City of Punta Gorda Procurement Division

Supplier eProcurement Registration

Website

- www.pgorda.com OR access the website through the City's website at www.pgorda.us and access the "Government" tab

eProcurement Main Page

- Register as a supplier
- Log-in to the system
- View solicitations (limited information) and contracts without a supplier record

Welcome to Punta Gorda Bids and Contracts!

Need to register?

Supplier Registration

User Name:
Password:

Sign In

Forgot your User Name/Password?

City of Punta Gorda
Current Bid Opportunities
Closed Bid Opportunities
Inactive Contracts

Awarded Bid Information
Non Awarded Bid Information
Active Contracts

eProcurement Main Page

- The City urges all suppliers to register on the website.
- However, suppliers and general public may access solicitation information (limited) and contract information without a user account

Summary of Application

- The eProcurement is an fully integrated system that will link the 3 below modules:
  - Supplier Registration and Management module (aka vendor, contractor, consultant)
  - Solicitation Module (aka bids, quotes, RFPs)
  - Contract Management Module
- Suppliers will be able to:
  - Manage their own supplier record
  - View history of the activities in the solicitation and contract modules
  - Submit submittal packages to solicitations on-line.

How to Register as a Supplier

‣ Important notes:
- ◦ The user ID and email used to register will be the PRIME administrator for the supplier record
- ◦ Highly suggested to consider an alternate person to register as a user
- ◦ You will need your FEIN Number if corporation, LLC, etc
- ◦ Any field containing a red **"*"** is a mandatory field
- ◦ This system works in a "TAB" format that allows you to view and complete information in the screen before clicking on the next tab
- ◦ Please make sure your system will accept emails from punta-gorda@customer.ionwave.net

How to Register as a Supplier

▸ To begin click on Supplier Registration

Supplier Registration

▸ Preliminary Tab – Enter
  ◦ Company Name*
  ◦ Main Phone Number*
  ◦ DUNS number if applicable
▸ When complete click NEXT

Supplier Registration

▸ TERMS tab
  ◦ To proceed you must accept the terms and conditions for using the system – Click NEXT

  ◦ NOTE: All information is PUBLIC RECORD and if the City receives a request for our vendor list we must comply with providing the information.

Supplier Registration

- COMPANY INFO tab
  - Select Organization Type*
  - Formation Date
  - Formation State*
  - Tax ID # – NOTE If number is SSN or ITIN the system will not allow you to enter this information
  - Website
  - Company Description
  - MAIN Company Address*
    - Complete all required field at a minimum
  - User Name/Login*
  - Password – Specific format required*
  - User Information – This will be the main administrator for the supplier record*
  - TIME ZONE – IMPORTANT to select the correct time zone for your location. *
    - This drives the times displayed for due dates, activity and meeting dates

Supplier Registration

- Complete all required information at a minimum
- Click SAVE AND NEXT

Supplier Registration

▸ At this point the system will send you an email to verify the email address

Punta Gorda Bids and Contracts [Test]

Verify Email Address

✓ OK

Thank you for registering with us as a supplier. Before you can continue you must verify your email address. An email from **punta-gordatest@customer.ionwave.net** has been sent to

ter as a Supplier

hunkerdowntn@gmail.com

Click the link in this email to verify your email address and complete your registration. You can also use the link in this email to come back at any time in the next 14 days to complete your registration.

Supplier Registration

▶ Go to your email application and open email
▶ Click on the link
▶ When the link is clicked on it will return you to where you were in the registration process
▶ Click SAVE AND NEXT

Punta Gorda Bids and Contracts [Test] Supplier Registration Email Verification Required   Inbox   x   🖨 🔟

👤   **Punta Gorda Bids and Contracts [Test]** <punta-gordatest@custome   7:25 AM (0 minutes ago) ☆   ↩   ▼
     🔒 to me ▾

Dear Supplier,

Please click the link below to verify your email address and continue the registration process. As you work through the registration process, the data you enter will be automatically saved and can be accessed at any time by clicking this link.

https://punta-gordatest.ionwave.net/VendorRegistration/RegisterStart.aspx?eq=ZLAVoliDUcXjLSiSn-2z_ iRYIbblbyZSY1AKpx8knm7g78V0ifub2gLrpNK3zfteMNvWGlrvwkpC0WsHs4o8JA6GSo2idfyY

This link will expire in 14 days. If you have not completed your registration during this time period, it will be deleted.

Questions about this system can be directed to:
City of Punta Gorda

VNDREGVERIFY - 1/6/2017 06:25 AM (CT)

Supplier Registration

▸ The system advises the address previously entered will be your main general/corporate

▸ You may enter different addresses for payment, orders, etc by clicking on the PENCIL icon or "ADD ADDRESS" button

▸ If no other address click on NEXT

Preliminary Info	Terms	Company Info	Addresses	Other Info	Commodity Codes	Classifications	Review	Complete

⊕ Add Address   ⇒ Next

By default the "General/Corporate" will be stored in your Company Profile. If you have different additional addresses for Payment, Purchase Order, etc. click Add Address to create those now.

General/Corporate Address

Address	326 W Marion Ave	**Contact Name**	
	Punta Gorda, FL 33950	**Email**	
Phone	(941) 555-1212		
Toll Free			✏️ ⊖
Fax			

Supplier Registration

- If adding address complete all mandatory fields and SAVE
- When complete click NEXT

Add New Address

⊘ Cancel 💾 Save

* **Address 1**	975 W Virginia Avenue
Address 2	
Address 3	
* **City**	Punta Gorda
* **State/Province**	Florida ▾
* **Zip/Postal**	33950
* **Country**	United States ▾
* **Phone**	(941) 555-9999 **Ext.** [_____] ☐ International
Toll Free	(___) ___-____ **Ext.** [_____] ☐ International
Fax	(___) ___-____ **Ext.** [_____] ☐ International
Contact Name	
Email	
* **Address Type**	☐ Bid/Quote Mailing ☐ Payment ☑ Purchase Order ☐ Emergency Contact

Supplier Registration

▶ Addresses Tab

Supplier Registration

▸ Other Info Tab
  ◦ If you are registered on www.sam.gov to participate and received federal payments enter the CAGE code assigned to your company.
▸ "Excluded from Federal Procurement or Nonprocurement" *
  ◦ If you company has NOT be debarred from federal contracts select "NO"
▸ Click Save & Next

Supplier Registration

- Commodity Selection
- VERY IMPORTANT – You selection will drive what bid opportunity notifications are sent to your company!
- Please contact our Vendor Liasion 941-575-3349 if you need assistance in identifying your commodities.
- More than 1 commodity may be added to your record
- If you are a construction trade or material supplier you may select general construction commodity to receive notifications.

Supplier Registration

▸ Commodities are identified as overall GENERAL and then broken down to specific categories

▸ If you can furnish ALL categories or want to register for ALL categories in a GENERAL commodity select the GENERAL commodity

In selecting a GENERAL Commodity ALL Categories will be selected

Supplier Registration

▸ Selecting a CATEGORY in a GENERAL commodity will provide notification for only that specific commodity

▸ To access the CATEGORY list click on the "+" next to the GENERAL commodity to expand

▸ Clicking on the "−" will collapse the list

▸ When complete click SAVE AND NEXT

Supplier Registration

- CLASSIFICATIONS tab
- This tab allows you to select specific classifications applicable to you company related to location and certifications
- Location classification
  - These classification pertain to where your business is ACTUALLY located
  - Do not select one of these classification if you ONLY CONDUCT business to other businesses or governments in the location
  - Example: Business physical location is Miami but conduct sales in Punta Gorda
    - This **DOES NOT** qualify your company to register as a Charlotte County and City of Punta Gorda supplier

Supplier Registration

- Type of Business Certification
    - These categories relate to specific certifications, MBE/WBE/DBE businesses
    - Procurement staff verifies certifications with the appropriate agency
    - If your company is not registered with the specified agency the classification will be rejected

Supplier Registration

- CLASSIFICATIONS tab
- When you select a specific classification you may attach supporting documentation of meeting the classification
- Click SAVE AND NEXT when complete

Preliminary Info	Terms	Company Info	Addresses	Other Info	Commodity Codes	Classifications	Review	Complete

⇒ Save and Next

Check any special business classifications that apply to your business. Classifications are subject to approval.

General Classifications

☑ **City of Punta Gorda, Florida Vendor** — A legal and operating business physically located within the City limits of Punta Gorda, Florida

Attach supporting document (Optional)
[   ] Select

☐ **Charlotte County, Florida Vendor** — A legal and operating business physically located within Charlotte County, Florida

☐ **Florida Certified Women/Minority Business Enterprise** — Vendor certified through the State of Florida Office of Supplier Diversity available at http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd

☐ **Lee County, Florida Vendor** — A legal and operating business physically located within Lee County, Florida

☐ **Sarasota County, Florida Vendor** — A legal and operating business physically located within Sarasota County, Florida

☐ **Desoto County, Florida Vendor** — A legal and operating business physically located within Desoto County, Florida

☑ **Disadvantaged Business Enterprise** — As defined according to the Small Business Administration size standards available at http://www.sba.gov/size/

Attach supporting document (Optional)
[   ] Select

☐ **FDOT Disadvantaged Business Enterprise Program** — As defined according to the Florida DOT Disadvantaged Business Enterprise Program available at http://www.dot.state.fl.us/equalopportunityoffice/dbecertification.shtm

☐ **FDOT Prequalified Contractor** — As governed by the Florida Department of Transportation available at http://www.dot.state.fl.us/cc-admin/PreQual_Info/prequalified.shtm

☐ **State of Florida Small Business Designation** — State of Florida Small Business Designation as registered on myfloridamarketplace.com

Supplier Registration

▸ System generated email notifying you successfully submitted your registration

Punta Gorda Bids and Contracts [Test] <punta-gordatest@custome   8:11 AM (7 minutes ago) ☆   ↩   ▾

🔒 to me ▾

Dear Supplier,

You have successfully submitted your registration for Punta Gorda Bids and Contracts [Test].

Your registration has been sent to the system administrator and is now awaiting review. You will receive a second email upon activation or rejection of your registration. If your registration is activated, the user name and password you specified will be available for use.

Once your account is active, you will be able to login to maintain your profile, including contact information and commodity selections.

Your submitted registration information:

Otis' House Renovations
326 W Marion Ave
Punta Gorda FL 33950 US
(941) 555-1212

Questions about this system can be directed to:
City of Punta Gorda

Supplier Registration

- REVIEW Tab
- Review all your information
- If you need to edit click the [edit] on the specific section
- When complete click on "REGISTER NOW"

Preliminary Info	Terms	Company Info	Addresses	Other Info	Commodity Codes	Classifications	Review	Complete

⇒ Register Now

You're almost done. Please review your information below. Please review info: To make corrections, click Edit or the appropriate tab. To complete registration, click Register Now.

Company Info [edit]

Company Information

Company Name	Otis' House Renovations	**User Name / Login**	otiseugene
Company Description	Our company are experts at demolition activities. Couches, shoes, sunglasses. We can destroy anything!	**First Name**	Otis Eugene
Organization Type	C Corporation	**Last Name**	Pace
Legal Name		**Title**	
Tax ID Number		**Email**	hunkerdowntn@gmail.com
DUNS	123456789	**Office Phone**	
Formation Date		**Mobile Phone**	
Formation State	Florida	**Time Zone**	Eastern Time
Website	www.wildotis.com		

User Information

January 2017   25

Supplier Registration

- COMPLETE Tab
- Procurement staff is notified of your registration.
- Registration will be reviewed and accepted if complete and accurate within 1 business day.
- Once accepted you will receive an email notifying you of acceptance

PUNTA GORDA
FLORIDA
It's Happening On The Harbor®   eProcurement

Preliminary Info	Terms	Company Info	Addresses	Other Info	Commodity Codes	Classifications	Review	Complete

Congratulations, you have successfully submitted your registration.

You will be notified via email once your registration has been reviewed.

Return to Login

City Review/Acceptance of Registration

- Acceptance of Supplier Registration is performed in 2 steps by Procurement Staff
- Step 1 – Approving general supplier registration information
  - Staff decisions
    - Activate – Activated supplier user account
    - Reject – OPTION WILL NOT BE USED
    - Request Corrections / Additional Information with narrative of required corrections/additional information

Supplier Activation - Decision

⇐ Return   💾 Save

Please select your decision regarding this supplier. The supplier will be notified via email.

Supplier Decision

* **Decision**	○ Activate ○ Reject ○ Request Corrections / Additional Info
Note to Supplier	

City Review/Acceptance of Registration

▸ Request Corrections/Additional Info

▸ Email sent to supplier user – Click on link

City Review/Acceptance of Registration

- Supplier will be navigated to the Company Information Screen
- Supplier will need to make corrections; OR
- If all info is correct make NOTES in Company Description field

Website	www.wildotis.com
Company Description	activities. Couches, shoes, sunglasses. We can destroy anything! We are the bad branch of the main company Otis Eugene Enterprises

- Navigate through the tabs by clicking Save and Next
- The registration will then be sent to City staff

City Review/Acceptance of Registration

▸ Activate Supplier Record

Punta Gorda Bids and Contracts [Test] Registration Activation Notification

Inbox x

Punta Gorda Bids and Contracts [Test] <punta-gordatest@custome   8:53 AM (0 minutes ago)

to me

Dear Supplier,

Your registration with Punta Gorda Bids and Contracts [Test] has been activated. You can now use the user name and password you specified during registration to login to the site.

Activation Notes:

Please note that this does not indicate a commitment to purchase or imply your guaranteed participation in all opportunities for your registered commodities. Unless otherwise instructed, you must wait for a formal purchase order prior to beginning fulfillment.

It is your responsibility to maintain your supplier profile, including company profile information and commodity selections. We strongly recommend that you white-list emails from this address to ensure you do not miss any opportunities.

The system can be accessed at: https://punta-gordatest.ionwave.net

Questions about this system can be directed to:
City of Punta Gorda

City Review/Acceptance of Registration

- Step 2 – Review and accepting Classifications
- IMPORTANT NOTE: If a classification is rejected by your SUPPLIER RECORD is approved you still have access to the system.

Punta Gorda Bids and Contracts [Test] Special Classification Activation Notification

Inbox   x

Punta Gorda Bids and Contracts [Test] <punta-gordatest@custom   12:32 PM (0 minutes ago)
to me

Activated

Dear Supplier,

This is notification that your company has been activated for the following special classifications:

Classification: PGV - City of Punta Gorda, Florida Vendor

Activation Reason: Verified business located in the City.

Punta Gorda Bids and Contracts [Test] Special Classification Rejection Notification

Inbox   x

Punta Gorda Bids and Contracts [Test] <punta-gordatest@custom   12:33 PM (0 minutes ago)
to me

Rejected

Dear Supplier,

This is notification that your company has been rejected for the following special classifications:

Classification: DBE - Disadvantaged Business Enterprise

Rejection Reason: Unable to verify classification. Please forward supporting documentation of meeting this classification.

Maintaining Supplier Record

- Suppliers are required to maintain their Supplier Records, including:
  - Users
  - Email Addresses
  - Addresses/Phone number
  - Commodities
- The City is not responsible for maintaining your record. However, we may provide assistance in updating your supplier record.

Maintaining Supplier Record

- Importance of having multiple users to your supplier record
  - If the primary user is not in the office the other users will receive notification from the system
  - Access as administrator or respondent/viewer may be given to users
  - Fail safe process to ensure you receive notification from the system

Maintaining Supplier Record

▸ Users may either edit the Supplier Record through "Admin" to make changes to the "SUPPLIER" information or assigned users OR make changes to their profile through "My Profile"

▸ To access your supplier account click on the "ADMIN" link at the top left of the screen

▸ To access your USER profile click on "My Profile" in the top right of the screen

Maintaining Supplier Record

- "Admin" menu options
  - Messages – View messages sent by City staff or the system and acknowledge any or all messages requiring Supplier acknowledgement
  - My Profile – View and update your Profile, change password, etc (Same as previous page for "My Profile" link)
  - Company Profile – View and edit Supplier profile
  - Audit History – View all actions performed by the Supplier and City related to your supplier record

All Messages

	All Messages	Need Acknowledgement

	!	Ack	Received	Subject
🔍			1/6/2017 01:34:31 PM (ET)	Punta Gorda Bids and Contracts [Test] Message Notification: Testing messaging to single supplier - Standard
🔍	!	☐	1/6/2017 01:34:21 PM (ET)	Punta Gorda Bids and Contracts [Test] Message Notification: Testing messaging to single supplier - Sent High Priority and Require Acknowlegement
🔍			1/6/2017 12:33:55 PM (ET)	Punta Gorda Bids and Contracts [Test] Special Classification Rejection Notification
🔍			1/6/2017 12:32:38 PM (ET)	Punta Gorda Bids and Contracts [Test] Special Classification Activation Notification
🔍			1/6/2017 08:53:17 AM (ET)	Punta Gorda Bids and Contracts [Test] Registration Activation Notification
🔍			1/6/2017 08:50:35 AM (ET)	Punta Gorda Bids and Contracts [Test] Registration Submission Confirmation
🔍			1/6/2017 08:45:06 AM (ET)	Punta Gorda Bids and Contracts [Test] Registration Information Needed
🔍			1/6/2017 08:42:47 AM (ET)	Punta Gorda Bids and Contracts [Test] Registration Submission Confirmation
🔍			1/6/2017 08:37:57 AM (ET)	Punta Gorda Bids and Contracts [Test] Supplier Registration Email Verification Required

Maintaining Supplier Record

- Messages
  - Standard messages
    - Messages sent by either the system or City staff will be delivered to your email address and user account
    - Click on the 🔍 to view message in the system

All Messages

	!	Ack	Received	Subject
🔍			1/6/2017 01:34:31 PM (ET)	Punta Gorda Bids and Contracts [Test] Message Notification: Testing messaging to single supplier - Standard

Tabs: All Messages | Need Acknowledgement

System Message

Message

❌ Close Window

Punta Gorda Bids and Contracts [Test] Message Notification: Testing messaging to single supplier - Standard

Received 1/6/2017 12:34:31 PM
Priority NORMAL

Message From punta-gordatest@customer.ionwave.net
Punta Gorda Bids and Contracts [Test]

Dear Supplier,

You have been sent a message.

Subject: Testing messaging to single supplier - Standard
Message: Testing messaging to single supplier

The system can be accessed at: https://punta-gordatest.ionwave.net

Questions about this system can be directed to:
City of Punta Gorda

Emailed Message

Punta Gorda Bids and Contracts [Test] Message Notification: Testing messaging to single supplier - Standard ☐ Inbox x

Punta Gorda Bids and Contracts [Test] <punta-gordatest@custome   1:34 PM (2 minutes ago) ☆
🔒 to me ▾

Dear Supplier,

You have been sent a message.

Subject: Testing messaging to single supplier - Standard
Message: Testing messaging to single supplier

The system can be accessed at: https://punta-gordatest.ionwave.net

Questions about this system can be directed to:
City of Punta Gorda

Maintaining Supplier Record

- Messages sent High Priority and/or Require Acknowledgement
  - Messages sent by either the system or City staff will be delivered to your email address and user account
  - Click on the 🔍 to view message in the system
  - You will need to acknowledge the message in 1 of 3 ways

Message

| ❌ Close Window | ✅ Acknowledge this message | Acknowledge inside message |

Punta Gorda Bids and Contracts [Test] Message Notification: Testing messaging to single supplier – Sent High Priority and Require Acknowlegement

| **Received** 1/6/2017 12:34:21 PM | **Message From** punta-gordatest@customer.ionwave.net |
| **Priority** HIGH | Punta Gorda Bids and Contracts [Test] |

All Messages

| All Messages | Need Acknowledgement | Acknowledge from message list |

	!	Ack	Received	Subject
🔍			1/6/2017 01:34:31 PM (ET)	Punta Gorda Bids and Contracts [Test] Message Notification: Testing messaging to single supplier - Standard
🔍	❗	☐	1/6/2017 01:34:21 PM (ET)	Punta Gorda Bids and Contracts [Test] Message Notification: Testing messaging to single supplier - Sent High Priority and Require Acknowlegement

High Priority Messages Needing   Click on "Need Acknowledgement Tab

| All Messages | Need Acknowledgement |
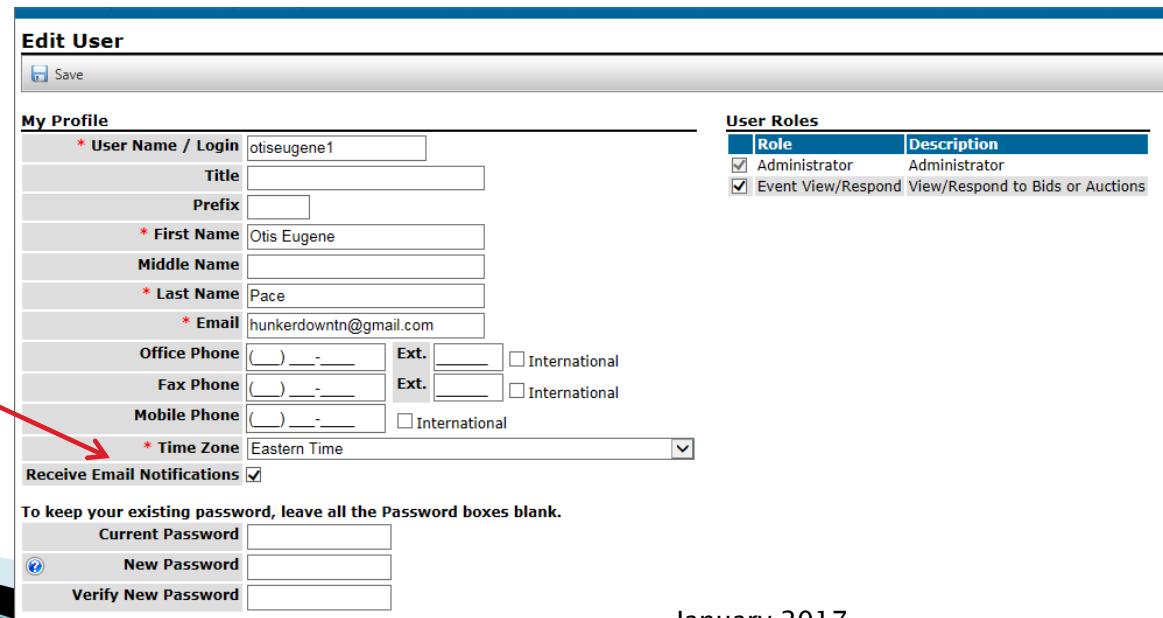
✅ Acknowledge All

	!	Ack	Received	Subject
🔍	❗	☐	1/6/2017 01:34:21 PM (ET)	Punta Gorda Bids and Contracts [Test] Message Notification: Testing messagi

Maintaining Supplier Record

▸ My Profile from either the Admin menu or the My Profile link in the top right of the screen
  ◦ Change all information for the main user
  ◦ Change User Roles
  ◦ Change Password
▸ Click SAVE to accept changes and click on a menu item to exit

Note: If you do not want to receive email notifications uncheck the box

Edit User

🔲 Save

My Profile

* User Name / Login	otiseugene1
Title	
Prefix	
* First Name	Otis Eugene
Middle Name	
* Last Name	Pace
* Email	hunkerdowntn@gmail.com
Office Phone	(___) ___-____ Ext. _____ ☐ International
Fax Phone	(___) ___-____ Ext. _____ ☐ International
Mobile Phone	(___) ___-____ ☐ International
* Time Zone	Eastern Time ▾
Receive Email Notifications	☑

To keep your existing password, leave all the Password boxes blank.

Current Password	
❓ New Password	
Verify New Password	

User Roles

Role	Description
☑ Administrator	Administrator
☑ Event View/Respond	View/Respond to Bids or Auctions

Maintaining Supplier Record

- Company Profile
  - All company information entered in the registration process may be edited
  - Navigation to information is in a tab format
    - Profile (Supplier)
    - Address Book
    - Users
    - Commodities
    - Special Classifications
    - Other Information
- It is recommend to click SAVE to accept changes on each tab!

Bid Events | Auction Events | Admin

Otis' House Renovations

| Profile | Address Book | Users | Commodities | Special Classifications | Other Information |
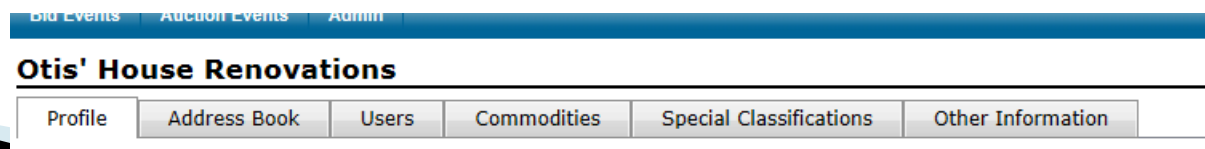
Maintaining Supplier Record

- Profile
  - Main Supplier Company information
- Any field with "*" must have an entry
- Click SAVE to accept changes

Otis' House Renovations

Profile	Address Book	Users	Commodities	Special Classifications	Other Information

Company Information

🖫 Save

* Trade Name (dba)	Otis' House Renovations
Legal Name (if different)	
Company Description	Our company are experts at demolition activities. Couches, shoes, sunglasses. We can destroy anything! We are the bad branch of the main company Otis
* Organization Type	C Corporation
* Tax ID Number	_-_____ ⦿FEIN ○SSN/ITIN ○Other
DUNS	123456789
Formation Date	
* Formation State	Florida
Website	www.wildotis.com

Company Address

* Address 1	326 W Marion Ave
Address 2	
Address 3	
* City	Punta Gorda
* State/Province	Florida
* Zip/Postal	33950
* Country	United States
* Main Phone	(941) 555-1212 Ext. _____ ☐ International
Toll Free	(___) ___-____ Ext. _____ ☐ International
Fax	(___) ___-____ Ext. _____ ☐ International
Contact Name	
Email	

Maintaining Supplier Record

- ▶ Profile Tab
  - ◦ Main Supplier Company information
- ▶ Any field with "*" must have an entry
- ▶ Click SAVE to accept changes

Otis' House Renovations

| Profile | Address Book | Users | Commodities | Special Classifications | Other Information |

Company Information

🔲 Save

* Trade Name (dba)	Otis' House Renovations
Legal Name (if different)	
Company Description	Our company are experts at demolition activities. Couches, shoes, sunglasses. We can destroy anything! We are the bad branch of the main company Otis
* Organization Type	C Corporation ⌄
* Tax ID Number	_-_____ ⦿FEIN ◯SSN/ITIN ◯Other
DUNS	123456789
Formation Date	🔲
* Formation State	Florida ⌄
Website	www.wildotis.com

Company Address

* Address 1	326 W Marion Ave
Address 2	
Address 3	
* City	Punta Gorda
* State/Province	Florida ⌄
* Zip/Postal	33950
* Country	United States ⌄
* Main Phone	(941) 555-1212 Ext. _____ ☐ International
Toll Free	(___) ___-____ Ext. _____ ☐ International
Fax	(___) ___-____ Ext. _____ ☐ International
Contact Name	
Email	

Maintaining Supplier Record

- Address Book Tab
- Make any changes; OR add new address
- Click SAVE to accept changes

Otis' House Renovations

Profile	Address Book	Users	Commodities	Special Classifications	Other Information

Manage Addresses

⊕ Add Address

By default the "General/Corporate" address will be stored in your Company Profile. If you have additio
Add Address to create.

General/Corporate Address

Address	326 W Marion Ave	**Contact Name**	
	Punta Gorda, FL 33950	**Email**	
Phone	(941) 555-1212		
Toll Free			✏️ ⊖
Fax			

Purchase Order

Address	975 W Virigina Avenufe	**Contact Name**	
	Punta Gorda, FL 33950	**Email**	
Phone	(941) 555-9999		
Toll Free			✏️ ⊖
Fax			

Maintaining Supplier Record

▶ Users Tab
  ◦ Add Users
  ◦ Edit Users

Otis' House Renovations

Profile	Address Book	Users	Commo

User List

⊕ Add User

	UserName	**Full**
🔍	otiseugene1	Otis

Add New User

← Return 💾 Save

User Information

Status	NONE
* User Name / Login	rastaseugene
❓ * Password	•••••••••
* Verify Password	•••••••••
Title	Good Son
Prefix	
* First Name	Rastas
Middle Name	Eugene
* Last Name	Pace
* Email	mcsinc04@gmail.com
Office Phone	(__)___-____ Ext. _____ ☐ International
Fax Phone	(__)___-____ Ext. _____ ☐ International
Mobile Phone	(__)___-____ ☐ International
* Time Zone	Eastern Time
Receive Email Notifications	✔

Select the role for user

User Roles

	Role	**Description**
☐	Administrator	Administrator
✔	Event View/Respond	View/Respond to Bids or Auctions

Email must be different from main user

Maintaining Supplier Record

▶ Commodity Tab
  ◦ Add or delete

Commodities
💾 Save	🔍 Search

Commodity Selection

⊟ Commodities
  ⊞ ☐ **Audio and Visual**
  ⊟ ■ **Building Maintenance**
      ☑ Building Maintenance: Equipment, Supplies and Services
      ☐ Cleaning and Janitorial Equipment and Supplies
      ☐ Janitorial Services
      ☐ Coverings, Awnings, and Window Shades: Equipment, Supplies and Services
      ☑ Demolition, Cleanup, and Restoration Equipment, Supplies, and Services

▶ Special Classification
  ◦ Add

Selected Classifications

Classification	Title	Description	Attachment	Primary	Status
PGV	City of Punta Gorda, Florida Vendor	A legal and operating business physically located within the City limits of Punta Gorda, Florida		Yes	ACTIVE
DBE	Disadvantaged Business Enterprise	As defined according to the Small Business Administration size standards available at http://www.sba.gov/size/			REJECTED

Available Classifications

⊕ Add Selected

General Classifications
☐ **Charlotte County, Florida Vendor**   A legal and operating business physically located within Charlotte County, Florida

▶ Other Information
  ◦ Edit or Add

Supplier Other Info Edit

💾 Save

CAGE Code	1CF96
* **Excluded from Fed. Procurement or Nonprocurement**	No
Number of Employees	

Procurement Contact

- Vendor Liaison – Connie Hayes
  - 941-575-3376
  - chayes@pgorda.us

- General Procurement Contact
  - 941-575-3366
  - pgpurch@pgorda.us

- Marian Pace, CPPO, CPPB, FCCM, Procurement Manager
  - 941-575-3348
  - mpace@pgorda.us

- eProcurement website   www.pgorda.com