

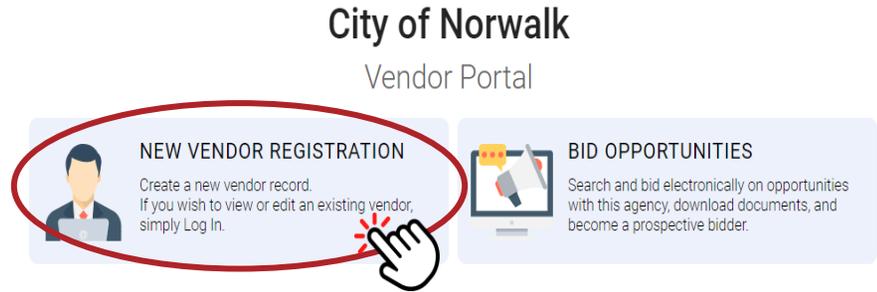
# Vendor Registration Guide



**1**

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>

Select "New Vendor Registration" on the landing page



Create your Vendor Profile with

**City of Norwalk**

Company Name \*

FEI/SSN \*

Email \*

**SIGN UP**

Already have an account? Log in here.

**3**

Complete all fields in the Vendor Profile page. Click "Sign Up" and await an email confirmation to begin the registration process

**PLANETBIDS** City of Norwalk

Vendor Registration

Company

Business Type \*

FEI/Tax ID Number \*

900000000

Company Name \*

Norwalk test

IRS Reporting Name

Doing Business As

DUNS

Address \*

Click on the link in the confirmation email to land on the registration page. Complete the requested information. Fields marked with an \* are required



**5**

Once all required fields are completed, click "Submit"