

Now you are at the Purchasing web page. Again, click on Vendor Registration.

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To Register your company click on "Register". If you already have a user name and password, click on "Login".



Create a Username and password and make sure you keep this information available in a save place for later use in case you have to update your registration. Click "Sumit".

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Enter your company representatives and their contact information and click "Submit".

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Enter your company's address information and click "Submit". For multiple addresses you can repeat the process.

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Code Item Description	
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Go the next and last folder "Commodities" and click "Add".

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Type in a keyword and click "Search". Select from the list those commodities you want your company to be associated with in our financial software system and click "Submit Selected".

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Commodities that are registered to your company. Code Item Description 600 46 Copy Machines, Digital 600 40 Copy Machines, Coated or Treated Paper Type, Including Parts and Accessories 600 38 Copy Machines, Bond (Plain) Paper Type Including Parts and Accessories 985 25 Copy Machines (For use by Engineers) Rental or Lease 998 32 Copy Machines Add Remove Add or remove commodities.	
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After you clicked "Submit Selected" your commodities should appear like this. Now you are done with your online registration and you can LOGOUT.