

SCHERTZ

COMMUNITY ★ SERVICE ★ OPPORTUNITY

If you are interested in becoming a registered vendor with the City, please complete the following steps:

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, please proceed directly to step 2.

2. **Register with City of Schertz**

- Once you have received your activation email from Public Purchase, log in and accept the terms and conditions of use.
- Begin by selecting the NIGP Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.
- Then click “Select Region,” and “Select Agency.”
- After selecting City of Schertz, click on the “Register with City of Schertz” on the right hand side of the City of Schertz's logo.
 - Complete the Vendor Registration Form, W-9, and Conflict of Interest form (if applicable). These forms can be faxed to 210.619.1169 or emailed to purchasing@schertz.com.