

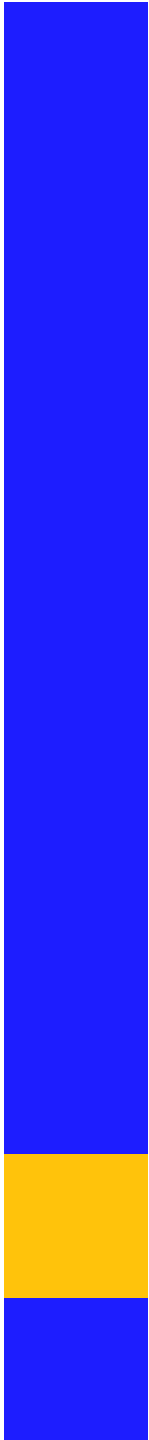


City of Phoenix

2015

**BUSINESS
EXPERIENCE**

Know Your Court –
Using the City of
Phoenix’s
eProcurement System



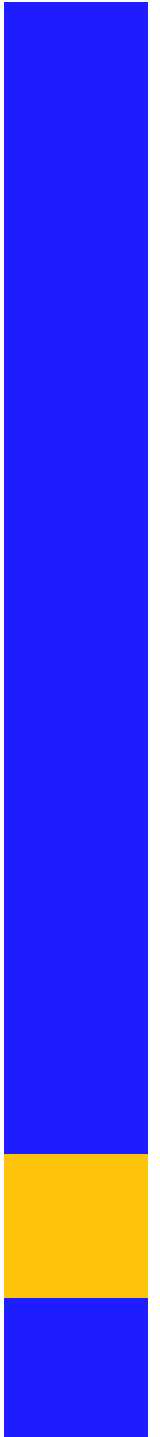
Game Plan

- Background on eProcurement
- What is eProcurement
- eProcurement Benefits
- Ask the Coach
- Project Timeline
- Why Register
- Registration Process
- Bidders Court
- Benefits for Bidders
- Vendor Outreach
- What Should Vendors Do Now
- Questions



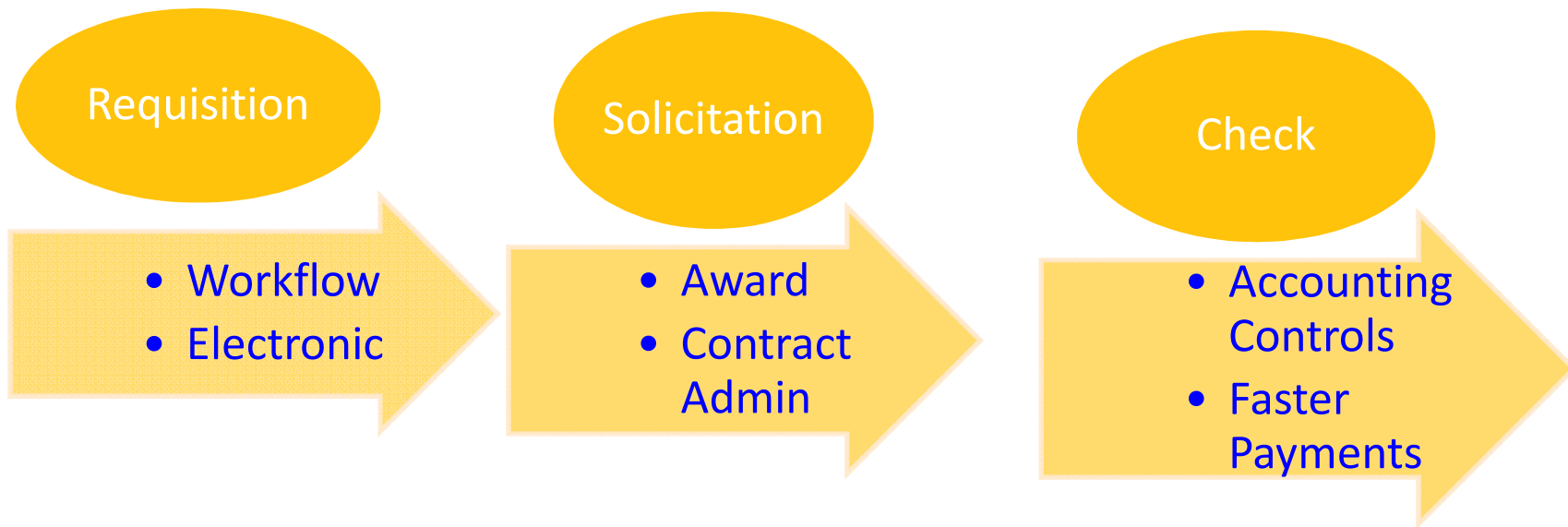


- Study completed optimize existing SAP system to save money
 - eProcurement
 - strategic buying & process efficiencies
- City Council Approved in November 2013
- Utilization of SAP
 - Supplier Relationship Management for Public Sector & Business Warehousing/Analytics/Intelligence
- Currently in Implementation Phase of Project
- Implementation anticipated Summer 2016



What is eProcurement

Automation of “Req” to “Check” Process



E-Procurement Benefits



Ask the coach???

- What are “Existing” vendors
- What are “New” (potential suppliers) vendors
- What is the impact on payments from Phoenix
- What Happens to Current procurement system, VMS
- How to Log into the new procurement system to view bid opportunities
- If I’m not a registered vendor, can I still submit bids with the City
- Is this just for goods and services? What about construction contracts
- What’s in it for me (vendors)

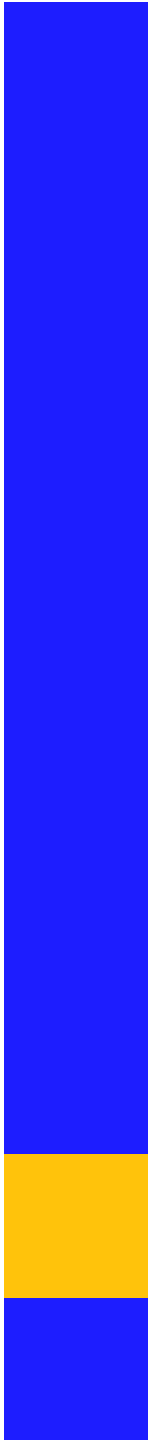


Project time line

	Mar	Apr	May	June	July
Project Dev and Testing					
Vendor Communication/Outreach					
Vendor Registration					
Solicitations					



Supplier Relationship Management



Why Register? Existing Vendors



Email

- Watch our email for user ID and password



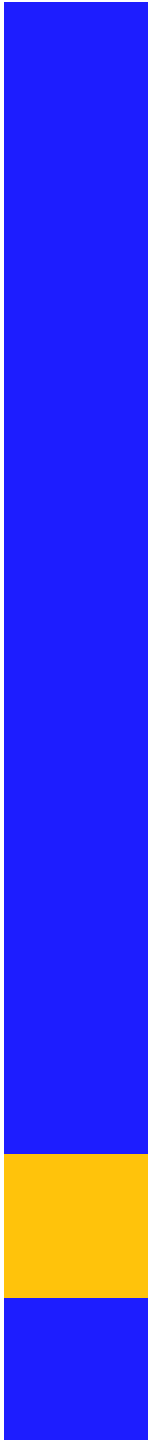
Log on

- Complete your Logon process



Product codes

- Provide all your product categories



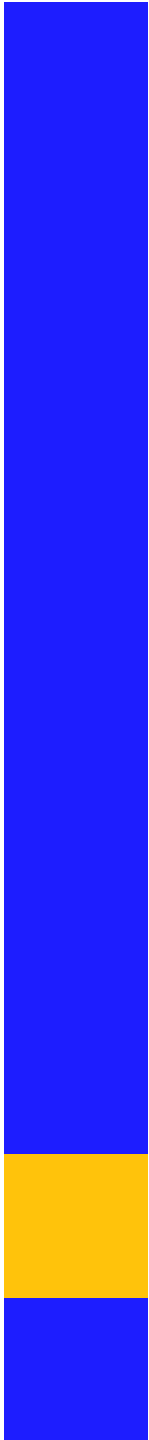
New Vendors - Registration

Go to the PHOENIX.GOV

Complete the Registration Form

Respond to Questionnaire

Sign in and complete registration



Registration site

Supplier Self-Registration

Send



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 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 that you attach your 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.

* Fields marked with an asterisk are mandatory.

General Company Information

* Company Name:

Doing Business As (DBA):

* Federal Employer Id Number (FEIN):

* Social Security Number (SSN):

* Language: EN

* Re-enter Social Security Number:

Address

* Street Address:

Communication

* City:

* Phone Number:

* Postal Code:

Fax Number:

* State: AZ

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

* Country: US

* E-Mail Address:

* Re-enter Email Address:

The email address provided above will be used to send your temporary ID and password after you have been approved as a vendor in the eProcurement system.

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

Remit to Address

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")

Filling out the form

- **Importance of the Special Business Certifications**
- Product Categories
- Including your W9
- Review the Data Privacy Statement

Special Business Certifications/Registrations

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

YES

Filling out the form

- Importance of the Special Business Certifications
- **Product Categories**
- Including your W9
- Review the Data Privacy Statement

Product Categories Provided

Search for:

<input type="checkbox"/>	Product Category Description	Product Category	Select
<input type="checkbox"/>	▶ HOSPITAL/SURGICAL EQ	465000000	<input type="checkbox"/>
<input type="checkbox"/>	▶ HOSP,NURS HOME EQUIP	470000000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	▶ HOSPITAL,SURG ACCESS	475000000	<input type="checkbox"/>
<input type="checkbox"/>	▼ JANITOR SUPP,GENERAL	485000000	<input type="checkbox"/>
<input type="checkbox"/>	▪ Ammonia,Household	485010000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	▪ Animal Cage Cln Comp	485020000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	▪ Adhesive Removers	485030000	<input type="checkbox"/>
<input type="checkbox"/>	▪ Applicator,Floor Fin	485040000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	▪ Bottles,Glass,Cleanr	485060000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	▪ Bottles,Plastic,Clnr	485080000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	▪ Brush Cleaner	485090000	<input type="checkbox"/>
<input type="checkbox"/>	▪ Brooms/Brush/Handles	485100000	<input type="checkbox"/>
<input type="checkbox"/>	▪ Cleaner,Paste/Tablet	485110000	<input checked="" type="checkbox"/>

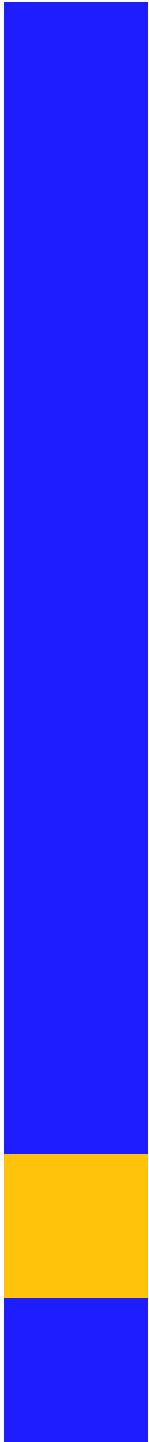
Filling out the form

- Importance of the Special Business Certifications
- Product Categories
- **Attachments-Including your W9**
- Review the Data Privacy Statement

Attachments

Add Attachment		Delete
Doc Type	File Name	
W9	W-9 Form.pdf	

- Required
- PDF only



Filling out the form

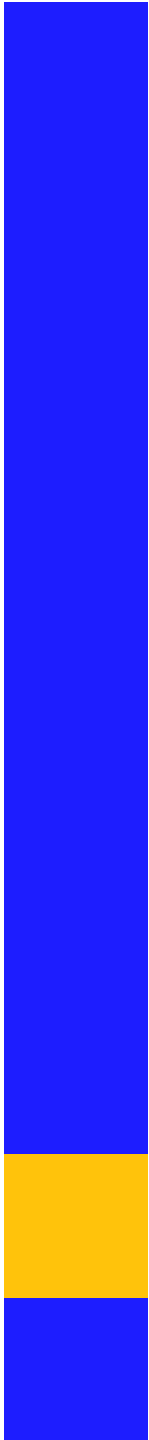
- Importance of the Special Business Certifications
- Product Categories
- Including your W9
- **Review the Data Privacy Statement**

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.:

Completing the Form





City of Phoenix



Procurement System

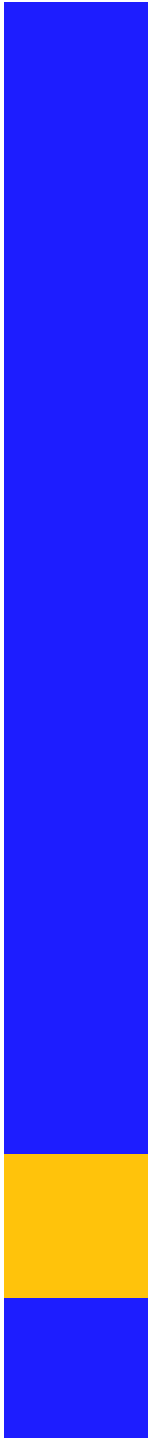
User ID *

Password *

Supplier Logon Problems? [Get Support](#)

Solicitation (RFx) –Bidder View

- Questions and answers online
- Information about solicitation online
- Amendment notifications
- Submit formal proposal online



Bidders Court

RFx and Auctions > Overview > RFx and Auctions

Active Queries


eRFxs [All \(2\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

▶ [Show Quick Criteria Maintenance](#)

View: | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#) ▲

	Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Ev
	6000000721	PHX-15-R-BID-35-000188	RFx	Published		02/27/2015	7000000449	Submitted	
	6000000189	15-R-BIDX-20-{NEW}	RFx X	Published		11/29/2015		No Bid Created	

Benefits for the Bidders



Bid responses will be posted directly in the new system



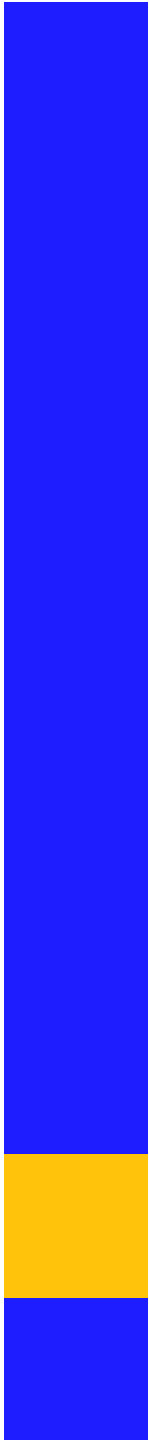
Changes to solicitations will notify all registered bidders.



Maintain a self-managed online vendor profile.



Future – Access payment information online, submit electronic invoicing.



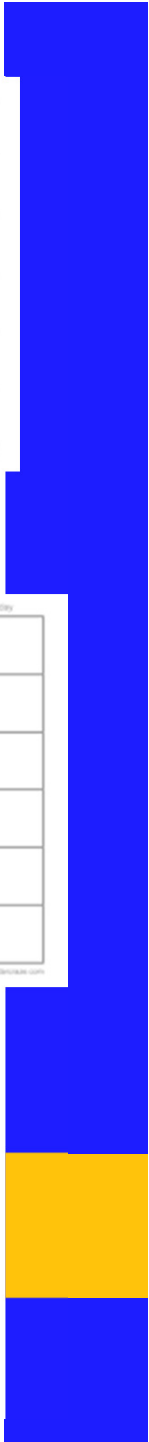
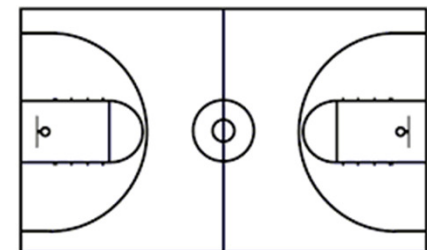
Vendor Outreach



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 2015						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

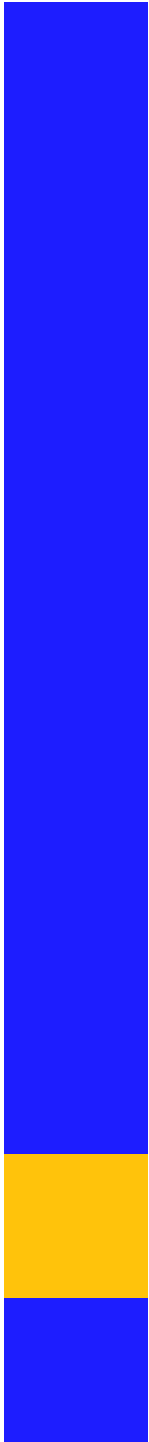
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 2015						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Notes					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 2015						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Notes			



What should Vendors do now:

- Keep an eye on your email
- We will notify all of you so you can register
- Ensure City has W-9
- Updates online - including training material



Questions and Comments



Contact Information

Vendor.support@phoenix.gov

Registration and SYSTEM HELP DESK (602) 262-1819

