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

1. Select Search Type
2. Enter Supplier Number or Company EIN 76-00000000 SSN 760-00-0000
3. Select Search. This allows to view existing profile information.
To Create a new Web Account requires a Unique email/password.
Web Account Complete required fields Select Submit
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 on your register on the Supplier Registration form, must match the IRS W-9 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

2. 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.
Complete the required fields on the Supplier Application.
Select Search NIGP Code List to search for the products and/or services your company provides.
(1) Search by Keyword

(2) Select Search
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.
The system validates the NIGP Code selected.

Once the Supplier Registration is completed, select submit.
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.

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.
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 832-393-8671 or 832-393-8757. The vendor will receive an email notification with the supplier vendor number.


- **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.
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 form 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