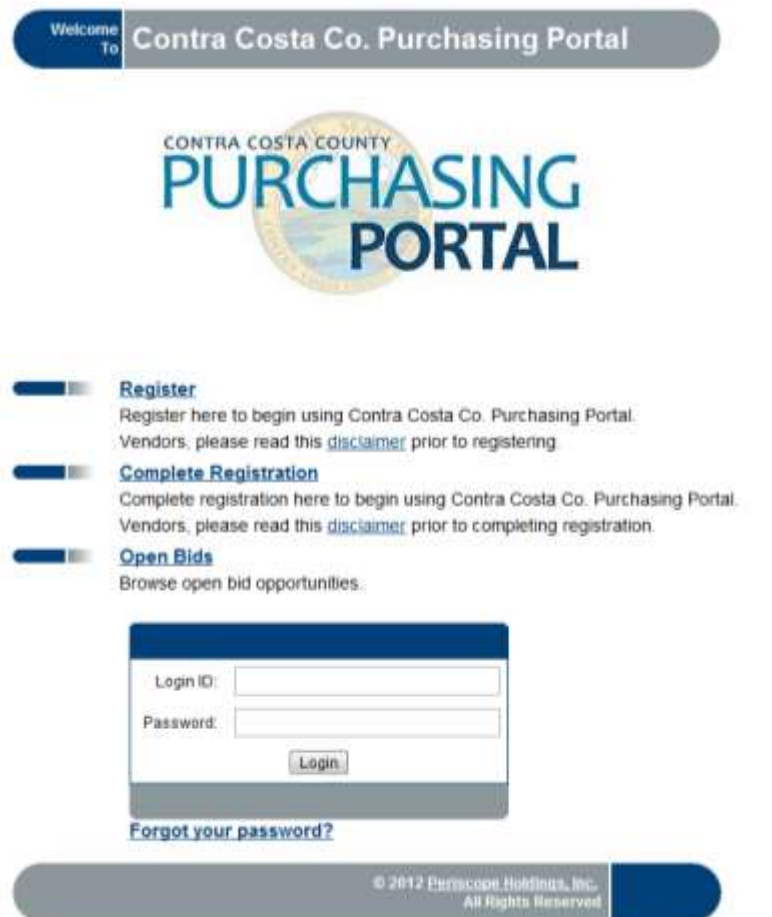


Maintaining Seller Information

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.



The screenshot shows the homepage of the Contra Costa Co. Purchasing Portal. At the top, a dark blue banner contains the text "Welcome To Contra Costa Co. Purchasing Portal". Below this is the logo for the "CONTRA COSTA COUNTY PURCHASING PORTAL", which features a circular seal with a landscape and the text "CONTRA COSTA COUNTY" above "PURCHASING PORTAL".

Below the logo, there are three main navigation links, each with a blue arrow icon:

- Register**: Register here to begin using Contra Costa Co. Purchasing Portal. Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**: Complete registration here to begin using Contra Costa Co. Purchasing Portal. Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**: Browse open bid opportunities.

Below these links is a login form with the following fields and buttons:

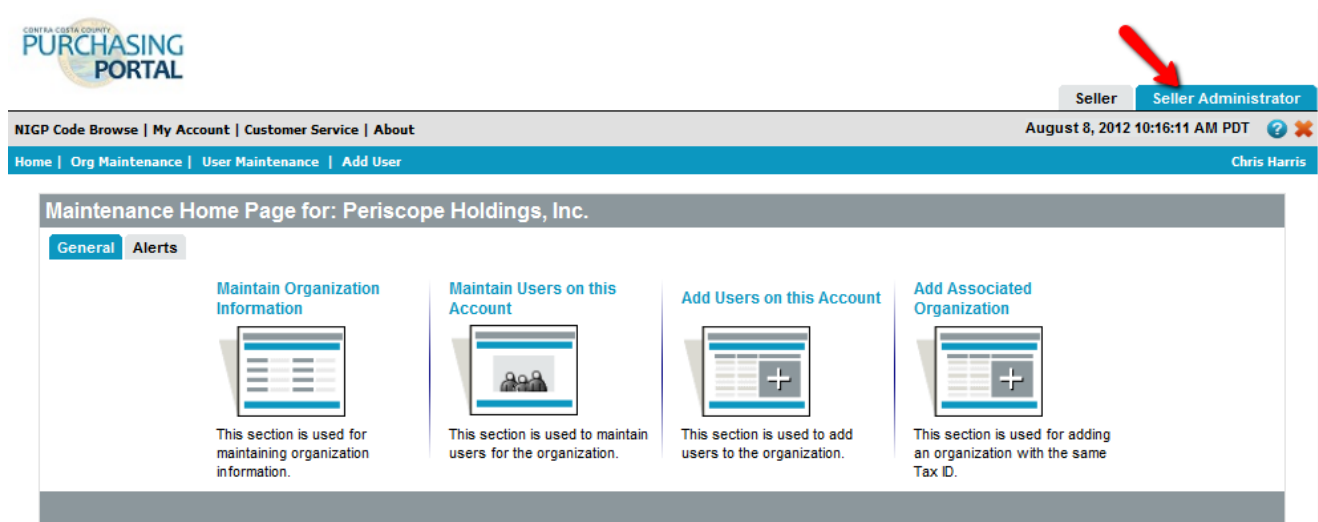
- Login ID:
- Password:
- Login button

Below the login form is a link: [Forgot your password?](#)

At the bottom of the page, a dark blue footer contains the text: © 2012 Periscope Holdings, Inc. All Rights Reserved.

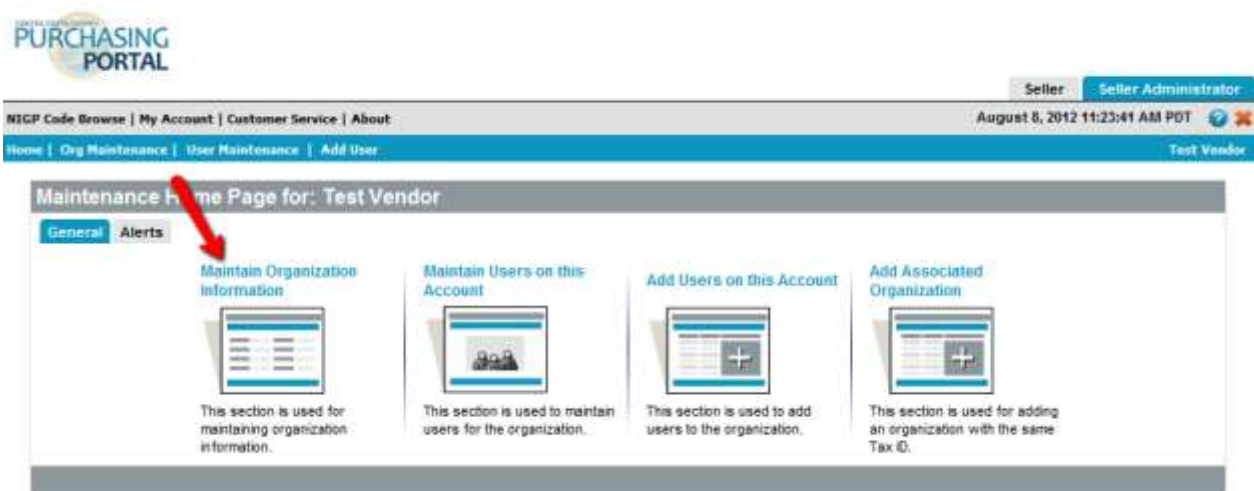
Who Can Update Seller Data?

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**.

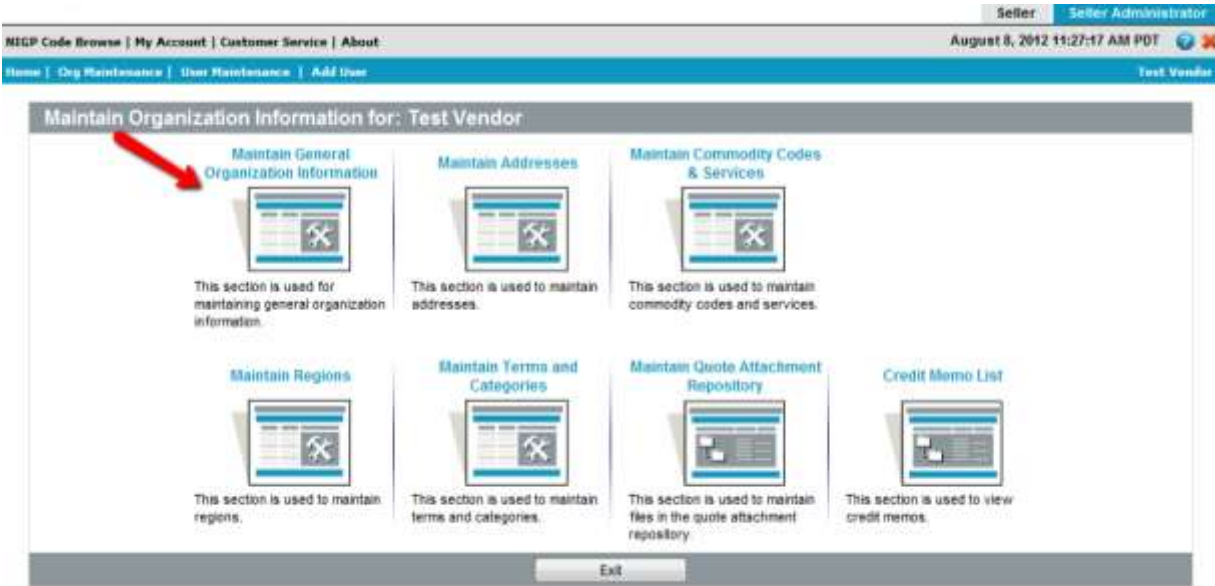


Updating Seller General Information

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



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).



Maintain General Organization Information

Vendor ID: 000008
 Company Name*: Test Vendor Vendor Legal Name*: Test Vendor
 DBA for Vendor:
 Tax ID #: 00000008 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: charns@perscopeholdings.com
 Vendor Fax:
 Emergency Supplier: Yes No
 Emergency Phone*: Ext.:
 Emergency Contact Name*:
 Emergency Email*:
 Emergency Info Comment:
 User Last Updated: Test Vendor
 Date Last Updated: 08/08/2012 10:51:11 AM

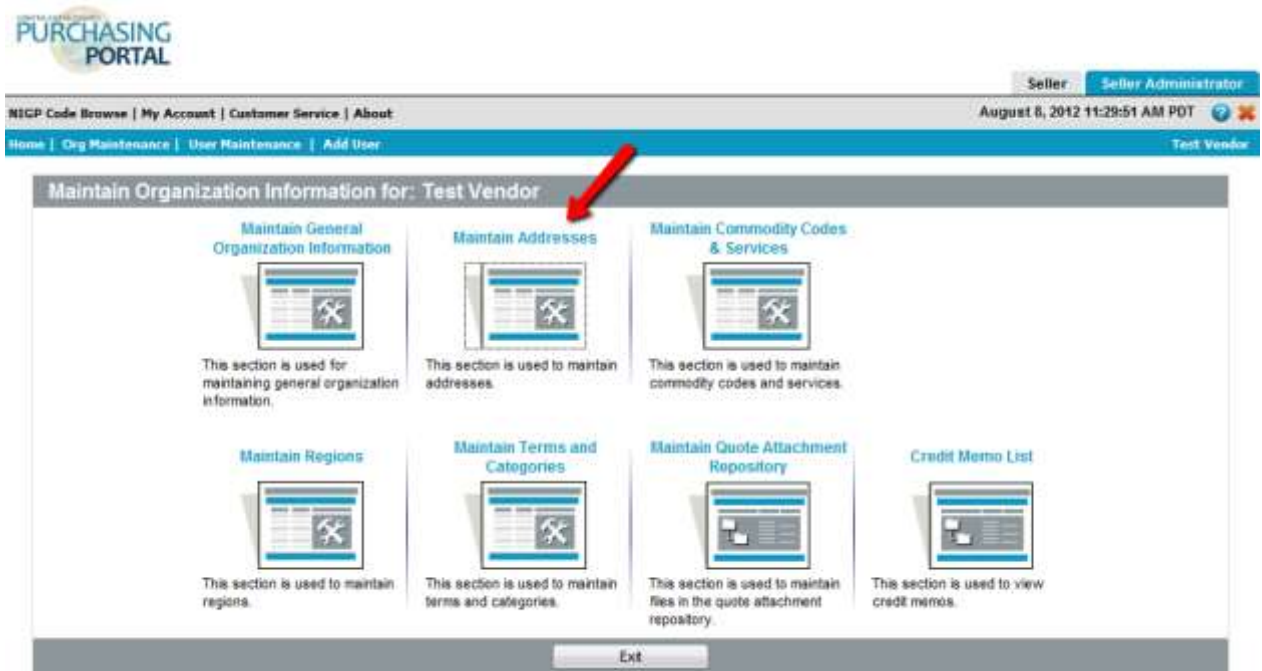
Attachments

No Attachments

File: Browse
 Description:
 Upload

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.

Maintain Addresses for: Test Vendor


Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Test Vendor 123 Test Martinez, CA 55555 US Email: charris@periscopeholdings.com Phone: (555)555-5555	Active	Yes

At the bottom of the table, there are two buttons: 'Add Another Address' and 'Exit'. A red arrow points to the 'General' link in the Name column, and another red arrow points to the 'Add Another Address' button.

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.

Address Book - Test Vendor

Enter a New Address

Address Type: Bid Mailing Address 

Name this Address*: Bid Mailing Address

Contact Name*: Purchase Order Mailing Address

Address Line 1*: Sales Address

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

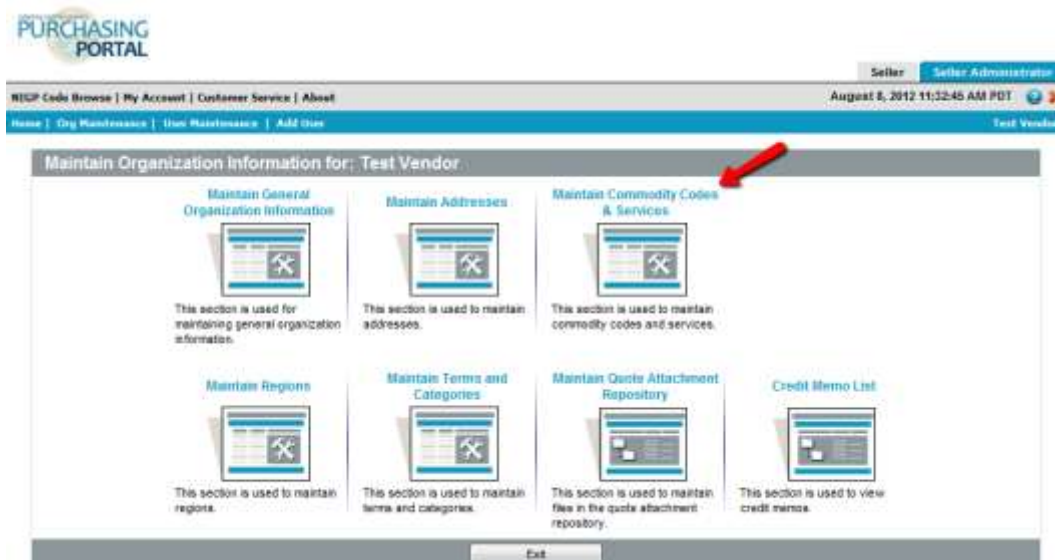


Save & Exit Reset Cancel & Exit

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

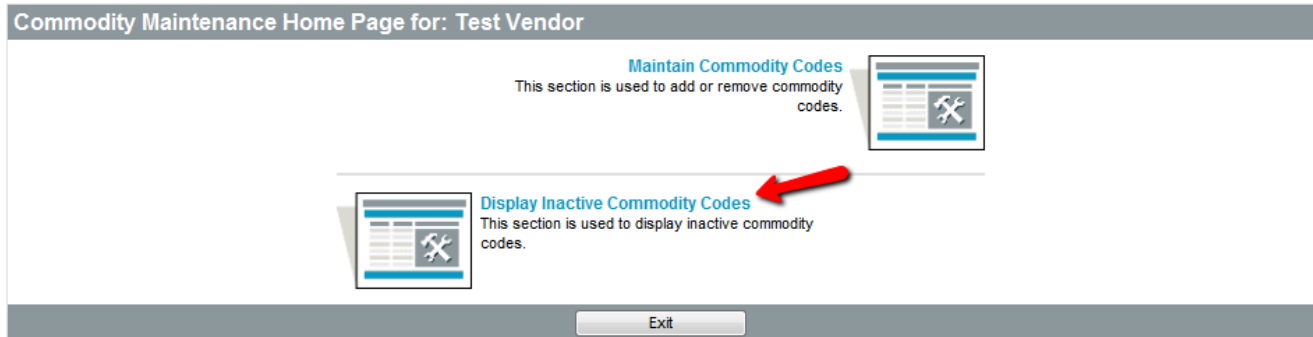
To update information you have provided the County about which goods and services you offer, click the **Maintain Commodity Codes and Services** icon. This will help ensure that you receive notifications about Bid opportunities for those commodities and services.



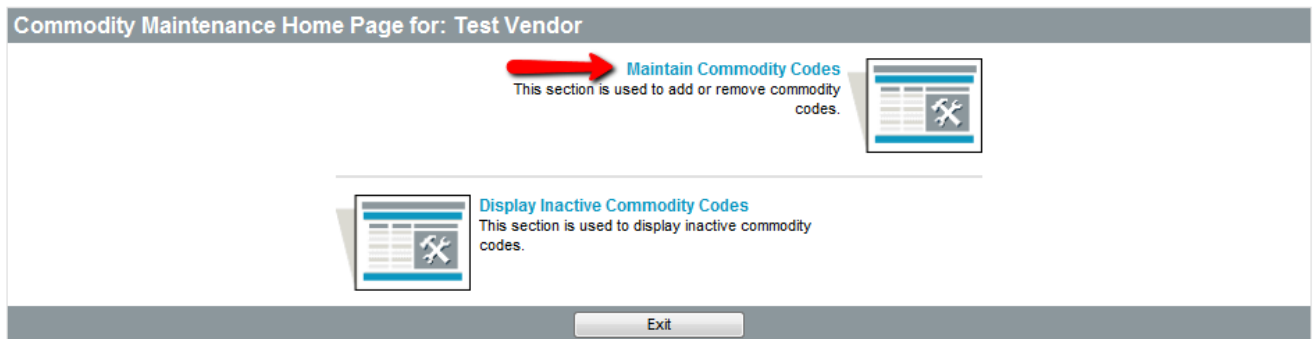
Phone: (925) 313-2120 ■ E-mail: purchasing@pw.cccounty.us

County Website: www.cccounty.us ■ Purchasing Portal: <https://purchasing.cccounty.us>

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.

Commodity and Service Codes

Current Codes - Test Vendor

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	207-14	Battery Chargers, Computer and Peripheral	08/08/2012
<input type="checkbox"/>	207-20	Braces: Monitor, PC's, CRT's, Desk Top Printers, etc.	08/08/2012
<input type="checkbox"/>	207-23	Carts, Computer	08/08/2012
<input type="checkbox"/>	207-25	Cleaners for Keyboards, Monitors, Tapes, Disettes, etc.	08/08/2012
<input type="checkbox"/>	207-30	Compact Disks, DVD, ROM, Blu-Ray, etc.	08/08/2012
<input type="checkbox"/>	207-32	Computer Instructional Aids and Training Devices	08/08/2012
<input type="checkbox"/>	207-34	Covers and Enclosures (Acoustical and Protective) (For Equipment)	08/08/2012
<input type="checkbox"/>	207-37	CRT Holders, Cases, Glare Screens, Locks, etc.	08/08/2012
<input type="checkbox"/>	207-47	Fasteners and Accessories, Thumb Lock	08/08/2012
<input type="checkbox"/>	207-49	Forms Bristles, Decollators, Detachers, Feeders, Strippers and Related Accessories	08/08/2012
<input type="checkbox"/>	207-50	Forms, Charts, Templates, Rulers, etc.	08/08/2012
<input type="checkbox"/>	207-60	Keyboard Dust Covers, Key Top Covers, Keyboard Drawers, Wrist Supports, etc.	08/08/2012

At the bottom of the table, there are three buttons: 'Deactivate Selected Items', 'Add Additional Codes', and 'Cancel & Exit'. A red arrow points to the 'Add Additional Codes' button.

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:

MGP Class:

MGP Class Item:

MGP Keyword:

Search using: ALL of the criteria

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browser below.

NIGP Code Browser

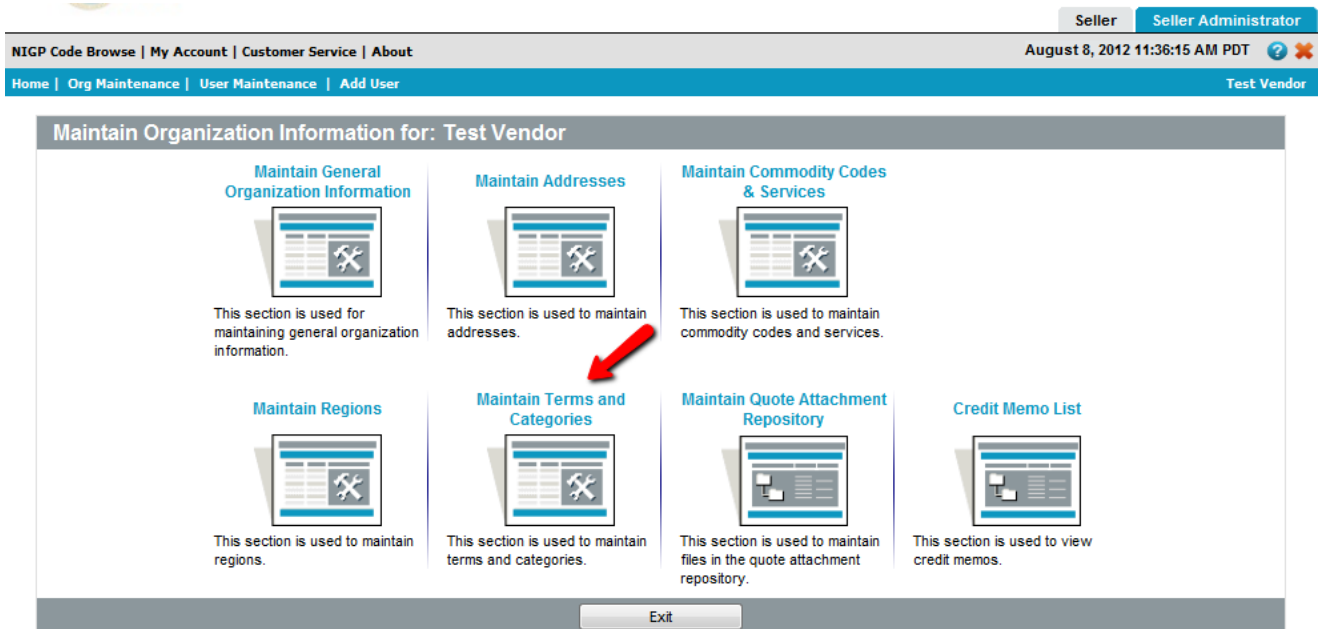
Select the category that best describes the product and service you offer. Click on the question mark for more information.

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
22	Public Works, Park Equipment, and Construction Services
23	Rental and Leasing Services
24	Safety and Protection Equipment and Related Services
25	School and Library Equipment, Supplies, and Services
26	Sporting, Athletic, and other Outdoor Equipment and Services
27	Testing and Sampling Equipment and Services
28	The Trades: Electrical, Engineering, HVAC, Plumbing, and Heating
29	Travel Equipment and Related Services, Vans
30	Water and Sewer Treatment Equipment, Supplies, and Services

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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.

Terms, Categories, and Certifications - Test Vendor

Terms

Payment Terms: 10% Net 10
 Freight Terms: Freight Collected and Allowed
 Shipping Method: Best Shipping Option
 Shipping Terms: F.O.B., Destination

Categories & Certifications

Category: Work Conducted By Firm
 Description: Select the options that correspond with what your firm does.

Please select at least one category value

<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Construction
<input type="checkbox"/>	Consultant
<input type="checkbox"/>	Service Provider
<input type="checkbox"/>	Vendor / Supplier
<input type="checkbox"/>	Other (if none of the above categories apply)

Notes: