WASHINGTON CONVENTION AND SPORTS AUTHORITY

Quick Reference Guide
Vendor Profile Updates

To ensure receipt of notifications about Bid opportunities or to participate in solicitations through APEX, you must make sure your information is current within the system. You can do this by accessing the APEX login screen and signing in with your unique Login ID and Password.

Who Can Update Vendor Data?

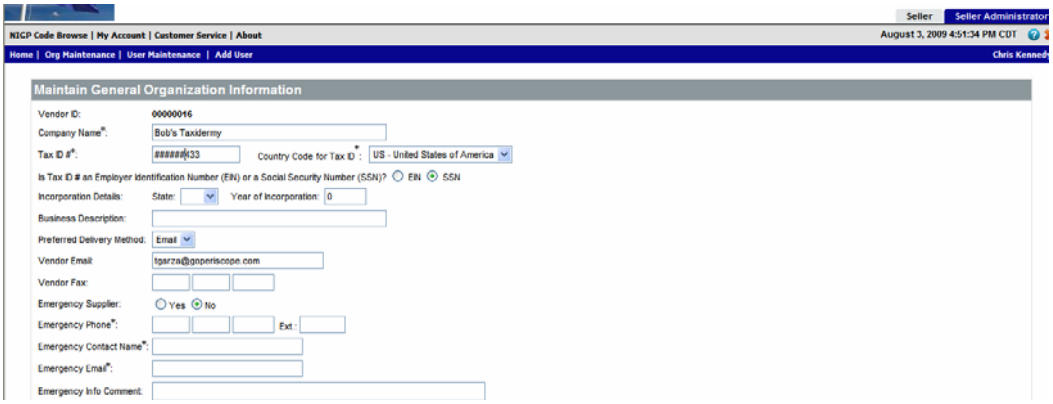
Upon logging into APEX with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. To update your company's data, click on the **Seller Administrator** tab if it displays. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

Seller Administrators are presented with three initial options on their **Homepage**:

By clicking on the **Maintain Organization Information**, Seller Administrators can update company general information, addresses, terms, categories/certifications, and commodities provided. The following guides you through these updates:

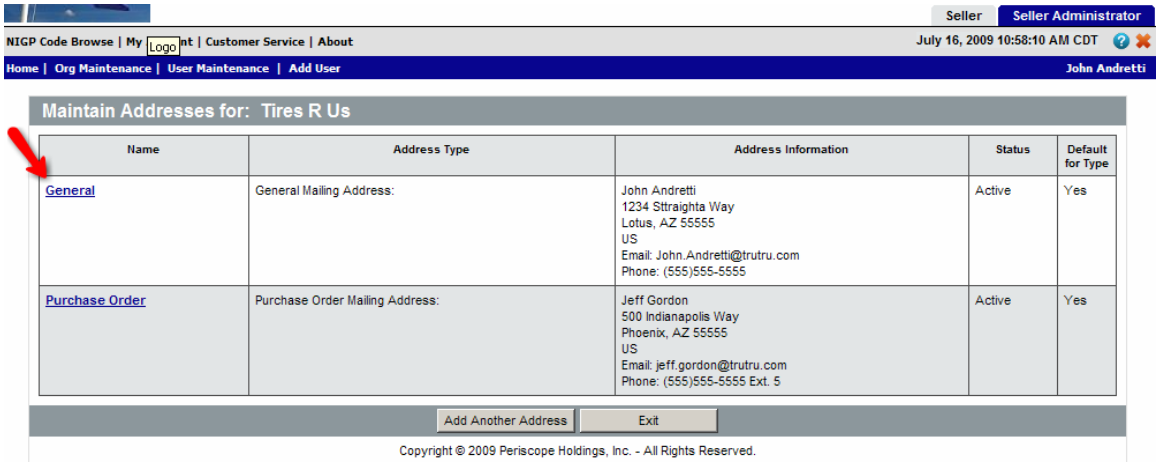
Updating Vendor General Information

APEX will track general information about your company, including business description, primary email/fax, and information you may choose to provide as an Emergency Supplier (authorizing the Agency to contact you 24/7 for emergency orders). This data may be updated by clicking on Maintain General Organization Information.

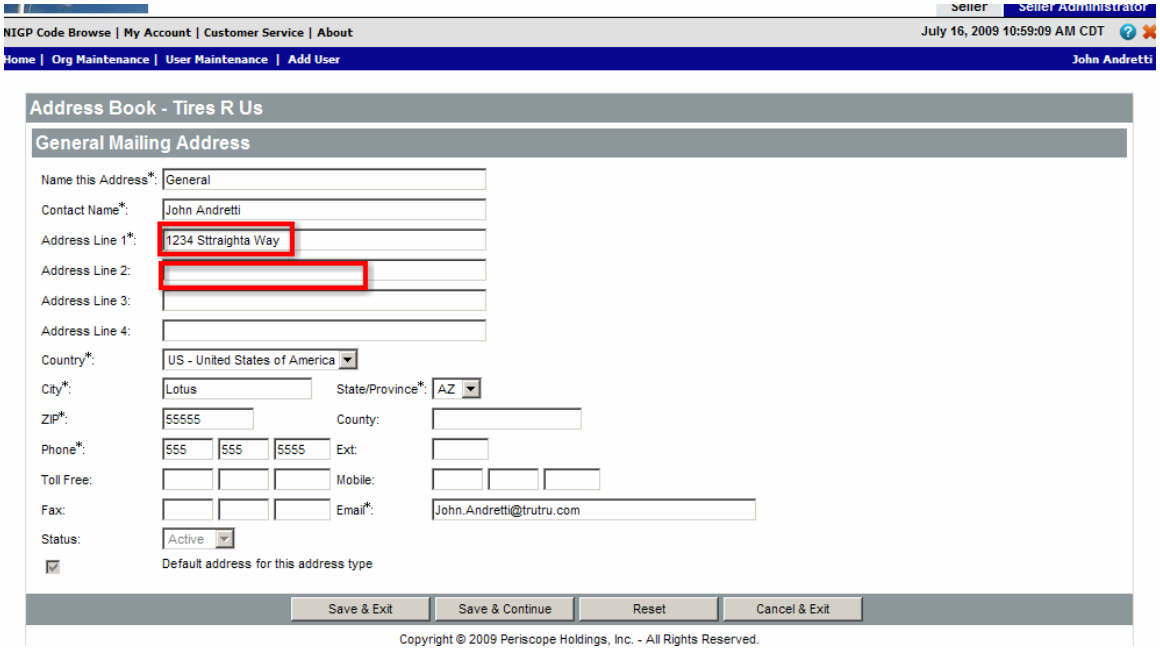


Updating Vendor Addresses

To update addresses, click the **Maintain Addresses** icon. This will provide a list of current addresses registered for your company. You can update an existing address by clicking on the blue link in the **Name** column, or you can click **Add Another Address** to create a new address for your company.



APEX allows you to save multiple types of addresses for your company, including **General**, **Bid**, **Purchase Order**, and **Remittance** addresses. In addition, you can have multiple addresses for each type (example: if you have multiple locations where POs can be sent by the Authority); however, you will be asked to identify a Default address for each type you create.



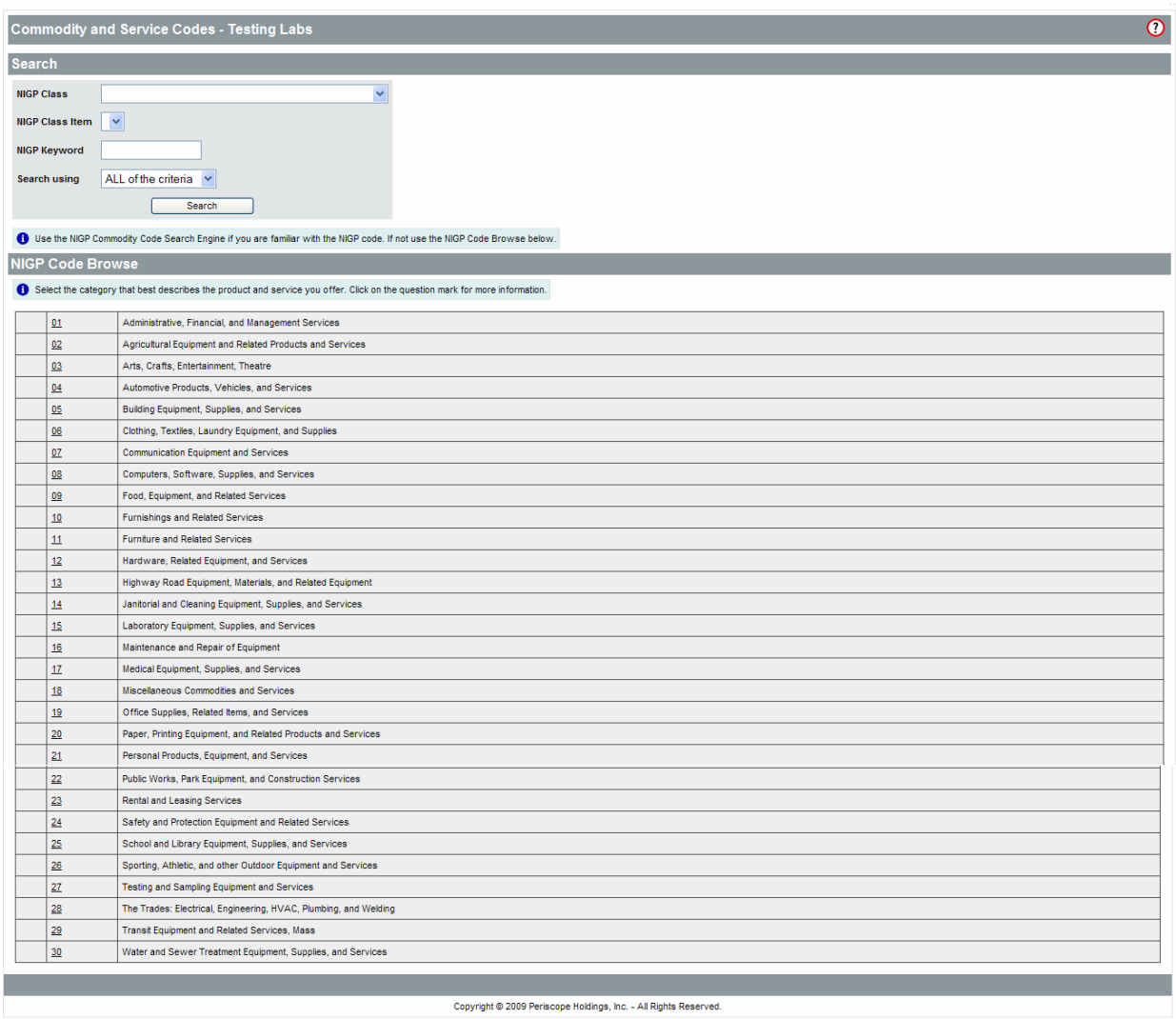
Once you have made all additions or changes, click **Save & Exit** to return to the list of addresses for your company.

Updating Commodity Codes and Services

To update information you have provided the Authority about which goods and services you offer, click the **Maintain Commodity Codes and Services** icon. This will help ensure that you receive notifications about Bid opportunities for those commodities and services. From this screen, you can either **Display Inactive Commodity Codes** to view any codes you had previously registered for, but that the Authority no longer uses for vendor searches.

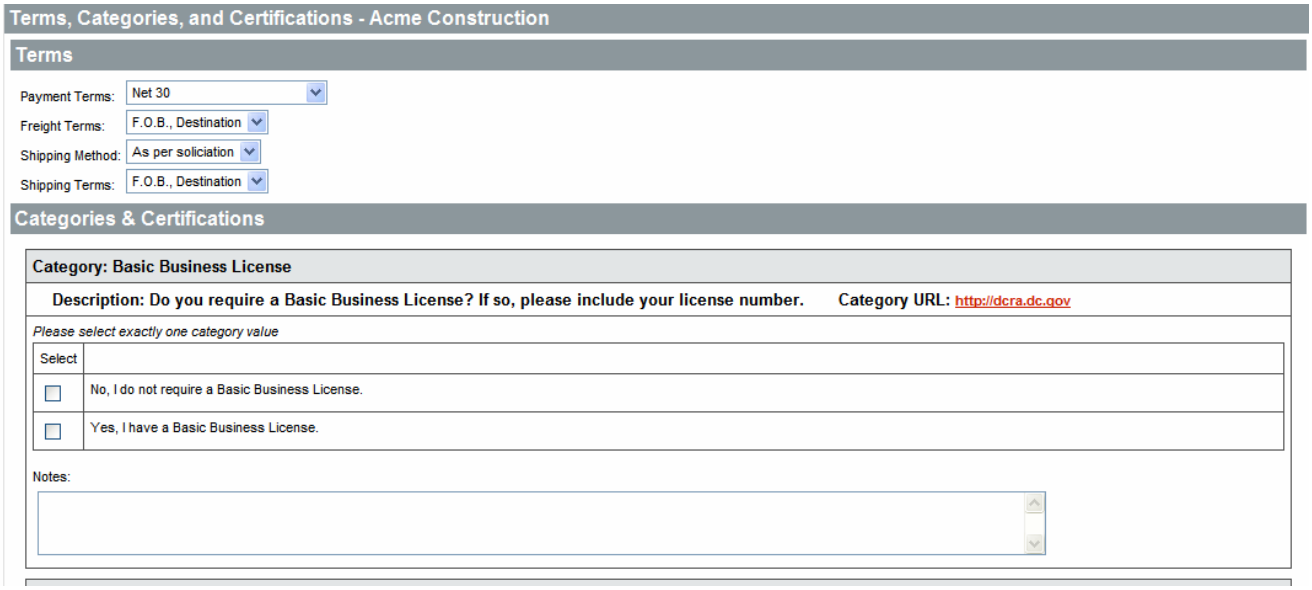
For most updates, you should click **Maintain Commodity Codes**. You will see a list of commodities and services you previously registered for. You can deactivate current commodities, or add new commodities by clicking **Add Additional Codes** to reach the **Commodity and Services Codes** screen.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save** or **Save and Add More**.



Updating Terms and Categories

To update information you have provided the Authority regarding which goods and services you offer, click the **Maintain Terms and Categories** icon.

Here you can update your standard payment and shipping terms, which can be applied to purchase orders issued by the Authority, as well as designate your status for various categories and certifications requested by the Authority (such as business type or minority business status).

After you've completed this screen, click **Save & Continue Registration** along the bottom.