

# Supplier Connection

**1.8 Requirements**

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# :: SUPPLIER APPLICATION: REDESIGN

## Dynamic forms

- Additional questions only appear when triggered by a previous response
- Give users control over adding additional, optional information
- Allow "Same as previously filled info"

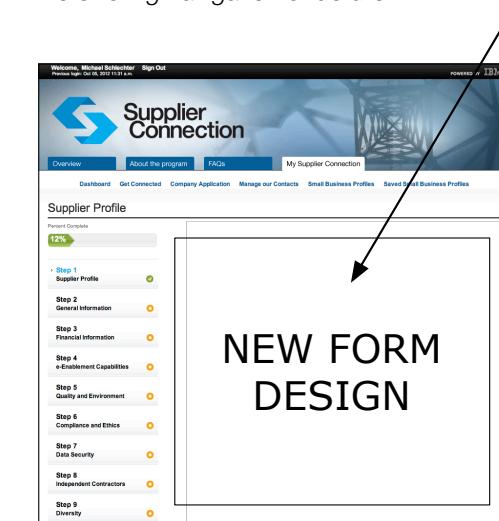
## Digestible Bites of Content

- Additional subheads
- Moved field labels above form fields for faster, easier reading
- Slight rearranging of information

## De-cluttering

- Help on the subhead level

*Note: The new form design appears within the existing navigation structure*



## Step 1: Supplier Profile (1)

**1a Step 1: Supplier Profile**

The Supplier Application information you provide will be used to understand the details of your company and its business capabilities. Our members will use this information to identify you as a potential supplier. Before proceeding, please make sure you are the only employee at your place of business to fill out this application. Only one record will be created for your company. Therefore, it is important to make sure that all the information you input is complete, current, and correct to the best of your knowledge.

**1b \* required fields**

**2 SUPPLIER INFORMATION**

**3a Basic Company Information**

Supplier Legal Name \*

Add a additional line 3c  
Required field cannot be left blank 3p

Street Address \*

Add a additional line 3f  
Add a P.O. Box Address 3h

City \*

Country \*

United States

State \*

Select: State

ZIP Code \*

DUNS number \*

**4a Company Hierarchy**

Is there a parent company of your company? \*

Yes No

Is there a global parent company of your company? \*

Yes No

Is your company affiliated with any other company either as a "Parent Company" or "Affiliate Company"? \*

Yes No

Supplier Connection

**NOTES**

Step 1: Supplier Profile consists of the following elements:

**1. Step Introduction**  
1a. Title, Copy (Text)  
1b. Required Fields (Text)

**2. Supplier Information Section**

**3. Basic Company Information**  
3a. Subhead (Text)  
3b. Supplier Legal Name (Label + Form Field)  
3c. Add Additional Line button  
On click, expands the form to include an additional form field for Supplier Legal Name.  
(See Expanded State Behavior)  
3d. Additional Supplier Legal Name (Label + Form Field) (Default: Hidden until expanded)  
3e. Street Address (Label + Form Field)  
3f. Add Additional Line button  
(See Expanded State Behavior)  
**Note: TWO additional lines can be added**  
3g. Additional Address Line (Label + Form Field) (Default: Hidden until expanded)  
3h. Add P.O. Box line  
(See Expanded State Behavior)  
3i. P.O. Box Line (Label + Form Field) (Default: Hidden until expanded)  
3j. City (Label + Form Field)  
3k. Country Selector (Drop-down menu),  
**Note: Default: United States**  
3l. State Selector (Drop-down menu) Required if US  
**Note: Change to State (Previously State/region/province)**  
3m. ZIP Code (Label + Form Field)  
**Note: Change to ZIP Code (Previously Postal Code)**  
3n. DUNS number (Label + Form Field)  
3o. Help Button  
3p. Inline Error Messages (same as on current site -- Required fields is bold red, error message appears below form field.)

**4. Company Hierarchy**  
4a. Parent Company Question (Radio buttons)  
If user selects yes, form will expand to include:  
4b. Parent Company Legal Name  
4c. Parent Company DUNS  
  
4d. Global Parent Company Question (Radio buttons)  
If user selects yes, form will expand to include:  
4e. Global Parent Company Legal Name  
4f. Global Parent Company DUNS  
  
4g. Affiliate Company Question (Radio buttons)  
**Note: Moved from Step 2**  
If user selects yes, form will expand to include:  
4e. State the Relationship  
4f. Help button  
4g. Illustration (TBD)

**Add behavior:**  
Displays additional field on clicking Add

**Supplier legal Name \***

Add a additional line

**Remove behavior:**  
Removes additional field on clicking Remove

**Supplier legal name \***

Acme Automotive

**Supplier legal name (continued)**

**Remove**

**Supplier legal Name \***

**Add a additional line**

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## Step 1: Supplier Profile (2)

5 COMPANY CONTACTS

6a Key Contact

 6c Name \*  6d  
Title \*  6e  
Email address \*  6f  
Phone number \*  6g  
LinkedIn Profile  6h

7a Quote Contact

 7c Same as Key Contact  7d  
Name \*  7e  
Email address \*  7f  
Phone number \*  7g  
LinkedIn Profile  7h

8a Sales Contact

 8c Same as Key Contact  8d  
Name  8e  
Email address  8f  
Phone number  8g  
Fax number  8h  
LinkedIn Profile  8i

NOTES  
*[Continued from previous page]*

### 5. Supplier Information Section

#### 5a. Header

#### 6. Key Contact

- 6a. Subhead
- 6b. Help button
- 6c. Image (static)
- 6d. Name (Label + Form Field)
- 6e. Title (Label + Form Field)
- 6f. Email address (Label + Form Field)
- 6g. Phone Number (Label + Form Field)  
(formerly Company Information Coordinator Phone #)
- 6h. LinkedIn Profile (Label + Form Field)

#### 7. Quote Contact

- 7a. Subhead
- 7b. Help button
- 7c. Image (static)
- 7d. Same as Key Contact checkbox  
On select, the Name, Email address, and Phone Number are populated from the Key Contact inputs.  
The Same as Key Contact checkbox will deselect if the user edits any of the Quote Contact fields.
- 7e. Name (Label + Form Field)
- 7f. Email address (Label + Form Field)
- 7g. Phone Number (Label + Form Field)
- 7h. LinkedIn Profile (Label + Form Field)

#### 8. Sales Contact

- 8a. Subhead
- 8b. Help button
- 8c. Image (static)
- 8d. Same as Key Contact checkbox  
On select, the Name, Email address, and Phone Number are populated from the Key Contact inputs.  
The Same as Key Contact checkbox will deselect if the user edits any of the Sales Contact fields.
- 8e. Name (Label + Form Field)
- 8f. Email address (Label + Form Field)
- 8g. Phone Number (Label + Form Field)
- 8h. Fax Number (Label + Form Field)
- 8i. LinkedIn Profile (Label + Form Field)

## Step 1: Supplier Profile (3)

**9. YOUR COMPANY BRAND**

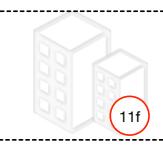
**10a. Web + Social Media**

Website address **10d**: http://

Add Twitter handle **10e**  
Add Facebook **10g**  
Add LinkedIn **10i**  
Add YouTube **10j**

**11a. Company Collateral**

The company collateral will be used to create your company page within Supplier Connection.  
[Preview a sample Supplier Page](#) **11d**

Company Logo **11e**:   
UPLOAD **11h**

Company Description (Max: 350 Characters) **11i**:

Presentation or video embed code **11j**: 

```
<iframe width="560" height="315" src="http://www.youtube.com/embed/f6ZSzbfNSpk" frameborder="0" allowfullscreen></iframe>
```

Brochure **11k**:   
UPLOAD **11n**

**11p** Since your Supplier Page will be the first page another business will see when they view your company, we recommend that you [Preview Your Supplier Page](#) to ensure it appears as intended.

**Supplier Connection** By saving this form I agree that Supplier Connection will process my data in the manner indicated above and as described in the [Supplier Connection Privacy statement](#).\* **12b**

By clicking Save as a draft your data will be stored and you will remain on this page. By clicking Save and continue your data will be saved and you will be taken to the next incomplete page in the application process.

**12c. Preview** **12d. Save Only** **12e. Save + Continue**

NOTES  
[Continued from previous page]

### 9. Your Company Brand Header

#### 10. Web + Social Media

- 10a. Subhead
- 10b. Help button
- 10c. Image (static)
- 10d. Website Address (Label + Form Field)
- 10e. Add Twitter button  
On click, expands the form to include an additional form field for Twitter handle.  
(See Expanded State Behavior)
- 10f. Twitter Handle (Label + Form Field) (Default: Hidden until expanded)
- 10g. Add Facebook button  
On click, expands the form to include an additional form field for Facebook handle.  
(See Expanded State Behavior)
- 10h. Facebook URL (Label + Form Field) (Default: Hidden until expanded)
- 10i. Add LinkedIn button  
On click, expands the form to include an additional form field for LinkedIn handle.  
(See Expanded State Behavior)
- 10j. LinkedIn URL (Label + Form Field) (Default: Hidden until expanded)
- 10l. Add YouTube button  
On click, expands the form to include an additional form field for YouTube handle.  
(See Expanded State Behavior)
- 10m. YouTube URL (Label + Form Field) (Default: Hidden until expanded)

Twitter handle:  **10f**  
 Remove

Facebook URL: http:// **10h**  
 Remove

LinkedIn URL: http:// **10j**  
 Remove

YouTube URL: http:// **10l**  
 Remove

#### 11. Company Collateral

- 11a. Subhead
- 11b. Help button
- 11c. Copy
- 11d. Preview Link (Layer w/ existing image)
- 11e. Company Logo (Label)
- 11f. Logo (default)  
Default "grey buildings" icon to be used until the user uploads a company logo.  
Then, the default "grey buildings" should be replaced with the user's company logo.
- 11g. Remove button (Conditional)  
If a logo has been uploaded, a Remove button will appear, allowing the user to click to remove. (Note: Clicking Remove will reset to the default image (grey buildings))
- 11h. Upload Button  
Users can upload a logo by clicking the Upload button. On click, the user is prompted by their computer system to locate the appropriate logo. Once the user selects a file to upload, the state changes to Uploaded. (right)
- 11i. Company Description (Label + Form Field) (350 Confirm current Characters, MAX)
- 11j. Presentation/Embed Code (Label + Form Field)

Uploaded state: Logo  
Company Logo



**11g** REMOVE UPLOAD

- 11k. Brochure Label
- 11l. Default "brochure" icon to be used until the user uploads a brochure. Then, the default "brochure" should be replaced with the user's brochure.
- 11m. Remove button (Conditional)  
If a logo has been uploaded, a Remove button will appear, allowing the user to click to remove. (Note: Clicking Remove will reset to the default image (grey brochure))
- 11n. Upload Button  
Users can upload a logo by clicking the Upload button. On click, the user is prompted by their computer system to locate the appropriate logo. Once the user selects a file to upload, the state changes to Uploaded. (right)
- 11o. Copy/Preview Link (Opens up the user's "Front Door" page in a new window)

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Uploaded state: Brochure

Company Logo



**11g** REMOVE UPLOAD

- 12. End of Step
- 12a. Legal Statement (Text)
- 12b. Privacy Statement (Link) (Opens in a layer)
- 12c. Preview  
Opens up the user's "Front Door" page in a new window
- 12d. Save Only  
Saves the form without going to the next step
- 12e. Save + Continue  
Saves the form and takes the user to Step 2: General Information.

## Step 2: General Information

**1a Step 2: General Information**

The information you provide will be used to record your type of business and the details of your company. Our members will use this information to identify you as a potential supplier. You will be asked to provide contact information related to employees, such as E-mail addresses, work addresses, or telephone numbers. As a Supplier, you must agree that you've obtained the agreement of those employees and persons to provide such individuals' contact information to the member companies and to allow these companies to use, disclose, and transmit such information in connection with the members' business relationship with your company.

**2 GENERAL INFORMATION**

**3a Company History**

**3c Date Company Established**  
Select: Month /  /   
Day Year

**3e Location of Incorporation \***  
Select: State

**3d Company Incorporate Date**  
Select: Month /  /   
Day Year

**3f Name of Liability Insurer and Coverage Amount**

**3g Stock Exchange Ticker**

**4 STAFF**

**5a Workforce**

**5c Number of Regular Employees \***

**5d Number of Temporary or Contract Resources \***

**5e Total Workforce**  
0

### NOTES

Step 2: General Information consists of the following elements:

#### 1. Step Introduction

- 1a. Title, Copy (Text)
- 1b. Required Fields (Text)

#### 2. General Information Section

##### 3. Company History Information

- 3a. Subhead
- 3b. Help Button
- 3c. Date Company Established  
Pull-down of Months, Day numeric field box, Year numeric field box
- 3d. Company Registration Date (Formerly Company Registration Date)  
Pull-down of Months, Day numeric field box, Year numeric field box
- 3e. Location of Incorporation
- 3f. Name of Liability Insurer and Coverage Amount  
(Formerly Confirmation of Insurance)
- 3g. Stock Exchange Ticker

#### 4. Staff Section

##### 5. Workforce Information

- 5a. Subhead
- 5b. Help Button
- 5c. Number of Regular Employees
- 5d. Number of Temporary or Contract Resources
- 5e. Dynamic calculation of Number of Regular Employees + Number of Temporary or Contract Resources

## Step 2: General Information (2)

7a **CEO** 7b

7c  7d  Same as Key Contact 7e

Name \* 7f

Email address \*

8a **CFO** 8b

8c  8d  Same as Key Contact 8e

Name \* 8f

Email address \*

9a **Sr. Sales or Marketing Executive** 9b

9c  9d  Same as Key Contact 9e

Name 9f

Email address

10 **SERVICES AND PRODUCTS**

11a **Industries Served** 11b

11c Industries your company provides products and/or services for \*  
(Select all that apply)

11d  Automotive  Banking  Customer Services

Insurance  Manufacturing  Pharmaceuticals

Retail  Technology  Transportation

Travel

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NOTES  
[Continued from previous page]

### 6. Company Leadership Section

#### 7. CEO

7a. Subhead

7b. Help button

7c. Image (static)

7d. Same as Key Contact checkbox

On select, the Name and Email address are populated from the Key Contact inputs.

The Same as Key Contact checkbox will deselect if the user edits any of the Quote Contact fields.

7e. Name (Label + Form Field)

7f. Email address (Label + Form Field)

#### 8. CFO

8a. Subhead

8b. Help button

8c. Image (static)

8d. Same as Key Contact checkbox

On select, the Name and Email address are populated from the Key Contact inputs.

The Same as Key Contact checkbox will deselect if the user edits any of the Quote Contact fields.

8e. Name (Label + Form Field)

8f. Email address (Label + Form Field)

#### 9. Sr. Sales or Marketing Executive

9a. Subhead

9b. Help button

9c. Image (static)

9d. Same as Key Contact checkbox

On select, the Name and Email address are populated from the Key Contact inputs.

The Same as Key Contact checkbox will deselect if the user edits any of the Quote Contact fields.

9e. Name (Label + Form Field)

9f. Email address (Label + Form Field)

### 10. Services and Products Section

#### 11. Industries Serviced

11a. Subhead

11b. Help Button

11c. Copy

11d. Industry Checkboxes

## Step 2: General Information (3)

**12a Primary Offering**

12c Please locate your company's PRIMARY service and product category by selecting a category, subcategory, and details. When you've found your selection, click the "Add this category to your application" button.\*

**12d 1. Select a Category    2. Now, a Subcategory    3. Specify more Details (Multiple Selection Allowed)**

Facilities Support	Castings	Axles
Food and Beverage Manufacture	Drivetrain Assemblies & Components	Brake & Clutch Parts
Industrial Manufacturing	Electrical/Electronic Components	Drive Lines/Shafts
Lab Supplies and Equipment	Engines & Engine Components	Drives
Logistics	Ferrous Parts	Roller Chain
Professional, Marketing and Service Parts	Heat Transfer Products	Service Parts
	Hydraulic Components	Steering Components

**Add this category to your application**

**13a Additional Offerings**

13c Please locate each of your company's remaining SECONDARY service and product categories by selecting a category, subcategory, and details. When you've found your selection, click the "Add this category to your application" button.

13d (You can add a maximum of four categories/subcategories.)

**1. Select a Category    2. Now, a Subcategory    3. Specify more Details (Multiple Selection Allowed)**

Facilities Support	Castings	Axles
Food and Beverage Manufacture	Drivetrain Assemblies & Components	Brake & Clutch Parts
Industrial Manufacturing	Electrical/Electronic Components	Drive Lines/Shafts
Lab Supplies and Equipment	Engines & Engine Components	Drives
Logistics	Ferrous Parts	Roller Chain
Professional, Marketing and Service Parts	Heat Transfer Products	Service Parts
	Hydraulic Components	Steering Components

**Add this category to your application**

**14a NAICS Code(s)**

14c Indicate your company's services or product category identified by The North American Industry Classification System (NAICS) code(s)

14d NAICS Code(s) (separate multiple codes with a comma)

**15a Key Offerings**

15c Core business \*

Services/products/technology your company provides \*

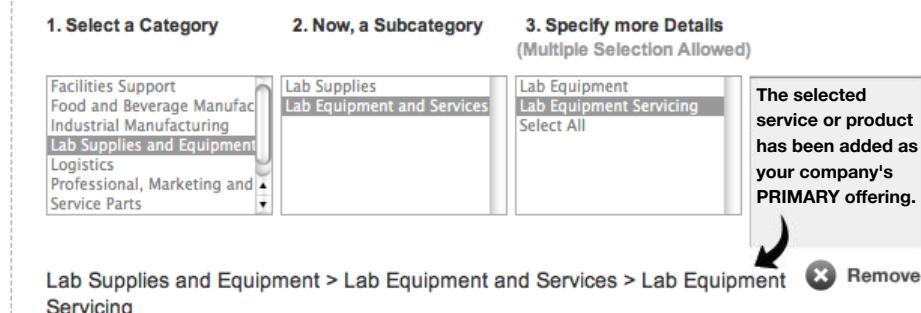
**NOTES**  
[Continued from previous page]

**12. Primary Offering**

12a. Subhead  
12b. Help Button  
12c. Copy (Note: Updated)  
12d. Primary Offering Selection Tool (based on existing site functionality, but with the following modifications:  

- Remove/disable "Add another service or category" button after the user has made their primary selection.
- After the user has selected a "child" category, the confirmation copy should be: *"The selected service or product has been added as your company's PRIMARY offering."*

*Primary Offering should populated and DISPLAYED automatically based on the user's selection during eligibility, but editable:*



Lab Supplies and Equipment > Lab Equipment and Services > Lab Equipment Servicing Remove

**13. Additional Offering (Optional)**

12a. Subhead  
12b. Help Button  
12c. Copy (Note: Updated)  
12d. Primary Offering Selection Tool (based on existing site functionality, but with the following modifications:  

- After the user has selected a "child" category, the confirmation copy should be: *"The selected service or product has been added as your company's SECONDARY offering."*

**14. NAICS Code(s)**

14a. Subhead  
14b. Help Button  
14c. Copy  
14d. NAICS (Label + Form Field)

**15. Key Offerings**

15a. Subhead  
15b. Help Button  
15c. Core Business (Label + Form Field)  
15d. Service/products/tech (Label + Form Field)

## Step 2: General Information (4)

**16a Areas Your Company Serves**

**16c Location(s) where your company provides its goods or services\***

Entire US  
Alaska  
Alabama  
Arkansas  
Arizona

**17a International Presence**

**International Locations**

Afghanistan  
Albania  
Algeria  
Andorra  
Angola

**17d Are you legally registered and located in all of these countries?**

Yes  No

**18 YOUR CUSTOMERS**

**18a Customers and Type**

**List your major customers \***

**18c**

**18d Type of Customer Supported \***

Commercial  Federal  Both

**20a** By saving this form I agree that Supplier Connection will process my data in the manner indicated above and as described in the Supplier Connection [Privacy statement.\\*](#) **20b**

By clicking Save Only your data will be stored and you will remain on this page. By clicking Save + Continue, your data will be saved and you will be taken to the next incomplete page in the application process.

**20c Preview** **20d Save Only** **20e Save + Continue**

NOTES  
*[Continued from previous page]*

### 16. Areas Your Company Serves

- 16a. Subhead  
16b. Help Button  
16c. Location selector

### 17. International Presence

- 17a. Subhead  
17b. Help Button  
17c. Location selector  
17d. Legally Registered Question  
If No, form dynamically displays 17e:  
17e. Please Explain (Label + Field Box)

17e Please explain

### 18. Your Customers Header

- 18a. Subhead  
18b. Help Button  
18c. List of major customers field box  
18d. Type of Customers Supported Question

### 19. Federal (Conditional)

- If Federal or both, then display:  
19a. Subhead  
19b. Help Button  
19c. Cage Code  
19d. Customer Experience List (FULL)  
19e. Key Teaming Partners  
19f. Federal Supply Schedule Question  
(If Yes to Federal, then display 18g (Existing functionality))

19g Contract name and/or number  
(Max: 50 characters)

+ Add a additional contract name and/or number

### 19h. Security Clearances

20. End of Step
- 20a. Legal Statement (Text)  
20b. Privacy Statement (Link) (Opens in a layer)  
20c. Preview  
Opens up the user's "Front Door" page in a new window  
20d. Save Only  
Saves the form without going to the next step

- 20e. Save + Continue  
Saves the form and takes the user to Step 2: General Information.

**19a Federal Customers**

**19c Cage Code**

**19d Customer experience or Major Past Performance \* (Check all that apply)**

CMS: Centers for Medicare & Medicaid Services  
 DOE: Department of Education  
 DFAS: Defense Finance and Accounting Services  
(continue with existing FULL list)

**19e Key Teaming Partners**  
(E.g. Lockheed, Northrop, SAIC, CSC or other Federal Government Contractors)

**19f Do you have any Federal supply schedules?**

Yes  No

**19g Contract name and/or number**  
(Max: 50 characters)

**19h Security Clearances**

**Facility\*** (check all that apply)

Sensitive compartmented information facility (SCIF)  
 Top Secret  
 Secret  
 Confidential  
 Other  
 None

**Personnel \*** (check all that apply)

Sensitive compartmented information (SCI)  
 Top Secret  
 Secret  
 Confidential  
 Other  
 None

# Application Updates: Ability to Delete an Upload

## Step 9: Diversity, Diversity certificate section

This screenshot shows the 'Diversity' section of Step 9. It includes a list of diversity certifications such as Women Business Enterprise, National Minority Supplier Development Council, and others. Below this is a file upload section with fields for file name, date of expiration, and a note about compressing files. At the bottom are 'Previous', 'Save as draft', and 'Save & Continue' buttons.

This screenshot shows the 'Diversity Certificate (Step 9)' interface. It features a placeholder image of a sunburst icon with a question mark (1a), an 'UPLOAD' button (1c), and a 'Help' button (1d). A callout box highlights these elements.

## NOTES

The Diversity Certificate and the Balance Sheet require functionality so that users may delete files that have been uploaded.

### Diversity Certificate (Step 9)

#### 1. Default State (not uploaded)

The Empty Placeholder image appears to let users know that a diversity certificate has not been uploaded.

1a. Copy

1b. Default Image

1c. Upload Button

Users can upload a new diversity certificate by clicking the Upload button. On click, the user is prompted by their computer system to locate the appropriate certificate. Once the user selects a file to upload, the state changes to Uploaded.

1d. Help Button

#### 2. Uploaded State (image on file)

Displayed after a user has successfully uploaded an image.

2a. Certificate Thumbnail

Users can view the certificate by clicking on the certificate. The certificate will open in a separate browser window.

2b. Remove button (Conditional)

The Remove button appears if there is an uploaded image. Clicking on the Remove button removes the certificate and refreshes to the Default State.

## Step 3: Financial Data

This screenshot shows the 'Financial Information' section of Step 3. It includes sections for 'Step 1: General Information', 'Step 2: Financial Information', and 'Step 3: Financial Data'. The 'Step 3' section contains fields for currency code, total revenue, profit, and current assets. At the bottom is a note about compressing files and a file upload section. Buttons at the bottom include 'Previous', 'Save as draft', and 'Save & Continue'.

This screenshot shows the 'Balance Sheets and Income Statements (Step 3)' interface. It features a placeholder image of a line graph with a question mark (3a), an 'UPLOAD' button (3c), and a 'Help' button (3d). A callout box highlights these elements.

### Balance Sheets and Income Statements (Step 3)

#### 3. Default State (not uploaded)

The Empty Placeholder image appears to let users know that a Balance Sheet has not been uploaded.

3a. Copy

3b. Default Image

3c. Upload Button

Users can upload a new Balance Sheet by clicking the Upload button. On click, the user is prompted by their computer system to locate the appropriate document. Once the user selects a file to upload, the state changes to Uploaded.

3d. Help Button

#### 4. Uploaded State (image on file)

Displayed after a user has successfully uploaded an image.

4a. Certificate Thumbnail

Users can view the Balance Sheet by clicking on the certificate. The document will open in a separate browser window.

4b. Remove button (Conditional)

The Remove button appears if there is an uploaded image. Clicking on the Remove button removes the document and refreshes to the Default State.

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## **:: PRIMARY + ADDITIONAL CATEGORIES**

## Find a Supplier: Primary + Secondary Category Selector

Welcome, Michael Schlechter Sign Out  
Previous login: Oct 12, 2012 10:20 a.m.  
POWERED BY IBM

# Supplier Connection SYSTEM MANAGEMENT

Main Manage Users Find a Supplier Reports FAQ

All Suppliers ★ My Saved Suppliers (4) Saved Searches (1)

## All Suppliers

You've Selected:

Category:  Food and Beverage Manufacturing

Narrow Suppliers by:

+ Industry

1 Primary Commodity/Category

- Food and Beverage Manufacturing (8)
  - + Beverage (2)
  - + Dairy Products (1)
  - + Other Food Manufacturing (4)
  - + Protein (1)

2  Show suppliers who offer this commodity/category, but not as their primary offering.

+ Office Location

+ Area Served

+ Company Size

+ Annual Revenue

+ Company Age

+ Certifications

+ Diverse Status

Search Results | Showing 1-10 of 2323 results

Show profiles in progress Sort by: Relevance Profiles per/page: 10

Export as... ★ Save as a New Search ★ Save to [Name or Edit]

**Chef Papi's Gluten Free, LLC**

Industry: Manufacturing, Retail

Primary Commodity/Category: 3a **Food and Beverage Manufacturing:**  
Other Food Manufacturing

Additional Commodities: 3b **Professional, Marketing and Technical Services:**  
Marketing / Communications, Printed Material and Services, Market Intelligence / Research

Office Location: Florida

Company Size: 3

Annual Revenue: 1,000,123

Company Established: 1984

Diverse Status: Hispanic American

Diversity Certificate: [VIEW](#)

### NOTES

The following changes to the Find a Supplier page will allow searching and display for Primary and Additional Commodity/Categories:

#### 1. Change Commodity/Category to Primary Commodity/Category

#### 2. Additional Suppliers Checkbox

By default, only suppliers who offer selected commodities/categories will be shown in the search results.

A checkbox will appear within the Primary Commodity/Category that allows users to see Suppliers who offer the commodity/category, but not as their primary offering.

On click, all suppliers offering the commodity/category as a primary or additional service will be shown in the results.

Once the user selects the checkbox, it should remain checked as long as one or more commodity/category is selected.

#### 3. Commodity Display in Short Record

Two categories will be displayed within the short record:

3a. Primary Commodity/Category (max: 1)

3b. Additional Commodities (max: 4)

#### Note:

The current thought is that there is NO impact to existing Cognos reports or export to excel and that each of those filter and display "Primary" and "Additional" as a single-field as they do today. This \*assumes\* that there database is NOT changing for this requirement and that the answers will be stored

## Small Biz Card View: Primary + Secondary Category Display

Overview    About the program    FAQs    My Supplier Connection

Dashboard    Get Connected    Company Application    Manage our Contacts    Small Business Profiles    Saved Small Business Profiles

### Small Business Profiles

You've Selected:

Category: Facilities Support

Narrow Suppliers by:

Expand All | Collapse All

+ Industry

- Commodity / Category
  - Facilities Support (828)
  - Chemicals (26)
  - Connectivity (54)
  - Construction and Outside Plant work (132)
  - Facilities Maintenance & Design (209)
  - IT Products, Services and Maintenance (434)
  - MRO / Supplies / Office Supplies (108)
  - Other Facility Area (14)
  - Packaging Materials and Services (65)
  - Security / Security Systems / Security Services (96)

+ Country

+ Office Location

+ Area Served

+ Certifications

+ Diverse Status

+ Market Served

1

Search Results    Sort By: Relevance | Results: 10 | Page 1 of 83

Showing 1-10 of 828 results

1337 Networks, Inc.

<http://www.1337networks.com> | Application completion: 100% Last update: Oct 24, 2011

Address: 1001 E. WT Harris blvd  
Suite P182  
City: Charlotte  
Office Location: North Carolina  
Zip: 28213  
Contact Name: Gregory Richardson  
Contact Phone#: 980-216-4771  
Contact E-mail: greg@1337networks.com  
Company LinkedIn:  
Company Twitter: #1337nets  
Handle:  
Company Facebook: <http://www.facebook.com/1337nets>  
Company YouTube:  
Area Served: Entire US  
Industry: Automotive, Banking, Customer Services, Insurance, Manufacturing, Retail, Technology, Transportation, Travel

Type of Customer: Both Commercial and Federal  
Supported:  
Diverse Status: Black  
Certifications:

### NOTES

Within the Small Business Profile view, the Commodity/Category will be updated to include:

- Primary Commodity/Category
- Additional Commodities

Primary Commodity/  
Category:

**Food and Beverage Manufacturing:**  
Other Food Manufacturing

Additional Commodities:

**Professional, Marketing and Technical Services:**  
Marketing / Communications, Printed Material and Services,  
Market Intelligence / Research

## **:: TAB REDESIGN (BUYER'S VIEW OF SUPPLIER)**

Welcome, Michael Schlechter Sign Out  
Previous login: Oct 03, 2012 03:24 p.m.

**Supplier Connection** SYSTEM MANAGEMENT

Main Manage Users Find a Supplier Reports FAQ

All Suppliers My Saved Suppliers (4) Saved Searches (0)

Back to search results

**1-Stop Business Services Intl. Inc.**

Company Address Download vCard

11760 Carmel Creek Road, Ste. 201  
San Diego, California 92130  
United States  
619-519-2352  
[www.1-stopbusiness.com](http://www.1-stopbusiness.com)

PROFILE COMPLETENESS: Application 23%

About 1-Stop Business Services Intl. Inc.

Overview General Financial E-Enablement Quality and Environment Compliance and Ethics Data Security Independent Contractors Diversity SAM Data

**1a CUSTOMERS**

**1b Major Customers** **1c Type of Customer Supported**

1d Citi, UPS, 1e Commercial

**2a GENERAL INFORMATION**

**2b Company History** **2c Company Hierarchy**

Date Company Established 2d May 13, 2001  
Incorporation location 2e Delaware  
Company Incorporation Date 2f June 29, 2001  
Confirmation of Insurance 2g Lorem ipsum  
Stock Exchange Ticker 2h -

GLOBAL PARENT COMPANY None 2i 2j

PARENT COMPANY Mateo, Inc. DUNS: 15-048-3782 2k 2l

AFFILIATE COMPANY None 2m

COMPANY Success Is Yours, LLC DUNS #: 31-0084743 2n

**3a Workforce** **3b Leadership**

Regular Employees 3c 5 3d  
Temporary/Contract Resources 3e 6 3f  
Total Workforce 11

CEO Jake Kay jspoke@email.com  
CFO Jasna Jelić jasna@email.com  
Sr. Sales or Marketing Executive Matthildur Gísladóttir matthildur@email.com

## NOTES

Empty fields will contain a '-'

**1. Customers**

- Header
- Major Customers Subhead
- Type of Customer Supported Subhead
- Customers data

**1e. Type of Customer data**

If user's response was "both" display text as "Commercial and Federal"

(Note: If FEDERAL information is available (meaning, the user has selected either "Both" or "Federal" during the application, Federal Details will appear between the Customers header and the General Information header. (see 10a-10m)

**2. General Information**

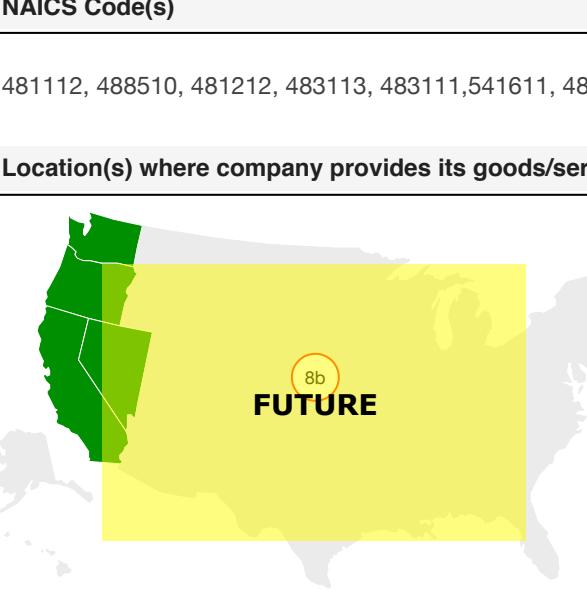
- Header
- Company History Subhead
- Company Hierarchy Subhead
- Date Company Established (Label + Data)
- Incorporation Location (Label + Data)
- Company Incorporation Date (formerly Registration Date) (Label + Data)
- Confirmation of Insurance (Label + Data)
- Stock Exchange Ticker (Label + Data)
- Image
- Global Parent Company (Label + Data)
- Parent Company (Label + Data)
- Company (Label + Data: Company Name, DUNS)

**3. Staff**

- Workforce Subhead
- Leadership Subhead
- Total Workforce (Label + Data)
- Regular Employees (Label + Data)
- Temporary/Contract Resources (Label + Data)
- CEO (Label, Name, Email Address)
- CFO (Label, Name, Email Address)
- Sr. Sales or Marketing Executive (Label, Name, Email Address)

If Federal, display:

<b>10a FEDERAL DETAILS</b>	<b>Customer experience 10c</b>
CAGE Code 10b	45363 10d CMS: Centers for Medicare & Medicaid Services DOE: Department of Education 10e
<b>10f Key Teaming Partners</b>	<b>Federal Supply Schedules 10g</b>
Lockheed, CSC 10h	Lorem ipsum 10i Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum
<b>10j Facility Security Clearances</b>	<b>Personnel Security Clearances 10k</b>
Top Secret 10l Confidential	Top Secret 10m Confidential

<b>4 SERVICES AND PRODUCTS</b>	
<b>5a Key Offerings</b>	<b>5b Industries Served</b>
<p><b>Core business</b> 5c Purchasing supplies and shipping all over the world.</p> <p><b>5d Services/products/technology this company provides</b> Purchasing supplies and shipping all over the world.</p>	<ul style="list-style-type: none"> <li>■ Automotive <b>5e</b></li> <li>■ Technology</li> </ul>
<b>6a Primary Offering</b>	<b>6b Additional Offerings</b>
<p><b>6c</b> ■ Professional, Marketing and Technical Services &gt; Marketing/ Communications</p>	<ul style="list-style-type: none"> <li>■ Logistics &gt; Logistics</li> <li>■ Logistics &gt; Fleet/Auto Parts</li> </ul>
<b>7a NAICS Code(s)</b>	
7b 481112, 488510, 481212, 483113, 483111, 541611, 484210, 488991	
<b>8a Location(s) where company provides its goods/services</b>	
 <ul style="list-style-type: none"> <li>■ California <b>8c</b></li> <li>■ Oregon</li> <li>■ Washington</li> <li>■ Nevada</li> </ul>	
<b>9a Countries from which this company provides products and services</b>	
<p><b>9b</b> ■ Albania</p> <p>■ Legally registered and located in the above countries.</p>	

NOTES

**4. Services and Products Header**

**5. Offerings & Industries**

- 5a. Key Offerings Subhead
- 5b. Industries Served Subhead
- 5c. Core Business (Label + Data)
- 5d. Services/products/technology (Label + Data)
- 5e. Industries Served (Label + Data)

**6. Primary + Additional Offerings**

- 6a. Primary Offering Subhead
- 6b. Additional Offerings Subhead
- 6c. Primary Offering (Label + Data)
- 6d. Additional Offerings (Label + Data)

**7. NAICS**

- 7a. NAICS Subhead
- 7b. NAICS Codes (Data)

**8. Locations**

- 8a. Locations Served Subhead
- 8b. US Map (**FUTURE PHASE**)  
US Map is a graphical representation of the Locations Served data. (Discuss)
- 8c. Locations Served (Data)

**9. Countries Served**

- 9a. Countries Served Subhead
- 9b. Counties Served (Data)

**10. Federal (Conditional, based on if user provides Federal Services)**

- 10a. Federal Details Header
- 10b. CAGE Code Subhead
- 10c. Customer Experience Subhead
- 10d. CAGE Code (Data)
- 10e. Customer Experience (Data)
- 10f. Key Teaming Subhead
- 10g. Federal Supply Schedules Subhead
- 10h. Key Teaming (Data)
- 10i. Federal Supply Schedules (Data)
- 10j. Facility Security Clearances Subhead
- 10k. Personnel Security Clearances Subhead
- 10l. Facility Security Clearances (Data)
- 10m. Personnel Security Clearances (Data)

## Change Order of Tabs

The screenshot shows the Supplier Connection System Management interface. At the top, there's a navigation bar with links for Main, Manage Users, Find a Supplier, Reports, and FAQ. Below this, a sub-navigation bar shows All Suppliers (4), My Saved Suppliers (4), and Saved Searches (1). A 'Back to search results' link is also present. The main content area displays a company profile for '1-Stop Business Services Intl. Inc.' with a building icon. It includes a 'Company Address' section with the address 11760 Carmel Creek Road, Ste. 201, San Diego, California 92130, United States, and phone number 619-519-2352. A red circle highlights the 'Diversity' tab in the navigation bar below, which is currently selected. Other tabs include General, Financial, E-Enablement, Quality and Environment, Compliance and Ethics, Data Security, Independent Contractors, and SAM Data. To the right, there's a 'PROFILE COMPLETENESS:' bar indicating 23% completion. Below the address, there's a 'About 1-Stop Business Services Intl. Inc.' section. Further down, there's a 'Sales Presentation 2012' section with a note that the company hasn't uploaded a presentation. The bottom of the page features a 'Supplier Connection' footer with links for Participating Members, Privacy Policy, Terms of Use & Community Guidelines, Assistance, and contact information (info@supplier-connection.net, 1-877-808-6510). Social media icons for Facebook and LinkedIn are also present.

### NOTES

1. Move "Diversity" link to follow "General" in the Supplier Details navigation bar.

Note: This change does NOT have to be implemented for the Supplier Application, PDF download of the full record, or the Export.

# **:: DIVERSITY CERTIFICATE**

## Add Diversity Certificate to Buyer's View of Short Record

The screenshot shows the Supplier Connection System Management interface. At the top, there is a navigation bar with links for Main, Manage Users, Find a Supplier, Reports, and FAQ. Below the navigation bar, the page title is "SYSTEM MANAGEMENT". On the left, there is a sidebar titled "Narrow Suppliers by:" with various filtering options like Industry, Commodity / Category, Country, etc. The main content area displays "Search Results" for "All Suppliers". It shows a list of suppliers, with the first entry being "22nd Century Technologies, Inc". The supplier card includes details such as website (www.tscti.com), application completion (100%), last update (Mar 05, 2012), industry (Automotive, Banking, Customer Services, Insurance, Manufacturing, Retail, Technology, Transportation, Travel), commodity (Facilities Support, IT Products, Services and Maintenance, Professional, Marketing and Technical Services), office location (New Jersey), company size (249), annual revenue (19,500,000.00 USD), company established (03/24/1997), diverse status (Asian American, Historically Black College/Minority Institution), and diversity certificate information (1 diversity certificate available). A "VIEW" button is present next to the diversity certificate count.

### NOTES

#### 1. Available Diversity Certificate

If a diversity certificate is available for a supplier, a clickable icon will appear.

On click, the file will be opened in a new web browser window.

(Note: Icon should not be a PDF icon other file formats are also accepted.)

#### 2. Not of File Placeholder

If no Diversity Certificate is available, a "Not of File" placeholder image will appear.



Note: Images should be consistent with the Annual Supplier Verification form.

Note: Diversity Certificate is only available in the Buyer view of the short record. The Diversity Certificate is NOT available to other suppliers in the small business cards views.

# Expiring Diversity Certificate: Email Alert (30 days prior, 7 days prior)

30 day reminder

To: 1a [Supplier FN LN]  
From: 1b Supplier Connection  
Subject: 1c Reminder: Update your Diversity Certificate within 30 days

1d  Supplier Connection

September 18, 2012 1e  
[f](#) [t](#) [w](#) 1f

2a **ACTION REQUIRED within 30 days**

2b [Supplier FN LN],  
2c The diversity certificate that you uploaded to Supplier Connection for [company name] is going to expire on: [date].

In order to provide the most up-to-date information about your company to potential buyers, please upload your latest certificate and update the expiration date.

[> Update My Diversity Certificate](#)

3 Supplier Connection Team

Assistance: [info@supplier-connection.net](mailto:info@supplier-connection.net) | (877) 808-6510 (M-F, 8:30 am - 8:30 pm EST)  
Participation in Supplier Connection is voluntary and there's no guarantee a Member Company will purchase goods or services from SBEs registered on the portal. Supplier Connection does not create a procurement, or any other relationship between the participating Member Companies and SBEs that register.  
© 2012 Supplier Connection

NOTES

**Supplier Admins** who have a diversity certificate expiration date will be sent an email alert 30 days before the certificate expires.

Users who still have not updated their expiration date 7 days prior will receive an additional reminder.

The Email Alert consists of the following elements:

## 1. Email Header

- 1a. Supplier FN LN
- 1b. From
- 1c. Subject Line  
Subject line displays the number of days remaining before the annual eligibility anniversary.
- 1d. Logo
- 1e. Date Stamp
- 1f. Social Icons (based on existing email functionality)

## 2. Copy

- 2a. Action Required Subject  
Like the Subject line, also displays the number of days remaining before the annual eligibility anniversary.
- 2b. FN LN,
- 2c. Body Copy (Company Name, Diversity Certificate Expiration Date)

## 3. Call-to-action

Call-to-action links to Step 9: Diversity.

If the user is not logged into Supplier Connection, user will be prompted to login. Following login, the user will be served the form.

7 day reminder

To: 1a [Supplier FN LN]  
From: 1b Supplier Connection  
Subject: 1c Reminder: Update your Diversity Certificate within 7 days

1d  Supplier Connection September 18, 2012 1e  
1f

2a **ACTION REQUIRED within 7 days**

2b [Supplier FN LN],  
2c The diversity certificate that you uploaded to Supplier Connection for [company name] is going to expire on: [date].  
In order to provide the most up-to-date information about your company to potential buyers, please upload your latest certificate and update the expiration date.  
[> Update My Diversity Certificate](#)

3 Supplier Connection Team

Assistance: [info@supplier-connection.net](mailto:info@supplier-connection.net) | (877) 808-6510 (M-F, 8:30 am - 8:30 pm EST)  
Participation in Supplier Connection is voluntary and there's no guarantee a Member Company will purchase goods or services from SBEs registered on the portal. Supplier Connection does not create a procurement, or any other relationship between the participating Member Companies and SBEs that register.  
© 2012 Supplier Connection

## Expired Diversity Certificate: Diversity Tab

Welcome, Michael Schlechter Sign Out  
Previous login: Oct 19, 2012 03:22 p.m.

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# Supplier Connection SYSTEM MANAGEMENT

Main Manage Users Find a Supplier Reports FAQ

All Suppliers ★ My Saved Suppliers (4) Saved Searches (1)

Back to search results

### Teddy's Transport

Company Address Download vCard

4201 Lincoln Road  
Holland, Michigan 49423  
United States  
269-751-8050  
[www.teddytransport.com](http://www.teddytransport.com)

PROFILE COMPLETENESS:  
Application 100%

About Teddy's Transport  
Teddy's Transport offers local pickup and delivery services, nationwide expediting, full truck loads - dry and refer, dedicated fleets, milk runs, LTL service between West Michigan and the Greater Chicago area, trucking services to trade shows, blanket wrapped, lift gate, white glove or high value. We have been servicing the manufacturing industry....[more]

This is just a summary of all of our services and our certifications.

Overview General Financial E-Enablement Quality and Environment Compliance and Ethics Data Security Independent Contractors Diversity SAM Data

Indicate if the owner(s) of the company belong to any of the groups defined below:  
If the business is owned by N/A individuals who belong to an ethnic minority, please select which ethnic minority from the drop down list:  
Check all that apply:

Which of the following certifications does your business have?: National Council (WBENC)  
If you have checked any of the certifications above, then attach all supporting certification documents.  
For multiple certifications, combine them into one file prior to attaching (for instructions, view the help text):  
Date of expiration: May 12, 2012 (Expired) 1

Supplier Connection

Participating Members Privacy Policy Terms of Use & Community Guidelines Assistance: info@supplier-connection.net 1-877-808-6510

### NOTES

#### 1. Expiration Note

If a diversity certificate is older than the current date, it will be noted as expired.

## Expired Diversity Certificate: Supplier Step 9

one file prior to attaching (for instructions, view the help text):  
[help copy.jpg](#)

no file selected i

Date of expiration:  /  /  i

(DD/MM/YYYY) 1 ⚠ Expiration date has passed.

By saving this form I agree that Supplier Connection will process my data in the manner indicated above and as described in the [Supplier Connection Privacy statement](#).\*

By clicking "Save as a draft" your data will be stored and you will remain on this page. By clicking "Save and continue" your data will be saved and you will be taken to the next incomplete page in the application process.

Preview Save as a draft Save & Continue

### NOTES

#### 1. "Expiration Date has passed" Error Message

Will appear within Step 9: Diversity when an expiration date has passed the current date. To proceed, users must either change the date to a future date, or remove the date entry.

Can we also include a Dashboard feed item (for the Supplier Admin only) that would say, "Your diversity certificate expired on: [date], please update." (links to Step 9 of application)

**:: SMA**

# System Admin: SMA Page

Welcome, Michael Schlechter Sign Out  
Previous login: Oct 09, 2012 12:38 p.m.

POWERED BY IBM

## Supplier Connection SYSTEM MANAGEMENT

Main Manage Users Find a Supplier Reports Social FAQ

Add your voice to the conversation.  
Tag your tweets with #SupplierCon and register to include your blog posts.

Future Discussion: Can we link SMA and Supplier Connection Accounts?

Tweets 1

**andrewreed32:** #motm2012 Colin Harrison speaking on Smart Cities architecture at Meeting of the Minds. #SmarterCities  
Oct 10, 2:28 PM via Twitter for iPhone

**CentrosUrbanosPUJ:** RT @GonzaloCorreal: RT @IBMArgentina: Las Ciudades Inteligentes son las que crean bienestar y crecimiento sustentable #smartercities #CI ...  
Oct 10, 1:46 PM via TweetDeck

**#CiudadesDigitales:** RT @GonzaloCorreal: RT @IBMArgentina: Las Ciudades Inteligentes son las que crean bienestar y crecimiento sustentable #smartercities #CI ...  
Oct 10, 1:36 PM via web

**GONZALO CORREAL O:** RT @IBMArgentina: Las Ciudades Inteligentes son las que crean bienestar y crecimiento sustentable #smartercities #CiudadesDigitales  
Oct 10, 1:32 PM via TweetDeck

**Tinagelatina:** RT @IBMArgentina: Las Ciudades Inteligentes son las que crean bienestar y crecimiento sustentable #smartercities #CiudadesDigitales  
Oct 10, 1:16 PM via Twitter for BlackBerry®

**Elio Bastias:** RT @IBMArgentina: El mundo debe estar instrumentado, interconectado y ser más inteligente para evitar estos problemas #SmarterCities #CI ...  
Oct 10, 1:02 PM via Twitter for Android

**Nacho Vaca de Osma:** RT @IBMArgentina: El mundo debe estar instrumentado, interconectado y ser más inteligente para evitar estos problemas #SmarterCities #CI ...  
Oct 10, 1:02 PM via web

**IBM Argentina:** El mundo debe estar instrumentado, interconectado y ser más inteligente para evitar estos problemas #SmarterCities #CiudadesDigitales  
Oct 10, 12:58 PM via TweetDeck

**Domenico Di Siena:** en media hora estamos en directo con @ComandanteTom\_ para estrenar la nueva temporada de @thinkcommons > <http://it.co/XDyB8LqD>  
Oct 10, 12:53 PM via TweetDeck

**IBM Argentina:** Las Ciudades Inteligentes son las que crean bienestar y crecimiento sustentable #smartercities #CiudadesDigitales  
Oct 10, 11:28 AM via TweetDeck

+ Load More Embed

Blogs 2

**domenico:** Nueva temporada de Think Commons  
Oct 5, 1:34 PM

**Richard Silberman:** Meet Dave Bartlett: Another Person for a Smarter Planet  
Oct 5, 9:00 AM

**Guest:** Paving the Road for Electric Cars  
Oct 4, 8:57 AM

**domenico:** Urbanismo Emergente, Ciudadanía y Esfera Digital  
Sep 30, 8:51 AM

**Guest:** As D.C. Crime Rates Drop, Economic Prosperity Skyrockets  
Sep 20, 8:05 AM

+ Load More Embed

Find Us 5

Topics

- Smarter cities
- social services
- sustainable system
- ibm smarter cities
- urban planning solutions
- building management
- transportation services
- smart grid
- smart water
- smarter city governance
- city infrastructure services
- strategies for smart cities

Smarter Cities on Livestream

Intelligent... livestream.com TBD

Watch live streaming video from intel

Intelligent Operations Center solution

IBM Intelligent Operations Center for Smarter Cities provides a unified view of all city agencies so you can predict events and quickly respond. [Go now.](#)

TheSmarterCity

Not a vision of tomorrow, but a vision of today. A collection of smart ideas from all over the world, all in one place. [Go now.](#)

Topics  
(To be determined)

VIDEOS CHAT

Managing Population Growth to Build a Building Smarter Cities for a Smarter Planet

+ Load More Embed

Photos 4

This photo is currently unavailable flickr

+ Load More Embed

## NOTES

The Supplier Connection Social Media Aggregator (SMA) will incorporate the following social media channels:

### 1. Twitter

@suppliercon  
#connectbiz  
#suppliercon

### 2. Blogs

<http://citizenibm.com/category/supplierconnection>  
<http://thesbelifer.wordpress.com/>  
<http://thesupplierspotlight.wordpress.com/>

### 3. Videos

[www.youtube.com/supplierconnection](http://www.youtube.com/supplierconnection)

### 4. Photos

<http://www.flickr.com/photos/88351091@N07/>

### 5. Find Us

Facebook  
[www.facebook.com/SupplierConnection](http://www.facebook.com/SupplierConnection)

### Twitter

<https://twitter.com/suppliercon>

### Flickr

<http://www.flickr.com/photos/88351091@N07/>

### LinkedIn

<http://www.linkedin.com/groups/SupplierConnection-Discussion-Group-3900459>  
(Katy to confirm as the single link)

### YouTube

[www.youtube.com/supplierconnection](http://www.youtube.com/supplierconnection)

### Topics

(To be determined)

25 of 40

HAVAS  
WORLDWIDE

# System Admin Portal: SMA Widget

Welcome, Michael Schlechter Sign Out  
Previous login: Oct 09, 2012 12:38 p.m.

POWERED BY IBM

## Supplier Connection SYSTEM MANAGEMENT

Main Manage Users Find a Supplier Reports Social 4 FAQ



Welcome to the System Management Portal

Welcome to the Supplier Connection System Management Portal. Here you'll find the tools you need to view, add or delete, Buyers, Buyer Admins and manage Supplier Connection.

**Suppliers**

Search for and view registered Suppliers. Or, you can go to the Supplier Connection portal to get the latest news and read how suppliers can participate in the program.

[Manage Suppliers >](#)  
[Find a Supplier >](#)  
[Supplier Application Site >](#)

You can learn about the resources suppliers need to Get Connected. From training to certification, from mentoring to development.

[Get Connected >](#)

[Click here](#) to see this month's winner of THE SUPPLIER SPOTLIGHT...

**Bypass Eligibility Invitations**

To send an email to a potentially ineligible supplier to bypass the current supplier requirements, enter the email address(es) below. (Separate multiple email addresses with a comma.)



[View Sample Invitation](#)

**SMA Administration Dashboard > 2**

**Manage Company Buyers**

Use this portal to review and manage company buyers, buyer administrators, companies and system admins.

[Manage company buyers >](#)  
[Add a company >](#)

**System Admin Resources 1**

View resources to learn how to effectively manage the Supplier Connection communities and activities.

[Manage system Administrators >](#)  
[View and Download:](#)  
[System Management Portal FAQ >](#)  
[User Manual >](#)  
[Reports >](#)  
[Download list of all suppliers >](#)

**Social Media Aggregator (SMA)**

SMA functionally will only appear within the System Admin tool for 1.8:

1. Move System Admin Resources under Manage Company
2. Add link to SMA Admin tool (Note: This is a link to the admin tool where an authorized System Admin can make changes to the SMA feeds.)
3. Add SMA widget in third column
4. Add "Social" tab between existing Reports and FAQ tabs.

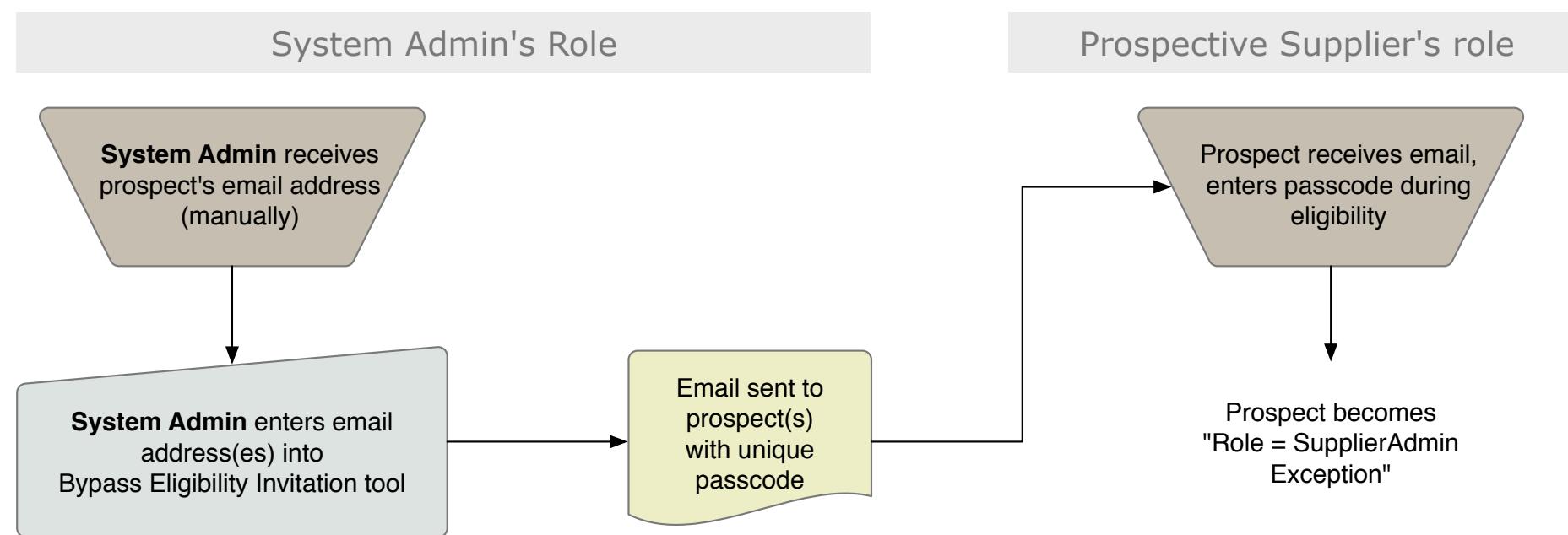
## NOTES

### Social Media Aggregator (SMA)

SMA functionally will only appear within the System Admin tool for 1.8:

1. Move System Admin Resources under Manage Company
2. Add link to SMA Admin tool (Note: This is a link to the admin tool where an authorized System Admin can make changes to the SMA feeds.)
3. Add SMA widget in third column
4. Add "Social" tab between existing Reports and FAQ tabs.

## :: BYPASS ELIGIBILITY



# System Admin Portal: Bypass Eligibility Invite Tool

Welcome, Michael Schlechter Sign Out  
Previous login: Oct 09, 2012 12:38 p.m.

POWERED BY IBM

## Supplier Connection SYSTEM MANAGEMENT

Main Manage Users Find a Supplier Reports Social FAQ



Welcome to the System Management Portal

Welcome to the Supplier Connection System Management Portal. Here you'll find the tools you need to view, add or delete, Buyers, Buyer Admins and manage Supplier Connection.

### Suppliers

Search for and view registered Suppliers. Or, you can go to the Supplier Connection portal to get the latest news and read how suppliers can participate in the program.

[Manage Suppliers >](#)  
[Find a Supplier >](#)  
[Supplier Application Site >](#)

You can learn about the resources suppliers need to Get Connected. From training to certification, from mentoring to development.

[Get Connected >](#)

[Click here](#) to see this month's winner of THE SUPPLIER SPOTLIGHT...

### Bypass Eligibility Invitations 1a

To send an email to a potentially ineligible supplier to bypass the current supplier requirements, enter the email address(es) below. (Separate multiple email addresses with a comma.)



View Sample Invitation 1d

SEND 1e

1c

1f

1g

SMA Administration Dashboard >

← Previous Next → Embed

### Manage Company Buyers

Use this portal to review and manage company buyers, buyer administrators, companies and system admins.

[Manage company buyers >](#)  
[Add a company >](#)

### System Admin Resources

View resources to learn how to effectively manage the Supplier Connection communities and activities.

[Manage system Administrators >](#)  
View and Download:  
[System Management Portal FAQ >](#)  
[User Manual >](#)  
[Reports >](#)  
[Download list of all suppliers >](#)

### Join the Watson Conversation

Tweets Blogs Videos Photos

 [Pat Ellis: @1LawReview](#) Too late. Meet #IBMWatson, <http://t.co/DmGkRH2r> #futureishere  
Oct 6, 3:42 PM via web

 [Stephane Rodet: RT @IBMResearch:](#) Post-grad 2013 #ibmwatson #internships, too: <http://t.co/w9BkVRD>  
Oct 6, 4:55 AM via Flipboard

 [Henrik Dalin: @IBMWatson](#) I made a song about u "I am Watson..." <http://t.co/V4dEVGUf> Turn your Tweets into songs with #TweetSinger from @SonyXperia.  
Oct 6, 3:01 AM via Twitter for Android

 [Henrik Dalin: @IBMWatson](#) I made a song for you "I am Watson..." <http://t.co/V4dEVGUf> Turn your Tweets into songs with #TweetSinger from @SonyXperia.

## NOTES

### 1. Bypass Eligibility Invitations Module

- 1a. Subhead
- 1b. Copy
- 1c. Text field box (should scroll as needed to accommodate multiple lines of email addresses.)
- 1d. View Sample Invitation  
On click, a sample of the invitation will appear in a layer. It does not include the email addresses or any personalized information.
- 1e. Send  
On click, the form will be checked for properly formatted email addresses. If formatting errors occur, an error message will be displayed. If no errors, the form will be submitted, the invitations emailed, and the confirmation message will appear.

#### Confirmation Message

- 1f. Copy + entered email addresses
- 1g. Done Button  
On click, resets the Bypass Eligibility Invitations Module

### Confirmation Message:

### Eligibility Bypass Invitations

- 1f Email(s) have been sent to:  
[email addresses entered]
- Recipients will have one week to use the passcode.
- 1d View Sample Invitation
- DONE 1g

## Email: Bypass Eligibility Invitation

To: <sup>1a</sup> [email address]  
From: <sup>1b</sup> Supplier Connection  
Subject: <sup>1c</sup> A special invitation to join Supplier Connection this week

<sup>1d</sup>  **Supplier Connection**

December 2, 2013 <sup>1e</sup>  
[f](#) [g](#) [h](#) <sup>1f</sup>

<sup>2a</sup> Supplier Connection is a free, web-based portal that was formed by a consortium of large companies to allow small businesses to more easily apply to become suppliers to large companies.

And we'd like to invite your company to register as a supplier using a special access code that will bypass requirements that your company may not meet, but still allow you to enjoy some of the features available to eligible suppliers.

**To take advantage of this invitation:**

- <sup>2b</sup> 1. Register with Supplier Connection
- <sup>2c</sup> 2. Sign In to Supplier Connection
- <sup>2d</sup> 3. Fill out the Eligibility Form  
Fill out the form with your company's information. At the bottom of the form, you'll see a prompt that asks if you received a passcode. In that box, enter the following unique code to ensure your company is granted access:  
  
<sup>2e</sup> **TGV4367D**  
Expires: Dec 09, 2012
- <sup>2f</sup> 4. Create your Company Application/Profile  
This is a one-time use code that is non-transferrable.

We hope that you will accept our invitation.

Supplier Connection Team

<sup>3</sup>  
Assistance: [info@supplier-connection.net](mailto:info@supplier-connection.net) | (877) 808-6510 (M-F, 8:30 am - 8:30 pm EST)  
Participation in Supplier Connection is voluntary and there's no guarantee a Member Company will purchase goods or services from SBEs registered on the portal. Supplier Connection does not create a procurement, or any other relationship between the participating Member Companies and SBEs that register.

© 2012 Supplier Connection

Once a System Admin has requested invitations be sent, this email will be sent to prospective suppliers. It consists of the following elements:

### 1. Email Header

- 1a. Email Address
- 1b. From Address
- 1c. Subject Line
- 1d. Logo
- 1e. Date Stamp
- 1f. Social Icons (based on existing email functionality)

### 2. Email Body

- 2a. Copy
- 2b. Register Link  
Links to;
- 2c. Sign In Link  
Links to: <https://www.supplier-connection.net/SupplierConnection/login.action>
- 2d. Eligibility Form Link  
Links to: <https://www.supplier-connection.net/SupplierConnection/suppAdmin/profileviewInfo.action> (**Confirm**)
- 2e. Eligibility Bypass Code, Expiration Date  
Each email address will have a unique passcode, which is valid for 7 days.
- 2f. Create Your Application/Profile Link  
Links to: <https://www.supplier-connection.net/SupplierConnection/suppAdmin/profileviewInfo.action>

### 3. Footer (existing email functionality)

## Preview: Bypass Eligibility Email

1 To: [email address]  
From: Supplier Connection  
Subject: A special invitation to join Supplier Connection this week

2 

**Supplier Connection**

December 2, 2013   

Supplier Connection is a free, web-based portal that was formed by a consortium of large companies to allow small businesses to more easily apply to become suppliers to large companies.

And we'd like to invite your company to register as a supplier using a special access code that will bypass requirements that your company may not meet, but still allow you to enjoy some of the features available to eligible suppliers.

**To take advantage of this invitation:**

1. Register with Supplier Connection
2. Sign In to Supplier Connection
3. Fill out the Eligibility Form  
Fill out the form with your company's information. At the bottom of the form, you'll see a prompt that asks if you received a passcode. In that box, enter the following unique code to ensure your company is granted access:

**[CODE]**

This is a one-time use code that is non-transferrable.

4. Create your Company Application/Profile

We hope that you will accept our invitation.

Supplier Connection Team

Assistance: [info@supplier-connection.net](mailto:info@supplier-connection.net) | (877) 808-6510 (M-F, 8:30 am - 8:30 pm EST)

Participation in Supplier Connection is voluntary and there's no guarantee a Member Company will purchase goods or services from SBEs registered on the portal. Supplier-Connection does not create a procurement, or any other relationship between the participating Member Companies and SBEs that register.

© 2012 Supplier Connection

### NOTES

The Bypass Eligibility Invitation Email is a non-personalized sample of the email that System Admins can send to prospective suppliers. It consists of the following elements:

#### 1. Sample Email (Can be screen shot)

#### 2. Close Button

# Supplier Eligibility Page w/ Bypass Passcode Box

## Supplier Eligibility

Before filling out the Supplier Application, we must collect some basic information about your company to ensure that you are eligible to continue. Please complete the fields below before proceeding.

\*Required fields

Federal Tax ID \*

Goods and services your company provides \*  
(Select all that apply)

Note: We have not begun accepting applications for goods & services that are not listed. Please contact [info@supplier-connection.net](mailto:info@supplier-connection.net) for more information.

Connectivity  
Construction and Outside Plant work  
Consulting Services  
Educational Services  
Facilities Maint & Design  
Fleet  
HR Services  
Others  
IT Products, Service and Maintenance (Professional Services)  
Legal  
Marketing communications  
Market Intelligence  
MRO/Supplies  
Software  
Temporary/ Complementary/ Sub Contractor Workforce

Total number of employees \*  
(regular and contracted)

Total revenue last year \*

My company is headquartered in the United States of America \*

Passcode  
(if one was provided):

1 2

By saving this form I agree that Supplier Connection will process my data in the manner indicated above and as described in the [Supplier Connection Privacy statement](#).\*

By clicking "Save as a draft" your data will be stored and you will remain on this page. By clicking "Save and continue" your data will be saved and you will be taken to the next incomplete page in the application process.

Continue

## NOTES

A passcode may be provided to companies to allow them to bypass the established SBE criteria. There are no flow updates to the existing process.

### 1. Passcode Label + Field Box

A passcode label and field box will allow users the ability to enter a pre-determined passcode into the eligibility form in order to guarantee acceptance into Supplier Connection as a Supplier Admin, regardless of commodities, company size, or revenue.

When the user enters a valid passcode, it allows them to fail any of the Eligibility parameters with the exception of Federal Tax ID.

Suppliers who use a valid passcode and fail one of the remaining eligibility questions will still be allowed in and their record should be marked to indicate they used the bypass.

Users who use the passcode will not appear on the "ineligible suppliers" report.

The preference is that they do NOT show up in any of the Cognos reports right now (Full Supplier Application Details, Supplier Application Aging, Newly Created Supplier Applications and Applications containing Attachments). However, if they do show up in the Cognos reports, there needs to be a column added that notes they are a 'bypass' supplier.

**Database Note:** Companies who qualify for standard Supplier Connection eligibility will be entered into the database without any special flag. Companies who do not qualify, but use the passcode should be designated as such. (i.e., Role = SupplierAdminException)

### Role = SupplierAdmin Exception

Role = SupplierAdminException (name not important) or another way to 'mark' the record. They would not show up in ineligible report. They would be allowed to complete an application. They would not show up in Endeca, yet. Waiting on Dev to tell us the easiest solution for Cognos -- Biz team OK if they are not in Cognos report at all or if they are in Cognos reports, but noted as 'bypass'. If a supplier uses a valid special key and passes all the eligibility criteria (ie, they would have been eligible regardless of using the special key), then do NOT mark their record and allow them to be Role = Supplier Admin and have all the same features as the other suppliers -- they can be seen in Find a Supplier, have access to Small Business Profile, show up in Reports, etc.

(In a future release, we will determine how these 'marked' records are seen by buyers, are in the exports and Cognos reports, but for now, the 'marked' records are only accessible through a database query.)

### 2. Help copy:

If you were given a passcode from Supplier Connection or a Member Company, please provide it.

## SupplierAdmin Exception Portal

Welcome, Michael Schlechter Sign Out  
Previous login: Oct 17, 2012 05:58 p.m.

POWERED BY IBM

# Supplier Connection

Overview About the program FAQs My Supplier Connection

Dashboard Get Connected Company Application Manage our Contacts Small Business Profiles Saved Small Business Profiles

October 2012

FEATURED SUPPLIER OF THE MONTH

**CARMAZZI**  
GLOBAL SOLUTIONS

Carmazzi Global Solutions (CGS) is a comprehensive language management company, excelling in the full spectrum of language solutions, including localization, document translation, on-site & telephonic interpretation, and all aspects of globalization and multi-lingual marketing.  
[Read more >](#)

Company website [›](#)  
LinkedIn Profile 1 [›](#)  
LinkedIn Profile 2 [›](#)  
Twitter page (@JenatCGS) [›](#)

YOUR COMPANY'S PROFILE

Application completeness: 12 %

IN PROGRESS

**⚠** Your company profile is not visible to large enterprise companies because your company didn't meet the current supplier requirements established by Supplier Connection. Visibility to the large enterprise companies is coming soon.

[Complete Application >](#)

2

OCTOBER NEWS

**Is Supplier Connection Successful?**

We hear that question often, and our answer is a resounding YES! Let us share some of the highlights we've experienced:

3

- 17 Corporations are now member companies of Supplier Connection with several more working to join. This means their Supply Chain executives have signed an agreement to join, committed to regular meetings to discuss how to achieve the mission of Supplier Connection, and committed to increasing opportunities for small business suppliers (SBEs) registered in Supplier Connection
- Over 450 Buyers are registered on Supplier Connection
- Many member companies have created internal policies to include SBEs in every RFP/RFQ going forward
- Nearly 150 Supplier Connection SBEs were considered in bids in the first half of 2012!
- Billions of dollars in business have been awarded to US SBEs across the 17 member companies - and sourcing with Supplier Connection suppliers continues to grow
- One member company noted that of the SBEs they work with, those registered in Supplier Connection have experienced revenue growth from that member of an amazing

32 of 40

### NOTES

Suppliers who register their company with an eligibility bypass passcode will have a limited view of the Supplier portal.

1. Not Visible Message  
Passcode registrants will not be visible to buyers regardless the completeness of their application/profile.

2. Statistics are not visible

3. Activity Feed is not visible

4. Small Business Profiles link will be available, but the page will contain different copy.

5. Saved Small Business Profiles link will be available, but the page will contain different copy.

Welcome, Michael Schlechter Sign Out  
Previous login: Oct 17, 2012 05:58 p.m.

POWERED BY IBM

# Supplier Connection

Overview About the program FAQs My Supplier Connection

Dashboard Get Connected Company Application Manage our Contacts Small Business Profiles Saved Small Business Profiles

Coming Soon 4

This feature will be available soon for companies that used a passcode to bypass the currently established supplier requirements.

Welcome, Michael Schlechter Sign Out  
Previous login: Oct 17, 2012 05:58 p.m.

POWERED BY IBM

# Supplier Connection

Participating Members Privacy Policy Terms of Use & Community Guidelines Assistance: info@supplier-connection.net 1-877-808-6510 [Facebook](#) [Twitter](#)

Overview About the program FAQs My Supplier Connection

Dashboard Get Connected Company Application Manage our Contacts Small Business Profiles Saved Small Business Profiles

### Coming Soon 5

This feature will be available soon for companies that used a passcode to bypass the currently established supplier requirements.

**Emptoris + Allow Buyers to Filter on 100% Completed Applications 1**

# Emptoris Export + Allow Buyers to Filter on 100% Completed Applications

*Default*

The screenshot shows the Supplier Connection System Management interface. At the top, there's a navigation bar with links for Main, Manage Users, Find a Supplier, Reports, and FAQ. Below the navigation is a search bar and a 'Search Results' section showing 1-10 of 2323 results. A prominent feature is a checkbox labeled 'Show profiles in progress' with the number '1' next to it, which is circled in red. Other search filters include Sort by: Relevance and Results per/page: 10.

*New header:*

This screenshot shows the same search results page as above, but with a new header. The 'Show profiles in progress' checkbox is still circled in red. The header also includes 'Sort by: Relevance' and 'Results per/page: 10'.

*Existing header:*

This screenshot shows the search results page with the existing header. The 'Show profiles in progress' checkbox is circled in red. The header also includes 'Sort By: Relevance', 'Results: 10', and 'Page 1 of 227'.

**NOTES**

**The updates for Show Profiles in Progress and Emptoris Download are available to the Buyer, Buyer Admin, and System Admin (not Supplier's Small Business Card View):**

## Show Profiles in Progress

By default, search results will only show supplier applications/profiles that are 100% complete. This new addition brings the following changes:

### 1. Show Profiles in Progress Checkbox

**Default:** Not selected

On check, the search results will refresh to show applications/profiles that are complete and incomplete. (Note: Suppliers will still need to have Step 1 and Step 2 complete at a minimum (existing functionality).)

Once the user has checked Show Profiles in Progress, it will remain selected for the session, unless the user deselects the checkbox.

### 2. "Export as..." Pull-down Menu

Once the user has made a facet selection, the "Export as..." Pull-down Menu will appear. (It will appear at the same time that "Save as a New Search appears today.) The options for the pull-down will include:

- Standard Format (existing XLS format)
- Emptoris e-Sourcing format (new XLS format)
- Emptoris SLM-Supplier Lifecycle Management format (grey text as it is currently not available for 1.8)

*As the user makes a selection from the pull-down, the respective Excel-formatted document will download.*

**Note:** There is no pulling of Emptoris data into Supplier Connection.

A dropdown menu titled 'Export as...' is shown. The options listed are: Standard format (.xls), Emptoris e-Sourcing format (.xls), and Emptoris SLM-Supplier Lifecycle Management format (.xls). The 'Standard format (.xls)' option is circled in red. A note at the bottom states: 'Exports are in near real-time data'.

The screenshot shows the Supplier Connection System Management interface. At the top, there's a navigation bar with links for Main, Manage Users, Find a Supplier, Reports, and FAQ. Below the navigation is a search bar and a 'Search Results' section showing 1-10 of 2323 results. A prominent feature is a dropdown menu labeled 'Export as...' with the number '2' next to it, which is circled in red. Other search filters include Sort by: Relevance and Profiles per/page: 10.

*New header:*

This screenshot shows the same search results page as above, but with a new header. The 'Show profiles in progress' checkbox is still circled in red. The header also includes 'Sort by: Relevance', 'Profiles per/page: 10', and a dropdown menu labeled 'Export as...' with the number '2' next to it.

*Existing header:*

This screenshot shows the search results page with the existing header. The 'Show profiles in progress' checkbox is circled in red. The header also includes 'Sort By: Relevance', 'Results: 10', and 'Page 1 of 3'. Below the header, there are buttons for 'Save this as a New Search' and 'Save to Chicago'.

## Emptoris Export: Full Record

Welcome, Michael Schlechter Sign Out  
Previous login: Oct 15, 2012 04:27 p.m.

POWERED BY IBM

# Supplier Connection SYSTEM MANAGEMENT

Main Manage Users Find a Supplier Reports FAQ

All Suppliers ★ My Saved Suppliers (4) Saved Searches (1)

Back to search results

## 1337 Networks, Inc.

Company Address Download vCard

10001 E. WT Harris Blvd  
Suite P182 Charlotte, North Carolina 28213  
United States  
980-216-4771

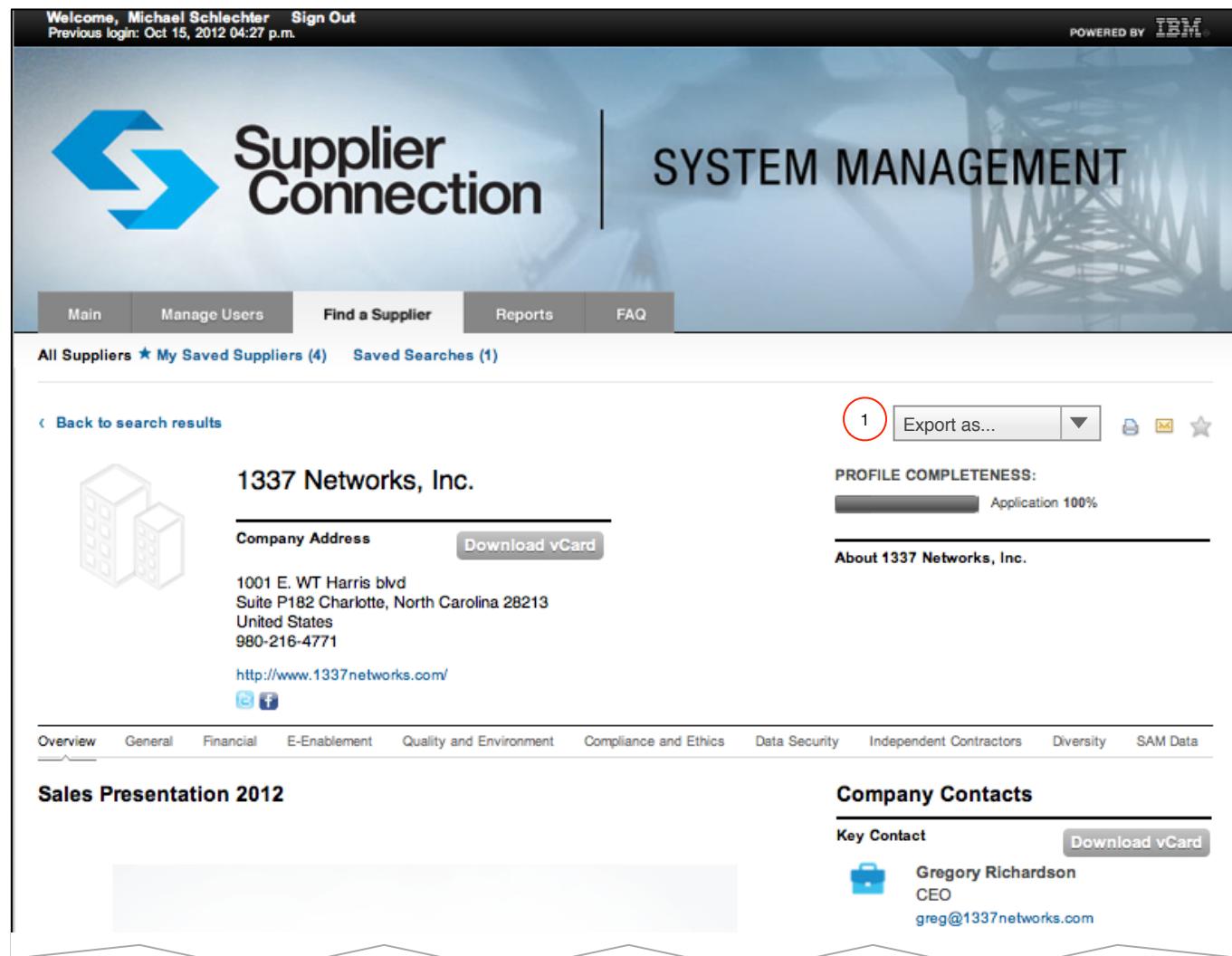
<http://www.1337networks.com/>

Sales Presentation 2012

Company Contacts

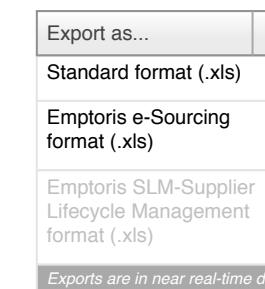
Key Contact Download vCard

 Gregory Richardson  
CEO  
greg@1337networks.com



### NOTES

The "Export as..." Pull-down Menu will also appear within each Supplier application/profile, but on selection, only the current supplier profile will be included in the download.



## Eligibility Confirmation Screen

Welcome Katy Brownley (2) (Edit Profile or Sign Out)

POWERED BY IBM.

# Supplier Connection

Overview    About the program    FAQs    My Supplier Connection

## Supplier Eligibility

**Congratulations,**  
Your company is eligible to create a company profile within Supplier Connection.

To be seen by member companies,  
**1 Complete your company profile/application**

Founding members:

at&t   Bank of America.   CAT   citi   IBM   Pfizer   UPS

Use of each company's logo is granted under permission by their respective Intellectual Property divisions.

### NOTES

Once a user successfully completes an eligibility form, a congratulations confirmation message will appear.

Assumption: User does not have to manually sign out.

Clicking the link below will automatically trigger the user to sign in, then be redirected to their application.

**1. Application link (will force login)**

<https://supplier-connection.net/SupplierConnection/suppAdmin/profileviewInfo.action>

**:: HOUSEKEEPING**

# Buyer/Buyer Admin Featured Supplier

Welcome, Katy Brownley (Buyer Admin) Sign Out  
Previous login: Oct 08, 2012 02:31 p.m.

POWERED BY IBM

## Supplier Connection

### BUYER ADMINISTRATION

Main Manage Buyers Find a Supplier Reports FAQ



Welcome to the Supplier Connection Buyer Administration Portal

Supplier Connection makes it easier for small businesses to become recognized as potential suppliers to large enterprise companies. Large enterprise companies also have the capability to search and find suppliers they can contact for a product or service that they need to procure.

**Suppliers**  
Search for suppliers that may provide the product or service you need. Or, you can go to the Supplier Connection portal to get the latest news and read how suppliers can participate in the program.  
[Find a Supplier >](#)  
[Supplier Connection Site >](#)

You can learn about the resources suppliers need to Get Connected. From training to certification, from mentoring to development.  
[Get Connected >](#)

[Click here](#) to see this month's winner of THE SUPPLIER SPOTLIGHT...

**Buyer Resources**  
Find resources and learn how to get the most out of Supplier Connection as a Buyer Administrator.  
View and Download:  
[Buyer Administrator FAQ >](#)  
[User Manual >](#)  
[Reports >](#)

**Manage your company's buyers** 1  
Use this section to View, add and remove your company's buyers.  
[Add a Buyer >](#)  
[Delete a Buyer >](#)  
[View My Company's Buyers >](#)

**Featured Supplier of the Month**  
October 2012 2



**CARMAZZI**  
GLOBAL SOLUTIONS

Carmazzi Global Solutions (CGS) is a comprehensive language management company, excelling in the full spectrum of language solutions, including localization, document translation, on-site & telephonic interpretation, and all aspects of globalization and multi-lingual marketing.  
[Read more](#)

**Company website**  
**Featured suppliers**  
[LinkedIn Profile 1](#)  
[LinkedIn Profile 2](#)  
[Twitter page \(@JenatCGS\)](#)

## NOTES

1. Move "Manage Your Company's Buyers" to under "Buyer Resources"

2. Add "Featured Supplier of the Month" details in the right column.  
(Same content that is used within the Supplier Dashboard)

Welcome, Michael Schleicher Sign Out  
Previous login: Oct 11, 2012 10:22 a.m.

POWERED BY IBM

## Supplier Connection

Overview About the program FAQs My Supplier Connection

Dashboard Get Connected Company Application Manage our Contacts Small Business Profiles Saved Small Business Profiles

October 2012

**FEATURED SUPPLIER OF THE MONTH**



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[Read more](#)

**YOUR COMPANY'S PROFILE**

Application completeness: 12%  
IN PROGRESS

Your company profile is not visible to large enterprise buyers because your application is not complete  
[Complete Application >](#)

**Application Prep Kit**

**OCTOBER STATISTICS**

0 profile views  
0 times your company has shown up in search results

**OCTOBER NEWS**

**Is Supplier Connection Successful?**

We hear that question often, and our answer is a resounding YES! Let us share some of the highlights we've experienced:

**ACTIVITY FEED**

Supplier Dashboard

## Saved Searches: Copy Update

The screenshot shows the Supplier Connection System Management interface. At the top, there's a navigation bar with links for Main, Manage Users, Find a Supplier, Reports, and FAQ. Below this is a breadcrumb trail: All Suppliers → My Saved Suppliers (4) → Saved Searches (1). A red circle labeled '1' is placed over the 'Saved Searches (1)' link. A modal dialog box titled 'Save this Search' is open in the center. The dialog contains instructions: 'You can save this particular search to your My Searches tab for quick searching later or to receive email updates.' It has fields for 'Name your search' (with a placeholder 'Search'), 'Email Notifications' (checkboxes for 'New Suppliers match this saved search' and 'New Suppliers + updated suppliers match this saved search'), 'Email Frequency Preference' (dropdown menu set to 'None'), and 'Save' and 'Cancel' buttons. In the background, the main page shows search results for 'CHICAGO' with various filters like Industry, Commodity / Category, Office Location, etc.

### NOTES

#### 1. Change "Saved Searches" to "My Saved Searches and Alerts"

#### 2. Update copy to:

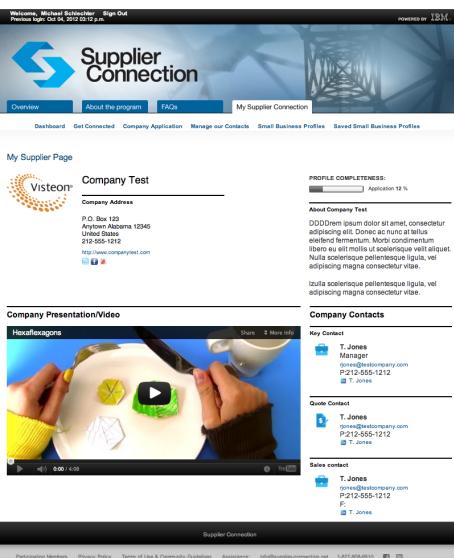
You can save this particular search to your My Saved Searches and Alerts" page for quick searching later or to receive email updates

## Preview Your Profile

A screenshot of a web browser window titled "Supplier Detailed Information" showing a company profile. The URL is <https://supplier-connection.net/SupplierConnection/suppEmployee/DVpreviewFrontdoor.action?page=1>. The page displays a company's profile with sections for Company Address, About Company Test, Company Contacts, Sales Presentation 2012 (with a video player showing a hand writing on a whiteboard), Social Networks (Twitter feed), and Company Test. A red circle with the number 1 is drawn around the top left corner of the browser window, and a blue arrow points from this circle down towards the "Company Test" section. At the bottom of the browser window, there is a message: "One error in opening the page. For more information, choose Window > Activity."

### NOTES

Current version shows preview within Supplier's navigation system, which may cause confusion.



Recommendation: Continue to open in a secondary browser window, remove navigation, add

1. Short, clear message explaining the preview.

Also, there are two versions of Preview Your Profile:

- a. Available within collateral portion of the form (currently doesn't show middle navigation bar)
- b. From the Preview button in the footer (shows middle navigation bar)

Recommendation: Use the same version (showing the middle navigation bar for both cases) as shown to the left.