Supplier Registration Instructions

Here are the instructions on how to register with the City of Tempe in order to receive notices of bid and proposal opportunities.

How to Register as a Supplier:

1. Click on the **"Register or Log-In Now"** hyper link;

2. Click on the **"Please click here to Register"** hyper link;

3. You will be taken to a new screen where you will input a User ID and Email ID (write these down). Once you click "submit" you will be re-routed back to the previous screen and be sent via E-mail a password that you will enter where noted. Then click "Log In";

4. You should now be at the main registration screen where you will input various data fields including company name, address, contact, W-9 information, and status as a Historically Underutilized Business (HUB). The City does not offer any incentives for the HUB designation but does track this information to monitor opportunities and success for this business group. You can also customize your password on this screen;

5. Towards the bottom of this screen you will have access to enter commodity codes by clicking on the search field (magnifying glass);

6. Commodity codes can be selected by double clicking on the commodity description line. Once you select a code you can return to add additional codes by clicking on the plus (+) symbol on the right side of screen. You can search for codes by toggling through all entries (listed in alpha order) or by using the search feature. Select the code(s) that most closely describes your business product(s);

7. You can view all commodity codes by clicking on the blue hyper link titled "View All". This will allow you to view and scroll through all available codes;

8. To add additional commodity codes, click on the Plus symbol (+) on the lower right of screen (enter as many codes as appropriate). You can delete any codes by using the Minus symbol (-) on the right of the screen;

9. It is critical that you click on SAVE once you have completed your registration process or when you return to make any updates or changes;

10. Remember your Email, User I.D. and Password so you can return to site and maintain and update your supplier information; (There is a help link in case you forget);