

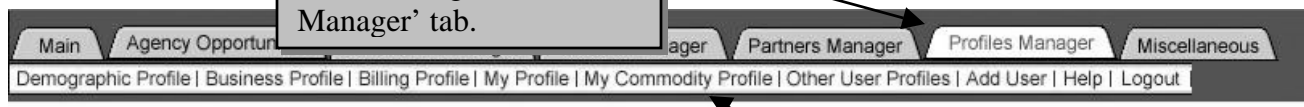
SicommNet Vendor Tutorial: Customizing Your Opportunity Notification Service

As a MarketPlace subscriber, SicommNet will email your company current business opportunities. The way these opportunities are selected is based upon the following information that was entered during the registration process:

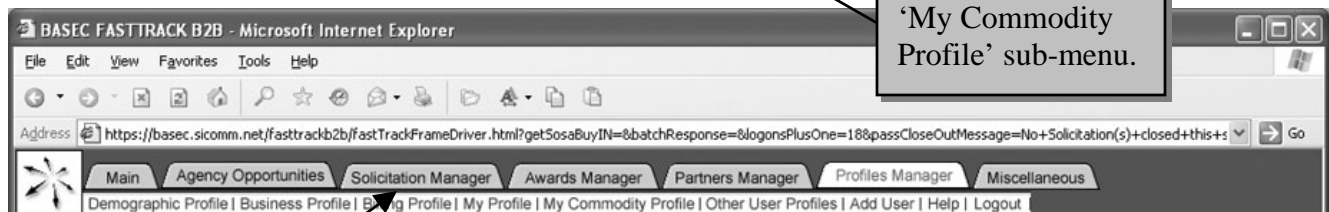
1. Your 'Commodity Profile', which is a list of the goods and services that your company provides.
2. Your 'Agency Associations', which is a list of the agencies and organizations that you wish to do business with.
3. Your Service Plan selection. For more information on the different levels of service please visit www.sicomm.net and click on the E-Procurement Solution link for 'Vendors and Suppliers'. Scroll to the bottom of the page that loads and click on the button 'Plans/Pricing'.

In this tutorial, we will show you how to customize these settings and provide you with tips on how to optimize your MarketPlace account.

Lets start by logging in to your MarketPlace account and selecting the 'Profiles Manager' tab.



Next click on the 'My Commodity Profile' sub-menu.



This page shows the commodities selected during registration. To add more, click this button. Details about this process are on the next page.

Note: The functions available in your Tab bar and sub-menus are dependant on which service plan your company is subscribed to. Details on using those premium functions are included in the interactive flash tutorial series found in the 'Help' menu.

TNT CHEMICALS
100 Main Street
Boise, ID 83714

Manage Commodities
Division: CORPORATE
User: John Doe

Add Commodities Wizard

Description	Class	Item
...S, COMMERCIAL (IN BULK)	190	00
Materials: Artificial Stone, Clay, Gypsum Plaster, Investments	260	09
(Bonded and Solder), Molding Resins, Porcelain, etc.		
<input type="checkbox"/> ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)	285	00
<input type="checkbox"/> EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS	315	00
...S, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING, AND ...G EQUIPMENT, ACCESSORIES, AND SUPPLIES	665	00

Delete Selected Commodities

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To delete a commodity, first click in the corresponding check box and then click on the Delete button.

A detailed description of what these numbers mean is on the next page.

Adding Commodities

After pressing the 'Add Commodities Wizard' button, this page should load.

SicommNet gives you two tools to search for and add commodities. Lets start with the Drill Down Method.

Commodities / Services Add Wizard

Search for an item using one of the following methods

Keyword Search:
or press Enter to search

Drill Down Method:

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Note: SicommNet uses the NIGP catalog listings in order to keep a clear and consistent way for agencies to post opportunities. The first 3 digits represent the Class while the last two digits specify the exact Item within that Class.

Delete	Description	Class	Item
<input type="checkbox"/>	CHEMICALS AND SOLVENTS, COMMERCIAL (IN BULK)	190	00
<input type="checkbox"/>	Casting, Filling, and Molding Materials: Artificial Stone, Clay, Gypsum Plaster, Investments (Bonded and Solder), Molding Resins, Porcelain, etc.	260	09
<input type="checkbox"/>	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)	285	00
<input type="checkbox"/>	EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS	315	00
<input type="checkbox"/>	PLASTICS, RESINS, FILMS, AND MOLDING EQUIPMENT	665	00

You can register for an entire Class by selecting Item #00. There is no need to select any more specific Items within that Class since you will be subscribed to all of the Items.

Adding Commodities: Drill Down Method

The Drill Down Method uses the 30 most common commodity categories to help you locate all of the specific codes that apply to your business. You can use this tool as many times as you want if more than one category applies to your company.

TNT CHEMICALS
100 Main Street
Boise, ID 83714

More Detail	Description
<input type="radio"/>	01 - Administrative, Financial, and Management Services
<input type="radio"/>	02 - Agricultural Equipment and Related Products and Services
<input type="radio"/>	03 - Arts, Crafts, Entertainment, Theatre
<input type="radio"/>	04 - Automotive Products, Vehicles, and Services
<input type="radio"/>	05 - Building Equipment, Supplies, and Services
<input type="radio"/>	06 - Clothing, Textiles, Laundry Equipment, and Supplies
<input type="radio"/>	07 - Communication Equipment and Services
<input type="radio"/>	08 - Computers, Software, Supplies, and Services
<input type="radio"/>	09 - Food, Equipment, and Related Services
<input type="radio"/>	10 - Furnishings and Related Services
<input type="radio"/>	11 - Furniture and Related Services
<input type="radio"/>	12 - Hardware, Related Equipment, and Services
<input type="radio"/>	13 - Highway Road Equipment, Materials, and Related Equipment
<input type="radio"/>	14 - Janitorial and Cleaning Equipment, Supplies, and Services
<input type="radio"/>	15 - Laboratory Equipment, Supplies, and Services
<input type="radio"/>	16 - Maintenance and Repair of Equipment
<input type="radio"/>	17 - Medical Equipment, Supplies, and Services
<input type="radio"/>	18 - Miscellaneous Commodities and Services
<input type="radio"/>	19 - Office Supplies, Related Items, and Services
<input type="radio"/>	20 - Paper, Printing Equipment, and Related Products and Services
<input type="radio"/>	21 - Personal Products, Equipment, and Services
<input type="radio"/>	22 - Public Works, Park Equipment, and Construction Services
<input type="radio"/>	23 - Rental and Leasing Services
<input type="radio"/>	24 - Safety and Protection Equipment and Related Services
<input type="radio"/>	25 - School and Library Equipment, Supplies, and Services
<input type="radio"/>	26 - Sporting, Athletic, and other Outdoor Equipment and Services
<input type="radio"/>	27 - Testing and Sampling Equipment and Services
<input type="radio"/>	28 - The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding
<input type="radio"/>	29 - Transit Equipment and Related Services, Mass
<input type="radio"/>	30 - Water and Sewer Treatment Equipment, Supplies, and Services

Back

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Done Internet

Adding Commodities: Drill Down Method Continued

You now have the option to add an entire Class of commodities. You can select as many Classes as you like. When finished, click the 'Add Selected Commodities' button.

Click the 'More Details' radio button for more specific Item listings.

Add	More Detail	Class	Description
<input type="checkbox"/>	<input type="radio"/>	125	BOOKBINDING SUPPLIES
<input type="checkbox"/>	<input type="radio"/>	255	DECALS AND STAMPS
<input type="checkbox"/>	<input type="radio"/>	310	ENVELOPES, PLAIN OR PRINTED
<input type="checkbox"/>	<input type="radio"/>	640	PAPER AND PLASTIC PRODUCTS, DISPOSABLE
<input type="checkbox"/>	<input type="radio"/>	645	PAPER (FOR OFFICE AND PRINT SHOP USE)
<input type="checkbox"/>	<input type="radio"/>	700	PAPER (EXCEPT PAPERS)
<input type="checkbox"/>	<input type="radio"/>	715	PAPERS (PREPARED MATERIALS ONLY, NOT PREPARED CLASS 785 FOR INSTRUCTIONAL AIDS)
<input type="checkbox"/>	<input type="radio"/>	908	PRINTING AND RELATED SERVICES
<input type="checkbox"/>	<input type="radio"/>	965	PRINTING AND RELATED SERVICES
<input type="checkbox"/>	<input type="radio"/>	966	PRINTING AND RELATED SERVICES

Now you have the option to add the entire Class or as many Items from that Class as you want. Remember, if you add an entire Class, there is no need to add any additional items from that Class.

Search for an item using one of the following methods

Keyword Search: Go

Drill Down Method:

Excludes commodities for which

LIST	ADD	Class	Item
<input type="checkbox"/>	<input type="checkbox"/>	310	* ENVELOPES, PLAIN OR PRINTED
<input type="checkbox"/>	<input type="checkbox"/>	310	06 Envelopes Clasp, String, etc.
<input type="checkbox"/>	<input type="checkbox"/>	310	24 Envelopes, Plain, Special
<input type="checkbox"/>	<input type="checkbox"/>	310	30 Envelopes, Plain, Stock Sizes
<input type="checkbox"/>	<input type="checkbox"/>	310	60 Envelopes, Recycled Paper
<input type="checkbox"/>	<input type="checkbox"/>	310	65 Envelopes Seed, Metal or Plastic Closure
<input type="checkbox"/>	<input type="checkbox"/>	310	67 Envelopes, Shipping and Mailing
<input type="checkbox"/>	<input type="checkbox"/>	310	78 Envelopes, X-Ray Film Filing

Add Selected Commodities

Adding Commodities: Keyword Search

Here we have used the Keyword Search Tool to look for commodities related to envelopes.

Commodities / Services Add Wizard

Search for an item using one of the following methods

Keyword Search: Go
or press Enter to search

Drill Down Method:

Excludes commodities for which you are already registered

LIST	ADD	Class	Item	Description
<input type="checkbox"/>	<input type="checkbox"/>	310	^	ENVELOPES, PLAIN OR PRINTED
<input type="checkbox"/>	<input type="checkbox"/>	310	06	ENVELOPES, CLASP
<input type="checkbox"/>	<input type="checkbox"/>	310	06	ENVELOPES, KRAFT
<input type="checkbox"/>	<input type="checkbox"/>	310	06	ENVELOPES, MANILA
<input type="checkbox"/>	<input type="checkbox"/>	310	06	ENVELOPES, STRING
<input type="checkbox"/>	<input type="checkbox"/>	310	24	ENVELOPES, COIN
<input type="checkbox"/>	<input type="checkbox"/>	310	24	ENVELOPES, PLAIN (SPECIAL)
<input type="checkbox"/>	<input type="checkbox"/>	310	30	ENVELOPES, AIR
<input type="checkbox"/>	<input type="checkbox"/>	310	30	ENVELOPES, ANI
<input type="checkbox"/>	<input type="checkbox"/>	310	30	ENVELOPES, CAT
<input type="checkbox"/>	<input type="checkbox"/>	310	30	ENVELOPES, CO
<input type="checkbox"/>	<input type="checkbox"/>	310	30	ENVELOPES, DR
<input type="checkbox"/>	<input type="checkbox"/>	310	30	ENVELOPES, INT
<input type="checkbox"/>	<input type="checkbox"/>	310	30	ENVELOPES, PLA
<input type="checkbox"/>	<input type="checkbox"/>	310	30	ENVELOPES, WIN
<input type="checkbox"/>	<input type="checkbox"/>	310	60	ENVELOPES, RE
<input type="checkbox"/>	<input type="checkbox"/>	310	65	ENVELOPES, SEE
<input type="checkbox"/>	<input type="checkbox"/>	310	67	ENVELOPES, BUBBLE TYPE
<input type="checkbox"/>	<input type="checkbox"/>	310	67	ENVELOPES, SHIPPING AND MAILING
<input type="checkbox"/>	<input type="checkbox"/>	310	78	ENVELOPES, X-RAY
<input type="checkbox"/>	<input type="checkbox"/>	310	85	ENVELOPES, RECYCLED
<input type="checkbox"/>	<input type="checkbox"/>	525	^	LIBRARY AND ARCHIVAL EQUIPMENT, MA
<input type="checkbox"/>	<input type="checkbox"/>	525	05	ENVELOPES, ARCHIVAL STORAGE
<input type="checkbox"/>	<input type="checkbox"/>	615	^	OFFICE SUPPLIES, GENERAL
<input type="checkbox"/>	<input type="checkbox"/>	615	41	ENVELOPES, EXPANDING (FILE FOLDER)
<input type="checkbox"/>	<input type="checkbox"/>	640	^	PAPER AND PLASTIC PRODUCTS, DISPOSAB
<input type="checkbox"/>	<input type="checkbox"/>	640	44	ENVELOPES, PACKING LIST (SELF-ADHESIVE)
<input type="checkbox"/>	<input type="checkbox"/>	655	^	PHOTO
<input type="checkbox"/>	<input type="checkbox"/>	655	88	ENVELO
<input type="checkbox"/>	<input type="checkbox"/>	665	^	PLASTIC
<input type="checkbox"/>	<input type="checkbox"/>	665	32	ENVELO
<input type="checkbox"/>	<input type="checkbox"/>	966	^	PRINTING AND RELATED SERVICES
<input type="checkbox"/>	<input type="checkbox"/>	966	31	ENVELOPES PRINTED

As you can see, the Search has returned results from many different Classes. This tool is particularly helpful in finding commodity codes from classes that you didn't think would be relevant to your business.

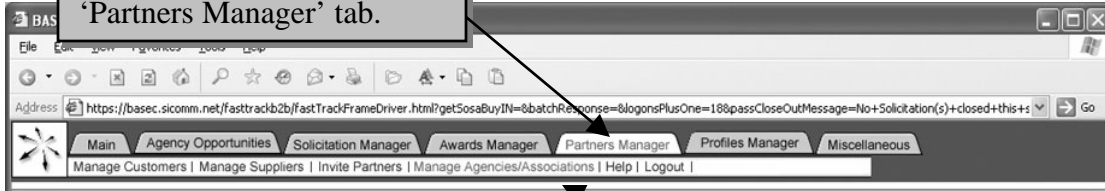
Tip: You can search through an entire Class by entering it into the Keyword Search. For example, enter 310 to see all of the specific Items for the class '310-Envelopes, Plain or Printed'.

Once you have selected all of the commodity codes that apply to your business, click the button at the bottom of this page. You will be taken back to the 'My Commodity Profile' page and your new additions should be listed.

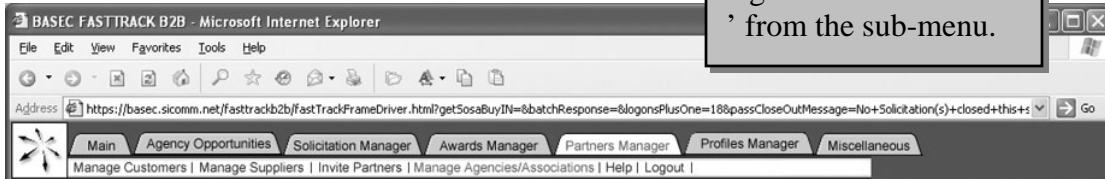
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Managing Agency Associations

Lets start by clicking on the 'Partners Manager' tab.



Next select 'Manage Agencies/Associations' from the sub-menu.



This will bring up a list of all of the agencies you are registered to receive opportunities from.

Public Agencies / Organizations from whom you will receive business opportunities.
Click Agency name to visit their Website.

Review Terms Buyers Certs Contracts

Review Terms	Buyers	Certs	Contracts	Del	Agency / Organization	Date Added	Status
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		YellowBus In Association With LightGov A0000000016	Wed May 11 2005	Active
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Sicommnet Test and Demonstration Agency A0000000017	Wed May 11 2005	Active
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		San Diego County Water Authority A0000000022	on Mar 07 2005	Active
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Otay Water District A0000000023	on Mar 07 2005	Active
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		State of Hawaii State Procurement Office A0000000025	Wed May 11 2005	Active
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Animal Care & Control A0000000026	2005	Active

Note: Not all agencies are available for all service plans. For more details on how you can receive notifications from all of SicommNet's contracted agencies as well as our extended opportunity service please visit www.sicomm.net and click on the E-Procurement Solution link for 'Vendors and Suppliers'. Scroll to the bottom of the page that loads and click on the button 'Plans/Pricing'.

To delete an agency, click the radio button under the 'Del' column of the corresponding agency.

Click here to learn more about SicommNet's extended opportunity notification system.

Important Note: Value added service members receive...
Click here to review the extended opp...

Need Help? (800) 575-9955, M-F 6am-5pm Pacific
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Important: If you don't keep your email addresses current, you might miss important business opportunity notifications. For information about updating your company profile, please see tutorial #3, *Working with your MarketPlace Profiles*.