



Getting Started

Here are some tips to make registering in procurePHX a little easier.

Tip 1. Have a W9 form **signed and dated**, completed and saved. A link for the W9 accepted by the city is listed on the procurePHX web page. We can only accept W9 forms dated within the last 12 months. If you do not have a W9, form we will not be able to register your company in our system.

Affidavit of Lawful Presence: When completing your W9, section 3, if you choose "Individual/sole proprietor or single-member LLC, you will be required to submit an Affidavit of Lawful Presence and send a copy of the legal identification.

Tip 2. Product Category Code(s): select product category 958000000

Tip 3. For effective use of procurePHX, please use only Internet Explorer 9, 10 or 11 (IE9, IE10 or IE11) in Compatibility View or Firefox 22.0 browsers.

Tip 4. Have the answers to these questions: company name, DBA if applicable, company address, payment mailing address (including Zip plus 4), Primary person for the company, and the email address you would like listed as primary. You can enter more than one email address further along in the process.

Tip 5. Think of two passwords and User ID's. You will create one, and then quickly after you will be asked to create another one. These two passwords and User ID's cannot be similar. Example: FloWer12 and FloWer13 will not work. FloWer12 and AppLE12 will work.

Tip 6. Know the taxing jurisdiction of your company. Please visit <https://www.aztaxes.gov/Home/Address?Length=13> for more information.

We value you as a vendor and hope that these tips will be helpful to you.