



## IMPORTANT NOTICE - ELECTRONIC BIDDING SYSTEM

**Washington State University** is using Public Purchase, a FREE web based e-Procurement service. In order to begin or continue to receive bid notifications as a current vendor you must complete the two-step registration. Please register as soon as possible so that you have uninterrupted access to our bids and the notification of our bids.

### 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](mailto:notices@publicpurchase.com) letting you know your account is activated. Be sure to 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, please proceed directly to step 2.***

#### 2. Register with Washington State University:

1. Once you have received your activation email from Public Purchase log in to [www.publicpurchase.com](http://www.publicpurchase.com) and accept the terms and conditions of use.
2. Click on the "Tools" tab located on the far right of the menu header.
3. On the new list of sub-tabs, click on "Agencies"
4. Search for the agency **Washington State University** - Make sure the Registration Status field is set to "All"
5. Once you find the result, please click on the [Register] tab on the far right of the agency name.
6. Complete the registration steps with the agency.

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

If you need any assistance with this process please contact 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 web site.