



**eProcurement (Public Purchase)**  
***Quick Start Guide***  
**Register your Firm for FREE!**

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To register your business with the County of Kern use the link below to begin the registration process. It can take up to 24 hours for our account to become active. You will receive an email from [notices@publicpurchase.com](mailto: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 set 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.

**Step 1: Create an account** for your organization with Public Purchase (our eProcurement Service Provider) by following the Vendor Registration prompts. When your account with Public Purchase is created, you will receive a confirmation email, usually within 24 hours or less. If you already have an account with Public Purchase, proceed to Step Two.

**Step 2: Register your Public Purchase account** with the County of Kern. Once you have received your activation email from Public Purchase log into [www.publicpurchase.com](http://www.publicpurchase.com) and accept the terms and conditions of use.

**Step 3: Click on the 'Tools' tab, Click on the 'Agencies' tab.**

**Step 4: This will take you to the agency search page** In the agency name box type in **County of Kern**. 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 Register' link to complete the vendor registration with the agency.

**Step 5: Accept Standard Terms and Conditions** by reviewing Kern County's Standard Term and Conditions, then "accept" by entering your password when prompted.

**Step 6: Goods & Services** - Select the NIGP commodity code(s) that relate to your business so you can receive notifications of future bid opportunities that match the code(s) you select.

**Step 7: Complete a W9** for the County of Kern records. This form must be completed to finalize the registration process.

**Now you are ready to receive bid notifications**

# eProcurement (Public Purchase) *More Information*

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## **Guarantee Your Notifications Reach You**

Once you have completed the registration process, it is your responsibility to keep the information up to date, particularly the contacts and email addresses. You will be notified of bidding opportunities only one time per posting.

**Important: Before** registering with Public Purchase, please make sure you add the following emails to your email “white list” to ensure email notices from Public Purchase are not blocked by your spam/junk filter settings:

- ⇒ [notices@publicpurchase.com](mailto:notices@publicpurchase.com)
- ⇒ [support@publicpurchase.com](mailto:support@publicpurchase.com)
- ⇒ [supportrep@publicpurchase.com](mailto:supportrep@publicpurchase.com)

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.

**Problems Registering?** If you have any problems with this process please contact Public Purchase at 800-591-5546 or [support@publicpurchase.com](mailto:support@publicpurchase.com).

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## *County of Kern*

Purchasing Division

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