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:

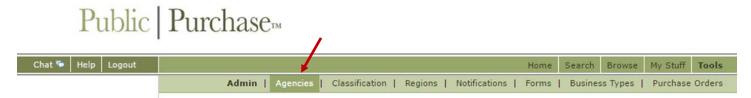
Log into your Public Purchase account. Once logged in, click "Tools".



stomer Support: vendorsupport@publicpurchase.com | Copyright 1999-2016 © | The Public Group, LLC. All rights reserved

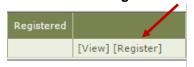
The Public Group.

Click "Agencies"



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".





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.



