



ARBuy Supplier User Maintenance & Profile Maintenance

Steps or Concepts to Execute the Task

The Seller Administrator is responsible for maintaining users accessing their ARBuy Account, maintaining addresses, and the commodity codes responsible for bid notifications.

Adding New Users:

1. Navigate to <https://arbuy.arkansas.gov/bsol/>
2. Click the SIGN IN button in the top right corner of the page
3. Enter your login credentials
 - ✓ Enter your LOGIN ID
 - ✓ Enter your PASSWORD
 - ✓ Click SIGN IN
 - ✓ Make sure you are logged in as the Seller Administrator (Select Seller Administrator role from top right icon”)
4. Click Add User on this Account
 - ✓ Enter their contact information
 - ✓ Enter their Login ID
 - ✓ Enter their Login Question and Answer
 - ✓ Assign a role
 - Seller – Allows the user to access Bids, Purchase Orders, and submit Electronic Quotes
 - Seller Administrator – Allows the user to maintain the overall ARBuy Account
 - Marketplace Catalog Manager – Allows the user to upload and maintain their catalogs in Marketplace (Configured by the Organization managing the Contract)
 - Can Create Blanket Change Orders – Allows the user to create change orders for their Contract (Configured by the Organization managing the Contract)
 - Can Upload Contract – Allows the user to upload Contracts in the eProcurement system (Configured by the Organization managing the Contract)
 - Allow Access to the Pay Fee’s Section – Allows the user to pay their Program Fee on a Monthly or Quarterly basis (Contract must be active with a Program Fee configured in the eProcurement system)

5. Click Save & Exit

- ✓ The created user will automatically receive a system generated email providing them their temporary password
- ✓ The Seller Administrator creating the Login ID must provide that ID to the new user

New Vendor User for IT Hardware and Computer Supplies

Salutation:

First Name*: Michael Last Name*: Gallagher

Job Title*: Sales Rep Department:

Phone*: 897 790 0977 - Email*: ithardwarecomputersupplies@phimail.mallin

Login ID*: ithardwarecomputersupplies Status*: Active

Login Question*: What is your favorite food? Login Answer*: pizza

Roles

Seller Can Create Blanket Change Orders

Seller Administrator Can Upload Contract

Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.

Maintaining Existing Users:

1. Click Maintain User on this Account
2. Click the user's Login ID
 - ✓ To inactive a user's Login ID
 - Click the Status field
 - Click Inactive
 - Click Save & Exit

User Maintenance: Jeff Wilson - IT Hardware and Computer Supplies

Salutation:

First Name*: Jeff Last Name*: Wilson

Job Title*: Sales Rep Department:

Phone*: 423 432 3245 - Email*: ithardwareandcomputersupplies2@phimail.r

Login ID: ITHARDWAREANDCOMPUTERSUPPLIES2 Status*:

Login Question*: What is your favorite food? Login Answer*:

Roles

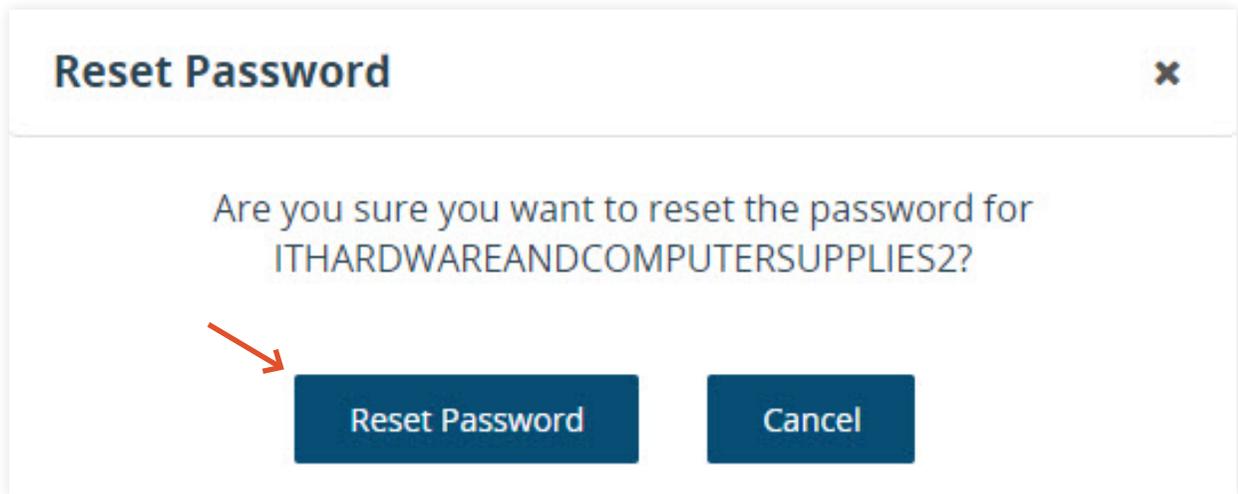
Seller Can Create Blanket Change Orders

Seller Administrator Can Upload Contract

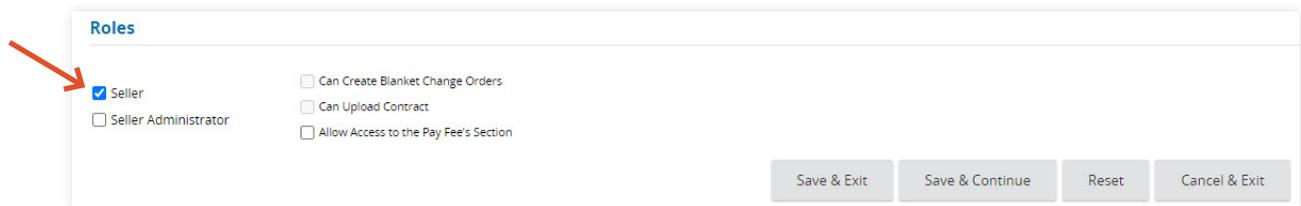
Allow Access to the Pay Fee's Section

Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.

- ✓ To reset a user's password
 - Click Reset Password
 - In the popup window click Reset Password

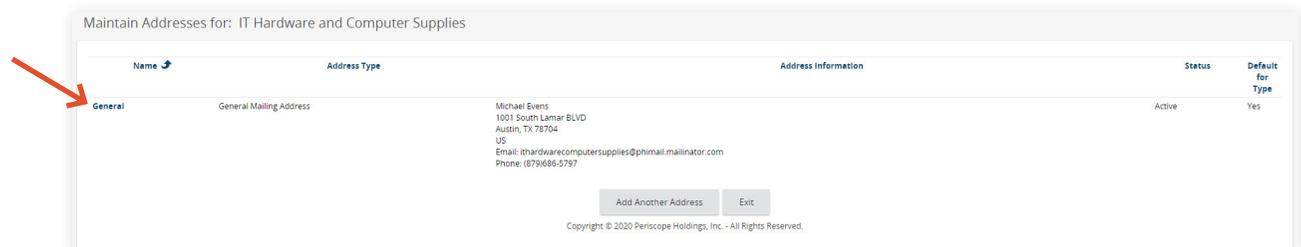


- ✓ To modify the user's existing roles
 - Click or uncheck Seller or Seller Administrator
 - Click Save & Exit



Maintaining Addresses:

1. Click Maintain Organization Information
2. Click Maintain Addresses
 - ✓ To edit an existing address
 - Click the Address Name



- Modify any of the existing Mailing Address fields
- Click Save & Exit

✓ To add a new address

- Click Add Another Address

Maintain Addresses for: IT Hardware and Computer Supplies

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Michael Evens 1001 South Lamar Blvd Austin, TX 78704 US Email: ithardwarecomputersupplies@phimail.mailinator.com Phone: (877) 444-4297	Active	Yes

Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.

- Select the Address Type
- Enter the required Address Information
- Click Save & Exit

ARBUY

Address Book - IT Hardware and Computer Supplies

Enter a New Address

Address Type: Bid Mailing Address

Name this Address*:

Contact Name*:

Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

Country*: US - United States of America

City*:

State/Province*:

ZIP*:

County:

Phone*:

Ext:

Toll Free:

Mobile:

Fax:

Id: 0

Alternate Id:

Status: Active

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

Default address for this address type

Email:

Maintaining Commodity Codes and Services:

1. Click Maintain Organization Information
2. Click Maintain Commodity Codes & Services
3. Click Maintain Commodity Codes
 - ✓ To add more Commodity Codes
 - Click Add Additional Codes

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	43-21-19	Computer displays	01/19/2021

Deactivate Selected Items Add Additional Codes Cancel & Exit

Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.

- Search for the new Commodity Codes by Keyword Search or by selecting the drop downs
- Select the Code(s) to add to the account
- Click Save

Commodity and Service Codes - IT Hardware and Computer Supplies

Search

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword

Search using

Search

UNSPSC Code Browse

Show Categories

i 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"/> 43-21-21	Computer printers

Save Save and Add More

Copyright © 2021 Periscope Holdings, Inc. - All Rights Reserved.