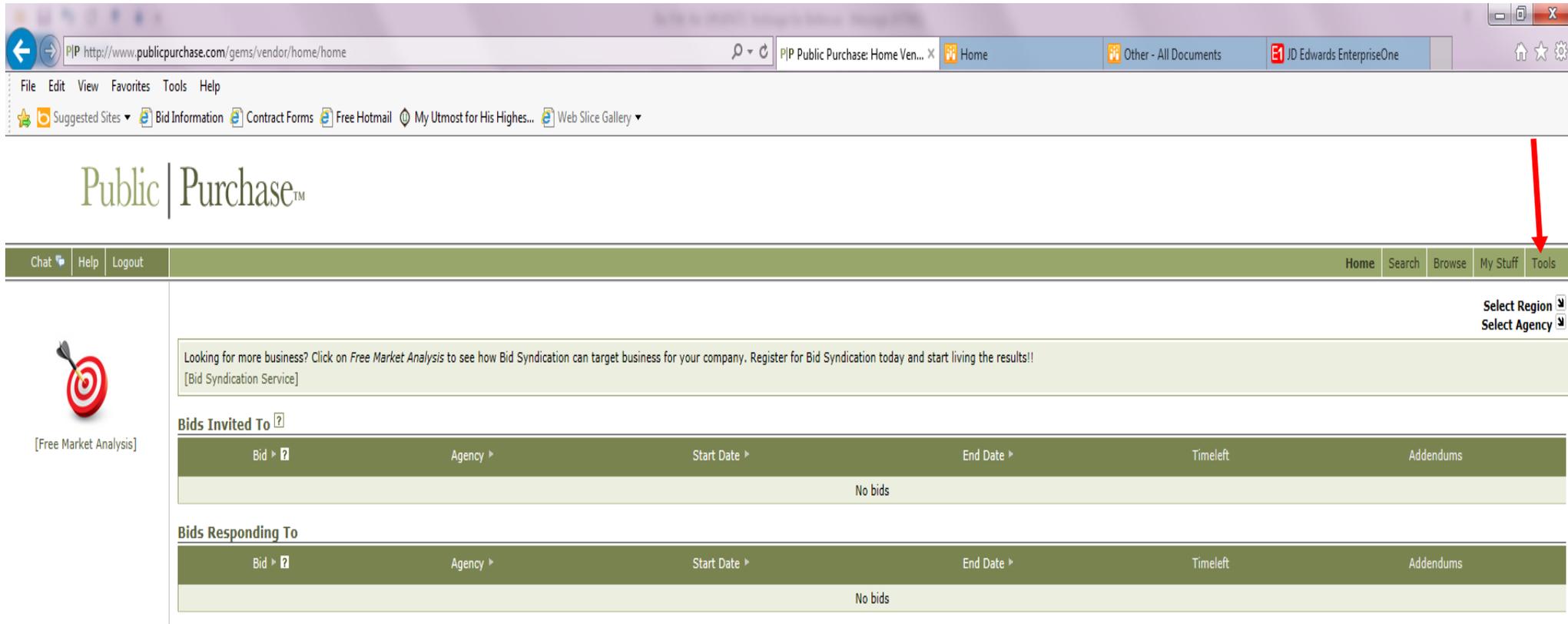


Uploading Your Statement of Qualifications (SOQ)

Once you have logged in, click on the “Tools” tab on the far-right side of your screen.



The screenshot shows a web browser window with the URL <http://www.publicpurchase.com/gems/vendor/home/home>. The browser's address bar and tabs are visible. The website's header includes the logo "Public | Purchase™" and a navigation bar with links for "Home", "Search", "Browse", "My Stuff", and "Tools". A red arrow points to the "Tools" link. Below the navigation bar, there is a "Chat | Help | Logout" section. The main content area features a "Free Market Analysis" section with a target icon and a promotional message: "Looking for more business? Click on *Free Market Analysis* to see how Bid Syndication can target business for your company. Register for Bid Syndication today and start living the results!! [Bid Syndication Service]". Below this, there are two sections: "Bids Invited To" and "Bids Responding To". Each section contains a table with columns for "Bid", "Agency", "Start Date", "End Date", "Timeleft", and "Addendums". Both tables show "No bids".

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Chat | Help | Logout Home Search Browse My Stuff Tools

Select Region
Select Agency

Looking for more business? Click on *Free Market Analysis* to see how Bid Syndication can target business for your company. Register for Bid Syndication today and start living the results!!
[Bid Syndication Service]

[Free Market Analysis]

Bids Invited To

Bid	Agency	Start Date	End Date	Timeleft	Addendums
No bids					

Bids Responding To

Bid	Agency	Start Date	End Date	Timeleft	Addendums
No bids					

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Once you're in "Tools", select the "Agencies" tab along the top. This will bring up a search page to search for agencies you have registered with. Enter the name of an agency you have registered with (the seven agencies who are part of the Shared Procurement Portal are City of Bellevue, City of Redmond, City of Issaquah, City of Woodinville, King County Library System, Pacific Hospital Preservation and Development Authority and Sammamish Plateau Water & Sewer District). After entering the name, click "Search". This should bring up the agencies you've registered with below. To the right of the agency name, in the last column, select the "Review" link. This will bring you to your vendor profile.

The screenshot shows the Public Purchase website interface. At the top, there is a navigation bar with tabs for Home, Search, Browse, My Stuff, and Tools. The 'Tools' tab is active, and a sub-menu is visible with 'Agencies' selected. Below the navigation bar, there is a search form with the following fields:

- Agency Name:
- New Agencies Since:
- Registration Status:
-

Below the search form, there is a table with the following data:

Agency	City	State	Registered	
Bellevue ISD	Bellevue	TX		[View] [Register]
City of Bellevue	Bellevue	WA		[View] [Review]

At the bottom of the page, there is a footer with the text: "Customer Support: vendorsupport@publicpurchase.com | Copyright 1999-2016 © | The Public Group, LLC. All rights reserved." and the logo for "The Public Group".

Next you will see the five (5) steps in the registration process. To clarify, you are already registered with this agency, but just need to load up your SOQ. To do so, click the “Step 3 SOQ” square.

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Chat Help Logout Home Search Browse My Stuff Tools

Registration with City of Bellevue

Click any of the steps to directly review its information

Step 1 Introduction	Step 2 Classification	Step 3 SOQ	Step 4 Business Types	Step 5 Confirmation
------------------------	--------------------------	---------------	--------------------------	------------------------

Agency Name: **City of Bellevue**

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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You will then see, below the registration steps, a button that says, "Upload File". Click this button to attach your SOQ.

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Chat Help Logout Home Search Browse My Stuff Tools

Registration with City of Bellevue

Click any of the steps to directly review its information

Step 1 Introduction Step 2 Classification **Step 3 SOQ** Step 4 Business Types Step 5 Confirmation

Vendors who provide engineering, architectural, professional, recreational, IT or legal services are required to upload a Statement of Qualifications (SOQ) to their vendor profile. To find out what information is required as part of an SOQ, please visit www.sharedprocurementportal.com under "Businesses" and "Roster Information". If you have questions regarding your SOQ, please email procurement@bellevuewa.gov.

File	Delete	Download
There are no files uploaded at this moment		

[Upload File](#)

[Back](#) [Cancel](#) [Save](#)

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Once you've attached your file, you should see it listed right above the "Upload File" button (see below). Click "Save" when done. You will automatically be taken to the next step in registration; "Step 4 Business Types". Since you have already registered, scroll to the bottom of this page and select "Save".

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Chat Help Logout Home Search Browse My Stuff Tools

Registration with City of Bellevue

Click any of the steps to directly review its information

Step 1 Introduction Step 2 Classification **Step 3 SOQ** Step 4 Business Types Step 5 Confirmation

Vendors who provide engineering, architectural, professional, recreational, IT or legal services are required to upload a Statement of Qualifications (SOQ) to their vendor profile. To find out what information is required as part of an SOQ, please visit www.sharedprocurementportal.com under "Businesses" and "Roster Information". If you have questions regarding your SOQ, please email procurement@bellevuewa.gov.

File	Delete	Download
Sample SOQ.pdf	[delete]	[download]

Upload File

Back Cancel Save

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After selecting “Save”, you will be brought to the final step of the registration process; “Step 5 Confirmation”. Click the “Register” button at the bottom to complete the uploading of your SOQ. You will then be brought back to the original agency search screen. Your SOQ has now been uploaded for that specific agency.

***Please Note – You will need to do the process described above for each agency you have registered with. If you have a question regarding your SOQ, please contact Linda Johnson at lrjohnson@bellevuewa.gov.**

The screenshot shows a web browser window with the URL https://www.publicpurchase.com/gems/vendor/agencyRegistration?action=process&hen=BUSINESS_TYPES&wel. The browser tabs include "PUBLIC GROUP, LLC, THE [US]", "PIP Public Purchase: Agency Re...", "Participating Agencies", "Other - All Documents", and "JD Edwards EnterpriseOne". The browser's address bar shows "File Edit View Favorites Tools Help" and "Suggested Sites Bid Information Contract Forms Free Hotmail My Utmost for His Highes... Web Slice Gallery".

The website header features the "Public | Purchase™" logo. A navigation bar contains "Chat", "Help", "Logout", "Home", "Search", "Browse", "My Stuff", and "Tools".

Registration with City of Bellevue

Click any of the steps to directly review its information

Step 1 Introduction	Step 2 Classification	Step 3 SOQ	Step 4 Business Types	Step 5 Confirmation
------------------------	--------------------------	---------------	--------------------------	------------------------

Agency Name: **City of Bellevue**

Note: Your registration is not yet complete. Please click "Register" below.

Review

- You selected classification codes from NIGP to describe your business.
- You have uploaded files on the SOQ step.

Buttons: [Back](#) [Cancel](#) [Register](#)