



Supplier- User Maintenance & Profile Maintenance

Steps or Concepts to Execute the Task

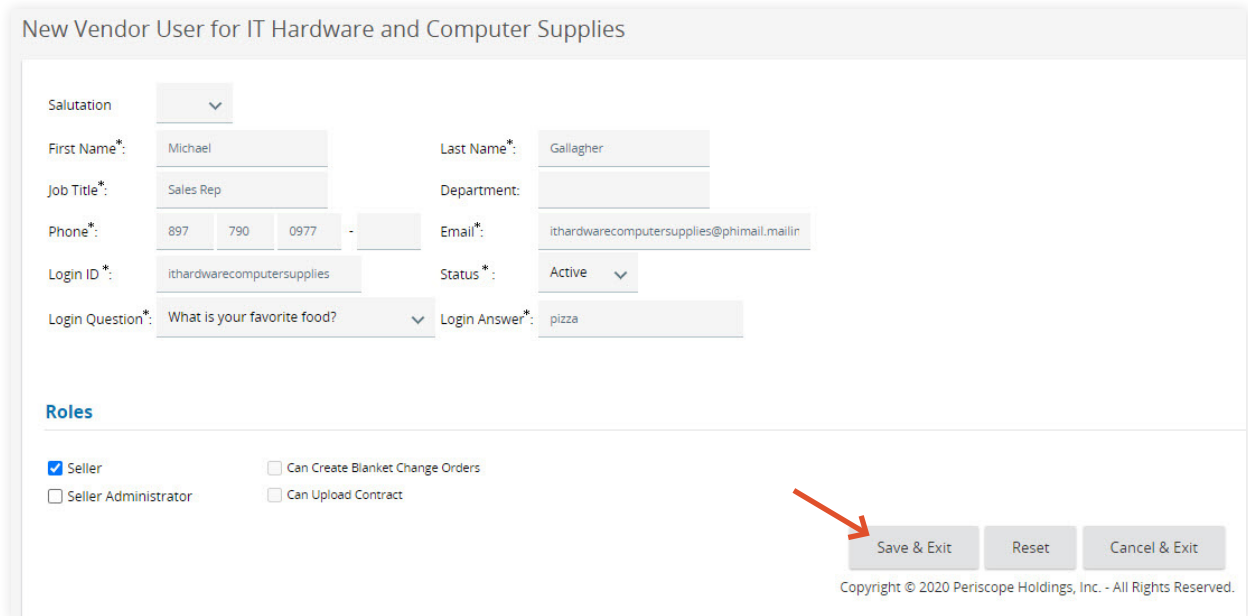
The Seller Administrator is responsible for maintaining users accessing their OregonBuys Account, maintaining addresses, and the commodity codes responsible for bid notifications.

Adding New Users:

1. Navigate to <https://oregonbuys.gov/bsol/>
2. Click the SIGN IN button in the top right corner of the page
3. Enter your login credentials
 - ✓ Enter your LOGIN ID
 - ✓ Enter your PASSWORD
 - ✓ Click SIGN IN
 - ✓ Make sure you are logged in as the Seller Administrator (Select Seller Administrator role from top right icon)"
4. Click Add User on this Account
 - ✓ Enter their contact information
 - ✓ Enter their Login ID
 - ✓ Enter their Login Question and AnswerAssign a role
 - Seller – Allows the user to access Bids, Purchase Orders, and submit Electronic Quotes
 - Seller Administrator – Allows the user to maintain the overall ARBuy Account
 - Can Create Blanket Change Orders – Allows the user to create change orders for their Contract (Configured by the Organization managing the Contract)
 - Can Upload Contract – Allows the user to upload Contracts in the eProcurement system (Configured by the Organization managing the Contract)

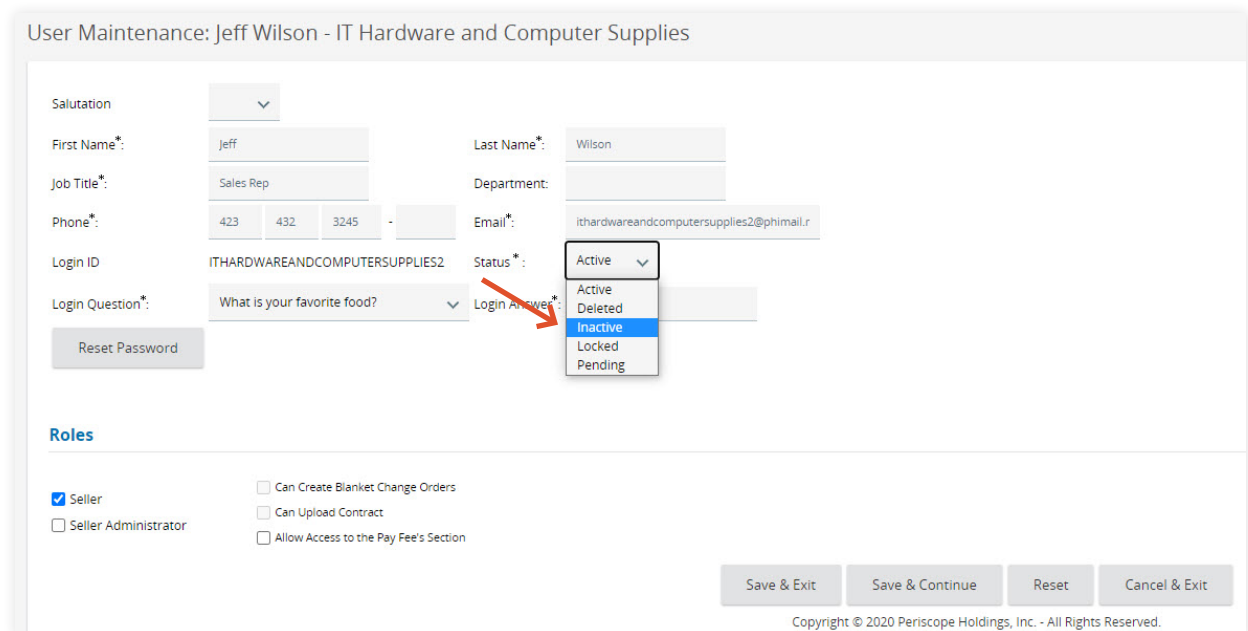
5. Click Save & Exit

- ✓ The created user will automatically receive a system generated email providing them their temporary password
- ✓ The Seller Administrator creating the Login ID must provide that ID to the new user

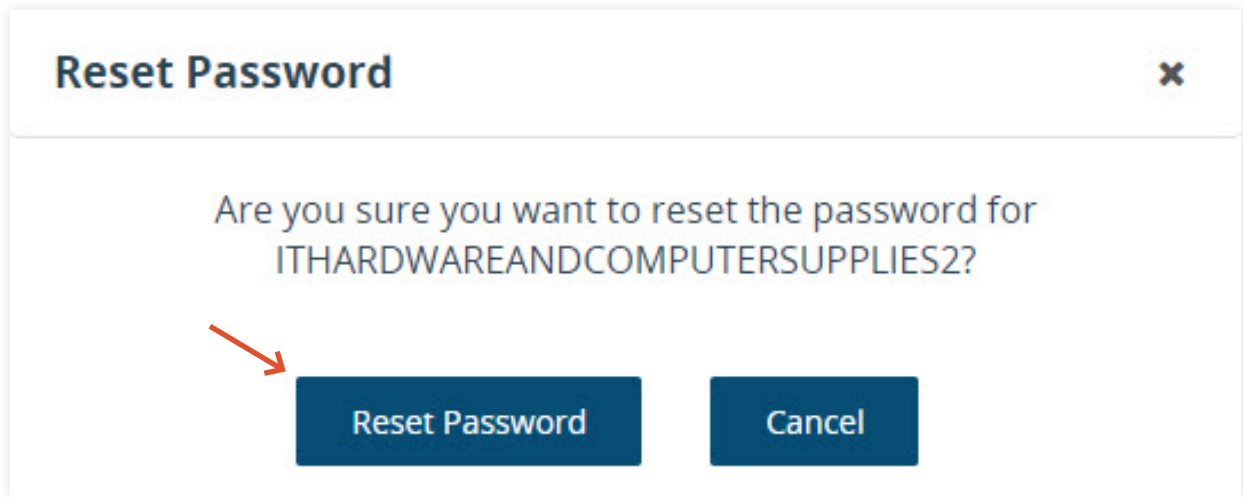


Maintaining Existing Users:

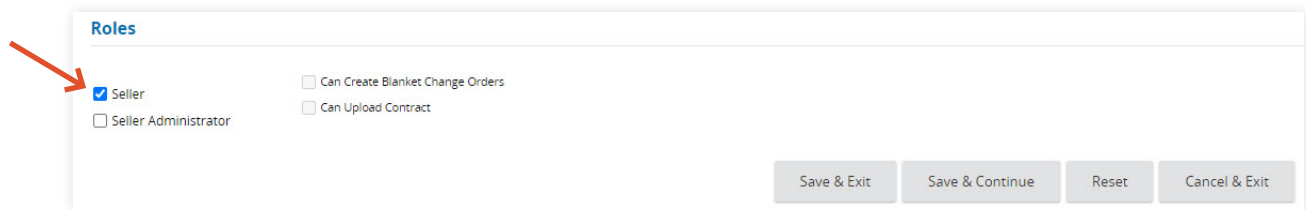
1. Click Maintain User on this Account
2. Click the user's Login ID
 - ✓ To inactive a user's Login ID
 - Click the Status field
 - Click Inactive
 - Click Save & Exit



- ✓ To reset a user's password
 - Click Reset Password
 - In the popup window click Reset Password

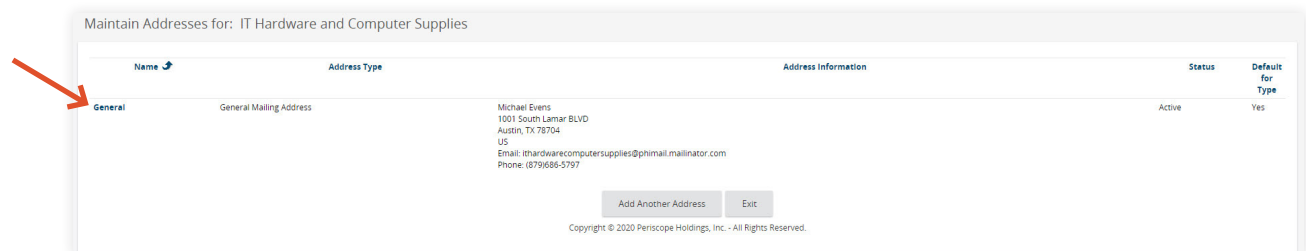


- ✓ To modify the user's existing roles
 - Click or uncheck Seller or Seller Administrator
 - Click Save & Exit



Maintaining Addresses:

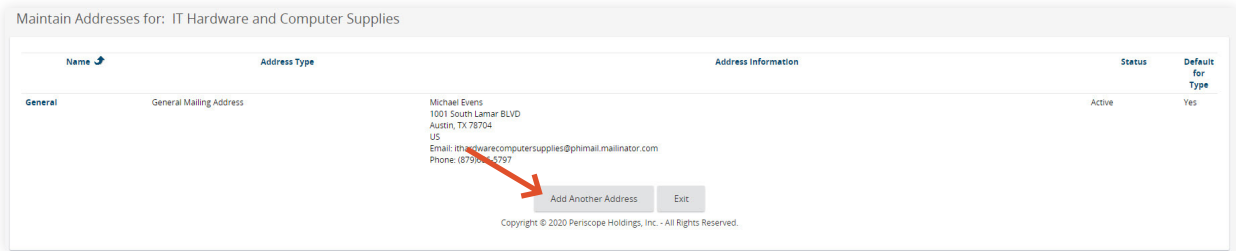
1. Click Maintain Organization Information
2. Click Maintain Addresses
 - ✓ To edit an existing address
 - Click the Address Name



- Modify any of the existing Mailing Address fields
- Click Save & Exit

✓ To add a new address

- Click Add Another Address



- Select the Address Type
- Enter the required Address Information
- Click Save & Exit

Important Note: When adding a Bid Mailing Address, up to five (5) Email addresses can be added. All email addresses will receive email notifications when it is added to a Solicitation.

Maintaining Commodity Codes and Services:

1. Click Maintain Organization Information
2. Click Maintain Commodity Codes & Services
3. Click Maintain Commodity Codes
 - ✓ To add more Commodity Codes
 - Click Add Additional Codes

Commodity Code and Service Codes

Current Codes - IT Hardware and Computer Supplies

| Deactivate | Code | Description | Date Added |
|--------------------------|--------|--|------------|
| <input type="checkbox"/> | 204-54 | Microcomputers, Handheld, Laptop, and Notebook | 01/19/2021 |

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- Search for the new Commodity Codes by Keyword Search or by selecting the drop downs
- Select the Code(s) to add to the account
- Click Save

Commodity Code and Service Codes - IT Hardware and Computer Supplies

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

NIGP Code Browse

i Select the category that best describes the product and service you offer. Click on the question mark for more information.

| <input type="checkbox"/> | Code | Description |
|-------------------------------------|--------|--|
| <input checked="" type="checkbox"/> | 055-67 | Mounting Hardware, Automotive: Laptops, GPS, Cameras, Electronic Devices, etc. |

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