

CITY OF OLATHE, KANSAS
STEP 1 – REGISTER AS A VENDOR ON PUBLIC PURCHASE

1. Visit Public Purchase at www.publicpurchase.com/.
 - Click on the Register button.
 - **Free Registration** is recommended.
 - *Bid Syndication* requires an annual fee.
 2. Enter your company and contact information.
 - Business Description is encouraged to identify the goods or services your company provides.
 3. Create a *username* and *password* to access Public Purchase.
 - Your password requires a minimum of 6 characters with at least 1 number.
 - Keep this information for your records.
 - The City of Olathe does not have access to your *username* or *password*.
 4. Click “Next Step” to save your information.
 5. Choose your company’s [classification\(s\)](#) to identify goods or services your company provides in order to register on Public Purchase.
 1. A list of generalized codes is used to identify major items/services categories.
 2. Once the codes have been identified, click [add] to the right of the code.
 3. If a code is added in error, click on *trash can* to the right of the page to remove it.
 6. The next portion of the registration is for you to indicate regions where your company is willing to work.
 1. This could be nationwide, all states on the Eastern Seaboard, Kansas and Missouri, or only the state in which you are headquartered.
 2. After selecting the region, click on “Next Step” to save your information.
 7. The next choice is the type of agencies your company is interested in working with: cities, school districts, public works, or colleges and universities.
 1. You may also choose when you will be notified of solicitations at any stage of the solicitation process.
 2. You can click [Select All] to keep up with every stage of the bid.
 8. Confirm your *free registration* or *bid syndication*.
 1. **Free Registration** is recommended.
 2. *Bid Syndication* requires an annual fee.
 9. Click No, Thank You to complete your free registration.
 10. Verify information on the next page and click “Done”.
 11. Wait for email notification from Public Purchase within 24 hours to confirm you are registered in their system.
 12. Proceed to STEP 2.
 1. **You must complete STEP 2 in order to be notified of any solicitations from the City of Olathe.**
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STEP 2 – REGISTER AS A VENDOR WITH THE CITY OF OLATHE

1. Visit Public Purchase at www.publicpurchase.com/.
 - Log in with your **Username** and **Password**.
2. The home page is customized for your company and shows only the solicitations you are invited to and responding to when you are *fully registered*.
3. Click on the "**Tools**" tab on the top right hand side of the screen. Click on "**Agencies**". Type in "**City of Olathe**" and click on search. Click "**Register**" on the right hand side of the City of Olathe.
4. Review instructions on the City of Olathe Public Purchase home page which provides additional information on your registration.
5. Click Continue when you are finished.
6. **Very important step!** You are again required to select the classification(s) of goods or services your company provides.
 - This list of classification codes is specific to bids with the City of Olathe.
 1. Select NIGP codes.
 2. Search by keyword to identify proper classifications.
 3. **If you do not select classification codes, your company will not receive solicitation notices.**
7. Identify the codes you want to add.
 1. Click Add to the right of the code.
 2. Click on the *trash can* to the right of the code to remove a code you selected in error.
 3. Click Continue when you are finished.
8. Submit forms the City of Olathe requires.
 1. The City currently requires a W9 form to be completed and on file before any payments will be made to your company.
 2. Click Continue when you are finished.
9. **Confirm** all information you have entered.
 - Click Done if all your information is correct.
 - You are now ready to view and respond to solicitations for goods or services from the City of Olathe.