



**CITY OF MILPITAS**  
eProcurement (Public Purchase)  
***Quick Start Guide***  
Register your Firm for FREE!

**Instructions to register for:**  
**RFP No. 2143**  
**To Perform**  
**Transient Occupancy Tax Audit Services**

To register your business with the City of Milpitas go to [www.publicpurchase.com](http://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. If you need to set up your account right away contact Public Purchase at 800-591-5546 or support@publicpurchase.com.

**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** – To receive the above referenced bid you must select at least one of the following NIGP code(s): “946-82”, “918-32”, and “918-49” as these are the codes the City has selected for this solicitation. You may also select any other NIGP commodity code(s) 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 & Confirm** all of the information you have just entered. Make what ever changes, if any, are necessary and click on “Confirm”.

**Now you are ready to receive bid notifications.**

**eProcurement (Public Purchase) *More Information***

## **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](mailto:notices@publispurchase.com)
- [support@publicpurchase.com](mailto:support@publicpurchase.com)
- [supportrep@publicpurchase.com](mailto: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](mailto:support@publicpurchase.com).

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