



September 1, 2015

Dear Vendor,

The City of Bloomington has recently upgraded its financial management system, which will allow us to adapt to the changing needs of our department and vendors. As part of this new system, you will have access to your company information and records online. Purchase Orders, Invoices, and Payment Information will be available 24 hours a day.

You also will have the ability to:

- Update your profile and contact information
- Attach and update W-9s and other information
- Assign National Institute of Governmental Purchasing (NIGP) Commodity Codes to your profile

For you to receive this enhanced service, you must register on our new Vendor Self Service website.

What you should do today:

1. Complete the online registration process. You can access the registration and instructions at www.BloomingtonMN.gov/Purchasing.
2. Upload your completed [W-9 form](#).
3. Select your applicable (NIGP) Commodity Codes in the “My Profile” tab in VSS.

Should you have trouble with the registration process or have any questions, please send us an e-mail at purchasing@BloomingtonMN.gov or give us a call at 952-563-8795.

Sincerely,

CITY OF BLOOMINGTON

Heather Forcier Boettcher
Purchasing Agent