

## **ADDENDUM A**

### **Instructions for Registering on Public Purchase**

Effective March 1, 2018

The Urban Redevelopment Authority of Pittsburgh (URA) is now using Public Purchase, a web-based eProcurement service, for the automatic notification and transmittal of bid solicitations and notification of proposal opportunities at no charge to vendors. Parties interested in bidding or submitting proposals on URA opportunities must register with Public Purchase.

Registration is a two-step process that requires initial registration with the Public Purchase web-based eProcurement service, followed by registration with the URA. If you are already registered with Public Purchase, 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/proposal notification emails from going into your junk mail folder.

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

#### **2. Register with the URA:**

- 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. Click on the "Tools" tab, followed by the "Agencies" tab.
- C. This will take you to "Search for Agencies."
  - In the box for "Agency Name," type in "Urban Redevelopment."
  - Leave the "New Agencies Since" box blank.
  - Make sure "Registration Status" reads "All."
  - Click on "Search" to bring up "Urban Redevelopment."
  - To the far right, you will see "View" and "Register."
  - Click on the "Register" link to complete your vendor registration with the URA.

#### **IMPORTANT REMINDER:**

To receive email notifications on URA bid solicitation and proposal opportunities, you must select NAICS Codes that relate to your business. In your NAICS Code selection for URA specific opportunities, please be sure to include NAICS Code 237210 (Land Subdivision) for URA 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 this information up to date, particularly your contact information and email address. Please email [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 Public Purchase's "Live Chat" during business hours. The "Chat" button can be found in the upper left corner of the Public Purchase screen.

Revised 011519