



## **VENDOR ANNOUNCEMENT IMPORTANT NOTICE - CHANGE TO ELECTRONIC BIDDING AND VENDOR DATABASE SYSTEM**

Dear City of Friendswood Prospective Vendor,

The **City of Friendswood** is proud to announce that we will now be using Public Purchase, a web based E-Procurement service. In order to begin receiving bid or quote notifications as a potential vendor you must register with this new system. This process will only take a few minutes. The two-step registration process/instructions are detailed below in the Instructions section.

The change is effective immediately. Please register as soon as possible so that you have uninterrupted access to our bids and the notification of our bids.

### ***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 E-mail from [notices@publicpurchase.com](mailto:notices@publicpurchase.com) letting you know your account is activated. Be sure and add this E-mail address to your contacts to avoid the bid notification E-mails 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 the City of Friendswood:***

A. After you have received your activation E-mail 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 the name of the agency which is **City of Friendswood**. Leave the "new agency since" box blank. Make sure Registration Status is "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 quote opportunities from the City of Friendswood. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*

**Why?**

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase E-Procurement System was designed exclusively for use by Government Agencies and their Vendors.

**Benefits to Us**

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

**What benefits to You?**

This E-Procurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQ's 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 the City of Friendswood's new registration process.