

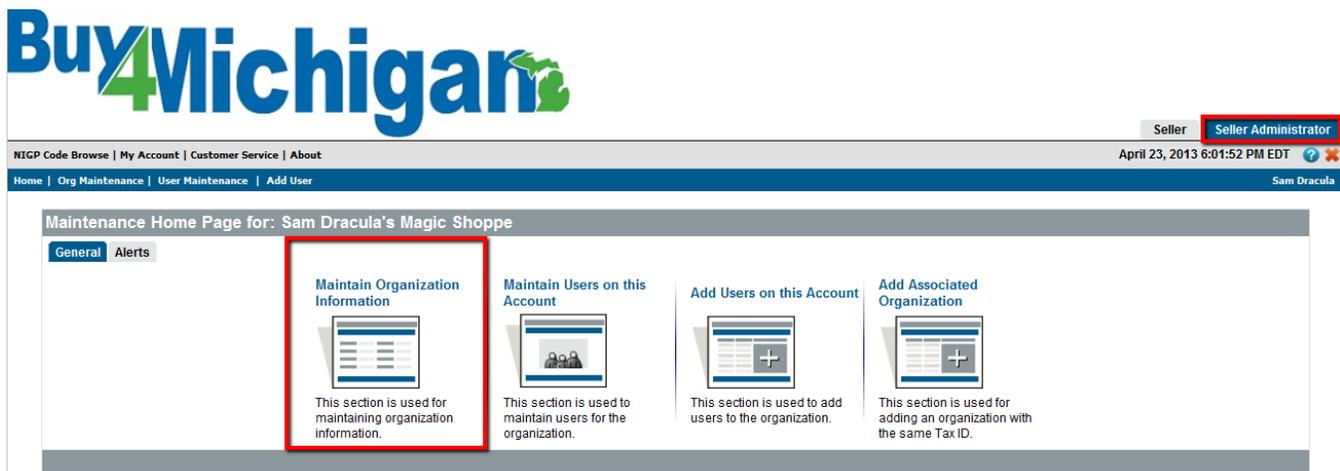
Vendor Maintenance

To ensure receipt of notifications about Bid opportunities or to be issued Purchase Orders (POs) through Buy4Michigan, you must make sure your information is current within the system. You can do this by accessing the Buy4Michigan login screen and logging in with your unique Login ID and Password.

Updating Vendor Data

Upon logging into Buy4Michigan with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. To update your company's data, click on the **Seller Administrator** tab if it displays. **NOTE:** Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

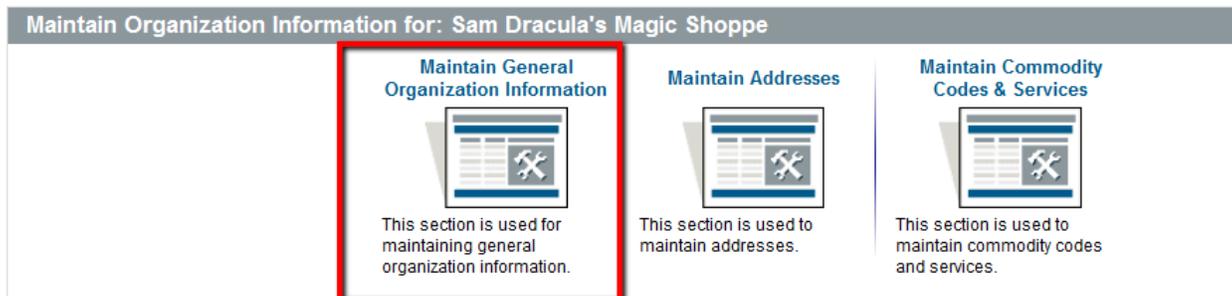
Seller Administrators are presented with three initial options on their **Homepage**:



By clicking on the **Maintain Organization Information**, Seller Administrators can update company general information, addresses, terms, categories/certifications, and commodities provided. The following guides you through these updates:

Updating Vendor General Information

Buy4Michigan will track general information about your company, including business description, primary email/fax, and information you may choose to provide as an Emergency Supplier (authorizing the State to contact you 24/7 for emergency orders). This data may be updated by clicking on **Maintain General Organization Information**.



Maintain General Organization Information

Vendor ID: 00000070
 Company Name*: Sam Dracula's Magic Shoppe Vendor Legal Name*: Sam Dracula's Magic Shoppe
 DBA for Vendor:
 Tax ID #*: Show 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: ejacobsen@periscopeholdings.com
 Vendor Fax:
 Emergency Supplier:
 Yes No
 Emergency Phone*: Ext.:
 Emergency Contact Name*:
 Emergency Email*:
 Emergency Info Comment:
 User Last Updated: Eric Jacobsen
 Date Last Updated: 04/11/2013 03:20:58 PM

Updating Vendor Addresses

To update addresses, click the **Maintain Addresses** icon. This will provide a list of current addresses registered for your company. You can update an existing address by clicking on the blue link in the 'Name' column, or you can click **Add Another Address** to create a new address for your company.

Maintain Organization Information for: Sam Dracula's Magic Shoppe

Maintain General Organization Information



This section is used for maintaining general organization information.

Maintain Addresses



This section is used to maintain addresses.

Maintain Commodity Codes & Services



This section is used to maintain commodity codes and services.

Maintain Addresses for: Sam Dracula's Magic Shoppe

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Eric Jacobsen 1313 Mockingbird Lane Mockingbird Heights, CA 90123 US Email: ejacobsen@periscopeholdings.com Phone: (666)666-6666	Active	Yes

Add Another Address

Exit

Buy4Michigan allows you to save multiple types of addresses for your company, including **General**, **Bid**, **Purchase Order**, and **Remittance** addresses. In addition, you can have multiple addresses for each type (example: if you have multiple locations where POs can be sent by the State); however, you will be asked to identify a Default address for each type you create.

General Mailing Address

Name this Address*:

Contact Name*:

Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

Country*:

City*: State/Province*:

ZIP*: County:

Phone*: Ext:

Toll Free: Mobile:

Fax: Email*:

Id: Alternate Id:

Status: Web Address:

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

Save & Exit

Save & Continue

Reset

Cancel & Exit

Once you have made all additions or changes, click **Save & Exit** to return to the list of addresses for your company.

Updating Commodity Codes and Services

To update information you have provided the State about which goods and services you offer, click the **Maintain Commodity Codes and Services** icon. This will help ensure that you receive notifications about Bid opportunities for those commodities and services. From this screen, you can either **Display Inactive Commodity Codes** to view any codes you had previously registered for, but that the State no longer uses for vendor searches.

Maintain Organization Information for: Sam Dracula's Magic Shoppe

Maintain General Organization Information



This section is used for maintaining general organization information.

Maintain Addresses



This section is used to maintain addresses.

Maintain Commodity Codes & Services



This section is used to maintain commodity codes and services.

For most updates, you should click **Maintain Commodity Codes**. You will see a list of commodities and services you previously registered for. You can deactivate current commodities, or add new commodities by clicking **Add Additional Codes** to reach the **Commodity and Services Codes** screen.

Commodity Maintenance Home Page for: Sam Dracula's Magic Shoppe

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



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

Exit

Commodity and Service Codes

Current Codes - Sam Dracula's Magic Shoppe

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	271-14	Blood Bank and Blood Transfusion Equipment: Collection Units, Dielectric Sealer, Freezing Bags, Pooling Bags, Transfer Units, etc.	04/11/2013
<input type="checkbox"/>	271-19	Blood, Whole; and Blood Fractions (For Transfusions): Plasma, Serum Albumin, etc.	04/11/2013
<input type="checkbox"/>	938-62	Laboratory Equipment and Accessories, Maintenance and Repair: For General and Analytical Research Use, Nuclear, Optical, Physical	04/11/2013
<input type="checkbox"/>	962-05	Amusement and Entertainment Services (Incl. Performing Arts Professionals)	04/11/2013

Deactivate Selected Items

Add Additional Codes

Cancel & Exit

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save** or **Save and Add More**.

Commodity and Service Codes - Testing Labs

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

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
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services
13	Highway Road Equipment, Materials, and Related Equipment
14	Janitorial and Cleaning Equipment, Supplies, and Services
15	Laboratory Equipment, Supplies, and Services
16	Maintenance and Repair of Equipment
17	Medical Equipment, Supplies, and Services
18	Miscellaneous Commodities and Services
19	Office Supplies, Related Items, and Services
20	Paper, Printing Equipment, and Related Products and Services
21	Personal Products, Equipment, and Services

Updating Terms and Categories

To update information you have provided the State regarding which goods and services you offer, click the **Maintain Terms and Categories** icon.

Here you can update your standard payment and shipping terms, which can be applied to purchase orders issued by the State, as well as designate your status for various categories and certifications requested by the State (such as business type or minority business status).

Maintain Organization Information for: Sam Dracula's Magic Shoppe

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

Exit

Terms, Categories, and Certifications - Sam Dracula's Magic Shoppe

Terms

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

Categories & Certifications

Category: DUNS Number

Description: If you have a DUNS number, check the box below and enter your DUNS number into the Notes field below. Category URL: <https://mycredit.dnb.com/establish-your-business/>

Please select at most one category value

Select	
<input checked="" type="checkbox"/>	Yes, I have a DUNS number and have entered it into the Notes field below.

Notes: