

REGISTER AS A COSA VENDOR — page 1 of 6

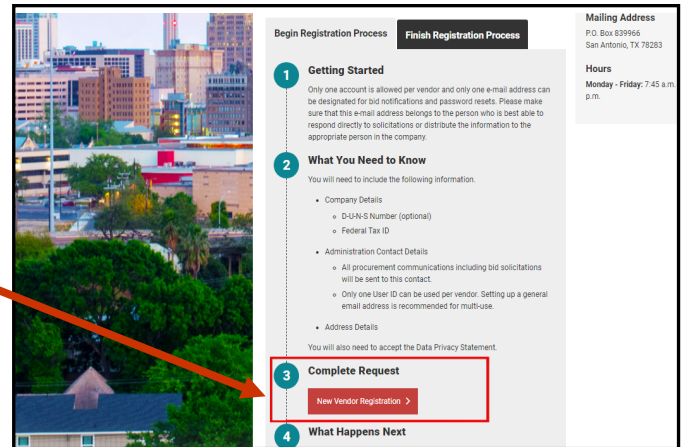
All vendors must register in the San Antonio Electronic Procurement System (SAePS). Registration enables you to access and respond to solicitation opportunities. Please complete all registration steps. Once registered, it is vital that you keep your vendor information up-to-date.

STEP 1: PRE-REGISTRATION

Go to the COSA Purchasing Division website to access registration information:

<https://www.sanantonio.gov/purchasing/saeps>

CLICK ON NEW VENDOR REGISTRATION ICON



COMPLETE THE PRE-REGISTRATION FORM:

Required fields are indicated by an asterisk (*) and include:

- Company Name
- Federal Tax ID
- Best contact information for procurement communications

You will receive two confirmations that the first step of vendor registration is complete:

- System will display Vendor Submission Confirmation message when you submit the pre-registration form
- Vendor Support will send your SAePS logon credentials within 48 business hours. Before we send your credentials, we validate your Tax ID against IRS records and confirm that you do not already have a vendor profile in SAePS.



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

STEP 2: SET UP YOUR PASSWORD

You will receive an email once Vendor Support has completed their pre-registration steps. The email provides your temporary password and your SAePS User ID (also referred to as your Supplier ID). You will be able to click to the SAePS logon screen directly from the email. The logon link is: <https://supplierservice.sanantonio.gov/irj/portal>

LOG IN FOR THE FIRST TIME:

Enter User ID

Enter temporary password into the Old Password field

Enter your new password into New Password and Confirm Password fields

Passwords must contain:

- 8-10 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

The system will prompt you to change your password. After entering and confirming the new password, click **Change**.

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❗ Password has expired

Change Password

User ID: V10000133

Old Password *

New Password *

Confirm Password *

Change Cancel

Old Password: use temporary password provided in email

Enter new password for SAePS Portal. Password must be between 8 and 10 characters in length containing 1 uppercase and 1 lowercase letter, 1 number, and 1 special character.

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Once you have completed the password step, the system will display a message prompting you to complete your profile

Vendor Message

Missing Vendor Information

Your account requires following action

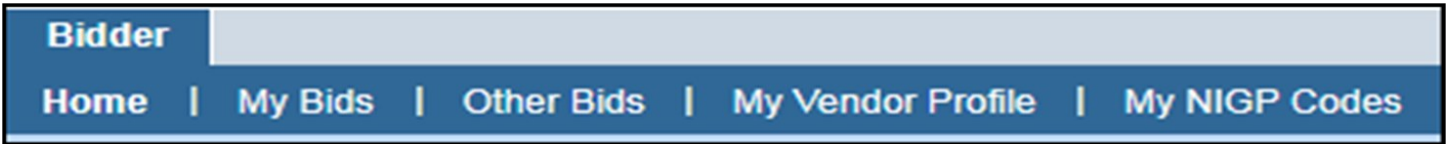
Please click on the NIGP codes tab and add NIGP codes for goods or services you can provide

Please click on the My Vendor Profile tab and complete the necessary fields

OK

STEP 3: SET UP YOUR SECURITY QUESTION & CONTACT INFORMATION

SAePS displays five tabs across the top of your screen. You will use the Home, My Vendor Profile and My NIGP Codes tabs to fully complete your vendor registration.



Tab Overview:

- HOME:** This is your portal dashboard, containing your password information and helpful indicators
- MY BIDS:** Contains solicitation opportunities you can respond to based on your NIGP codes
- OTHER BIDS:** Allows you access all other solicitation opportunities
- MY VENDOR PROFILE:** Contains your company information
- MY NIGP CODES:** National Institute of Governmental Procurement Codes identify the goods and services your company provides

SET UP YOUR SECURITY QUESTION ON HOME TAB:

You will be able to re-set your password at any time if you set up a security question

Click on HOME tab

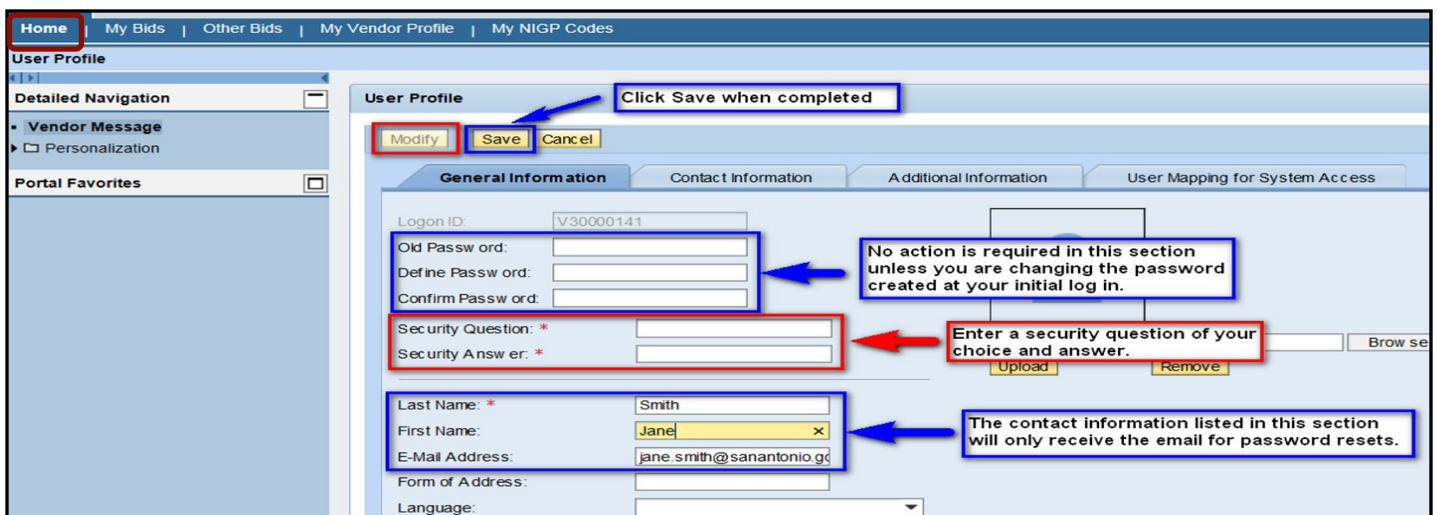
Click in USER PROFILE

Enter a security question and answer of your choice (such as: *What was the color of your first car? Blue*)

ENTER SOLICITATION CONTACT INFORMATION ON HOME TAB:

Enter name and email

Your contact should be the best person in your organization for receiving and sharing solicitation information. Your contact will be the only person to receive emails for future password resets and other vendor profile actions.



STEP 4: COMPLETE YOUR VENDOR PROFILE

The Vendor Profile tab contains important information about your company. All questions must be completed to be a fully registered vendor with the City of San Antonio.

Overview of Vendor Profile questions:

QUESTIONS 1-13: Pre-populated from Pre-Registration step (Step 1)

Note: Questions 1-13 will be grayed-out, and you will not be able to make changes to these fields on your own. To update this information, send an email (please include the last four digits of your Tax ID) to Vendor Support at vendors@sanantonio.gov

QUESTIONS 14-17 AND QUESTIONS 21A-21: These questions pertain to certifications for small, women-, minority- and veteran-owned businesses obtained through the South Central Texas Regional Certification Agency (SCTRCA). If you have been certified by the SCTRCA, these questions will be pre-populated. Otherwise, these fields will be blank

Note: If you are registered through the SCTRCA and these questions are not pre-populated, verify that the Tax ID used at the SCTRCA and on SAePS are the same

QUESTIONS 19-20: Questions pertaining to physical address, number of employees, and headquarters information. Be sure to answer 19A, which pertains to office location(s) within the San Antonio Metropolitan Statistical Area (SAMSA).

QUESTION 22: Allows you to enter your federal HUBzone information, if applicable

FOR ASSISTANCE: If you need help completing or updating your vendor profile, contact Vendor Support at vendors@sanantonio.gov or 210-207-0118. Vendor Support is available Monday-Friday from 7:45 am – 4:30 pm Central Time. Vendor Support generally responds to requests in the order they are received. If you call and get our voice message, please leave a detailed message so that we can return your call.

CLICK ON VENDOR TAB TO ACCESS VENDOR PROFILE QUESTIONS

My Vendor Profile | My NIGP Codes

Information updated Successfully for Supplier 0010003228 into Database.

Vendor Profile

For Vendor profile changes

- COSA Supplier Number: 10003228
- Legal Entity Name: Guides Test
- Doing Business As (DBA):
- Search Term:
- Physical Address: 1235 Los Angeles St
- City: Los Angeles
- State: CA
- Zip Code: 90022
- Telephone Number: +12102075202
- Fax Number: +12102075200
- Email Address: alejandra.lozano@sanar
- Social Security Number:
- Federal Employer Identification Number: 15-9486237
- RCA Certification Number:
- RCA Certification Date:
- RCA Certification Expiration Date:
- Date Last updated from RCA:
- 18. Headquarter Physical Location**
- 18a. Address: * 1564 Montebello Ave
- 18b. City: * Montebello
- 18c. State: * CA
- 18d. Zip Code: * 90601
- 18e. Telephone No. (Area Code): * 323-207-5200
- 18f. Date established: * 12/04/2008

Answer questions 19-21 and click Save.

19. SAMSA Physical Location: San Antonio Metropolitan Statistical Area (SAMSA) is defined as: Atascosa, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson counties. Vendors with multiple SAMSA offices only need to enter one address.

19a. Is the Headquarter located in the SAMSA? No Yes

20. SAMSA Physical Location:

20a. If the vendor is not Headquartered in the SAMSA, does the vendor have any office(s) in the SAMSA? If "Yes" respond 20b through 20g. If "No" skip to 21: No Yes

20b. Address:

20c. City:

20d. State:

20e. Zip Code:

20f. State the number of part-time, full-time and contract employees in the SAMSA office(s):

20g. Date SAMSA office(s) established:

Small Business Economic Development Advocacy Program - Please visit www.sanantonio.gov/SmallBusiness/SBEDA for more information.

21. Are you certified with the South Central Texas Regional Certification Agency? Please visit www.sctrca.org for more information:

21a. Small Business Enterprise (SBE)

21b. Asian Business Enterprise (ABE)

21c. African American Business Enterprise (AABE)

21d. Hispanic American Business Enterprise (HABE)

21e. Native American Business Enterprise (NABE)

21f. Women Business Enterprise (WBE)

21g. Disadvantage Business Enterprise (DBE)

21h. Emerging SBE (ESBE)

21i. Minority Business Enterprise (MBE) and:

21j. Airport Concessionaire/Disadvantaged Business Enterprise (ACDBE)

22. If you are HUBZone certified, please indicate certification number:

23. Veteran Business Enterprise (VBE)

24. Vendor VBE Certification Agency:

Any information captured in this registry will not preclude the registrant from responding to COSA solicitations.

By clicking Save you affirm that the information provided is true and completed by an individual authorized to do business for the vendor. Vendor is required to update profile within 72 hours of any changes. Vendor is required to update any changes to the profile and confirm interest in performing work for the City annually.

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STEP 5: SELECT YOUR NIGP CODES

NIGP Codes — which stands for National Institute of Governmental Purchasing Codes — defines the products and services that a vendor provides. Vendors automatically receive COSA solicitations based on the NIGP codes that they register for in SAePS. You are able to add or delete NIGP codes at any time.

For assistance looking for the NIGP codes relevant to your business, visit the Window on State Government [NIGP Commodity Book](#) web page.

For construction, architectural, and engineering (A/E) procurements, the COSA Public Works Department created a tailored listing of anticipated A/E codes for COSA capital improvement projects. Vendors should reference these lists during their registration in SAePS:

[Construction Prime Contractors and Subcontractors NIGP codes](#)

[Architectural and Engineering \(A/E\) NIGP codes](#)

CLICK ON THE MY NIGP CODES TAB ON YOUR PORTAL DASHBOARD

SCROLL DOWN TO “ADD” TO BEGIN PROCESS

The screenshot shows the SAePS portal dashboard with the 'My NIGP Codes' tab selected. The 'Add' button is highlighted with a red box, and a red arrow points to it from a text box that says 'Click on Add to begin adding your NIGP codes.'

The dashboard includes a navigation menu with 'Home', 'My Bids', 'Other Bids', 'My Vendor Profile', and 'My NIGP Codes'. The 'My NIGP Codes' section is titled 'NIGP Codes Registered' and contains a table with columns for 'NIGP Code' and 'Description'. Below the table, there are instructions: 'To Add NIGP Code, Press this Button' and 'To Delete NIGP Code, Press this Button'. The 'Add' button is highlighted with a red box, and the 'Delete' button is also visible. The 'Supplier Id' field is set to '10003228'.

NIGP Code	Description

To Add NIGP Code, Press this Button

To Delete NIGP Code, Press this Button

Supplier Id

Supplier: 10003228

A list of NIGP codes will appear. Either type in the 5-digit code into the “Add” field or scroll through the list to find codes appropriate for your business.

You can add multiple NIGP codes to your profile by holding down your SHIFT key. To de-select a code, hold down the CTRL key and click on the row you want to exclude.

Click “Back to Main Screen” to confirm the NIGP codes you selected were added to your profile.

Reminder:

You will automatically receive email notifications when solicitations containing any NIGP codes on your vendor profile are issued.

The screenshot shows a web application interface for managing NIGP codes. At the top, a navigation bar includes links for Home, My Bids, Other Bids, My Vendor Profile, and My NIGP Codes. The main content area is titled "Available NIGP Codes" and contains a search box labeled "Search NIGP Code" with an "Add" button next to it. Below the search box is a table with two columns: "NIGP Code" and "Description". The table lists several codes and their corresponding descriptions. At the bottom of the interface, there is an "Add" button and a "Back to Main Screen" button. A note at the bottom explains that holding the shift key allows for selecting multiple rows, and holding the Ctrl key allows for de-selecting a row. Three red callout boxes with arrows provide additional instructions: one points to the search box stating that 5-digit codes can be entered there or found by scrolling; another points to the "Back to Main Screen" button, stating it should be clicked after adding all codes; and a third points to the table, stating that users can enter 5-digit codes in the search box or scroll through the list.

NIGP Code	Description
05500	AUTO ACCESSORIES
05502	AIR BAGS, AUTOMOTIVE
05504	AIR CONDITIONERS & P
05505	ANTI-THEFT/SEC AUTO
05510	BRAKE ADJUSTERS
05516	CONSOLES, POLICE VEH
05517	CONSOLE ACC ERV
05518	CONTROL PHY IMPAIR
05520	CONV KIT SYS CNG/LPG
05521	COUPLINGS & HITCHES