

Register (FREE) with Public Purchase

How to Register?

Registration with Public Purchase takes three (3) simple steps:

Step One: 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 has been activated. Be sure to add this email address to your contact to avoid the bid notification emails being sent to your junk folder. If you have already registered with Public Purchase previously, please proceed to step two (2).

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

Step Two: Register with the Association of Educational Purchasing Agencies.

- Once you have received your activation email from Public Purchase, log into www.publicpurchase.com and accept the terms and conditions of use.
- Click on the “Tools” tab, click on the “Agencies” tab.
- This will take you to the agency search page. In the agency name box, type in the name “Association of Educational Purchasing Agencies”. 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 with Agency” link to complete the vendor registration with the Association of Educational Purchasing Agencies.

Step Three: Code Selection. You will need to select the National Institute of Governmental Purchasing (NIGP) code(s) that relate to your business so you can receive email notifications of future bid opportunities that match the code(s) you select.

Please note, it is important that the second part of the registration is complete or you will not receive notifications of upcoming bid opportunities from AEPA. It is your responsibility to keep your organization's information up to date, particularly the contacts, NIGP codes, and email addresses. If you have any problems throughout the registration process, please contact Public Purchase at support@publicpurchase.com or use the live chat function during business hours. The chat function can be found in the upper left corner of the website.

Why The Switch?

Using Public Purchase will not only make our solicitation process easier, it will also provide efficiencies to our vendors. Public Purchase provides governmental agencies and their vendors with a comprehensive and easy-to-use web-based eProcurement system. The Public Purchase eProcurement system is designed exclusively for use by governmental agencies and their vendors. Public Purchase is compliant with all Federal and State regulations which set forth the required procedures for government agency purchasing.

Benefits to Vendors

Public Purchase provides a single location in which to view open solicitations and award information for previous solicitations issued through the Public Purchase website. The Public Purchase system provides automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives registered vendors access to bid opportunities with other government entities. All of this is provided free of charge.

Public Purchase: Adding an Agency

For vendors who already have a Public Purchase account, please follow the steps below to add the Association of Educational Purchasing Agencies as an Agency to receive bid notifications from:

Log into your Public Purchase account. Once logged in, click “Tools”.

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Select Region Select Agency

Looking for more business? Click on *Free Market Analysis* to see how Bid Syndication can target business for your company. Register for Bid Syndication today and start living the results!!
[Bid Syndication Service]

[Free Market Analysis]

Bids Invited To

Bid	Agency	Start Date	End Date	Timeleft	Addendums
IFB #TEST 123 - TEST IFB - TEST	Association of Educational Purchasing Agencies	Aug 9, 2016 9:33:44 AM EDT	Aug 12, 2016 11:00:00 AM EDT	CLOSED	Aug 10, 2016 Aug 11, 2016

Bids Responding To

Bid	Agency	Start Date	End Date	Timeleft	Addendums
No bids					

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Click “Agencies”

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Admin | Agencies | Classification | Regions | Notifications | Forms | Business Types | Purchase Orders

Type in the name of the Agency (i.e. Association of Educational Purchasing Agencies, etc.). Click “Search”.

The name of the Agency will populate in the search results. Click “Register”.

Registered
[View] [Register]

Search for Agencies

Agency Name:

New Agencies Since:

Registration Status: All

Search

Continue walking through the final three steps of registration, shown below. The third and final step will confirm your registration with the Agency. Once you are registered you will be notified of any matching, active solicitations and/or be able to view/access any current solicitations.

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Registration

Step 1 Introduction Step 2 Classification Step 3 Confirmation

Agency Name:

Instructions:

- This is a one-time process for this agency. Once you are done you will be able to respond to other bids from this agency without having to repeat this step. *
- Please click the “Register” button below to register with the agency.

Cancel Continue

* If an agency updates the information they require from vendors, you may be asked to return to this screen to review your information.

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