STA Sacramento
Transportation
Authority

IMPORTANT NOTICE - ELECTRONIC BIDDING SYSTEM

Sacramento Transportation Authority is proud to announce that we will be using Public Purchase, a FREE web-based e-Procurement service. In order to begin or continue to receive bid notifications as a current vendor you must complete the two-step registration. Please register as soon as possible so that you have uninterrupted 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 to 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, please proceed directly to step 2.

2. Register with Sacramento Transportation Authority:

1. Once you have received your activation email from Public Purchase log in to www.publicpurchase.com and accept the terms and conditions of use.
2. Click on the "Tools" tab located on the far right of the menu header.
3. On the new list of sub-tabs, click on "Agencies"
4. Search for the agency **Sacramento Transportation Authority -** Make sure the Registration Status field is set to "All"
5. Once you find the result, please click on the [Register] tab on the far right of the agency name.
6. Complete the registration steps with the agency.

*It is important that this second part of the registration is complete, or you will not receive notifications of upcoming quote opportunities from the **Sacramento Transportation Authority.** 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 or use their Live Chat during business hours. It can be found in the upper left corner of the web site.