FORT WORTH

City of Fort Worth User Registration Directions

- ***PLEASE NOTE THE SYSTEM PREFERS INTERNET EDGE(OTHER SEARCH ENGINES MAY NOT WORK PROPERLY)***

Step 1 – Access:
https://supplier.fortworthtexas.gov/psc/finprd/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL

Step 2 – Select "Registration"

Step 3 – Register to obtain a UserID – 2nd option

Step 4 – Under *Supplier List* enter Supplier ID and W-9/TIN Number - **No Dashes**

    Only select **Add if you have multiple entities that you have as a Supplier with the City of Fort Worth**

Step 5 – Under *User Account Information*

    a) Enter User ID – Create a Username – **DO NOT USE SPECIAL CHARATERS SUCH AS …#,$,&**
    b) Enter First and Name of User –THIS MUST BE AN IDIVIDUAL'S NAME!
    c) Choose a Contact Type from Drop Down.
    d) Enter Email ID – Email Address

Step 6 – Under *Terms and Conditions* – Select the Terms and Agreement Hyperlink - Select the box to accept the Terms

Step 7 – Click Submit

There will be an email that discloses that their supplier information has been submitted for approval.