

Dear City of Columbus Vendors:

As part of our commitment to make it easier to do business with the City of Columbus, we are pleased to announce that a new Vendor Services Portal will launch Monday, Jan. 11, 2021. The portal will offer new tools to track bids, payments and purchase orders. The existing City of Columbus Vendor Services Portal will go offline on Thursday, Dec. 31 as we transition to the new system.

On Jan. 11 you will receive an email with information about where to find our new portal. Your existing vendor information - including W9 and bidding history - will move to the new portal. While you will continue to receive notifications about RFQ opportunities, you must register with the new site to be able to bid on new business opportunities. Re-registering is simple and requires just your official company email address and tax ID.

The portal will continue to be a one-stop, always available home for doing business with the City of Columbus. New features include:

- Easy tracking of invoices as they move through approval and payment.
- The ability to download Bid Tabulation Reports for any business opportunity you have sought.
- A downloadable register of all payments you have received from the City.
- The ability to use your primary company email address to register and receive updates.

In the coming weeks, we will be providing additional information, including a preview of the new portal and online system guides. The new Vendor Services Portal is brought to you through the joint efforts of the City of Columbus Auditor's Office and the Department of Finance & Management - Purchasing Office.

Questions? Please contact us at D365Admin@Columbus.gov

Thank you for your commitment to doing business with the City of Columbus.

For verification purposes, we have posted information about this upcoming change to our Vendor Services site: <https://www.columbus.gov/finance/purchasing-office/About-Vendor-Services/>