



# State of Illinois Seller Administrator Manual

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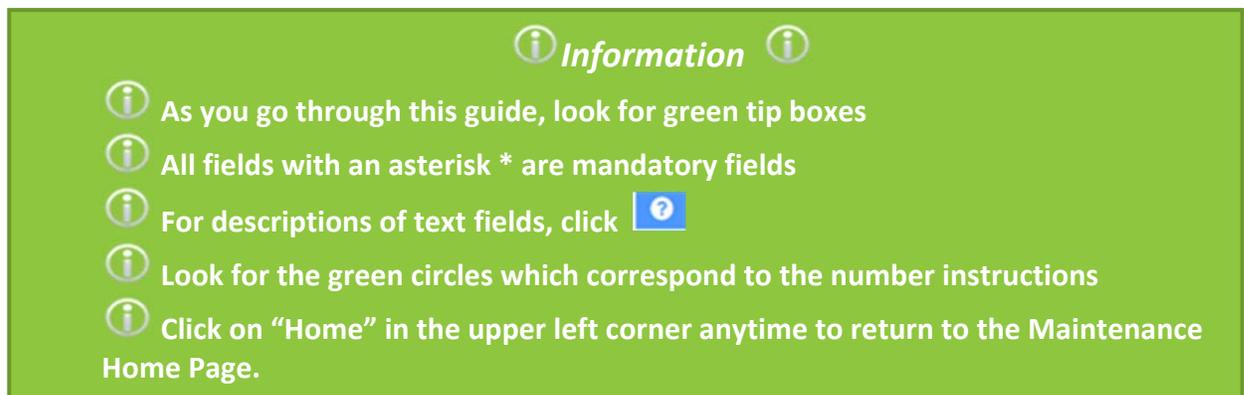
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# Introduction

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Within BidBuy, there are 2 types of registered vendor roles -- the **Seller** role and the **Seller Administrator** role. A **Seller** can search, view, and respond to bid opportunities; search and view active State contracts; and view purchase orders. In addition to all of the rights of the **Seller**, the **Seller Administrator** can maintain their business's information, user profiles, and can invite Associated Organizations to register in BidBuy.

When the account is initially created, the person identified as the **Administrator** will be designated as the **Seller Administrator**. This can be changed at any time and there can be multiple **Seller Administrators** on a single account, though there must always be at least one. To access these commands, select the "**Seller Administrator**" tab in the upper right corner.



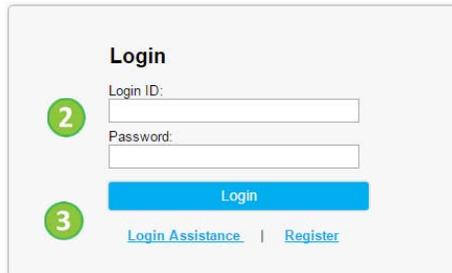
**Information**

- As you go through this guide, look for green tip boxes
- All fields with an asterisk \* are mandatory fields
- For descriptions of text fields, click 
- Look for the green circles which correspond to the number instructions
- Click on "Home" in the upper left corner anytime to return to the Maintenance Home Page.

*To watch the video associated with this Guide, go to <http://www.illinois.gov/cpo/PathwayToProcurement/Pages/BidBuy.aspx> and click on Video #2, "Seller Administrator Role."*

# How to Access the Seller Administrator Menus

1. Go to BidBuy at <https://www.bidbuy.illinois.gov/bs/>
2. Enter **Username** and **Password**
3. Click **Login**



**Login**

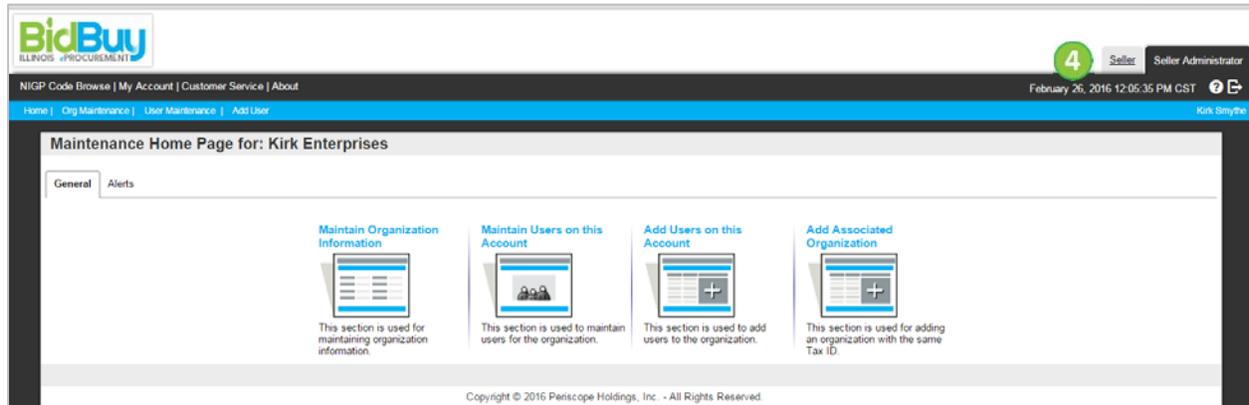
2 Login ID:

3 Password:

Login

[Login Assistance](#) | [Register](#)

4. Click **Seller Administrator** tab



**BidBuy**  
ILLINOIS PROCUREMENT

4 Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About February 26, 2016 12:05:35 PM CST

Home | Org Maintenance | User Maintenance | Add User Kirk Smythe

### Maintenance Home Page for: Kirk Enterprises

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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# Seller Administrator- Maintenance Home Page

The Seller Administrator maintains their vendor's organization information and users' access to a vendor account. The four menu options are listed here, on the **Maintenance Home Page**.

The screenshot displays the BidBuy ILLINOIS ePROCUREMENT Seller Administrator interface. The page title is "Maintenance Home Page for: Kirk Enterprises". The navigation bar includes "Home", "Org Maintenance", "User Maintenance", and "Add User". The main content area features four cards, each with an icon and a description:

- 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.

A green bracket on the left side of the screenshot highlights these four options.

1. **Maintain Organization Information** -- This option provides the ability to maintain all organizational information including addresses, terms, categories, and commodity codes.
2. **Maintain Users on this Account** – This option provides the ability to maintain all users of this account, by searching, adding and updating user information.
3. **Add Users on this Account** – This option provides the ability to add users to this account.
4. **Add Associated Organization** -- This option provides the ability to add an Associated Organization or “Doing Business As” to this account.

## Menu Option #1: Maintain Organization Information

This option allows the ability to maintain all organizational information including addresses, terms, categories, and commodity codes.

### Maintain General Organization Information

1. From blue ribbon, click **Org Maintenance**
2. Click **Maintain General Organization Information**

**BidBuy**  
ILLINOIS ePROCUREMENT

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About September 2, 2015 11:04:37 AM CDT Kirk Batson

1 Org Maintenance | User Maintenance | Add User

### Maintain Organization Information for: Kirk Enterprises

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

Exit

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3. Update any fields by clicking in the field box

 All fields with an asterisk \* are mandatory fields

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ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### Maintain General Organization Information

Vendor ID: 00000095

4. To upload a file, click **Choose File**
5. A File Explorer appears, select file then click **Open**
6. Enter a **Description** for the file and click **Upload**
7. Click **Save & Exit** to save changes

**BidBuy**  
ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### Maintain General Organization Information

Vendor ID: 00000095  
Company Name: Kirk Enterprises Vendor Legal Name: Kirk Enterprises  
DBA for Vendor:  
Tax ID #: 898989897 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:  
Vendor Fax: 555 555 5555  
Special Vendor Type:  
Emergency Supplier:  
 Yes  No  
Emergency Phone: Ext.:  
Emergency Contact Name:  
Emergency Email:  
Emergency Info Comment:  
User Last Updated: Kirk Smith  
Date Last Updated: 08/27/2015 11:27:30 AM

#### Attachments

Download	File	Description	Size		
	Test File.docx	Test File	11,384 bytes	Kirk Smith	09/02/2015 12:41:49 PM

File: **4** Choose File No file chosen  
Description:  
**6** Upload

#### Forms

**1** Click Add Form to add form attachments.

No Form Attachments

Add Form Save & Exit Save & Continue Reset Cancel & Exit

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**7**

## Maintain Address

1. Click **Org Maintenance**
2. Click **Maintain Address**

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ILLINOIS ePROCUREMENT

SELLER | Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

September 2, 2015 11:04:37 AM CDT

1 Org Maintenance | User Maintenance | Add User

Kirk Batson

### Maintain Organization Information for: Kirk Enterprises

**Maintain General Organization Information**  
This section is used for maintaining general organization information.

**Maintain Addresses**  
This section is used to maintain addresses.

**Maintain Commodity Code Codes & Services**  
This section is used to maintain commodity code codes and services.

**Maintain Regions**  
This section is used to maintain regions.

**Maintain Terms and Categories**  
This section is used to maintain terms and categories.

**Maintain Quote Attachment Repository**  
This section is used to maintain files in the quote attachment repository.

**Credit Memo List**  
This section is used to view credit memos.

Exit

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3. To add a new address, click **Add Another Address**

**BidBuy**  
ILLINOIS ePROCUREMENT

SELLER | Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

November 20, 2015 1:50:56 PM CST

Home | Org Maintenance | User Maintenance | Add User

Kirk Smythe

### Maintain Addresses for: Kirk Enterprises

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Kirk Smythe 123 Freedom Road Springfield, IL 55555 US Email: Kirksmythe@gmail.com Phone: (841)455-5561	Active	Yes

3

Add Another Address | Exit

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4. Select **Address Type** from the drop-down
5. Enter information into the fields by clicking in the field box
6. Click **Save & Exit** to save changes

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ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### Address Book - Kirk Enterprises

#### Enter a New Address

Address Type: **4** Bid Mailing Address

Name this Address\*: \_\_\_\_\_

Contact Name\*: \_\_\_\_\_

Address Line 1\*: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

Address Line 4: \_\_\_\_\_

Country\*: US - United States of America

City\*: \_\_\_\_\_

ZIP\*: \_\_\_\_\_

Phone\*: \_\_\_\_\_

Toll Free: \_\_\_\_\_

Fax: \_\_\_\_\_

Id: 0

Status: Active

Default address for this address type

**Current Default Address:**  
Jane Doe  
123 Main Street  
Chicago, IL 60423  
US  
Email: Janedoe@gmail.com  
Phone: (555)555-5555

State/Province\*: \_\_\_\_\_

County: \_\_\_\_\_

Ext: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email\*: \_\_\_\_\_

Alternate Id: \_\_\_\_\_

Web Address: \_\_\_\_\_  
(Begin with http:// or https://)

**5**

**6**

Save & Exit    Reset    Cancel & Exit

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## Update Current Address

1. To update a current address, click **Name** of address

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ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### Maintain Addresses for: Kirk Enterprises

Name	Address Type	Address Information
<b>1</b> Office	Bid Mailing Address	Jane Doe 123 Main Street Chicago, IL 60423 US Email: Janedoe@gmail.com Phone: (555)555-5555

2. Enter information into the fields by clicking in the field box, then click **Save & Exit**

## Add or Delete NIGP Commodity Codes

1. Click **Org Maintenance**
2. Click **Maintain Commodity Code Codes & Services**

The screenshot shows the BidBuy Illinois eProcurement interface. The user is logged in as 'Seller Administrator' on September 2, 2015, at 11:04:37 AM CDT. The page title is 'Maintain Organization Information for: Kirk Enterprises'. A green circle with the number '1' highlights the 'Org Maintenance' link in the navigation bar. A second green circle with the number '2' highlights the 'Maintain Commodity Code Codes & Services' tile. Other tiles include 'Maintain General Organization Information', 'Maintain Addresses', 'Maintain Regions', 'Maintain Terms and Categories', 'Maintain Quote Attachment Repository', and 'Credit Memo List'. Each tile has a brief description of its function. An 'Exit' button is at the bottom.

3. Click **Maintain Commodity Codes** to add commodity codes

The screenshot shows the 'Commodity Code Maintenance Home Page for: Kirk Enterprises'. The user is logged in as 'Seller Administrator' on November 20, 2015, at 2:51:00 PM CST. A green circle with the number '3' highlights the 'Maintain Commodity Codes' tile. The page title is 'Commodity Code Maintenance Home Page for: Kirk Enterprises'. The 'Maintain Commodity Codes' tile is described as 'This section is used to add or remove commodity codes.' The 'Display Inactive Commodity Code' tile is described as 'This section is used to display inactive commodity codes.' An 'Exit' button is at the bottom.

4. To add additional codes, click **Add Additional Codes**

The screenshot shows the 'Commodity Code and Service Codes' page. The user is logged in as 'Seller Administrator' on November 20, 2015, at 3:15:26 PM CST. A green banner at the bottom contains an information icon and the text: 'NIGP Commodity Codes are used by the State to identify Offerors and Bidders to solicit the goods or services to be procured.'

5. Select from the **NIGP Class** and **NIGP Class Item** drop-downs. Alternatively, enter a **Keyword**.
6. Click **Search**

**BidBuy**  
ILLINOIS ePROCUREMENT

[NIGP Code Browse](#) | [My Account](#) | [Customer Service](#) | [About](#)

[BidBuy Logo](#) | [Home](#) | [User Maintenance](#) | [Add User](#)

### Commodity Code and Service Codes - Kirk Enterprises

**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

7. Select the codes you wish to add
8. Click **Save** to exit or **Save and Add More** to add more codes

**Commodity Code and Service Codes - Kirk Enterprises**

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

**NIGP Code Browse**

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	040-30	Dogs, All Types
<input type="checkbox"/>	385-47	Entrees, Specialty (Including Corn Dogs, Lasagna, Mexican Food, etc.)
<input type="checkbox"/>	680-33	Canine (K-9) Police Dog Training Equipment
<input type="checkbox"/>	981-46	Guard Dog Rental or Lease
<input type="checkbox"/>	990-33	Drug Detection Services (Including Use of Drug Sniffing Dogs)

### Deactivate Commodity Codes

1. To deactivate codes, click on the box to the left of that code in the **Deactivate** column
2. Click **Deactivate Selected Items**
3. Click **Cancel & Exit**

**BidBuy**  
ILLINOIS PROCUREMENT

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

November 20, 2015 3:15:26 PM CST

Home | Org Maintenance | User Maintenance | Add User

Kirk Smyth

**Commodity Code and Service Codes**

**Current Codes - Kirk Enterprises**

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	060-01	Adapters and Clevises, Automotive Parts	11/20/2015

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## Re-Activate NIGP Commodity Codes

1. Click **Org Maintenance** from the blue ribbon at the top left screen
2. Click **Maintain Commodity Code Codes & Services**
3. Click **Display Inactive Commodity Code**

**Commodity Code Maintenance Home Page for: Kirk Enterprises**

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

**3 Display Inactive Commodity Code**  
This section is used to display inactive commodity codes.

Exit

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4. Click on the box to the left of the code, in the **Activate** column for the code you wish to reactivate
5. Click **Save & Exit** or **Save & Continue** to activate more

**Commodity Code and Service Codes**

**Inactive Codes for Kirk Enterprises**

Activate	Code	Description
<input type="checkbox"/>	040-08	Cages/Shelters, Animal and Marine Life (See Class 405 for Laboratory Type)

Save & Exit Save & Continue Exit

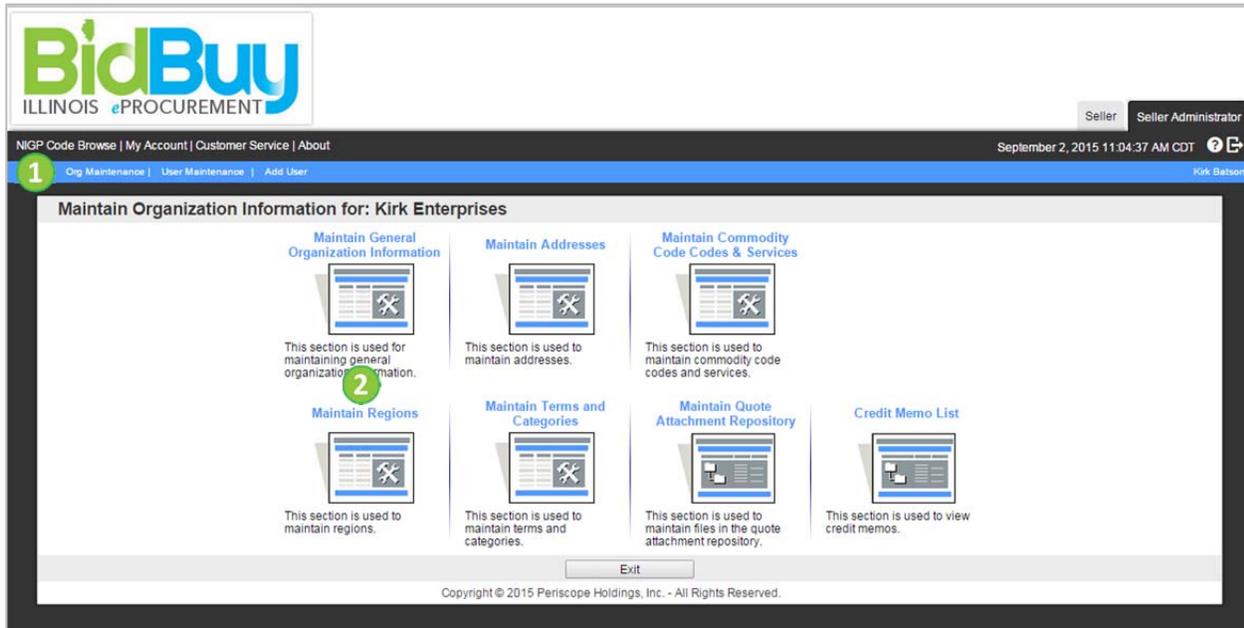
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## Maintain Regions

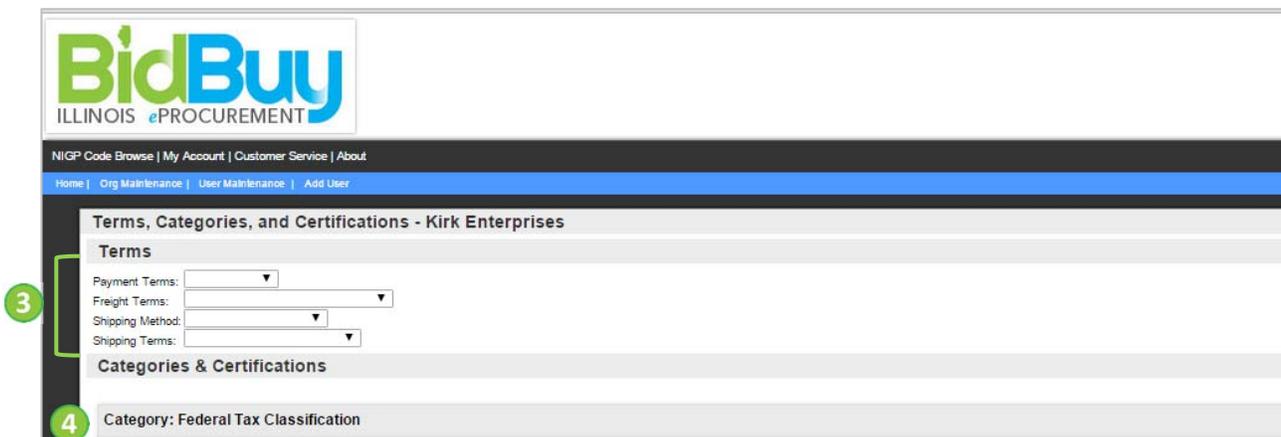
Until further notice this feature will not be used.

## Maintain Terms and Categories

1. Click **Org Maintenance** from the blue ribbon at the top left screen
2. Click **Maintain Terms and Categories**



3. Select **Terms** by using drop-down. Selections made in Terms can be changed by the State.
4. Scroll down to **Categories**. Click on the **Federal Tax Classification** under which your business falls.



Categories auto-populated by the State of Illinois are: BEP Certified, Veteran Owned Business, State Use Vendor, Active Member of Illinois Procurement Gateway, and Small Business Set-Aside.

5. Scroll to the bottom of the page and click on “Agree” or “Disagree” if the information provided is accurate and true
6. When complete, click **Save & Exit**

The screenshot shows a web form titled "Category: Information Certification". Below the title is a description: "Description: I certify that the information provided is accurate and true". A prompt reads "Please select exactly one category value". There is a "Select" dropdown menu with two options: "Yes" (selected with a checked checkbox) and "No" (with an unchecked checkbox). A "5" in a green circle is positioned to the left of the "Yes" option. Below the selection is a "Notes:" text area. At the bottom of the form, there are four buttons: "Save & Exit", "Save & Continue", "Reset", and "Cancel & Exit". A "6" in a green circle is positioned above the "Save & Exit" button.

 Categories that are auto-populated by the State of Illinois are: BEP Certified, Veteran Owned Business, State Use Vendor, Active Member of Illinois Procurement Gateway, and Small Business Set-Aside. Some questions are optional.

### Maintain Quote Attachment Repository

*Until further notice this feature will not be used.*

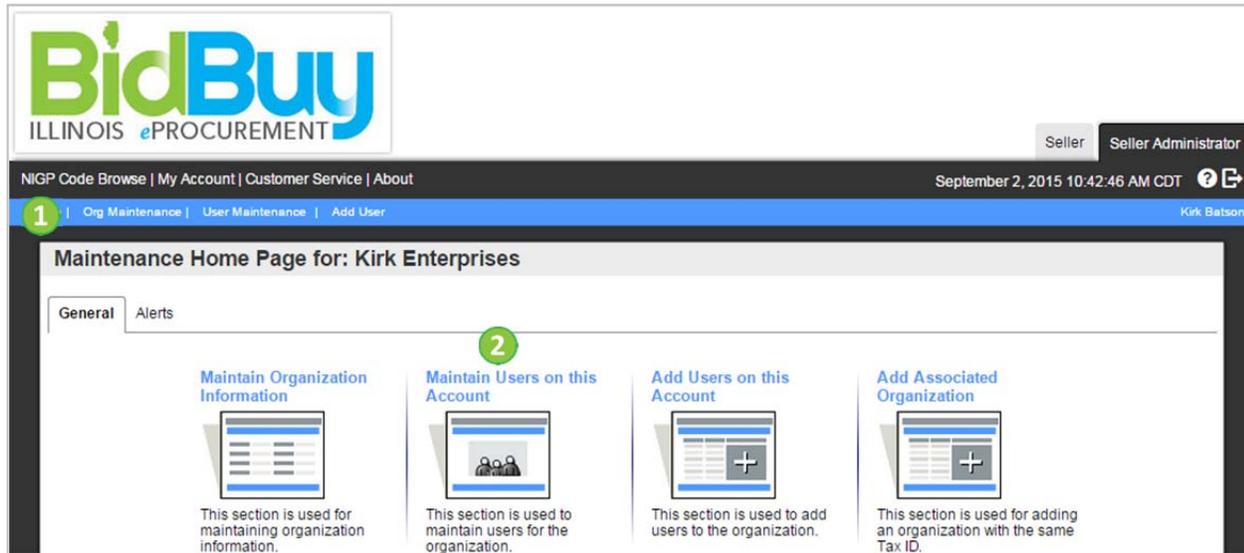
### Credit Memo List

*Until further notice this feature will not be used.*

## Menu Option #2: Maintain Users on this account

Using this option, Service Administrators can maintain all users of their account by adding, searching, and updating user information.

1. Click **User Maintenance**
2. Click **Maintain Users on this Account**

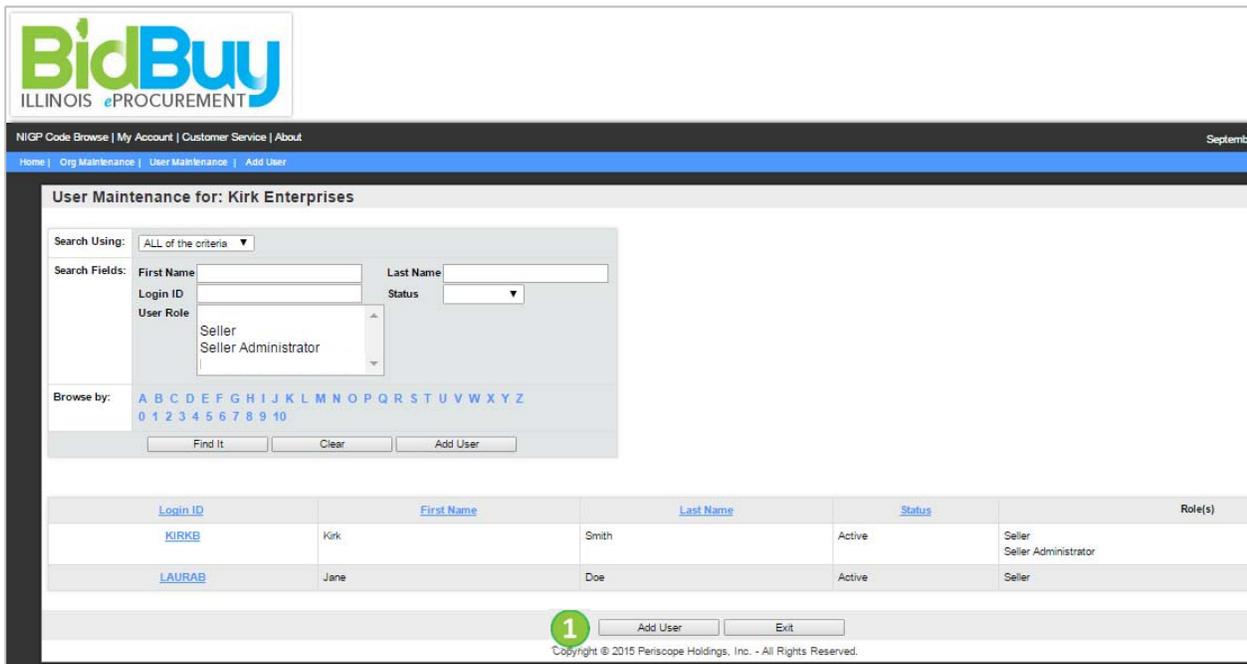


The screenshot shows the BidBuy Illinois eProcurement interface. The user is logged in as a Seller Administrator. The page title is "Maintenance Home Page for: Kirk Enterprises". There are two tabs: "General" and "Alerts". A green circle with the number "2" highlights the "Maintain Users on this Account" tile. Below the tiles are four descriptive paragraphs:

- 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.

## Add User Information and Password

1. Click **Add User**



The screenshot shows the BidBuy User Maintenance interface for Kirk Enterprises. It features a search form with the following fields:

- Search Using: ALL of the criteria
- Search Fields: First Name, Last Name, Login ID, Status, User Role (Seller, Seller Administrator)
- Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z, 0 1 2 3 4 5 6 7 8 9 10
- Buttons: Find It, Clear, Add User

Below the search form is a table of users:

Login ID	First Name	Last Name	Status	Role(s)
<a href="#">KIRKB</a>	Kirk	Smith	Active	Seller Seller Administrator
<a href="#">LAURAB</a>	Jane	Doe	Active	Seller

At the bottom, there is a green circle with the number "1" highlighting the "Add User" button. The footer contains the text: "Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved."

2. Enter information into the fields by clicking in the field box
3. Select user **Roles**

**i** The State only uses Seller and Seller Administrator

4. Click **Save & Exit**

**BidBuy ILLINOIS ePROCUREMENT**

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### New Vendor User for Kirk Enterprises

Salutation: [Dropdown]  
 First Name\*: [Text Box] Last Name\*: [Text Box]  
 Job Title\*: [Text Box] Department: [Text Box]  
 Phone\*: [Text Box] Email\*: [Text Box]  
 Login ID\*: [Text Box] Status\*: Active [Dropdown]  
 New Password\*: [Text Box] Confirm Password\*: [Text Box]  
 Login Question\*: [Dropdown] Login Answer\*: [Text Box]

**Roles**

Seller  Can Create Blanket Change Orders  
 Seller Administrator  Can Upload Contract

Save & Exit Reset Cancel & Exit

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1. Enter or select information into the **Search Fields**
2. Click **Find It**

**BidBuy ILLINOIS ePROCUREMENT**

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### User Maintenance for: Kirk Enterprises

Search Using: ALL of the criteria [Dropdown]

Search Fields: First Name: [Text Box] Last Name: [Text Box]  
 Login ID: [Text Box] Status: [Dropdown]  
 User Role: [Dropdown: Seller, Seller Administrator, Form Builder Administrator]

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
 0 1 2 3 4 5 6 7 8 9 10

Find It Clear Add User

Login ID	First Name	Last Name	Status	Role(s)
<a href="#">KIRKE</a>	Kirk	Smith	Active	Seller Seller Administrator
<a href="#">LAURAB</a>	Jane	Doe	Active	Seller

Add User Exit

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## Update User Information and Password

1. Click user name under **Login ID** column on **Search** page

**BidBuy**  
ILLINOIS ePROCUREMENT

NIIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### User Maintenance for: Kirk Enterprises

Search Using: ALL of the criteria

Search Fields: First Name, Last Name, Login ID, Status, User Role (Seller, Seller Administrator, Form Builder Administrator)

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9 10

Login ID	First Name	Last Name	Status	Role(s)
<a href="#">KIRKB</a>	Kirk	Smith	Active	Seller Seller Administrator
<b>1</b> <a href="#">LAURAB</a>	Jane	Doe	Active	Seller

Add User Exit

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2. Update information into the fields by clicking in the field box
3. Update user **Roles**

**i** The State only uses Seller and Seller Administrator

4. Click **Save & Exit**

**BidBuy**  
ILLINOIS ePROCUREMENT

NIIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### New Vendor User for Kirk Enterprises

Salutation: [Dropdown]  
First Name\*: [Text]  
Job Title\*: [Text]  
Phone\*: [Text] - [Text]  
Login ID\*: [Text]  
New Password\*: [Text]  
Login Question\*: [Dropdown]

Last Name\*: [Text]  
Department: [Text]  
Email\*: [Text]  
Status\*: Active [Dropdown]  
Confirm Password\*: [Text]  
Login Answer\*: [Text]

### 3 Roles

Seller  
 Seller Administrator  
 Can Create Blanket Change Orders  
 Can Upload Contract

**4** Save & Exit Reset Cancel & Exit

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## Menu Option #3: Add Users on this Account

This option allows the ability to add user to this account.

1. Click **Home**
2. Click **Add Users on this Account**

**BidBuy**  
ILLINOIS ePROCUREMENT

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

September 2, 2015 10:42:46 AM CDT

1 Home | Org Maintenance | User Maintenance | Add User Kirk Batson

### Maintenance Home Page for: Kirk Enterprises

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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3. Enter Information into the field by clicking in the field box
4. Select user **Roles**

**The State only uses Seller and Seller Administrator**

5. Click **Save & Exit**

**BidBuy**  
ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### New Vendor User for Kirk Enterprises

3

Salutation: [Dropdown]  
First Name\*: [Text]  
Last Name\*: [Text]  
Job Title\*: [Text]  
Department: [Text]  
Phone\*: [Text]  
Email\*: [Text]  
Login ID\*: [Text]  
Status\*: Active [Dropdown]  
New Password\*: [Text]  
Confirm Password\*: [Text]  
Login Question\*: [Text]  
Login Answer\*: [Text]

4

#### Roles

Seller  Can Create Blanket Change Orders  
 Seller Administrator  Can Upload Contract

5 Save & Exit Reset Cancel & Exit

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## Menu Option #4: Add Associated Organization

This option allows the ability to add an Associated Organization to your account. For purposes of BidBuy, an Associated Organization is a business that may have a separate mailing address, identity and staff, *but share the same Federal Tax Identification Number.*

Using this option, a Seller Administrator can send an email through the system inviting a business to join BidBuy as their associated organization. You may also enter a few lines of text to customize the email. The recipient will be provided with instructions on how to activate their BidBuy account.

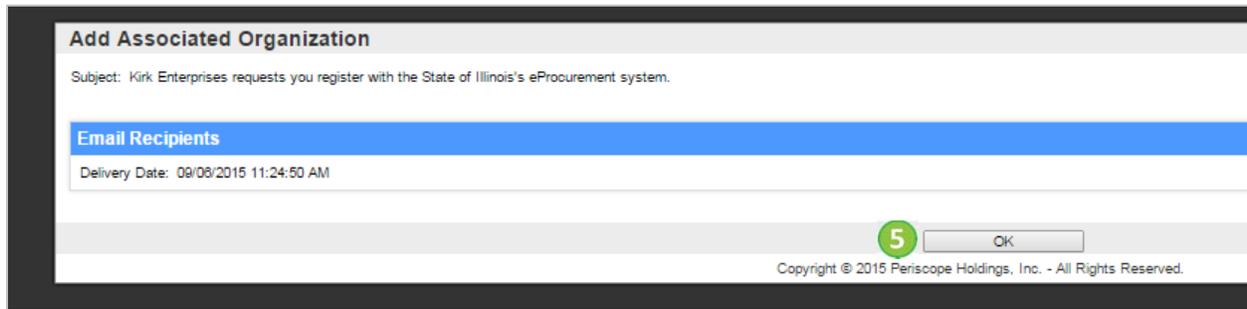
1. Click **Home**
2. Click **Add Associated Organization**

The screenshot shows the BidBuy maintenance interface. At the top left is the BidBuy logo with 'ILLINOIS ePROCUREMENT' below it. On the right, it says 'Seller Administrator'. Below the logo is a navigation bar with links: 'Home | Org Maintenance | User Maintenance | Add User'. A green circle with the number '1' is next to the 'Home' link. The main content area is titled 'Maintenance Home Page for: Kirk Enterprises'. It has two tabs: 'General' (selected) and 'Alerts'. There are four cards representing different maintenance actions: 'Maintain Organization Information', 'Maintain Users on this Account', 'Add Users on this Account', and 'Add Associated Organization'. The 'Add Associated Organization' card is highlighted with a green circle and the number '2'. Each card has a small icon and a brief description. At the bottom, there is a copyright notice: 'Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.'

3. Enter email address and desired text into the field by clicking in the field box
4. Click **Send**

The screenshot shows the 'Send Mail' form. At the top, there is a message: 'Use the email form below to request that the associated organizations register in BSO. The link provided below must be used in order to register with the same tax ID.' Below this are several fields: 'To\*' (empty), 'CC:' (empty), 'From:' (pre-filled with 'Kirksmith@gmail.com'), 'Subject\*' (pre-filled with 'Kirk Enterprises requests you register with the State of Illinois's eProcurement system.'), and 'Text:' (a large text area). There is a checkbox labeled 'Send confirmation email to Kirksmith@gmail.com'. At the bottom, there are two buttons: 'Send' and 'Cancel & Exit'. A green circle with the number '3' is next to the 'To\*' field, and a green circle with the number '4' is next to the 'Send' button. At the bottom, there is a copyright notice: 'Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.'

5. Click **OK**



 Email includes login instructions to register as an associated organization



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