



Public Purchase Vendor Registration Instructions

The Puyallup School District partners with Public Purchase, an online procurement service. To receive bid notifications, you must register with Public Purchase. Both steps 1 & 2 must be completed to be fully registered.

If you have not already registered with Public Purchase:

1. Use the link below and click on free registration. It can take up to 24 hours for an account to become active. You will receive an email from notices@publicpurchase.com when your account is active. Be sure to add this address to your contacts to avoid notifications from being flagged as spam.

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

2. Once you have received confirmation that your account is active, log into:

<https://www.publicpurchase.com/gems/login/login> to accept the terms and conditions of use, then click on the link below to follow the required steps to complete the registration process with the Puyallup School District. Be sure to select the NIGP Commodity Codes that relate to your business. By completing this process, you will receive email notifications of future bid opportunities that meet these codes.

<https://www.publicpurchase.com/gems/puyallupsd,wa/buyer/public/home>

Once your account is active and terms accepted, if the above link is not working for any reason, you can click on the "Home" tab, then click "Select Region" and "Select Agency" options to access the PSD agency page.

It is the vendor's responsibility to keep contact information up to date. Even if your company is already registered in Public Purchase, it is VERY important that your contact information is kept current to ensure you continue to receive bid notices.

If you have any questions on the process, Public Purchase offers a very user-friendly live chat option, or you can contact via email at: support@publicpurchase.com or by phone at: 800-591-5546.