



NEW ONLINE e-PROCUREMENT SERVICE

The **City of Roseville** is partnering with Public Purchase, an online e-Procurement service, for the posting, notifying, and awarding of all formal request for quotes (RFQ's) and request for proposals (RFP's), and requests for information (RFI's).

In order to receive bid notifications from the City of Roseville, vendors must register with this new system. Register as soon as possible to ensure uninterrupted access to our bids and notification of our bids.

INSTRUCTIONS

Vendors already registered with Public Purchase should proceed to step 2.

1. Register with Public Purchase:

Visit the link below to begin the registration process. It can take up to 24 hours for an account to become active. Once you register, expect an email from notices@publicpurchase.com notifying account activation. Be sure to add this email address to your contacts or email list, so that bid notification emails are not sent to junk folders. www.publicpurchase.com

2. Register with City of Roseville:

A. Once you have received the activation email from Public Purchase, then log into www.publicpurchase.com to read, agree to, and accept the terms and conditions of use.

B. Visit the link below to start your registration process with the **City of Roseville**. To receive email notifications of future bid opportunities, select the NIGP Classification Codes that relate to your business.

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

C. If you already have an account, simply login, select "Tools" then select "Agency." Type "**Roseville**" in the agency name field and click "search." Click "register" on the right-hand side and follow the 4-step process.

*It is important that this second part of the registration is complete in order to receive notifications of upcoming bids, RFQ's, RFP's, RFI's from the **City of Roseville**. It is the vendor's responsibility to keep the information up to date, particularly the contact information and email addresses. Public Purchase recommends using a generic email address for your company (for example: sales@abccompany.com).*

For assistance with this process, contact Public Purchase at support@publicpurchase.com or use their live chat feature in the upper left corner of the website during regular business hours.

Thank you for your interest in doing business with the **City of Roseville**.

City of Roseville, Central Services Purchasing Division, Phone (916)774-5720, purchasingbuyers@roseville.ca.us