

## Introduction

The “How to Maintain my Organization Information” Quick Reference Guide is designed to provide a Vendor the minimum steps necessary in maintaining their Organizations information (i.e. company name, email, address, and term & categories).

## Pre-requisites

A Vendor must have Seller Administrator role in order to update their Organization profile.

## Steps

<p><b>Step 1:</b></p> <p>a.) From the home screen once logged in, select the <b>Seller Administrator tab</b> located at the top, right hand corner of the screen.</p> <p>The page refreshes with a list of icons, defaulted to the <b>General Tab</b>.</p> <p>b.) Select the <b>Maintain Org. Information Icon</b>.</p>	
<p><b>Step 2:</b></p> <p>The <b>Maintain Organization Information</b> page displays with additional icons .</p> <p>a.) Click the <b>Maintain General Org. Information</b> Icon.</p>	
<p><b>Step 3:</b></p> <p>The <b>Maintain General Org. Information</b> page displays.</p> <p>a.) Update your information as needed:</p> <ul style="list-style-type: none"> <li>• Company name</li> <li>• Email</li> <li>• Phone #, etc.</li> </ul> <p>b.) Click the Save &amp; Exit button once complete.</p> <p><b>Note:</b> Once completed, the page defaults back to the list of icons on the Maintain General Org. Information page.</p>	

<p><b>Step 4:</b></p> <p>You have the option to also update or add <b>Addresses</b>.</p> <ol style="list-style-type: none"> <li>Click the <b>Maintain Addresses</b> icon.</li> <li>To <u>update</u> your info. , click the <b>General</b> link under the name column to your left.</li> <li>To <u>add</u> another address, click the <b>Add Another Address</b> button.</li> </ol>	<p><b>Maintain Organization Information for: Sida's World</b></p> <p>Maintain General Organization Information   <b>Maintain Addresses</b>   Maintain Commodity Codes &amp; Services</p> <p>This section is used for maintaining general organization information.   This section is used to maintain addresses.   This section is used to maintain commodity codes and services.</p> <p><b>Maintain Addresses for: Sida's World</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Address Type</th> <th>Address Information</th> </tr> </thead> <tbody> <tr> <td><a href="#">General</a></td> <td>General Mailing Address</td> <td>Isidra Chavez 320 S. Walnut Lansing, MI 48933 US Email: chavez@michigan.gov Phone: (517)373-4396</td> </tr> </tbody> </table> <p>Add Another Address   Exit</p>	Name	Address Type	Address Information	<a href="#">General</a>	General Mailing Address	Isidra Chavez 320 S. Walnut Lansing, MI 48933 US Email: chavez@michigan.gov Phone: (517)373-4396
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<p><b>Step 5:</b></p> <p>Commodity Codes &amp; Services can also be maintained by adding or deactivating code(s).</p> <ol style="list-style-type: none"> <li>Click the <b>Maintain Commodity Codes &amp; Services</b> icon.</li> <li>Click the <b>Maintain Commodity Codes</b> icon.</li> </ol>	<p><b>Maintain Organization Information for: Sida's World</b></p> <p>Maintain General Organization Information   Maintain Addresses   <b>Maintain Commodity Codes &amp; Services</b></p> <p>This section is used for maintaining general organization information.   This section is used to maintain addresses.   This section is used to maintain commodity codes and services.</p> <p><b>Commodity Maintenance Home Page for: Sida's World</b></p> <p><b>Maintain Commodity Codes</b> This section is used to add or remove commodity codes.</p> <p><b>Display Inactive Commodity Codes</b> This section is used to display inactive commodity codes.</p>						
<p><b>Step 6:</b></p> <p>The <b>Current Codes</b> page displays with a list of commodity codes.</p> <ol style="list-style-type: none"> <li>Mark the <b>Deactivate check box</b> and click the <b>Deactivate Selected Items</b> button to deactivate a code.</li> <li>Click the <b>Add Additional Codes</b> button to add additional codes.</li> </ol>	<p><b>Commodity and Service Codes</b></p> <p><b>Current Codes - Sida's World</b></p> <table border="1"> <thead> <tr> <th>Deactivate</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>207-89</td> <td>Testing Equipment for Computers and Related Equipment</td> </tr> </tbody> </table> <p>Deactivate Selected Items   Add Additional Codes   Cancel &amp; Exit</p>	Deactivate	Code	Description	<input type="checkbox"/>	207-89	Testing Equipment for Computers and Related Equipment
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<p>When you click the Add Additional Codes button, the search page displays.</p> <p>c.) Use the NIGP Class dropdown menu or the <b>NIGP Keyword search field</b> to assist in finding the correct commodity code(s) that correspond with what your organization offers.</p> <p>d.) Click the <b>Search</b> button once complete.</p>													
<p><b>Step 7:</b></p> <p>A list of NIGP codes will display.</p> <p>a.) Scroll down the list and select the appropriate code(s) by marking the check box(s).</p>	<table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>031-87</td> <td>Testing and Recording Instruments</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>035-82</td> <td>Taxiway and Runway Testing Equipment and Supplies</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>075-24</td> <td>Diagnostic Instrument System for Vehicle Emission Testing</td> </tr> </tbody> </table>	<input type="checkbox"/>	Code	Description	<input type="checkbox"/>	031-87	Testing and Recording Instruments	<input checked="" type="checkbox"/>	035-82	Taxiway and Runway Testing Equipment and Supplies	<input checked="" type="checkbox"/>	075-24	Diagnostic Instrument System for Vehicle Emission Testing
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<p>Your new code(s) selected will display on the <b>Current Codes</b> page.</p> <p>a.) Click the <b>Cancel &amp; Exit</b> button to get back to the original screen to continue to maintain org. information.</p> <p>b.) Click the <b>Exit</b> button on the Commodity Maintenance Home page.</p>	<table border="1"> <thead> <tr> <th>Deactivate</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>035-82</td> <td>Taxiway and Runway Testing Equipment and Supplies</td> </tr> <tr> <td><input type="checkbox"/></td> <td>075-24</td> <td>Diagnostic Instrument System for Vehicle Emission Testing</td> </tr> <tr> <td><input type="checkbox"/></td> <td>207-89</td> <td>Testing Equipment for Computers and Related Equipment</td> </tr> </tbody> </table>	Deactivate	Code	Description	<input type="checkbox"/>	035-82	Taxiway and Runway Testing Equipment and Supplies	<input type="checkbox"/>	075-24	Diagnostic Instrument System for Vehicle Emission Testing	<input type="checkbox"/>	207-89	Testing Equipment for Computers and Related Equipment
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<p><b>Step 9:</b></p> <p>You can also update your standard payment &amp; shipping terms, or other statuses for various categories.</p> <p>a.) Click the <b>Maintain Terms &amp; Categories</b> icon.</p>													

**Step 10:**

The T&C's & Certifications page displays.

- a.) Update desired Terms & Categories.
- b.) Once complete, scroll down to the bottom of the page and click the **Save & Exit** button.

**Terms, Categories, and Certifications - Sida's World**

**Terms**

Payment Terms:	<input type="text"/>
Freight Terms:	<input type="text"/>
Shipping Method:	<input type="text"/>
Shipping Terms:	<input type="text"/>

**Categories & Certifications**

**Category: Business Structure**

Description: Business Structure    Category URL: <http://www.michigan.gov/micontractconne>

*Please select at least one category value*

Select	
<input type="checkbox"/>	
<input type="checkbox"/>	501C3
<input type="checkbox"/>	Foreign

<b>Save &amp; Exit</b>	Save & Continue	Reset	Cancel & Exit
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