



C o u n t y o f S a n L u i s O b i s p o

## GENERAL SERVICES AGENCY

Janette D. Pell, Director

Cody VanDorn, Department Administrator

### VENDOR ANNOUNCEMENT IMPORTANT NOTICE - CHANGE TO ELECTRONIC BIDDING SYSTEM

Dear Vendor,

The San Luis Obispo County General Services Agency Purchasing Division is pleased to announce a new partnership with Public Purchase, a web based e-Procurement service. For our vendors, this e-Procurement system will provide you with automatic notification of County solicitations, and availability to manage a vendor profile. In addition, Public Purchase gives you access to bid opportunities with other government entities. All of this is provided at no charge.

In order to begin, or continue to, receive bid notifications as a current vendor you must register with this new system. This process will only take a few minutes. The two-step registration process/instructions are detailed below in the Instructions section.

We will make the move from our current procurement process to Public Purchase effective **August 19, 2013**. Please register as soon as possible, so that you have uninterrupted access to our bids and the notification of our bids. Additionally, as of December 31, 2013 notifications of bidding opportunities with San Luis Obispo County though U.S. Mail will no longer be offered.

If you need any assistance with this process you can contact the General Services Agency at 805-781-5200, or Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com). Or use their Live Chat during business hours. It can be found in the upper left corner of the Public Purchase web site.

Thank you for being a vendor with San Luis Obispo County.

Sincerely,

Cody VanDorn

## **INSTRUCTIONS**

### **1. Register with Public Purchase:**

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.*

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

You will receive an email from [notices@publicpurchase.com](mailto:notices@publicpurchase.com) letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

If you are already registered with Public Purchase previously please proceed directly to step 2.

### **2. Register with San Luis Obispo County:**

A. Once you have received your activation email from Public Purchase log into [www.publicpurchase.com](http://www.publicpurchase.com) and accept the terms and conditions of use.

B. Then click on the link below to start your registration process with San Luis Obispo County. Begin by selecting the NIGP Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.

<http://www.publicpurchase.com/gems/sanluisobispoco.ca/buyer/public/home>

C. If, for any reason, the link below fails, you can follow the following procedure to complete the registration process:

Use the Public Purchase link in Step 1 and log in. Then click "Select Region," and "Select Agency." After selecting San Luis Obispo County, click on the "Register with San Luis Obispo County" on the right hand side of the San Luis Obispo County's logo

*It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the San Luis Obispo County. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*