

# Public Purchase – Vendor Registration

## Table of Contents

### Public Purchase – Vendor Registration, Part 1

Registration General Information .....	2
Registration with Public Purchase – Getting Started .....	2 – 3
Public Purchase – 7-Step Registration Process .....	3
Step 1: Plan .....	3
Step 2: Company .....	3 – 5
Step 3: Classifications .....	5 – 6
Step 4: Regions .....	7
Step 5: Notifications .....	7
Step 6: Confirmation .....	8 – 9
Step 7: Complete .....	9

### Public Purchase – Vendor Registration, Part 2

Registration General Information .....	10
Login .....	10
Home Page .....	10
Registration with an Agency – 5- Step Process .....	11
Step 1: Introduction .....	11
Step 2: Agency T & C (Terms and Conditions) .....	12
Step 3: Classification .....	12 – 14
Step 4: W9 .....	14
Step 5: Confirm .....	15

## Public Purchase – Vendor Registration, Part 1

Registering to be a Public Purchase Vendor is fast, simple, and, best of all, FREE! Public Purchase is the best eProcurement system that connects government agencies to vendors across the nation. It was designed to connect vendors to the vast government and educational market. Public Purchase brings government buyers and vendors together through bid notifications. In order to register for free, go to [www.publicpurchase.com](http://www.publicpurchase.com). **Free Registration is a TWO-PART process.** **First** register with the website. **Second** register with the agencies you wish to work with.



The screenshot shows the Public Purchase website home page. At the top, the logo "Public | Purchase®" is displayed. Below the logo is a navigation bar with links for "Chat", "Help", "Login", "Home", "Buyers", "Vendors", and "About". The main content area is divided into three columns. The left column features a green key icon and the heading "Register to become a Vendor". Below this heading, the text reads: "Register to become a Vendor in Public Purchase. It's free! You may Contact Us to learn more regarding the many benefits available to you." A green "Register" button is positioned at the bottom of this section. The middle column has a "searching" keyboard icon and the heading "Looking for a Bid?". The text below states: "You can find 173,700+ bid opportunities from over 7,530 Government Institutions." The right column features a world map icon and the heading "Browse Agency Bid Boards". Below this heading, there are two dropdown menus labeled "Select Region" and "Select Agency". At the bottom of the page, there is a "Welcome to Public Purchase" section with a handshake icon and a paragraph of text. The footer contains the text "Customer Support: support@publicpurchase.com | Copyright 1999-2009 © | The Public Group, LLC. All rights reserved." and the logo "The Public | Group®".

On the home page you will see an area to help you register to be a vendor on Public Purchase. **Click** on the “**Register**” button to start your registration.



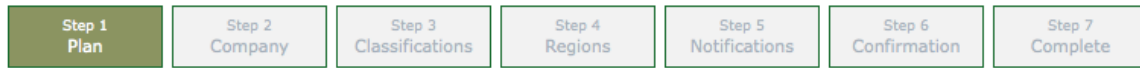
### Register to become a Vendor

Register to become a Vendor in Public Purchase. It's free! You may **Contact Us** to learn more regarding the many benefits available to you.



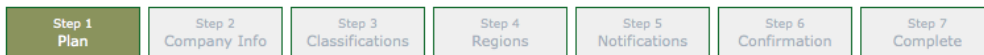
Register

You will be directed to the Vendor Registration page. Public Purchase Vendor Registration is a **7-Step process**.



This page will take you through **Step 1: Plan**. Here you will be able to select one of our Registration options. You can choose our **Free Registration** or **Bid Syndication**, which requires a yearly fee. **Click** on the “Free Registration” button.

### Vendor Registration



Registration Type: **Select a Plan**

#### Register for Bid Syndication

Let us do the work for you! Our Bid Syndication completely automates the entire bid market place. Our Proprietary system syndicates the market place by scanning and syndicating thousands of Bids across the country. No more searching for work. The business is now waiting for you in your Inbox. Its a THREE TRILLION DOLLAR a year industry. What part of this is yours? Click on Bid Syndication below and see what is available for your business today. Bid syndication starts at \$249.00 for 6 months, and \$399.00 for 12 months.

- All the benefits of free registration
- No researching for bids
- Customized results for your area and business
- 173,700+ bid opportunities
- Cut costs in finding and responding to bids
- Monitoring 7,530+ Government Institutions

[\[More Info\]](#)

[Register for Bid Syndication](#)

\* If you are already a vendor in Public Purchase, please login and signup right from your home page.

#### Register for Free

The Public Purchase Bid Board posts business opportunities from over 210 Government Institutions and has millions of dollars in government bids each year. You can register directly with any of these agencies. All Business opportunities are available online and available for download. Many bids allow you to respond electronically saving your company precious time and money. Accessing the Bid Board and responding to bids is absolutely FREE.

- Sell to over 210 Government agencies
- Respond to documents electronically such as W-9's
- Cut your costs in responding Electronically
- Free Registration

[\[More Info\]](#)

[Free Registration](#)



**Step 2: Company** – This page will ask you to enter your company’s information. All of the **bolded** information is required, however, you can choose to add additional information such as your DBA, Tax ID, DUS Number, website address or upload your company logo. We strongly encourage you to enter a brief business description. This will assist your agencies in getting to know you as a company.

## Vendor Registration

Step 1 Plan	<b>Step 2 Company Info</b>	Step 3 Classifications	Step 4 Regions	Step 5 Notifications	Step 6 Confirmation	Step 7 Complete
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Registration Type: Free Registration

### Company Information

**Company name**

DBA  (optional)

**Address**

(optional)

(optional)

**City**

**State/Prov**

**Zip/Postal Code**

**Country**

**Time Zone**

Website Address  (optional)

Federal Tax Id  (optional)

DUNS Number  (optional)

In Business Since  (for example, 1998) (optional)

Company Type  (optional)

Business Description  (optional)

Company Logo

You will also be asked to enter your **Main Contact's** information. This is critical to your registration, as we will need to contact your company to verify your information in order to complete your registration.

### Main Contact

**First Name**  Middle Initial  (optional)

**Last Name**

**Email Address**

**Important:** Several free email providers will block email from any sender who is not in your address book/contact list. This is particularly true for Yahoo email accounts. Please make sure you add to your address book/contact list the following emails **BEFORE** registering:

- notices@publicpurchase.com
- support@publicpurchase.com
- supportrep@publicpurchase.com

**Phone Number**  ext

**Fax Number**

Same address as the Company

At the bottom of the page you will be asked to enter a **Username** and **Password**. Please select something that is easy for you to remember. Your password will need to be at least 6 characters with at least 1 number.

**User Name**

---

 **Username**

**Password**  **Verify Password**

Click “**Next Step**” to save your company information and move forward with your registration.

**Step 3: Classifications** – Here you will be asked to choose your company’s classification codes using NAICS codes.

**Vendor Registration**

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Step 1 Plan    Step 2 Company Info    **Step 3 Classifications**    Step 4 Regions    Step 5 Notifications    Step 6 Confirmation    Step 7 Complete

---

Registration Type: **Free Registration**

---

**Classifications**

*Please select the classification types for products/services you provide.*

---

**Classifications you have selected**

You have not selected any classification yet

---

- Accommodation and food services
- Administrative and support and waste management and remediation services
- Agriculture, forestry, fishing and hunting
- Arts, entertainment, and recreation
- Construction
- Educational services
- Finance and insurance
- Health care and social assistance
- Information
- Management of companies and enterprises
- Manufacturing
- Mining, quarrying, and oil and gas extraction
- Other services (except public administration)
- Professional, scientific, and technical services
- Public administration
- Real estate and rental and leasing
- Retail trade
- Transportation and warehousing
- Utilities
- Wholesale trade

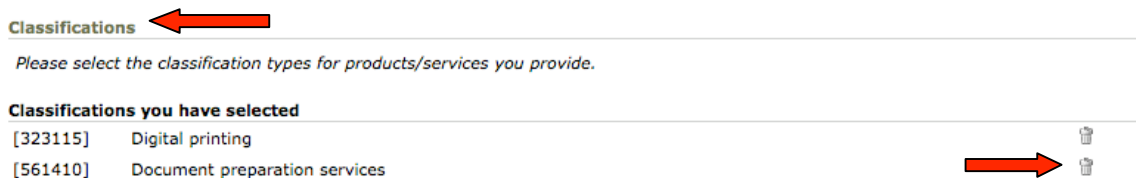
You will be able to choose from **NAICS** classification codes to describe your business. Once your account has been confirmed.



You can search by **keywords** if you don't know which codes your company fits under. Simply enter the keyword and choose the best match. **You can choose just 1 code or as many as you want.**



Once you've found the codes you are interested in adding, **click [Add]** to the right of the Classification code. Your classification will now be added to your list. If you've added a code in error, just **click** on the **Trash Can** to the right of the page and this code will be removed from your list.



**Step 4: Regions** – In this area you will be asked to select all areas by state that you are willing to work. This could be nationwide, all states on the Eastern Seaboard, or simply the state where you are headquartered. Once you’ve selected the states where you’re willing to work, **click** on the **Next Step** button at the bottom of the page.

**Vendor Registration**

Step 1 Plan   Step 2 Company Info   Step 3 Classifications   **Step 4 Regions**   Step 5 Notifications   Step 6 Confirmation   Step 7 Complete

Registration Type: Free Registration

**Select Regions**

Please select the regions that you are interested in working with.  
 [Select All] [Unselect All]

<input type="checkbox"/> Alabama	<input type="checkbox"/> Michigan	<input type="checkbox"/> Texas
<input type="checkbox"/> Alaska	<input type="checkbox"/> Minnesota	<input checked="" type="checkbox"/> Utah
<input checked="" type="checkbox"/> Arizona	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Vermont
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Missouri	<input type="checkbox"/> Virginia
<input checked="" type="checkbox"/> California	<input type="checkbox"/> Montana	<input type="checkbox"/> Washington
<input checked="" type="checkbox"/> Colorado	<input type="checkbox"/> Nebraska	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Connecticut	<input checked="" type="checkbox"/> Nevada	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Delaware	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Wyoming
<input type="checkbox"/> District of Columbia	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Alberta
<input type="checkbox"/> Florida	<input type="checkbox"/> New Mexico	<input type="checkbox"/> British Columbia
<input type="checkbox"/> Georgia	<input type="checkbox"/> New York	<input type="checkbox"/> Manitoba
<input type="checkbox"/> Hawaii	<input type="checkbox"/> North Carolina	<input type="checkbox"/> New Brunswick
<input checked="" type="checkbox"/> Idaho	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Newfoundland and Labrador

**Step 5: Notifications** – Here you will be asked to choose which types of agencies you are interested in working with. These could be Cities, School Districts, Public Works or Colleges and Universities. You will also need to choose when you will be notified of bids. This can be at any stage of the bid process. You can **click** [Select All] in order to keep up with every stage of the bid.

**Vendor Registration**

Step 1 Plan   Step 2 Company Info   Step 3 Classifications   Step 4 Regions   **Step 5 Notifications**   Step 6 Confirmation   Step 7 Complete

Registration Type: Free Registration

**Government Agency Types**

Select the types of Government Agencies with which you wish to work:  
 [Select All] [Unselect All]

<input checked="" type="checkbox"/> City/Municipality	<input checked="" type="checkbox"/> Port/Transit/Airport Authority
<input checked="" type="checkbox"/> Community College	<input type="checkbox"/> Public Works
<input checked="" type="checkbox"/> County	<input checked="" type="checkbox"/> School District
<input checked="" type="checkbox"/> Federal (including Military)	<input checked="" type="checkbox"/> State
<input type="checkbox"/> Fire Department	<input checked="" type="checkbox"/> University/College
<input type="checkbox"/> Police/Sheriff	<input type="checkbox"/> Other

[Select All] [Unselect All]

**Notification Messages**

I want to be notified when:  
 [Select All] [Unselect All]

- My selected classifications match a bid from an agency I am registered with
- There is a "Bid Reading" notice for a bid I worked on (pre-award)
- There is an "Intent to Award" notice for a bid I worked on (pre-award)
- There is an "Notice of Award" for a bid I worked on
- Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication

[Select All] [Unselect All]

**Step 6: Confirmation** – You will now be directed to a Confirmation Page. You will be asked if you wish to complete your **Free Registration**, or if you want to sign up for our **Bid Syndication**. Click **“No, Thank You”** to complete your **Free Registration**.

**Vendor Registration**

Step 1 Plan   Step 2 Company Info   Step 3 Classifications   Step 4 Regions   Step 5 Notifications   **Step 6 Confirmation**   Step 7 Complete

Registration Type: **Free Registration**


You have selected Free Registration with Public Purchase. There are MANY business opportunities NOT available with free registration. Listed below are some business opportunities based on YOUR selected classifications and regions of interest available right now. Are you aware of these opportunities? When you sign up for our Bid Syndication service you will have access to all of these opportunities along with enhanced search and browse functionality. Don't miss out. Get more business today!

Categories (Note: Click on the ☐ to open each section)	Today	Week	Current	Year
<input type="checkbox"/> Administrative and support and waste management and remediation services	0	1	5	20
<input type="checkbox"/> Manufacturing	0	1	1	16

**Bid Syndication Plans**

12 months - \$399.00

**Do you want to sign up now for Bid Syndication?**  
*If you click "No, Thank you", you will not loose any of of your information and will simply continue with Free Registration.*




*Questions? Please contact our support team at [vendorsupport@publicpurchase.com](mailto:vendorsupport@publicpurchase.com)*

You will now be directed to a page where you will need to verify all of the company information you entered during registration.

**Vendor Registration**

Step 1 Plan   Step 2 Company Info   Step 3 Classifications   Step 4 Regions   Step 5 Notifications   **Step 6 Confirmation**   Step 7 Complete

Registration Type: **Free Registration**

**Company Information** 

Company:  
 DBA:  
 Address:

Time Zone:  
 Website Address:  
 Federal Tax Id:  
 DUNS Number:  
 In Business Since:  
 Company Type:  
 Business Description:

**Main Contact**

Name:  
 Email Address:  
 Phone:  
 Fax:  
 Address:



You will also need to verify your Classifications, Regions, Agency Types and Notification Messages. Once you are sure all is correct, click “Next Step” to complete your registration.

**Selected Classifications**

- ✓ 323115 Digital printing
- ✓ 541810 Advertising agencies
- ✓ 541870 Advertising material distribution services

**Selected Regions**

- ✓ Arizona , California , Colorado , Idaho , Nevada , Utah

**Agency Types**

- ✓ City/Municipality, Community College, County, Federal (including Military), Port/Transit/Airport Authority, Public Works, School District, State, University/College, Other,

**Notification Messages**

- ✓ My selected classifications match a bid from an agency I am registered with
- ✓ There is a "Bid Reading" notice for a bid I worked on (pre-award)
- ✓ There is an "Intent to Award" notice for a bid I worked on (pre-award)
- ✓ There is an "Notice of Award" for a bid I worked on
- ✓ Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication

Back Cancel **Next Step**

**Step 7: Complete** – You will now be directed to a page where you will see “**Registration Submitted**” at the top of the page. Public Purchase will verify your company contact information and then your account will be activated. **It can take up to 24-hours, Monday–Friday, to get your account verified and activated.** Once activated, you will receive an email with instructions on how to login and use Public Purchase. Click “**Done**” and you’re ready to go!

**Vendor Registration**

Step 1 Plan Step 2 Company Info Step 3 Classifications Step 4 Regions Step 5 Notifications Step 6 Confirmation **Step 7 Complete**

Registration Type: Free Registration

✓ Registration Submitted

Your activation request has been submitted. Before we are able to activate your account we will need to verify your information. We may contact you directly to obtain this information. This information includes but is not limited to:

- Email Address
- Phone Number
- Company Name
- Physical Address

This process may take up to 24 hours, Monday - Friday. Once your account is activated you will receive an email with detailed instructions on how to login and utilize Public Purchase.

If you feel you have provided any of this information in error please email vendorsupport@publicpurchase.com.

**Account Information**

Company:  
Username:

Done

## Public Purchase – Vendor Registration, Part 2

Congratulations on setting up your Public Purchase Vendor Account! You should now be able to access your account, and search for agencies that are currently using our site for their bid process. Now you'll need to fulfill the second part of Vendor Registration—**Registering with an agency**. To register with an agency you will need to be logged into your account. **Click on Login** on the home page.



You will be directed to our Login page where you will need to enter your Username and Password that you created upon Account Registration.

The image shows a login form with two input fields: 'Username:' and 'Password:'. A red arrow points to the 'Username:' field. Below the fields is a 'Login' button.

Did you forget your password?  
Get help with your password here.

Not a member yet?  
Register as a new Vendor

This will take you to your home page. This is customized for each vendor in that only the bids you are **Invited To** and **Responding To** will show up.

The image shows the home page of the Public Purchase website. It features a navigation bar with 'Chat', 'Help', 'Logout', 'Home', 'Search', 'My Stuff', and 'Tools'. Below the navigation bar, there are links for 'Select Region' and 'Select Agency'. The main content area is divided into two sections: 'Bids Invited To' and 'Bids Responding To'. Each section contains a table of bid listings with columns for Bid ID, Agency, Start Date, End Date, Timeleft, and Addendums.

Bid	Agency	Start Date	End Date	Timeleft	Addendums
RFB #2008 / 08 - 35 - Circuit Breakers	City of Midway	Oct 6, 2009 2:25:09 PM ADT	Oct 13, 2009 10:48:02 AM ADT	CLOSED	No Addendums

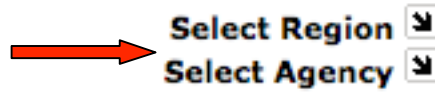
  

Bid	Agency	Start Date	End Date	Timeleft	Addendums
RFP #23-78-08 - Janitorial Services for City Hall	City of Midway	Oct 3, 2009 9:36:15 AM ADT	Oct 13, 2009 10:48:02 AM ADT	CLOSED	Oct 4, 2009
RFB #2008 / 08 - 37 - Classroom Equipment	City of Midway	Oct 5, 2009 8:54:58 AM ADT	Oct 13, 2009 10:48:02 AM ADT	CLOSED	Oct 5, 2009 Oct 5, 2009 Oct 6, 2009
RFB #2008 / 08 - 35 - Circuit Breakers	City of Midway	Oct 6, 2009 2:25:09 PM ADT	Oct 13, 2009 10:48:02 AM ADT	CLOSED	No Addendums
RA #2008 / 08 -36 - Reverse Auction of School Equipment - Chairs	City of Midway	Oct 3, 2009 4:36:18 PM ADT	Oct 17, 2009 12:00:00 PM ADT	CLOSED	No Addendums
RFB #2008/08 - 45 - Classroom Equipment High School	City of Midway	Oct 5, 2009 8:17:03 PM ADT	Oct 19, 2009 3:00:00 PM ADT	CLOSED	Oct 5, 2009 Oct 5, 2009
RFP #086790 - NUTRITION SERVICES SMALL EQUIPMENT	City of Midway	Oct 3, 2009 9:29:43 AM ADT	Nov 1, 2009 4:00:00 PM AST	12 days, 22 hrs	No Addendums

Customer Support: vendorsupport@publicpurchase.com | Copyright 1999-2009 © | The Public Group, LLC. All rights reserved.

The Public Group

In order to register for an agency you will need to select that agency from the drop down menus on the right-hand side of the page. Click on **Select Region** to choose the State and **Select Agency** to choose the agency you are registering with from the list.



This will take you to the Agency’s home page. If you are not registered with the agency you will see **[Register with this agency]** to the upper-left of the page near their logo. **Click** on this link.

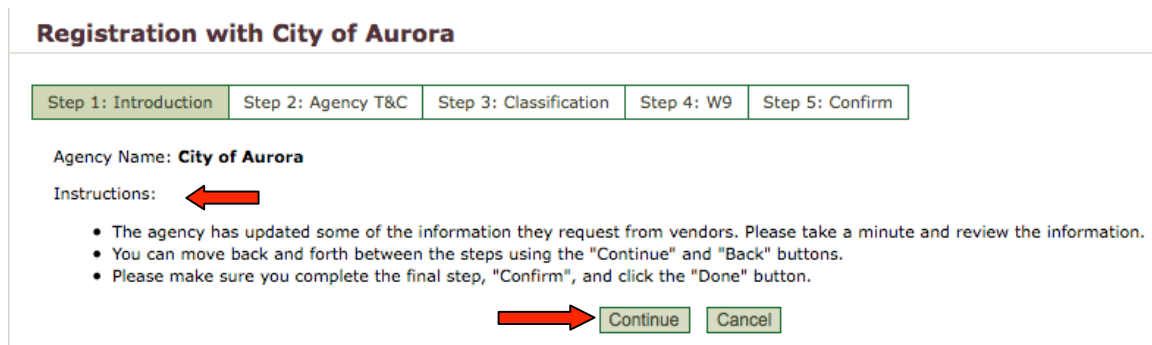


You will be directed to the Agency’s Registration page. Depending on the agency, their vendor registration will usually be a **5-Step process**.

### Registration with City of Aurora



**Step 1: Introduction** – Please read through the information on the page. This will give you the agency’s basic instructions for registration. When finished, **click “Continue.”** This will take you to the next step for registration.



Step 2: Agency T& C – This is where Agency’s Terms and Conditions will be.

### Registration with City of Aurora

Step 1: Introduction ✓ Step 2: Agency T&C Step 3: Classification Step 4: W9 Step 5: Confirm

In order to continue with the registration process you need to accept this agency's terms and conditions.

Terms and Conditions



## Vendor Registration Terms and Conditions for City of Aurora

- These are the terms and conditions

TermsAndConditions.html

You will need to carefully read through the Terms and Conditions and accept or decline the conditions listed there. **NOTE: If you decline the terms and conditions you will NOT be able to become a vendor for the agency.**



- I have read the document and I **accept** the conditions therein.
- I have read the document and I **decline** the conditions therein.

Click on “Continue” and you will be taken to the next registration step.



Back Continue Cancel

**Step 3: Classification** – Here you will be able to select the classification codes that match the bids you want to be notified about. Usually you will enter the classification codes under which your company falls. The agency will enter the type of codes they use. It could be **NIGP**, **NAICS**, **SIC**, **SITC**, **UNSPSC**, or another code used only by their agency.

The classifications you have already chosen during Public Purchase registration will show up here as well. If you wish to remove one or more classifications, simply **click** on the **Trash Can** at the right side of the page.

### Registration with City of Aurora

Step 1: Introduction Step 2: Agency T&C Step 3: Classification Step 4: W9 Step 5: Confirm

In order to match bids with interested vendors, this agency uses **NIGP** (National Institute of Governmental Purchasing). To select classifications either Browse or Search and click on the "Add" button once you find the appropriate match for your business. You may have to drill down in browse to find appropriate classifications. If you have already selected your classifications for NIGP with other agencies, please take a moment to review the information to make sure it is accurate. Please note that you can always manage your classifications for all agencies from within the "Tools" area.

### Classifications you have Selected

[285-14]	Circuit breakers, load centers, boxes, and panelboards	
[485-87]	Soil retardant (for carpets, rugs, etc.)	
[485-86]	Soap, hand: bar, liquid, and powdered	
[485-82]	Sanitary napkins and tampons, dispensable type	
[485-73]	Protectant (for furniture, carpet, fabrics, etc.)	
[485-65]	Janitorial equipment and supplies (not otherwise classified)	
[485-54]	Floor polishes and waxes, floor sealer, and dust mop treating compound	
[485-40]	Disinfectants, spray and powdered	
[485-29]	Cleanser, powdered, chlorinated	
[485-25]	Cleaner, tile and grout	
[485-18]	Cleaner, heavy duty degreaser, including oven cleaners	
[485-10]	Brooms, brushes, and handles	
[485-03]	Adhesive removers	
[485-02]	Animal cage cleaning compound	

You can select additional classifications by using the **Browse Tab**, or using a **keyword** search under the **Search Tab**.

**Browse** **Search**

- Administrative, financial, and management services
- Agricultural equipment and related products and services
- Arts, crafts, entertainment, theatre
- Automotive products, vehicles, and services
- Building equipment, supplies, and services
- Clothing, textiles, laundry equipment, and supplies
- Communication equipment and services
- Computers, software, supplies, and services
- Food, equipment, and related services
- Furnishings and related services
- Furniture and related services
- Hardware, related equipment, and services
- Highway road equipment, materials, and related equipment
- Janitorial and cleaning equipment, supplies, and services
- Laboratory equipment, supplies, and services
- Maintenance and repair of equipment
- Medical equipment, supplies, and services
- Miscellaneous commodities and services
- Office supplies, related items, and services

**Browse** **Search**

Keyword:  **Search**

Once you have completed your Classification Codes, click “Continue” and move to the next step.



**Step 4: W9** – This step will include any forms that the agency requires you fill out in order to work with them. This will usually include a W9 form, and any other tax information that they require. Simply enter your business’ information in the required fields, or download the form(s) and send them back to the agency depending on the format they have listed on the site.

**Registration with City of Aurora**

Step 1: Introduction ✓ Step 2: Agency T&C ✓ Step 3: Classification ✓ Step 4: W9 Step 5: Confirm

The agency requests that you please complete the following form.

Please make sure all required fields are filled in correctly.

Form **W-9** Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership)  Exempt payee  Other

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

**Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

[Download Completed PDF]

Click “Continue” and you will be directed to the final step.



**Step 5: Confirm** – Here you will be asked to review all of the information you entered during the Agency Vendor Registration process. If everything is correct, click **“Done”** and you are ready to view and respond to bids from the agency!

### Registration with City of Aurora

Step 1: Introduction ✓	Step 2: Agency T&C ✓	Step 3: Classification ✓	Step 4: W9 ✓	Step 5: Confirm
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Agency Name: **City of Aurora**

Review



- You have accepted the terms and condition document.
- You selected classification codes from NIGP to describe your business.
- You completed the requested form: W9.



## Public | Purchase®

Home | Help | Logout



### Open Bids for City of Aurora

**You are registered with this agency.**



Title	Start Date
-------	------------