

HOW DO I MANAGE AGENCY REGISTRATION?

You can register with any agency on Public Purchase by clicking on the “Tools” tab and then the “Agencies” sub-tab in the top-right corner of the page. You can then search for any Public Purchase agency by entering search terms into the fields at the top of the page and clicking the “Search” button. A list of agencies that match the search terms will appear at the bottom of the page (leaving all search fields blank will list all agencies registered on the website).

On the right side of the list of agencies in the “Registered” column, there will be a check mark next to each agency that you are currently registered with. If there is a page icon behind the check mark, the agency has added additional registration requirements or documents. You will need to update your registration with the agency to ensure that you receive any future bid notifications and will be able to successfully respond to the agency’s future bids. To the right of the registration column, you can view basic information on each agency and can click on the [Register] link to register with the agency. Some agencies may have unique registration requirements; others may not require any further information than what was required under your Public Purchase registration. If you encounter problems with registering, please reach out to vendorsupport@publicpurchase.com