# VendorLink Quick Reference Guide

- ❖ Website: https://vendorlink.osceola.org

- ❖ For Vendor Login:  The user name is the email address that was used to create the account.

- ❖ Vendors, who register with VendorLink, will receive automatic email notifications when a need matches the commodities they have selected.

- ❖ When registering with VendorLink, fields of information that are listed with an asterisk must be completed.

- ❖ There are several screens of information that will need to be completed when registering.  Vendors can select the various fields of information by using the tabs along the navigation menu.

- ❖ Make sure to select commodities that reflect the services or goods that you offer.  Be broad in your commodity selections.

- ❖ Vendors can search for solicitations by selecting the "Search Solicitations" tab from the navigation menu along the top.

- ❖ Vendors must download documents off VendorLink in order to be listed as a planholder for that solicitation.  If you are not listed as a planholder, then you will not be notified of updates or changes to the solicitation.

- ❖ Vendors can manage their account settings by selecting the "My Account" tab along the navigation menu.

- ❖ Vendors are able to create, or modify contacts but are not able to delete the Primary Contact

- ❖ Need additional help – call 407/742-0900 or email support@evendorlink.com