



## PUBLIC PURCHASE VENDOR REGISTRATION INSTRUCTIONS

The City of Cottonwood Purchasing Division is proud to announce a new partnership with Public Purchase, a web-based e-Procurement service. Beginning **July 1, 2011**, in order to receive bid notifications from the City of Cottonwood, you must register on the Public Purchase website and register with the City of Cottonwood on the Public Purchase website. The website address is listed below:

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

Instructions for registering on the Public Purchase website as well as registering with the City of Cottonwood on the Public Purchase website are as follows:

### Step 1. Register with Public Purchase.

Click the above link, or copy and paste it into your browser and access the website. You will see the City of Cottonwood "Bid Board" and a link to register on Public Purchase. **Click on the "Register" button.** See Figure 1.



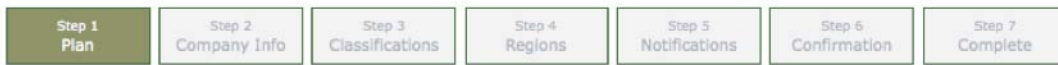
Figure 1

### Step 2. Select a plan.

You will see the registration page, which includes a "Free" plan and a "Bid Syndication" plan that has a monthly or annual subscription cost and access to additional features. Either plan will give you access to Cottonwood solicitations. These instructions continue with "Free" registration. If you choose "Bid Syndication" the instructions would be the same, but you would need to enter a credit card number for payment. **Click on the "Free Registration" button.** See Figure 2.



## Vendor Registration



Registration Type: **Select a Plan**

### Register for Bid Syndication

Let us do the work for you! Our Bid Syndication completely automates the entire bid market place. Our Proprietary system syndicates the market place by scanning and syndicating thousands of Bids across the country. No more searching for work. The business is now waiting for you in your Inbox. Its a THREE TRILLION DOLLAR a year industry. What part of this is yours? Click on Bid Syndication below and see what is available for your business today. Bid syndication starts at: \$399.00 for 12 months .

- All the benefits of free registration
- No researching for bids
- Customized results for your area and business
- 154,600+ bid opportunities
- Cut costs in finding and responding to bids
- Monitoring 8,230+ Government Institutions

[More Info]

[Register for Bid Syndication](#)

### Register for Free

The Public Purchase Bid Board posts business opportunities from over 300 Government Institutions and has millions of dollars in government bids each year. You can register directly with any of these agencies. All Business opportunities are available online and available for download. Many bids allow you to respond electronically saving your company precious time and money. Accessing the Bid Board and responding to bids is absolutely FREE.

- Sell to over 300 Government agencies
- Respond to documents electronically such as W-9's
- Cut your costs in responding Electronically
- Free Registration

[More Info]

[Free Registration](#)

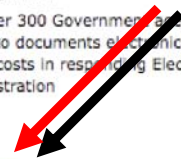


Figure 2

### Step 3. Complete Public Purchase registration.

Follow the registration instructions, which include entering information about you and your company. Once completed, your registration will be submitted to Public Purchase for review and activation, which typically takes 24 hours. See Figure 3, which shows a portion of the registration steps.



## Vendor Registration

Step 1 Plan	<b>Step 2 Company Info</b>	Step 3 Classifications	Step 4 Regions	Step 5 Notifications	Step 6 Confirmation	Step 7 Complete
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Did you try to register during the last week but were not able to complete the process ?  
Don't worry, if you entered a username and password, you can continue where you were before.

[Enter previous username and password]

Registration Type: Free Registration

### Company Information

Company name	<input type="text"/>	
DBA	<input type="text"/>	(optional)
Address	<input type="text"/>	
	<input type="text"/>	(optional)
	<input type="text"/>	(optional)
City	<input type="text"/>	
State/Prov	<input type="text" value="Select"/>	
Zip/Postal Code	<input type="text"/>	
Country	<input type="text" value="United States"/>	
Time Zone	<input type="text"/>	

Figure 3

### Step 4. Register with the City of Cottonwood.

Once your registration with Public Purchase is complete and activated, you will then need to register with the City of Cottonwood. Click the link below, or copy and paste it into your browser and access the website, to the City of Cottonwood bid board below.

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

**Log In** with the username and password that you chose during registration. See Figures 4a and 4b.



Public | Purchase®

Chat Help Login

**Open Bids for City of Cottonwood**

**Register to become a Vendor**

Register to become a Vendor in Public Purchase. It's free!

[Register](#)

Title	Start Date	End Date
Please log in to view the open bids for this agency		

Figure 4a

Username:

Password:

[Login](#)

Did you forget your password?  
Get help with your password here.

Not a member yet?  
Register as a new Vendor.

**Watch out for Phishing Sites!** Always check the address bar before you login to Public Purchase. The page should be secure (https) and should always say in green "The Public Group LLC" as the example below shows.

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Figure 4b



Click "Register with this Agency". See Figure 4c.



Figure 4c

Review the instructions and click the "Continue" button. See Figure 4d.



Figure 4d

There are three (3) steps to registering with City of Cottonwood:

1. Accept the Terms and Conditions. See Figure 4e
2. Select NIGP commodity code(s) that match your business. Doing this will ensure that you receive automatic email notifications of future bid opportunities. See figure 4f.
3. Complete a form W-9. See figure 4g.

In order to register and be a vendor with City of Cottonwood you must agree to the Terms and Conditions and complete a form W-9.



### Registration with City of Cottonwood

Step 1: Introduction  Step 2: Agency T&C  Step 3: Classification Step 4: W9 Step 5: Confirm

In order to continue with the registration process you need to accept this agency's terms and conditions.

**Terms and Conditions**

## Vendor Registration Terms and Conditions for City of Cottonwood

- These are the terms and conditions

TermsAndConditions.html

I have read the document and I **accept** the conditions therein.

I have read the document and I **decline** the conditions therein.

Figure 4e: Accept the conditions and then click "Continue".

### Registration with Fort Worth Independent School District

Step 1: Introduction  Step 2: Agency T&C  Step 3: Classification Step 4: W9 Step 5: Confirm

In order to match bids with interested vendors, this agency uses **FWISD** (Classifications for Fort Worth Independent School District). To select classifications either Browse or Search and click on the "Add" button once you find the appropriate match for your business. If you have already selected your classifications for FWISD with other agencies, please take a moment to review the information to Please note that you can always manage your classifications for all agencies from within the "Tools" area.

#### Classifications you have Selected

You have not selected any classification yet

- Fort worth independent school district

Figure 4f: Click on "City of Cottonwood", choose your codes and then click "Continue".

Purchasing Division  
816 North Main St  
Cottonwood, Arizona 86326  
Office 928-340-2714  
FAX 928-634-3727



**Registration with City of Cottonwood**

Step 1: Introduction ✓ Step 2: Agency T&C ✓ Step 3: Classification ✓ Step 4: W9 Step 5: Confirm

The agency requests that you please complete the following form.

Please make sure all required fields are filled in correctly.

Form **W-9** Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership)  Exempt payee  
 Other

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

Figure 4g: Complete the fill-in form and **click "Continue"** at the bottom of the page.

Finally, **click the "Done"** button at the bottom of the registration screen. See Figure 4h.

**Registration with City of Cottonwood**

Step 1: Introduction ✓ Step 2: Agency T&C ✓ Step 3: Classification ✓ Step 4: W9 ✓ Step 5: Confirm

Agency Name: City of Cottonwood

Review

- You have accepted the terms and condition document.
- You selected classification codes from FWISD to describe your business.
- You completed the requested form: W9.

Back Done Cancel

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Figure 4h

Once these three steps are completed, you will be registered with the City of Cottonwood and be able to access the City of Cottonwood solicitations on Public Purchase. It is your responsibility to update your information on Public Purchase as necessary.

Public Purchase provides government agencies and their vendors with a comprehensive and easy-to-use web-based e-Procurement system. Public Purchase is designed exclusively for use by government agencies and their vendors, and is compliant with all Federal and State regulations, which set forth the required procedures for government agency purchasing.

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This e-Procurement system provides City of Cottonwood vendors with automatic notification and transmittal of the City of Cottonwood solicitations. In addition, Public Purchase gives vendors access to bid opportunities with other government agencies as well. All this is provided at no charge.

If you need any assistance during this process please contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com) or click the "Chat" button in the top left section of each page.