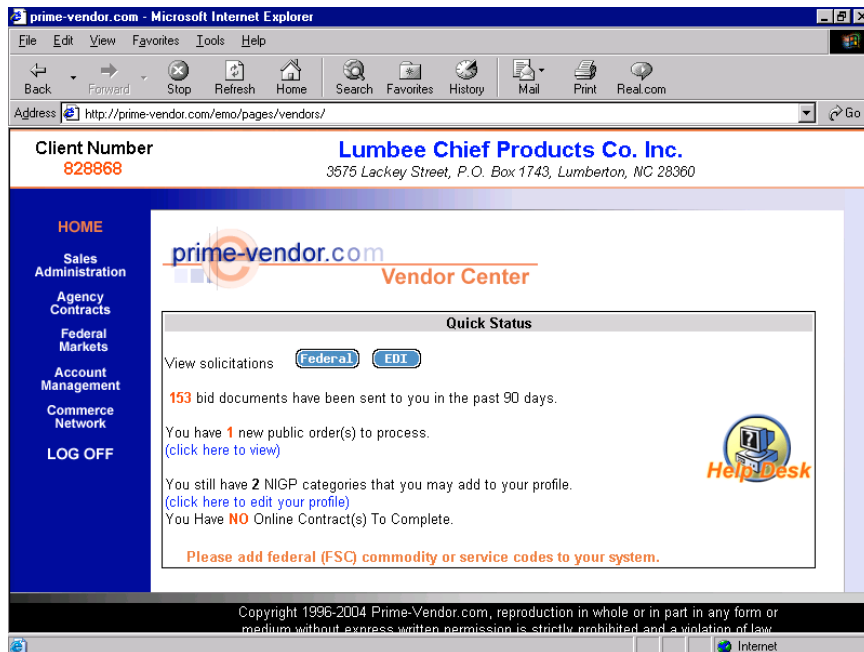


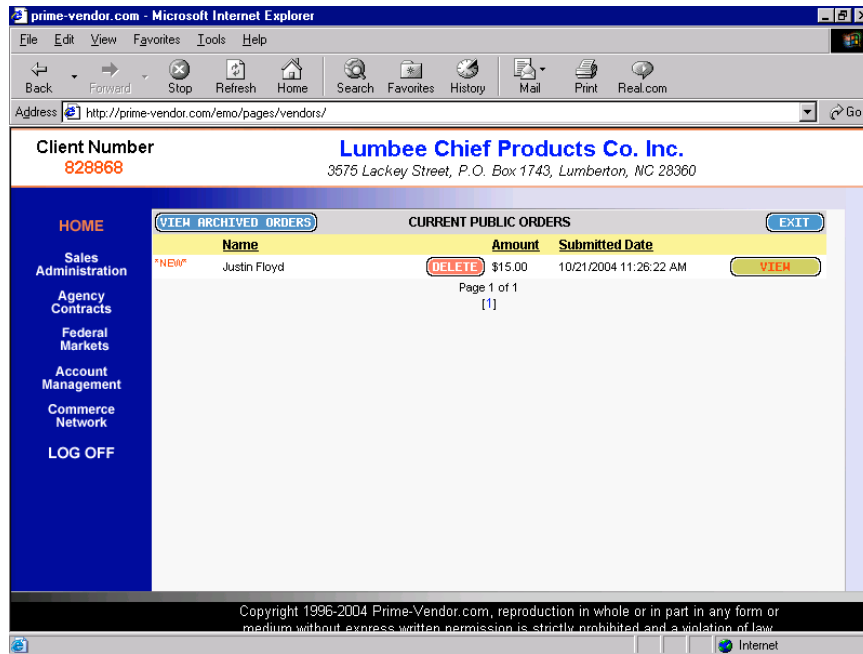


Signing in to the Prime Vendor Program

Once you are logged in to the program you will be greeted by your **Quick Status** Page. This page gives you a synopsis of all active orders, bids, contracts or other functions of the program. You will see a message that says, "You have one new public order(s) to process" select the **Click Here to View** link below the message to access the new order.



Your Quick Status Page



Current Public Orders

Selecting **Click Here to View** will bring you to the “Current Public Orders Screen” Select the **View** button of the new order to retrieve the order information. Scrolling down this screen will reveal the Order information. Select **Print** to have a hard copy of this order.

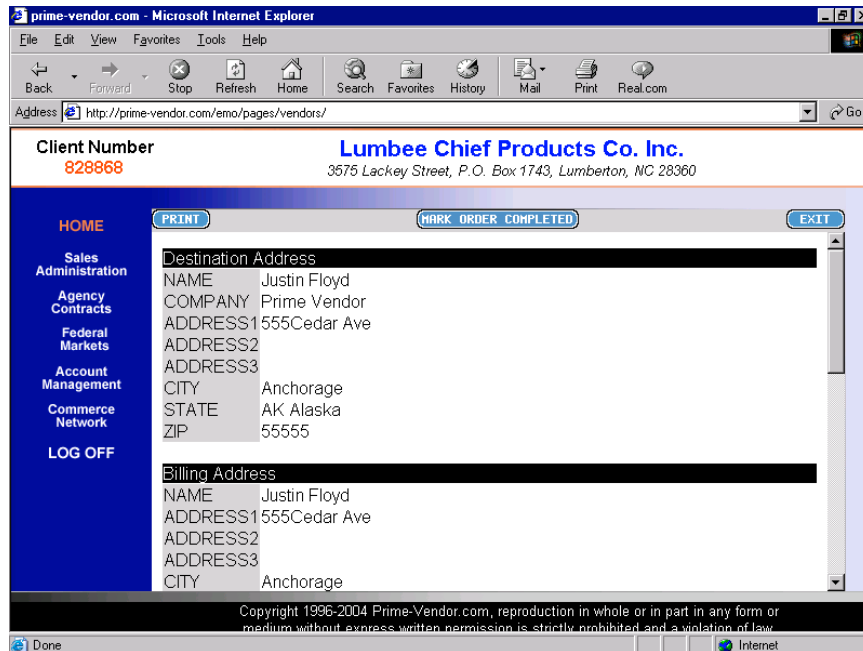


Image 5: The Order Information Screen

When you have finished with this screen select the button **Mark Order Completed**. This will tell the system that you have processed the order and want it to be archived. The system will prompt you to confirm your selection.

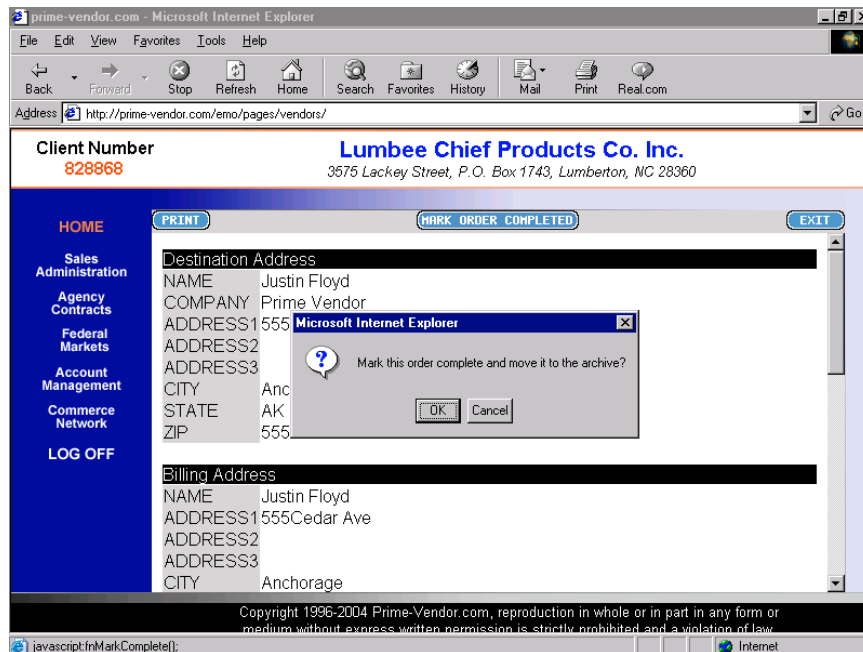


Image 6: Select OK to complete and archive this order.

After you select OK, you will be returned to the "Current Public Orders" Screen. The order has been removed from this screen. If you need to access this order again select the **View Archived Orders** button.

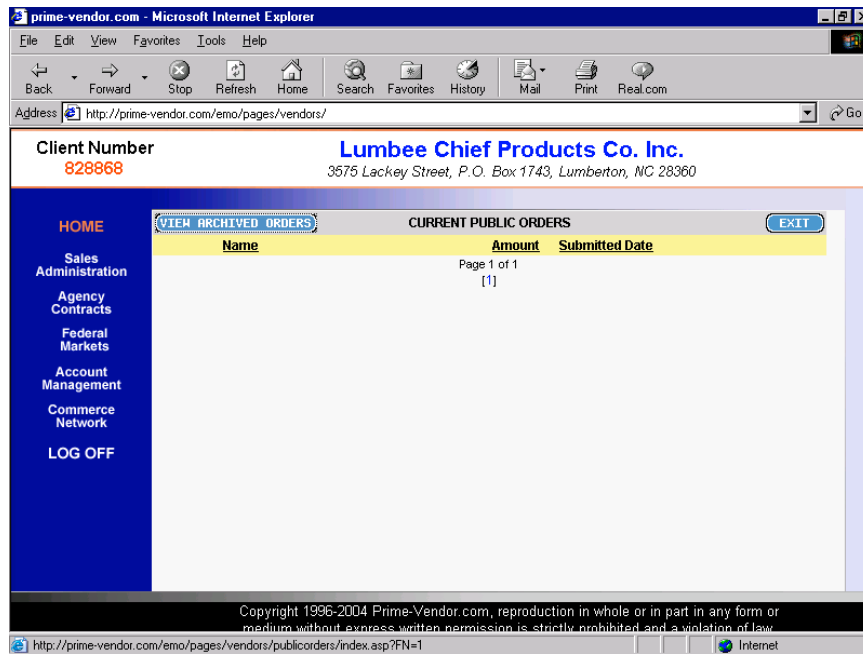
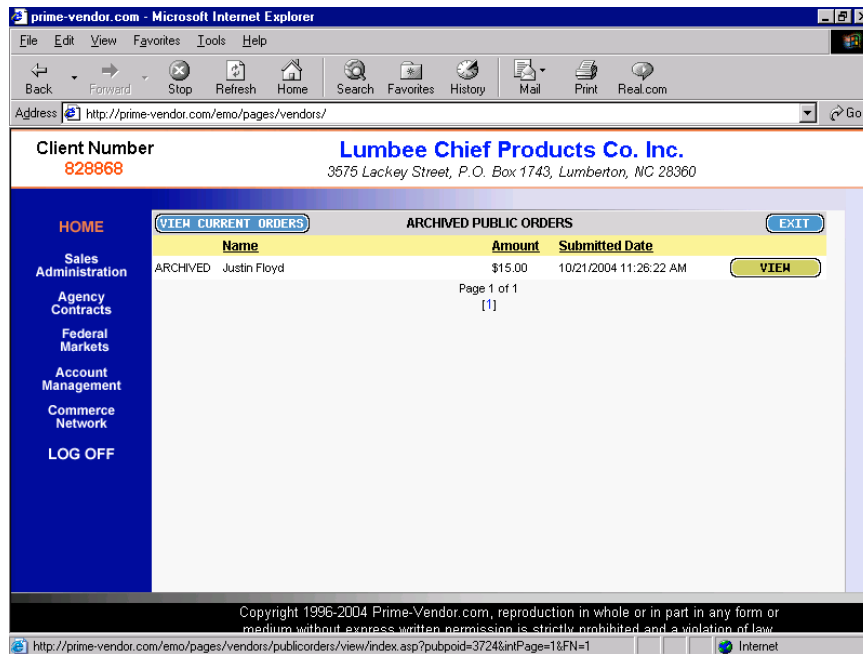


Image 8: The order has been moved to the archives.

All of your previous orders will be listed in the archives including the one you just processed. Select the **View** button to view and print this order again. If you are finished with this order, select **Exit**.



The Archived Order