**City of Fort Worth Supplier/Vendor Registration Directions**

**To register with the City of Fort Worth please follow the below steps using Microsoft Edge or Chrome:**

**Note: if you need assistance within the system while completing registration, there is a help icon**  **for each section.**

**Step 1** – Access <http://fortworthtexas.gov/purchasing/> , click on the Supplier Information box and choose the PeopleSoft option.

**Step 2** – On the right side in the PeopleSoft Supplier Portal – Select Registration

**Step 3** – Select “Register as a Supplier/Vendor” – Register Now

**The field with the asterisks are required.**

**Step 4** – Under ***Select Activity Below*** – select Business or Individual

**Step 5** – Under ***Unique ID(W-9/TIN Identification Number)& Company Profile:***

Enter the following:

1. W-9/TIN Number - no dashes
2. Legal Entity Name – Generally found on line 1 of your W-9. This name must matched your W-9/TIN number and be registered with the IRS. To list a DBA use the additional name field.

\* The City is legally obligated to have the legal entity that is associated with the tax if number registered. \*

**Step 6** – Under ***Profile Questions***

**\*\*\*\*\*These fields are not text fields\*\*\*\***

Complete the following questions by using the calendar and magnifying glass accordingly for each question. If you are not certain, please answer to the best of your knowledge.

**Step 7** – Under ***Primary Address*** – Complete the following:

1. Country
2. Address Lines
3. City
4. County
5. Postal
6. State
7. Email ID ( Email Address)

**Step 8** – Under ***Other Addresses*** – Check any other addresses that correspond to your business needs, such as if you use a different remit to address from your primary address.

**Step 9** – Under ***Company Contacts*** – Select the Add Contact Information for a Primary contact:

1. First Name
2. Last Name
3. Title – Current Job Title
4. Email ID – Email Address
5. Telephone
6. Fax
7. Contact Type (not a text field, please use the drop down to select)

**Step 10** – Repeat Step 10 to add additional contacts for your company if needed:

Accounts Payable

Bid/Sales Individual

**Step 11** - Under ***User Profile Information*** – Enter the following

1. Requested User ID – Create a Username

**Please do not use special characters in the**

**username such as &,#,$.**

1. Enter Description – Current Job Title
2. Language Code
3. Time Zone
4. Currency Code

**Step 12** – Review email address - Under ***Terms and Conditions*** – Select the Terms and Agreement Hyperlink - Select the box to accept the Terms

**Step 13** – Click Submit