

Purchasing Division  
821 North Main Street  
Cottonwood, Arizona 86326  
Office 928-340-2752  
FAX 928-634-3727



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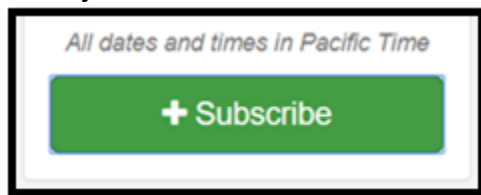
## OPENGOV VENDOR REGISTRATION INSTRUCTIONS

The City of Cottonwood Purchasing Division is proud to announce a new partnership with OpenGov Procurement, a web-based e-Procurement service. Beginning January 1, 2024 in order to receive bid notifications from the City of Cottonwood, you must register on the OpenGov website and subscribe with the City of Cottonwood on the OpenGov website. The website address is listed below:

[Procurement Portal \(opengov.com\)](https://opengov.com)

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

**Step 1.** Click the above link, or copy and paste it into your browser and access the website. You will see the City of Cottonwood "Procurement Portal." Click on the "Subscribe" button.



**Step 2.** Make sure you click the "Sign up" link if this is your first time creating an account with OpenGov Procurement.

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**Step 3.** Enter your email address and click on “Sign Up”.

**\*\*\*If someone shares the same email domain with you and has already registered your organization with OpenGov Procurement, your request to join will be sent to your organization's Admin(s). The Admin of the existing account will be notified by email of your pending request. The Admin will then need to log into their OpenGov Procurement account in order to approve your request. Once you are approved, you can continue to complete your registration as outlined in the steps below.**

**Step 4.** Check your inbox and click the “Activate Account” button in the welcome email.

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**Step 5.** Fill in your Name and your Company Name

Account Information

First Name  
Imma

Last Name  
Soexcited

Company Name  
ItsThatEasy

< Previous    Next >

**Step 6.** Enter a password.

Set Password

Complete!

New Password  
\*\*\*\*\*

Confirm Password  
\*\*\*\*\*

< Previous    Next >

**Last Step.** Pres the “Activate” button, and you’re in!

Thank you for setting up your account!

Feel free to go back to review any information. You can also update your information after activating your account.  
Click the button below to activate your account!

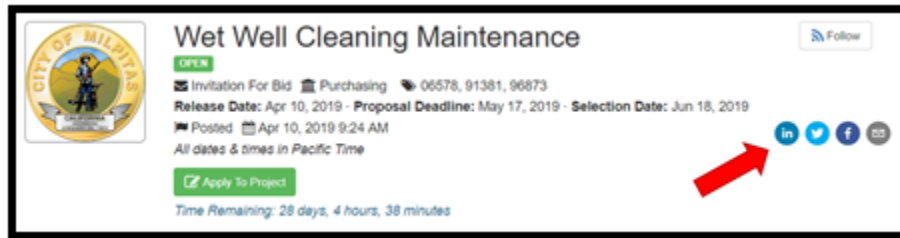
Activate

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Once you've activated your account, you'll be taken back to the agency's OpenGov Procurement bid portal! Here are a few things you'll probably want to do:

1. **Make sure you've hit the Subscribe button from the agency's public bid portal. This will ensure you receive notifications about new bid opportunities from the agency!**
2. Update Your Contact Information and [Company Profile](#). Doing it now is a great idea. If you ultimately submit a bid proposal, we will force you to enter this before can submit ;).
3. Make sure you fill in the purchasing categories you want to be notified about. This is found under your [company profile](#). NOTE: If you subscribe to the agency as a vendor and you DO NOT designate a purchasing category, you will be notified about EVERY open bid opportunity.
4. Click "Follow" on any open projects that are of interest to you.
5. Click "Apply to Project" on any project you want to submit a proposal to.
6. Share, Share, Share! Hey, not all these projects may be right for you, but we bet you know someone it WILL be right for. Help each other, and share projects with our easy social media share links! See below.



Video: [Intro to the Vendor Experience Webinar - April 21, 2020](#)

## The "Network" of Open Opportunities

Vendors may also see a full listing of open opportunities across the entire OpenGov Procurement network, and it's all absolutely free.

Project Title	Organization	Release Date	Due Date
2022 Domestic Water & Sanitary Sewer Master Plan Updates	City of Santa Monica	3/22/2022	5/13/2022
2022 Recycled Water Master Plan	City of Santa Monica	3/22/2022	5/13/2022
Water Management Strategy	City of West Sacrame...	4/29/2022	5/13/2022
Request For Qualifications Construction Manager at Risk Services Sacramento International Airport Terminal A Restroom Rehabilitation Project	County of Sacramento	5/5/2022	5/13/2022
Greenville County Pharmaceuticals	Greenville County	4/29/2022	5/16/2022
Rebuild of Pump 4 at Main Lift Sewer Pump Station	City of Milpitas	4/14/2022	5/16/2022

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If you need any assistance during this process, please contact OpenGov by clicking on the chat symbol at the bottom right corner of the page.



For additional information on OpenGov please go to [Vendor Guides \(site.com\)](#) where you will find videos and articles to assist vendors. If you have additional questions please contact [support@opengov.com](mailto:support@opengov.com).