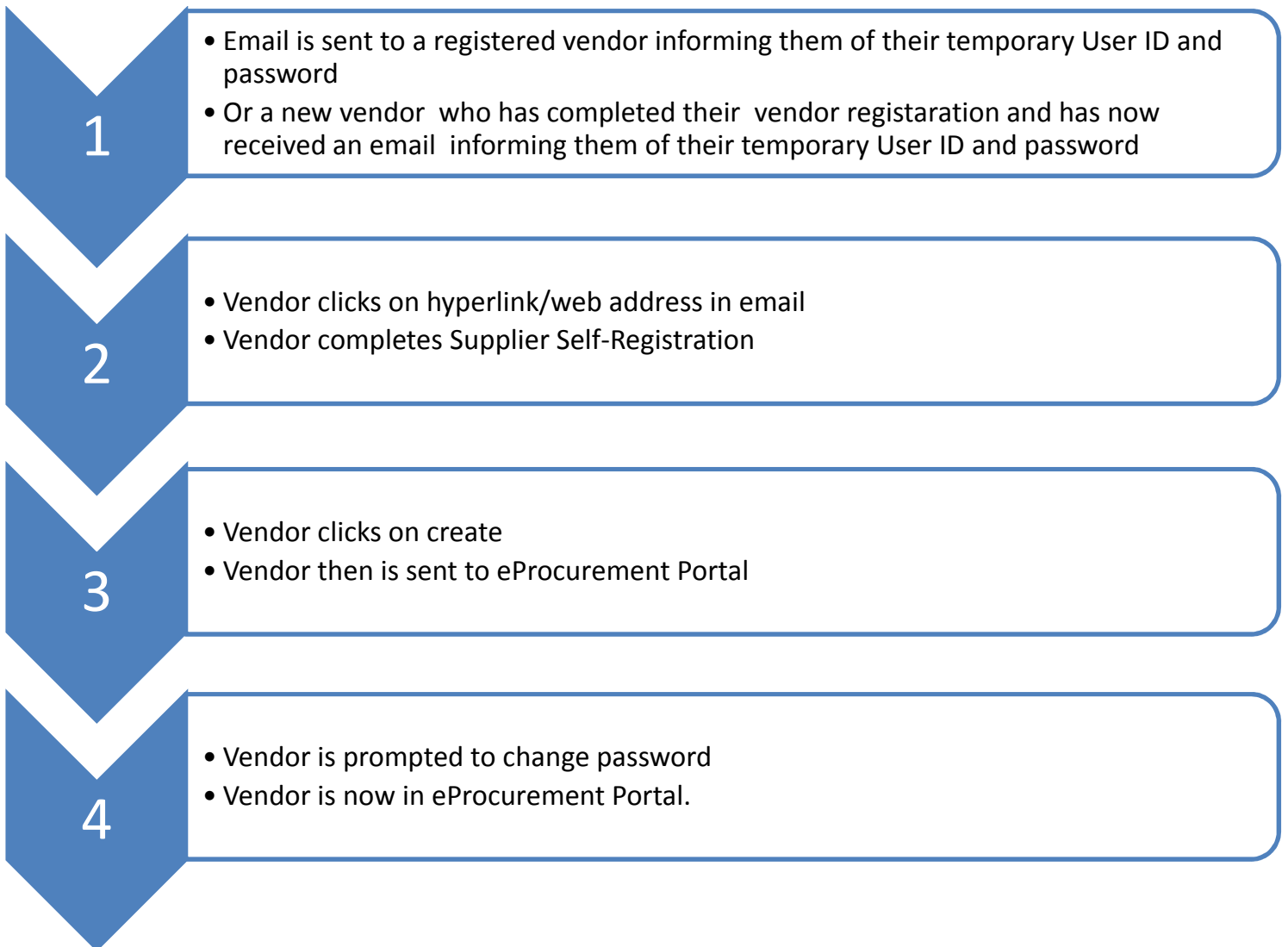# eProcurement Portal Registration

This information is intended for a registered city vendor or a vendor who has recently registered.

Process Overview
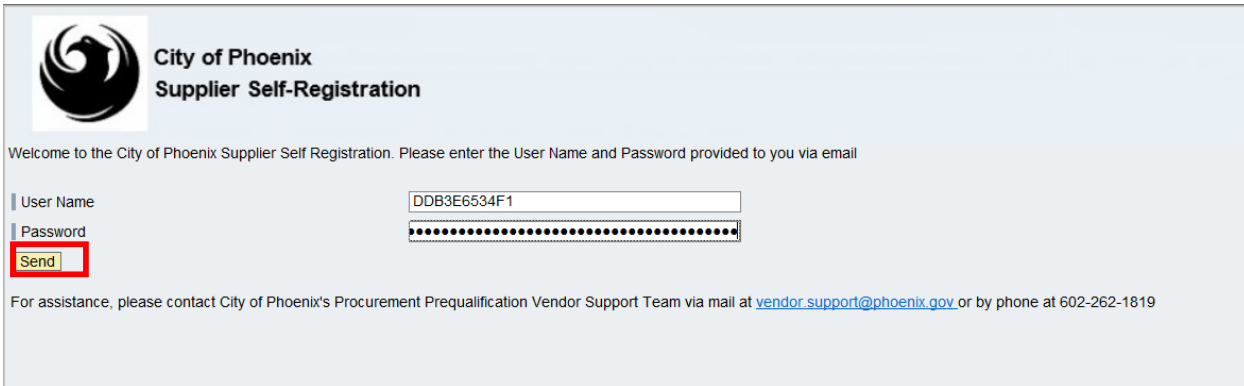
1
- Email is sent to a registered vendor informing them of their temporary User ID and password
- Or a new vendor who has completed their vendor registaration and has now received an email informing them of their temporary User ID and password

2
- Vendor clicks on hyperlink/web address in email
- Vendor completes Supplier Self-Registration

3
- Vendor clicks on create
- Vendor then is sent to eProcurement Portal

4
- Vendor is prompted to change password
- Vendor is now in eProcurement Portal.

Vendor Completes the Supplier Self Registration

Step 1: Two system-generated email notifications will be sent out by City of phoenix (COP). The first email notification will contain a website link and a temporary User ID. The second email notification will contain a temporary password. Following are examples of the email notifications the vendor will receive:

> **Step A.** click on the link in the mail

> **Step B.** Copy User ID

Dear Sir/Madam,

We are pleased to welcome you as supplier
XXXXXX
in our Supplier Portal.

Your temporary user ID
XXXXXXXXXXXX
has been created for you.

Copy this *User ID*

Your temporary password has been emailed separately.

Please log on to   Hyperlink to web

as soon as possible using this User ID.

You will then select your permanent user id and password. You will be created as an administrator for your company. You can then create additional users and administrators for your Supplier Portal and use all other Supplier Portal functions. See the supplier portal for more information.

Best regards
Your Supplier Portal Team

If you have any questions, send an e-mail to

> **Step C**. Copy your password from your separate email and paste into the website (from the link in the email)

City of Phoenix – Supplier Temporary Password

Owner	Supplier Registration User
Created	PIAPPLUSER

on 13.04.2015

Your Password for registration is:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Copy this *Password*

Step 2.   **Click** on the link in the email.
You will see this screen. Copy your User Id and paste into User Name.
Open next email and copy the password and paste into password field.
Click on Send

City of Phoenix
Supplier Self-Registration

Welcome to the City of Phoenix Supplier Self Registration. Please enter the User Name and Password provided to you via email

| User Name | DDB3E6534F1 |
| Password | •••••••••••••••••••••••••••••••••••• |

Send

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

It is recommended to copy and paste the User Name and Password.
Once you have entered this information, click on SEND.

Step 3.   You will now see this screen. See next page for field descriptions.

City of Phoenix
Supplier Self-Registration

Welcome to the City of Phoenix Supplier Self Registration.
You will be created as an Administrator for your company with the following registration information.
Your company must already be registered.
Fields indicated with an asterisk (*) are required

*User Name	**A**	
*Password	**B**	
*Confirm Password	**C**	
*FormOfAddr	**D**	Mr. ▼
*First Name	**E**	FIRST
*Last Name	**F**	LAST
*E-Mail Address	**G**	HAPPYVENDOR0414A@MGOO.COM
*Country	**H**	USA ▼
Language	**I**	English ▼
Telephone	**J**	+16021004444
Fax	**K**	
Number	**L**	
Department	**M**	
Date Format	**N**	MM/DD/YYYY ▼
Decimal Format	**O**	12,345,687.90 ▼
Time Zone	**P**	Mountain Time (Phoenix) ▼

Q

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

[Create]

Field	Description
A. *User Name	An identification used by a person with access to a network All User Names/User ID's must begin with a '9' and contain a maximum of 12 characters (including the '9') Example: 9ARTSUPPLY, 9MOPSUPPLY, 9WIDGETS
B. *Password	A secret word or phrase that must be used to gain access. The password created and confirmed on this screen will be used when directed to the eProcurement Portal. You will be asked to reset this password once in the portal.
C. * Confirm Password	Reenter the password you had created.
D. Form of Address	Select Mr. or Ms.
E. *First Name	Enter your First Name limited to 40 alpha characters.
F. *Last Name	Enter your Last Name limited to 40 alpha characters.
G. E-Mail Address	An email address identifies an email mailbox to which email messages may be delivered.
H. Country	Choose a country your company is located in.
I. Language	The language used by the city is English.
J. Telephone	Provide a phone number Example 602-999-1234
K. Fax	Provide a fax number if you have one. Leave blank if no fax number Example 602-999-1234
L. Number	Leave Blank
M. Department	Provide a Department name if there is one. You may use Sales if no department.

N. Date Format	Default format is MM/DD/YYYY
O. Decimal Format	Default format is 12, 345,687.90
P. Time Zone	Time zone used for deadlines is Mountain time (Phoenix) this is defaulted.
Q. Privacy Policy	Please read our privacy policy by clicking on the hyperlink. Then mark the checkbox. Failure to mark this box will stop your registration.

Step 4. Now that you have completed the required boxes, **click** on the button Create button in the lower left hand corner as shown in the screen shot below.
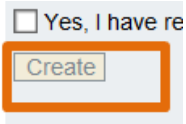
☐ Yes, I have re

Create

Step 5

Once you have logged in, you will be prompted for a **new** password. This password cannot contain information from the original password or user id info.

This is the home screen of the city's eProcurement system.

Congratulations, you are now logged into the eProcurement Portal.

You may now log off or pick the next instruction guide you wish to work on from our website.