
- Select **Continue**
- On the final step, you will review the steps you have just taken and select **Done**

You are now registered with Public Purchase and VIA. Vendors are responsible for keeping their information up to date, particularly contact information and email addresses.

If you have any problems with registering please contact Public Purchase at support@publicpurchase.com or contact the VIA's Procurement office at (210) 362-2400.

VENDOR ROUNDUP

