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www.PHLContracts.phila.gov

Before you proceed, please go to www.phila.gov/procurement/ 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 Four of the migrated vendor registration process outlined below.

City of Philadelphia

Seller Administrator Guide Accessing & Updating Migrated Accounts

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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 in PHLContracts.

Overview of the Vendor Management Process

Three significant characteristics of the new PHLContracts vendor registration process are:

1. It is Internet based, allowing direct access to most transactions from a variety of devices, including traditional workstations, laptops, tablets, and smartphones.
2. It eliminates much of the 'paper flow'. E-commerce features such as email alerts, simplified quote replies, and attachment of electronic documents, support more efficient processing of transactions and allows past information to be referenced and in some cases reused.
3. Most information search and maintenance transactions required of vendors are now 'self-serve', saving vendors time and allowing work to get done outside standard business hours.

Probably the most visible difference to vendors is that the registration process is 'brought forward' in their relationship with the City. Rather than wait until the vendor is awarded or has been selected for a contract, they are being asked to register and supply information about their organization much earlier. The expanded database of vendors allows the City to proactively identify and alert vendors of bid opportunities.

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.

Migration of Current Vendors

Information on a number of existing City vendors has been loaded to the PHLContracts vendor database. These vendors are being contacted and provided instructions on how to log in and complete their registration. *(Options for verifying if your organization is already registered are explained in the Frequently Asked Questions section of this guide).*

Registered vendors are encouraged to specify:

1. The products and services they wish to provide to the City by updating the commodity and service information section of their profile. City buyers use this information to identify and alert vendors about new available bids matching their offerings. Vendors can still log in and search through all open bids, but they will find it more efficient to register their commodities and receive alerts of new open bids on those commodities.
2. The defined certifications and vendor categories they meet/match (e.g., small business entity). Vendors are able to designate some of these categories, but

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others require submission of supporting documentation. It is important that vendors keep this information updated as it affects eligibility for certain bidding opportunities.

3. Internal contacts who will serve as Seller Administrators as well as contacts who will serve in Seller roles.

Steps Vendors Should Follow to Complete Their Registration

To complete your registration, you simply need to perform the following 7 steps to update your migrated vendor account. This process should take approximately 30 minutes to complete for most vendors.

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 4 of this 7 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 at www.phila.gov/procurement/.

Step 2. Getting Started – Log into the PHLContracts System

The primary contact of the migrated vendors will receive an email containing the link to the City of Philadelphia PHLContracts site and their initial password. Their PHLContracts system login ID will be the email address to which the email from the City was sent.

The initial password will be: buyssp55d!

Note: The first time the Seller Administrator logs in to the PHLContracts system, he/she will be prompted to select a new password (conforming to the password format

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requirements the City has adopted which is 6 – 15 characters which include both alpha and numeric characters and at least one special character).

In this guide, we will follow the steps Jack Lantern of ABC Supply would follow once he has received the email advising him that his organization has been set up in the City's PHLContracts system. He would follow the link to the login page.

Jack would **NOT** select the **Register** option on this page because ABC Supply has already had their registration started by the Vendor Migration process. A completely new vendor would use the Register option.

Jack uses his email address as his login ID and buysp55d! (from his email) as his password.

For security purposes, Jack is directed to select a new system password (his login ID remains the same). To do this, Jack must enter the password sent initially plus the new password (entered a second time to confirm the entry).



The screenshot shows a web form titled "CHANGE PASSWORD" with a lock icon. Below the title, a message states: "To better serve you we have updated our system. Please take a moment to update your password." The form contains three input fields: "Current Password", "New Password", and "Confirm Password". Below these fields is a checkbox that is checked, with the text "Register with BidSync and receive relevant bid notifications from government agencies across the nation." The BidSync logo is displayed below the checkbox, with "POWERED BY Periscope" underneath. At the bottom of the form are two buttons: "Submit Password" (in blue) and "Logout" (in grey).

Passwords must conform to the following format and are case sensitive:

- Must be between 6 and 15 characters
- Must include both alpha and numeric characters
- Must include at least one special character (e.g., #, @, %, \$, !)

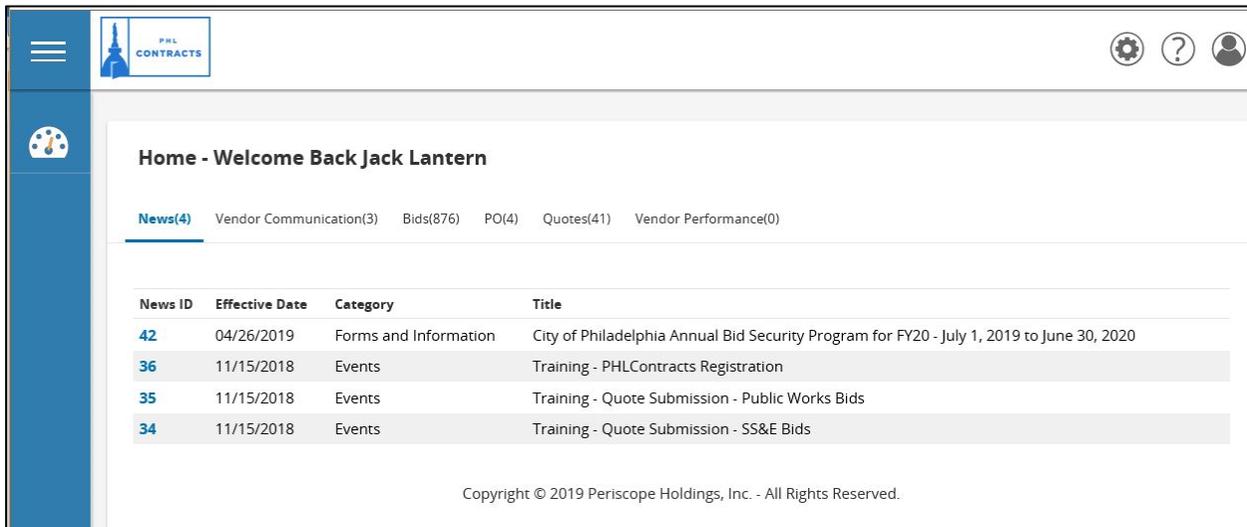
Additional requirements for passwords:

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- 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

Example of a conforming password: Rabbitt123!

When Jack logs into PHLContracts, by default he will be in the Seller role as shown below.



The screenshot displays the PHLContracts web application interface. At the top left, there is a navigation menu icon and the PHL CONTRACTS logo. On the top right, there are icons for settings, help, and a user profile. The main content area is titled "Home - Welcome Back Jack Lantern". Below the title, there are navigation links for "News(4)", "Vendor Communication(3)", "Bids(876)", "PO(4)", "Quotes(41)", and "Vendor Performance(0)". A table of news items is displayed with the following data:

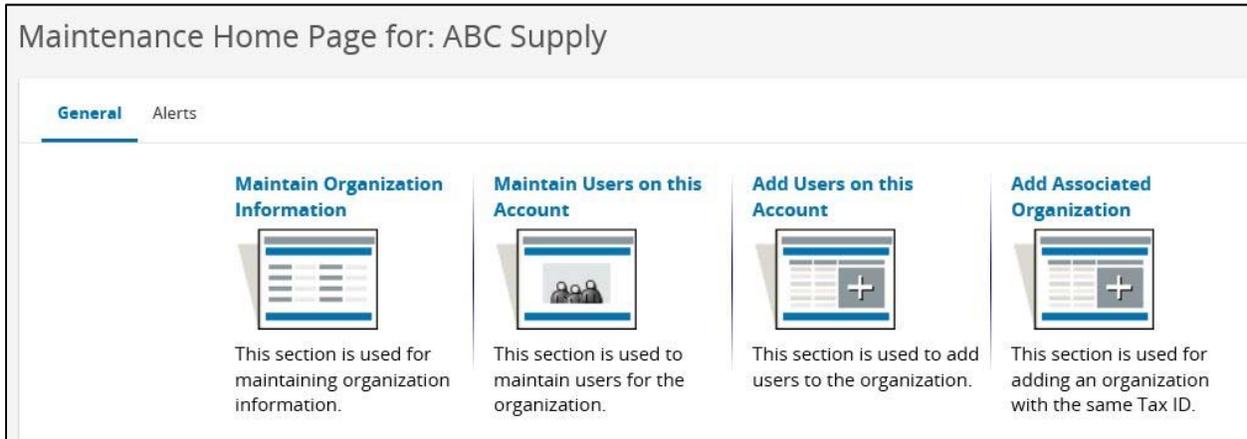
News ID	Effective Date	Category	Title
42	04/26/2019	Forms and Information	City of Philadelphia Annual Bid Security Program for FY20 - July 1, 2019 to June 30, 2020
36	11/15/2018	Events	Training - PHLContracts Registration
35	11/15/2018	Events	Training - Quote Submission - Public Works Bids
34	11/15/2018	Events	Training - Quote Submission - SS&E Bids

At the bottom of the page, there is a copyright notice: "Copyright © 2019 Periscope Holdings, Inc. - All Rights Reserved."

To switch to the Seller Administrator role, he simply needs to click on the user  icon on the top right of the screen, then click on the down triangle ▼ and select Seller Administrator.

Step 3. Review/Update Basic Vendor Organization Information

The PHLContracts system recognizes that ABC Supply's vendor information is incomplete, so the first page Jack receives is the Maintenance Home Page. **Until the vendor account is updated, the functions that Jack may perform in the system are limited, and a contract cannot be issued to ABC Supply.**



The **Maintain Organization Information** option contains several sub-options for specific types of vendor information.

The sub-options Jack will use to complete ABC Supply's registration are:

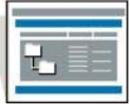
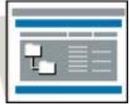
- Maintain General Organization Information
- Maintain Addresses
- Maintain Commodity Codes & Services
- Maintain Terms & Categories

The Maintain Quote Attachment Repository function is not in use at this time.

The Regions and Credit Memo List option are not in use at this time.

Maintaining General Organization Information

Maintain Organization Information for: ABC Supply

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

The existing general information that was migrated from City systems is displayed. Some of the information migrated from that system may be out of date. Jack can update fields, including business description, incorporation information, and general email address.

Note: The general email address is very important for doing business with the City. This email address is used by PHLContracts to send notifications of bidding opportunities based on the commodity codes that the vendor has selected.

The remainder of the general information cannot be updated by the Seller Administrator, specifically: vendor number, company name, vendor legal name, Tax ID. If this information needs to be revised, Jack should contact a City Procurement Customer Service Representative (215) 686-4755 / (215) 686-4720, or email PHLContracts@phila.gov.

On this page, Jack can add forms and attachments to ABC Supply's registration. Use of forms is explained in another User Guide. Examples of attachments include: copies of signed documents, certificates, and licenses. The process of uploading attachments is intuitive. All common file types can be used as attachments.

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Maintain General Organization Information

Vendor ID: **V00002001**
Company Name*: ABC Supply Vendor Legal Name*: ABC Supply
DBA for Vendor:
Tax ID #*: 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: n/a

Preferred Delivery Method: Email ▼

Vendor Email: ABCSupply99@att.net

Vendor Fax:

Emergency Supplier:
 Yes No

Emergency Phone*: Ext.:

Emergency Contact Name*:

Emergency Email*:

Emergency Info Comment:

If your company anticipates providing product and services on an emergency basis, you 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

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.

When finished, Jack clicks on the **Save & Exit** button to return to the previous option menu.

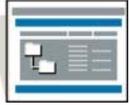
Step 4. Upload Consent and Authorization Agreement in the Maintain General Organization Information option

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 completed 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. 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 at www.phila.gov/procurement/.

Step 5. Review, Update & Add Addresses

Maintain Organization Information for: ABC Supply

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

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The General/Corporate Mailing Business Address migrated from the City's systems is displayed.

Maintain Addresses for: ABC Supply				
Name ↕	Address Type	Address Information	Status	Default for Type
General	General/Corporate Mailing Address	Jack Lantern 101 Oak Street Oakton, VA 22804 US Email: ABCSUPPLY@ATT.NET Phone: (703)555-5555	Active	Yes

Jack can review and modify this initial General/Corporate Mailing Address by clicking on the **General** button preceding it, or he can click on the **Add Another Address** button to add additional addresses for Remittances (payments) and Sales (purchase orders). If remittance and sales addresses are not specified, the general address will be used for all documents associated with ABC Supply.

Note: The system allows a single General Address and multiple Sales and Remittance addresses. If multiple addresses of these last two types are specified, one must be designated the Default address for that address type. (If only one address of a type is entered, it automatically becomes the default for that type.)

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Editing the Existing General Address:

Address Book - ABC Supply

General/Corporate Mailing Address

Name this Address*:	General		
Contact Name*:	Jack Lantern		
Address Line 1*:	101 Oak Street		
Address Line 2:			
Address Line 3:			
Address Line 4:			
Country*:	US - United States of America		
City*:	Oakton	State/Province*:	VA
ZIP*:	22804	County:	
Phone*:	703	555	5555
Toll Free:		Ext:	
Fax:		Mobile:	
Id:	4336	Email*:	ABCSUPPLY@ATT.NET
Status:	Active	Alternate Id:	
<input checked="" type="checkbox"/>	Default address for this address type	Web Address:	
			(Begin with http:// or https://)

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Adding another Address: (remittance address example shown)

Address Book - ABC Supply

Enter a New Address

Address Type: Remit 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*: State/Province*:

ZIP*: County:

Phone*: Ext:

Toll Free: Mobile:

Fax: Email*:

Id: 0 Alternate Id:

Status: Active Web Address:

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

When all Address Information fields have been entered, Jack clicks the **Save & Exit** button to return to the address list page. The list of ABC Supply's addresses now reflects the new remit address. Jack did not have to designate this remit address as the primary remit address because it was the only remit address specified for ABC Supply.

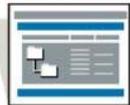
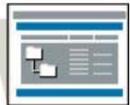
Maintain Addresses for: ABC Supply

Name 	Address Type	Address Information	Status	Default for Type
General	General/Corporate Mailing Address	Jack Lantern 101 Oak Street Oakton, VA 22804 US Email: ABCSUPPLY@ATT.NET Phone: (703)555-5555	Active	Yes
ABC Supply Business Office	Remit Address	B. Long Fellows 88 Gentle Street Denton, VA 22142 US Email: blongfellow@att.net Phone: (703)555-5555	Active	Yes

Jack can continue to add additional addresses by clicking the **Add Another Address** button or click the **Exit** button to return to the previous menu.

Step 6. Specify Commodity Codes & Services

Maintain Organization Information for: ABC Supply

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

Vendors should select the commodities and services codes they provide from a list of NIGP commodity/service codes in PHLContracts. 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.

*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.*

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The Commodity/Service code page looks like the following. Jack can search for and select codes using any of three techniques, all explained below.

Commodity Code and Service Codes - ABC Supply

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using ALL of the criteria

NIGP Code Browse

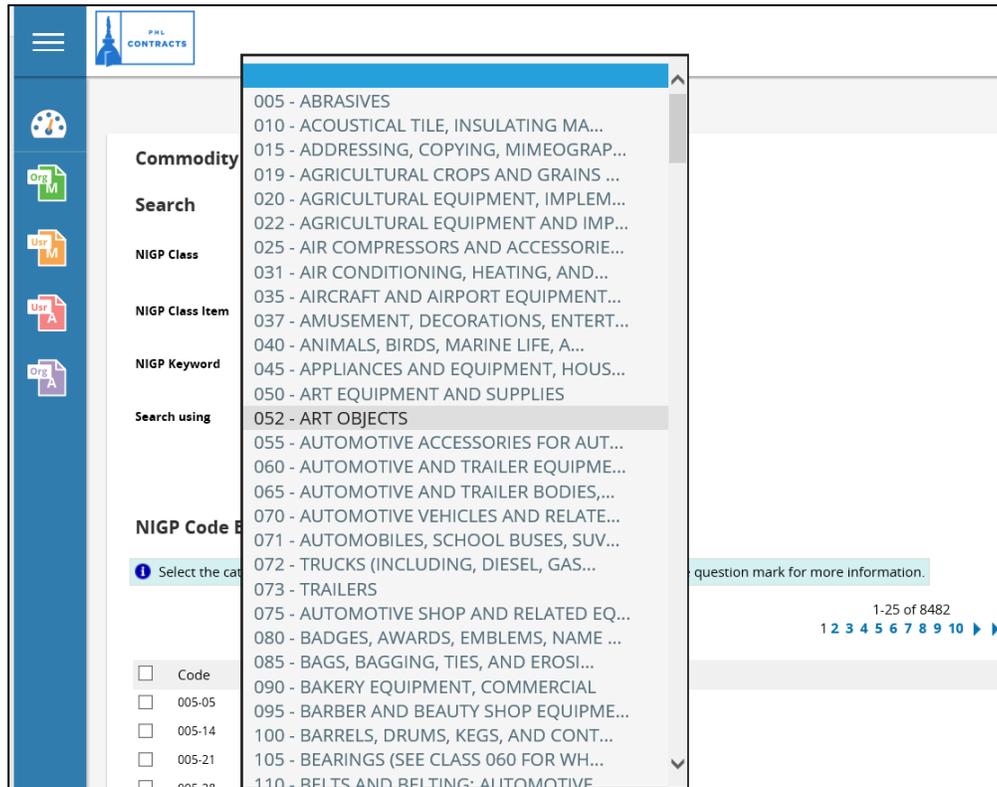
i Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre

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1. Select Individual NIGP Class and Item Combinations

The first method is to select individual NIGP Classes and Class Items using the Class and Item drop down lists. Select Class Code 052 'Art Objects' from the NIGP Class drop down list.



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Then, select the NIGP Class Item 76 'Recycled Art Objects' from that drop-down list because ABC Supply supplies recycled arts to institutions and governments.

The screenshot shows a web form titled "Commodity Code and Service Codes - ABC Supply". It has several input fields: "Search", "NIGP Class", "NIGP Class Item", "NIGP Keyword", "Search using", and "NIGP Code B". The "NIGP Class Item" dropdown menu is open, displaying a list of 17 categories. The category "76 - Recycled Art Objects" is highlighted. To the left of the dropdown, there are checkboxes for selecting codes, with "Code" checked. Below the dropdown, there is a blue information icon and the text "Select the cat...".

NIGP Class Item
02 - Antiques
08 - Ceramic and Glass Objects (Sha...
12 - Collectibles, Museum Pieces, e...
14 - Cut-Outs, Life Size/Oversized,...
16 - Drawings (Originals) (Charcoal...
24 - Engravings, Etchings, Linocuts...
32 - Fabric Designs (Silk Screen, e...
40 - Masks
48 - Mixed Media
50 - Murals, Canvas
51 - Murals, Clay
52 - Murals, Glass
53 - Murals, Photographic: Kiln Fir...
54 - Murals: Stone, Tile
55 - Murals, Wall
56 - Paintings (Originals) (Oil, Ac...
64 - Photographs
72 - Posters and Prints (Not Origin...
76 - Recycled Art Objects
80 - Sculptures: Marble, Metal, Pla...
88 - Wood Carvings and Woodcuts

Save this specific product/service to ABC Supply's profile by checking the box preceding it and pressing the **Save and Add More** button. Repeat this process, selecting individual codes or selecting multiple codes at a time.

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Commodity Code and Service Codes - ABC Supply

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

NIGP Code Browse

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

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

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2. Select from a NIGP Class List

In the second 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.

These selections must be saved before you go on to identify more codes (**Save and Add More**).

Commodity Code and Service Codes - ABC Supply

Search

NIGP Class 052 - ART OBJECTS ▾

NIGP Class Item ▾

NIGP Keyword

Search using ALL of the criteria ▾

NIGP Code Browse

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

<input type="checkbox"/>	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"/>	052-24	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

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3. Use NIGP Keyword Search

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

Commodity Code and Service Codes - ABC Supply

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

NIGP Code Browse

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

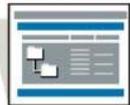
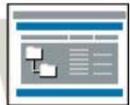
<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	050-69	Recycled Art Equipment and Supplies

A list of NIGP Commodity codes (5-digit code and description) containing that phrase is displayed. Check the box preceding them, then click either the **Save & Add More** or the **Save & Edit** button.

When he is finished updating ABC Supply's Commodity Code selections, Jack clicks on the **Save & Exit** button to return to the previous option menu.

Step 7. Specify Certifications and Category Information

Maintain Organization Information for: ABC Supply

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

This is the page where you specify Vendor Categories your organization falls within and the Certifications (e.g., licenses) you maintain. 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 procurements or purchases. 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.

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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 and Authorization Agreement Received	No	No	Yes
Minority, Woman, or Disabled Vendor - Self-reported	No	No	No
Small Business Entity (SBE)	No	No	No
Commercial Activity License (CAL)	No	Yes	Yes
W9 on File	No	No	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
Local Business Entity (LBE)	No	No	Yes
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

Response Required: Some responses must be entered to complete this page of the registration. For example, the “Consent and Authorization Agreement Confirmation” category is a required field. Upon selecting “Yes” the Seller Administrator agrees to upload the completed Agreement form to the organization’s profile. The Agreement can also be submitted as an attachment to the first quote submitted by a vendor in PHLContracts.

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. Go to www.phila.gov/procurement/ download the Agreement.

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

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

For many vendors, many of the categories on the Terms & Categories page are not applicable. However, migrated vendors should review the information on this page to ensure its accuracy. Initial data has been migrated on the following categories:

1. Minority Business Enterprise (MBE)
2. Women Business Enterprise (WBE)
3. Minority/Women Business Enterprise (MWBE)
4. Disabled Business Enterprise (DSBE)
5. Local Business Entity (LBE)

If you believe that any of the values (Yes) on these five categories are incorrect, please contact a Procurement Customer Service Representative at (215) 686-4755 / (215) 686-4720 or email PHLContracts@phila.gov.

There are certain categories that may be controlled by the Seller Administrator including:

- Minority, Woman, or Disabled Vendor - Self-reported
- Small Business Entity (SBE)

If your company falls into one of these categories, please click the “Yes” value on that category. Then click **Save & Exit** at the bottom of the page.

Congratulations, you have now completed updating your migrated account.