



VENDOR ANNOUNCEMENT REGISTRATION FOR PUBLIC PURCHASE

AEA Purchasing currently uses Public Purchase, a web based e-Procurement service, to help facilitate and streamline our bidding process. **In order receive our bid notifications via e-mail, you must register with Public Purchase.** The two-step registration process is detailed below. Please register in order to maintain uninterrupted access to our bids and the notification system.

If you have previously registered with Public Purchase, please proceed to step 2.

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>

2. Register with our agency -- AEA Purchasing:

A. Once you have received your activation email from Public Purchase, log into <https://www.publicpurchase.com/> and accept the terms and conditions of use.

B. Click on the “**Tools**” tab and then click on the “**Agencies**” tab. (Agency tab is in the bar under “Tools”.)

C. This will take you to the agency search page. In the agency name box, type in “**AEA Purchasing**”. Leave the “new agency since” box blank. Make sure “Registration Status” says “All”. **Click on “Search”**. This will bring up the agency. To the far right of it you will see “View” and “Register”. **Click on the “Register” link** to complete the vendor registration with AEA Purchasing.

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

Benefits to You

This eProcurement system will create a single location in which to view bidding opportunities 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 to you at no charge.*

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