



PUBLIC PURCHASE VENDOR REGISTRATION INSTRUCTIONS

The Puyallup School District Purchasing Department partners with Public Purchase, a web-based e-Procurement service. In order to receive bid notifications as a current vendor, you must register with this system. This two-step process will only take a few minutes and is of no cost to you:

Register with Public Purchase:

- ✓ Use the link below and click on “Free Registration” to begin the registration process:
<https://www.publicpurchase.com/gems/puyallupsd,wa/register/vendor/register>
- ✓ **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.

Register with Puyallup School District:

- ✓ Once you have received your activation email from Public Purchase, log into www.publicpurchase.com and accept the terms and conditions of use.
- ✓ Click on the link below to start your registration process with Puyallup School District:
<https://www.publicpurchase.com/gems/puyallupsd%2Cwa/browse/home>
- ✓ Begin by selecting the NIGP Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities. You will be prompted to fill out a W-9 for the Puyallup School District’s records and for tax purposes. This form must be completed before you will be considered a vendor for the Puyallup School District, even if we already have a W-9 from you on file.

Additional Tips:

- ✓ If, for any reason, the link above fails, follow the procedure listed below to complete the registration process:
- ✓ Go to www.publicpurchase.com and log in. Click “Select Region,” then “Select Agency.” After selecting Puyallup School District, click on “Register with Puyallup School District” on the right-hand side of the district’s logo.
- ✓ It is important that this second part of the registration is complete, or you will not receive notifications of upcoming quote opportunities from the Puyallup School District. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.
- ✓ Please refer any questions or problems related to vendor registration to the PublicPurchase Help Desk at 1-800-591-5546.