

## **Addendum A**

### Instructions for Registering on Public Purchase

The Urban Redevelopment Authority is now using Public Purchase, a web based eProcurement service, for the automatic notification and transmittal of bid solicitations at no charge to vendors. Effective March 1, 2018, all parties interested in bidding on opportunities at the URA must register with this new system. Requests for bid opportunities will no longer be distributed via the URA's Developers' List.

The two-step process requires registration with the Public Purchase web based eProcurement service and then a second step to register with the URA. If you are already registered with Public Purchase, then 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 that your account has been activated. Be sure to add this email address to your contacts to avoid bid notification emails from going into your junk mail folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

#### **2. Register with the Urban Redevelopment Authority:**

- 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. Click on the "Tools" tab followed by the "Agencies" tab
- C. This will take you to the agency search page
  - In the agency name box, type in Urban Redevelopment
  - Leave the "new agency since" box blank
  - Make sure Registration Status says "ALL"
  - Click on "search" - this will bring up the URA
  - To the far right, you will see "View" and "Register"
  - Click on the "Register" link to complete the vendor registration with the URA

Remember to select NAICS Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities. Please note the URA will be using the **NAICS CODE: 237210** (Land Subdivision) for all URA related development opportunities.

It is important that this second part of the registration is complete or you will not receive notifications of upcoming opportunities from the URA. It is your responsibility to keep the information up to date, particularly the contacts and email addresses. Please email the MWBE team at [mwbe@ura.org](mailto:mwbe@ura.org) if you encounter an issue setting up your registration.

#### **For Additional Assistance**

If you need additional assistance with this process please contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com) or use the Public Purchase Live Chat during business hours. It can be found in the upper left corner of the web site.