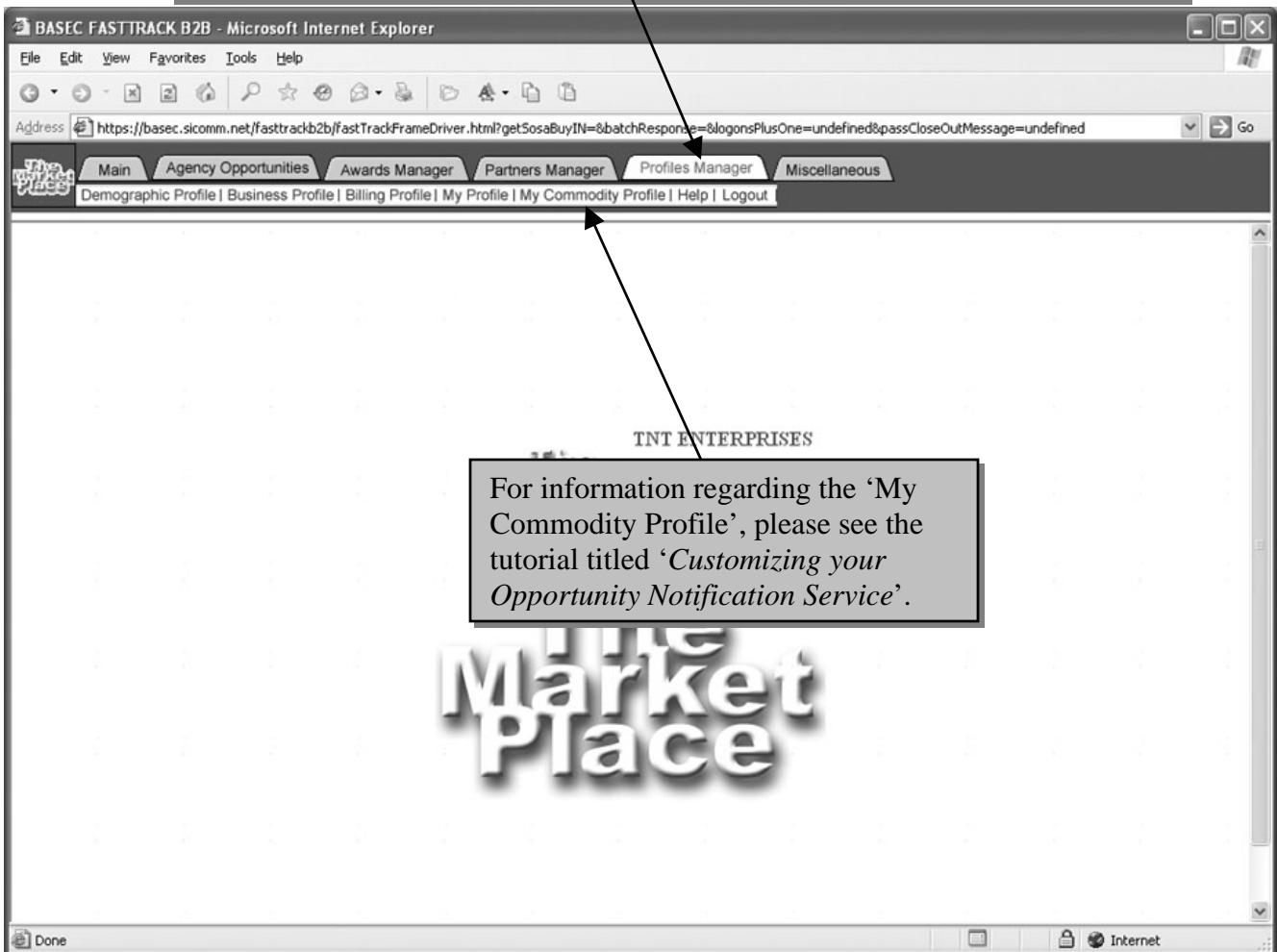
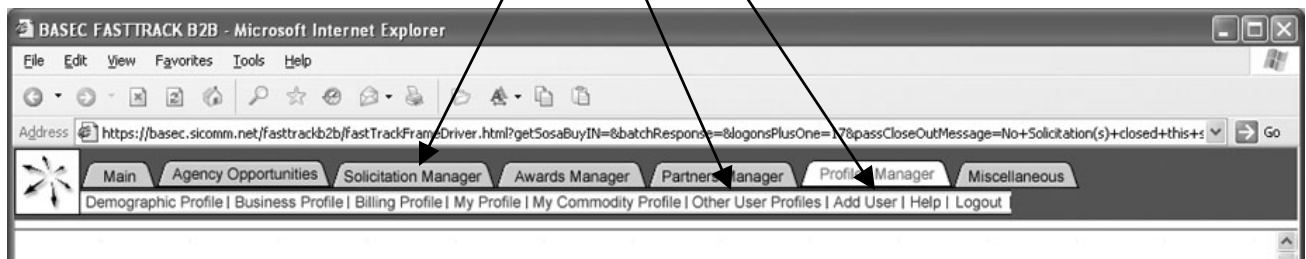


SicommNet Vendor Tutorial: Working With Your MarketPlace Profiles

In this tutorial, we will show you how to customize your MarketPlace account using the 'Profiles Manager' tab. It is very important to keep your information up-to-date. **Important:** If you don't keep your email addresses current, you might miss important business opportunity notifications.



Note: If your company has subscribed to one of our upgraded services you will have additional options in your Tab bar and sub-menus like in the example below. Details on using those premium functions are included in the interactive flash tutorial series found in the 'Help' menu.



Demographic Profile

The Demographic Profile contains your basic company contact information.

TNT ENTERPRISES
20 THISTLE LANE
WILTON, CT 06897

DEMOGRAPHIC INFORMATION (P00000060963)

Maintain Company Information

Company Information	mandatory	Contact Information	mandatory
Name:	TNT ENTERPRISES *	First Name:	John *
Name2:		MI:	
Name3:		Last Name:	Doe *
Address:	20 THISTLE LANE *	Email:	Info@SICOMM.NET *
Address2:		Phone:	555-555-5555 *
City, State, ZIP:	WILTON * CT 06897 *	FAX:	
Country:	USA	Title:	OWNER *

Emergency Contact Information

24-hour Emergency Point of Contact	mandatory	Alternate Emergency Point of Contact	mandatory
Check to copy contact information above: <input type="checkbox"/>		Check to copy contact information above: <input type="checkbox"/>	
First Name:		First Name:	
MI:		MI:	
Last Name:		Last Name:	
Email:		Email:	
Phone:		Phone:	
FAX:		FAX:	
Cellphone:		Cellphone:	
Beeper:		Beeper:	
Title:		Title:	

reset Save Changes Back

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To update the information in any of your profiles, simply type the new information into the correct field and click on the 'Save Changes' button. You might need to log out of your account and log back before you see the changes depending on your internet settings.


Business Profile

BASIC FASTTRACK B2B - Microsoft Internet Explorer

Address: https://basic.sicomm.net/Fastrackb2b/fastTrackFrameDriver.html?getSosaBuyIN=&batchResponse=&logonsPlusOne=undefined&passCloseOutMessage=undefined

Main Agency Opportunities Awards Manager Partners Manager Profiles Manager Miscellaneous

Demographic Profile | Business Profile | Billing Profile | My Profile | My Commodity Profile | Help | Logout

TNT ENTERPRISES
 20 THISTLE LANE
 WILTON, CT 06897

BUSINESS PROFILE (P00000060963)

Business Information

Accounts Payable Information:

Name: John Doe
 Email: Info@SICOMM.NET
 Phone: 555-555-5555 (###-###-####)
 Street Address: 20 THISTLE LANE
 City: WILTON State: Connecticut Zip:
 Country: United States If other not USA please enter State:

Federal Tax ID: - Number of Employees: 1-10 (including affiliates)

OR

Social Security Number: 135 - 13 - 1357 Average Annual Gross Receipts: 10,001 to 25,000 over the previous 3 tax years (including affiliates)

DUNS Number: Apply for a DUNS Number Home Office located in US: Yes

Web Site http:// State of Home Office: Connecticut

Legal Structure:

Sole Proprietorship Partnership Corporation
 S-Corporation Limited Liability Company Limited Liability Partnership

My Company: IS independently owned and operated.
 IS dominant in its field of operation.
 Its owners* are domiciled in the state of: Various US States

Association Affiliations:

California Hispanic Chambers of Commerce
 National School Transportation Association
 National Veteran Business Development Corporation
 Northern New Mexico Suppliers Alliance
 US Hispanic Chambers of Commerce

Diversity Category 51% or more ownership:

Hispanic American African American
 Asian Indian American Asian-Pacific American
 Woman Owned Minority Woman Owned

Select all that apply:

Business Demographic:

S(a) Program Participant Firm
 Tribal Government
 Foreign Supplier
 Small Disadvantaged Business
 Emerging Business/Other Unlisted Type

General (51% or more ownership):

US Citizen: Yes No
 Veteran: Yes No
 Disabled Veteran: Yes No
 Vietnam Veteran: Yes No
 Military Service: Army Air Force Navy
 Marine Corp Coast Guard Reset

Save Changes Back Reset entire page

This section defaults to the contact information entered during registration. This can be updated to list your company's billing information.

Public agencies gather this information for reporting purposes.

Billing Profile

BASEC FASTTRACK B2B - Microsoft Internet Explorer

Address: <https://basec.sicomm.net/fasttrackb2b/fastTrackFrameDriver.html?get5osaBuyIN=@batchResponse=@logonsPlusOne=undefined&passCloseOutMessage=undefined>

Main | Agency Opportunities | Awards Manager | Partners Manager | Profiles Manager | Miscellaneous

Demographic Profile | Business Profile | Billing Profile | My Profile | My Commodity Profile | Help | Logout

The Marketplace
TNT ENTERPRISES
20 THISTLE LANE
WILTON, CT 06897

Account status information follows:
You are currently registered to Access Plan service (NO Monthly CHARGE, No email notification)
Should you require assistance changing or discontinuing service please call Client Support at 1-800-575-9955 or you may contact us by email by clicking here.
Is your billing information up to date?
Review/change Billing information: Review Billing history:

Available Service Upgrades to your current monthly service level	Yearly Cost	Select
Public Agency Solicitation opportunities and Business to Business Engine Multiple users, Unlimited Public Agencies and Private Sector opportunities via responsible electronic notification. includes nightly non responsible opportunities search linked to your commodities and CREATE and RELEASE responsible electronic solicitations and ISSUE electronic Purchase Orders to your business partners : Public Agency Solicitation opportunities	\$319.95	<input type="checkbox"/>
Single user, Unlimited Public Agencies and Private Sector opportunities via responsible electronic notification. includes nightly non responsible opportunities search linked to your commodities:	\$149.95	<input type="checkbox"/>

Enter Credit Card Information Phone in my selection
Paper Check payment available (add \$15.00 processing, services activated on check clearance)
Service total: 0.00

Need Help? (800) 575-9955, M-F 6am-5pm Pacific
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This display's your company's current service plan and shows you valuable upgrade options.

To upgrade your account to a higher level of service select one of these options. Continue down the page by selecting a method of payment. Click on the 'Continue' button and follow the instructions on the payment page that loads.

Note: For more information on the different levels of Marketplace 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'.

My Profile

BASEC FASTTRACK B2B - Microsoft Internet Explorer

Address: https://basec.sicomm.net/fasttrackb2b/fastTrackFrameDriver.html?getSosaBuyIN=&batchResponse=&logonsPlusOne=undefined&passCloseOutMessage=undefined

Main Agency Opportunities Awards Manager Partners Manager Profiles Manager Miscellaneous

Demographic Profile | Business Profile | Billing Profile | My Profile | My Commodity Profile | Help | Logout

TNT ENTERPRISES
20 THISTLE LANE
WILTON, CT 06897

The Market Place

This is where you will find the user information for your MarketPlace account.

User Profile Management Wizard

First Name: John MI:

Last Name: Doe

Title / Position: OWNER

Email: Info@SICOMM.NET

Solicitation Email format: Not available

Response Receipt Email format: Text Format

Reverse Auction Cell Phone: - @

Notifications: Notification when a lower bid is submitted.
Test: Selectable on a solicitation by solicitation basis

To respond to a notification of a lower bid entry via your cell phone the following instructions must be followed:
1: DO NOT ALTER THE To: ADDRESS
2: DO NOT ALTER THE SUBJECT LINE
3: RESPONSES MUST FOLLOW THE FOLLOWING FORMAT
unitprice:terms percent:terms text:comments
each field separated by a colon, only the price is required
if no other fields are entered no colons are needed
Where: Unit price is an amount less then the price(emailed) minus the increment (emailed).
terms percent is a decimal number
terms text is of the form 10 net 30
Sample response 5250:02:10 net 30:training included

A verification of receipt will be sent to the responding cell phone
NOTE: Be sure to read your service agreement(SOSA) regarding cell phone responses

Telephone: () -

FAX: () -

User-ID: 1000000000 (NOT EDITABLE)

Password: Password must be at least 7 characters, including 2 capital letters and 2 numbers.

Verify Password:

Update Information Reset Back

Edit your profile as required

This section contains information regarding the 'reverse auction' and 'show lowest bid' features of some solicitations.

Once you register, your User-ID cannot be changed but you can use this tool to change your password anytime.

Those who have text messaging enabled mobile phones will be able use them to respond to 'reverse auction' and 'show lowest bid' solicitations. Please carefully read this information regarding the format required to text message a response.

SicommNet uses the email address you enter here to send current opportunities and response confirmation emails.

Need Help? (800) 575-9955, M-F 6am-5pm Pacific

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