



VENDOR REGISTRATION

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 City of Keene, NH:

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

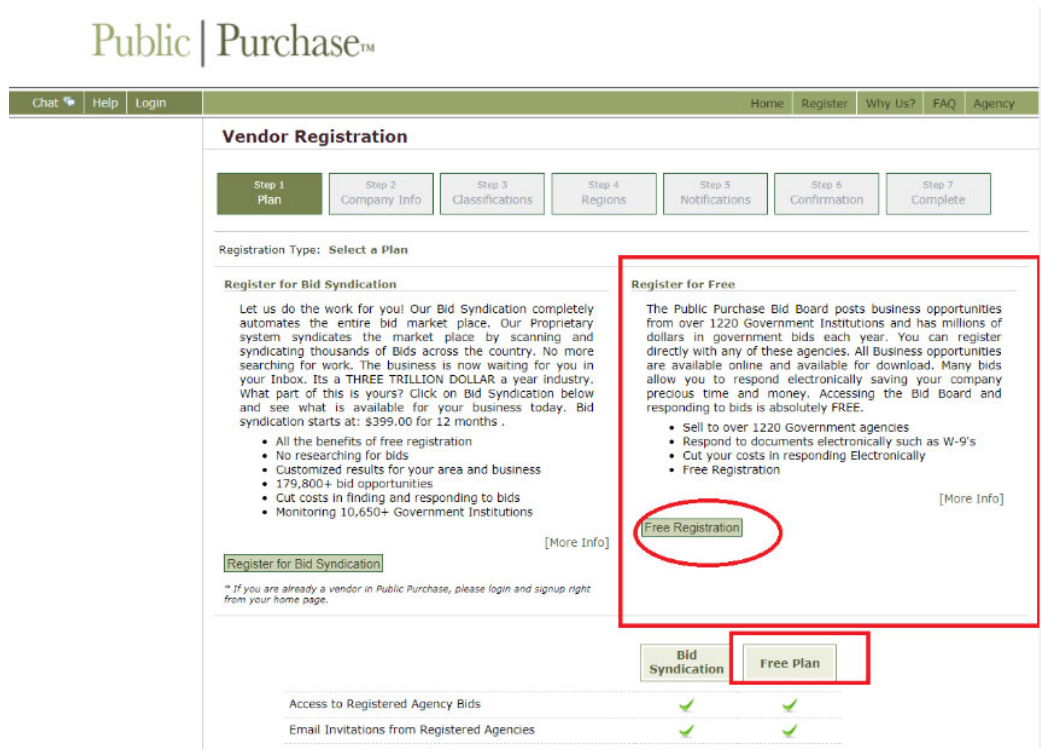
B. Click on the "Tools" tab, Click on the "Agencies" tab.

C. This will take you to the agency search page. In the agency name box type in the name of the agency. Leave the "new agency since" box blank. Make sure Registration Status says "ALL". Click on "search" this will bring up the agency below, to the far right of it you will see "view" and "Register" click on the "Register" link to complete the vendor registration with the agency.

Note: If you have dates under "new agency since," please select older dates, such as 01/01/2010, and click on "search." This should bring the City of Keene, NH, as an Agency.

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

For a free registration, please select the free registration option once you are on the Public Purchase webpage as highlighted below:



If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com. Also, you can 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 City of Keene, NH new registration process.

Sincerely,

Yves P. Gakunde
Purchasing & Contract Services Manager
Finance Department
City of Keene, NH 03431