

City of Milpitas - Public Purchase Registration

The Purchasing Division utilizes a third party eProcurement system called Public Purchase. In order to participate in any bids issued by the Purchasing Division (which does not currently include Engineering capital construction projects) you must register with Public Purchase. Public Purchase is **totally free** to both the City and you the vendor. It is a full service eProcurement system which not only handles our vendor registration, but is also capable of online RFQs, IFBs, RFPs, line item bids and reverse auctions. This is a totally professional and non-commercial operation; there are no advertisements of any kind. But that does not mean that the company will not send you offers for additional services from time to time. You are **never** under any obligation to accept any offers, but may find some of the additional services offered valuable to your company, it is entirely up to you; either way you can use the service for free indefinitely.

STEP 1

To register, go to the City website at www.ci.milpitas.ca.gov . On the home page header menu go to City Government, a drop down menu will appear, scroll down to Departments, another drop down menu will appear, scroll all the way to the bottom and click on Purchasing; this will take you to the Purchasing Home Page. Once there scroll about half way down the page till you see the Public Purchase banner. You will also see a grey Vendor Registration button. In the last line of text above the button you will see “[Public Purchase Support](#) or call 1-801-932-7000”, keep these instructions handy because once you push the button the number is no longer visible.

STEP 2

Once you click the button it will take you to a fill in the blank page where the system collects all of your basic contact information; company name, address, contact person, phone number, federal tax ID number, etc. When you save out at the bottom, you will receive a message that says “You have registered with Public Purchase, it may take up to 24 hours to activate your account; someone from Public Purchase *may* contact you to verify your information”.

STEP 3

IF YOU DO NOT COMPLETE THIS STEP YOU WILL NOT RECEIVE ANY BID NOTICES!

Once your account is activated you will receive an “Activation Email” giving you instructions on how to complete the registration process including the selection of as many National Institute of Government Purchasing (NIGP) commodity codes as you wish, depending on the range of products and/or services you wish to sell to the City.

THE SYSTEM IS BASED ON NIGP CODES. IF YOU DO NOT SELECT ANY CODES YOU WILL NOT RECEIVE ANY BIDS!

THE MORE CODES YOU SELECT THE MORE LIKELY YOU ARE TO RECEIVE BID NOTICES.

The company is in Utah so they are two hours ahead of us, which means that if you start the process in the afternoon you will probably not get the email till the next day. If you haven't received the email in one business day, **or if you want to complete the process sooner call the 801 number above.**

Registration with Public Purchase and registration with the City are both completed on the Public Purchase site, if you have any problems or questions just call the 801 number above and their staff will guide you through the process.

The whole process from start to finish only takes about 15 minutes and you only have to do it once. After that, every time a bid is issued in a code group that you have pre-selected you will get automatic email notification.

Thank you for you interest in doing business with the City of Milpitas, we look forward to receiving your bids!