How to Verify Which Roster Categories Your Business is Approved to in OpenGov

These are the instructions for identifying which rosters you were approved to AFTER you've applied to one of the roster solicitations at https://procurement.opengov.com/portal/seattle?departmentId=14568&status=open&page=1&limit=10&sortField=proposalDeadline&sortDirection=DESC

1. Log In to OpenGov Procurement

1. Go to https://procurement.opengov.com/login

2. Enter your email and password.

3. Select "Sign In".

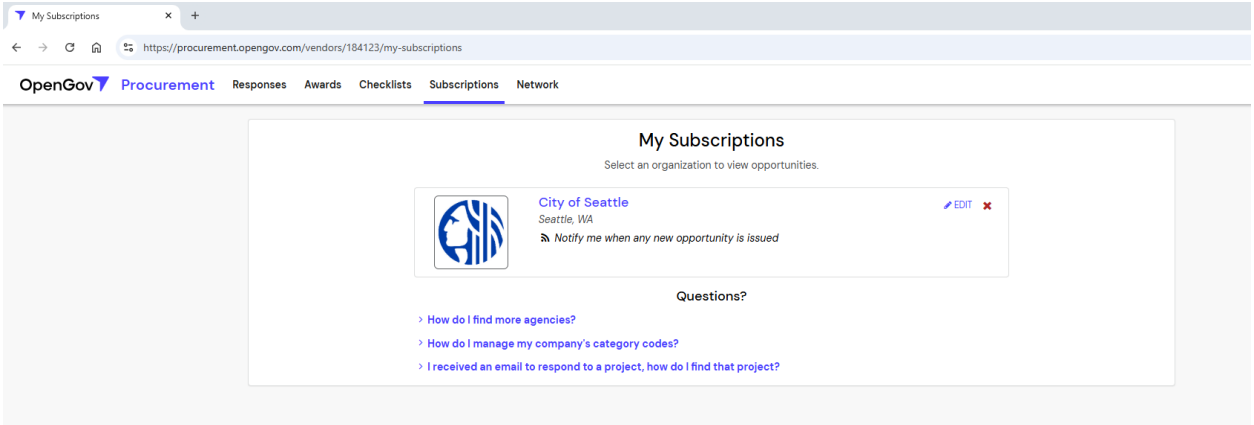
2. Navigate to Your City of Seattle Vendor Profile

Go to the Subscriptions tab

Click "Subscriptions" on the top menu.

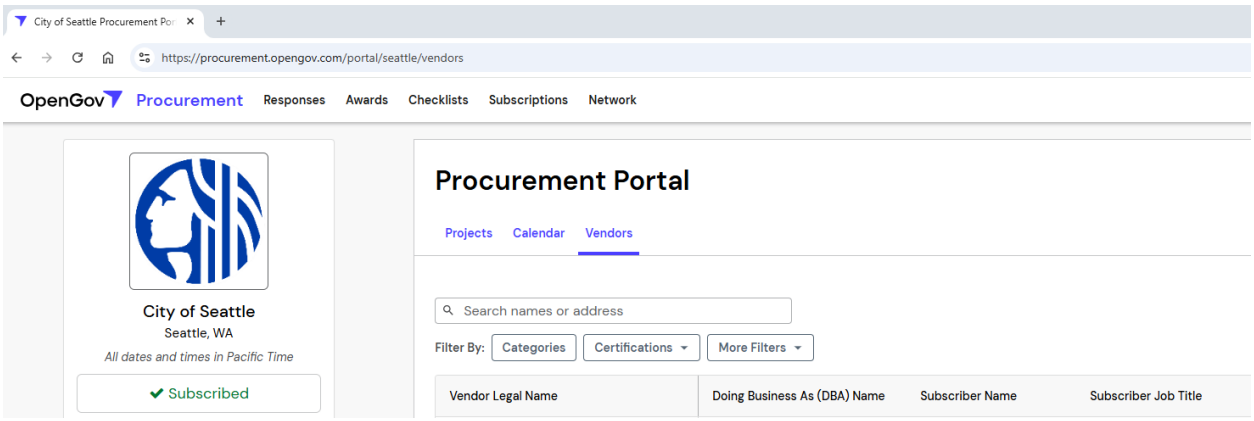
Select "City of Seattle"

Click on "City of Seattle" from your list of subscriptions.



Go to the Vendors Tab

Click the "Vendors" tab in the City of Seattle Procurement Portal.



Step 4. Open Your Vendor Profile

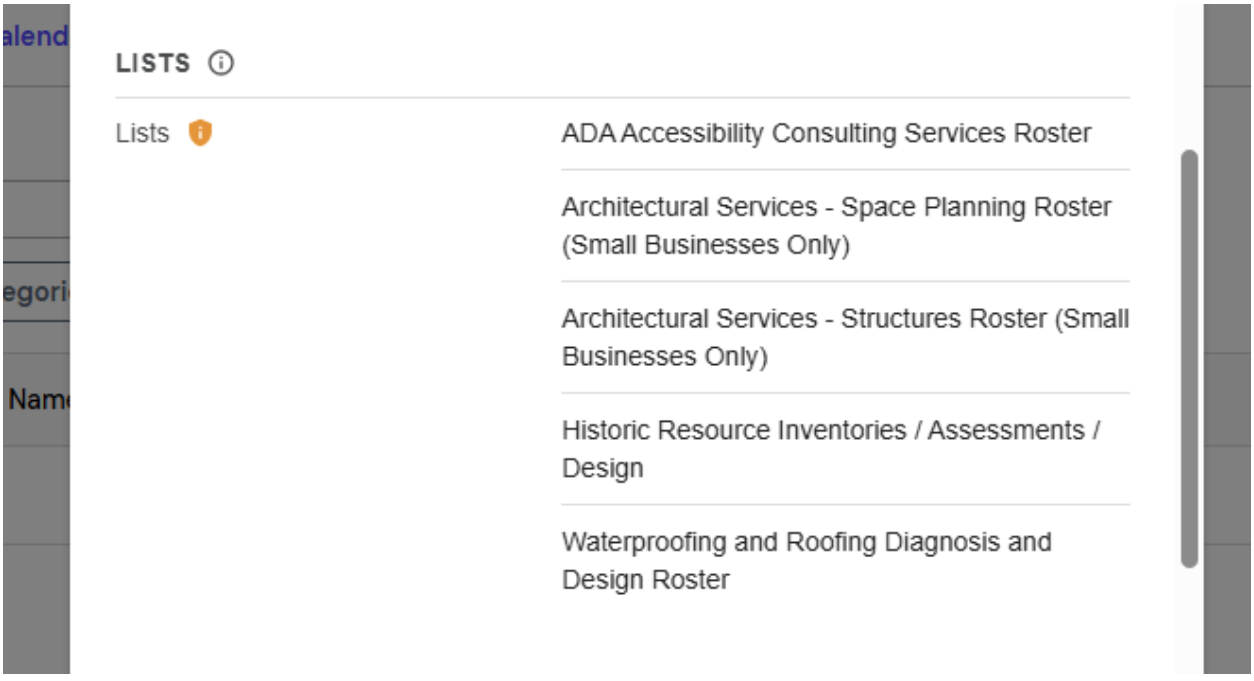
1. In the Vendors tab, use the search field to search for your business name.

2. Click on your business name when it appears in the search results to open your vendor profile.

4. View Your Roster Categories

Scroll down to the "Lists" section of your vendor profile.

The rosters you are approved for will be listed in this section.



In the above example, this vendor is approved to 5 consultant rosters.

Please note it can take 2-4 weeks to be approved to the

Are you not approved to roster categories you applied for?

- Small business priority in effect
- The three projects you listed do not clearly reflect the scope of the roster category applied for
- Application may not be reviewed yet.

Less likely:

- Your application indicated you were a nonprofit organization.