



# State of Illinois Vendor Seller Administrator Manual

#26 v.1.1

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## Vendor Help Desk

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E-Mail: [Il.Bidbuy@illinois.gov](mailto:Il.Bidbuy@illinois.gov)



Phone: 866-455-2897







# Introduction

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Within BidBuy, there are 2 types of registered vendor roles -- the **Seller** role and the **Seller Administrator** role. A **Seller** can search, view, and respond to bid opportunities; search and view active State contracts; and view purchase orders. In addition to all of the rights of the **Seller**, the **Seller Administrator** can maintain their business's information, user profiles, and can invite Associated Organizations to register in BidBuy.

When the account is initially created, the person identified as the **Administrator** will be designated as the **Seller Administrator**. This can be changed at any time and there can be multiple **Seller Administrators** on a single account, though there must always be at least one. To access these commands, select the "**Seller Administrator**" tab in the upper right corner.

 *Information* 

-  As you go through this guide, look for green tip boxes
-  All fields with an asterisk \* are mandatory fields
-  For descriptions of text fields, click 
-  Look for the green circles which correspond to the number instructions
-  Click on "Home" in the upper left corner anytime to return to the Maintenance Home Page.

*To watch the video associated with this Guide, go  
to  
<http://www.illinois.gov/cpo/PathwayToProcurement/Pages/BidBuy.aspx> and click on Video #2,  
"Seller Administrator Role."*

## How to Access the Seller Administrator Menus

1. Go to BidBuy at <https://www.bidbuy.illinois.gov/bs/>
2. Enter **Username** and **Password**
3. Click **Login**

**Login**

Login ID:

Password:

[Login Assistance](#) | [Register](#)

4. Click **Seller Administrator** tab

**BidBuy**  
ILLINOIS PROCUREMENT

NIQP Code Browse | My Account | Customer Service | About

February 26, 2016 12:05:35 PM CST

Home | Org Maintenance | User Maintenance | Add User

**Maintenance Home Page for: Kirk Enterprises**

General Alerts

**Maintain Organization Information**  
This section is used for maintaining organization information.

**Maintain Users on this Account**  
This section is used to maintain users for the organization.

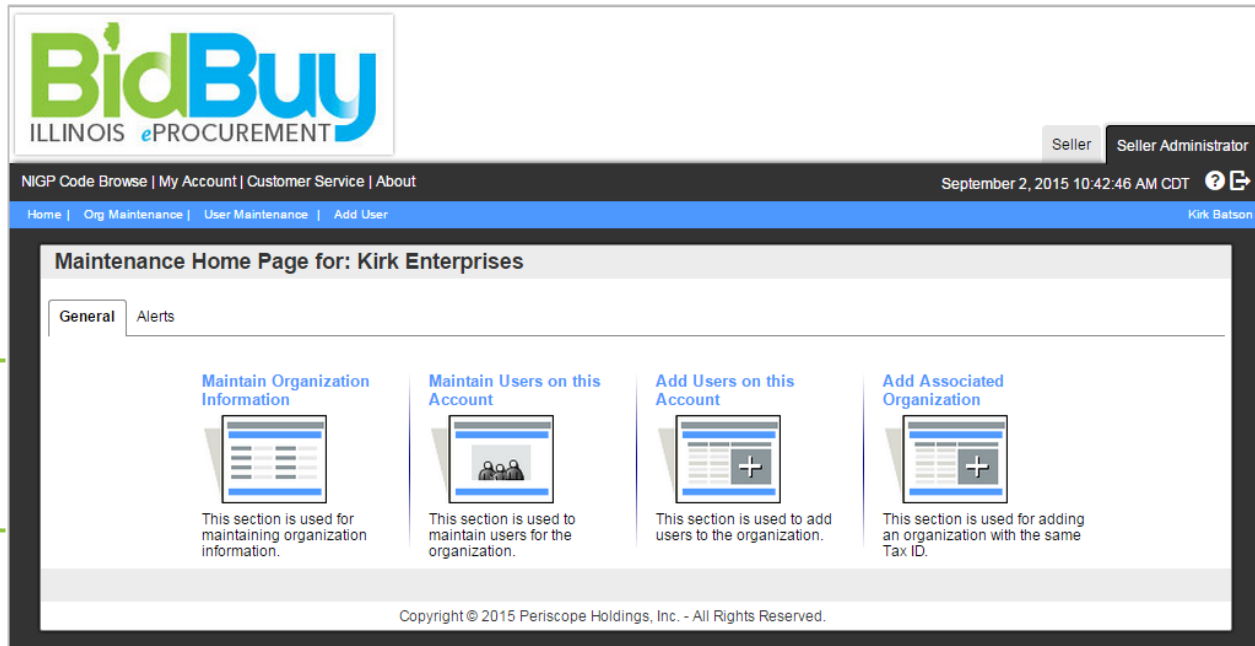
**Add Users on this Account**  
This section is used to add users to the organization.

**Add Associated Organization**  
This section is used for adding an organization with the same Tax ID.

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# Seller Administrator- Maintenance Home Page

The Seller Administrator maintains their vendor's organization information and users' access to a vendor account. The four menu options are listed here, on the **Maintenance Home Page**.



1. **Maintain Organization Information** -- This option provides the ability to maintain all organizational information including addresses, terms, categories, and commodity codes.
2. **Maintain Users on this Account** – This option provides the ability to maintain all users of this account, by searching, adding and updating user information.
3. **Add Users on this Account** – This option provides the ability to add users to this account.
4. **Add Associated Organization** -- This option provides the ability to add an Associated Organization or "Doing Business As" to this account.

## Menu Option #1: Maintain Organization Information

This option allows the ability to maintain all organizational information including addresses, terms, categories, and commodity codes.

### Maintain General Organization Information

1. From blue ribbon, click **Org Maintenance**
2. Click **Maintain General Organization Information**

**BidBuy ILLINOIS ePROCUREMENT**

NIIGP Code Browse | My Account | Customer Service | About

September 2, 2015 11:04:37 AM CDT

**1** Org Maintenance | User Maintenance | Add User

**Maintain Organization Information for: Kirk Enterprises**

- Maintain General Organization Information**  
This section is used for maintaining general organization information.
- Maintain Addresses**  
This section is used to maintain addresses.
- Maintain Commodity Code Codes & Services**  
This section is used to maintain commodity code codes and services.
- Maintain Regions**  
This section is used to maintain regions.
- Maintain Terms and Categories**  
This section is used to maintain terms and categories.
- Maintain Quote Attachment Repository**  
This section is used to maintain files in the quote attachment repository.
- Credit Memo List**  
This section is used to view credit memos.

Exit

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3. Update fields by clicking in the field box (NOTE: Company Name cannot be updated. Contact the Vendor Help Desk for updates to a company name. Supporting documentation may be required.)

**BidBuy ILLINOIS ePROCUREMENT**

NIIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

**Maintain General Organization Information**

Vendor ID: 00000095  
Company Name\*: Kirk Enterprises Vendor Legal Name\*: Kirk Enterprises  
DBA for Vendor:  
Tax ID #: 898989897 Country Code for Tax ID\*: US - United States of America  
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?  
☐ EIN ☒ SSN

Incorporation Details: State: Year of Incorporation: 0  
Business Description:  
Preferred Delivery Method: Email  
Vendor Email:  
Vendor Fax: 555 555 5555  
Special Vendor Type:  
Emergency Supplier:  
☐ Yes ☒ No  
Emergency Phone\*: Ext.:  
Emergency Contact Name\*:  
Emergency Email\*:  
Emergency Info Comment:

4. To upload a file, click **Choose File**
5. A File Explorer appears, select file then click **Open**
6. Enter a **Description** for the file and click **Upload**
7. Click **Save & Exit** to save changes

**BidBuy**  
ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### Maintain General Organization Information

Vendor ID: 00000095  
 Company Name\*: Kirk Enterprises Vendor Legal Name\*: Kirk Enterprises  
 DBA for Vendor:  
 Tax ID #: 89898987 Country Code for Tax ID\*: US - United States of America  
 Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?  
☐ EIN ☒ SSN  
 Incorporation Details: State: Year of Incorporation: 0  
 Business Description:  
 Preferred Delivery Method: Email  
 Vendor Email:  
 Vendor Fax: 555 555 5555  
 Special Vendor Type:  
 Emergency Supplier:  
☐ Yes ☒ No  
 Emergency Phone\*:  
 Emergency Contact Name\*:  
 Emergency Email\*:  
 Emergency Info Comment:  
 User Last Updated: Kirk Smith  
 Date Last Updated: 08/27/2015 11:27:30 AM

### Attachments

Download	File	Description	Size
	Test File.docx	Test File	11,384 bytes

File: **4** Choose File No file chosen  
 Description:   
**6** Upload

### Forms

**1** Click Add Form to add form attachments.

No Form Attachments

Add Form Save & Exit Save & Continue Reset Cancel & Exit

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## Maintain Address

1. Click **Org Maintenance**
2. Click **Maintain Address**

**BidBuy**  
ILLINOIS ePROCUREMENT

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

September 2, 2015 11:04:37 AM CDT

1 Org Maintenance | User Maintenance | Add User

Kirk Baisan

### Maintain Organization Information for: Kirk Enterprises

**Maintain Addresses**

This section is used to maintain addresses.

**Maintain General Organization Information**

This section is used for maintaining general organization information.

**Maintain Commodity Code Codes & Services**

This section is used to maintain commodity code codes and services.

**Maintain Regions**

This section is used to maintain regions.

**Maintain Terms and Categories**

This section is used to maintain terms and categories.

**Maintain Quote Attachment Repository**

This section is used to maintain files in the quote attachment repository.

**Credit Memo List**

This section is used to view credit memos.

Exit

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3. To add a new address, click **Add Another Address**

**BidBuy**  
ILLINOIS ePROCUREMENT

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

November 20, 2015 1:50:56 PM CST

Home | Org Maintenance | User Maintenance | Add User

Kirk Smythe

### Maintain Addresses for: Kirk Enterprises

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Kirk Smythe 123 Freedom Road Springfield, IL 55555 US Email: Kirksmythe@gmail.com Phone: (841)455-5561	Active	Yes

3

Add Another Address Exit

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4. Select **Address Type** from the drop-down
5. Enter information into the fields by clicking in the field box
6. Click **Save & Exit** to save changes

**BidBuy**  
ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

**Address Book - Kirk Enterprises**

**Enter a New Address**

Address Type: **Bid Mailing Address**

Name this Address\*:

Contact Name\*:

Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: **US - United States of America**

City\*:

ZIP\*:

Phone\*:

Toll Free:

Fax:

Id:

Status: ☐

Active: ☒

Default address for this address type

**Current Default Address:**

Jane Doe  
123 Main Street  
Chicago, IL 60423  
US  
Email: Janedoe@gmail.com  
Phone: (555)555-5555

State/Province\*:

County:

Ext:

Mobile:

Email\*:

Alternate Id:

Web Address:

(Begin with http:// or https://)

**Save & Exit** **Reset** **Cancel & Exit**

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## Update Current Address

1. To update a current address, click **Name** of address

**BidBuy**  
ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

**Maintain Addresses for: Kirk Enterprises**

Name	Address Type	Address Information
<b>Office</b>	Bid Mailing Address	Jane Doe 123 Main Street Chicago, IL 60423 US Email: Janedoe@gmail.com Phone: (555)555-5555

2. Enter information into the fields by clicking in the field box, then click **Save & Exit**

## Add or Delete NIGP Commodity Codes

1. Click **Org Maintenance**
2. Click **Maintain Commodity Code Codes & Services**

The screenshot shows the BidBuy Illinois eProcurement interface. The top navigation bar includes links for NIGP Code Browse, My Account, Customer Service, and About. The user is logged in as 'Seller' and 'Seller Administrator'. The main content area is titled 'Maintain Organization Information for: Kirk Enterprises'. It contains several tiles for maintaining organization information: 'Maintain General Organization Information', 'Maintain Addresses', 'Maintain Commodity Code Codes & Services' (highlighted with a red circle 2), 'Maintain Regions', 'Maintain Terms and Categories', 'Maintain Quote Attachment Repository', and 'Credit Memo List'. A red circle with the number 1 highlights the 'Org Maintenance' link in the top navigation bar. The footer includes a copyright notice for Periscope Holdings, Inc.

3. Click **Maintain Commodity Codes** to add commodity codes

The screenshot shows the BidBuy Illinois eProcurement interface. The top navigation bar includes links for NIGP Code Browse, My Account, Customer Service, and About. The user is logged in as 'Seller' and 'Seller Administrator'. The main content area is titled 'Commodity Code Maintenance Home Page for: Kirk Enterprises'. It contains two tiles: 'Maintain Commodity Codes' (highlighted with a red circle 3) and 'Display Inactive Commodity Code'. The footer includes a copyright notice for Periscope Holdings, Inc.



NIGP Commodity Codes are used by the State to identify Offerors and Bidders to solicit the goods or services to be procured.

4. To add additional codes, click **Add Additional Codes**

The screenshot shows the BidBuy Illinois ePROCUREMENT interface. At the top, there's a navigation bar with links like 'NIGP Code Browse', 'My Account', 'Customer Service', and 'About'. Below this is a blue header with 'Home', 'Org Maintenance', 'User Maintenance', and 'Add User'. The main content area is titled 'Commodity Code and Service Codes' and 'Current Codes - Kirk Enterprises'. It contains a table with columns: 'Deactivate', 'Code', 'Description', and 'Date Added'. The table has one row with '060-01' and 'Adapters and Clevises, Automotive Parts'. A green circle with the number 4 points to the 'Add Additional Codes' button at the bottom of the table. Other buttons include 'Deactivate Selected Items' and 'Cancel & Exit'. The footer mentions 'Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.'

5. Select from the **NIGP Class** and **NIGP Class Item** drop-downs. Alternatively, enter a **Keyword**.  
6. Click **Search**

The screenshot shows the 'Search' section of the BidBuy Illinois ePROCUREMENT interface. A green bracket with the number 5 highlights the search input fields: 'NIGP Class', 'NIGP Class Item', 'NIGP Keyword', and 'Search using'. A green circle with the number 6 highlights the 'Search' button. Below the search fields, there's a section titled 'NIGP Code Browse' with a list of categories: '01 Administrative, Financial, and Management Services', '02 Agricultural Equipment and Related Products and Services', and '03 Arts, Crafts, Entertainment, Theatre'. The footer includes a note about using the NIGP Commodity Code Search Engine.

7. Select the codes you wish to add
8. Click **Save** to exit or **Save and Add More** to add more codes

Commodity Code and Service Codes - Kirk Enterprises

Search

NIGP Class
NIGP Class Item
NIGP Keyword dogs
Search using ALL of the criteria
Search

NIGP Code Browse
Show Categories

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	040-30	Dogs, All Types
<input type="checkbox"/>	385-47	Entrees, Specialty (Including Corn Dogs, Lasagna, Mexican Food, etc.)
<input type="checkbox"/>	680-33	Canine (K-9) Police Dog Training Equipment
<input type="checkbox"/>	981-46	Guard Dog Rental or Lease
<input type="checkbox"/>	990-33	Drug Detection Services (Including Use of Drug Sniffing Dogs)

Save
Save and Add More

### Deactivate Commodity Codes

1. To deactivate codes, click on the box to the left of that code in the **Deactivate** column
2. Click **Deactivate Selected Items**
3. Click **Cancel & Exit**

Seller
Seller Administrator

NIGP Code Browse | My Account | Customer Service | About
November 20, 2015 3:15:26 PM CST

Home | Org Maintenance | User Maintenance | Add User
Kirk Smyth

Commodity Code and Service Codes

Current Codes - Kirk Enterprises

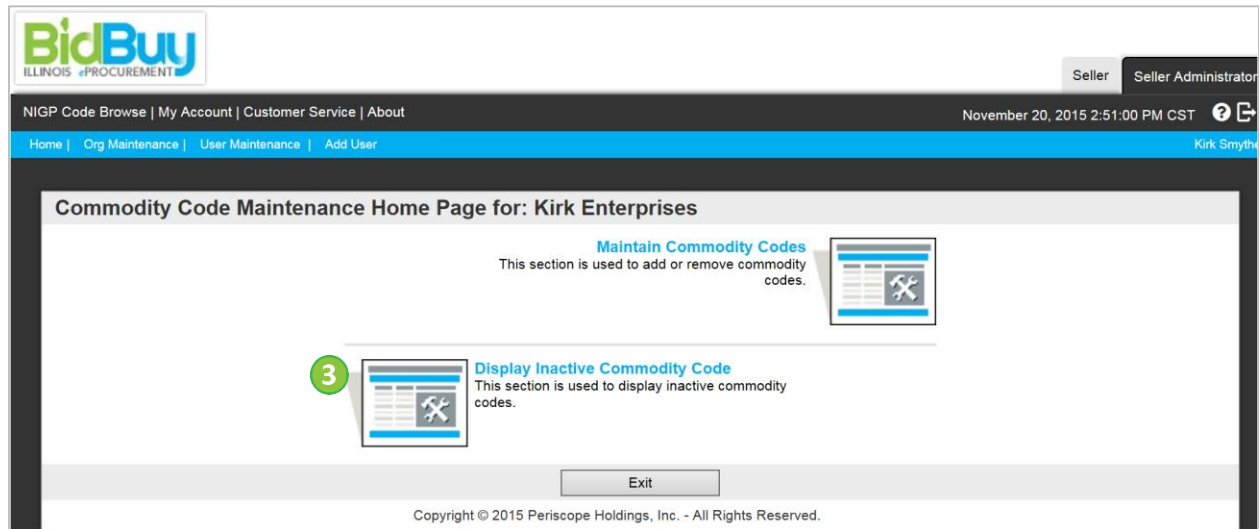
Deactivate	Code	Description	Date Added
<input type="checkbox"/>	060-01	Adapters and Clevises, Automotive Parts	11/20/2015

Deactivate Selected Items
Add Additional Codes
Cancel & Exit

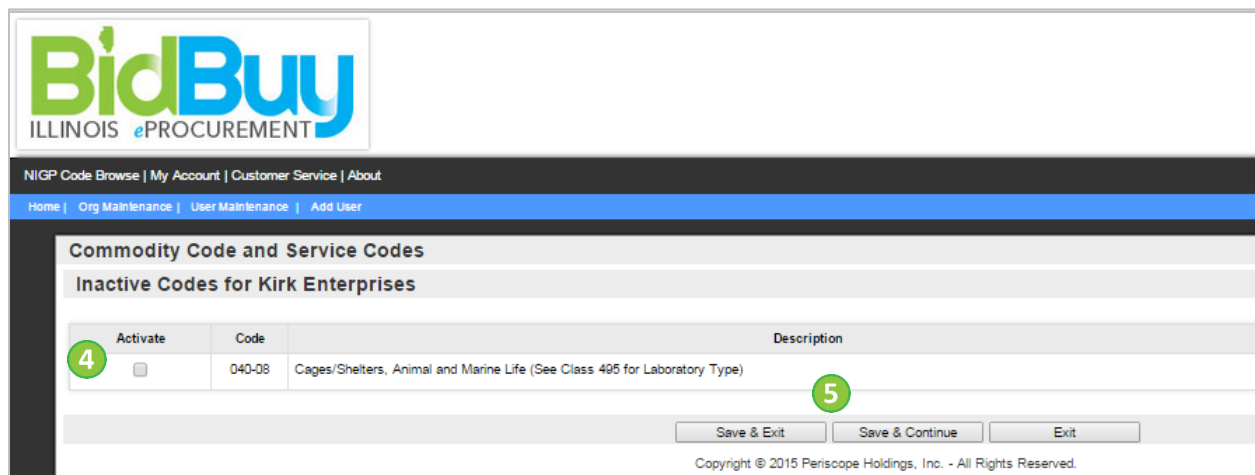
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## Re-Activate NIGP Commodity Codes

1. Click **Org Maintenance** from the blue ribbon at the top left screen
2. Click **Maintain Commodity Code Codes & Services**
3. Click **Display Inactive Commodity Code**



4. Click on the box to the left of the code, in the **Activate** column for the code you wish to reactivate
5. Click **Save & Exit** or **Save & Continue** to activate more

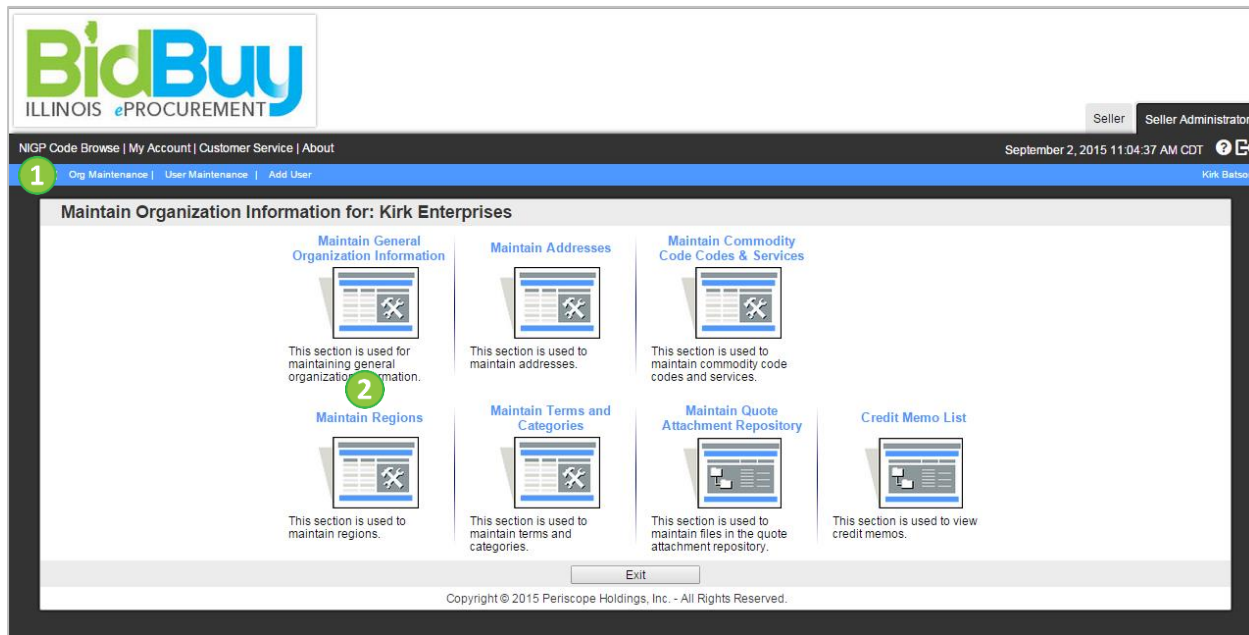


## Maintain Regions

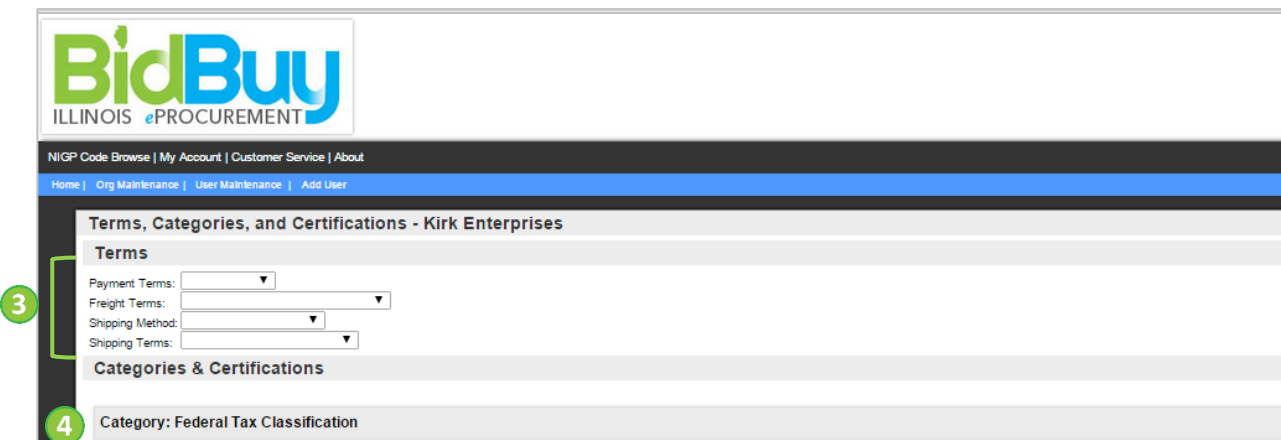
Until further notice this feature will not be used.

## Maintain Terms and Categories

1. Click **Org Maintenance** from the blue ribbon at the top left screen
2. Click **Maintain Terms and Categories**



3. Select **Terms** by using drop-down. Selections made in Terms can be changed by the State.
4. Scroll down to **Categories**. Click on the **Federal Tax Classification** under which your business falls.



Categories auto-populated by the State of Illinois are: BEP Certified, Veteran Owned Business, State Use Vendor, Active Member of Illinois Procurement Gateway, and Small Business Set-Aside.

5. Scroll to the bottom of the page and click on “Agree” or “Disagree” if the information provided is accurate and true
6. When complete, click **Save & Exit**

The screenshot shows a web form titled "Category: Information Certification". Below the title is a description: "Description: I certify that the information provided is accurate and true". A prompt reads "Please select exactly one category value". There is a "Select" dropdown menu followed by two radio button options: "Yes" (which is selected) and "No". Below these is a "Notes:" section with a text area. At the bottom of the form are four buttons: "Save & Exit", "Save & Continue", "Reset", and "Cancel & Exit". A green circle with the number "5" points to the "Yes" radio button, and a green circle with the number "6" points to the "Save & Exit" button.



Categories that are auto-populated by the State of Illinois are: BEP Certified, Veteran Owned Business, State Use Vendor, Active Member of Illinois Procurement Gateway, and Small Business Set-Aside. Some questions are optional.

### Maintain Quote Attachment Repository

*Until further notice this feature will not be used.*

### Credit Memo List

*Until further notice this feature will not be used.*

## Menu Option #2: Maintain Users on this account

Using this option, Service Administrators can maintain all users of their account by adding, searching, and updating user information.

1. Click **User Maintenance**
2. Click **Maintain Users on this Account**

**BidBuy**  
ILLINOIS ePROCUREMENT

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

September 2, 2015 10:42:46 AM CDT

1 Org Maintenance | User Maintenance | Add User

Kirk Batson

### Maintenance Home Page for: Kirk Enterprises

General Alerts

**Maintain Organization Information**

This section is used for maintaining organization information.

**Maintain Users on this Account**

This section is used to maintain users for the organization.

**Add Users on this Account**

This section is used to add users to the organization.

**Add Associated Organization**

This section is used for adding an organization with the same Tax ID.

## Add User Information and Password

1. Click **Add User**

**BidBuy**  
ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

September 2, 2015 10:42:46 AM CDT

Home | Org Maintenance | User Maintenance | Add User

### User Maintenance for: Kirk Enterprises

Search Using: ALL of the criteria

Search Fields: First Name, Last Name, Login ID, User Role

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10

Find It Clear Add User

Login ID	First Name	Last Name	Status	Role(s)
KIRKB	Kirk	Smith	Active	Seller Seller Administrator
LAURAB	Jane	Doe	Active	Seller

1 Add User Exit

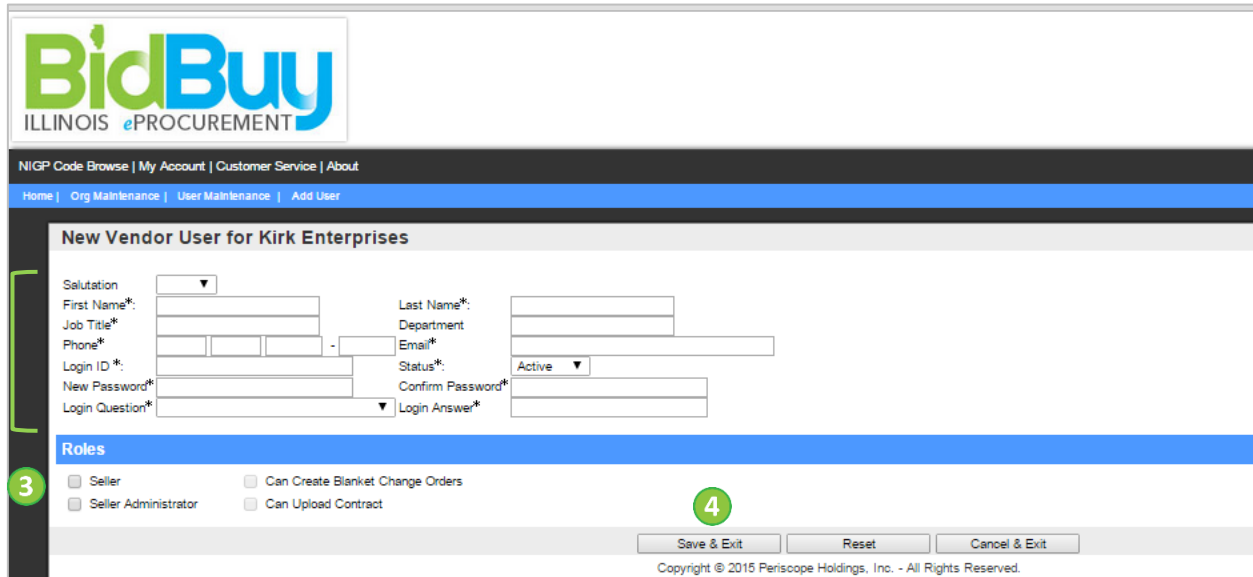
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2. Enter information into the fields by clicking in the field box
3. Select user **Roles**

 The State only uses Seller and Seller Administrator

4. Click **Save & Exit**



**BidBuy ILLINOIS ePROCUREMENT**

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### New Vendor User for Kirk Enterprises

Salutation:  First Name\*:  Last Name\*:   
 Job Title\*:  Department:   
 Phone\*:  -  Email\*:   
 Login ID\*:  Status\*:  Active   
 New Password\*:  Confirm Password\*:   
 Login Question\*:  Login Answer\*:

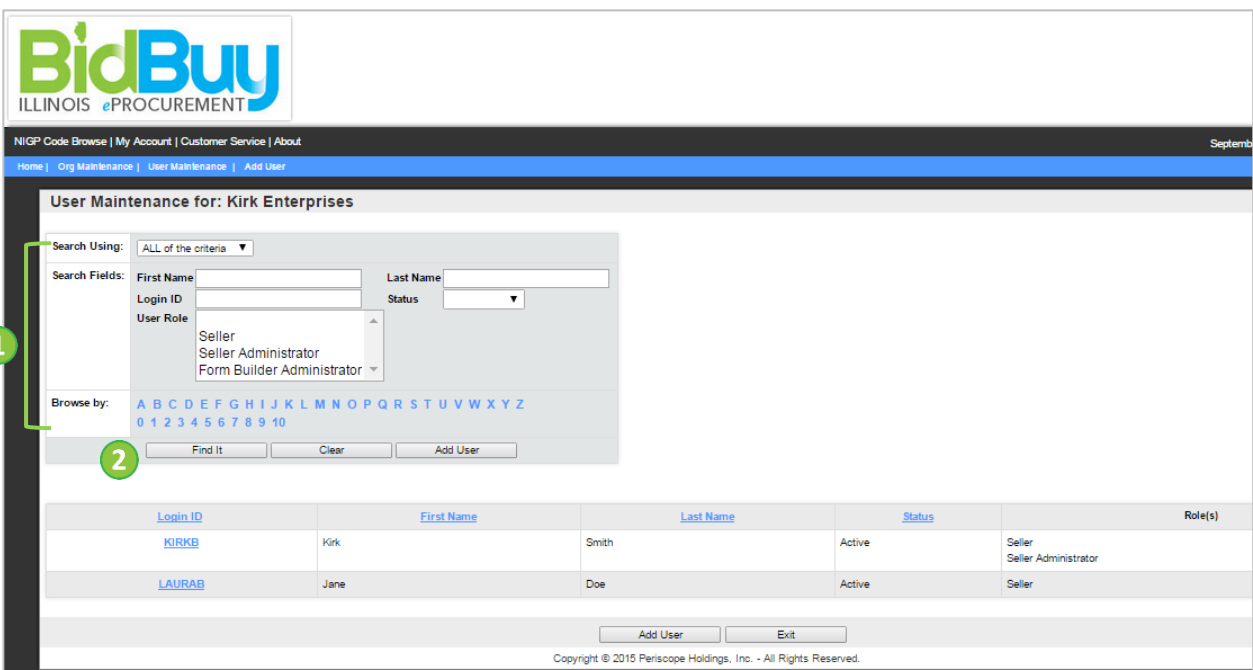
**Roles**

☐ Seller ☐ Can Create Blanket Change Orders  
☐ Seller Administrator ☐ Can Upload Contract

**4** Save & Exit Reset Cancel & Exit

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1. Enter or select information into the **Search Fields**
2. Click **Find It**



**BidBuy ILLINOIS ePROCUREMENT**

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### User Maintenance for: Kirk Enterprises

Search Using:  ALL of the criteria

Search Fields: First Name:  Last Name:   
 Login ID:  Status:   
 User Role:  Seller  
 Seller Administrator  
 Form Builder Administrator

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
 0 1 2 3 4 5 6 7 8 9 10

**2** Find It Clear Add User

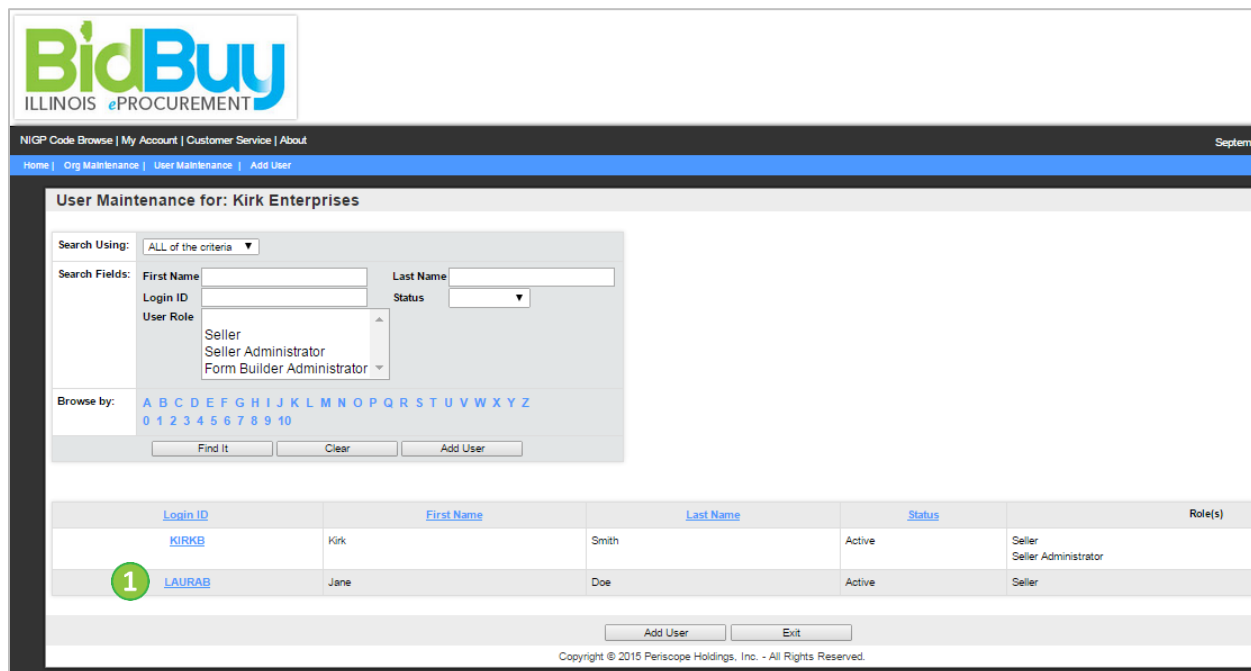
Login ID	First Name	Last Name	Status	Role(s)
<a href="#">KIRKB</a>	Kirk	Smith	Active	Seller Seller Administrator
<a href="#">LAURAB</a>	Jane	Doe	Active	Seller

Add User Exit

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## Update User Information and Password

1. Click user name under **Login ID** column on **Search** page



**BidBuy ILLINOIS ePROCUREMENT**

NI/GP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### User Maintenance for: Kirk Enterprises

Search Using: ALL of the criteria

Search Fields: First Name, Last Name, Login ID, User Role (Seller, Seller Administrator, Form Builder Administrator)

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10

Find It Clear Add User

Login ID	First Name	Last Name	Status	Role(s)
KIRKB	Kirk	Smith	Active	Seller Seller Administrator
1 LAURAB	Jane	Doe	Active	Seller

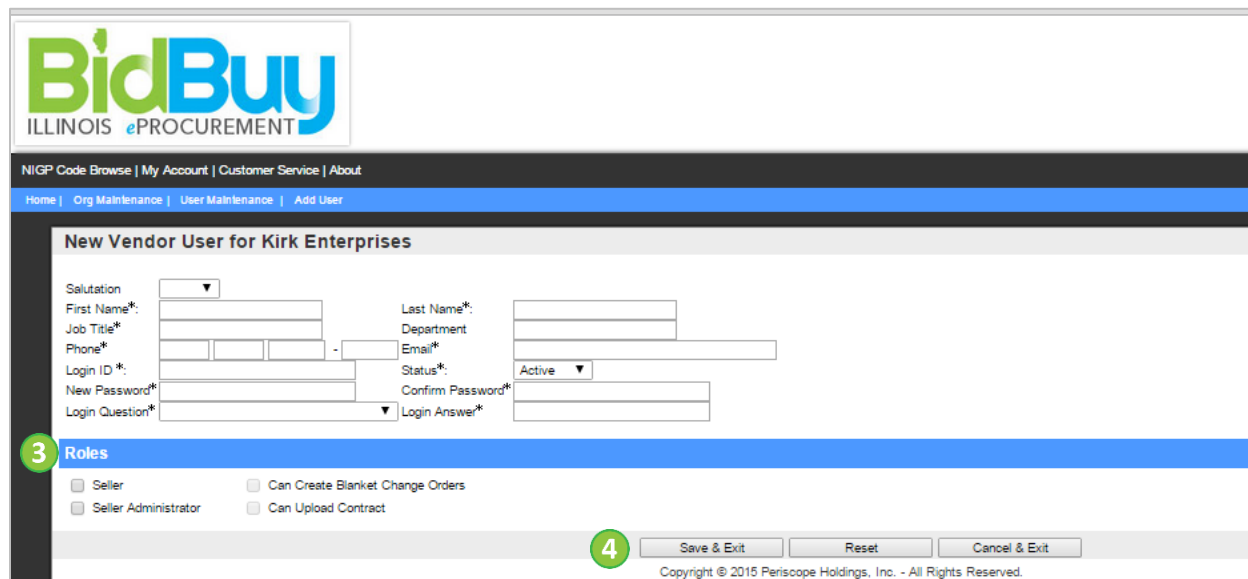
Add User Exit

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2. Update information into the fields by clicking in the field box
3. Update user **Roles**

**i The State only uses Seller and Seller Administrator**

4. Click **Save & Exit**



**BidBuy ILLINOIS ePROCUREMENT**

NI/GP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

### New Vendor User for Kirk Enterprises

Salutation: [Dropdown]

First Name\*: [Text Box] Last Name\*: [Text Box]

Job Title\*: [Text Box] Department: [Text Box]

Phone\*: [Text Box] Email\*: [Text Box]

Login ID\*: [Text Box] Status\*: Active [Dropdown]

New Password\*: [Text Box] Confirm Password\*: [Text Box]

Login Question\*: [Text Box] Login Answer\*: [Text Box]

### 3 Roles

☐ Seller ☐ Can Create Blanket Change Orders

☐ Seller Administrator ☐ Can Upload Contract

4 Save & Exit Reset Cancel & Exit

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## Menu Option #3: Add Users on this Account

This option allows the ability to add user to this account.

1. Click **Home**
2. Click **Add Users on this Account**

**BidBuy**  
ILLINOIS ePROCUREMENT

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

September 2, 2015 10:42:46 AM CDT

1 Home | Org Maintenance | User Maintenance | Add User

**Maintenance Home Page for: Kirk Enterprises**

General Alerts

**Maintain Organization Information**  
This section is used for maintaining organization information.

**Maintain Users on this Account**  
This section is used to maintain users for the organization.

**Add Users on this Account**  
This section is used to add users to the organization.

**Add Associated Organization**  
This section is used for adding an organization with the same Tax ID.

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3. Enter Information into the field by clicking in the field box
4. Select user **Roles**

**The State only uses Seller and Seller Administrator**

5. Click **Save & Exit**

**BidBuy**  
ILLINOIS ePROCUREMENT

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User

**New Vendor User for Kirk Enterprises**

Salutation: [Dropdown]  
First Name\*: [Text Box]  
Last Name\*: [Text Box]  
Job Title\*: [Text Box]  
Department: [Text Box]  
Phone\*: [Text Box]  
Email\*: [Text Box]  
Login ID\*: [Text Box]  
Status\*: Active [Dropdown]  
New Password\*: [Text Box]  
Confirm Password\*: [Text Box]  
Login Question\*: [Text Box]  
Login Answer\*: [Text Box]

**Roles**

☐ Seller ☐ Can Create Blanket Change Orders  
☐ Seller Administrator ☐ Can Upload Contract

5 Save & Exit Reset Cancel & Exit

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## Menu Option #4: Add Associated Organization

This option allows the ability to add an Associated Organization to your account. For purposes of BidBuy, an Associated Organization is a business that may have a separate mailing address, identity and staff, but share the same Federal Tax Identification Number.

Using this option, a Seller Administrator can send an email through the system inviting a business to join BidBuy as their associated organization. You may also enter a few lines of text to customize the email. The recipient will be provided with instructions on how to activate their BidBuy account.

1. Click **Home**
2. Click **Add Associated Organization**

The screenshot shows the BidBuy ILLINOIS ePROCUREMENT Seller Administrator interface. The top navigation bar includes links for NIGP Code Browse, My Account, Customer Service, and About. The user is logged in as Kirk Batson on September 2, 2015, at 10:42:46 AM CDT. The main content area is titled 'Maintenance Home Page for: Kirk Enterprises' and features four icons: 'Maintain Organization Information', 'Maintain Users on this Account', 'Add Users on this Account', and 'Add Associated Organization'. The 'Add Associated Organization' icon is highlighted with a green circle and the number 2. A green circle with the number 1 is placed over the 'Home' link in the navigation bar.

3. Enter email address and desired text into the field by clicking in the field box
4. Click **Send**

The screenshot shows the 'Send Mail' form. It includes a header with a blue information icon and a note: 'Use the email form below to request that the associated organizations register in BSO. The link provided below must be used in order to register with the same tax ID.' The form fields are: 'To\*' (empty), 'CC\*' (empty), 'From' (Kirksmith@gmail.com), 'Subject\*' (Kirk Enterprises requests you register with the State of Illinois's eProcurement system.), and 'Text' (a large empty text area). A checkbox labeled 'Send confirmation email to Kirksmith@gmail.com' is checked. At the bottom, there are 'Send' and 'Cancel & Exit' buttons. A green circle with the number 3 is placed over the 'To\*' field, and a green circle with the number 4 is placed over the 'Send' button.

5. Click **OK**

**Add Associated Organization**

Subject: Kirk Enterprises requests you register with the State of Illinois's eProcurement system.

**Email Recipients**

Delivery Date: 09/08/2015 11:24:50 AM

5

OK

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Email includes login instructions to register as an associated organization