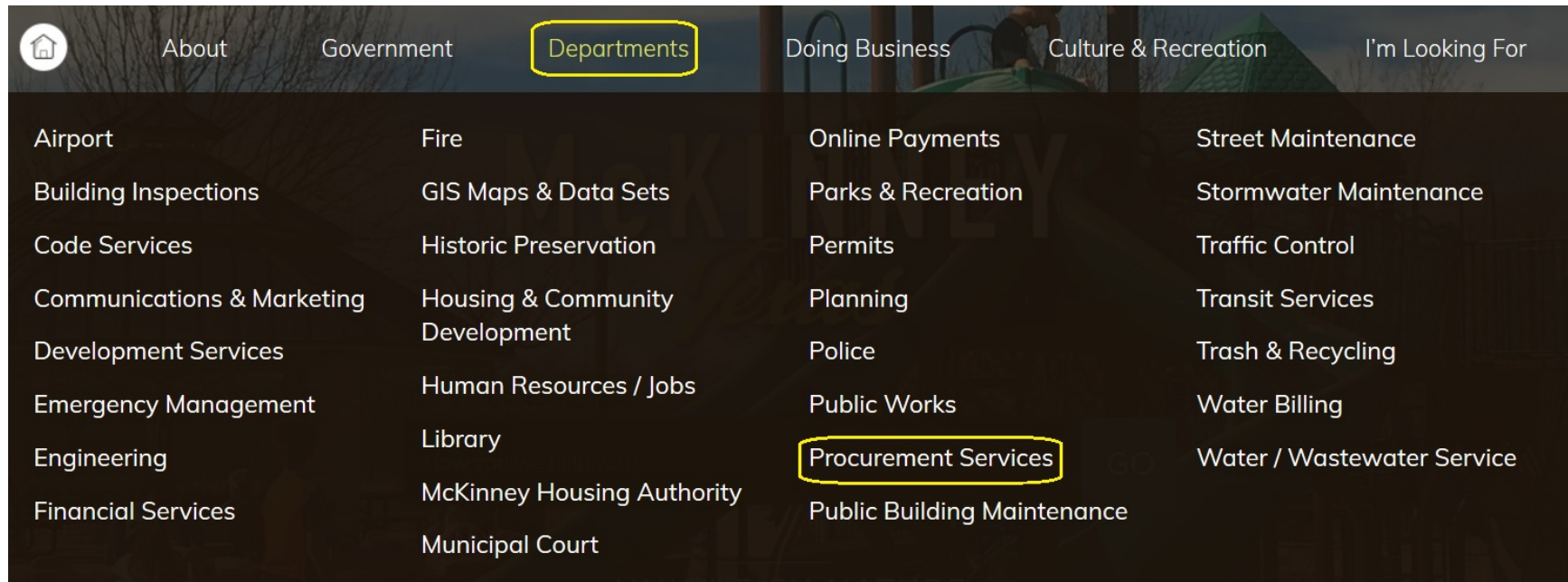


Registering as a Vendor

Step 1: Go to the web address "www.mckinneytexas.org"

Step 2: Go to "[Departments](#)" and then click on "[Procurement Services](#)"



Step 3: Click on the hyperlink in the paragraph under Vendor Registration that reads “[register their company for this free service](#)”

Home › Departments › Procurement Services

Procurement Services

Doing Business with the City of McKinney

As a local government, McKinney encourages competition among potential vendors. This enables us to obtain quality goods and services at the best prices available and maximize tax dollars invested by the residents and businesses of McKinney.

Vendor Registration

Our goal is to make doing business with us as easy and convenient as possible.

To reach suppliers and contractors and to assure the quality and economy desired, Procurement Services offers an in-house electronic bidding and supplier-management system, eBid. This system enables us to improve our service to you by providing automatic bid notification and instant access to bid information via the web. Suppliers wishing to participate in the electronic bidding process may [register their company for this free service.](#)

Registration by vendors is encouraged to ensure access to current and upcoming opportunities.

Questions about Ebid? [Email Procurement Services](#) or call 972-547-7580.

Contact Us

City of McKinney Procurement Services
[Email](#)

1550 S. College St.
Bldg. D
McKinney, TX 75069
[Map](#)

Ph 972-547-7580
Fax 972-547-7585

[→ Staff Directory](#)

Step 4: Click on the hyperlink that reads “[Supplier Registration](#)” to begin registration

The screenshot displays the McKinney Texas website interface. At the top left is the McKinney Texas logo with the tagline "Unique by nature." To the right is a login section with fields for "User Name" and "Password", a "Login" button, and a "Trouble Logging In?" link. A blue sidebar on the right contains a user icon and a "Supplier Registration" button, which is highlighted with a yellow border. Below the login section is a grid of six navigation buttons: "Current Bids" (document icon), "Closed Bids" (checkered flag icon), "Awarded Bids" (trophy icon), "Non Awarded Bids" (trophy with X icon), "Active Contracts" (document with checkmark icon), and "McKinney Purchasing" (www icon with mouse cursor). At the bottom center, it says "Powered By IONWAVE technologies".

Step 5: Complete required fields then click "Next"



Preliminary Info	Terms	Company Info	Addresses	Other Info	Commodity Codes	Classifications	Review	Complete
Preliminary Company Information								
<input type="radio"/> Cancel <input checked="" type="radio"/> Next								
* Company Name	<input type="text"/>							
* Main Phone	(<input type="text"/>) <input type="text"/> - <input type="text"/>	<input type="text"/>	Ext:	<input type="text"/>	<input type="checkbox"/>	International		
DUNS	<input type="text"/>							

Step 6: Click "Accept Terms & Conditions" then click "Next" 



Preliminary Info

Terms

Company Info

Addresses

Other Info


Commodity Codes

Classifications

Review

Complete

McKinney Purchasing Terms and Conditions

 Next

City of McKinney, Texas herein after referred to as City
Web Site Application Terms and Conditions of Access and Use

Only individuals with the authority to accept this agreement and abide by its Terms and Conditions should register. Registering with the online bidding web site alone does not constitute acceptance as an approved supplier for future bidding notifications.

In order to use this site, your browser must support JavaScript. For best results, we recommend Internet Explorer 6.x or greater (PC) and Safari 1.2 or greater (Apple OS X).

AOL USERS SHOULD USE THE RECOMMENDED BROWSER (above) AND NOT USE AOL'S STANDARD BROWSER.

Use of Pop-Up Blocking Software: User agrees to disable pop-up blocking software when accessing and using this site.

Trusted Site: User agrees to make this site a "trusted" site in your browser's internet options configuration.

I Accept the McKinney Purchasing Terms and Conditions

[\[Printer-Friendly Version\]](#)

Step 7: Complete required fields then click "Next"



MCKINNEY
Unique by nature.

Preliminary Info Terms **Company Info** Addresses Other Info Commodity Codes Classifications Review Complete

Company Information

Save and Next

Company Information		User Information	
* Trade Name (dba)	<input type="text" value="BlahzBla"/>	* User Name / Login	<input type="text"/>
Legal Name (if different)	<input type="text"/>	* Password	<input type="password"/>
* Organization Type	-- Select --	* Verify Password	<input type="password"/>
Formation Date	<input type="text"/>	Prefix	<input type="text"/>
* Tax ID Number	<input type="text"/> <input type="radio"/> FEIN <input type="radio"/> SSN/ITIN <input type="radio"/> Other	* First Name	<input type="text"/>
DUNS	<input type="text"/>	* Last Name	<input type="text"/>
Website	<input type="text"/>	Title	<input type="text"/>
Company Description	<input type="text"/>	* Email	<input type="text"/>
Company Address		* Verify Email	<input type="text"/>
* Address 1	<input type="text"/>	Office Phone	() - - Ext: <input type="text"/> <input type="checkbox"/> International
Address 2	<input type="text"/>	Mobile Phone	() - - <input type="checkbox"/> International
Address 3	<input type="text"/>	* Time Zone	-- Select --
* City	<input type="text"/>		
* State/Province	-- Select --		
* Zip/Postal	<input type="text"/>		
* Country	United States		
* Main Phone	(999) 999-9999 Ext: <input type="text"/> <input type="checkbox"/> International		
Toll Free	() - - Ext: <input type="text"/> <input type="checkbox"/> International		
Fax	() - - <input type="checkbox"/> International		
Contact Name	<input type="text"/>		
Email	<input type="text"/>		

Step 8: Continue populating the required fields until the supplier registration is completed. Thank you for your interest in doing business with the City of McKinney.

NOTE:

Please remember that you only need to register one time. You may add multiple users to your company's eBid account. It is your responsibility to update your company's contact information on your eBid account. If employees leave your company then you can remove their access. If you need a password reset then you can email ebid@mckinneytexas.org.