

WISCONSIN ASSOCIATION OF PUBLIC PURCHASERS
And
Onvia DemandStar

Registration Information for Wisconsin Local Government Units

- 1) Review the **FAQ's** document on the **WAPP** website (www.wapp.org).
- 2) Review **WAPP** templates, use and modify as needed by your institution and insert your institution's logo and information. Add template bid language to current solicitations (see sample provided).
- 3) Obtain any required authorization from your institution.
- 4) Download the **WAPP Participating Members Agreement** and prepare two sets of documents.
 - Complete the required information and obtain authorized signature within your institution.
 - MEMBERSHIP CONFIRMATION is required:
 - i. Have a current **WAPP** officer sign your agreement confirming that your institution has a current, paid member in **WAPP**. This requirement is stated in the agreement document.
 - ii. Or e-mail a current WAPP officer, requesting they e-mail confirmation to Onvia that your institution has a current, paid member in WAPP.
- 5) Download the **Institution Activation Form**, complete the required information and forward to Onvia along with two sets of the Participating Members Agreement. Request the Onvia return a fully executed set to your attention.
- 6) Prepare vendor list and forward to Onvia to consolidate. This is not mandatory, but will aid in vendor notification. Start notifying your vendors and comply with your institution's advertising requirements and any other requirements. Refer vendors to register: www.onvia.com/WAPP.
- 7) TRAINING: Contact Onvia Agency Services
 - E-mail address: agencyservices@onvia.com
 - Toll free: 1-800-331-5337
- 8) The **WAPP** Cooperative Committee will host a conference call on the second and fourth Thursday of each month at 10:00 a.m. Central Time for discussions, problem solving and questions.

Please review all the information provided on the **WAPP** website before calling.

- Call (920) 448-3047 or (920) 448-3048 and ask to join the discussion.