

Vendor Registration – CATEGORY SELECTION FOR YOUR COMMODITY(IES),  
PRODUCT(S) &/OR SERVICE(S)

Please be advised that it is extremely important that your registration includes category selections for the product(s) and/or service(s) that you can provide. It is these categories that the system uses to match your product(s) and/or service(s) to the product(s) and/or service(s) contained in the bid requests.

In addition, if you have selected the premium service, the system will not be able to locate you as a provider of a particular product and/or service because the category coding for such product and/or service is missing from your vendor profile information.

We are **requesting that all vendors verify that they have selected categories for their products and/or services by logging into the E Procurement System as follows:** From the Nassau County NY Homepage, [www.nassaucountyny.gov](http://www.nassaucountyny.gov), select E Services for Business, Vendor Log In where you will enter your UserID and Password. You will now be in a screen that has on the left side:  
Solicitation Mgmt  
Profile Mgmt

Select/Click on Profile Mgmt which will then bring you to a screen as follows:

- Edit Main Org Info
  - Edit Remittance
  - Edit Demographic
  - Edit Categories
  - Edit HTML Profile
- Edit Users
- Additional Information
  - Nassau County
    - Additional Required Attributes
    - Attachments
    - Service Level

You would then select Edit Categories to review what you have previously entered or make your selection of categories now, for your businesses products or services.

Enter one or two words into the search box and click on search.

Review what the system has responded with and hi-lite those items that apply to your business and then click on ADD and then scroll down to the bottom of the screen and click on SAVE. You can then do another word search and repeat the process until you are done adding category codes.

After you have reviewed your categories of products and/or services, please review and make any corrections to the information that you have provided. Corrections should include the proper use of capital or lower case letters particularly for e-mail addresses.

IF YOU MAKE CORRECTIONS TO YOUR EMAIL ADDRESS ***IT MUST BE CHANGED IN 2 PLACES***. One is in the Main Org Info and the other is in Edit Users – My profile (the main contact user profile).

Remember it is your responsibility to maintain the accuracy of your organizations information. Please revisit your Profile Mgmt regularly to review and implement any corrections, additions or deletions.

Lastly, should you wish to remove yourself from the E Procurement System simply perform the following:

- Log In to the E Procurement System
- Select / click on Profile Mgmt
- Select / click on Nassau County then
- Click on the “Delete” button then
- Click on the “OK” button

You have just removed yourself from the E Procurement Active System and you may Log out of the system.

Thank You,  
Robert J. Koprowski  
Nassau County Office of Purchasing  
Financial Systems Administrator