

CHAMBERS COUNTY HIGHWAY DEPARTMENT

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VENDOR ANNOUNCEMENT IMPORTANT NOTICE - CHANGE TO ELECTRONIC BIDDING SYSTEM

Dear Vendor,

In order to begin, or continue to, receive bid notifications as a current vendor 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.

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>
(please click the "register for Free" link on the right side of the page)

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

2. *Register with CHAMBERS COUNTY HIGHWAY DEPARTMENT:*

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 CHAMBERS COUNTY. begin by selecting the Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.

<http://www.publicpurchase.com/gems/chambersco,al/buyer/public/home>

C. If, for any reason, the link below fails, you can follow the following procedure to complete the registration process:

Use the Public Purchase link in Step 1 and log in. Then click "Select Region," and "Select Agency." After selecting CHAMBERS COUNTY, click on the "Register with CHAMBERS COUNTY" on the right hand side of the CHAMBERS COUNTY's logo.

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It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from CHAMBERS COUNTY HIGHWAY DEPARTMENT. It will be 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.

Thank you for participating in CHAMBERS COUNTY HIGHWAY DEPARTMENT'S new registration process.