

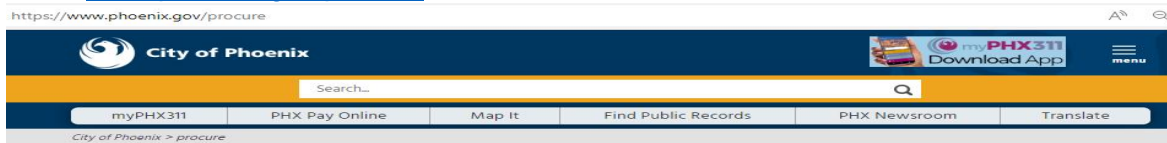
DOWNTOWN SIDEWALK VENDING DISTRICT PROGRAM

Vending Site Bidding Process

Bidders must register with the City's procurePHX system in order to submit a bid, receive notices, respond to solicitations, and access procurement information. Self-registration through procurePHX is located at www.phoenix.gov/procure. All interested bidders are required to have an email address in order to register. Internet access is available at public libraries. Bidders must complete the registration using their full legal name as it appears on their driver's license and/or government issued identification card.

procurePHX Registration Procedures

Go to www.phoenix.gov/procure .



procurePHX
Have you signed up?

BECOME A VENDOR

1. Gather Your Business Info
2. Scan Your Signed W-9
3. Register in System *Steps to Success!*
4. Set-Up ID & Password

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email vendor.support@phoenix.gov or call (602) 262-1819.

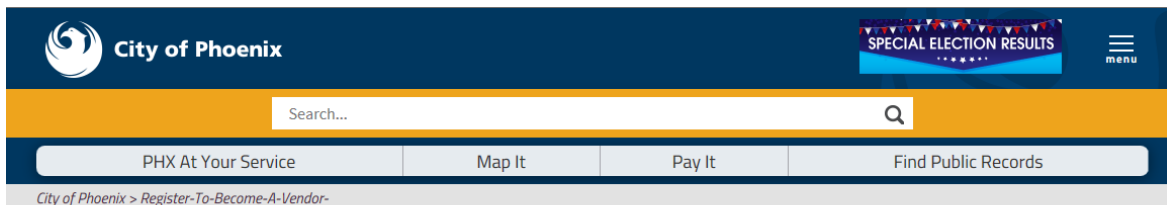
- Instructions >
- Registration >
- ProcurePHX Login >

A New Way To Do Business ...

REGISTRATION HELP

Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov



procurePHX Registration



BECOME A VENDOR

1. Gather Your Business Info
2. Scan Your Signed W-9
3. Register in System *Steps to Success!*
4. Set-Up ID & Password

Registration for the **procurePHX** system open to any and all interested vendors. Once the self-registration process is complete, vendors will receive a notice via e-mail when there is a solicitation within their stated scope of work. We recommend also periodically checking for current solicitations posted by the various city of Phoenix departments and divisions. Links to those other departments can be found on the procurePHX home page. **Please note: No solicitations are posted within the program.**

To use procurePHX, we recommend using Internet Explorer (IE) versions 9, 10 or 11 in Compatibility View, or use Firefox version 22.

Please Read Supplier Registration Instructions before proceeding! >

Continue to Registration >

Click on "Continue to Registration"

Supplier Self-Registration



City of Phoenix Supplier Self-Registration

Welcome to City of Phoenix Vendor/Supplier Self Registration website. This website serves as the initial point of entry for future vendors to do business with the City.

Note: Before proceeding with the self-registration process, please make sure that you will have the following information available: Taxpayer Identification Number, Contact Information, and Business Information.

Important: Any business that intends to do business with City of Phoenix is required to provide a signed and dated W-9 Form. Until we receive a W-9 Form you will not be able to continue your registration process as a vendor with the City of Phoenix. **Please make sure to attach a signed and dated W-9 Form during the registration process.**

For assistance, please contact City of Phoenix's Procurement Prequalification Vendor Support Team via email at vendor.support@phoenix.gov or by phone at 602-262-1819.

[Return to procurePHX home page](#)

* Fields marked with an asterisk are mandatory.

General Company Information [\(Help\)](#)

* Company Name:

Doing Business As (DBA):

The FEIN or SSN number fields are required. Please enter either the FEIN or SSN number in the fields below, but not both.

* Federal Employer Id Number (FEIN):

OR

* Social Security Number (SSN):

* Re-enter Social Security Number:

If you do not have an FEIN you will need to provide your social security number.

Please select your city of Tax Jurisdiction. For help with the selection [Click Here](#).

* Tax Jurisdiction Code:

Communication

* Phone Number:

Fax Number:

Enter Phone Number and Fax Number in XXX-XXX-XXXX format

* E-Mail Address:

Re-enter Email Address:

The email address provided above will be used to send all purchase orders.

You cannot complete the registration if you do not have an email address.

Address

* Street Address:

* City:

* Postal Code:

* State:

* Country:

Click on the search box and select the Phoenix Tax Jurisdiction code (AZ0010001).

Attachments (PDF only) [\(Help\)](#)

Add Attachment Delete

Doc Type	File Name

This is where you will upload your letter of clearance instead of a W-9. Without uploading the letter of clearance, you cannot complete the registration process.

If your Remit to Address is different from the address entered above please select this box.

Remit to Address [\(Help\)](#)

Important Notes:

- If a Remit to Address is entered, all check payments will be mailed to this address.
- Enter Street Address or PO BOX in Address Line (Example: "1200 N MAIN ST" or "PO BOX 100")

Street Address:

State:

City:

Country:

Postal Code:

Contact Person Information [\(Help\)](#)

Note: The email address provided below will be used to send the user id and password, and will be the initial company administrator. In addition, any questionnaires will be sent to this email address.

* First Name:

* Phone Number:

* Last Name:

Fax Number:

* Form of Address:

Enter Phone Number and Fax Number in XXX-XXX-XXXX format

* E-Mail Address:

* Re-enter Email Address:

Special Business Certifications/Registrations

Please select if you are interested in Special Business Certifications or Registrations ([click here](#) for program descriptions):

YES

Supplier Self-Registration

Goods or Service Categories Provided [\(Help\)](#)

Search for:

Product Category Description	Product Category Code	
▶ ABRASIVES	005000000	<input type="checkbox"/>
▶ ACOUSTICAL TILE,INSULATING MATERIALS,AND SUPPLIES	010000000	<input type="checkbox"/>
▶ ADDRESSING,COPYING,MIMEOGRAPH,DUPLICATING MACHINE SUPPLIES	015000000	<input type="checkbox"/>
▶ AGRICULTURAL CROPS & GRAINS(FRUITS,MELONS,NUTS,VEGETABLES)	019000000	<input type="checkbox"/>
▶ AGRICULTURAL EQUIPMENT,IMPLEMENTS,AND ACCESSORIES	020000000	<input type="checkbox"/>
▶ AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS	022000000	<input type="checkbox"/>
▶ AIR COMPRESSORS AND ACCESSORIES	025000000	<input type="checkbox"/>
▶ AIR CONDITIONING/HEATING/VENTILATING EQUIP,PARTS/ACCESSORIES	031000000	<input type="checkbox"/>
▶ AIRCRAFT AND AIRPORT EQUIPMENT,PARTS,AND SUPPLIES	035000000	<input type="checkbox"/>
▶ AMUSEMENT,DECORATIONS,ENTERTAINMENT,GIFTS,TOYS,ETC.	037000000	<input type="checkbox"/>
▶ ANIMALS,BIRDS,MARINE LIFE,POULTRY,LIVE(INCL ACCESSORY ITEMS)	040000000	<input type="checkbox"/>
▶ APPLIANCES AND EQUIPMENT,HOUSEHOLD TYPE	045000000	<input type="checkbox"/>
▶ ART EQUIPMENT AND SUPPLIES	050000000	<input type="checkbox"/>
▶ ART OBJECTS	052000000	<input type="checkbox"/>
▶ AUTOMOTIVE ACCESSORIES,AUTOMOBILES,BUSES,TRAILERS,TRUCKS,ETC	055000000	<input type="checkbox"/>
▶ AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS	060000000	<input type="checkbox"/>
▶ AUTOMOTIVE AND TRAILER BODIES,BODY ACCESSORIES,AND PARTS	065000000	<input type="checkbox"/>
▶ AUTOMOBILES,SCHOOL BUSES,SUVS,VANS(INCL ALL FUEL TYPES)	071000000	<input type="checkbox"/>
▶ TRUCKS(INCL DIESEL,GAS,ELECTRIC,HYBRID,ALTERNATIVE FUEL)	072000000	<input type="checkbox"/>
▶ TRAILERS	073000000	<input type="checkbox"/>
▶ AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES	075000000	<input type="checkbox"/>
▶ BADGES,AWARDS,EMBLEMS,NAME TAGS AND PLATES,JEWELRY,ETC.	080000000	<input type="checkbox"/>
▶ BAGS,BAGGING,TIES,AND EROSION SHEETING,ETC.	085000000	<input type="checkbox"/>
▶ BAKERY EQUIPMENT,COMMERCIAL	090000000	<input type="checkbox"/>
▶ BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES	095000000	<input type="checkbox"/>
▶ BARRELS,DRUMS,KEGS,AND CONTAINERS	100000000	<input type="checkbox"/>
▶ BEARINGS(SEE CLASS 060 FOR WHEEL BEARINGS)	105000000	<input type="checkbox"/>
▶ BELTS AND BELTING,AUTOMOTIVE AND INDUSTRIAL	110000000	<input type="checkbox"/>
▶ BIOCHEMICALS,RESEARCH	115000000	<input type="checkbox"/>
▶ BOATS,MOTORS,AND MARINE EQUIPMENT	120000000	<input type="checkbox"/>

Select product category 918520000 by scrolling down or search for "Food Service Consulting"

Data Privacy Statement

This Supplier Self-Registration site will follow the same standards that have been established as the overall [City's Privacy Policy](#)

* Yes, I have read the data privacy statement and accept the terms.:

Check the box after you have read the city's Privacy Policy. You cannot complete the registration unless you agree to the terms of the policy by checking the box.

Registration is complete.