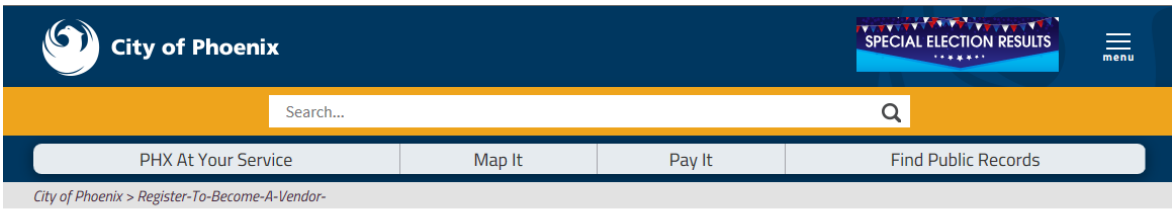
DOWNTOWN SIDEWALK VENDING DISTRICT PROGRAM

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

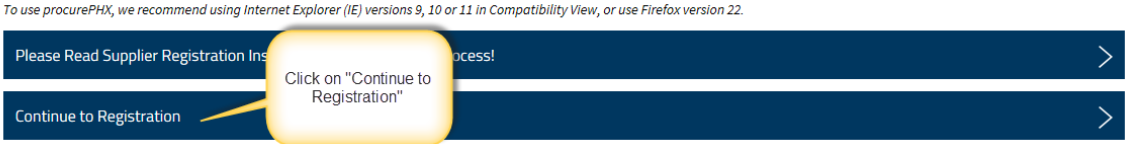
Go to www.phoenix.gov/procure .



procurePHX Registration

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.



Supplier Self-Registration

Submit

procurePHX

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 will 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.

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.

Please select your city of Tax Jurisdiction. For help with the selection Click Here.

* Tax Jurisdiction Code:

Address

* Street Address:

* City:

* Postal Code:

* State: AZ

* Country: US

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:

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

Street Address:

City:

Postal Code:

State: AZ

Country: US

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.

Copy Company Data

* First Name:

* Last Name:

* Form of Address:

* E-Mail Address:

* Re-enter Email Address:

* Phone Number:

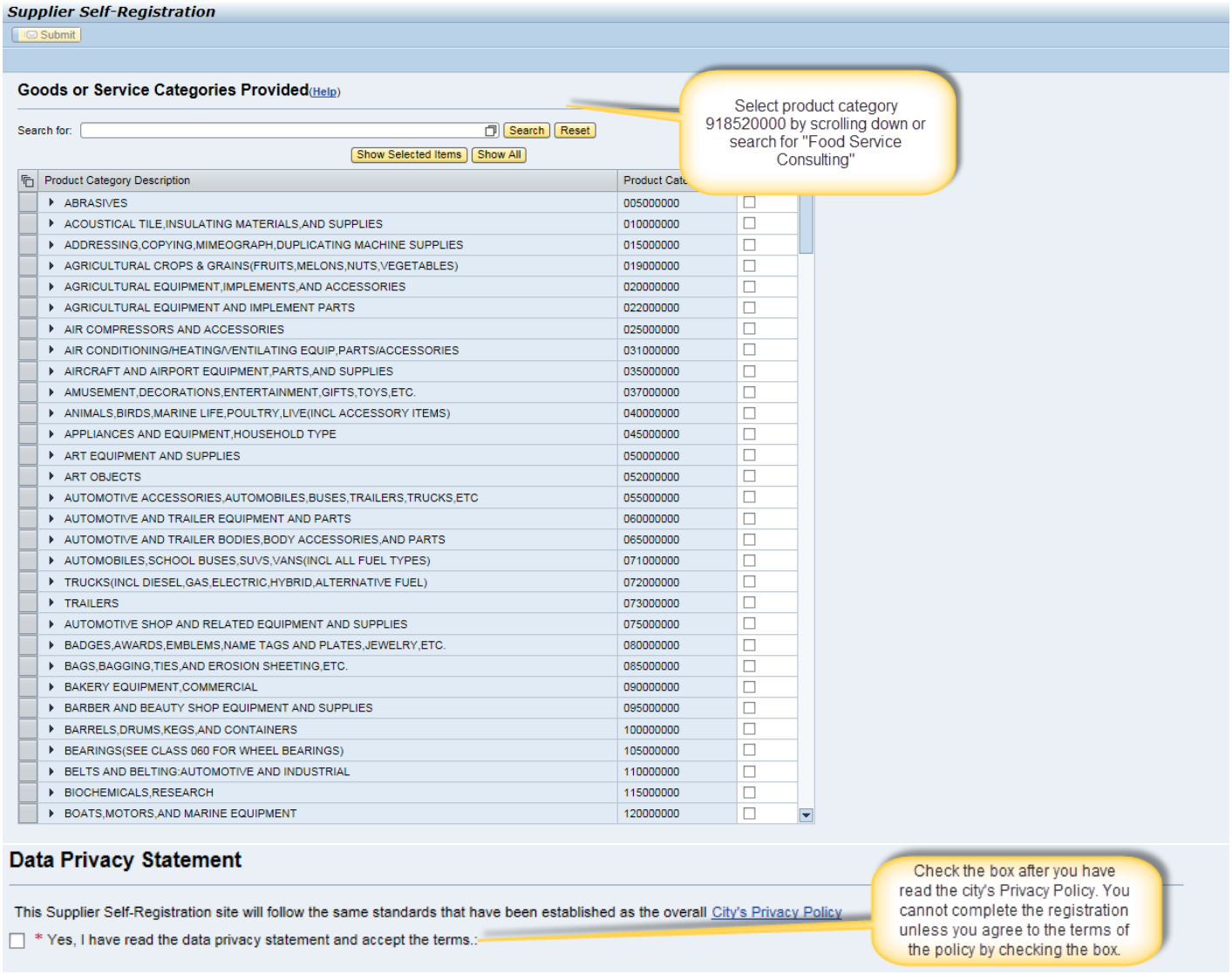
Fax Number:

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

Special Business Certifications/Registrations

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

☐ YES



Registration is complete.