



PLACER COUNTY WATER AGENCY  
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## **eProcurement Service - *PUBLIC PURCHASE* Registration Instructions**

The Placer County Water Agency (PCWA) is now using ***Public Purchase***, a web based eProcurement service to post all Notice of Inviting Bids and RFQs. Public Purchase provides vendors with automatic notification and transmittal of bid solicitations at no charge. All new Bids and RFQs will be listed below under the Public Purchase section.

In order to begin, or continue to, receive PCWA bid notifications all vendors must register with ***Public Purchase***. The [two-step registration process/instructions](#) are detailed below and should only take a few minutes.

PCWA is anticipating transitioning Notice of Inviting Bids and RFQs for public works, construction related projects to ***Public Purchase*** by July 18, 2016. Please register as soon as possible to ensure uninterrupted access to our bids and the notification of our bids.

### **INSTRUCTIONS:**

Register with the ***Public Purchase*** web based eProcurement service, and second register with Placer County Water Agency. If you are already registered with ***Public Purchase***, then please proceed directly to step 2.

#### **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](mailto: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>

#### **2. Register with Placer County Water Agency:**

A. Once you have received your activation email from ***Public Purchase*** log into [www.publicpurchase.com](http://www.publicpurchase.com) and accept the terms and conditions of use.

B. Then click on the link below to start your registration process with *Placer County Water Agency*. Begin by selecting the NIGP Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities. You may be prompted to fill out a W-9 for the *Placer County Water Agency* records and for tax purposes. *This form must be completed before you will be considered a vendor for*

*Placer County Water Agency even if Placer County Water Agency already has a W-9 from you on file.*

<http://www.publicpurchase.com/gems/pcwa.ca/buyer/public/home>

C. If, for any reason, the link fails; you can use the following procedure to complete the registration process:

Use the Public Purchase link in Step 1 and log in. Then click “Select Region,” and “Select Agency.” After selecting *Placer County Water Agency*, click on the “Register with *Placer County Water Agency*” on the right hand side of the *Placer County Water Agency* logo

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

#### ***Why are we moving to this eProcurement system?***

Using this service will make the process easier for us and our vendors. The ***Public Purchase*** eProcurement System was designed exclusively for use by Government Agencies and their vendors.

#### ***Benefits to Us***

This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing and bidding practices. This service will also create an up to date vendor database, which will be hosted on ***Public Purchase's*** servers and will allow suppliers to easily update and change their information as needed.

#### ***Benefits to You***

This eProcurement system will create a single location in which to view open Invitation for Bids and award information for previous bids issued through the ***Public Purchase*** website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, ***Public Purchase*** gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

If you need any assistance with this process please contact ***Public Purchase*** at [support@publicpurchase.com](mailto:support@publicpurchase.com). Or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Thank you for participating in Placer County Water Agency's registration process.