

GREENBUSH VENDOR INFORMATION

To: Vendors

From: Tina Smith, Director
Business Relations

Date: August 1, 2019

Greenbush vendors are awarded a contract through the *competitive solicitation process* and according to the terms and conditions of each Invitation for Bid (IFB) or Request for Proposal (RFP). Interested vendors should watch for solicitations posted by Greenbush-The Southeast Kansas Education Service Center.


Greenbush utilizes an online eProcurement service called Public Purchase. Use of an online bid solicitation process is a result of our efforts to improve processes to maximize efficiency and effectiveness. Please register with Public Purchase using the instructions provided with this communication.

By registering with Public Purchase, your organization will be notified when bid opportunities of common interest become available. As a registered user, your organization will also have the ability to respond to bids electronically, as required in the bid solicitation documents. Registering does not establish a business relationship, contract, and/or enable a vendor to market and/or sell their products and services as a 'Greenbush Vendor'.

If you have previously registered your business, please login to your account to make sure the information is current. If you need to register, the process will only take a few minutes.

We appreciate the value of our vendor relationships. Thank you.

Sincerely,



Tina Smith
tina.smith@greenbush.org



Public | Purchase™

Using Public Purchase not only makes our solicitation process easier, it also provides efficiencies to our vendors. Public Purchase provides governmental agencies and their vendors with a comprehensive and easy-to-use web-based eProcurement system. The Public Purchase eProcurement system is designed exclusively for use by governmental agencies and their vendors. Public Purchase is compliant with all Federal and State regulations which set forth the required procedures for governmental agency purchasing.

As a vendor, Public Purchase provides a single location in which to view open solicitations and award information for previous solicitations issued through the Public Purchase website. The Public Purchase system provides automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives registered vendors access to bid opportunities with government entities. All of this is provided free of charge.

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 to add this email address to your contacts to avoid the bid notification emails being sent to your junk (spam) folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase please proceed directly to step 2.

2. Register with Southeast Kansas Education Service Center:

- 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. Then click on the link below to start your registration process with Southeast Kansas Education Service Center. Begin by selecting the NIGP Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.
- c. You may be prompted to fill out a W-9 for the Southeast Kansas Education Service Center records and for tax purposes. *This form must be completed before you will be considered a vendor for the Southeast Kansas Education Service Center even if Southeast Kansas Education Service Center already has a W-9 from you on file.*
- d. If, for any reason, the link below fails, you can use the following procedure to complete the registration process:



- i. Use the Public Purchase link in Step 1 and log in.
- ii. Click on the “Tools” tab.
- iii. Click on the “Agencies” tab. – This will take you to the agency search page. In the agency name box, type the name of the agency: Southeast Kansas Education Service Center
- iv. Leave the “New Agency Since” box blank.
- v. Make sure the Registration Status says “ALL”
- vi. Click on “Search”. This will bring up “Southeast Kansas Education Service Center” To the far right of it you will see “View” and “Register”.
- vii. Click on “Register” link to complete the vendor registration.

<http://www.publicpurchase.com/gems/southeastkansasesc.ks/buyer/public/home>

Note: It is important that this second part of the registration is complete or you will not receive notifications of upcoming bid opportunities from the Southeast Kansas Education Service Center. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

If you need any assistance with this process **please contact Public Purchase** at support@publicpurchase.com. You may also use their Live Chat during business hours. It can be found in the upper left corner of the web site. Greenbush staff are not able to best assist a vendor with registration as we do not have visibility into the vendor setup.

Thank you! We look forward to building quality vendor relationships to best support all entities eligible to purchase from a Greenbush cooperative contract.

Greenbush Cooperative Purchasing Team

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