PUBLIC PURCHASE GUIDE BOOK

A GUIDE FOR ALL VENDORS
2019

Public Purchase – Vendor Registration

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Public Purchase – Vendor Registration, Part 1

Registering to be a Public Purchase Vendor is fast, simple, and, best of all, FREE! Public Purchase is the best eProcurement system that connects government agencies to vendors across the nation. It was designed to connect vendors to the vast government and educational market. Public Purchase brings government buyers and vendors together through bid notifications. In order to register for free, go to www.publicpurchase.com. **Free Registration is a TWO-PART process.** First register with the website. Second register with the agencies you wish to work with.

On the home page you will see an area to help you register to be a vendor on Public Purchase. Click on the "Register" button to start your registration.

You will be directed to the Vendor Registration page. Public Purchase Vendor Registration is a 7-Step process.

This page will take you through Step 1: Plan. Here you will be able to select one of our Registration options. You can choose our Free Registration or Bid Syndication, which requires a yearly fee. Click on the "Free Registration" button.

Step 2: Company – This page will ask you to enter your company's information. All of the **bolded** information is required, however, you can choose to add additional information such as your DBA, Tax ID, DUS Number, website address or upload your company logo. We strongly encourage you to enter a brief business description. This will assist your agencies in getting to know you as a company.

Vendor Registration

Step 1 Plan	Step 2 Company Info	Step 3 Classifications	Step 4 Regions	Step 5 Notifications	Step 6 Confirmation	Step 7 Complete

Registration Type: **Free Registration**

Company Information

Company name		
DBA		(optional)
Address		
		(optional)
		(optional)
City		
State/Prov	Select	
Zip/Postal Code		
Country	United States	
Time Zone		
Website Address		(optional)
Federal Tax Id		(optional)
DUNS Number		(optional)
In Business Since		(for example, 1998) (optional)
Company Type		(optional)
Business Description		(optional)
Company Logo	Upload File	

You will also be asked to enter your Main Contact's information. This is critical to your registration, as we will need to contact your company to verify your information in order to complete your registration.

Main Contact

First Name		Middle Initial	(optional)
Last Name		
Email Address		

Important: Several free email providers will block email from any sender who is not in your address book/contact list. This is particularly true for Yahoo email accounts. Please make sure you add to your address book/contact list the following emails **BEFORE** registering:

- notices@publicpurchase.com
- support@publicpurchase.com
- supportrep@publicpurchase.com

Phone Number		ext	
Fax Number		

☑ Same address as the Company

At the bottom of the page you will be asked to enter a Username and Password. Please select something that is easy for you to remember. Your password will need to be at least 6 characters with at least 1 number.

User Name

Username

Password   Verify Password

Click "Next Step" to save your company information and move forward with your registration.

Back   Cancel   Next Step

Step 3: Classifications – Here you will be asked to choose your company's classification codes. This will tell the government agencies which areas your business specializes in.

Vendor Registration

Step 1 Plan	Step 2 Company Info	Step 3 Classifications	Step 4 Regions	Step 5 Notifications	Step 6 Confirmation	Step 7 Complete

Registration Type: **Free Registration**

Classifications

Please select the classification types for products/services you provide.

Classifications you have selected
You have not selected any classification yet

Browse | Search

- Accommodation and food services
- Administrative and support and waste management and remediation services
- Agriculture, forestry, fishing and hunting
- Arts, entertainment, and recreation
- Construction
- Educational services
- Finance and insurance
- Health care and social assistance
- Information
- Management of companies and enterprises
- Manufacturing
- Mining, quarrying, and oil and gas extraction
- Other services (except public administration)
- Professional, scientific, and technical services
- Public administration
- Real estate and rental and leasing
- Retail trade
- Transportation and warehousing
- Utilities
- Wholesale trade

You will be able to choose from NIGP, NAICS, SIC, SITC, or UNSPSC classification codes to describe your business. Most agencies will use NIGP codes.

You can search by keywords if you don't know which codes your company fits under. Simply enter the keyword you are searching, and a list of all codes that fit your search parameters will come up.

Once you've found the codes you are interested in adding, click [Add] to the right of the Classification code. Your classification will now be added to your list. If you've added a code in error, just click on the Trash Can to the right of the page and this code will be removed from your list.
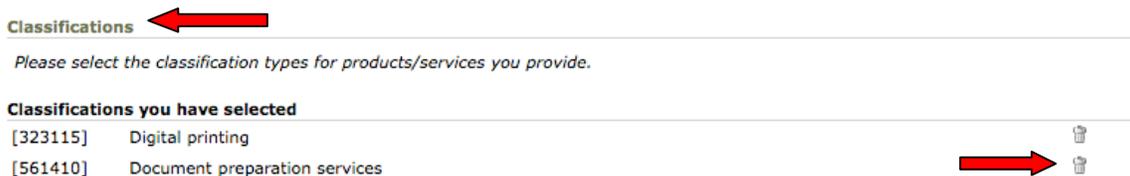
Step 4: Regions – In this area you will be asked to select all areas by state that you are willing to work. This could be nationwide, all states on the Eastern Seaboard, or simply the state where you are headquartered. Once you've selected the states where you're willing to work, click on the Next Step button at the bottom of the page.

Step 5: Notifications – Here you will be asked to choose which types of agencies you are interested in working with. These could be Cities, School Districts, Public Works or Colleges and Universities. You will also need to choose when you will be notified of bids. This can be at any stage of the bid process. You can click [Select All] in order to keep up with every stage of the bid.

Step 6: Confirmation – You will now be directed to a Confirmation Page. You will be asked if you wish to complete your Free Registration, or if you want to sign up for our Bid Syndication. Click "No, Thank You" to complete your Free Registration.

You will now be directed to a page where you will need to verify all of the company information you entered during registration.

You will also need to verify your Classifications, Regions, Agency Types and Notification Messages. Once you are sure all is correct, click "Next Step" to complete your registration.

Step 7: Complete – You will now be directed to a page where you will see "Registration Submitted" at the top of the page. Public Purchase will verify your company contact information and then your account will be activated. It can take up to 24-hours, Monday–Friday, to get your account verified and activated. Once activated, you will receive an email with instructions on how to login and use Public Purchase. Click "Done" and you're ready to go!

Public Purchase – Vendor Registration, Part 2

Congratulations on setting up your Public Purchase Vendor Account! You should now be able to access your account, and search for agencies that are currently using our site for their bid process. Now you'll need to fulfill the second part of Vendor Registration—Registering with an agency. To register with an agency you will need to be logged into your account. Click on Login on the home page.

You will be directed to our Login page where you will need to enter your Username and Password that you created upon Account Registration.

This will take you to your home page. This is customized for each vendor in that only the bids you are Invited To and Responding To will show up.

In order to register for an agency you will need to click on the Tools Tab in the upper right corner of your Home Page:

This will take you to your General Info page:

Click the Agencies Sub-Tab. This will direct you to the Agency Search page:

Enter an Agency in the Agency Name field:

Click "Search" to find the Agency:

This will pull up a list of all Agencies in the system that has that name:

Agency	City	State	Registered	
City of Aurora	Aurora	NM		[View] [Register]

There are two ways to complete the Agency Registration.

The first way is to click the Agency Name in the first column to pull up the Agency Registration Information:

Registration Info for Agency: City of Aurora

Agency Name	**City of Aurora**	Register
Main Address	**4780 Redwood Rd.** **Aurora, NM 88437**	
Registration Status	**Not Registered with this agency**	
	[Go to Agency Bid Board]	

This will show that you are not registered with the Agency. Click "Register" to the right of the page to start the process:

You will be directed immediately to the Agency's Registration page. Depending on the agency, their vendor registration will usually be a 5-Step process.

Registration with City of Aurora

Step 1: Introduction	Step 2: Agency T&C	Step 3: Classification	Step 4: W9	Step 5: Confirm

The second way is to click "[Register]" in the far right column of the page:

You will be directed immediately to the Agency's Registration page. Depending on the agency, their vendor registration will usually be a 5-Step process.

Step 1: Introduction – Please read through the information on the page. This will give you the agency's basic instructions for registration. When finished, click "Continue." This will take you to the next step for registration.

Step 2: Agency T& C – This is where Agency's Terms and Conditions will be.

You will need to carefully read through the Terms and Conditions and accept or decline the conditions listed there. **NOTE: If you decline the terms and conditions you will NOT be able to become a vendor for the agency.**

Click on "Continue" and you will be taken to the next registration step.

Step 3: Classification – Here you will be able to select the classification codes that match the bids you want to be notified about. Usually you will enter the classification codes under which your company falls. The agency will enter the type of codes they use. It could be NIGP, NAICS, SIC, SITC, UNSPSC, or another code used only by their agency.

The classifications you have already chosen during Public Purchase registration will show up here as well. If you wish to remove one or more classifications, simply click on the Trash Can at the right side of the page.

Registration with City of Aurora

Step 1: Introduction ✓	Step 2: Agency T&C ✓	Step 3: Classification	Step 4: W9	Step 5: Confirm

In order to match bids with interested vendors, this agency uses **NIGP** (National Institute of Governmental Purchasing).
To select classifications either Browse or Search and click on the "Add" button once you find the appropriate match for your business. You may have to drill down in browse to find appropriate classifications. If you have already selected your classifications for NIGP with other agencies, please take a moment to review the information to make sure it is accurate.
Please note that you can always manage your classifications for all agencies from within the "Tools" area.

Classifications you have Selected ⬅

[285-14]	Circuit breakers, load centers, boxes, and panelboards	🗑
[485-87]	Soil retardant (for carpets, rugs, etc.)	🗑
[485-86]	Soap, hand: bar, liquid, and powdered	🗑
[485-82]	Sanitary napkins and tampons, dispensable type	🗑
[485-73]	Protectant (for furniture, carpet, fabrics, etc.)	🗑
[485-65]	Janitorial equipment and supplies (not otherwise classified)	🗑
[485-54]	Floor polishes and waxes, floor sealer, and dust mop treating compound	🗑
[485-40]	Disinfectants, spray and powdered	🗑
[485-29]	Cleanser, powdered, chlorinated	🗑
[485-25]	Cleaner, tile and grout	🗑
[485-18]	Cleaner, heavy duty degreaser, including oven cleaners	🗑
[485-10]	Brooms, brushes, and handles	🗑
[485-03]	Adhesive removers	🗑
[485-02]	Animal cage cleaning compound	🗑

You can select additional classifications by using the Browse Tab, or using a keyword search under the Search Tab.
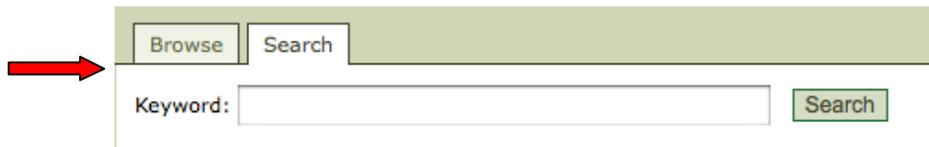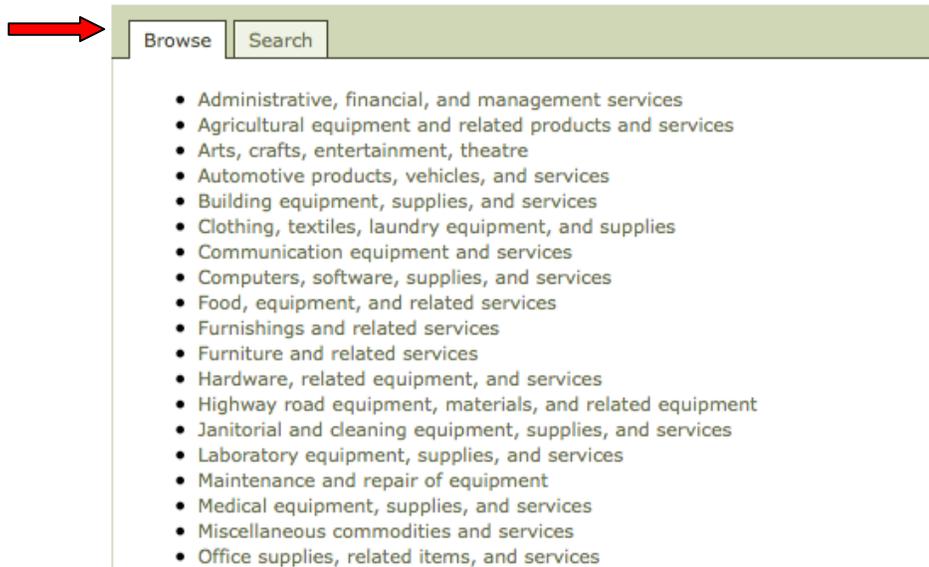
Once you have completed your Classification Codes, click "Continue" and move to the next step.

Step 4: W9 – This step will include any forms that the agency requires you fill out in order to work with them. This will usually include a W9 form, and any other tax information that they require. Simply enter your business' information in the required fields, or download the form(s) and send them back to the agency depending on the format they have listed on the site.

Click "Continue" and you will be directed to the final step.

Step 5: Confirm – Here you will be asked to review all of the information you entered during the Agency Vendor Registration process. If everything is correct, click "Done" and you are ready to view and respond to bids from the agency!

Registration with City of Aurora

| Step 1: Introduction ✓ | Step 2: Agency T&C ✓ | Step 3: Classification ✓ | Step 4: W9 ✓ | Step 5: Confirm |

Agency Name: **City of Aurora**

Review

- You have accepted the terms and condition document.
- You selected classification codes from NIGP to describe your business.
- You completed the requested form: W9.

Back Done Cancel

Registration Info for Agency: City of Aurora

Agency Name	**City of Aurora**
Main Address	**4780 Redwood Rd.** **Aurora, NM 88437**
Registration Status	**Active**
	[Go to Agency Bid Board]

✓ You are Registered with this agency