

STATE OF MAINE VENDOR SELF SERVICE

ACCOUNT MAINTENANCE

When you log into the site with your userid & password the page will open up to **Account Summary**. From the tabs shown you can see where you can change your addresses; contacts, passwords and add commodity codes to your profile.

Keeping your e-mail address and commodity codes updated in your profile will assure that you will receive e-mail notifications from the system when RFQs (bids) that you would be interested in are posted.



Adding Commodity Codes: in the sample below you will see that I already have commodities in my profile but I want to add more so I would click on the Add Items button.

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.

Existing Commodities

Commodity/Service Code	Commodity Description	Pending Deletion	
00500	ABRASIVES	<input checked="" type="checkbox"/>	Delete
00505	Abrasive Equipment and Tools	<input type="checkbox"/>	Delete
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	<input type="checkbox"/>	Delete
02015	Cutters and Shredders (Mowers), Heavy Duty, Flail: Tow Type	<input type="checkbox"/>	Delete
02204	Brush Chipper, Cutter and Saw Parts	<input type="checkbox"/>	Delete
03509	Aircraft Communications Radio	<input type="checkbox"/>	Delete
05288	Wood Carvings and Woodcuts	<input type="checkbox"/>	Delete
05574	Racks, Vehicle (Gun, Hat, etc.)	<input type="checkbox"/>	Delete
06000	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS	<input type="checkbox"/>	Delete
06508	Bodies, Animal Control	<input type="checkbox"/>	Delete

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If you do not know the commodity code of the item you want to add, choose the Commodity Description to look for the item by name. Best way to do this is to use the * wildcard on both sides of the word. Doing that will bring up all lines that have the word specified in that line. For this example I am going to put in *printer* and then I'm going to click the Browse button.

Browse **Clear**

Commodity/Service Code :

Commodity Description :

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> Encoder/Decoder with Printer (Vehicle)	72519
<input type="checkbox"/> Cables: Printer, Disk, Network, etc.	20413
<input type="checkbox"/> Printer Sharing Devices	20474
<input type="checkbox"/> Printers, Dot Matrix	20475
<input type="checkbox"/> Printers, Inkjet	20476
<input type="checkbox"/> Printers, Laser	20477
<input type="checkbox"/> Printers, Pen Plotter	20478
<input type="checkbox"/> Printers, Digital	20479
<input type="checkbox"/> Printers, Thermal	20480
<input type="checkbox"/> Printers, Microcomputer (Not Otherwise Classified)	20482

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OK **Cancel**

On 10 lines will show up at a time so you can check what you want and click on next to bring up the next selection. Once you have selected all the items you want click the Ok button.


Browse **Clear**

Commodity/Service Code :

Commodity Description :

<u>Commodity Description</u>	<u>Commodity/Service Code</u>
<input type="checkbox"/> Encoder/Decoder with Printer (Vehicle)	72519
<input type="checkbox"/> Cables: Printer, Disk, Network, etc.	20413
<input type="checkbox"/> Printer Sharing Devices	20474
<input checked="" type="checkbox"/> Printers, Dot Matrix	20475
<input checked="" type="checkbox"/> Printers, Inkjet	20476
<input checked="" type="checkbox"/> Printers, Laser	20477
<input type="checkbox"/> Printers, Pen Plotter	20478
<input type="checkbox"/> Printers, Digital	20479
<input type="checkbox"/> Printers, Thermal	20480
<input type="checkbox"/> Printers, Microcomputer (Not Otherwise Classified)	20482

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 **OK** **Cancel**

Click the “View Pending Additions” button to display your pending changes.

Existing Commodities

Commodity/Service Code	Commodity Description	Pending Deletion	
00500	ABRASIVES	<input checked="" type="checkbox"/>	Delete
00505	Abrasive Equipment and Tools	<input type="checkbox"/>	Delete
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.	<input type="checkbox"/>	Delete
02015	Cutters and Shredders (Mowers), Heavy Duty, Flail: Tow Type	<input type="checkbox"/>	Delete
02204	Brush Chipper, Cutter and Saw Parts	<input type="checkbox"/>	Delete
03509	Aircraft Communications Radio	<input type="checkbox"/>	Delete
05288	Wood Carvings and Woodcuts	<input type="checkbox"/>	Delete
05574	Racks, Vehicle (Gun, Hat, etc.)	<input type="checkbox"/>	Delete
06000	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS	<input type="checkbox"/>	Delete
06508	Bodies, Animal Control	<input type="checkbox"/>	Delete


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Add Items **View Pending Additions**

View Pending Additions - Commodities

Here are your new commodities awaiting approval.

Commodity/Service Code	Commodity Description	Status
03155	Hand Tools, Air Conditioning and Heating Service Type (Inclu	Pending Approval
06562	Mobile Service and Lubrication Bodies	Pending Approval
07059	Trailers, Custom: Personnel, Food Service, Equipment, Refrig	Pending Approval
08065	Service Awards, Specialty Type	Pending Approval
16530	Dispensers: Aluminum Foil, Plastic Wrap, Food Service Glov	Pending Approval
16569	Racks, Dispensing (Food Service)	Pending Approval
16589	Table Coverings, Food Service	Pending Approval
20475	Printers, Dot Matrix	New Change
20476	Printers, Inkjet	New Change
20477	Printers, Laser	New Change

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Back 

I had several other changes that I had made in addition to adding items. Once you see all the changes you asked for click on the Back button to return to the page. An hourly batch job will run to send the changes over to the State side which will then be automatically approved and another hourly batch job will run to update your profile.

Addresses – If you want to edit an existing address you would click the View/Update link on the address line you want to edit.


Summary	Business Info	Addresses & Contacts	Users	Commodities	Business Types
AD017	1 HANNAFORD LANE, PO BOX 413, SOUTH CHINA, ME, 043	<input type="checkbox"/>	View/Update	View Pending Changes	
AR002	1 Test Lane, Augusta, ME, 04330	<input type="checkbox"/>	View/Update	View Pending Changes	
AR003	13 Test Street, South China, ME, 04358	<input type="checkbox"/> 	View/Update	View Pending Changes	

Make your change and click on 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 en

A modified address will be validated according to postal standards. Review the changes and choose either the address you entered of the on validated.



Save **Delete** **Cancel**

▼ Address Information

Address ID: AR003

***Street 1:** 13 Test Street

Street 2:

***City:** South China

***State/Province:** Maine

***Zip/Postal Code:** 04358

***Country:** United States

County:

***Phone:** 207-624-7334 **Ext:**

XXX-XXX-XXXX

Notice the Pending Changes column with the addresses that had been edited. These also require the necessary batch jobs to be run.

Address ID	Address	Pending Changes		
AD001	1 Boat Lane, So China, ME, 04358	<input checked="" type="checkbox"/>	View/Update	View Pending Changes
AD002	BOX 3892, So China, ME, 04358	<input type="checkbox"/>	View/Update	View Pending Changes
AD003	5 TEST ST, SOUTH CHINA, ME, 04358	<input type="checkbox"/>	View/Update	View Pending Changes
AD004	5 TEST ST, SOUTH CHINA, ME, 04358	<input type="checkbox"/>	View/Update	View Pending Changes
AD006	413 TEST ST, SOUTH CHINA, ME, 04358	<input type="checkbox"/>	View/Update	View Pending Changes
AD007	413 TEST ST, SOUTH CHINA, ME, 04358	<input type="checkbox"/>	View/Update	View Pending Changes
AD016	13 TEST ST, SO CHINA, ME, 04358	<input type="checkbox"/>	View/Update	View Pending Changes
AD017	1 HANNAFORD LANE, PO BOX 413, SOUTH CHINA, ME, 04358	<input type="checkbox"/>	View/Update	View Pending Changes
AR002	1 Test Lane, Augusta, ME, 04330	<input type="checkbox"/>	View/Update	View Pending Changes
AR003	13 Test Street, South China, ME, 04358	<input checked="" type="checkbox"/>	View/Update	View Pending Changes

Users – You can edit/add/or delete users by clicking on the Users Tab. Again, to edit a user you must click on the View/Modify link to edit the user. If you want to add a user just click on the Add button but make sure you click on save. All changes require the batch jobs to be run before you see the changes in your account profile.

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		
JField	Madi	Field	Account Administrator	Active	View/Modify	Delete

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[Add](#)

For Account Maintenance help or password resets, please call the State of Maine IT help desk at (207) 624-7889 or email VSS.helpdesk@maine.gov.