



CITY OF MILPITAS
eProcurement (Public Purchase)
Quick Start Guide

IFB No. 2354 – Preventive Generator Maintenance
Bid ID: 115008

To register your business with the City of Milpitas go to www.publicpurchase.com. On the bottom right-hand side of the page select “Free Registration” and click “Go to Register.”

Step 1: Create an account for your organization with Public Purchase (our eProcurement Service Provider) by following the Vendor Registration prompts. When your account with Public Purchase is created, you will receive a confirmation email, usually within 24 hours or less. If you already have an account with Public Purchase, then proceed to Step Two.

Step 2: Register your Public Purchase account with the City of Milpitas using the information provided in the confirmation email.

Step 3: Accept Standard Terms and Conditions by reviewing the City of Milpitas Standard Terms and Conditions, then “accept” by entering your password when prompted.

Step 4: Goods & Services – You must Select the at least one of the following NIGP commodity codes: **941-21, 936-39, or 928-38** so that you will be synchronized with IFB No. 2354; and/or any others that relate to your business so you can receive notifications of future bid opportunities that match the code(s) you select.

Step 5: Complete the W-9 Form for the City of Milpitas records. This form must be completed to finalize the registration process.

Step 6: Complete the Resale Certificate for Sales Tax Form for the City of Milpitas records. This form must be completed to finalize the registration process.

Step 7: Review and Confirm all of the information you have just entered. Make whatever changes, if any, are necessary and click on “Confirm”.

Now you are ready to receive bid notifications.

Guarantee Your Notifications Reach You

Once you have completed the registration process, it is your responsibility to keep the information up to date, particularly the contacts and email addresses. You will be notified of bidding opportunities only one time per posting.

Important: Before registering with Public Purchase, please make sure you add the following emails to your email “White list” to ensure email notices from Public Purchase are not blocked by your spam/junk filter settings:

- notices@publispurchase.com
- support@publicpurchase.com
- supportrep@publicpurchase.com

This eProcurement system provides you with automatic notifications 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 vendors.

Problems Registering? If you have any problems with this process please contact Public Purchase at 800-591-5546 or support@publicpurchase.com.

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