

PUBLIC PURCHASE INFORMATION/REGISTRATION

General Information

The University of Akron, Department of Purchasing, has implemented the use of a free electronic bidding tool to provide public access of construction bid notifications, non-construction bids, requests for proposal, requests for information, requests for quote and reverse auction opportunities.

The system as provided through The Public Group is referred to as Public Purchase and can be accessed at the following link:

<https://www.publicpurchase.com>

Vendor support is available via live Chat, which can be found in the upper left corner, support@publicpurchase.com, or by calling 801-932-7000 vendor support.

Initially, construction bids will continue to be received via hard copy sealed bids and this tool will only be used to help notify interested contractors and suppliers of construction project opportunities and bid tabulations.

PUBLIC PURCHASE REGISTRATION INSTRUCTIONS

Go to www.publicpurchase.com



1. Select **GO TO REGISTER** on the **FREE REGISTRATION** side on the right

Federal, State and Local Government Agencies buy over \$3 trillion a year of goods and services.

Every month, thousands of contracts, bids, and requests for proposals (RFPs) are posted on the Internet by Federal, State, City, County and School District Agencies.

If you have never sold your product to a government agency our service can help you become a successful government vendor. If you already sell to government we can help you secure significantly more business.

Our system maintains the largest and most complete database of government bid opportunities in the nation. It uses proprietary technology to provide information that gives a competitive edge to vendors who add our premium service to the basic FREE bid notification we offer to all vendors.

 BEST DEAL	 FREE REGISTRATION
<ul style="list-style-type: none">• All the benefits of free registration• Gain access to 10,330+ government institutions• Take greater market control with 169,400+ bid opportunities• Receive customized results for your area and business sector• Search for unique bids on our system• Take advantage of flat membership plans with no hidden fees <p>Go to Register</p> <p>[More Info]</p>	<ul style="list-style-type: none">• Receive automatic bid notifications from over 1,140 Government Institutions.• Respond to their bid opportunities electronically - saving you time and money. <p>Go to Register</p> <p>[More Info]</p>

2. **Step 1** select **FREE REGISTRATION** again on the right

Vendor Registration

Step 1
Plan

Step 2
Company Info

Step 3
Classifications

Step 4
Regions

Step 5
Notifications

Step 6
Confirmation

Step 7
Complete

Registration Type: Select a Plan

Register for Bid Syndication

Let us do the work for you! Our Bid Syndication completely automates the entire bid market place. Our Proprietary system syndicates the market place by scanning and syndicating thousands of Bids across the country. No more searching for work. The business is now waiting for you in your Inbox. Its a THREE TRILLION DOLLAR a year industry. What part of this is yours? Click on Bid Syndication below and see what is available for your business today. Bid syndication starts at: \$399.00 for 12 months.

- All the benefits of free registration
- No researching for bids
- Customized results for your area and business
- 169,400+ bid opportunities
- Cut costs in finding and responding to bids
- Monitoring 10,330+ Government Institutions

[More Info]

Register for Bid Syndication

* If you are already a vendor in Public Purchase, please login and signup right from your home page.

Register for Free

The Public Purchase Bid Board posts business opportunities from over 1140 Government Institutions and has millions of dollars in government bids each year. You can register directly with any of these agencies. All Business opportunities are available online and available for download. Many bids allow you to respond electronically saving your company precious time and money. Accessing the Bid Board and responding to bids is absolutely FREE.

- Sell to over 1140 Government agencies
- Respond to documents electronically such as W-9's
- Cut your costs in responding Electronically
- Free Registration

[More Info]

Free Registration



3. **Step 2** enter the required information - Select **NEXT STEP**

4. **Step 3** select the CLASSIFICATION TYPES for your business

- This is a drill down method, once a classification is selected select **[Add]** then the ability to select another classification is visible (example below); when finished adding classifications select **NEXT STEP**

Vendor Registration

- Step 1 Plan
- Step 2 Company Info
- Step 3 Classifications**
- Step 4 Regions
- Step 5 Notifications
- Step 6 Confirmation
- Step 7 Complete

Registration Type: Free Registration

Classifications

Please select the classification types for products/services you provide.

Classifications you have selected

[562112] Hazardous waste collection

(First classification selection)

Browse Search

- Accommodation and food services
- Administrative and support and waste management and remediation services
- Agriculture, forestry, fishing and hunting
- Arts, entertainment, and recreation
- Construction
- Educational services
- Finance and insurance
 - Credit intermediation and related activities
 - Activities related to credit intermediation
 - Financial transactions processing, reserve, and clearinghouse activities
 - **[522320] Financial transactions processing, reserve, and clearinghouse activities** [missing:definition] [Add]
 - Mortgage and nonmortgage loan brokers
 - Other activities related to credit intermediation
 - Depository credit intermediation
 - Nondepository credit intermediation
 - Funds, trusts, and other financial vehicles
 - Insurance carriers and related activities
 - Monetary authorities-central bank
 - Securities, commodity contracts, and other financial investments and related activities
 - Health care and social assistance
 - Information
 - Management of companies and enterprises
 - Manufacturing
 - Mining, quarrying, and oil and gas extraction
 - Other services (except public administration)
 - Professional, scientific, and technical services
 - Public administration
 - Real estate and rental and leasing
 - Retail trade
 - Transportation and warehousing
 - Utilities
 - Wholesale trade

Back Cancel **Next Step**

5. **Step 4** Select **OHIO** for the region; select **NEXT STEP**

Help | Login

Vendor Registration

Step 1 Plan | Step 2 Company Info | Step 3 Classifications | **Step 4 Regions** | Step 5 Notifications | Step 6 Confirmat

Registration Type: Free Registration

Select Regions

Please select the regions that you are interested in working with.

[Select All] [Unselect All]

<input type="checkbox"/> Alabama	<input type="checkbox"/> Maryland	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Saskatchewan
<input type="checkbox"/> Alaska	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Tennessee	<input type="checkbox"/> Yukon
<input type="checkbox"/> American Samoa	<input type="checkbox"/> Michigan	<input type="checkbox"/> Texas	
<input type="checkbox"/> Arizona	<input type="checkbox"/> Minnesota	<input type="checkbox"/> U.S. Virgin Islands	
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Utah	
<input type="checkbox"/> California	<input type="checkbox"/> Missouri	<input type="checkbox"/> Vermont	
<input type="checkbox"/> Colorado	<input type="checkbox"/> Montana	<input type="checkbox"/> Virginia	
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Washington	
<input type="checkbox"/> Delaware	<input type="checkbox"/> Nevada	<input type="checkbox"/> West Virginia	
<input type="checkbox"/> District of Columbia	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Wisconsin	
<input type="checkbox"/> Florida	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Wyoming	
<input type="checkbox"/> Georgia	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Alberta	
<input type="checkbox"/> Guam	<input type="checkbox"/> New York	<input type="checkbox"/> British Columbia	
<input type="checkbox"/> Hawaii	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Manitoba	
<input type="checkbox"/> Idaho	<input type="checkbox"/> North Dakota	<input type="checkbox"/> New Brunswick	
<input type="checkbox"/> Illinois	<input checked="" type="checkbox"/> Ohio	<input type="checkbox"/> Newfoundland and Labrador	
<input type="checkbox"/> Indiana	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Northwest Territories	
<input type="checkbox"/> Iowa	<input type="checkbox"/> Oregon	<input type="checkbox"/> Nova Scotia	
<input type="checkbox"/> Kansas	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Nunavut	
<input type="checkbox"/> Kentucky	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Ontario	
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> Prince Edward Island	
<input type="checkbox"/> Maine	<input type="checkbox"/> South Carolina	<input type="checkbox"/> Quebec	

[Select All] [Unselect All]

Back | Cancel | Next Step

- Step 5** select UNIVERSITY/COLLEGE for the Government Agency Types
 - below the Government Agency Types the Notification Messages are pre-selected, if not Select All

- Select **NEXT STEP**

Help | Login

Vendor Registration

Step 1 Plan | Step 2 Company Info | Step 3 Classifications | Step 4 Regions | **Step 5 Notifications** | Step 6 Confirmat

Registration Type: Free Registration

Government Agency Types
Select the types of Government Agencies with which you wish to work:
[Select All] [Unselect All]

<input type="checkbox"/> City/Municipality	<input type="checkbox"/> Port/Transit/Airport Authority
<input type="checkbox"/> Community College	<input type="checkbox"/> Public Works
<input type="checkbox"/> County	<input type="checkbox"/> School District
<input type="checkbox"/> Federal (including Military)	<input type="checkbox"/> State
<input type="checkbox"/> Fire Department	<input checked="" type="checkbox"/> University/College
<input type="checkbox"/> Police/Sheriff	<input type="checkbox"/> Other

[Select All] [Unselect All]

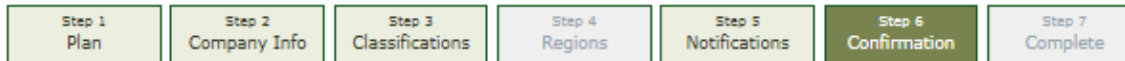
Notification Messages
I want to be notified when:
[Select All] [Unselect All]

- My selected classifications match a bid from an agency I am registered with
- There is a "Bid Reading" notice for a bid I worked on (pre-award)
- There is an "Intent to Award" notice for a bid I worked on (pre-award)
- There is an "Notice of Award" for a bid I worked on
- Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication

[Select All] [Unselect All]

Back | Cancel | **Next Step**

7. **Step 6** review/confirm the Categories selected; select **NO, THANK YOU** for DO YOU WANT TO SIGN UP - NOW FOR BID SYNDICATION?

Vendor RegistrationRegistration Type: **Free Registration**

You have selected Free Registration with Public Purchase. There are MANY business opportunities NOT available with free registration. Listed below are some business opportunities based on YOUR selected classifications and regions of interest available right now. Are you aware of these opportunities? When you sign up for our Bid Syndication service you will have access to all of these opportunities along with enhanced search and browse functionality. Don't miss out. Get more business today!

Categories (Note: Click on the to open each section)

	Today	Week	Current	Year
<input type="checkbox"/> Administrative and support and waste management and remediation services	13	38	125	1864
<input type="checkbox"/> Finance and insurance	0	0	2	33

Bid Syndication Plans
12 months - \$399.00

Do you want to sign up now for Bid Syndication?

If you click "No, Thank you", you will not lose any of your information and will simply continue with Free Registration.

8. **Step 6 (part2)** review/confirm information previously entered-select **BACK to edit** or select **NEXT STEP** if correct

Vendor Registration

Step 1 Plan Step 2 Company Info Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmation

Registration Type: Free Registration

Company Information

Company: **Test shop**
DBA:
Address: **123 Street
Akron, OH, 44308**
Time Zone: **Eastern Time (US & Canada)**
Website Address:
Federal Tax Id:
DUNS Number:
In Business Since:
Company Type:
Business Description:

Main Contact

Name: **test girl**
Email Address: **valoree50@gmail.com**
Phone: **(330) 972-5965**
FAX:
Address: **123 Street
Akron, OH, 44308**

User Name

User Name: **val2008**

Selected Classifications

- ✓ 562112 Hazardous waste collection
- ✓ 522320 Financial transactions processing, reserve, and clearinghouse activities

Selected Regions

- ✓ Ohio

Agency Types

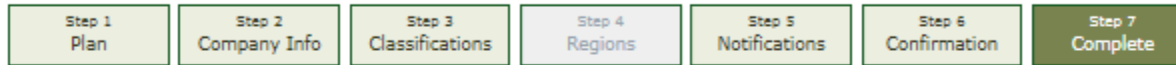
- ✓ University/College,

Notification Messages

- ✓ My selected classifications match a bid from an agency I am registered with
- ✓ There is a "Bid Reading" notice for a bid I worked on (pre-award)
- ✓ There is an "Intent to Award" notice for a bid I worked on (pre-award)
- ✓ There is an "Notice of Award" for a bid I worked on
- ✓ Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication

9. **Step 7** registration is submitted and complete; review the information and select **DONE**

Vendor Registration



Registration Type: **Free Registration**

✓ Registration Submitted

Your activation request has been submitted. Before we are able to activate your account we will need to verify your information. We may contact you directly to obtain this information. This information includes but is not limited to:

- Email Address
- Phone Number
- Company Name
- Physical Address

This process may take up to 24 hours, Monday - Friday. Once your account is activated you will receive an email with detailed instructions on how to login and utilize Public Purchase.

If you feel you have provided any of this information in error please email vendorsupport@publicpurchase.com.

Account information

Company: **Test shop**
Username: **val2008**

[Done](#)

