

# Public Purchase: Adding an Agency

For vendors who already have a Public Purchase account, please follow the steps below to add the Cooperative Purchasing Connection as an Agency to receive bid notifications from:

Log into your Public Purchase account. Once logged in, click “Tools”.

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Select Region ▾  
Select Agency ▾

Looking for more business? Click on *Free Market Analysis* to see how Bid Syndication can target business for your company. Register for Bid Syndication today and start living the results!!  
[Bid Syndication Service]

[Free Market Analysis]

**Bids Invited To** [?]

Bid	Agency	Start Date	End Date	Timeleft	Addendums
IFB #TEST 123 - TEST IFB - TEST [x]	Association of Educational Purchasing Agencies	Aug 9, 2016 9:33:44 AM EDT	Aug 12, 2016 11:00:00 AM EDT	CLOSED	Aug 10, 2016 Aug 11, 2016

**Bids Responding To**

Bid	Agency	Start Date	End Date	Timeleft	Addendums
No bids					

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Click “Agencies”

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**Admin** | **Agencies** | Classification | Regions | Notifications | Forms | Business Types | Purchase Orders

Type in the name of the Agency (i.e. Cooperative Purchasing Connection, etc.). Click “Search”.

The name of the Agency will populate in the search results. Click “Register”.

Registered
[View] [Register]

**Search for Agencies**

Agency Name:

New Agencies Since:

Registration Status: All ▾

**Search**

Continue walking through the final three steps of registration, shown below. The third and final step will confirm your registration with the Agency. Once you are registered you will be notified of any matching, active solicitations and/or be able to view/access any current solicitations.

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**Registration**

Step 1 Introduction | Step 2 Classification | Step 3 Confirmation

Agency Name:

Instructions:

- This is a one-time process for this agency. Once you are done you will be able to respond to other bids from this agency without having to repeat this step.
- Please click the “Register” button below to register with the agency.

**Cancel** **Continue**

\* If an agency updates the information they require from vendors, you may be asked to return to this screen to review your information.

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