

CITY OF COLUMBUS
CONTRACT COMPLIANCE REGISTRATION
VENDOR'S GUIDE

THE CITY OF
COLUMBUS

ANDREW J. GINTHER, MAYOR

OFFICE OF DIVERSITY
AND INCLUSION



CITY OF COLUMBUS EEO REQUIREMENTS & CONTRACT COMPLIANCE INFORMATION

The City of Columbus, Mayor's Office of Diversity and Inclusion is responsible for ensuring that all contractors, including subcontractors, vendors, and suppliers who desire to be a party to a City of Columbus contract, as defined by Section 3901.01 of the Columbus City Code, must hold a valid contract compliance verification number, and must comply with all provisions of Title 39. To receive this free two-year certification, a company must complete the Contract Compliance Vendor Questionnaire within the vendor services portal. The process helps us verify if your company is an Equal Opportunity Employer. Please complete the following steps for online registration:

- Visit www.columbus.gov
- Select **Quick Links** (in the top navigation bar)
- Select **Vendor Services**



The following pages include step-by-step instructions to help guide you through the completion of the Contract Compliance online registration process

- Step 1: Follow the **NEW USERS** sign up process ----- page 2
- Step 2: **Verification** E-mail Receipt ----- page 5
- Step 3: Follow the **REGISTERED USERS** sign in process ----- page 6
- Step 4: Follow the **EBO Questionnaire** submission process ----- page 7

Please direct your compliance processing questions to:

**City of Columbus
 Diversity & Inclusion Office
 1393 E. Broad Street 2nd Floor
 Columbus, OH 43205
 (614) 645-4764 – Phone
 (614) 645-6669 – Fax**

NEW USERS: Sign-up Process

Vendor Portal Administrators

City of Columbus Vendor Services requires each vendor to have a Vendor Portal Administrator. The first contact added when a vendor registers will, by default, become the Vendor Portal Administrator. The Vendor Portal Administrator is responsible for maintaining additional users and contacts associated with the vendor's account. Additional instructions are available below.

Register New Vendor



City of Columbus Vendor Services requires users to use a Yahoo, Windows Live ID, Facebook or Google account to login. If you do not have a Yahoo, Windows Live ID, Facebook or Google account, please create an account with one of these providers **before** beginning vendor registration. You will use this account to access the City of Columbus Vendor Services site in the future.

The City will NOT know what provider email account you use to register. Please make a note of the account in your records to ensure future successful login.

1. In a web browser, open <http://vendors.columbus.gov/sites/public>.
Note: Internet Explorer is the preferred browser for accessing Vendor Services.
2. Select the **click here** link located under the New Users Section.
3. The following message will be displayed to redirect you to Windows Azure for authentication:



You will now be redirected to a third-party provider for sign-up authentication via Windows Azure Access Control Service.

4. Select **OK** to continue.
5. You will be prompted to sign in using either a Yahoo, Windows Live ID, Facebook or Google account. Select the account you wish to use to sign in.

Sign in to Unsolicited vendor signup
(YVWLNAXEPWEB01)

Sign in using your account on:

Yahoo!

Windows Live™ ID

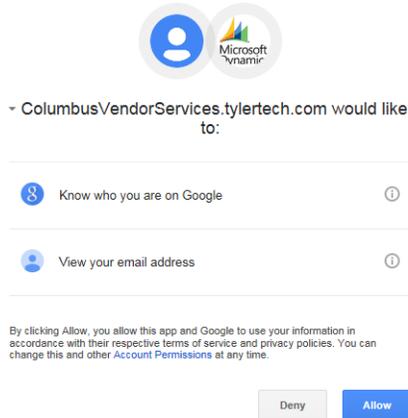
Facebook

Google



Please make sure all of your web browsers are closed and you are logged out of any personal accounts, before you proceed.

6. You will be prompted to sign into your account.
7. Complete sign-in as directed.
8. You may see the following message. Select **Allow** to continue.



9. Once you have signed in select **Register me** to register a new vendor account.
10. Terms and Conditions of Use will be displayed. Please read the terms and conditions and place a checkmark next to "Check to acknowledge and agree". Select **Next**.
11. Enter you Federal Tax Identification Number. Select **Next**.

The following message is displayed if the vendor you are trying to register is already registered with the City of Columbus.



If this message is displayed, you may still add yourself as a new vendor contract. Select **Yes** to add yourself as a new vendor contact and refer to the Section Register New Vendor Contact (Existing Vendor).

12. You are now prompted to enter company and contact information. Complete all applicable fields and select **Next**. See Notes below.

Company and Contact Information Notes



- Ensure that you enter the company's email address and not your email address under company information. **This email address will be used by the City to notify vendors of procurement opportunities.**
- Ensure that you enter your email address under the contact column as this email address will be used to further communicate with you during the registration process.
- Entering the zip code first will populate City and State information for you automatically.
- Selecting "Same as Company" under the contact information column will populate company address information for you in the Contact column.

13. The Business Information screen is displayed. Indicate if you are:
 - a. Minority owned
 - b. Woman owned
 - c. A small business
 - d. Locally owned
14. Indicate the type of Tax ID you are providing during registration.
15. Indicate the number of employees.
16. Select a line of business, then select **Next**.
17. You are now prompted to select Procurement Categories that pertain to your vendor.

The screenshot shows the 'Procurement Categories' step of the registration process. At the top, the navigation bar includes: Terms and conditions, Tax identification, General information, Business information, Procurement categories (current), and Finish. Below the navigation bar, instructions state: 'Type a vendor category to register, and then click Search. In the left pane, click the search result you want, and then, in the right pane, select the highlighted checkbox. You can select multiple categories. A maximum of 100 results will be returned. If you don't find the category you're looking for, please narrow your search criteria.'

The search input field contains the text 'food'. Below it, a list of search results is displayed on the left side of the screen, including: 'A la carte foods vending machines', 'Aluminum food wrapping foil', 'Assessment of emergency food requirements', 'Bread and flour food', 'Commercial use food choppers or cutters or slicers', 'Commercial use food grinders', 'Commercial use food processors', 'Commercial use food slicers', 'Commercial use food warmers', 'Cooking or food preparation services', 'Dog and cat food', 'Domestic disposable food containers', 'Domestic food choppers', 'Domestic food mill', 'Domestic food processors', and 'Domestic food scoops'.

On the right side, a list of procurement categories is shown, each with a checkbox. The categories include: 'Apparel and Luggage and Personal Care Products', 'Building and Construction Machinery and Accessories', 'Building and Facility Construction and Maintenance Services', 'Chemicals including Bio Chemicals and Gas Materials', 'Cleaning Equipment and Supplies', 'Commercial and Military and Private Vehicles and their Accessories and Components', 'Defense and Law Enforcement and Security and Safety Equipment and Supplies', 'Distribution and Conditioning Systems and Equipment and Components', 'Domestic Appliances and Supplies and Consumer Electronic Products', 'Drugs and Pharmaceutical Products', 'Editorial and Design and Graphic and Fine Art Services', and 'Education and Training Services'. The 'Include subcategories' checkbox is checked.

At the bottom right of the screen, there are three buttons: 'Previous', 'Finish', and 'Cancel'.

- a. Enter a category search value and select **Search**.
 - b. Search results will be displayed on the left side of the screen. Select the corresponding category from the list.
 - c. The right hand side of the screen will show the selected value in the list of categories. Place a checkmark next to the value to associate this category with your vendor.
 - d. Repeat steps a-c until all categories you wish associated with the vendor are selected.
18. Select **Finish**.

VERIFICATION: E-mail Receipt

19. You will see the message “Your registration has been received by City of Columbus Vendor Services”. This completes the initial vendor registration process but additional steps are needed before you can login into the vendor portal.



Before you can access the Vendor Portal, a verification step will take place.

After verification, you will receive an e-mail from the City regarding your registration.

Vendor Services strive to complete these verifications quickly. In most instances, you should receive communication from the City within one business day. If you have not received communication within two business days, please contact us at vendorservices@columbus.gov.

20. You will receive an email indicating that you have been added as a vendor and now have access to the City of Columbus Vendor Services site.
21. The registration process is complete.

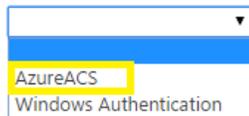
REGISTERED USERS: Sign-in Process

Logging into City of Columbus Vendor Services

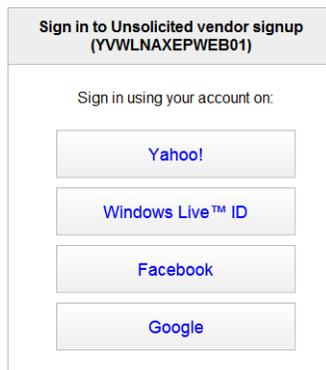
1. In a web browser, open <http://vendors.columbus.gov/sites/public>.
Note: Internet Explorer is the preferred browser for accessing Vendor Services.
2. Select the **click here** link located under the Registered Users Section.
3. The following page will be displayed. Select AzureACS.

Sign In

Select the credentials you want to use to logon to this SharePoint site:



4. You will be prompted to sign in using either a Yahoo, Windows Live ID, Facebook or Google account. Select the account you wish to use to sign in.



5. You will be prompted to sign into your account. Complete sign-in as directed.
6. Upon, successful login, the Vendor Services site will be displayed.



For assistance with logging into Vendor Services, please contact vendorservices@columbus.gov. Vendor Services strive to respond to inquiries in a timely fashion. In most instances, you should receive communication from the City within a half business day.

EBO QUESTIONNAIRE: Submission Process

EBO Questionnaire

1. Login to the City of Columbus Vendor Services Site (See “Logging into City of Columbus Vendor Services” for additional Assistance.)
2. Selecting **Questionnaires** from the Common menu located on the left navigation bar.
3. You will see a questionnaire named EBO Quest.
4. Select the questionnaire.
5. Question 1 will be displayed.
6. Answer question 1 and select **Forward**.
7. Proceed through the questionnaire answering each question and selecting **Forward** to continue.
8. Once you have reached and answered the last question select **End** to submit.
9. The Status for the questionnaire will be updated to Finished.



Please note: Your application will be processed within 2-3 business days after submission.

