**City of Fort Worth Bidder Registration Directions**

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

**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 Log In with the City of Fort Worth.

**PeopleSoft Supplier Portal**

[**Log In**](https://supplier.fortworthtexas.gov/psc/finprd/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL)

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

**Step 3** – Select “Register as a Bidder” – 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.

**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 ***Standard Industry Codes (These codes will used by the City to notify you for purchasing opportunities so please choose as many categories that are associated with your company to ensure you will receive these)***

Select the following:

1. SIC Code Type – Use dropdown and select UNSPSC
2. Category Code – Select magnifying glass
3. Lookup Category Code – Under SIC Code Type – Description change “***Begins With****”* to *“****Contains****”* and input a key word that would be associated to your company’s business. This will give you a listing of the categories the City has to choose from.

***\*\* TIP: The search is recommended to use the “contains field”, in order to search all category codes associated with your business. These are broad categories\*\****

**Step 8** – 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 9** – 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 10** – 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 11** – Repeat Step 10 to add additional contacts for your company if needed:

Accounts Payable

Bid/Sales Individual (for bidding opportunities)

**Step 12** - 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 13** – Review email address - Under ***Terms and Conditions*** – Select the Terms and Agreement Hyperlink - Select the box to accept the Terms

**Step 14** – Click Submit