

Teton County, Wyoming  
Vendor Public Purchase Instruction Guide

PIP Public Purchase: Bid Noti. x Lauren

www.publicpurchase.com

# Public | Purchase™

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**Federal, State and Local Government Agencies buy over \$3 trillion a year of goods and services.**

Every month, thousands of contracts, bids, and requests for proposals (RFPs) are posted on the Internet by Federal, State, City, County and School District Agencies!

If you have never sold your product to a government agency our service can help you become a successful government vendor. If you already sell to government we can help you secure significantly more business.

Our system maintains the largest and most complete database of government bid opportunities in the nation. It uses proprietary technology to provide information that gives a competitive edge to vendors who add our premium service to the basic FREE bid notification we offer to all vendors.



START BROWSING NOW

Select Region Select Agency

**BEST DEAL**

- All the benefits of free registration
- Gain access to 10,680+ government institutions
- Take greater market control with 184,400+ bid opportunities
- Receive customized results for your area and business sector
- Search for unique bids on our system
- Take advantage of flat membership plans with no hidden fees

[Go to Register](#)

[\[More Info\]](#)

**FREE REGISTRATION**

- Receive automatic bid notifications from over 1,230 Government Institutions.
- Respond to their bid opportunities electronically - saving you time and money.

[Go to Register](#)

[\[More Info\]](#)

Visit [www.publicpurchase.com](http://www.publicpurchase.com).

On the homepage, you can choose from two types of registration:

1. Bid Syndication
2. Free Registration (recommended)

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PUBLIC GROUP, LLC, THE [US] | https://www.publicpurchase.com/gems/register/vendor/register

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Chat Help Login Home Register Why Us? FAQ Agency

## Vendor Registration

Step 1 Plan Step 2 Company Info Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmation Step 7 Complete

Registration Type: Select a Plan

**Register for Bid Syndication**

Let us do the work for you! Our Bid Syndication completely automates the entire bid market place. Our Proprietary system syndicates the market place by scanning and syndicating thousands of Bids across the country. No more searching for work. The business is now waiting for you in your Inbox. Its a THREE MILLION DOLLARS a year industry. What part of this is yours? Click on Bid Syndication below and see what is available for your business today. Bid syndication starts at: \$399.00 for 12 months .

- All the benefits of free registration
- No researching for bids
- Customized results for your area and business
- 184,400+ bid opportunities
- Cut costs in finding and responding to bids
- Monitoring 10,680+ Government Institutions

[More Info]

**Register for Free**

The Public Purchase Bid Board posts business opportunities from over 1230 Government Institutions and has millions of dollars in government bids each year. You can register directly with any of these agencies. All Business opportunities are available online and available for download. Many bids allow you to respond electronically saving your company precious time and money. Accessing the Bid Board and responding to bids is absolutely FREE.

- Sell to over 1230 Government agencies
- Respond to documents electronically such as W-9's
- Cut your costs in responding Electronically

[More Info]

**Free Registration**

If you are already a vendor in Public Purchase, please login and signup right from your home page.

**Step 1:**

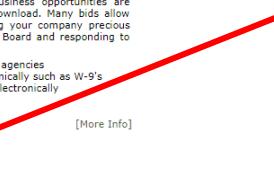
Once you have selected a registration method, you will be taken to Step 1 of the process. Select “Free Registration” or “Bid Syndication”.

**Bid Syndication** **Free Plan**

Access to Registered Agency Bids	✓	✓
Email Invitations from Registered Agencies	✓	✓
Access to Non Registered Agency Bids	✓	
Notifications of Non Registered Agency Bids	✓	
Ability to Search through Bids	✓	
Advertising Directory	✓	
Browse Bids by Classification	✓	
Respond to Bids Electronically	✓	✓
Access to Agencies Bids	10680+	1230+
Total available bids YTD	184400+	9940+

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Type equation here.

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Chat Help Login Home Register Why Us? FAQ Agency

## Vendor Registration

Step 1 Plan Step 2 Company Info Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmation Step 7 Complete

Did you try to register during the last week but were not able to complete the process ?  
Don't worry, if you entered a username and password, you can continue where you were before.  
[Enter previous username and password]

Registration Type: Free Registration

**Company Information**

Company name: TEST COMPANY (optional)  
DBA: (optional)  
Address: PO Box 0000 (optional)  
City: Jackson (optional)  
State/Prov: Wyoming (optional)  
Zip/Postal Code: 83002 (optional)  
Country: United States (optional)  
Time Zone: Mountain Time (US & Canada) (optional)  
Website Address: (optional)  
Federal Tax Id: (optional)  
DUNS Number: (optional)  
In Business Since: 2011 (for example, 1998) (optional)  
Company Type: (optional)  
Business Description: (optional)

Company Logo:

**Main Contact**

First Name: John Middle Initial: (optional)  
Last Name: Smith  
Email Address: johnsmith@gmail.com

**Important:** Several free email providers will block email from any sender who is not in your address book/contact list. This is particularly true for Yahoo email accounts. Please make sure you add to your address book/contact list the following emails **BEFORE** registering:  
• info@publicpurchase.com  
• support@publicpurchase.com  
• supportnp@publicpurchase.com

Step 2:  
Complete all required fields relating to your business information.  
Click "Next Step" at the bottom of the screen.

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Chat Help Login Home Register Why Us? FAQ Agency

## Vendor Registration

Step 1 Plan Step 2 Company Info Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmation Step 7 Complete

Registration Type: Free Registration

**Classifications**  
Please select the classification types for products/services you provide.

**Classifications you have selected**  
You have not selected any classification yet

- Accommodation and food services
- Administrative and support and waste management and remediation services
- Agriculture, forestry, fishing and hunting
- Arts, entertainment, and recreation
- Construction
- Educational services
- Finance and insurance
- Health care and social assistance
- Information
- Management of companies and enterprises
- Manufacturing
- Mining, quarrying, and oil and gas extraction
- Other services (except public administration)
- Professional, scientific, and technical services
- Public administration
- Real estate and rental and leasing
- Retail trade
- Transportation and warehousing
- Utilities
- Wholesale trade

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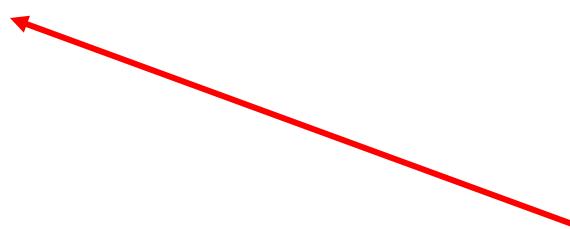
**Step 3**

Select a classification which describes your type of business.

Buyers assign classifications to each bid, and Public Purchase will notify all vendors who match that classification when new bids are released.

Vendors can select as many or as few as they want.

Vendors can browse through classification codes or use the search function.



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Chat Help Login Home Register Why Us? FAQ Agency

## Vendor Registration

Step 1 Plan Step 2 Company Info Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmations Step 7 Complete

Registration Type: Free Registration

**Classifications you have selected**  
You have not selected any classification yet

• Transportation and warehousing

- Support activities for transportation
  - Support activities for road transportation
    - Other support activities for road transportation
    - **[488490] Other support activities for road transportation** [Definition] [Add]

• Administrative and support and waste management and remediation services

- Administrative and support services
  - Services to buildings and dwellings
    - Landscaping services
    - **[561730] Landscaping services** [Definition] [Add]

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### Step 3 Continued

Vendors are also able to search classification codes by typing a keyword.

Based on the keyword selected, related classifications will be identified.

Click on any subject heading.

Continue clicking on any sub heading until you find the final option to add.

Click “Add” link at the end of each classification.

The “Add” will turn into a trashcan icon. This means you have successfully added the classification to your profile.

Click “Next Step” at the bottom to continue.

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Chat Help Login Home Register Why Us? FAQ Agency

**Vendor Registration**

Step 1 Plan Step 2 Company Info Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmation Step 7 Complete

Registration Type: Free Registration

Select Regions

Please select the regions that you are interested in working with.

[Select All] [Unselect All]

Alabama	<input type="checkbox"/> Maryland	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Saskatchewan
Alaska	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Tennessee	<input type="checkbox"/> Yukon
American Samoa	<input type="checkbox"/> Michigan	<input type="checkbox"/> Texas	
Arizona	<input type="checkbox"/> Minnesota	<input type="checkbox"/> U.S. Virgin Islands	
Arkansas	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Utah	
California	<input type="checkbox"/> Missouri	<input type="checkbox"/> Vermont	
Colorado	<input type="checkbox"/> Montana	<input type="checkbox"/> Virginia	
Connecticut	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Washington	
Delaware	<input type="checkbox"/> Nevada	<input type="checkbox"/> West Virginia	
District of Columbia	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Wisconsin	
Florida	<input type="checkbox"/> New Jersey	<input checked="" type="checkbox"/> Wyoming	
Georgia	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Alberta	
Guam	<input type="checkbox"/> New York	<input type="checkbox"/> British Columbia	
Hawaii	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Manitoba	
Idaho	<input type="checkbox"/> North Dakota	<input type="checkbox"/> New Brunswick	
Illinois	<input type="checkbox"/> Ohio	<input type="checkbox"/> Newfoundland and Labrador	
Indiana	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Northwest Territories	
Iowa	<input type="checkbox"/> Oregon	<input type="checkbox"/> Nova Scotia	
Kansas	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Nunavut	
Kentucky	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Ontario	
Louisiana	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> Prince Edward Island	
Maine	<input type="checkbox"/> South Carolina	<input type="checkbox"/> Quebec	

[Select All] [Unselect All]

Back Cancel **Next Step**

Step 4

Select the box next to "Wyoming" to have access to Wyoming bids.

Click "Next Step" at the bottom of the screen.

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Chat Help Login Home Register Why Us? FAQ Agency

## Vendor Registration

Step 1 Plan Step 2 Company Info Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmation Step 7 Complete

Registration Type: Free Registration

Government Agency Types

Select the types of Government Agencies with which you wish to work:

[Select All] [Unselect All]

<input type="checkbox"/> City/Municipality	<input type="checkbox"/> Port/Transit/Airport Authority
<input type="checkbox"/> Community College	<input type="checkbox"/> Public Works
<input type="checkbox"/> County	<input type="checkbox"/> School District
<input type="checkbox"/> Federal (including Military)	<input type="checkbox"/> State
<input type="checkbox"/> Fire Department	<input type="checkbox"/> University/College
<input type="checkbox"/> Police/Sheriff	<input type="checkbox"/> Other

[Select All] [Unselect All]

Notification Messages

I want to be notified when:

[Select All] [Unselect All]

- My selected classifications match a bid from an agency I am registered with
- There is a "Bid Reading" notice for a bid I worked on (pre-award)
- There is an "Intent to Award" notice for a bid I worked on (pre-award)
- There is an "Notice of Award" for a bid I worked on
- Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication

[Select All] [Unselect All]

Back Cancel **Next Step**

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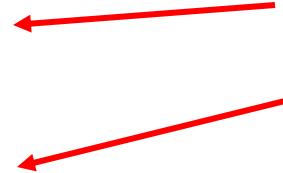
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### Step 5

Select the boxes next to any of the types of government agencies you would like to receive bid notifications from.

Next, select when you would like to receive notifications.

Click "Next Step" at the bottom of the screen.



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Chat  Help Login

Home Register Why Us? FAQ Agency

## Vendor Registration

Step 1  
Plan

Step 2  
Company Info

Step 3  
Classifications

Step 4  
Regions

Step 5  
Notifications

Step 6  
Confirmation

Step 7  
Complete

Registration Type: Free Registration

You have selected Free Registration with Public Purchase. There are MANY business opportunities NOT available with free registration. Listed below are some business opportunities based on YOUR selected classifications and regions of interest available right now. Are you aware of these opportunities? When you sign up for our Bid Syndication service you will have access to all of these opportunities along with enhanced search and browse functionality. Don't miss out. Get more business today!

Categories (Note: Click on the  to open each section)

	Today	Week	Current	Year
Accommodation and food services	6	17	46	1227

Bid Syndication Plans

12 months - \$399.00

Do you want to sign up now for Bid Syndication?

If you click "No, Thank you", you will not lose any of your information and will simply continue with Free Registration.

Questions? Please contact our support team at [vendorsupport@publicpurchase.com](mailto:vendorsupport@publicpurchase.com)

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## Step 6

Confirm the classifications you selected appear on this page.

Public Purchase will ask if you'd like to purchase Bid Syndication. We recommend you select "No, Thank You" and continue to the last step.

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Chat Help Login

Public | Purchase™

Home Register Why Us? FAQ Agency

**Vendor Registration**

Step 1 Plan Step 2 Company Info Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmation Step 7 Complete

Registration Type: Free Registration

**Company Information**

Company: TEST COMPANY  
DBA:  
Address: PO Box 0000  
Jackson, WY, 83002  
Time Zone: Mountain Time (US & Canada)  
Website Address:  
Federal Tax Id:  
DUNS Number:  
In Business Since: 2011  
Company Type:  
Business Description:

**Main Contact**

Name: John Smith  
Email Address: johnsmith@gmail.com  
Phone: (307) 732-8409  
Fax: (307) 732-8409  
Address: PO Box 6995  
Jackson, WY, 83002

**User Name**

User Name: johnsmith22

**Selected Classifications**

✓ 721310 Rooming and boarding houses, dormitories, and workers' camps

**Selected Regions**

✓ Wyoming

**Agency Types**

✓ State

**Notification Messages**

✓ My selected classifications match a bid from an agency I am registered with  
✓ There is a "Bid Reading" notice for a bid I worked on (post-award)  
✓ There is an "Intent to Award" notice for a bid I worked on (pre-award)  
✓ There is an "Notice of Award" for a bid I worked on  
✓ Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication

Back Cancel Next Step

Step 6

Review the information you have provided for accuracy.

Select Next Step at the bottom of the screen to complete your registration.

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Chat Help Login Home Register Why Us? FAQ Agency

**Vendor Registration**

Step 1 Plan Step 2 Company Info Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmation Step 7 Complete

Registration Type: Free Registration

**✓ Registration Submitted**

Your activation request has been submitted. Before we are able to activate your account we will need to verify your information. We may contact you directly to obtain this information. This information includes but is not limited to:

- Email Address
- Phone Number
- Company Name
- Physical Address

This process may take up to 24 hours. Monday - Friday. Once your account is activated you will receive an email with detailed instructions on how to login and utilize Public Purchase.

If you feel you have provided any of this information in error please email [vendorsupport@publicpurchase.com](mailto:vendorsupport@publicpurchase.com).

**Account information**

Company: TEST COMPANY  
Username: johnsmith22

**Done**

Questions? Please contact our support team at [vendorsupport@publicpurchase.com](mailto:vendorsupport@publicpurchase.com)

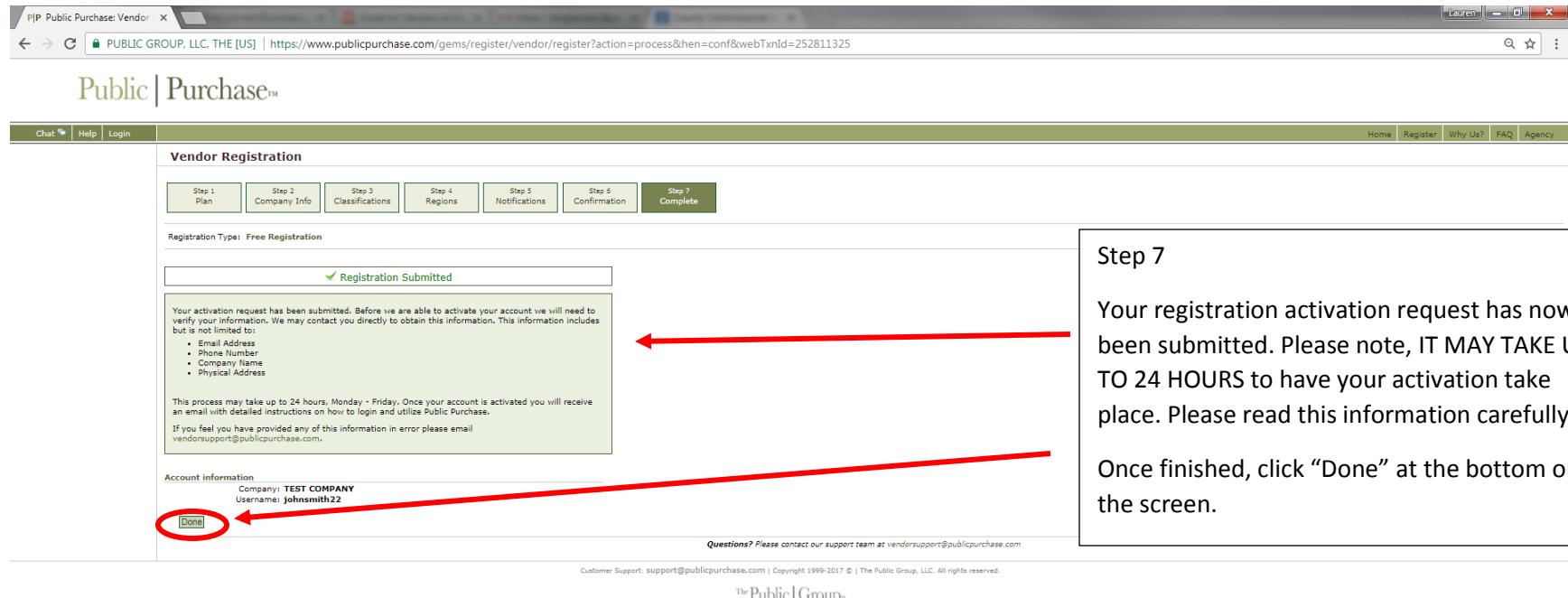
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**Step 7**

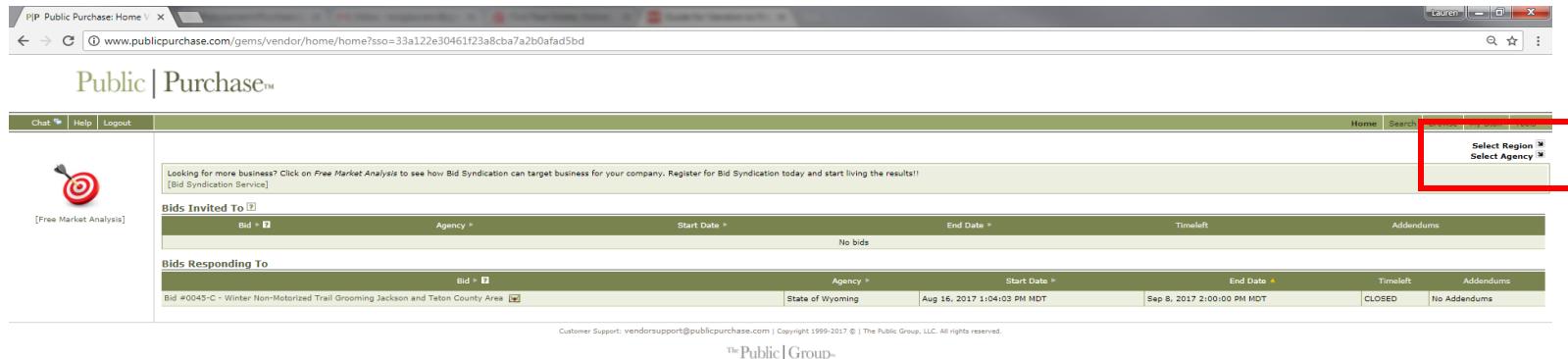
Your registration activation request has now been submitted. Please note, IT MAY TAKE UP TO 24 HOURS to have your activation take place. Please read this information carefully.

Once finished, click "Done" at the bottom on the screen.



## To complete Registration with Teton County

- A. Once you have received your activation email from Public Purchase log in at [www.publicpurchase.com](http://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. Type “Teton County Government” in the Agency name box. 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.
- D. If you still do not see bids once you are fully registered with Public Purchase, ensure you have selected “Wyoming” as your region, and “Teton County Government” as your agency (top left-hand corner of your screen just below the tool bar).



The screenshot shows the Public Purchase vendor home page. At the top right, there are dropdown menus for 'Select Region' and 'Select Agency', which are highlighted with a red box. The main content area displays two tables: 'Bids Invited To' and 'Bids Responding To'. The 'Bids Invited To' table shows one bid for 'Bid #0049-C - Winter Non-Motorized Trail Grooming Jackson and Teton County Area'. The 'Bids Responding To' table shows the same bid with details: Agency is 'State of Wyoming', Start Date is 'Aug 16, 2017 1:04:03 PM MDT', End Date is 'Sep 8, 2017 2:00:00 PM MDT', Timeleft is 'CLOSED', and Addendums is 'No Addendums'. The bottom of the page includes a copyright notice and 'The Public Group' logo.

PIP Public Purchase: Home

www.publicpurchase.com/gems/vendor/home/home?so=33a122e30461f23a8cba7a2b0afad5bd

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Home Search

Select Region Select Agency

Bids Invited To

Bid	Agency	Start Date	End Date	Timeleft	Addendums
No bids					

Bids Responding To

Bid	Agency	Start Date	End Date	Timeleft	Addendums
Bid #0049-C - Winter Non-Motorized Trail Grooming Jackson and Teton County Area	State of Wyoming	Aug 16, 2017 1:04:03 PM MDT	Sep 8, 2017 2:00:00 PM MDT	CLOSED	No Addendums

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