Subject: Urgent: Update Your Vendor Profile Information with the City of Santa Fe

Dear valued City of Santa Fe Vendor,

We hope this message finds you well. At the City of Santa Fe, we greatly appreciate your partnership and the vital role you play in supporting our community through your products and services.

The City of Santa Fe is planning on going live with a new addition to our Vendor Self-Serve application. We are going to process our ITBs and RFPs electronically starting December 21, 2023. Please help us make this transition a success and prevent your company from missing potential business opportunities by updating your vendor account.

To ensure our records are up-to-date and to enhance our communication with you, we kindly request that you take a moment to update your vendor profile information. This update is crucial to ensure you receive notifications for City job opportunities, streamline our procurement processes, and maintain effective communication with our purchasing team.

By keeping your vendor profile information current, you not only stay informed about potential business opportunities but also help us serve you better. It allows us to tailor our communication to your specific needs and requirements, ensuring a seamless and efficient working relationship.

To update your vendor profile please, please visit the City of Santa Fe Vendor Self-Serve (VSS): <https://cityofsantafenmvendors.munisselfservice.com/and> follow the instructions provided. If you encounter any difficulties or have any questions, please don’t hesitate to reach out to our purchasing team.

**Action Required:**

1. **Update Your Addresses:**

Both Mailing and Remittance Addresses are required fields. Please verify and update these addresses as necessary. If you only have one address available, please enter it for both the mailing and remittance fields.

1. **Update Commodity Codes:**

Commodity codes are essential for receiving notifications about City job opportunities that match your products and services. We strongly recommend that you add all relevant commodity codes associated with your offerings. This will help you stay informed about potential business opportunities with the City. Access the Commodity Codes prior to logging in @ https://santafenm.gov/finance-2/purchasing-1 to plan before entering them into your profile.

1. **Add a Purchasing Contact:**

Please ensure that you have at least one designated purchasing contact person listed in your vendor profile. This contact will be the primary point of communication between your organization and the City's purchasing department. Failure to add a purchasing contact may result in missed invitations and notifications for potential business opportunities.

**How to Update Your Vendor Profile:**

1. Prior to logging in, locate your company's FID (if you have difficulties logging in, see “*need assistance below*.”
2. Visit the City of Santa Fe Vendor Self-Serve (VSS): https://cityofsantafenmvendors.munisselfservice.com/
3. Log in using your existing credentials.
4. Navigate to the "Profile Update" or "Vendor Information" section.
5. Update your addresses (mailing and remittance), add the relevant commodity codes, and ensure you have at least one designated purchasing contact person listed.
6. Review and save your changes.

**Important Deadline:** To ensure uninterrupted communication, participation in City procurement opportunities, and timely payments, please complete your profile update by December 21, 2023. Missing this deadline may result in missed notifications and potential business opportunities.

**Need Assistance?** If you encounter any difficulties during the profile update process or have questions, please contact our Vendor Relations team at venreg@santafenm.gov. We are here to assist you and ensure a smooth transition.

Your prompt attention to this matter is greatly appreciated. We value your continued partnership and look forward to maintaining a strong and mutually beneficial relationship.

Your proactive response to this update request is greatly appreciated. We value your partnership and are committed to providing you with the most relevant information and opportunities for your business.

Thank you for your prompt attention to this matter, and we look forward to continuing our successful collaboration with you.

Sincerely,

Travis Dutton-Leyda

Chief Procurement Officer

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