



# SUPPLIER REGISTRATION GUIDE

Register Your Company with the City of Arlington, Texas

Created: 11/15/2010 Updated 3/9/2011

**SUPPLIER  
PORTAL**

# REGISTRATION GUIDE: City of Arlington Supplier Portal

From the portal:

- Click **REGISTER**

**LAWS@N** Supplier Portal

**Login/Register**  
Login  
[Forgot User Name?](#)  
**Register**

**Events**  
[Browse Open Events](#)  
[Search Events](#)

**Supplier Portal**  
The Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:

- Self-service supplier registration and account maintenance
- Support for multiple commodity codes per supplier and contact
- Improved communication via messages, including support of electronic attachments
- Document upload capability
- Enables data to be accessible in one location

**Links**  
[Goods & Services M](#)  
[CoA Bid Opportunit](#)  
[City Terms & Condi](#)  
[Texas CMBL \(Find N](#)  
[Adobe Reader Dow](#)

**Announcements**

## SECTION 1: TERMS and CONDITIONS

- Read the terms of registration.
- If you choose to continue, click **ACCEPT TERMS AND CONDITIONS**
- Click **CONTINUE**

**Status**

**Read the Terms and Conditions for doing business with this organization. To proceed with registration, you must accept the Terms and Conditions.**

Following is Required Reading

Notice to Bidders: It is the responsibility of all potential bidders to check this web site regularly and obtain all addenda that may be issued to bid specifications. The City of Arlington is not liable for any computer or software malfunctions which may result in non-notifications. The City of Arlington is not responsible for direct distribution of addenda posted on the web site to all vendors who desire to submit a proposal. Acknowledgement of addenda shall be made in the bidding process.

Pursuant to the General Statutes of the State of Texas, proposals for the following items or projects are invited and will be received by City of Arlington until the Bid Opening date and closing time (CST) as listed. This list serves as a public notice advertisement for Bids and Request for Proposals. Bid documents and specifications are available through the electronic bidding website link below or at the City of Arlington locations listed in each bid packet individually.

The City of Arlington reserves the right to reject any or all proposals.  
Bidders must comply with nondiscrimination provisions.  
The City is an equal opportunity agency and invites small, minority and woman-owned suppliers to bid.  
Vendors should not fill orders for the City of Arlington without first receiving a signed Purchase Order or valid procurement card number.

\* Accept Terms and Conditions

[Continue](#) [Cancel](#)

## SECTION 2: CONTACT INFORMATION

**Supplier Registration - Contact Information**

Terms And Conditions > **Contact Information** > Company Information > Questions > Commodity Codes > Status

Enter the login and primary contact information for your business. User IDs and passwords are case sensitive and space sensitiv

**Become A Supplier - Create An Account**

\* User Name   
\* Password   
\* Confirm Password

**Enter Information About Yourself**

Title   
\* Given Name ( First )   
\* Family Name ( Last )   
\* Phone Number   Ext  (international prefix, phone number, extension)  
Fax Number   Ext  (international prefix, fax number, extension)  
\* Email Address   Receive Email Notification

Don't have an email address? Create one here: [Create Email Address](#)

\* = Required

## REGISTRATION GUIDE: City of Arlington Supplier Portal

- **NOTE:** All fields flagged with an asterisk (\*) are required!
- Create your Login User Name
  - Note: This is case/space sensitive
- Create your Password
  - Note: This is case/space sensitive
  - Minimum length: 8 positions
  - Must contain at least one (1) upper case alpha character
  - Must contain at least one (1) numeric character
  - Cannot contain more than two repeating characters
- Enter information about yourself, as the primary contact for your company. Required fields:
  - First Name/Last Name
  - Phone Number **\*Use the following format: 111-111-1111** (Note: the first field is for International pre-fixes only)
  - Email Address
    - If you do not have an email address, click on **Create Email Address** to create one.
- Click **CONTINUE**

### SECTION 3: COMPANY INFORMATION

**Supplier Registration - Company Information**

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Enter your company information.

**Company Information**

\* Company Name  Doing Business As   
Dun And Bradstreet  Business Type   
\* Tax Id Type  \* Tax Id   
Website

**Address Information**

**Mailing address**

\* Address Line 1   
Address Line 2   
Address Line 3   
Address Line 4   
\* City   
\* State Province   
\* Postal Code   
Country   
\* Country

**Remit to name and address**

Remit To First Name   
Remit To Last Name   
 Check If Remit To Address Is The Same As Mailing Address

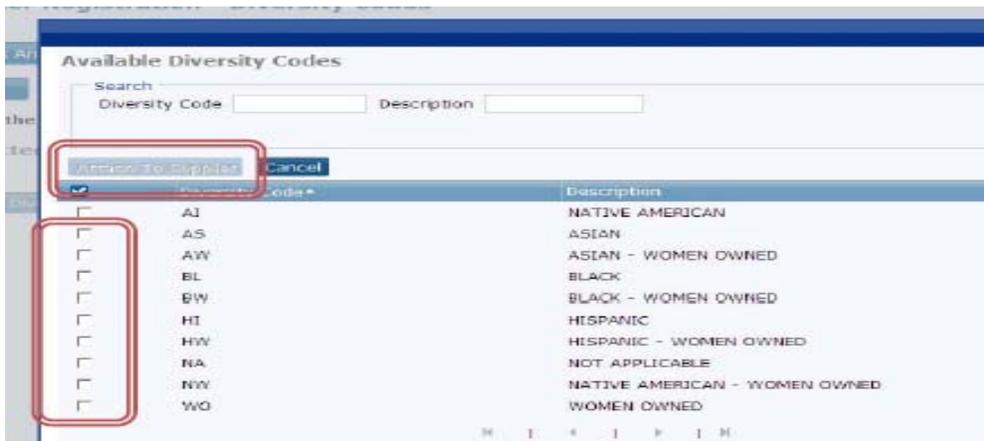
Address Line 1   
Address Line 2   
Address Line 3   
Address Line 4   
City   
State Province   
Postal Code   
Country   
Country

\* = Required

- **NOTE:** All fields flagged with an asterisk (\*) are required!
- Enter all information about your company. Required fields are:
  - Company Name
  - City
  - State
  - Postal Code (Zip)
  - Tax ID Type
  - Tax ID number **\*Do not add spaces or dashes to TIN.**
- Click **CONTINUE**

**SECTION 4: DIVERSITY CODES**

- To select the Diversity Code for which you are certified, click the button labeled **ADD**.
- The system will open a list of available codes.



- To select the code, click in the box to the left of the Code(s); If none apply, click **CONTINUE**.
- After choosing, click **ATTACH TO CONTACT** (button in the upper left hand corner of the form).
- The system will return you to the Selected Diversity Codes form where you can view any previously selected diversity codes. Any verification certificates can also be uploaded at this time.
- Click **CONTINUE**

**SECTION 5: QUESTIONS**

- Answer any questions in this section.
- Click **CONTINUE** to proceed.

**SECTION 6: COMMODITY CODES**

- Click on **ADD** to select the Commodity Code(s) for which your firm would like to receive future bid notifications. **\*Please add at least one commodity code.**



## REGISTRATION GUIDE: City of Arlington Supplier Portal

- The system will open a list of available codes from which to select.
  - You must select at least once commodity code to receive future notifications.
  - Use NEXT/PREVIOUS to navigate the available codes.
  - Choose how many codes display at one time by choosing the *page size* (lower right).
- **Helpful Hint:** To view the guide in book form, visit:  
[http://www.window.state.tx.us/procurement/com\\_book/index.html](http://www.window.state.tx.us/procurement/com_book/index.html)
  - To display codes with a description including a specific keyword.
  - Examples: heating, professional service, computer

**Available Commodity Codes**

Advanced Search  
Commodity Search

Search Reset Save Search

Attach To Contact Cancel

<input checked="" type="checkbox"/>	Commodity Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MAC
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUT
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CL
<input type="checkbox"/>	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/>	031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS
<input type="checkbox"/>	035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
<input type="checkbox"/>	037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

First Page | Previous Page | Next Page | Last Page Page size: 10

- To select the code, click the box to the left of the code(s) and then click **ATTACH TO CONTACT**.
- The system will return you to the Selected Commodity Codes form where you can view any previously selected commodity codes.
- At any time you can return and select additional codes by returning to this form and clicking **ADD**.
- When finished choosing Commodity Codes, click **CONTINUE** to proceed.

### **SECTION 7: PROXY NOTIFICATIONS**

A “proxy” is another contact within your firm, company, or organization that needs to receive the same notification you do. This is a critical back-up for your company when bid notification occurs and it is highly recommended that you set-up another contact within your organization to receive notices.

- To set up a proxy user to receive notification, click the **ADD** button.

**Supplier Registration - Proxy Notifications**

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

Proxy Notifications

Add

Last Name Email Address Receive Notifications?

- The system will open the page for you to enter the proxy information.

**LAWSON** Supplier Portal

### Proxy Notification - Proxy Notifications

Enter contacts that will be notified of event updates, but cannot take action on those events and do not have a separate user name and password.

\* Given Name ( First )

\* Family Name ( Last )

\* Email Address

Receive Email Notification

\* - Required

[Continue](#) [Cancel](#)

- All fields are required.
- When finished, click **CONTINUE**.
- The system will return you to the Selected Proxy Notification Screen form where you can view the proxys you have added.
- You can continue to add proxys by repeating the steps in this section.

## COMPLETING REGISTRATION

**LAWSON** Supplier Portal

### Supplier Registration - Proxy Notifications

#### Status

**Registration status: Complete**

*Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.*

[Back](#) [Done](#)

- You have successfully entered your company's information in the City of Arlington's database.
- Click **DONE** to send the information to our servers.
  - NOTE: Your information will be validated by City staff and upon verification of registration fee through the City's online store; your profile will be activated.

**\*\*\*\*\* INSTRUCTIONS FOR PAYMENT on the following page \*\*\*\*\***

## Making a Payment through the City’s Online Store

Home About Us Contact Us My Account View Cart/Checko

home

New Supplier Payment

Price: USD \$ 25.00

Item Number: 1000-41810

The registration fee covers processing, maintenance and storage of supplier information and relevant certificates.

**NEW REGISTRANTS:**

- Registration is a two-step process consisting of Company Registration and Payment.
- If you have not registered your company profile (MWBE status, commodity codes, contact numbers/emails), click [here](#) to begin Supplier Portal Registration
- If you have already completed your Supplier Portal Registration, continue to make your payment on this site and allow 24-48 hours for profile validation/payment confirmation.

**ARLINGTON**  
View Larger Image

**Personalization**  
\* denotes required field

Supplier Company Name \*

Supplier Contact Person \*

Supplier Contact Phone Number \*

Supplier Contact Email Address \*

Quantity: 1 Add to Cart

TAX: FREE

**Shopping Cart**

Qty	Item	Total
1	New Supplier Payment	USD \$ 25.00
<b>Subtotal</b>		<b>USD \$ 25.00</b>

[View or Edit Cart](#)

Estimate Shipping & Tax  
Zip/Postal Code:

[Estimate](#)

[Checkout Now](#)

This information prints on your payment receipt.  
Click the Checkout Now button to continue with billing/card information.

### INSTRUCTIONS FOR THE ONLINE PAYMENT SYSTEM:

- Go to the link: <http://arlingtonwebstore.com/supplierpaymentnew.aspx>
  - Or, from the Supplier Portal, click PAY REGISTRATION FEE (in the links section)
- Enter company information for the receipt
- Add one (1) registration to cart
- On the right-hand side, a “checkout” button will appear; click it.
- It will take you to a form where you can follow procedures and enter billing/card information to finalize payment.
- Remember: registration is a two-step process:
  - Step 1 (actual Registration) is performed in the Supplier Portal
  - Step 2 (Payment of fee) is performed at the City’s Online Store

It is our distinct pleasure to serve you in the creation of this tracking and notification database. If you have any questions or need assistance, send us an email at [purch@arlingtontx.gov](mailto:purch@arlingtontx.gov) and in the subject line type: **REQUEST REGISTRATION ASSISTANCE.**