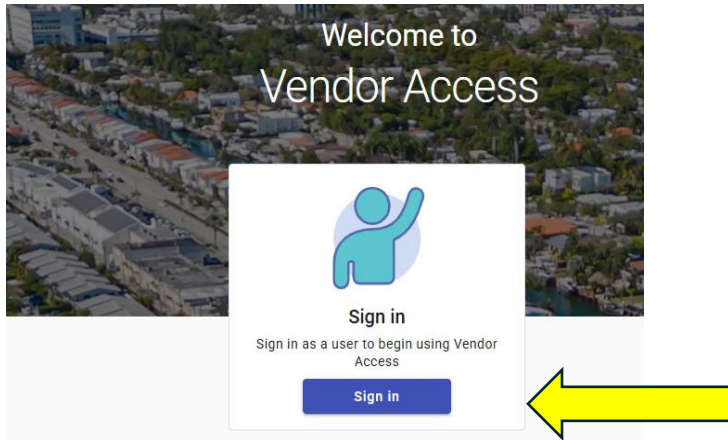


**To update your Self-Service Vendor profile with the City of North Miami:**


1. Click on the link [Vendor Access](#)
2. To update your Self-Service Vendor Portal, click the sign in




3. Enter your email address and click Next

A screenshot of a sign-in form for the City of North Miami. At the top is the "NORTH MIAMI" logo. Below it, the text says "Sign in to community access services for City of North Miami." There is a text input field labeled "Email address". Below the field is a checkbox labeled "Keep me signed in". A large blue button labeled "Next" is positioned below the checkbox. A large yellow arrow points from the right towards the "Next" button. Below the "Next" button is the word "OR". Underneath "OR" are four social media login icons: Google, Apple, Microsoft, and Facebook. At the bottom left are links for "Unlock account?" and "Help" with an external link icon. At the bottom center is a button labeled "Create an account".


4. Enter your password and click Verify



 youareyoumentoring@yahoo.com

Verify with your password

Password

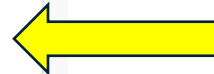


**Verify**

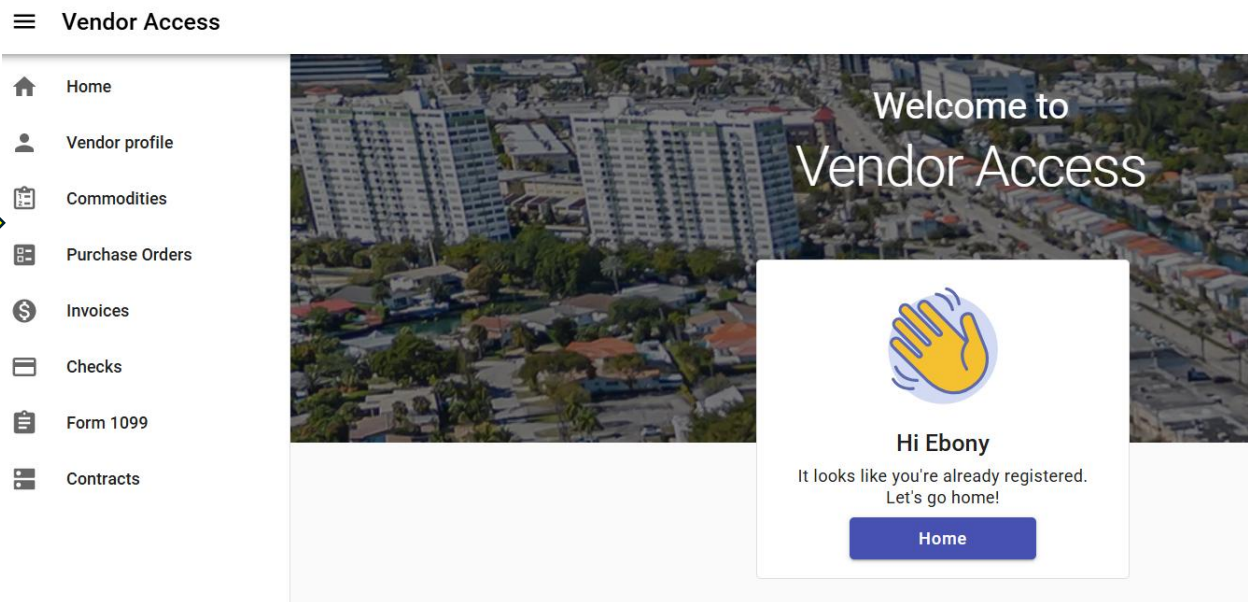
[Forgot password?](#)

[Verify with something else](#)

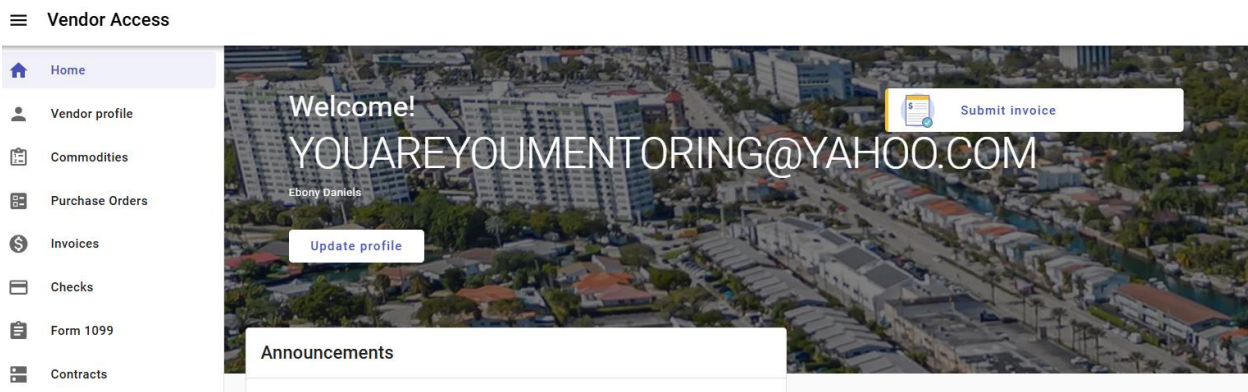
[Back to sign in](#)



5. The **Welcome to Vendor Access** screen will appear, with a list of Tabs to your left



6. The **Home Tab** provides quick links to update profile, submit invoice(s), and Procurement Announcements



7. The **Vendor profile Tab**: to request and update profile (name, email, address, and upload attachments)

Vendor Access

Home

Vendor profile

Commodities

Purchase Orders

Invoices

Checks

Form 1099

Contracts

Vendor profile

Locations Attachments

Location

YOUAREYOUMENTORING@YAHOO.COM

+

Name

YOUAREYOUMENTORING@YAHOO.COM

Email address

YOUAREYOUMENTORING@YAHOO.COM

Remit Address

776 NE 125TH STREET  
NORTH MIAMI, FL 33161

Address Type

Main Address

Accepted delivery methods

Accounts payable

☒ Email

Purchasing

☒ Email

Vendor Access

Home

Vendor profile

Commodities

Purchase Orders

Invoices

Checks

Form 1099

Contracts

Vendor profile

Locations Attachments

Vendor documents

Type	Required	Description	Quantity	Actions
default	<input type="checkbox"/>	Vendor Attachment	1	
E-Verify Form	<input type="checkbox"/>	E-Verify Form	0	
Vendor Insurance	<input type="checkbox"/>	Vendor Insurance	0	
Vendor W-9	<input type="checkbox"/>	Vendor W-9	0	

## 8. The **Commodities** Tab: select/delete commodities

Vendor Access

Home

Vendor profile

Commodities

Purchase Orders

Invoices

Checks

Form 1099

Contracts

Commodities

Available commodities

Click the commodities in the table below to save them to your vendor profile.

9,421 results [Filter](#)

Code	Description
00505	Abrasives Equipment and Tools
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
00521	Abrasives, Sandblasting, Metal
00528	Abrasives, Sandblasting, Other than Metal
00542	Abrasives, Solid: Wheels, Stones, etc.

✓

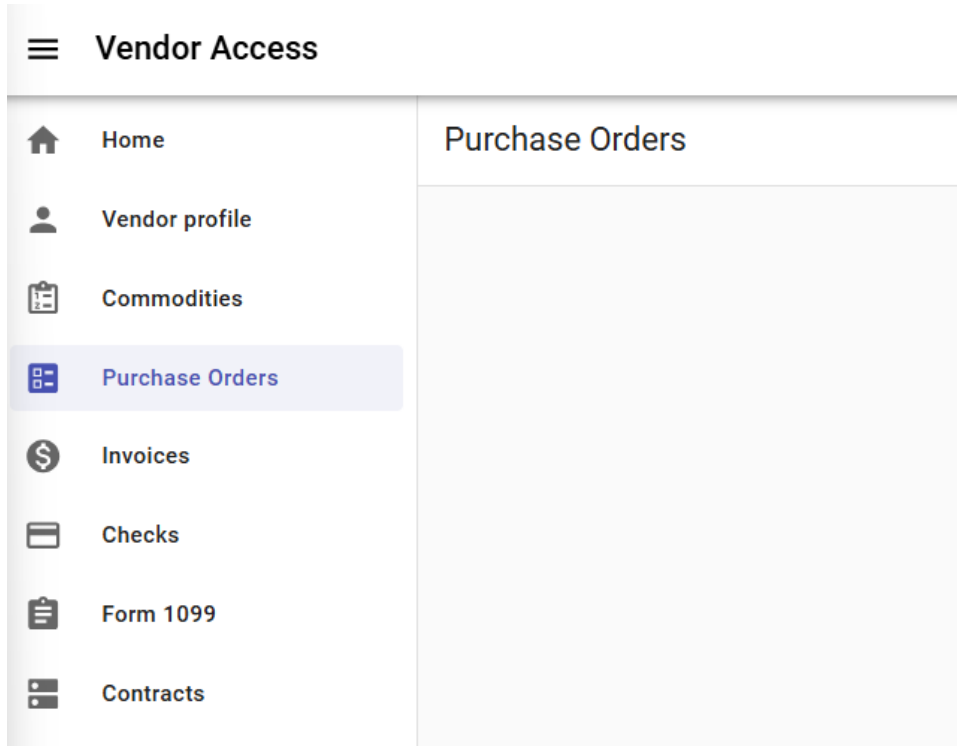
Your commodities

Commodities added below are automatically saved to your profile.

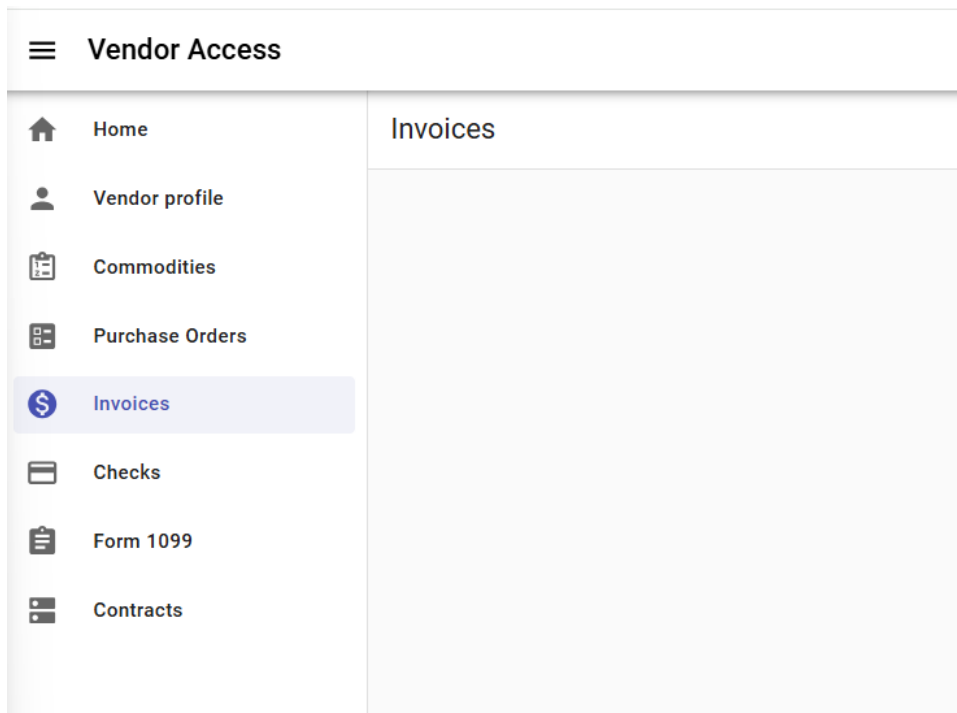
4 results [Filter](#)

Code	Description	Actions
00505	Abrasives Equipment and Tools	
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	
00528	Abrasives, Sandblasting, Other than Metal	
00542	Abrasives, Solid: Wheels, Stones, etc.	

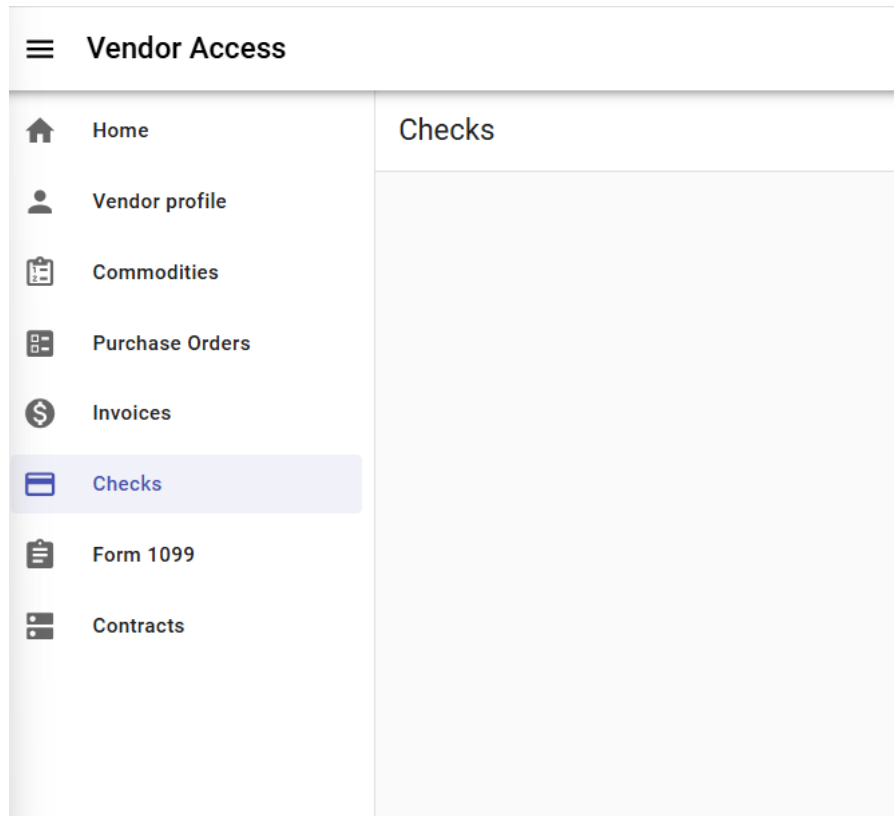
9. The **Purchase Orders Tab**: to view open/close Purchase Orders



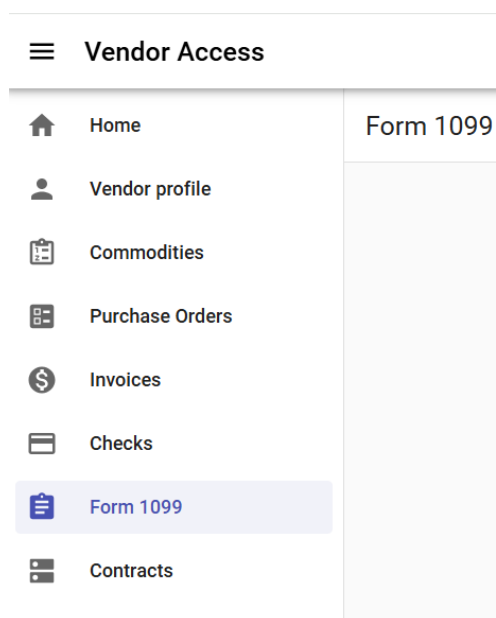
10. The **Invoice Tab**: to view all Invoices



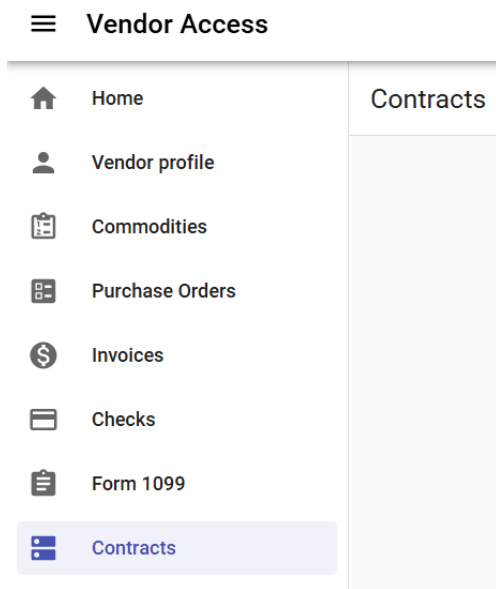
11. The **Check Tab**: to view all Checks issued



12. The **Form 1099 Tab**: displays your latest end of the calendar year 1099 Form



13. The **Contracts Tab**: display a list of all the contracts associated with company



We appreciate your continued interest in doing business with the City of North Miami.

Should you have any questions or concerns, please contact the Procurement Department at (305) 893-6511, ext. 12900.