



VendorNet Municipality Participation

VendorNet (<https://VendorNet.wi.gov>) is the State of Wisconsin's procurement information hub and allows State agencies, UW System campuses, and participating municipalities to post solicitation and contract information to the public.

Benefits to Posting Solicitations on VendorNet:

- **Ability to Post Solicitations and Contracts Online** – Maximize the potential audience and competition for your solicitations and contracts by using the same electronic procurement hub that the State of Wisconsin agencies and UW System campuses use.
- **Access to the State's Bidder List** – When you post a solicitation and include appropriate NIGP codes, all registered bidders with a matching NIGP code will receive an automatic email notification alerting them of the opportunity.
- **Public Notices** – VendorNet works with Public Notices (<https://PublicNotices.wi.gov>) behind the scenes to make sure your solicitation is properly advertised.
- **Organization Administrators** – VendorNet now allows for organization-level administrators, meaning each municipality will have its own Admin who can add, remove, or edit users without needing to request assistance from the State Bureau of Procurement. In addition, Org Admins will be able to help users with common issues, like needing to reassign contracts or helping with document issues. Should the Org Admins need additional assistance, they can reach out to the Super Admins at the WisPro Help Desk (DOAWisPro@wisconsin.gov).
- **Bidder Registration** – Bidders register electronically through the eSupplier Bidder Portal (<https://eSupplier.wi.gov>) and can add NIGP codes to their eSupplier profile. When a solicitation is posted on VendorNet with a matching NIGP code, the bidder will receive an automatic notification of the opportunity.

To request permission for your municipality to post solicitations and/or contracts on VendorNet, please complete the following information and submit this form to the State Bureau of Procurement's WisPro Help Desk at DOAWisPro@wisconsin.gov. The SBOP Procurement Director or designee will review the request and, upon approval, your municipality will be added as an Organization within VendorNet. Additionally, the person you identify below as the main Organization Admin will be added to the account and provided with the appropriate permissions in the system.

Organization Type:	Municipality
Org Name:	
Org Address:	
City:	
State/Zip:	
Phone:	
Website:	

The following individual(s) will be assigned the Organization Administrator role and will be responsible for maintaining your municipality's users in VendorNet. You must provide at least one Organization Administrator for your municipality. Additional Org Admin permissions may be granted by your initial Org Admin.

Org Admin Name	Org Admin Email

By signing this form, I affirm that I have the authority and permission to make this request on behalf of my municipality.

Name/Role	Signature	Date

For Use by SBOP Only:

Approved	
Denied	

Name/Role	Signature	Date