



**SAN JOAQUIN COUNTY  
PURCHASING AND SUPPORT SERVICES  
PURCHASING DIVISION**

**David M. Louis, C.P.M., CPPO, CPPB**  
Director

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## **VENDOR ANNOUNCEMENT**

The San Joaquin County Purchasing Division is proud to announce a new partnership with Public Purchase, a web based eProcurement service. Beginning March 10, 2010, in order to receive bid notifications for the San Joaquin County, you will need to register as a vendor through Public Purchase at:

<http://www.publicpurchase.com/gems/sjgov.ca/browse/home>

Your registration will be submitted to Public Purchase for activation and review, which usually takes about 24 hours.

This is a two-step process. Once your registration with Public Purchase is complete and activated, you will receive an email with information about registering with San Joaquin County, going to the website <http://www.publicpurchase.com/gems/sjgov.ca/browse/home>, logging in, clicking "Select Agency," and clicking on the "Register with Agency" on the right hand side of the Counties logo

San Joaquin County will require you to complete three (3) steps in this part of the registration process:

- 1) You will be prompted to read and either accept and or decline the Terms and Conditions.
- 2) You will need to select the NIGP commodity code(s) that relate to your business so you can receive email notifications of future bid opportunities.
- 3) You will be prompted to fill out a W-9 for the County's records. This form must be completed before you will be considered a vendor for San Joaquin County.

These steps will be automated if you follow the process outlined above. It is your responsibility to keep the information up to date, particularly the contacts, email addresses and codes.

Public Purchase provides to government agencies and their vendors a comprehensive and easy to use web based eProcurement system. The Public Purchase eProcurement system is designed exclusively for use by government agencies and their vendors and is compliant with all Federal and State regulations which set forth the required procedures for government agency purchasing.

This eProcurement system provides 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 vendors.

If you have any problems with this process please contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com).