



VENDOR ANNOUNCEMENT IMPORTANT NOTICE

The Town of Camp Verde is proud to announce a new partnership with Public Purchase, a web based e-Procurement service. In order to begin, you must register with this new system. This process will only take a few minutes. The two-step registration process/instructions are detailed below in the Instructions section.

INSTRUCTIONS

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

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

If you are already registered with Public Purchase previously please proceed directly to step 2.

2. Register with Town of Camp Verde:

A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.

B. Then click on the link below to start your registration process with **Town of Camp Verde**. Begin by selecting the NAICS Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.

<http://www.publicpurchase.com/gems/campverde,az/buyer/public/home>

C. If, for any reason, the link below fails, you can use the following procedure to complete the registration process:

Use the Public Purchase link in Step 1 and log in. Then click "Select Region," and "Select Agency." After selecting **Town of Camp Verde**, click on the "Register with **Town of Camp Verde**" on the right hand side of the **Town of Camp Verde** logo

*It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the **Town of Camp Verde**. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*

Why?

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

Benefits to Us

This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also create an up to date vendor database, which will be hosted on Public Purchase's servers and will allow suppliers to easily update and change their information as needed.

Benefits to You?

This eProcurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQ's issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

If you have need any assistance with this process please contact Public Purchase at support@publicpurchase.com. Or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Thank you for participating in **Town of Camp Verde** new registration process.

Sincerely,
Town of Camp Verde
Public Works Department