



## VENDOR ANNOUNCEMENT IMPORTANT NOTICE - CHANGE TO ELECTRONIC BIDDING SYSTEM

City of Angels is proud to announce that we will now be using Public Purchase, a **FREE** 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.

Please register as soon as possible so that you have uninterrupted access to our bids and the notification of our bids.

### ***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 to 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 are already registered with Public Purchase, please proceed directly to step 2.**

#### ***2. Register with City of Angels:***

1. 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.
2. Click on the "Tools" tab located on the far right of the menu header.
3. On the new list of sub-tabs, click on "Agencies"
4. Search for the agency. Make sure the Registration Status field is set to "All"
5. Once you find the result, please click on the [Register] tab on the far right of the agency name.
6. Complete the registration steps 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 **City of Angels**. It is your responsibility to keep the*

*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 eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

***What benefits to You?***

This eProcurement system will create a single location in which to view open bids and award information for previous bids issued through the Public Purchase website. This system will also provide 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 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.