



PROCESS CHANGE: VENDOR MANAGEMENT AND RFPS/BIDS

A CHANGE IN DOING BUSINESS WITH THE CITY

- The City has selected Vendor Registry to host its vendor management and rfp/bid process
- Effective 15 FEB 2019, all vendors (current and new) must register in Vendor Registry
- Effective 01 MAR 2019, all NEW rfps/bids will be posted and managed via Vendor Registry
- RFPs/bids in process prior to 01 MAR 2019 and advertised on the City's website will remain there until complete

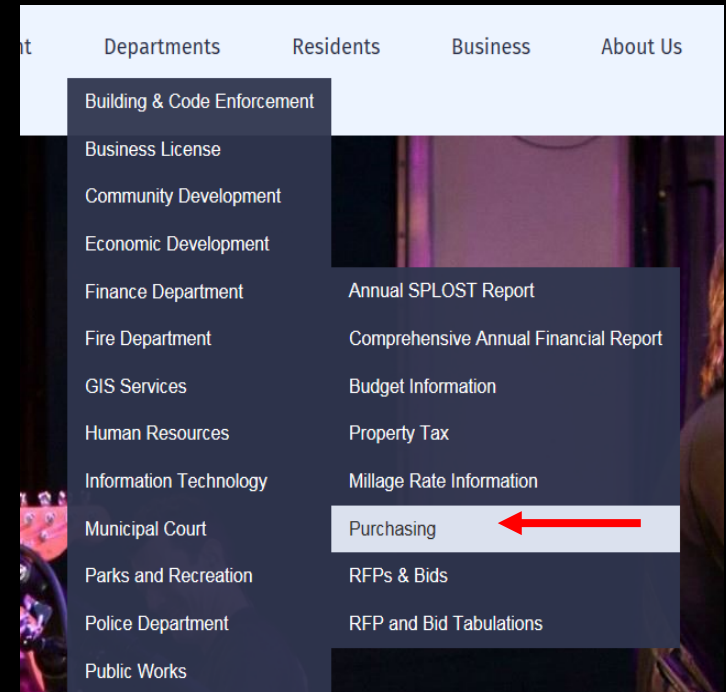
VENDOR REGISTRATION

- Vendors (organizations and individuals) will be required to register with Vendor Registry to do business with the City of Woodstock, Georgia.
- Registration is quick and easy.
- Required vendor information for registration:
 - General business information (e.g., address, contact information, etc.)
 - IRS W-9 form
 - E-Verify Affidavit (if required)
 - Listing of commodities/services qualified to provide

HOW TO REGISTER

To register:

1. Please visit the City's website at www.woodstockga.gov
2. Hover over Departments
3. Hover over Finance
4. Select Purchasing
5. Click on Vendor Registry
6. Complete your registration by following the instructions provided



Vendors/Contractors

To be placed on the City's Vendor/Contractor Registry, all potential vendors/contractors must register with [Vendor Registry](#).

REGISTRATION BENEFITS

- Vendors will be able to gain benefits of the Vendor Registry business platform and auto-notifications.
- Vendors will be able to take advantage of the many features supporting the City's vendor management and rfp/bid process.
- Additional benefits include:
 - Vendor selects their Commodities
 - Can self identify business type (e.g., Small Business)
 - Notification of RFPs/bids for City of Woodstock, GA
 - Can obtain notification of rfps/bids for other municipalities
 - Allows for online submission of rfps/bids

FREQUENTLY ASKED QUESTIONS

- If I am already a registered vendor with the City, do I still have to register on Vendor Registry?
 - **YES**, it is a requirement that all City vendors register via Vendor Registry to do business with the City.



February 14, 2019

Re: New Vendor Registration and Bid Notification System

Dear Valued Vendor,

We are pleased to announce The City of Woodstock, Georgia now has an online Vendor Registration system to help us better serve you.

Our new registration system is powered by Vendor Registry. The system allows you to quickly register and update your contact information and input the products and services you provide. This will enable us and Vendor Registry to notify you of important solicitation opportunities in the future.

If you wish to use this service, directly register your business at

<https://vrapp.vendorregistry.com/Vendor/Register/Index/woodstock-city-ga-vendor-registration>

OR:

- Please visit our website at <http://www.woodstockga.gov/>
- Select "Departments"
- Select "Finance Department"
- Select "Purchasing"
- Select "Vendor Registry"

If you have any questions regarding the registration process, please call Vendor Registry at (844) 802-9202.

Thank you again for taking the time to update your contact information and product and service offerings.

Sincerely,

Crystal L. Welch
Budget Analyst

City of Woodstock

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