

# PUBLIC PURCHASE INSTRUCTIONS

## Registration Instructions

1. **Register with Public Purchase for a free account:**

Use the link below to begin the registration process. *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 and add this email address to your contacts to avoid the bid notification emails being sent 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.

2. **Register with County of Maui:**

A. 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.

B. Then click on the link below to start your registration process with County of Maui. Begin by selecting the NIGP Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities. You may be prompted to fill out a W-9 for the County of Maui records and for tax purposes. *This form must be completed before you will be considered a vendor for the County of Maui even if County of Maui already has a W-9 from you on file.*

<http://www.publicpurchase.com/gems/mauico,hi/buyer/public/home>

C. If, for any reason, the link below fails, you can follow the following procedure to complete the registration process:

Use the Public Purchase link in Step 1 and log in. Then click “Select Region,” and “Select Agency.” After selecting County of Maui, click on the “Register with County of Maui” on the right hand side of the County of Maui’s logo

*It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the County of Maui. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.*

## Questions

If you have need any technical assistance with this process please contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com). Or use their Live Chat during business hours. It can be found in the upper left corner of the web site. If you have any questions for the County of Maui, please contact Jared Masuda ([jared.masuda@co.maui.hi.us](mailto:jared.masuda@co.maui.hi.us)) in the Purchasing Division.