



CITY OF  
TALLAHASSEE

## Vendor Notice – June 12, 2024

### **SUPPLIER PORTAL/SECURITY**

The City of Tallahassee (the City) has enacted increased security measures regarding the Supplier Portal. Some of the security measures are immediately noticeable and some of these measures will be enacted over time. As a result, your interaction on the portal may require more documentation such as photo identification, board minutes, cancelled checks, etc. The time associated with registration and changes to a supplier profile will be contingent on your ability to supply the requested information in a timely manner. The time to register, review and approve a supplier or a supplier change may take up to ten (10) business days. Furthermore, if the registration or supplier change request is lacking the requested documentation or detail, it may be rejected.

Your registration and approval may be accelerated and a rejection avoided by reviewing the [supplier portal instructions](#) and collecting the requested documentation needed to upload and submit to complete registration or change your existing profile. If there are questions or issues with using or accessing the supplier portal, please submit an email to [Suppliers@talgov.com](mailto:Suppliers@talgov.com). The City thanks you in advance for your patience and cooperation.