

Instructions on registering as a Supplier (aka vendor)

Important information

The first and last **names and address** you registered in MARGO will be used to create invoices. Your MARGO **full name and address must be the same as the one you register in your Vendor profile**. If it is not the same, it will delay your payment process. Please make sure that your legal name and address are updated.

To register as a [Supplier \(aka vendor\) with the City of Phoenix](#) via the procurePHX site. I created a walkthrough video on registering as a vendor. You can access it by following this [video link](#). Here is a [Tip Sheet](#) as well.

- a. [Complete an upload a W9 \[irs.gov\]](#) and [Affidavit of Lawful Presence](#) to procurePHX website during registration. Attach these two documents with a photo of your identifying document of choice during this step.
- b. For the question on Goods or Service Categories Provided, enter/select: 958000000 for Management Services
- c. You will receive a Supplier ID (aka Vendor Number)



Product Category Description	Product Category	Select
MANAGEMENT SERVICES	958000000	<input checked="" type="checkbox"/>

If you have questions or problems registering as a City of Phoenix Vendor, you will need to contact Vendor Support at (602) 262-1819 or Vendor.Support@phoenix.gov

Already a vendor?

To check if you've already registered as a City of Phoenix Vendor, you will need to contact Vendor Support at (602) 262-1819 or Vendor.Support@phoenix.gov.

If you are already registered as a vendor, [login](#) to your vendor profile and make sure your MARGO and Vendor information are the same. Here is are [instructions](#) verifying or editing your information.