

# Public Purchase Vendor Registration - Part 1

To register with the City of North Richland Hills as a bidding vendor, [click here](#) and follow the instructions below.

If you are already registered and have an account on Public Purchase, please proceed to Part 2 of the Vendor Registration process to register with the City of North Richland Hills.

1. Click Bidding Vendors Registration. Public Purchase will open in a new tab

The screenshot shows the 'Vendor Registration' page on the Public Purchase website. At the top, there are navigation links for 'help' and 'Login'. Below that, a progress bar shows seven steps: Step 1 Plan, Step 2 Company Info, Step 3 Classifications, Step 4 Regions, Step 5 Notifications, Step 6 Confirmation, and Step 7 Complete. The 'Registration Type: Select a Plan' section offers two options: 'Register for Bid Syndication' and 'Register for Free'. The 'Register for Free' option is highlighted with a red arrow. Below the 'Register for Free' section, there is a 'Free Registration' button, also highlighted with a red arrow. A note at the bottom states: '\* If you are already a vendor in Public Purchase, please login and signup right from your home page.'

2. Select Free Registration. The rest of the instructions given are for the Free Registration but you may choose Bid Syndication if you would like access to the other options Public Purchase provides to vendors
3. Fill in your company information. Items in **bold** are required fields.

The screenshot shows the 'Vendor Registration' form, specifically the 'Company Information' section. The progress bar at the top indicates that Step 2 'Company Info' is the current step. A message box asks if the user tried to register during the last week but was unable to complete the process, offering to continue from where they were before. The 'Registration Type' is set to 'Free Registration'. The 'Company Information' section includes the following fields: 'Company name' (Example Registration), 'DBA' (optional), 'Address' (1234 North Parkway), 'City' (North Richland Hills), 'State/Prov' (Texas), 'Zip/Postal Code' (76180), 'Country' (United States), 'Time Zone' (Central Time (US & Canada)), 'Website Address' (optional), 'Federal Tax Id' (optional), 'DUNS Number' (optional), 'In Business Since' (for example, 1998) (optional), 'Company Type' (optional), and 'Business Description' (optional). There is also a 'Company Logo' field with an 'Upload File' button.

- Fill in your main contact information. This will be used to verify your information in order to complete registration later on

**Main Contact** ←

**First Name**  **Middle Initial**  (optional)

**Last Name**

**Email Address**

**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:

- notices@publicpurchase.com
- support@publicpurchase.com
- supportrep@publicpurchase.com

**Phone Number**  **ext**

**Fax Number**

Same address as the Company

- Fill in username and password

**User Name** ←

**Username**

**Password**  **Verify Password**

- Click Next Step
- Select the classifications for the products and/or services your company provides. You must choose at least one code. Click Add next to the code.

- Accommodation and food services
- Administrative and support and waste management and remediation services
  - Administrative and support services
    - Business support services
      - Business service centers
      - Collection agencies
      - Credit bureaus
      - Document preparation services
        - **[561410] Document preparation services** [Definition] [Add] ←
        - Word processing services
        - Typing services
        - Transcription services
        - Stenographic services (except court or stenographic reporting)
        - Secretarial services
        - Resume writing services
        - Radio transcription services
        - Proofreading services
        - Letter writing services
        - Editing services
        - Document transcription services
        - Document preparation services
        - Dictation services
        - Desktop publishing services (I.e. document preparation service)

- 8. When finished, click Next Step
- 9. Select the regions you are interested in working with. Be sure to select Texas as this is the region North Richland Hills is located in

**Select Regions**

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

[Select All] [Unselect All]

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

[Select All] [Unselect All]

- 10. Click Next Step
- 11. Select the government agency types you are interested in working with. Be sure to select City/Municipality

**Government Agency Types**

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

[Select All] [Unselect All]

<input checked="" 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]

12. Select notification messages you wish to receive. Be sure to at least select the first option in order to find out about bids from North Richland Hills

**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]

13. Click Next Step

14. Select No, Thank You to continue with the free registration

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
⊕ Real estate and rental and leasing	18	38	99	1811

**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 of your information and will simply continue with Free Registration.*

15. Confirm all information is correct and click Next Step

<b>Company Information</b>
Company: <b>Example Registration</b> DBA: Address: <b>1234 North Parkway North Richland Hills, TX, 76180</b> Time Zone: <b>Central Time (US &amp; Canada)</b> Website Address: Federal Tax Id: DUNS Number: In Business Since: Company Type: Business Description:
<b>Main Contact</b>
Name: <b>John Smith</b> Email Address: <b>nrhpurchasing@gmail.com</b> Phone: <b>(987) 654-3210</b> Fax: Address: <b>1234 North Parkway North Richland Hills, TX, 76180</b>
<b>User Name</b>
User Name: <b>nrhpurchasing</b>
<b>Selected Classifications</b>
<input checked="" type="checkbox"/> 531130 Lessors of miniwarehouses and self-storage units
<b>Selected Regions</b>
<input checked="" type="checkbox"/> Texas
<b>Agency Types</b>
<input checked="" type="checkbox"/> City/Municipality,
<b>Notification Messages</b>
<input checked="" type="checkbox"/> My selected classifications match a bid from an agency I am registered with <input checked="" type="checkbox"/> There is a "Bid Reading" notice for a bid I worked on (pre-award) <input checked="" type="checkbox"/> There is an "Intent to Award" notice for a bid I worked on (pre-award) <input checked="" type="checkbox"/> There is an "Notice of Award" for a bid I worked on
<input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Next Step"/>

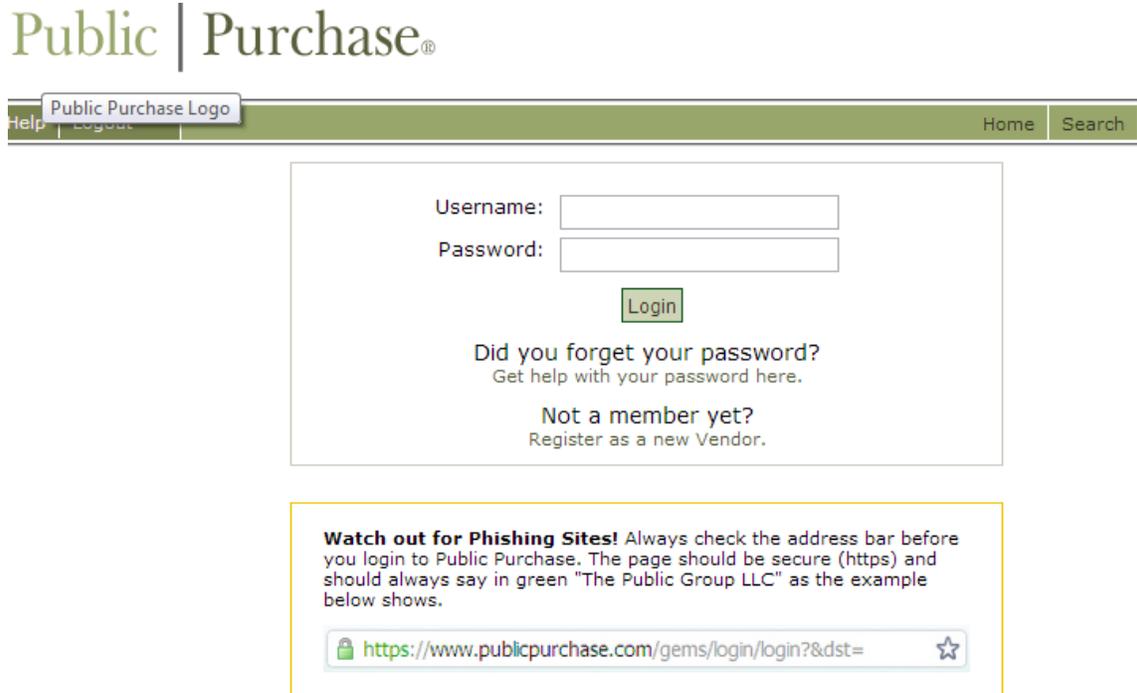
16. Click Done while on the Registration Submitted page

It can take up to 24 hours for your 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 to add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

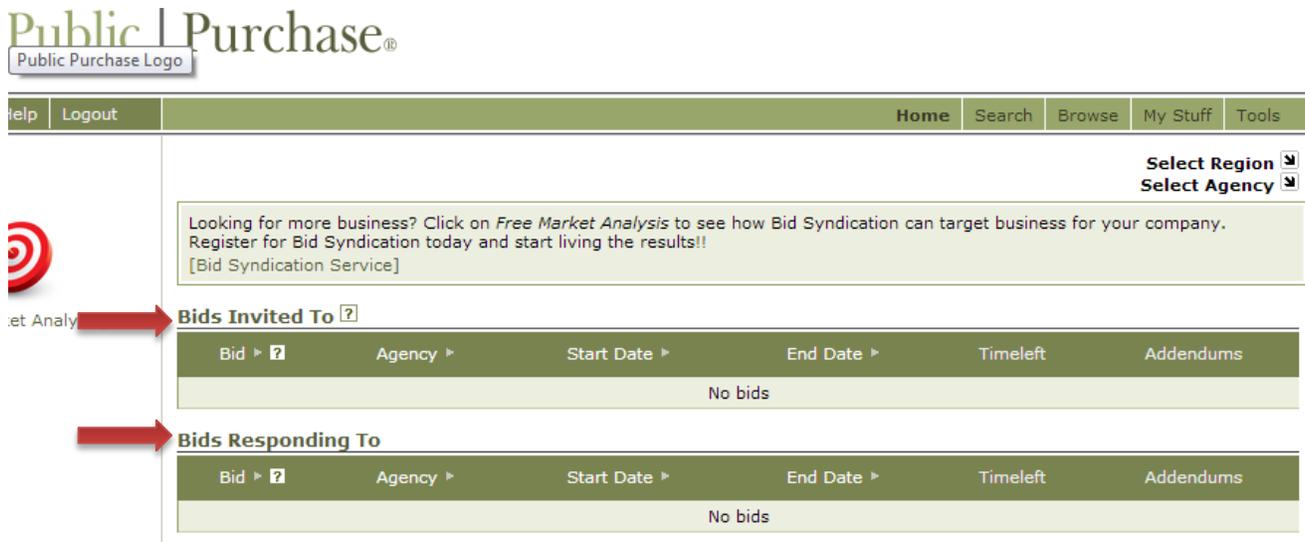
After your account is active you will be able to view the City's bid advertisement and information, however, you will be required to register with the City of North Richland Hills in order to download our bid documents and submit a response. Part 2 of the instructions shows how to register with the city.

## Public Purchase Vendor Registration - Part 2

1. Go to the Public Purchase home page.



2. Fill in your username and password and click Login. This will take you to your home page which is customized to show only the bids you are invited to and responding to



3. To register with an agency, select the region and agency from the drop-down menus on the right. Make sure to choose **Texas** for the region and **City of North Richland Hills** for the agency

## Open Bids for City of North Richland Hills

[Register with this agency]

Texas  
City of North Richland Hills

Title	Start Date	End Date	Time Left	Addendums
RFB #13-032 - Miscellaneous Concrete Improvements	Sep 12, 2013	Oct 3, 2013 2:00:00 PM CDT	21 hours 55 min	No Addendums
RFB #13-034 - Adventure World Playground Renovation	Sep 27, 2013	Oct 16, 2013 2:00:00 PM CDT	13 days 21 hours	No Addendums
RFP #13-021 - Animal Adoption and Rescue Center	Sep 16, 2013	Oct 17, 2013 2:00:00 PM CDT	14 days 21 hours	No Addendums

- North Richland Hill's home page will show. Click Register with this Agency

## Open Bids for City of North Richland Hills

[Register with this agency]

- You will be taken to North Richland Hill's registration page. Read the instructions and then click Continue

## Registration with City of North Richland Hills

Step 1: Introduction Step 2: Classification Step 3: W9 Step 4: CIQ Form Step 5: Confirm

Agency Name: **City of North Richland Hills**

Instructions:

- The agency has updated some of the information they request from vendors. Please take a minute and review the information.
- You can move back and forth between the steps using the "Continue" and "Back" buttons.
- Please make sure you complete the final step, "Confirm", and click the "Done" button.

Continue Cancel

- Classifications you chose during the initial registration process will show up here. You can add or delete classifications on this page

Step 1: Introduction Step 2: Agency T&C Step 3: Classification Step 4: W9 Step 5: Confirm

In order to match bids with interested vendors, this agency uses **NIGP** (National Institute of Governmental Purchasing). To select classifications either Browse or Search and click on the "Add" button once you find the appropriate match for your business. You may have to drill down in browse to find appropriate classifications. If you have already selected your classifications for NIGP with other agencies, please take a moment to review the information to make sure it is accurate. Please note that you can always manage your classifications for all agencies from within the "Tools" area.

### Classifications you have Selected

[285-14]	Circuit breakers, load centers, boxes, and panelboards	
[485-87]	Soil retardant (for carpets, rugs, etc.)	
[485-86]	Soap, hand: bar, liquid, and powdered	
[485-82]	Sanitary napkins and tampons, dispensable type	
[485-73]	Protectant (for furniture, carpet, fabrics, etc.)	
[485-65]	Janitorial equipment and supplies (not otherwise classified)	
[485-54]	Floor polishes and waxes, floor sealer, and dust mop treating compound	
[485-40]	Disinfectants, spray and powdered	
[485-29]	Cleanser, powdered, chlorinated	
[485-25]	Cleaner, tile and grout	
[485-18]	Cleaner, heavy duty degreaser, including oven cleaners	
[485-10]	Brooms, brushes, and handles	
[485-03]	Adhesive removers	
[485-02]	Animal cage cleaning compound	

- Click Continue
- Fill in the blank W-9 form

Registration with City of North Richland Hills

Step 1: Introduction  Step 2: Classification  Step 3: W9  Step 4: CIQ Form  Step 5: Confirm

The agency requests that you please complete the following form.

<b>Form W-9</b>		<b>Request for Taxpayer Identification Number and Certification</b>	
Name (as shown on your income tax return) <input type="text"/>			
Business name, if different from above <input type="text"/>			
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) <input type="text"/>		<input type="checkbox"/> Exempt payee	
<input type="checkbox"/> Other <input type="text"/>			
Address (number, street, and apt. or suite no.) <input type="text"/>		Requester's name and address (optional) <input type="text"/>	
City, state, and ZIP code <input type="text"/>			
List account number(s) here (optional) <input type="text"/>			

<b>Part I Taxpayer Identification Number (TIN)</b>	
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.	
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	
Social security number <input type="text"/>   <input type="text"/>   <input type="text"/>	Or Employer identification number <input type="text"/>   <input type="text"/>

<b>Part II Certification</b>
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.
Sign Here <input type="text"/> <input type="text"/>
Signature of U.S. person <input type="text"/>
Date <input type="text"/>

[Download Completed PDF]

9. Click continue

10. Fill in the blank Conflict of Interest Questionnaire

**Registration with City of North Richland Hills**

Step 1: Introduction  Step 2: Classification  Step 3: W9  Step 4: CIQ Form  Step 5: Confirm

The agency requests that you please complete the following form.

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		OFFICE USE ONLY
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>		Date Received
<p>1. Name of person who has a business relationship with local governmental entity.</p> <input type="text"/>		
<p>2. <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p><small>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</small></p>		
<p>3. Name of local government officer with whom filer has employment or business relationship.</p> <input type="text"/> <p style="text-align: center;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C &amp; D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p> <input type="text"/>		
<p>4. <input type="text"/></p> <p>Signature of person doing business with the governmental entity</p>		<input type="text"/> Date

Adopted 06/29/2007

11. Click Continue

12. On the confirmation page, you will be able to review all the information you have entered. If everything is correct, click Done

Step 1: Introduction  Step 2: Agency T&C  Step 3: Classification  Step 4: W9  Step 5: Confirm

Agency Name: **City of North Richland Hills**

Review

- You have accepted the terms and condition document.
- You selected classification codes from NIGP to describe your business.
- You completed the requested form: W9.

**You are now registered to be a vendor with the City of North Richland Hills and can participate in our bids!**