



VENDOR ANNOUNCEMENT
IMPORTANT NOTICE - CHANGE TO ELECTRONIC BIDDING SYSTEM
Public | Purchase®

Dear Vendor,

The City of Wylie Purchasing Department is proud to announce a new web based e-Procurement service with **Public Purchase®**.

- Sell to over 900 Government agencies
- Receive automatic bid notifications from Government agencies you select
- Ability to respond to bid opportunities electronically or in hard copy- saving time and money.
- Receive customized notifications for your area and business sector
- Receive on-line customer support through Public Purchase® “Live Chat”

This new service will provide you with access to not only the City of Wylie bidding opportunities, but to other governmental agencies located in Texas and across the United States. This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices.

To receive City of Wylie bid notifications, **vendors must register** with this new system. This process will only take a few minutes to complete.

VENDOR REGISTRATION 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.* You will receive an email from 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.

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

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

2. Register with City of Wylie:

A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.

B. Then click on the link below to start your registration process with City of Wylie. 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/wylie.tx/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 City of Wylie, click on the “Register with City of Wylie” on the right hand side of the City of Wylie'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 City of Wylie. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

Why the switch?

Using this service will make the bidding process easier and more cost effective for the vendor community and the City. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors. This service will also create an up to date vendor database, which will be hosted on Public Purchase's servers and will allow suppliers to easily update and change their information as needed.

Benefits to You/the Vendor?

This eProcurement system will create a single location in which to receive automatic notification and viewing of bid opportunities, transmittal of bid solicitations and award information for previous bids issued through the Public Purchase website. The system is easy to use and intended to save you time and money while providing increased bidding opportunities.

In addition, Public Purchase gives vendors access to bids from other government entities. ***All of this is provided at no charge.***

If you have need any assistance with this process please contact Public Purchase at support@publicpurchase.com. Or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Thank you for participating in City of Wylie's new registration process.

Sincerely,

Glenna Hayes

Glenna Hayes C.P.M., A.P.P.

Purchasing Agent

City of Wylie, Texas

purchasing@wylietexas.gov