

It's important to keep your vendor information up-to-date so that you can participate in the solicitation process as well as get paid correctly if you are selected as a vendor. The City of San Antonio (COSA) keeps two records for vendors:

Vendor Profile: This contains self-entered information about your company. It is maintained in the San Antonio Electronic Procurement System (SAePS). Your vendor profile is used in the solicitation process. See [Register as a COSA Vendor](#) for more information

Vendor Master Record (Payment Record): If you are selected to do business with COSA or receive payments from us for other reasons, we establish a Vendor Master Record for payment purposes. This record contains information about where and how payments should be made. Your payment record is linked to your vendor profile in SAePS.

COSA validates changes to your Vendor Profile and Vendor Master Record to reduce the risk of fraud to you and us. We require the following information and documents from you when changing vendor information. Please send all forms to Vendor Support at vendors@sanantonio.gov

An [IRS W9 Form](#) and [COSA Vendor Information Form](#) are required for the following:

- **Change Street or PO Box Address**
- **Change of Tax Identification Number (in cases when there is not a change of ownership)**
- **Change of Doing Business As (DBA) (in cases when there is not a change of ownership)**

A [COSA Vendor Information Form](#) is required for the following:

- **Set-Up or Change Remit Addresses (may also require an updated invoice)**
- **Change of Solicitation Contact Name and Information on SAePS Vendor Profile**
- **Change of Phone Number**
- **Change of Email**



VENDOR SUPPORT:
vendors@sanantonio.gov
210-207-0118

Contact Vendor Support at vendors@sanantonio.gov or 210-207-0118 for the following:

- **Change FAX Number**
- **Set-Up or Change ACH (Banking) Information**
- **Change Email Tied to Banking**

NOTE: We provide information about setting up or changing banking information after vendors have contacted Vendor Support. Our ACH Form is provided at that time.

If there is a change in ownership or a merger and you have a contract with COSA, we require an Asset Purchase Agreement or Assignment of Contracts Agreement (if neither document is available, an Affidavit is required). A new W9 and Vendor Information Form is also required. The Purchasing Division will be involved when vendors with COSA contracts change ownership. For ownership changes, contact Vendor Support at vendors@sanantonio.gov or 210-207-0118.

- **Change of Ownership**
- **Merger**

IF YOU NEED ADDITIONAL ASSISTANCE, CONTACT VENDOR SUPPORT

Vendor Support is available 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.

Please include the following in your email or voice message: company name, Vendor Number if you have it, reason for request, and call-back information.

vendors@sanantonio.gov

210-207-0118