

Registering on Vendor Portal Guide

Steps to Register on Vendor Portal.

Associated screenshots are attached below.

1. Link to register on Vendor Portal (<https://www.finance360.org/vendor/vendorportal/>)

Enter your tax id number in the User ID field and click on "Register"

The screenshot displays the Vendor Portal registration interface. At the top left is the 'VPortal' logo. The top right shows the date and time: '9/8/2010 12:40:03 PM'. A navigation menu includes 'Main Office', 'Contracts & Purchasing', 'Financial Operations', and 'News and Features'. The main content area contains a registration form with the following elements:

- Links: 'Help', 'Forgot your password?', and a circled 'Register' link.
- User ID field: Contains the text '010203040'.
- Save User ID checkbox: An unchecked checkbox labeled 'Save User ID'.
- Password field: An empty text input box.
- Login button: A button with a person icon and the text 'Login'.

On the right side of the page, there is a vertical sidebar containing four small profile pictures of individuals. At the bottom of the page, there are several sections:

- Login Help:** Includes links for 'What's New', 'Contact Vendor Hotline', and 'Send Feedback'.
- New to Vendor Portal?:** Includes links for 'FAQ's' and 'How to Register?'
- Guide:** Includes a link for 'RS Invoicing User Guide'.

The footer contains the copyright notice: '©2010 The New York City Department of Education' and a 'Contact Us' link.

2. Enter your tax id number and click on "Retrieve"

The screenshot shows the WPortal website interface. At the top right, the text "WPortal" is displayed in a stylized blue font. Below it, a blue navigation bar contains the text "Mayor's Office | DOE | DNY | MTA | MTA-AMT | TAMM | NYU". The main content area features a red heading: "Please provide the required information to sign on to our system". Below this heading is a text input field containing the number "010203040" and a red button labeled "Retrieve". A red circle highlights the "Retrieve" button. To the left of the input field, there is a small red icon of a person. Below the input field, a red note reads: "TaxID (do not use any dashes, just a plain 8 digit).". A large red paragraph follows: "In order to become eligible to submit a bid, you must first provide us with your vendor information so that we may have a record of it in our system. You will only be required to fill out this information once. Also, please check the boxes of the bid lists you wished to be placed on. This will allow you to receive information on future bids within the given subject areas." At the bottom of the page, there is a blue footer bar with the text "5/8/2010 12:41:43 PM" and "Mayor's Office | DOE | DNY | MTA | MTA-AMT | TAMM | NYU". In the top right corner of the page, there is a link that says "Contact Us" and a copyright notice: "© 2010 The New York City Department of Education".

3. Please complete all the required fields



✘ 010203040 not in FAMIS System. Please continue registration process.

Vendor Contact Information

Vendor Name:

Address:

City: State: Zip:

Contact Info

First Name:

Last Name:

Phone: or

E-mail Address:

Retype your e-mail address:

Website:

Password (minimum of 8 characters long)

Security Question:

Select One:

Or

Write My Own Question:

Security Answer:

In order to become eligible to submit a bid, you must first provide us with your vendor information so that we may have a record of it in our system. You will only be required to fill out this information once. Also, please check the boxes of the bid lists you wished to be placed on. This will allow you to receive information on future bids within the given subject areas.

Home

4. Check off the applicable fields in our Bid List (Goods/Commodities) and/or (Services)

Bid List

GOODS / COMMODITIES (Please select a category)

GOODS / COMMODITIES

- | | |
|--|---|
| <input type="checkbox"/> AIR CONDITIONERS & ELECTRIC FANS | <input type="checkbox"/> AQUACULTURE |
| <input type="checkbox"/> ART SUPPLIES AND MATERIALS | <input type="checkbox"/> ATHLETIC EQUIPMENT AND SUPPLIES |
| <input type="checkbox"/> AUDIO VISUAL EQUIPMENT | <input type="checkbox"/> AUTO, AVIATION, MARINE EQUIPMENT AND TOOLS |
| <input type="checkbox"/> AV SOFTWARE | <input type="checkbox"/> BATHROOM PARTITIONS AND ACCESSORIES |
| <input type="checkbox"/> BIOTECHNOLOGY | <input type="checkbox"/> BREAD, ROLLS & CAKES |
| <input type="checkbox"/> BUILDING/PLUMBING/ELECTRICAL/MISC.SUPPLIES. | <input type="checkbox"/> BUSINESS MACHINES (OFFICE MACHINES) |

SERVICES (Please select a category)

PREVENTION

- | | |
|---|--|
| <input type="checkbox"/> PROPOSAL WRITING SERVICES | <input type="checkbox"/> ROOFING/FLASHING, INSTSALL, R/M |
| <input type="checkbox"/> SAFETY, SECURITY OR INVESTIGATIONS | <input type="checkbox"/> SCIENCE |
| <input type="checkbox"/> SECURITY SYSTEMS, INSTALL, R/M | <input type="checkbox"/> SELF IMPROVEMENT |
| <input type="checkbox"/> SHEET METAL/DUCT WORK | <input type="checkbox"/> SOCIAL STUDIES |
| <input type="checkbox"/> SOUND EQUIPMENT - PA SYSTEMS, INSTALL, R/M | <input type="checkbox"/> SPECIAL EDUCATION SERVICES |
| <input type="checkbox"/> STUDENT COUNSELING SERVICES | <input type="checkbox"/> SUMMER SCHOOL SERVICES |

5. Once you are done click on "Submit"

Thank you for registering on our Vendor Portal.



3/8/2010 12:58:55 PM
Mayor's Office | DOB | PRO | News and Events

[Home](#)

Registration complete

✓ We have received your request to be added to our new Vendor Portal (V-Portal) System. Please allow 24 hours to validate your vendor information. You will receive an e-mail when the validation is complete. If you have any questions, please call our Vendor Hotline at 718-935-2300

In order to become eligible to submit a bid, you must first provide us with your vendor information so that we may have a record of it in our system. You will only be required to fill out this information once. Also, please check the boxes of the bid lists you wished to be placed on. This will allow you to receive information on future bids within the given subject areas.

[Contact Us](#)

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