

METROPOLITAN COMMUNITY COLLEGE (MCC)
STEP 1 – REGISTER AS A VENDOR ON PUBLIC PURCHASE

1. Visit Public Purchase at www.publicpurchase.com/.
 - Click on the Register button.
 - **Free Registration** is recommended.
 2. Enter your company and contact information.
 - Business Description is encouraged to identify the goods or services your company provides.
 3. Create a *username* and *password* to access Public Purchase.
 - Your password requires a minimum of 6 characters with at least 1 number.
 - Keep this information for your records.
 - MCC does not have access to your *username* or *password*.
 4. Click “Next Step” to save your information.
 5. Choose your company’s classification(s) to identify goods or services your company provides in order to register on Public Purchase.
 1. A list of generalized codes is used to identify major items/services categories.
 2. Search by keyword to identify proper classifications in the Search field. Once the codes have been identified, click [add] to the right of the code.
 3. If a code is added in error, click on *trash can* to the right of the page to remove it.
 6. The next portion of the registration is for you to indicate regions where your company is willing to work.
 1. For example, this could be nationwide, all states on the Eastern Seaboard, Kansas and Missouri, or only the state in which you are headquartered.
 2. After selecting the region, click on “Next Step” to save your information.
 7. The next choice is to select all the type of agencies your company is interested in working with: cities, school districts, public works, or colleges and universities.
 1. You may also choose when you will be notified of solicitations at any stage of the solicitation process.
 2. You can click [Select All] to keep up with every stage of the bid.
 8. Confirm your free registration. **Free Registration** is recommended.
 9. Verify information on the next page and click “Done”.
 10. Wait for email notification from Public Purchase within 24 hours to confirm you are registered in their system.
 11. Proceed to STEP 2.
 1. **You must complete STEP 2 in order to be notified of any solicitations from MCC.**
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STEP 2 – REGISTER AS A VENDOR WITH MCC

1. Visit Public Purchase at www.publicpurchase.com/.
 - Log in with your **Username** and **Password**.
2. The home page is customized for your company and shows only the solicitations you are invited to and responding to when you are *fully registered*.
3. Click on the **Tools** tab on the top right hand side of the screen. Click on **Agencies**. Type in **Metropolitan Community College** and click on search. Click **Register** on the right hand side of Metropolitan Community College and click **Save**.

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Registration with Metropolitan Community College

Click any of the steps to directly review its information

Step 1 Introduction Step 2 Classification Step 3 Business Types Step 4 Confirmation

Agency Name: **Metropolitan Community College**

Instructions:

- This is a one-time process for this agency. Once you are done you will be able to respond to other bids from this agency without having to repeat this step. *
- Please click the "Register" button below to register with the agency.

Cancel Save

* If an agency updates the information they require from vendors, you may be asked to return to this screen to review your information.

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4. Click on **Classification**. **Very important step!** You are again required to select the classification(s) of goods or services your company provides. This list of classification codes is specific to MCC solicitations.
 1. Select NIGP codes.
 2. Search by keyword to identify proper classifications in the Search field.
 3. **If you do not select classification codes, your company will not receive solicitation notices.**
5. Identify the codes you want to add.
 1. Click Add to the right of the code.
 2. Click on the *trash can* to the right of the code to remove a code you selected in error.

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In order to match bids with interested vendors, this agency uses **NIGP** (National Institute of Governmental Purchasing). To select classifications either Browse or Search and click on the "Add" button once you find the appropriate match for your business. You may have to drill down in browse to find appropriate classifications. Have already selected your classifications for NIGP with other agencies, please take a moment to review the information to make sure it is accurate. Please note that you can always manage your classifications for all agencies from within the "Tools" area.

Classifications you have Selected

[958-16]	Business management services	🗑
[958-38]	Farm management services, including dairy, pasture and range management	🗑
[958-62]	Irrigation system management services	🗑
[650-66]	Swimming pools, equipment, and supplies: heaters, lights, and vacuum machines; for chemicals see class 885	🗑
[912-23]	Construction, general: backfill services, digging, ditching, road grading, rock stabilization, etc.	🗑
[208-12]	Architectural software, microcomputer	🗑
[209-14]	Architectural software, mainframes and servers	🗑

Browse Search

- Administrative, financial, and management services
- Agricultural equipment and related products and services
- Arts, crafts, entertainment, theatre
- Automotive products, vehicles and services

3. Click **Continue** when you are finished.

STEP 2 – REGISTER AS A VENDOR WITH MCC

6. Click on **Business Types**. Click the appropriate business types for your business.

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- B(a)** 8(a) Qualified Business
- HUB** HUBZone (Historically Underutilized Business Zone) Small Business
 - MBE** Minority Owned Business
- SDVOB** Service-disabled Veteran Owned Business
 - SBE** Small Business Enterprise
 - SDB** Small Disadvantage Business
 - VetBiz** Veteran Owned Business
 - WBE** Woman Owned Business
 - Local** Local Business
 - SSV** Sole Source Vendor
- MCBE** Micro-business enterprise (preference eligible)
- MWBE** Minority Women-Owned Business Enterprise
 - SDBE** Self-declared business enterprise
 - Local** Local Business
 - MBE** Minority Business Enterprise
- AABE** African American Business Enterprise
- ABE** Asian American Business Enterprise
- HABE** Hispanic American Business Enterprise
- NABE** Native American Business Enterprise
 - SBE** Small Business Enterprise
- WBE** Woman-owned Business Enterprise
- VBE** Veteran-Owned Business Enterprise
 - ROB** Resident-Owned Business
- SECTION 3** Section 3 Business Concern
- HUB** Historically Underutilized Business
 - 500** Employs 500 in TX

Confirm all information you have entered.

- Click Done if all your information is correct.
- You are now ready to view and respond to solicitations for goods or services from MCC.