**MyVendorCenter “Quick-Start Guide” for Managers**

Instructions on how to complete some of the more important tasks with your account

To start, please sign into your account at [www.myvendorcenter.com](http://www.myvendorcenter.com). Your username is typically your email address. If you forgot your password, you’ll need to click on “forgot password” to reset. Once you are logged-in, you are ready to complete the tasks below.

**Invite your Vendors:** click on the “+ INVITE A VENDOR” button. You will be required to enter in the email address of the Vendor you would like to invite. If the Vendor/Company you’d like to invite has more than one email address, you can enter additional addresses in the “CC” input field, while separating each one with a semi-colon “;”. Do NOT use this section for different Vendors/Companies. Once you’ve entered their email address, click the “INVITE” button to send. Your Vendor will receive a courteous request to register so you can easily check their ongoing compliance status and invite them to projects.

**View your Vendors:** Click on the “VENDOR LISTS” button. You will see three Vendor lists. The “My Vendors” list will include any Vendors that you personally add to your Vendor list. The “Corporate Preferred Vendors” list will include Vendors that your company has marked as Preferred. You’ll notice that these Vendors will have an identifying Yellow Star next to their name. The third list is the “Co-Worker Vendors” list. This list will include any Vendors that your co-workers have added to their own “My Vendors” list that are NOT included in either the “Corporate Preferred Vendors” list OR your personal “My Vendors” list.

**Find a Vendor:** Click on the “FIND A VENDOR” button. You can “Search by Name” or “Search by Area + Industry”. To search by name, you will enter in the company name of the Vendor you’d like to find and then click the “SEARCH” button or hit “Enter” on your keyboard. A list of “closest matches” will populate based on the name you entered. To search by area and industry, you will have to choose from the options in all three Dropdown Menus to receive results. This helps if you can’t remember the name of the company or don’t have a specific Vendor in mind.

**Add A Vendor to your “My Vendors” list:** You can add any Vendor in the system to your “My Vendors” list by clicking on the checkmark box to the left of a Vendor’s name and then clicking the green, circular button (plus sign and vendor icon) below that list. To remove a Vendor from your “My Vendors” list, simply reselect the Vendor and then click the grey, circular button (minus sign and vendor icon) below that list. Note: You can select more than one Vendor at a time to add or remove from a list.

**Check a Vendor’s Compliance Status:** Each Vendor list on MyVendorCenter will typically have a “Compliance Status” column. Each Vendor will have either a N/A, Compliant, Non-Compliant, or Compliant + Non-Compliant status. If you want to know more details, you may simply click on their compliance status. This will give you a pop-up window with a list of how they match up with your compliance standards. Any requirements that this Vendor does not meet will be listed in RED. Note: If you have not set any standards, then the Vendor will be listed with an “N/A” and the pop-up window will not contain any further details.

**View a Vendor’s Profile:** To view a Vendor’s profile, all you have to do is click the Company Name. Each Vendor’s profile will contain their contact information, industries they serve, apple rating, compliance documents, customer references, marketing documents, and reviews left by other MyVendorCenter users who have contracted with this company.

**View a Vendor’s Compliance Documents:** From within a Vendor’s profile, you can click on the “+” icon to the left-side of the “Compliance Documents” title bar for access to these documents. Once you’ve expanded this title bar, you can click on the document icon to view, print, or download any individual document you want. If the Vendor has not uploaded a particular document, you’ll see the “No File Uploaded” text in place of the icon.

**Create a new Basic Request:** Click on the “VENDOR LISTS” button. Select one or more Vendors from the available three lists that you would like to participate in your request. Then click on the circular, green button (plus sign and document icon) to create your request. You will be required to fill in certain fields about your request. Once you have finished, click on the “SUBMIT” button. Once submitted, all Vendors that you selected will be sent an invite letter and your new request will appear under “Active Bidding”.

You can add more Vendors to a Basic Request by clicking on the “VENDOR LISTS” button, selecting one or more vendors from the available three lists, and then clicking on the circular, yellow button (vendor icon and document icon). You will be required to select which Basic Request you would like to invite the selected Vendors to.

**Create a new Advanced Request** (Recommended)**:** Click on the “+ CREATE NEW REQUEST” button. You will be required to complete three steps before your request is submitted. Please make sure you fill in all required fields in Step 1. Step 2 will auto-filter the Vendors in the system based off your requirements in Step 1. This makes it easier to choose the appropriate Vendors based on your request’s needs. Once you have selected your Vendors, you will need to verify all of the information submitted. Once you have verified everything has been entered correctly, you can click the “SUBMIT” button to finalize your request. Once submitted, all Vendors selected in Step 2 will be sent an invite letter and your new request will appear under “Active Bidding”.

You can add more Vendors to an Advanced Request by clicking on the “+” icon to expose more options. Once expanded, click the “INVITE A VENDOR” link for a list of Vendors. The system will search for Vendors that meet the specific needs of this request and list them on the proceeding page. After you’ve selected one or more Vendors to add to your Advanced Request, click “INVITE” to send them a personal invitation.