

City of Columbus Vendor Services

User Guide

January 2021

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Accounts Used to Login to Vendor Services

City of Columbus Vendor Services recommends vendors register with their business/work email address.

Recommended Browsers with Vendor Portal

The Vendor Portal works with most major web browsers such as Edge, Safari, and Google Chrome for access full functionalities. We do not advise using Internet Explorer.

Register New Vendor

City of Columbus vendors may register as a new vendor with the documented steps below in the City of Columbus D365 Vendor Portal.

Menu Path: Homepage > Sign Up

Step 1. Log into the [City of Columbus Vendor Portal](#)

Step 2. Click the **Sign Up** button in the top black ribbon

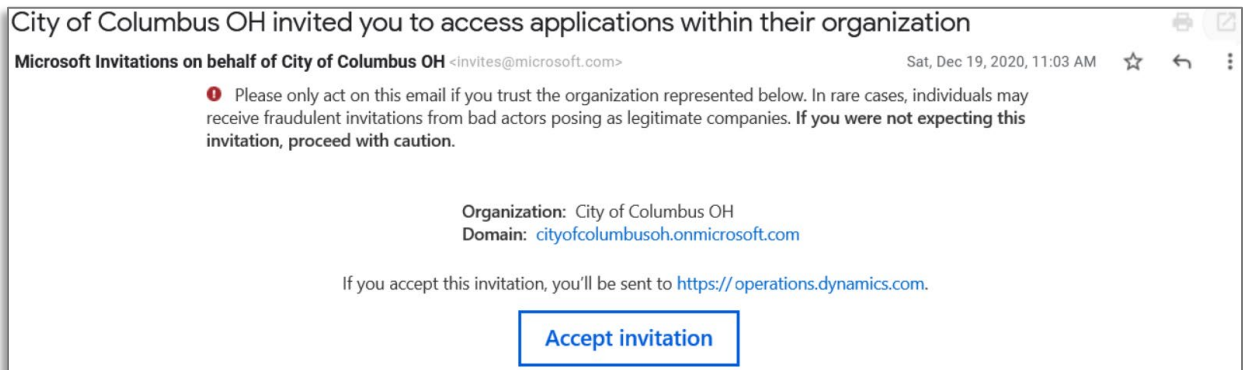


Step 3. Complete the requested registration information fields including your work email address and Federal Tax ID, then select Register

The screenshot shows the "Sign Up" form in the City of Columbus Vendor Services portal. The form is titled "City of Columbus Vend... > Sign Up". On the left, there is a blue icon depicting two people at a desk. The form fields are as follows: "Name *" with sub-fields for "First Name" and "Last Name"; "Email *" with a "Business Email" field; "Business Line *" with a dropdown menu showing "--Select Business Line--"; "Company Name *" with a "Company Name" field; and "Federal Tax ID *" with a "Federal Tax ID" field. A blue "Register" button is at the bottom, with a link "Already registered? Click here to login." below it.

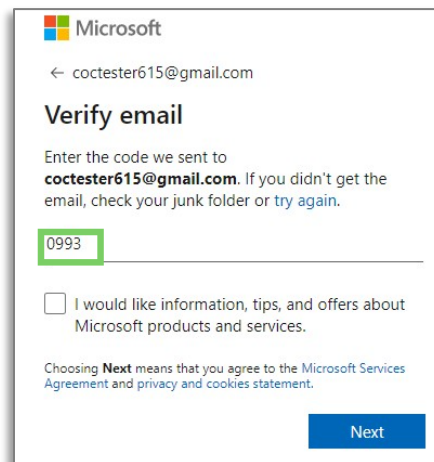
Step 4. An e-mail including a registration link will be sent to the work email address entered during registration.

Step 5. Select the Accept Invitation link in the registration email



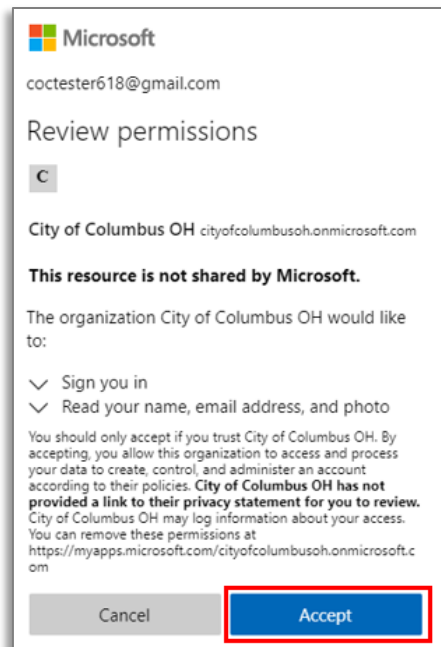
Step 6. Sign In to your existing Microsoft Account using your work email address used during registration **or** create a new Microsoft account for that email address.

Step 7. Validate your account using the confirmation code sent to your provided email address.



Step 8. If prompted, select the **Country/region** where you conduct business

Step 9. Read and accept any **Terms and conditions** and complete any security prompts.



Step 10. Select **Accept** to link your Microsoft Account with Vendor Services.

Company information

A screenshot of a "Vendor registration" form in "Standard view". The "Company information" section is active. Under "GENERAL INFORMATION", there are several fields: "Company name" (CoCTester615), "Doing business as" (CoC Tester Inc), "Organization type" (Organization), "Telephone" (6140000000), "Fax" (empty), "Email" (CoCTester@gmail.com), and "Website" (CoCTester615.com). A red rectangle highlights the "Doing business as" field. Another red rectangle highlights the "Email" field. A third red rectangle highlights the "Upload W9 form" button. The "Company name" field is also highlighted with a red rectangle.

Step 11. Under the **General Information** section, complete the following fields:

- a. Doing business as
- b. Telephone
- c. Email (Company/Business Email)
- d. Address (Select "Add" to create new)
 - a. Vendors must add a primary and remit address using the **Purpose** and **Primary** fields

ADDRESS INFORMATION			
+ Add Edit			
Name or description	Address	Purpose	Primary
CoCTester615	90 W. Broad Street Columbus, OH 43215 USA	Business:Remit-to	Yes

Step 12. Click the **Upload W9 form** button to upload a W9 form for the company

- a. A W9 is required before a Purchase Order can be issued by the City or work can be performed by a vendor

Upload document

File to upload

fw9.pdf

Browse

Notes

W9 for organization

Name

fw9

Document Type

W9/W8

Upload

Contact Information

Step 13. Enter contact information fields for the primary contact on the vendor account

- a. First name, Middle name (optional), Last name
- b. E-mail address
- c. Telephone
- d. Address (add if different than Business address)

Business Information

Step 14. Enter all relevant information regarding **Ownership Profile, Business Profile, and Terms of Payment**

Procurement categories

Step 15. Select “Add category”. Search for applicable categories, and add categories to vendor profile

- a. Vendors should register for all applicable Procurement Categories (UNSPSC) for their business operations during vendor registration. Vendors are auto-notified procurement opportunities based on registered procurement categories.

- b. Multiple categories can be selected. Selecting a Segment or Family of procurement categories will include all categories listed under the primary category
- c. Vendors can add additional categories after registration- see [View/Update/Remove Business Procurement Categories](#)

Procurement categories

Select procurement categories for the products or services that your company requests to provide

[Add category](#) [Remove](#)

<input checked="" type="checkbox"/>	Procurement category
<input type="checkbox"/>	Building and Facility Constructio...
<input type="checkbox"/>	Education and Training Services

Contract compliance

Step 16. Review Questions for Contract Compliance Questionnaire. If information is available **Select** “Complete questionnaire” to answer questions

- a. Vendors can fill out contract compliance questionnaire at a later date if information is not available – see [Contract Compliance Questionnaire](#)
- b. **Vendors will need to complete contract compliance questionnaire to be eligible to perform work for the City of Columbus**

Vendor registration | Standard view

Questionnaires

Questionnaire 1 of 1

Status: Not started

Complete questionnaire | View answers | Previous questionnaire | Next questionnaire

Welcome to the City of Columbus Contract Compliance Questionnaire. Please complete this questionnaire to apply for a valid contract compliance number.

Please review the following questions and ensure you have the requested data available before starting the questionnaire.

1. What date was this company founded?
2. Who is the owner, president or principal of the company?
3. If you have 50 or more employees, you are required to submit the federal EEO-1 form to the City of Columbus, Office of Diversity and Inclusion within 10 days. Are you required to comply? (Please e-mail the form to throssboro@columbus.gov)
4. Does applicant conspicuously post its EEO Policy?

- c. The **Status** will show as **Finished** when questionnaire is completed

Step 17. When you have completed all registration information, click **Finish**

- a. It is important to submit registration as accurate and complete as possible

Submit registration

When you have submitted your registration, you cannot modify the information. Click Finish to submit.

Step 18. The registered vendor will receive an email confirming registration was successful, if the vendor does not receive this email the registration is not yet complete.

Existing Vendors: Register as a User for Existing Vendor Account in Vendor Portal / Add Additional Users to Vendor Account

Existing City of Columbus vendors may register as a **user** and be associated with their existing account with the documented steps below in the City of Columbus D365 Vendor Portal.

- Existing vendors do not need to create a new vendor account

Menu Path: Homepage > Sign Up

Step 1. Log into the [City of Columbus Vendor Portal](#)

Step 2. Click the **Sign Up** button in the top black ribbon



Step 3. Complete the requested registration information fields

- First Name
- Last Name
- Business Email (Please Use Your Work Email Address)
- Business Line
- Company Name
- Federal Tax ID
 - Use the **Federal Tax ID #** that is associated with your business and previous vendor account

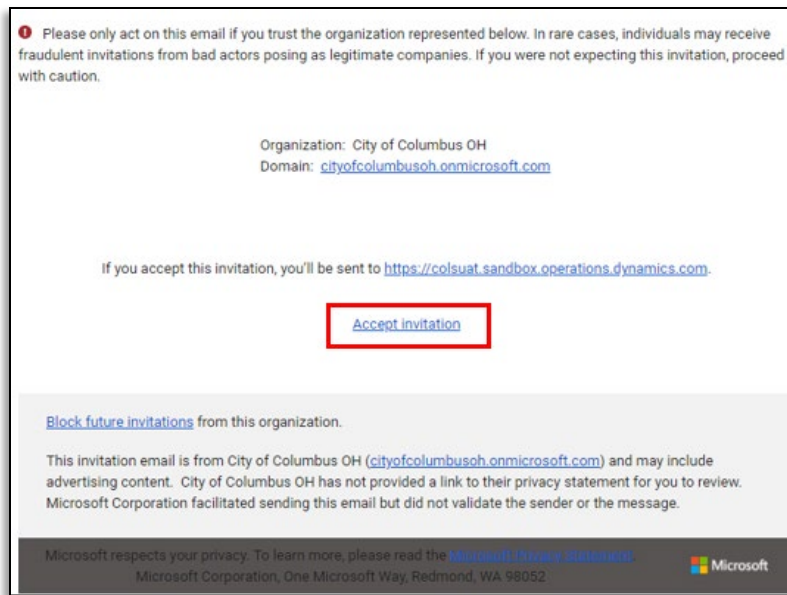
Step 4. Click **Register**

Step 5. A message will appear stating that the Federal Tax ID already exists. Select **Add as contact**

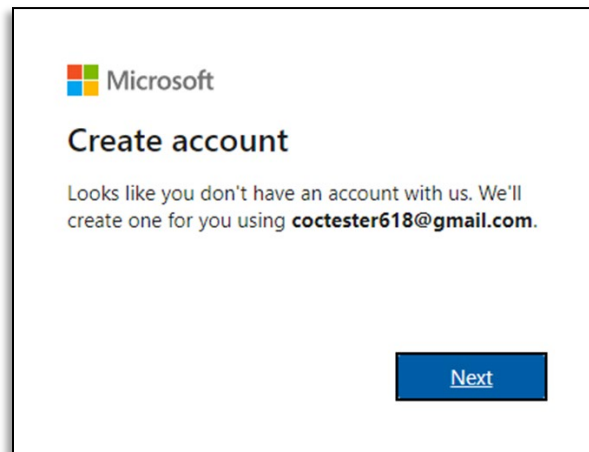
Step 6. Validate your primary e-mail address and phone number. Select **Add as contact**

E-mail Confirmation, Account Creation and Activation

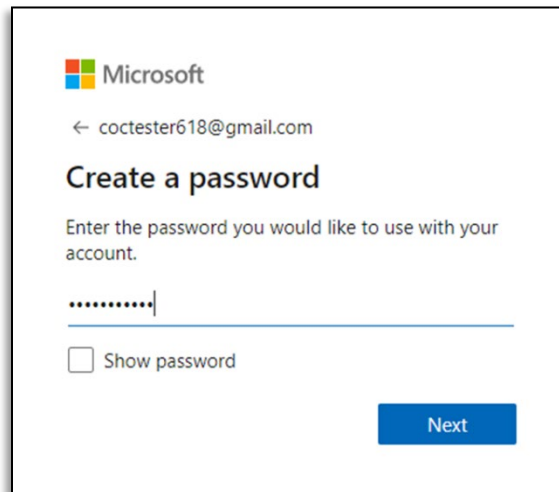
Step 7. Check your work e-mail address for a Microsoft e-mail for account activation. Click the **Accept Invitation** link



Step 8. Sign In to your existing Microsoft Account using your work email address used during registration **or** create a new Microsoft account for that email address.

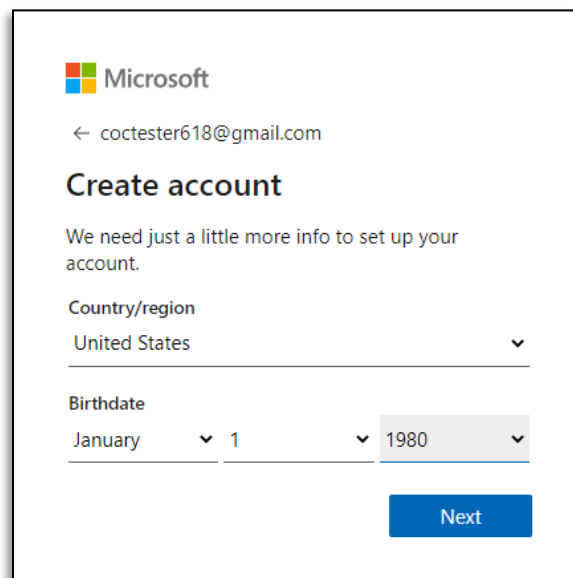


Step 9. Create a password and click the **Next** button



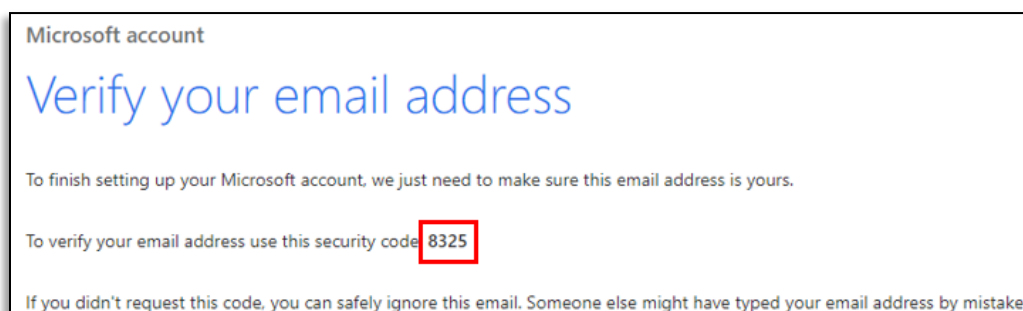
The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo. Below it is a back arrow and the email address 'coctester618@gmail.com'. The main heading is 'Create a password'. Below this is a subheading: 'Enter the password you would like to use with your account.' There is a password input field with a blue underline and a blue cursor. Below the field is a checkbox labeled 'Show password'. At the bottom right is a blue button labeled 'Next'.

Step 10. Select a **Country/region** and **Birthdate** and click the **Next** button



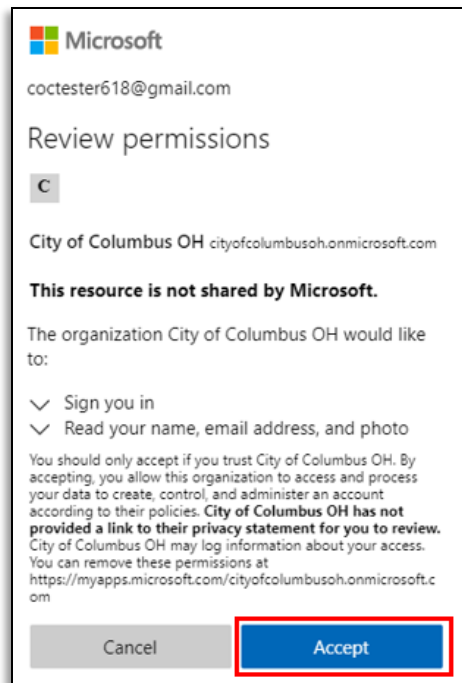
The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo. Below it is a back arrow and the email address 'coctester618@gmail.com'. The main heading is 'Create account'. Below this is a subheading: 'We need just a little more info to set up your account.' There are two dropdown menus. The first is labeled 'Country/region' and has 'United States' selected. The second is labeled 'Birthdate' and has 'January', '1', and '1980' selected. At the bottom right is a blue button labeled 'Next'.

Step 11. Enter in the Security Code e-mailed by Microsoft when prompted



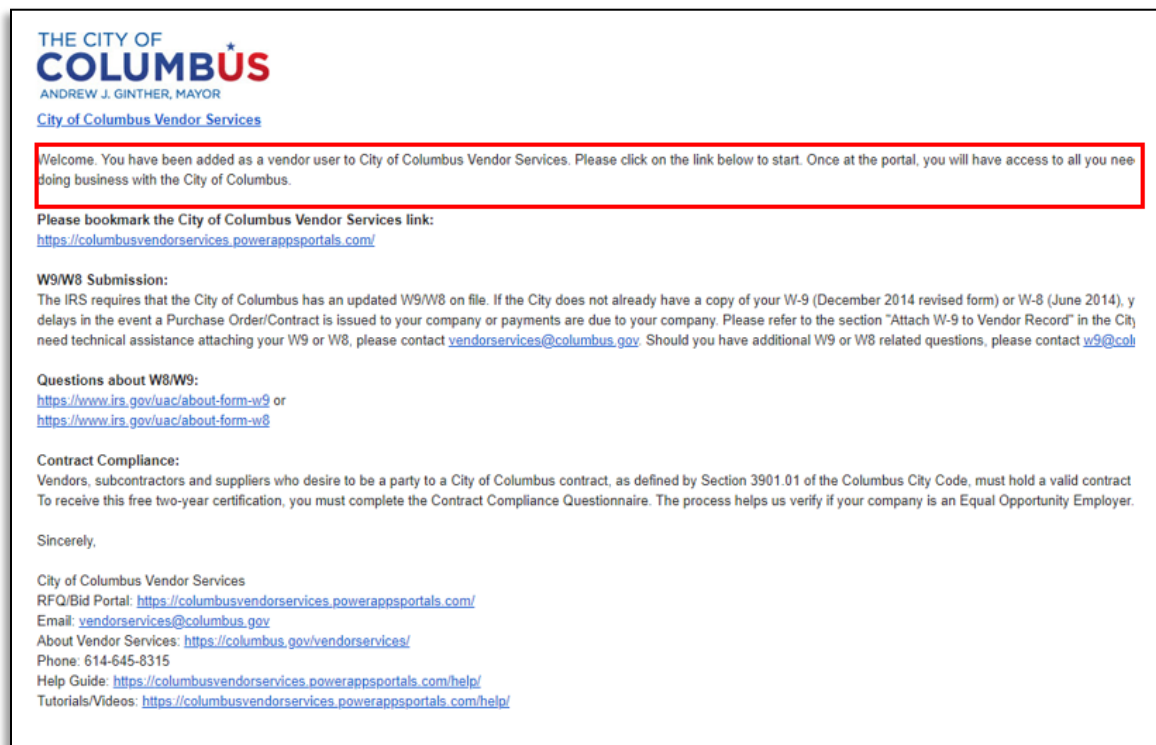
The screenshot shows an email from Microsoft. The header is 'Microsoft account'. The main heading is 'Verify your email address'. Below this is a subheading: 'To finish setting up your Microsoft account, we just need to make sure this email address is yours.' There is a text field with the security code '8325' entered. Below the field is a subheading: 'To verify your email address use this security code'. At the bottom is a note: 'If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.'

Step 12. Review permissions and select **Accept**



Step 13. The user will receive an e-mail from City of Columbus confirming they have been added as a vendor

- a. The User Registration Process is complete and the user is linked to an existing vendor account



Logging into City of Columbus Vendor Services

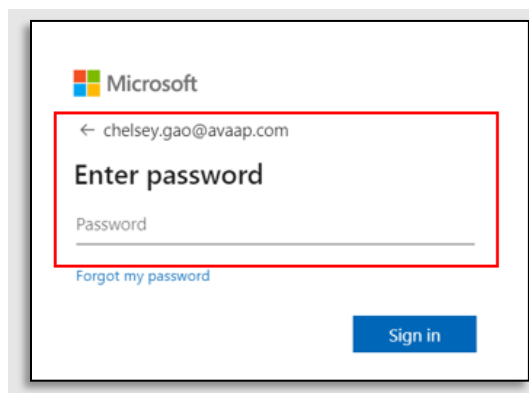
City of Columbus vendors may log into Vendor Services with the documented steps below in the City of Columbus D365 Vendor Portal.

Step 1. Log into the [City of Columbus Vendor Portal](#)

Step 2. Click the **Login** button



Step 3. Enter login credentials



Step 4. Click the **Sign in** button

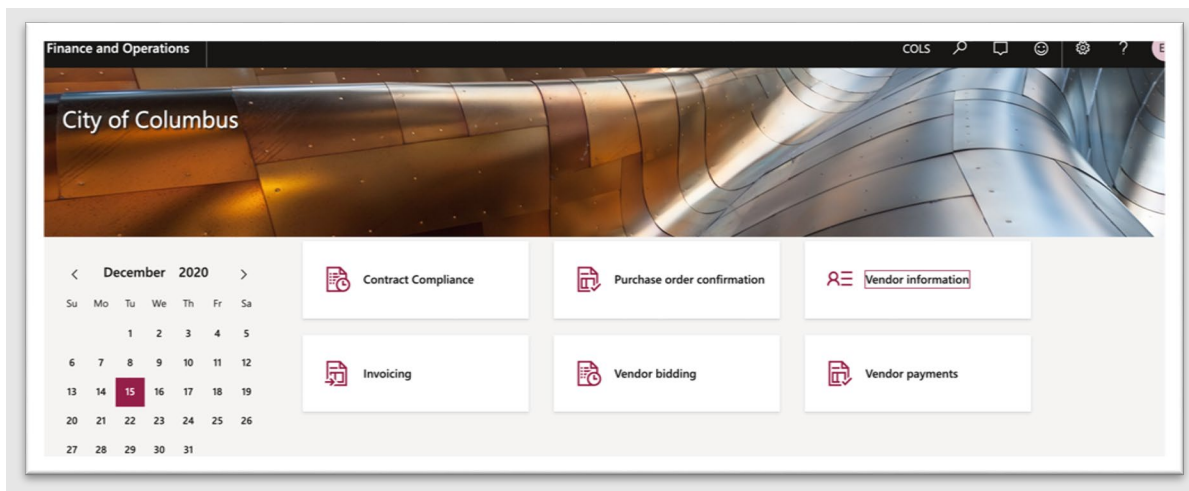
Vendor Maintenance

Uploading Attachments to Vendor Record (W9)

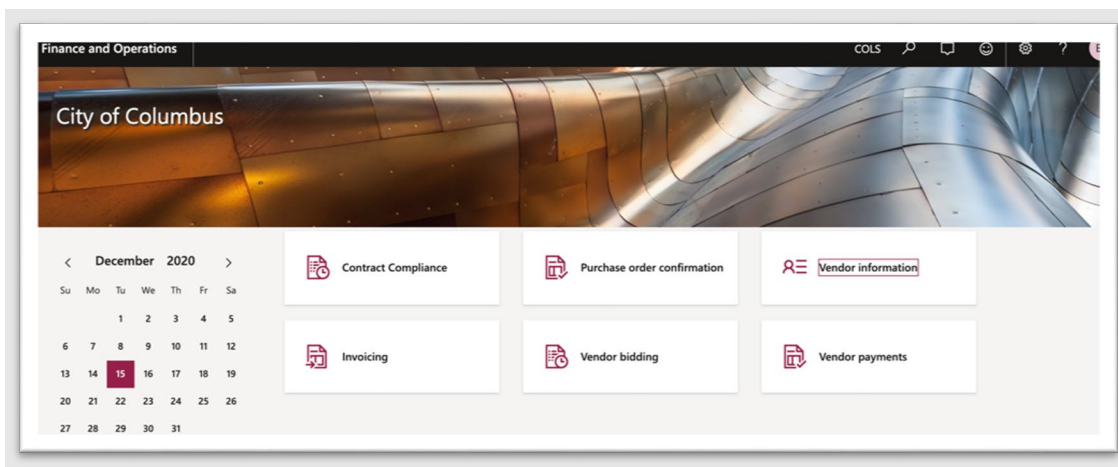
City of Columbus vendors may add attachments to their Vendor Profile with the documented steps below in the City of Columbus D365 Vendor Portal.

Menu Path: Homepage > Vendor information

Step 1. Login to the City of Columbus Vendor Services Site (See [Logging into City of Columbus Vendor Services](#) for additional Assistance.)



Step 2. Click the Vendor information tile



Step 3. Select the Upload attachments tile

Vendor information

032205

Summary

Flanagan's Pub

Address

Sample Address
Columbus, OH 45419
USA

Email address

sample@gmail.com

Telephone

1234567890

More details

1 Users

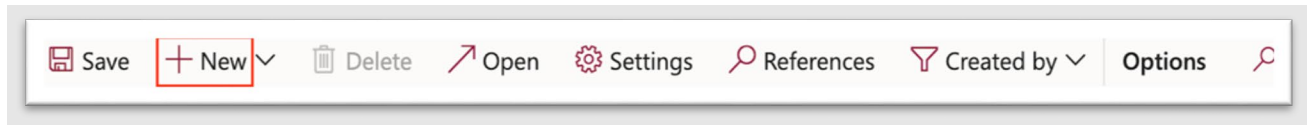
0 User requests

Categories

0 Upload attachments

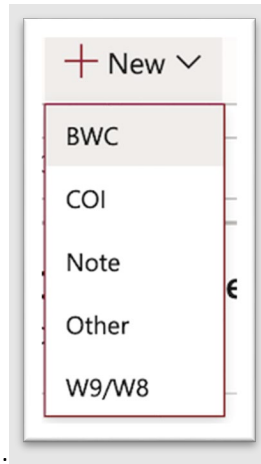
2 All contacts

Step 4. Select the **New** button

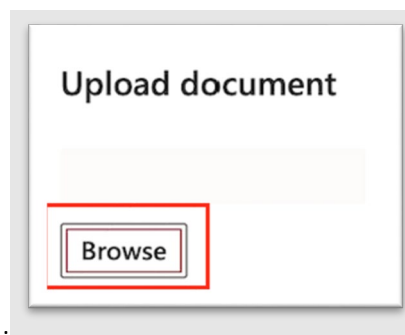


Step 5. Select desired field from drop down menu

- a. **Note:** Vendors can submit W9/W8 forms from this area



Step 6. Click the **Browse** button



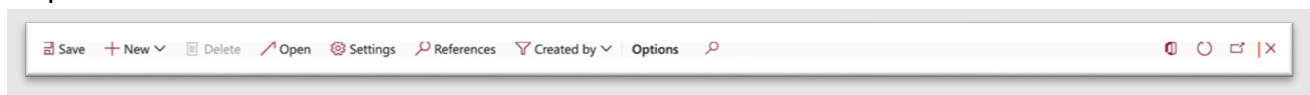
Step 7. Select desired document to upload

Step 8. Document details will appear on screen

The screenshot shows a web application interface titled "Finance and Operations" with a "COL" label in the top right corner. A toolbar at the top includes icons for Save, New, Delete, Open, Settings, References, Created by, and Options. On the left, a sidebar contains a search bar and a list of document types: COI, BWC Sample (BWC), Other Test Form (Other), COI Test Form (COI), BWC Test Form (BWC), and two more Other Test Form (Other) entries. The main content area is divided into several sections. At the top, "Attachments for Unlinked" shows a table with columns for Description, Type, and Attached, containing one entry: "CardBackSide copy 2" of type "Other" which is attached. Below this is the "General" section, which includes a "DETAILS" tab with a "Notes" field, an "OTHER INFORMATION" section with a toggle for "Is default attachment" set to "No", and a "CREATE" section showing the creator as "euocflan@gmail.com" and the creation time as "12/15/2020 11:31:02 AM". There is also a "Restriction" field set to "External". The "Attachment" section at the bottom contains a table with columns for "FILE INFORMATION" (File name, File type, Original file name) and "FILE LOCATION" (File location). The file name is "CardBackSide copy 2", the type is "png", and the original name is "CardBackSide copy 2.png".

Step 9. You will see the attachment listed on the screen

Step 10. Select the X button to close the window



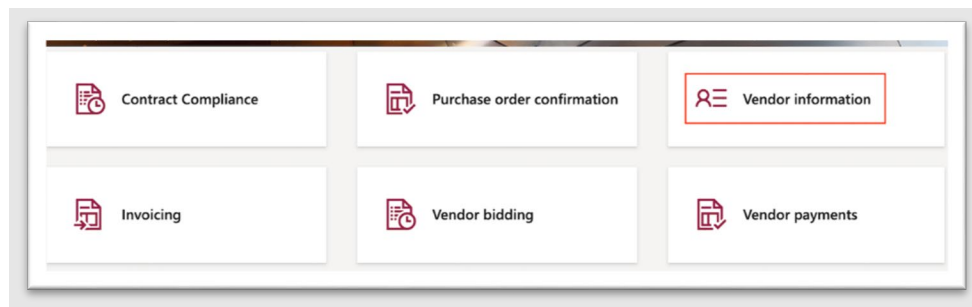
Update your Vendor Profile

Update Address

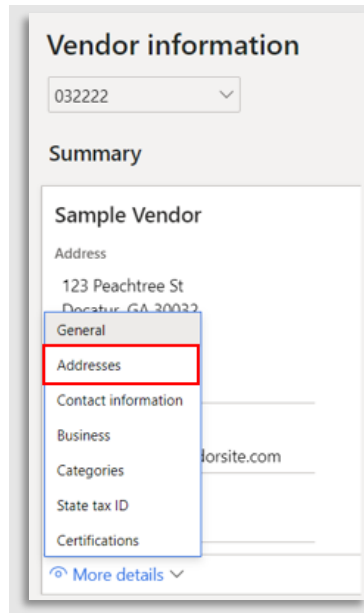
Vendors may update their address with the documented steps below in the City of Columbus D365 Vendor Portal.

Menu Path: Homepage > Vendor information

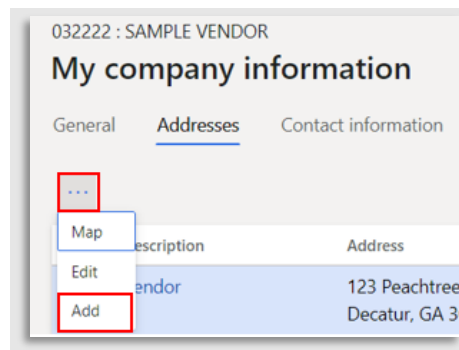
Step 1. Select the **Vendor information** tile from the homepage



Step 2. Select **More Details > Addresses** from the dropdown



Step 3. Click the three dots in the left-hand corner to select **Add** from the dropdown



Step 4. Select the **Purpose** of the address.

Step 5. Enter an address for your business using the **Country, Street, Zip Code, City, and State** fields.

New address

Location ID
000230822

Name or description
Sample Vendor

Purpose
Business;Remit-to

Country/region
USA

ZIP/postal code
30032

Street
123 Peachtree St

City
Decatur

State
GA

County

OK Cancel

Step 6. Click the **OK** button

- a. The new address will be displayed in the **Addresses** section.

032222 : SAMPLE VENDOR

My company information

General Addresses Contact information Business Categories State Tax Id Certifications

...

Name or description	Address	Purpose	Primary ↓
Sample Vendor	123 Peachtree St Decatur, GA 30032 USA	Business;Remit-to	Yes

To update the Vendor Remit address information, follow the steps below:

Step 1. Select **Addresses**

Step 2. Click the three dots in the left-hand corner to select **Edit** button from the dropdown

032222 : SAMPLE VENDOR

My company information

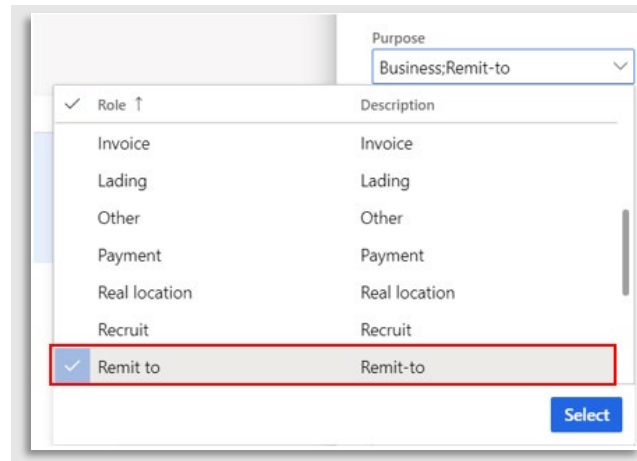
General Addresses Contact information

...

Map

Edit

Step 3. From the **Purpose** dropdown list, select **Remit to**



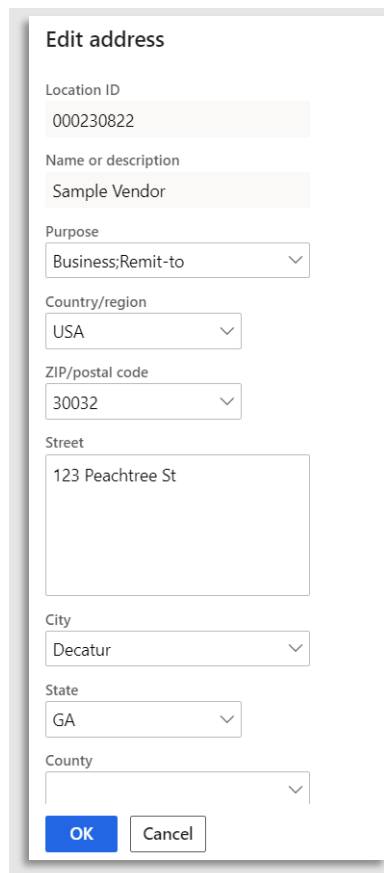
The screenshot shows a dropdown menu with the title 'Purpose'. The selected option is 'Business;Remit-to'. Below the dropdown is a table with two columns: 'Role' and 'Description'. The table lists several options, with 'Remit to' highlighted by a red box and a checkmark in the 'Role' column.

Role	Description
Invoice	Invoice
Lading	Lading
Other	Other
Payment	Payment
Real location	Real location
Recruit	Recruit
✓ Remit to	Remit-to

A blue 'Select' button is located at the bottom right of the dropdown menu.

a. Update the **Company Contact Information** as necessary:

- Country/region**
- Zip/postal code**
- Street**
- City**
- State**
- Leave **County** blank



The screenshot shows the 'Edit address' form. It contains the following fields:

- Location ID: 000230822
- Name or description: Sample Vendor
- Purpose: Business;Remit-to
- Country/region: USA
- ZIP/postal code: 30032
- Street: 123 Peachtree St
- City: Decatur
- State: GA
- County: (blank)

At the bottom of the form are two buttons: 'OK' and 'Cancel'.

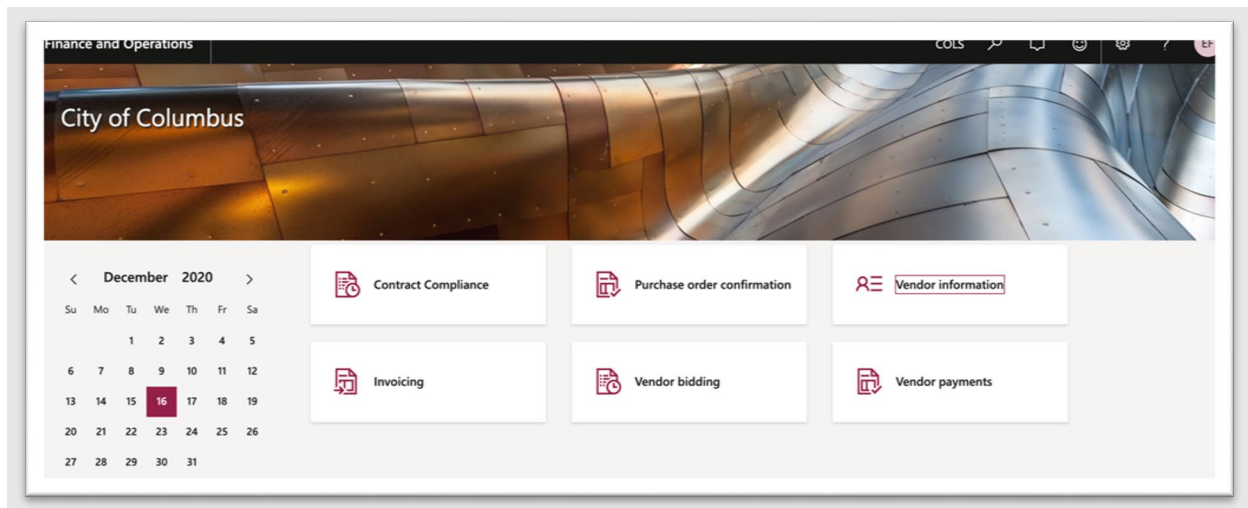
Step 4. Click OK

Update Contact Information

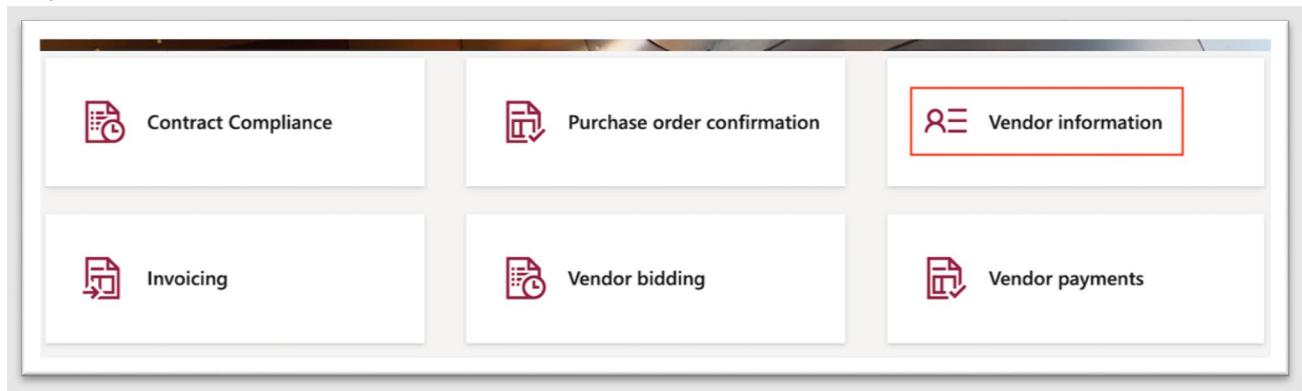
Vendors may update contact information in the Vendor Portal with the documented below in the City of Columbus D365 Vendor Portal.

Menu Path: Homepage > Vendor information

Step 1. Access the Vendor Portal



Step 2. Click the Vendor information tile



Step 3. Click the Users button



Step 4. Click the blue hyperlink for the desired profile

Vendor collaboration users			
<input type="text" value="Filter"/>			
✓	Name	Alias	Vendor account
	Jane Doe	euocflan@gmail.com	032205
			Flanagan's Pub

Step 5. Click to expand the **Contact information** section

[Contacts](#) | JANE DOE

Jane Doe

Contact person details

Contact information

Legal entities the person is a contact for

Step 6. Select field under desired column to edit

Contact information

+ Add

Remove

Description	Type	Contact number/address	Extension	Primary ↓
	Email address	euocflan@gmail.com		<input checked="" type="checkbox"/>
Phone Number	Phone	1234567891		<input checked="" type="checkbox"/>

Step 7. Click in cell block to edit desired field information

Description	Type	Contact number/address	Extension	Primary ↓
	Email address	Update field here		<input type="checkbox"/>
Phone Number	Phone	1234567891		<input type="checkbox"/>

- If multiple contacts are provided, select the **Primary** checkbox for the vendor contact that will be listed as the primary contact.
 - The email that is marked as Primary will receive notifications regarding RFQs, purchase orders, and assorted City of Columbus notifications

Step 8. Click the **X** button to save information and close the Vendor information screen.



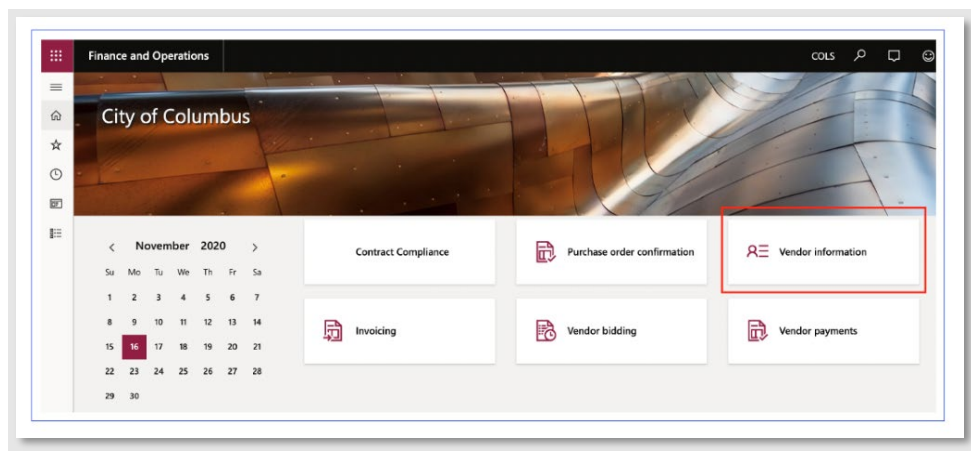
View/Update/Remove Registered Business Procurement Categories

City of Columbus vendors may view, update, and remove registered business procurement categories with the documented steps below in the City of Columbus D365 Vendor Portal.

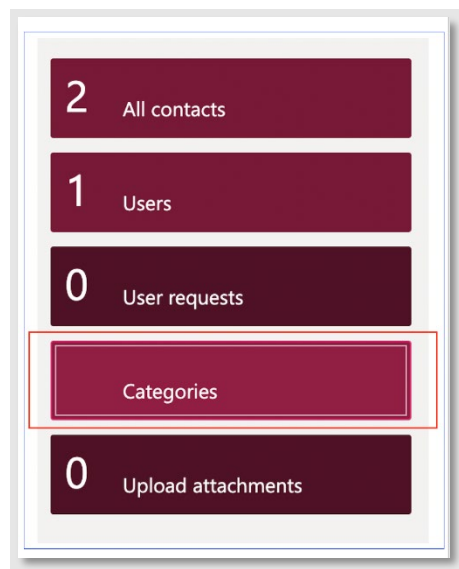
Menu Path: Homepage > Vendor Information

Add Registered Business Procurement Categories

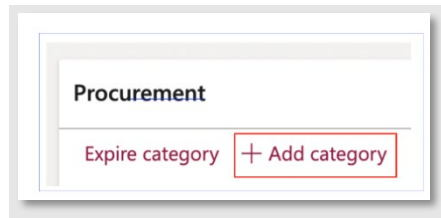
Step 1. Click the **Vendor information** tile



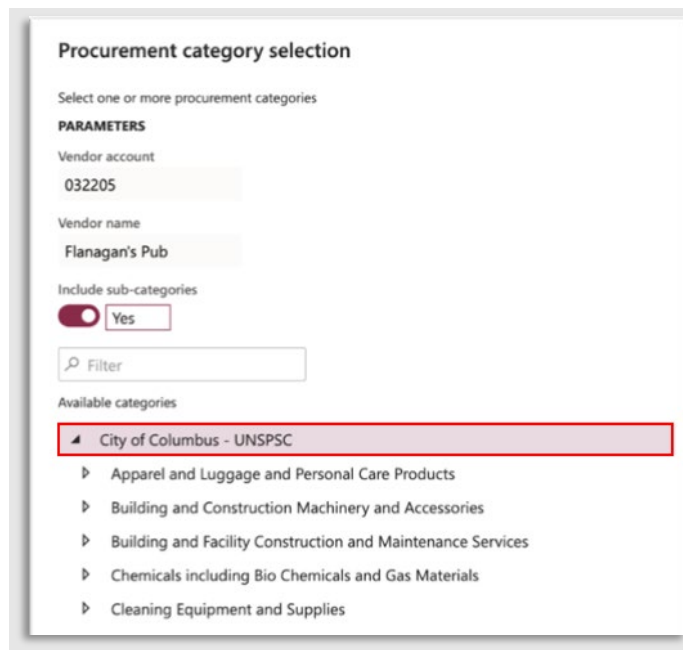
Step 2. Click the **Categories** tile



Step 3. Click the **Add category** button



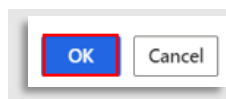
Step 4. View and select a category from the list of **Available categories**



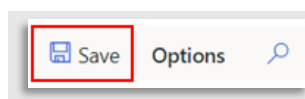
Step 5. Click the **Add** button



Step 6. Click the **OK** button

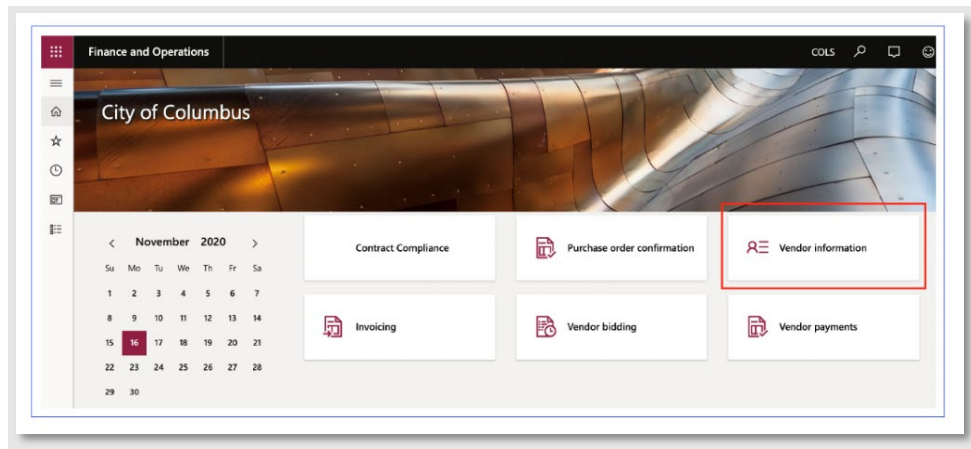


Step 7. Click **Save**

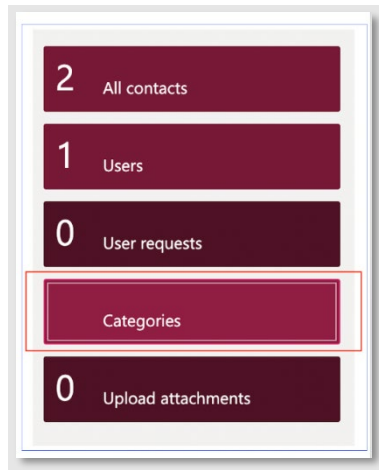


Remove Registered Business Procurement Categories

Step 1. Click the **Vendor information** tile



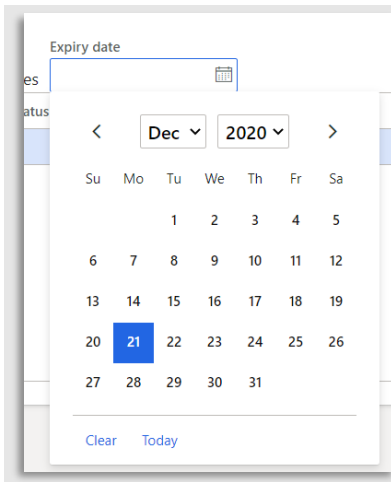
Step 2. Click the **Categories** tile



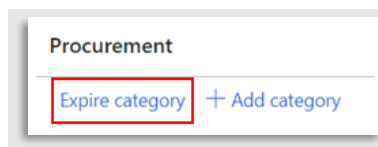
Step 3. Mark all desired categories to remove using the left-hand checkbox

Show as of date		Expiry date		
<input checked="" type="checkbox"/> Show only currently active		<input checked="" type="checkbox"/> Include sub-categories		
<input checked="" type="checkbox"/> Category hierarchy	Category	Vendor category status	Effective ▾	Expiration ▾
<input checked="" type="checkbox"/> Procurement category ...	Air transport of letters and parc...	Approved	12/9/2020	Never

Step 4. Select an **Expiry date** for the category



Step 5. Click **Expire Category**

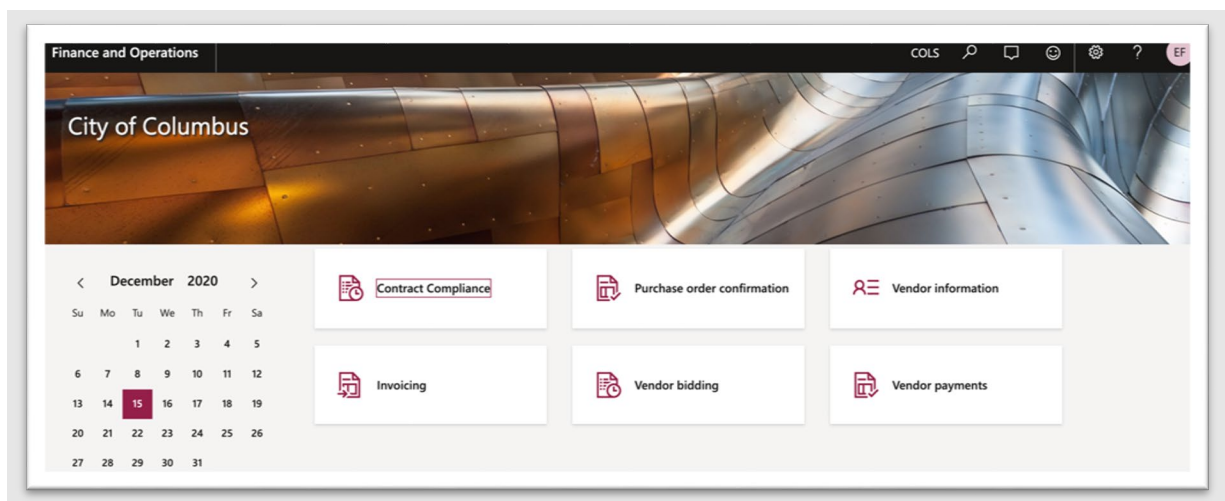


Contract Compliance Questionnaire

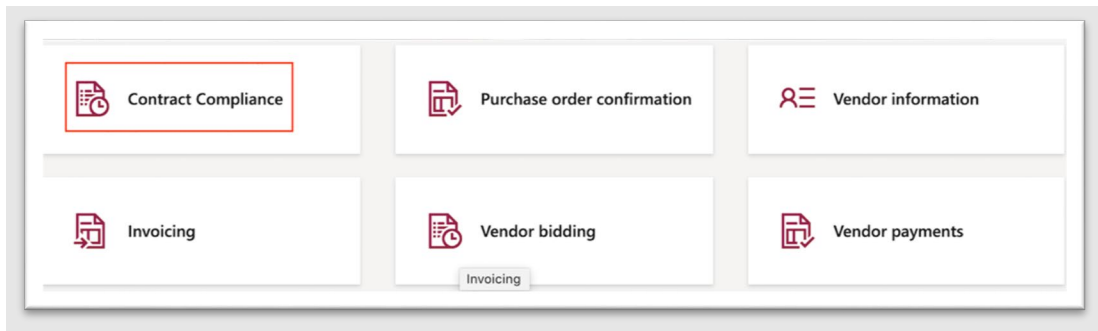
All new City of Columbus vendors are required to complete a questionnaire about their business during the registration process and must complete the questionnaire for contract compliance every two years. Documented below are the steps required in the City of Columbus D365 Vendor Portal.

Menu Path: Homepage > Contract Compliance

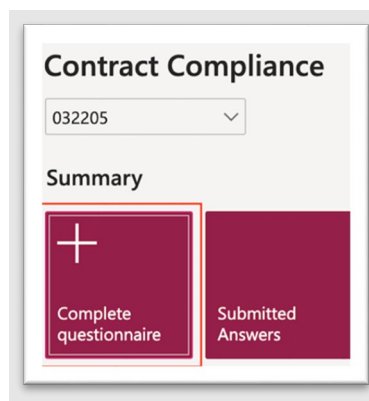
Step 1. Access the Vendor Portal



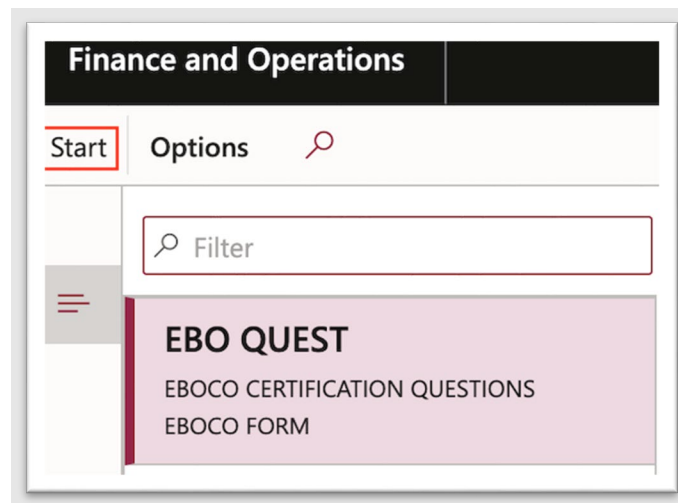
Step 2. Click the **Contract Compliance** tile



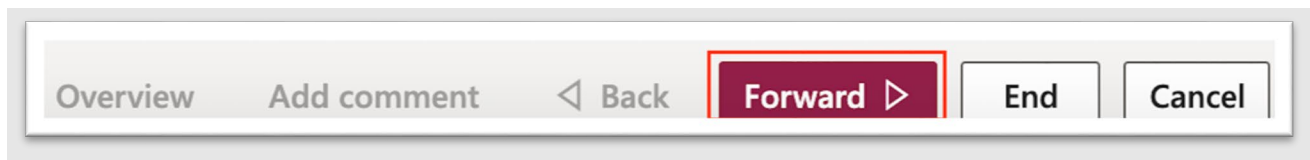
Step 3. Click the **Complete Questionnaire** button



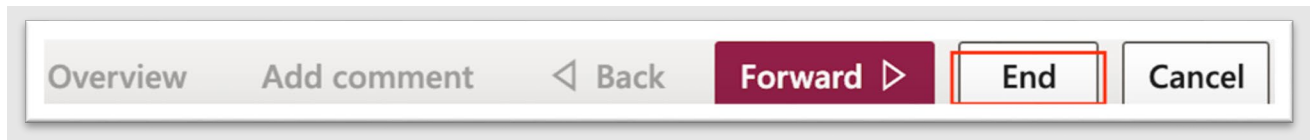
Step 4. Click the **Start** button in the upper left-hand corner



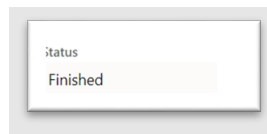
Step 5. Proceed through the Questionnaire answering each question and selecting **Forward** to continue



Step 6. Once you have reached and answered the last question, click the **End** button



Step 7. The status of the questionnaire will be updated to **Finished**.

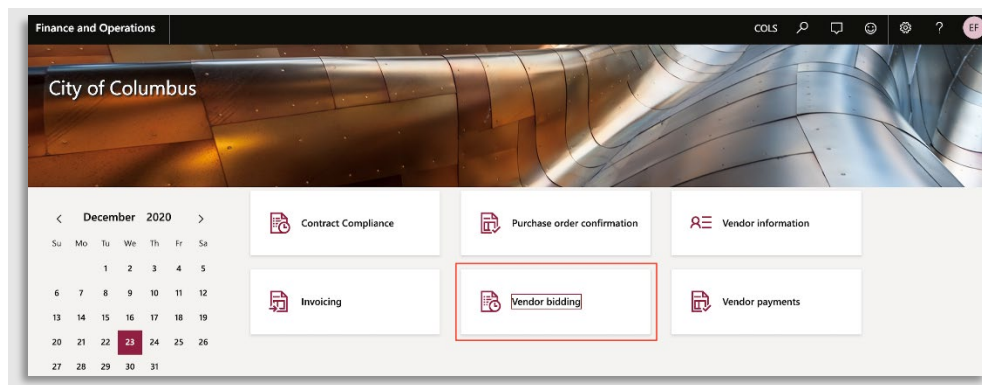


View Vendor Certifications

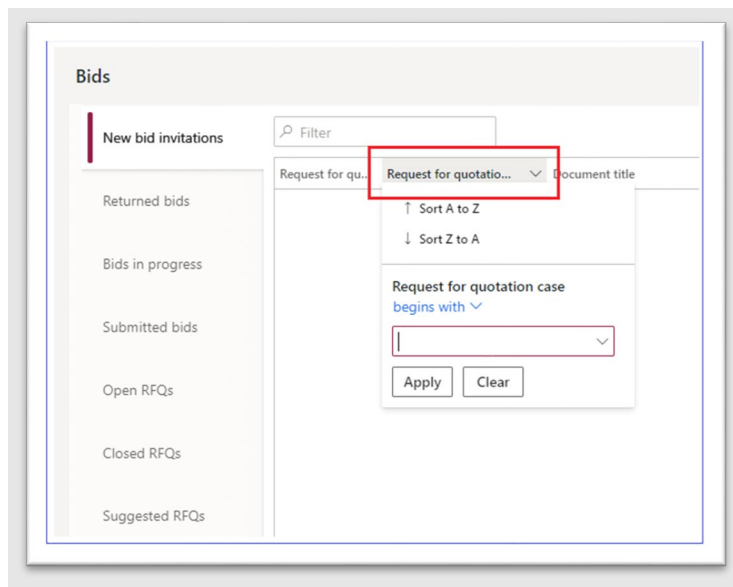
City of Columbus vendors may view vendor certifications with the documented steps below in the City of Columbus D365 Vendor Portal.

Menu Path: Homepage > Vendor information

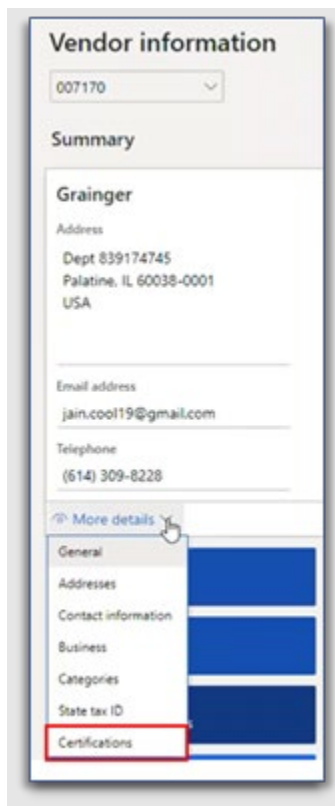
Step 1. Click the **Vendor bidding** tile



Step 2. Click the **Request for Quotation** column dropdown button to filter the list displayed.

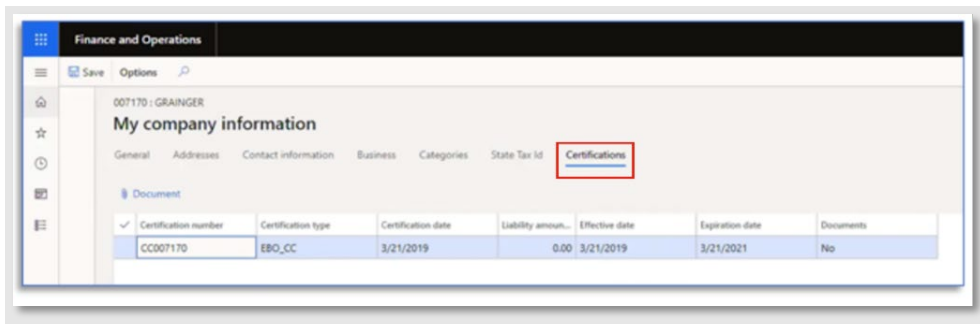


Step 3. Click the **More details** tab underneath the Vendor information Summary area



Step 4. Select **Certifications** from the dropdown menu

Step 5. View **Certifications**

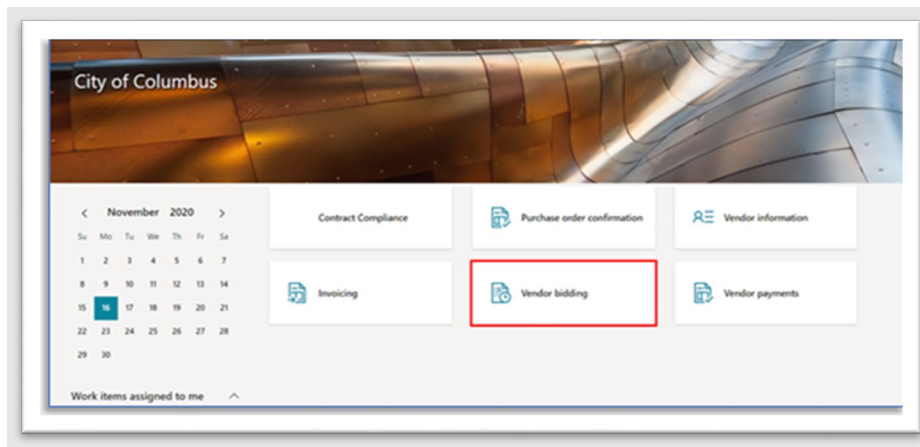


View Bids in Progress

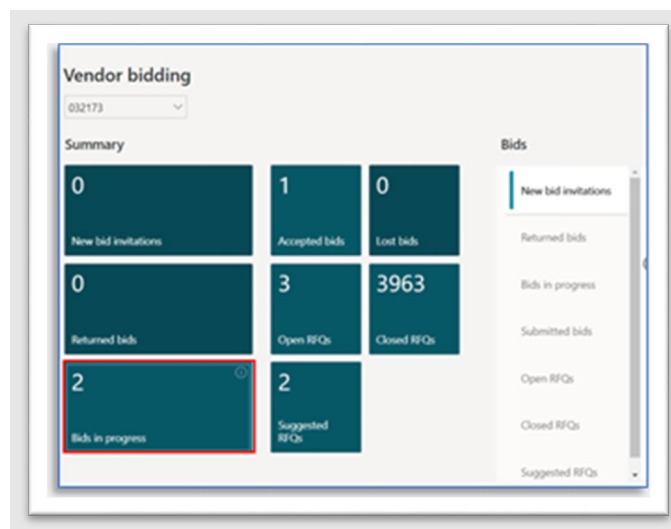
City of Columbus vendors may view bids in progress with the documented steps below in the City of Columbus D365 Vendor Portal.

Menu Path: Homepage > Vendor bidding

Step 1. Click on the **Vendor bidding** tile

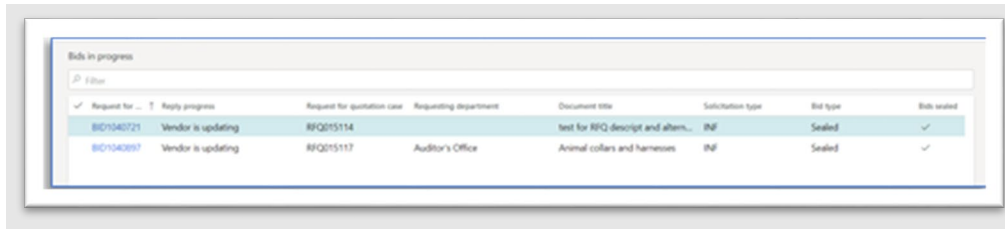


Step 2. Click on the **Bids in progress** tile



Step 3. View the **Bids in Progress** information displayed

- a. To view additional information for the bid, click the RFQ link



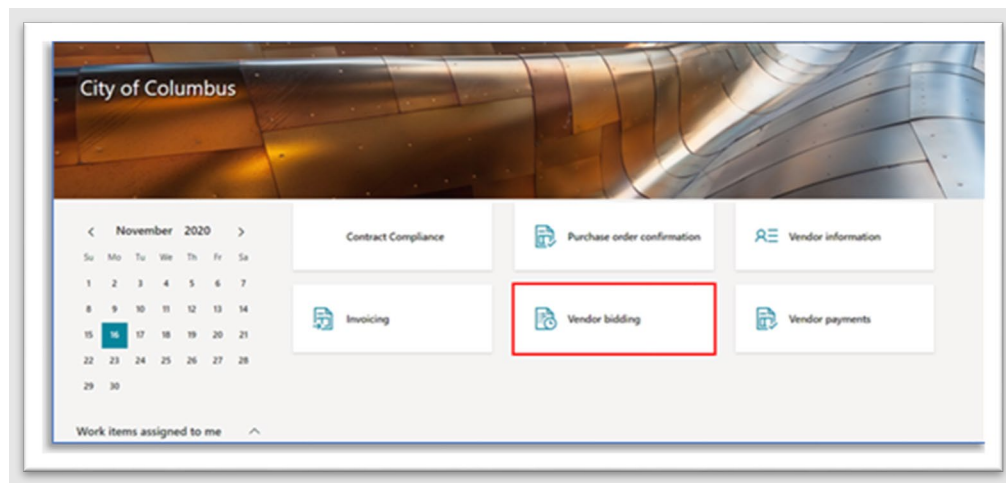
Request for ...	Reply progress	Request for quotation case	Requesting department	Document title	Selection type	Bid type	Bids sealed
BID1340721	Vendor is updating	RFQ015114		test for RFQ descrip and altern...	RF	Sealed	✓
BID1340897	Vendor is updating	RFQ015117	Auditor's Office	Animal collars and harnesses	RF	Sealed	✓

View All Open RFQs

City of Columbus vendors may view all open RFQs with the documented steps below in the City of Columbus D365 Vendor Portal.

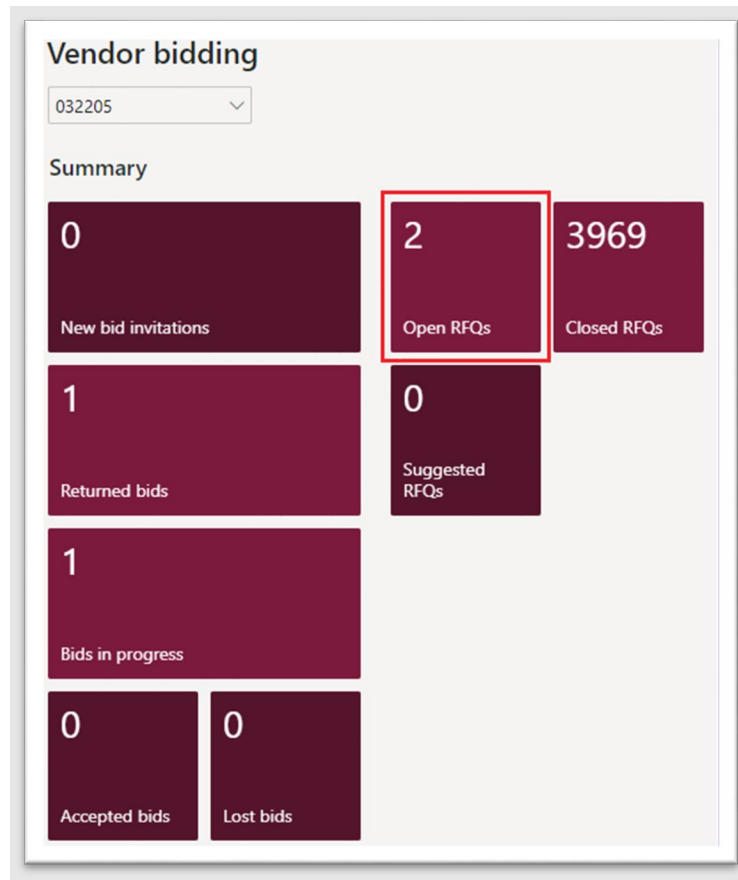
Menu Path: Homepage > Vendor bidding

Step 1. Click the **Vendor bidding** tile on the homepage



Step 2. Click the **Open RFQs** tile

- a. From the Open Bids page, view list of Open Bids



Open bids

Procurement category

Request for quotation header

✓	Solicitation ...	Requesting department	Document title	Solicitation type	Expiration date and time
	RFQ015117	Auditor's Office	Animal collars and harnesses	INF	12/3/2020 01:00:00 PM
	RFQ015129	Rec and Parks	Gym Floor Refinishing 2020 - S...	RFI	11/13/2020 07:00:00 AM

Request for quotation lines

Related information

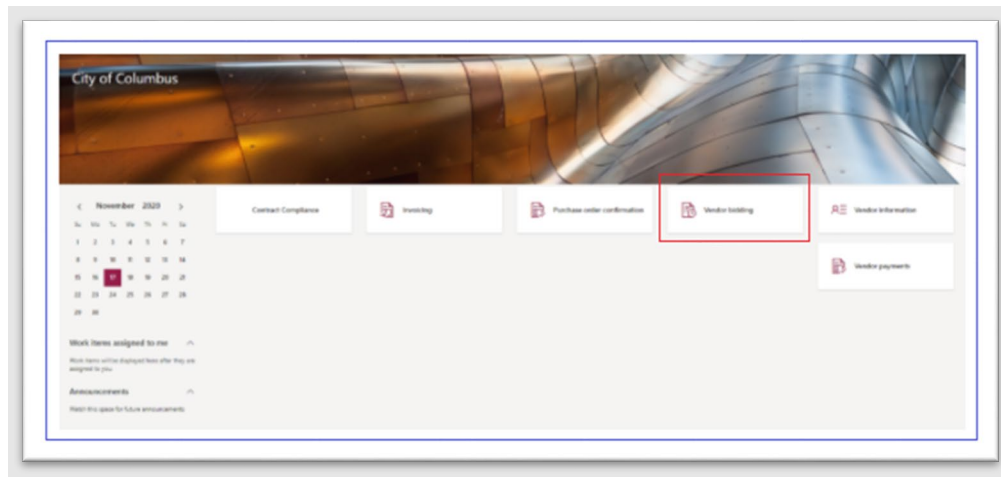
✓	Line number	Line type	Procurement category	Item number	Product name	Quantity	Unit	Currency	Expiration date and time
	10	Category	Animal collars		Remote Training Dog Collar	5.00	PAIR	USD	12/3/2020 01:00:00 PM

View Closed RFQs

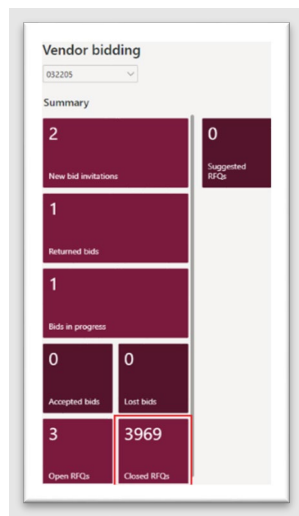
City of Columbus vendors may view closed RFQ with the documented steps below in the City of Columbus D365 Vendor Portal.

Menu Path: Homepage > Vendor bidding

Step 1. Click the **Vendor bidding** tile



Step 2. Click the **Closed RFQs** tile



Step 3. From the **Closed Bids** page, view list of Closed Bids

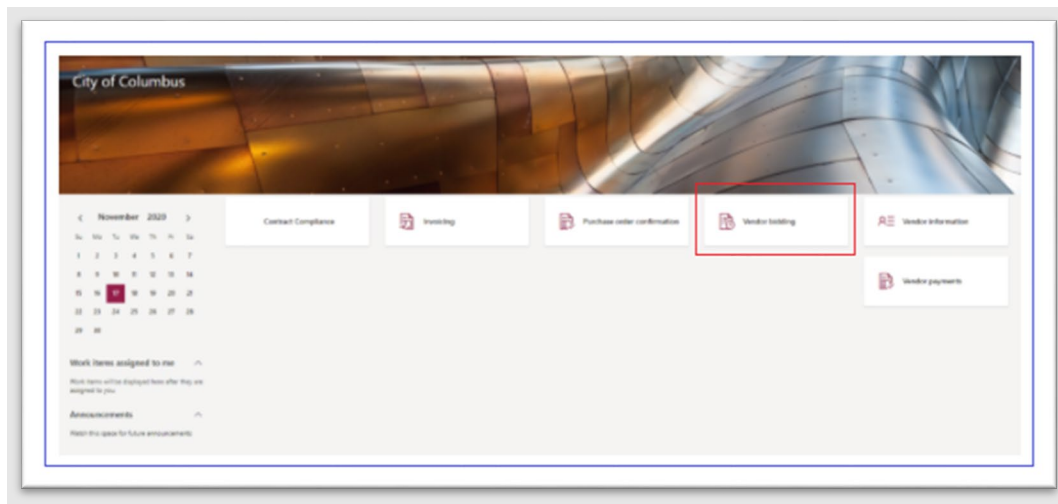
Closed bids				
Procurement category				
Request for quotation header				
✓ Solicitation ... ↑	Requesting department	Document title	Solicitation type	Expiration date and time ▾
RFQ003353		DOP/Locksmith Services	INF	12/17/2018 02:58:50 PM
RFQ008405		DOW/WQAL - Salt	INF	12/17/2018 03:04:21 PM
RFQ008426		DOW/WQAL - ECD Radiological ...	INF	12/18/2018 02:00:20 PM
RFQ008435		EH-POOL CHEMICALS	INF	12/27/2018 01:55:08 PM
RFQ008447		DOW/WQAL - Kimax glass drain...	INF	12/18/2018 02:01:44 PM
RFQ008696		DOSD-Surveillance Lab Purge &...	INF	12/27/2018 02:15:25 PM
REQ008711	ELECTRICITY	DOP - 2018 - METAL CABINET F	INF	12/17/2018 02:27:36 PM

Enter and Submit Bid

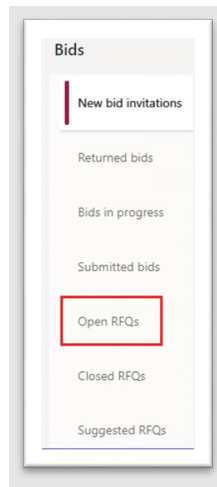
Businesses will be notified via email of new request for quotations matching categories they have registered for. Upon receipt of the email, follow the instructions below to enter and submit a bid in the City of Columbus D365 Vendor Portal.

Access Via Menu Path: Homepage > Vendor bidding > Open RFQs

Step 1. Click the **Vendor bidding** tile



Step 2. Click the New Bid Invitations for RFQs that you have been matched with or select the **Open RFQs** tab to see all RFQs currently available for consideration.



Step 3. View the list of open RFQs and click the desired **RFQ** link to view details

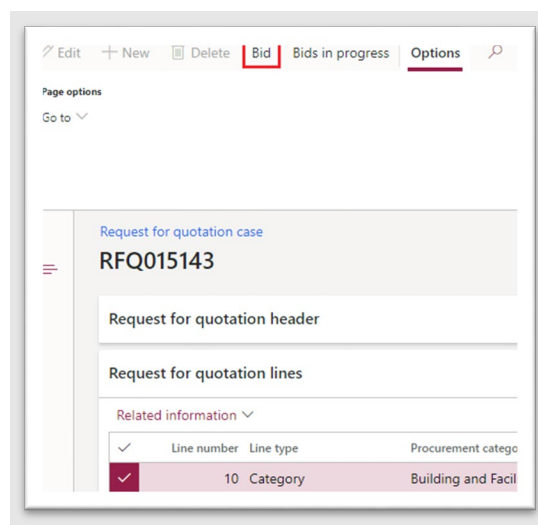
Open bids

Procurement category

Request for quotation header

✓ Solicitation ...	Requesting department	Document title	Solicitation type	Expiration date and time
RFQ015117	Auditor's Office	Animal collars and harnesses	INF	12/3/2020 01:00:00 PM
RFQ015148	Auditor's Office	RecallBidTest	INF	12/18/2020 01:00:00 PM
RFQ015187			CSP	12/3/2020 01:00:00 PM
RFQ015190			CSP	12/4/2020 01:00:00 PM

Step 4. Click the **Bid** button on the RFQ details page



Step 5. Confirm all the RFQ details displayed are correct to vendor preference

- a. **Status**
- b. **Requestor**
- c. **Delivery Name**
- d. **Delivery Address**
- e. **Address**
- f. **Requested Delivery Date**
- g. **Expiration Date**
- h. **Vendor Account**
- i. **Vendor Name**

Animal collars and harnesses

Building instruction

This page shows only request for quotation, not the actual bid values. Click Bid to reach the "Request for quotation sealed bid" page, where you securely can enter your sealed bid. Submit the bid when bid values are entered. You do...

General

Request for quotation BID-001786	Requesting department City of Columbia	Submission type Sealed	Currency USD	Vendor name Manager's Pub
Request title Animal collars and harnesses	Delivery name City of Columbia	Bid type Sealed	Bid currency USD	Price include other fee <input type="checkbox"/> No
Bidder New Action required	Delivery address City of Columbia	Bid method <input type="radio"/> Yes	Submission date and time	Account No
Request for quotation code B0000000	Address 30 W Broad St on 100 Columbia, OH 43215 USA	Requested delivery date 11/11/2020	Allow alternative on regional bids <input type="checkbox"/> No	
Requester Cheryl Gao		Expiration date and time 11/11/2020 09:00:00 PM	Vendor account 000000	

RFQ description

Step 6. Re-click the **Bid** button

Finance and Operations | Vendor collaboration > Workspaces > Vendor bidding

Archived Bids **Bid** Decline RFQ attachments Bid attachments Bid tabulation report Activity Options

Step 7. In the **Lines** section, select the line for which you would like to enter a new bid

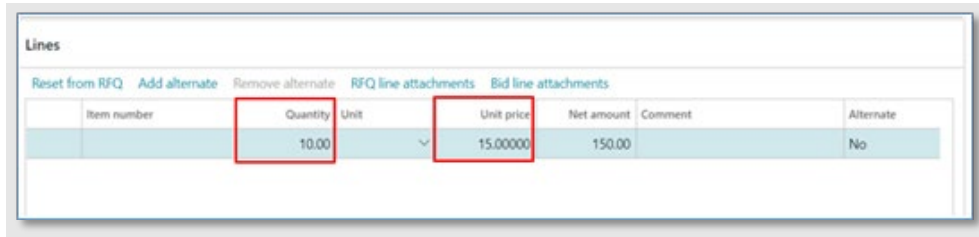
Lines

Reset from RFQ Add alternate Remove alternate RFQ line attachments Bid line attachments

	Line number	Line type	Procurement category	Product name	Item number
<input checked="" type="checkbox"/>	10	Category	Articulating boom lift	test	

Step 8. In the bid row selected, enter a bid amount in the **Unit Price** field

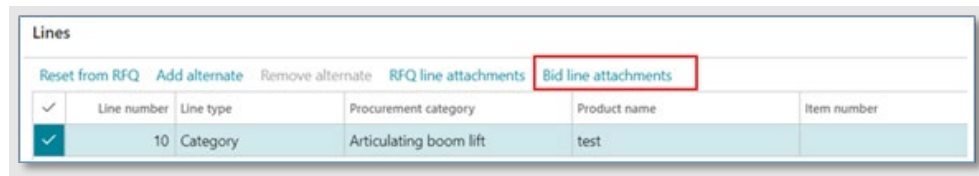
Step 9. Enter the desired quantity in the **Quantity** field



The screenshot shows a table titled 'Lines' with several tabs: 'Reset from RFQ', 'Add alternate', 'Remove alternate', 'RFQ line attachments', and 'Bid line attachments'. The table has columns: 'Item number', 'Quantity', 'Unit', 'Unit price', 'Net amount', 'Comment', and 'Alternate'. The 'Quantity' field contains '10.00' and the 'Unit price' field contains '15.000000'. Both fields are highlighted with red boxes.

Item number	Quantity	Unit	Unit price	Net amount	Comment	Alternate
	10.00		15.000000	150.00		No

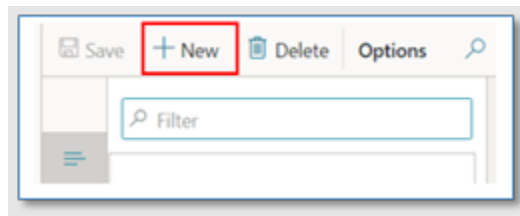
Step 10. Now that you have started a new bid, click **Bid line attachments** to upload supporting documentation



The screenshot shows the 'Lines' table with the 'Bid line attachments' tab selected. The table has columns: 'Line number', 'Line type', 'Procurement category', 'Product name', and 'Item number'. The first row has '10' in 'Line number', 'Category' in 'Line type', 'Articulating boom lift' in 'Procurement category', 'test' in 'Product name', and an empty 'Item number' field. The 'Bid line attachments' tab is highlighted with a red box.

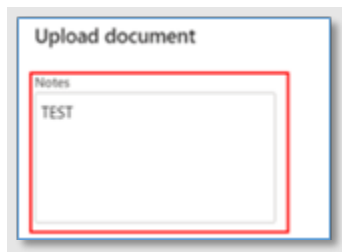
Line number	Line type	Procurement category	Product name	Item number
10	Category	Articulating boom lift	test	

Step 11. Click **New**



The screenshot shows a toolbar with buttons: 'Save', '+ New', 'Delete', and 'Options'. The '+ New' button is highlighted with a red box.

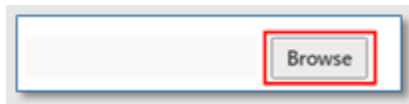
Step 12. Enter a description in the **Text box**



The screenshot shows a dialog box titled 'Upload document'. It has a text box labeled 'Notes' containing the text 'TEST'. The text box is highlighted with a red box.

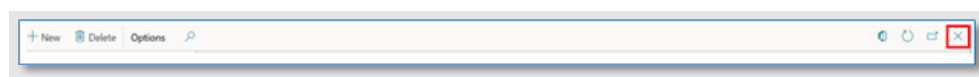
Step 13. Click **Browse** to attach a document from the user desktop

a. The document must be in **PDF format**



The screenshot shows a toolbar with a 'Browse' button highlighted with a red box.

Step 14. Once you have successfully uploading supporting bid documentation, click **X** button to exit



The screenshot shows a toolbar with buttons: '+ New', 'Delete', 'Options', and a search icon. The 'X' button (close button) is highlighted with a red box.

Step 15. Expand the **Line details** section and ensure all details are correct

Line details

IDENTIFICATION		REPLY AMOUNTS		REPLY DETAILS	
Product name	TEST-1	Unit		Vendor's item number	
Procurement category	Advertising	Quantity	10.00	Delivery date	11/30/2020
Item number		Unit price	15.00000	Item description	TEST-1
Line number	10	Price unit	0.00		
Status	New	Charges on purchases	0.00000	Comment	

Step 16. Click the **Submit** button

Finance and Operations Vendor collaboration > Workspaces > Vendor bidding

Save Submit Reset from RFQ RFQ attachments Bid attachments Questions and answers Activity Options

Step 17. Click the **Yes** button

Do you want to submit your bid? Until the expiration date, you can use the Recall action to update the bid that you submit. Click Yes to submit the bid.

Yes No

Step 18. The “You have successfully submitted your bid” confirmation screen is displayed. Click the Close button.

You have successfully submitted your bid.

☐ Do not tell me again

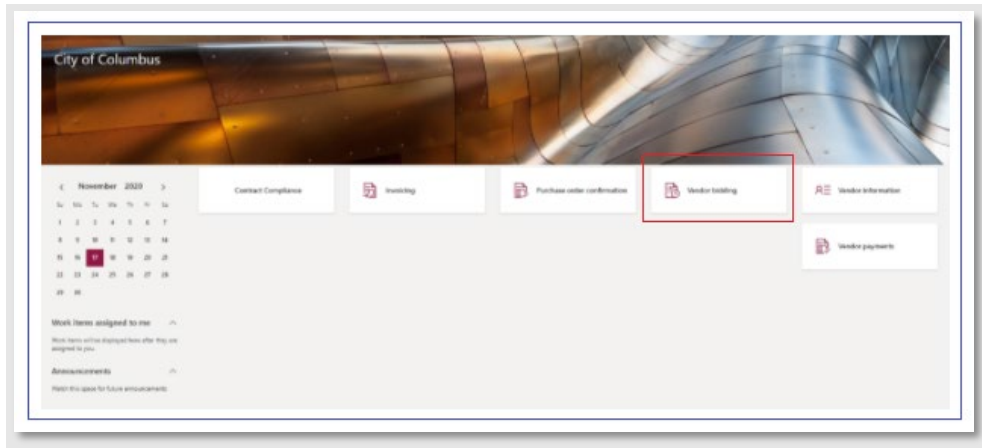
Close

View Amendments

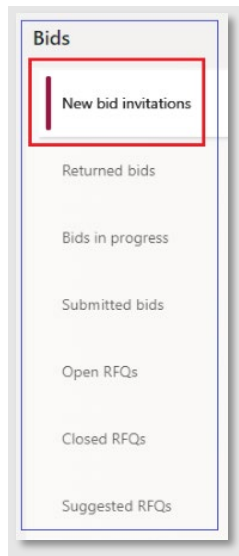
City of Columbus vendors may view amendments or changes made to an amended RFQ and its line items with the documented steps below in the City of Columbus D365 Vendor Portal.

Access Via Menu Path: Homepage > Vendor bidding

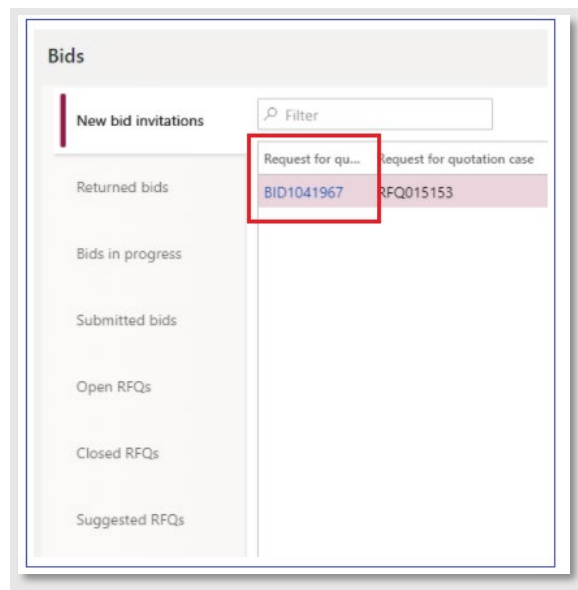
Step 1. Click the **Vendor bidding** tile



Step 2. Click the **New bid invitations** tile



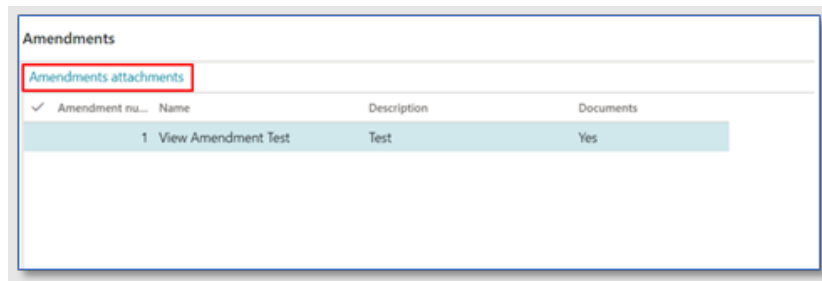
Step 3. In the **New bid invitations** grid, select the desired RFQ by clicking the blue hyperlink RFQ number



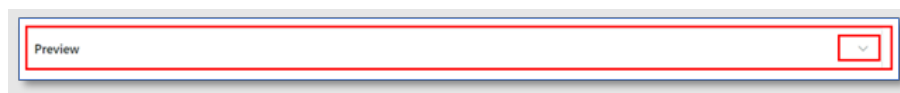
Step 4. Click the downward arrow to expand the **Amendments** section



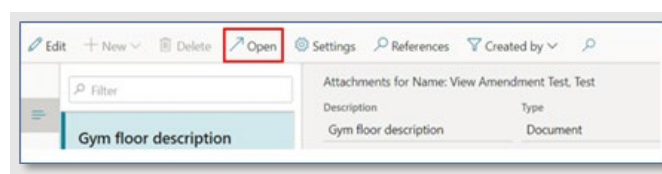
Step 5. Click **Amendment attachments**



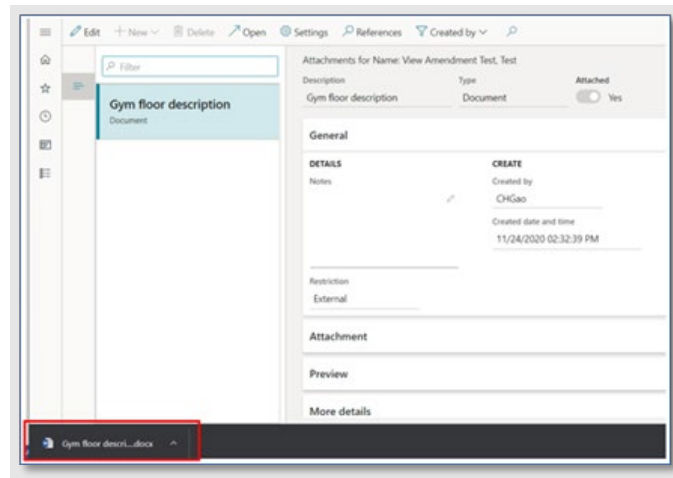
Step 6. Expand the **preview** section on the desired attachment and validate the correct file is displayed within the window



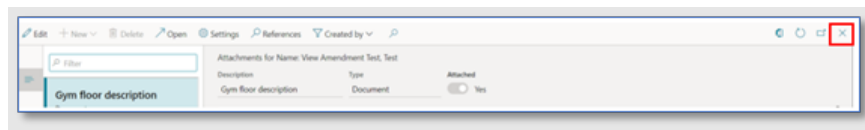
Step 7. Click **Open** on the top ribbon



Step 8. Validate the file opens and downloads



Step 9. Click the X button to close the window



Step 10. Expand the **Line Details** section

- a. Verify any changes in Quantity, Unit Price, etc.

Line details		
IDENTIFICATION	REQUESTED AMOUNTS	REQUESTED DETAILS
Product name Recall Bid TEST	Unit PAIR	Vendor's item number
Procurement category City of Columbus - UNSPSC	Quantity 5.00	Requested delivery date 11/24/2020
Item number	Unit price 0.00000	Item description Recall Bid TEST
Line number 10	Price unit 0.00	
Status New	Charges on purchases 0.00000	

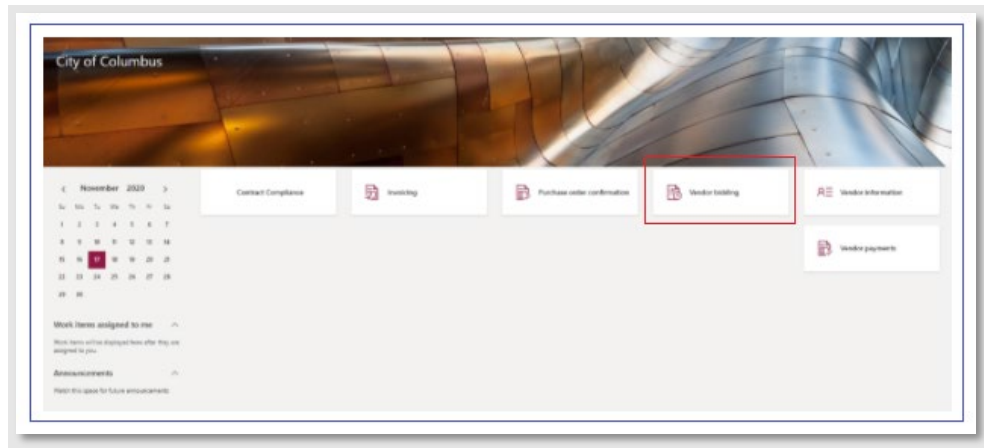
Step 11. To be considered for the Amended RFQ, you must follow the steps outlined above on placing a Bid

Add Alternate Bid on an Item

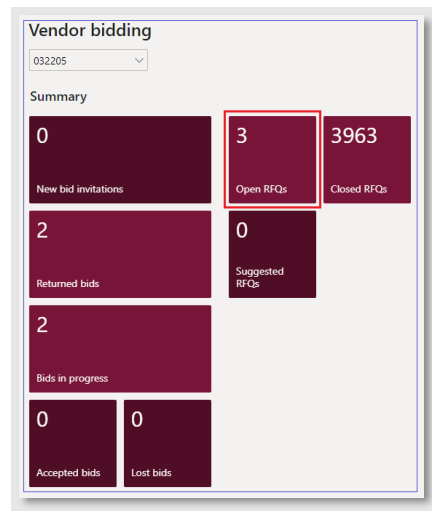
City of Columbus vendors may add an alternative bid with the documented steps below from the City of Columbus D365 Vendor Portal. **Most requests for quotations allow vendors to submit alternate bids.**

Access Via Menu Path: Home page > Vendor bidding

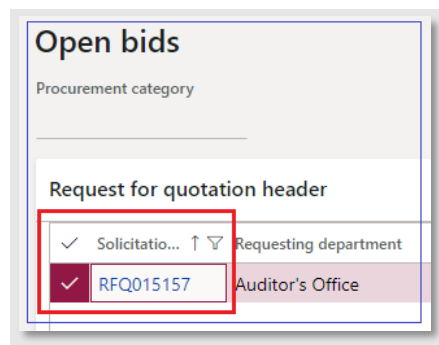
Step 1. Click the **Vendor bidding** tile



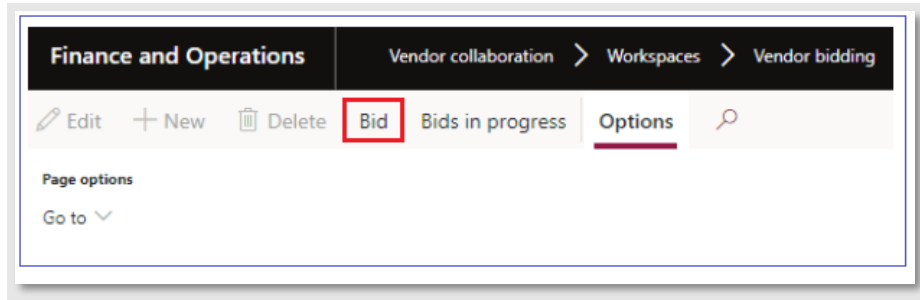
Step 2. Click the **Open RFQs** or **New Bids Invitations** tile



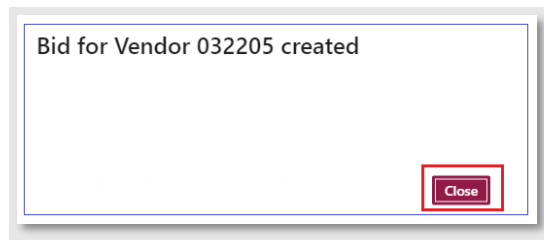
Step 3. Select the desired RFQ you would like to open by clicking the blue hyperlink RFQ number



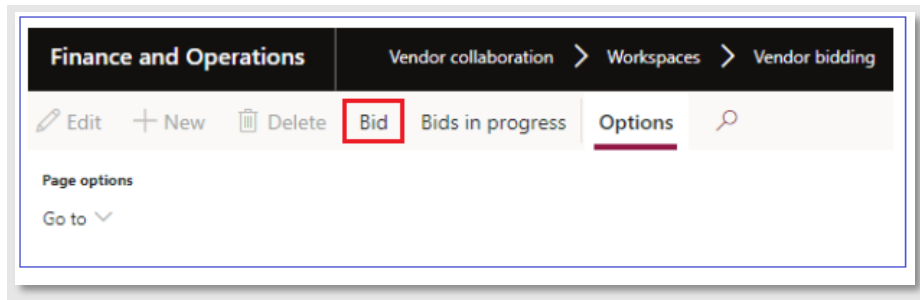
Step 4. Click the **Bid** button to add an alternative bid



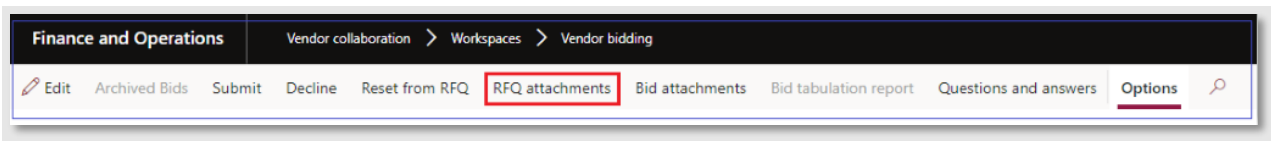
Step 5. A confirmation screen for “Bid for Vendor # created” is displayed. Click the **Close** button.



Step 6. Click the **Bid** button



Step 7. To look at previous bid info, click the **RFQ attachments** button in the top ribbon



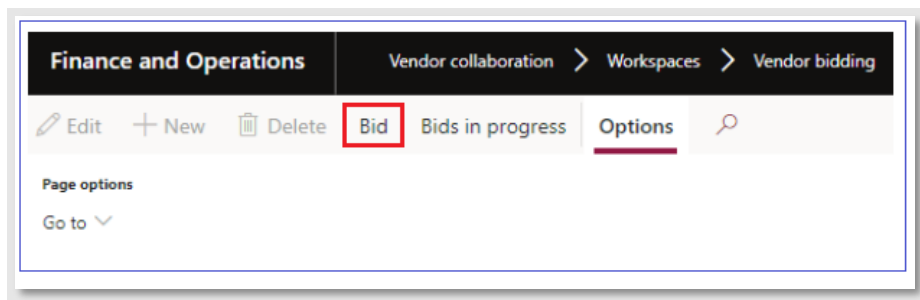
Step 8. Expand the **Preview** section to preview the attachment



Step 9. Click the **X** button to close window



Step 10. Click the **Bid** button



Step 11. Click to select the desired **line number** in the **Lines** section to enter a new bid

Lines

Reset from RFQ Add alternate Remove alternate RFQ line attachments Bid line attachments

Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Net amount	Comment
10	category	Trees and shrubs	oak trees		25.00	EA	0.000000	0.00	
25	Category	Trees and shrubs	Rose Bushes		50.00	EA	0.000000	0.00	

- Step 12.** Click the **Add alternate** button
- A new row will be created

Lines										
Reset from RFQ Add alternate Remove alternate RFQ line attachments Bid line attachments										
✓	Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Net amount	Comment
✓	10	Category	Trees and shrubs	oak trees		25.00	EA	0.00000	0.00	
	20	Category	Trees and shrubs	Rose Bushes		50.00	EA	0.00000	0.00	

- Step 13.** In the **Unit price** column, enter a new unit price

Lines										
Reset from RFQ Add alternate Remove alternate RFQ line attachments Bid line attachments										
Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Net amount	Comment	
10	Category	Trees and shrubs	oak trees		25.00	EA	0.00000	0.00		
10	Category	Trees and shrubs	Insert name here		25.00	EA	10.00000	250.00		
20	Category	Trees and shrubs	Rose Bushes		50.00	EA	0.00000	0.00		

- Step 14.** In the **Product name** column, update field to desired text

Lines										
Reset from RFQ Add alternate Remove alternate RFQ line attachments Bid line attachments										
Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Net amount	Comment	
10	Category	Trees and shrubs	oak trees		25.00	EA	0.00000	0.00		
10	Category	Trees and shrubs	Insert name here		25.00	EA	10.00000	250.00		
20	Category	Trees and shrubs	Rose Bushes		50.00	EA	0.00000	0.00		

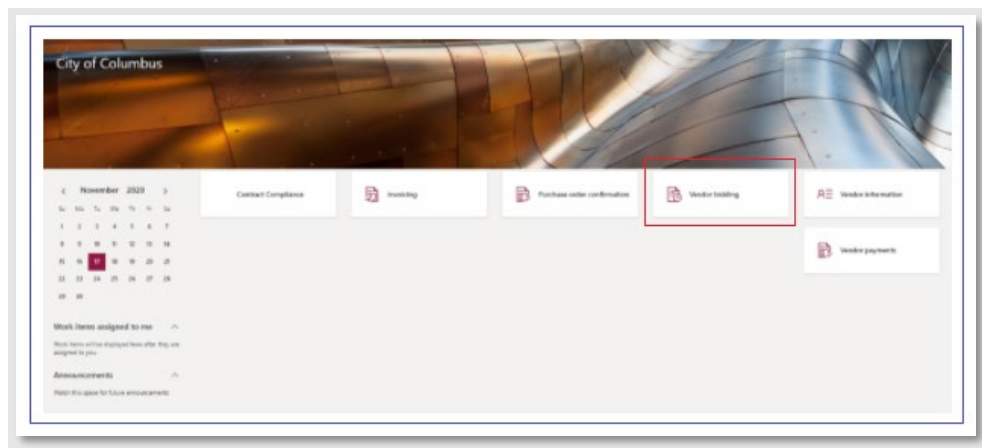
- Step 15.** Click the **Save** button in the top ribbon to save changes

Complete RFQ Bid Questionnaire

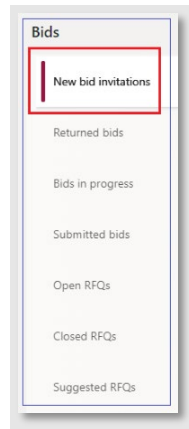
RFQs may require a vendor to complete questionnaires as part of the bid process with the documented steps below in the City of Columbus D365 Vendor Portal.

Access Via Menu Path: Home page > Vendor bidding

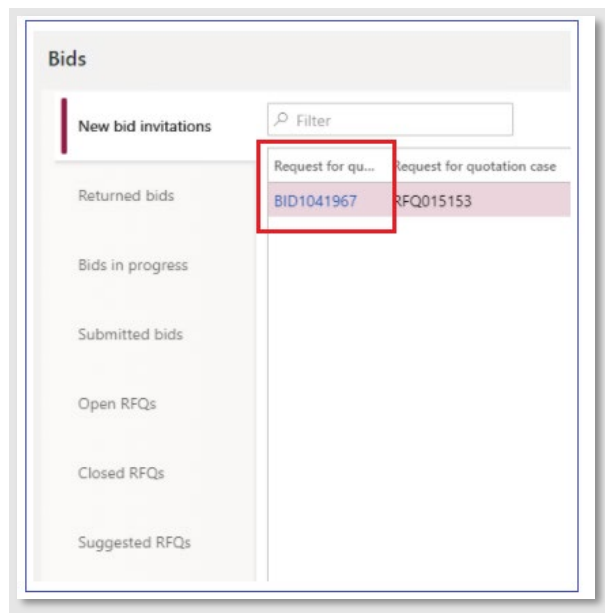
- Step 1.** Click the **Vendor bidding** tile



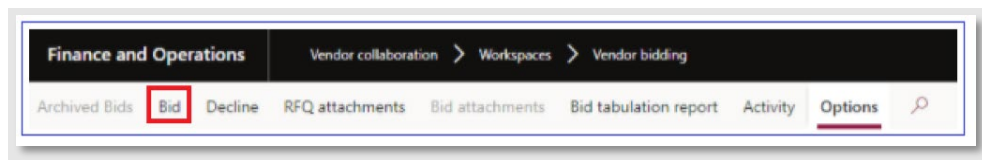
Step 2. Click the **Open RFQs** or **New bid invitations** tab



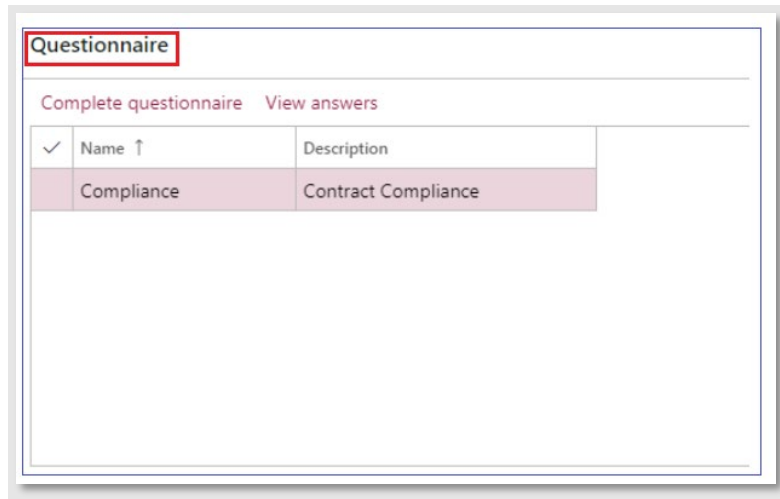
Step 3. Select the desired RFQ you would like by clicking the blue hyperlink RFQ number



Step 4. Click the **Bid** button in the top ribbon



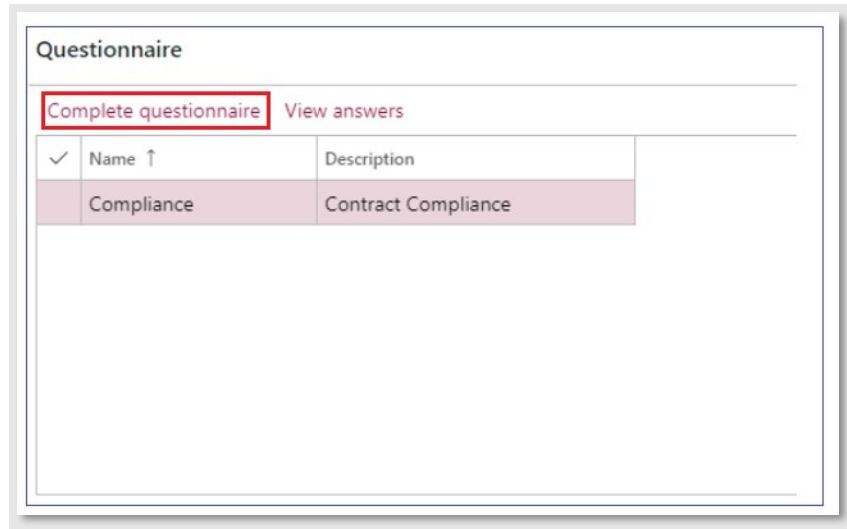
Step 5. Click **Questionnaire** to expand the section



The screenshot shows a web interface with a section titled "Questionnaire" highlighted by a red box. Below the title are two buttons: "Complete questionnaire" and "View answers". Underneath these buttons is a table with two columns: "Name ↑" and "Description". The table contains one row with the text "Compliance" and "Contract Compliance".

✓	Name ↑	Description
	Compliance	Contract Compliance

Step 6. Click the **Complete questionnaire** button



The screenshot shows the same web interface as before, but now the "Complete questionnaire" button is highlighted with a red box. The "View answers" button remains visible next to it. The table below is identical to the one in the previous screenshot.

✓	Name ↑	Description
	Compliance	Contract Compliance

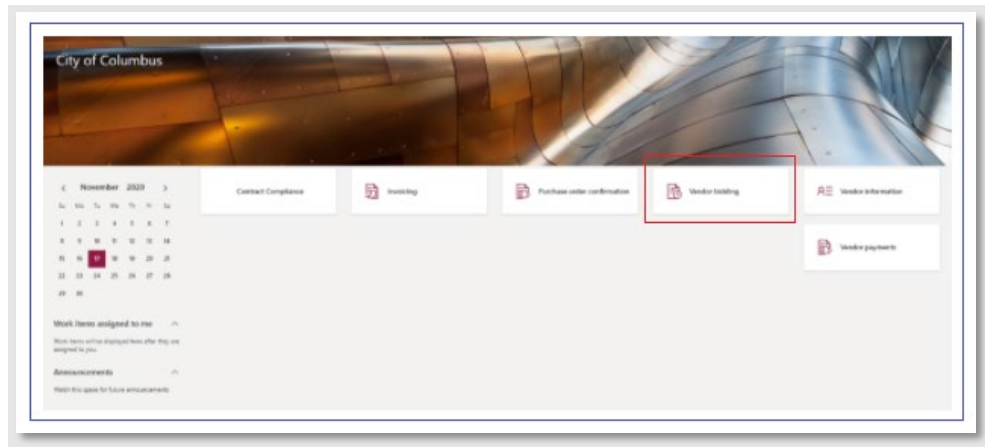
Step 7. Answer each question, select the **Forward** button to proceed through the questions

Step 8. After answering the last question, click the **End** button

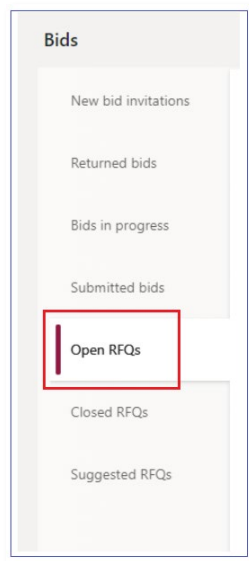
Submit Vendor Question Regarding RFQ

Access Via Menu Path: Home page > Vendor bidding

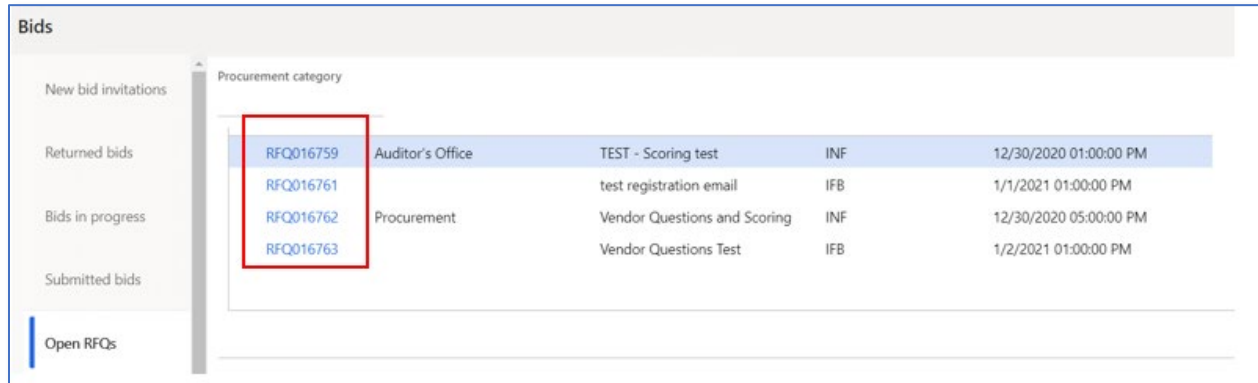
Step 1. Click the **Vendor bidding** tile



Step 2. Select the **Open RFQs** or **New Bid invitations** tab

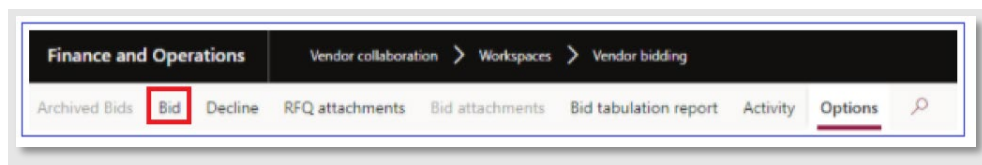


Step 3. Select the desired RFQ you would like to open by clicking the blue hyperlink RFQ number

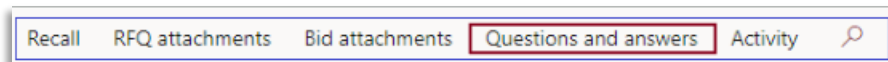


Procurement category					
RFQ016759	Auditor's Office	TEST - Scoring test	INF		12/30/2020 01:00:00 PM
RFQ016761		test registration email	IFB		1/1/2021 01:00:00 PM
RFQ016762	Procurement	Vendor Questions and Scoring	INF		12/30/2020 05:00:00 PM
RFQ016763		Vendor Questions Test	IFB		1/2/2021 01:00:00 PM

Step 4. Click the **Bid** button in the top ribbon



Step 5. Click the **Question and answers** button top ribbon



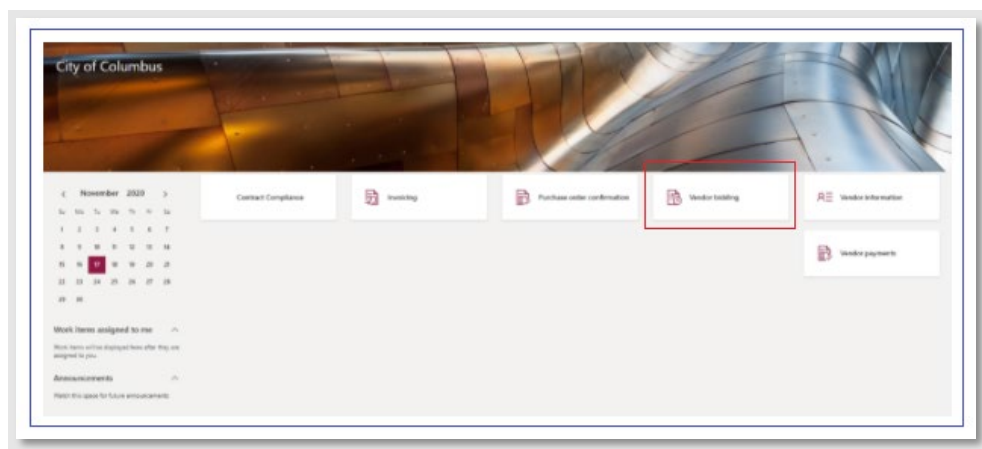
Step 6. Click the **Ask a question** button

Step 7. Click the **Save** button

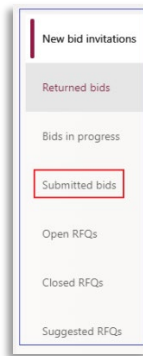
View Vendor Questions and Answers

Access Via Menu Path: Home page > Vendor bidding

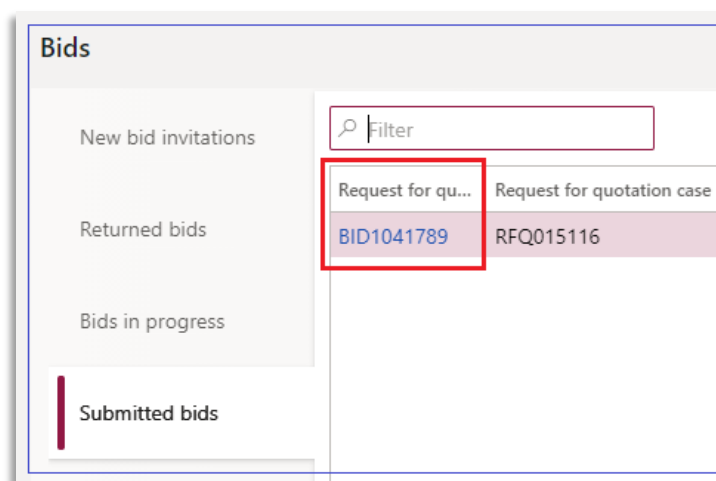
Step 1. Click the **Vendor bidding** tile



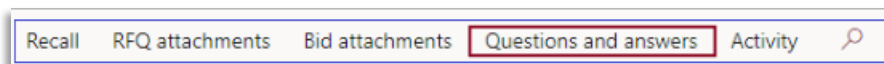
Step 2. Click the **Submitted Bids** tab



Step 3. In the **Submitted bids** grid, select the desired RFQ you would like by clicking the blue hyperlink RFQ number



Step 4. Click **Questions and answers** button in the top ribbon



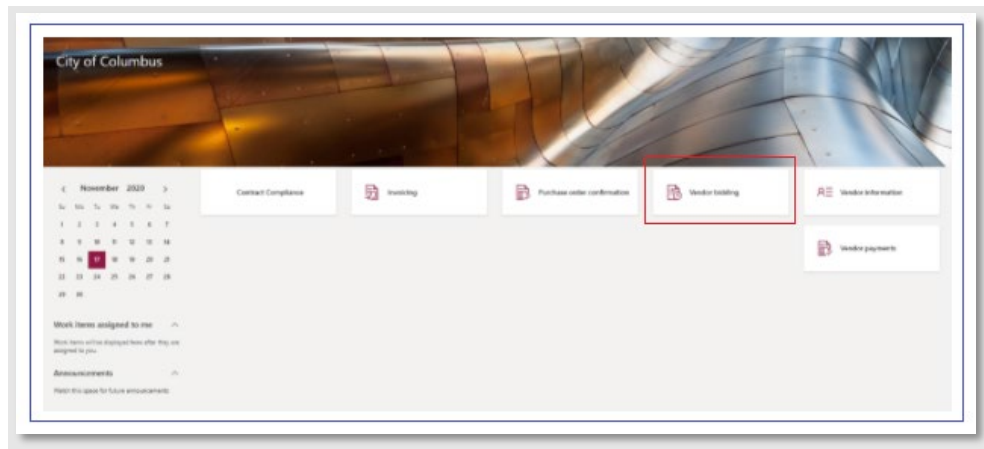
Step 5. View vendor questions and answers

Recall a Bid

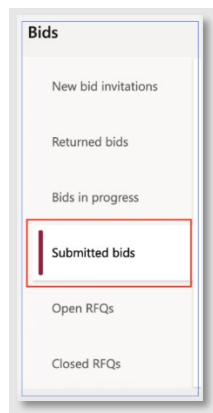
Bids may be recalled prior to the bid expiration date as necessary to make corrections or updates. A vendor may recall their bid in order to update their bid, add attachments, add alternative bids, etc. with the documented steps below in the City of Columbus D365 Vendor Portal. A bid **cannot** be recalled after the bid expiration date.

Access Via Menu Path: Home page > Vendor bidding

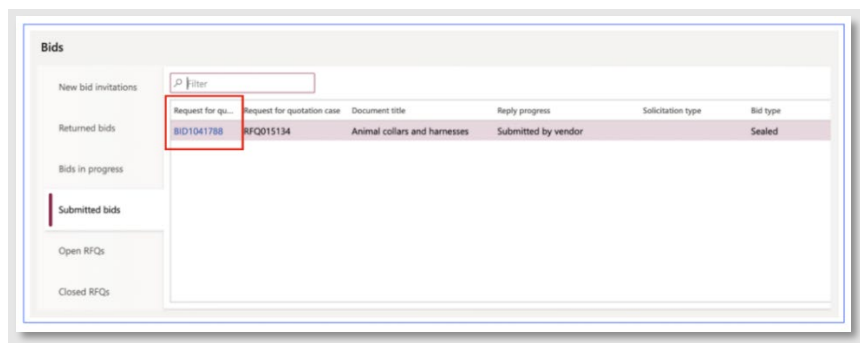
Step 1. Click the **Vendor bidding** tile



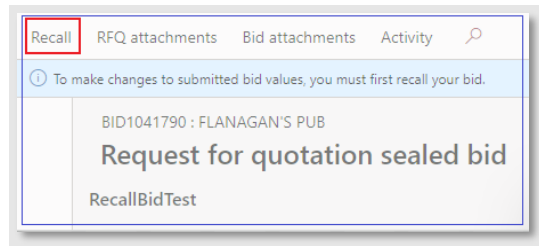
Step 2. Click the **Submitted Bids** tab



Step 3. In the Submitted bids grid, select the desired RFQ you would like to recall by clicking the blue hyperlink RFQ number



Step 4. Click the **Recall** button



Step 5. Click the **Yes** button to recall the vendor bid. Reminder:

Note: Recalling your Bid removes your submission from consideration. To be considered for the RFQ, you must follow the steps above to submit a new bid.

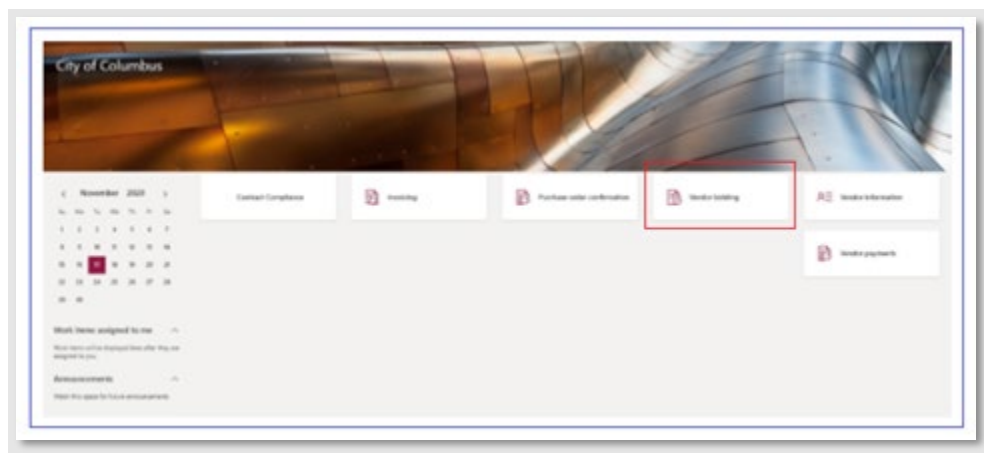
View or Add Attachments

Vendors may attach appropriate documentation to each bid line in an RFQ and view any relevant attachments regarding an RFQ with the documented steps below in the City of Columbus D365 Vendor Portal.

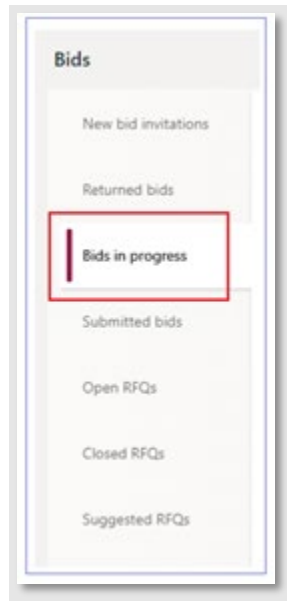
Access Via Menu Path: Home page > Vendor bidding

View Attachments

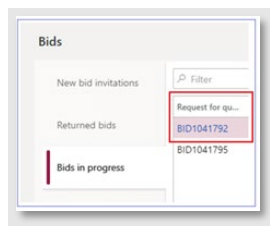
Step 1. Click the **Vendor Bidding** tile



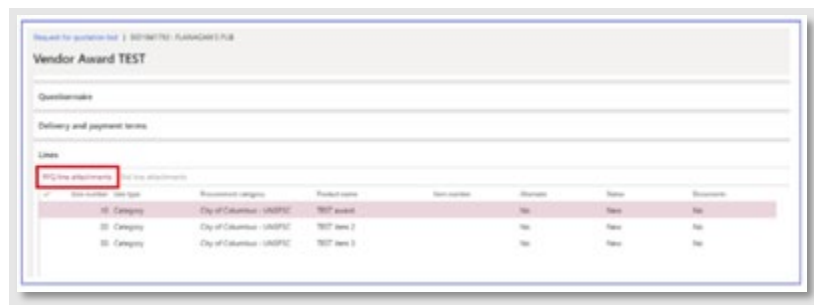
Step 2. Click the **Bids in progress** tab



Step 3. In the **Bids in progress** grid, select the desired RFQ you would like to open by clicking the blue hyperlink RFQ number



Step 4. Click **RFQ Line attachments** in the Lines section

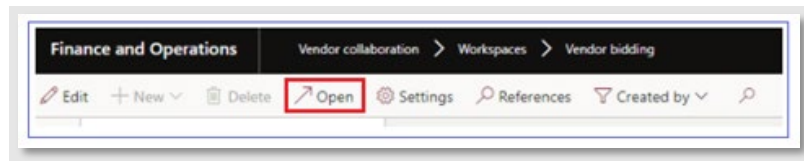


Step 5. Click **Preview** to expand the section and validate that the file is displayed within the window



Step 6. Click **Open** on the top ribbon to validate file can be downloaded and viewed properly on vendor device

- a. The attachment will be displayed

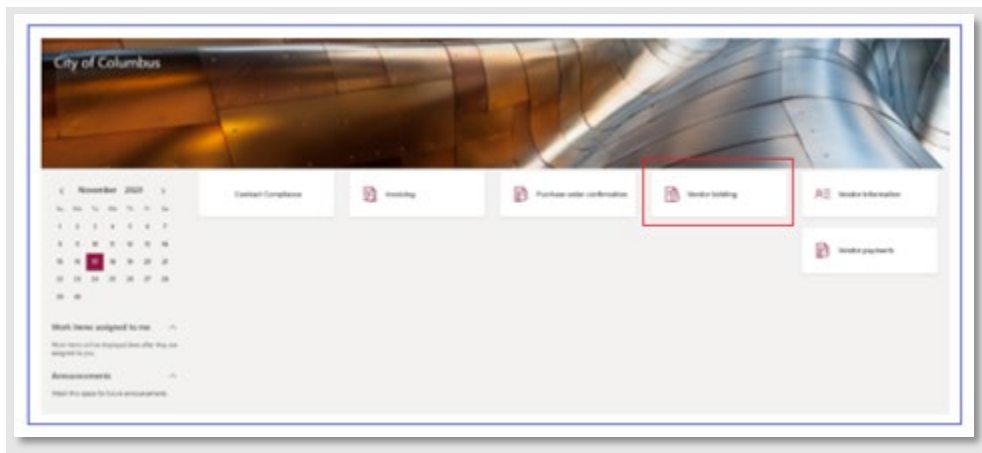


Step 7. Once you have viewed the attachment, click the **X** button to close the attachment



Add Attachments

Step 1. Click the **Vendor bidding** tile



Step 2. Click **New bid invitations**

Step 3. Click the desired **Request for quotation ID** link to view RFQ details

Vendor bidding

032173

Summary

1 New bid invitations	0 Bids in progress	3 Open RFQs	3649 Closed RFQs
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Bids

New bid invitations

Returned bids

Request for quotation case

BID1046346

RFQ015148

Step 4. Click Bid

Bid Decline RFQ attachments Bid attachments Bid tabulation report Activity Options

Step 5. In the Lines section, click Bid line attachments

Lines

Reset from RFQ Add alternate Remove alternate RFQ line attachments Bid line attachments

Step 6. Click New

Finance and Operations

Save + New Delete Options

Filter

Step 7. Click Browse and select a file from your desktop to attach

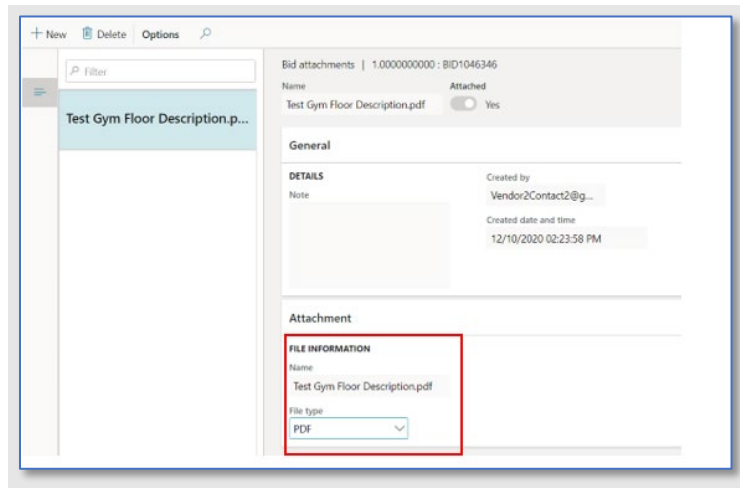
- Note: Only PDF documents can be uploaded and accepted for bids

Upload document

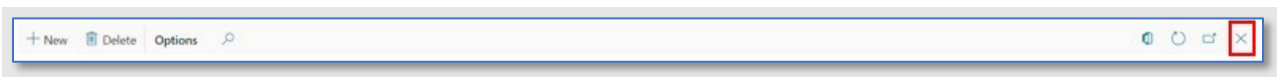
Notes

Browse

Step 8. View the attached file is correct

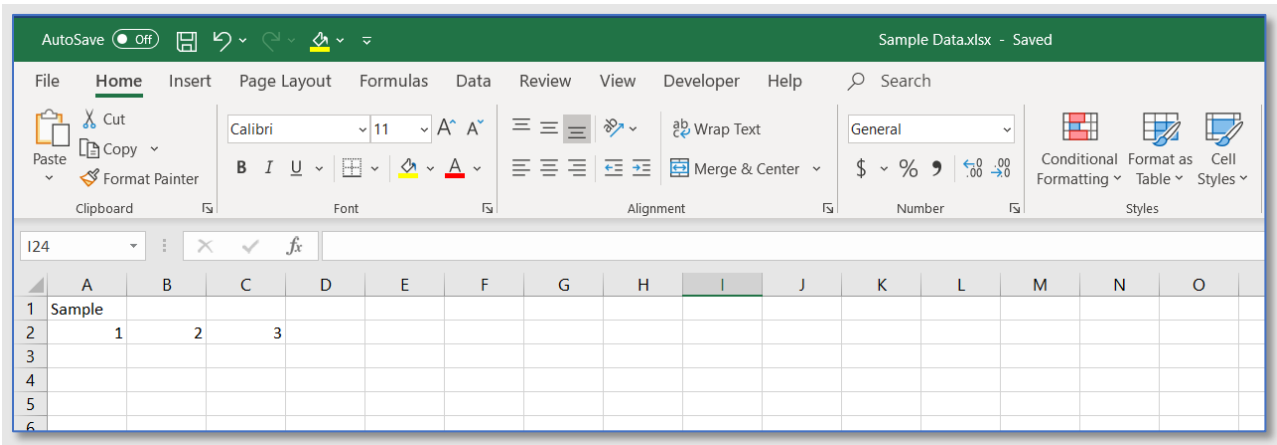
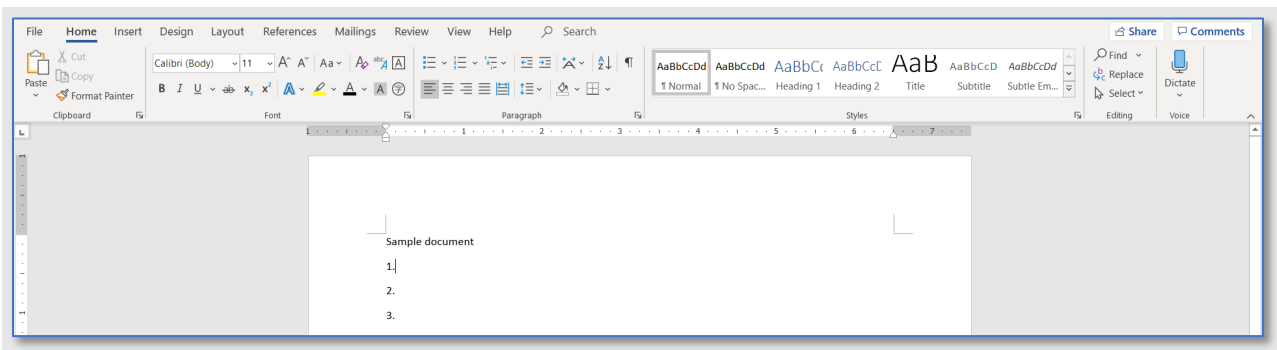


Step 9. Click X to exit

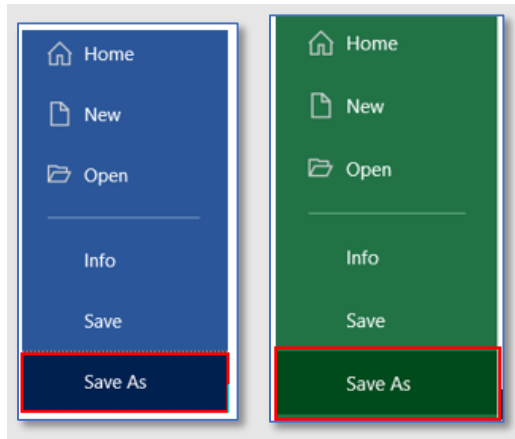
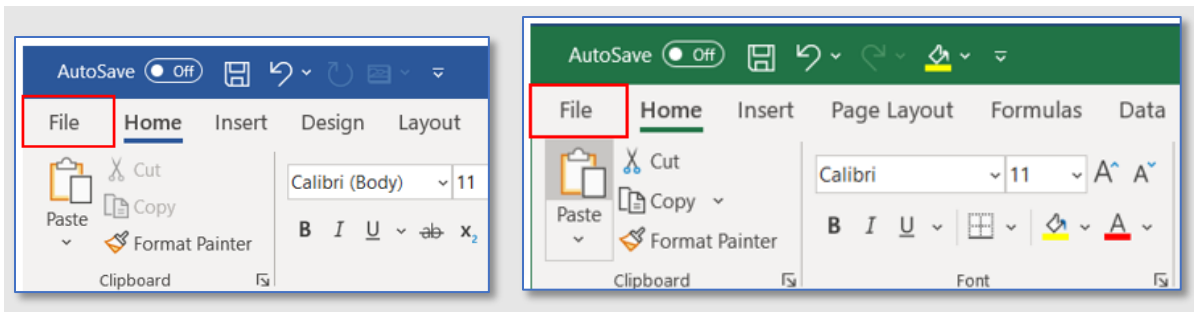


Save File as PDF

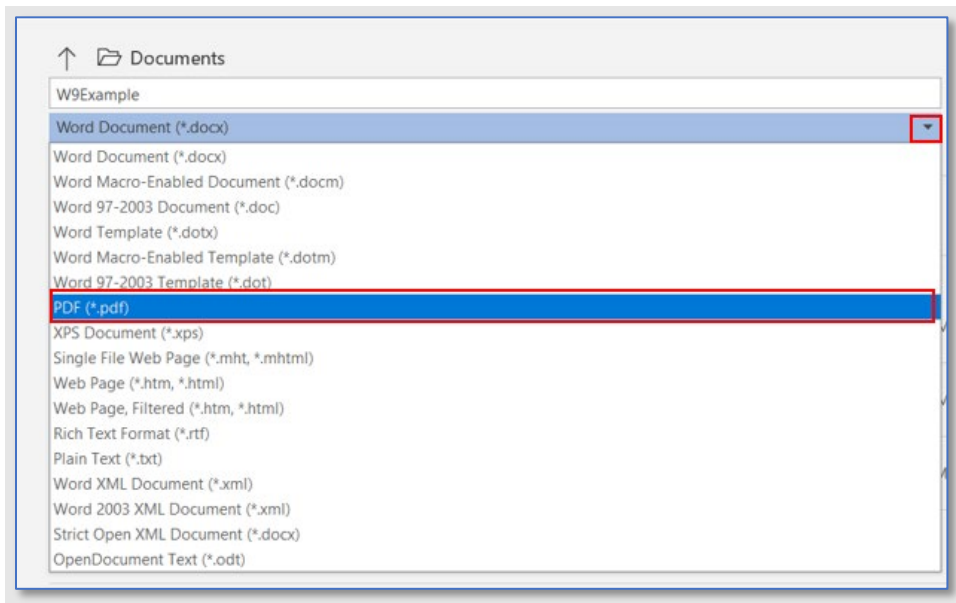
Step 1. Open or create the desired Word or Excel document to save as a PDF

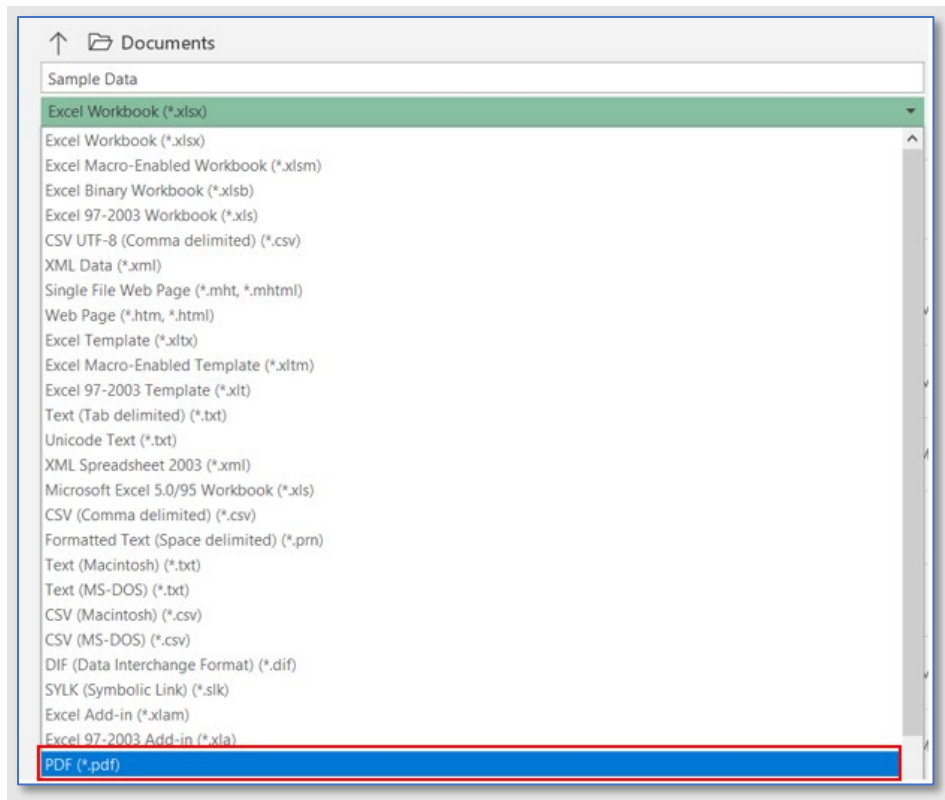


Step 2. Click File > Save As



Step 3. Select PDF from the file type dropdown

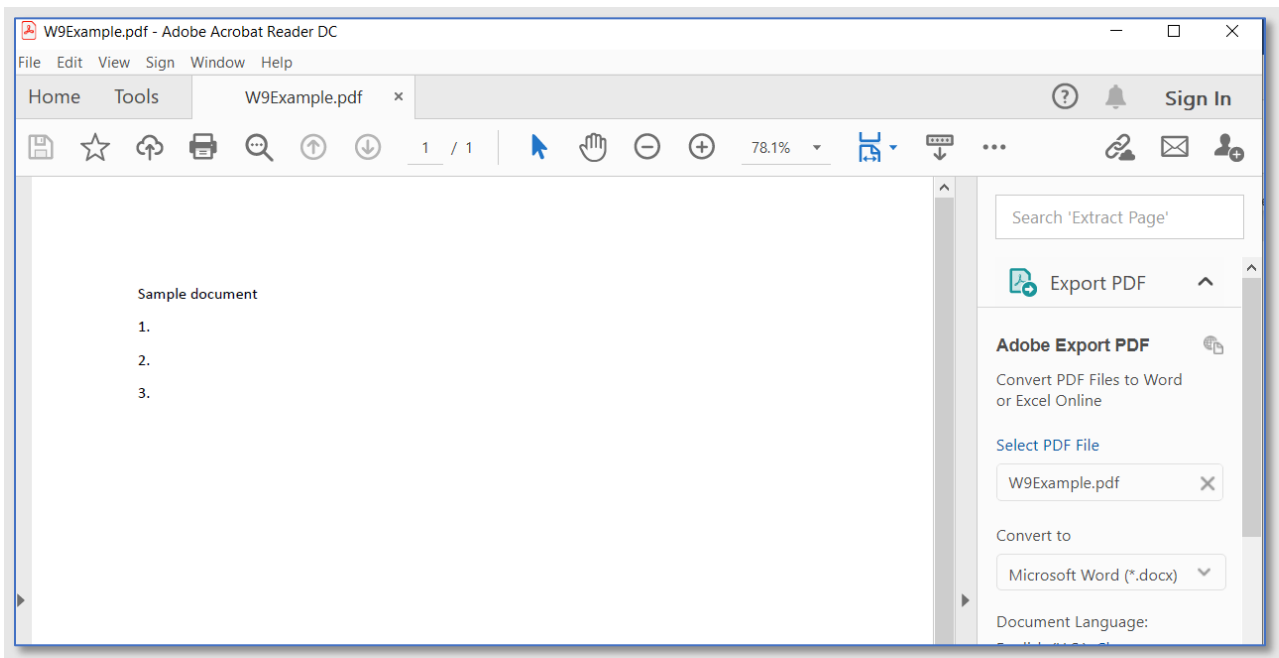


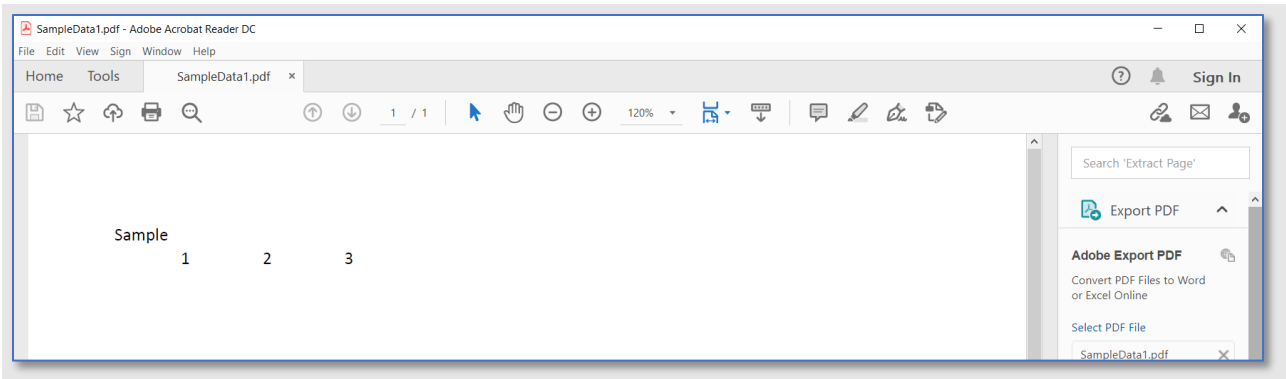


Step 4. Click Save



a. The PDF will appear and be saved to your computer



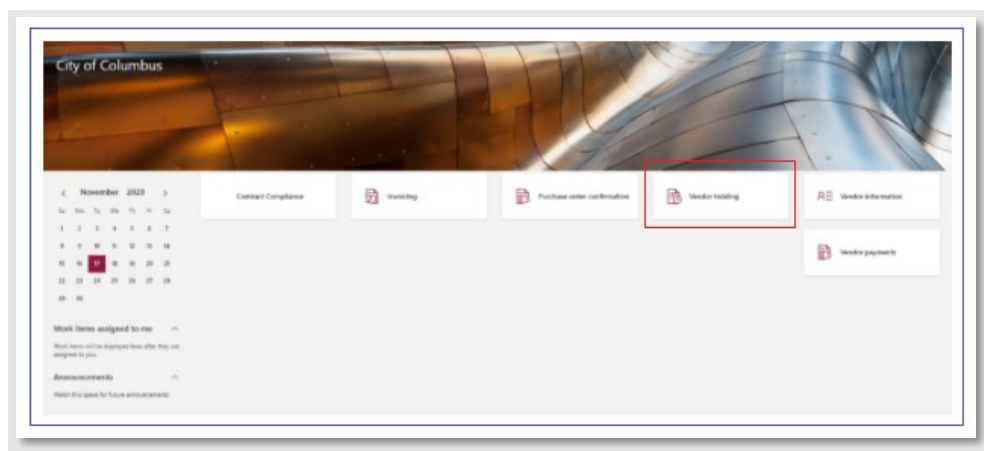


View Archived Bids

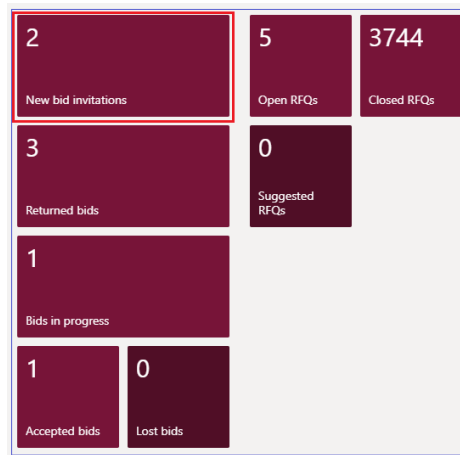
Vendors may view bids that have previously been submitted after the expiration date has passed through the Archived Bids function with the documented steps below in the City of Columbus D365 Vendor Portal.

Access Via Menu Path: Home page > Vendor bidding

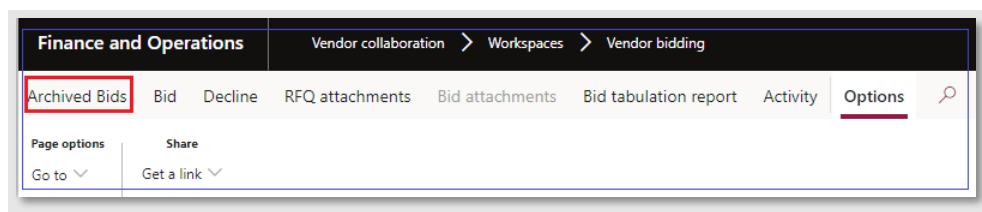
Step 1. Click the **Vendor bidding** tile



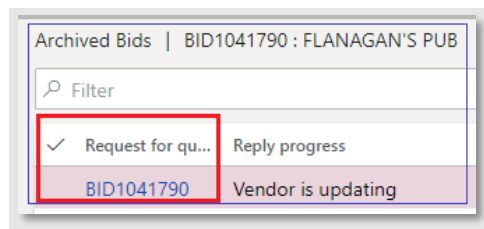
Step 2. Click the **New bid invitations** tile



Step 3. Click **Archived Bids** in the top ribbon and view all available Archived Bids in the grid



Step 4. Select desired **Request for quotation** in the grid by clicking the blue hyperlink to view additional details



A screenshot of the 'RecallBidTest' details page. The page has a header 'Archived Bids | BID1041790 : FLANAGAN'S PUB' and a title 'RecallBidTest'. The 'General' section contains the following information:

General	
Request for quotation	Bids sealed
BID1041790	<input type="checkbox"/> Yes
Document title	Requested delivery date
RecallBidTest	11/24/2020
Status	Expiration date and time
New: Action required	12/18/2020 01:00:00 PM
Request for quotation case	Currency

Step 5. Click the **X** button to close the screen

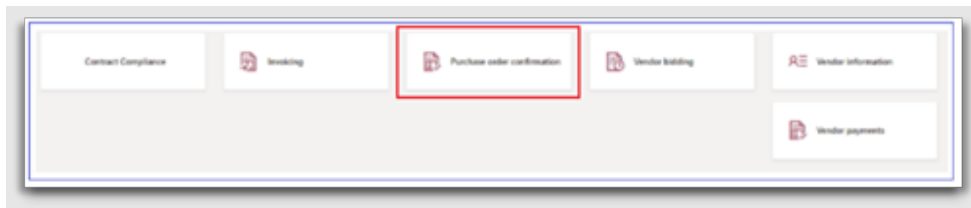
View and Print Purchase Orders

Vendors may view confirmed purchase orders, attachments, and print PO confirmations with the documented steps below in the City of Columbus D365 Vendor Portal.

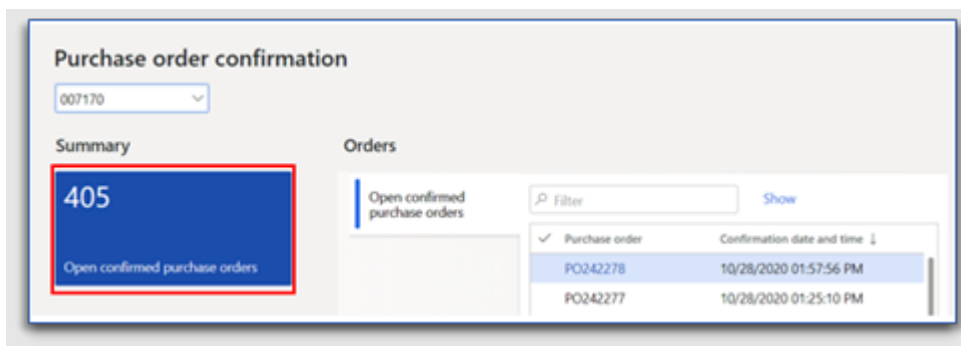
Vendors will receive an email notification when a purchase order has been issued. This email will be sent to the email address associated with the vendor's account. See the section [Update Contact Information](#) to change the email address associated with your vendor record.

Access Via Menu Path: Home page > Purchase order confirmation

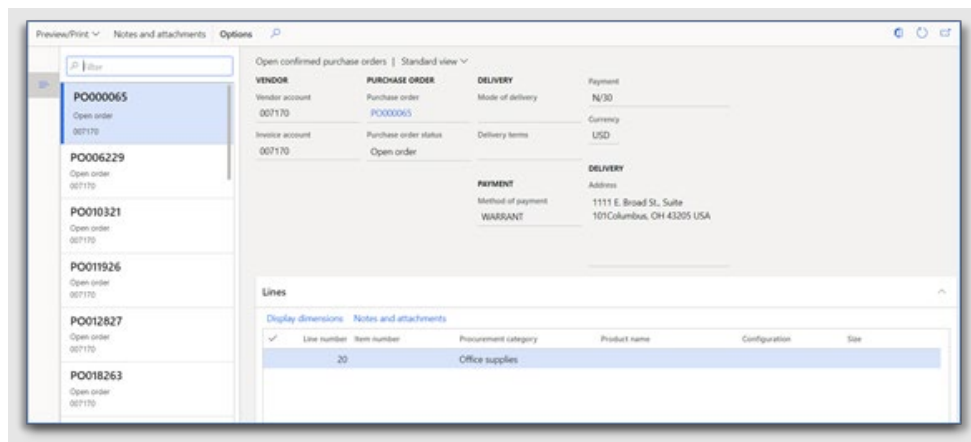
Step 1. Click the **purchase order confirmation** tile



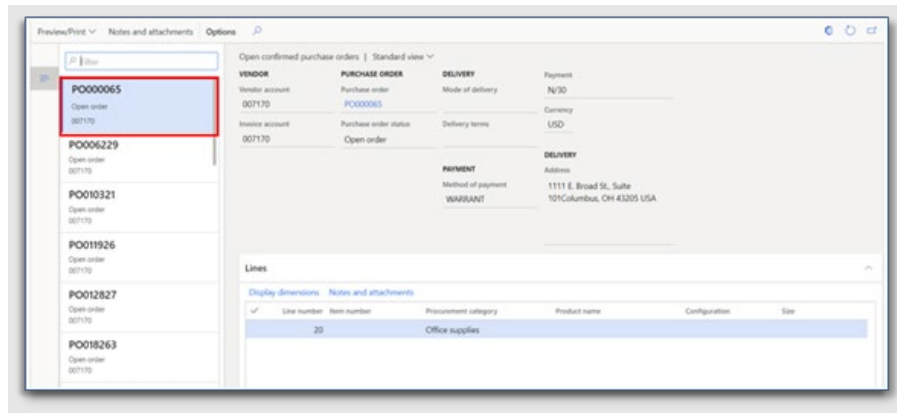
Step 2. Click the **Open confirmed purchase orders** tile



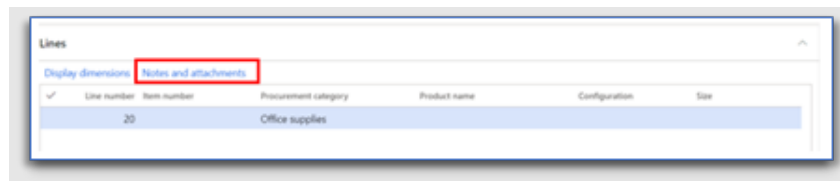
Step 3. Validate that **PO Detail Screen** is displayed



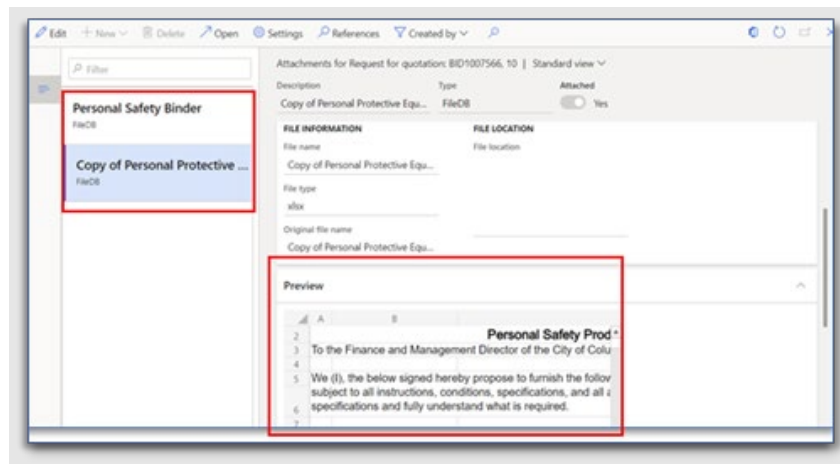
Step 4. Click the desired **PO** in the left pane



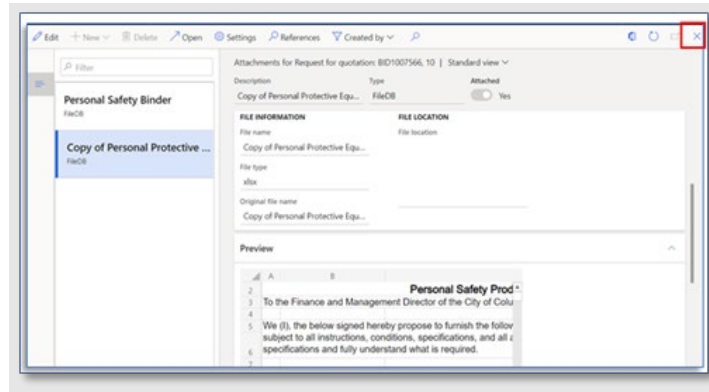
Step 5. Under the **Lines** section, click **Notes and Attachments**



Step 6. Validate the **PO Attachments** are visible

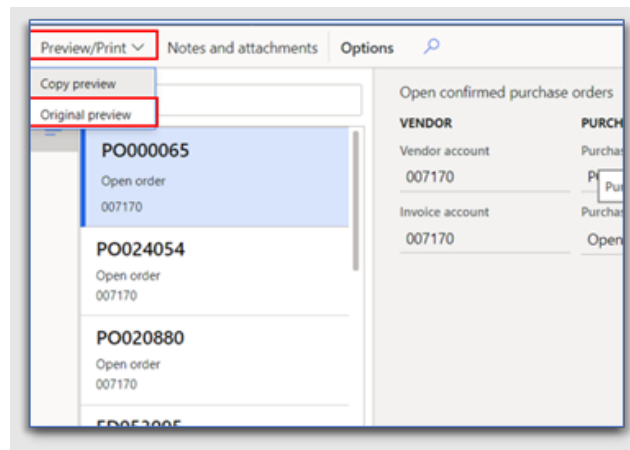


Step 7. Click the **X** to exit



Step 8. To print the PO confirmation, click the **Preview/Print** button in the menu

Step 9. Select **Original Preview** from the dropdown



Step 10. The PO confirmation will be displayed

Step 11. Select the **Export** dropdown list

Step 12. Select a file type from the dropdown to download the PO confirmation. Once downloaded to your local computer the PO confirmation can be printed.

Go to: 1-4 Find Zoom Export

PDF
Word
Excel
XML
CSV
MHTML
TIFF

THE CITY OF COLUMBUS

Purchase Order No. PO000065 Revision 1

Order Date 02/04/2016 Page 1 of 1

PURCHASE ORDER PO000065 REVISED

This number must appear on all invoices and shipping papers.

VENDOR (NUMBER: 007170)
Granger
Dept 839174745
Palatine, IL 60038-0001
USA

ORDER DATE 02/04/2016

Terms: Net 30 Days

SHIP TO
1111 E. Broad St., Suite 101
Columbus, OH 43205 USA

ATTENTION

BILL TO
1111 E Broad St
Suite 101
Columbus, OH 43205
USA

Line #	Item Number	Description	Delivery Date	QTY	Unit Price	Unit of Measure	Line Amount
20		Office supplies	2/4/2016	20	0.00	USD	0.00000

PO TOTAL \$ 0.00000

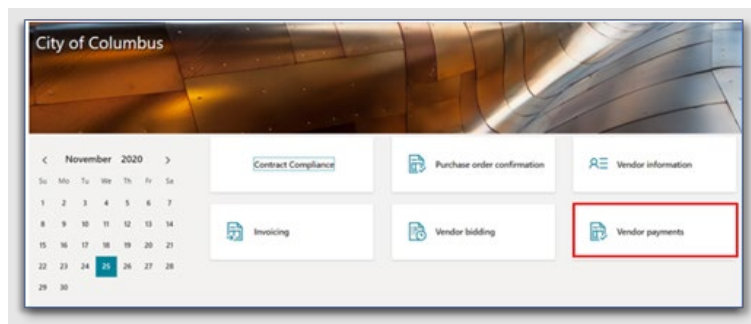
THE CITY OF COLUMBUS TERMS AND CONDITIONS REFERENCED IN THE RFQ SHALL GOVERN THIS AND ALL ALLIED TRANSACTIONS WITHOUT

View Payment Status and Payment Information

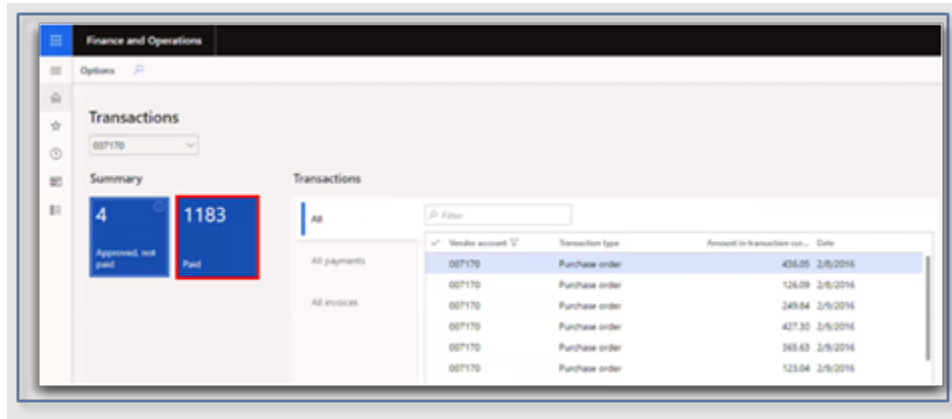
Vendors may view the status of all payments they have made as well as information such as check number, recipient, and date for each payment made and the details of the Purchase Order the payment was made towards with the documented steps below in the City of Columbus D365 Vendor Portal.

Access Via Menu Path: Home page > Vendor payments

Step 1. Click the **Vendor Payments** tile on the homepage



Step 2. Click on the **Paid** tile



Step 3. The **Invoices/Checks** page is displayed. The following information will be listed for the vendor:

- Bank account
- Date
- Check number
- Status
- Recipient
- Currency
- Amount

Checks

DATE RANGE: From date: 12/1/2015 To date: 11/25/2020

Filter: []

Overview General Remittance

Bank account	Date	Check number	Status	Recipient	Remittance location	Address	Bridging
Bank Test 1	6/12/2020	7	Paid	000022	Production Components, Inc.	P.O. Box 748	✓
Bank Test 1	6/12/2020	6	Paid	000006	Premier Marketing Group, Inc.	6 Rockwood Drive P.O. Box 540	✓
Bank Test 1	6/11/2020	5	Paid	000013	Turning Technologies, LLC	255 West Federal Street	✓
Bank Test 1	6/11/2020	4	Paid	000013	Turning Technologies, LLC	255 West Federal Street	✓
Bank Test 1	6/11/2020	3	Paid	000013	Turning Technologies, LLC	255 West Federal Street	✓
Bank Test 1	6/11/2020	2	Paid	000014	Nomar Enterprises LLC	DBA Rugged Depot	✓
Bank Test 1	6/9/2020	1	Paid	000014	Nomar Enterprises LLC	DBA Rugged Depot	✓
CHASEWARR	10/5/2020	21439461	Paid	022323	ROBERT YORK	8150 CREEKSTONE LN	✓
CHASEWARR	10/5/2020	21439460	Paid	X081407	YESENA AGUILAR	2248 FERRIS RD	✓
CHASEWARR	10/5/2020	21439459	Paid	028301	Susan Wollenhaupt	888 Thurber Drive West Apt F	✓

Step 4. From the table, select the desired payment line

Checks

DATE RANGE
From date: 12/1/2015 To date: 11/25/2020

Filter

Overview General Remittance

Bank account	Date	Check number	Status	Recipient	Remittance location	Address	Bridging
BankTest 1	6/12/2020	7	Paid	000022	Production Components, Inc.	P.O. Box 748	✓
BankTest 1	6/12/2020	6	Paid	000006	Premier Marketing Group, Inc.	6 Rockwood Drive P.O. Box 540	✓
BankTest 1	6/11/2020	5	Paid	000013	Turning Technologies, Llc	255 West Federal Street	✓
BankTest 1	6/11/2020	4	Paid	000013	Turning Technologies, Llc	255 West Federal Street	✓
BankTest 1	6/11/2020	3	Paid	000013	Turning Technologies, Llc	255 West Federal Street	✓
BankTest 1	6/11/2020	2	Paid	000014	Nomar Enterprises LLC	DBA Rugged Depot	✓
BankTest 1	6/5/2020	1	Paid	000014	Nomar Enterprises LLC	DBA Rugged Depot	✓
CHASEWARR	10/5/2020	21439461	Paid	022323	ROBERT YORK	8150 CREEKSTONE LN	✓

Step 5. Click the **General Tab** to view payment details for the payment line selected

- Bank account
- Check number
- Currency
- Amount
- Recipient type
- Recipient
- Recipient name
- Company accounts
- Voucher
- Reason code
- Reason comment

Checks

DATE RANGE
From date: 12/1/2015 To date: 11/25/2020

Filter

Overview **General** Remittance

Bank account CHASEWARR	Recipient type Vendor	Voucher APPY140649...	Reason comment	Created date and time 11/19/2020 02:34:47 PM
Check number 21439461	Recipient 022323	Bridging posting Yes	STATUS Paid	Created by DeepakVQA
Currency USD	Recipient name ROBERT YORK	Cleared date	Status Paid	Modified date and time 11/19/2020 02:34:47 PM
Amount 240.00	Company accounts cols	Reason code	Date 10/5/2020	Modified by DeepakVQA
			Voucher APPY140649...	

Step 6. Click the **Remittance Tab**

Step 7. View the Vendor **Remittance Location** and **Address** for the payment line selected

Overview General **Remittance**

REMITTANCE

Remittance location
ROBERT YORK

Address
8150 CREEKSTONE LN
Blacklick, OH 43004
USA

Step 8. Click the **X** to exit out of the page

Invoices Delete checks Print check copy Create blank checks Options

Checks

DATE RANGE
From date: 12/1/2015 To date: 11/25/2020

Step 9. Click on the **Approved, not paid** tile

Finance and Operations

Options

Transactions

007170

Summary

4 Approved, not paid 1183 Paid

Transactions

All payments All invoices

Vendor account ID	Transaction type	Amount to transaction date	Date
007170	Purchase order	416.05	2/6/2016
007170	Purchase order	126.09	2/6/2016
007170	Purchase order	249.84	2/6/2016
007170	Purchase order	427.50	2/6/2016
007170	Purchase order	365.63	2/6/2016
007170	Purchase order	123.04	2/6/2016

Step 10. The **Approved, not paid** transactions page is displayed. The following information will be listed for the vendor:

- a. Invoice #
- b. Purchase order #
- c. Invoice date
- d. Invoice due date
- e. Invoice status (paid versus unpaid)
- f. Vendor account number

Approved, not paid

filter

✓ Invoice #	Purchase order	Date	Due date	Invoice status
9426662251	PO209974	2/11/2020	2/28/2020	Unpaid
9426697307	PO208422	2/11/2020	2/28/2020	Unpaid
9426981370	PO210913	2/11/2020	2/28/2020	Unpaid
DVTest-0007	PO212604	9/4/2020	10/4/2020	Unpaid

Note: The vendor can view **Purchase order** details by clicking the **PO** link in a selected Payment line

9426662251	PO209974	2/11/2020	2/28/2020	Unpaid
9426697307	PO208422	2/11/2020	2/28/2020	Unpaid
9426981370	PO210913	2/11/2020	2/28/2020	Unpaid
DVTest-0007	PO212604	9/4/2020	10/4/2020	Unpaid

All purchase orders

PO209974 : 007170 - Grainger

Lines Header Invoiced Confirmed

Purchase order header

Purchase order lines

+ Add line % Add lines Add products Remove Purchase order line Financials Inventory Product and supply Update line Work details

✓ T...	Budget check s...	Line number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit
✓		10		CARHARTT, J140-BRN XLG TLLT...	Protective coats			
✓		20		CARHARTT, R41-BRN 40 36TK37...	Protective coveralls			

Vendor Portal Support

Registration Questions?

Existing City Vendors

Have you previously done business with the City of Columbus using the previous Vendor Services portal? If so, we ask that all vendors re-register using your primary work address. We no longer require the use of a third-party email provider like google or yahoo. Select Sign Up at the top of the page to get started.

New to Doing Business with Columbus?

Registering is quick and easy. You will need your primary work email address, Tax ID/EIN and a copy of your W9. Select Sign Up at the top of the page to get started.

Still need help? Reach us by email or phone

Email: vendorservices@columbus.gov

Phone: 614-645-8315