



**eProcurement (Public Purchase)**  
***Quick Start Guide***  
**Register your Firm for FREE!**

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To register your business with the City of Napa go to [www.publicpurchase.com](http://www.publicpurchase.com). Click “Go to Register” select “Free Registration” on the right-hand side of the page.

**Step 1: Create an account** for your organization with Public Purchase (our eProcurement Service Provider) by following the Vendor Registration prompts. When your account with Public Purchase is created, you will receive a confirmation email, usually within 24 hours or less. If you already have an account with Public Purchase, proceed to Step Two.

**Step 2: Register your Public Purchase account** with the City of Napa using the information provided in the confirmation email.

**Step 3: Accept Standard Terms and Conditions** by reviewing City of Napa's Standard Term and Conditions, then “accept” by entering your password when prompted.

**Step 4: Goods & Services** - Select the NIGP commodity code(s) that relate to your business so you can receive notifications of future bid opportunities that match the code(s) you select.

**Step 5: Complete the Payee Data Records Form** (similar to a W-9) for the City of Napa records. This form must be completed to finalize the registration process.

**Now you are ready to receive bid notifications**

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### ***More Information***

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#### **Guarantee Your Notifications Reach You**

Once you have completed the registration process, it is your responsibility to keep the information up to date, particularly the contacts and email addresses. You will be notified of bidding opportunities only one time per posting.

**Important: Before** registering with Public Purchase, please make sure you add the following emails to your email “white list” to ensure email notices from Public Purchase are not blocked by your spam/junk filter settings:

- ⇒ [notices@publicpurchase.com](mailto:notices@publicpurchase.com)
- ⇒ [support@publicpurchase.com](mailto:support@publicpurchase.com)
- ⇒ [supportrep@publicpurchase.com](mailto:supportrep@publicpurchase.com)

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 800-591-5546 or [support@publicpurchase.com](mailto:support@publicpurchase.com).



**Purchasing Services Division**  
955 School Street, Napa, CA 94559  
707- 257-9515  
[www.CityofNapa.org](http://www.CityofNapa.org)