

## Vendor Profile Maintenance Quick Reference Guide

Help Desk: (855) 800-5046

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

### Who Can Update Vendor Data?

Upon logging into ePro 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 four initial options on their **Homepage**:



Maintenance Home Page for: Rejan's Super Company

General Alerts

- Maintain Organization Information**  
This section is used for maintaining organization information.
- Maintain Users on this Account**  
This section is used to maintain users for the organization.
- Add Users on this Account**  
This section is used to add users to the organization.
- Add Associated Organization**  
This section is used for adding an organization with the same Tax ID.

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

### Updating Vendor General Information

ePro 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 Agency to contact you 24/7 for emergency orders). This data may be updated by clicking on Maintain General Organization Information.

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Seller **Seller Administrator**  
 August 3, 2009 4:51:34 PM CDT

[Home](#) | [Org Maintenance](#) | [User Maintenance](#) | [Add User](#)
Chris Kennedy

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### Maintain General Organization Information

Vendor ID: 00000016  
 Company Name\*: Bob's Taxidermy  
 Tax ID #: #####433 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: tgarza@goperiscope.com  
 Vendor Fax: [ ] [ ] [ ]  
 Emergency Supplier:  Yes  No  
 Emergency Phone\*: [ ] [ ] [ ] Ext.: [ ]  
 Emergency Contact Name\*: [ ]  
 Emergency Email\*: [ ]  
 Emergency Info Comment: [ ]

## 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.

[NIGP Code Browse](#) | [My Logo](#) | [Customer Service](#) | [About](#)
Seller **Seller Administrator**  
 July 16, 2009 10:58:10 AM CDT

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John Andretti

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### Maintain Addresses for: Tires R Us

| Name                           | Address Type                    | Address Information   | Status | Default for Type |
|--------------------------------|---------------------------------|---|--------|------------------|
| <a href="#">General</a>        | General Mailing Address:        | John Andretti<br>1234 Sitraighta Way<br>Lotus, AZ 55555<br>US<br>Email: John.Andretti@trtru.com<br>Phone: (555)555-5555       | Active | Yes              |
| <a href="#">Purchase Order</a> | Purchase Order Mailing Address: | Jeff Gordon<br>500 Indianapolis Way<br>Phoenix, AZ 55555<br>US<br>Email: jeff.gordon@trtru.com<br>Phone: (555)555-5555 Ext. 5 | Active | Yes              |

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ePro 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.

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**Address Book - Tires R Us**

**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\*:

Status:

Default address for this address type

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### 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. 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 vendor 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.

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 general categories of commodities and services, or search by keyword. To choose additional commodities, click **Save and Add More**. Once you have selected all the codes that match what you provide, select **Save**.

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Commodity and Service Codes - Testing Labs ?

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

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

**NIGP Code Browse**

**1** 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 Welding |
| 29 | Transit Equipment and Related Services, Mass                     |
| 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 payment, freight and shipping terms, click the **Maintain Terms and Categories** icon.

Here, using the pull-down menu, you can update your standard payment and shipping terms, which can be applied to purchase orders issued by the County, as well as update your status for various categories and certifications requested by the County.

The **Categories and Certifications** options for the County of San Bernardino are different from the examples shown below. Please be sure you have provided an answer for all categories that are designated 'required'.

After you have completed this screen, click **Save & Continue Registration** along the bottom. Thank you.

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### Terms, Categories, and Certifications - Durango Trading Company

#### Terms

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

#### Categories & Certifications

##### Category: Tax ID Certification

Please select exactly one category value

| Select                   |  |
|--------------------------|--|
| <input type="checkbox"/> | Under Penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number. |
| <input type="checkbox"/> | Under Penalties of perjury, I certify that I am waiting for a taxpayer identification number to be issued to me.       |

Notes:

##### Category: Backup Withholding Certification

Please select exactly one category value

| Select                   |  |
|--------------------------|--|
| <input type="checkbox"/> | Under Penalties of perjury, I certify that I am not subject to backup withholding because I am exempt from backup withholding. |