



## Getting Started

Here are some tips to make registering in procurePHX a little easier.

**Tip 1.** Have a W9 form **signed and dated**, completed and saved. A link for the W9 accepted by the city is listed on the procurePHX web page. We can only accept W9 forms dated within the **last 12 months** and of the current version released by IRS. If you do not have a W9, form we will not be able to register your company in our system.

**Tip 2.** For effective use of procurePHX, please use the following Browsers: **Google Chrome** (Latest stable release), **Microsoft Edge** (Latest stable version) or **Firefox** (Latest stable release). Internet Explore is **not** supported.

**Tip 3.** Have the answers to these questions: Company name, DBA if applicable, company **physical** address, payment mailing address (including Zip plus 4), Primary person for the company, and the email address you would like listed as primary.

**Tip 4.** You will be sent a temporary password, and then quickly after you will be asked to create your own unique one. Example: FloWer12 and FloWer13 will **not** work. FloWers12! or AppLEs12\* will work.

**Tip 5.** Know the taxing jurisdiction of your company. Please visit <https://www.aztaxes.gov/Home/Address?Length=13> for more information.

We value you as a vendor and hope that these tips will be helpful to you.