



Registering with Public Purchasing

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 City of Richland**

- 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 "City of Richland"
 - Leave the "new agency since" box blank
 - Make sure Registration Status says "ALL"
 - Click on "search" this will bring up the City of Richland 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 City of Richland.

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.

If you are still experiencing problems registering, you may contact the City of Richland Purchasing Division at purchasing@ci.richland.wa.us or 509-942-7710.