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

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 email address can be designated for bid notifications and password resets. Please make sure that this email address belongs to the person who is best able to respond directly to solicitations or distribute the information to the appropriate person in your company.
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**.
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]
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/](https://webapps.sanantonio.gov/NIGPCodes/) and [http://www.window.state.tx.us/procurement/com_book/](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: V10007361
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 those specific goods or services.

For assistance with navigating 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.

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

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**.
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.
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**.
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):
- [ ] 0

20g. Date SAMSA office(s) established:
- [ ] 00/00/0000


21. Are you certified with the South Central Texas Regional Certification Agency?:
- [ ] No  [ ] Yes

- [ ] Small Business Enterprise (SBE)
- [ ] Asian Business Enterprise (ABE)
- [ ] African American Business Enterprise (AABE)
- [ ] Hispanic American Business Enterprise (HABE)
- [ ] Native American Business Enterprise (NABE)
- [ ] Women Business Enterprise (WBE)
- [ ] Disadvantage Business Enterprise (DBE)
- [ ] Emerging SBE (ESBE)
- [ ] Minority Business Enterprise (MBE) and:
- [ ] Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)

21k. If you are HUBZone certified, please indicate certification number:
- [ ] 14789114879784

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]

[Delete]

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.
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**.