

# Vendor Portal

## Registration User Guide

## Login Page

1. Go to <https://www.finance360.org/vendor/vendorportal> and enter your 9-digit Federal Tax ID.
2. Click on the Register.

[Note: The person who registers first for the VPortal (with a specific tax identification number) will be known as the “Administrator”. The Administrator has the authority to grant access to an additional user(s) who need access to the CMT. Each user will manage their own account information, but the Administrator will perform the initial setup and grant permission to other users.]



VPportal

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Help | Forgot your password? | Register

User ID:   Save UserID

Password:

Version 1.0

**Login Help**

- What's New
- Contact Us
- Send Feedback

**How to Vendor Portal?**

- Register Now
- Help

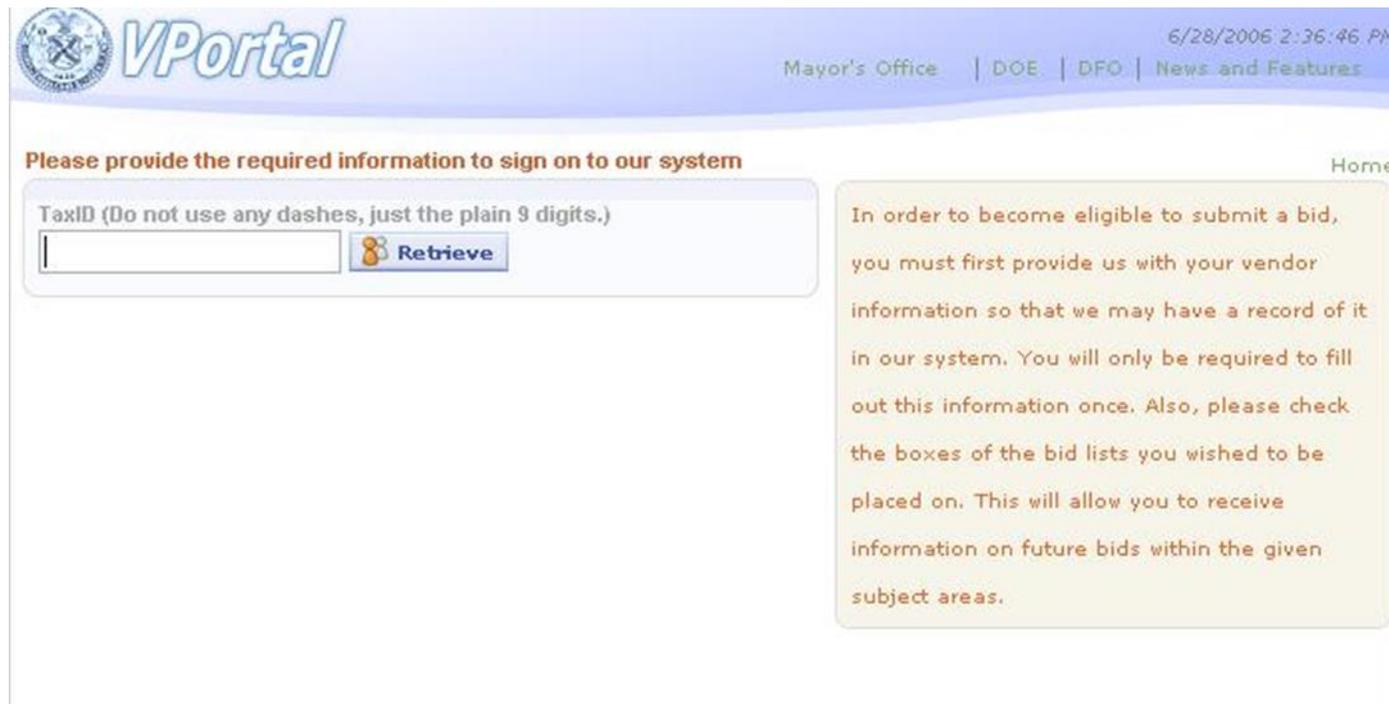
**Take a Guided Tour**

- View all files

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## Vendor Portal Registration

3. If you are registering as an Administrator, enter your 9-digit Federal Tax ID, if you are registering a User Account, enter a 7-digit User ID and Click on the 'Retrieve' button.



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Please provide the required information to sign on to our system [Home](#)

TaxID (Do not use any dashes, just the plain 9 digits.)  
 [Retrieve](#)

In order to become eligible to submit a bid, you must first provide us with your vendor information so that we may have a record of it in our system. You will only be required to fill out this information once. Also, please check the boxes of the bid lists you wished to be placed on. This will allow you to receive information on future bids within the given subject areas.

## Vendor Portal Registration

4. Enter your Vendor Contact Information and Contact Info (employee information for the particular User ID). [Note: The email address you enter must be a valid email account.]



The screenshot shows the VPortal registration interface. At the top left is the NYC Department of Education logo, and to its right is the text "VPortal". A red error message with a crossed-out circle icon reads "Please enter all required fields!". Below this is the "Vendor Contact Information" section, which contains a "Vendor Name" text box, an "Address / Suite" text box, and a row of three fields: "City" (text box), "State" (dropdown menu showing "NY"), and "Zip" (text box). Below this is the "Contact Info" section, which contains a row of two text boxes for "First Name" and "Last Name", a row of two text boxes for "Phone" and "Fax", a single text box for "Email", and a single text box for "Website".

## Vendor Portal Registration

5. Select a Security Question from the dropdown menu or you may write your own. Then enter the Answer. Enter a Password, which is a minimum of 6 characters to a maximum of 21.

**Password (minimum of 6 characters long)**

Security Question  
Select One

Or  
Write My Own Question\*

Security Answer\*

Password\*

Re-enter Password\*

## Vendor Portal Registration

6. In the Bid List section, check the boxes of the bid lists in which you wish to be included.

7. Click on the 'Submit' button.

**Bid List**

GOODS / COMMODITIES (Please select a category)

**GOODS / COMMODITIES**

<input type="checkbox"/> AIR CONDITIONERS & ELECTRIC FANS	<input type="checkbox"/> AQUACULTURE
<input type="checkbox"/> ART SUPPLIES AND MATERIALS	<input type="checkbox"/> ATHLETIC EQUIPMENT AND SUPPLIES
<input type="checkbox"/> AUDIO VISUAL EQUIPMENT	<input type="checkbox"/> AUTO, AVIATION, MARINE EQUIPMENT AND TOOLS
<input type="checkbox"/> AV SOFTWARE	<input type="checkbox"/> BATHROOM PARTITIONS AND ACCESSORIES
<input type="checkbox"/> BIOTECHNOLOGY	<input type="checkbox"/> BREAD, ROLLS & CAKES
<input type="checkbox"/> BUILDING / PLUMBING / ELECTRICAL / MISC.SUPPLIES.	<input type="checkbox"/> BUSINESS MACHINES (OFFICE MACHINES)
<input type="checkbox"/> CHALKBOARDS,CORKBOARDS & ACCESSORIES	<input type="checkbox"/> CHEMICALS AND METALS AND RELATED SUPPLIES
<input type="checkbox"/> COMMERCIAL PRINT SERVICES	<input type="checkbox"/> COMPUTER FURNITURE
<input type="checkbox"/> COMPUTER SOFTWARE	<input type="checkbox"/> COMPUTERS / SERVERS / MISC. IT EQUIPMENT
<input type="checkbox"/>	<input type="checkbox"/>

## Vendor Portal Registration

This completes your vPortal registration process. You will be notified within 24 hours that your information has been validated and will then be able to access the vPortal with your registered User ID and Password. For questions about vPortal registration, please call the Vendor Hotline at (718) 935-2300.