

# **The Chicago Housing Authority**

Department of Procurement & Contracts

Vendor's Guide to:

## **Update and Maintain Company Information**



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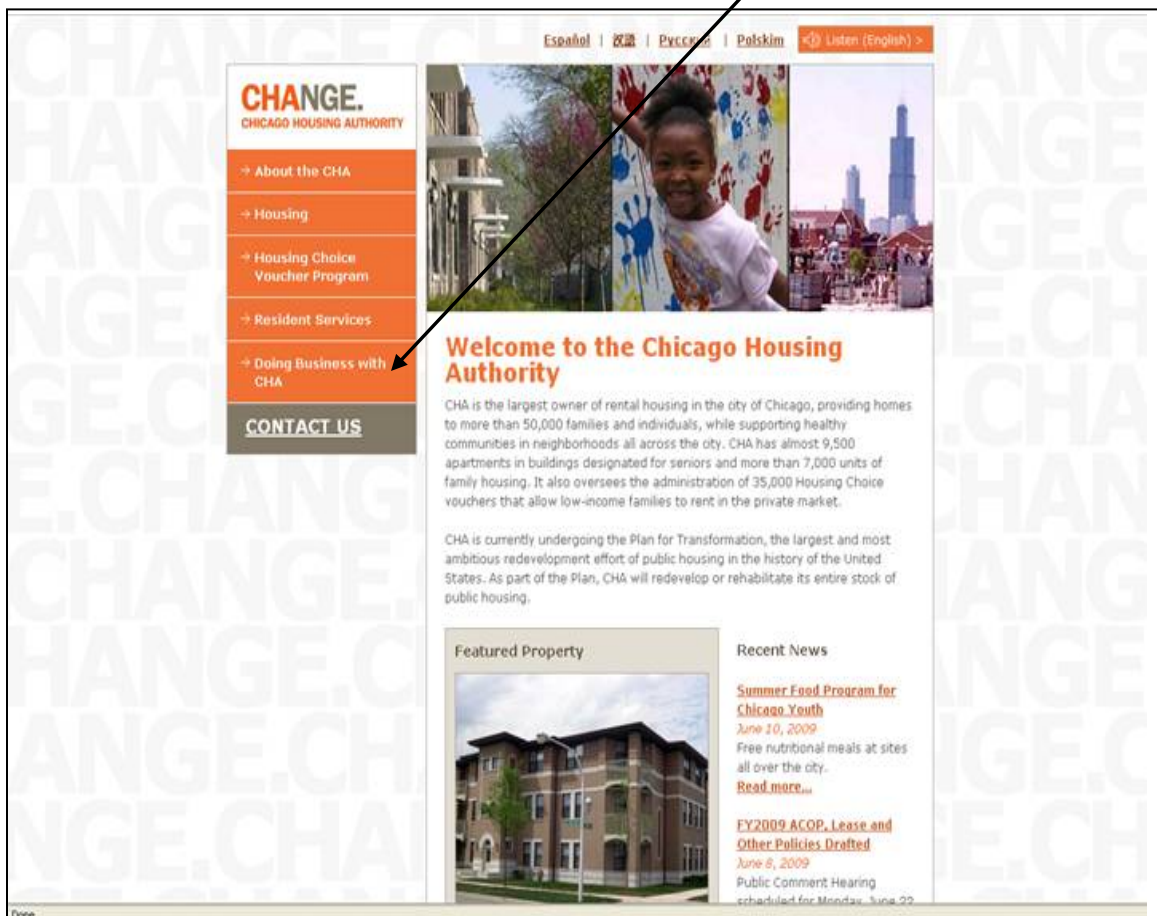
## INTRODUCTION: COMPANY INFORMATION MAINTENANCE

**Objective:** this document was prepared to allow vendors already registered with the Chicago Housing Authority (CHA) the opportunity to modify or change information presented during initial registration. Vendors (sellers) may periodically wish to add or modify information for a variety of reasons:

1. To provide more complete data about the firm
2. To modify information that may have changed, for example,
  - a. Address
  - b. Certification information
  - c. Contact personnel

Instructions are provided for completing these and other activities below. For all activities, the vendor must first access the system.

**Step 1:** Access the CHA Website and click on “**Doing Business for the CHA**”



Once you click the “**DOING BUSINESS WITH THE CHA**” tab, the Department of Procurement and Contract Services web page is displayed:

## DEPARTMENT OF PROCUREMENT AND CONTRACTS WEB PAGE

ESPAÑOL | 漢語 | РУССКИЙ | POLSKIM

**CHANGE.**  
CHICAGO HOUSING AUTHORITY

- About the CHA
- Housing
- Housing Choice Voucher Program
- Resident Services
- Doing Business with CHA
  - Open Solicitations
    - BuySpeed
    - Closed Solicitations
    - Requirements
    - Forms & Documents
    - FAQs
- CONTACT US

### Open Solicitations

The Chicago Housing Authority is please to offer [BuySpeed Online](#) for bidding and procurement services. This application allows vendors to:

1. Register online
2. View open solicitations
3. Update and maintain current vendor information
4. Review and download CHA's bid opportunities directly to your computer.

These online services help CHA communicate with vendors about ongoing, service and commodity needs. All firms interested in bidding on CHA business are required to register. Firms may register at any time, including when submitting a bid or proposal. Registration is only required once.

CHA is committed to assisting all vendors with Buyspeed issues or concerns. The following resources are available:

1. Vendor technical assistance and support
  - Training questions please call **Marta Rocha** at **312-913-5870**
  - Technical questions please call Tech Support at (312)786-4000
2. Online, downloadable "How to" Training Aids
  - On Line Registration Manual [click here](#).
  - Update and Maintain Company Information Manual [click here](#).
  - Review and Download CHA Bid Opportunities Manual [click here](#).
  - System Requirements [click here](#).
3. "Computer Kiosks" located in the Procurement and Contracts Department to allow vendors without Internet access, equal opportunity to review and download bid opportunities and register as a vendor. Computer Kiosks will be monitored by Procurement personnel to assist you with any questions. No appointment necessary.

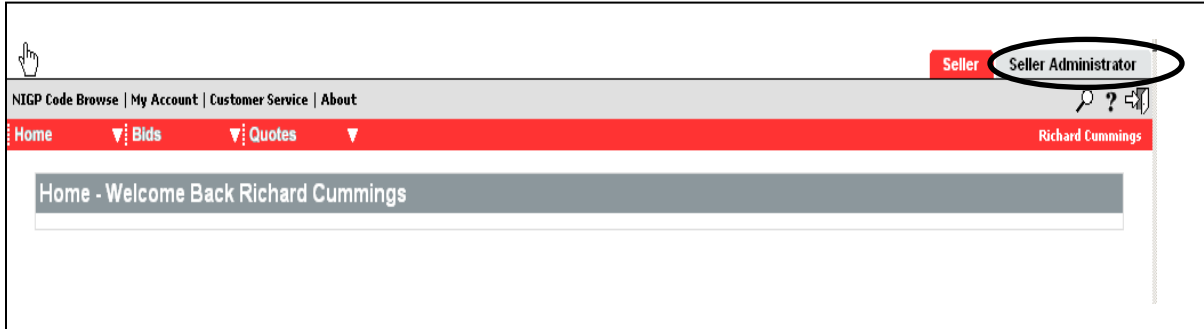
[Click Here For BuySpeed Online!](#)

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[Privacy/Terms of Use](#) | [Contact Us](#) | [Chicago Web Design: Orbit](#)

**Step 3:** Select “BuySpeed” and the following screen opens:

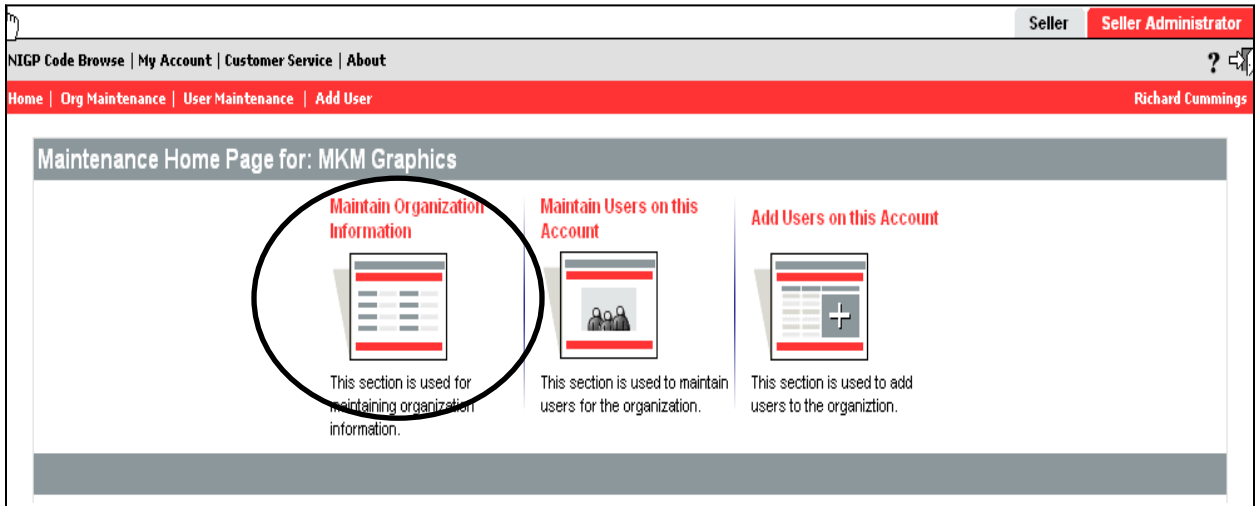


**Step 2:** Log onto the System using your Login ID and Password. Click **“Login”**



Your firm's "Seller" indicated during registration receives a welcome note.

**Step 3:** Click on the "Seller Administrator" tab to view and select maintenance activities you would like to complete, and this "Maintenance Home Page" is presented.



The Seller Administrator can accomplish the following tasks:

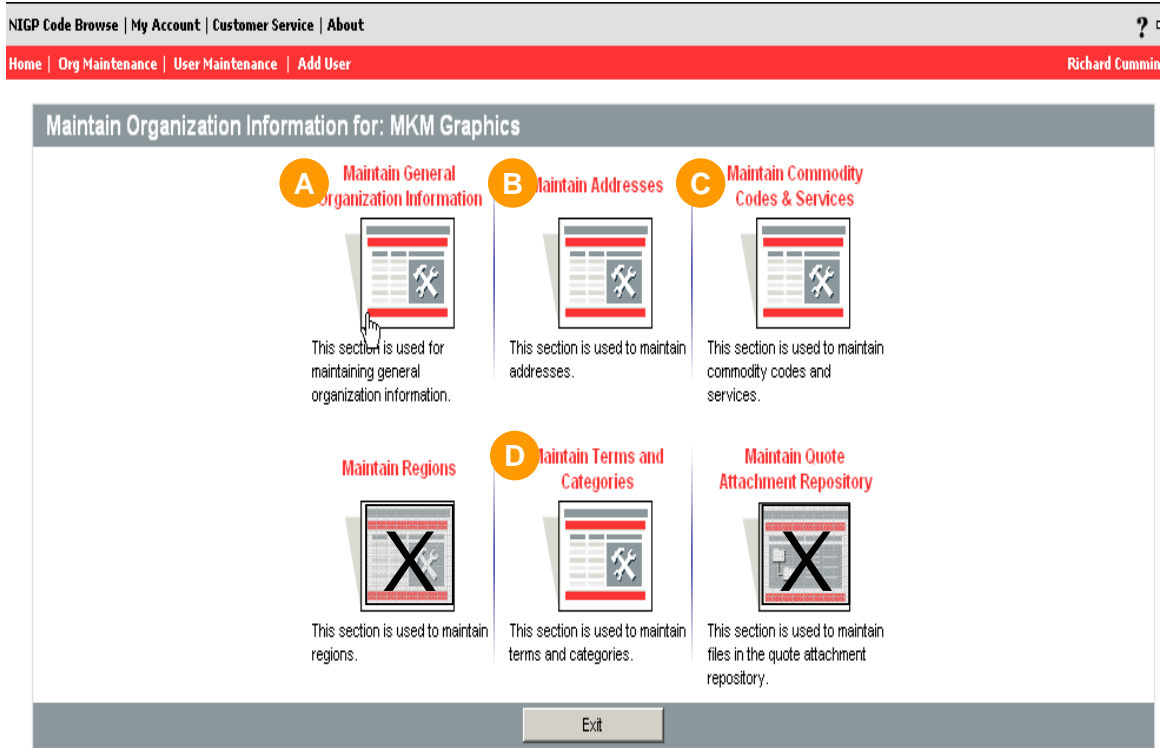
1. Maintain Organization Information
2. Maintain Users on this Account
3. Add Users on this Account

## **PART I: MAINTAIN ORGANIZATION INFORMATION**

Periodically you will want to update specific information about your firm. You may need to update contact information, physical location changes, or add or drop commodity codes as your organizational environment changes. The "Maintain Organization Information" screen is where your authorized Seller Administrator can access and input these changes. Please refer below for specific instructions.

➤ **TOPIC A: Maintain Organization Information: Maintain General Organization Information**

**Step 1:** Click on the “**Maintain Organization Information**” picture and the following screen with possible selections appears:



➤ **Note 1:** the “Seller Administrator” has the following choices:

- A. Maintain General Organization Information
- B. Maintain Addresses
- C. Maintain Commodity Codes & Services
- D. Maintain Terms and Categories

- **Note 2:** the following *tasks do not apply* at this time:
  - Maintain Regions
  - Maintain Quote Attachment Repository

**Step 2:** Click “**Maintain General Organization Information**” and the following screen is presented for your input:

**Maintain General Organization Information**

Vendor ID: **1061**

Company Name: MKM Graphics

Tax ID #: 362345678

Incorporation Details: State: IL Year of Incorporation: 0

Business Description: graphic design

Preferred Delivery Method: Email

Vendor Email: mkminc@rcn.com

Vendor Fax: [ ] [ ] [ ]

Emergency Supplier:  Yes  No

Emergency Phone: [ ] [ ] [ ] Ext.: [ ]

Emergency Contact Name: [ ]

Emergency Email: [ ]

Emergency Info Comment: [ ]

**Attachments**

No Attachments

File: [ ] Browse...

Description: [ ]

Upload

➤ **Note:** in the above window, MKM Graphic did not include all information needed to describe the firm, indicate it's year of incorporation, or its fax number. MKM Graphics uses this input screen at this time to:

- modify it's business description
- add the year of incorporation and fax number

**Step 3:** Complete these fields, and/or other fields you wish to update:

- "Incorporation Date",
- "Business Description" and
- "Vendor Fax":

**Maintain General Organization Information**

Vendor ID: **1061**  
Company Name: MKM Graphics  
Tax ID #: 362345678  
Incorporation Details: State: IL Year of Incorporation: 1998  
Business Description: graphic design services and related commodities  
Preferred Delivery Method: Email  
Vendor Email: mkminc@rcn.com  
Vendor Fax: 312 755 9432  
Emergency Supplier:  Yes  No  
Emergency Phone:    Ext.:   
Emergency Contact Name:   
Emergency Email:   
Emergency Info Comment:

**Attachments**  
*No Attachments*

File:  Browse...  
Description:   
Upload

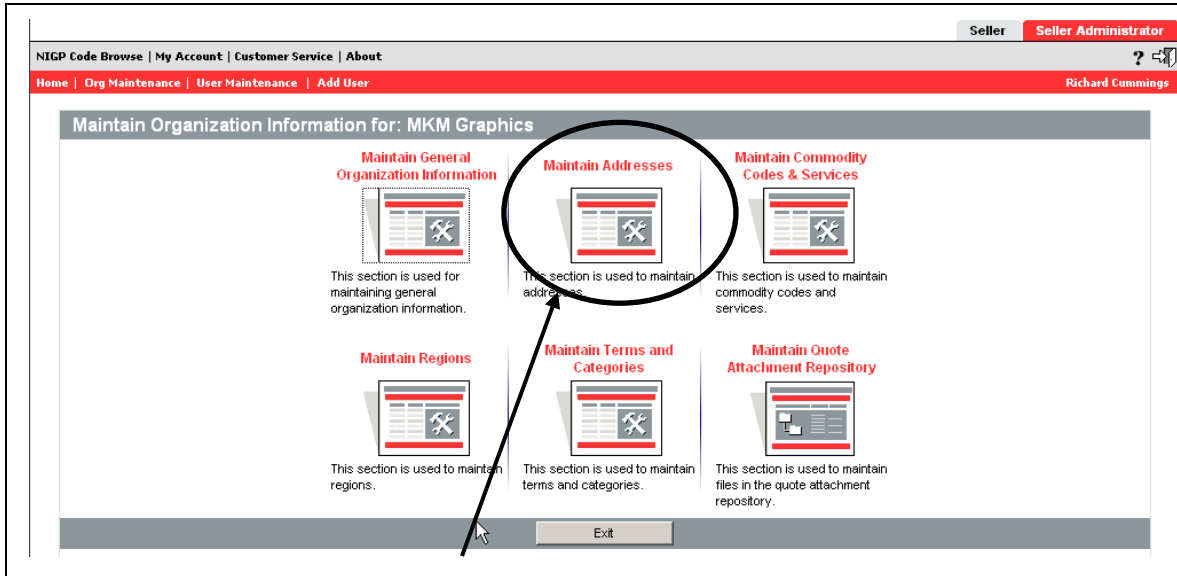
Save & Exit Save & Continue Reset Cancel & Exit

**Step 5:** Click Save & Exit to submit the new and/or modified information.

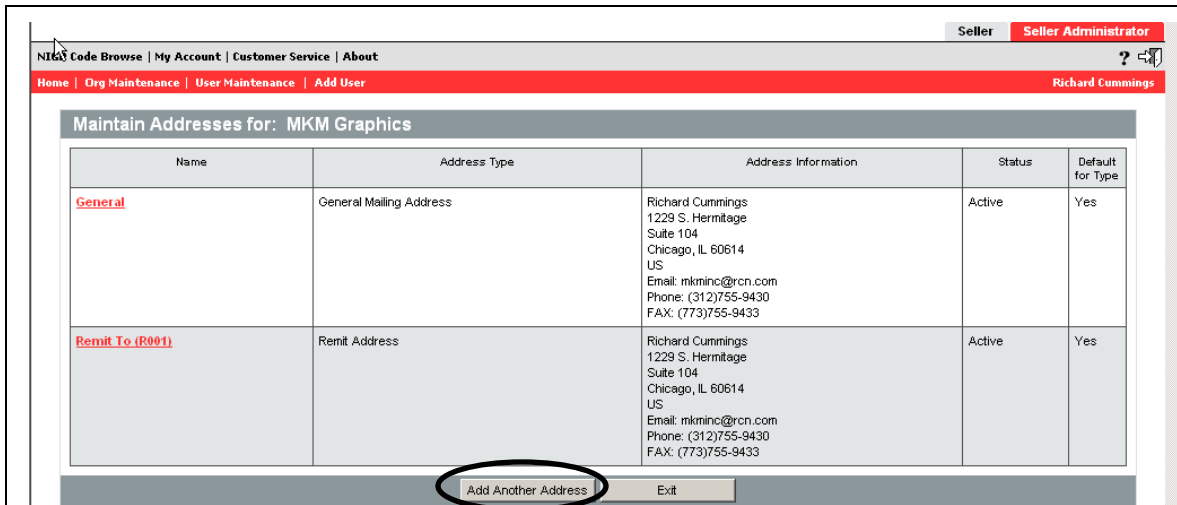
**\* END OF TOPIC A \***

➤ **TOPIC B: Maintain Addresses**

**Step 1:** Navigate to the “Seller Administrator” homepage...



**Step 2:** Click on “Maintain Address” picture and the following screen is presented...



**Step 3:** Click on “Add Another Address” and the following screen is presented...

**Address Book - MKM Graphics**

**Enter a New Address**

Address Type:

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:

FAX:    Email\*:

Status:

Default address for this address type

**Step 4:** In this case, “MKM Graphics” wishes to change its “Remit To” address. Select the address type from the “Address Type” field.

**Address Book - MKM Graphics**

**Enter a New Address**

Address Type:

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:

FAX:    Email\*:

Status:

Default address for this address type

**Current Default Address:**  
 Richard Cummings  
 1229 S. Hermitage  
 Suite 104  
 Chicago, IL 60614

**Step 5:** Complete all required fields for the new address. Required fields are noted with an “\*”.

**Address Book - MKM Graphics**

**Enter a New Address**

Address Type:

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:

FAX:    Email\*:

Status:

Default address for this address type

**Current Default Address:**  
 Richard Cummings  
 1229 S. Hermitage  
 Suite 104  
 Chicago, IL 60614  
 US  
 Email: mkminc@rcn.com  
 Phone: (312)755-9430  
 FAX: (773)755-9433

**Step 6:** When complete, Click “Save & Exit” and the following screen is presented:

**Maintain Addresses for: MKM Graphics**

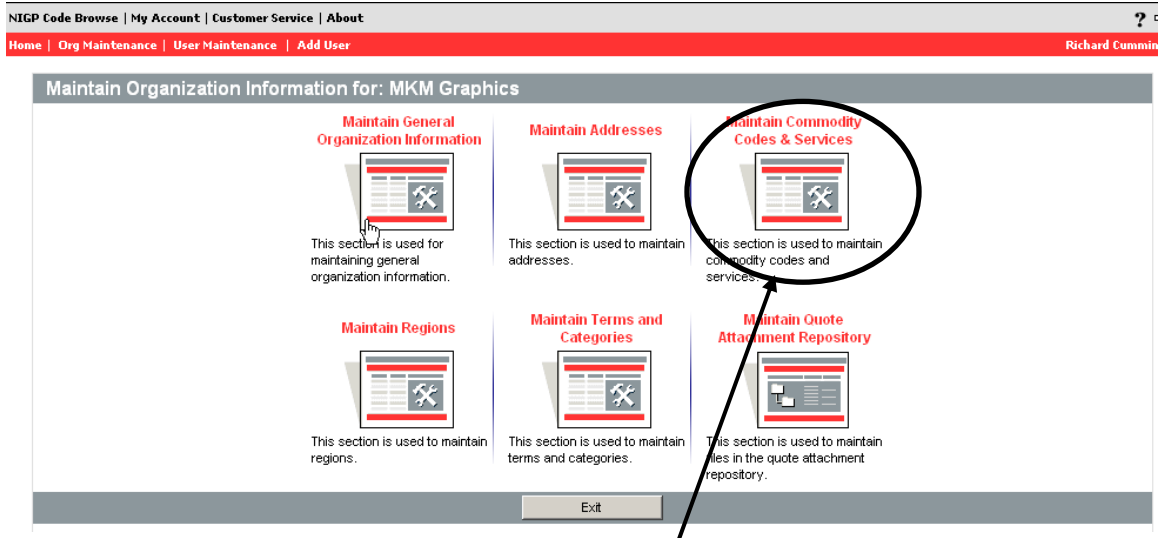
Name	Address Type	Address Information	Status	Default for Type
<b>General</b>	General Mailing Address	Richard Cummings 1229 S. Hermitage Suite 104 Chicago, IL 60614 US Email: mkminc@rcn.com Phone: (312)755-9430 FAX: (773)755-9433	Active	Yes
<b>Remit To (R001)</b>	Remit Address	Richard Cummings 1229 S. Hermitage Suite 104 Chicago, IL 60614 US Email: mkminc@rcn.com Phone: (312)755-9430 FAX: (773)755-9433	Active	Yes
<b>send payment to this address (B003)</b>	Remit Address	Harley Cummings 2014 North Spalding Avenue Downers Grove, IL 60617 US Email: hacummings@rcn.com Phone: (630)123-4739	Active	No

**Step 7:** Review the new information and click “Exit”, when complete. If there are other addresses you need to submit, click “Add Another Address” and repeat the process.

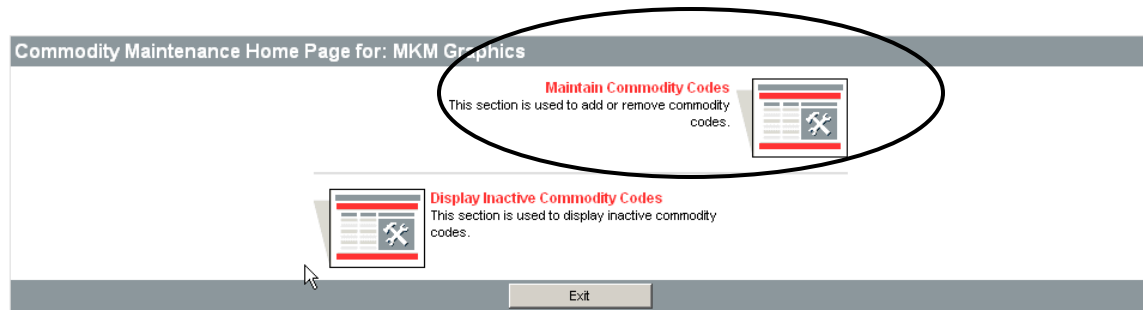
**END OF TOPIC B \***

➤ **TOPIC C: Maintain Commodity Codes and Services**

**Step 1:** Navigate to the “Seller Administrator” homepage...



**Step 2:** Click on the “Maintain Commodity Codes & Services” picture and the following screen is presented...



**Step 3:** Click on the “Maintain Commodity Codes” picture and the following screen is presented:

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	966-05	Bumper Stickers, etc.: Printed	04/03/2006
<input type="checkbox"/>	966-07	Business Cards Printed	04/03/2006
<input type="checkbox"/>	966-13	Check Printing	04/03/2006
<input type="checkbox"/>	966-22	Decal Printing	04/03/2006

➤ **NOTE:** MKM’s initial selection of codes is presented.

**Step 4:** Click “Additional Codes” to add additional codes....and the following screen is presented. . .

**Commodity and Service Codes - MKM Graphics** ?

**Search**

NIGP Class: 908 - BOOKBINDING AND REPA...  
 NIGP Class Item:   
 NIGP Keyword:   
 Search using: ALL of the criteria

**NIGP Code Browse**

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.  
 Select the category that best describes the product and service you offer. Click on the question mark for more information.

MKM Graphics has recently expanded into providing custom bookbinding services.

**Step 5a:** Select the NIGP Class -- “908 – Bookbinding” and the system searches for all possible codes....

**Step 5b:** Select “**Bookbinding and Repair**” from the NIGP Code field...

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	908-10	Bookbinding Services, Custom
<input type="checkbox"/>	908-12	Bookbinding Services, Glued or Paste Type
<input type="checkbox"/>	908-15	Bookbinding Services, Perfect (Paperback Book Type)
<input type="checkbox"/>	908-17	Bookbinding Services, Saddle Stitched
<input type="checkbox"/>	908-20	Bookbinding Services(Sewed Cross Stitched, Library Quality), Rebinding, and Repairing: Library Books, Text Books, etc.
<input type="checkbox"/>	908-22	Bookbinding, Spiral
<input type="checkbox"/>	908-35	Headbands Installed
<input type="checkbox"/>	908-45	Magazine Binding (Sewed), Rebinding, and Repairing
<input type="checkbox"/>	908-50	Manuscript Binding, (Sewed)
<input type="checkbox"/>	908-55	Newspaper Binding (Sewed), Rebinding, and Repairing
<input type="checkbox"/>	908-65	Special Work and Repairing: Special Treatment of Rare Volumes, Rebacking of Old Volumes, etc.
<input type="checkbox"/>	908-75	Thesis Binding, Sewed

**Step 6:** Now click “Save”...

...And the system presents a list of all MKM's Current Commodity Codes, including the newly added **“Bookbinding Services, Custom”**.

Commodity and Service Codes			
Current Codes - MKM Graphics			
Deactivate	Code	Description	Date Added
<input type="checkbox"/>	908-10	Bookbinding Services, Custom	04/03/2006
<input type="checkbox"/>	966-05	Bumper Stickers, etc.: Printed	04/03/2006
<input type="checkbox"/>	966-07	Business Cards Printed	04/03/2006
<input type="checkbox"/>	966-13	Check Printing	04/03/2006
<input type="checkbox"/>	966-22	Decal Printing	04/03/2006

**Step 7:** Now finish by clicking **“Cancel & Exit”** and you are brought back to the Commodity Maintenance home Page for MKM Graphics.

Commodity Maintenance Home Page for: MKM Graphics


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

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

**Step 8:** click **“Exit”** and you are brought back to the Maintain Organization Information Screen to either . . .


Maintain Organization Information for: MKM Graphics

**Maintain General Organization Information**




This section is used for maintaining general organization information.

**Maintain Addresses**




This section is used to maintain addresses.

**Maintain Commodity Codes & Services**




This section is used to maintain commodity 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**



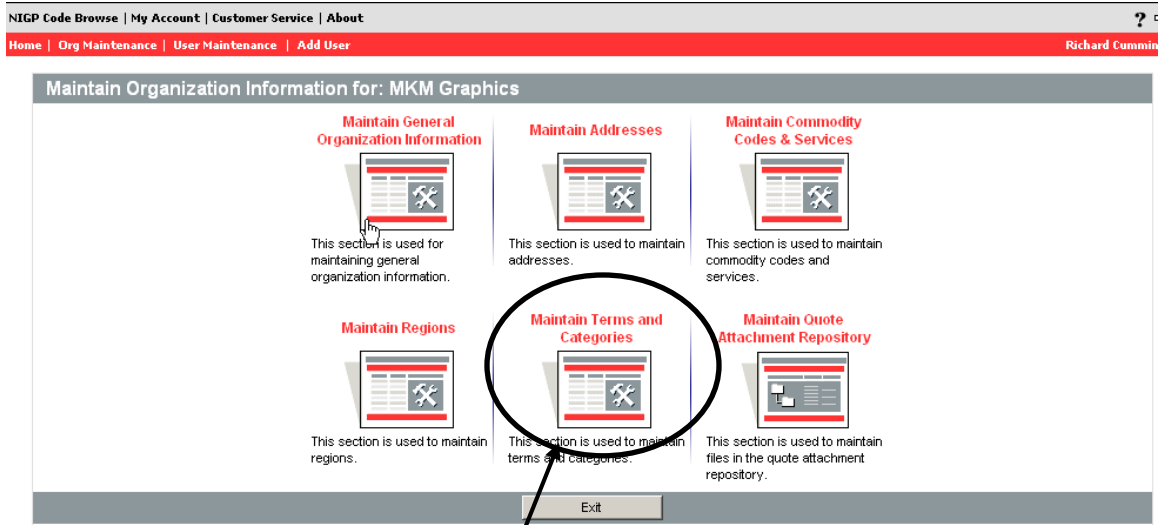
This section is used to maintain files in the quote attachment repository.

Exit the system, or continue maintenance options.

**\* END OF TOPIC C \***

➤ **TOPIC D: Maintain Terms and Categories**

**Step 1:** Navigate to the “Seller Administrator” homepage...



**Step 2:** Click on the “**Maintain Terms & Categories**” picture and the following 3-part Terms and Certification screen is presented...

**Step 2a:** Part 1: Terms and Certification: select a) the manner in which \_\_\_\_\_ and b) select all appropriate indicators for any certifications your firm has received. If none apply, select “Not Applicable”.

The screenshot shows a web interface for 'Terms, Categories, and Certifications - MKM Graphics'. The 'Terms' section has a 'Shipping Method' dropdown menu. The 'Categories & Certifications' section is active, showing a table with a 'Select' column and several certification categories: 'DISADVANTAGED OWNED BUSINESS', 'MINORITY OWNED BUSINESS', 'NOT APPLICABLE', 'SMALL OWNED BUSINESS', and 'WOMEN OWNED BUSINESS'. All checkboxes are currently unchecked.

Category: COMPLIANCE CERTIFICATION	
<i>Please select at least one category value</i>	
Select	
<input type="checkbox"/>	
<input type="checkbox"/>	DISADVANTAGED OWNED BUSINESS
<input type="checkbox"/>	MINORITY OWNED BUSINESS
<input type="checkbox"/>	NOT APPLICABLE
<input type="checkbox"/>	SMALL OWNED BUSINESS
<input type="checkbox"/>	WOMEN OWNED BUSINESS

**Step 2b:** Part 2: Diversity: select the appropriate indicator for firm's **diversity**.

Category: DIVERSITY CODE	
<i>Please select exactly one category value</i>	
Select	
<input type="checkbox"/>	ASIAN FEMALE
<input type="checkbox"/>	ASIAN MALE
<input type="checkbox"/>	BLACK OR AFRICAN FEMALE
<input type="checkbox"/>	BLACK OR AFRICAN MALE
<input type="checkbox"/>	CAUCASIAN FEMALE
<input type="checkbox"/>	CAUCASIAN MALE
<input type="checkbox"/>	EASTERN INDIAN FEMALE
<input type="checkbox"/>	EASTERN INDIAN MALE
<input type="checkbox"/>	HISPANIC OR LATIN FEMALE
<input type="checkbox"/>	HISPANIC OR LATIN MALE
<input type="checkbox"/>	AMERICAN INDIAN OR ALASKA NATIVE FEMALE
<input type="checkbox"/>	AMERICAN INDIAN OR ALASKA NATIVE MALE
<input type="checkbox"/>	OTHER
<input type="checkbox"/>	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER FEMALE
<input type="checkbox"/>	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER MALE

**Step 2c:** Part 3: Select the appropriate indicator for your firm's **business type**

Category: BUSINESS TYPE	
<i>Please select at most one category value</i>	
Select	
<input checked="" type="checkbox"/>	CORPORATION
<input type="checkbox"/>	INDIVIDUALLY OWNED
<input type="checkbox"/>	JOINT VENTURE
<input type="checkbox"/>	LIMITED LIABILITY CORPORATION
<input type="checkbox"/>	LIMITED LIABILITY PARTNERSHIP
<input type="checkbox"/>	OTHER
<input type="checkbox"/>	PARTNERSHIP
<input type="checkbox"/>	RESIDENT OWNED BUSINESS
<input type="checkbox"/>	SECTION 3 BUSINESS

 Click **Save & Add Certification** to save, refresh current page and obtain links to add/update certification information for selected category type(s)

Save & Add Certification

Save & Continue Registration

Reset

- In this example, MKM did not indicate during registration the firm preferred shipping method, and that the firm is certified as a Woman-Owned Business.

**Step 3:** MKM's Administrative User simply selects "Best Way" for the preferred shipping method and selects "Woman-Owned Business" as indicated below.

Terms, Categories, and Certifications - MKM Graphics

Terms

Shipping Method: Best Way

Categories & Certifications

Category: COMPLIANCE CERTIFICATION

Please select at least one category value

Select	
<input type="checkbox"/>	
<input type="checkbox"/>	DISADVANTAGED OWNED BUSINESS
<input type="checkbox"/>	MINORITY OWNED BUSINESS
<input type="checkbox"/>	NOT APPLICABLE
<input type="checkbox"/>	SMALL OWNED BUSINESS
<input checked="" type="checkbox"/>	WOMEN OWNED BUSINESS

Save & Exit Save & Continue Reset Cancel & Exit

**Step 4:** Click "Save & Exit" to complete the task and initiate logging off the system, and the "Maintain Organization Information Screen" to either log-off, or complete other maintenance tasks. . .

Maintain Organization Information for: MKM Graphics

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

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

**Maintain Commodity Codes & Services**  
This section is used to maintain commodity 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.

Exit

**Step 5:** Click "Exit" and you're brought back to your firm's home page...

Maintenance Home Page for: MKM Graphics

**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.

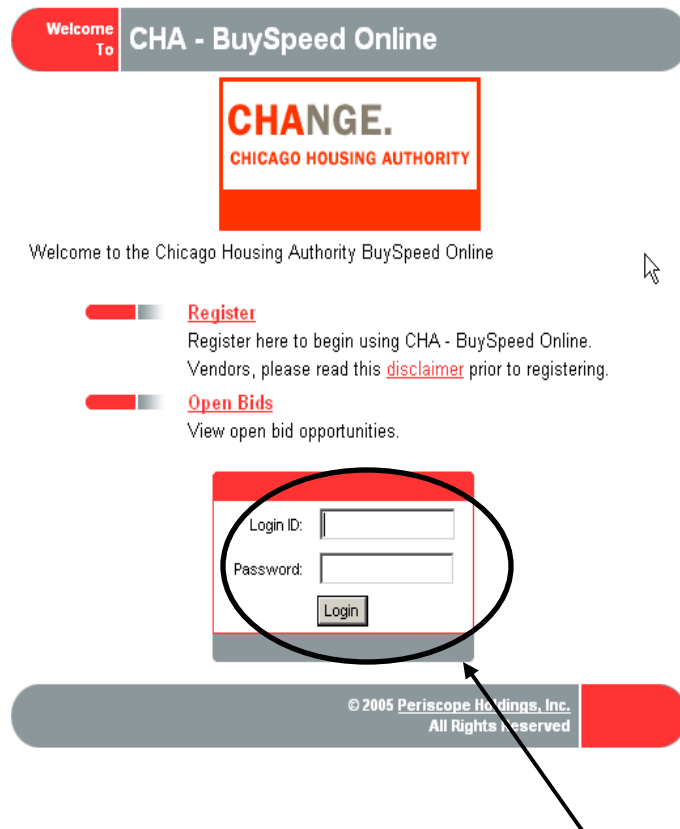
**Add Users on this Account**



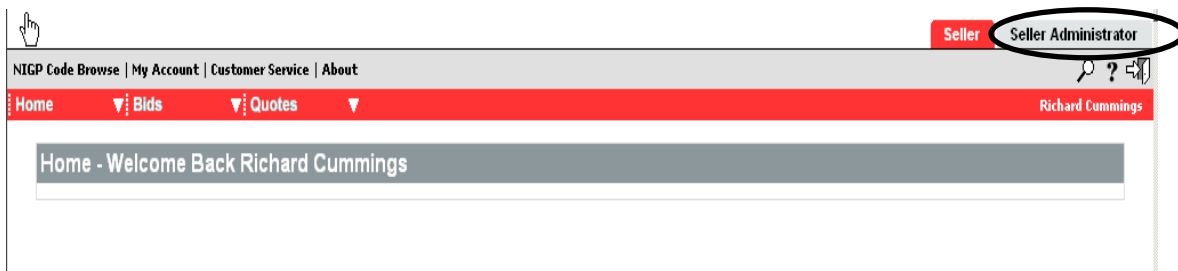
This section is used to add users to the organization.

**\* END OF TOPIC D \***

➤ TOPIC E: Maintain Password

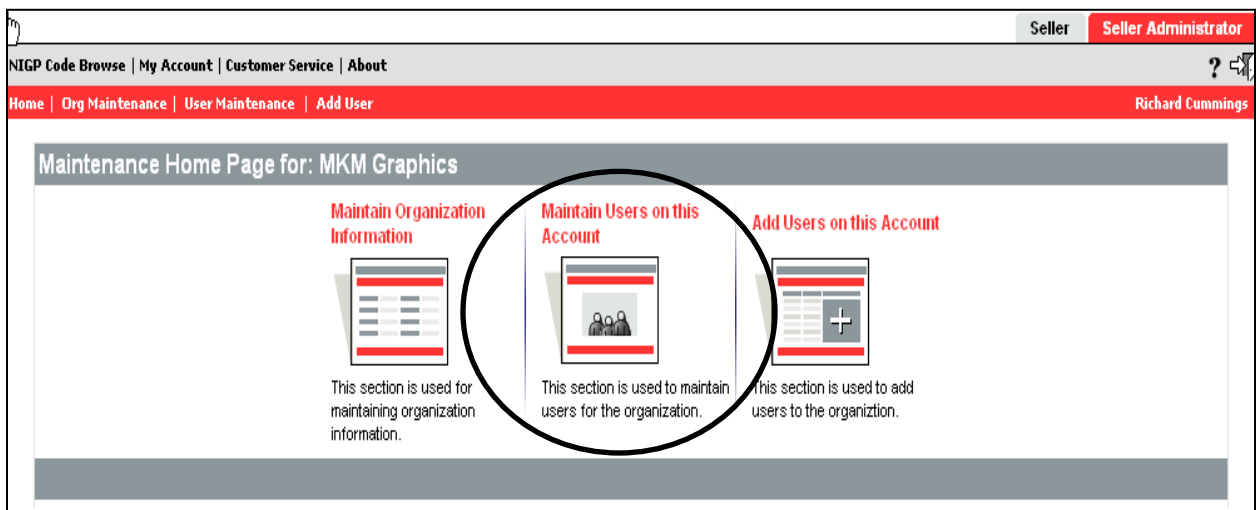


**Step 1:** Log onto the System using your Login ID and Password. Click “Login”



Your firm's "Seller" indicated during registration receives a welcome note.

**Step 2:** Click on the "Seller Administrator" tab to view and select maintenance activities you would like to complete, and this "Maintenance Home Page" is presented.



**Step 3:** Click on "Maintain Users on this Account"

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User Shannon Jackson

User Maintenance for: Jackson, Inc.

Login ID	First Name	Last Name	Status	Role(s)
S JACK2	Shannon	Jackson	Active	Seller Seller Administrator
S JACK3	Stacy	Jackson	Active	Seller

Add User Exit

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**Step 4:** Select the user's Login ID to change the password.

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User Shannon Jackson

User Maintenance: Shannon Jackson - Jackson, Inc.

Salutation: Ms.

First Name: Shannon Last Name: Jackson

Job Title: Executive Director Department:

Phone: 312 742 9548 Email: sjackson@thecha.org

Login ID: S JACK2 Status: Active

New Password: \*\*\*\*\* Confirm Password: \*\*\*\*\*

Roles

Seller

Seller Administrator

Save & Exit Save & Continue Reset Cancel & Exit

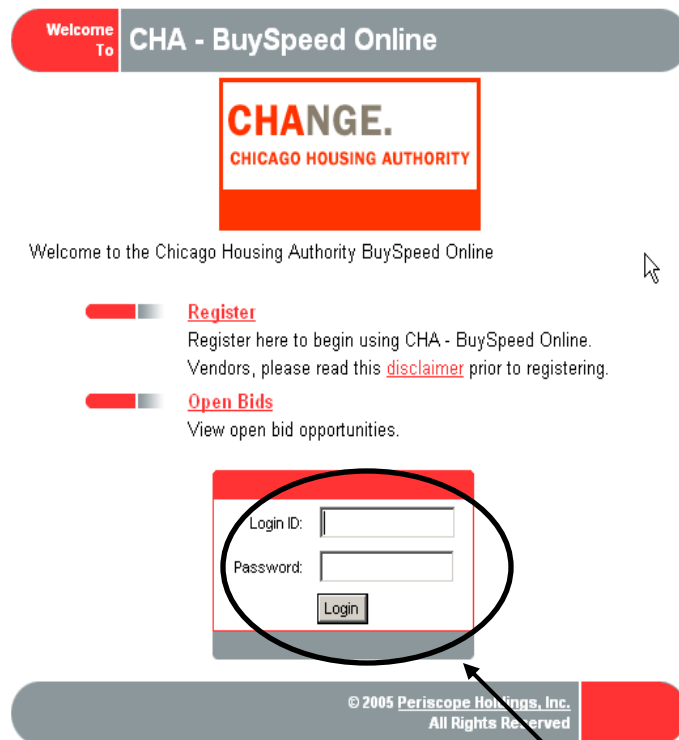
Copyright © 2005 Periscope Holdings, Inc. - All Rights Reserved.

**Step 5:** Change the password and click on “Save & Exit” to update the system. Please note new password and keep your Login ID and password in a secured area. You will need to use them whenever visiting the CHA Website to review bid opportunities or when you need to maintain your company information.

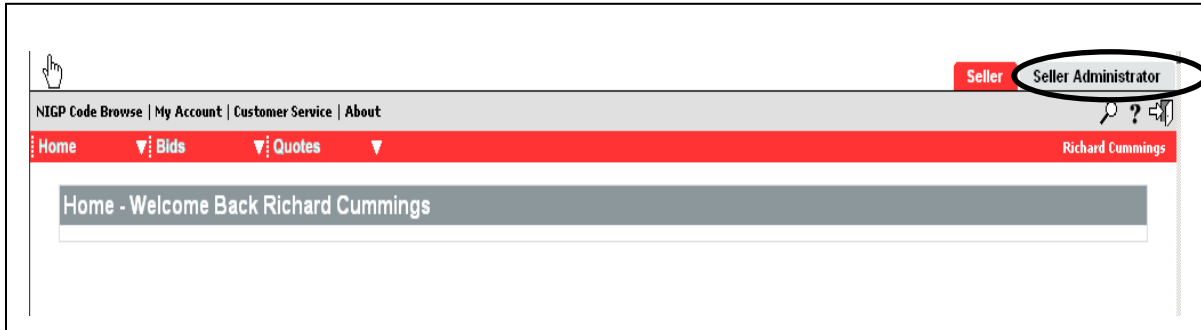
**\* END OF TOPIC E \***

## PART 2: MAINTAIN USERS ON THIS ACCOUNT

**Step 1:** Access the CHA Website and E-procurement Home Page:

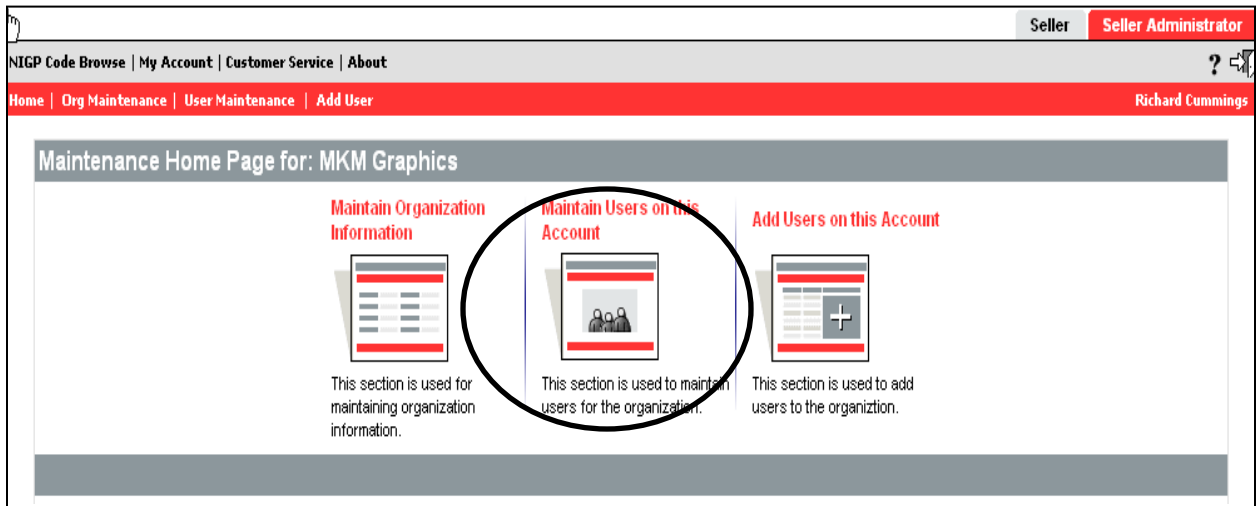


**Step 2:** Log into the System: enter your Login ID, Password and Click “**Login**” . .



... and your firm's "Seller" indicated during registration receives a welcome note.

**Step 3:** Click the "Seller Administrator" tab to view and select maintenance activities you would like to complete, and this "Maintenance Home Page" is presented.



➤ **TOPIC A: Add a User to the Account**

**Step 4:** Click "Maintain Users on this Account" picture, and the following User Maintenance screen is presented...

User Maintenance for: MKM Graphics

Login ID	First Name	Last Name	Status	Role(s)
MKMGGRAPH	Richard	Cummings	Active	Seller Seller Administrator

At the bottom of the screen, there are two buttons: 'Add User' (circled in black) and 'Exit'.

**Note 1:** When registering, MKM Graphics indicated Richard Cummings as the Seller and Seller Administrator. The firm would now like to assign Mr. Cummings only to the seller role, and assign Ms. Janet Killingsworth as the Seller Administrator.

**Note 2:** Firms can have more than one Seller Administrator; it's a good idea to have a back up for your company. However since all persons assigned as a "Seller Administrator" can change company information, you will want to be careful about the number assigned.

**Step 5: Click: "Add User"** and the **New Vendor** screen is presented...

**New Vendor User for MKM Graphics**

Salutation:  Last Name:

First Name:  Department:

Job Title:  Phone:    -  Email:

Login ID:  Status:

New Password:  Confirm Password:

**Roles**

Seller

Seller Administrator

➤ **Note:** MKM Graphics Inc. will add Ms. Janet Killingworth as a User Administrator.

**Step 6:** complete all required fields.

**New Vendor User for MKM Graphics**

Salutation:  Last Name:

First Name:  Department:

Job Title:  Phone:    -  Email:

Login ID:  Status:

New Password:  Confirm Password:

**Roles**

Seller

Seller Administrator

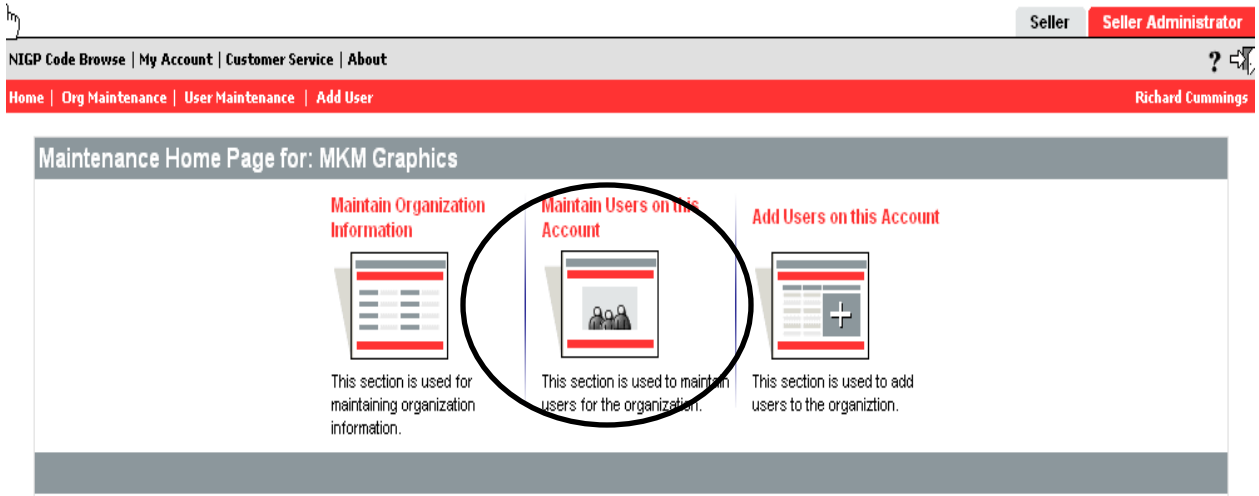
- **Note:** Assign a different loginID than that which used when registering initially.
- **Note:** Check both the "Seller" and "Seller Administrator" boxes, so that you can login using the new user's login and password.
- **Note:** In the "Roles" section, select "Seller" this will allow other employees of that company to view and respond to bids and proposals.

➤ **Step 7:** Click "Save & Exit" and log off the system.

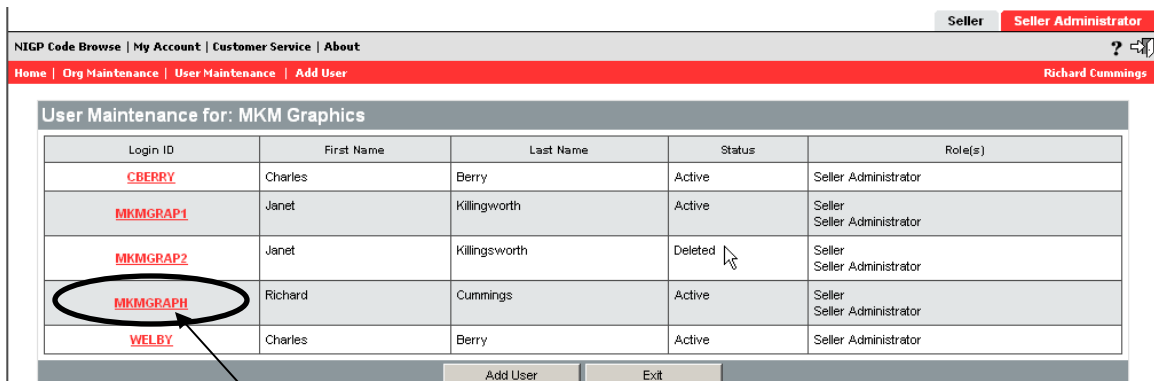
**\* END OF TOPIC A \***

➤ **TOPIC B: Delete a User from an Account**

**Step 1: Navigate to Seller Administrator Maintenance Homepage / Maintain User on this Account**



... and the “User Maintenance” screen for MKM Graphics is presented....



➤ **Note:** Richard Cummings notified MKM Graphics that he has accepted a new position, and we’ll need to delete his name and privileges from the account.

**Step 2: Click on the “Login ID” for Richard Cummings and the User Maintenance screen for Richard Cummings is opened...**

Seller **Seller Administrator**

NIGP Code Browse | My Account | Customer Service | About ?

Richard Cummings

Home | Org Maintenance | User Maintenance | Add User

### User Maintenance: Richard Cummings - MKM Graphics

Salutation:

First Name:  Last Name:

Job Title:  Department:

Phone:    -  Email:

Login ID:  Status:

New Password:  Confirm Password:

Roles

Seller

Seller Administrator

**Step 3:** Select “Deleted” from the “Status” box; click “Save & Exit” ...  
And the User Maintenance Screen is opened...

Seller **Seller Administrator**

NIGP Code Browse | My Account | Customer Service | About ?

Richard Cummings

Home | Org Maintenance | User Maintenance | Add User

### User Maintenance for: MKM Graphics

Login ID	First Name	Last Name	Status	Role(s)
<a href="#">CBERRY</a>	Charles	Berry	Active	Seller Administrator
<a href="#">MKMGRAP1</a>	Janet	Killingsworth	Active	Seller Seller Administrator
<a href="#">MKMGRAP2</a>	Janet	Killingsworth	Deleted	Seller Seller Administrator
<a href="#">MKMGRAPH</a>	Richard	Cummings	Deleted	Seller Seller Administrator
<a href="#">WELBY</a>	Charles	Berry	Active	Seller Administrator

➤ **Note:** The status for Richard Cummings is now “Deleted.”

**Step 4:** Click “Exit” log off of the system.

**\* END OF TOPIC B \***

## PART 3: Add Users on this Account

### Step 1: Navigate to Seller Administrator Maintenance Homepage / Add User on this Account

Maintenance Home Page for: MKM Graphics

**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.

... a blank “New Vendor User” screen is presented....

New Vendor User for MKM Graphics

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

**Roles**

Seller  
 Seller Administrator

Save & Exit    Reset    Cancel & Exit

**Step 2:** Complete all required fields in the screen and be sure to indicate “Active” in the Status field.

**New Vendor User for MKM Graphics**

Salutation:  Last Name:

First Name:  Department:

Job Title:  Email:

Phone:    -  Login ID:  Status:

New Password:  Confirm Password:

**Roles**

Seller  
 Seller Administrator

**Step 3:** Click “Save & Exit” and the “User Maintenance for MKM Graphics” screen is opened....

**User Maintenance for: MKM Graphics**

Login ID	First Name	Last Name	Status	Role(s)
<b>CBERRY</b>	Charles	Berry	Active	Seller Administrator
<b>MKMGRAP1</b>	Janet	Killingsworth	Active	Seller Seller Administrator
<b>MKMGRAP2</b>	Janet	Killingsworth	Deleted	Seller Seller Administrator
<b>MKMGRAPH</b>	Richard	Cummings	Active	Seller Seller Administrator

➤ **Note:** Mr. Charles Berry has been added as an additional Seller Administrator.

**Step 4:** Exit / log – off the system.

**\* END OF TOPIC \***