

SUPPLIER USER GUIDE

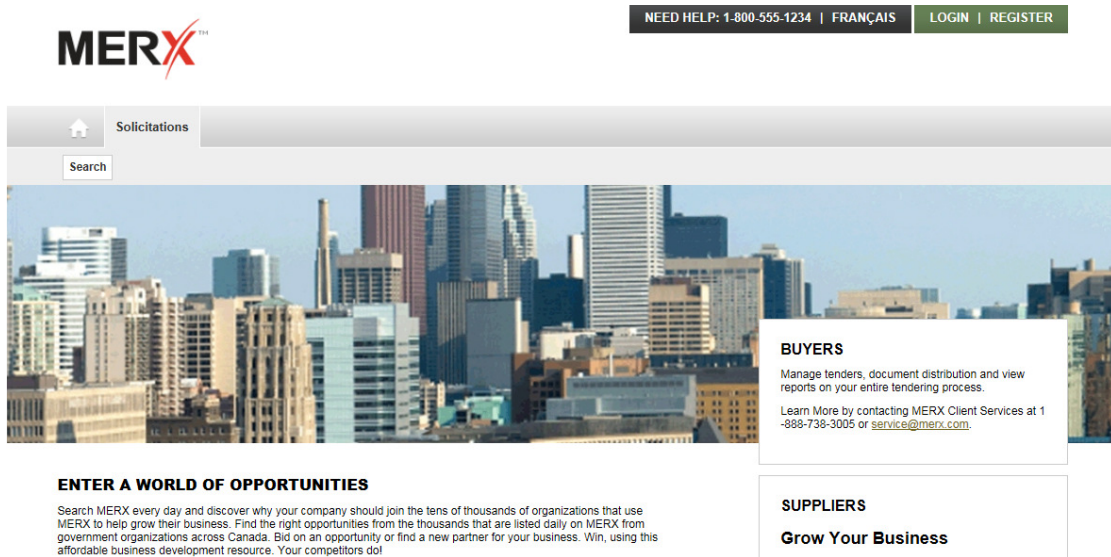
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1. Overview

The new MERX portal will allow suppliers to manage their participation in the tender process through one user-friendly and efficient system, from qualification as a compliant vendor for to notification of awards and consultation of bid results. Suppliers will also be able to maintain their profile and information up-to-date by simply logging on to their online accounts at their own convenience.

Note: The look and feel (images, colours and text) may differ in this document; however, the functionality is consistent.



Functionalities of the portal

- ✓ Supplier Qualification Management (when applicable)
Online self application for suppliers
Paperless, quick and easy to complete
- ✓ Project Supplier Rotation Management (when applicable)
Fair automatic process, time and cost effective
- ✓ Tender Process Management
Invitations, transmission of documentation, addendums and notifications
- ✓ Electronic Bid Submission and Opening
Time and cost effective for the suppliers Paperless
- ✓ Award Management (when applicable)
Notifications and publication of results
- ✓ Dashboard Reporting and Business Intelligence
- ✓ Performance Management

2. Need Help? Contact us!

	<p>MERX Customer Support for Vendors/Suppliers Customer Support for Vendors/Suppliers can be reached at : 1-800-964-6379 or 613-727-4900 (local) merx@merx.com Business hours are Monday to Friday, 9:00 am to 5:00 pm EST.</p>
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3. Working with the portal

Learn how to perform common functions with the MERX portal by following the quick and simple steps detailed below. You can review instructions for the following:

- Registration to the portal
- Logging on to MERX
- Modifying your organization and contact profile information

Review the next section to learn how to use this guide and to familiarize yourself with the portal.

Before beginning to work with the portal, you should select your language of preference. The website will be presented to you in English. However, you can modify this by selecting the **FRANÇAIS** link (upper right hand corner of the screen) if applicable. The French home page will be launched. You can switch your language choice at any time while using the portal if both languages are available.

NEED HELP: 1-800-964-6379 | FRANÇAIS

LOGIN | REGISTER



3.1 Registration to the portal

To register to the portal, simply select the **REGISTER** button (upper right hand corner of the screen).

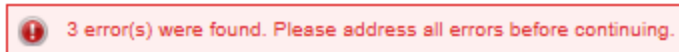



The Registration page will be presented to you. There are 4 steps to the registration wizard; each step must be completed prior to moving on to the next step. The 4 steps are:



Note: all fields prefixed with a red star * are mandatory fields and must be completed.

If you did not enter any information in one of the mandatory fields, you will be presented with a message at the top of the screen.



Each error will be identified in red and will display an exclamation mark  to the right of the field.

A screenshot of a form titled 'Login Credentials'. It has three input fields: 'Desired Username*' with the value 'userguide', 'Desired Password*', and 'Password Confirmation*'. The password fields have red borders and exclamation mark icons. Below the confirmation field, a red box says 'is required'.

STEP 1 - Information

There are 4 sections in **STEP 1** to complete:


- Organization Information
- Contact Information
- Login Credentials
- Terms and Conditions

Once you have entered all the information, you must read and accept the Terms and Conditions to continue to the next step. Select the **NEXT** button at the bottom of the page to continue to the next step.

REGISTRATION


1- Information 2- Subscription 3- Payment 4- Confirmation

Organization Information

Organization Name* 

Address*


City*

Country* 

Zip/Postal Code*

Contact Information

Job Title

Greetings* 

First Name* Initial

Last Name*

Phone* ext.

Fax

Email*

Email Confirmation*

Login Credentials


Desired Username*

Desired Password*

Password Confirmation*

Terms and Conditions

I want to receive further offers from MERX.



 I agree to the [Terms & Conditions](#) stated herein.

I am an authorized representative of the above-named organization.

NEXT

STEP 2 - Subscription

There is only one subscription package to the portal which is the One Year Subscription. It is preselected for you in the **STEP 2**.

Select the  button to return to the previous step or select  to continue

REGISTRATION

1- Information 2- Subscription 3- Payment 4- Confirmation

Subscription Information

Subscription Type

<input checked="" type="radio"/> One Year Subscription	\$250.00 (\$20.83 per month)
--	------------------------------

Prices are in Canadian Dollars and are subject to applicable taxes.







STEP 3 - Payment

There are 4 sections in the Payment page. We encourage you to review each section carefully before proceeding to the next step.

- Subscription Details
- Yearly Fees
- Transaction Details
- Credit Card Information

Select the  button to return to the previous step or select



to continue to the next step.

REGISTRATION

1- Information 2- Subscription **3- Payment** 4- Confirmation

Subscription Details

Please review the following registration details and enter your credit card information.

This information will be used to process the charges below and also it will be securely stored in your profile to be used for any subsequent charges.

Subscription Type One Year Subscription (04-21-2013 to 06-30-2014)

Yearly Fees

The following fees will be charged to you on a yearly basis.




One Year Subscription	\$250.00
HST	\$32.50
Total	\$282.50

Transaction Details

The following charges will be placed against your credit card on 07-01-2013.

One Year Subscription	\$250.00
HST	\$32.50
Total	\$282.50



Credit Card Information

Credit Card Type *   

Card Number *

Expiration Date * -- Month -- -- Year --

Card Holder's Name *

Security Code *  

Prices are in Canadian Dollars. All fees are non-refundable.

Subscription are automatically renewed unless cancellation before the date of renewal.

PREVIOUS


COMPLETE REGISTRATION

STEP 4 – Confirmation

The last step of the registration is the Confirmation page. An email will be sent to you enabling you to activate your account.

1- Information 2- Subscription 3- Payment 4- Confirmation

Registration Confirmation

 Thank you for registering.

You will receive an email enabling you to activate your account and another email with the registration details.

If you do not receive these emails, or if you need assistance, please call the MERX Customer Support at 1-800-964-6379. We provide technical support for this online bidding system and are available Monday to Friday from 9h00 am to 05h00 pm EST.


Kind Regards,
MERX Customer Support Department
merx@merx.com

To activate your account, you must click on the link provided in the email.

MERX NEED HELP: 1-800-964-6379 HOME

Dear Ms. User Guide,

This is to confirm your registration on MERX.

In order to access MERX you have to activate your account, using the link below.
[MERX USER GUIDE Account Activation](#) 

After the activation of your account we recommend that you verify and complete your organization and contact information under the "My Account" section of the site.

If you need assistance, please call the MERX Customer support at 1-800-964-6379. Service hours are Monday to Friday from 9h00 am to 05h00 pm EST.

Kind Regards,
MERX Customer Support
merx@merx.com

You will then be prompted to enter your Username and Password to complete the activation.

Select the  button to continue to the next step.

ACCOUNT ACTIVATION

Activation

Please enter the username and password you choose during your registration in order to activate your account.


Username


Password

ACTIVATE

Need Help?

MERX Customer Support is available Monday to Friday from 9h00 am to 05h00 pm EST.


 1-800-964-6379

 merx@merx.com

Once you have entered your Username and Password, you will be presented with an account activation confirmation message. Select the **FINISH ACCOUNT SETUP** button to review the information you have entered. You will be automatically logged in to the account.

ACCOUNT ACTIVATION CONFIRMATION

Activation Confirmation


 Your account has been successfully activated!


We recommend that you verify and complete your organization and contact information.

FINISH ACCOUNT SETUP

Need Help?

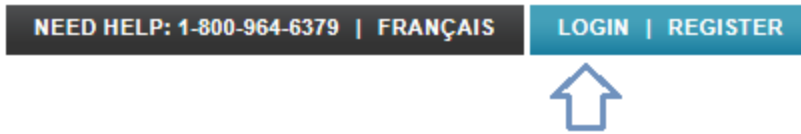
MERX Customer Support is available Monday to Friday from 9h00 am to 05h00 pm EST.

 1-800-964-6379

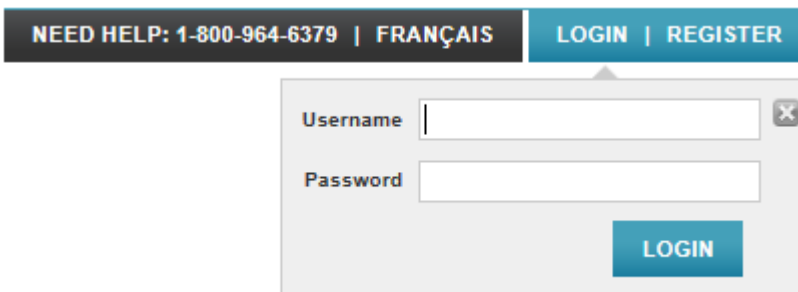
 merx@merx.com

3.2 Logging in to your account

In order to login to your account, select the **LOGIN** button located in the upper right-hand corner.

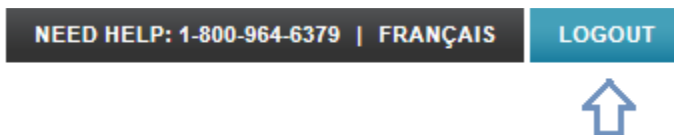


You will be prompted to enter your Username and Password. Once entered, select the **LOGIN** button.



3.3 Logging out of your account

When logged in to your account, you can logout at any time by selecting the **LOGOUT** button. The link will be available on each page post login.

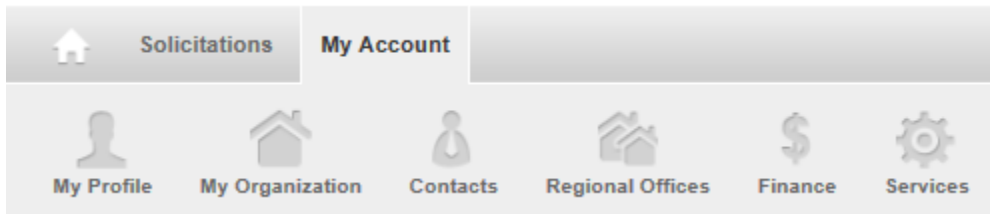


3.4 Account Management

The first user to register the account will be granted the Supplier Admin role.

This role enables the user to manage the following by selecting the 'My Account' tab in the Supplier Menu.

- My Profile
- My Organization
- Contacts
- Regional Offices
- Finance
- Services




3.4.1 My Profile



The [My Profile](#) page enables the user to manage his account and modify information as required. This tab is divided in the following sections:


- Account Information
- Personal Information
- Preferences
- Roles & Privileges

Account Information

In the *Account Information* section, you are able to modify your password by selecting the  [Modify](#) link.

MY PROFILE

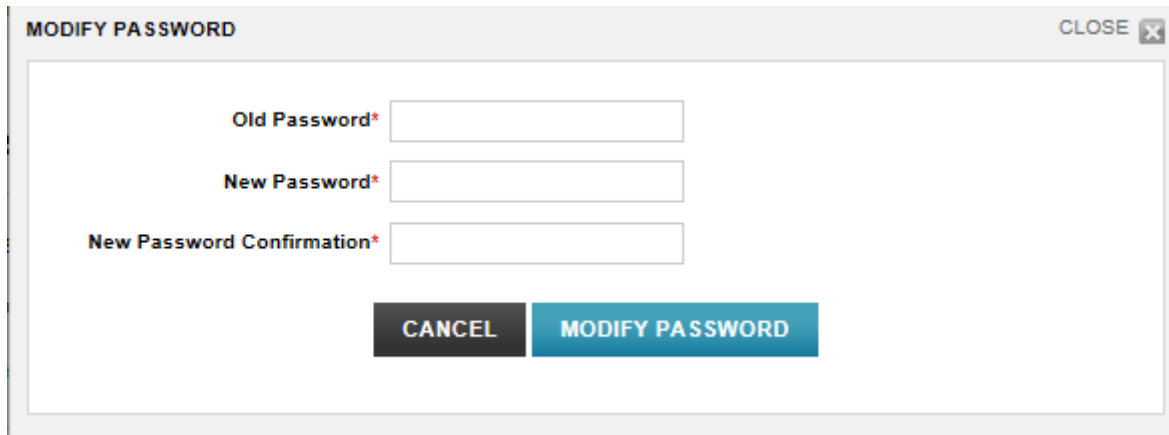
MS. GINETTE LEVAC FROM [MERX](#)

Account Information	
Activation Date	2013-04-16 10:40 AM
Status	Active
Username	supplier
Password	 Modify

You will be prompted to enter your old password and to enter a new password. You will be required to re-enter the password for confirmation.

Select the **CANCEL** button to return to the previous page.

Select the **MODIFY PASSWORD** button to modify your password.



MODIFY PASSWORD CLOSE x

Old Password*

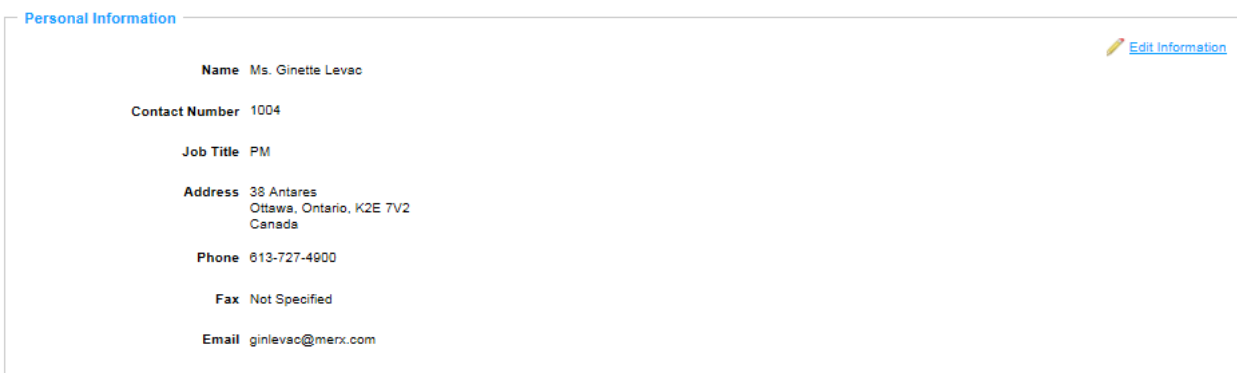
New Password*


New Password Confirmation*

CANCEL **MODIFY PASSWORD**

Personal Information

In the *Personal Information* section, select the  [Edit Information](#) link to make some modifications to your personal contact information.



Personal Information  [Edit Information](#)

Name Ms. Ginette Levac

Contact Number 1004

Job Title PM

Address 38 Antares
Ottawa, Ontario, K2E 7V2
Canada

Phone 613-727-4900

Fax Not Specified

Email ginlevac@merx.com

The editable fields will be available in an editable text box.

Select the **CANCEL** button to return to the view screen.

Select the **SAVE** button to save the modifications.

Personal Information

Contact Number 1004

Job Title

Greetings* ▼

First Name* Initial

Last Name*

Same as organization address

Address*

City*

Country* ▼

State/Province* ▼

Zip/Postal Code*

Phone* ext.

Fax

Email*

CANCEL **SAVE**

Preferences


If you wish to modify the default language, contact method or the home page, select the

 [Edit Information](#) link.

Select the checkbox if you wish to receive further offers from MERX.

Select the **CANCEL** button to return to the view screen.

Select the **SAVE** button to save the modifications.

Preferences  [Edit Information](#)

Default Language English

Contact Method Email

Home Page Solicitation Search

I want to receive further offers from SNC-Lavalin O&M

All fields are editable in this section.

Preferences

Default Language ▼

Contact Method ▼

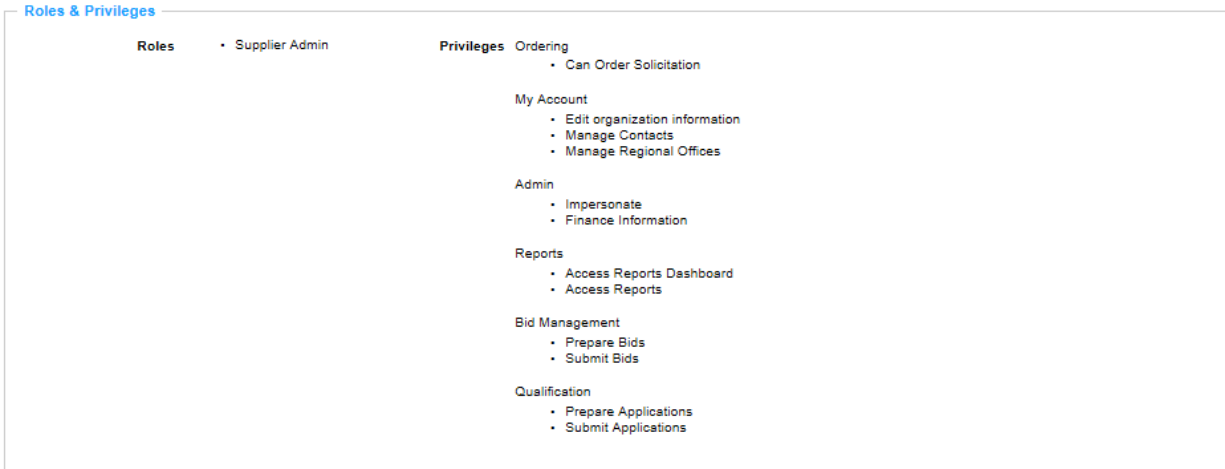
Home Page ▼

I want to receive further offers from SNC-Lavalin O&M

CANCEL **SAVE**

Roles & Privileges

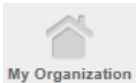
This section lists all the roles assigned to this user. The first registered Supplier will be assigned the Supplier Admin role and will have full privileges. Roles are assigned when adding new suppliers. Refer to section 3.4.3.1 for additional information.



Roles & Privileges

Roles	Privileges
• Supplier Admin	Ordering <ul style="list-style-type: none">• Can Order Solicitation
	My Account <ul style="list-style-type: none">• Edit organization information• Manage Contacts• Manage Regional Offices
	Admin <ul style="list-style-type: none">• Impersonate• Finance Information
	Reports <ul style="list-style-type: none">• Access Reports Dashboard• Access Reports
	Bid Management <ul style="list-style-type: none">• Prepare Bids• Submit Bids
	Qualification <ul style="list-style-type: none">• Prepare Applications• Submit Applications

3.4.2 My Organization

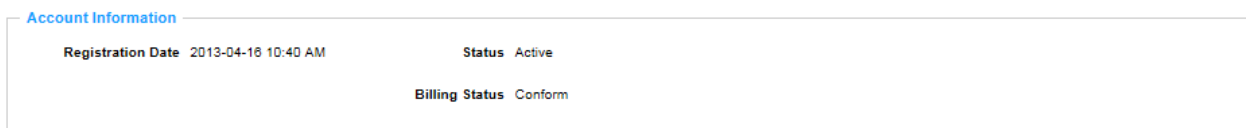


This **My Organization** tab is divided in 5 sections that are detailed below. The information that was entered at the time of the registration will be pre-populated.

- Account Information
- Organization Information
- Other Information
- Working Categories
- Branding

Account Information

The *Account information* section is not editable as it consists of the registration date, the status of the account and the billing status.




Account Information

Registration Date 2013-04-16 10:40 AM	Status Active
	Billing Status Conform

Organization Information

This section contains the basic organization information. Some of the fields will be empty and can be filled out.

Select the  [Edit Information](#) link to edit the information.

Organization Information  [Edit Information](#)

Organization Name MERX

Org. Number 1048

Type Supplier

Address 38 Antares
Ottawa, Ontario, K2E 7V2
Canada

Phone 613-727-4900

Toll Free 1-800-999-9999


Fax 1-800-888-888

Email merx@merx.com

Website www.merx.com

All fields except for the type will be editable in this section. Most fields will be pre-populated.

Select the  button to return to the view screen.

Select the  button to save the modifications.

Organization Information

Organization Name*

Type Supplier

Address*

City*

Country* ▼

State/Province* ▼

County/Region* ▼

Zip/Postal Code*



Phone* ext.

Toll Free

Fax

Email


Website

Other Information


The Other Information section will be empty. You can edit this section at any time.

Select the  [Edit Information](#) link to edit the information.

Other Information  [Edit Information](#)

Business Structure	• Private Corporation
Business Type	• Small
M/W/DBE Status	Not Specified
M/W/DBE Certification	Not Specified
Other Certification	Not Specified
Established Since	1997
Number of Employees	26-50



Select the  button to return to the view screen.

Select the  button to save the modifications.

Enter a checkmark in the checkbox next to all the fields that apply.

Other Information

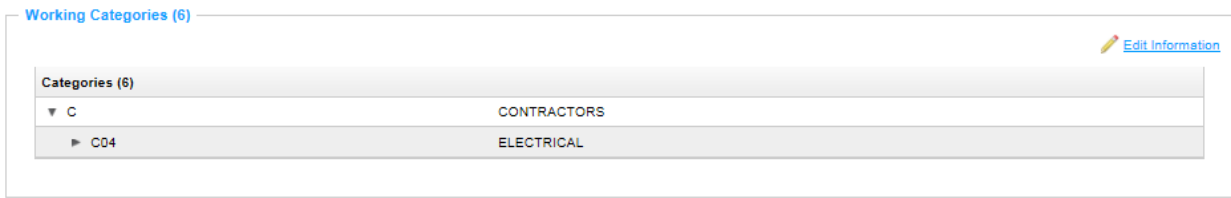
Business Structure	<input type="checkbox"/> Public Corporation
	<input checked="" type="checkbox"/> Private Corporation
	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Other
Business Type	<input checked="" type="checkbox"/> Small
	<input type="checkbox"/> Large
	<input type="checkbox"/> Minority owned
	<input type="checkbox"/> Women owned
	<input type="checkbox"/> Disadvantaged
	<input type="checkbox"/> Government Agency
	<input type="checkbox"/> Federal SBA Small Disadvantaged
	<input type="checkbox"/> Small Local Business Enterprise
	<input type="checkbox"/> Other
M/W/DBE Status	<input type="checkbox"/> Yes
M/W/DBE Certification	<input type="checkbox"/> Yes
Other Certification	<input type="text"/>
Established Since	<input type="text" value="1997"/>
Number of Employees	<input type="text" value="26-50"/>

Working Categories

In the *Working Categories* section, we encourage you to select all the categories that relate to your type of business. This section will be empty.

Select the  [Edit Information](#) link to edit the information.



There are two ways to select categories in this section. Please be advised that there may be multiple categorization criteria available for selection.

You can enter a keyword in the search box and then select the  button.

Select the [Clear](#) link to clear the text.


You may also select the Browse tab to search through the full list of categories.

As you select categories, they will appear in the top portion under Selected Categories.

Select the [Remove All](#) link to delete all the previously selected categories.

Select the  link to delete one category at a time.

Select the  button to return to the view screen.

Select the  button to save the modifications.

Working Categories

Selected Categories (6)

[Remove All](#)

Categories (6)		
▼ C	CONTRACTORS	
▶ C04	ELECTRICAL	

CATEGORIES

Add Categories

Search **Browse**

You can search for codes by typing specific keywords related to your business.

SEARCH [Clear](#)

CANCEL **SAVE**

You may also select the Browse tab to search through the full list of categories.

Enter a checkmark in the checkbox next to all the fields that apply

Add Categories

Search **Browse**


▼ <input checked="" type="checkbox"/> C	CONTRACTORS
▼ <input checked="" type="checkbox"/> C01	BUILDING/ENVELOPE
<input checked="" type="checkbox"/> C01A	Dampproofing and Waterproofing
<input checked="" type="checkbox"/> C01B	Roofing / Sheet Metal / Siding Panels
<input checked="" type="checkbox"/> C01C	Thermal and Moisture Protection
<input checked="" type="checkbox"/> C01D	Window Replacement
▼ <input checked="" type="checkbox"/> C02	CONSTRUCTION/RESTORATION
<input checked="" type="checkbox"/> C02A	Demolition
<input checked="" type="checkbox"/> C02B	General Contracting


Branding

This section will be empty. You may include your branding information.

Select the [Edit Information](#) link to edit the information.

Branding [Edit Information](#)

Organization Logo 
Not Specified


Not Specified

English Short Description MERX is an online electronic tendering service

French Short Description MERX est un service d'appels d'offres en ligne.

English Recent Realisation Not Specified

French Recent Realisation Not Specified

English Promotional Material Not Specified

French Promotional Material Not Specified

This is an optional section.

Select the **Upload Logo** button to upload your organization's logo.
Follow the same steps as **Error! Reference source not found.** to upload your logo.



Enter the text you wish in each of the text boxes.


Select the **Upload Document** link to upload your organization's promotional material.
Follow the same steps as **Error! Reference source not found.** to upload your logo.


Select the **CANCEL** button to return to the view screen.


Select the **SAVE** button to save the modifications.


Branding

Organization Logo  

English Short Description 
 46 character(s) (maximum: 200)

French Short Description 
 46 character(s) (maximum: 200)

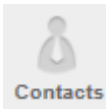
English Recent Realisation 
 0 character(s) (maximum: 500)

French Recent Realisation 
 0 character(s) (maximum: 500)

English Promotional Material

French Promotional Material


3.4.3 Contacts



The **Contacts** tab will enable users to view contacts, search for contacts or add new contacts.

The top portion of the contacts tab allows users to search for contacts within the organization. Multiple search criteria may be entered to refine the search.

Once you've entered the search criteria, select the button. Select the [Clear](#) link to clear the search criteria in the search boxes.

The **Results per page:**  drop-down enables the user to display 25, 50 or 100 results at a time.

Name
 Country

 Contact Number
 State/Prov/Region

 Job Title
 City


 Role
 Status


[Clear](#)

1 of 2 result(s) found
 Results per page:



Once the button is selected, the results will be listed below.

Clicking on the contact name of the user will open that user's profile page.

Selecting the  actions link will enable users with the Supplier Admin role to View, Inactivate, Reset Password and to Act as that user.

Selecting the  actions link for your own profile will enable you to View the profile or Reset Password.

Selecting the button enables you to add a new contact.

Name	Contact Number	Title	Role	City	State/Prov/Region	Status	Actions
Merx Supplier	1048		Bid Submission	Montreal	Quebec	Active	 ▼
Merx User	1045		Supplier	Montreal	Quebec	Active	 ▼

1 of 2 result(s) found
 Results per page:

3.4.3.1 Add Contact

The Supplier Admin role is the role that manages the user accounts within the organization.

The Add Contact page is divided into 4 sections:

- Account Information
- Personal Information
- Preferences
- Roles

Note: all fields prefixed with a red star * are mandatory fields and must be completed.

In the *Preferences* section, the default is selected. Please review each drop-down menu to view the options.

Account Information

Desired Username*

Personal Information

Job Title

Greetings*

First Name* Initial

Last Name*

Same as organization address

Address*

City*

Country*

Zip/Postal Code*

Phone* ext.

Fax

Email*

Preferences

Default Language

Contact Method

Home Page

I want to receive further offers from SNC-Lavalin O&M

Roles

In the *Roles* section of the screen, the Supplier Admin can select the role(s) applicable to this user. By clicking in the checkbox next to each role, this will highlight the associated privileges in green. Select one of the following 4 roles to view the associated privileges.

- Supplier Admin
- Supplier
- Supplier Read-only
- Bid Submission

The *Supplier Admin* role provides full access to the system. The other roles limit the access to information.

Roles & Privileges

Roles

- Supplier Admin
- Supplier
- Supplier Read-Only
- Bid Submission

Associated Privileges

Ordering

- Can Order Solicitation

Admin

- Impersonate
- Finance Information

Bid Management

- Prepare Bids
- Submit Bids

My Account

- Edit organization information
- Manage Contacts
- Manage Regional Offices

Reports

- Access Reports Dashboard
- Access Reports

Qualification

- Prepare Applications
- Submit Applications

CANCEL **SAVE**

Select the **CANCEL** button to return to the view screen.

Select the **SAVE** button to save the modifications.

3.4.4 Regional Offices



In the **Regional Offices** section, you will have the ability to search or add regional offices. The top portion will enable the user to search for regional offices.

Once you've entered the search criteria, select the **SEARCH** button. Select the [Clear](#) link to clear the search criteria in the search boxes.

The **Results per page:** 25 drop-down enables the user to display 25, 50 or 100 results at a time.

MERXIE Regional Office List

Name Country

Org. Number City

Status Active Inactive All

[Clear](#) **SEARCH**

1 of 1 result(s) found << < 1 > >> Results per page: 25

Once the **SEARCH** button is selected, the results will be listed below.

Clicking on the name of the regional office, this will open that regional office page.

Selecting the actions link will enable the user to View the Regional office, View the Contact List, Add contact and inactivate the Regional Office.

Select the **ADD REGIONAL OFFICE** button to add a regional office.

Name	Org. Number	City	State/Prov/Region	Country	Status	Actions
Sub Org	1110	Nepean	Ontario	Canada	Active	▼

1 of 1 result(s) found << < 1 > >> Results per page: 25 ▼

ADD REGIONAL OFFICE

Add Regional Office

There are 5 steps to adding a regional office.



STEP 1 – Organization Information

Note: all fields prefixed with a red star * are mandatory fields and must be completed.

Select the **CANCEL** button to return to the view screen.

Select the **NEXT** button to continue to the next step.

Organization Information

Please note that each new Regional Office will be subject to the yearly subscription fee.

Parent Organization: MERXIE

Organization Name*

Type: Supplier

Address*

City*

Country*

Zip/Postal Code*

Phone* ext.

Toll Free

Fax

Email

Website


CANCEL **NEXT**


STEP 2 – Main Contact Information

Complete all the mandatory fields.

Note: all fields prefixed with a red star * are mandatory fields and must be completed.

Select the  button to return to the view screen.

Select the  button to return to the previous step.

Select the  button to continue to the next step.

Desired Username

Desired Username*

Personal Information

Job Title

Greetings*

First Name* Initial

Last Name*

Same as organization address

Address*

City*

Country*




State/Province*

Zip/Postal Code*

Phone* ext.

Fax


Email*


  

STEP 3 – Subscription Information

There is only one subscription type for MERX and it is preselected.

Select the  button to return to the view screen.

Select the  button to return to the previous step.

Select the  button to continue to the next step.

1- Organization Information 2- Main Contact Information 3- Subscription 4- Payment 5- Confirmation

Subscription Information

Subscription Type

One Year Subscription \$250.00 (\$20.83 per month)

CANCEL PREVIOUS NEXT

STEP 4 – Payment

Review the subscription details and transaction details section.

Note: all fields prefixed with a red star * are mandatory fields and must be completed.

Select the **CANCEL** button to return to the view screen.

Select the **PREVIOUS** button to return to the previous step.

Select the **COMPLETE REGISTRATION** button to complete the registration.

Regional Office Billing Mode

Child Pays All
As specified within the parent organization Finance settings, this regional office will be charged for all fees.

Subscription Details

Please review the following registration details and enter the regional office credit card information.
This information will be used to process the charges below and also it will be securely stored in the regional office profile to be used for any subsequent charges.

Subscription Type One Year Subscription (04-24-2013 to 06-30-2014)

Other Services

Yearly Fees

The following fees will be charged to you on a yearly basis.




One Year Subscription	\$250.00
HST	\$32.50
Total	\$282.50

Transaction Details

The following charges will be placed against the regional office credit card on 07-01-2013.

One Year Subscription	\$250.00
HST	\$32.50
Total	\$282.50


Regional Office Credit Card Information

Credit Card Type *   

Card Number *

Expiration Date * -- Month -- -- Year --

Card Holder's Name *

Security Code * 


Prices are in Canadian Dollars. All fees are non-refundable.
Subscription are automatically renewed unless cancellation before the date of renewal.

CANCEL **PREVIOUS** **COMPLETE REGISTRATION**

Step 5 – Confirmation

Once all the previous have been completed, the final step will provide the user with a confirmation message that the regional office has been created.

Registration Confirmation

 Thank you for registering.

In the next minutes, Ms. Sub Sup will receive an email enabling him to activate the regional office account and another email with the registration details.

If he does not receive those emails, or if you need assistance, please call the MERX Customer Support at 1-800-964-6379. We provide all technical support for this online bidding system and are available Monday to Friday from 9h00 am to 05h00 pm EST.


Kind Regards,


MERX Customer Support
merx@merx.com

3.4.5 Finance



The **Finance** tab enables the user to edit the credit card information and to view the invoices.

In the Credit Card Information section, the user can select the  [Edit Information](#) link to modify the credit card information.

Credit Card Information  [Edit Information](#)

Credit Card Type MasterCard

Card Number 545454*****5454

Card Holder's Name Gigi Levac




Selecting the  [Edit Information](#) link will present the user with the following screen.

Note: all fields prefixed with a red star * are mandatory fields and must be completed.

Select the  button to return to the view screen.

Select the  button to save the modifications.


Credit Card Information

Credit Card Type *   

Card Number *


Expiration Date * -- Month -- -- Year --

Card Holder's Name *

Security Code * 


The *Invoicing* section will remain empty until the month of July 2013 when the registration fees will be applicable.

Invoicing  [Pay Invoices](#)

Current Balance 0.00 (CAD)

Type Period

Status Amount (CAD)

Document No Applied To [Clear](#) 

Type	Status	Document No	Date	Applied To	Amount (CAD)
There are no results matching your criteria.					

3.4.6 Services




The **Services** section provides the user with a quick view of the services. This page will detail the subscription term.

Subscription Information  [Change Subscription](#)

Subscription	Agreement
 One Year Subscription	1 Year: (2013-04-19 to 2014-06-30)

4. Additional Information

For additional information on how use the functionality available in the portal, please refer to the Supplier Training Videos accessible from the  in the top right hand corner of the page.