



COUNTY OF PLACER

ADMINISTRATIVE SERVICES DEPARTMENT

Jerry Gamez,
Director of Administrative Services

DIVISIONS:

- Administration
- Central Services
- Information Technology
- Procurement Services
- Revenue Services
- Telecommunications

PROCUREMENT SERVICES DIVISION

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PUBLIC PURCHASE REGISTRATION INSTRUCTIONS

The Procurement Services Division is proud to announce a new partnership with Public Purchase, a web based e-Procurement service. This e-Procurement system will create a single location for vendors to view open bid solicitations and award information for previous bids issued through the Public Purchase website. This system will also provide vendors with automatic email notification of bidding opportunities. In addition, Public Purchase gives vendors access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

In order to begin, or continue to, receive bid notifications as a current vendor you must register with this new system. This process will only take a few minutes. Please follow the two-step process below to register with Placer County.

INSTRUCTIONS:

STEP 1 - Register with Public Purchase

If you are already registered with Public Purchase please skip Step 1 and proceed directly to Step 2 below. If you are not yet registered with public purchase use this link (<https://www.publicpurchase.com/gems/register/vendor/register>) to begin the registration process. You will receive an email (Activation Email) from notices@publicpurchase.com advising that your account is activated (Note: Be sure to add this email address to your contacts to avoid the bid notifications being sent to your junk folder rather than your inbox). *It can take up to 24 hours for your account to become active.*

STEP 2 - Register with Placer County

A. Once you have received your Activation Email from Public Purchase, log into <http://www.publicpurchase.com/gems/placerco.ca/buyer/public/home> and accept the terms and conditions of use. You will need to register with Placer County and select the NIGP Commodity Codes that relate to your business in order to receive email notifications of future bid opportunities.

If for any reason the link above fails you can follow the procedures listed below to complete the registration process:

1. Use the Public Purchase link in Step 1 and log in.
2. Click "Select Region," then "Select Agency" and select Placer County.
3. After selecting Placer County click on the "Register with Placer County" (on the right hand side of the Placer County logo).

It is important that you complete Step 2 of the registration process (Register with Placer County) or you will not receive notifications of upcoming bid opportunities with Placer County. It is your responsibility to keep your vendor information updated in Public Purchase.

Should you have any questions or concerns, please contact the Procurement Services Division at (530) 886-2122. You may also contact Public Purchase via e-mail at support@publicpurchase.com or through the Live Chat feature of the Public Purchase website (upper left corner) during their normal business hours.