



Register Online to Become a Vendor

The City of Napa uses an online bid management system called Public Purchase. Register with Public Purchase if you want to do business with the City.

[Register \(FREE\) with Public Purchase](#)

(<https://www.publicpurchase.com/gems/register/vendor/register?actionbtn=Register>)

Why Register?

By registering with Public Purchase, you will automatically be notified when bid opportunities of company interest, become available. As a registered user you will also have access to respond to bids electronically.

How to Register?

This registration is a Two-Step process.

Step One: Create an account for your organization with Public Purchase. If you are already registered with Public Purchase, please go to Step Two.

Step Two: Link your Public Purchase account to the City of Napa.

Confirming Email: When your registration with Public Purchase is activated, you will receive a confirmation email from Public Purchase. Using the link provided in the email, log in using your username and password, then click on the "**Tools**" tab on the top right hand side of the screen. Type in "**City of Napa**" and click on search then click "**Register with Agency**" on the right hand side of the City of Napa, Purchasing Services Division.

The City of Napa, Purchasing Services Division requires you to complete three (3) tasks in this part of the registration process:

1. You will be prompted to read and either **accept** or decline our Standard Terms and Conditions,

2. 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 that match the code(s) you select, and
3. You will be prompted to fill out a **Payee Data Records Form** (similar to a W-9) for the City of Napa's records.

This form must be completed before you will be considered a vendor for the City of Napa, Purchasing Services Division. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

Public Purchase provides government agencies and their vendors with a comprehensive and easy to use web based eProcurement system. The Public Purchase eProcurement system 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.

This eProcurement system provides you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. All of this is provided at no charge to vendors.

Problems Registering?

If you have any problems with this process please contact Public Purchase at support@publicpurchase.com. Register with Public Purchase (click on the FREE REGISTRATION link):

<https://www.publicpurchase.com/gems/register/vendor/register?actionbtn=Register>