

Vendor User Guide:

Basic GVIBUY Navigation and Searching for the Seller Role

This User Guide shows how to:

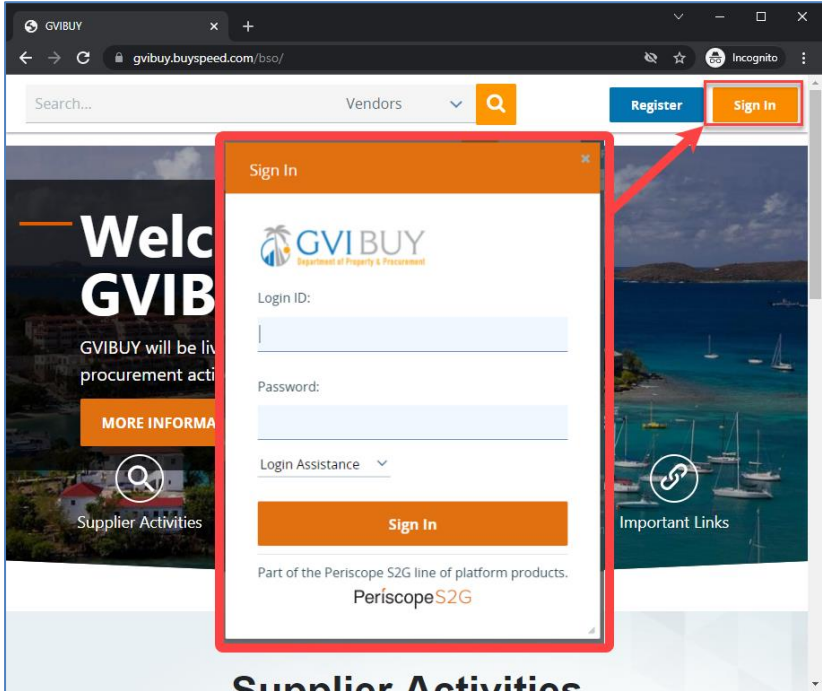
- Navigate through GVIBUY using the Seller Role
- Use various icons within GVIBUY
- Use the document type tabs on the Home Screen to locate Purchase Order, Bid, and Quote documents
- Use the Documents navigation dropdown menus to locate Purchase Order, Bid, Contract, and Quote documents
- Use the Advanced Search feature to enter multiple search criteria to locate Bid and Purchase Order documents

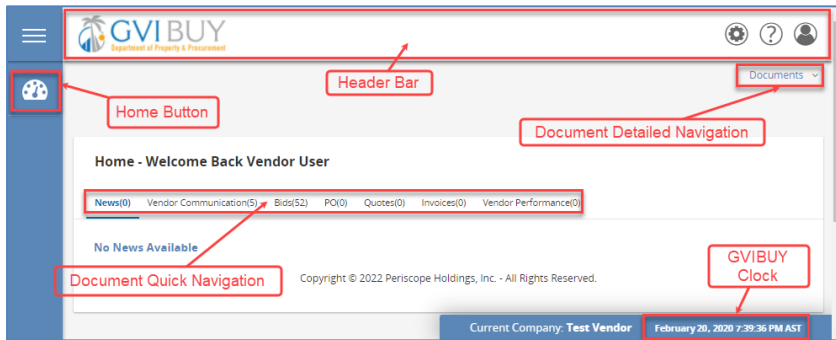
Of Special Note:

This User Guide provides a basic overview of GVIBUY navigation and describes key icons, menus, and fields used by the Seller role. The Seller role is one of two functional Vendor roles in GVIBUY. The Seller searches for and responds to Bid Solicitations and Purchase Orders and submits Invoices. The Seller Administrator manages company and user info.

There are multiple ways for the Seller to search for documents in GVIBUY.

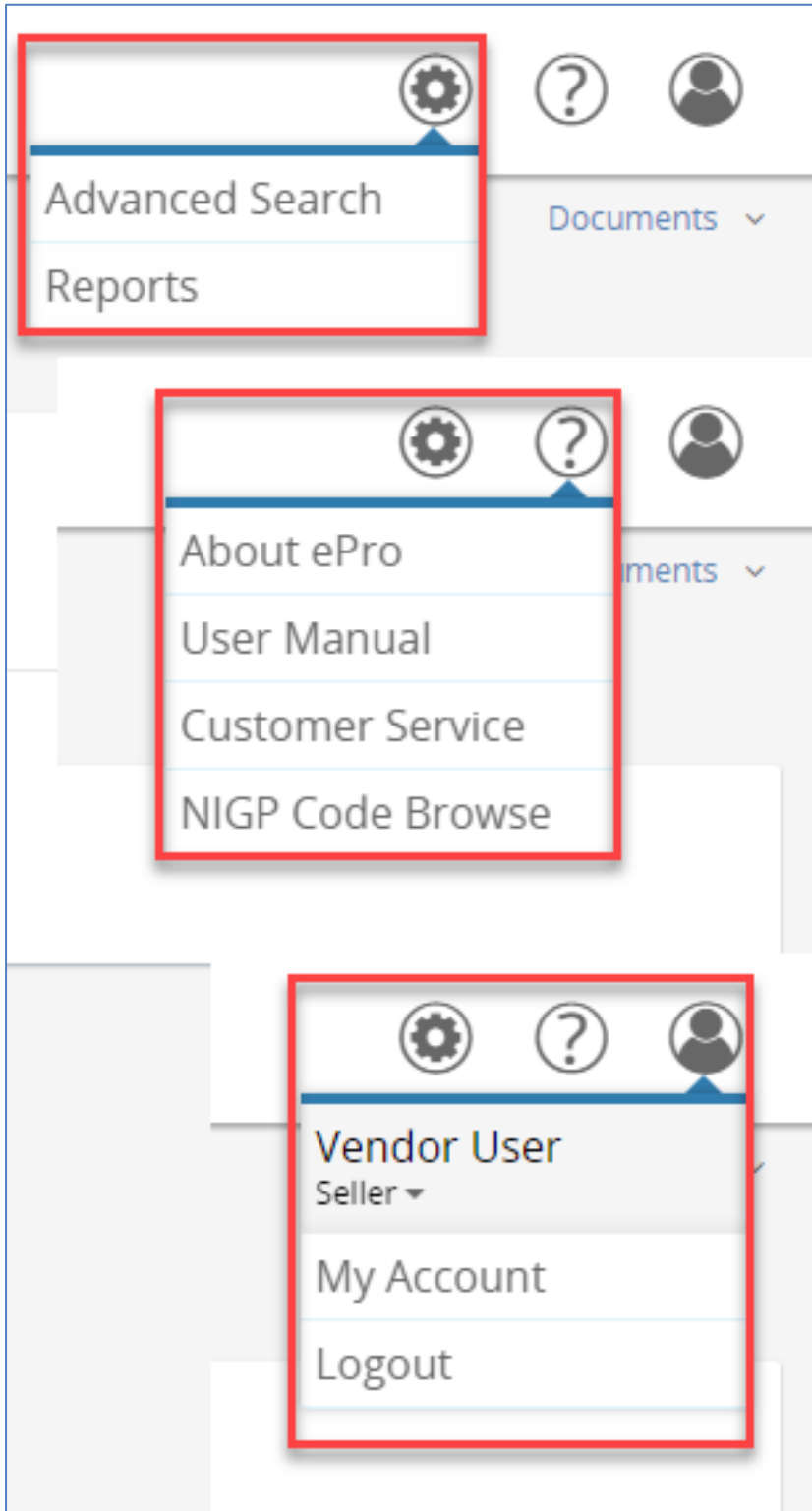
Document search functionality is not included in the Seller Administrator role. Only users with the Seller role can search documents in GVIBUY. These instructions assume the logged in user has logged in with the Seller role.

Screenshot	Directions
	<p>Step 1: Launching GVIBUY</p> <ol style="list-style-type: none"> 1. Enter the address for GVIBUY (gvibuy.buyspeed.com) in your browser. 2. Once the GVIBUY landing page displays click on the Sign In button. 3. Enter your Login ID and Password and sign in to GVIBUY.



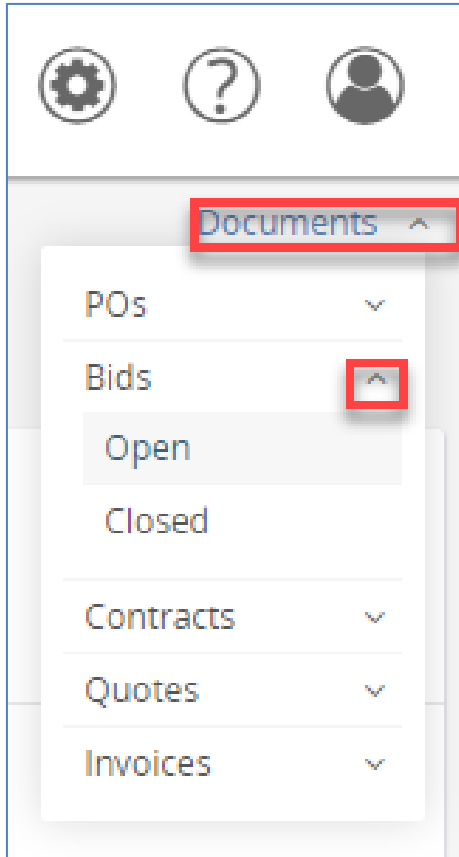
Step 2: Homepage

1. The top white **Header Bar** appears on every screen. It contains the GVIBUY logo toward the left side of the screen, and three navigation icons located on the right side of the screen.
2. The blue **Documents** navigation link is just below the header bar and it appears on every screen.
3. Located within the blue vertical side-bar on the right side of the screen is the **Dashboard** icon. Clicking this icon will take the user back to the **Homepage** of GVIBUY. The **Dashboard** icon appears on every screen.
4. Below the **Welcome** message is a set of tabs related to various document types. The document type navigation tabs do not appear on every screen.
5. The blue bar located at the bottom of the screen displays your company's name and the **GVIBUY clock**. This blue bar appears on every screen.



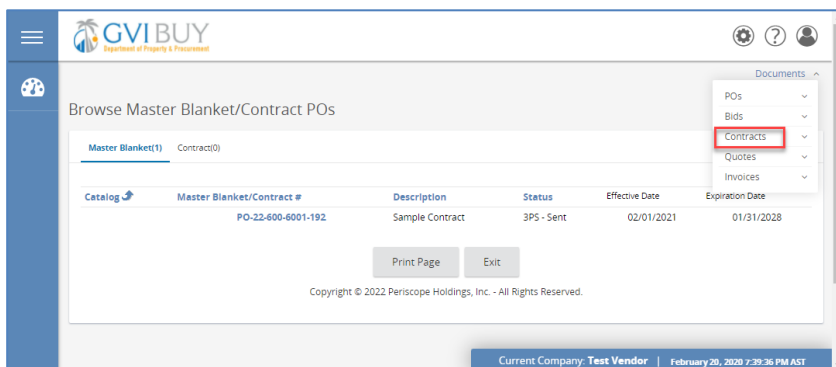
Step 3: Header Bar

1. The right side of the Header Bar displays three navigation icons: **Settings**, **Help**, and **Account**.
2. The **Settings** icon (gear) contains:
 - An **Advanced Search** link.
 - A **Reports** link. Please note that the **Reports** link is currently inactive for vendors.
3. The **Help** icon (question mark) contains:
 - An **About** link that displays GVIBUY version information.
 - A **User Manual** link that opens the BuySpeed user manual in a separate web browser or tab. ePRO is the platform on which GVIBUY operates.
 - A **Customer Service** link that allows a user to send an email to DPP to report an issue.
 - A **NIGP Code Browse** link that allows a user to search for NIGP commodity codes.
4. The **Account** icon (person) contains:
 - A dropdown menu that allows users to switch their role in GVIBUY. Available roles include **Seller** and **Seller Administrator**.
 - A **My Account** link that allows a user to view or edit their user account information.
 - A **Logout** link that allows a user to log out of GVIBUY.



Step 5: Documents Navigation

1. Use the **Documents** navigation menus to look for documents either created by your company or sent to your company through GVIBUY.
2. With the exception of the **Contracts** menu, each document menu can be expanded by clicking on the down-facing arrow for the relevant document type. For example, if you are looking for a Bid, click the arrow next to the **Bids** dropdown menu.
3. Expanding the view of the dropdown menus allows users to filter documents by status.



Step 6: Documents Navigation – Locating Your Contracts

1. Clicking on the arrow next to **Contracts** in the **Documents** navigation menu will take you to the **Master Blanket/Contract POs Browse** page.
2. To view any contracts awarded to your company, click on the **Master Blanket** tab on the **Master Blanket/Contract POs Browse** page.

Note: The GVIBUY term for contracts is **Master Blanket Purchase Order (MBPO)**.

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News(0) Vendor Communication(5) Bids(52) PO(2) Quotes(0) Invoices(0) Vendor Performance(0)

No News Available

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Step 7: Home Screen

1. The **Home Screen** displays a set of tabs that appear below the “Welcome” message.
2. Each tab contains documents related to functions performed under the Seller role in GVIBUY. Some of the tabs include sub-tabs and sub-sections that contain documents in a particular status.
3. The number in parenthesis indicates the number of documents available within that tab.
4. The **Vendor Performance** tab is not currently being used by the Territory.

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News(0) **Vendor Communication(5)** Bids(52) PO(2) Quotes(0) Invoices(0) Vendor Performance(0)

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
1801	Informal Quote Email	No information available	DA USER	Vendor Notification - Req # REQ-22-WID-WID1-462, Informal Quote Request	02/15/2022 11:08:49 AM	
1113	Informal Quote Email	No information available	DOL USER	Vendor Notification - Req # REQ-22-370-3701-248, sanding disc purchase request	11/03/2021 03:10:55 PM	
1083	Informal Quote Email	No information available	DOL USER	Vendor Notification - Req # REQ-22-370-3701-241, Direct Open Market	11/03/2021 11:07:42 AM	

Step 8: Vendor Communication Tab

1. The **Vendor Communication** tab is located on the Home Screen.
2. If a buyer requests that you revise a quote that was previously submitted, that **Request for Revision** notification will appear in the **Vendor Communication** tab.
3. Communications related to Requests for Informal Quotes will also appear on this tab.
4. Any attachments uploaded along with the communications will also be available in this tab.
5. Other types of notifications from your buyers may appear in the **Vendor Communication** tab.

News(0) Vendor Communication(5) **Bids(52)** PO(2) Quotes(0) Invoices(0) Vendor Performance(0)

Request For Revision

No records found.

Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
BD-22-999-ABCD-132	GVIBUY			Supplies	02/03/2022 04:59:15 PM	

Open Bids

No records found.

Closed Bids

Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
BD-22-600-6001-161	GVIBUY		Purchase and Delivery of Mud Flaps	02/25/2022 10:00:00 AM	
BD-22-600-TEST-160	GVIBUY		A&E services	02/25/2022 12:00:00 AM	
BD-22-600-6001-148	GVIBUY		Supplies CLM	02/24/2022 11:21:56 AM	VENDOR
BD-22-600-6001-144	GVIBUY		janitorial services	02/25/2022 12:00:00 AM	
BD-22-370-3701-143	GVIBUY		janitorial services	02/25/2022 12:00:00 AM	

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Step 9: Bid Tab

1. The **Bids** tab is located on the Home Screen.
2. The bids contained in this tab are arranged in five sections.
3. The **Request for Revision** section displays requests from buyers for a revised quote response to a Bid.
4. The **Bids/Bid Amendments (Un-Acknowledged)** section displays the Bids and Bid Amendments that have not yet been acknowledged.
5. The **Open Bids** section displays bids that are available for response to eligible bidders. Note the **Create Quote** hyperlink. By clicking on this link you can respond to the bid by creating a quote.
6. The **Closed Bids** section displays bids that are no longer available for response.

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News(0) Vendor Communication(5) Bids(52) **PO(2)** Quotes(0) Invoices(0) Vendor Performance(0)

Purchase Orders / Change Orders (Un-Acknowledged)

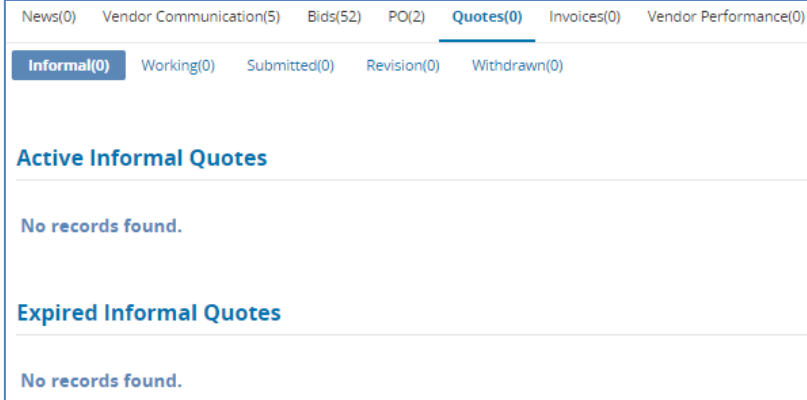
Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
PO-22-600-6001-192	GVIBUY	01/26/2022	2022	Sample Contract	3PS - Sent	Test Vendor	\$200.00	None

Purchase Orders - Sent

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
PO-22-600-6001-192	GVIBUY	01/26/2022	2022	Sample Contract	3PS - Sent	Test Vendor	\$200.00	None

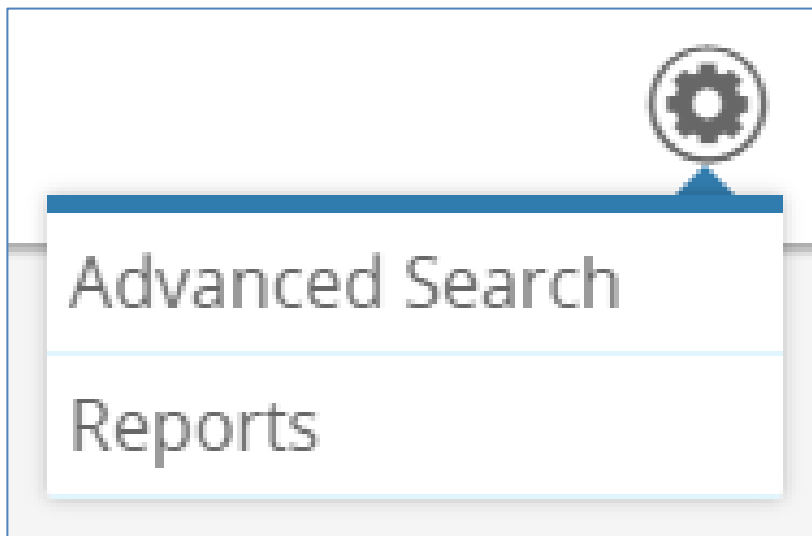
Step 10: PO Tab

1. The **PO** tab is located on the Home Screen.
2. The purchase orders contained in this tab are arranged in two sections.
3. The **Purchase Orders / Change Orders (Un-Acknowledged)** section displays purchase orders from buyers that you have not yet acknowledged.
4. The **Purchase Orders – Sent** section displays all purchase orders sent to you. This includes **Master Blanket Purchase Orders** that have been awarded as well as POs that have not yet been acknowledged.



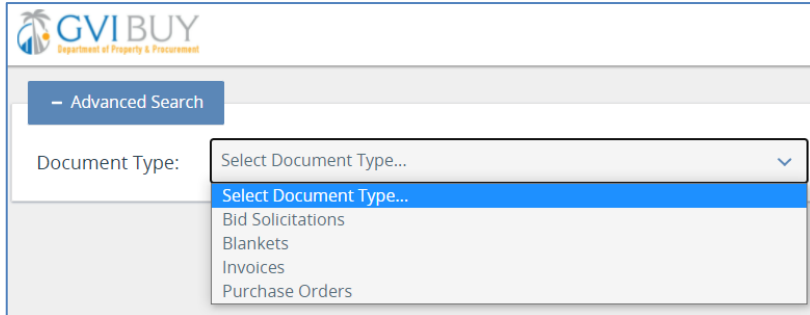
Step 11: Quotes Tab

1. The **Quotes** tab is located in the **Home Screen**.
2. The **Quotes** contained in this tab are arranged in five sub-tabs.
3. The **Informal** sub-tab displays Informal Quote Requests from Agency buyers.
4. The **Working** sub-tab displays the quotes that have been started, but not yet submitted to the buyer.
5. The **Submitted** sub-tab displays all the quotes that have been sent to the buyer by your organization.
6. The **Revision** sub-tab displays quotes that the buyer requested to be revised.
7. The **Withdrawal** sub-tab displays quotes that have been submitted to the buyer by your organization, but have since been withdrawn.



Step 12: Accessing the Advanced Search Screen

1. Click on the **Settings** icon (gear) at the located on the right side of the **Header Bar**.
2. Click on **Advanced Search** to open the **Advanced Search** Screen.



Step 13: Advanced Search Screens

1. From the **Document Type** dropdown menu, users can select the documents they wish to search for.
2. The appropriate **Advanced Search** screen for a **Document Type** appears as soon as the **Document Type** is selected from the dropdown menu.
3. Each **Document Type** has its own **Advanced Search** screen with some search fields that are unique to the screen and **Document Type**.

Note:

Users can search for documents using a combination of the available search fields found on each **Advanced Search** screen.

The **Search Using** field found on each **Advanced Search** screen can be used to present results that match **ALL** the specified search criteria, or to present results that match **ANY** of the specified criteria.

Press **Enter** or click the **Find It** button found on each **Advanced Search** screen to generate your search results.

To reset an **Advanced Search** screen and remove search criteria from all fields, click the **Clear** button.

To return to the main **Advanced Search** screen, click on the plus sign located above your search results

Quote Validation Errors

Terms & Conditions is not acknowledged.

Quote Validation Warnings

Your quote has not been submitted.

Step 19: System Messages

1. Users will occasionally see system messages that could impact their navigation. Such messages would appear at the top of the screen.
2. Red messages indicate a condition that must be addressed before the document can be saved or submitted. Red messages prevent a user from submitting a document
3. Yellow messages indicate warnings that do not prevent navigation additional conditions that need to be addressed. Yellow messages do not prevent a user from submitting a document.