GVI BUY
Department of Property & Procurement

Vendor User Guide:
Maintain and Add Users to GVIBUY Vendor Account

This Job Aid shows how to:

- Maintain and add users to a GVIBUY Vendor Account

Of Special Note:

The Seller Administrator for each registered vendor in GVIBUY must ensure that they assign the "Seller" role to atleast one person in the organization. In order to do business in GVIBUY, at least one user must have a Seller role. The Seller role allows vendors to see Bids, submit Quotes and receive Purchase Orders for fulfillment.

Only users with Seller Administrator privileges can maintain a company profile (including maintaining and adding users to GVIBUY). These instructions assume the logged in user has Seller Administrator credentials.
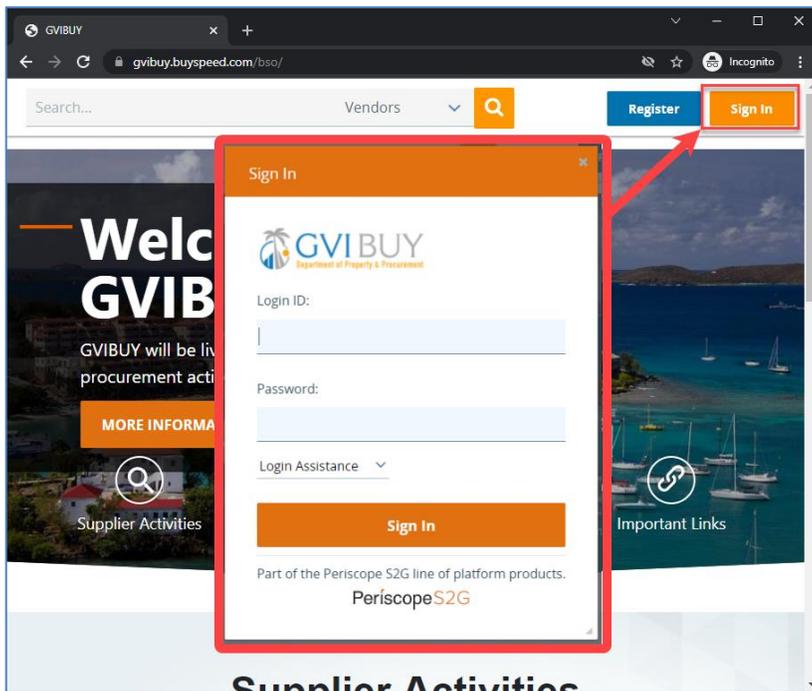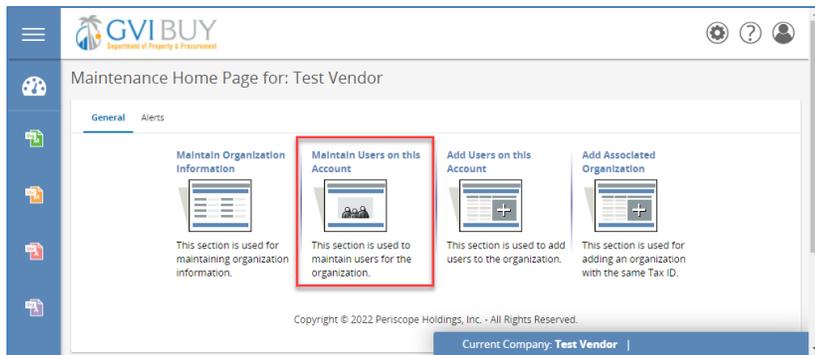
| Screenshot	Directions
	Step 1: Launching GVIBUY 1. Enter the address for GVIBUY (gvibuy.buyspeed.com) in your browser. 2. Once the GVIBUY landing page displays click on the **Sign In** button. 3. Enter your **Login ID** and **Password** and sign in to GVIBUY.

Screenshot	Directions

Step 2: Accessing Organization Maintenance

1. Click on the **Account** icon to ensure you are logged in as the Seller Administrator.

2. If not, click the **Seller Administrator** link.
   To update a user's profile, click on the **Maintain Users on this Account** icon.
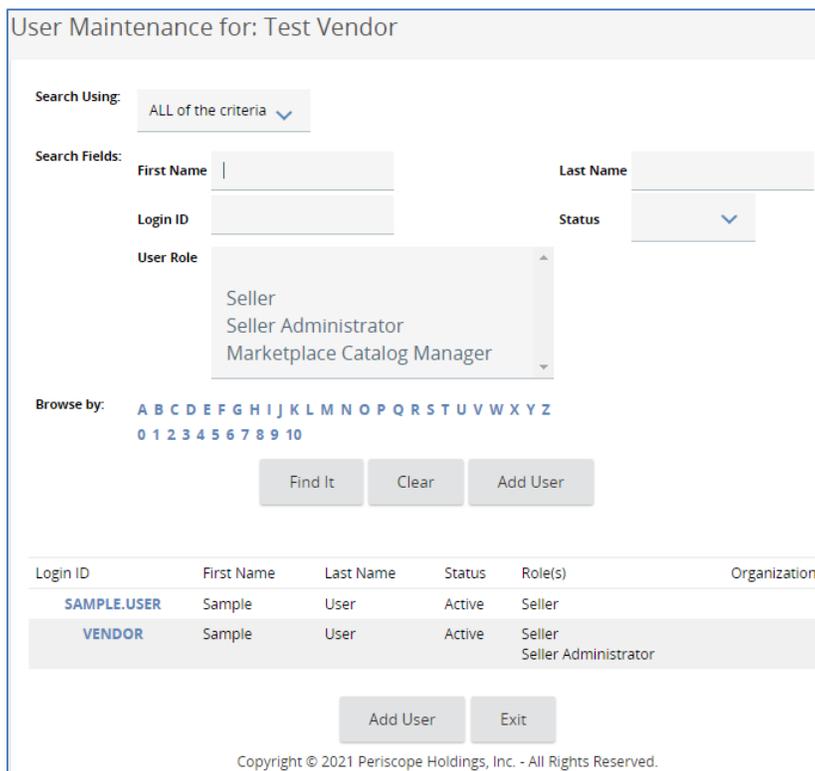
Step 3: Accessing a User's Profile

1. Once the **User Maintenance** page displays search a user's profile by entering criteria such as **First Name**, **Last Name**, or **Login ID**, and clicking the **Find It** button.

2. You can also access a user's profile by clicking on their hyperlinked **Login ID** found toward the bottom of the page.

Screenshot	Directions

Step 4: Updating a User's Profile

1. From the **User Maintenance** page, update the user's profile information.

2. Once the updates have been made, click the **Save & Exit** to keep the changes and return to the **User Maintenance** page.

User Maintenance: Sample User - Test Vendor

Salutation

First Name*: Sample
Last Name*: User

Job Title*: Sample User
Department:

Phone*: 222 222 2222 -
Email*:

Login ID: SAMPLE.USER
Status*: Active

Login Question*: What is your favorite food?
Login Answer*: pizza

Reset Password

Roles

☑ Seller

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

☐ Marketplace Catalog Manager

Save & Exit   Save & Continue   Reset   Cancel & Exit

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Step 5: Adding a New User

1. From the **User Maintenance** page, click on either **Add User** button to access the **New Vendor User** page.

User Maintenance for: Test Vendor

Search Using: ALL of the criteria

Search Fields:
First Name |
Last Name

Login ID
Status

User Role
Seller
Seller Administrator
Marketplace Catalog Manager

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

Find It   Clear   Add User

Login ID	First Name	Last Name	Status	Role(s)	Organization
SAMPLE.USER	Sample	User	Active	Seller	
VENDOR	Sample	User	Active	Seller Seller Administrator	

Add User   Exit

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Screenshot	Directions

New Vendor User for Test Vendor

Salutation ▼

First Name*: ▢   Last Name*:

Job Title*:   Department:

Phone*: ___ ___ - ___   Email*:

Login ID*:   Status*: Active ▼

Login Question*: ▼   Login Answer*: ⊕

Roles

☐ Seller
☐ Seller Administrator   ☐ Can Create Blanket Change Orders
☐ Marketplace Catalog Manager   ☐ Can Upload Contract

Save & Exit   Reset   Cancel & Exit

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Step 6: Entering New User Profile Information

1. Once the **New Vendor User** page displays. Enter the following information:
   - First Name
   - Last Name
   - Job Title
   - Phone Number
   - Email
   - Login ID
   - Temporary Password
   - Login Question
   - Login Answer

2. Check the box next to the role(s) the user will have in GVIBUY. Only Seller and Seller Administrator roles are applicable in the Territory at this time.

3. Review the user's profile information for accuracy.

4. Click the **Save & Exit** button to return to the **User Maintenance** page.

Note: All asterisked (*) information is required to save the user information.

Maintenance Home Page for: Test Vendor

General   Alerts   Vendor Messages

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.

Exit

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Step 7: Adding a New User from the Maintenance Homepage

1. Another way to add a new user is to click on the **Add Users on this Account** icon found on the **Maintenance Homepage**.

2. This will open the **New Vendor User** page displayed in step 6.

3. Enter the user's profile information as described in step 6.