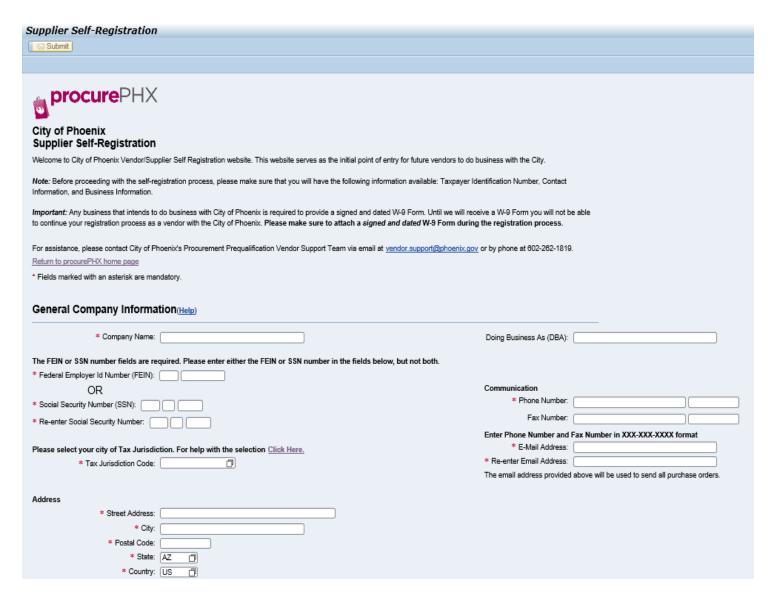


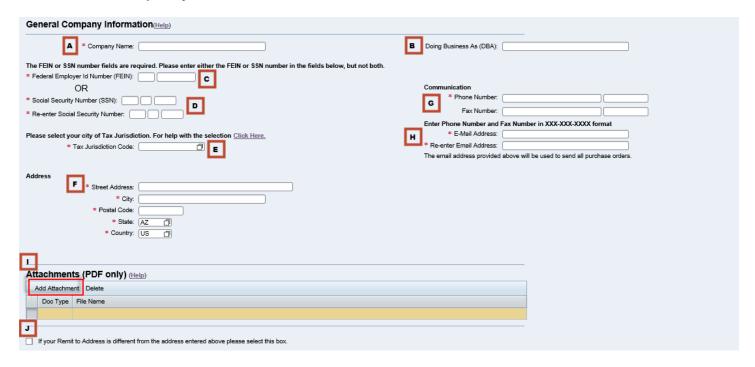
# Registration to Become a City Vendor



Let's get started on your registration.



# **General Company Information**



Field	Description
A. Company Name	This would be your owning entity Name. If this is a sole proprietorship then use your name.
B. Doing Business as (DBA)	This would be the name your business operates under if not the same as the Company name.
C. Federal Employer ID Number	This is the federal number assigned to your business. If you do not have one you must provide a social security number.
D. Social Security Number (SSN)	This is only needed if you do not have a FEIN number.
E. Tax Jurisdiction	The business tax jurisdiction. Click link for more information.
F. Address	This is where your company is physically located.
	Street Address: is the physical street address of your company
	City: in which your Company is physically located in
	Your Postal Code: Please provide your plus 4 zip for U.S.
	addresses. Not sure what it is visit usps.com to get this information.
	www.usps.com
	State: in your Company is in
	Country
G. Communication	Phone Number: Main business phone number
	Fax Number: to be used for procurement efforts.
H. E-Mail Address	This is the main email address.
	Caution if you have several employees who work on bids you may want to
	have a generic email versus an actual person.
I. Attachments	Click on Add Attachment to attach your completed W9. If you do not have a completed W9 your registration will not be processed.
J. Remit Address	If want payment to be sent to a different address than listed in section F then mark this box.

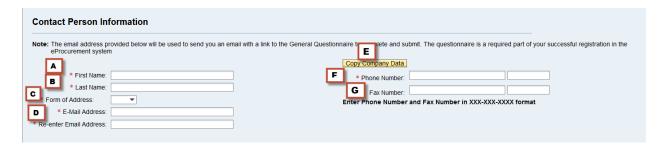


## Remit to Address (optional)



These fields will need to be populated with address if you would like payments sent to a different address than listed in General Company Information.

### **Contact Person Information**



A confirmation will be sent to the email address listed here.

Field	Description
A. First Name	This should be the first name of the person who is responsible for the company.
B. Last Name	This should be the last name of the person who is responsible for the company.
C. Form of Addr.	Mr. or Ms.
D. E-Mail Address	This should be the email address of the person who is responsible for the
	company
E. Copy Comp. Info	By clicking this button, the phone and email in General Company Info will be
	populated
F. Phone number	Phone number of the person who is responsible for the company.
G. Fax Number	Fax Number

## Special Business Certifications/Registrations



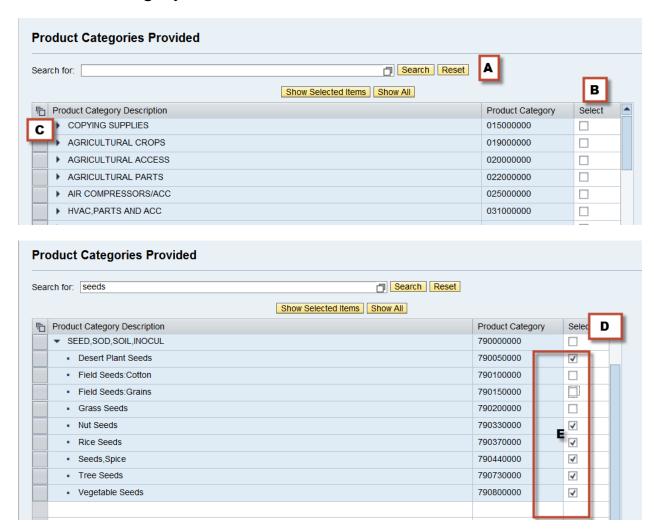


This check box is optional.

Mark this box if your business is interested in hearing from the city about business certifications and/or registrations.

By marking this box, the city will be sending you a questionnaire via email to be completed.

## **Product Category**



Field	Description
A. Search	You may search for your category
B. Select	You may scroll down to find your category. Check the box on the categories you would like to bid on.
C. Marks	A Triangle indicates a main category. A dot is a sub category.
D. Select	Mark the box for the category you would like to bid on.
E. Select	You will notice you can select sub categories versus the whole category.





You may read the city's privacy policy by clicking on the link.

Once you have read the policy, please mark the box if you accept the terms. If you do not agree, your registration can not be processed.



Look at the upper left-hand corner or bottom of the registration for the Submit button. Click on it to complete part one of your registration process.



#### What is next...

You will receive an email to confirm your information was successfully submitted.

No action is required from you.

Confirmation email example:

#### Dear Supplier,

You have recently registered with the City of Phoenix as a potential supplier in the procurePHX system. City of Phoenix will review the information provided during the registration process. If qualified, your profile will be activated within next 48 hours (excluding weekends and holidays). You will not receive bid opportunity notifications and will be unable to respond to a bid until your profile is active.

Once your profile is active, you will receive two emails, one with a userid and another with a temporary password. Upon receipt of the emails, follow the URL provided to login using the userid and temporary password. Once logged in you will be prompted to change the temporary password.

Please save your userid and password once you have created your account and ensure you keep this information secure. You can use your newly created userid and password to access procurePHX in the future to update your information or to respond to a bid.

In addition, please note that to ensure prompt payment of invoices, a valid purchase order number must appear on all invoices, packing slips and any correspondence concerning the order. Current City of Phoenix purchase order numbers are ten digits beginning with "44". In the event of an emergency purchase, the City may provide a ten digit shopping cart number beginning with "80". Suppliers are advised not to perform services or deliver goods without a valid purchase order number or shopping cart number.

If you need further assistance, please contact our Registration Help Desk by phone at (602)262-1819 or via e-mail at vendor.support@phoenix.gov

Best regards, Supplier Self-Services Team

This e-mail has been generated automatically. Please do not reply.



You may receive an additional email with a questionnaire regarding Special Business Certifications/Registrations if you selected the checkbox. Click on the link in the email, this will take you to the survey.

Small Business Certifications/Registrations email example:

#### Dear supplier,

You have expressed interest in Special Business Certifications and Registrations with the City of Phoenix. Please complete the following survey in order to provide the information necessary to determine eligibility.

When you process a questionnaire, you can choose between the following options:

- Choose 'Save Questionnaire' to save your entries and keep the questionnaire changeable for processing at a later point in time.
- Choose 'Send Questionnaire' to save your entries and submit the questionnaire. After having submitted the questionnaire, it can be opened in display mode only.

Make sure you save or send the questionnaire and close the confirmation screen before you start processing another questionnaire. Do not process more than one questionnaire at the same time.

Best regards,

City of Phoenix Procurement Team

Use the following URL to navigate to the questionnaire.

URL will be displayed here. Click on it to open the questionnaire and submit your answers.

This e-mail has been generated automatically. Please do not reply.

See next page.



Your registration will be reviewed for completeness; once your registration is complete two emails will be sent to you within two business days.

First email example. Click on the link in the email

Dear Sir/Madam,

We are pleased to welcome you as supplier

ABC VENDOR

in our Supplier Portal.

Your user ID

V123456

has been created for you.

Your temporary password has been emailed separately.

Please log on to https://eprocurement.phoenix.gov/irj/portal as soon as possible using this User ID.

You will need to change your password the first time you login. 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

Second Email Example

### Your Password for registration is:

temporary password will appear here