



FINANCE DEPARTMENT  
PURCHASING OFFICE  
P.O. Box 380280  
Duncanville, TX 75138-0280  
www.duncanville.com

### ***DOING BUSINESS WITH THE CITY OF DUNCANVILLE***

Dear Potential Supplier,

The City of Duncanville would like to thank you for your interest in doing business with us. In an effort to enhance competition, and streamline back office functions, the City of Duncanville has partnered with Public Purchase, a web-based e-Procurement service. Using this service will make the bidding process easier for us and our suppliers and there are **no fees or charges** for you the vendor to participate or join. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors. 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 attached as well.

Public Purchase is an on-line bidding service designed to streamline the bidding process for suppliers and buyers. This eProcurement system will create a single location in which to view open bid opportunities and award information and will also provide you with automatic notifications of bid solicitations. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

### **PLEASE NOTE: YOU MUST REGISTER WITH PUBLIC PURCHASE TO BID.**

For a list of business opportunities with the City of Duncanville, please visit <http://www.duncanville.com/departments/purchasing/> and click on Business Opportunities.

Thank you for your interest in doing business with the City of Duncanville.

Thank you.

Purchasing Department  
972-780-5058

## PUBLIC PURCHASE REGISTRATION 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](mailto: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 previously please proceed directly to step 2.

### 2. **Register with City of Duncanville:**

A. Once you have received your activation email from Public Purchase log into [www.publicpurchase.com](http://www.publicpurchase.com) and accept the terms and conditions of use.

B. Then click on the link below to start your registration process with City of Duncanville. Begin by selecting the NIGP Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities. You may be prompted to fill out a W-9 for the City of Duncanville records and for tax purposes. *This form must be completed before you will be considered a vendor for the City of Duncanville even if City of Duncanville already has a W-9 from you on file.*

<http://www.publicpurchase.com/gems/duncanville.tx/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 City of Duncanville, click on the "Register with City of Duncanville" on the right hand side of the City of Duncanville logo

If you need any assistance with this process, please contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com) or use their Live Chat during business hours which can be found in the upper left corner of their website