

**Department of Purchasing**  
**175 S. Main St., Rm. 742**  
**Akron, OH 44308**

**Phone: (330) 643-2557**  
**Fax: (330) 643-8107**

Vendors must register with the Public Purchase eProcurement System.

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

It can take up to 24 hours for your account to become active. You will receive an email from [notes@publicpurchase.com](mailto:notes@publicpurchase.com) letting you know your account is activated.”

### **Helpful Links**

[Change to Electronic Bidding System](#)  
[Public Purchase Registration Instructions](#)  
[Certificate of Tax Exemption](#)  
[Purchase Order Terms and Conditions](#)  
[Board of Control](#)

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Vendors, for [Professional Services](#) (**See Definition**) Please contact: [Shannon McNulty](#) (330) 643-2557

