



City of Springfield

Online Vendor Account Creation

User Manual

Last Updated on 3/25/2020

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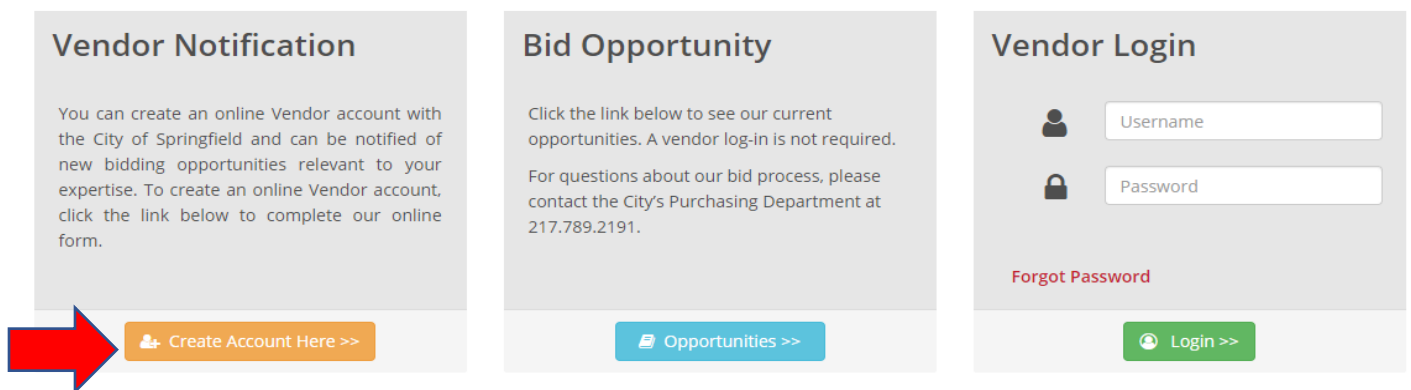
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About

Vendors that wish to do business with the City of Springfield Purchasing Department can now create online accounts by going to <https://www.springfield.il.us/Departments/OBM/PurchasingHome.aspx>. After creating the online accounts, vendors will be able to electronically submit documents for any participating Bid and Request for Proposal/Qualification (RFP/RFQ) booklets. Vendors can also specify which Commodities and Services they are interested in, so when a new booklet is posted, they will receive an automatic email notification of that posting.

Create Online Vendor Account

Vendors can create an account by going to <https://www.springfield/il.us/Departments/OBM/PurchasingHome.aspx> and clicking on the orange Create Account Here button under the Vendor Notification panel.



This will take you to Step 1, where you can enter in all of your Login information. All fields on this page are required.

- Mark whether you are registering as a company or individual.
- Create a username (this can be your email address to make it easier to remember).

- Create and confirm your password (Please note, passwords must be at least 8 characters long, with one uppercase letter, one lowercase letter, and one number).
- Select & answer three security questions.
- Add your vendor name & a phone number you can be contacted at
- Click the Next button to go to step 2. If there are any formatting errors on the page you will be notified here before moving on.

For Step 2, you will enter in your Business Contact Information:

- Some information will pre-fill from the page before. This can be updated if necessary.
- Please note, company name, phone number, vendor email, and contact name are all required fields.
- Click on the Next button to go to step 3. If there are any formatting errors on the page you will be notified here before moving on.

For Step 3, you will select the Commodities that you are interested in receiving notifications on:

- Click the checkbox next to each commodity you are interested in. When a booklet is available under that commodity type, you will receive email notification.
- Please make sure a valid vendor email address was entered in step 2. This is where the notifications will be sent.
- Click the next button to go to step 4.

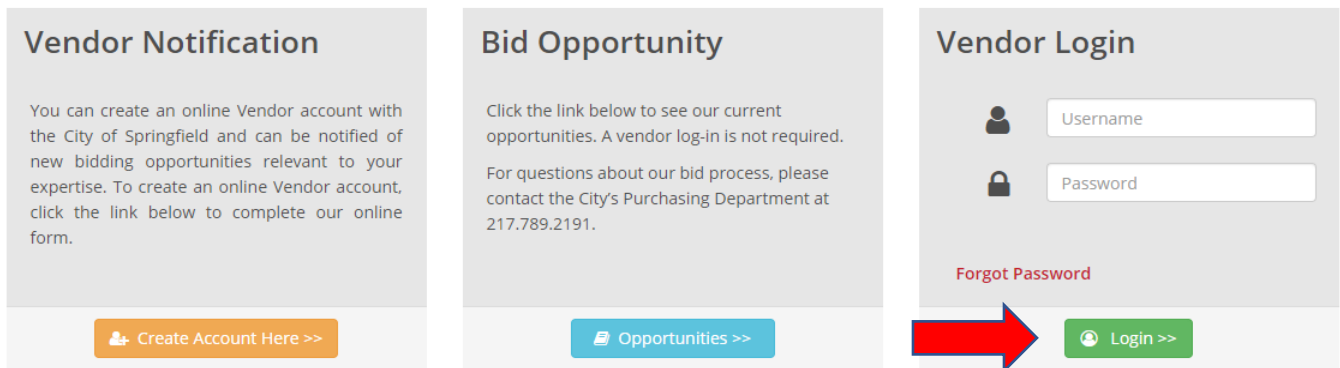
For Step 4, you will select the Services that you are interested in receiving notifications on:

- Click the checkbox next to each service you are interested in. When a booklet is available under that service type, you will receive email notification.
- Please make sure a valid vendor email address was entered in step 2. This is where the notifications will be sent.
- Click the next button to go to Login page.

You have now successfully created an online Vendor account. Click the Login button to go to the Login page, where you can enter your newly created username and password to go to your Vendor home page.

Login to Vendor Account

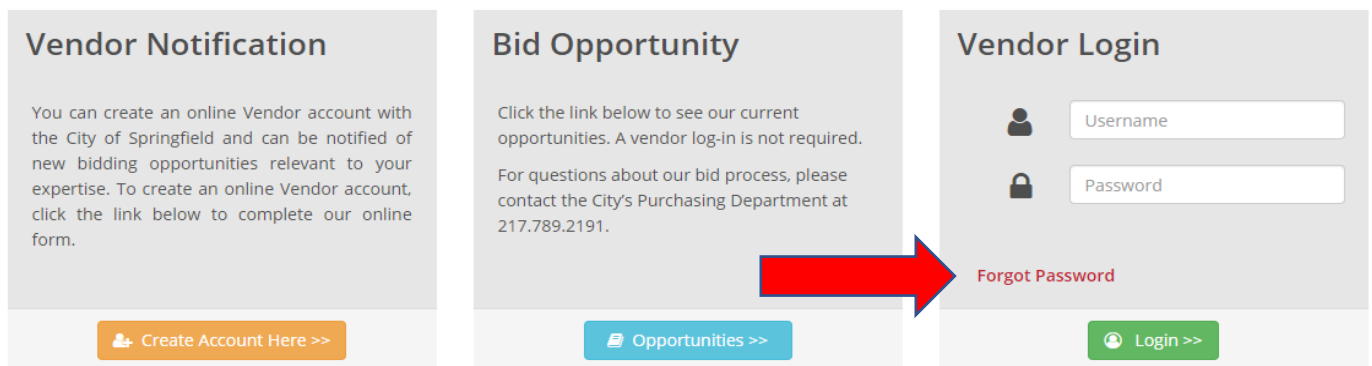
Vendors can login to their online account by going to <https://www.springfield/il.us/Departments/OBM/PurchasingHome.aspx>. Under the Vendor Login panel put in your username and password and click on the green Login button. This will take you to your Vendor account home page.



The screenshot shows three panels: Vendor Notification, Bid Opportunity, and Vendor Login. The Vendor Login panel contains a Username field, a Password field, a Forgot Password link, and a green Login >> button. A red arrow points to the Login >> button.

Reset Password

If you cannot remember your password, you can reset it by clicking on the Forgot Password link under the Vendor Login panel.

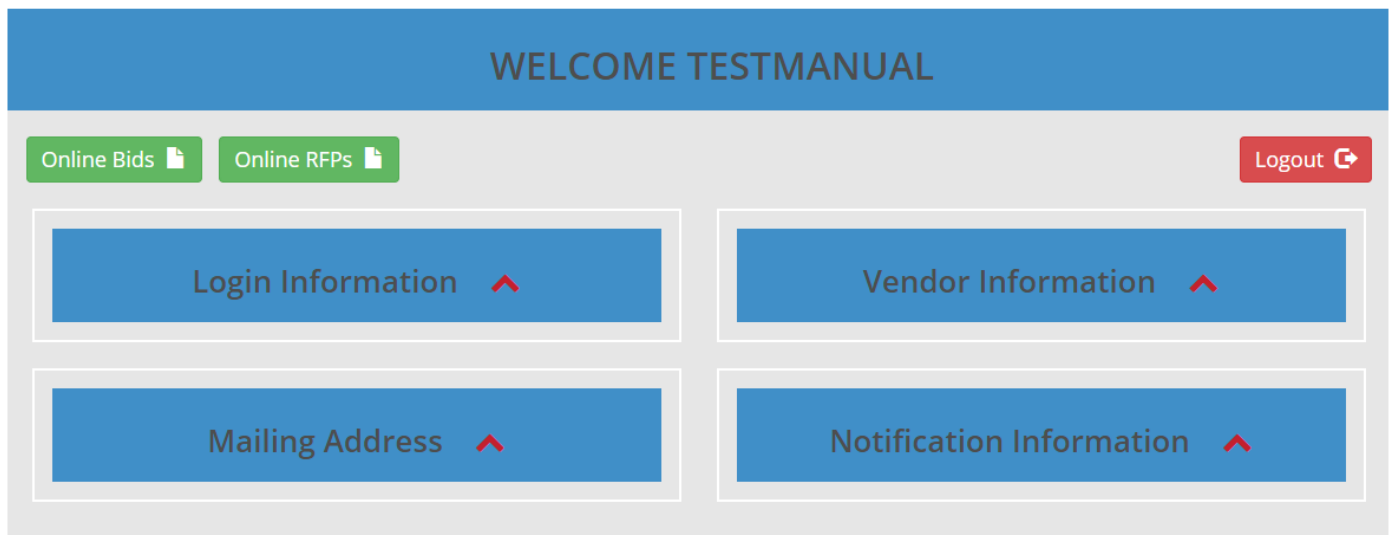


The screenshot shows the same three panels as above. A red arrow points to the Forgot Password link in the Vendor Login panel.

Once you click on the link, it will take you to the Forgot Password page.

- First you must put in your username and click Search. If you get a message that the username can't be found, please check that it is entered correctly and try again. Please note – if you did not use your email address as your username, you will not be able to search here by email address. It must be your username exactly as you entered it.
- If your username is found, a panel will pop up asking for you to answer your three security questions. Answer these, then put in a new password, and confirm this password. Passwords must be at least 8 characters long, with at least one number, one uppercase letter, and one lowercase letter.
- Click Submit to change your password. If the information is incorrectly entered, you will get a warning message here telling you what was entered wrong. If it goes to the Vendor Login page, your password has been updated.
- Please login here using your username and new password.

Vendor Login Account Home



Once you have logged in to your online vendor account, you will be directed to the vendor account home page, which will look like above. The following options are available on this page:

- Green Online Bids button: this will take you to the online bid homepage, which will show you what booklets are available for electronic submission, along with current and past bids you have submitted under that vendor name.
- Green Online RFP's button: this will take you to the online RFP homepage, which will show you what booklets are available for electronic submission, along with current and past RFP/RFQ you have submitted under that vendor name
- Red Logout button: this will log you out of the vendor account, taking you back to the Purchasing home page.
- Login Information panel: click on the red arrow to expand the panel. Here you can view your login information, and have the option to Update your information, or change your password.
- Vendor Information panel: click on the red arrow to expand the panel. Here you can view your vendor information, and have the option to Update your information.
- Mailing Address panel: click on the red arrow to expand the panel. Here you can view your mailing address information, and have the option to Update your information.
- Notification Information panel: click on the red arrow to expand the panel. Here you can view lists of the commodities & services you have chosen for notification, and can remove or add additional commodities & services.

Update Login Info, Vendor Info, & Mailing Address

From your online Vendor account home page, you can update most of your Vendor information. Notification information will be covered in the next section. Here we will cover Login Information, Vendor Information, and Mailing Address updates.

1. Login Information: Click on the red arrow next to the Login Information heading to open the update panel.
 - Make changes you would like to the phone number, email address, and three security questions and answers. Save these changes by clicking the Update Login Information Button
 - To change your password, click the change password button. This will take you to a different screen, where you can enter in and confirm a new password. The password will need to be at least 8 characters long, and include one uppercase letter, one lowercase letter, and one number. Click submit changes to update your password. This will save your new password and take you back to the vendor account home page. Click back to return directly to the vendor account home page if you do not wish to change your password at this time.
2. Vendor Information: Click on the red arrow next to the Vendor Information heading to open the update panel.
 - Make any changes you would like to the vendor information listed in the panel. Save these changes by clicking the Update Vendor Information button.
3. Mailing Address: Click on the red arrow next to the Mailing Address heading to open the update panel.
 - Make any changes you would like to the mailing address information listed in the panel. Save these changes by clicking the Update Mailing Address button.

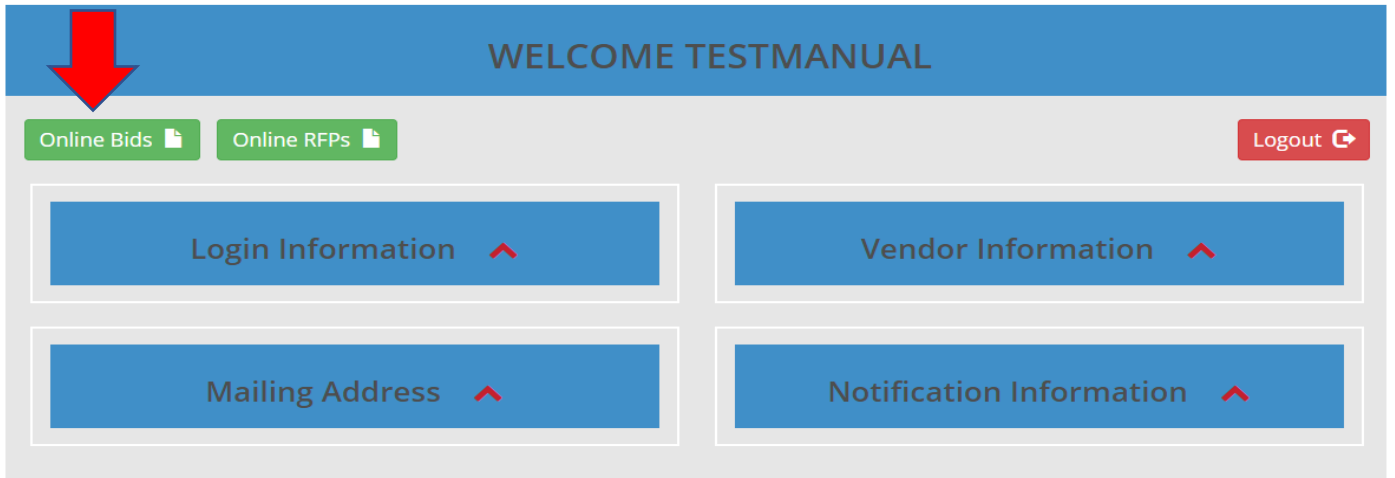
Update Notification Info – Commodities & Services

From your online vendor account home page, you can update what commodities & services you would like to receive notification on when a new booklet is entered. Start by clicking on the red arrow next to the Notification Information heading to open the panel.

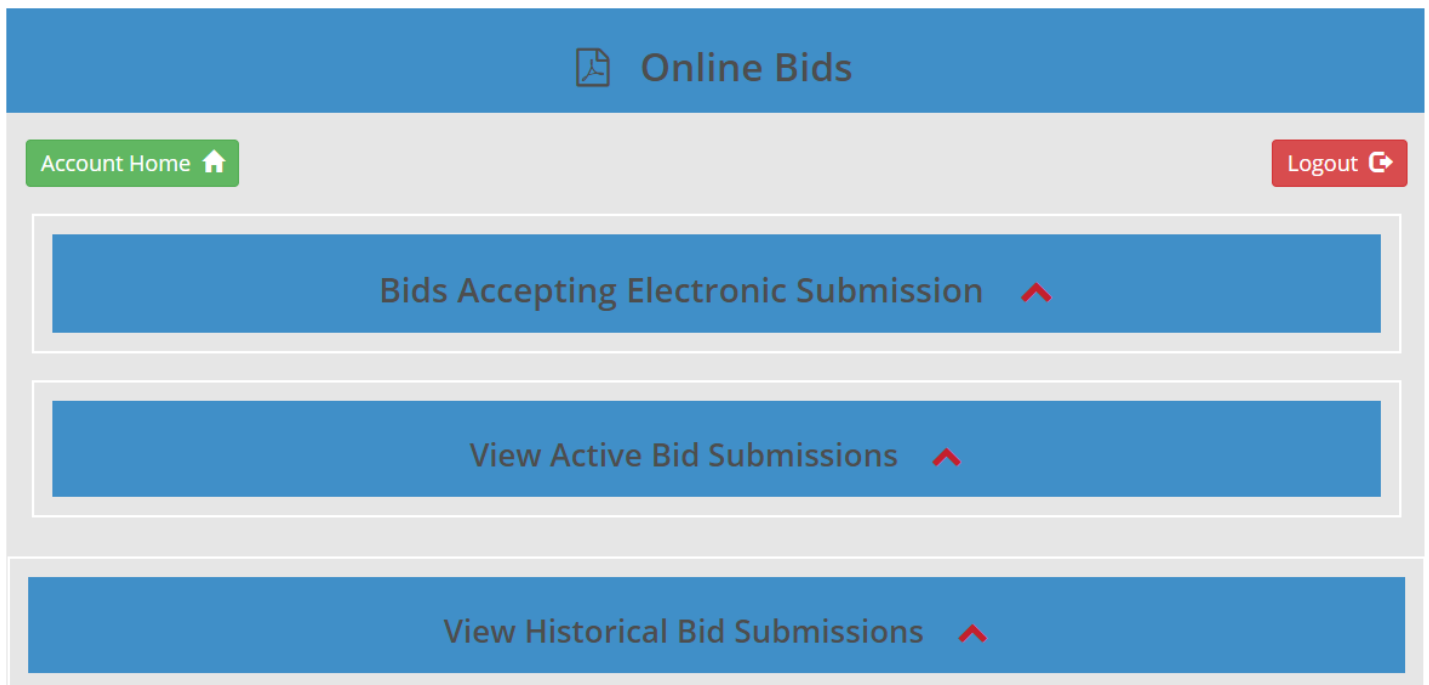
1. Commodities Selected for Notification: If you have chosen any commodities to receive email notification on, they will be listed here.
 - To remove a commodity from your list, click the Remove link button next to that specific commodity. The notification you removed will be taken off your list.
 - To add a commodity to your list, click the Add/Edit Commodities button. This will take you to the Commodities page. Put a check mark in the check box(es) next to any additional commodity you would like to receive notification on. Once you are done selecting, click the Submit Changes button at the bottom of the page. This will take you back to the vendor account home page, and you should see the commodities that you selected added to your list.
2. Services Selected for Notification: If you have chosen any services to receive email notification on, they will be listed here.
 - To remove a service from your list, click the Remove link button next to that specific service. The notification you removed will be taken off your list.
 - To add a service to your list, click the Add/Edit Services button. This will take you to the Services page. Put a check mark in the check box(es) next to any additional service you would like to receive notification on. Once you are done selecting, click the Submit Changes button at the bottom of the page. This will take you back to the vendor account home page, and you should see the services that you selected added to your list.

[View Bids Accepting Electronic Submission](#)

To view Bids accepting electronic submission, along with any information on Bids you have previously submitted electronically, click on the green Online Bids button at the top of the page.






This will take you to the vendor Online Bids home page.



Here you have several options, including:

1. Account Home button: Click here to return to your vendor account home page.
2. Logout button: Click here to Logout of the vendor account.
3. Bids Accepting Electronic Submission: Click the red arrow to display any current bids that are accepting electronic submission. Procedures for submitting the bid will be covered in the next section.
4. View Active Bid Submissions: Click the red arrow to view a list of bids you have submitted electronically that are still active. You have a few options

with these bids – you can add a document, withdraw the bid, and view or remove each individual document you have already submitted with the bid.

View Active Bid Submissions 			
Contract Number/Name	Bid Date	Opening Date	Options
UW20-02-86 Lead Water Service Line Replacement Project (FY2021) View Remove  FlexForm.pdf	3/26/2020	4/16/2020	Add Bid Document Withdraw Bid
UW21-03-04 Iron Fittings View Remove  FlexForm.pdf	3/25/2020	4/2/2020	Add Bid Document Withdraw Bid

- Under Options – link button Add Bid Document: this will take you to the Add Document(s) to Active Bid page. Any documents you have already submitted to the bid will be listed at the bottom, and you will have the options to View or Remove these documents. To add a document, click the Choose File button and select a PDF file from your computer (documents must be sent in PDF format). You will see the file name in the textbox next to choose file. Click the Add Document button, and this file will appear in the list. If you grabbed the wrong file by mistake, click the Remove link button next to that file name and it will be removed from your list. Repeat this process for all documents you would like to upload. When finished, click the orange Bid Home button to return to the online bids account home.
- Under Options – link button Withdraw Bid: clicking on this link button will withdraw your bid from consideration. All documents that were previously loaded will be removed from the database, and will not be viewable by the Purchasing department on the Bid Opening Date.
- Next to PDF File – link button View: click here to view the document in a new window.
- Next to PDF File – link button Remove: click here to remove the document from your electronic bid submission. Please note: if you remove all documents without adding at least one back, your bid will be removed from consideration on the Bid Opening Date. If you no longer want to be considered for the bid, please use the Withdraw Bid option to remove the electronic submission in its entirety.

5. View Historical Bid Submissions: Click the upward pointing arrow to display any bids you have submitted in the past in which the bids are no longer active.

Submit Bid Electronically

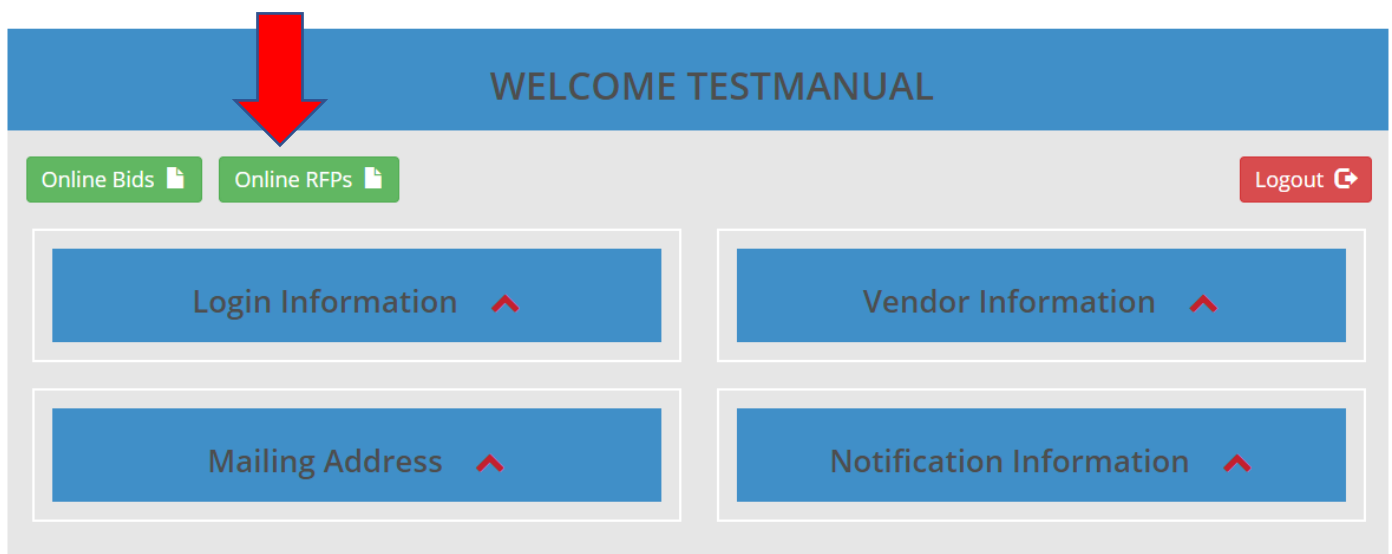
From the Online Bids home page, click on the red arrow next to the Bids Accepting Electronic Submission heading to view a list of all Bids currently accepting electronic submission. In order to submit a bid, you will:

- Click the Submit Bid link button next to the bid that you are interested in. This will take you to the Submit New Bid screen.
- Bid booklet information will display at the top of the page. Make sure the information is for the bid that you are interested in submitting.
- Upload any document(s) you would like to submit by clicking the Choose File button and selecting a PDF file from your computer (documents must be sent in PDF format). You will see the file name in the textbox next to choose file. Click the Add Document button, and this file will appear below. If you grabbed the wrong file by mistake, click the Remove link button next to that file name and it will be removed from your list. Repeat this process for all documents you would like to upload.
- Under the Authority to Sign and Submit section, please read the information and click the checkbox that you are an authorized signer for this vendor.
- Once the checkbox has been checked, the green Submit Bid button will now be enabled. Click this button to submit your documents electronically to the Purchasing department. You should get a message that the upload of your documents was successful. If you get an error message, please double check that you have at least one document uploaded and the checkbox is checked.

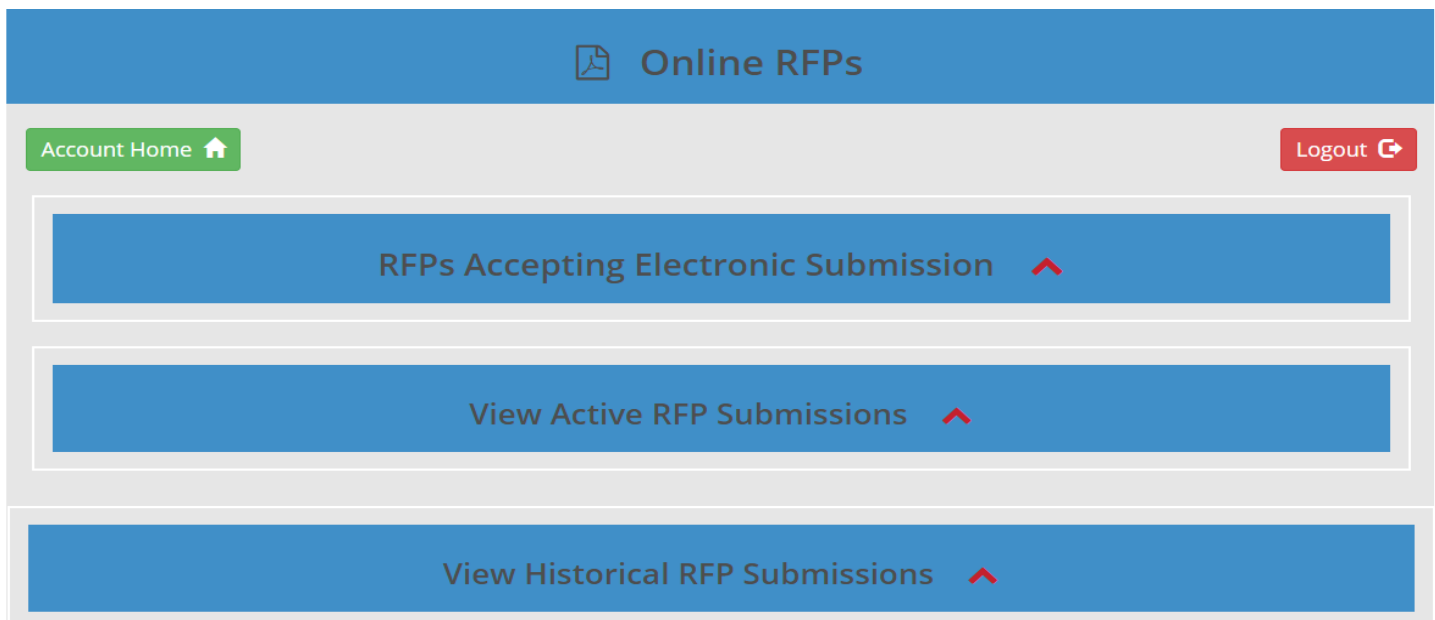
- To return to the Online Bids home page, click the orange Bid Home button. You should now see the bid you just submitted listed under the View Active Bid Submissions list.

View RFP/RFQ Accepting Electronic Submission

To view RFP/RFQ accepting electronic submission, along with any information on RFP/RFQ you have previously sent electronically, click on the green Online RFP's button at the top of the page.

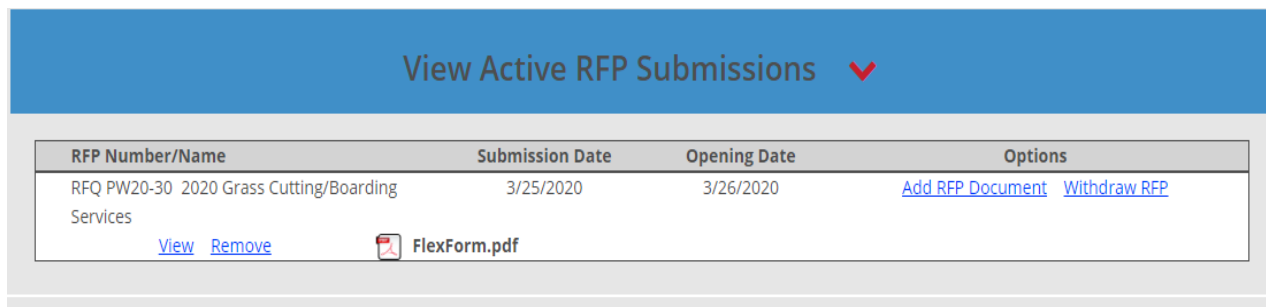


This will take you to the vendor Online RFPs home page.




Here you have several options, including:

1. Account Home button: click here to return to your vendor account home page.
2. Logout button: click here to Logout of the vendor account.
3. RFPs Accepting Electronic Submission: Click the red arrow to display any current RFP/RFQ that are accepting electronic submission. Procedures for submitting the RFP/RFQ will be covered in the next section.
4. View Active RFP Submissions: Click the red arrow to view a list of RFP/RFQ you have submitted electronically that are still active. You have a few options with these RFP/RFQ – you can add a document, withdraw the RFP/RFQ, and view or remove each individual document you have already submitted with the RFP/RFQ.



RFP Number/Name	Submission Date	Opening Date	Options
RFQ PW20-30 2020 Grass Cutting/Boarding Services	3/25/2020	3/26/2020	Add RFP Document Withdraw RFP

[View](#) [Remove](#)  FlexForm.pdf

- Under Options – link button Add RFP Document: this will take you to the Add Document(s) to Active RFP page. Any documents you have already submitted to the RFP will be listed at the bottom, and you will have the options to View or Remove these documents. To add a document, click the Choose File button and select a PDF file from your computer (documents must be sent in PDF format). You will see the file name in the textbox next to choose file. Click the Add Document button, and this file will appear in the list. If you grabbed the wrong file by mistake, click the Remove link button next to that file name and it will be removed from your list. Repeat this process for all documents you would like to upload. When finished, click the orange RFP Home button to return to the online bids account home.
- Under Options – link button Withdraw RFP: clicking on this link button will withdraw your RFP from consideration. All documents that were

previously loaded will be removed from the database, and will not be viewable by the Purchasing department on the RFP Opening Date.

- Next to PDF File – link button View: click here to view the document in a new window.
 - Next to PDF File – link button Remove: click here to remove the document from your electronic RFP submission. Please note: if you remove all documents without adding at least one back, your RFP will be removed from consideration on the RFP Opening Date. If you no longer want to be considered for the RFP, please use the Withdraw RFP option to remove the electronic submission in its entirety.
5. View Historical RFP Submissions: Click the upward pointing arrow to display any RFP/RFQ you have submitted in the past in which the RFP/RFQ are no longer active.

Submit RFP/RFQ Electronically

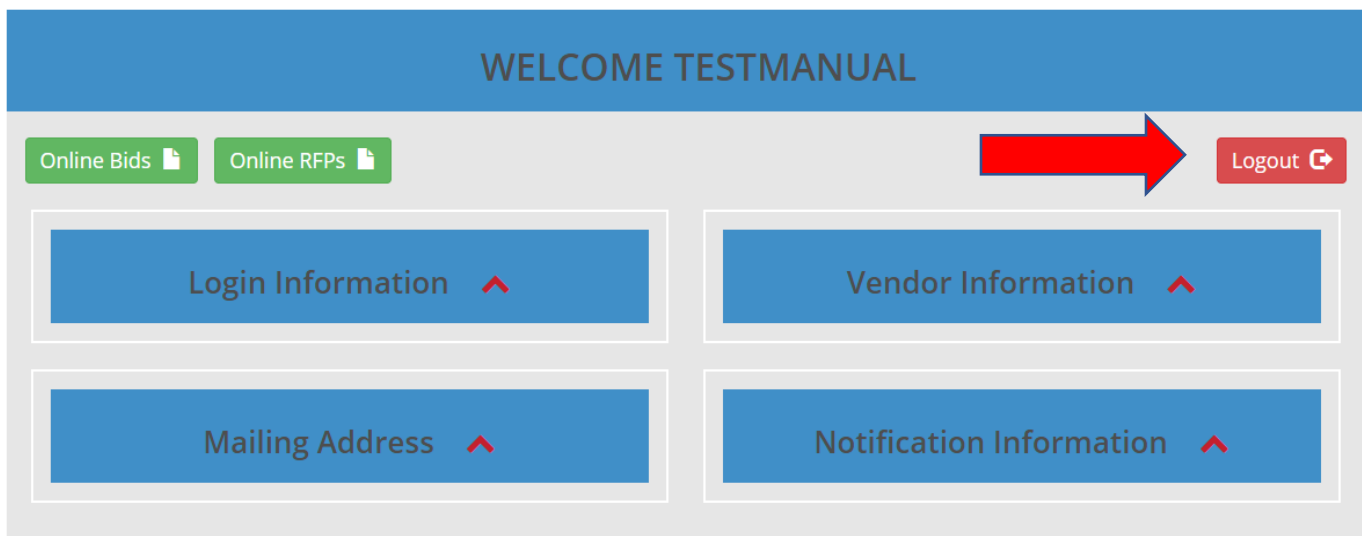
From the Online RFPs home page, click on the red arrow next to the RFPs Accepting Electronic Submission heading to view a list of all RFPs currently accepting electronic submission. In order to submit an RFP, you will:

- Click the Submit RFP link button next to the RFP that you are interested in. This will take you to the Submit New RFP screen.
- RFP booklet information will display at the top of the page. Make sure the information is for the RFP that you are interested in submitting.
- Upload any document(s) you would like to submit by clicking the Choose File button and selecting a PDF file from your computer (documents must be sent in PDF format). You will see the file name in the textbox next to choose file. Click the Add Document button, and this file will appear below. If you grabbed the wrong file by mistake, click the Remove link button next to that file name and it will be removed from your list. Repeat this process for all documents you would like to upload.
- Under the Authority to Sign and Submit section, please read the information and click the checkbox that you are an authorized signer for this vendor.

- Once the checkbox has been checked, the green Submit Button will now be enabled. Click this button to submit your documents electronically to the Purchasing department. You should get a message that the upload of your documents was successful. If you get an error message, please double check that you have at least one document uploaded and the checkbox is checked.
- To return to the Online RFPs home page, click the orange RFP Home button. You should now see the RFP you just submitted listed under the View Active RFP Submissions list.

Logout of Vendor Account

You can Logout of the vendor account by clicking the red button that says Logout which can be found at the top right the screen on most of the account pages. This will return you to the Purchasing home page on the City of Springfield website.



Help

If you require further assistance, please contact the City of Springfield Purchasing department by sending an email to Purchasing@springfield.il.us, or by calling (217) 789-2191.

