

VENDOR ANNOUNCEMENT
IMPORTANT NOTICE - ADDITIONAL ELECTRONIC BIDDING SYSTEM

Dear **IDEA Public Schools** Registered Vendor,

IDEA Public Schools Purchasing & Contract Services Division is proud to announce that we will now be using Public Purchase, a web-based e-Procurement service for all IDEA entities in addition to Tyler Munis for our Texas Only vendors. In order to begin, or continue to, receive bid notifications as a current vendor with Public Purchase you must register with this new system. This process will only take a few minutes. The two-step registration process/instructions are detailed below in the Instructions section.

We will begin to utilize the Public Purchase e-procurement system effective May 3, 2023. Please register as soon as possible so that you continue to have access to our bids and the notification of our bids.

INSTRUCTIONS

1. *Register with Public Purchase:*

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 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 IDEA Public Schools:*

A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.

B. Click on the "Tools" tab, Click on the "Agencies" tab.

C. This will take you to the agency search page. In the agency name box type in the name of

Why the switch?