



## HOW TO REGISTER WITH 1GPA VIA PUBLIC PURCHASE

Dear Inquiring Vendor,

1GPA is proud to announce that we are now using Public Purchase, a web based e-Procurement service. In order to receive notifications of our solicitations you must register with the Public Purchase Online Procurement System. This process only takes a few minutes. The **two-step** registration process/instructions are detailed below.

### **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](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>

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

#### **2. Register with 1GPA:**

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. Click on the "Tools" tab then click on the "Agencies" tab

C. This will take you to the agency search page. In the agency name box type in "1GPA". 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 solicitation opportunities from 1GPA. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*

### **Why Public Purchase?**

This eProcurement system will create a single location in which to view open IFB's and RFP's through the Public Purchase website. This system will provide you with automatic notification and transmittal of bid solicitations and amendments issued. 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 option during business hours which is found in the upper left hand corner.