

# Updating the Supplier Registration Record

<http://purchasing.houstontx.gov>

Suppliers Assistance Desk

PH: 832-393-8800 Fax: 832-393-8761

The image is a screenshot of a Windows Internet Explorer browser window displaying the website for the Strategic Purchasing Division (SPD) of the City of Houston. The browser's address bar shows the URL <http://purchasing.houstontx.gov/>. The website header features the City of Houston logo and navigation tabs for Home, I Want To..., Government, Residents, Business, Departments, Visitors, and En Espanol. The main content area is titled "Strategic Purchasing Division (SPD)" and includes a section for "City of Houston Administration & Regulatory Affairs" with the ARA logo. A text block describes the SPD as the primary organization for issuing invitations to bid and administering term contracts. Another section, "About the City Purchasing Agent," features a photo of Calvin D. Wells and text stating he was appointed by Mayor Lee P. Brown in 1998. A "Contact Strategic Purchasing" section provides the address: City Hall Building, Concourse Level, 901 Bagby St., Houston, TX 77002, and the phone number 832.393.8800. A "Bids & RFPs" section includes a link for "Online Bids & RFPs". A yellow callout bubble with a blue border is overlaid on the right side of the page, containing the text: "To Update your Supplier Record Please visit the web site@: <http://purchasing.houstontx.gov>". The Windows taskbar at the bottom shows the date and time as 1:44 PM on 2/23/2011.

To Update your Supplier Record  
Please visit the web site@:  
<http://purchasing.houstontx.gov>

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

- Solicitation Forms & Attachments
- Glossary of Terms
- Restricted Access to City Employees Only

### Vendor Access

- Registered Vendors Logon
- Unregistered Vendors Start Here
- Before I Register, Do I Exist in Your System?
- Learn How to Register & Update Your Profile
- Dual Searches for NIGP Commodity Codes & Vendors

### 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

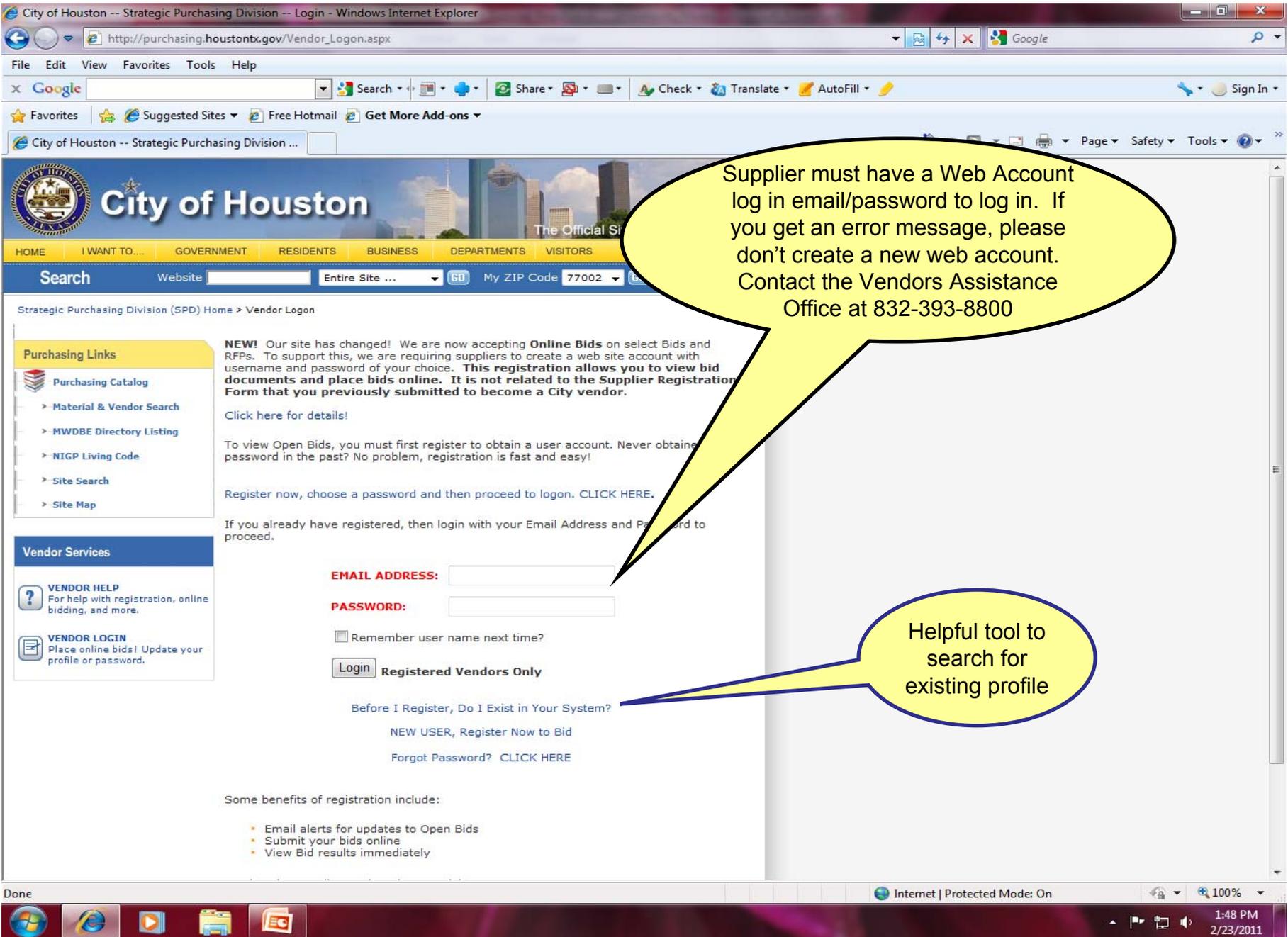
- Active Contract Roster (ACR)
  - MWDBE Directory Listing
  - NIGP Commodity Codes
  - SAP Master Data
  - MWDBE Directory Listing
  - City Secretary Including Council Agenda and Meetings
  - Delinquent Taxpayers
  - Vendors Excluded from Federal Procurement
  - OSHA Safety List
  - A.M. Best Insurance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



Supplier Access  
Select  
Registered  
Suppliers Logon



Supplier must have a Web Account log in email/password to log in. If you get an error message, please don't create a new web account. Contact the Vendors Assistance Office at 832-393-8800

Helpful tool to search for existing profile

Strategic Purchasing Division (SPD) Home > Vendor Logon

Purchasing Links

- Purchasing Catalog
- > Material & Vendor Search
- > MWDDBE Directory Listing
- > NIGP Living Code
- > Site Search
- > Site Map

Vendor Services

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

**NEW!** Our site has changed! We are now accepting **Online Bids** on select Bids and RFPs. To support this, we are requiring suppliers to create a web site account with username and password of your choice. **This registration allows you to view bid documents and place bids online. It is not related to the Supplier Registration Form that you previously submitted to become a City vendor.**

[Click here for details!](#)

To view Open Bids, you must first register to obtain a user account. Never obtained a password in the past? No problem, registration is fast and easy!

Register now, choose a password and then proceed to logon. [CLICK HERE.](#)

If you already have registered, then login with your Email Address and Password to proceed.

**EMAIL ADDRESS:** [input]

**PASSWORD:** [input]

Remember user name next time?

**Registered Vendors Only**

Before I Register, Do I Exist in Your System?

[NEW USER, Register Now to Bid](#)

[Forgot Password? CLICK HERE](#)

Some benefits of registration include:

- Email alerts for updates to Open Bids
- Submit your bids online
- View Bid results immediately

Vendor Home - Windows Internet Explorer  
http://purchasing.houstontx.gov/vendor/Vendor\_Home.aspx

File Edit View Favorites Tools Help

Google Search Share Check Translate AutoFill Sign In

Vendor Home

# City of Houston

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

Search Website [ ] Entire Site ... [GO] My ZIP Code [ ]

Strategic Purchasing Division (SPD) Home > Vendor Home

### 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**

Welcome Martha Ramirez

To **SEARCH** all bids, click on [RFP Search Engine](#).

You may edit your plan until the close date by clicking on the Bid Number. To view the document for a bid, click on the Description.

Your Current Past Bids

Item #	Number (Edit Bid)	Description (View Docs)	Post Date	Due Date	Status
You have not made any bids yet.					

A status of **Submitted to City** applies to bids you have completed and submitted to the City. A status of **Not Submitted** applies to bids you have created but not submitted to the City. We urge you to either Submit or Withdraw your bid prior to the Due Date of the bid.

**Please remember that it is still a City policy that for Formal Bids, a sealed, signed bid be submitted to the City Secretary by the due date. After you submit your bid online, please PRINT and SIGN and SUBMIT to the City Secretary. Formal Bids have a value of over \$25,000 and have a bid number that does not start with "I".** More details...

Home | 311 City Helpline | E-Mail the Mayor | E-Mail the SPD Webmaster | FAQ's | Privacy Policy

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Done Internet | Protected Mode: On 100%

1:50 PM 2/23/2011

To update the Supplier Profile please **select**:  
Web Account Profile and  
Supplier Registration Info  
Both areas required to update

Web Account Information page Complete update and **Select Save**

Strategic Purchasing Division (SPD) Home > Account Information

### Account Information

<b>Company</b>	SHOE FASHION TEST
DBA	
<b>Email</b>	martha.ramirez@houstontx
<b>First Name</b>	Martha
<b>Last Name</b>	Ramirez
Address	2000 GARROW ST
City	HOUSTON
State	TX
Zip	77003
<b>Phone</b>	713-222-2323
<b>Fax</b>	713-222-2323

Change Password

Update COMPANY Information & NIGP Commodity Codes

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

File Edit View Favorites Tools Help

Google Search Share Check Translate AutoFill Sign In

Vendor Information Update

**City of Houston**  
The Official Site for Houston, Texas

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

Search Website Entire Site ... My ZIP Code 77002

Strategic Purchasing Division (SPD) Home > Supplier Registration > Vendor Profile Information

### Vendor Profile Information

**VENDOR INFORMATION UPDATE FORM**

This form allows you to update your Company's information with the City of Houston. Your COH vendor number is for your reference and cannot be edited.

**Vendor Sale Profile**

Business Name:	SHOE FASHION TEST		
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			

**Vendor Payment/Remittance Address**

Internet | Protected Mode: On 100% 1:54 PM 2/23/2011

Supplier Registration page  
**Select Edit**  
Supplier Sale Profile  
Or  
Remittance Profile

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

File Edit View Favorites Tools Help

Vendor Information Update

Strategic Purchasing Division (SPD) Home > Supplier Registration > Vendor Profile Information

### Vendor Profile Information

#### VENDOR INFORMATION UPDATE FORM

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#### Edit Vendor Sale Profile

\* Indicates information required.

**Business Name Type**

Vendor ID: **Not Assigned Yet**

Company Name:

DBA:

Business Type:

**Business Address (Where to send purchase orders)**

Address: \*   
(PO Box Not Allowed )

City:\*

State:\*

Zip Code:\*  (e.g. 00000 or 00000-0000)

**Contact Information**

Contact Name:

Telephone:  (e.g. 000-000-0000)

Fax:  (e.g. 000-000-0000)

Email:  (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).

SSN:

EIN:

Is your **company** or **service 1099** reportable?

Yes

No

Update Supplier profile data, or to add additional NIPG codes. System doesn't allow to change EIN #/SSN, submit a new W8/W9 form or contact the Suppliers Assistance Office at 832- 393-8800

**Tax Information**  
For individuals, this is your Social Security Number (SSN). For other entities, it is your Employer Identification Number (EIN).  
SSN:   
EIN:   
Is your **company** or **service 1099** reportable?  
 Yes  
 No

**Commodity Code Information**  
*Please read and follow instructions*  
Click this 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:	Validated List:*
<input type="text"/>	<input type="text" value="962-58"/>

Once the Update Supplier Profile is completed **Select SAVE**

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

File Edit View Favorites Tools Help

Google Search Share Check Translate AutoFill Sign In

Favorites Suggested Sites Free Hotmail Get More Add-ons

Vendor Information Update

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

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

Strategic Purchasing Division (SPD) Home > Supplier Registration > Vendor Profile Information

### Vendor Profile Information

**Vendor Services**

- VENDOR HOME**  
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- LOGOUT**

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**Vendor Sale Profile**

Business Name:	SHOE FASHION TEST		
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		

**Vendor Payment/Remittance Address**

Internet | Protected Mode: On 100% 1:59 PM 2/23/2011

This is the screen to review if the change took successfully. If an error message is received, please select the back arrow and re-edit the supplier application and click **Select SAVE**