



VENDOR REGISTRATION INSTRUCTIONS

Please register your company on the City Purchasing's website in order to receive email bid notifications should an opportunity arises (for the categories/classifications selected during registration). At that time, you will have the opportunity to submit your company information and pricing depending on the bid instructions. Most all bids will be solicited through the online vendor registration site and sometimes a solicitation list by the Department is provided additionally. However, the online vendor registration is your best bet on receiving an email bid notification.

Note: The registration process will take you to our third party administrator (Public Purchase) who administers our online registration/bid information. Please read the instructions carefully and follow all of the steps. (Two-Step process: 1) to register with Public Purchase and 2) to register with City of Concord.)

See instructions below. Thank you.

Vendor Registration Instructions:

1. Register with Public Purchase:

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase previously please proceed directly to step 2.

2. Register with an Agency:

A. Once you have received your activation email from Public Purchase **log into www.publicpurchase.com** and accept the terms and conditions of use.

B. **Click on the "Tools" tab, Click on the "Agencies" tab.** (Agency tab in bar under tools)

C. This will take you to the agency search page. In the agency name box type in **Agency Name**. Leave the "new agency since" box blank. Make sure Registration Status says "ALL". **Click on "search"** this will bring up the agency below, to the far right of it you will see "view" and "Register" **click on the "Register"** link to complete the vendor registration with the agency.

It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the Agency. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

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