

## Vendor User Guide:

### Maintain Organization Information for GVIBUY Vendor Account

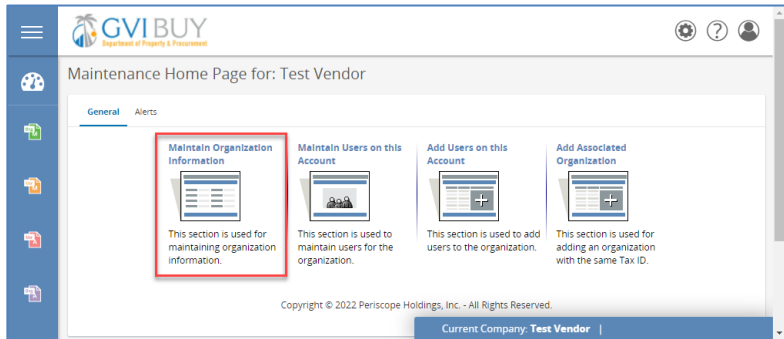
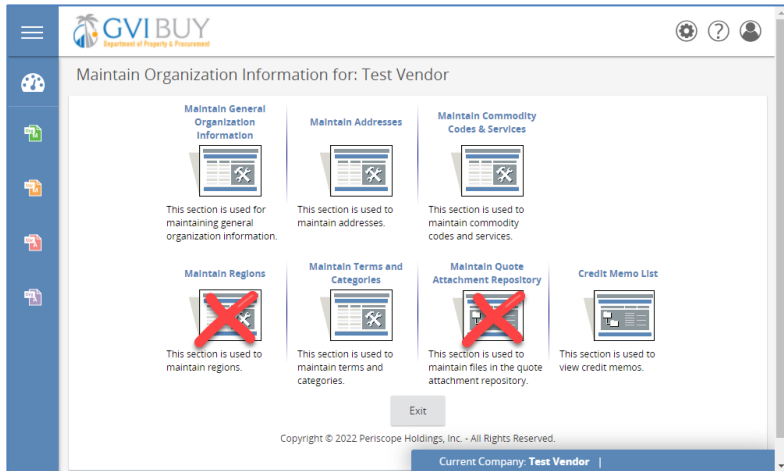
#### This User Guide shows how to:

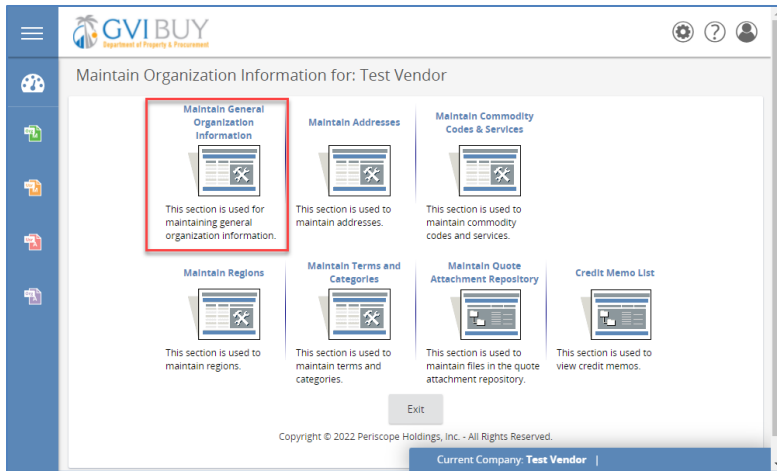
- Maintain company/organization information for GVIBUY Vendor Account.

#### Of Special Note:

Only the Seller Administrator can update company/organization information such as: commodity codes, addresses, and users on the account. When entering or updating information, all asterisked (\*) data fields must be completed before any information can be saved.

It is the responsibility of the Seller Administrator to maintain the company's information and ensure that the information provided is true and accurate. These instructions assume the logged in user has the Seller Administrator role. For guidance on how to get to the Seller Administrator Home Page, consult the User Guide "Basic GVIBUY Navigation for Vendors."

Screenshot	Directions
	<p><b>Step 1: Accessing Maintenance Organization Tools</b></p> <ol style="list-style-type: none"> <li>1. On the Seller Administrator home page, click on the <b>Maintain Organization Information</b> icon.</li> <li>2. The <b>Maintain Organization Information</b> page displays. From here, edit and/or add information to maintain accurate records for your company.</li> </ol>
	<p><b>Note:</b> The <b>Maintain Regions</b> and <b>Maintain Quote Attachment Repository</b> icons are not currently being used by the Government of the US Virgin Islands (GVI).</p>



Vendor ID: V00000023  
 Company Name: Test Vendor Vendor Legal Name: Test Vendor  
 DBA for Vendor:  
 Tax ID #: 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: 0  
 Business Description:  
 Preferred Delivery Method: Email  
 Vendor Email: test@yourcompany.com  
 Vendor Fax:  
 Emergency Supplier:  
☐ Yes ☒ No  
 Emergency Phone: Ext.:  
 Emergency Contact Name:  
 Emergency Email:  
 Emergency Info Comment:  
 User Last Updated:  
 Date Last Updated:

**Attachments**

No Attachments

File:  No file chosen  
 Description:

**Forms**

Click **Add Form** to add form attachments.

No Form Attachments

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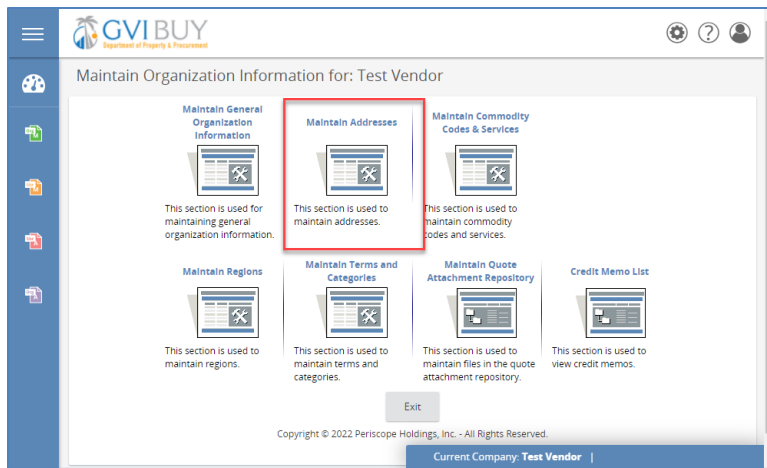
Current Company: Test Vendor

## Step 2: Accessing the Organization's General Information

- Click on the **Maintain General Organization Information** page to manage your company's default information.
- Use the Maintain General Organization Information page to manage your company's general information including:
  - Company Name
  - Vendor Legal Name
  - Country Code for Tax ID
  - Tax ID Type (EIN or SSN)
  - Incorporation Details (State and Year of Incorporation)
  - Business Description
  - Preferred Delivery Method
  - Vendor Email
  - Vendor Fax
  - Emergency Supplier (Yes or No. If yes complete the fields listed below.)
    - Emergency Phone
    - Emergency Contact Name
    - Emergency Email
    - Emergency Info Comment
- In the Attachments box, it is possible to add documents (5MB max). These documents are visible to buyers looking at your profile.
  - The Vendor Management Team at DPP will validate your attachments and Certifications.
  - Click **Choose File**.
  - Select the file you would like to add and click **Open**.
  - Click the Upload button to attach it to your profile.
- Click on the **Save & Exit** button to return to the **Maintain Organization Information** page.

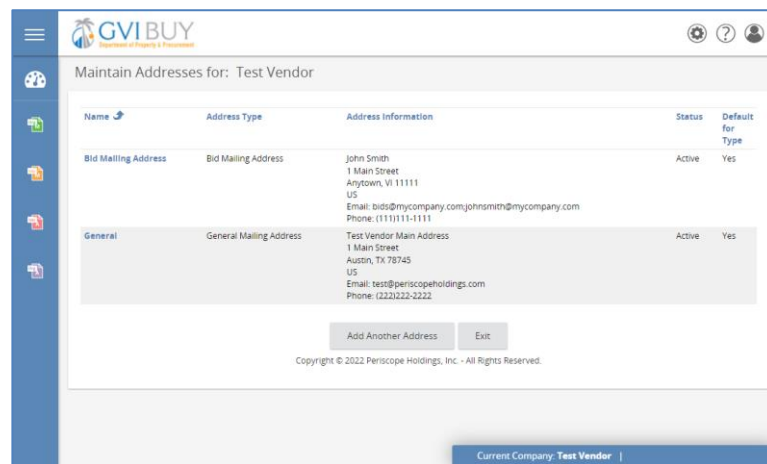
**Note:** The GVIBUY-generated VendorID, Tax ID, and Login ID that was entered upon initial registration cannot be modified.

The **Forms** section is not currently in use.



### Step 3: Accessing the Organization's Addresses

Click on the **Maintain Addresses** icon on the **Maintain Organization Information** page to update current addresses or add additional addresses.



### Step 4: Maintaining Addresses

1. Click on the hyperlinked address name for the address that requires updating.
2. Update the fields as needed, designate an Address Type, or add multiple email addresses, for the Bid Mailing Address.
3. Click **Save and Exit** to return to the Maintain Address page.

**Note:** Up to five (5) different email addresses can be added and activated for the Bid Mailing Address type. System-generated Bid Solicitation notifications will be delivered to these email addresses.

**Bid Mailing Address**

Name this Address\*: Bid Mailing Address

Contact Name\*: John Smith

Address Line 1\*: 1 Main Street

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: US - United States of America

City\*: Anytown State/Province\*: VI

ZIP\*: 11111 County:

Phone\*: 111 111 1111 Ext:

Toll Free:

Fax:

Id: 611 Alternate Id:

Status: Active Web Address:

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

Email Address: bids@mycompany.com Remove Email

Email Address: johnsmith@mycompany.com Remove Email

Add Email

**Save & Exit** Save & Continue Reset Cancel & Exit

**Maintain Addresses for: Test Vendor**

Name	Address Type	Address Information	Status	Default for Type
Bid Mailing Address	Bid Mailing Address	John Smith 1 Main Street Anytown, VI 11111 US Email: bids@mycompany.com;johnsmith@mycompany.com Phone: (111)111-1111	Active	Yes
General	General Mailing Address	Test Vendor Main Address 1 Main Street Austin, TX 78743 US Email: test@periscopeholdings.com Phone: (222)222-2222	Active	Yes

[Add Another Address](#) [Exit](#)

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Current Company: **Test Vendor**

**Enter a New Address**

Address Type: **Purchase Order Mailing Address**

Name this Address\*: \_\_\_\_\_

Contact Name\*: \_\_\_\_\_

Address Line 1\*: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

Address Line 4: \_\_\_\_\_

Country\*: **US - United States of America**

City\*: \_\_\_\_\_ State/Province\*: \_\_\_\_\_

ZIP\*: \_\_\_\_\_ County: \_\_\_\_\_

Phone\*: \_\_\_\_\_ Ext: \_\_\_\_\_

Toll Free: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email\*: \_\_\_\_\_

Id: 0 Alternate Id: \_\_\_\_\_

Status: **Active** for this address type (Begin with http:// or https://)

☒ **Active**  
☐ Deleted  
☐ Inactive  
☐ Pending

[Save & Exit](#) [Reset](#) [Cancel & Exit](#)

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### Step 5: Entering a New Address

1. Click on the **Add Another Address** button to add a new address.
2. Select the **Address Type** from the dropdown menu at the top of the screen.
3. In the **Name this Address** field, enter the name for the address.
4. Complete the form by filling in the required fields.
5. For the Bid Mailing Address, up to (5) emails addresses can be added. Click **Add Email.** and enter the email addresses.
6. Select the **Status** of the address. By default, the address is marked **Active**.
7. To designate the address as the default for the **Address Type** selected, check the box next to **Default address for this address type**.
8. Click **Save & Exit** to return to the **Maintain Addresses** page.
9. Click **Exit** to return to the **Maintain Organization Information** page.

**Note:** An organization can have as many addresses as needed, but each address type is required to have one default.

**Maintain Organization Information for: Test Vendor**

<b>Maintain General Organization Information</b>  This section is used for maintaining general organization information.	<b>Maintain Addresses</b>  This section is used to maintain addresses.	<b>Maintain Commodity Codes &amp; Services</b>  This section is used to maintain commodity codes and services.
<b>Maintain Regions</b>  This section is used to maintain regions.	<b>Maintain Terms and Categories</b>  This section is used to maintain terms and categories.	<b>Maintain Quote Attachment Repository</b>  This section is used to maintain files in the quote attachment repository.
<b>Credit Memo List</b>  This section is used to view credit memos.		

[Exit](#)

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Current Company: **Test Vendor**

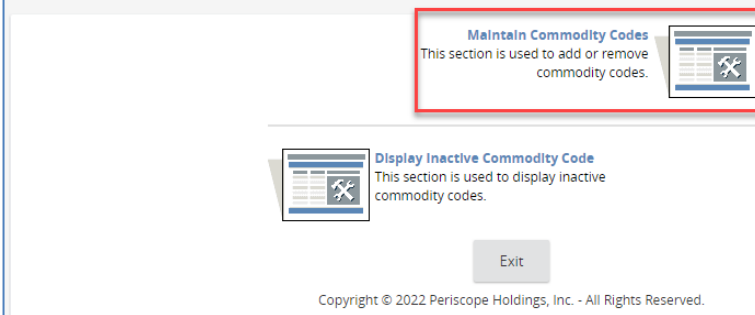
### Step 6: Accessing the Commodity Maintenance Home Page

Click on the **Maintaining Commodity Codes & Services** icon on the **Maintain Organization Information** page.

**Note:** GVIBUY uses the **NIGP: The Institute for Public Procurement** commodity classification system. All vendors must have a least one NIGP commodity code associated with their vendor profile.

NIGP commodity codes determine which bid notifications you will receive; therefore, selecting all possible codes is encouraged. Codes may be added or removed from a profile as needed over time.

## Commodity Code Maintenance Home Page for: Test Vendor



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

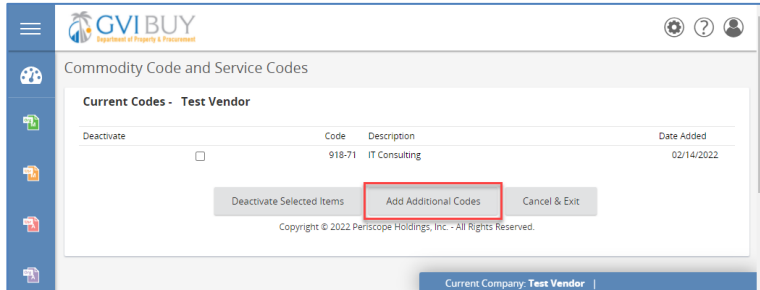
**Display Inactive Commodity Code**  
This section is used to display inactive commodity codes.

Exit

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**Step 7: Maintaining Commodity Codes & Services**

Click on the **Maintain Commodity** icon to add or remove commodity codes to or from the vendor profile.



Commodity Code and Service Codes

Current Codes - Test Vendor

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	918-71	IT Consulting	02/14/2022

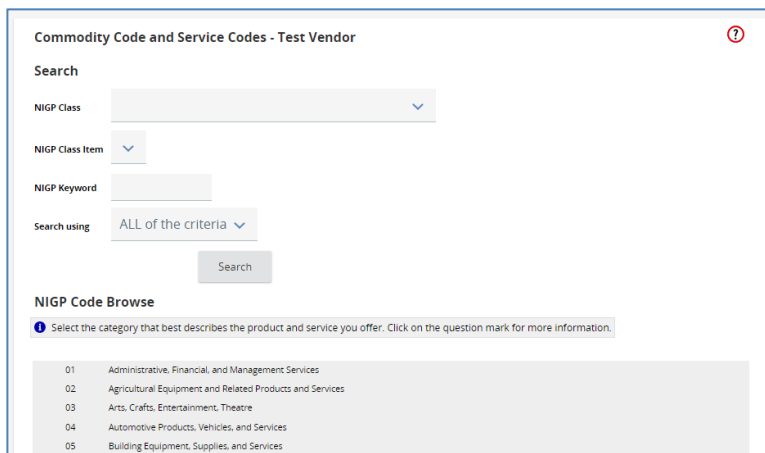
Deactivate Selected Items Add Additional Codes Cancel & Exit

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Current Company: Test Vendor

**Step 8: Adding Commodity Codes**

- Click on the **Add Additional Codes** button to add more codes to the vendor profile.
- Search for codes by using either the:
  - NIGP Class and Class Item** dropdown menus
  - Keyword** search field, or
  - hyperlinked codes listed in the **NIGP Code Browse** section of the page



Commodity Code and Service Codes - Test Vendor

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using ALL of the criteria

Search

**NIGP Code Browse**

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

- 01 Administrative, Financial, and Management Services
- 02 Agricultural Equipment and Related Products and Services
- 03 Arts, Crafts, Entertainment, Theatre
- 04 Automotive Products, Vehicles, and Services
- 05 Building Equipment, Supplies, and Services

**Commodity Code and Service Codes - Test Vendor**

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

**NIGP Code Browse**

**1** 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"/>	918-29	Computer Software Consulting

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**Commodity Code and Service Codes**

**Current Codes - Test Vendor**

Deactivate	Code	Description
<input type="checkbox"/>	918-29	Computer Software Consulting
<input type="checkbox"/>	918-71	IT Consulting

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**Commodity Code and Service Codes**

**Current Codes - Test Vendor**

Deactivate	Code	Description
<input type="checkbox"/>	918-29	Computer Software Consulting
<input checked="" type="checkbox"/>	918-71	IT Consulting

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### Step 9: Selecting Commodity Codes from Search Results

1. To select code(s) check the **Code** box next to the code(s) you wish to add.
2. Click the **Save and Add More** button to add the selected codes to the vendor profile and remain on this page to continue adding codes.
3. Click the **Save** button to add the selected codes to the vendor profile and return to the previous page.
4. Once saved, the codes will appear as current codes.
5. Click **Cancel & Exit** to return to the **Commodity Maintenance Home Page** when commodity code maintenance is complete.

### Step 10: Removing Commodity Codes

1. To remove code(s) check the **Deactivate** box next to the code(s) in **Current Codes** list.
2. Click **Deactivate Selected Items** button.
3. Once the page refreshes and the selected code(s) are removed, click on the **Cancel & Exit** button to return to the **Commodity Maintenance Home Page**.

## Commodity Code Maintenance Home Page for: Test Vendor

**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

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### Step 11: Reviewing Deactivated Commodity Codes

Click on the **Display Inactive Commodity** button from the **Commodity Maintenance Home Page**.

## Commodity Code and Service Codes

## Inactive Codes for Test Vendor

Activate	Code	Description	User Last Update
<input type="checkbox"/>	005-05	Abrasive Equipment and Tools	
<input type="checkbox"/>	005-21	Abrasives, Sandblasting, Metal	

Save & Exit

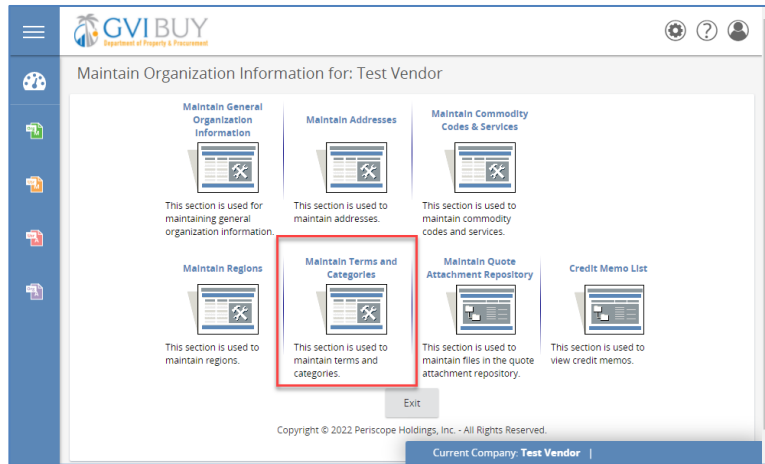
Save & Continue

Exit

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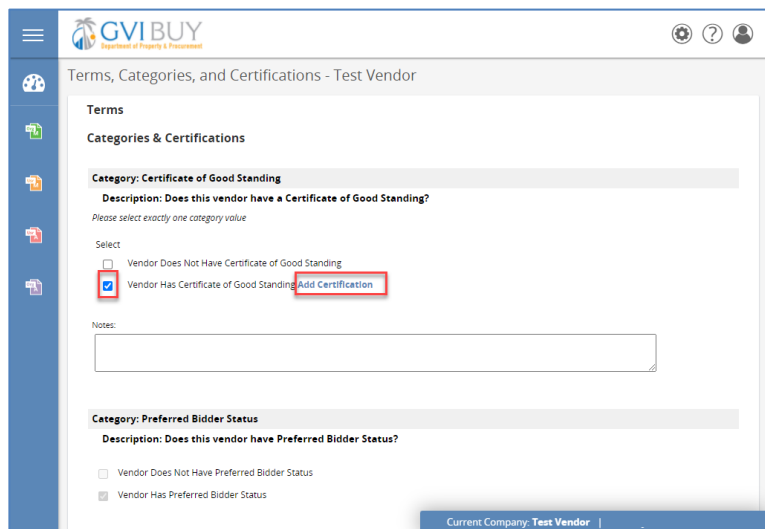
### Step 12: Reactivating Commodity Codes

1. A list of commodity codes that were once active for the vendor profile is displayed.
2. To reactivate code(s) check the **Activate** box next to the code(s) that need to be reactivated.
3. Click on the **Save & Exit** button to return to the **Commodity Maintenance Home Page**.
4. Click **Exit** to return to the **Maintain Organization Information** page.



### Step 13: Accessing the Maintain Terms and Categories Page

Click on the **Maintain Terms and Categories** icon from the **Maintain Organization Information** page.



### Step 14: Maintaining Terms and Categories

1. To edit the categories associated with the vendor profile, check the appropriate box under the categories that need to be updated.
2. Click **Add Certification**
3. A popup window appears. Specify the category type, effective dates, expiration dates and any identification number association with the category.
4. Once you are finished all category entries, click **Save & Exit** at the bottom of the page to return to the previous page.

**Note:** Some categories such as Authorized Vendor and Preferred Bidder cannot be self-selected as they require Territory approval and will be selected internally by the DPP Vendor Management team.

