iSupplier Portal

How to Register
Supplier’s Guide to iSupplier Portal

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Key Points:

- iSupplier is the platform through which multiple departments can participate in the purchasing process in collaboration with suppliers.
- iSupplier allows you to place bids, view payables information and keep current company records.
iSupplier Portal

Why Register as a Supplier?

The iSupplier Portal enables suppliers to communicate with the Procurement and Accounts Payable staff. When you register, your company is added to our iSupplier database. It enables suppliers to access purchase orders, submit invoices, view payments, respond to online solicitations and update their profile.

Who Needs to Register:

- Any Suppliers who will receive any type of payment from the City needs to be registered in our database.
- Any Suppliers who wish to submit a response to a solicitation.

An overview of the registration process can be found at http://www.stpete.org/with_the_city/city_supplier_starter_guide.php
How to Register

Supplier Resources

SOURCING FOR THE CITY

The City of St. Petersburg relies on outside suppliers and services to power its programs and initiatives, and is especially interested in working with local businesses. Large or small businesses are eligible to partner with the City.

- Supplier Login
- Small Business Enterprise Program
How to Register

Click on Link to Supplier Registration Form.

Suppliers, Vendors & Contractors
Upon registration, a company is added to the iSupplier Database. The iSupplier Portal enables suppliers to communicate with the Procurement and Accounts Payable staff. It enables suppliers to access purchase orders, submit invoices, view payments, respond to online solicitations, and update their profile. View the Supplier Guide.

The Registration Process
Prior to providing goods or services to the City of St. Petersburg or to be notified of potential bidding opportunities, please complete the Supplier Registration Form.
Enter Company details and contact information.

Fields marked with an asterisk are required fields.

Click ‘Continue’.
How to Register

- Prospective Supplier Registration: Additional Details page will appear.

- Click on the ‘Create’ button to add specific company information - Address, Contact info and Products & Services.
Enter Company details and contact information. (Address Name is the city name.)

Fields marked with an asterisk are required fields.

Select Apply.
Select Code to Add Products & Services. (Do not Select the Parent code (3 Digit #)) (Codes should be 3 digits, period & 2 digits) ###.##, example - 019.02.
How to Register

- Products & Services (also known as Commodity Codes):
  1. Must be applied to identify type of product or service your company provides.
  2. At least one code needs to be added in order to submit the application. (Commodities 001-899 / Services 900)
  3. When codes match the work that is being solicited by the City, a courtesy email may be sent to notify your company that a potential bid is active.

  - The NIGP Commodity/Services Code is an acronym for the National Institute of Governmental Purchasing Commodity/Services Code. The NIGP Code is a coding taxonomy used primarily to classify products and services procured by state and local governments in North America.
How to Register

- Add Products & Services: Page will populate. (See above for view)
Entering Products & Services:

1. Select the ‘Search for Specific Code or Product” option.
2. A search criteria window will open (see following slide).
### Entering Products & Services:

3. Enter a keyword in the description. Ex: %paint%
4. Click ‘Go’. Results will populate mid-page. If unable to find an exact match, choose different key words in your search.
5. Select the codes by placing a check mark in the ‘Applicable’ box.
6. Select as many codes as you like that represent your company’s functions.
7. Once finished, click ‘Apply’.
How to Register

- Click ‘Submit’ to finalize your application.
How to Register

- Upload signed & completed W-9.
- Application approvals may take up to 48 hours.
- Once approved, inprodmail@stpete.org will send an email with your username & password information. NOTE: If you have not received the ‘reset password’ email within 15 minutes, please check your spam folder.
- Direct questions to registration@stpete.org or 727-893-7220.

Thank you from the City of St. Petersburg Procurement Department.