



Vendor/Seller Administrator: How to Maintain & Edit Your Company Profile

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Vendor Maintenance

Once registered, a vendor can log in and make updates or changes to their vendor profile. Changes could include:

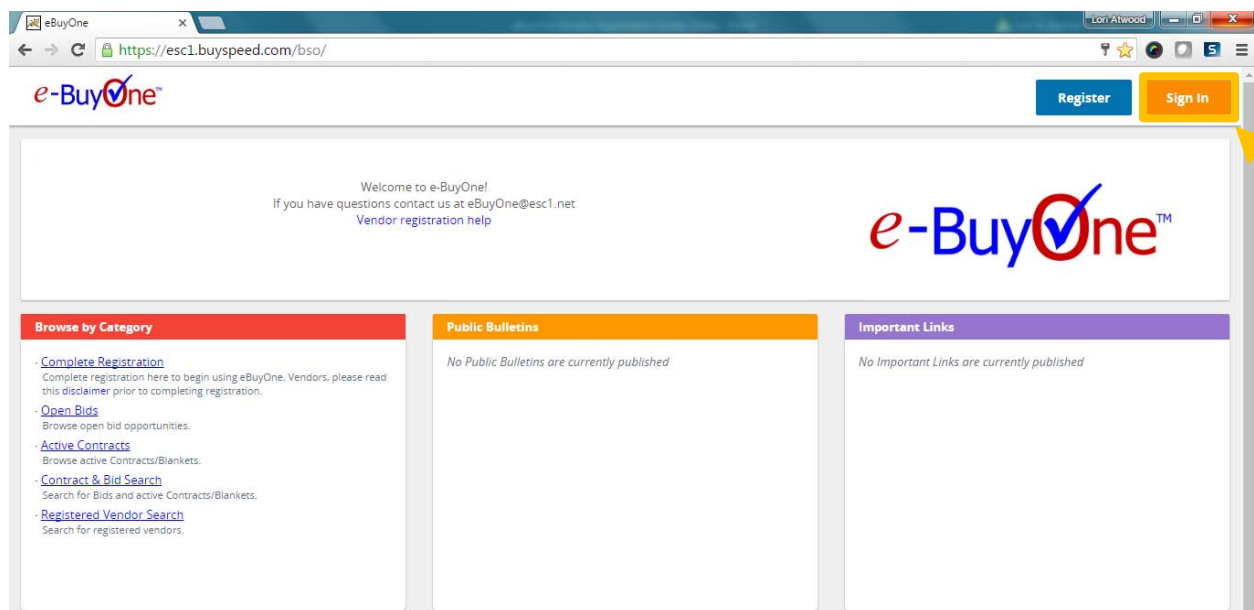
- ❖ **Update address information**
- ❖ **Add/delete users**
- ❖ **Add or deactivate commodity or service codes**

Navigate to

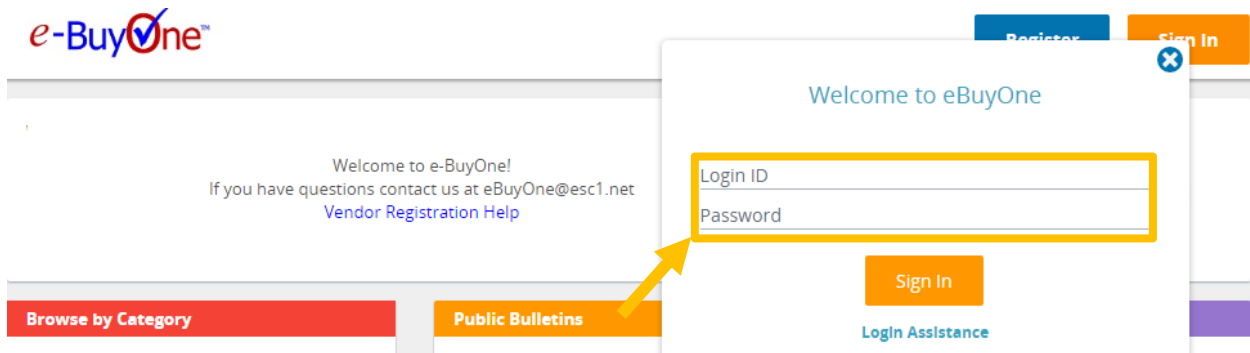
The eBuyOne solution is accessible using a supported web-browser browser on a device with an internet connection. To register as a vendor, navigate to <https://esc1.buyspeed.com/bs/> by typing the URL into the Internet browser.



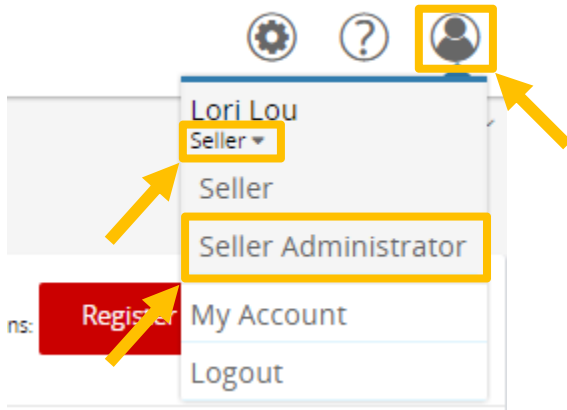
1. Click **Sign in**



2. Enter your **Login ID** and **Password**



3. Click on your **profile icon**
4. Click the **Seller** dropdown
5. Select **Seller Administrator**



Note: If your company will have multiple users that need to access to view and respond to bids, identify who will be the **Seller Administrator**. The **Seller Administrator** should initiate the registration process and will be the only user with the rights to add additional users, add dba's, maintain addresses, NIGP Codes, and other organizational information.

Maintain General Organization Information

From the Seller Administrator home page,

1. Click **Maintain Organization Information**

General Alerts

Maintain Organization Information



This section is used for maintaining organization information.



Maintain Users on this Account



This section is used to maintain users for the organization.

Add Users on this Account



This section is used to add users to the organization.

Add Associated Organization



This section is used for adding an organization with the same Tax ID.

2. Click **Maintain General Organization Information**

Maintain General Organization Information



This section is used for maintaining general organization information.



Maintain Addresses



This section is used to maintain addresses.

Maintain Commodity Codes & Services



This section is used to maintain commodity codes and services.

Maintain Regions



Maintain Terms and Categories



Maintain Quote Attachment Repository



Credit Memo List




3. Complete required and optional fields per preference

Maintain General Organization Information

Vendor ID: 00000063
Company Name*: Test Vendor Vendor Legal Name*: Test Vendor
DBA for Vendor:
Tax ID #*: 123454321 Country Code for Tax ID*: US - United States of America ▼
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?
 EIN SSN

Incorporation Details: State: Year of Incorporation:
Business Description:
Preferred Delivery Method:
Vendor Email:
Vendor Fax:
Emergency Supplier:
 Yes No

Emergency Phone*: Ext.:
Emergency Contact Name*:
Emergency Email*:
Emergency Info Comment:
User Last Updated: Test test
Date Last Updated: 05/12/2016 09:48:58 AM

Note: You can find detailed definitions of each field in the Online Help. To access the online help, click the question mark icon:  in the top right corner of your screen. Then navigate to the Seller Administrator section.

4. Click **Save and Exit**

Maintain Addresses

From the Maintain Organization Information page,

- 5. Click **Maintain Addresses**

Maintain General Organization Information
This section is used for maintaining general organization information.

Maintain Addresses
This section is used to maintain addresses.

Maintain Commodity Codes & Services
This section is used to maintain commodity codes and services.

Maintain Regions
This section is used to maintain regions.

Maintain Terms and Categories
This section is used to maintain terms and categories.

Maintain Quote Attachment Repository
This section is used to maintain files in the quote attachment repository.

Credit Memo List
This section is used to view credit memos.

- 6. To add a new address, click **Add Another Address**

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Test test 1 Main St Houston, TX 77090 US Email: test@test.com Phone: (787)878-7878	Active	Yes

Note: There can be as many addresses as the organization wants for each address type, but each type will have one address as the default. For instance, there may be two Bid Mailing Addresses, but Bids will only be sent to the default address. However, the other address can be selected at that time, if desired. If only the General Mailing Address is entered, then that email address receives all system notifications.

7. Complete required fields and optional fields per preference

Enter a New Address

Address Type:

Name this Address*:

Contact Name*:

Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

Country*:

City*:

State/Province*:

ZIP*:

County:

Phone*:

Ext:

Toll Free:

Mobile:

Fax:

Email*:

Id:

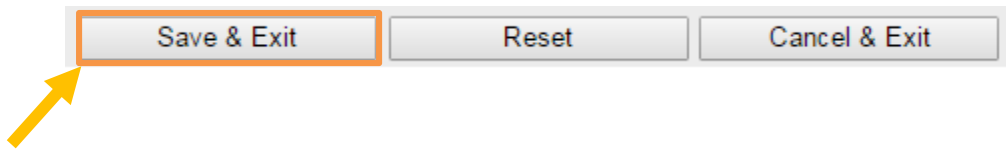
Alternate Id:

Status:

Web Address:

Default address for this address type (Begin with http:// or https://)

8. Once complete, click **Save & Exit**



Maintain Commodity Codes & Services

From the Maintain Organization Information page,

1. Select **Maintain Commodity Codes & Services**

Maintain General Organization Information



This section is used for maintaining general organization information.

Maintain Addresses



This section is used to maintain addresses.

Maintain Commodity Codes & Services



This section is used to maintain commodity codes and services.

Maintain Regions



This section is used to maintain regions.

Maintain Terms and Categories



This section is used to maintain terms and categories.

Maintain Quote Attachment Repository



This section is used to maintain files in the quote attachment repository.

Credit Memo List



This section is used to view credit memos.

2. Select **Maintain Commodity Codes**

Maintain Commodity Codes
This section is used to add or remove commodity codes.



 **Display Inactive Commodity Code**
This section is used to display inactive commodity codes.

Exit

3. To add codes, click **Add Additional Codes**

Commodity Code and Service Codes

Current Codes - Test Vendor

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	037-75	Soda Fountain Equipment and Accessories (Including Slush Machines; see 165-50 for Malt and Milkshake Machines)	05/12/2016

Deactivate Selected Items

Add Additional Codes

Cancel & Exit

4. Select the NIGP codes as desired using the **NIGP Class** dropdown or **NIGP Keyword** search

Commodity Code and Service Codes - Test Vendor



Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Search

NIGP Code Browse

5. Select codes per preference

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	031-02	Air Conditioning Units, Portable (For Computer Rooms, Hospital Rooms, Sporting Events, etc.)
<input type="checkbox"/>	031-03	Air Conditioners: Commercial, and Parts and Accessories not Individually Itemized
<input type="checkbox"/>	031-04	Air Conditioners: Controlled Environment (For Computer Rooms, etc.), and Parts and Accessories not Individually Itemized
<input type="checkbox"/>	031-05	Air Conditioners (Cooling and Cooling/Heating Types): Window and Wall Mounted, and Parts and Accessories Not Individually Itemized
<input type="checkbox"/>	031-06	Air Conditioning and Heating: Central Units, and Parts and Accessories Not Individually Itemized
<input type="checkbox"/>	031-07	Air Circulation Equipment (Not Otherwise Classified)


6. Click **Save**

Save

Save and Add More

7. To deactivate a commodity code(s), click **Maintain Commodity Codes**

Maintain Commodity Codes
 This section is used to add or remove commodity codes.



Display Inactive Commodity Code
 This section is used to display inactive commodity codes.



Exit

8. Check the box to the left of the code


Deactivate	Code	Description
<input type="checkbox"/>	420-03	Arts and Crafts Furniture (Tables, etc.)
<input type="checkbox"/>	420-04	Auditorium, Stadium, Team Seating Furniture and Portable Bleachers
<input type="checkbox"/>	420-08	Cafeteria Furniture, Chairs and Tables (Incl. Stacking Types)
<input type="checkbox"/>	420-09	Cafeteria Furniture, Booths
<input type="checkbox"/>	420-11	Casework and Cabinets, Custom, All Types
<input type="checkbox"/>	420-12	Chapel Furnishings: Pews, Pulpits, etc.

9. Click **Deactivate Selected Items**

Deactivate Selected Items Add Additional Codes Cancel & Exit

10. To display inactive commodity codes, click **Display Inactive Commodity Codes**

Display Inactive Commodity Code
 This section is used to display inactive commodity codes.



11. To reactivate a commodity code that has been deactivated, place a check mark in the item's **Activate** box

Activate	Code	Description	User Last Updated	Deactivated Date
<input type="checkbox"/>	420-08	Cafeteria Furniture, Chairs and Tables (Incl. Stacking Types)	DORADDECOR8	05/09/2016
<input type="checkbox"/>	420-09	Cafeteria Furniture, Booths	DORADDECOR8	05/09/2016
<input type="checkbox"/>	420-11	Casework and Cabinets, Custom, All Types	DORADDECOR8	05/09/2016
<input type="checkbox"/>	420-12	Chapel Furnishings: Pews, Pulpits, etc.	DORADDECOR8	05/09/2016
<input type="checkbox"/>	420-44	Institutional Furniture, All Types	DORADDECOR8	05/09/2016
<input type="checkbox"/>	420-48	Library Shelving, Metal	DORADDECOR8	05/09/2016

12. Click **Save & Exit**

Maintain Terms and Categories

From the Maintain Vendor Information page,

1. Select **Maintain Terms and Categories**

Maintain General Organization Information



This section is used for maintaining general organization information.

Maintain Addresses



This section is used to maintain addresses.

Maintain Commodity Codes & Services



This section is used to maintain commodity codes and services.

Maintain Regions



This section is used to maintain regions.

Maintain Terms and Categories



This section is used to maintain terms and categories.

Maintain Quote Attachment Repository



This section is used to maintain files in the quote attachment repository.

Credit Memo List



This section is used to view credit memos.

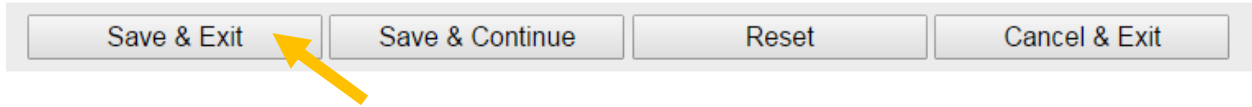
2. Update the **Payment, Freight, Shipping Method, and Shipping Terms** as necessary

Terms	
Payment Terms:	<input type="text"/>
Freight Terms:	<input type="text"/>
Shipping Method:	<input type="text"/>
Shipping Terms:	<input type="text"/>

3. Update **Categories and Certifications** as necessary

Category: Acknowledge and Certify (Required)	
Description: I acknowledge and certify that all the information provided is accurate and complete.	
Please select exactly one category value	
Select	
<input checked="" type="checkbox"/>	I have read and understand the above statements
Notes:	
<input type="text"/>	

4. Click **Save and Exit**



Maintain Quote Attachment Repository

From the Maintain Vendor Information page,

1. Select **Maintain Quote Attachment Repository**

Maintain General Organization Information



This section is used for maintaining general organization information.

Maintain Addresses



This section is used to maintain addresses.

Maintain Commodity Codes & Services



This section is used to maintain commodity codes and services.

Maintain Regions



This section is used to maintain regions.

Maintain Terms and Categories



This section is used to maintain terms and categories.

Maintain Quote Attachment Repository



This section is used to maintain files in the quote attachment repository.

Credit Memo List



This section is used to view credit memos.

2. Click **Add File** to upload a document

Attachment Repository

Repository Location:

quote Add File | Create Folder
(empty)

Add File

i **Name** is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name of the file on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name*:

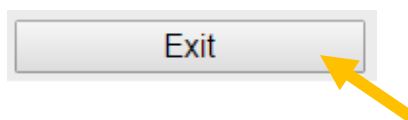
Description:

File*: Screen.PNG

Confidential:

Location: vendor/0000074/quote

3. Click **Exit**




Maintain Users on this Account

From the Maintenance Home Page,

1. Select **Maintain Users on this Account**


General Alerts

Maintain Organization Information




This section is used for maintaining organization information.

Maintain Users on this Account




This section is used to maintain users for the organization.

Add Users on this Account



This section is used to add users to the organization.

Add Associated Organization



This section is used for adding an organization with the same Tax ID.

2. To add Additional Users Select **Add User**

Search Using:	ALL of the criteria ▼		
Search Fields:	First Name <input style="width: 150px;" type="text"/>	Last Name <input style="width: 150px;" type="text"/>	
	Login ID <input style="width: 150px;" type="text"/>	Status <input style="width: 50px;" type="text"/>	
	User Role	<div style="border: 1px solid gray; padding: 2px;"> Seller Seller Administrator </div>	
Browse by:	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10		
<input type="button" value="Find It"/> <input type="button" value="Clear"/> <input type="button" value="Add User"/>			

Login ID	First Name	Last Name	Status	Role(s)
ANOBLES	Audrey	Nobles	Active	Seller Seller Administrator
JANEVENDOR	Jane	Doe	Inactive	Seller
RACHELINC	Rachel	Johnson	Active	Seller Seller Administrator

3. Complete required fields and optional fields per preference

Salutation	<input type="text"/>		
First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Job Title*	<input type="text"/>	Department	<input type="text"/>
Phone*	<input type="text"/> - <input type="text"/>	Email*	<input type="text"/>
Login ID *	<input type="text"/>	Status*	Active <input type="text"/>
New Password*	<input type="text"/>	Confirm Password*	<input type="text"/>
Login Question*	<input type="text"/>	Login Answer*	<input type="text"/>

Roles

- Seller
- Can Create Blanket Change Orders
- Seller Administrator
- Can Upload Contract

4. Click **Save & Exit**

5. To update an existing user's account, input their information and click **Find It**

Search Using:

Search Fields:

First Name	<input type="text"/>	Last Name	<input type="text"/>
Login ID	<input type="text"/>	Status	<input type="text"/>
User Role	<input type="text" value="Seller, Seller Administrator, Form Builder Administrator"/>		

Browse by: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**
0 1 2 3 4 5 6 7 8 9 10

6. Complete required fields and optional fields per preference

Salutation	<input type="text"/>				
First Name*	<input type="text" value="Test"/>	Last Name*	<input type="text" value="Test"/>		
Job Title*	<input type="text" value="CEO"/>	Department	<input type="text"/>		
Phone*	<input type="text" value="898"/> <input type="text" value="898"/> <input type="text" value="8989"/>	-	<input type="text"/>	Email*	<input type="text" value="lkeane@periscopeholdings.com"/>
Login ID	<input type="text" value="LKEANE44"/>	Status:	<input type="text" value="Active"/>		
New Password*	<input type="password" value="....."/>	Confirm Password*	<input type="password" value="....."/>		
Login Question*	<input type="text" value="What city were you born in?"/>	Login Answer*	<input type="text" value="dublin"/>		

Roles

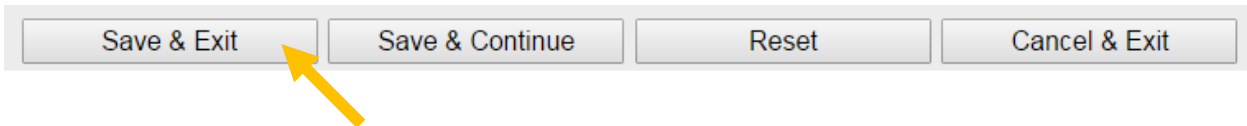
- Seller Can Create Blanket Change Orders
- Seller Administrator Can Upload Contract

Note: Every user must be assigned at least one role, either **Seller** or **Seller Administrator**:

- A. **Seller:** The Seller role serves as the transactional role and should be given to users who will do one or more of the following:
 - ❖ View and respond to Bid opportunities (including creating Quote Documents)
 - ❖ View Purchase Orders or Change Orders

- B. **Seller Administrator:** The Seller Administrator role serves as the administrator of the organization's information including the following:
 - ❖ Maintain addresses, commodity codes, and other organization information
 - ❖ Adding and maintaining additional users
 - ❖ Adding Doing Business As (DBA) organizations, if applicable

7. Click **Save & Exit**



Add an Associated Organization (dba)

From the Maintenance Home Page,

1. Select **Add Associated Organization**

Maintain Organization Information



This section is used for maintaining organization information.

Maintain Users on this Account



This section is used to maintain users for the organization.

Add Users on this Account



This section is used to add users to the organization.

Add Associated Organization



This section is used for adding an organization with the same Tax ID.

Note: Adding an associated organization allows the Vendor Administrator to create an additional vendor record for a business which operates under the same Tax ID as the current vendor, such as a subsidiary or DBA business.

2. Enter the email address of the DBA organization and click **Send**

Send Mail

i Use the email form below to request that the associated organizations register in BSO. The link provided below must be used in order to register with the same tax ID.

To*:

CC:

Send confirmation email to test@test.com

From: test@test.com

Subject*: Test Company requests you register with the Region One Education Service Center's eProcurement system.

Text:

Send

Cancel & Exit

3. Once the e-mail is sent, the following screen will appear

Add Associated Organization

Subject: Test Vendor requests you register with the Region One Education Service Center's eProcurement system.

Email Recipients

Delivery Date: 05/12/2016 02:14:47 PM

Additional Email Notifications

Email Address
Ikeane@periscopeholdings.com

OK

4. Click **OK**

If you have questions, please contact us at eBuyOne@esc1.net.

For additional eBuyOne resources visit www.esc1.net/eBuyOne.