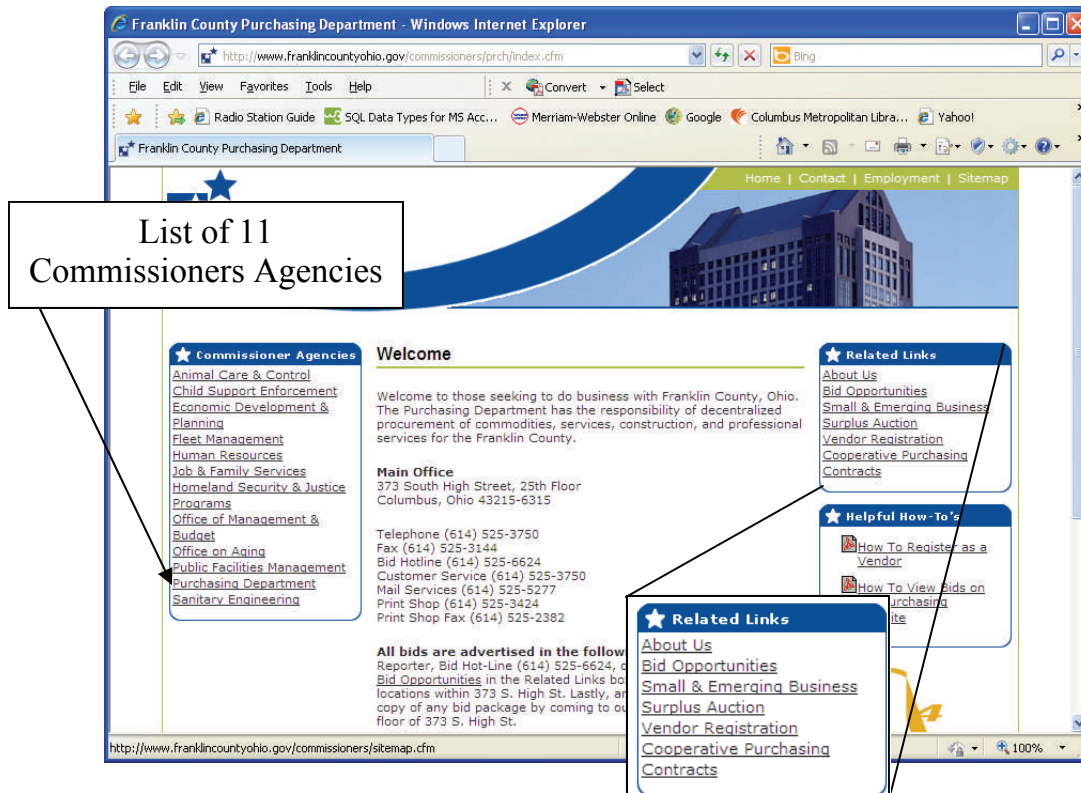


# How To Register as a New Vendor With Franklin County

Our Web Address:

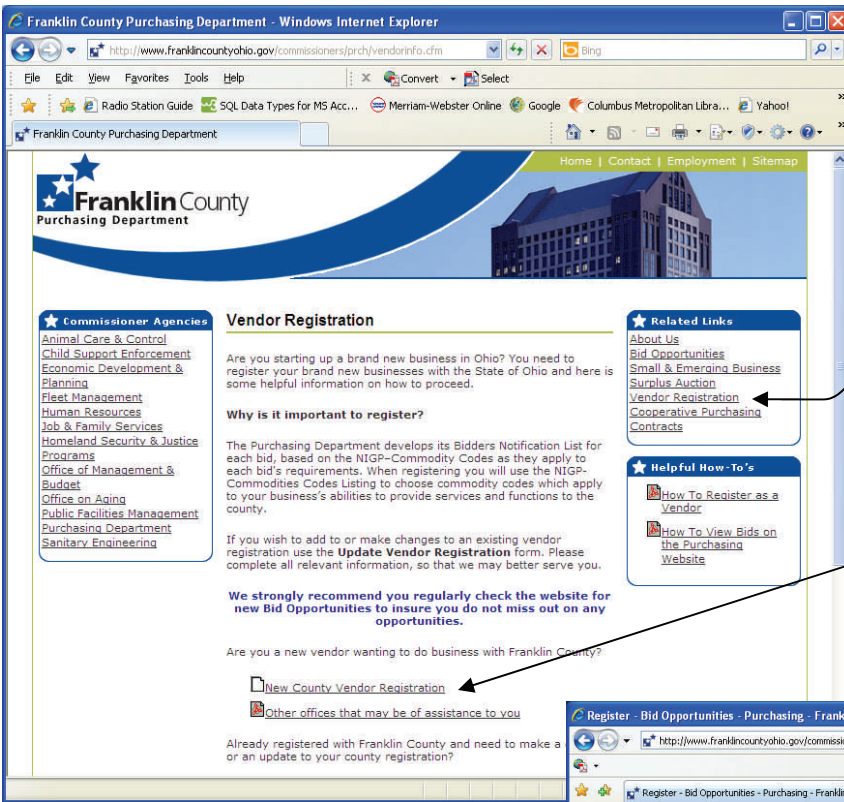
<http://www.franklincountyohio.gov/commissioners/prch/>



To navigate our website with ease you may click on any active links (these are always underlined) and it will take you to the area you have chosen.

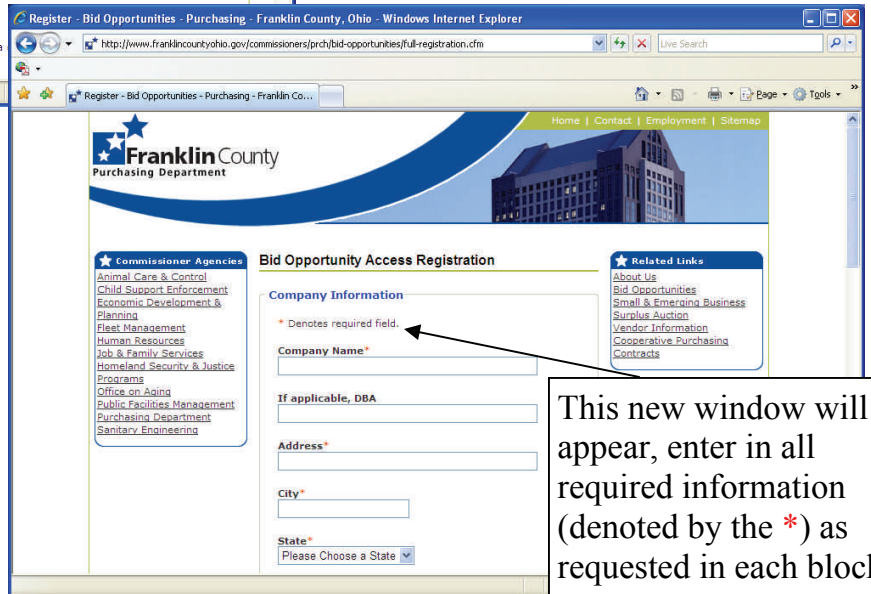
Our **Related Links** box is very helpful, to learn more about the Purchasing Department you may view:

- About Us** (what the department does and how you can contact us),
- Bids Opportunities** (shows a list of all open bids),
- Small & Emerging Business** (SEB) - (provides definitions of small & emerging businesses and allows you register via an affidavit as an SEB *ONLY*. *You must still register as a vendor as well.*),
- Surplus Auction** (links you to the **GovDeals** website where you can purchase the county's surplus items),
- Vendor Registration** (register to become a vendor), and
- Cooperative Purchasing Contracts** (allows you to view countywide contacts).



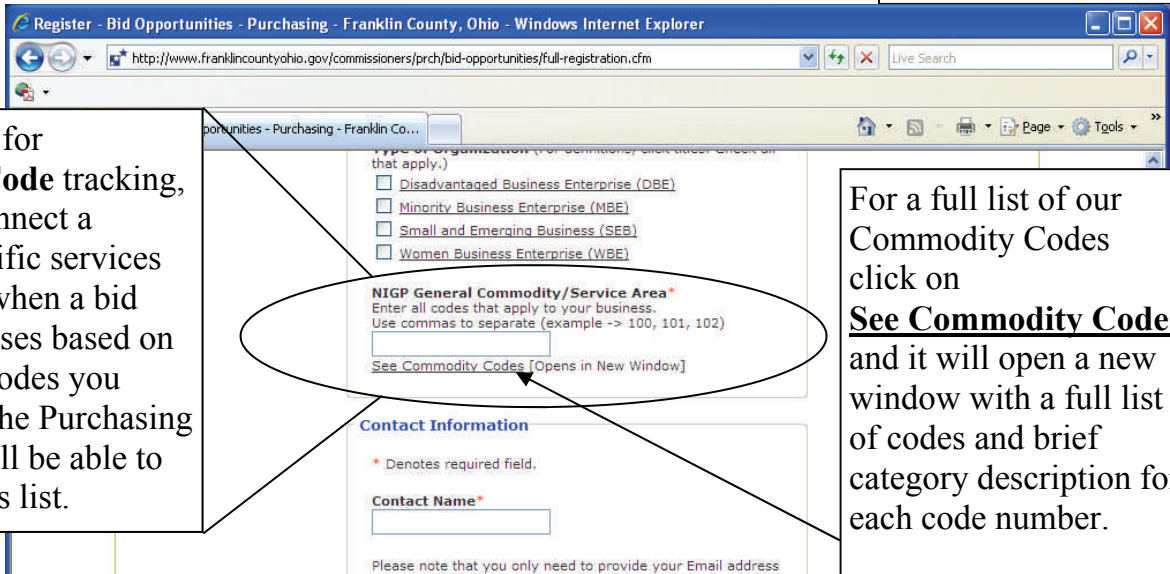
You have clicked on **Vendor Registration** in the **Related Links** box which brings you to this window.

Now click on **New County Vendor Registration**.



This new window will appear, enter in all required information (denoted by the \*) as requested in each block.

**Still have questions???**  
 Please feel free to contact  
**Sharon Sabree**  
 (614) 525-3597  
 or by email her at:  
[sasabree@franklincountyohio.gov](mailto:sasabree@franklincountyohio.gov)



This section is for **Commodity Code** tracking, these codes connect a vendor to specific services they offer, so when a bid opportunity arises based on what code or codes you have entered; the Purchasing Department will be able to create a bidders list.

For a full list of our Commodity Codes click on **See Commodity Codes** and it will open a new window with a full list of codes and brief category description for each code number.