



## **VENDOR ANNOUNCEMENT IMPORTANT NOTICE - ELECTRONIC BIDDING SYSTEM**

On September 1, 2016, the University of Wyoming Procurement Services began using Public Purchase, a web based e-Procurement service. In order to begin, or continue to, receive bid notifications as a current vendor you must register with this new system. This process will only take a few minutes. The two-step registration process/instructions are detailed below in the Instructions section.

### ***INSTRUCTIONS***

#### ***1. Register with Public Purchase***

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from [notices@publicpurchase.com](mailto: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.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you have already registered with Public Purchase previously please proceed directly to step 2.

#### ***2. Register with University of Wyoming***

- A. Once you have received your activation email from Public Purchase log into [www.publicpurchase.com](http://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. In the agency name box type in the name of the agency, "University of Wyoming". Leave the "new agency since" box blank. Make sure Registration Status says "ALL". Click on "search" this will bring up the University of Wyoming, 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.

*It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the University of Wyoming. It is your responsibility to keep your information up to date, particularly the contacts and email addresses.*

***Why the switch?***

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase e-Procurement System was designed exclusively for use by Government Agencies and their Vendors.

***Benefits to Us***

This e-Procurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also allow suppliers to easily update and change their information as needed.

***What benefits to You?***

This e-Procurement system will create a single location in which to view open Requests for Quotations, Bids, and Proposals, and will include award information for previous requests issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations from the University of Wyoming. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

If you need any assistance with this process please contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com). Or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Thank you for participating in the new University of Wyoming bid registration process.

Sincerely,

Procurement Services  
Merica Hall  
University of Wyoming  
Laramie WY 82071  
(307) 766-5233 • fax (307) 766-2800