



Thank you for your interest in Hernando County Schools. In order to begin, or continue to, receive bid notifications as a current vendor you must register with our Vendor/Bid Management System. This process is free and will only take a few minutes. The **two-step** registration process/instructions are detailed below:

It is important that you complete the second part of the registration process or you will not be able to download any current bids or receive notifications of upcoming opportunities from the Hernando County School Board. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

STEP 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 e-mail from notices@publicpurchase.com letting you know your account is activated. Be sure and add this e-mail address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

Once you receive your activation email, or if you are already registered with Public Purchase proceed to step 2.

STEP 2 - Register with Hernando County School Board:

Once you have received your activation e-mail from Public Purchase, log into www.publicpurchase.com using your user name and password.

On the top green menu bar click **Tools**

On the second green menu bar click **Agencies**

Type Hernando into the Agency Name box – click **Search**

Hernando County School Board will be listed under agencies, on that same line all the way to the right click **{Register}**

Read the short Introduction then click **Continue**

Next, select the Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities. Enter all the codes that pertain to your business. I encourage you to read through all the categories and subcategories to be sure you don't miss any. Once you selected all of your codes, click **Continue**

Next, you will be prompted to fill out a W-9 for the Hernando County School Board records and for tax purposes. *This form must be completed before you will be considered a vendor for the Hernando County School*

Board even if Hernando County School Board already has a W-9 from you on file. Once completed, click **Continue**

Next, you may select different business types that may pertain to your organization. If none, click **Continue**

Finally, review your information and click **Done**

You are now successfully registered with Hernando County Schools.

To view current bid opportunities click **Home** on the top green menu bar

Select Region – Florida

Select Agency – Hernando County School Board

You will see all of the current solicitations, you can click on any of them to participate

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.

Again, thank you for your interest in Hernando County Schools. We look forward to developing a business relationship with your company.