



Finance and Administration Services Department

**PURCHASING DIVISION**

115 S. Andrews Avenue, Room 212, Fort Lauderdale, Florida 33301 | 954-357-6066 | FAX 954-357-8535 | [broward.org/Purchasing](http://broward.org/Purchasing)

Hours of Operation: Monday through Friday 8:30 a.m. to 5:00 p.m.

## **Vendor Registration and Solicitation Notification**

In order to receive notifications regarding new or updated solicitations, a vendor must be registered with Periscope S2G. Notifications for solicitations or addenda are issued via e-mail to vendors on the bidders list for each solicitation. The bidder's list is generated by matching the products or services being solicited to the product/service commodity codes specified in each vendor's registration with Periscope S2G.

Any vendors can be added to the bidders list by visiting Periscope S2G and updating the commodity codes on your vendor profile. In order to receive e-mail notifications, it is the responsibility of each registered vendor to provide a current, valid e-mail address.