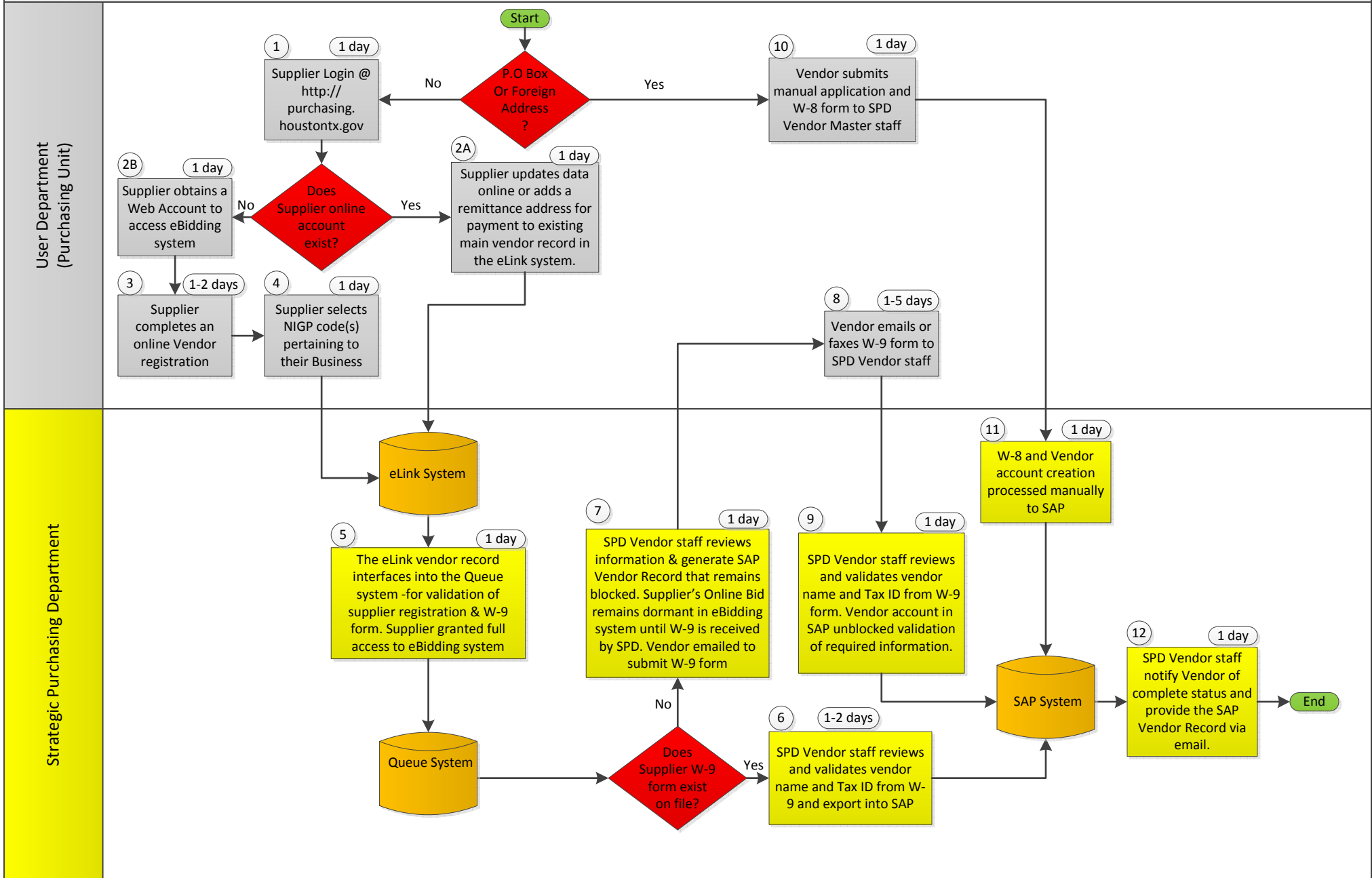




CITY OF HOUSTON PROCUREMENT

Vendor Master Record Process



Administration and Regulatory Affairs
City of Houston Procurement
Vendor Master Record Process



#	Steps of Formal Process	Reason	Duration
1	Supplier log in	Required. The supplier must register as a City of Houston Supplier via the SPD Web site http://purchasing.houstontx.gov .	1 day
2A / 2B	Supplier obtains Web Account or Update existing vendor account	Required. The supplier may check if their company is registered with the City of Houston to determine whether it needs to create a new vendor account or update an existing vendor record.	1 day
3	Supplier completes the online vendor registration	Required. The supplier is required to complete the Web Account to have access to the SPD vendor registration application.	1-2 days
4	Supplier selects NIGP code(s) pertaining to their Business	Required. The supplier must select the NIGP code(s) applicable to its capabilities and required to receive bid notices that are tied to those NIGP codes. This process completes the on line vendor registration application.	1 days
5	E-Link System / Vendor Queue System	Required. The e-link vendor record interfaces into the Vendor Queue system for validation of the supplier registration and W-9 form. Upon completion of the web account the supplier is granted full access to SPD's e-bidding system and supplier registration application.	1 day
6	SPD Vendor Master Staff reviews vendor Information	Required. The SPD Vendor Master Staff is required to validate the Vendor's Company Name and the Tax I.D. number from the W9-form and export that information into SAP.	1-2 day
7	SPD Vendor Master Staff reviews vendor Information in the Queue System	Required. The SPD Vendor Master Staff reviews the vendor information and validate W9- form. Vendor Record remain parked in the Queue until the W-9 form is received.	1 days
8	Supplier emails or faxes the W-9 form	Required. The vendor information cannot be exported into SAP without the W9-form.	1-5 days
9	SPD Vendor Master Staff validates the W-9 form	Required. The W- 9 form must be complete and accurate before the vendor information can be exported into SAP and vendor number is generated and unblock manually in SAP.	1days

#	Steps of Formal Process	Reason	Duration
10	Manual Process vendor request PO Box and Out of the Country address	Required. When it is a PO Box number and when the vendor is an Out of the Country supplier. The supplier is required to submit the request on their company's letter head.	1 day
11	W-8 and Vendor account creation processed manually to SAP	Required. The Vendor Master Staff must validate the information provided. The vendor account creation process is handled manually in SAP and SAP generates the vendor number.	1 day
12	SPD Vendor Master Staff notifies the supplier via-e-mail from the Vendor Queue System	Required. The supplier must be notified that the City of Houston vendor registration is completed. The Vendor Master Staff will also provide to the supplier its City vendor number.	1 day