



## **PUBLIC PURCHASE VENDOR ANNOUNCEMENT**

The City of Cottonwood's Purchasing Division is proud to announce a new partnership with Public Purchase, a web based eProcurement service. In order to receive bid notifications for the City of Cottonwood, you must register on the Public Purchase website; it will take only minutes.

Public Purchase provides to Government Agencies and their Vendors the most comprehensive and easiest to use web based eProcurement System available. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors. It is compliant with all Federal and State regulations which set forth the required procedures for Government Agency purchasing.

This eProcurement System allows for automatic notification and transmittal of Bid Requests (Paper & Electronic) to Vendors. Watch for the City of Cottonwood to implement features that will make the process simpler for you, the Vendor.

In addition, Public Purchase gives you access to bid opportunities with other government entities. All of this is provided at no charge to vendors.

Use the link below to register with Public Purchase. Once your registration with Public Purchase is complete and activated, you will then be required to register with the City of Cottonwood by using the same link and clicking on the "Register with Agency" on the top right hand side of the screen.

The City of Cottonwood will require you to complete two (2) steps in renewing or beginning your registration. 1) You will need to select the NIGP commodity code(s) that relate to your business so you can receive email notifications of future bid opportunities; 2) you will be prompted to fill out a W-9 for the City of Cottonwood's records. These steps will be automated if you follow the process outlined above. If you have any problems with this process please contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com).

Step by step instructions are available on the City's website in the Purchasing page located at <http://cottonwoodaz.gov/Purchasing.php>.

Thank you,

City of Cottonwood, Purchasing Division

Links –

<https://www.publicpurchase.com/gems/cottonwood,az/register/vendor/register>

<http://www.publicpurchase.com/gems/cottonwood,az/buyer/public/home>