

# Want to do Business with the County of Hawai'i?

Learn about opportunities and  
register for compliance  
in two easy steps

1

Register on Public Purchase an  
electronic bidding and vendor  
management software

2

Obtain your "Certificate of Vendor  
Compliance" through Hawaii  
Compliance Express (HCE)

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## Doing Business with the County of Hawai'i

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**County of Hawai'i  
Purchasing Division  
25 Aupuni St., Suite 1101  
Hilo, HI 96720**

**Visit our website at  
[www.hawaiicounty.gov](http://www.hawaiicounty.gov)  
or Email us at  
[purchasing@hawaiicounty.gov](mailto:purchasing@hawaiicounty.gov)**



## 1. REGISTER WITH PUBLIC PURCHASE

The free registration process is broken down into two steps. First register your business with Public Purchase. Once your account is activated, select to receive County of Hawaii notices. Registration for each step should take a few minutes and vendors are recommended to have their business information available throughout the registration process. To begin, go to the system's website ([www.publicpurchase.com](http://www.publicpurchase.com)) and follow the online instructions for free registration. If you need assistance at any time during the process, the chat button is an excellent resource!

## 2. HAWAI'I COMPLIANCE EXPRESS (HCE)

The Compliance Express service saves you time and hassle by providing an online "Certificate of Vendor Compliance" for your business entity.

This single certificate eliminates the need to obtain individual copies of clearances with the IRS, Department of Labor, DCCA, and State tax offices. The service includes real time monitoring of your status of compliance with each agency and you will be automatically notified by email any time your compliance status has changed.

To obtain your "Certificate of Vendor Compliance" go to: <https://vendors.ehawaii.gov/hce/splash/welcome.html> and follow the registration instructions.

# COUNTY OF HAWAI'I PURCHASING DIVISION

## OUR MISSION

It is the mission of the County of Hawai'i Purchasing Division to procure quality goods and services that meet the user's needs, at a reasonable cost, in a fair and impartial manner, and with the maximum feasible amount of competition.

## OUR PROCESS

The County of Hawai'i has partnered with Public Purchase, a web based e-Procurement service to provide online bidding and vendor management. All information necessary to view and respond will be posted on this website.

## OUR APPRECIATION

Thank you for your interest in becoming a vendor for the County of Hawai'i and using Public Purchase, the County's e-procurement system.

