

SUPPLIER REGISTRATION
Suppliers Assistance Desk
Ph: 832-393-8800 Fax: 832-393-8761
<http://purchasing.houstontx.gov>

To register to be a City of Houston supplier visit the web site:
<http://purchasing.houstontx.gov>
Or contact the Suppliers Assistance Desk at 832-393-8800

SPD Home - Windows Internet Explorer
http://purchasing.houstontx.gov/
File Edit View Favorites Tools Help
Google Search Share
SPD Home

The City of Houston
Official Site for Houston, Texas

Home I Want To... Government Residents Business Departments Visitors En Espanol

purchasing.houstontx.gov > Share

Strategic Purchasing Division (SPD)

City of Houston
Administration & Regulatory Affairs

The Strategic Purchasing Division (SPD) is the primary organization within the City of Houston authorized to issue invitations to bid and request for proposal (RFP), process and release purchase orders and administer term contracts through our 40+ staff members and an operating budget of \$4.0+ million annually. The City Purchasing Agent can delegate authority to department staff to release purchase orders against contracts and to issue non-contract purchases under \$50,000.

Our mission is to manage, facilitate and provide the highest quality, value-added procurement services that exceed the needs and expectations of our customers.

[learn how to do business with us](#)

About the City Purchasing Agent

Calvin D. Wells was appointed by Mayor Lee P. Brown in 1998 to oversee the Strategic Purchasing Division of the City of Houston's Administration and Regulatory Affairs Department. Prior to serving as the City Purchasing Agent, Calvin retired from Texaco, Inc. with over 20 years of corporate purchasing experience as manager of foreign procurement ...

[more about Calvin Wells](#)
[meet my team](#)

Contact Strategic Purchasing

City Hall Building Concourse Level
901 Bagby St.
Houston, TX 77002
832.393.8800
E-Mail Us

Bids & RFPs

- [Online Bids & RFPs](#)

documents and to place online bids, please create and submit this Online Web Account Registration Form. Make sure your cookies on your system are enabled and the privacy settings on your browser is set to low. Refer to our [Frequently Asked Questions \(FAQs\)](#) for specific instructions on how to register and download Bids & RFPs.

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 http://purchasing.houstontx.gov/

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Favorites Suggested Sites Free Hotmail Get More Add-ons

SPD Home

To find more information about a specific bid document or RFP, you need to attend the Pre-Bid or Pre-Proposal Conference and ask questions about specifications and general terms and conditions. This conference also allows for your guidance to find out who is interested in bidding or proposing on a particular contract, or you can contact the assigned buyer. Refer to our Employee Directory for a complete listing of phone numbers and email addresses.

[search our Bids & RFPs](#)



Supplier Registration Information

All suppliers and contractors interested in submitting online bids for products and services procured by the City, MUST FIRST register with us for a Web Account. However, before you register, you must Search for Your Vendor Registration Record to validate whether or not your company exists in our records. Each supplier needs a unique email address and a unique password for each web account created per company. The system does not allow creating multiple accounts for the same email address and password. If you are a new supplier and wish to register for a web site account to view and download Bid/RFP documents and to place online bids, please create and submit this [Online Web Account Registration Form](#). Make sure your cookies on your system are enabled and the privacy settings on your browser is set to low.

Once you establish your own web account, you may then proceed to complete and submit a Supplier Registration Form in order to establish a vendor number. If you need any assistance, please view the [Supplier Registration PowerPoint](#), or contact the Supplier's Assistance Desk at 832.393.8800. You must fax the IRS W-9 Form or IRS W-8 for companies outside of the United States to 832.393.8761. The information on the IRS W-9 form must match the information listed on the Supplier Registration Form as required by the Internal Revenue Service. Refer to our [Frequently Asked Questions \(FAQs\)](#) for specific instructions on how to register and download Bids & RFPs. MWDBE vendors contact the City's Affirmative Action Division at 713-837-9000.

[register to become a supplier](#)



City of Houston Purchasing Catalog

The Strategic Purchasing Division Online Purchasing Catalog contains various categories of commodities, which have been competitively bid and awarded by the City of Houston.

[access our catalog](#)

Supplier Access

To search for an existing supplier record **Select Before I register, Do I Exist in Your System.**

To register New **Select Unregistered Supplier Start Here**

Vendor Access

- Solicitation
- Glossary of
- Restricted Acc

Need Help

- SPD Employee Directory
- Departmental Purchasing Unit Directory
- SPD Purchasing Groups by Procurement Type
- Site Map
- Site Search
- [How May We Assist You](#) • [How We Are Doing](#) •

Procurement Links

- Active Contract Roster (ACR)
- MWDBE Directory Listing
- NIGP Commodity Codes
- SAP Master Data
- MWDBE Directory Listing
- City Secretary Including Council Agenda and Meetings
- Delinquent Taxpayers
- Vendors Excluded from Federal Procurement
- OSHA Safety List
- A.M. Best Insurance Directory
- Cooperative Procurement
- [Meet the Buyer Forum](#) •

Terms and Conditions

- Purchase Order & Change Order
- Request for Quotation
- Outline Agreement
- Construction General Conditions
- Wage Scale for Building Construction
- Wage Scale for Engineering Construction

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City of Houston -- Strategic Purchasing Division -- Vendor Search - Windows Internet Explorer

http://purchasing.houstontx.gov/Vendor_Search.aspx

File Edit View Favorites Tools Help

Google Search Share Check Translate AutoFill Sign In

City of Houston -- Strategic Purchasing Division ...

City of Houston

VISITORS

Search Website Entire Site ... My ZIP Code 77002

Strategic Purchasing Division (SPD) > Vendor Search

Purchasing Links

- Purchasing Catalog
- Mal...
- Site...
- Site Map

Vendor Services

- VENDOR HELP**
For help with registration, online bidding, and more.
- VENDOR LOGIN**
Place online bids! Update your profile or password.

Select a Search Type and fill in the Search Criteria and click on the Search button.

By using the EIN or SSN, a direct match to the vendor record is provided if the vendor record exists in our system.
For further assistance please, contact the Supplier Assistance Desk at 832-393-8800.

Search Type	Search Criteria
<input type="radio"/> Vendor ID	
<input type="radio"/> EIN	
<input type="radio"/> SSN	
<input type="radio"/> Email	
<input type="radio"/> DBA (Company Name)	
<input type="radio"/> Contact Name	
<input type="radio"/> Address	
<input type="button" value="Search"/>	

(1) Select Search Type

(2) Enter Supplier Number or Company
EIN 76-00000000
SSN 760-00-0000

(3) Select Search
This allow to view existing profile information

Please search for Existing Supplier record to see if your company is registered with the City of Houston

Done Internet | Protected Mode: On 100% 2:53 PM 2/22/2011

Register Vendor - Windows Internet Explorer
http://purchasing.houstontx.gov/bid_regform.aspx

File Edit View Favorites Tools Help
Google Search Share Check Translate AutoFill Sign In

Register Vendor

City of Houston

The Official Site for Houston, Texas

HOME I WANT TO... GOVERNMENT RESIDENTS BUSINESS DEPARTMENTS VISITORS

Search Website Entire Site ... GO My ZIP Code 77002 GO

Strategic Purchasing Division (SPD) Home > Bids & RFPs > Web Site Registration Form

New Vendors Only

Please do not use this form if you or your company is already a supplier with the City.

Create Your Web Account

You may then proceed to register as a city supplier



Please enter your email address and password. Your email address will be your logon ID.

Already registered [Click Here.](#)

Forgot password [Click Here.](#)

Prior to creating a website account, please search by clicking [Search for Existing Vendor Information](#) to make sure your company does not already exist as a City of Houston Vendor.

New Vendors Only. Please do not use this form if you or your company is already a supplier with the City

Email:

Password:

Re-enter Password:

Done Internet | Protected Mode: On 100% 9:54 AM 2/23/2011

To Create a new Web Account requires a Unique email/password

Web Account
Complete required
fields
Select Submit

New Vendors Only. Please do not use this form if you or your company is already a supplier with the City

Email:

Password:

Re-enter Password:

Important Notice:
To ensure you receive clarification letters, we need a valid eMail address.

Completing this form will only create the web account which give access to fill out and submit a new registration form to become a supplier or to update an existing supplier registration.

Please note that after creating a web account , you must complete and submit the registration form to become a supplier.

Please note that our system only allows physical address. Please contact supplier help desk at 832-393-8800 if you are using P.O Box after creating the web account.

First Name:

Last Name:

Company: (35 Characters)

Address:

City:

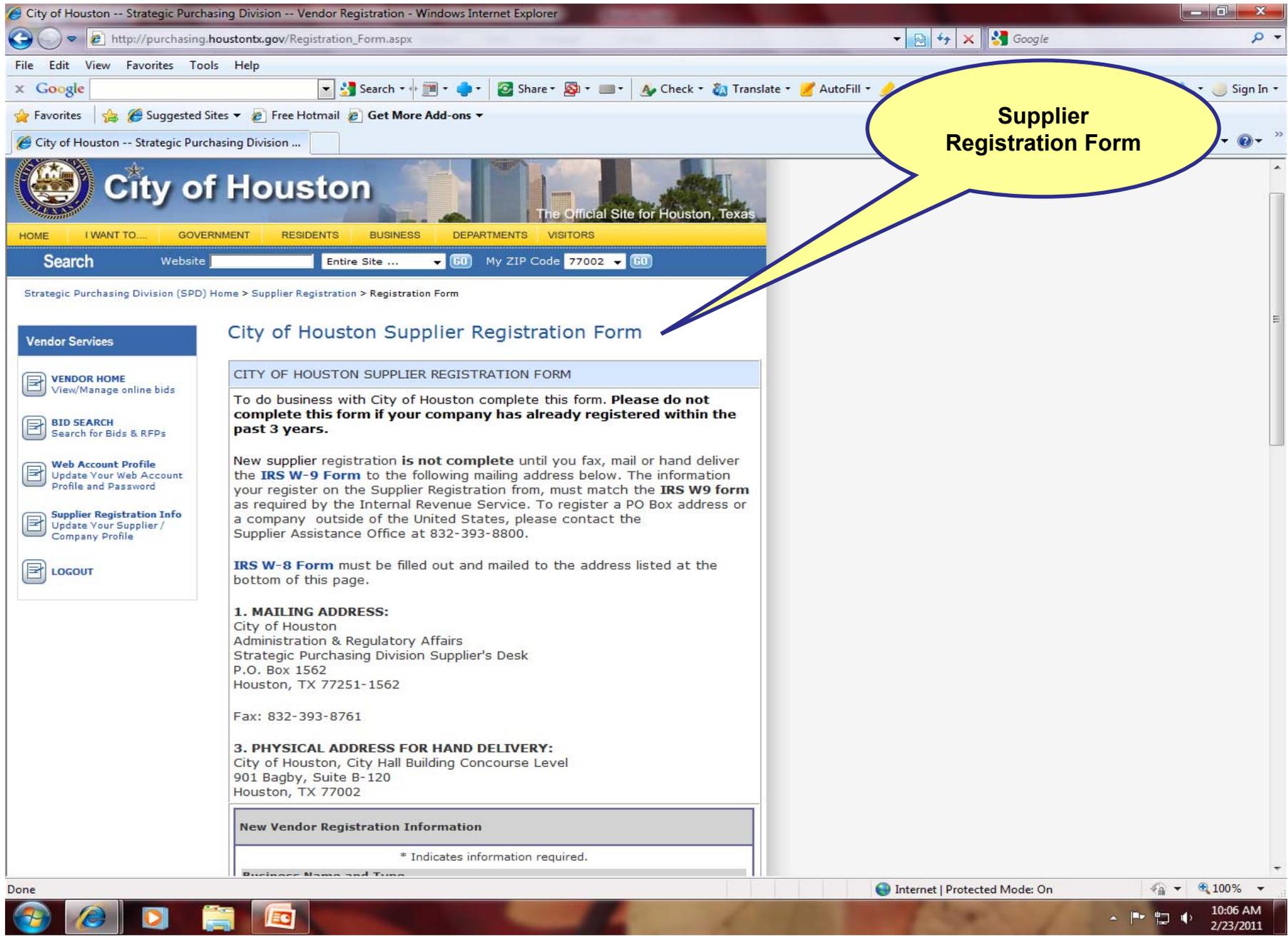
State:

Zip:

Telephone:

Fax:





Supplier
Registration Form

City of Houston Supplier Registration Form

CITY OF HOUSTON SUPPLIER REGISTRATION FORM

To do business with City of Houston complete this form. **Please do not complete this form if your company has already registered within the past 3 years.**

New supplier registration **is not complete** until you fax, mail or hand deliver the **IRS W-9 Form** to the following mailing address below. The information your register on the Supplier Registration from, must match the **IRS W9 form** as required by the Internal Revenue Service. To register a PO Box address or a company outside of the United States, please contact the Supplier Assistance Office at 832-393-8800.

IRS W-8 Form must be filled out and mailed to the address listed at the bottom of this page.

1. MAILING ADDRESS:
City of Houston
Administration & Regulatory Affairs
Strategic Purchasing Division Supplier's Desk
P.O. Box 1562
Houston, TX 77251-1562

Fax: 832-393-8761

3. PHYSICAL ADDRESS FOR HAND DELIVERY:
City of Houston, City Hall Building Concourse Level
901 Bagby, Suite B-120
Houston, TX 77002

New Vendor Registration Information

* Indicates information required.

Business Name and Type

Business Name and Type
BUSINESS NAME: Please make sure your company name matches your W-9. Only fill in DBA field if different from Company Name.

Company Name: * SHOE FASHION TEST (35 Characters)
DBA: (35 Characters)
Business Type: Corporation

Business Address (Where to send purchase orders)

Remittance address for payment can be added after Business / Sales address is added to the system.

Address: * 2000 GARROW ST
(PO Box Not Allowed)
City: * HOUSTON
State: * Texas
Zip Code: * 77003 (e.g. 00000 or 00000-0000)

Contact Information

Contact Name: * Martha Ramirez
Telephone: * 713-222-2323 (e.g. 000-000-0000)
Fax: 713-222-2323 (e.g. 000-000-0000)
Email: * martha.ramirez@houstontx.gov (e.g. john@something.com)

Tax Information

For individuals, this is your Social Security Number (SSN). For other entities, it is your Employer Identification Number (EIN).

Tax ID Type: * Tax Payer Identification Number
Tax Number: * 11-000000000 (e.g., 00-00000000)
Is your **company** or **service 1099** reportable?
 Yes
 No

Commodity Code Information

Please read and follow instructions
Click the link to [SEARCH THE NIGP COMMODITY CODE LIST](#) and select all the codes for your products and/or services.
If you know the codes, you may manually enter them in the Enter Code(s) area below then click on "Add To List" button.



Employer Identification Number (EIN).
Tax ID Type: * Tax Payer Identification Number
Tax Number: * 11-000000000 (e.g., 00-0000000)
Is your **company** or **service 1099** reportable?
 Yes
 No

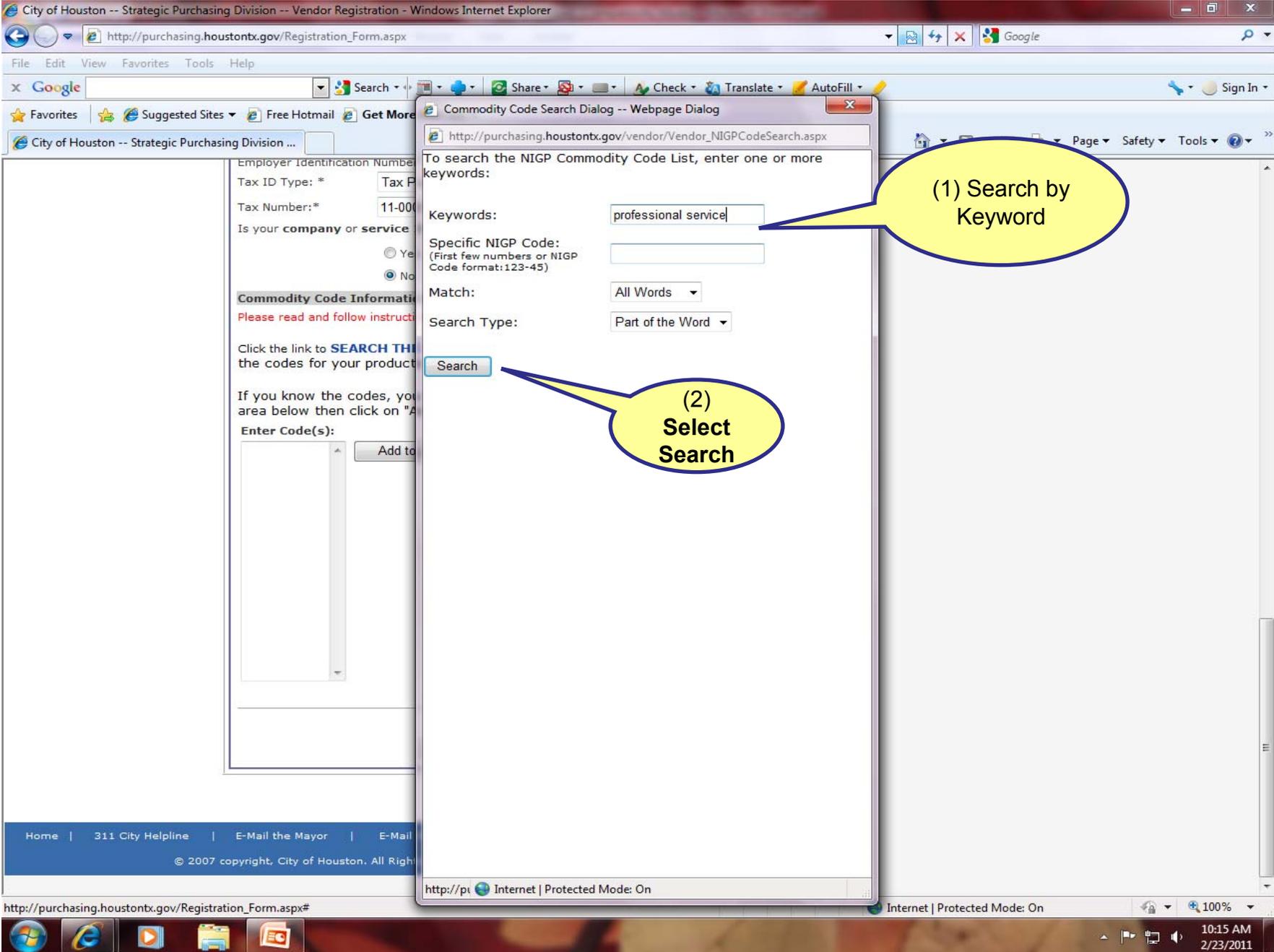
Commodity Code Information
Please read and follow instructions

Click the link to [SEARCH THE NIGP COMMODITY CODE LIST](#) and select all the codes for your products and/or services.

If you know the codes, you may manually enter them in the Enter Code(s) area below then click on "Add To List" button.

Enter Code(s):	Validated List:*
<input type="text"/>	<input type="text"/>

Select Search NIGP Code List to search for the products and/or services your company provides



(1) Search by
Keyword

(2)
Select
Search

Employer Identification Number
Tax ID Type: * Tax P
Tax Number:* 11-00
Is your **company** or **service**
 Yes
 No
Commodity Code Information
Please read and follow instructions
Click the link to **SEARCH THE**
the codes for your product
If you know the codes, you can enter them in the
area below then click on "Add to List"
Enter Code(s):

Add to List

Commodity Code Search Dialog -- Webpage Dialog
http://purchasing.houstontx.gov/vendor/Vendor_NIGPCodeSearch.aspx
To search the NIGP Commodity Code List, enter one or more
keywords:
Keywords: professional service
Specific NIGP Code:
(First few numbers or NIGP
Code format: 123-45)
Match: All Words
Search Type: Part of the Word
Search

City of Houston -- Strategic Purchasing Division -- Vendor Registration - Windows Internet Explorer

http://purchasing.houstontx.gov/Registration_Form.aspx

Commodity Code Search Dialog -- Webpage Dialog

http://purchasing.houstontx.gov/vendor/Vendor_NIGPCodeSearch.aspx

To search the NIGP Commodity Code List, enter one or more keywords:

Keywords: professional service

Specific NIGP Code: (First few numbers or NIGP Code format:123-45)

Match: All Words

Search Type: Part of the Word

Search

Instruction:

1. Select the commodity codes that match the products and/or services your company provides.
2. Click on the **Add** button to add to the list.
3. When finish, click on **Done**. DO NOT CLOSE THE WINDOW.
4. To search and add new codes: Do a new search and repeat steps 1 - 3.

Commodity Code	Description
<input type="checkbox"/> 961-68	Sports Professionals Services (Including Sports and Recreational Programs and Referee/Umpire Services)
<input type="checkbox"/> 961-96	Non-Professional Services (Not Otherwise Classified)
<input type="checkbox"/> 962-05	Amusement and Entertainment Services (Incl. Performing Arts Professionals)
<input checked="" type="checkbox"/> 962-58	Professional Services (Not Otherwise Classified)

1 item(s) selected.

Add Done

View the NIGP and selected the codes that match the product and/or services your company provides

Once your selection is completed; Select ADD and DONE

Home | 311 City Helpline | E-Mail the Mayor | E-Mail

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http://purchasing.houstontx.gov/Registration_Form.aspx#

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Employer Identification Number (EIN).
Tax ID Type: * Tax Payer Identification Number
Tax Number:* 11-000000000 (e.g., 00-0000000)
Is your **company** or **service 1099** reportable?
 Yes
 No

Commodity Code Information
Please read and follow instructions

Click the link to [SEARCH THE NIGP COMMODITY CODE LIST](#) and select all the codes for your products and/or services.

If you know the codes, you may manually enter them in the Enter Code(s) area below then click on "Add To List" button.

Enter Code(s):	Validated List:*
<input type="text"/>	962-58

The system
Validates the
NIGP Code
selected

Once the
Supplier
Registration is
completed
Select Submit

City of Houston -- Strategic Purchasing Division -- Vendor Registration - Windows Internet Explorer

http://purchasing.houstontx.gov/Registration_Complete.aspx

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City of Houston -- Strategic Purchasing Division ...

City of Houston
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HOME I WANT TO... GOVERNMENT RESIDENTS BUSINESS DEPARTMENTS VISITORS

Search Website Entire Site ... My ZIP Code 77002

Strategic Purchasing Division (SPD) Home > Supplier Registration Form > Registration Confirmation

Supplier Registration Confirmation

Thank you for registering...

This confirms that your registration is now in our system.

To activate your vendor number, you must fax or email your (tax form) W8 or W9 to the Supplier's Assistance Desk.

Fax Number: 832-393-8761

To add a remittance address, you will be required to have an existing supplier number. Remittance address must be different from the sales address. Once your W8/W9 is approved, a remittance address can be added if needed.

Email: HoustonPurchasing@houstontx.gov

To view current bids online, [CLICK HERE](#)

If you should have any questions regarding your registration, please email the Supplier's Assistance Desk at the above email address or contact 832-393-8800

Supplier Registration Confirmation.

W8/W9 form is required to complete the registration. Our office will review and process the request, and will notify the supplier by email with the vendor number.

Vendor Services

- VENDOR HOME View/Manage online bids
- BID SEARCH Search for Bids & RFPs
- Web Account Profile Update Your Web Account Profile and Password
- Supplier Registration Info Update Your Supplier / Company Profile
- LOGOUT

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To complete and receive the supplier registration number with the City of Houston, the companies W9 form is required, Please Fax the W9 form to the Vendor's Assistance Office at 832-393-8761 or 832-393-8757. The vendor will receive an email notification with the supplier vendor number.

The W9 form can be found at <http://purchasing.houstontx.gov/forms/w9.pdf>.

- **To add a remittance address, you will be required to have an existing supplier number registered with the City of Houston. Remittance address must be different from the sales address. Once your W8/W9 is approved , a remittance address can be added if needed.**

If any assistance is required, please contact the Vendor's Assistance Office at 832-393-8800

Vendor Information Update - Windows Internet Explorer
http://purchasing.houstontx.gov/vendor/Vendor_VendorInfo.aspx

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Vendor Information Update

- Update Your Web Account Profile and Password
- Supplier Registration Info Update Your Supplier / Company Profile
- LOGOUT

DBA:
Vendor ID: Not Assigned Yet
Reg. Date: 2/23/2011 10:18:46 AM
Contact Name: MARTHA RAMIREZ
Address: 2000 GARROW ST HOUSTON TX 77003
Phone: 713-222-2323
Fax: 713-222-2323
Email: martha.ramirez@houstontx.gov
Business Type: Individual
Tax ID: SSN - EIN - 11-0000000
1099 Reportable: No
Product and Service Commodity Code(s): 96258

Edit

Vendor Payment/Remittance Address

NO DUPLICATE ADDRESS ALLOWED

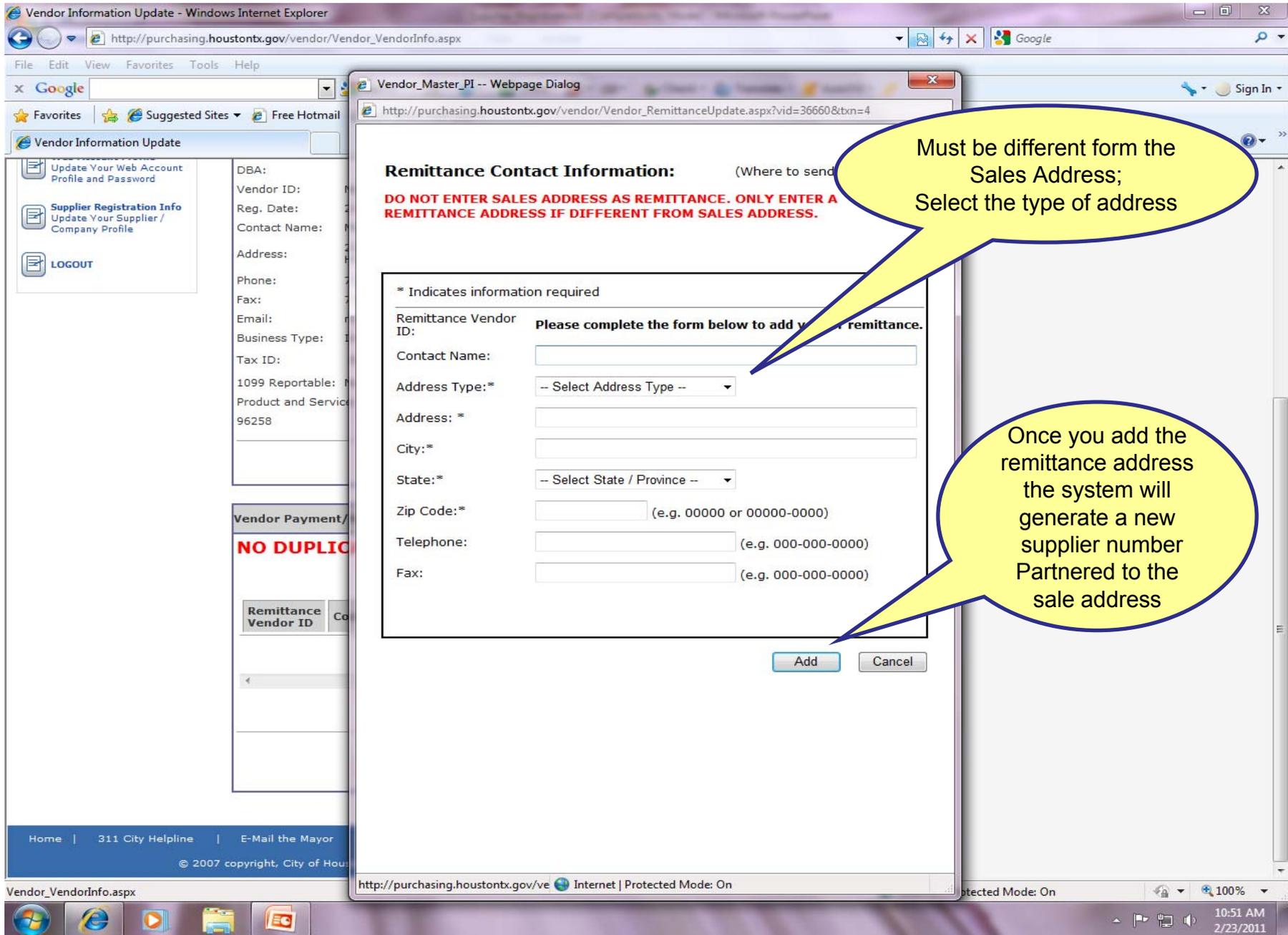
Remittance Vendor ID	Contact Name / Address	Phone / Fax

Add Remittance

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ADD Remittance address for Payment only; requires to have an existing supplier number registered. Do not use the same address as the Sale address



Must be different from the Sales Address; Select the type of address

Once you add the remittance address the system will generate a new supplier number Partnered to the sale address