SCREENSHOT INSTRUCTIONS TO RE-REGISTER* ONLINE
WITH CITY OF CONCORD VIA PUBLIC PURCHASE SYSTEM

(This is also a great Reference Document for Existing, Registered Vendors to navigate through system)

*Re-register is not necessarily registering all over again but mainly to login and re-select classifications for your company (due to transition of prior NIGP classification codes to NAICS codes which occurred on 8/11/17).

If you are already registered with Public Purchase, please follow the steps below. (If you are NOT registered, please see ‘Instructions – Public Purchase Online Vendor Registration’ as separate document/attachment) (Remember: It’s a 2 step process, being registered with Public Purchase doesn’t mean you’re registered with City of Concord also unless you take the 2nd step to select the agency name after obtaining login access to Public Purchase.)

1) Login to Public Purchase at www.publicpurchase.com with your login information.
2) Go to the HOME tab and then Select Region: CA and then Select Agency: City of Concord:

3) Once you selected the CA region & City of Concord agency, you will see the screen shot below.
4) See asterisk* section below. It will either indicate that ‘You are registered with this agency’ or it may ask you to register your information again. If asked to register again, please click on that link and go through the steps. [If you do not see such a link for some reason, please go to the next page and follow those additional steps to ensure your company has all the appropriate classifications selected. Especially if you are a Contractor performing any construction-related jobs, there’s a new form that you can complete called ‘Informal Bidding Contractors List (CUPCCAA list)’, if interested on being on the list.]
TO MAKE SURE YOUR COMPANY IS REGISTERED WITH CITY OF CONCORD AND HAVE THE CLASSIFICATIONS SELECTED, SEE BELOW:

1) Once logged into Public Purchase, Go to Tools tab, then Agencies tab.
2) Enter Agency Name: City of Concord and Registration Status: All and click Search.

This will search for the City of Concord, see below screen shot.

After clicking search, you will see if you’re registered or not with City of Concord.

In this example, the company is registered. (as shown by the green checkmark under ‘Registered’ column.

Clicking on ‘View’ will take you to the next screen shots on the following page.

If you’re NOT registered with the City of Concord, there should be a ‘Register’ or ‘Review’ link next to the ‘View’ link. Please click on register to go through the steps to register with the City of Concord.

This should walk you through the process of selecting classifications under NAICS classification codes and completing the new form ‘Informal Bidding Contractors List (CUPCCAA List) if interested on being on the list.

If you’re not a Contractor performing construction-related work, you can bypass this form and hit Continue to go to next step.

Note: Even if you completed the CUPCCAA List form as a Contractor, bid notices for the informal/formal bid process will be sent to those with the appropriate classifications selected that matches the classifications selected by the Agency/City for the particular bid opportunity.

Useful Tip for Registered Vendors: Under Agencies tab, you can search for all Agencies that your company is registered with by selecting ‘Registered’ in the Registration Status field! 😊
REGISTERED VENDORS: The ‘Tools’ tab is a great resource to review your information as a Registered vendor with Public Purchase!

If it shows that you ARE registered with the City of Concord and by clicking on the ‘View’ button from the above screenshot, you will see this screenshot.

You can click on ‘Classification’ tab to view what classifications you have selected.

When you go to the CUPCAA list tab, it will take you to the Informal Bidding Contractors List (CUPCCAA List) Form to see what information you’ve completed (if applicable).

To complete or revise either the Classifications and/or the CUPCCAA List form, click on ‘Review Step Information’ at bottom which will take you to the appropriate page/form to revise, complete and save.

To complete or revise either the Classifications section and/or the CUPCCAA List form, click on ‘Review Step Information’ link which should appear at the bottom of each of these pages. That will take you to the appropriate page or form to revise, add, or complete, and save!
ENSURE & CHECK THAT YOU’VE SELECTED ALL APPLICABLE CLASSIFICATIONS FOR YOUR COMPANY:

Now while still under the ‘Tools’ tab, go to the ‘Classification’ tab, select NAICS on left side and make sure you’ve selected all of the classifications that your company provides to ensure you have all appropriate classifications covered.

Above screen shows the classifications that you’ve already selected for your company. In the below screen, make sure to go through ALL of the classifications and sub-classifications under each and select all the appropriate classification pertaining to your company.

That’s it! You’re done! This will ensure that you will receive bid notifications for the classifications you select under the NAICS codes.

If you need any technical assistance with this process, please contact Public Purchase at vendorsupport@publicpurchase.com or 801-932-7000.

THANK YOU FOR YOUR COOPERATION AND ACTION! 😊