

VendorLink

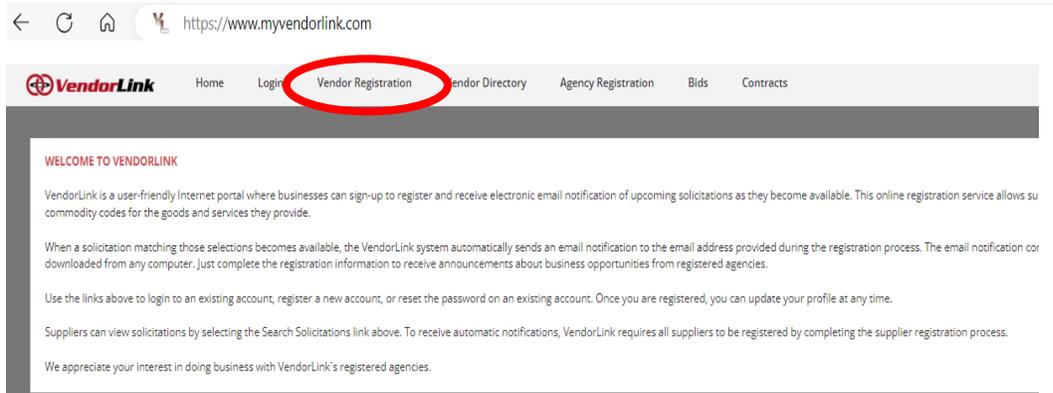
HCPS Vendor Registration and Solicitation System

Website: www.myvendorlink.com

Support email: support@evendorlink.com

Vendor Registration:

- Required to receive solicitations notifications from HCPS
- Registration with HCPS is FREE
- You will be required to complete a HCPS Substitute W-9 form and upload it to your vendor account. Your Tax ID number and Remittance/Payment contact information will also be required for registration. Note: The standard W-9 form will not be accepted as HCPS requires the substitute W-9 form to be submitted.



- Complete the four areas by completing all required fields marked with an asterisk* and clicking next to go to the next.

Vendor Registration

*Fields marked with a red asterisk are required. Please make sure to have your company's **Tax ID Number** and **Remittance/Payment Contact Information** as they are required on the next page in the registration process. If you start the registration process and need to continue at a later time, click on Login in the top menu bar and log into the site. You will then be redirected to the next page in the registration process.

1. User 2. Contact & Company 3. Commodity Codes 4. Agency Selection

Your username will be the email address provided below. **This user will be the only user that can access the account and receive bid and contract notifications. If you plan to have more than one person access the account, we strongly suggest using a generic email account like bid@companyname.com.**

Email Address* Password*

Wlan.garcia@edhs.k12.fl.us *****

Next

- When completing section 2 Contact & Company: please ensure the tax-ID, company name, address and contact information matches the information on the substitute W-9 form. The sub-W-9 and the VendorLink registration must match.

- When completing section 3 Agencies:

You can select only free agencies...

User* → Business* → **Agencies*** → Commodities*

VendorLink provides bid solicitations free of charge for several agencies. The list of free agencies can be found [here](#).

VendorLink also provides an annual subscription from the date of purchase to other agencies listed [here](#) in the following price model:

County: \$10.00/year (all agencies located within a county which can include local municipalities, county agencies, educational institutions, utility organizations, etc. in the selected county)

State Level 1 (States with 20 or more counties - FL): \$150.00/year (all agencies located within a state which can include local municipalities, county agencies, educational institutions, utility organizations, state agencies, etc. in the selected state)

State Level 2 (States with less than 20 counties - AL, GA, MS, TN): \$75.00/year (all agencies located within a state which can include local municipalities, county agencies, educational institutions, utility organizations, state agencies, etc. in the selected state)

VendorLink accepts payment by check, money order or the following credit cards:

NOTE: No credit card information is stored by myvendorlink.com, VendorLink, LLC, or LinkSystems, LLC.

To pay by check or money order, please fill out the following [form](#) and mail it along with a check or money order to:

LinkSystems, LLC
12424 Research Parkway, Suite 225H
Orlando, FL 32826

*PDF files require Adobe Reader to view.

**When an agency is added to VendorLink and the agency is located in the state or county a vendor is registered with, the agency will automatically be added to the vendor's list of agencies.

*Select the agencies you'd like to register with below. If you'd like to view the agencies included in your registration, click on the plus sign (+) next to the selected state or county. If selecting non-free agencies, you will be prompted to enter credit card information at the end of the registration process.

Select ONLY free agencies Clear All Agencies

- Or...open the tree and choose Hillsborough County Public Schools:

Select ONLY free agencies Clear All Agencies

- AL (16 counties)
- FL (30 counties)
 - Alachua (4)
 - Bay (2)
 - Brevard (11)
 - Brevard (22)
 - Charlotte (2)
 - Citrus (2)
 - Clay (2)
 - Duval (3)
 - Escambia (3)
 - Flagler (2)
 - Hernando (2)
 - Hillsborough (4)
 - City of Plant City
 - City of Tampa
 - Hillsborough County Board of County Commissioners
 - Hillsborough County Public Schools
 - Lake (6)

- If desired, you may register with all entities in the county, state, or other participating states for applicable fees.

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VendorLink accepts payment by check, money order or the following credit cards:

Substitute W-9: Required if the District will issue a PO to the company.

After registration, go to:

- My account
- Agency File Requests
- Hillsborough County Public Schools

Download W-9, complete, sign, scan and upload to:

- My account
- Agency File Requests
- Scroll to bottom of the screen and click "Upload Agency File Requests"

For questions on completing the substitute W-9, contact the Vendor Registration Manager (813-272-4231) at vendorregistration@hcps.net.

Office of Supplier Development:

If yes, after registration, go to:

- My account
- Small Business/Local Business/Veteran Owned/Minority Owned Programs
- Choose any boxes that are applicable (states Hillsborough County Public Schools)

For questions on registering with the District's OSD office, call 813-635-1240.

VendorLink vendor manual: posted on Accounts Payables' website under VendorLink Registration and Solicitation

No computer? The local libraries or the OSD office have computers.