



**CITY OF
TALLAHASSEE**

Vendor Notice – July 28, 2022

INVOICES. This is a friendly reminder to make sure that your invoices include the following information:

- name and address of the supplier,
- date invoice prepared,
- invoice number,
- City of Tallahassee purchase order number,
- contract number, if applicable,
- purchase order line-Item number, including description, quantity, unit of measure, unit price and extended price of the item,
- terms of any prompt payment discount offered,
- federal identification number, and
- payment remittance address, if not already on file.

Additionally, payments for invoices based on a purchase order are made by automated clearing house (ACH, electronic transfer), so please ensure that all banking information is complete, correct, and current in the Supplier Portal.

SUPPLIER PORTAL. The Supplier Portal has a new interface. Please delete any current bookmarks or favorites and clear web browser cache and cookies before accessing the new [Supplier Portal](#). Please see the [FAQ section](#) for the latest Supplier Portal Guidance and the Announcements section for the most recent information and updates. If you have issues with using or accessing the supplier portal, please [contact us](#). Please note that all changes to supplier accounts require staff review, so please allow 3 business days for changes to take effect.

BONFIRE. Vendors must register in the City's new Bonfire procurement platform. On June 1, 2022, the City began using Bonfire Interactive. Bonfire replaced the previous procurement platform, BidSync. The City discontinued BidSync and registration in that system did not transfer to Bonfire. Registration is easy and free in [Bonfire](#). Vendors should ensure that only NIGP commodity codes related to their products and services are selected, because Bonfire will send notifications for competitive solicitations to the Vendors that match the NIGP code(s) selected by Procurement Services. Please see the [Vendor Opportunities](#) webpage, for more information on Bonfire

ADOBE SIGN. The City of Tallahassee uses Adobe Sign to route contracts, amendments, and extension letters for execution (signature). Vendors awarded a contract may receive an email from Procurement staff (Mary Johnson or Antwan Pennywell) or from adobesign@adobesign.com or echosign@echosign.com. Please be sure to check junk and spam folders if a document is expected but has not been received.

CONTRACT ASSIGNMENTS. Vendors with a contract with the City that are planning to be or have been sold or acquired by another entity, must notify the City as soon as possible. The City is required to continue to pay the contracted supplier in the absence of a fully executed contract assignment. The contracted supplier may notify the Contract Administrator identified on the contract or submit the request for an assignment to suppliers@talgov.com. In response, the City will require certain documentation associated with the sale or acquisition of the company and consent from the impacted Department(s), prior to preparing an assignment for execution.

PROCUREMENT CONTACTS. Contact information for procurement staff is listed on the City's [Procurement](#) website.