

Long Beach Buys User & Profile Maintenance Guide

The Seller Administrator is responsible for maintaining users accessing their Long Beach Buys Account, maintaining addresses, and the commodity codes responsible for bid notifications.

Adding New Users:

1. Navigate to **Long Beach Buys**
2. Click the SIGN IN button in the top right corner of the page
3. Enter your login credentials
 - Enter your LOGIN ID
 - Enter your PASSWORD
 - Click SIGN IN
4. Click Add User on this Account
 - Enter their contact information
 - Enter their Login Id
 - Enter their Login Question and Answer
 - Assign a role
 - **Seller** – Allows the user to access Bids, Purchase Orders, and submit electronic Quotes
 - **Seller Administrator** – Allows the user to maintain the overall Long Beach Buys Account
5. Click Save & Exit
 - The created user will automatically receive a system-generated email providing them their temporary password
 - The Seller Administrator creating the Login Id must provide that ID to the new user

New Vendor User for California Paper Company

Salutation

First Name*:

Last Name*:

Job Title*:

Department:

Phone*:

Email*:

Login ID*:

Status*:

Login Question*:

Login Answer*:

Roles

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

Save & Exit

Reset

Cancel & Exit

Copyright © 2021 Periscope Holdings, Inc. - All Rights Reserved.

Maintaining Existing Users:

- Click Maintain Users on this Account
- Click the user's Login Id
 - To inactive a user's Login Id
 - Click the Status field
 - Click Inactive
 - Click Save & Exit

CITY OF
LONG BEACH

User Maintenance: Jessica Smith - California Paper Company

Salutation: [v]

First Name*: Jessica Last Name*: Smith

Job Title*: Sales Department:

Phone*: 555 555 5555 - Email*: jsmith@capapercompany.com

Login ID: JSMITH Status*: Active [v]

Login Question*: What is your favorite food? [v] Login Answer*:

Reset Password

Roles

Seller Can Create Blanket Change Orders

Seller Administrator Can Upload Contract

Save & Exit Save & Continue Reset Cancel & Exit

Copyright © 2021 Periscope Holdings, Inc. - All Rights Reserved.

- To reset a user's password
 - Click Reset Password
 - In the popup window click Reset Password

Reset Password



Are you sure you want to reset the password for JSMITH?

Reset Password

Cancel

- To modify the user's existing roles
 - Click or uncheck Seller or Seller Administrator
 - Click Save & Exit

Roles

Seller Can Create Blanket Change Orders

Seller Administrator Can Upload Contract

Maintaining Addresses:

1. Click Maintain Organization Information
2. Click Maintain Addresses
 - To edit an existing address
 - Click the Address Name

CITY OF LONG BEACH

Maintain Addresses for: California Paper Company

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Mark Smith 52 East Street Long Beach, CA 97012 US Email: CAPapercompany@phimail.mallinator.com Phone: (555)555-5555 Id: 12	Active	Yes

[Add Another Address](#) [Exit](#)

Copyright © 2021 Periscope Holdings, Inc. - All Rights Reserved.

- Modify any of the existing Mailing Address fields
- Click Save & Exit
- To add a new address
 - Click Add Another Address

CITY OF LONG BEACH

Maintain Addresses for: California Paper Company

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Mark Smith 52 East Street Long Beach, CA 97012 US Email: CAPapercompany@phimail.mallinator.com Phone: (555)555-5555 Id: 12	Active	Yes

[Add Another Address](#) [Exit](#)

Copyright © 2021 Periscope Holdings, Inc. - All Rights Reserved.

- Select the Address Type
- Enter the required Address Information
- Click Save & Exit

Enter a New Address

Address Type:	Bid Mailing Address <input type="button" value="v"/>		
Name this Address*:	<input type="text"/>		
Contact Name*:	<input type="text"/>		
Address Line 1*:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
Address Line 3:	<input type="text"/>		
Address Line 4:	<input type="text"/>		
Country*:	US - United States of America <input type="button" value="v"/>		
City*:	<input type="text"/>	State/Province*:	<input type="text"/>
ZIP*:	<input type="text"/>	County:	<input type="text"/>
Phone*:	<input type="text"/>	Ext:	<input type="text"/>
Toll Free:	<input type="text"/>	Mobile:	<input type="text"/>
Fax:	<input type="text"/>		
Id:	0 <input type="text"/>	Alternate Id:	<input type="text"/>
EDI Address:	<input type="text"/>		
Status:	Active <input type="button" value="v"/>	Web Address:	<input type="text"/>
<input checked="" type="checkbox"/>	Default address for this address type		(Begin with http:// or https://)
Email:	<input type="text"/>		
<input type="button" value="Add Email"/>			

Maintaining Commodity Codes and Services:

1. Click Maintain Organization Information
2. Click Maintain Commodity Codes & Services
3. Click Maintain Commodity Codes
 - To add more Commodity Codes
 - Click Add Additional Codes

CITY OF LONG BEACH

Commodity Code and Service Codes

Current Codes - California Paper Company

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	646-33	Copy Paper - Specialized High Speed (Included Recycled), Environmentally Certified Products	10/20/2021

Deactivate Selected Items Add Additional Codes Cancel & Exit

Copyright © 2021 Periscope Holdings, Inc. - All Rights Reserved.

- Search for the new Commodity Codes by Keyword Search or by selecting the drop downs
- Select the Code(s) to add to the account
- Click Save

Commodity Code and Service Codes - California Paper Company

Search

NIGP Class

NIGP Class Item

NIGP Keyword copy paper

Search using ALL of the criteria

Search

NIGP Code Browse Show Categories

Select the category that best describes the product and service you offer. Click on the question mark for more information.

Code	Description
<input checked="" type="checkbox"/> 645-33	Copy Paper - Specialized High Speed (Included Recycled)

Save Save and Add More

Copyright © 2021 Periscope Holdings, Inc. - All Rights Reserved.