

## OVERVIEW OF SAN ANTONIO ELECTRONIC PROCUREMENT SYSTEM SAePS

The vendor portal for the City of San Antonio (COSA) is called the San Antonio Electronic Procurement System — commonly referred to as SAePS. It serves as the primary interface between vendors and COSA. This is an overview of the main components of SAePS; please see the vendor guides listed on this page and the [Vendor Support web page](#) for guidance.

### VENDOR REGISTRY

Vendors begin the registration process by completing a pre-registration form. Once pre-registration information is validated by COSA, vendors receive their SAePS User ID and Temporary Password with instructions on how to complete the registration process. Your vendor profile contains key information about your organization, including the NIGP codes that represent your organization's goods and services. These codes drive what solicitations you receive via the My Bids feature.

Click here for [Register as a COSA Vendor](#)

### MY BIDS

The My Bids feature provides ready access to all current solicitations with the NIGP codes contained on your vendor profile. You are able to view solicitation details as well as respond to them within My Bids.

Click here for [Access Solicitations Containing Your NIGP Codes: My Bids](#)

Click here for [Set Up or Change Your NIGP Codes](#)

### OTHER BIDS

The Other Bids feature allows you to see all the current solicitations that do not contain your NIGP codes. You are able to view the details of these solicitations as well as to submit responses.

Click here for [Access All Solicitations: Other Bids](#)

### IF YOU NEED ADDITIONAL ASSISTANCE, PLEASE REACH OUT TO VENDOR SUPPORT:

The Vendor Support team is available from Monday-Friday 7:45 am-4:30 pm Central Time. Please keep in mind that Vendor Support receives numerous inquiries every day and generally responds to requests in the order they are received. If you call and get the Vendor Support voicemail, be sure to leave a clear message that includes your company name, SAePS User ID or Vendor Number if you have it, reason for call, and call-back number.

Email: [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov)

Phone: 210-207-0118



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