

IMPORTANT

Registering with Public Purchasing

We don't want to miss the opportunity to work with you.

Tips

- Plan ahead and register early. Completing registration Steps 1 and 2 may take up to 24 hours for your account to become active.
- Consider using a generic company email for notifications rather than an individual employee email. If the individual employee who signed up leaves employment, bid notifications may no longer reach your company. Also, if an employee is on vacation, bid notifications may be missed during vacation time.
- There is a two-step registration process; both steps must be completed in order to access bid documents.
- An activation email will come from notices@publicpurchase.com. Remember to check your junk/spam mail for your activation email notice. Be sure to add notices@publicpurchase.com to your email address contacts to assure bid notifications will be delivered to your inbox and not your junk folder.

Instructions for 2-Step Registration

Note: If your company already has a user name and password with Public Purchase, skip Step 1 proceed to step 2.

→ **STEP 1: Register with Public Purchase**

If you are not yet registered with Public Purchase (user name/password), use this link: <http://www.publicpurchase.com> to begin the registration process. Select the Free Registration.

After completing Step 1 of the registration process, you will receive an email (Activation Email) from notices@publicpurchase.com advising that your account is activated. Note: This process can take up to 24 hours.

Registering with Public Purchasing (continued)

→ **STEP 2: Register with Rockingham County**

- A. Confirming email (Activation Email): When your registration with Public Purchase is activated, you will receive a confirmation email from Public Purchase. Using the link provided in the email, log in using your user name and password and accept the terms and conditions of use.
 1. If you are already registered with Public Purchase, log into <http://www.publicpurchase.com> using your username and password then continue with B and C below.
- B. Click on the "Tool" tab, Click on the "Agencies" tab.
- C. This will take you to the agency search page.
 - In the agency name box, type in "Rockingham County"
 - Leave the "new agency since" box blank
 - Make sure Registration Status says "ALL"
 - Click on "search" this will bring up Rockingham County below, to the far right of it you will see "View" and "Register"

Click on the "Register" link to complete the vendor registration with us.

Problems Registering?

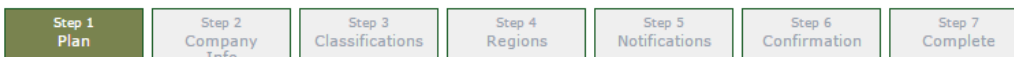
If you have any problems with this process, please contact Public Purchase at support@publicpurchase.com.

Online Chat with Public Purchase is available from 7:00 a.m. to 4:00 p.m. MT (Mountain Time) at www.publicpurchase.com top left corner.

Guide for Vendors to Register with Public Purchase

The Step-By-Step How To

Vendor Registration



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
- 169,600+ bid opportunities
- Cut costs in finding and responding to bids
- Monitoring 10,120+ 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 1080 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 1080 Government agencies
- Respond to documents electronically such as W-9's
- Cut your costs in responding Electronically
- Free Registration

[More Info]

[Free Registration](#)

	Bid Syndication	Free Plan
Access to Registered Agency Bids	✓	✓
Email Invitations from Registered Agencies	✓	✓
Access to Non Registered Agency Bids	✓	
Notifications of Non Registered Agency Bids	✓	
Ability to Search through Bids	✓	
Advertising Directory	✓	
Browse Bids by Classification	✓	
Respond to Bids Electronically	✓	✓
Access to Agencies Bids	10120+	1080+
Total available bids YTD	169600+	8310+

Questions? Please contact our support team at vendorsupport@publicpurchase.com

To register with Public Purchase, use the web address listed on page 1 of the "Vendor Announcement" document sent in the email.

The address will take you to this registration page.

You can choose either the Bid Syndication registration or the Free Registration. We recommend the free version.

Vendor Registration

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

Did you try to register during the last week but were not able to complete the process ?
Don't worry, if you entered a username and password, you can continue where you were before.
[Enter previous username and password]

Registration Type: Free Registration

Company Information

Company name State
DBA (optional)
Address 123 Main St
(optional)
(optional)
City Anytown
State/Prov International Address
Zip/Postal Code 00000
Country United States
Time Zone Mountain Time (US & Canada)
Website Address (optional)
Federal Tax Id (optional)
DUNS Number (optional)
In Business Since (for example, 1998) (optional)
Company Type (optional)
Business Description (optional)
Company Logo Upload File

Enter your business information.

Be sure to fill in any item not listed as Optional.

Click 'Next Step' at the bottom to continue.

Main Contact

First Name John Middle Initial (optional)
Last Name Smith

Vendor Registration

Step 1 Plan	Step 2 Company Info	Step 3 Classifications	Step 4 Regions	Step 5 Notifications	Step 6 Confirmation	Step 7 Complete
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Registration Type: Free Registration

Classifications

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

Classifications you have selected

You have not selected any classification yet

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
- 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

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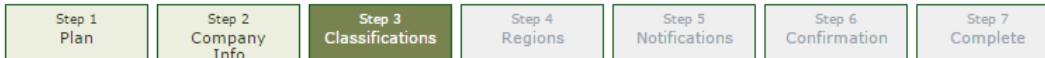
Pick classifications your business may fall under. Buyers pick classifications for each bid, and Public Purchase will notify all vendors who have chosen those classifications of the available bid.

You can pick as many or as few as you want.

We recommend visiting Public Purchase at least once per week to look at available bids to see if there's any for which you'd like to make a submission.

Vendors can submit proposals for any open bid even if the bid does not have the same classifications you have picked.

Vendor Registration



Registration Type: Free Registration

Classifications

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

Classifications you have selected

You have not selected any classification yet

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
- Health care and social assistance
 - Ambulatory health care services
 - Home health care services
 - Medical and diagnostic laboratories
 - Offices of dentists
 - Offices of other health practitioners
 - Offices of physicians
 - Other ambulatory health care services
 - All other ambulatory health care services
 - Ambulance services
 - **[621910] Ambulance services** [{missing:definition}] [Add]
 - Outpatient care centers
- Hospitals
- Nursing and residential care facilities
- 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**

You can browse or search with keywords for different classifications.

Click on any subject heading.

Continue clicking on any sub headings until you find the final option for you to add.

Click the 'Add' link at the end of each classification.

The 'Add' will turn into a trashcan icon. This means you have added it successfully.

Click 'Next Step' at the bottom to continue.

Step 1 Plan	Step 2 Company Info	Step 3 Classifications	Step 4 Regions	Step 5 Notifications	Step 6 Confirmation	Step 7 Complete
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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 checked="" 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 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
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Select the box next to "New Hampshire"
Click 'Next Step' at the bottom to continue.

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Vendor Registration

Step 1 Plan	Step 2 Company Info	Step 3 Classifications	Step 4 Regions	Step 5 Notifications	Step 6 Confirmation	Step 7 Complete
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Registration Type: Free Registration

Government Agency Types

Select the types of Government Agencies with which you wish to work:

[Select All] [Unselect All]

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

[Select All] [Unselect All]

Notification Messages

I want to be notified when:

[Select All] [Unselect All]

<input checked="" type="checkbox"/> My selected classifications match a bid from an agency I am registered with
<input checked="" type="checkbox"/> There is a "Bid Reading" notice for a bid I worked on (pre-award)
<input checked="" type="checkbox"/> There is an "Intent to Award" notice for a bid I worked on (pre-award)
<input checked="" type="checkbox"/> There is an "Notice of Award" for a bid I worked on
<input checked="" type="checkbox"/> 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**

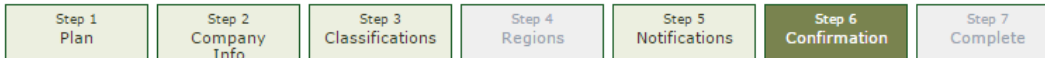
Select the boxes next to any of the types of government agencies you wish to work with.

Click 'Next Step' at the bottom to continue.

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Vendor Registration



Registration 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 icon to open each section)	Today	Week	Current	Year
Health care and social assistance	9	21	83	1840

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.

Public Purchase will ask you if you want to purchase the Bid Syndication Plan. This is your choice, however, we recommend you click 'No, Thank You' and continue to use the free version.

Questions? Please contact our support team at vendorsupport@publicpurchase.com

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Step 1 Plan	Step 2 Company Info	Step 3 Classifications	Step 4 Regions	Step 5 Notifications	Step 6 Confirmation	Step 7 Complete
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Registration Type: Free Registration

Company Information

Company: **State**
DBA:
Address: **123 Main St**
Anytown, 00, 00000
Time Zone: **Mountain Time (US & Canada)**
Website Address:
Federal Tax Id:
DUNS Number:
In Business Since:
Company Type:
Business Description:

Main Contact

Name: **John Smith**
Email Address: **erinedwards@wyo.gov**
Phone: **(000) 000-0000**
Fax:
Address: **123 Main St**
Anytown, 00, 00000

User Name

User Name: **johnsmith2016**

Selected Classifications

✓ 621910 Ambulance services

Selected Regions

✓ Wyoming

Agency Types

✓ City/Municipality, Community College, County, Federal (including Military), Fire Department, Police/Sheriff, Port/Transit/Airport Authority, Public Works, School District, State, University/College, Other,

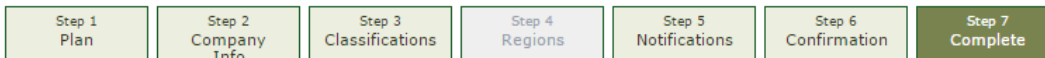
Notification Messages

- ✓ 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

Back Cancel **Next Step**

Public Purchase will ask you to confirm all of the information you have entered and selected. Once everything is accurate, click the 'Next Step' button at the bottom.

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: State
Username: johnsmith2016

Done

Questions? Please contact our support team at vendorsupport@publicpurchase.com

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Your registration activation request has now been submitted. Please note, **IT MAY TAKE UP TO 24 HOURS** to have your activation take place. Please read this information carefully.

Once finished, click the 'Done' button at the bottom of the page.

To Complete Registration With the Univeristy of Wyoming

- A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.
- B. Click on the “Tools” tab, Click on the “Agencies” tab.
- C. This will take you to the agency search page. Type 'University of Wyoming' in the Agency name box. 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.

Thank you for registering to Public Purchase, and we look forward to
potentially doing business with you!