

CITY OF OLATHE, KANSAS

STEP 1 – REGISTER AS A VENDOR ON PUBLIC PURCHASE

- A. Go to the City’s website, www.olatheks.org. Go to “I Want To....” from the menu at the top of the page. From the dropdown, select “Register as a Vendor with the City.”
- B. You will then be directed to the Public Purchase website. Click on the **REGISTER** button in the middle of the page, which will bring up the vendor registration page. Be sure to click on the **FREE REGISTRATION** selection on that page on the right hand side. (choosing Bid Syndication requires a yearly fee).
- C. Enter your company’s information. All **bolded** information is required. You can also choose and are encouraged to provide the additional information such as Tax ID, DBA, DUNS number, website address, etc. It is also encouraged that you provide a brief business description, which will help government agencies identify what goods or services your company provides.
- D. You will then be asked to provide your company’s main contact information. This is critical to your registration, as Public Purchase will need to verify your company’s information in order to proceed with your registration.
- E. Finally on this page, you will be asked to enter a **User Name** and **Password**. Be sure to select something that is easy for you to remember – password needs to be a minimum of six (6) characters with at least one (1) number. **Be sure to write these down** as you will use them for all future access to Public Purchase.
- F. Click “**Next Step**” to save your information.
- G. You will be directed to the classification portion of your registration. Choose your company’s classification(s) – this will inform government agencies what types of goods and/or services your business deals with. You will be able to choose from NIGP, NAICS, SIC, SITC, or UNSPSC codes to describe your business. Choose NIGP codes. A list of the major categories of is attached in Appendix A.
- H. Classification codes can also be identified by **keyword**. Enter the keyword for which you are Searching and a list of all codes that fit your search parameters will come up.
- I. Once you’ve identified the codes you would like to add, click **[add]** to the right of the code. If you add a code in error, you can click on the **trash can** to the right of the page to remove it.
- J. The next portion of the registration is for you to **indicate what regions** your company is willing to work. This could be nationwide, all states on the Eastern Seaboard, Kansas and Missouri, or only the state in which you are headquartered. After selecting the region, click on “Next Step” to save your information.
- K. The next choice is the **type of agencies** your company is interested in working with – cities, school districts, public works, or colleges and universities. You may also choose when you will be notified of solicitations – at any stage of the solicitation process. You can click **[Select All]** to keep up with every stage of the bid.
- L. The next page is the **CONFIRMATION** page where you will be asked if you want to complete your free registration or sign up for bid syndication. Click “**No, Thank You**” to complete the free registration.
- M. Verify your information on the next page and click “**Done**”.

Public Purchase will e-mail you within 24 hours that you are approved in their system and ready to proceed with Step 2.

STEP 2 ON NEXT PAGE

STEP 2 – REGISTER AS A VENDOR WITH THE CITY OF OLATHE

NOTE: You must complete Step 2 in order to be notified of any solicitations from the City of Olathe

- 2A. Enter your **Username** and **Password**. Click “Login.”
- 2B. This is your home page and customized for your company and will show only the solicitations you are invited to and responding to when you are fully registered.
- 2C. On the right hand side of the page, select “Region” (KS), then select **agency (City of Olathe)** from the drop down list. You will then be prompted on the right hand side of the page to **[Register with this agency]**.
- 2D. Read through the instructions on the City’s home page, which provides addition information on your registration. When finished, click “Continue.”
- 2E. This page provides you with the standard terms and conditions for doing business with the City of Olathe. Please read through and accept or decline the terms and conditions. **NOTE – IF YOU DECLINE THE TERMS AND CONDITIONS, YOU WILL NOT BE ABLE TO BECOME A VENDOR FOR THE CITY.**
- 2F. Click “Continue.”
- 2G. **VERY IMPORTANT STEP** - You will then be required to again select the classifications of goods and/or services your company provides. You will be able to choose from NIGP, NAICS, SIC, SITC, or UNSPSC codes to describe your business. Please select **NIGP codes**. A list of the major categories of is attached in Appendix A. You may also search by keyword to identify the proper classifications. **If you do not select classification codes, your company will not receive solicitation notices.**
- 2H. Once you’ve identified the codes you would like to add, click [add] to the right of the code. If you add a code in error, you can click on the **trash can** to the right of the page to remove it.
- 2I. Click “Continue.”
- 2J. This phase of the process will include any forms the City requires you to complete as part of your registration. The City of Olathe currently requires a W9 form to be completed and on file before any payments may be made to your company. You may either enter your company’s information on the form provided, or download the form and return it to the City of Olathe, Accounts Payable Division, P.O. Box 768, Olathe KS, 66051-0768.
- 2K. Click “Continue.”
- 2L. Confirmation – please review all information you have entered. If all is correct, click “Done.”
- 2M. You are now ready to view and respond to solicitations for goods and/or services from the City of Olathe.

Vendor Registration Classifications for Public Purchase Attachment A

NOTE: Each classification has a myriad of specific choices for goods or services – choose only those specific to your company

- Administrative, financial, and management services
- Agricultural equipment and related products and services
- Arts, crafts, entertainment, theatre
- Automotive products, vehicles, and services
- Building equipment, supplies, and services
- Clothing, textiles, laundry equipment, and supplies
- Communication equipment and services
- Computers, software, supplies, and services
- Environmentally certified products
- Food, equipment, and related services
- Furnishings and related services
- Furniture and related services
- Hardware, related equipment, and services
- Highway road equipment, materials, and related equipment
- Janitorial and cleaning equipment, supplies, and services
- Laboratory equipment, supplies, and services
- Maintenance and repair of equipment
- Medical equipment, supplies, and services
- Miscellaneous commodities and services
- Office supplies, related items, and services
- Paper, printing equipment, and related products and services
- Personal products, equipment, and services
- Public works, park equipment, and construction services
- Rental and leasing services
- Safety and protection equipment and related services
- School and library equipment, supplies, and services
- Sporting, athletic, and other outdoor equipment and services
- Testing and sampling equipment and services
- The trades: electrical, engineering, hvac, plumbing, and welding
- Transit equipment and related services, mass
- Water and sewer treatment equipment, supplies, and services