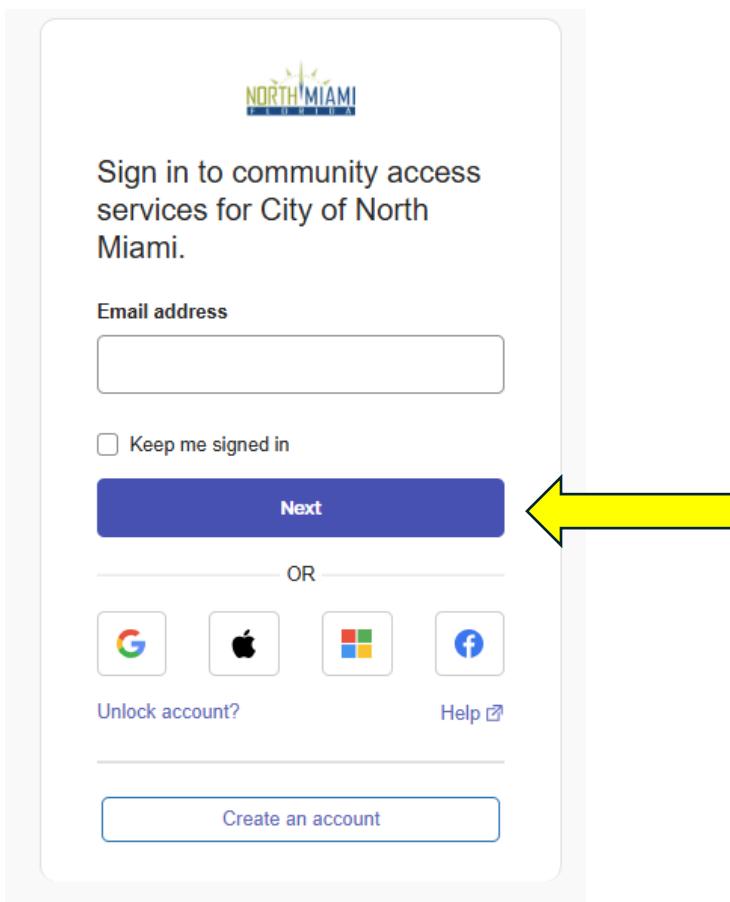


To update your Self-Service Vendor profile with the City of North Miami:

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



4. Enter your password and click Verify



youareyoumentoring@yahoo.com

Verify with your password

Password

 ◎

Verify

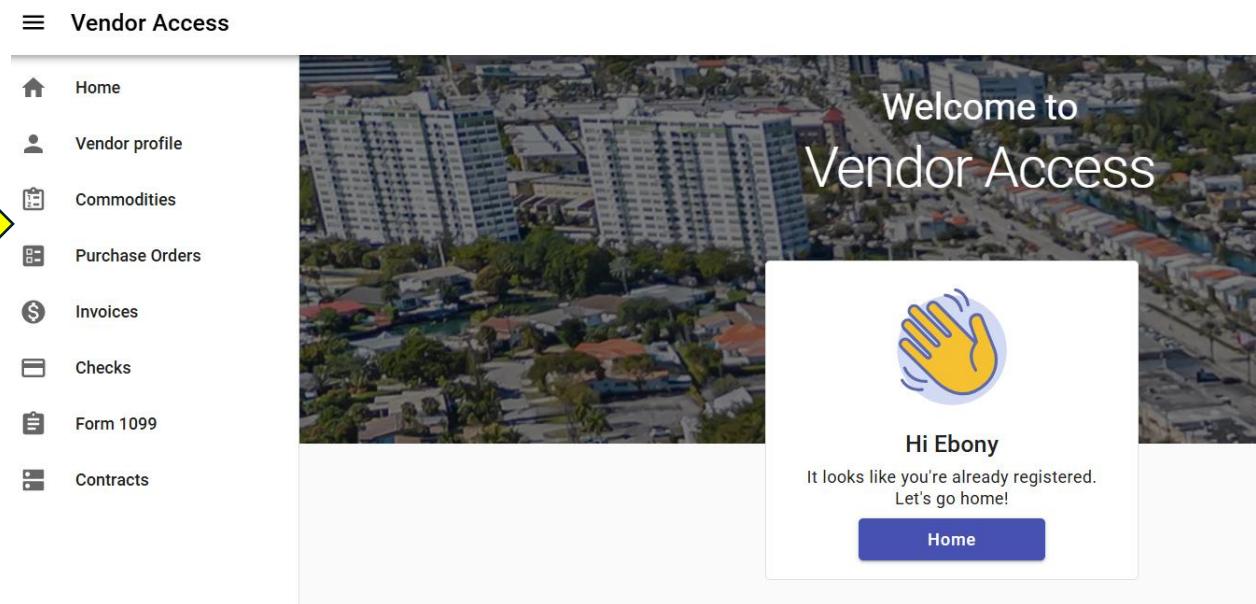
[Forgot password?](#)

[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



Vendor Access

- Home
- Vendor profile
- Commodities
- Purchase Orders
- Invoices
- Checks
- Form 1099
- Contracts

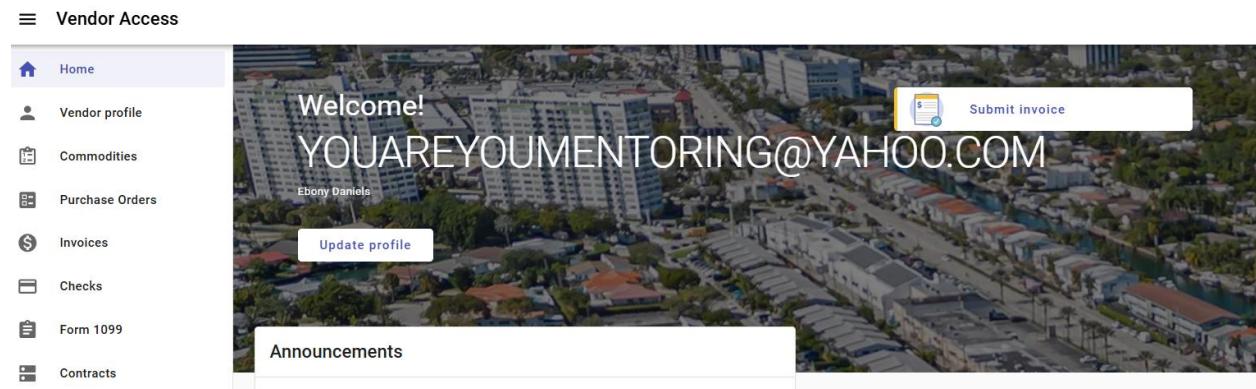
Welcome to Vendor Access

Hi Ebony

It looks like you're already registered.
Let's go home!

Home

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



Vendor Access

- Home
- Vendor profile
- Commodities
- Purchase Orders
- Invoices
- Checks
- Form 1099
- Contracts

Welcome!

YOUAREYOUMENTORING@YAHOO.COM

Ebony Daniels

Update profile

Submit invoice

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	YOUAREYOUVENTORING@YAHOO.COM	+
Name	YOUAREYOUVENTORING@YAHOO.COM	Email address
Remit Address	776 NE 125TH STREET NORTH MIAMI, FL 33161	Address Type
		Main Address
Accepted delivery methods		
Accounts payable	Purchasing	
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> 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

☰ Vendor Access

 Home	Purchase Orders
 Vendor profile	
 Commodities	
 Purchase Orders	
 Invoices	
 Checks	
 Form 1099	
 Contracts	

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

☰ Vendor Access

 Home	Invoices
 Vendor profile	
 Commodities	
 Purchase Orders	
 Invoices	
 Checks	
 Form 1099	
 Contracts	

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

☰ Vendor Access

 Home	Checks
 Vendor profile	
 Commodities	
 Purchase Orders	
 Invoices	
 Checks	
 Form 1099	
 Contracts	

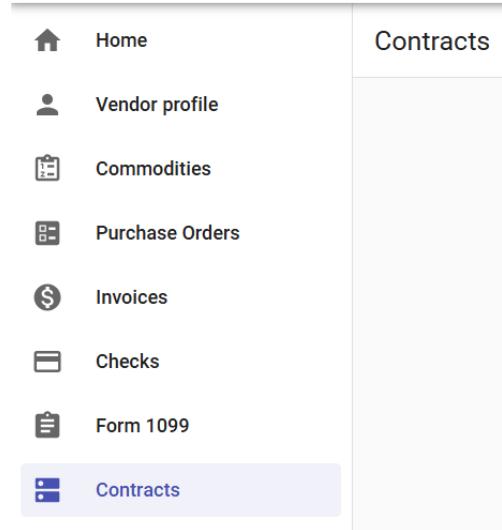
12. The **Form 1099 Tab**: displays your latest end of the calendar year 1099 Form

☰ Vendor Access

 Home	Form 1099
 Vendor profile	
 Commodities	
 Purchase Orders	
 Invoices	
 Checks	
 Form 1099	
 Contracts	

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

≡ Vendor Access



The image shows a sidebar menu titled "Vendor Access". On the left is a vertical list of icons and text links. On the right is a vertical sidebar with the title "Contracts" at the top. The list of links is as follows:

- Home
- Vendor profile
- Commodities
- Purchase Orders
- Invoices
- Checks
- Form 1099
- Contracts** (This link is highlighted with a blue background and a blue border, indicating it is the active tab.)

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.