



Your gateway to better business

www.PHLContracts.phila.gov

Before you proceed, please click [here](#) to complete the Consent and Authorization Agreement (“Agreement”), which is required to respond to bids in PHLContracts. Completing and signing this form is Step 1 of the vendor registration process. You will upload the Agreement to your vendor profile in Step 11 of the migrated vendor registration process outlined below.

CITY OF PHILADELPHIA

[Seller Administrator User Guide](#) [Registering as a PHLContracts Vendor](#)

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For additional information on Seller Administrator functions, please refer to the Seller Administrator's Guide available by clicking the Help icon (question mark) located in the upper right portion of the main user menu of PHLContracts.

Welcome to the PHLContracts Procurement System

Overview of the PHLContracts Vendor Portal

The City of Philadelphia Procurement system (PHLContracts) is powered by Periscope Holdings Inc.'s BuySpeed software, an Internet-enabled application that provides decentralized purchasing functionality specifically designed for government agencies.

To those vendors already registered with the City of Philadelphia. If you are already registered with eContract Philly [website](#) or the Office of Economic Opportunity Compliance reporting [system](#), this does not replace those database systems. This system provides new functionality to businesses that are interested in contract opportunities posted by the Procurement Department related to construction, supplies, equipment, non-professional services and concession (or revenue generating) contracts. If you choose to register, you will have the opportunity to register for industry specific areas that are of interest to you. You will only be notified of bids/RFPs that are posted to this site in those industries that you select. However, it is at your discretion whether you choose to complete registration.

The PHLContracts Vendor Portal allows sellers (vendors) of goods and services to:

- Register with the City of Philadelphia by completing an online application and completing the [Consent and Authorization Agreement](#)
- Maintain their organization information
- Maintain information on commodities and services they offer
- Maintain information on certifications and categories they belong to
- View bid opportunities and respond (with Quotes) electronically online
- View active contracts and search contracts and bids
- View purchase orders (contracts) sent to them
- Receive procurement news and information directly from the City.

Registering as a PHLContracts Vendor

Vendor Roles and Activities

Registered vendor users are assigned one of two roles in the PHLContracts system:

Seller Administrator	Organizational maintenance focus
Seller	Purchasing information focus

Important concepts related to vendors and vendor users:

- Our goal is for vendors to use the PHLContracts system to initially register and to maintain their organizational information *
- Vendors must complete their registration and maintain 'Active' status in order to receive a contract in PHLContracts
- Seller Administrators can perform all of the Seller role functions
- Registered vendor organizations may have multiple Seller Administrators and multiple Sellers
- The individual who initially registers their organization in PHLContracts will by default be assigned the Seller Administrator role
- Each vendor organization must maintain at least one individual assigned the Seller Administrator role

* As part of the initial roll out of the PHLContracts system, vendors with active and recent purchase orders will be automatically registered in the system. Please refer to additional user guides related to 'Migrated Vendors' for specific information on what these vendors need to do to complete required organization information.

Responsibilities of the Seller Administrator Role

Seller Administrators should be prepared to perform the following tasks:

- Maintain vendor organization information including:
 - Company general profile
 - Address information
 - Commodity and service information
 - Certification and category information
- Ensure the organization's Consent and Authorization Agreement ("Agreement") is completed and uploaded to the organization's profile. The Agreement can be found by clicking [here](#).

Registering as a PHLContracts Vendor

- Manage access to the PHLContracts system for company representatives, including Sellers and other Seller Administrators
- Review Vendor News and Vendor Alerts issued by the City of Philadelphia through the PHLContracts system

Seller Administrators should refer to the Seller Administration User Guide available by clicking the Help icon (question mark) located in the upper right portion of the main user menu of PHLContracts. Additional questions may be directed to the City of Philadelphia Procurement Customer Service Representative at (215) 686-4755, (215) 686-4720, (215) 686-4721, or email PHLContracts@phila.gov.

Responsibilities of the Seller Role

Sellers should be prepared to perform the following tasks:

- Regularly access the PHLContracts system to review available bids
- Respond with Quotes and other requested information required by City buyers to conduct procurements and purchases

Sellers should refer to the Seller User Guide available by clicking the Help icon (question mark) located in the upper right portion of the main user menu. Additional questions may be directed to Procurement Customer Service at (215) 686-4755 / (215) 686-6720 or by email at PHLContracts@phila.gov.

Registering as a New Vendor

Information Requirements

In order to complete your organization's PHLContracts registration, you will need to provide several types of information, including:

- Basic organization information (legal name, tax ID, business addresses and contacts);
- The commodities and services your organization provides;
- Vendor Certification and Category information
- Vendor users (Seller Administrators and Sellers); and
- Upload the required Consent and Authorization Agreement

Registering as a PHLContracts Vendor

Registration Steps

- Step 1. [Complete and Sign the Consent and Authorization Form](#)
- Step 2. Access the PHLContracts Website
- Step 3. Submit Organization Identification Information
- Step 4. Complete the Company Information Page
- Step 5. Complete the Administrator Information Page
- Step 6. Complete the Address Information Page
- Step 7. Skip Terms Page
- Step 8. Complete the Categories and Certifications Page
- Step 9. Complete the Commodity/Service Codes Page
- Step 10. Review Registration Information Summary Page
- Step 11. Once you complete Registration, upload the Consent and Authorization Agreement.

If you have questions about basic features of the PHLContracts system, including: logging into the system, navigating the menus, and how to access the Seller Administrator Guide refer to Appendix A of this guide.

The remainder of this section steps you through the process of registering as a new vendor with ABC Supply as an example

Step 1. Complete Your Consent and Authorization Agreement

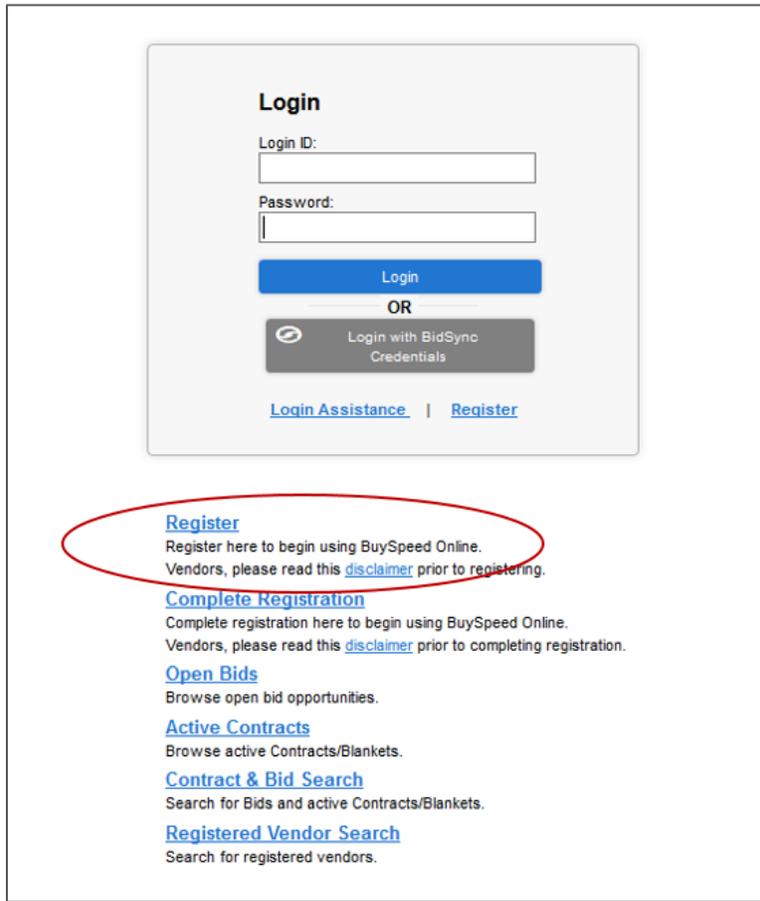
Before you get started in the system, please complete and sign the Consent and Authorization Agreement. The Consent and Authorization Agreement is required by all vendors if they wish to respond to bids posted on PHLContracts. Any quote submitted through PHLContracts by a vendor that has not completed and uploaded its signed Agreement to its profile, will be considered non-responsive and not be reviewed, unless the vendor attaches the completed Agreement as part of its quote. You will upload the Agreement to your PHLContracts profile in Step 11 of this eleven step process. Once the completed and fully executed Agreement is uploaded to your vendor profile, it will not have to be submitted again unless instructed otherwise by the City.

Instructions for completing and uploading the required Consent and Authorization Agreement can be found by clicking [here](#).

Registering as a PHLContracts Vendor

Step 2. Access the PHLContracts Website

Visit PHLContracts at, www.phlcontracts.phila.gov to begin the registration process



The screenshot shows a login and registration interface. At the top, there is a 'Login' section with fields for 'Login ID:' and 'Password:', a blue 'Login' button, and an 'OR' separator. Below this is a 'Login with BidSync Credentials' button. At the bottom of the login section are links for 'Login Assistance' and 'Register'. Below the login section, the 'Register' link is circled in red. The registration options are:

- [Register](#)
Register here to begin using BuySpeed Online.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using BuySpeed Online.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

As shown in the diagram above, to begin the registration process, click on the Register option.

Note: Select the Complete Registration option if you started the registration process earlier but did not complete it and now wish to complete your registration. You will need to supply the assigned vendor number and email address used during the earlier session.

Registering as a PHLContracts Vendor

Step 3. Submit Organization Identification Information

The following page is used to obtain four items of organization identification information. The Tax ID is verified against existing vendors to confirm that the organization has not already registered. Complete the following fields and click the Submit button:

- Tax ID (and whether this ID is an EIN or SSN)
- Company Name
- Country
- Email Address

Tax ID*: Show

Company Name*:

Is Tax ID # an Employer Identification Number (EIN)
or a Social Security Number (SSN)?
International Vendors, select EIN.

EIN SSN

Country*:

Email Address*:

Are you a registered BidSync user? Manage all your registrations with your BidSync account.

BidSync Login ID:

BidSync Password:

Note: If the Tax ID has already been used to register, you will receive an error message and will not be able to register. Verify the Tax ID used. If you believe you are using the proper TAX ID, please contact Procurement Customer Service at (215) 686-4755 assistance. If the Tax ID you provided is not in use and all other information is supplied, you will receive the **New Vendor Registration** page series, which contains seven tabs for completing your organization's registration. Registration should take about 30 minutes to complete.

Registering as a PHLContracts Vendor

Step 4. Complete the Company Information Page

The following fields are automatically filled out based on the information you entered in the initial pop-up window, please make sure you provided the correct information:

1. Company Name
2. Vendor Legal Name
3. Company Email Address

Along with entering the required information in fields marked by an asterisk (*), you must also provide (see numbers in diagram above)

4. Business Description
5. Company Phone Number
6. Whether Tax ID used is a SSN or EIN*
7. Incorporation Information

Note: Vendors who anticipate providing product and services on an emergency basis should complete the Emergency Supplier fields:

- Emergency Supplier check button (yes or no – default)
- Emergency Phone Number*
- Emergency Contact Name*
- Emergency Email*
- Emergency Info Comment

Registering as a PHLContracts Vendor

Note: Fields which are required if 'Emergency Supplier' is checked (Yes) are identified with an asterisk. Emergency Supplier information may be added/revised at any time by the Seller Administrator.

After completing all necessary fields, click on the **Save & Continue Registration** button to proceed to the next step.

Step 5. Complete the Administrator Information Page

The screenshot shows a registration form titled "Register - ABC Supply - ABCSUPPLY@ATTNET". The "Administrative User Information" section is highlighted in blue. Fields include: Salutation (dropdown), First Name* (John), Job Title* (Owner), Email* (johnd@att.net), Login ID* (johnd03), New Password* (*****), Login Question* (What is your favorite food?), Last Name* (Latham), Department (Administration), Phone* (783 555 5555), Confirm Password* (*****), and Login Answer* (1234). Red asterisks indicate required fields. The "Save & Continue Registration" button is circled in red.

As shown in the diagram above, on this page you will be required to provide:

- Name
- Job Title
- Department
- Phone Number
- Email Address
- Desired system login ID
- Password (re-enter to confirm)
 - Must be between 6 and 15 characters
 - Must include both alpha and numeric characters
 - Must include at least one special character (e.g., #, @, %, \$, !)

Additional requirements for passwords:

- Passwords must be changed every 180 days
- A password cannot be reused until 5 other passwords have been used
- After 4 unsuccessful attempts to login, the account will be locked
- Login Question and Login Question Answer

Note: You are required to enter information in fields marked by an asterisk to continue registration

After completing all required fields, click **Save & Continue Registration** to proceed to the next step.

Step 6. Complete the Address Information Page

In this step you will enter all addresses used by your organization.

Note: Initially, you will see the address information which was entered when the vendor account was created. That information becomes the General/Corporate Mailing address. You can click on the General Field to the left of the address to review/edit that address information or you can click on the Add Another Address button to add another address

Name	Address Type	Address Information	Status	Default for Type
General/	General/Corporate Mailing Address	101 Lantern 101 Oak Street Oakton, VA 22084 US Email: ABCSUPPLY@ATT.NET Phone: (703) 655-5555	Active	Yes

Address Type: General/Corporate Mailing Address

Name this Address* General 1

Contact Name* Jack Lantern 2

Address Line 1* 101 Oak Street 3

Address Line 2:

Address Line 3:

Address Line 4:

Country* US - United States of America

City* Oakton * State/Province* VA *

ZIP* 22084 * County:

Phone* 703 655 5555 4

Toll Free: Mobile:

Fax: Email* ABCSUPPLY@ATT.NET 5

Status: Active

Web Address:

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

Save & Add Another Save & Continue Registration Reset Cancel & Continue Registration

As shown in the diagram above, in order to add an additional contact and address the following information is needed.

1. Name for Address
2. Contact Name
3. Address
4. Phone
5. Email address

Note: You are required to enter information in fields marked by an asterisk to continue registration

If you wish to add more addresses, select the **Save & Add Another** button, otherwise select **Save & Continue Registration** to proceed to the next step.

Registering as a PHLContracts Vendor

Step 7. Terms Page

Terms information is not in use by PHLContracts. Click on the **Continue Registration** button to continue to the next registration step.

Step 8. Complete the Categories and Certifications Page

On this page, you specify which Vendor Categories your organization falls within and the Certifications (e.g., licenses) you maintain.

Note: This information is important to the City and to Vendors because it specifies characteristics about the vendor which are used to determine eligibility for certain types of procurement programs. As you will see in the table below, updates to most of the vendor categories are restricted to City of Philadelphia Vendor Administrators (Procurement Department personnel). However, vendors are encouraged to input information on certain categories and their related certifications.

The following table presents the vendor categories in use at this time:

Vendor Category	Response Required	Certification-Enabled	Restrict to Vendor Admin
Consent and Authorization Agreement Confirmation	Yes	No	No
Consent Form Submitted	No	No	Yes
Commercial Activity License (CAL)	No	Yes	Yes
W9 on File	No	Yes	Yes
Annual Bid Security Fee (SS&E)	No	No	Yes
Minority Business Enterprise (MBE)	No	No	Yes
Women Business Enterprise (WBE)	No	No	Yes
Minority/Women Business Enterprise (MWBE)	No	No	Yes
Disabled Business Enterprise (DSBE)	No	No	Yes
Disadvantaged Business Enterprise (DBE)	No	No	Yes
Self-Reported Minority, Woman, or Disabled Business	No	No	No
Small Business Entity (SBE)	No	Yes	No
Local Business Entity (LBE)	No	Yes	Yes
Women on Boards (WOB)	No	No	No
Slavery Affidavit (SA)	No	No	Yes
Contractor's License (CL)	No	Yes	Yes
Demolition License (DL)	No	Yes	Yes
Demo Annual Processing Fee (DAP)	No	No	Yes
OSHA 30 (O30)	No	Yes	Yes
Audited Financial Statements (AFS)	No	No	Yes

Registering as a PHLContracts Vendor

Note: Some responses must be entered to complete this page of the registration. In addition to the response provided a vendor must provide documentation of eligibility for this category designation by a recognized authority (see the diagrams below). Only the Vendor Administrator can enter the selection (upon receipt of certification documentation or document)

Failure to complete, sign, and submit the Consent and Authorization Agreement (“Agreement”) will result in any quote submitted by a vendor being deemed non-responsive. The Agreement can be found by clicking [here](#).

Certification Enabled: Vendor must provide documentation of eligibility for this category designation by a recognized authority.

Restricted to Vendor Administrator: Only the Vendor Administrator can enter the selection (upon receipt of certification documentation or document).

Once you have entered data on this page, click **Save & Add Certification**. Following this initial saving of data, some categories may appear with an **Add Certification** option. If so, please click the link and enter the appropriate information on the certification (e.g., licensing information).

The screenshot shows a registration form with two categories. The first category is "Consent and Authorization Agreement Confirmation" with the description "Confirmation by Seller Admin that he/she will upload Consent & Authorization to Bid". It includes a "Select" dropdown with "All" and a radio button selected for "Seller Administrator agrees to upload Consent and Authorization Agreement". Below it is a "Notes" text area. The second category is "Small Business Entity" with the description "Small Business Entity". It includes a "Select" dropdown with "YES" and a radio button selected for "YES". Below it is a "Notes" text area.

Once you have entered data on this page, click **Save & Add Certification** to proceed to the next step.

The screenshot shows the bottom of the registration form with three buttons: "Save & Add Certification", "Save & Continue Registration", and "Continue Registration". The "Save & Add Certification" button is circled in red. Below the buttons is the copyright notice: "Copyright © 2017 Periscope Holdings, Inc. - All Rights Reserved."

Registering as a PHLContracts Vendor

Following this initial saving of data, some categories may appear with an **Add Certification** option (see diagram below). If so, please click the link and enter the appropriate information on the certification (e.g., licensing information).

The screenshot shows a form titled "Category: Small Business Entity". Below the title is the description "Description: Small Business Entity" and a note: "Please select at most one category value". There is a "Select" dropdown menu with a red circle around the "YES Add Certification" option. Below the dropdown is a "Notes:" text area.

A typical certification will look like this when the link is clicked.

The screenshot shows the "Add Vendor Certification - Cat Test Vendor" form. The form fields are: Vendor ID (VEN10194), Category (SBA), Category Type (YES), Certification Source (Small Business Administration), Certification ID *, Effective Date (MM/DD/YYYY) *, Expiration Date (MM/DD/YYYY), Certification Status (Active), and Certification Description. There are four buttons at the bottom: Save & Exit, Save & Continue, Reset, and Close Window. Two red callout boxes provide instructions: one for the Certification Source dropdown and one for the Effective and Expiration Date fields. The "Save & Exit" button is circled in red.

Based on the entity that issued the Certification, use the scroll down menu to select the appropriate source (e.g., Small Business Administration). Then input the ID of the Certification. In most cases, this will be a license number or certification/authorization tracking number issued by the certifying agency.

Input the beginning (effective) and ending (expiration) date of the certification. If the certification does not have an end date, input 1/1/2025.

Once you have completed entering the certification information, click **Save & Exit**. Now this certification information will be reflected under the related category.

After Completing the vendor certification, be sure to save by clicking either **Save & Continue Registration** so you won't lose your updates or **Save & Add Certification** to add another certification.

The screenshot shows the bottom of the certification form with three buttons: "Save & Add Certification", "Save & Continue Registration", and "Continue Registration". The "Save & Add Certification" button is circled in red. Below the buttons is the copyright notice: "Copyright © 2017 Periscope Holdings, Inc. - All Rights Reserved."

Registering as a PHLContracts Vendor

Step 9. Complete the Commodity/Service Codes Page

Your next step is the **Commodity/Service Codes** selections (NIGP codes are going to be used at the City). This will help ensure that you receive notifications about Bid opportunities for those commodities and services.

The following pages show how ABC Supply would select the NIGP Codes for products (commodities) they provide.

Vendors select the commodities and services they provide from a list of NIGP commodity/service codes. At a minimum, one commodity/service code must be designated, but vendors are encouraged to select all products and services they desire to provide to the City. This will ensure that they are notified of the opportunities to do business with the City on an ongoing basis.

*The NIGP Commodity/Services Code is an acronym for the National Institute of Governmental Purchasing's Commodity/Services Code. The **NIGP Code** is a coding taxonomy used primarily to classify products and services procured by state and local governments in North America.*

Note: Initial notification of bidding opportunities are sent to the email address provided on the General tab of the Vendor profile.

The **Commodity/Service Codes** page looks like the diagram below:

Register - ABC Supply - ABCSUPPLY@ATT.NET

Company Information Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

Search

NIGP Class 1

NIGP Class Item 2

NIGP Keyword 3

Search using ALL of the criteria

Search

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

Registering as a PHLContracts Vendor

ABC Supply provides artwork and art supplies.

There are three different techniques you can use to search for and select codes all of which are explained below.

1. For example, in the first method, you select the NIGP Class 052 – Art Objects, which returns a list of all NIGP Class Items within that class. You can select multiple items (or all items) within that class list by checking the boxes.

Select all the class items that fall within your selected category. You may select multiple class items within a class list.

Code	Description
<input checked="" type="checkbox"/>	052-02 Antiques
<input checked="" type="checkbox"/>	052-08 Ceramic and Glass Objects (Shadow Boxes, Stained Glass, etc.)
<input checked="" type="checkbox"/>	052-12 Collectibles, Museum Pieces, etc. (Not Otherwise Classified)
<input checked="" type="checkbox"/>	052-14 Cut-Outs, Life Size/Oversized, of Animals and Symbols
<input checked="" type="checkbox"/>	052-16 Drawings (Originals) (Charcoal Prints, etc.)
<input checked="" type="checkbox"/>	052-24 Engravings, Etchings, Linocuts, Lithographs, Scrolls, Serigraphs, and Similar Reproductions
<input type="checkbox"/>	052-32 Fabric Designs (Silk Screen, etc.)
<input type="checkbox"/>	052-40 Masks
<input checked="" type="checkbox"/>	052-48 Mixed Media

Registering as a PHLContracts Vendor

- The second method is to select individual NIGP Classes and Class Items using the Class and Item drop down lists. For example, select Class Code 052 'Art Objects' from the NIGP Class drop down list.

Commodity Code and Service Codes - ABC Supply

Search

NIGP Class [dropdown arrow]

NIGP Class Item

NIGP Keyword

Search using

NIGP Code E

<input type="checkbox"/>	Code	031 - AIR CONDITIONING, HEATING, AND...
<input type="checkbox"/>	005-05	035 - AIRCRAFT AND AIRPORT EQUIPMENT...
<input type="checkbox"/>	005-14	037 - AMUSEMENT, DECORATIONS, ENTERT...
<input type="checkbox"/>	005-21	040 - ANIMALS, BIRDS, MARINE LIFE, A...
<input type="checkbox"/>		045 - APPLIANCES AND EQUIPMENT, HOUS...
<input type="checkbox"/>		050 - ART EQUIPMENT AND SUPPLIES
<input type="checkbox"/>		052 - ART OBJECTS
<input type="checkbox"/>		055 - AUTOMOTIVE ACCESSORIES FOR AUT...
<input type="checkbox"/>		060 - AUTOMOTIVE ACCESSORIES FOR AUT...
<input type="checkbox"/>		065 - AUTOMOTIVE AND TRAILER BODIES,...
<input type="checkbox"/>		070 - AUTOMOTIVE VEHICLES AND RELATE...
<input type="checkbox"/>		071 - AUTOMOBILES, SCHOOL BUSES, SUV...

Commodity Code and Service Codes - ABC Supply

Search

NIGP Class 052 - ART OBJECTS

NIGP Class Item [dropdown arrow]

NIGP Keyword

Search using

NIGP Code E

<input type="checkbox"/>	Code	02 - Antiques
<input type="checkbox"/>	052-02	08 - Ceramic and Glass Objects (Sha...
<input type="checkbox"/>	052-08	12 - Collectibles, Museum Pieces, e...
<input type="checkbox"/>	052-12	14 - Cut-Outs, Life Size/Oversized,...
<input type="checkbox"/>	052-14	16 - Drawings (Originals) (Charcoal...
<input type="checkbox"/>	052-16	24 - Engravings, Etchings, Linocuts...
<input type="checkbox"/>	052-24	32 - Fabric Designs (Silk Screen, e...
<input type="checkbox"/>		40 - Masks
<input type="checkbox"/>		48 - Mixed Media
<input type="checkbox"/>		50 - Murals, Canvas
<input type="checkbox"/>		51 - Murals, Clay
<input type="checkbox"/>		52 - Murals, Glass
<input type="checkbox"/>		53 - Murals, Photographic: Kiln Fir... (s, Stained Glass, etc.)
<input type="checkbox"/>		54 - Murals: Stone, Tile (otherwise Classified)
<input type="checkbox"/>		55 - Murals, Wall (and Symbols)
<input type="checkbox"/>		56 - Paintings (Originals) (Oil, Ac...
<input type="checkbox"/>		64 - Photographs
<input type="checkbox"/>		72 - Posters and Prints (Not Origin...
<input type="checkbox"/>		76 - Recycled Art Objects
<input type="checkbox"/>		Engra 76 - Recycled Art Objects, Scrolls, Serigraphs, and Similar Reproductions

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 Show Categories

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

Code	Description
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	052-76 Recycled Art Objects

Save and Add More Save and Continue Registration

Registering as a PHLContracts Vendor

- The third method available to identify NIGP codes is to search by NIGP Keyword. For example, enter 'Recycled Art' in the NIGP Keyword field then click the **Search** button.

The screenshot shows the 'Search' section of the registration page. The 'NIGP Keyword' field contains 'Recycled Art'. The 'Search using' dropdown is set to 'ALL of the criteria'. The 'Search' button is highlighted with a red circle. Below the search fields, there is a 'NIGP Code Browse' section with a 'Show Categories' button. A table lists NIGP codes with checkboxes:

Code	Description
<input checked="" type="checkbox"/>	050-69 Recycled Art Equipment and Supplies
<input checked="" type="checkbox"/>	052-76 Recycled Art Objects

A red callout box on the left contains the text: 'Select all the class items that fall within your selected category. You may select multiple class items within a class list.'

Once all applicable Commodity Codes and Services have been selected and saved, click the **Continue Registration** button.

Step 10. Review Registration Information Summary Page

The Summary page allows you to review the registration information you have entered. You can return to any tab and revise information before submitting your company's registration.

The screenshot shows the 'Summary' tab of the registration page. It displays the following information:

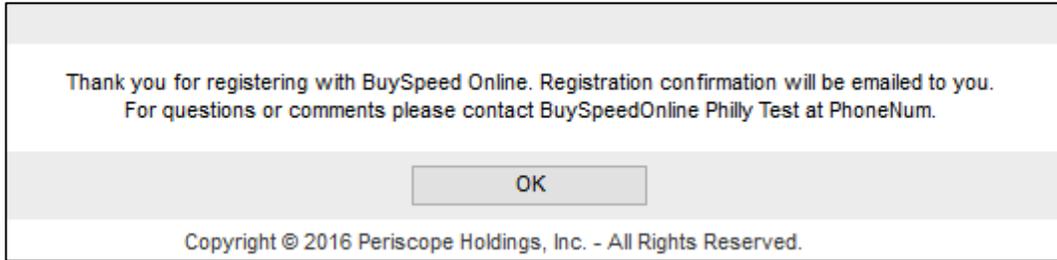
- Company Information:** Vendor ID: VBR10164, Status: Active, Tax ID Type: EIN, Business Description: Art Products and Supplies, Emergency supplier: No, Emergency Phone: , Emergency Contact: , Emergency Email: , Emergency Info Comment: .
- Users Information:** A table with columns: Login ID, First Name, Last Name, Status, Seller, Roles. One user is listed: jLantern33, Jack, Lantern, Active, Seller, Seller Administrator.
- Address Information:** A table with columns: Name, Address Type, Address Information, Status, Default for type. Two addresses are listed: General (General/Corporate Mailing Address) and ABC Supply Business Office (Rent Address).

Once you are satisfied with your registration information, click on the **Complete Registration** button at the bottom of the page.

Registering as a PHLContracts Vendor

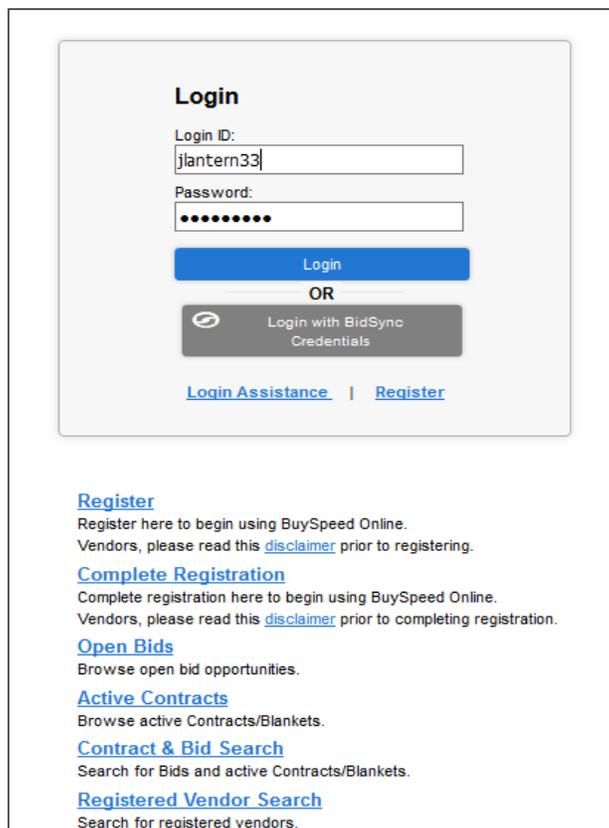


Once you have completed the registration process, you will receive a message similar to the following, advising you that your registration has been received and that you will receive an email notifying you that your system access has been granted.



From this point on, you will log in to PHLContracts using your User ID and Password like the following for Jack Lantern of ABC Supply:

Note: The PHLContracts system will send you an acknowledging email when your registration is completed.

A screenshot of the PHLContracts login page. The page has a "Login" heading and two input fields: "Login ID:" with the value "jlantern33" and "Password:" with masked characters. Below the fields are a blue "Login" button and a grey button with a BidSync logo and the text "Login with BidSync Credentials". At the bottom of the login area are links for "Login Assistance" and "Register". Below the login area, there are several sections with blue underlined headings and descriptive text: "Register" (Register here to begin using BuySpeed Online. Vendors, please read this disclaimer prior to registering.), "Complete Registration" (Complete registration here to begin using BuySpeed Online. Vendors, please read this disclaimer prior to completing registration.), "Open Bids" (Browse open bid opportunities.), "Active Contracts" (Browse active Contracts/Blankets.), "Contract & Bid Search" (Search for Bids and active Contracts/Blankets.), and "Registered Vendor Search" (Search for registered vendors.).

Registering as a PHLContracts Vendor

For security purposes, you will be required to select a new password the first time you log in to PHLContracts using your Logon ID and initial password.

Change Password

Current Password*

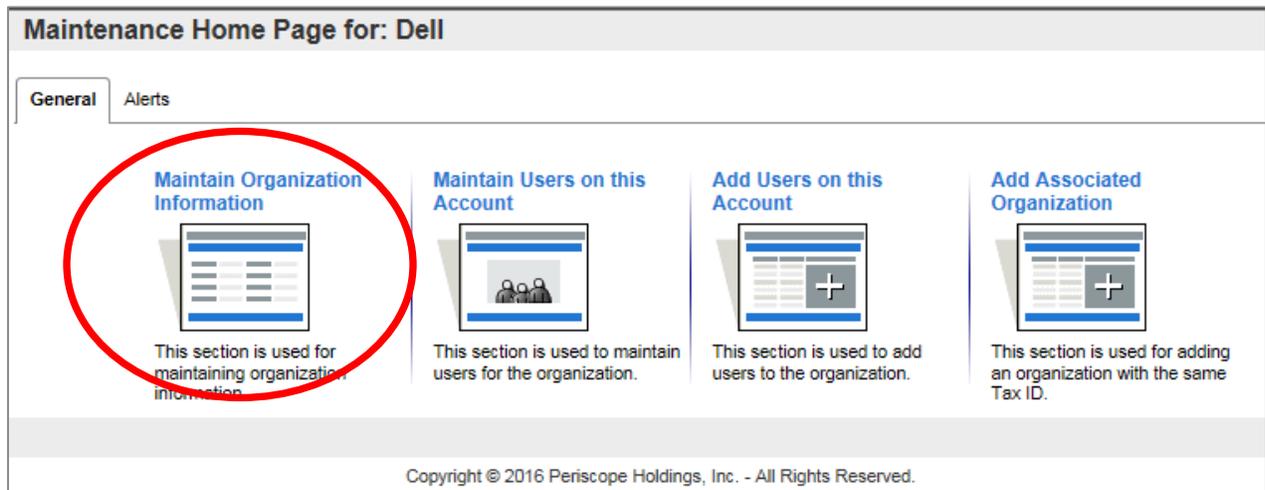
New Password*

Confirm New Password*

As a Seller Administrator, when you log in to the PHLContracts system you have the option to select either the Seller Administrator role main menu or the Seller role main menu. You do this by selecting tabs in the upper right corner of the main page.

Step 11. Seller Administrator uploads completed Consent and Authorization Agreement

The Seller Administrator main menu looks like screenshot number one, below. Upon first viewing this page, the Seller Administrator should go to the Maintain Organization Information Page.



The Seller Administrator will then select the “Maintain General Organization Information” option seen in screenshot number two. Here, the Seller Administrator can upload the required completed Consent and Authorization Agreement. The file upload tool can be seen in screenshot number three.

Registering as a PHLContracts Vendor

Maintain Organization Information for: Dell

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

Exit

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Upload Consent and Authorization Agreement

Attachments

No Attachments

File: No file selected.

Description:

Confidential:

Forms

The **Seller** main menu looks like this:

Home - Welcome Back Jack Lantern

News(0) Vendor Communication(0) Bids(29) PO(0) Quotes(1) Vendor Performance(0)

Information on maintaining vendor information is provided in the Seller Administrator reference guide: Maintaining PHLContracts Vendor Information.

Registering as a PHLContracts Vendor

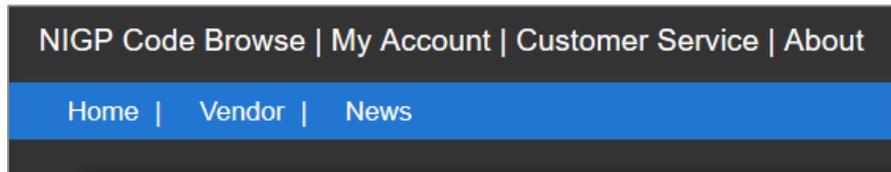
The vendor status of your organization will remain 'Pending' until the City of Philadelphia Vendor Administrator has reviewed your information and changed the status to 'Active'.

Appendix A – PHLContracts Navigation Overview

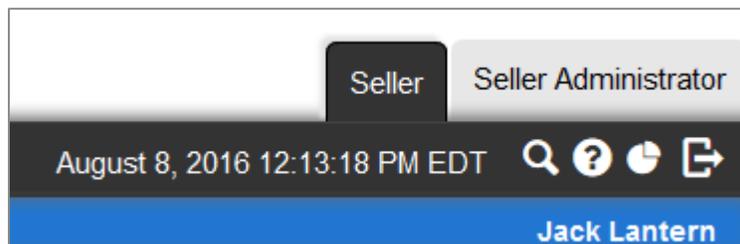
Header & Navigation Bars

The navigation menu allows you to move within the application and gives you access to open and closed bids, purchase orders, contracts, quotes and account maintenance. As you travel through the application, you will always see this menu at the top of each page.

Left Side



Right Side



There are several key icons in the navigation menu.

	Access to the on-line help manual.
	Log out of PHLContracts

NIGP Code Browse

The NIGP Code Browse link in the Header bar allows you to search commodity codes by Class and Class Item codes set up and maintained in your PHLContracts database.

Registering as a PHLContracts Vendor

My Account

The My Account link in the navigation menu allows you to keep your individual user profile current. Modifying your personal login information does not change your company's general information with the agency. To maintain the overall organization information with an agency, you must have the role of Seller Administrator and must use the Maintain Agency Users functions.

Use the **Edit** button to update your personal information. You can change your title, contact information, as well as your login password and login security question and answer. You may also select the default tab that you wish to begin on once you log in and view your home page. You must enter your password for the changes to become effective.

NOTE: This is where you can change your PHLContracts password.

Red and Yellow Error Messages

PHLContracts has developed a series of messages that will display when data inside your document is not right, criteria are not met or when required fields are not properly filled out. Messages in yellow are errors that do not require any intervention. The document can continue the message is strictly for your information. Pop-up messages will also appear when required fields were left blank or invalid data was entered.