

## How to Do Business with the City of Columbus

Once you have formed your business and you know your product or service, register on our system. Registering requires logging on to the City of Columbus vendor services website at <http://vendorservices.columbus.gov/e-proc/>. Vendor Services is an interactive website that allows you 24 hour access to what opportunities are available with the City and allows you to bid on those opportunities. Follow these steps:

- Please go to [www.columbus.gov](http://www.columbus.gov) scroll down to quick links
- Click on the **Vendor Services** to begin the process
- **Create a Password and User Id** to get into the system
- **Create your Profile**

Input your general business information. This will allow the City of Columbus to send notifications to your email address for bid opportunities, compliance approvals and 60 day notifications. Make sure that all your information is accurate, especially your e-mail address.

- **Complete your Contract Compliance:** Contractors must complete the Contract Compliance Vendor Questionnaire in the Vendor profile. This process is administered by the Equal Business Office and a contract compliance certification is needed to receive a Purchase Order or Contract for many types of City purchases. Contract compliance status appears in the vendor status section. After your application has been approved, you will receive an e-mail notification for approval and this number becomes your Contract Compliance Number. You can now do business with the City of Columbus.
- **Connect your Commodity Codes:** This is how we are able to *match commodities with vendors* for sending notices of opportunities.

Click on 5 digit codes that best represent your business line of work. The code(s) will link you to bids opportunities with the City of Columbus.

- Additionally, it is the policy of the City to provide the maximum practicable opportunity to minority and female businesses interested in doing business with the City of Columbus. If you would like to be certified, please complete the minority or female **certification** application which can be found on the website at <http://eboco.columbus.gov> or contact the certification specialist for assistance.

Equal Business Office	Main Number	645-4764
Equal Business Certification	Tia Roseboro	645-2203
Equal Business Outreach	Thomas Stephens	645-0248