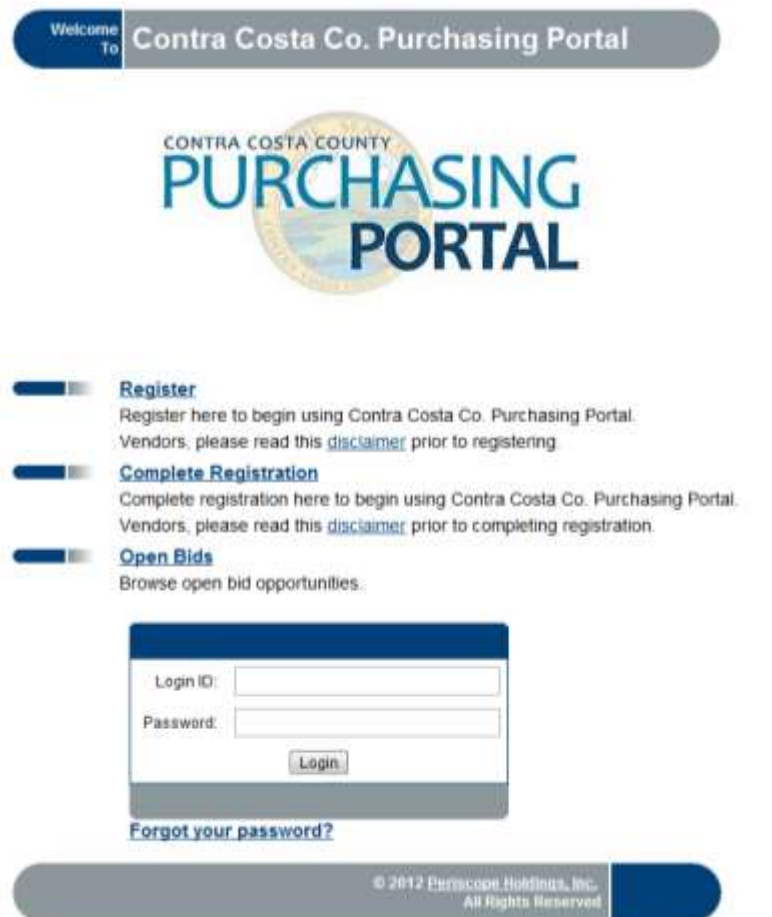# Maintaining Seller Information

To ensure receipt of notifications about Bid opportunities or to be issued Purchase Orders (POs) through Purchasing Portal, you must make sure your information is current within the system. You can do this by accessing the Purchasing Portal login screen and signing in with your unique Login ID and Password. You can refer to the email you were sent upon completion of registration, or by using the link https://purchasing.cccounty.us. Purchasing Portal can also be accessed through the County's website at www.cccounty.us. Find the Purchasing Services page under the Business tab at the top menu.

This guide will provide you with instructions on maintaining your company information. If you find you need assistance, or have any questions about doing business with Contra Costa County, please contact us by phone or email at (925) 313-2120 or purchasing@pw.cccounty.us. We appreciate your interest in doing business with the County.
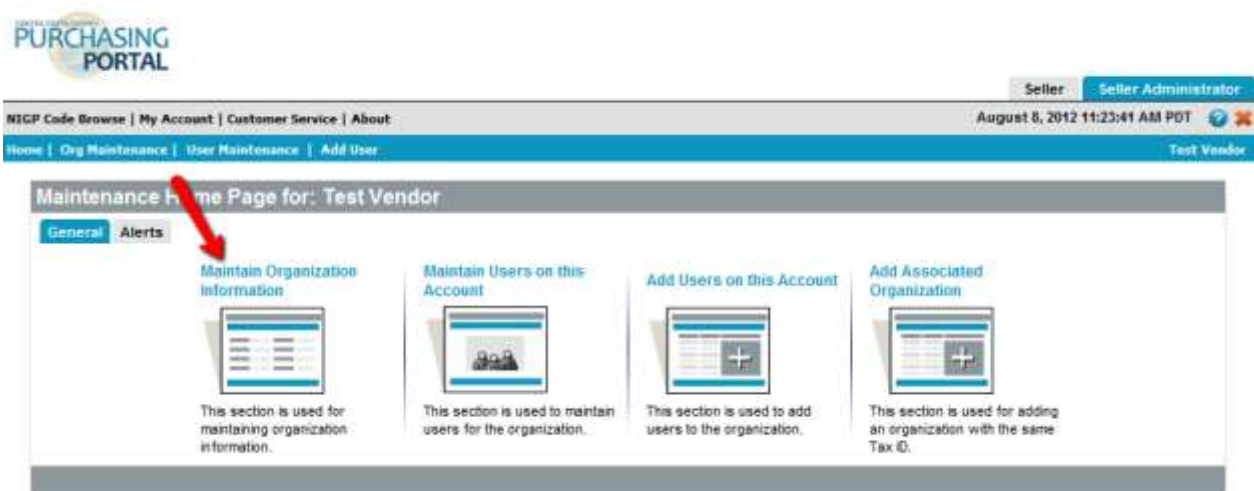
Who Can Update Seller Data?

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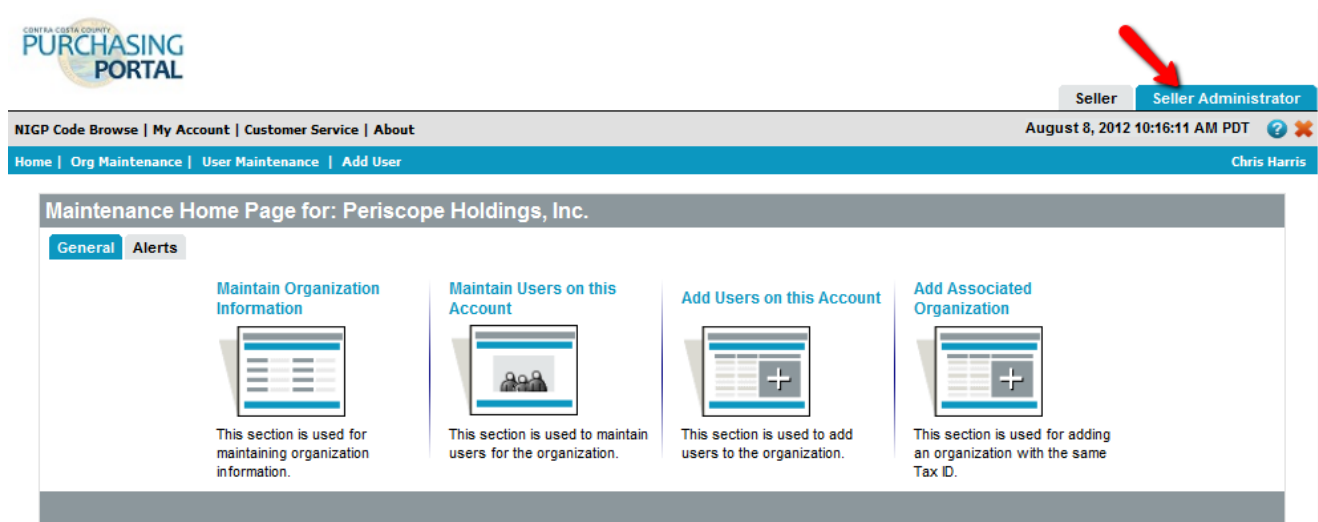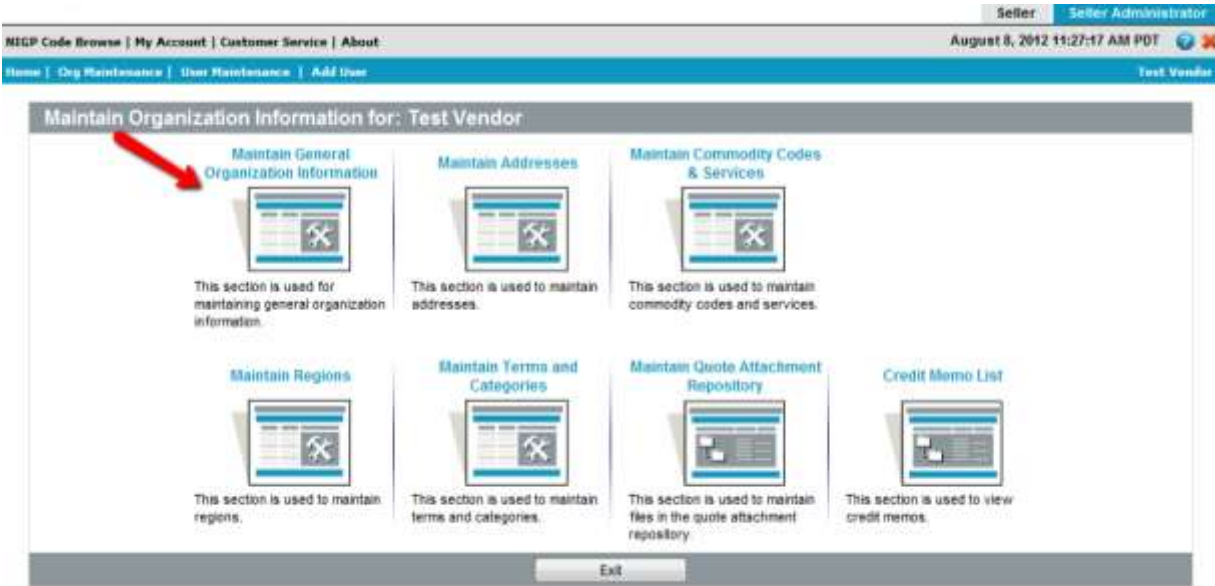

Updating Seller General Information

By clicking on the **Maintain Organization Information**, Seller Administrators can update company general information, addresses, terms, categories/certifications, and commodities/services offered.

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By clicking on **Maintain General Organization Information** you can manage the general information about your entity, including business description, primary email, attachments and information you may choose to provide as an Emergency Supplier (authorizing the County to contact you 24/7 for emergency orders).

Updating Seller Addresses

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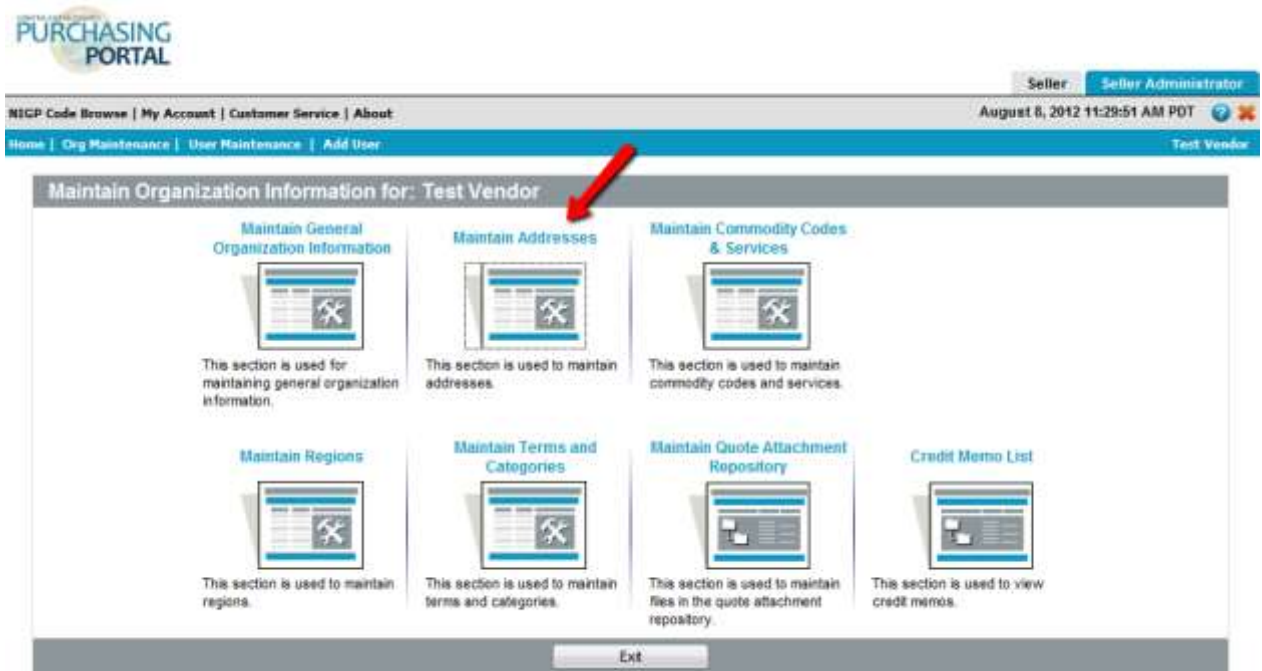
You can update an existing address by clicking on the link in the **Name** column, or you can click **Add Another Address** to create a new address for your company.

Purchasing Portal 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 County); however, you will be asked to identify a Default address for each type you create.

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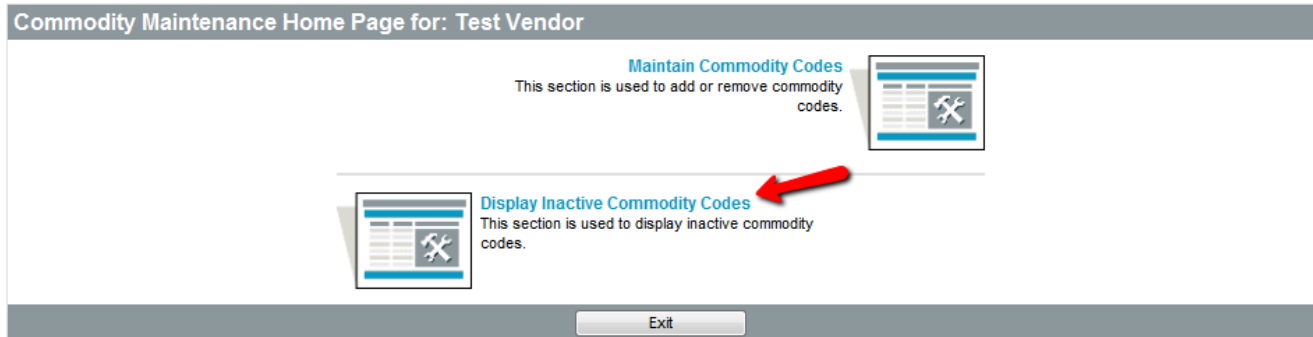
Updating Commodity Codes and Services

To update information you have provided the County 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.
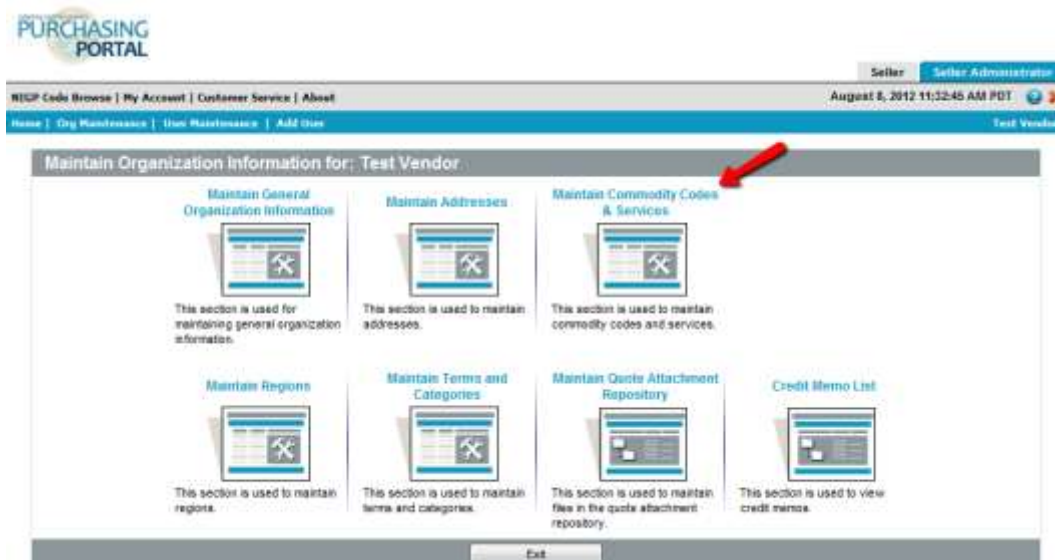

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From this screen, you can either **Display Inactive Commodity Codes** to view any codes you had previously registered for, but that the County no longer uses for Seller searches.

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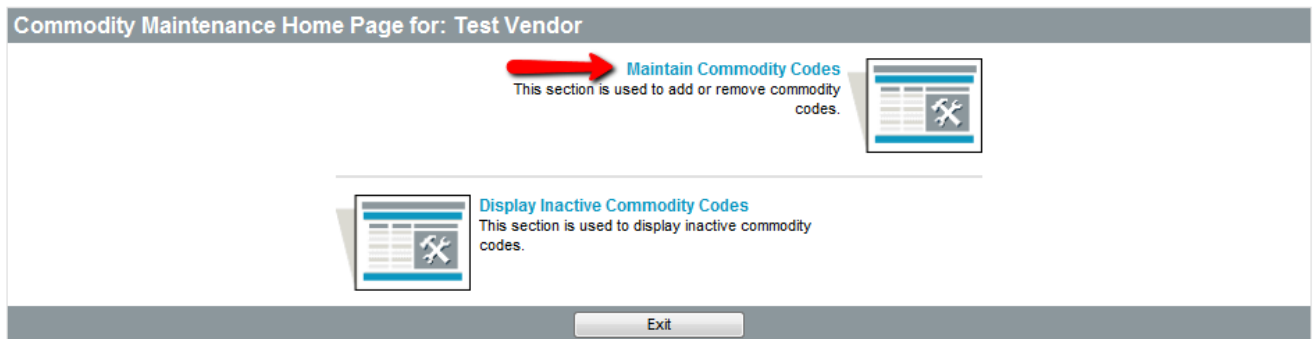
You will see a list of commodities and services you previously registered for. You can deactivate current commodities, or add new commodities by clicking **Add Additional Codes** to reach the **Commodity and Services Codes** screen.

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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**.

Updating Terms and Categories

To update information you have provided the County regarding which goods and services you offer, click the **Maintain Terms and Categories** icon.
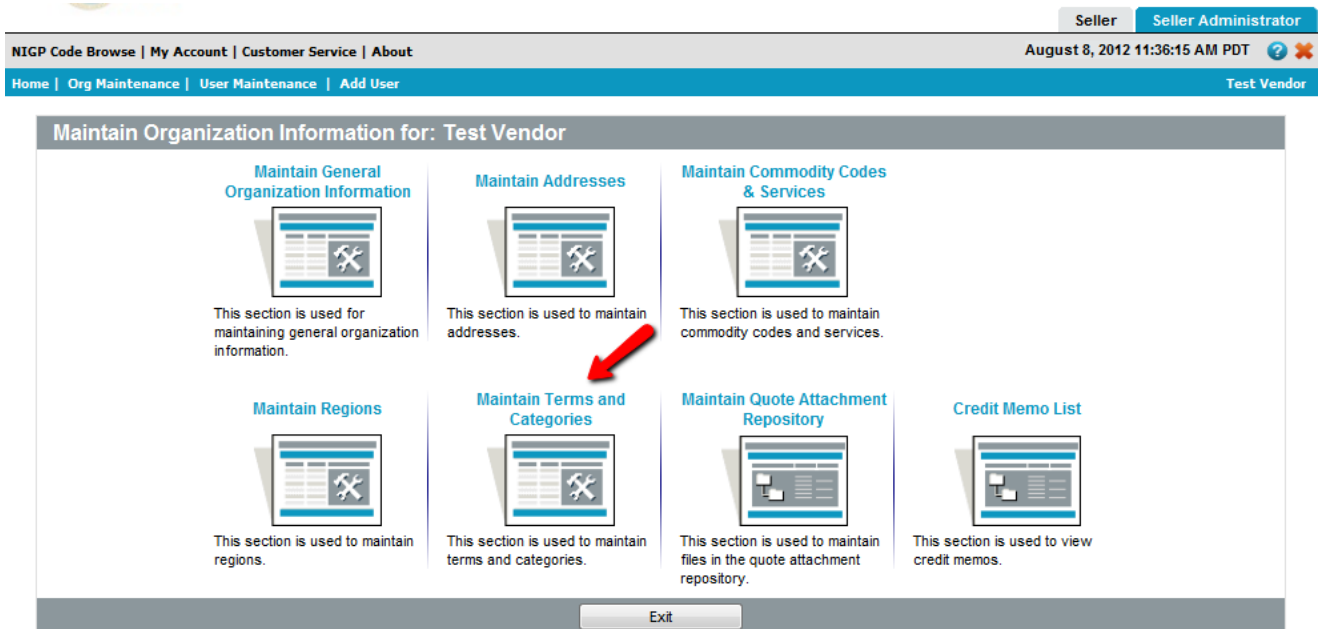
Here you can update your standard payment and shipping terms, and designate your status for categories and certifications requested by the County (such as business type or minority business status). After you've completed this screen, click **Save & Continue Registration** along the bottom.

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