

The Vendor Tutorial

Account Management

Step 1: Once you have logged into your company's ePortal, click on the link labeled **Account Management** located on the left side menu.

Step 4: You are now at your **Account Management** screen. Here, you are presented with a number of options:

- **Account Profile:** Here, you may review your company's information currently on-file with Prime-Vendor, Inc. Fields include address, officers, contact information, identification numbers, business classifications, service information, and bidder e-mail addresses.
- **Edit Profile:** This link will allow you to edit your account profile. Each data field provides your current company information in an editable text box. Click anywhere in the box to edit the text.
- **List Commodity Codes:** Here, you are able to view the NIGP commodity codes currently associated with your company. These codes are used to profile your company's goods and services. You will receive bids based on these codes.
- **View Bid Log:** This link will allow you to view the status of all bids sent to you in the last 90 days. You may also resend a bid if you have failed to receive the bid or have lost it. All bids are resent to your current email address displayed under your account profile.

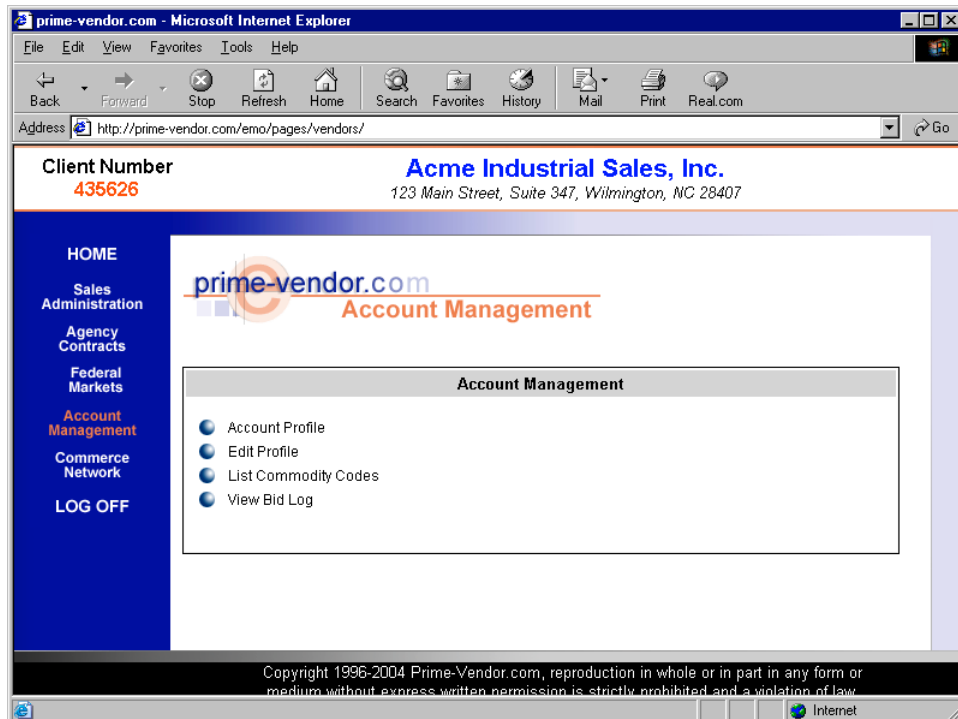


Image 1: 'Account Management' screen

Step 6: Click the blue button to view any of the above links.

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Editing Your Profile:

Step 1: Select **Edit Profile** from the **Account Management** menu.

Step 2: Place your cursor over the text you wish to revise and click on it. You may edit each category listing that has a box next to it (See Image 2).

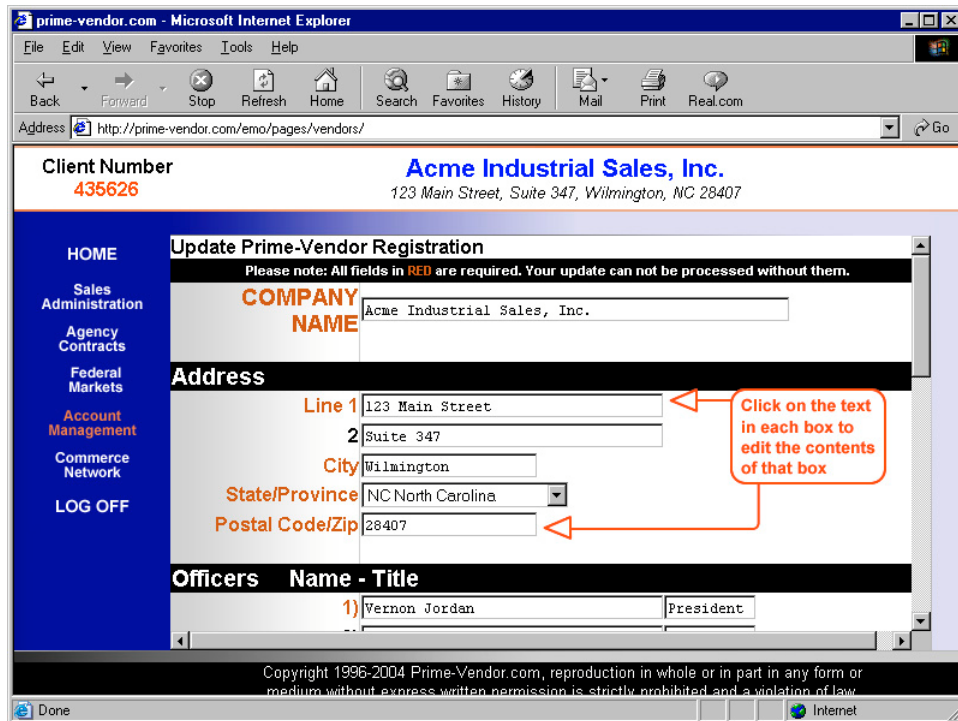


Image 2: Editing your profile

Step 3: To submit your changes to the system, scroll down to the bottom of the screen and click on the button marked **Submit Update**.

Step 4: You will see a confirmation screen notifying you that your request has been sent.

Updating Your Commodity Profile:

Step 1: Select **List Commodities** from the **Account Management** menu.

Step 2: The screen now shows all of the NIGP codes currently associated with your vendor account. You may scroll through the list of codes profiling your company on this screen. Each five digit NIGP Code has two parts:

- The first three digits represent the category heading. In Image 3, below, the code 204-00 is highlighted in yellow. This code represents the general category *Computer Hardware and Peripherals for Microcomputers*.
- The last two digits of each code are used to specify a particular product. In Image 3, below, 204-14 (*Cameras, Digital, For Windows*) is a more specific selection than the broader category mentioned above. The category code is added automatically when you choose to add a code specifying a particular product.

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Note: When choosing codes, each vendor is able to draw from five categories at the most. To add more categories to your profile contact Prime Vendor, Inc. with your request.

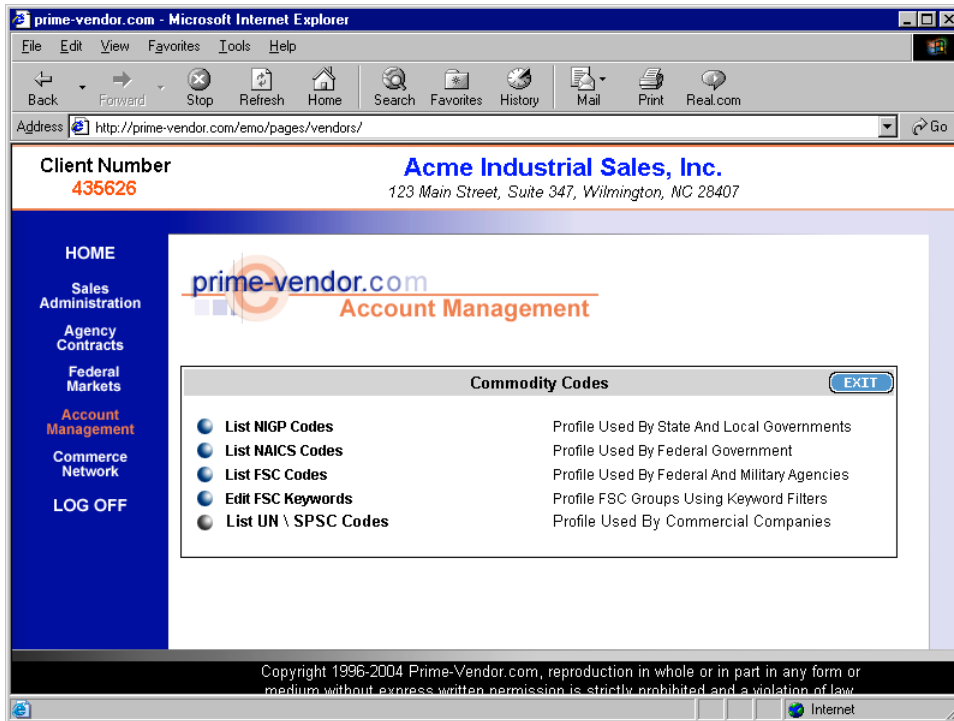


Image 3: The 'List Commodities' screen

Step 3: To edit your NIGP profile, click on the **List NIGP Profile** button at the top of the screen. Then click the blue **Edit NIGP Profile** button.

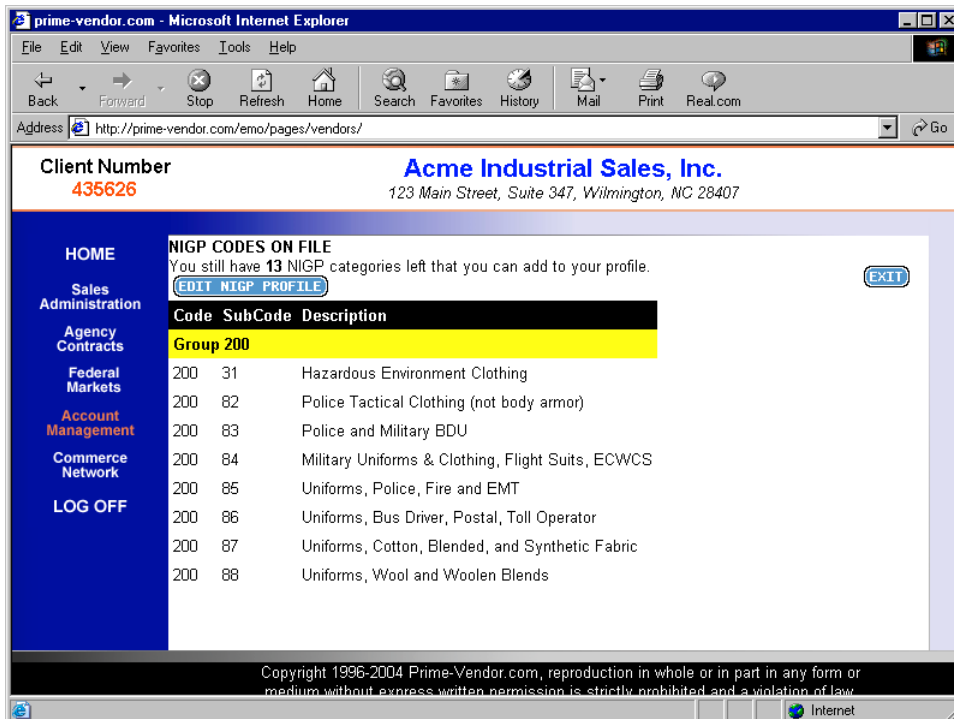


Image 4: 'List NIGP Profile' screen

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Step 4: There are many options available to you through the **Edit NIGP Profile** screen (See Image 5):

- **Search the NIGP Catalogue:** To begin searching the NIGP catalogue, enter a keyword in the search blank provided, and press the **Search** button. The results of your query will appear in the open space below the search box. Check the box next to each code you wish to add. After all of the desired codes have been selected, press the button labeled **Choose These**, found at the bottom of the screen, to add these codes to your NIGP profile. A screen confirming the number of codes you have added will display.

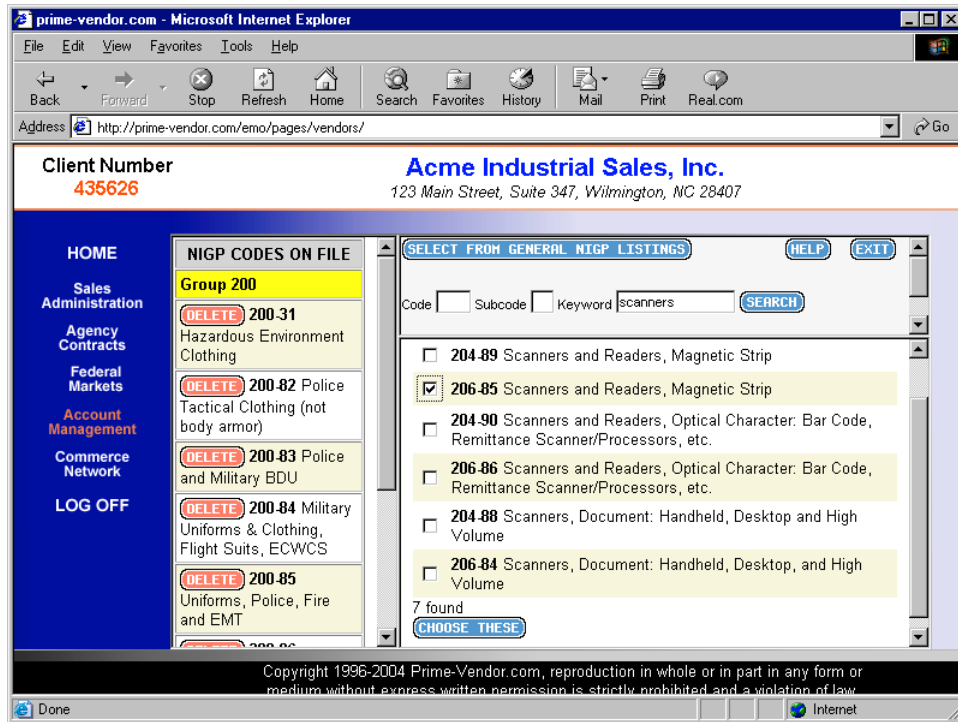


Image 5: Edit NIGP codes screen

- **Browse General NIGP Listings:** To browse the NIGP code catalogue, click on the button labeled **Select From General NIGP Listings**. You will be presented with a catalogue of the NIGP code category headings. Click on a category name (highlighted in blue) to see an index of the product specific listings under that category. These codes will be added the same way they were under the search screen.
- **Delete Codes:** The menu to the left of the **Edit NIGP Profile** screen displays the NIGP codes currently associated with your vendor profile. You may delete any of these codes by clicking on the **Delete** button next to the code you wish to remove. A pop-up window will ask if you to confirm your selection for deletion.

The Bid Log:

Step 1: Select **View Bid Log** from the **Account Management** menu.

Step 2: To see the bids that have been sent to you beyond the past 7 days, select the drop down menu labeled **Limit Log To**. You may view bids from the past 15, 30 or 90 days. Select the desired limit and press the **Re-List Bids** button (See Image 6).

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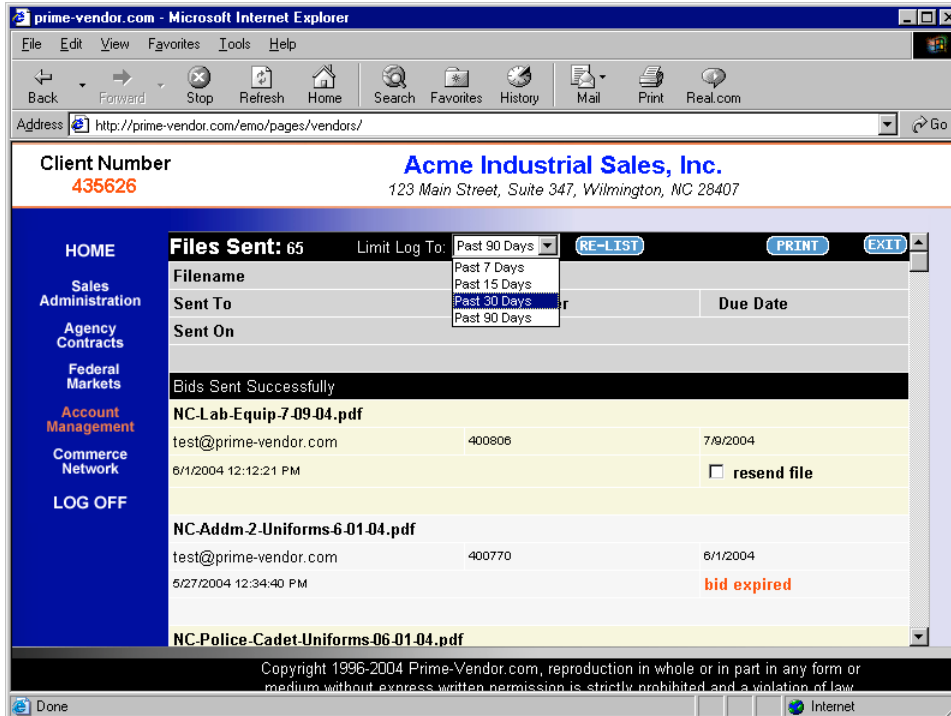


Image 6: Bid log

Step 3: To have any number of bids resent to you click on the checkbox below the due date for the bid. Once all of the desired bids have been selected press the button labeled **Resend Checked Files**

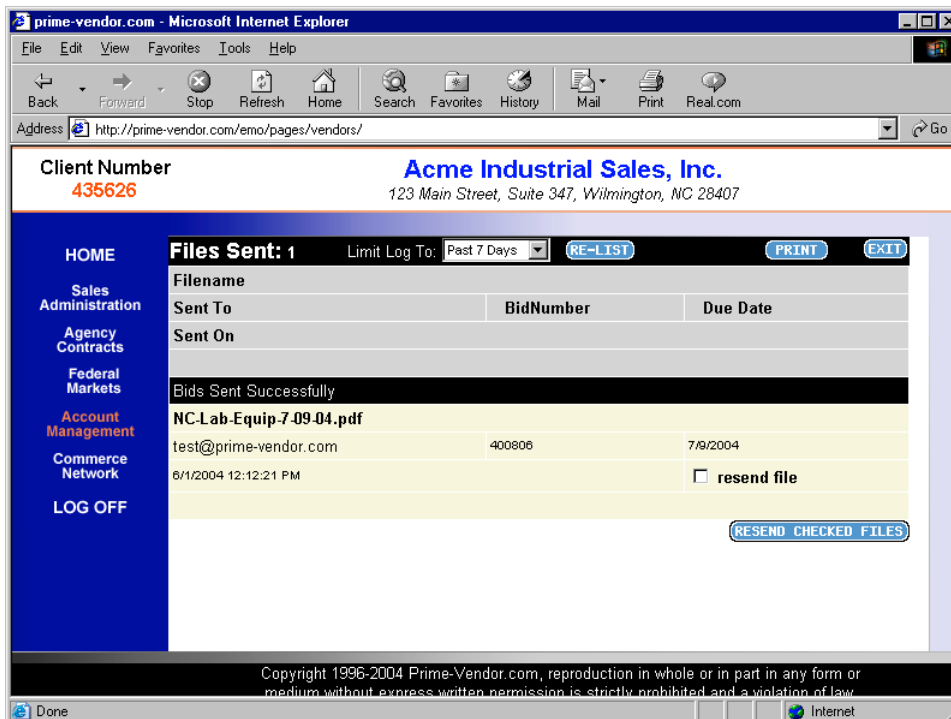


Image 7: Resend Checked Files button