City of Greenacres, Florida

Online Service for Vendors

The City of Greenacres is pleased to announce the implementation of our eSupplier software. This service will allow you to view payments, invoices (including the ability to see when these have been received and paid), purchase orders, 1099's, contact and other general information regarding your account with us. You will also have the ability to request changes be made to your contact information, and be able to reprint 1099's and purchase orders.

Please visit our website (http://www.ci.greenacres.fl.us/dept_finance/bids.htm) to create and access your account. In order to set up your account, you will need your business name and employer identification number or social security number as shown on your W-9. Instructions for accessing the system and setting up your user name and password are below.

We look forward to working with your company in the future and appreciate your interest in doing business with the City of Greenacres. This service will provide you with real time access to all the information available relating to your account with Greenacres.

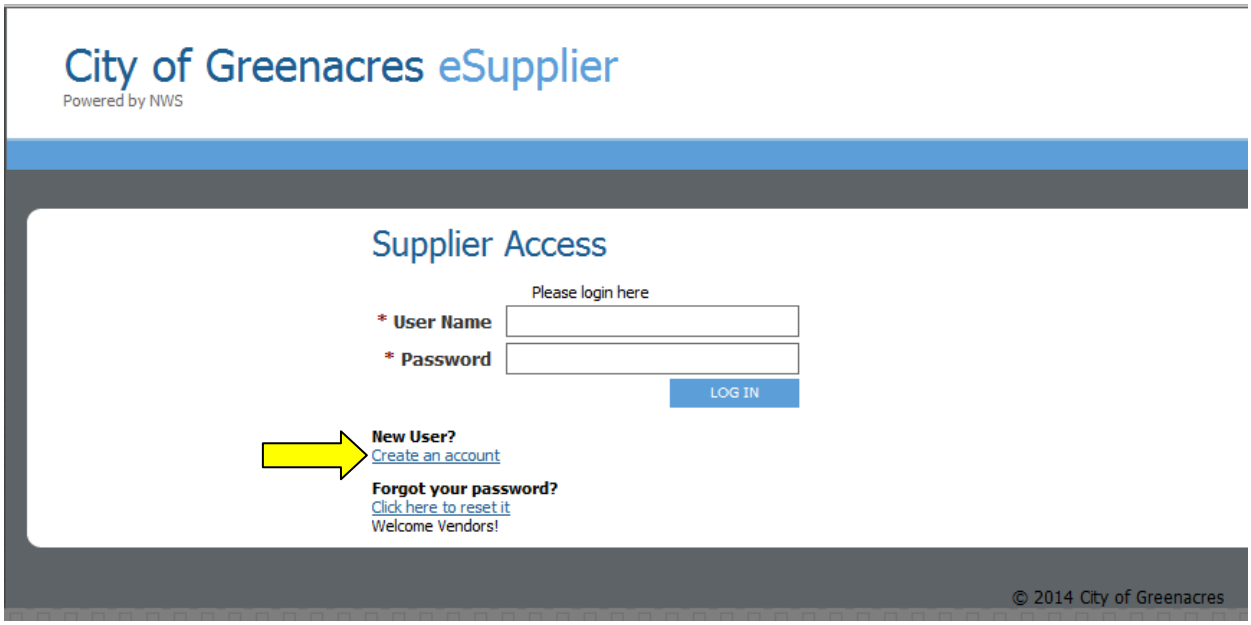
If you need assistance creating or accessing your account, please contact either Monica Powery, Purchasing Administrator, at mpowery@ci.greenacres.fl.us or (561) 642-2039 or Randi Whitcomb, Finance/Purchasing Assistant, at rwhitcomb@ci.greenacres.fl.us or (561) 642-2013.

Thank you,

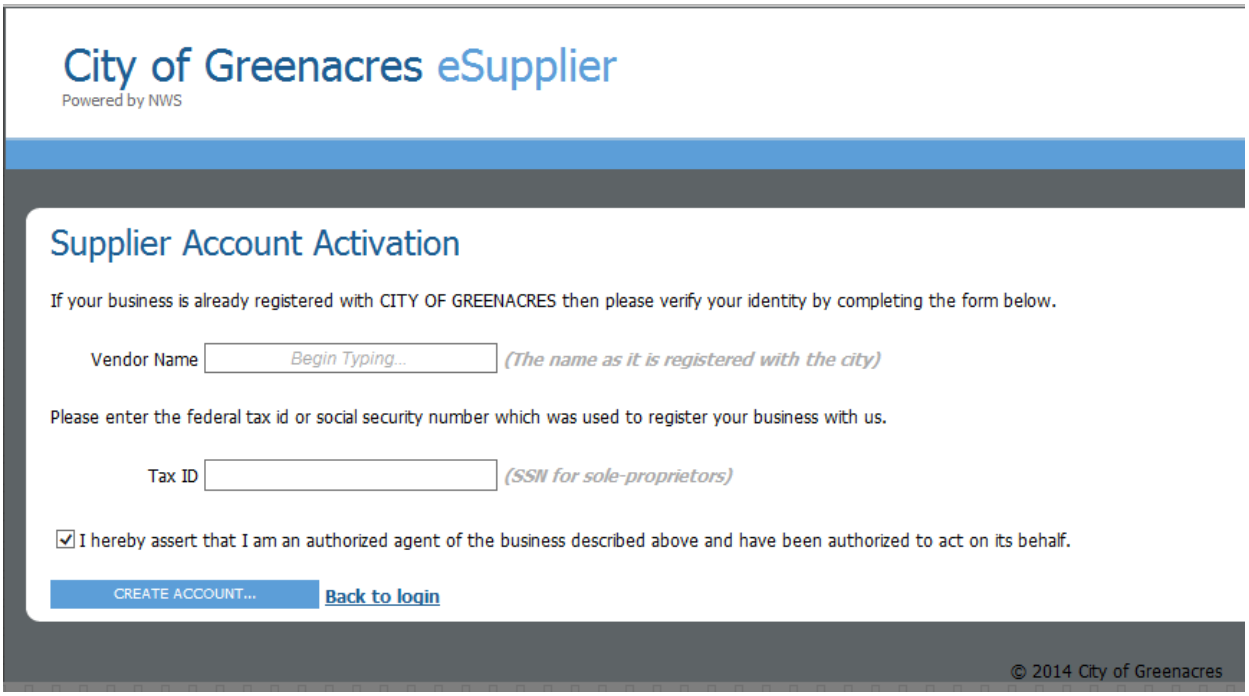
Purchasing Division
City of Greenacres

Instructions for eSupplier Account Set Up

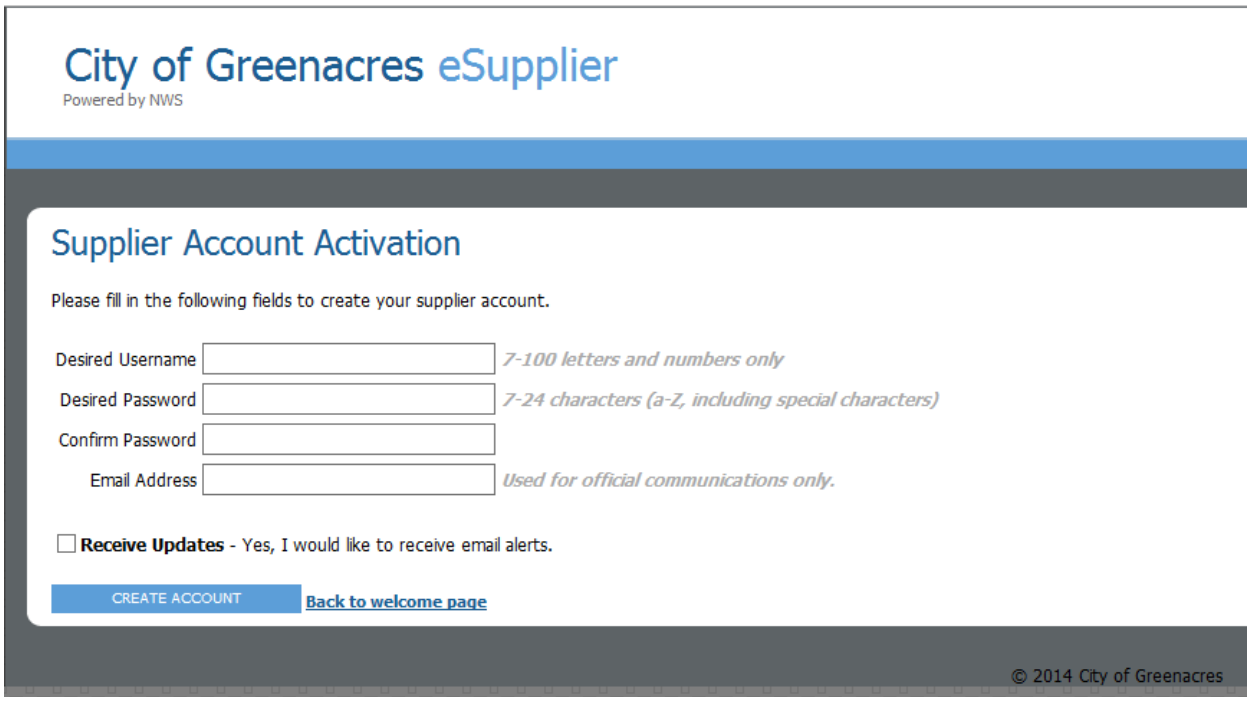
Website: https://portal.ci.greenacres.fl.us/eSuite.Supplier/Shared/Default.aspx



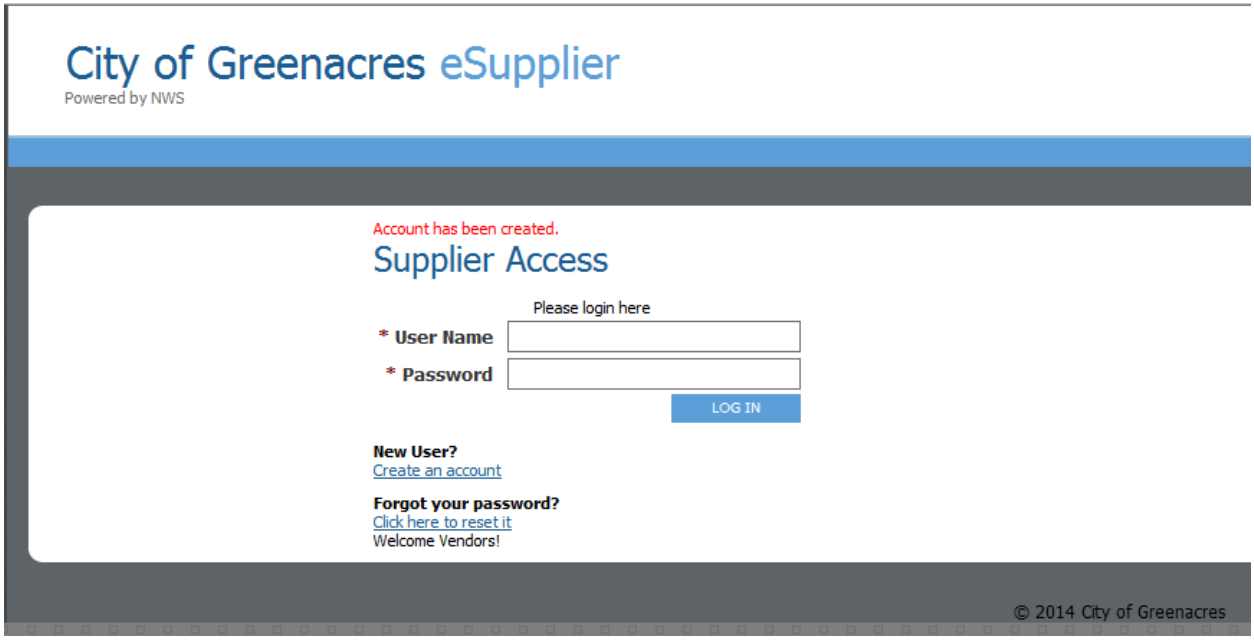
1. To create an account for your business, select “Create an Account”.



2. Fill in your Vendor Name and Tax ID (Employer ID or Social Security Number) as it appears on your W-9, check the box stating “I hereby assert…”, and then click on CREATE ACCOUNT.

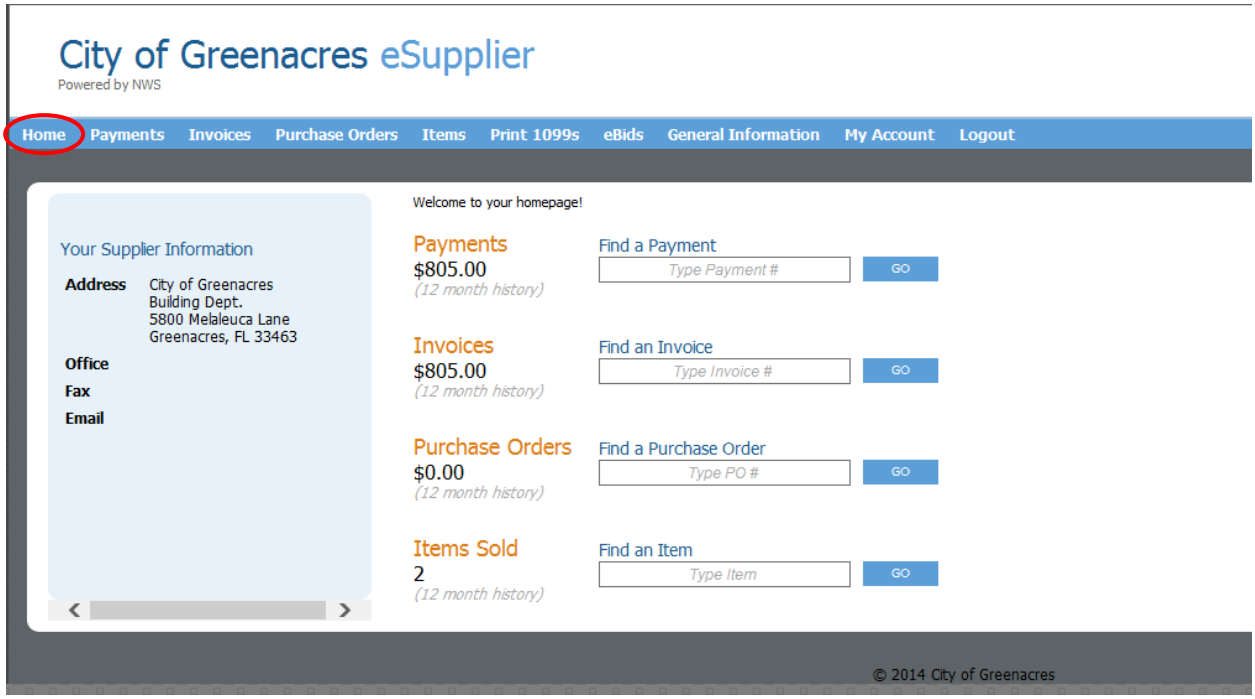


3. Fill out the fields to set your username and password. Please note that the system will not allow spaces in the username. Also, fill out your email address and check the “Receive Updates” box to receive updates via email. The Purchasing Division prefers to send Purchase Orders via email, an original will be sent via mail. Then click CREATE ACCOUNT.

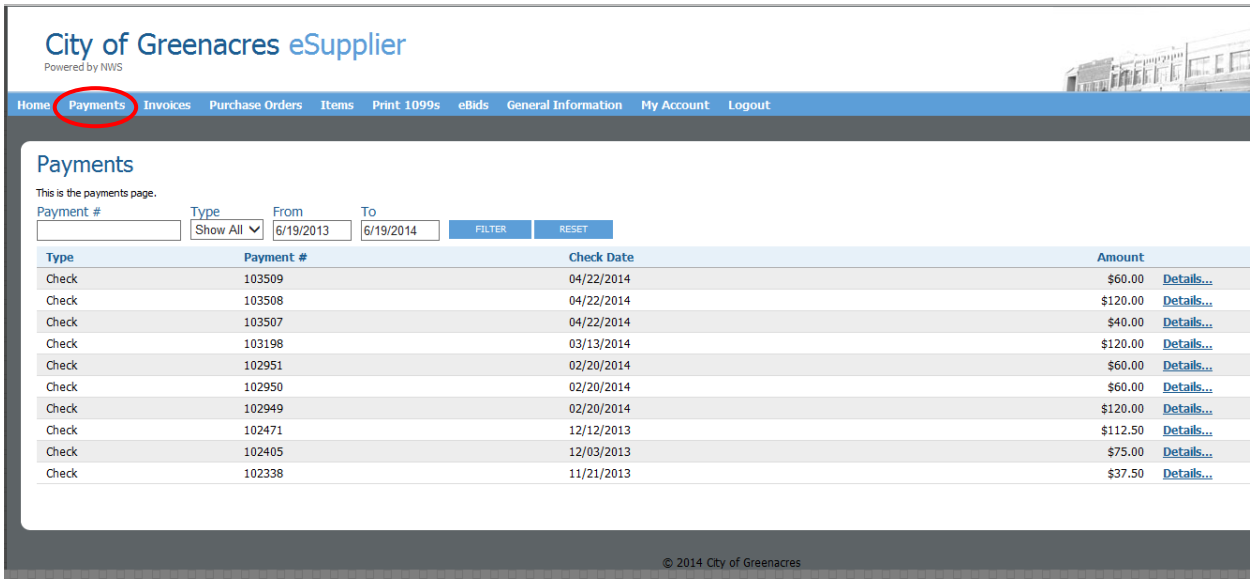


4. You have just successfully created your account. You will now be prompted to sign in with the username and password.

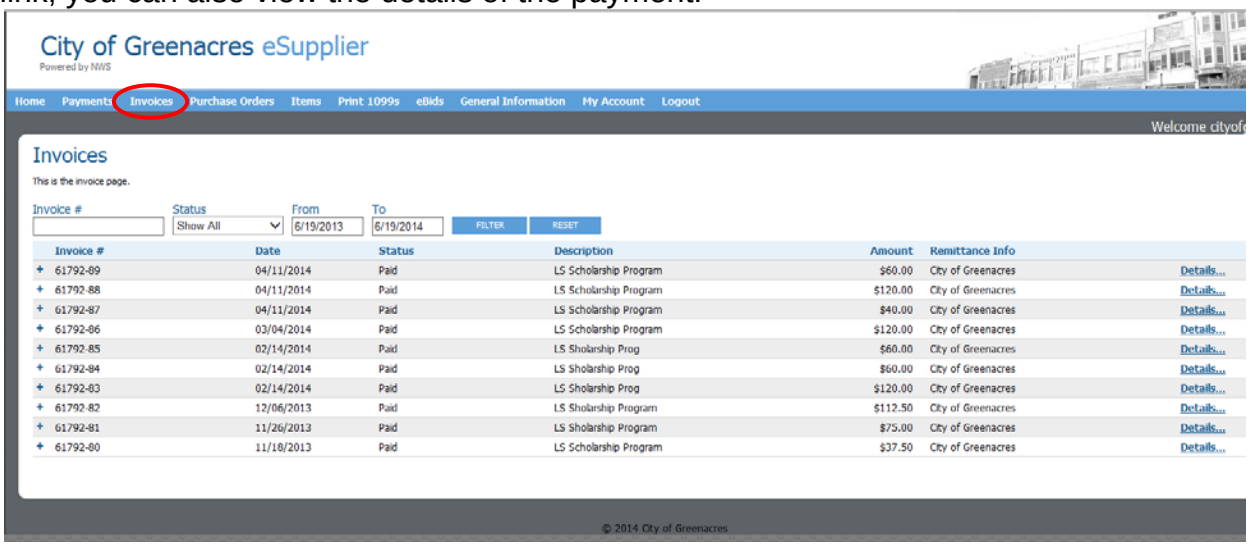
eSupplier Page Summaries



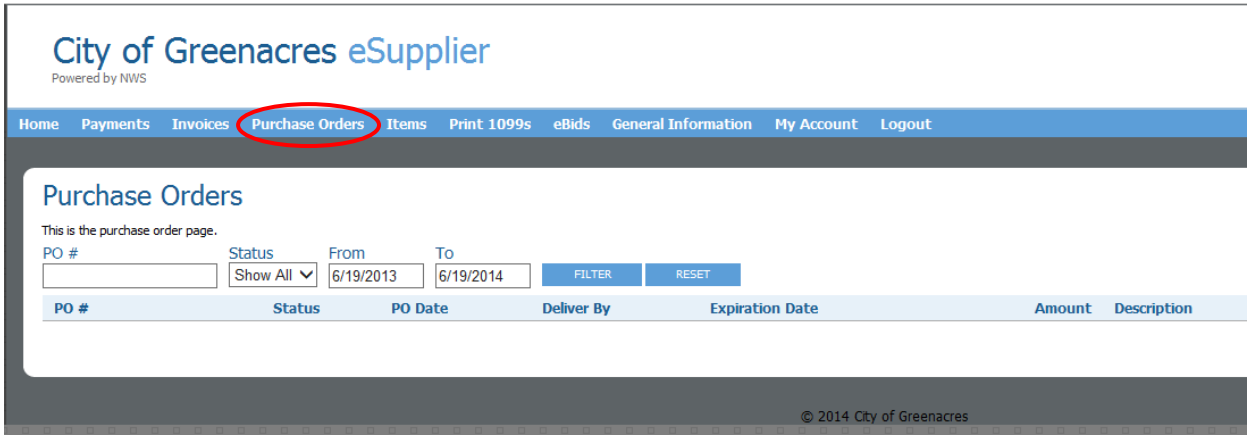
The Homepage shows your contact information and the summary of your payments, invoices, purchase orders, and items sold.



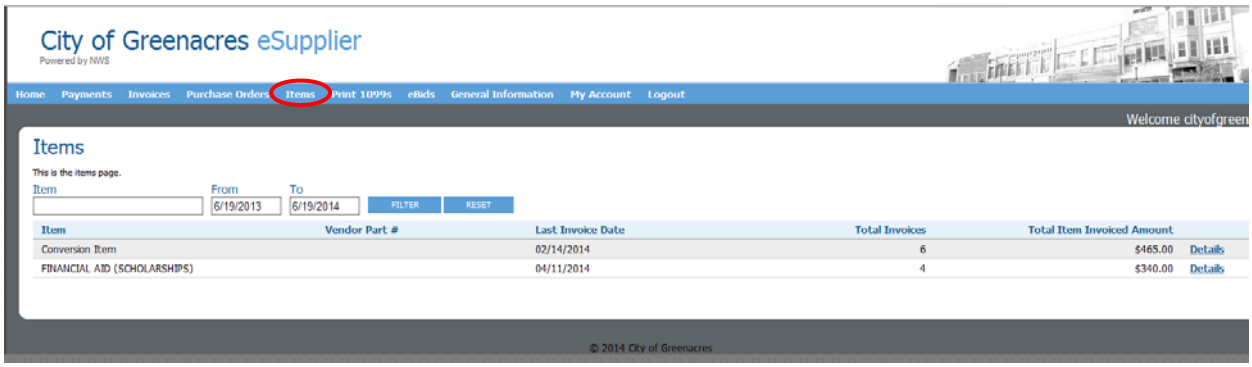
The Payments page shows all of the payments made within the past year. You can select a specific date range or payment number as well. By clicking on the “Details” link, you can also view the details of the payment.



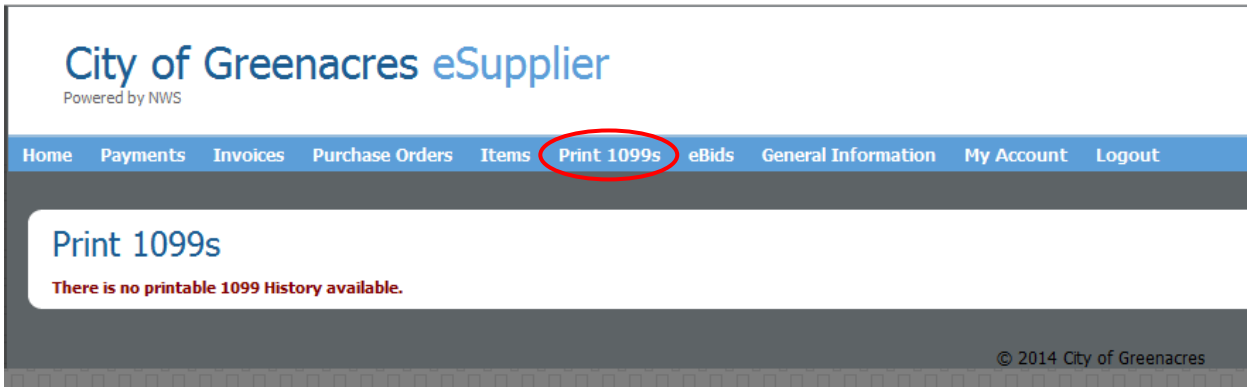
The Invoices page shows all of the invoices received within the past year. You can select a specific date range or invoice number as well. By clicking on the “Details” link, you can also view the details of the invoice.



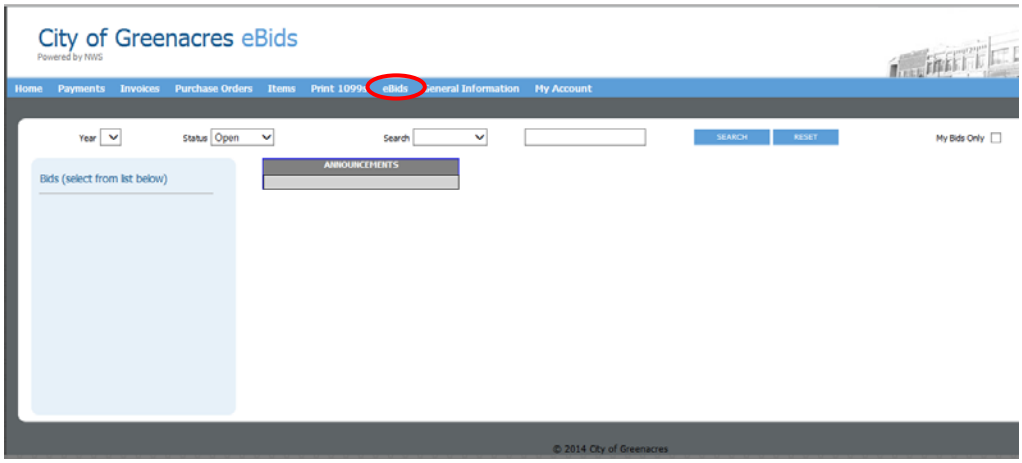
The Purchase Orders page shows all of the Purchase Orders issued within the past year. You can select a specific date range or PO number as well. By clicking on the “Details” link, you can also view the details of the Purchase Order.



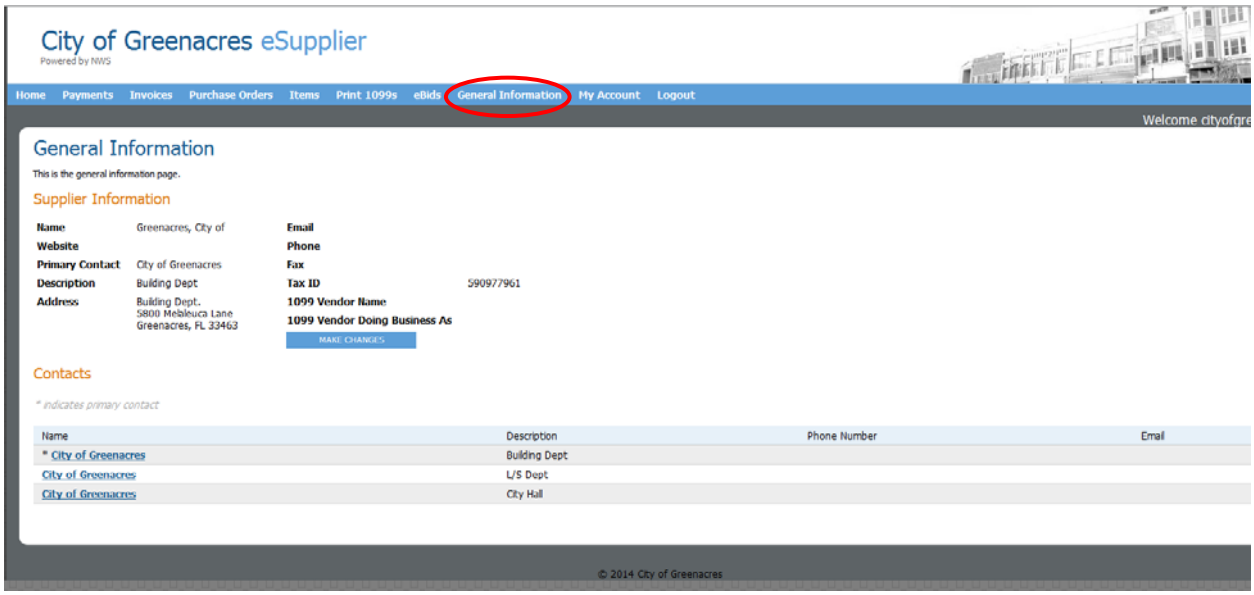
The Items page shows all of the items purchased within the past year. You can select a specific date range or item as well. By clicking on the "Details" link, you can also view the details of the items.



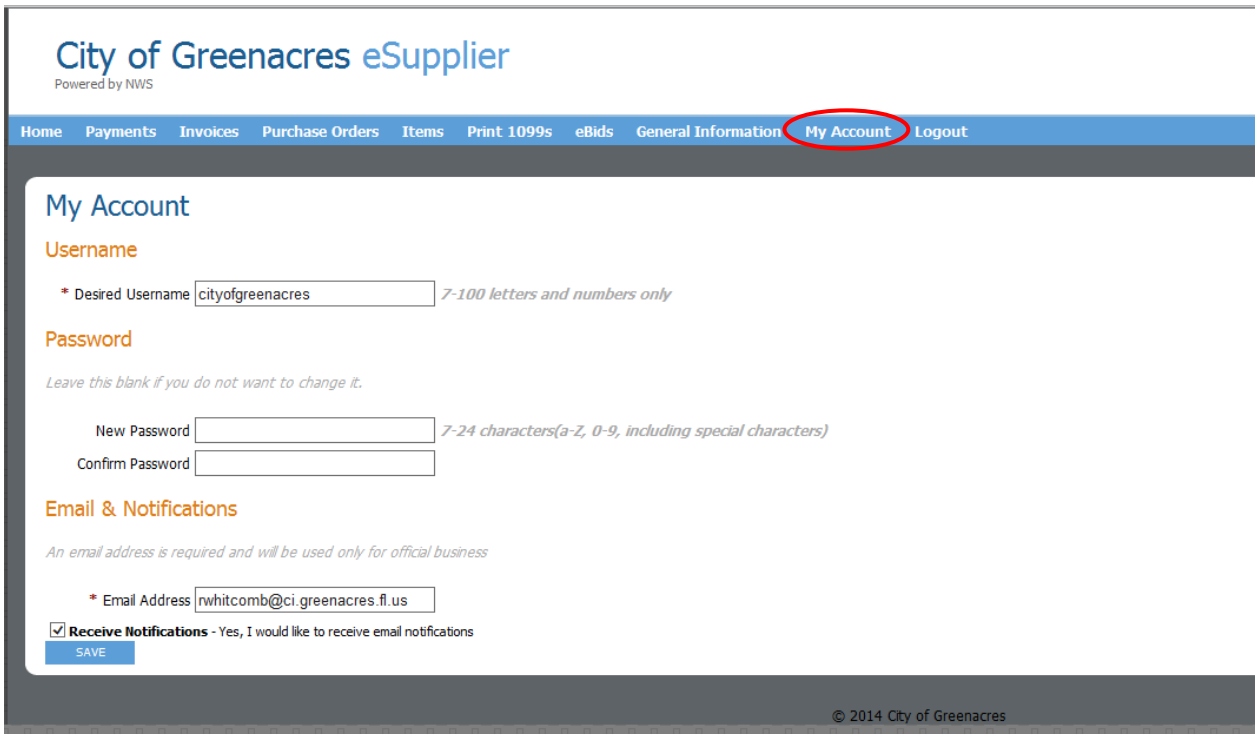
The Print 1099s page will allow you to download and print your issued 1099s.



The eBids page is currently not available for use.



The General Information page shows your business and contact information. By selecting “MAKE CHANGES”, you can request changes to be made to your information. The Purchasing Division will receive this request and update our master database accordingly.



The My Account page allows you to make changes to your username, password, and email address. It also has an option available for receiving email notifications.