

**City of Gainesville, Florida
Supplier Profile Information**

Physical Address

City of Gainesville
City Hall
200 E. University Ave
Station #32
Gainesville, FL 32601-5456

gg_supplier@cityofgainesville.org

Bill To:

City of Gainesville
PO Box 490, Station #8
Gainesville, FL 32627-049

cityap@ci.gainesville.fl.us

FID

59-6000325

My Florida Market Place

F596000325096

Florida Tax Exemption

85-8012621596C-9

Unique Entity Id # (UEI)

MNEFBYCXRM8

CAGE

48JZ0

DUNS #

010522159

FIPS:

001-25175-00

Congress District

Florida 03

City of Gainesville, Florida Supplier Profile Information

Requirements Purchase Order Receipt of Goods and Services

An invoice must meet the requirements set forth in the contract or agreement and/or the City's General Terms and Conditions for Purchase Orders.

[TERMS AND CONDITIONS](#)

<https://www.gainesvillefl.gov/files/assets/public/v/1/budget-amp-finance/documents/terms-and-conditions-purchase-order-eff-2021-07-01.pdf>

1. Is delivered in accordance with the contract or purchase order
2. Includes the following information (as applicable):
 - Invoice date
 - Invoice number
 - City of Gainesville Purchase Order (PO) number
 - Billed to **City of Gainesville** (required), and requesting department (optional)
 - Description of the goods, services, or property provided
 - Part or item number for each delivered item or part
 - Location and date of delivery
 - Quantity provided
 - Unit price
 - Extended total price
 - All applicable charges and discounts, as quoted with terms and conditions
 - Confirmation that **no sales tax** is included

Vendors will be notified within **10 days** of receiving an improper invoice with corrective actions.

Procurement

Phone: 352-334-5021

Email: DG_Procurement_Contracts_Management@cityofgainesville.org

Accounts Payable

Phone: 352-334-5057

Email: cityap@cityofgainesville.org