Vendor User Manual
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1. INTRODUCTION

The concept of the VendorLink web application is to go beyond simply providing vendor registration and solicitation information. The VendorLink web application will provide management of vendors, their commodity codes, local/minority owned programs, managing solicitations (optional contract management), an email notification system (optional fax), user management and content management.

1.1 PURPOSE

The intent of the VendorLink web application is to allow government procurement officials to manage their solicitations and vendors while providing this tool free of charge to the business community.

Along with the obvious economic advantages to the business community of a free site, this software provides the procurement staff an all-inclusive, user-friendly application with which to register bids, RFP’s, RFQ’s, and many other types of solicitations. Standard functionality includes comprehensive search and reporting capabilities as well as document upload and customization of email notification.

For vendors as well as staff, the application utilizes the common coding system established by the National Institute of Government Purchasing (NIGP) to properly identify the products and services required for categorization of solicitation documents.

1.2 TARGET AUDIENCE

This manual is designed to provide Vendors with a tool to utilize the VendorLink web application effectively and efficiently.

1.3 ARCHITECTURE AND NAVIGATION

The user interface architecture of the VendorLink web application is very simplistic, which makes it extremely user-friendly and easy to navigate. Most of the navigation through the site is performed in the top center of the web pages.
Once the user is logged in and depending on the role assigned, the links provided on the menu will vary.
2. FEATURES

The VendorLink web application contains a list of features/sections which are listed based on a user’s role in the VendorLink system.

2.1 VISITOR ACCESS

VendorLink users which have not been assigned an account or have not registered as a vendor are considered visitors to the site. This role does not use a username and password to access features located in the system.

2.1.1 HOME

The VendorLink home page contains the main navigation links in the top center of the web page.

2.1.2 LOGIN

For users that have registered as a vendor or been assigned an account, the login page is the point of entry to access internal web pages. The username consists of the email used to create the account. Once you have signed in, your main navigation menu will change to reflect your account access.
2.1.3 REGISTER

Vendors that want to receive automatic email (agency optional fax service) notifications from the VendorLink web application must register on the agency VendorLink site. To register, a vendor MUST complete the required items listed with a red asterisk. Once all the items have been entered, a terms and conditions pop up will appear. In order to register, a vendor must accept the agency(s) terms and conditions of their selected agency(s). After acceptance, the vendor will be registered and automatically logged into the VendorLink system. Each of these tabs contains sections/fields that will be described in the Vendor manual.
2.1.4 CANNOT ACCESS ACCOUNT

A user that might forget their password can have a password generated for them. An email will be sent to the user’s email account containing the new password.

2.1.5 VENDOR DIRECTORY

The Vendor directory is a searchable directory containing all registered vendors in the VendorLink system. In order to search by commodity codes (NIGP codes), first search the commodity codes given key word(s). A list of commodity codes will appear in the provided box. Mark the checkboxes in the box to search by commodity codes.
2.1.6 SEARCH SOLICITATIONS

If an agency elects to publicly display solicitations, those solicitations can be found by clicking on the Search Solicitations link in the navigation menu. The Agency drop down lists will only contain agencies that have decided to make their solicitation available to the public. Public users can select the criteria to search for solicitations then click on the Search Solicitations button. If results are returned, users may view the details of the solicitation by clicking on the view button of the selected solicitation.

2.1.7 HELP

The VendorLink help web page contains both administrative and technical support contact information.
3.1 VENDOR ACCESS

VendorLink users which have registered as a vendor have access to login into the VendorLink system. These users can access solicitations and documents provided by the agencies they have registered with. If a vendor downloads a solicitation document, the vendor becomes a planholder of said solicitation and will be notified automatically if changes to the solicitation are made. Vendors that select commodity codes during or after the registration process will have their codes matched to codes used in agency solicitations. These vendors will also be notified when a solicitation is broadcasted.

3.1.1 HOME

The VendorLink vendor home page contains the main navigation links in the top center of the web page. Vendors can access current matching solicitations, current solicitations, solicitations for which a vendor is a planholder, solicitations for which a vendor is an awardee and solicitations for which a vendor has been notified from this web page.
3.1.1.1 CURRENT MATCHING / ALL / PLANHOLDER / AWARDEE / NOTIFIED SOLICITATIONS

Vendors that select one of the five provided links will be able to view solicitations by clicking on the view button for the selected solicitation. Vendors are able to download the list of solicitations by clicking on the Convert to Excel button. The list of agencies in the drop down list depends on the agencies in which the vendor is registered with.

After the solicitation is selected, documents may be downloaded by a vendor. Once a vendor downloads a document, they are considered a planholder of that solicitation as long as that solicitation is in the active or broadcast status. Solicitation planholders are automatically notified of changes to the solicitation via email or fax (fax service is optional for agencies).
### View Solicitation

The selected solicitation details are below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>2011</td>
</tr>
<tr>
<td>Contact</td>
<td>Agency Admin Support</td>
</tr>
<tr>
<td>Title</td>
<td>Sample Solicitation - Please Disregard</td>
</tr>
<tr>
<td>Number</td>
<td>COSC-10-8-001-AL</td>
</tr>
<tr>
<td>Type</td>
<td>Invitation to Bid</td>
</tr>
<tr>
<td>Department</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Scope of Services</td>
<td>Sample Solicitation - Please Disregard - No Services Needed</td>
</tr>
<tr>
<td>Insurance Required</td>
<td>No</td>
</tr>
<tr>
<td>Bond Required</td>
<td>No</td>
</tr>
</tbody>
</table>

**Broadcast Date:** 10/1/2010 9:00 AM  
**Question End Date:**  
**Due Date:** 10/4/2010 2:00 PM  
**Anticipated Award Date:**

### Documents

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request</td>
<td>Sample Documentation</td>
<td>Type</td>
</tr>
</tbody>
</table>

*PDF files require Adobe Acrobat Reader to view. Click here to get Adobe Acrobat Reader.

#### NSIP Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(505-67)</td>
<td>Missile Subsystems (Including Basemats, Warheads, In Pullers, 1st Reaction Control (SOC))</td>
</tr>
<tr>
<td>(505-50)</td>
<td>Missiles, Air to Air (Guided)</td>
</tr>
</tbody>
</table>

### Participants

- **Company**: VendorLink, LLC  
  - **Contact**: VendorLink, LLC  
  - **Email**: contactus@vendorlink.com

### Insurance Details

<table>
<thead>
<tr>
<th>Company</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

### Bond Details

<table>
<thead>
<tr>
<th>Company</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>
3.1.2 MY ACCOUNT

Vendors have the ability to manage their account settings by selecting the My Account link in the main navigation menu. Vendors may modify the agencies they have registered with, commodity codes, company information, contact information, password and local/minority owned programs.

3.1.2.1 CHANGE AGENCIES

Vendors are able to select the agencies they register with by state, county and agency by clicking on the provided checkboxes. Once the agencies are selected, terms and conditions associated with the selected agencies must be accepted before the registration process is completed. Some agencies issue VendorIDs to vendors. If an agency issues these VendorIDs, vendors may enter them in the provided textboxes. If an agency does not issue VendorIDs, it will not be listed.
3.1.2.2 CHANGE COMMODITY REGISTRATION

Vendors are able to select the commodity codes (NIGP codes) associated with their organization’s products/services. The vendor commodity codes selected will be matched with solicitation commodity codes. If a match is made, the vendor will be notified via email of the solicitation.

Vendor selects the agency(s) they want to register with

Agency Issued VendorIDs can be entered here
3.1.2.3 CHANGE COMPANY INFORMATION

Vendors are able to modify their company information by entering the requested information below.
3.1.2.4 CHANGE CONTACT INFORMATION

Vendors are able to modify their primary contact information by entering the requested information below. Any changes to the mail address will change the username used to log into the VendorLink web application.

3.1.2.5 CHANGE PASSWORD

Vendors are able to modify their password by first entering their existing password, then entering their new password twice to confirm the new password.
3.1.2.6 CHANGE LOCAL/MINORITY OWNED PROGRAMS

Vendors are able to select and modify their Local/Minority Owned Programs (LMP) based on the agencies they have registered with. Lists of LMPs are displayed by category. Individual LMPs will be displayed based on the agencies the vendor has registered with.

3.1.2.7 MY INFORMATION FROM REGISTERED AGENCIES

Some agencies issue VendorIDs to vendors in order to allow vendors to retrieve information from their databases. If an agency a vendor has registered with has issued VendorIDs and the vendor has entered their Agency Issued VendorID, a table of reports will be displayed on the web page. To view the selected report, click on the link provided. Some reports might require additional entries such as dates. Enter them in the provided textboxes. For date entries, the date must be in the following format:

MM/DD/YYYY
3.1.3 CONTACTS

Vendors have the ability to manage their contacts by selecting the Contacts link in the main navigation menu. Vendors can create, edit, and delete multiple types of contacts but cannot delete the Primary contact. They can, however, edit the Primary contact.

**Changing the Primary contact will change the username used to log into the VendorLink web application.**
3.1.4 AGENCY FILE REQUESTS

Some agencies require their registered vendors to download, fill out, sign and/or notarize documents. These documents can be submitted to the VendorLink web application by the agency so that if a vendor registers with the agency, they may be downloaded here.

To upload agency specific documents, click on Upload Agency File Request. Select the agency whose file is to be uploaded, select the agency file requested, and then select the file to be uploaded. Once the file is uploaded, it will be displayed in the bottom box in the web page above.
3.1.5 SEARCH SOLICITATIONS

See 2.1.6.

3.1.6 VENDOR DIRECTORY

See 2.1.5.

3.1.7 HELP

See 2.1.7.