



CITY OF WARNER ROBINS

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Mark E. Baker
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Buyer

RE: VENDOR REGISTRATION

Dear Applicant:

Thank you for your interest in doing business with the City of Warner Robins. To establish eligibility on the bidder's list and receive bid invitations, vendors must self-register on the web page of the City's Purchasing Office.

The online system allows vendors to register, view, update and maintain business information, and select the specific commodities and services for which you wish to receive bid notices. You can manage your account, assign multiple users and maintain your vendor registration/profile with the most current information. After all, we don't want you to miss out on any opportunities to do business with us.

When providing information and establishing user accounts the person you designate to perform these tasks will be the person considered by the City of Warner Robins to be the point of contact for your business. This individual needs to be familiar with your business's day to day operations and have an active phone number and email address. You may include in your registration multiple contacts within your company. Please note that you will be unable to complete your on-line registration if you do not provide your Federal Tax ID Number (FEIN) or Social Security Number (SSN). It is the responsibility of each vendor to update their vendor registration/profile.

If you have any difficulty completing the registration process please contact the Purchasing Office at (478) 929-1930, Monday – Friday, during normal business hours. We value the participation of all interested vendors in the City's competitive bidding system.

Thank You!