

Vendor Self Service: Account Maintenance



Customer Resource Center

eMARS Training

Phone: 502-564-9641

Toll free: 877-973-4357

email: Finance.CRCGroup@ky.gov

emars311.ky.gov

eprocurement.ky.gov

Table of Contents

Purpose	3
General Information	3
1 – Summary	4
2 – Business Info	5
3 – Addresses & Contacts	6
How to Update Addresses	7
How to Update Contact	8
How to Add a New Address and Contact	9
4 – Users: How to Update Existing User	12
User Information	13
Email Notifications	13
Access Levels	13
Security Questions and Answers	14
Change Password	15
4 – Users: How to Add a New User	15
5 – Commodities	17
How to Add a Commodity Code	18
How to Remove Commodity Code	19
6 – Business Types	20
How to Add a Business Type	20
Additional Help Resources	22

Purpose

To explain to users the different features of Account Information section of the Commonwealth of Kentucky's Vendor Self Service (VSS) website. Including descriptions of the different sub- sections and instructions on how to complete frequently asked account modification request (i.e. address changes, adding new users and etc.).

General Information

Vendor account modifications will not be applied instantaneously. An automated process of matching up VSS and the Commonwealth Internal Database must be completed before any account modifications will become final. During this time, the account modifications will be indicated in Pending status.

After logging into the Kentucky Vendor Self Service system, the defaulted homepage is set to the Account Information tab and Summary sub-tab. The Account Information tab is the central page for account maintenance in VSS.

The Account Information tab is broken into the following six (6) sub-tabs:

1. [Summary](#)
2. [Business Info](#)
3. [Addresses & Contacts](#)
4. [Users](#)
5. [Commodities](#)
6. [Business Types](#)

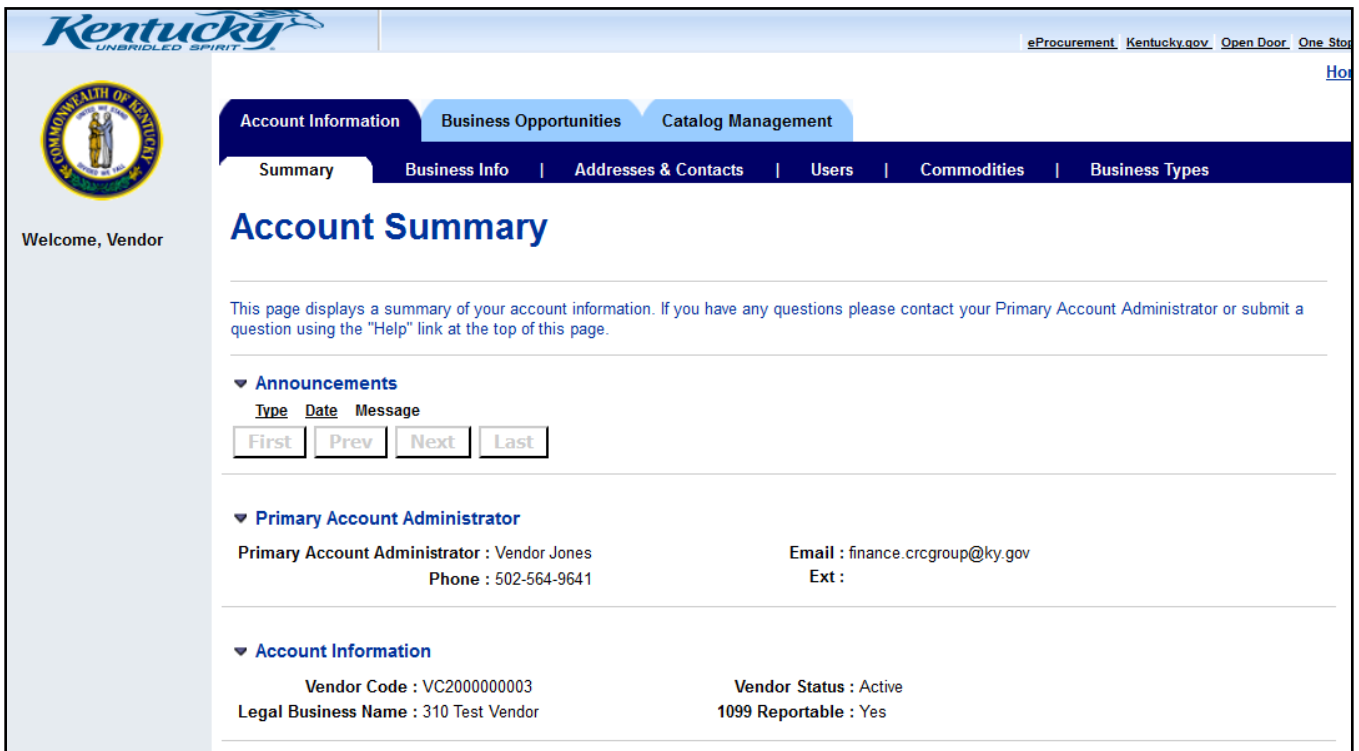


1 – Summary

This Section allows you to view your account's general information.

Please Note:

The Primary Account Administrator is the individual who first registered the company's account on VSS or its designated account holder.



The screenshot shows the 'Account Summary' page of the Kentucky eProcurement system. The page has a blue header with the Kentucky state logo and navigation links. A sidebar on the left contains the state seal and a 'Welcome, Vendor' message. The main content area features a navigation bar with tabs for 'Account Information', 'Business Opportunities', and 'Catalog Management'. Under 'Account Information', there are sub-tabs: 'Summary' (selected), 'Business Info', 'Addresses & Contacts', 'Users', 'Commodities', and 'Business Types'. The 'Summary' tab displays the following information:


- Announcements:** A section with a table header (Type, Date, Message) and navigation buttons (First, Prev, Next, Last).
- Primary Account Administrator:** A section showing contact details for the Primary Account Administrator: Vendor Jones, Phone: 502-564-9641, Email: finance.crcgroup@ky.gov, and Ext: (blank).
- Account Information:** A section showing account details: Vendor Code: VC2000000003, Vendor Status: Active, Legal Business Name: 310 Test Vendor, and 1099 Reportable: Yes.

2 – Business Info

This section allows you to update your organizations DBA and your 1099 legal address.

Please Note:

Contact the Customer Resource Center Help Desk directly for Legal Name or Taxpayer ID number changes by email Finance.CRCGroup@ky.gov or call 877-973-4357(toll free) or 502-564-9641.



Welcome, Vendor

[eProcurement](#) | [Kentucky.gov](#) | [Open Door](#) | [One Stop Business](#) | [Kentucky Procurement Technical Assistance Center](#)

[Home](#) | [Help](#) | [Accessible Help](#) | [S](#)

Account Information | Business Opportunities | Catalog Management


Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types

My Business Information

This is your Business Information. The buttons described below are conditionally displayed based on your organizations system settings. Contact your Primary Account Administrator if you have questions regarding these buttons. Select the 'Update' button to modify your general information. Select the 'Change TIN' button if you need to change your Taxpayer ID. Refer to the FAQs to modify your organization information. Select the 'Pending 1099 Additions' button to display requested TIN changes that are not approved yet. Select the 'View Pending Changes' button to display other Business Information changes that are awaiting approval. Click the 'Add Business Location' button to register new locations for this headquarters Account.

Update | View Pending Changes | Pending 1099 Additions | Change TIN | Add Business Location

Pending Changes : ☐

 [Download Substitute W-9 Certification Form](#)

Headquarters Information

Headquarters Legal Name : 310 Test Vendor	Franchise Account : No
Headquarters Account Code : VC2000000003	Headquarters Web Address :
1099 Status : Yes	Catalog DUNS :
Taxpayer ID Number : 123456789	Catalog Extended DUNS :
Taxpayer ID Number Type : EIN	

Organization Information

Organization Type : Company	Foreign Tax ID :
Classification : Corporation	National Provider ID :
Location Name : 1234 Capitol Avenue	CAGE Code :
Location Web Address :	W-8 Form :
Number of Employees :	DUNS :
Annual Income :	Extended DUNS :
	Internet Catalog :
	Preferred Ordering Method :
	Pcard Acceptance Level :

Legal Name Information

Legal Name on W-9 : 310 Test Vendor	Name on Check : Both
Alias/DBA (Business Name) :	

1099 TIN Information

Taxpayer ID Number : 123456789	1099 Reportable : Yes
Taxpayer ID Number Type : EIN	

Legal (1099) Address Information

Street 1 : 1234 Capitol Avenue
City : Frankfort
State/ Province : Kentucky
Zip/Postal Code : 40601

3 – Addresses & Contacts

This section allows you to view, add or modify addresses and contacts on your vendor record.


Please Note:

The default Ordering Address record from this page will be used to issue Purchase Orders and other award documents to your organization.

The default Payment Address record from this page will be used to mail your payments to your organization.

You cannot delete an address once it has been added. However, you can update the address by modifying it.

Only Account Administrator and Full Access users will be able to make changes to the address fields. All required fields are preceded by a red asterisk(*).



Welcome, Test

Summary | Business Info | **Addresses & Contacts** | Users | Commodities | Business Types

Addresses & Contacts

Here are your addresses and contacts that are used for your financial transactions. You can add new addresses and contacts by clicking the 'Assign/Create Addresses & Contacts' button. You can view your requests that are pending approval by selecting the 'View Pending Additions' button.

To modify the type of address select the 'View/Update' link under the Existing Address & Contact Assignments section next to the record you wish to update. To modify actual addresses and contacts use the 'View/Update' link next to the appropriate record under the Update Addresses and Update Contacts sections.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes
AD003	Billing	1234 Test Street, Frankfort, KY, 40601	Test Jones	No		04/04/2016		View/Update View Pending Changes
AD003	Payment	1234 Test Street, Frankfort, KY, 40601	Test Jones	No		04/04/2016		View/Update View Pending Changes
AD003	Ordering	1234 Test Street, Frankfort, KY, 40601	Test Jones	No		04/04/2016		View/Update View Pending Changes
AD003	Web Registrar	1234 Test Street, Frankfort, KY, 40601	Test Jones	No		04/04/2016		View/Update View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)
[Assign/Create Addresses & Contacts](#)
[View Pending Additions](#)

Update Addresses

Address ID	Address	Pending Changes
AD003	1234 Test Street, Frankfort, KY, 40601	<input type="checkbox"/> View/Update View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes
PC003	Test Jones	1234 Test Street, Frankfort, KY, 40601	<input type="checkbox"/> View/Update View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)

[Continued on Next Page]

How to Update Addresses

This will update existing addresses on your vendor record.

1. In the **Update Address** section of the page, identify the Address ID to update.
2. Click on the **View/Update** link to enter the *View/Update Available Address* page.

Update Addresses

Address ID	Address	Pending Changes	
AD003	1234 Test Street, Frankfort, KY, 40601	<input type="checkbox"/>	View/Update View Pending Changes

First
Prev
Next
Last

3. Update the desired field(s) and click the **Save** button.

View/Update Available Address

Modify or delete your address here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.

A modified address will be validated according to postal standards. Review the changes and choose either the address you entered or the one that was validated.

Save
Delete
Cancel

▼ Address Information

Address ID : AD003

*Street 1 : 1234 Update Drive

Street 2 :

*City : Frankfort

*State/Province : Kentucky

*Zip/Postal Code : 40601

*Country : United States

County :

*Phone : 502-564-9641 Ext :

DUNS :

Extended DUNS :

CAGE Code :

* Indicates a required field

4. The **Pending Changes** box should be checked to indicate that the update is pending.

Update Addresses

Address ID	Address	Pending Changes	
AD003	1234 Test Street, Frankfort, KY, 40601	<input checked="" type="checkbox"/>	View/Update View Pending Changes

First
Prev
Next
Last

How to Update Contact

This will update existing contacts on your vendor record.

1. In the **Update Contacts** section of the page, identify the Contact ID to update.
2. Click on the **View/Update** link to enter the *View/Update Available Contact* page.

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes	
PC003	Test Jones	1234 Test Street, Frankfort, KY, 40601	<input type="checkbox"/>	View/Update View Pending Changes

First
Prev
Next
Last

3. Update the desired field(s) and click the **Save** button.

View/Update Available Contact

Modify or delete your contact here. Click the 'Save' button once all updates have been made. Click the 'Cancel' button to undo all updates entered.

Save
Delete
Cancel

▼ Contact Information

Contact ID: PC003

*Contact Name: Update Contact

Title/Role:

Permissions:

Authorized Representative:

Email: update@vendor.com

*Phone: 502-564-9641

Phone Extension:

Alternate Phone:

Alternate Phone Extension:

Fax:

Fax Extension:

Alternate Fax:

Alternate Fax Extension:

* Indicates a required field

4. The **Pending Changes** box should be checked to indicate that the update is pending.

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes	
PC003	Test Jones	1234 Test Street, Frankfort, KY, 40601	<input checked="" type="checkbox"/>	View/Update View Pending Changes

First
Prev
Next
Last

How to Add a New Address and Contact

This will add a new Payment or Ordering address.

1. In the **Existing Address & Contact Assignments** section of the page check that the address to add is not listed.
2. Click on the **Assign/Create Addresses & Contacts** button.

Existing Address & Contact Assignments									
Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes	
AD003	Billing	1234 Test Street, Frankfort, KY, 40601	Test Jones	No		04/04/2016		<input type="checkbox"/>	View/Update View Pending Changes
AD003	Payment	1234 Test Street, Frankfort, KY, 40601	Test Jones	No		04/04/2016		<input type="checkbox"/>	View/Update View Pending Changes
AD003	Ordering	1234 Test Street, Frankfort, KY, 40601	Test Jones	No		04/04/2016		<input type="checkbox"/>	View/Update View Pending Changes
AD003	Web Registrar	1234 Test Street, Frankfort, KY, 40601	Test Jones	No		04/04/2016		<input type="checkbox"/>	View/Update View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)

[Assign/Create Addresses & Contacts](#) [View Pending Additions](#)

3. Check the box to indicate the Address Type you are adding to your record (Ordering, Payment or Both). The **Active From** date will automatically populate with the current date if it is not entered.
4. Complete the required fields for the new address. Then click the **Next** button to continue.

[Summary](#) | [Business Info](#) | [Addresses & Contacts](#) | [Users](#) | [Commodities](#) | [Business Types](#)

Assign / Create Addresses & Contacts - Step 1 of 3

Enter your new address information here and select all appropriate address types. Click the 'Next' button to add a contact.

Your address may be validated according to postal standards. If prompted, review the changes and choose either the address you entered or the one that was validated.

[Next](#) [Cancel](#)

▼ Address Types

	*Active From	Active To	Default Record	Department/Division	Additional Address Information
<input type="checkbox"/> Account Administrator			<input type="checkbox"/>		
<input type="checkbox"/> Ordering			<input type="checkbox"/>		
<input checked="" type="checkbox"/> Payment			<input type="checkbox"/>		
<input type="checkbox"/> Billing			<input type="checkbox"/>		

▼ Address

*Address ID: [Find](#)

*Street 1:

Street 2:

*City:

*State/Province:

*Zip/Postal Code:

Country Name:

County:

*Phone: Ext:

DUNS:

Extended DUNS:

CAGE Code:

* Indicates a required field

- Complete the required fields for the new contact. You can use an existing contact by clicking the **Find** button and selecting the existing contact. Click **Next** to continue.

Assign / Create Addresses & Contacts - Step 2 of 3

Select an existing or enter a new contact for the address you entered on the previous page. If you have different contacts for one or more of the address types you may de-select the checkbox(s) below. You will be prompted with additional pages to enter the associated contact information.

Next **Back** **Cancel**

▼ Address Types

	*Active From	Active To	Default Record	Department/Division	Additional Address Information
<input type="checkbox"/> Account Administrator			<input type="checkbox"/>		
<input type="checkbox"/> Ordering			<input type="checkbox"/>		
<input checked="" type="checkbox"/> Payment	05/16/2016		<input type="checkbox"/>		
<input type="checkbox"/> Billing			<input type="checkbox"/>		

▼ Principal Contact

*Principal Contact ID: **Find**

*Contact Name: **New Contact**

Title/Role:

Permissions:

Authorized Representative: ☐

Email:

Correspondence Type:

English Spoken: ☒

*Phone: **502-564-9641**
XXX-XXX-XXXX

Phone Extension:

Alternate Phone:

Alternate Phone Extension:

Fax:

Fax Extension:

Alternate Fax:

Alternate Fax Extension:

* Indicates a required field

[Continued on Next Page]

6. Review the new address and contact entry. Then click **Save** to finalize.

Assign / Create Addresses & Contacts - Step 3 of 3

Please review the address and contact information you have entered. Click the 'Save' button to submit them.

Address Type	Active From	Active To	Address ID	Address	Principal Contact
✓ Payment	05/16/2016		AD327	789 New Address Street, Frankfort, KY, 40601	New Contact

FirstPrevNextLast

SaveBackCancel

General Information

Address Type : PA

Active From : 05/16/2016

Active To :

Default Record :

Department / Division :

Additional Address Information :

Address

Address ID : AD327

Street 1 : 789 New Address Street

Street 2 :

City : Frankfort

State/Province : KY

Zip/Postal Code : 40601

Country : United States

County :

Phone : 502-564-9641

Phone Extension :

DUNS :

Extended DUNS :

CAGE Code :

Principal Contact

Principal Contact ID : PC239

Principal Contact : New Contact

Title/Role :

Permissions :

Authorized Representative :

Email : new@vendor.com

Correspondence Type : Email

English Spoken :

Phone : 502-564-9641

Phone Extension :

Alternate Phone :

Alternate Phone Extension :

Fax :

Fax Extension :

Alternate Fax :

Alternate Fax Extension :

[Continued on Next Page]

- Click on the **View Pending Additions** button on the Addresses & Contacts sub-tab to view the new address and contact.

Existing Address & Contact Assignments									
Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes	
AD003	Billing	1234 Test Street, Frankfort, KY, 40601	Test Jones		No	04/04/2016		<input type="checkbox"/>	View/Update View Pending Changes
AD003	Payment	1234 Test Street, Frankfort, KY, 40601	Test Jones		No	04/04/2016		<input type="checkbox"/>	View/Update View Pending Changes
AD003	Ordering	1234 Test Street, Frankfort, KY, 40601	Test Jones		No	04/04/2016		<input type="checkbox"/>	View/Update View Pending Changes
AD003	Web Registrar	1234 Test Street, Frankfort, KY, 40601	Test Jones		No	04/04/2016		<input type="checkbox"/>	View/Update View Pending Changes

[First](#) [Prev](#) [Next](#) [Last](#)

[Assign/Create Addresses & Contacts](#) [View Pending Additions](#)

4 – Users: How to Update Existing User

This section allows you to maintain your vendor account holder's information. You can update the User ID account holder information or add a new User ID(s).

From the Users tab, click the **View/Modify** link to enter the *View/Modify User Information* page to update an existing user on the vendor record.

Summary	Business Info	Addresses & Contacts	Users	Commodities	Business Types
---------	---------------	----------------------	-------	-------------	----------------

Account Users

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status	
TestVendor	Test	Jones	Account Administrator	Active	View/Modify Delete

[First](#) [Prev](#) [Next](#) [Last](#)

[Add](#)

Summary	Business Info	Addresses & Contacts	Users	Commodities	Business Types
---------	---------------	----------------------	-------	-------------	----------------

View/Modify User Information

Below you may view or modify the user's information. Select the 'Change Password' button to modify the user's password information. Select the 'Change Access Levels' button to modify the user's access levels.

User Information

Update the desired field(s) for the **User Information**, and then click **Save** at the bottom of the page.

User Information

***User ID (case sensitive):** TestVendor

***First Name:** Update

***Last Name:** Jones

***Email:** update.jones@ky.gov

***Phone:** 502-123-4567 **Ext.:**

XXX-XXX-XXXX

Fax:

XXX-XXX-XXXX

Primary Account Administrator: ☒

Locked: ☐

Email Notifications

Email Notifications

Registration: ☒

Account Maintenance: ☒

Recent Financial Transactions: ☒

Update the desired options for **Email Notifications**, and then click **Save** at the bottom of the page.

Access Levels

1. Click **Change Access Levels** at the bottom of the page.

Access Levels

Primary Access Level: Account Administrator

Create Invoice, Create Solicitation Response, Query Tax Information

Optional Access Levels:

Security Questions and Answers

***Security Question:** What is your favorite color?

Security Answer: ●●●●

Retype Security Answer:

* Indicates a required field

- Update the desired access levels for the existing user, then click **Save**.

Access Levels

Select one Primary Access Level and any Optional Access Levels for the user.

User ID : TestVendor
First Name : Update
Last Name : Jones

Primary Access Level
 Select one primary access level to be assigned to the user.

Access Level	Description
<input checked="" type="radio"/> Account Administrator	Account Administrator users have the ability to add account users, and assign access levels to each user. They may also update the Account Information and User's information. They will also have the ability to view financial transactions pertaining to the account. Account Administrator users will also be capable of updating their own profile information.
<input type="radio"/> Full Access	Full Access users may only update the account information other than User Information. They will also have the ability to view financial transactions pertaining to the account. Full Access users will only have the ability to update their own profile information.
<input type="radio"/> Display Only	Display Only users will be able to view the Account Information other than User Information. They will also have the ability to view financial transactions pertaining to the account. Display only users will only have the ability to update their own profile information.

Optional Access Levels
 Select any optional access levels to be made available to the user.

Access Level	Description
<input checked="" type="checkbox"/> Create Invoice	This optional level allows a User to create an invoice. All Users can view invoice information but a User must have this access level to create an invoice.
<input checked="" type="checkbox"/> Create Solicitation Response	This optional level allows a User to respond to solicitations. All Users can view solicitations but a User must have this access level to create a response
<input checked="" type="checkbox"/> Query Tax Information	Query Tax Information will allow a user to view tax information for their account

Security Questions and Answers

The **Security Question** and **Security Answer** can both be updated in this section. Update the desired Security Question and Answers fields and click **Save**.

► **Security Questions and Answers**

*Security Question : What is your favorite color? ▼

Security Answer : ●●●●

Retype Security Answer :

* Indicates a required field

Change Password

1. Click **Change Password** at the bottom of the screen.

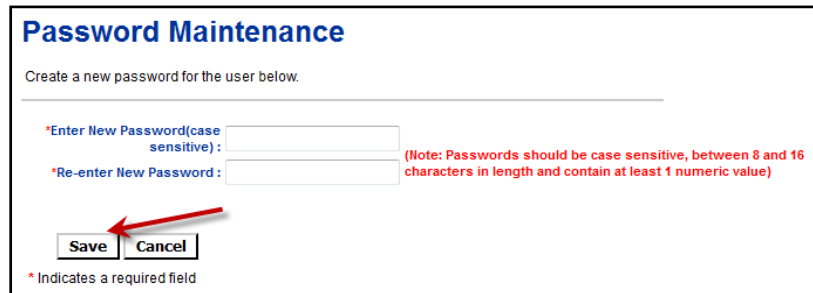


Retype Security Answer :

* Indicates a required field

Change Password **Change Access Levels** **Save** **Cancel**

2. Type the new password in the **Enter New Password** and **Re-enter New Password** field. Then click **Save** to change the password for the user.



Password Maintenance

Create a new password for the user below.

*Enter New Password(case sensitive) :

*Re-enter New Password :

(Note: Passwords should be case sensitive, between 8 and 16 characters in length and contain at least 1 numeric value)

Save **Cancel**

* Indicates a required field

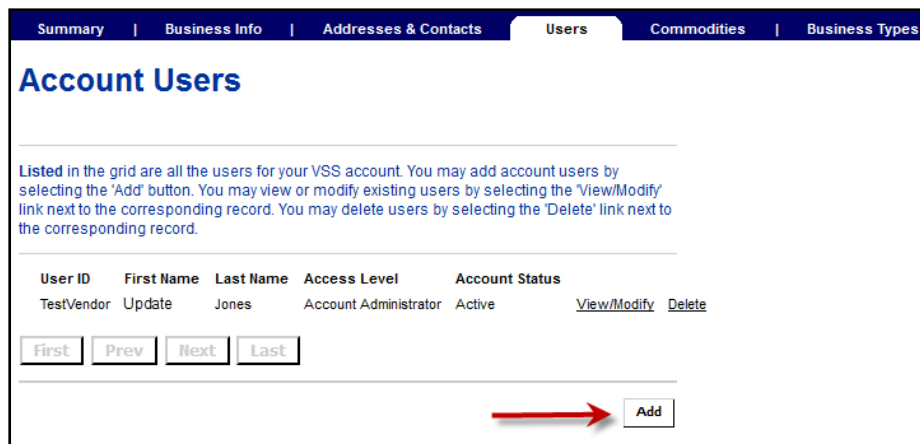
4 – Users: How to Add a New User

This will create a new User ID account holder.

Please Note:

The Primary Account Administrator is the only user that has the ability to add new users. If that person is no longer with your company, contact the Finance Customer Resource Center (CRC) by email at Finance.CRCGroup@ky.gov or phone 502-564-9641 or toll-free 877-973-HELP (4357) to assist with updating your account.

1. Click the **Add** button.



Summary | Business Info | Addresses & Contacts | **Users** | Commodities | Business Types

Account Users

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status	
TestVendor	Update	Jones	Account Administrator	Active	View/Modify Delete

First **Prev** **Next** **Last**

Add

2. Create a new User ID and complete the required fields with the appropriate information. Then click **Next**.

Add Account Users

Create your User ID here. Once all required fields are complete, click 'Next' to assign access levels to this user. Click 'Cancel' to exit without saving your changes. If you designate the new user as the 'Primary Account Administrator' it will automatically de-select the user currently designated as the Primary Account Administrator. You will need to select 'Registration' and 'Account Maintenance' Email Notification options if the new user is becoming the Primary Account Administrator. Designating the new user as 'Locked' prevents them from accessing your VSS account. This option allows you to set up users but prevent their access to VSS until they are unlocked.

User Information

*User ID (case sensitive):
 * (User ID should be between 2 and 16 characters in length)

*First Name :

*Last Name :

*Email :

*Re-enter Email :

*Phone : Ext. :
 XXX-XXX-XXXX

Fax Number :

Primary Account Administrator : ☐

Locked : ☐

Password

(Passwords should be between 2 and 16 characters in length)

*Password :

*Re-enter Password :

Email Notifications

Registration : ☐

Account Maintenance : ☐

Recent Financial Transactions : ☐

Security Questions and Answers

*Security Question :

*Security Answer :

*Retype Security Answer :

* Indicates a required field

3. Select the appropriate **Access Levels** for the new account user.
4. Click the **Save** button to complete the process.

Access Levels

Select one Primary Access Level and any Optional Access Levels.

User ID : NewUser
 First Name : New
 Last Name : User

Primary Access Level
 Select one primary access level to be assigned to the user.

Access Level	Description
<input type="radio"/> Account Administrator	Account Administrator users have the ability to add account users, and assign access levels to each user. They may also update the Account Information and User's information. They will also have the ability to view financial transactions pertaining to the account. Account Administrator users will also be capable of updating their own profile information.
<input type="radio"/> Full Access	Full Access users may only update the account information other than User Information. They will also have the ability to view financial transactions pertaining to the account. Full Access users will only have the ability to update their own profile information.
<input checked="" type="radio"/> Display Only	Display Only users will be able to view the Account Information other than User Information. They will also have the ability to view financial transactions pertaining to the account. Display only users will only have the ability to update their own profile information.

Optional Access Levels
 Select any optional access levels to be made available to the user.

Access Level	Description
<input type="checkbox"/> Create Invoice	This optional level allows a User to create an invoice. All Users can view invoice information but a User must have this access level to create an invoice.
<input type="checkbox"/> Create Solicitation Response	This optional level allows a User to respond to solicitations. All Users can view solicitations but a User must have this access level to create a response
<input type="checkbox"/> Query Tax Information	Query Tax Information will allow a user to view tax information for their account

- On the Account Users page, you should see the new User ID displayed.

Account Users

Listed in the grid are all the users for your VSS account. You may add account users by selecting the 'Add' button. You may view or modify existing users by selecting the 'View/Modify' link next to the corresponding record. You may delete users by selecting the 'Delete' link next to the corresponding record.

User ID	First Name	Last Name	Access Level	Account Status		
NewUser	New	User	Full Access	Active	View/Modify	Delete
TestVendor	Update	Jones	Account Administrator	Active	View/Modify	Delete

[First](#)
[Prev](#)
[Next](#)
[Last](#)

Add

5 – Commodities

This section allows you to maintain a list of the commodity codes associated with your organization. Commodity codes are displayed as a 5-digit number that are categorized to represent products or services your organization can provide. It is recommended to register for all commodity codes that relate to your business. Future solicitations with the commodity codes you associated with will allow you to receive courtesy email notifications with announcements and updates for that solicitation.

Please click on the following link to access a list of NIGP *commodity codes used by the Commonwealth of Kentucky*:

[Commodity Class Codes & Descriptions](#)

[Summary](#) | [Business Info](#) | [Addresses & Contacts](#) | [Users](#) | **[Commodities](#)** | [Business Types](#)

Commodities

Here is the current list of commodity codes/classes that describe the goods and services that your organization provides. You can add new commodity/service codes by clicking the "Add Items" button. To delete a commodity/service codes, click the "Delete" link next to the record in the grid that you wish to delete.

Any request to add a new Commodity that is awaiting approval can be viewed by clicking the 'View Pending Additions' button. Any request to delete an existing Commodity that is awaiting approval is noted in the 'Pending Deletion' column.

How to Add a Commodity Code

1. Click **Add Item** button.

Existing Commodities

Commodity/Service Code	Commodity Description	Pending Deletion
20789	Testing Equipment for Computers and Related Equipment	<input type="checkbox"/> Delete
25080	Tests, Answer Sheets, Scoring Keys, etc. (For EDP Systems)	<input type="checkbox"/> Delete
28780	Testing Equipment and Systems, Electronic Meter	<input type="checkbox"/> Delete
31870	Testing/Verifying Equipment	<input type="checkbox"/> Delete

[First](#)
[Prev](#)
[Next](#)
[Last](#)
[Add Items](#)
[View Pending Additions](#)

2. Select the commodity codes(s) you want to associate with your organization. You can use the Commodity/Service Code and/or Commodity Description fields to search for commodity codes.
3. Click **OK** to add the commodity codes to your vendor record.

[Browse](#)
[Clear](#)

Commodity/Service Code :

Commodity Description :

You can use an asterisk (*) or the percentage (%) symbol as a wildcard in your search for the Code or Description.

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES	36500
<input type="checkbox"/> Road Maintenance Salt (See Class 192 for Ice Removal Chemicals)	77545
<input type="checkbox"/> Maintenance Stands, Fixtures, and Jigs for Weapons	68063
<input type="checkbox"/> COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME CO	20600
<input type="checkbox"/> Imaging Systems, Mini and Main Frame Computer	20656
<input checked="" type="checkbox"/> AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS	06000
<input checked="" type="checkbox"/> LAWN MAINTENANCE EQUIPMENT, ACCESSORIES, AND PARTS (NON-AGRI)	51500
<input type="checkbox"/> COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGR	20900
<input type="checkbox"/> Accounting/Financial Software:Mini & Mainframe	20911
<input type="checkbox"/> Communications Software/Mini & Mainframe: Networking, etc.	20928

[First](#)
[Prev](#)
[Next](#)
[Last](#)

[OK](#)
[Cancel](#)

- On the Commodities page, you can click the **View Pending Additions** button to see commodity codes you added.

Existing Commodities

Commodity/Service Code	Commodity Description	Pending Deletion	
20789	Testing Equipment for Computers and Related Equipment	<input type="checkbox"/>	Delete
25080	Tests, Answer Sheets, Scoring Keys, etc. (For EDP Systems)	<input type="checkbox"/>	Delete
28780	Testing Equipment and Systems, Electronic Meter	<input type="checkbox"/>	Delete
31870	Testing/Verifying Equipment	<input type="checkbox"/>	Delete

[First](#)
[Prev](#)
[Next](#)
[Last](#)
[Add Items](#)
[View Pending Additions](#)

- From the View Pending Additions – Commodities page, click **Back** to go back to your vendor account.

View Pending Additions - Commodities

Here are your new commodities awaiting approval.

Commodity/Service Code	Commodity Description	Status
06000	AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS	New Change
51500	LAWN MAINTENANCE EQUIPMENT, ACCESSORIES, AND PARTS (NON-AGRI	New Change

[First](#)
[Prev](#)
[Next](#)
[Last](#)
[Back](#)

How to Remove Commodity Code

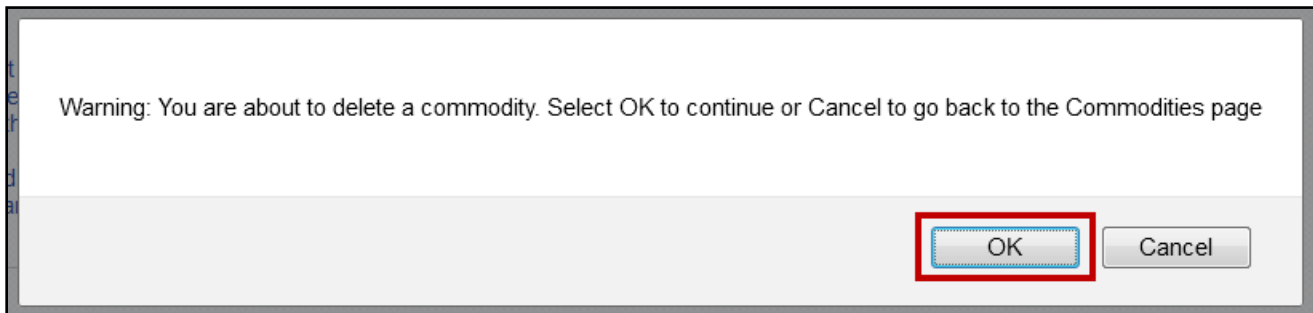
- Click the **Delete** link on the row of the commodity code you want to remove.

Existing Commodities

Commodity/Service Code	Commodity Description	Pending Deletion	
20789	Testing Equipment for Computers and Related Equipment	<input type="checkbox"/>	Delete
25080	Tests, Answer Sheets, Scoring Keys, etc. (For EDP Systems)	<input type="checkbox"/>	Delete
28780	Testing Equipment and Systems, Electronic Meter	<input type="checkbox"/>	Delete
31870	Testing/Verifying Equipment	<input type="checkbox"/>	Delete

[First](#)
[Prev](#)
[Next](#)
[Last](#)
[Add Items](#)
[View Pending Additions](#)

2. Select **OK** in the following popup window.



3. The **Pending Deletion** column should now have a checkmark next to the commodity code(s) to remove.

Commodity/Service Code	Commodity Description	Pending Deletion	
20789	Testing Equipment for Computers and Related Equipment	<input type="checkbox"/>	Delete
25080	Tests, Answer Sheets, Scoring Keys, etc. (For EDP Systems)	<input type="checkbox"/>	Delete
28780	Testing Equipment and Systems, Electronic Meter	<input type="checkbox"/>	Delete
31870	Testing/Verifying Equipment	<input checked="" type="checkbox"/>	Delete

[First](#)
[Prev](#)
[Next](#)
[Last](#)
[Add Items](#)
[View Pending Additions](#)

6 – Business Types

This section allows you to maintain a list of Business Types that apply to your organization. Business Types identify information about your company's operation.

Business Types may be used to identify the type of ownership for your business (ie. Minority Owned, Woman Owned).

How to Add a Business Type

1. Click **Add Item** button.

Summary	Business Info	Addresses & Contacts	Users	Commodities	Business Types																
<h3>Business Types</h3> <p>Here is the current list of business types associated with your organization. You can add new business types by clicking the "Add Items" button. To modify Business Type information click the "View/Update" link under the Existing Business Types Assignments section next to the record you wish to update. To delete a business type, click the "Delete" link next to the record in the grid that you wish to delete.</p> <p>Any request to add a new Business Type that is awaiting approval can be viewed by clicking the "View Pending Additions" button. Any request to update an existing Business Type that is awaiting approval can be viewed by clicking the "View Pending Changes" button.</p>																					
<table border="1"> <thead> <tr> <th>Existing Business Types</th> <th>Business Type ID</th> <th>Business Type</th> <th>Certification No</th> <th>Certification Start Date</th> <th>Certification End Date</th> <th>Pending Changes</th> <th></th> </tr> </thead> <tbody> <tr> <td>REG</td> <td>Regular</td> <td></td> <td>04/04/2016</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td> View/Update View Pending Changes Delete </td> </tr> </tbody> </table>						Existing Business Types	Business Type ID	Business Type	Certification No	Certification Start Date	Certification End Date	Pending Changes		REG	Regular		04/04/2016			<input type="checkbox"/>	View/Update View Pending Changes Delete
Existing Business Types	Business Type ID	Business Type	Certification No	Certification Start Date	Certification End Date	Pending Changes															
REG	Regular		04/04/2016			<input type="checkbox"/>	View/Update View Pending Changes Delete														
<p> First Prev Next Last Add Items View Pending Additions </p>																					

2. Select the business type(s) by checking the box next to the Business Type and then click **OK**.

Browse
Clear

Business Type :

Business Type ID	Business Type
<input checked="" type="checkbox"/> A050	Small Business (50 or less emp
<input type="checkbox"/> AFF	ANNUAL AFFIDAVIT
<input type="checkbox"/> B020	Disadvantaged Business/DBE
<input type="checkbox"/> B040	Handicap Business Ent/HBE
<input checked="" type="checkbox"/> B060	Minority Business Ent/MBE
<input type="checkbox"/> B070	Ethnic Minority Business Ent/M
<input type="checkbox"/> B080	Service-disabled Veteran Owned
<input type="checkbox"/> B100	Veteran Owned Small Business
<input type="checkbox"/> B120	Women owned/WBE
<input type="checkbox"/> GOV	Government

First
Prev
Next
Last

OK
Cancel

3. Enter the Certification number, start date and end date **if applicable**. Leaving the date fields blank will default to the current date.
4. Click the **Save** button.

Enter/Update - Business Types

Here you can enter or update Business Type information.

Please Note: The Commonwealth does not certify Business Types.

Business Type ID	Business Type	Certification No	Certification Start Date	Certification End Date
A050	Small Business	<input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
A060	50 or less full-time employees	<input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

First
Prev
Next
Last

Save
Cancel

- Click **View Pending Additions** on the Business Types page to view business types you added.

Existing Business Types

Business Type ID	Business Type	Certification No	Certification Start Date	Certification End Date	Pending Changes
REG	Regular		04/04/2016		<input type="checkbox"/> View/Update View Pending Changes Delete

[First](#) [Prev](#) [Next](#) [Last](#)
[Add Items](#)
[View Pending Additions](#)

- From the View Pending Additions – Business Types page, click **Back** to go back to your vendor account.

View Pending Additions - Business Types

Here are your new business types awaiting approval.

Business Type ID	Certification No	Certification Start Date	Certification End Date	Status
A050		05/18/2016		New Change
A060		05/18/2016		New Change

[First](#) [Prev](#) [Next](#) [Last](#)
[Back](#)

Additional Help Resources

If you have any questions, please contact the help desk at (502) 564-9641, Toll Free at (877) 973-4357 or Finance.CRCGroup@ky.gov.

Additional information is available on the Commonwealth's Purchasing and eProcurement Services website: eprocurement.ky.gov