

Supplier Portal Guide –

Access the Supplier Portal - Click on Register as a Supplier

Supplier Portal



Quick Links

- [Sign In](#)
- [Register as a Supplier](#)
- [Forgot User Name](#)
- [Contact Us](#)

Welcome

City of Coral Gables

Welcome

Welcome to the City of Coral Gable's (the City) Supplier Portal. This service is provided to you, the Supplier and is subject to the following Terms of Use (TOU), which may be updated from time to time without notice to you. When presented with the TOU at vendor registration, you will be given an opportunity to click "I Accept", which means you agree to the terms set out herein. When using the bidding portal, you shall be subject to any posted guidelines or rules applicable to such services. All such guidelines or rules are hereby incorporated by reference into this agreement.

Links And Attachments

- [How To Register Video Walk-Through](#)
<https://www.youtube.com/watch?v=PdWhbzzeJdk>
- [Supplier Portal Registration Instructions](#)

Instructions And Announcements

For instructions on how to register, please see the walk-through video link, or the written PDF instructions in the upper right of your screen.

Complete the following required fields:

Establish a User Name

Password (Confirm)

First & Last Name

Main Phone Number (Select 1 as the country code)

Email Address (Confirm)

Company Name

Tax ID Type: Select the appropriate response type

Tax ID: Insert the information associated with the type selected.

Attach Tax Certification - W-9. Must be the latest version of IRS form. Outdated and forms signed more than 6 months ago will not be accepted.

Supplier Registration

Registration

[Previous](#)[Next](#)

Enter your company information here. See My Account after registration for entering additional required or optional information. Note that fields with an * are required.

User Name *	Password *	Confirm Password *
special	*****	*****
Title	First Name *	Last Name *
Special	Special	Registration
Main Country Code	Main Phone Number *	Extension
+1	305-460-0000	
Mobile Country Code	Phone Number	☐ Sms Enabled
Fax Country Code	Phone Number	Extension
Email Address *	Confirm Email Address *	Company Name *
special@yahoo.com	special@yahoo.com	Special Registration
Tax ID Type *	Tax ID *	Attach Tax certification
OTHER	EMPLOYEE ID	
Either tax ID or VAT registration number is required *		
VAT Registration Country	VAT registration number	

***VAT Registration IS NOT required when you select Tax ID.**

Required fields:

Street Address

City

State

Zip Code

Check the box for if Remit to Address is the same as mailing address.

Check the box to accept the terms and conditions

Complete the captcha. You MUST type in the correct characters.

Hit Next

Supplier Registration

Registration

Bank Information

Diversity Codes

Questions

Commodity Codes

Proxy Notifications

Status

Registration

Mailing Address

Street Address *
405 Biltmore Way

City *
Coral Gables

State/Province *
FL Florida

Zip Code *
33134

Country
UNITED STATES

Type

☒ Check if Remit To Address Is The Same As Mailing Address

Company Information

Dun & Bradstreet

Business Type

Doing Business As

Website

☒ Accept Terms and Conditions as Shown Below

Previous

Next

Supplier Registration

Registration

Bank Information

Diversity Codes

Questions

Commodity Codes

Proxy Notifications

Status

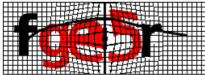
Registration

Registration, you will be given an opportunity to click "I Accept", which means you agree to the terms set out herein. When using the bidding portal, you shall be subject to any posted guidelines or rules applicable to such services. All such guidelines or rules are hereby incorporated by reference into this agreement.

CITY OF CORAL GABLES ELECTRONIC BID PORTAL TERMS OF USE

The bidding portal provides suppliers who have chosen to participate, the ability to register as a Supplier, modify company information, and respond to electronic requests for quotation. You understand and agree that the service is provided "AS-IS" and that the City assumes no responsibility for the mis-delivery or failure of purchase orders or responses to requests for quotes. In consideration of your use of the service, you agree to provide true, accurate, current, and complete information about yourself as prompted by the service's registration form and maintain and promptly update the Registration Data to keep it true, accurate, current, and complete. If you provide any information that is untrue, inaccurate, not current, or incomplete, or the City of Coral Gables has reasonable grounds to suspect that such information is untrue, inaccurate, not current, or incomplete, the City has the right to suspend or terminate your account and refuse all current or future use of the bidding portal, or any portion thereof. All information submitted to the City is subject to Florida's public records laws and potential disclosure as set forth in Florida Statutes Chapter 119.

You will receive a password and account designation upon completing the registration process. You are responsible for maintaining the confidentiality of the password and account and are fully responsible for all activities that occur under your password or account. You agree to immediately notify the City of any unauthorized use of your password or account, or of any other breach of security, and ensure that you exit from your account at the end of each session. You are entirely responsible for all content that you upload, post, email, transmit or otherwise make available to the City through the bidding portal. Any information provided to the bidding portal is subject to the conditions set forth in the State of Florida and all applicable laws, ordinances, regulations, and statutes. Once you have accepted the TOU, an agreement is officially established between you and the City for use of the bidding portal. You are bound by the terms of the TOU which you accepted at vendor registration, until such time as you terminate your agreement with the City by submitting a written request via e-mail, letter or fax and receive confirmation from the City. You agree that the City, at their sole discretion, may terminate your password, account (or any part thereof) or use of the bidding portal, and remove and discard any content within the bidding portal, for any reason, including, without limitation, for lack of use or if the City believes that you have violated or acted inconsistently with the TOU. You agree that any termination of your access to the bidding portal under any provision of this TOU may be effected without prior notice and you acknowledge and agree that the City may immediately deactivate or delete your account and all related information and files in your account and/or bar any further access to such files on the bidding portal. Further, you agree that the City shall not be liable to you or any third-party for any termination of your access to the supplier portal. The City attempts to maintain continuous access to the supplier portal. However, from time to time, access may be interrupted or prevented due to maintenance, site problems, internet service problems, or problems experienced by the user due to the user's computer system. The City's Information Technology Department will use reasonable efforts to make sure the portal is available, except for downtime for scheduled and unscheduled maintenance and will promptly investigate any technical problems that you report to us. The City is not responsible for accessibility due to the supplier's internet service. It is recommended that the supplier submit their electronic response as early as possible to avoid responses not being received on time. Regardless of the source of any problem, it is the user's responsibility to ensure that its bid is timely received. The City shall not be liable for any direct, indirect, incidental, special, consequential, or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data, or other intangible losses resulting from: (i) the use or the inability to use the supplier portal; (ii) unauthorized access to or alteration of the user's transmissions or data; or (iii) any other matter relating to the supplier portal. To the extent permitted by law, you, the supplier, at no additional cost to the City, agree to indemnify, defend, and hold the City, its elected and appointed officials, administrators, attorneys, employees, and agents involved, directly or indirectly, in the delivery and operation of the portal, harmless from any and all liabilities and expenses, including, without limitation, attorney's fees, expenses, costs, judgments, settlements, contract losses, or other costs arising out of or relating to Supplier's misuse or modification of the portal, the Supplier's distribution, marketing or use for the benefit of parties other than Supplier of the bidding portal information, direction, specification or materials provided by Supplier; Supplier's transactions with buyers, including its fulfillment, or failure to fulfill products; and Supplier's breach of any of its representations, warranties, promises or obligations under this agreement. The foregoing indemnity is conditioned upon prompt written notice by the City of any claim, action or demand for which indemnity is claimed. You expressly understand and agree that: (a) Your use of the bidding portal is at your sole risk. The portal is provided on an "as is" and "as available" basis. The City expressly disclaims all warranties of any kind. (b) The City makes no warranty that the portal will meet your requirements; or the portal will be uninterrupted, timely, or error-free. (c) Any material downloaded or otherwise obtained using the portal is done at your own discretion and risk and you shall be solely responsible for any damage to your computer system or loss of data that results from the download of any such material. (d) No advice or information, whether oral or written, obtained by you from the bidding portal shall create any warranty not expressly stated in the TOU. You expressly understand and agree that the City, including its officers, employees and agents involved, directly or indirectly, in the delivery and operation of the bidding portal, shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if the City has been advised of the possibility of such damages), resulting from the use or the inability to use the portal; unauthorized access to or alterations of your transmissions or data; statements or conduct of any third party on the portal; or any other matter relating to the portal. By visiting this site, you agree that the laws of the State of Florida and the City of Coral Gables without regard to principles of conflict of laws, will govern these Terms of Use and any dispute of any sort that might arise between you and the City.



Try a new image

Enter the text in image above

fgesr

Previous

Next

You may select to completely skip the Bank Information. If you would like to provide your banking information then you will provide the informations as outlined below.

Enter banking/financial information:

Bank Entity = Routing Number

Bank Name = Financial Institution Name Bank Account Number = Account

Bank Account Number = Account

Bank Account Type = Type of Account (eg. Checking, Savings, etc)

Bank Currency = USD

Everything else on the page can be left blank.

Hit Next

The screenshot shows a web form titled 'Supplier Registration' with a sidebar menu on the left containing: Registration, Bank Information (selected), Diversity Codes, Questions, Commodity Codes, Proxy Notifications, and Status. The main content area is titled 'Bank Information' and includes a sub-header 'Bank Information For Company'. Below this, there are input fields for 'Country' (set to US), 'Bank Entity' (with a 'ROUTING NUMBER' label), 'Bank Name' (with a 'BANK NAME' label), 'Bank Account Number' (with an 'ACCOUNT NUMBER' label), and 'Bank Account Type' (a dropdown menu). A note at the top of the form states: 'For ACH payments, please populate this information. This means you will not be receiving a check in the mail....Enter information about banks and bank accounts.' Navigation links 'Previous' and 'Next' are visible in the top right corner.

After the first two steps you may get a preliminary email from the system. This DOES NOT mean that you have completed your registration and satisfied all of the requirements for your submittal. You will have to continue to the other tabs in the registration process.

Thank you for registering

 InforProcAdmin@coralgables.com
To  Walker-Harmon, Celeste
Retention Policy 5 year retention (5 years)
 You forwarded this message on 4/18/2023 8:36 AM.

  Reply  Reply All  Forward  

Expires 4/16/2028

Tue 4/18/2023 8:33 AM

CAUTION: External email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Your supplier registration with the City of Coral Gables has been submitted. The supplier registration will only allow you to be able to respond to open events and receive notifications for events based on your registered commodity codes.

A review of your submittal, in order to determine compliance with all registration requirements, will be necessary to approve you as an authorized vendor for the city in order to receive orders and payments.

The following user name has been established based on your registration details.

Please keep this information for future access to your profile to make any changes/updates.

special

Diversity Code – You can skip this tab if it is not applicable. Hit Next

If you choose to offer Diversity information, YOU MUST provide an effective and expiration date the the code provided.

SR

Sign Out

...

Welcome,

Special Registration

Search

Supplier Portal

Home

Events

My Responses

+ Contracts

+ Order Management

+ Performance

My Account

Messages And Dialog

Supplier Registration

Registration

Bank Information

Diversity Codes

Questions

Commodity Codes

Proxy Notifications

Status

Diversity Codes

Previous

Next

Select the diversity codes for which your business is certified.

Create

Update

...

☐	Diversity Code	Description	Effective Date	Expiration Date	Attachment
No Data Available					

Go to Questions. Provide response to all of the required questions as identified by (*).

1. Select acknowledged & attach W-9 (same from step 1)
2. You must make a selection. Choose the best fit for the type of organization applies to your registration.
3. You must make a selection. Choose the best fit for the reason you are registering to do business with the city.
4. Select an ownership category.
5. Select the applicable minority classification. If not applicable then select "none"
6. Give a brief description of the types of goods/services you wish to offer the city. You may attach additional supporting information for this question.
7. Must select "yes" or "no" as a response. If yes, provide details. If no, type not applicable.
8. Provide any applicable licenses, certificates to registration to outline your qualifications. Providing this information is not required.
9. Provide a "yes" or "no" response to being bonded in the State of Florida. If yes, attach documentation. If no, no additional information is necessary.

Supplier Registration

Registration

Bank Information

Diversity Codes

Questions

Commodity Codes

Proxy Notifications

Status

Questions

Previous

Next

Answer the following questions related to your company. Required answers and attachments have a required text statement.

1 Please provide W-9 to finalize registration

Both response and attachment are required

Answer

Acknowledged

Attach Document

Lisa W-9.pdf

2 Define the Organization Type:

Response is required

Answer

Other

3 Reason for application:

Response is required

Answer

Other

4 Ownership Category:

Answer

None

Supplier Registration

Registration

Bank Information

Diversity Codes

Questions

Commodity Codes

Proxy Notifications

Status

Questions

Previous

Next

5 Minority Classification:

Answer

None

6 What products or services would you like to sell to the City of Coral Gables? Please describe your products or services. You may also attach a document or brochure.

Response is required

Answer

City Board Member

Attach Document

7 Is any owner, partner, contractor, employee or employee family member of this vendor also a current or former City employee? If YES, name the employee, dates of employment, job title and department/division.

Yes or No required; text is required

Answer

No

Attach Document

Supplier Registration

Registration

Bank Information

Diversity Codes

Questions

Commodity Codes

Proxy Notifications

Status

Questions

Previous

Next

Attach Document

8 Please provide a copy of your company Licenses/Certifications applicable to the products/services:

Both response and attachment are required

Answer

None

Attach Document

Lisa W-9.pdf

9 Are you licensed and/or bonded in the state of Florida? If YES, please attach Certificate of Insurance or Bond.

Yes or No required; both text and attachment are required if answer is Yes

Answer

No

Attach Document

Hit Next

Commodity Code Tab: In the commodity search field – type the specific commodity that is applicable to the goods/services you provide. Select all that apply by selecting the "add" button.

Supplier Registration

Registration

Bank Information

Diversity Codes

Questions

Commodity Codes

Proxy Notifications

Status

Commodity Codes

PreviousNext

Select the commodity codes for which you want to get future bid notifications.

My Commodity Codes

Remove Selected

Code

Description

Remove

Incomplete Registration

In order to be notified of future opportunities you must register for commodity codes. Select and add all codes relevant to your business from the list below.

Available Commodity Codes

Commodity Search

Add Selected

Commodity Code

Description

Add

+ 005

ABRASIVES

Add

+ 010

ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES

Add

+ 015

COPYING, Mimeo, DUP MACHINE SUPP: CHEMICAL, INKS, PAPER

Add

+ 019

AGRI CROPS AND GRAINS INCL FRUITS, MELONS, NUTS, VEGETABLES

Add

+ 020

AGRI EQUIP, IMPLEMENTS, AND ACC (SEE CLASS 022 FOR PARTS)

Add

+ 022

AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS

Add

+ 025

AIR COMPRESSORS AND ACCESSORIES

Add

+ 031

HVAC EQUIP, PARTS, AND ACC (SEE CLASS 740 ALSO)

Add

+ 035

AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES

Add

+ 037

AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

Add

Commodity Codes for Special Registration with Special Registration

My Commodity Codes

Remove Selected

Code

Description

Remove

Incomplete Registration

In order to be notified of future opportunities you must register for commodity codes. Select and add all codes relevant to your business from the list below.

Available Commodity Codes

963

Add Selected

Commodity Code

Description

Add

+ 963

NON-BIDDABLE MISCELLANEOUS ITEMS

Add

Commodity Codes for Special Registration with Special Registration



My Commodity Codes

Remove Selected

☐	Code	Description	Remove
☐	963	NON-BIDDABLE MISCELLANEOUS ITEMS	Remove

Available Commodity Codes

Q 963

Add Selected

☐	Commodity Code	Description	Add
☒	+ 963-16	ACCREDITATION FEES	Add
☐	+ 963-20	ASSOCIATIONS	Add

You can return to the “Home” page of your Supplier profile.

If you get the Registration Status = Complete. This means that you provided all of the information necessary for your registration to be review and approved by Procurement. You are NOT fully registered as a Supplier to do business with the city until you received a final email notice of regarding the completion of your registration with your assigned Supplier Identification Number.

SR

Welcome,

Special Registration

Q Search

Supplier Portal

Home

Events

My Responses

+ Contracts

+ Order Management

+ Performance

My Account

Messages And Dialog

Supplier - Special Registration

Special Registration

Email Address
special@yahoo.com

Phone
+1 305-460-0000

Mailing Address
405 Biltmore Way Coral Gables, FL
33134

[Edit](#)

Special Registration

Mailing Address
405 Biltmore Way Coral Gables, FL
33134

[Remit Address is the Same](#)

[Edit](#)

Main Banking

Profile

Supplier
1035628

Registration Status
Complete

Business Type
Dun & Bradstreet

VAT Number

VAT Country

Congratulations! Your account has been set up and you will now receive email notifications of events related to commodity codes for which you registered. You can respond to those events through this account. Select Home or any menu item to proceed.

Contacts