

Vendor Maintenance – Add a User

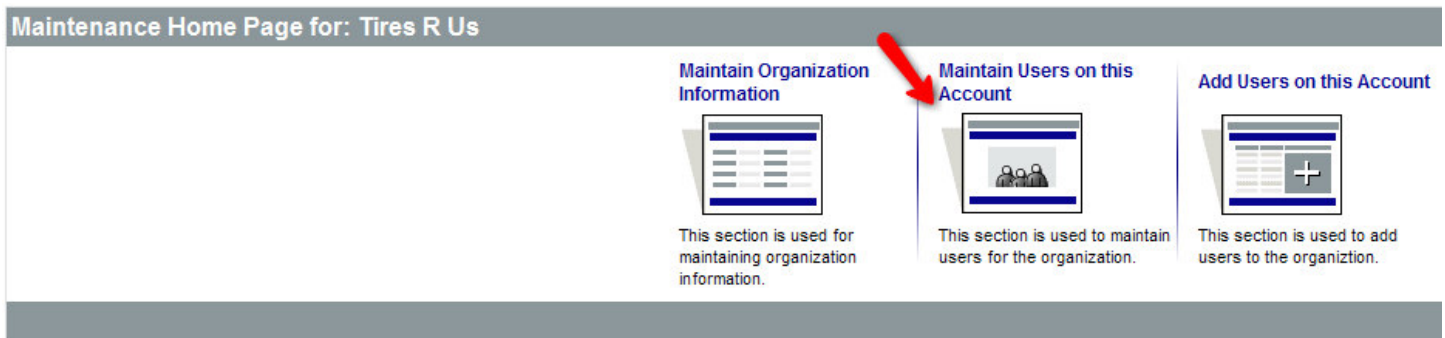
To ensure receipt of notifications about Solicitation opportunities or to be issued Purchase Orders (POs) through City of Warner Robins Purchasing Office (CWRPO), you must make sure that users within your company are set up to receive this information and their information is current. You can do this by accessing the CWRPO login screen and signing in with your unique Login ID and Password.

Who Can Update Vendor Data?


Login to CWRPO with your Login ID and Password, you can 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 three initial options on their **Homepage**:

Maintenance Home Page for: Tires R Us




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.

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By clicking on the **Maintain Users on this Account**, Seller Administrators can determine whether the user is already set up in the system or whether adding the user is required. The following steps guide you through adding a new user:

Add User

CWRPO will maintain the user name, job title, department, phone number, email, login id, password, security question and answer, and user role. To begin adding a new user, select the **Add User** button. To update user information, click on the **Login ID** of that user.

User Maintenance for: Tires R Us

| Login ID | First Name | Last Name | Status |
|---|------------|-----------|--------|
| JOHN.ADRETTI@TRUTRU.COM | John | Andretti | Active |

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Vendor Maintenance – Add a User

Enter New User Information

Complete the New Vendor User information, including all required fields (fields with an “*”).

New Vendor User for Tires R Us

| | | | |
|----------------|---|--------------------|-----------------------------|
| Salutation | <input type="text"/> | | |
| First Name*: | <input type="text"/> | Last Name*: | <input type="text"/> |
| Job Title*: | <input type="text"/> | Department | <input type="text"/> |
| Phone*: | <input type="text"/> - <input type="text"/> | Email*: | <input type="text"/> |
| Login ID*: | <input type="text"/> | Status*: | Active <input type="text"/> |
| New Password*: | <input type="text"/> | Confirm Password*: | <input type="text"/> |
| Login Question | <input type="text"/> | Login Answer | <input type="text"/> |

Roles

Seller

Seller Administrator

Save & Exit Reset Cancel & Exit

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Select Role for New User

In the **Roles** section, selecting **Seller** will allow that user to view and respond to solicitations.

New Vendor User for Tires R Us

| | | | |
|----------------|-------------------------------------|--------------------|-----------------------------|
| Salutation | <input type="text"/> | | |
| First Name*: | Jeff | Last Name*: | Gordon |
| Job Title*: | CTO | Department | <input type="text"/> |
| Phone*: | 555 555 5555 - <input type="text"/> | Email*: | jeff.gordon@trutru.com |
| Login ID*: | jeff.gordon@trutru.com | Status*: | Active <input type="text"/> |
| New Password*: | •••••••• | Confirm Password*: | •••••••• |
| Login Question | What was your first car? | Login Answer | '67 Camaro SS |

Roles

Seller

Seller Administrator

Save & Exit Reset Cancel

Click the **Save & Exit** button upon completion.