



PUBLIC PURCHASE GUIDE BOOK

A GUIDE FOR ALL VENDORS



Public Purchase – Vendor Registration

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Public Purchase – Vendor Registration, Part 2

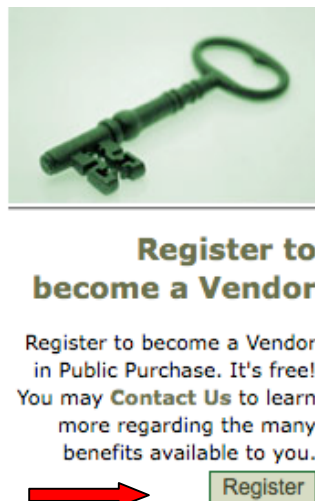
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Public Purchase – Vendor Registration, Part 1

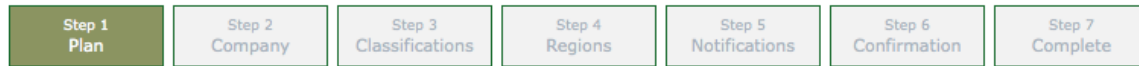
Registering to be a Public Purchase Vendor is fast, simple, and, best of all, FREE! Public Purchase is the best eProcurement system that connects government agencies to vendors across the nation. It was designed to connect vendors to the vast government and educational market. Public Purchase brings 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.

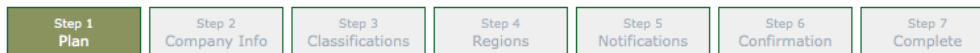


You will be directed to the Vendor Registration page. Public Purchase Vendor Registration is a **7-Step process**.



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.

Vendor Registration



Registration Type: **Select a Plan**

Register for Bid Syndication

Let us do the work for you! Our Bid Syndication completely automates the entire bid market place. Our Proprietary system syndicates the market place by scanning and syndicating thousands of Bids across the country. No more searching for work. The business is now waiting for you in your Inbox. Its a THREE TRILLION DOLLAR a year industry. What part of this is yours? Click on Bid Syndication below and see what is available for your business today. Bid syndication starts at \$249.00 for 6 months, and \$399.00 for 12 months.

- All the benefits of free registration
- No researching for bids
- Customized results for your area and business
- 173,700+ bid opportunities
- Cut costs in finding and responding to bids
- Monitoring 7,530+ Government Institutions

[\[More Info\]](#)

[Register for Bid Syndication](#)

* If you are already a vendor in Public Purchase, please login and signup right from your home page.

Register for Free

The Public Purchase Bid Board posts business opportunities from over 210 Government Institutions and has millions of dollars in government bids each year. You can register directly with any of these agencies. All Business opportunities are available online and available for download. Many bids allow you to respond electronically saving your company precious time and money. Accessing the Bid Board and responding to bids is absolutely FREE.

- Sell to over 210 Government agencies
- Respond to documents electronically such as W-9's
- Cut your costs in responding Electronically
- Free Registration

[\[More Info\]](#)

[Free Registration](#)



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
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Registration Type: Free Registration

Company Information

Company name

DBA (optional)

Address

(optional)

(optional)

City

State/Prov

Zip/Postal Code

Country

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

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.

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

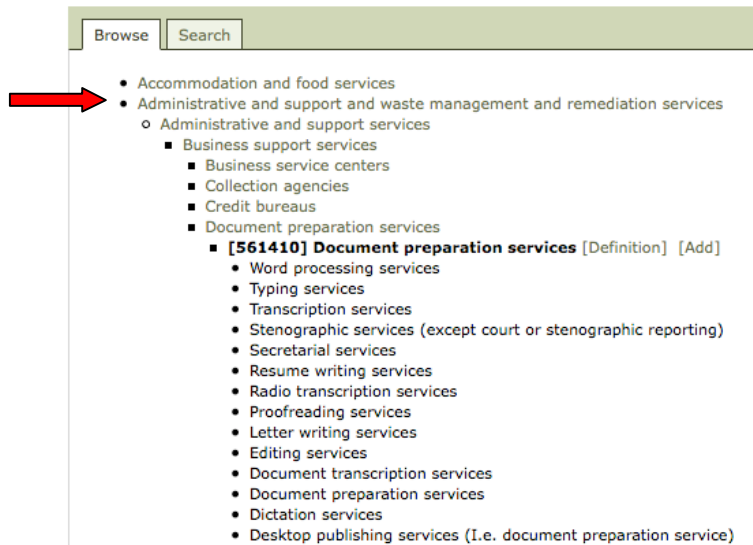
Please select the classification types for products/services you provide.

Classifications you have selected

You have not selected any classification yet

- 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

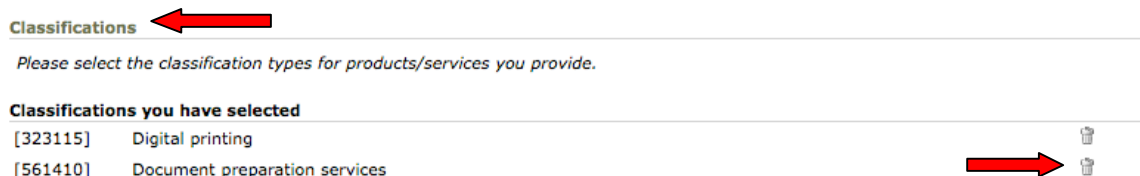
You will be able to choose from **NIGP**, **NAICS**, **SIC**, **SITC**, or **UNSPSC** classification codes to describe your business. Most agencies will use NIGP codes.



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.

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

Select Regions

Please select the regions that you are interested in working with.

[Select All] [Unselect All]

☐ Alabama	☐ Michigan	☐ Texas
☐ Alaska	☐ Minnesota	☒ Utah
☒ Arizona	☐ Mississippi	☐ Vermont
☐ Arkansas	☐ Missouri	☐ Virginia
☒ California	☐ Montana	☐ Washington
☒ Colorado	☐ Nebraska	☐ West Virginia
☐ Connecticut	☒ Nevada	☐ Wisconsin
☐ Delaware	☐ New Hampshire	☐ Wyoming
☐ District of Columbia	☐ New Jersey	☐ Alberta
☐ Florida	☐ New Mexico	☐ British Columbia
☐ Georgia	☐ New York	☐ Manitoba
☐ Hawaii	☐ North Carolina	☐ New Brunswick
☒ Idaho	☐ North Dakota	☐ Newfoundland and Labrador

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.

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

Government Agency Types

Select the types of Government Agencies with which you wish to work:

[Select All] [Unselect All]

☒ City/Municipality	☒ Port/Transit/Airport Authority
☒ Community College	☐ Public Works
☒ County	☒ School District
☒ Federal (Including Military)	☒ State
☐ Fire Department	☒ University/College
☐ Police/Sheriff	☐ Other

[Select All] [Unselect All]

Notification Messages

I want to be notified when:

[Select All] [Unselect All]

☒ My selected classifications match a bid from an agency I am registered with
☒ There is a "Bid Reading" notice for a bid I worked on (pre-award)
☒ There is an "Intent to Award" notice for a bid I worked on (pre-award)
☒ There is an "Notice of Award" for a bid I worked on
☒ Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication

[Select All] [Unselect All]

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**.

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**

You have selected Free Registration with Public Purchase. There are MANY business opportunities NOT available with free registration. Listed below are some business opportunities based on YOUR selected classifications and regions of interest available right now. Are you aware of these opportunities? When you sign up for our Bid Syndication service you will have access to all of these opportunities along with enhanced search and browse functionality. Don't miss out. Get more business today!

Categories	Today	Week	Current	Year
Administrative and support and waste management and remediation services	0	1	5	20
Manufacturing	0	1	1	16

Bid Syndication Plans

6 months - \$249.00

12 months - \$399.00

Do you want to sign up now for Bid Syndication?
If you click "No, Thank you", you will not loose any of of your information and will simply continue with Free Registration.

Yes

No, Thank You

Questions? Please contact our support team at vendorsupport@publicpurchase.com

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

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:
 DBA:
 Address:

Time Zone:
 Website Address:
 Federal Tax Id:
 DUNS Number:
 In Business Since:
 Company Type:
 Business Description:

Main Contact

Name:
 Email Address:
 Phone:
 Fax:
 Address:

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.

The screenshot shows a registration verification page with four sections, each indicated by a red arrow on the left:

- Selected Classifications:** Three items are listed with green checkmarks: 323115 Digital printing, 541810 Advertising agencies, and 541870 Advertising material distribution services.
- Selected Regions:** One item is listed with a green checkmark: Arizona , California , Colorado , Idaho , Nevada , Utah.
- Agency Types:** One item is listed with a green checkmark: City/Municipality, Community College, County, Federal (including Military), Port/Transit/Airport Authority, Public Works, School District, State, University/College, Other,
- Notification Messages:** Four items are listed with green checkmarks: My selected classifications match a bid from an agency I am registered with, There is a "Bid Reading" notice for a bid I worked on (pre-award), There is an "Intent to Award" notice for a bid I worked on (pre-award), There is an "Notice of Award" for a bid I worked on, and Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication.

At the bottom, there are three buttons: Back, Cancel, and Next Step. A red arrow points to the Next Step button.

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!

The screenshot shows the Vendor Registration completion page. At the top, there is a progress bar with seven steps: Step 1 Plan, Step 2 Company Info, Step 3 Classifications, Step 4 Regions, Step 5 Notifications, Step 6 Confirmation, and Step 7 Complete. Step 7 is highlighted in green.

Below the progress bar, it says "Registration Type: Free Registration".

The main content area has a green checkmark and the text "Registration Submitted". Below this, it says: "Your activation request has been submitted. Before we are able to activate your account we will need to verify your information. We may contact you directly to obtain this information. This information includes but is not limited to:"

- Email Address
- Phone Number
- Company Name
- Physical Address

Below the list, it says: "This process may take up to 24 hours, Monday - Friday. Once your account is activated you will receive an email with detailed instructions on how to login and utilize Public Purchase."

At the bottom, it says: "If you feel you have provided any of this information in error please email vendorsupport@publicpurchase.com."

Below the main content area, there is a section titled "Account Information" with a "Company:" label and a "Username:" label. A red arrow points to the "Done" button at the bottom left.

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.

The image shows the login page of the Public Purchase website. It features a red arrow pointing to the 'Username' input field. Below it is the 'Password' input field, followed by a green 'Login' button. At the bottom, there are links for 'Did you forget your password?' and 'Not a member yet? Register as a new Vendor'.

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.

The image shows the home page of the Public Purchase website. It features a navigation bar with 'Chat', 'Help', 'Logout', 'Home', 'Search', 'My Stuff', and 'Tools'. Below the navigation bar, there are links for 'Select Region' and 'Select Agency'. The main content area is divided into two sections: 'Bids Invited To' and 'Bids Responding To'. Each section contains a table of bids with columns for Bid ID, Agency, Start Date, End Date, Timeleft, and Addendums. The 'Bids Invited To' section shows one bid: RFB #2008 / 08 - 35 - Circuit Breakers. The 'Bids Responding To' section shows six bids: RFP #23-78-08 - Janitorial Services for City Hall, RFB #2008 / 08 - 37 - Classroom Equipment, RFB #2008 / 08 - 35 - Circuit Breakers, RA #2008 / 08 -36 - Reverse Auction of School Equipment - Chairs, RFB #2008/08 - 45 - Classroom Equipment High School, and RFP #086790 - NUTRITION SERVICES SMALL EQUIPMENT. At the bottom, there is a footer with customer support information and copyright notice.

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:

A screenshot of the "General Info for CA Inc" page. The top navigation bar includes "Admin", "Agencies", "Classification", "Regions", "Notifications", "Forms", "Business Types", and "Purchase Orders". The left sidebar has "General Info", "Users", and "Document Library". The main content area has a title "General Info for CA Inc" with a red arrow pointing to it. Below the title are several form fields: "Company Name" (filled with "CA Inc"), "Company Website" (optional), "Federal Tax Id" (optional), "DUNS Number" (optional), "In Business Since" (optional, with example "1998"), "Company Type" (dropdown), "Business Description" (optional), and "Company Logo" with an "Upload File" button.

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



Search for Agencies

A screenshot of the "Search for Agencies" form. It has a light green background. The form includes three input fields: "Agency Name:", "New Agencies Since:", and "Registration Status:" (with a dropdown menu set to "All"). Below these fields is a green "Search" button. A red arrow points to the "Search" button.

Enter an **Agency** in the **Agency Name** field:

A screenshot of the "Search for Agencies" form, similar to the previous one, but with the text "aurora" entered in the "Agency Name:" field. A red arrow points to the text "aurora" in the input 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]

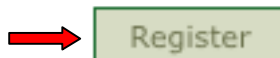
There are two ways to complete the Agency Registration.

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
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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**.

Registration with City of Aurora

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

Registration with City of Aurora

Step 1: Introduction	Step 2: Agency T&C	Step 3: Classification	Step 4: W9	Step 5: Confirm
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Agency Name: **City of Aurora**

Instructions: 

- The agency has updated some of the information they request from vendors. Please take a minute and review the information.
- You can move back and forth between the steps using the "Continue" and "Back" buttons.
- Please make sure you complete the final step, "Confirm", and click the "Done" button.



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

Registration with City of Aurora

Step 1: Introduction ✓	Step 2: Agency T&C	Step 3: Classification	Step 4: W9	Step 5: Confirm
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In order to continue with the registration process you need to accept this agency's terms and conditions.

Terms and Conditions 

Vendor Registration Terms and Conditions for City of Aurora

- These are the terms and conditions

TermsAndConditions.html

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.**

 ☒ I have read the document and I **accept** the conditions therein.

☐ I have read the document and I **decline** the conditions therein.

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**.

The top screenshot shows a 'Browse' tab selected, displaying a list of classification categories:

- Administrative, financial, and management services
- Agricultural equipment and related products and services
- Arts, crafts, entertainment, theatre
- Automotive products, vehicles, and services
- Building equipment, supplies, and services
- Clothing, textiles, laundry equipment, and supplies
- Communication equipment and services
- Computers, software, supplies, and services
- Food, equipment, and related services
- Furnishings and related services
- Furniture and related services
- Hardware, related equipment, and services
- Highway road equipment, materials, and related equipment
- Janitorial and cleaning equipment, supplies, and services
- Laboratory equipment, supplies, and services
- Maintenance and repair of equipment
- Medical equipment, supplies, and services
- Miscellaneous commodities and services
- Office supplies, related items, and services

The bottom screenshot shows a 'Search' tab selected, featuring a 'Keyword:' input field and a 'Search' button.

Once you have completed your Classification Codes, **click “Continue”** and move to the next step.

Back Continue Cancel

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.

Registration with City of Aurora

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

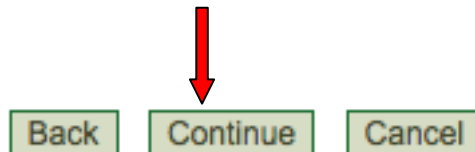
The agency requests that you please complete the following form.

Please make sure all required fields are filled in correctly.

Form W-9		Request for Taxpayer Identification Number and Certification	
Name (as shown on your income tax return) 			
Business name, if different from above 			
Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership)		☐ Exempt payee	
☐ Other			
Address (number, street, and apt. or suite no.) 		Requester's name and address (optional) 	
City, state, and ZIP code 			
List account number(s) here (optional) 			
Taxpayer Identification Number (TIN)			
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		Social security number or Employer identification number 	

 [Download Completed PDF]

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
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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.



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

