



WebProcure™

Vendor Registration User Guide

Document Version 3.0.01.18

WebProcure™ powered by  PERFECT COMMERCE
A PROACTIS COMPANY

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Introduction

The **City of Pittsburgh** is implementing a secure, web-based statewide eProcurement system, **Beacon**, using the Web**Procure** application provided by our partner, Perfect Commerce.

Beacon offers many user-friendly features and expanded services, including:

- Business opportunities from the **City of Pittsburgh** posted to a consolidated bid board where you may view and respond.
- Ability to view and respond to other public-sector opportunities within **City of Pittsburgh**.
- Access to the Web**Procure** marketplace, which provides public sector opportunities with other Perfect Commerce clients.
- Automatic email notification of business opportunities.
- Ability to electronically submit bids or proposals.
- Enhanced self-service vendor registration in a one-stop shop.
- Improved vendor registration allowing for multiple users, contacts, attachments and more.
- Ability to review award results/postings electronically.

Required Registration

All vendors who currently (or in the future) sell products and/or services to the state will be *required* to register their business with the **Beacon**. The vendor registration portal for registering your business is accessible from the **Beacon** website at: pittsburghpa.gov/beacon/

This document will serve as a guide on how to register your organization.

Vendor Self-Registration

Beacon utilizes the Perfect Commerce Web**Procure** application to provide vendors with the ability to self-register. This is a multi-step process to establish contact and company information, areas served, commodity classifications and tax identification information.

Getting Started

It is suggested that you have the following information on hand to complete the required sections of the registration:

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

You will also have the opportunity to enter in supplemental information including:

- **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**

After gathering the necessary information, access the website: pittsburghpa.gov/beacon/registration

The website opens to the required **Registration** page.

Step 1 - Collect Information and General Disclaimer

The first step in the registration process is to collect the information that will be necessary to complete your registration. This includes, the previously mentioned, taxpayer information, contacts, and commodity classifications.

BEACON LOGIN

REGISTRATION BID OPPORTUNITIES CURRENT CONTRACTS FAQ'S

REGISTRATION

[→ Vendor Registration Instructions](#)

Instructions Organization Information Contact Information Commodity/Service Codes

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.

Back Next

Beacon – Vendor Registration

Located at the bottom of this first step, is the **General Disclaimer** for the **City of Pittsburgh**.

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.

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.

Click **Next**.

Step 2 - Organization Information

In step two, you will begin entering the information that was collected in step one.

CITY OF PITTSBURGH

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

Organization Information

Please enter the information requested below. (*) denotes required fields.

Select Country

This Office is
If you are an individual/ sole proprietor, select "Parent/Holding Company." If your organization has a DBA please register the DBA separately as a "Branch."

Federal Employer Identification Number * - - --OR-- Social Security Number * - -

Confirm Federal Employer Identification Number * - Confirm Social Security Number * - -

DUNS Number Confirm DUNS Number

Legal Name of Entity/Individual *

Address * City *

30 characters left 50 characters left

Address Line 2 State/Province *

Postal / Zip Code * -

Type of Business *

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.

A red asterisk (*) indicates that a field is required and must be completed to proceed to the next step in the registration.

Beacon – Vendor Registration

Please enter the information requested below. (*) denotes required fields.

Select Country
United States ▼

This Office is
If you are an individual/ sole proprietor, select "Parent/Holding Company." If your organization has a DBA please register the DBA separately as a "Branch."

Parent/Holding Company Branch/DBA

Federal Employer Identification Number * Social Security Number *
[] - [] Clear --OR-- [] - [] - [] Clear

Confirm Federal Employer Identification Number * Confirm Social Security Number *
[] - [] [] - [] - []

DUNS Number Confirm DUNS Number
Enter DUNS Number Confirm DUNS Number

Legal Name of Entity/Individual*

[]

Address * City *
30 characters only 50 characters only
30 characters left 50 characters left

Address Line 2 State/Province*
30 characters only Pennsylvania ▼

Postal / Zip Code *
[] - []

Type of Business *
Please Select ▼

Complete the above fields as follows:

- **Country** – Use the drop-down menu to select the country location of your organization. The default selection is **United States**.
- **This office is** – Choose the appropriate designation for your organization:
 - **Parent / Holding Company** – This is the default designation and applies to your organization if it is the parent or headquarters location of your organization.
 - **NOTE:** If you are an individual / sole proprietor, select ‘**Parent / Holding Company**’.

Beacon – Vendor Registration

- **Branch** – If your organization is a child company or branch location of another entity, select this option.

NOTE: If your organization has a **DBA**, please registers the **DBA** separately as a '**Branch**'

- **Federal Employer Identification Number*** -- OR -- **Social Security Number*** – During your initial registration, either a **Federal Employer Identification Number** (FEIN), or a **Social Security Number** (SSN), needs to be entered to identify your organization in Web**Procure**. The **City of Pittsburgh** may use this information to associate your Web**Procure** registration with their accounting and payment systems for **Federal** tax reporting.

Application Note: The **Clear** link, located to the right of the **Federal Employer Identification Number** and **Social Security Number** text entry fields, allows you to empty those fields and re-enter numbers as needed.

- **DUNS Number** – Enter the D-U-N-S number issued by Dunn & Bradstreet, which provides unique identifiers of single business entities, while linking corporate family structures together. This field must contain 9 digits. It cannot contain letters or symbols.

NOTE: This field is required when registering as a '**Branch**'.

This field is required

- **Legal Name of Entity / Individual*** – Your organization's legal name must match the company name on record with the IRS for your **Tax Identification Number**. If you file with a **Social Security Number**, you must enter your name exactly as it shows on your **Federal Tax Return**. This field accepts up to 50 alphanumeric characters.
- **Address*** – Use the two lines to enter street address or post office box information in full. Each of the **Address** and **Address Line 2** fields accept up to 30 characters.

Application Note: The application will identify the number of remaining characters allowed as you type.



The screenshot shows a text input field with a blue border. Above the field, the text 'Address *' is displayed. Inside the field, the text '1 BayPort Way' is entered. Below the field, the text '17 characters left' is displayed.

- **City*** – Enter the city where your organization is located. This field accepts up to 50 characters.

Beacon – Vendor Registration

- **State / Province*** – Use the drop-down menu to select the state where your organization is located. The default selection is **Pennsylvania**. If your organization is located outside of the continental United States, choose the last option, listed as **Other** from the listing of available choices.
 - If **Other** is selected from the **State / Province** menu, a new, required **Other Region*** field will display. Enter the appropriate region in this field
- **Postal / Zip Code*** – Enter the postal code or zip code with extension, if known, for your organization.

Application Note: The application will perform an address validation. If the address cannot be located, you have the option of correcting any errors that may exist or you may acknowledge that the entered address is correct by double-clicking the *here* link.

Postal / Zip Code *
23606 - We could not find this address.
Please check for spelling errors. If it appears correct, please double click [here](#)

- **Type of Business*** – Use the drop-down menu to identify the type of enterprise that best represents your organization. Options include:
 - Benefit Corporation (B Corp)
 - C Corporation
 - Individual/Sole Proprietor
 - Limited Liability Company – C Corporation
 - Limited Liability Company – Partnership
 - Limited Liability Company – S Corporation
 - Other: Federal Tax Exempt / Non-Profit
 - Other: Government Entity
 - Partnership
 - S Corporation
 - Trust / Estate

Now/Later Supplemental Information

The lower portion of step two consists of several sections that may be entered now or later. These do not need to be completed during the registration process to advance to the next step.

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.

By default, the **Later** option is selected for each section:

- **[Business Verifications](#)**
 - [Company History](#)
 - [W-9 Form Request for Taxpayer Identification Number and Certification](#)
(Upload W-9 Form)
 - [City Tax Compliance](#)
 - [Professional Licensure](#)
 - [City Insurance](#)
- **[City of Pittsburgh Areas Served](#)**
- **[Diversity / Disadvantaged Business Classifications](#)**

This information may be entered later once you are logged in to the Web**Procure** application.

To enter information in now, while registering, simply click the **Now** button for the desired section.

Business Verifications

To address each of the topics in the **Business Verifications** section now, select the **Now** button. The page will refresh to include several new topics as shown below:

Business Verifications

Would you like to provide this information now or later?

Company History

How long has your organization been in business?

W-9 Form Request for Taxpayer Identification Number and Certification

"In order to conduct business with the City of Pittsburgh, you must submit a signed IRS W-9 Form certifying the Federal Employer Identification Number or Social Security Number entered above was assigned to your organization by the Internal Revenue Service. [You can download this form here.](#) You may also provide a W-8 form, if applicable. Please upload your document below."

IRS Form W-9 or W-8

City Tax Compliance

For the purposes of tax payment verification please list the Parcel Identification of all properties owned by your organization:

Property Address:

<input type="text" value="Address"/>	<input type="text" value="Address 2"/>
<input type="text" value="Country*"/> United States	<input type="text" value="State/Province*"/> Pennsylvania
<input type="text" value="City*"/>	<input type="text" value="Postal / Zip Code *"/> - <input type="text"/>

Professional Licensure

If your organization possesses a professional licensure, please provide below.

NOTE: The City of Pittsburgh Department of Permits, Licenses, and Inspections issues many types of licenses. For more information, visit <http://pittsburghpa.gov/pli/licenses>

City of Pittsburgh - Trade City of Pittsburgh - Amusement City of Pittsburgh - Business Other

License Name	Document*
<input type="checkbox"/> Electrical Contractor License	<input type="text" value="Upload Document"/> <input type="button" value="browse"/>
<input type="checkbox"/> General Contractor License	<input type="text" value="Upload Document"/> <input type="button" value="browse"/>
<input type="checkbox"/> HVAC Contractor License	<input type="text" value="Upload Document"/> <input type="button" value="browse"/>
<input type="checkbox"/> Sign Contractor License	<input type="text" value="Upload Document"/> <input type="button" value="browse"/>
<input type="checkbox"/> Stationary Power Engineer License	<input type="text" value="Upload Document"/> <input type="button" value="browse"/>
<input type="checkbox"/> Welding License	<input type="text" value="Upload Document"/> <input type="button" value="browse"/>

City Insurance

For all contracts in which insurance is required, a certificate evidencing the following minimum insurance must be provided when award is made, unless otherwise specified:

- A. GENERAL LIABILITY Single limit of Bodily Injury and Property Damage Combined: \$500,000.00 each occurrence. \$1,000,000.00 aggregate.
- B. CITY OF PITTSBURGH must be listed as "Additional Insured" on the insurance certificate. NOTE: The name(s) of the insured on the certificate must be the same as the name(s) of the Contractor listed on the bid document.
- C. Insurance coverage must be an "OCCURRENCE POLICY". "Claims made" policies are unacceptable.
- D. WORKERS' COMPENSATION STATUTORY LIMITS.
- E. AUTOMOTIVE LIABILITY INSURANCE - MINIMUM REQUIREMENTS: \$500,000 for each individual occurrence and \$1,000,000 in aggregate coverage.

Please upload your organization's insurance certificate(s) noting the City of Pittsburgh as additional insured below.

Company History

The **Company History** section contains the following question: ***‘How long has your organization been in business?’***



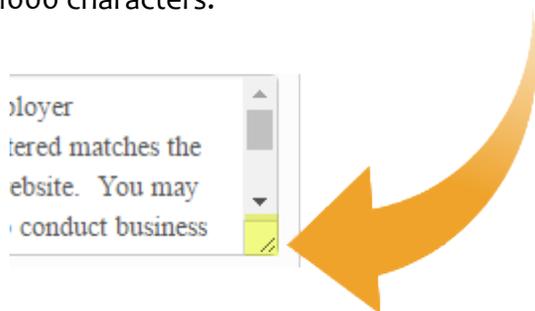
The screenshot shows a form titled "Company History" with the question "How long has your organization been in business?". Below the question is a text input field with a placeholder "1000 character max".

Please answer the question and if desired, enter in additional commentary regarding your organization’s history. This field accepts a maximum of 1000 characters.

If desired, text may be copied and pasted into this field.

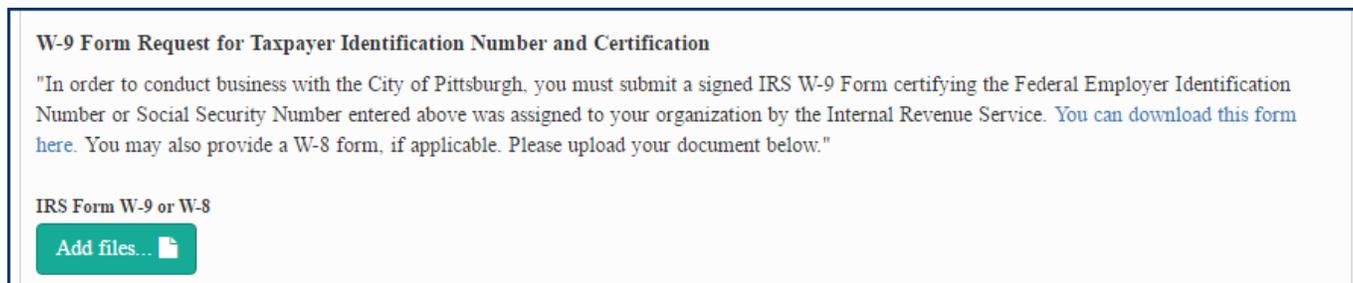
To expand the field and view all entered or pasted text,

click and drag the  lower right corner of the text box.



W-9 Form Request for Taxpayer Identification Number and Certification

To conduct business with the **City of Pittsburgh**, you must submit a signed **IRS W-9 Form** certifying the **Federal Employer Identification Number** or **Social Security Number** that was entered earlier in step two. This form verifies that the number entered matches the number assigned to your organization by the Internal Revenue Service. You can download this form directly from the [IRS website](#). You may also provide a **W-8 Form**, if applicable.

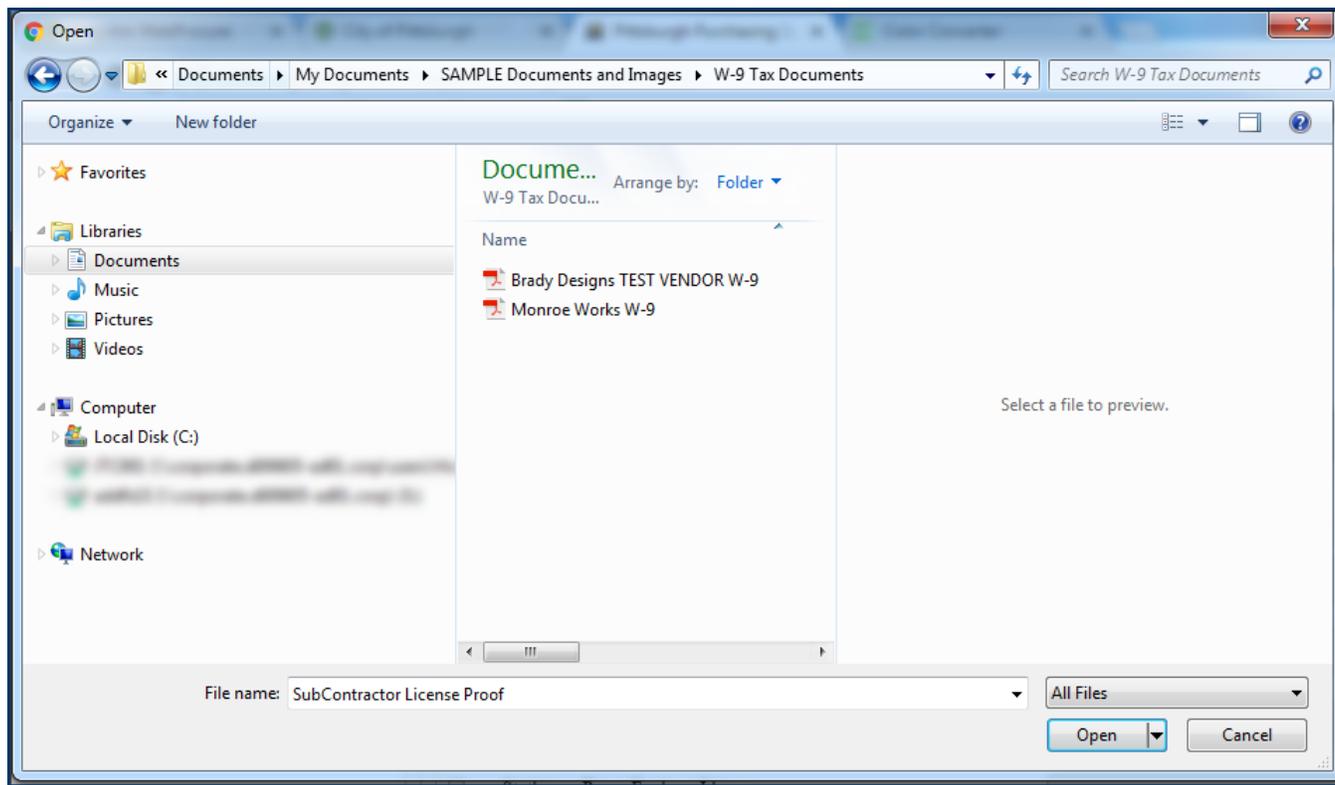


The screenshot shows a section titled "W-9 Form Request for Taxpayer Identification Number and Certification". The text reads: "In order to conduct business with the City of Pittsburgh, you must submit a signed IRS W-9 Form certifying the Federal Employer Identification Number or Social Security Number entered above was assigned to your organization by the Internal Revenue Service. You can download this form here. You may also provide a W-8 form, if applicable. Please upload your document below." Below the text is a button labeled "Add files..." with a file icon.

To upload your form, click the **Add files...** button. The **Choose File to upload** or **Open** window displays, depending on your browser.

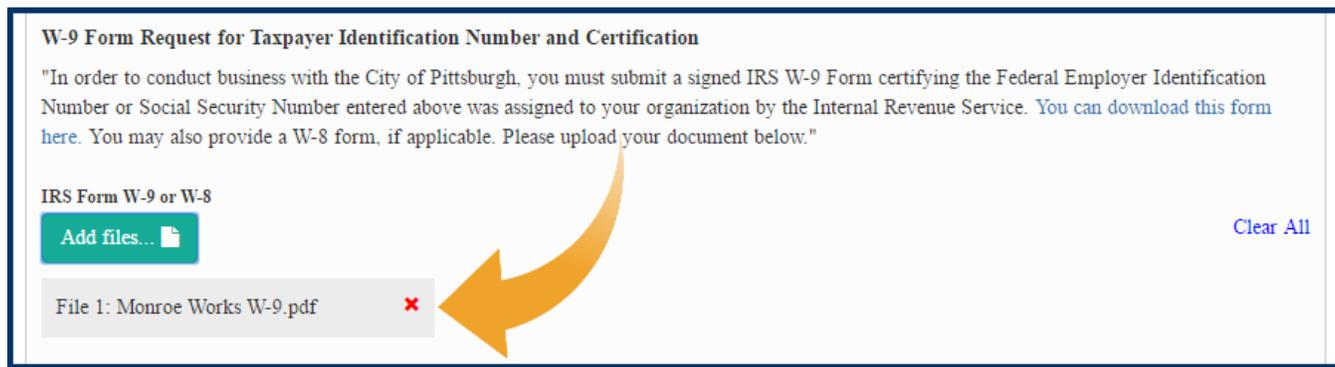
Beacon – Vendor Registration

See sample image below:



Navigate to the local or network location of your **W-9** or **W-8 Form**, select the file, and click **Open**.

The **Choose File to upload** or **Open** window closes, and the selected file will display inside the **W-9 Form Request for Taxpayer Identification Number and Certification** section as shown in the sample image below.



Repeat this process for each form to be uploaded.

To remove a file, simply click  the located to the right of the file name.

City Tax Compliance

For the purposes of tax payment verification, please list the **Parcel Identification** of all properties owned by your organization in the **City Tax Compliance** section.

City Tax Compliance

For the purposes of tax payment verification please list the Parcel Identification of all properties owned by your organization:

Property Address:

Address

Address 2

Country*

State/Province*

City*

Postal / Zip Code* -

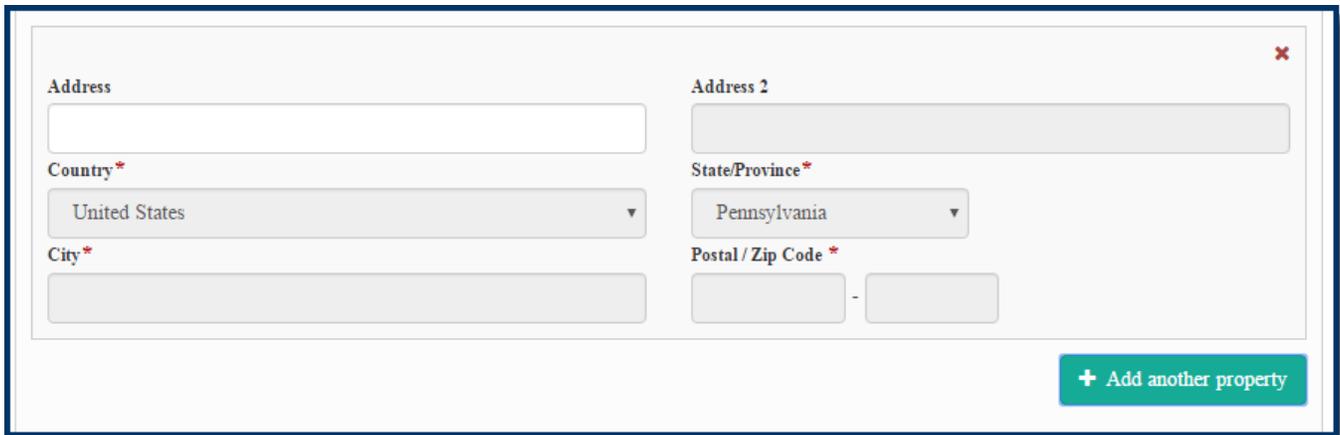
[+ Add another property](#)

Complete the fields as follows:

- **Address** – Use the **Address** and **Address 2** fields to enter street address or post office box information for the property address.
- **Country*** – Use the drop-down menu to select the country location of your property address. The default selection is **United States**.
- **City*** – Enter the city where the property is located.
- **State / Province*** – Use the drop-down menu to select the state where your property is located. The default selection is **Pennsylvania**. If your property is located outside of the continental United States, choose the last option, listed as **Other** from the listing of available choices.
 - If **Other** is selected from the **State / Province** menu, a new, required **Other Region*** field will display. Enter the appropriate region in this field
- **Postal / Zip Code*** – Enter the postal code or zip code with extension, if known, for your property location.

Beacon – Vendor Registration

If additional **Parcel Identifications** need to be entered, simply click the **Add another property** button. The page will refresh to display additional address fields for you to complete. Repeat this process for each property to be added.



The screenshot shows a form with two columns of address fields. The left column is labeled 'Address' and the right column is labeled 'Address 2'. Each column has a text input field, a dropdown menu for 'Country' (with 'United States' selected) and 'State/Province' (with 'Pennsylvania' selected), and a text input field for 'City'. The 'Postal / Zip Code' field is split into two input boxes with a hyphen between them. A red 'X' icon is in the top right corner of the form. A green button with a plus sign and the text '+ Add another property' is located at the bottom right of the form.

To remove an added address or remove empty address fields, simply click the  located in the upper right corner of the address or address fields to be removed.

Professional Licensure

If your organization possesses licenses and/or certifications, please use the **Professional Licensure** section to select and attach supporting documentation.

Professional Licensure
If your organization possesses a professional licensure, please provide below.

NOTE: The City of Pittsburgh Department of Permits, Licenses, and Inspections issues many types of licenses. For more information, visit <http://pittsburghpa.gov/pli/licenses>

City of Pittsburgh - Trade City of Pittsburgh - Amusement City of Pittsburgh - Business Other

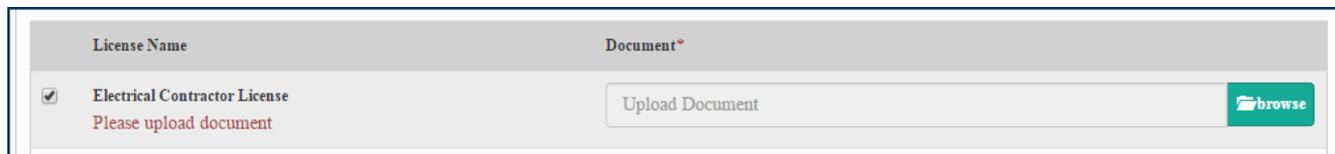
License Name	Document*
<input type="checkbox"/> Electrical Contractor License	Upload Document 
<input type="checkbox"/> General Contractor License	Upload Document 
<input type="checkbox"/> HVAC Contractor License	Upload Document 
<input type="checkbox"/> Sign Contractor License	Upload Document 
<input type="checkbox"/> Stationary Power Engineer License	Upload Document 
<input type="checkbox"/> Welding License	Upload Document 

The **Professional Licensure** section contains four separate licensure tabs:

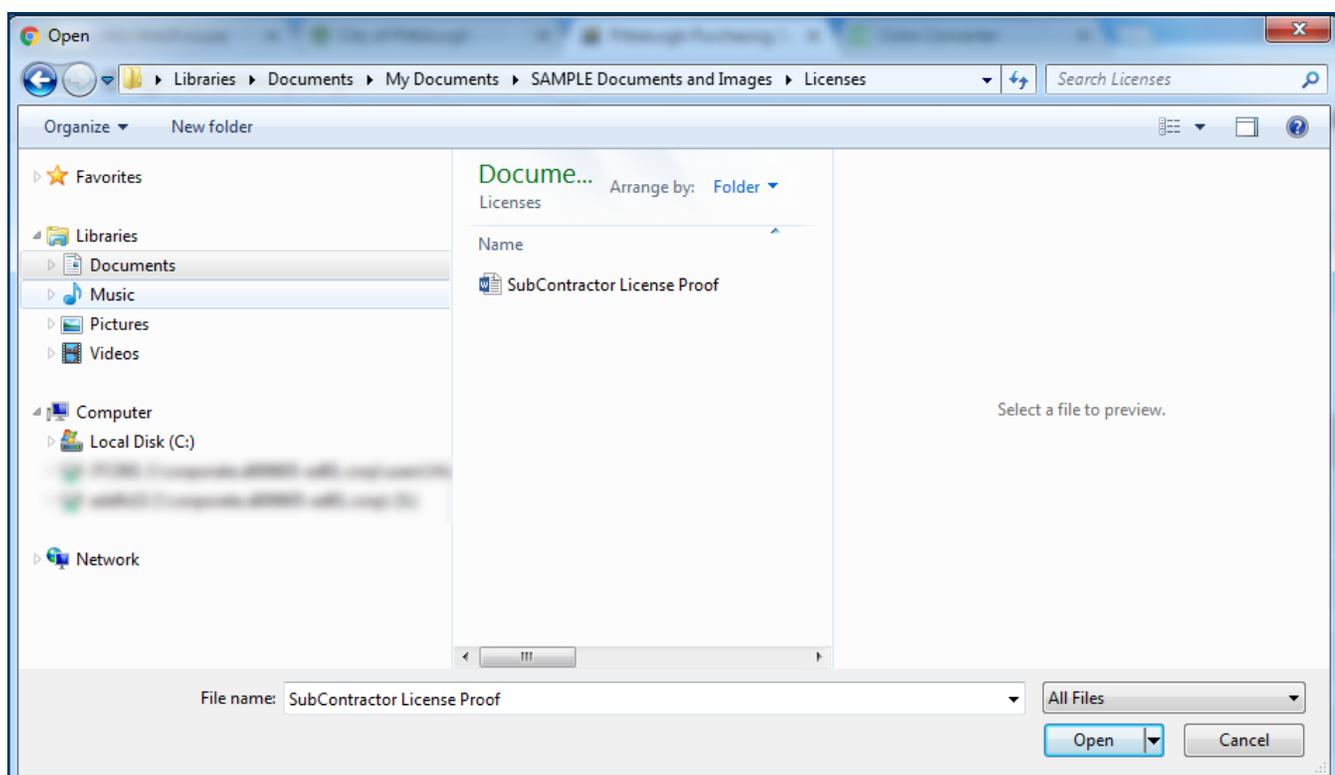
- **City of Pittsburgh – Trade** (default)
- **City of Pittsburgh – Amusement**
- **City of Pittsburgh – Business**
- **Other**

Beacon – Vendor Registration

By default, the page displays the **City of Pittsburgh – Trade** related licenses. To acknowledge that your organization holds a particular license, check the box located to the left of the **License Name**. The page will refresh to display an advisory message in red: **‘Please upload document.’**

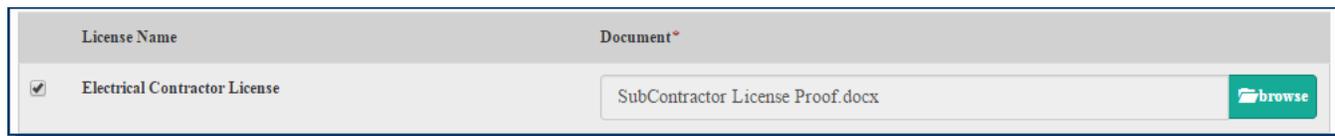


To upload a copy of your license, click the **Browse** or **Choose file** button, depending on your browser. The **Choose File to upload** or **Open** window opens.



Navigate to the local or network location of your license document, select the file, and click **Open**.

The **Choose File to upload** or **Open** window closes, and the selected file will display inside the **Document** field as shown in the sample image below.



Beacon – Vendor Registration

Repeat these steps for each license document to be entered.

The following images represent each of the available license tabs. The **City of Pittsburgh – Amusement** is shown below:

The screenshot displays a web interface for vendor registration. At the top, there are four tabs: "City of Pittsburgh - Trade", "City of Pittsburgh - Amusement" (which is highlighted in yellow), "City of Pittsburgh - Business", and "Other". Below the tabs is a table with two columns: "License Name" and "Document*". The table lists four license types, each with a checkbox, an "Upload Document" button, and a "browse" button.

License Name	Document*
<input type="checkbox"/> Amusement Places and Producers License	Upload Document browse
<input type="checkbox"/> Arcade License	Upload Document browse
<input type="checkbox"/> Carnival or Parade License	Upload Document browse
<input type="checkbox"/> Mechanical Device License	Upload Document browse

The steps to acknowledge that your organization holds a listed license and uploading a copy of the license document are the same.

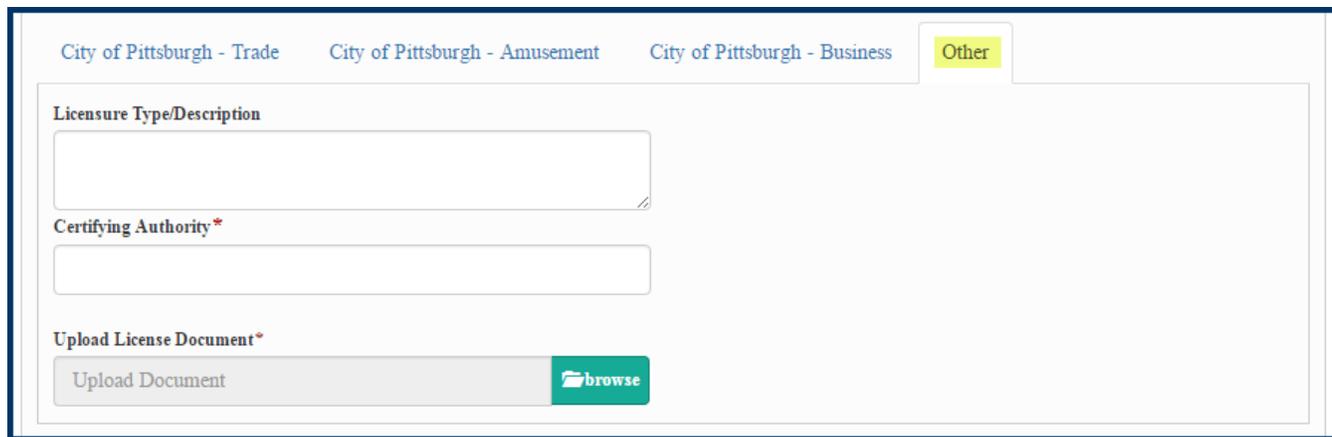
Beacon – Vendor Registration

The **City of Pittsburgh – Business** is next:

License Name	Document*
<input type="checkbox"/> Antique or Secondhand Dealer License	Upload Document 
<input type="checkbox"/> Bed and Breakfast License	Upload Document 
<input type="checkbox"/> Junk Dealer License	Upload Document 
<input type="checkbox"/> Mobile Vehicle Vendor	Upload Document 
<input type="checkbox"/> Mobile Peddler License	Upload Document 
<input type="checkbox"/> One-Day Solicitation (Tag Day) License	Upload Document 
<input type="checkbox"/> Parking Lot License	Upload Document 
<input type="checkbox"/> Pawn Broker License	Upload Document 
<input type="checkbox"/> Stationary Vehicle Vendor License	Upload Document 
<input type="checkbox"/> Stationary Vendor License	Upload Document 
<input type="checkbox"/> Ticket Reselling License	Upload Document 
<input type="checkbox"/> Towing License	Upload Document 
<input type="checkbox"/> Trade Fair License	Upload Document 
<input type="checkbox"/> Transient Merchant License	Upload Document 

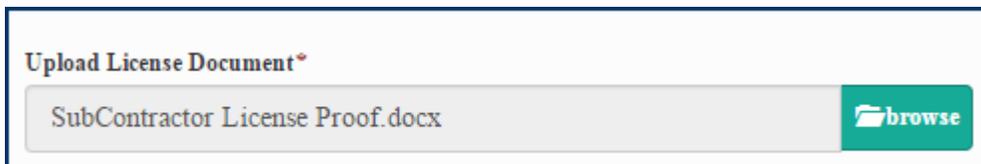
Beacon – Vendor Registration

And lastly, the **Other** tab. The **Other** tab is slightly different, in that the fields are free-text fields and allow you to enter license details as well as upload supporting documentation for a license that wasn't listed on the previous tabs.



Complete these fields as follows:

- **Licensure Type/Description** – Enter a description of the license that your organization holds. This field accepts a maximum of 1000 characters. If desired, text may be copied and pasted into this field. To expand the field and view all entered or pasted text, click and drag the  lower right corner of the text box.
- **Certifying Authority*** – Identify the name of the licensing authority, agency or board agency that issued the license.
- **Upload License Document*** - To upload a copy of your license, click the **Browse** or **Choose File** button, depending on your browser. The **Choose File to upload** or **Open** window opens. Navigate to the local or network location of your license document, select the file, and click **Open**. The **Choose File to upload** or **Open** window closes, and the selected file will display inside the **Upload License Document** field as shown in the sample image below.



City Insurance

Vendors must provide proof of minimum insurance for all awarded contracts in which insurance is required. The **City Insurance** section of registration identifies the minimum insurance requirements as:

- A. **GENERAL LIABILITY** Single limit of Bodily Injury and Property Damage Combined: \$500,000.00 each occurrence. \$1,000,000.00 aggregate.
- B. **CITY OF PITTSBURGH** must be listed as “Additional Insured” on the insurance certificate.
NOTE: The name(s) of the insured on the certificate must be the same as the name(s) of the Contractor listed on the bid document.
- C. Insurance coverage must be an “**OCCURRENCE POLICY**”. “Claims made” policies are unacceptable.
- D. **WORKERS’ COMPENSATION STATUTORY LIMITS.**
- E. **AUTOMOTIVE LIABILITY INSURANCE – MINIMUM REQUIREMENTS:** \$500,000 for each individual occurrence and \$1,000,000.00 in aggregate coverage.

City Insurance

For all contracts in which insurance is required, a certificate evidencing the following minimum insurance must be provided when award is made, unless otherwise specified:

- A. **GENERAL LIABILITY** Single limit of Bodily Injury and Property Damage Combined: \$500,000.00 each occurrence. \$1,000,000.00 aggregate.
- B. **CITY OF PITTSBURGH** must be listed as "Additional Insured" on the insurance certificate. NOTE: The name(s) of the insured on the certificate must be the same as the name(s) of the Contractor listed on the bid document.
- C. Insurance coverage must be an "OCCURRENCE POLICY". "Claims made" policies are unacceptable.
- D. **WORKERS' COMPENSATION STATUTORY LIMITS.**
- E. **AUTOMOTIVE LIABILITY INSURANCE - MINIMUM REQUIREMENTS:** \$500,000 for each individual occurrence and \$1,000,000 in aggregate coverage.

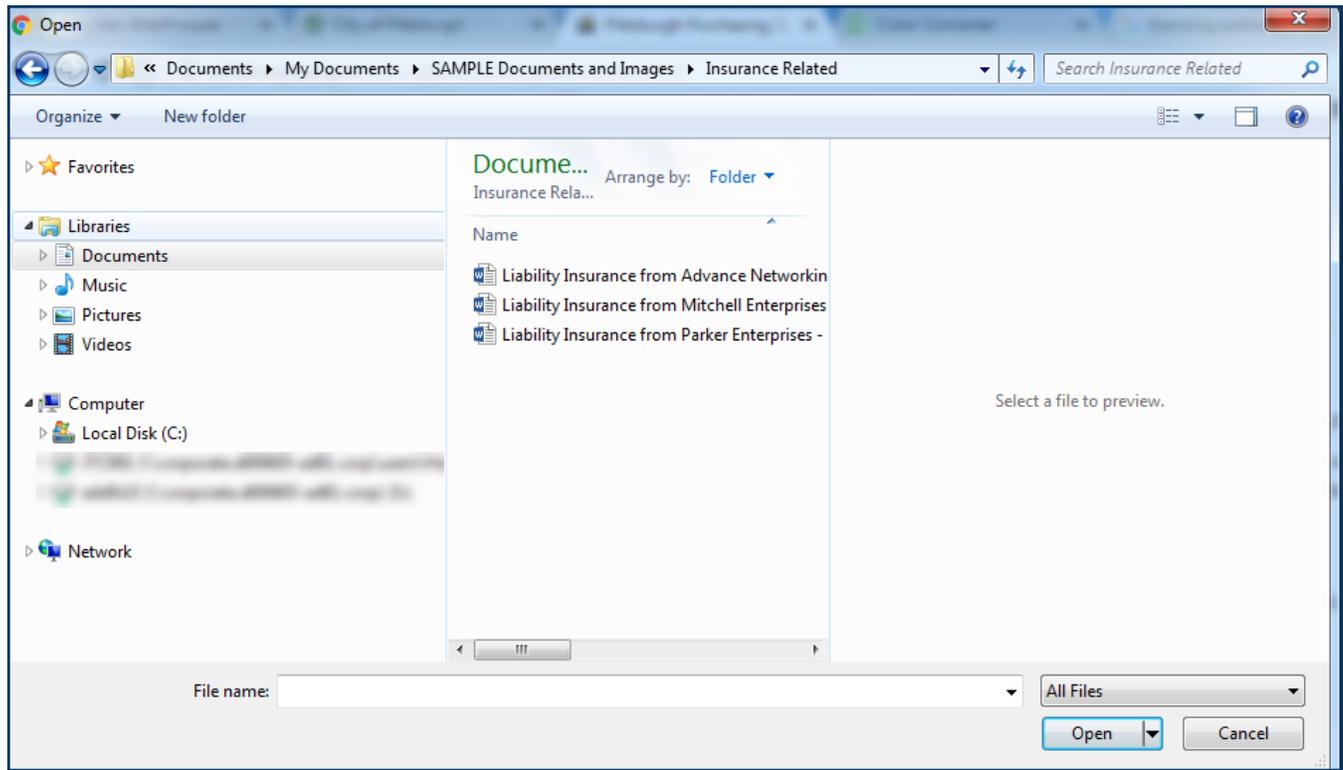
Please upload your organization's insurance certificate(s) noting the City of Pittsburgh as additional insured below.

[Add files...](#) 

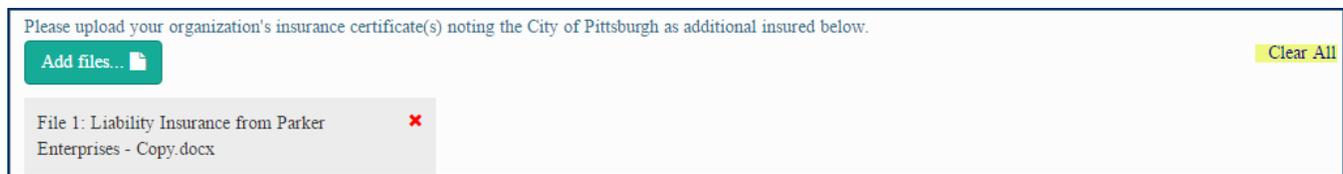
To upload a copy of your organization’s certificate(s) noting the **City of Pittsburgh** as additional insured, click the **Add Files** button.

Beacon – Vendor Registration

The **Choose File to upload** or **Open** window opens, depending on your browser. Navigate to the local or network location of your insurance document, select the file, and click **Open**.



The **Choose File to upload** or **Open** window closes, and the selected file will display on the page as shown in the sample image below.



Repeat the above steps for each insurance document to be uploaded. To remove a single document, simply click the **x** located to the right of the file name. To remove all of the uploaded insurance documents from the registration page, click the **Clear All** link located to the far right of the **Add Files** button.

City of Pittsburgh Areas Served

If your organization operates only in select locations of the **City of Pittsburgh**, please select the areas where you are available to provide goods and/or services. If you support citywide service, no action is necessary here.

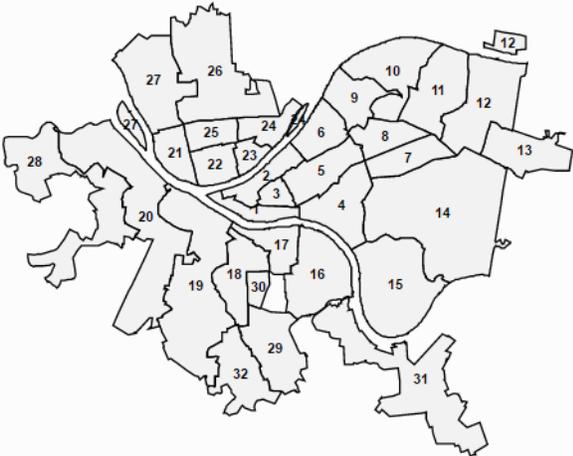
City of Pittsburgh Areas Served

Would you like to provide this information now or later?

If your company operates only in select locations of the City of Pittsburgh, please select the areas where you are available to provide goods and services. If you support citywide service, no action is necessary here.

By default, **Citywide** is selected. To identify specific areas for which your organization provides goods and/or services, click the **Select Areas** button.

The page will refresh to display an interactive map.



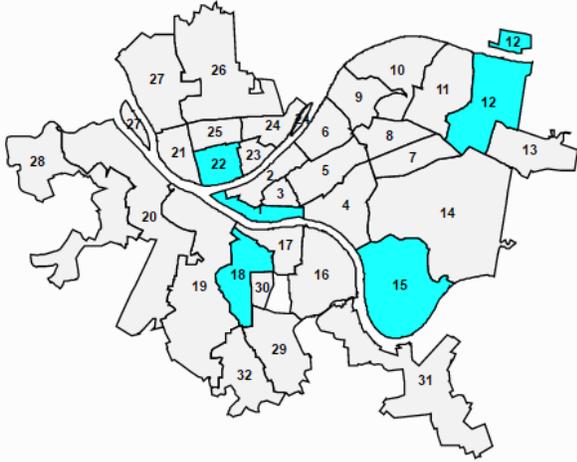
Select Wards

Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7
Ward 8	Ward 9	Ward 10	Ward 11	Ward 12	Ward 13	
Ward 14	Ward 15	Ward 16	Ward 17	Ward 18	Ward 19	
Ward 20	Ward 21	Ward 22	Ward 23	Ward 24	Ward 25	
Ward 26	Ward 27	Ward 28	Ward 29	Ward 30	Ward 31	
Ward 32						

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Select one or more of the zones one at a time: **Ward 1** through **32**. As you select a **Ward**, the page will briefly display that zone in yellow and then save the zone in blue. In the following sample image, **Wards 1, 12, 15, 18, and 22** have been selected and saved as indicated by the blue highlighted areas.

Select Areas Citywide



Select Wards

Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7
Ward 8	Ward 9	Ward 10	Ward 11	Ward 12	Ward 13	
Ward 14	Ward 15	Ward 16	Ward 17	Ward 18	Ward 19	
Ward 20	Ward 21	Ward 22	Ward 23	Ward 24	Ward 25	
Ward 26	Ward 27	Ward 28	Ward 29	Ward 30	Ward 31	
Ward 32						

Diversity / Disadvantaged Business Classifications

This section of the registration is optional and may be completed later from inside the WebProcure application. If none of the classifications apply to your organization, leave the **Later** button selected and continue with your registration. To view and/or select from the listing of available diversity/disadvantaged business classifications (MBE, WBE, Veteran-Owned small business, or Disadvantaged business enterprise), that may apply to your organization, select the **Now** button.

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.

Please select any diversity/disadvantaged business classification that applies to your organization from the options below. If you select a classification, you must attach a copy of your organization's classification certificate and certification expiration date.

To learn more about the City of Pittsburgh EORC goals and/or for assistance in obtaining a certification, please contact the Equal Opportunities Review Commission (EORC) at 412-255-8804.

<input type="checkbox"/> Minority-owned business	Upload Document <input type="button" value="browse"/>	Certification Expiration Date <input type="button" value="calendar"/>
<input type="checkbox"/> Woman-owned business	Upload Document <input type="button" value="browse"/>	Certification Expiration Date <input type="button" value="calendar"/>
<input type="checkbox"/> Veteran-owned small business	Upload Document <input type="button" value="browse"/>	Certification Expiration Date <input type="button" value="calendar"/>
<input type="checkbox"/> Disadvantaged business enterprise	Upload Document <input type="button" value="browse"/>	Certification Expiration Date <input type="button" value="calendar"/>

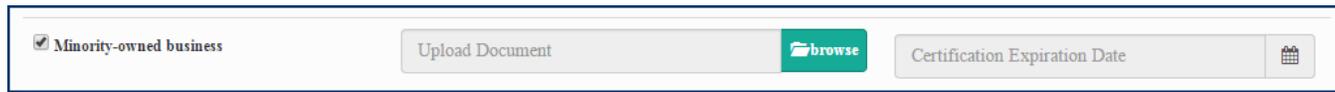
NOTE: To learn more about the **City of Pittsburgh** EORC goals and/or for assistance in obtaining a certification, please contact the **Equal Opportunities Review Commission (EORC)** at **(412)255-8804**.

The available classifications include:

- **Minority-owned business**
- **Woman-owned business**
- **Veteran-owned small business**
- **Disadvantaged business enterprise**

Beacon – Vendor Registration

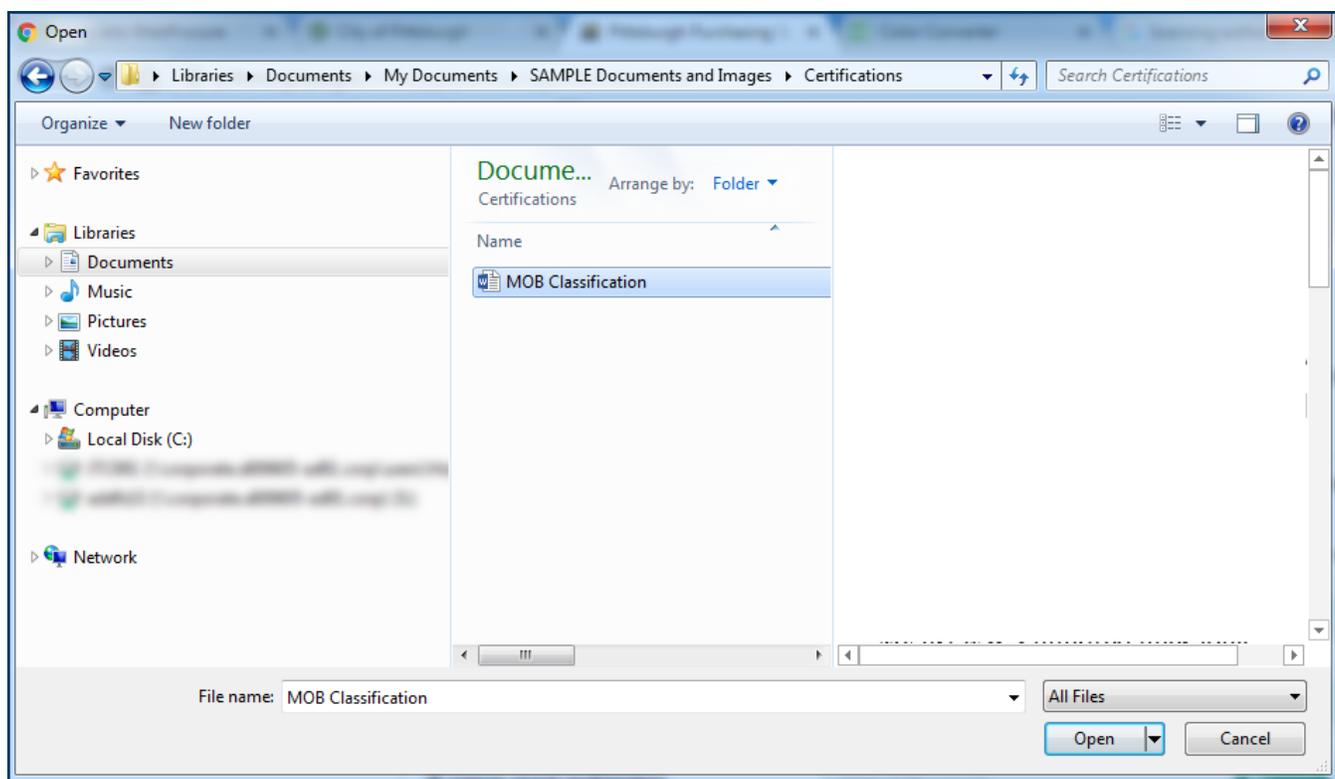
To acknowledge that a particular diversity/disadvantaged business classification applies to your organization, check the box located to the left of the classification name.



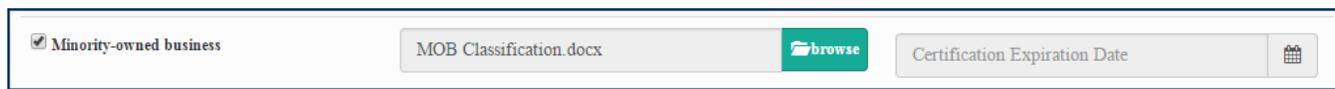
A horizontal form with a blue border. On the left, there is a checked checkbox next to the text "Minority-owned business". To the right of this is a grey button labeled "Upload Document" with a green "browse" icon. Further right is a text input field labeled "Certification Expiration Date" with a calendar icon on the right side.

If a diversity/disadvantaged business classification is selected, you will be required to upload a copy of your certificate and enter in a **Certification Expiration Date**.

To upload a copy of your certificate, click the **Browse** or **Choose File** button, depending on your browser. The **Choose File to upload** or **Open** window opens.



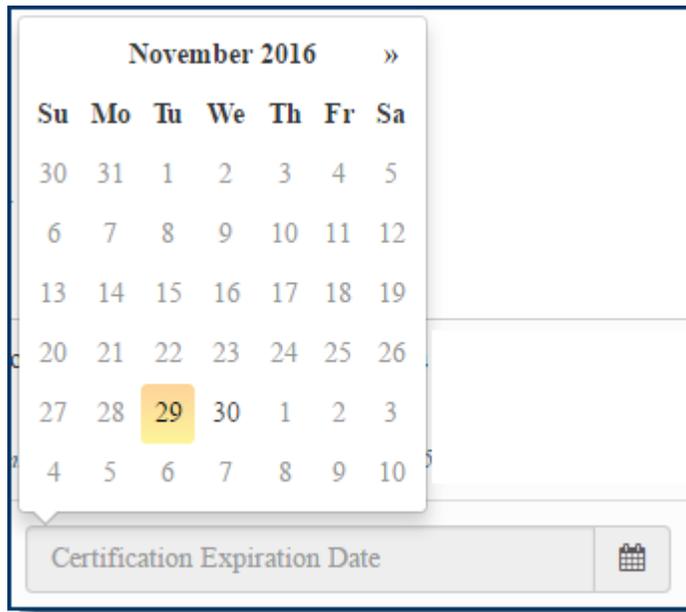
Navigate to the local or network location of your certification document, select the file, and click **Open**. The **Choose File to upload** or **Open** window closes, and the selected file will display inside the **Document** field as shown in the sample image below.



A horizontal form with a blue border, similar to the one above. The "Minority-owned business" checkbox is checked. The "Upload Document" field now contains the text "MOB Classification.docx" and the green "browse" icon. The "Certification Expiration Date" field and calendar icon remain on the right.

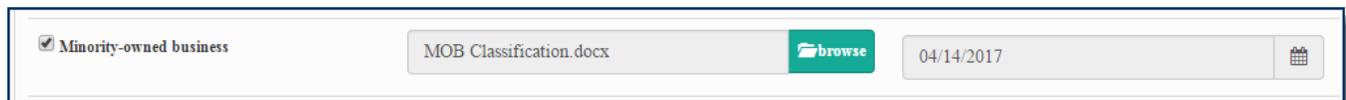
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Select the calendar  icon to enter the expiration date of your organization’s classification certificate.



« »

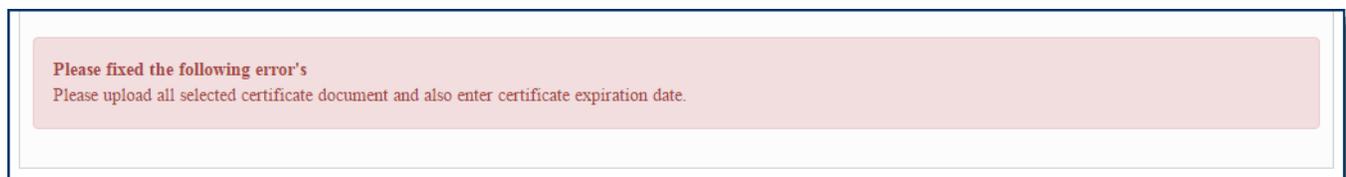
Use the left and right arrows to navigate the months backwards and forwards, respectively. Click on the date that is applicable to your certification’s expiration date. The selected date will populate the **Certification Expiration Date** field.



Repeat these steps for each classification to be entered.

When this step in the registration is completed, click **Next**.

If you inadvertently neglected to complete a required field, the system will display an error message in red. See sample error message below:



If the entered information passes validation, you will proceed directly to **Step 3 – Organization Contact Information**.

Step 3 – Organization Contact Information

Enter the information of your organization’s main point of contact for the **City of Pittsburgh**. Once inside the Web**Procure** application, this main contact will be allowed to manage your organization’s **Beacon** account, add users to the system and determine who will be allowed to submit solicitation responses on behalf of your organization.

The screenshot shows a web form titled "Organization Contact Information" with a navigation bar at the top containing "Instructions", "Organization Information", "Contact Information" (highlighted with a green triangle), and "Commodity/Service Codes". Below the title is a sub-header and a instruction: "Please enter the information for your organization's main point of contact for the City of Pittsburgh." The form contains several input fields: a "Salutation" dropdown menu with "--Select--" selected; "First Name *" and "Last Name *" text boxes; a "Job Title" text box; "Main Phone Number(10 digits,no spaces or hyphens)*" and "Fax Number(10 digits,no spaces or hyphens)" text boxes with "Ext" labels; "Email Address*" and "User name*" text boxes with envelope and person icons; and "Password*" and "Confirm Password*" text boxes with lock icons. Below these fields is a section titled "Additional Contacts" with a note: "The following information is optional, and can be added at a later date. If no information is provided, these additional point of contacts will default to the Main Contact's" and a "NOTE: This information is for PO submission purposes only. You may create additional users for your account once logged into the system with your main account." At the bottom of this section are "Now" and "Later" buttons. A legend at the bottom left states "*denotes required fields." At the bottom right are "Back" and "Next" buttons.

A red asterisk (*) indicates that a field is required and must be completed to proceed to the next step in the registration.

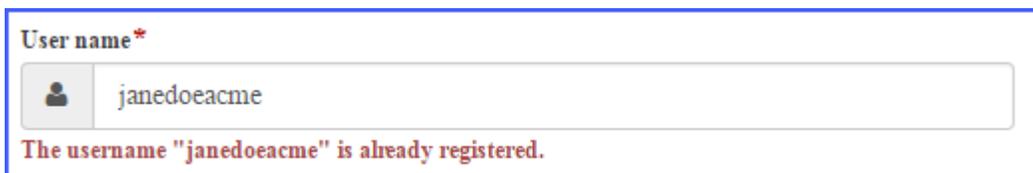
Complete this page as follows:

- **Salutation** – Use the drop-down menu to choose the appropriate salutation for the main contact. Options include: **Mr., Mrs., Ms., Dr.** and **Rev.** This selection is optional.
- **First Name*** – Enter the first name of the main contact. This field is required.

Beacon – Vendor Registration

- **Last Name*** – Enter the last name of the main contact. This field is required.
- **Job Title** – If desired, enter the job title of the main contact. This field is optional.
- **Main Phone Number*** – Enter an area code, prefix, and phone number for the main contact. Use digits only, no spaces or hyphens. If applicable, enter a direct extension number.
- **Fax Number*** – If applicable, enter a fax number for the main contact. Enter area code, prefix, and fax number.
- **Email Address*** – Enter a valid email address for the main contact. A confirmation email will be sent to the email address entered here.
- **User Name*** – Enter a unique user name that you will use to access the WebProcure application.

Application Note: The application will perform a validation to ensure the User Name, is unique. If the entered User Name has already been registered, a message displays in red:



The screenshot shows a web form with a label "User name*" above a text input field. The input field contains the text "janedoeacme". Below the input field, a red error message is displayed: "The username 'janedoeacme' is already registered." The entire form area is enclosed in a blue border.

- **Password*** – Passwords must be at least 8 characters in length, must be a mix of upper-case letters, lower-case letters, numbers and special characters.
- **Confirm Password*** – Enter the password a second time in this field to ensure accuracy.

Additional Contacts

The lower portion of step three contains the **Additional Contacts** section relating to contacts for **Purchase Order** submission. This information may be entered now or later and does not need to be completed during the registration process to advance to the next step.

If additional contact information is **not** provided, the main point of contact will also be designated for each of the specific contacts: **Purchase Orders, Solicitation Notifications, and Remittance**. To enter the information during registration, click the **Now** button. The page will refresh to display additional contact entry fields.

Additional Contacts

The following information is optional, and can be added at a later date. If no information is provided, these additional point of contacts will default to the Main Contact's

NOTE: This information is for PO submission purposes only. You may create additional users for your account once logged into the system with your main account.

Now Later

PO Contact

Salutation
--Select--

First Name *

Last Name *

Main Phone Number* Ext

Fax Number

Email Address*

Solicitation Notification Contact

Salutation
--Select--

First Name *

Last Name *

Main Phone Number* Ext

Fax Number

Email Address*

Remittance Contact

Salutation
--Select--

First Name *

Last Name *

Main Phone Number* Ext

Fax Number

Email Address*

*denotes required fields.

Back Next

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Complete the contact fields as follows for each contact type:

- **Salutation** – Use the drop-down menu to choose the appropriate salutation for the specific contact. Options include: **Mr., Mrs., Ms., Dr.** and **Rev.** This selection is optional.
- **First Name*** – Enter the first name of the specific contact. This field is required.
- **Last Name*** – Enter the last name of the specific contact. This field is required.
- **Job Title** – If desired, enter the job title of the specific contact. This field is optional.
- **Main Phone Number*** – Enter an area code, prefix, and phone number for the specific contact. Use digits only, no spaces or hyphens. If applicable, enter a direct extension number.
- **Fax Number*** – If applicable, enter a fax number for the specific contact. Enter area code, prefix, and fax number.
- **Email Address*** – Enter a valid email address for the main contact

When finished with step three, choose **Back** to return to a previous step, or choose **Next** to advance to step four.

NOTE: Additional users may be created for your account, once you log into the system with the chosen **User Name** of the main contact.

Step 4 – Select Commodity / Service Codes

This step is designed for you to select the **UNSPSC** (United Nations Standard Products and Services Codes) commodity and service codes which best apply to your organization’s business. Selecting these codes will subscribe your organization to receive notification on solicitations posted by the **City of Pittsburgh**. It will also make your organization easier to find when **City of Pittsburgh’s** entities are preparing to make a purchase. If you do not wish to receive solicitation notifications, please search and select **‘Unknown’**.

It is recommended that you select at least one commodity category. Once inside the WebProcure application, you will be able to add or remove codes as needed from inside the application.

The screenshot shows a web application interface for selecting commodity and service codes. At the top, there are navigation tabs: 'Instructions', 'Organization Information', 'Contact Information', and 'Commodity/Service Codes', with the last one being active. Below the tabs is the title 'Select Commodity/Service Codes' and a paragraph of instructions. A search bar with a 'Search' button and a 'Clear Search' button is present. Below the search bar, there are two columns: 'Available Categories' and 'Selected Categories'. The 'Available Categories' column contains a list of 20 categories, each with a radio button and a description followed by a code in parentheses. The 'Selected Categories' column is currently empty. At the bottom right, there are two buttons: 'Back' and 'Process My Registration'. A note at the bottom left states '*denotes required fields.'

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.

Available Categories	Selected Categories
<input type="checkbox"/> Apparel and Luggage and Personal Care Products (53000000)	
<input type="checkbox"/> Building and Construction Machinery and Accessories (22000000)	
<input type="checkbox"/> Building and Facility Construction and Maintenance Services (72000000)	
<input type="checkbox"/> Chemicals including Bio Chemicals and Gas Materials (12000000)	
<input type="checkbox"/> Cleaning Equipment and Supplies (47000000)	
<input type="checkbox"/> Commercial and Military and Private Vehicles and their Accessories and.... (2)	
<input type="checkbox"/> Defense and Law Enforcement and Security and Safety Equipment and Supp.	
<input type="checkbox"/> Distribution and Conditioning Systems and Equipment and Components (4000	
<input type="checkbox"/> Domestic Appliances and Supplies and Consumer Electronic Products (52000	
<input type="checkbox"/> Drugs and Pharmaceutical Products (51000000)	
<input type="checkbox"/> Editorial and Design and Graphic and Fine Art Services (82000000)	
<input type="checkbox"/> Education and Training Services (86000000)	
<input type="checkbox"/> Electrical Systems and Lighting and Components and Accessories and Sup...	
<input type="checkbox"/> Electronic Components and Supplies (32000000)	
<input type="checkbox"/> Engineering and Research and Technology Based Services (81000000)	
<input type="checkbox"/> Environmental Services (77000000)	
<input type="checkbox"/> Farming and Fishing and Forestry and Wildlife Contracting Services (70000000	
<input type="checkbox"/> Farming and Fishing and Forestry and Wildlife Machinery and Accessorie.... (6	
<input type="checkbox"/> Financial Instruments, Products, Contracts and Agreements (64000000)	

*denotes required fields.

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To locate a commodity category or code, enter a full or partial code or a keyword in the **Search** field.

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

Network Routers

Available Categories

- Information Technology Broadcasting and Telecommunications (43000000)
 - Data Voice or Multimedia Network Equipment or Platforms and Accessorie...
 - Network service equipment (43222600)
 - Network routers (43222609)

Selected Categories

Available Categories

Available Categories that match your entered search term(s) are listed on the left panel of the page.

Available Categories

- Information Technology Broadcasting and Telecommunications (43000000)
 - Data Voice or Multimedia Network Equipment or Platforms and Accessorie...
 - Network service equipment (43222600)
 - Network routers (43222609)

Select Categories

Check the box of one or more categories that are applicable to your organization.

Once a top-level or sub-level category is selected, the system automatically displays them in the **Selected Categories** section to the right.

Available Categories

- Information Technology Broadcasting and Telecommunications (43000000)
 - Data Voice or Multimedia Network Equipment or Platforms and Accessorie...
 - Network service equipment (43222600)
 - Network routers (43222609)

Selected Categories

- Information Technology Broadcasting and Telecommunications (43000000)
 - Data Voice or Multimedia Network Equipment or Platforms and Accessorie...
 - Network service equipment (43222600)
 - Network routers (43222609)

Remove Selected Categories

To remove a category from the **Selected Categories** section, simply click clear the check mark to the left of the category name. Repeat this process for each category to be removed.

Category selection is the final step in registration, when finished with selecting your category or categories, click **Back** to return to a previous step in the registration. If you are ready to complete your registration, click **Process My Resignation**. Once inside the WebProcure application, you will be able to add or remove codes as needed.

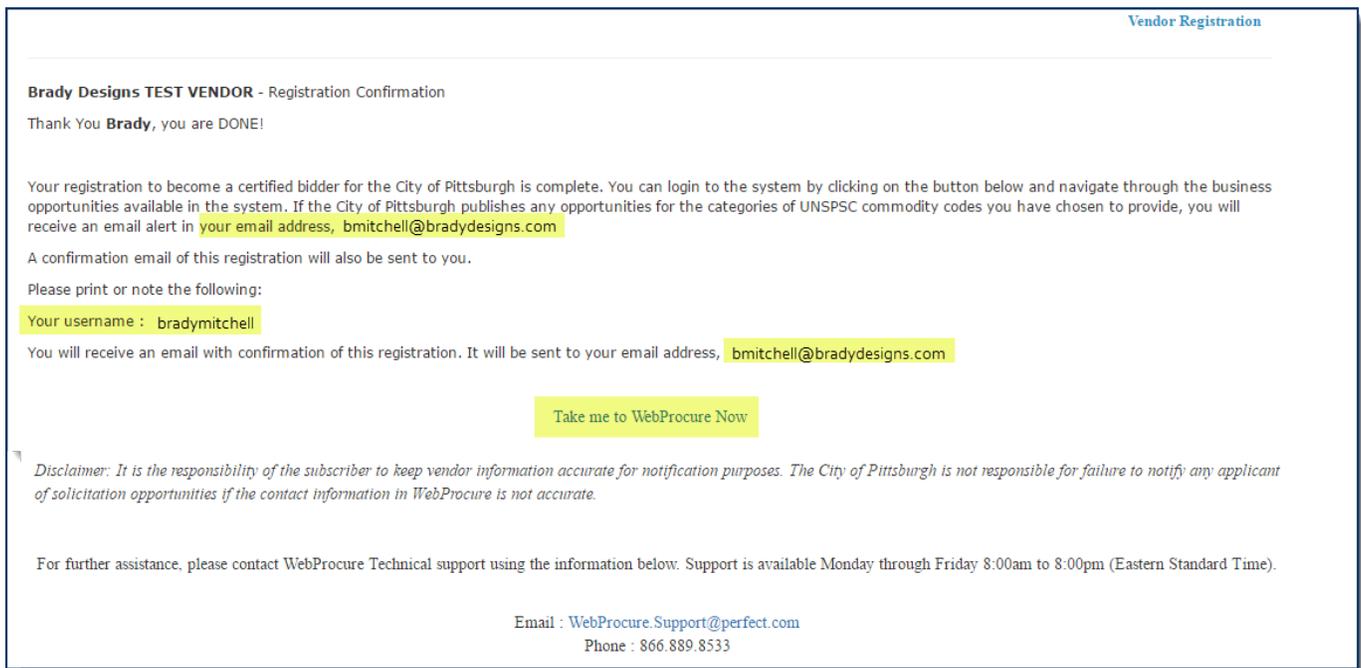


Process My Registration

When finished with all four steps of your **Beacon** registration, simply click the **Process My Registration** button.



Upon successful and completed registration, a registration confirmation will display. See sample image below:



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An email confirmation will be sent to the email address shown on this page, which is the email address that was entered as a main contact in step three of your registration.

This page acknowledges your registration as complete. You may log in to the system by clicking the **Take me to WebProcure Now** button or by selecting the link that will be included in the confirmation email.

If the **City of Pittsburgh** publishes any opportunities for the categories of **UNSPSC** commodity codes you have chosen to provide, you will receive an automated email alert to the email address shown on this page.

NOTE: Please know that you are responsible for maintaining the accuracy of this profile information. After completing the registration, it is recommended that you log in to WebProcure periodically to verify information. This will ensure that you receive the appropriate communications.

For further assistance with registration, please contact via e-mail webprocure.support@perfect.com or by phone, 866-889-8533.

Log in to WebProcure

At the successful completion of your registration, you may select the **Take Me to WebProcure** button or select the link that will be included in your confirmation email. Either path will take you to the log in page:

WebProcure

Username / Email Address

Username or Email

Password

Password

Log In

Trouble Logging In?

Vendors

Need an account? [Register Here](#)

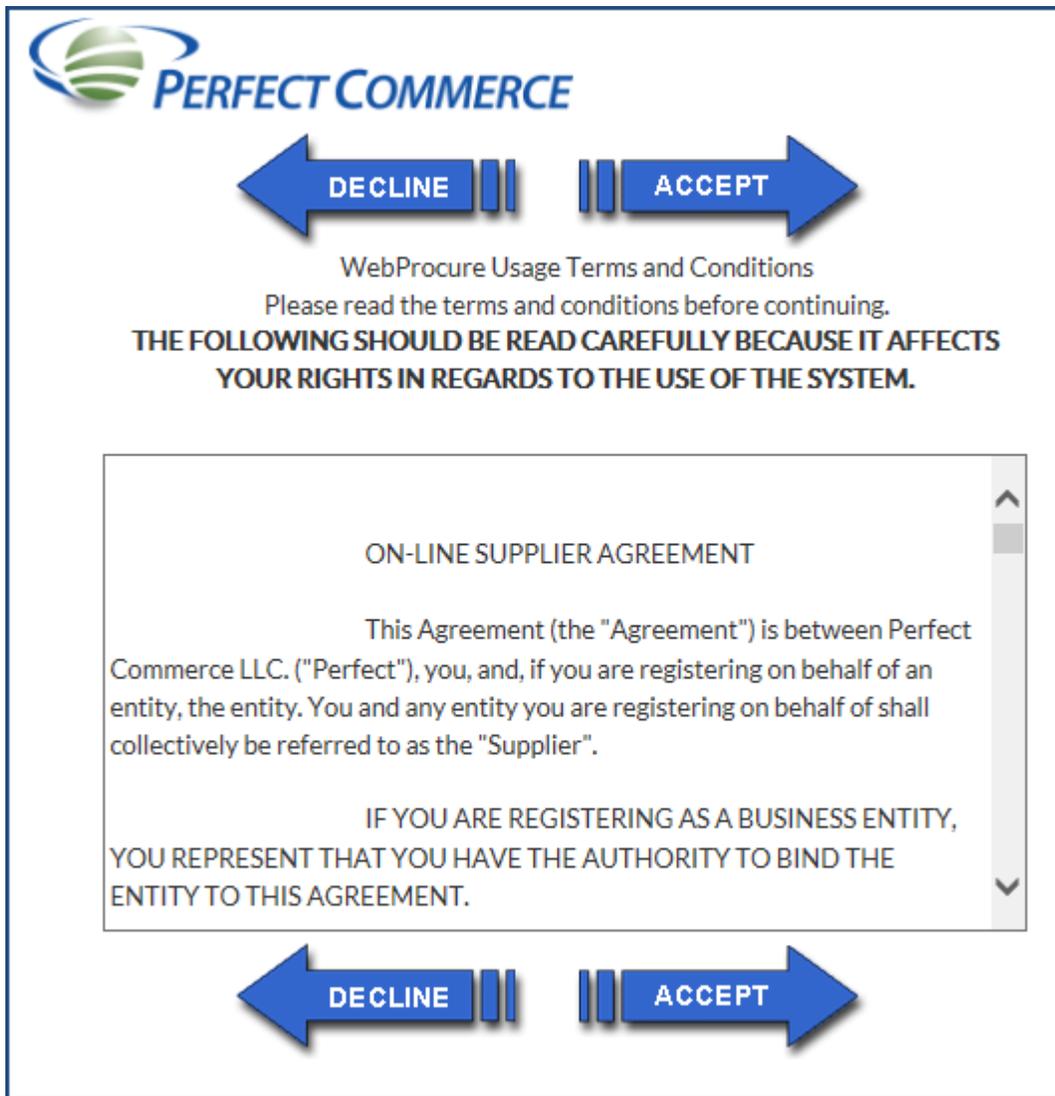
Enter your chosen **Username**.

Enter the **Password** that you created during registration.

Click **Login**.

WebProcure Usage Terms and Conditions

The **City of Pittsburgh** has contracted with Perfect Commerce to utilize the Web**Procure** system for **Beacon**. Upon your initial log, you will be presented with Web**Procure Terms and Conditions**. Use the vertical scroll bar to view the terms and conditions in their entirety. Once reviewed, click **Accept** to continue into the application.



The screenshot shows a dialog box with the Perfect Commerce logo at the top left. Below the logo are two blue arrows: one pointing left labeled 'DECLINE' and one pointing right labeled 'ACCEPT'. The text in the center reads: 'WebProcure Usage Terms and Conditions', 'Please read the terms and conditions before continuing.', and 'THE FOLLOWING SHOULD BE READ CAREFULLY BECAUSE IT AFFECTS YOUR RIGHTS IN REGARDS TO THE USE OF THE SYSTEM.' Below this is a scrollable text area containing the following text: 'ON-LINE SUPPLIER AGREEMENT', 'This Agreement (the "Agreement") is between Perfect Commerce LLC. ("Perfect"), you, and, if you are registering on behalf of an entity, the entity. You and any entity you are registering on behalf of shall collectively be referred to as the "Supplier".', and 'IF YOU ARE REGISTERING AS A BUSINESS ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND THE ENTITY TO THIS AGREEMENT.' At the bottom of the dialog box are two more blue arrows: one pointing left labeled 'DECLINE' and one pointing right labeled 'ACCEPT'.

If you choose to **Decline** these usage terms and conditions, you will not be able to successfully log in to the application.

WebProcure Home Page

Once the terms are accepted, WebProcure opens to the home page.

The screenshot displays the WebProcure Home Page interface. At the top, there is a navigation bar with the Perfect Commerce logo on the left, the user name 'John Doe' on the right, and a 'Need Help?' link. Below the navigation bar, there are two main sections: 'Solicitations' and 'Orders'. The 'Solicitations' section contains a table with columns for 'Organization', 'Formal', and 'Informal'. The 'Orders' section contains a table with columns for 'Organization' and 'Orders'. The 'Message Board' section includes 'What's New' and 'Reminders' lists. The 'Video Tutorials' section features a video player for 'Solicitation Response Process'.

Organization	Formal	Informal
City of Pittsburgh	0	0

Organization	Orders
City of Pittsburgh	0

What's New

- Order Management Module Enabled
- New & Updated Commodity & Service Codes - Register for Business Opportunities!
- W-9 forms are now managed in the "Main Information" section of your organization's profile. Buyers can download/ view form from vendor's profile.

Reminders

- Please make sure your profile is up to date.
- Add more buyers
- Add more regions for wider geographical business offerings
- Please fill in any additional required information for your selected buyers.

Video Tutorials

Solicitation Response Process

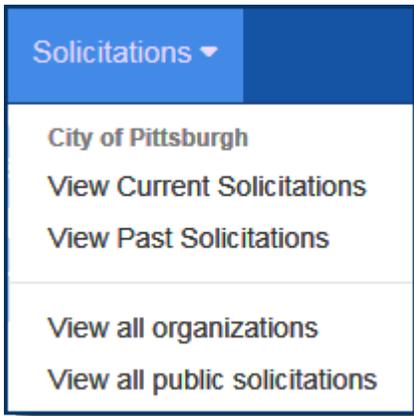
WebProcure
Solicitation Response in Review

0:00 / 7:27

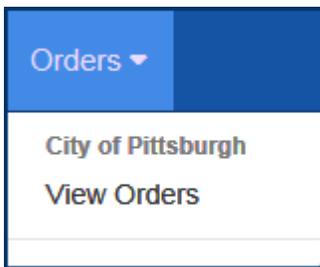
- **Message Board** section includes news about the product.
- **Reminders** section contains prompts advising the vendor to update their profile and ensure the information is accurate.
- **Solicitations** section identifies the number of **Formal** and **Informal Solicitations** available for review and response.
- **Orders** shows a count of purchase orders and from which organization.

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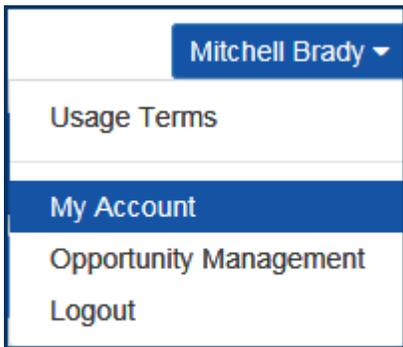
- **Solicitations** drop-down menu enables you to view current and past solicitations.



- **Orders** drop-down menu provides quick access to a listing of all purchase orders.

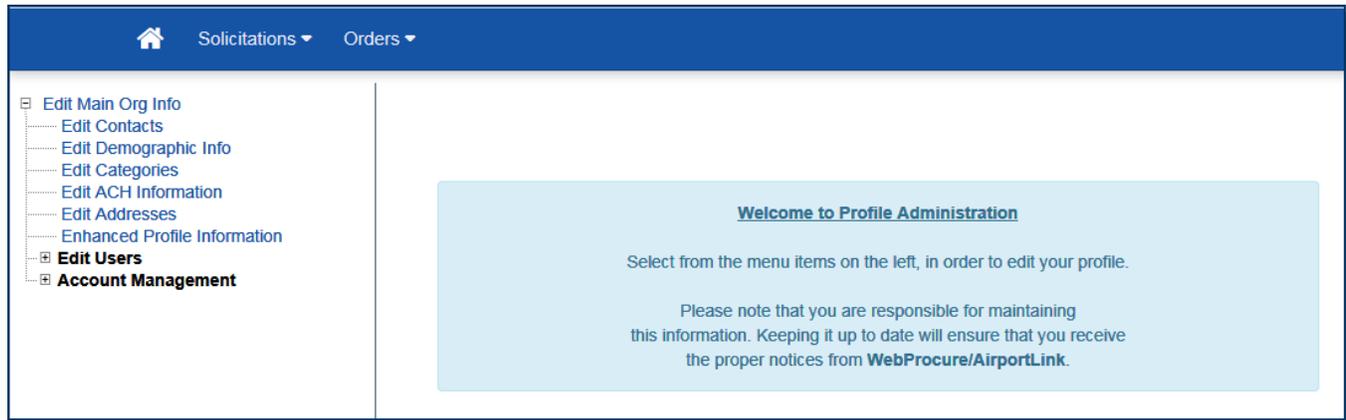


- **User Menu** provides access to usage terms, managing your business opportunities as well as accessing and managing your own user account.



My Account

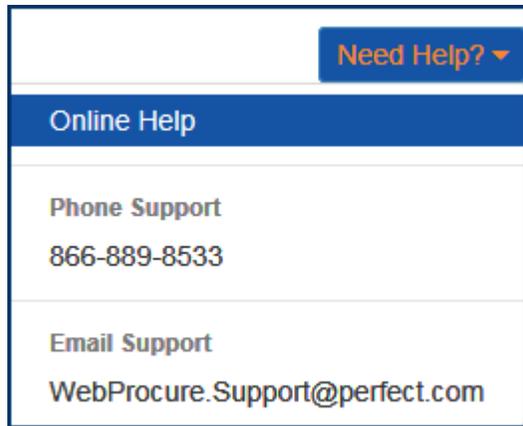
Selecting **My Account** opens the administration module to manage your organization’s details including the information entered during the registration steps. This information may be edited and updated as needed.



These links may be selected to edit or add contacts, company information, commodity categories, diversity related information, and additional profile information. In addition, this is where users are added to the system, passwords are reset, and permissions are assigned.

Online Help

This topic and more is covered in online help inside of Web**Procure**. There are also video simulations available to guide you through responding to a solicitation and maintaining your organization’s information.



NOTE: For questions relating specifically to **City of Pittsburgh** solicitations, please email procurement@pittsburghpa.gov directly.