



# SOUTH PLACER MUNICIPAL UTILITY DISTRICT

## PUBLIC PURCHASE Registration Instructions

South Placer Municipal Utility District (SPMUD) is now using Public Purchase, a web based eProcurement service to post all Notice of Inviting Bids and RFQs. Public Purchase provides vendors with automatic notification and transmittal of bid solicitations at no charge.

In order to begin to receive SPMUD bid notifications all vendors must register with Public Purchase. The two-step registration process/instructions are detailed below and should only take a few minutes.

### INSTRUCTIONS:

Register with the Public Purchase web based eProcurement service, and second register with SPMUD. If you are already registered with Public Purchase, then please proceed directly to step 2.

#### 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>

#### 2. Register with South Placer Municipal Utility District:

- 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 SPMUD. You may be prompted to fill out a W-9 for the SPMUD records and for tax purposes. This form must be completed before you will be considered a vendor for SPMUD even if SPMUD already has a W-9 from you on file.

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

If, for any reason, the link fails; you can use the following procedure to complete the registration process:

1. Use the Public Purchase link in Step 1 and log in.
2. Then click "Select Region," then "Select Agency" and select South Placer Municipal Utility District.
3. After selecting South Placer Municipal Utility District, click on the "Register with South Placer Municipal Utility District" on the right hand side of the SPMUD logo.

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

### **Why are we moving to this eProcurement system?**

Using this service will make the process easier for us and our vendors. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their vendors.

### **Benefits to Us**

This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing and bidding practices. 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**

This eProcurement system will create a single location in which to view open Invitation for Bids and award information for previous bids issued through the Public Purchase website. This system will also provide 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 you.

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.

Thank you for participating in South Placer Municipal Utility District's registration process.