

## EXHIBIT B – INSTRUCTIONS FOR USING PUBLIC PURCHASE

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 your account is activated. Be sure to add this email address to your contacts to avoid bid notification emails being sent to your junk folder.

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

### 2. Register with the Urban Redevelopment Authority of Pittsburgh:

- A. 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.
- B. Then click on the link below to start your registration process with the URA.  
<https://www.publicpurchase.com/gems/ura,pa/buyer/public/home>

Begin by selecting the NAICS Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.

- C. 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,” and “Select Agency.” After selecting Urban Redevelopment Authority, click on the “Register with Urban Redevelopment Authority” on the righthand side of the URA logo.

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