

Internal Services Agency  
Department of General Services

Contract and Purchasing Services

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## County of Sacramento

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### VENDOR ANNOUNCEMENT

The County of Sacramento, Contract & Purchasing Services Division is proud to announce a new partnership with Public Purchase, a web based eProcurement service. Beginning September 2010, in order to receive bid notifications for the County of Sacramento, you will need to register with Public Purchase through the County's website, [www.saccounty bids.net](http://www.saccounty bids.net). This registration is a two-step process.

The first step is to create an account (there is no cost) for your organization with Public Purchase. (If you are already registered with Public Purchase please go to step 2) You can do so by going to our website ([www.saccounty bids.net](http://www.saccounty bids.net)) and clicking the VENDOR REGISTRATION button in the upper right corner. This will link you to the Public Purchase vendor registration site where you should follow the instructions provided on the screen. Your registration will be submitted to Public Purchase for activation and review, then your account will be created. This process usually takes about 24 hours.

The second step is to link your Public Purchase account to the County of Sacramento. When your registration with Public Purchase is complete and activated, you will receive a confirmation email from Public Purchase. Using the link provided in the email, log in using your username and password, then click on the "Tools" tab on the top right hand side of the screen. Type in "County of Sacramento" and click on search then click "Register with Agency" on the right hand side of the County of Sacramento, Contract & Purchasing Services Division.

The County of Sacramento, Contract & Purchasing Services Division requires you to complete three (3) tasks in this part of the registration process:

- 1) You will be prompted to read and either accept or decline our Standard Terms and Conditions,
- 2) You will need to select the NIGP commodity code(s) that relate to your business so you can receive email notifications of future bid opportunities that match the code(s) you select, and
- 3) You will be prompted to fill out a Payee Data Records Form (similar to a W-9) for the County of Sacramento records. This form must be completed before you will be considered a vendor for the County of Sacramento, Contract & Purchasing Services Division.

These tasks will be automated if you follow the process outlined above. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

Public Purchase provides government 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 government agencies and their vendors and is compliant with all Federal and State regulations, which set forth the required procedures for government agency purchasing.

This eProcurement system provides 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 vendors.

If you have any problems with this process please contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com).

Register with Public Purchase (click on the FREE REGISTRATION link):

<https://www.publicpurchase.com/gems/register/vendor/register?actionbtn=Register>