

# Vendor Registration Instructions

Go to the **Pittsburgh Purchasing** website ([purchasing.pittsburghpa.gov](http://purchasing.pittsburghpa.gov)). The website opens to the Home page. Click on the **Registration** tab and go to the **Registration** page.

## REGISTRATION

Instructions   Organization Information   Contact Information   Commodity/Service Codes

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### Doing Business with the City of Pittsburgh

Welcome to the City of Pittsburgh's Vendor Registration process. This registration will quickly allow you to get a username and password to view, as well as respond to, business opportunities issued by the City of Pittsburgh's departments.

**Prior to starting the registration, please make sure to have the following information available:**

- Organization's Taxpayer ID Number (TIN)
- Business Type (Corporation, LLC, Sole Proprietorship, etc.)
- Email Address
- Internal Revenue Service W-9 Form, Request for Taxpayer Identification Number (TIN) and Certification

**Registration is a multi-step process with the opportunity to complete the following information:**

- Organization Information
- Pittsburgh Areas Served
- Diversity/Disadvantaged Business Classifications
  - Minority Business Enterprise (MBE)
  - Women Business Enterprise (WBE)
  - Veteran-Owned Small Business
- Organization Contact Information
- Commodity/Service Code Selection

**General Disclaimer:**

The City of Pittsburgh is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the City of Pittsburgh is not responsible for problems related to the transmission of data to and from this site.

**I agree with the terms. \***

Yes, I agree

\*denotes required fields.

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**NOTE: Pittsburgh Purchasing** is powered by **Perfect Commerce** and their **WebProcure** application.

Scroll to the bottom of the **Registration** page to read and acknowledge the **City of Pittsburgh's General Disclaimer**.

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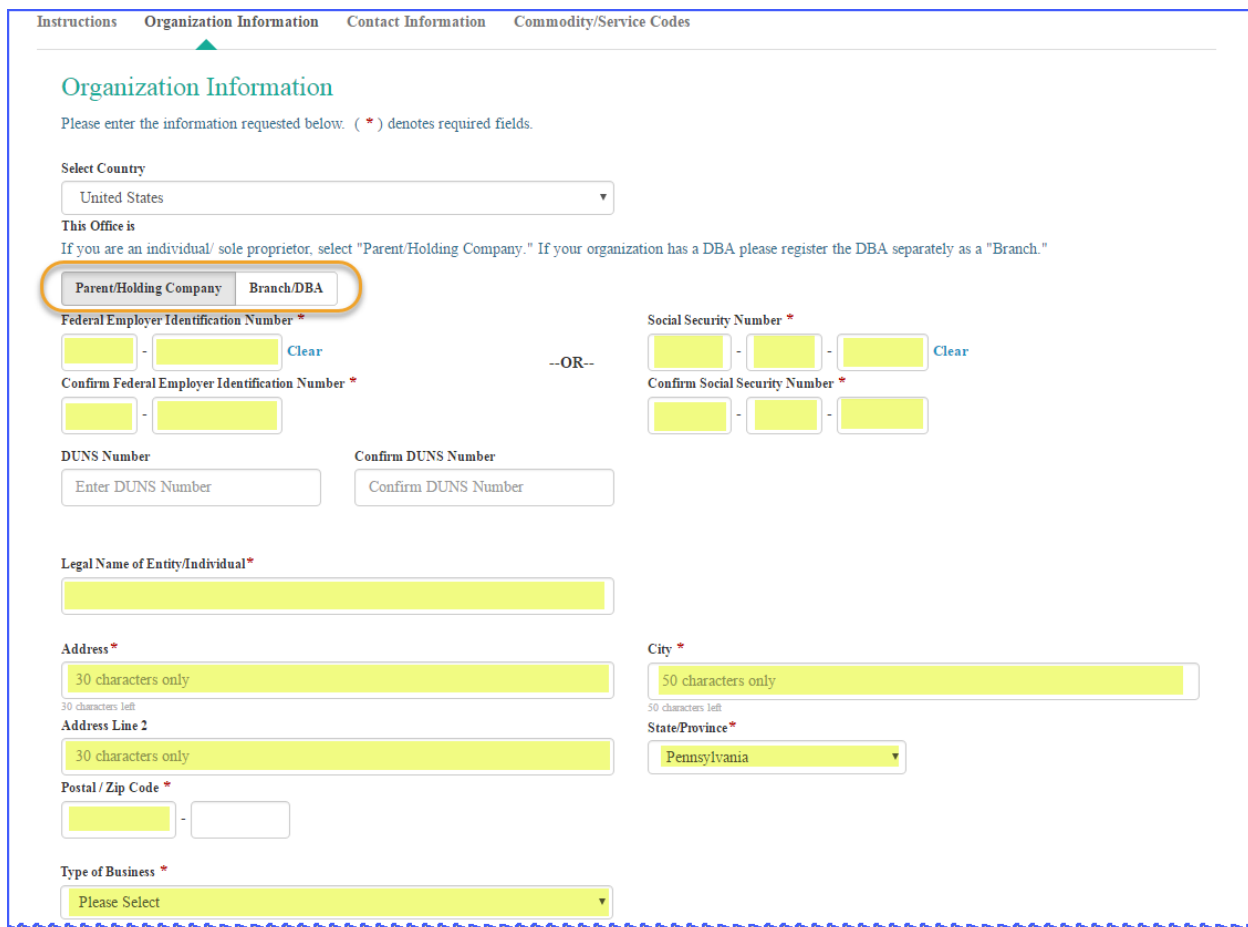
\*denotes required fields.

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The disclaimer states: ‘The City of Pittsburgh is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the City of Pittsburgh is not responsible for problems related to the transmission of data to and from this site.’

Agreeing to the **General Disclaimer** is a requirement as indicated by the red asterisk (\*). To proceed with the registration, check the **Yes, I agree** check box.

During the **Organization Information** step, leave the **Parent/Holding Company** default designation if your organization is the parent or headquarters location of your company. Enter **Federal Employer Identification Number** (FEIN). If you are individual/sole proprietor, leave the **Parent/Holding Company** default designation and enter your **Social Security Number**. Enter your **Legal Name, Address, City, State** (Pennsylvania defaults), and **Zip Code**. Select your **Type of Business** from the drop-down menu. Click **Next** at the bottom of the page.



The screenshot shows the 'Organization Information' step of a registration process. At the top, there are navigation tabs: 'Instructions', 'Organization Information' (active), 'Contact Information', and 'Commodity/Service Codes'. Below the tabs, the title 'Organization Information' is displayed in green. A note states: 'Please enter the information requested below. (\*) denotes required fields.' The form includes several sections: 'Select Country' with a dropdown menu set to 'United States'; 'This Office is' with two radio buttons, 'Parent/Holding Company' (selected) and 'Branch/DBA', circled in red; 'Federal Employer Identification Number \*' and 'Social Security Number \*' fields, each with a 'Clear' button; 'Confirm Federal Employer Identification Number \*' and 'Confirm Social Security Number \*' fields; 'DUNS Number' and 'Confirm DUNS Number' input fields; 'Legal Name of Entity/Individual \*' text input; 'Address \*' (30 characters left) and 'City \*' (50 characters left) text inputs; 'Address Line 2' (30 characters left) text input; 'State/Province \*' dropdown menu set to 'Pennsylvania'; 'Postal / Zip Code \*' input fields; and 'Type of Business \*' dropdown menu set to 'Please Select'.

If you have a **DBA** (Doing Business as Name), please register the **DBA** separately as a branch office. A vendor with a **DBA** needs to register twice – first as the **DBA’s** parent/legal entity name and then as the **DBA** name. The city is required to track both records so that when vendors receive payments from the city, their check will include their **DBA** name; and when a **Form 1099** is issued, it will appropriately identify the legal entity name. If you do have a **DBA**, you will use the same **FEIN** number when registering the legal name and registering the **DBA** name.

For help registering with **Pittsburgh Purchasing** or accessing the **WebProcure** tool, contact Perfect Commerce:  
WebProcure Technical Support – [WebProcure.Support@perfect.com](mailto:WebProcure.Support@perfect.com) or (866) 889-8533  
Monday through Friday 8:00 am to 8:00 pm (Eastern Standard Time)

**NOTE:** The last three sections on the **Organization Information** step are optional and may be completed during registration, if desired by selecting the **Now** button.

**Business Verifications**  
Would you like to provide this information now or later?

**City of Pittsburgh Areas Served**  
Would you like to provide this information now or later?

**Diversity/ Disadvantaged Business Classifications**  
The following information is optional and may not apply to your organization.  
If applicable, would you like to provide this information now or later? Select 'Later' if none of the classifications apply to your organization.

\*denotes required fields.

On the **Organization Contact Information** page, enter your **First Name, Last Name, Phone Number, Email Address, User Name,** and **Password**. Your **Password** will need to be entered twice to ensure accuracy.

Instructions   Organization Information   **Contact Information**   Commodity/Service Codes

**Organization Contact Information**  
Please enter the information for your organization's main point of contact for the City of Pittsburgh.

Salutation

First Name \*

Last Name \*

Job Title

Main Phone Number(10 digits,no spaces or hyphens) \*  Ext

Fax Number(10 digits,no spaces or hyphens)

Email Address \*

User name \*

Password \*

Confirm Password \*

On the **Select Commodity / Service Codes** page, you will need to enter at least one **UNSPSC** code. If you do not wish to receive email notices of future bidding opportunities, please select '**Unknown**'. Vendors are

encouraged to select codes that align with their products/services. To locate a commodity category or code, enter a full or partial code or a keyword in the **Search** field.

Instructions Organization Information Contact Information Commodity/Service Codes

### Select Commodity/Service Codes

Select the commodity and service codes below which best apply to your organization's business. Selecting these codes will subscribe you to receive notifications on solicitations posted by the City of Pittsburgh. It will also make your organization easier to find when Pittsburgh's entities are preparing to make a purchase. If you do not wish to receive solicitation notifications, please select 'Unknown'.

'Select the UNSPSC commodity and/or service code(s) which apply to your organization's business. Choose at least one code. You may add more or update this information later in the Profile Management menu.

Enter a keyword or search phrase and click Search. Check/Select the category to save your changes.

network

**Available Categories**

- Chassis components (43201600)
  - Network equipment chassis (43201602)
- Media storage devices (43201800)
  - Network attached storage NAS device (43201835)
- Data Voice or Multimedia Network Equipment or Platforms and Accessories (43221700)
  - Fixed network equipment and components (43221700)
- Optical network devices (43221800)
  - Optical network or communication filters (43221802)
  - Optical networking lasers (43221804)
  - Asynchronous transfer mode ATM network equipment (43221805)
  - Synchronous optical network SONET network equipment (43221806)
- Network security equipment (43222500)
  - Firewall network security equipment (43222501)
  - VPN network security equipment (43222502)
- Network service equipment (43222600)
  - Network repeaters (43222608)
  - Network routers (43222609)
  - Network service concentrators or hubs (43222610)
  - Network channel or data service units (43222611)

**Selected Categories**

- Information Technology Broadcasting and Telecommunications (43000000)
  - Data Voice or Multimedia Network Equipment or Platforms and Accessories (43221700)
    - Network security equipment (43222500)
    - Network service equipment (43222600)

**Available Categories** that match your entered search term(s) are listed in the left column. Check the box of one or more categories that are applicable to your organization. Once a parent or child category is selected, the system automatically displays them in the **Selected Categories** section to the right.

To remove a selected commodity / service code, in the **Selected Categories** column, simply clear the check box located to the left of the category that is to be removed.

Category selection is the final step in registration. Click **Process My Registration**.

You will receive an email from Perfect Commerce / WebProcure confirming submission of your registration into **Pittsburgh Purchasing**.

