

Vendor Registration Guide

Register your business as a vendor on the City's Planetbids registration page using the link below or by scanning the code: https://pbsystem.planetbids.com/portal/54783/portal-home **City of Norwalk** Vendor Portal Select "New Vendor Registration" on the landing page NEW VENDOR REGISTRATION **BID OPPORTUNITIES** Create a new vendor record. Search and bid electronically on opportunities Create your Vendor Profile with If you wish to view or edit an existing vendor with this agency, download documents, and **City of Norwalk** Company Name* Complete all fields in the Vendor Profile page. Click "Sign Up" and await an email 3 FEI/SSN * confirmation to begin the registration process Email * PLANET BIDS City of Norwalk Vendor Registration Already have an account? Log in Business Type FEI/Tax ID Numbe Click on the link in the confirmation email to land on the 900000000 registration page. Complete the requested information. Norwalk test IRS Reporting Nam Fields marked with an * are required Doing Business A DUNS Address Submit 5 Once all required fields are completed, click "Submit"

> For any questions or assistance, please contact the Purchasing Division at (562) 929-5712 or via email at: <u>Finance@norwalkca.gov</u>. For technical assistance, please contact PlanetBids at (818) 992-1771