



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. Please note this email may be redirected to your spam or junk mail. If you do not receive an email, please contact Vendor Support at 210-207-0118 or by email at vendors@sanantonio.gov.

* You may now close this browser window

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

Subject: Vendor Submission Confirmation

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.

Upon receiving your User ID and Password, you must enter the NIGP Codes for the products or services your company provides to ensure you receive the City's solicitation notices. Please visit the NIGP Code Lookup page <https://www.sanantonio.gov/purchasing/vendorinformation/nigpcodes.aspx> to identify possible 5-digit NIGP Commodity Codes for the products or services your company provides.

For assistance, please call the Vendor Support at 210-207-0118 or e-mail vendors@sanantonio.gov. You can also visit the Purchasing Division's page at <https://www.sanantonio.gov/purchasing.aspx>

If you need immediate assistance viewing a solicitation or submitting a response, call the Vendor Support Line at 210-207-0118 or e-mail vendors@sanantonio.gov to receive assistance from a member of the Vendor Support Team. Please indicate the name and number of the solicitation in the e-mail subject line.

We strongly recommend that you verify that you are able to access your vendor record, view solicitations, and submit your responses in SAePS at least one day prior to the solicitation deadline.



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.

- My NIGP Codes: 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://www.sanantonio.gov/purchasing/vendorinformation/nigpcodes>
- My Vendor Profile: This section has additional questions pertaining to your company.
- Security Question & Password: Under User Profile in the Home tab, you can create a security question and password for password resets.
- SAP SRM User Settings: Validate the information in this section is correct, especially the email. The email provided here is where all solicitation notifications will be sent. 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.

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: V30000141
Your temporary password is: r6447J#x

[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 between 8 and 10 characters, and at least:

- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

Upon accessing the [SAePS portal](#), it is very important that you:

- Create a security question and answer by clicking on User Settings in the "Home Bidder" tab. This information will be necessary in the event you need to reset your password in the future, as the City will not reset passwords via e-mail or telephone.
- Answer questions 18-21 in the "My Vendor Profile" tab located at the top menu bar.
- Enter all your NIGP codes in the "My NIGP Codes" tab located at the top menu bar. These codes are needed in order for the City to match solicitations to the products/services your company provides.
 - Once these codes are added, you will automatically receive solicitation notifications based on the NIGP codes you registered for.
 - If there are any bids that you are interested in for which you are not registered, you may review and add those to your account by going to the "Other Bids" tab

For assistance navigating the SAePS portal, please reference the [SAePS Vendor Guide](#).

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

If you need immediate assistance viewing a solicitation or submitting a response, call the Vendor Support Line at 210-207-0118 or e-mail vendors@sanantonio.gov to receive assistance from a member of the Vendor Support Team. Please indicate the name and number of the solicitation in the e-mail subject line.

We strongly recommend that you verify that you are able to access your vendor record, view solicitations, and submit your responses in SAePS at least one day prior to the solicitation deadline.



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 *

Log on

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**.

Old Password: use temporary password provided in email

Enter new password for SAePS Portal. Password must be between 8 and 10 characters in length containing 1 uppercase and 1 lowercase letter, 1 number, and 1 special character.

Tab Overview

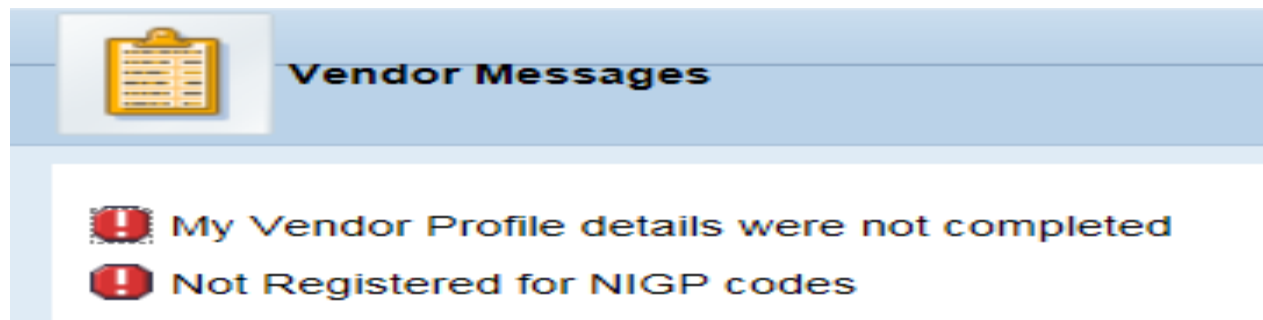
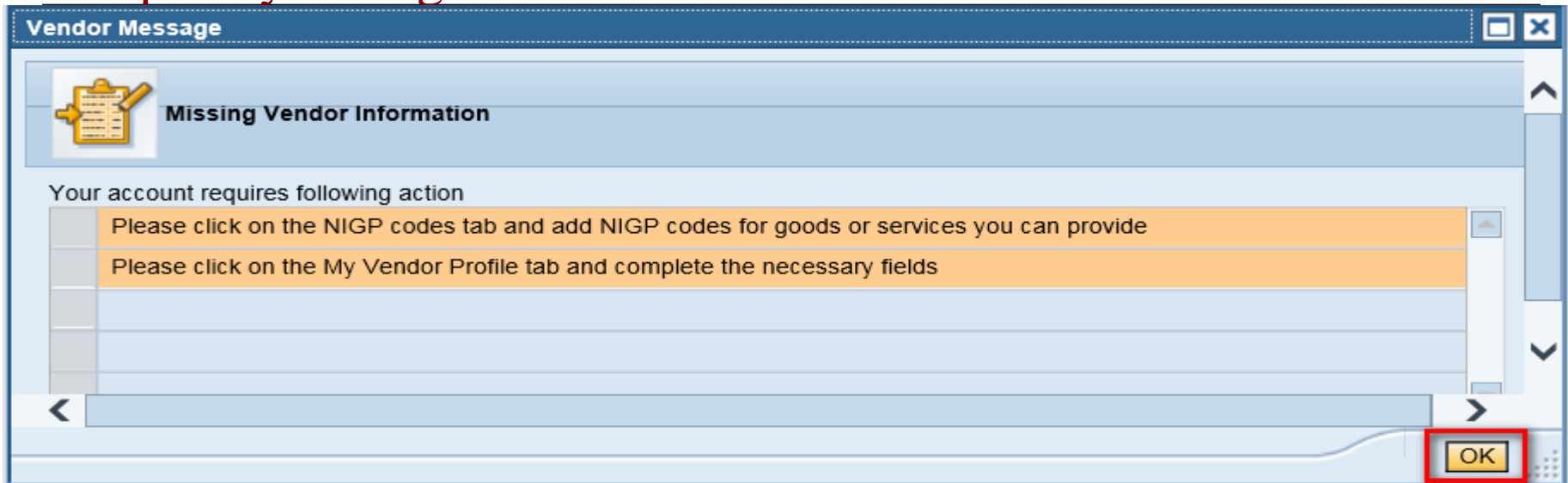
Bidder

Home | **My Bids** | **Other Bids** | **My Vendor Profile** | **My NIGP Codes**

- **Home**: This is your portal dashboard; it contains helpful indicators and allows you to setup the Password Q&A.
- **My Bids**: Contains bids you are able to respond to.
- **Other Bids**: Allows you to View and/or Participate on any competitive bid not already on **My Bids** tab. Once bid is highlighted, click on **Add to My Bids** to move bid to **My Bids** tab. System will identify missing NIGP codes and notify procurement primary point of contact.
- **My Vendor Profile**: Contains company information. Allows you to setup and maintain additional information; if shaded, contact vendor support.
- **My NIGP Codes**: Allows you to identify the services or products you offer. At least one code is required to be fully registered.

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 **User Profile** on the **Home** tab.

The screenshot displays the SAePS user interface. At the top, a navigation bar contains the following tabs: **Home**, My Bids, Other Bids, My Vendor Profile, and My NIGP Codes. The **Home** tab is highlighted with a red box. Below the navigation bar, the main content area is divided into a left sidebar and a right main panel. The sidebar includes sections for "Vendor Message", "Detailed Navigation" (with sub-items "Vendor Message" and "Personalization"), and "Portal Favorites". The main panel features a "Vendor Messages" section with a clipboard icon and two error messages: "My Vendor Profile details were not completed" and "Not Registered for NIGP codes". At the bottom of the main panel, a "User Profile" link is highlighted with a red box.

Click **Modify**. 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 be able to click on the “Get Support” link on the initial portal screen to reset your password.

The screenshot shows the SAePS User Profile page. The left sidebar contains navigation links: Bidder, Home, My Bids, Other Bids, My Vendor Profile, My NIGP Codes, User Profile, Detailed Navigation, Vendor Message, Personalization, and Portal Favorites. The main content area is titled 'User Profile' and has a 'Click Save when completed' callout. Below the title are 'Modify', 'Save', and 'Cancel' buttons. The 'General Information' tab is active, showing fields for Logon ID (V30000141), Old Password, Define Password, Confirm Password, Security Question, Security Answer, Last Name (Smith), First Name (Jane), E-Mail Address (jane.smith@sanantonio.gov), Form of Address, Language, Activate Accessibility Feature, Company (COSA_SUPPLIERS), and Security Policy (Default). Annotations include: a blue box around the 'Modify' button; a blue box around the 'Save' button with an arrow pointing to it; a blue box around the password fields with an arrow pointing to them and a callout stating 'No action is required in this section unless you are changing the password created at your initial log in.'; a red box around the Security Question and Answer fields with an arrow pointing to them and a callout stating 'Enter a security question of your choice and answer.'; and a blue box around the Last Name, First Name, and E-Mail Address fields with an arrow pointing to them and a callout stating 'The contact information listed in this section 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 questions 1 – 13, please send an email 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 that your Tax ID number is correct with COSA and with SCTRCA.

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



To complete your vendor profile, click on **My Vendor Profile** and enter the required information under **Headquarter Physical Location**.

Home | My Bids | Other Bids | **My Vendor Profile** | My NIGP Codes

Vendor Profile

Detailed Navigation

- Vendor Profile

Portal Favorites

Information updated Successfully for Supplier 0010003228 into Database.

Vendor Profile

For Vendor profile changes not updatable.

1. COSA Supplier Number:	<input type="text" value="10003228"/>
2. Legal Entity Name:	<input type="text" value="Guides Test"/>
3. Doing Business As (DBA):	<input type="text"/>
4. Search Term:	<input type="text"/>
5. Physical Address:	<input type="text" value="1235 Los Angeles St"/>
6. City:	<input type="text" value="Los Angeles"/>
7. State:	<input type="text" value="CA"/>
8. Zip Code:	<input type="text" value="90022"/>
9. Telephone Number:	<input type="text" value="+12102075202"/>
10. Fax Number:	<input type="text" value="+12102075200"/>
11. Email Address:	<input type="text" value="Bharath.Prithiviraj@sanantonio.gov"/>
12. Social Security Number:	<input type="text"/>
13. Federal Employer Identification Number:	<input type="text" value="15-9486237"/>
14. RCA Certification Number:	<input type="text"/>
15. RCA Certification Date:	<input type="text"/>
16. RCA Certification Expiration Date:	<input type="text"/>
17. Date Last updated from RCA:	<input type="text"/>
18. Headquarter Physical Location	
18a. Address: *	<input type="text" value="1564 Montebello Ave"/>
18b. City: *	<input type="text" value="Montebello"/>
18c. State: *	<input type="text" value="CA"/>
18d. Zip Code: *	<input type="text" value="90601"/>
18e. Telephone No. (Area Code): *	<input type="text" value="323-207-5200"/>
18f. Date established: *	<input type="text" value="12/04/2008"/> <input type="button" value="📅"/>
18g. Total number of part-time and full-time employees, company-wide: *	<input type="text" value="150"/>

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):

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

23. Veteran Business Enterprise (VBE):

24. Vendor VBE Certification Agency:

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.

To ensure you receive solicitation notices, you need to update your NIGP codes. Visit <https://www.sanantonio.gov/purchasing/vendorinformation/nigpcodes> for a list of NIGP codes. To add NIGP codes, click on **My NIGP Codes** and click **Add**.

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

Home | My Bids | Other Bids | My Vendor Profile | **My NIGP Codes**

NIGP Codes

Detailed Navigation

- **NIGP Codes**

Portal Favorites

NIGP Codes Registered

NIGP Code	Description

To Add NIGP Code, Press this Button

Add

To Delete NIGP Code, Press this Button

Delete

Supplier Id

Supplier:

Click on Add to begin adding your NIGP codes.

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


Home | My Bids | Other Bids | My Vendor Profile | My NIGP Codes


NIGP Codes


Detailed Navigation

- NIGP Codes













Portal Favorites


 Available NIGP Codes

 Add NIGP Codes either by searching or by selecting from the list below

Search NIGP Code  Add

You can enter the 5-digit NIGP codes in the Search NIGP Code box or scroll through the entire list.

	NIGP Code	Description	
<input type="checkbox"/>	05500	AUTO ACCESSORIES	
<input type="checkbox"/>	05502	AIR BAGS, AUTOMOTIVE	
<input type="checkbox"/>	05504	AIR CONDITIONERS & P	
<input type="checkbox"/>	05505	ANTI-THEFT/SEC AUTO	
<input type="checkbox"/>	05510	BRAKE ADJUSTERS	
<input type="checkbox"/>	05516	CONSOLES, POLICE VEH	
<input type="checkbox"/>	05517	CONSOLE ACC ERV	
<input type="checkbox"/>	05518	CONTROL PHY IMPAIR	
<input type="checkbox"/>	05520	CONV KIT SYS CNG/LPG	
<input type="checkbox"/>	05521	COUPLINGS & HITCHES	

 Add

Back to Main Screen

Click on Back to Main Screen after entering all your NIGP codes. You will then see the NIGP codes you are registered for listed.

Note: To select multiple rows, hold down shift key
To de-select, hold down Ctrl key and click row you want to exclude