

How to Register with the City of Austin

City of Austin – Financial Services Department



For vendor registration question please contact the Vendor Registration team:

Email: vendor@austintexas.gov

Phone: 512-974-2018

Registering with the City of Austin

<https://financeonline.austintexas.gov/afo/finance/>

Vendor registration is completed on the City of Austin's financial website, Austin Finance Online.

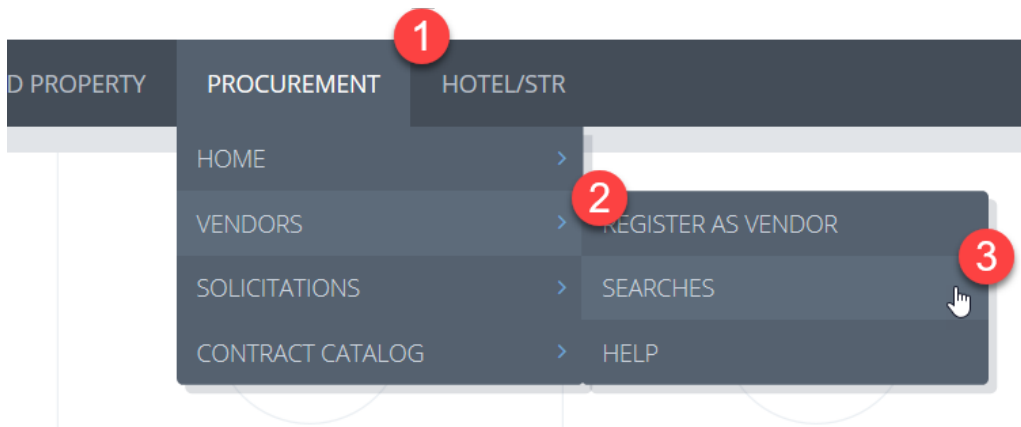
The screenshot shows the Austin Finance Online website. At the top left is the City of Austin logo and the text "AUSTIN FINANCE ONLINE". To the right are two buttons: "Sign In" (green) and "Create Account" (red). Below this is a dark navigation bar with the following menu items: "FINANCIAL DOCUMENTS", "STRATEGIC PLAN", "CHECKBOOK", "UNCLAIMED PROPERTY", "PROCUREMENT", and "HOTEL/STR". The main content area is divided into five columns, each with an icon, a title, and a brief description:

- Financial Documents**: Find all financial documents, reports, and additional information that Financial Services provides.
- Strategic Plan**: Browse our six priority Outcomes in Austin Strategic Direction 2023.
- Checkbook**: The data in the Checkbook represents purchases of goods and services made by City departments from third parties. Checkbook does include ACH, wire, and check activity. Checkbook does not include employee payroll data.
- Procurement**: View detailed information about current business opportunities with the City of Austin. Subscribe to solicitations and download solicitation documents. Vendors may also register to be notified of any new business opportunities based on commodity codes that they select.
- Hotels & Short Term Rentals**: Create an account to file / pay Hotel Occupancy Taxes and request / renew an Operating License for a Hotel / Short Term Rental property.

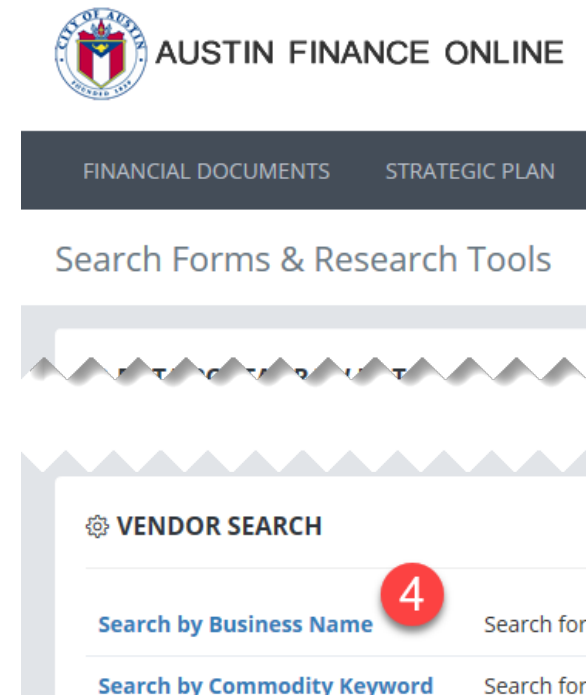
This presentation will walk you through the registration steps.

Search for previous registration

You may already have an account with the City of Austin. Go to the Searches page to complete a Vendor Search by Business Name



You may also contact Vendor Registration by email (vendor@austintexas.gov) or phone (512-974-2018) for assistance.



Previous Registration

<https://www.austintexas.gov/financeonline/finance>

If you find an existing account, click Sign In and use the links to retrieve your username or reset your password. If you have any difficulties, please contact Vendor Registration for assistance.

The screenshot displays the Austin Finance Online interface. At the top left is the City of Austin logo and the text "AUSTIN FINANCE ONLINE". Below this is a navigation bar with links: "FINANCIAL DOCUMENTS", "STRATEGIC PLAN", "CHECKBOOK", "UNCLAIMED PROPERTY", and "PR". The main content area shows a search result for "Vendor Search - Name Containing 'CITY OF AUSTIN'". Under "SEARCH RESULTS", there is a "Vendor Information" section with a red box around "CITY OF AUSTIN" and a red arrow pointing to the "Sign In" button in the top right corner. The "Vendor Code" section shows "CIT1183250".

Vendor Information	Vendor Code
CITY OF AUSTIN DEPT/HOMELESS HEALTH CARE 15 WALLER ST AUSTIN, TX	CIT1183250

Create Account

If you do not have an existing account, click Create Account to begin.



On the first page, enter basic user information. Provide the information of the person responsible for maintaining the account. If there will be several people assigned, consider using a group email address in this section.

Your username and password must be between 6 – 24 characters, using only letters and numbers

Basic User Information

ACCOUNT INFORMATION | * Required Fields

First Name *	<input type="text" value="Reve"/>	
Middle Name	<input type="text"/>	
Last Name *	<input type="text" value="Crayton"/>	
E-mail Address *	<input type="text" value="reve.crayton@austintexas.gov"/>	
Phone Number	<input type="text" value="(512) 974-1727"/>	<input type="text" value="Phone Ext"/>
Username *	<input type="text" value="craytonr"/>	
Password *	<input type="password" value="••••••"/>	
Retype Password *	<input type="password" value="••••••"/>	

User Dashboard

On the User Dashboard, you may continue your registration by clicking Start Here.

User Dashboard

The screenshot shows a user dashboard with a sidebar on the left and a main content area on the right. The sidebar contains the user's name 'testcraytonr' and ID 'V00000961253', along with navigation links for 'Account', 'Home', and 'Contact/Password'. The main content area features a yellow warning banner about email confirmation, a yellow informational banner about account creation, and a 'VENDOR REGISTRATION' section with a 'Start Here' button highlighted by a red box.

testcraytonr
V00000961253

Account

Home

Contact/Password

⚠️ You have not confirmed that you can receive email at reve.crayton@austintexas.gov.

[Request Email Confirmation](#)

You have successfully created a user profile. If you would like to register this profile as a vendor or Hotel/Short Term Rental account, please select the appropriate option below.

VENDOR REGISTRATION -

Companies may register to be notified about future business opportunities with the City based on commodity codes that they select.

[Start Here](#)

Also, notice that you must confirm your email address. Take a few minutes to do that now to prevent issues later.

Step One – Business Information

Provide your business information (business structure, legal name, alias/DBA, & taxpayer ID/SSN). Be sure to upload a current, correct W9 form. You also have the option to identify as a Small/Minority Business or Service Disabled Veteran Business.

Business Information

STEP ONE
BUSINESS
Provide business information

STEP TWO
ADDRESS
Add Payment/Sales Address

STEP THREE
NAICS CODES
Add NAICS Codes

STEP FOUR
COMMODITIES
Register for Commodities

STEP FIVE
VERIFY
Verify information for approval

Vendorman
V00000963190

Account

- Home
- Contact/Password
- Vendor Info
- Business
- Reports
- Subscriptions

BUSINESS INFORMATION

Business Structure *

Legal/Company Name *

W9 First Name *

W9 Middle Name

W9 Last Name *

Alias/DBA

Taxpayer ID (EIN or SSN) *

Note - Please be sure that your W9 has been signed manually. We cannot accept forms with electronic signatures.

Upload W9

SMALL AND MINORITY BUSINESS INFORMATION

Certified in Texas by another agency?

Owner Gender

Owner Ethnicity

Owner Is Veteran
 Disabled
 City of Austin Employee

SERVICE DISABLED VETERAN BUSINESS ENTERPRISE (SDVBE)

Eligible

[Save Changes](#)

W9 Requirements

- W9's must be manually signed and dated.
- Follow the chart on the next page to determine the name that goes in the appropriate box.
- We can only accept W9 forms that are revised (top left corner) beyond December 2011.

Form W-9
Rev. November 2017
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶
 Other (see instructions) ▶

C Corporation
 S Corporation
 Partnership
 Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

5 Address (number, street, and apt. or suite no.); See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or											
Employer identification number											

↕

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date

	Make sure the W9 form revision date (top left) is marked December 2011 or newer.
←	Your individual name MUST appear in box 1 and any alias or dba's in box 2.
↑	You will list your Company name in box 1 and any alias or dba's in box 2.
★	Fill out section as labeled.
↕	Select either your social or employer identification number, not both.
←	Manually sign and date the W9. We cannot accept digital signatures.

9

W9 Name Requirements

<i>If your Business Structure or Tax Classification is:</i>	Line 1 of W-9 (Legal Name)	Line 2 of W-9 (Alias/DBA)	Line 3 of W-9 (Check the box next to...)	Taxpayer Identification
Individual	Individual's Name	Leave Blank	Individual/Sole Proprietor/Single-Member LLC	Social Security Number
Sole Proprietor	Individual's Name	Business Name	Individual/Sole Proprietor/Single-Member LLC	Social Security or Employer ID
Single-Member LLC	Individual's Name	Business Name	Individual/Sole Proprietor/Single-Member LLC	Social Security or Employer ID
Limited Liability Company (LLC)	Business Name	Alias/DBA/Other Names	Limited Liability Company (LLC)	Employer ID
C Corporation	Business Name	Alias/DBA/Other Names	C Corporation	Employer ID
S Corporation (S-Corp)	Business Name	Alias/DBA/Other Names	S Corporation	Employer ID
Partnership	Business Name	Alias/DBA/Other Names	Partnership	Employer ID
Non-Profit	Non-Profit Name	Alias/DBA/Other Names	Other: "Nonprofit corporation exempt under IRS Code Section _____"	Employer ID
Trust Estate	Business Name	Alias/DBA/Other Names	Trust Estate	Employer ID

Don't leave Line 1 blank.

Vendors who list "non-Profit" in the other field must specify the tax code that qualifies them as a non-profit, i.e. 501(c)(3), 501(c)(6), etc.

Step Two - Addresses

Provide Sales and Payment addresses for the account.

- Sales Addresses - used for orders and contract awards as well as solicitation notifications.
- Payment addresses – used to process payments. Make sure these addresses match your invoices exactly.

STEP TWO ADDRESS
Add Payment/Sales Address

STEP THREE NAICS CODES
Add NAICS Codes

STEP FOUR COMMODITIES
Register for Commodities

EDIT ADDRESS

Sales Address will be awarded purchase orders or contracts and solicitation notification.
Payment Address must match your invoice exactly to prevent payment delays.
If both addresses are the same, please ensure both boxes are checked. If addresses are different, check only the corresponding addresses type.

Address Type Sales Address Payment Address

Full Contact Name * Kason Vendorman

Email wendy.stucker@austintexas.gov

Street Address 1 * 8888 Flintstone Cove

Street Address 2

City * Austin

Country * United States of America

State * TX

County * Travis

Zip/Postal Code * 78734

* US phone and fax numbers require area code.

Phone Number * 5555555555 Ext.

Alt. Phone Number Ext.

Fax Number Ext.

Alt. Fax Number Ext.

Notification Preference Email

Cancel Save & Add Address Save & Continue

Step Three – NAICS Codes

Provide at least one industry classification code. Use the search box to find codes that represent the goods/ services you provide. You can refer to your 1040 Schedule C Tax form.

Check the blue box next to the code to select. Click Save and Continue at the bottom of the screen.

The screenshot shows the 'NAICS Registration Search' page on the Austin Finance Online portal. The page is divided into several sections:

- Header:** 'AUSTIN FINANCE ONLINE' logo and navigation menu (FINANCIAL DOCUMENTS, STRATEGIC PLAN, CHECKBOOK, UNCLAIMED PROPERTY, PROCUREMENT, HOTEL/STR). User 'Vendorman' is logged in.
- Progress Bar:** Shows four steps: BUSINESS (Provide business information), ADDRESS (Add Payment/Sales Address), **STEP THREE: NAICS CODES AND NAICS Codes** (highlighted in green), and VERIFY (Verify information for approval).
- Account Summary:** Vendor name 'Vendorman' and ID 'V00000963190'. A sidebar menu includes Account, Home, Contact/Password, Vendor Info (highlighted), Business, Addresses, NAICS Codes, Reports, and Subscriptions.
- NAICS Search Section:**
 - Instruction: 'NAICS Codes are 6-digit codes that are utilized by federal statistical agencies in classifying businesses. Please search for the code that closely matches the good or service you provide. Please search for broad terms, e.g. Airport or Roads or Construction.'
 - Search box: 'NAICS Search' with a 'Lookup NAICS Codes' button.
 - Filter: 'LOCATION: SECTOR + NURSERY'.
 - Table of results:
- Table of NAICS Codes:**

Code	Description
<input type="checkbox"/> 111421	Nursery and Tree Production
<input checked="" type="checkbox"/> 424930	Flower, Nursery Stock, and Florists' Supplies Merchant Wholesalers
<input checked="" type="checkbox"/> 444220	Nursery, Garden Center, and Farm Supply Stores

Buttons at the bottom right: 'Save & Add More Codes' and 'Save & Continue'.

Step Four – Commodity Codes

Provide at least one commodity code. Use the search box to find codes that represent the goods/ services you provide. Get creative with your searches to cast a wide net. You can also use the search tools available in the portal to search what commodities other vendors / competitors have registered with.

Check the blue box next to the code to select. Click Save and Continue at the bottom of the screen.

Commodity Information Search

The screenshot shows a web portal interface for 'Commodity Information Search'. At the top, there are five progress steps: BUSINESS (Provide business information), ADDRESS (Add Payment/Sales Address), NAICS CODES (Add NAICS Codes), COMMODITIES (Register for Commodities - highlighted in green), and VERIFY (Verify information for approval). On the left is a navigation menu for 'Vendorman V00000963190' with sections for Account, Vendor Info, Business, Addresses, NAICS Codes, Commodities, Reports, and Subscriptions. The main content area is titled 'Q. COMMODITY SEARCH RESULTS' and shows a search for 'NURSERY' with 13 results. A table lists commodity codes and descriptions, with checkboxes for selection. At the bottom right, there are buttons for 'Save Selected & Continue Searching' and 'Save Selected & Continue Registration'.

Code	Description
41054	NURSERY EQUIPMENT AND FURNITURE, INFANT
4105455	PARTS AND ACCESSORIES, NURSERY FURNITURE
46563	NURSERY SUPPLIES: INFANT MEASURING DEVICES, ETC. (
59900	NURSERY STOCK, EQUIPMENT, AND SUPPLIES
5953541	GROUND COVERS, NURSERY
59540	NURSERY, GREENHOUSE AND FLORAL SUPPLIES: LABELS, P
5954056	PLANTERS, FLORAL, NURSERY, GREENHOUSE, ETC.
59562	RECYCLED NURSERY EQUIPMENT AND ACCESSORIES
81000	SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY PLAN
94743	FOREST NURSERY AND GATHERING SERVICES
98140	GARDEN, GREENHOUSE, AND NURSERY EQUIPMENT RENTAL OR LEASE
98562	PLANT (NURSERY STOCK) LEASING SERVICES
9856252	RENTAL SERVICES, NURSERY STOCK

Which commodity codes should I choose?

- Consider the goods and services you can provide or sub-contract for.
- We use commodity codes to issue solicitations/notify you of bidding opportunities.
- Search by key term, good or service.

Step Five – Verify & Submit

The final step is to verify the information you have provided and agree to the terms prior to submitting for review and approval. Remember to upload your W9 if you haven't done so.

The Vendor Registration team will review your account. If there are any errors you will be contacted. If not your account will be approved and you will be notified.

The screenshot shows the 'Austin Finance Online' vendor registration interface. At the top, the logo and 'AUSTIN FINANCE ONLINE' are on the left, and a 'Vendorman' user profile is on the right. A navigation bar contains links for 'FINANCIAL DOCUMENTS', 'STRATEGIC PLAN', 'CHECKBOOK', 'UNCLAIMED PROPERTY', 'PROCUREMENT', and 'HOTEL/STR'. On the right of the navigation bar are two buttons: 'vsstest_afo_user' and 'git: dev-branch'. Below the navigation bar is the 'Account Summary' section, which features five progress indicators: 'BUSINESS Provide business information', 'ADDRESS Add Payment/Sales Address', 'NAICS CODES Add NAICS Codes', 'COMMODITIES Register for Commodities', and 'VERIFY Verify information for approval'. The 'VERIFY' step is highlighted in green. To the left of the main content area is a sidebar menu with 'Vendorman V00000963190' at the top, followed by 'Account' (Home, Contact/Password) and 'Vendor Info' (Business, Addresses, NAICS Codes, Commodities). The main content area displays a 'Memorandum of Agreement' with the following text: 'By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register the Vendor; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that: 1. The Vendor shall use Vendor Connection vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times. 2. The Vendor hereby warrants that the information provided by the Vendor through the Vendor Connection registration and Vendor Connection registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the Vendor Connection registration and Vendor Connection registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the Vendor Connection registration and registration update functionality. This Agreement shall remain in effect for as long as the Vendor is registered as a Vendor Connection vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part.' At the bottom of the agreement is a blue button that says 'I agree, submit registration.'

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