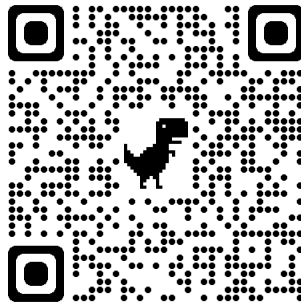




AN  MANAGED FACILITY

Cobblestone Vendor Management Portal User Guide



Creating an Account

1. On the [Vendor Management Portal](#), click “Create Account” on the left side of the page

The screenshot shows the Pennsylvania Convention Center Vendor Management Portal. The header includes the logo, date (Sep 28 2020 11:19:34), and navigation links (Main, News, Contracts, Solicitations, Document Library, Help). The main content area is titled "Welcome to the Pennsylvania Convention Center Vendor Management Portal". It contains a "No Login Detected" message, a "Sign In" button, and a "Create Account" button which is circled in red. Below the buttons, there is a "Need a User Account?" section with a "Create Account" button. The page also includes a "Terms Of Use" link and a footer with "CobbleStone Software 2020 - Collaboration Gateway".

2. Complete fields on the signup form (required fields are marked with a *****) and click “Continue” at the bottom.

The “Company Signatory” fields should contain information for the individual with the authority to e-sign any official documents for your company.

The screenshot shows the Pennsylvania Convention Center Vendor Management Portal signup form. The form is divided into three main sections: "Company Information", "Address and Contact Information", and "Gateway Log-in". The "Company Information" section includes fields for Company Name, Company Abbreviation, Federal Tax ID, State of Incorporation, Company Signatory First Name, Signatory Last Name, and Company Signatory Email. The "Address and Contact Information" section includes fields for Web, Phone, City, Country, Primary Contact Name, Street1, State/Province, Email, Street2, and Postal Code. The "Gateway Log-in" section is currently empty. A "Continue" button is visible at the bottom of the form.

Enter your information and select your own username and password.

Please be sure to check the box at the bottom indicating that you have read and agree to the terms and conditions for use of the portal.

New Account Signup

Customer


Please enter your company information below. If not applicable, please enter N/A.

Company Information		User Information		Finish
Details				
*First Name	*Last Name	Title		
*Email	*Phone	Address1		
Address2	City	State/Province		
Postal Code	Country	*Username		
*Password	*Is Company Admin	*Is Company Signatory		
	-- Select One --	-- Select One --		

I have read and agree to the [Terms and Conditions](#).

Save

- After successfully signing up, you will be taken to the confirmation page and your account information will be submitted for review and approval. You will also receive a confirmation email from the system that includes your Vendor ID. ***Please be sure to write down the Vendor ID – you will need this information to log in.**



Sep 28 2020 11:40:04

Main News Contracts Solicitations Document Library Help

No Login Detected

Already have an Account?

Need a User Account?

New Account Signup - Confirmation

Thank You for signing up! Your account information has been processed and sent off for authorization/activation.

You can log into your account to search/view information, however responses/requests will not be allowed until your account is authorized/activated. Please contact us via "Help" if you have any questions.

To login either click the 'Sign In' button to the left, or [click here](#).

Please check your email for login credentials.

To ensure full functionality of this site, please view using Google Chrome or Microsoft Edge browser.

All actions performed in this system will be logged for auditing purposes.

By using this Vendor Management Portal, you agree to these [Terms Of Use](#)

Once you have created the new account you should log in and proceed to add product service codes to your company's profile (see *Adding Vendor Product Service Codes* section below). While you will be able to log into the Portal to view/search information, you will not be able to submit responses/requests until your account has been authenticated and activated.

Managing Your Account

1. On the Vendor Management Portal, click “Sign In” on the left side of the page

The screenshot shows the top navigation bar with the Pennsylvania Convention Center Philadelphia logo, the date 'Sep 28 2020 11:52:30', and 'No Login Detected'. Below the navigation bar, there are links for 'Main', 'News', 'Contracts', 'Solicitations', 'Document Library', and 'Help'. The main content area is titled 'Welcome to the Pennsylvania Convention Center Vendor Management Portal'. It contains a 'No Login Detected' message and two sections: 'Already have an Account?' with a 'Sign In' button (circled in red) and 'Need a User Account?' with a 'Create Account' button. The text explains that the portal is for RFPs exceeding \$25,000 and provides contact information for solicitations and technical support. A footer note states: 'To ensure full functionality of this site, please view using Google Chrome or Microsoft Edge browser. All actions performed in this system will be logged for auditing purposes. By using this Vendor Management Portal, you agree to these Terms Of Use'. The bottom of the page shows 'CobbleStone Software 2020 - Collaboration Gateway' and 'Version: 17-6.0 (rev 200519)'.

2. Enter your username, password and the Company ID provided in your confirmation email (please contact the Convention Center staff if you need help retrieving this information) and check the acknowledgement statement box.
3. If you are a Company Administrator, you will be able to access your Company’s Info from the “Contacts/Users” menu on the top. This is also where you can add/edit/delete additional users on your company’s account.

The screenshot shows the 'Contacts/Users' menu expanded, with options: 'Add Contact/User', 'Contact/User List', and 'My Company Info'. The main content area is titled 'Pennsylvania Convention Center Vendor Management Portal'. It contains a 'Welcome' message and two buttons: 'Logout' and 'Refresh'. The text explains that RFPs are available in PDF format and can be accessed from the 'Solicitations' Menu or by clicking here. It also provides contact information for solicitations and technical support. The bottom of the page shows 'CobbleStone Software 2020 - Collaboration Gateway' and 'Version: 17-6.0 (rev 200519)'.

Adding Vendor Product Service Codes

In order for your company to receive emails about relevant opportunities at the Convention Center, you will need to add product service codes to your company's profile.

You can do this by following these steps:

1. Go to the "My Company Info" screen (see *Managing Your Account* section above for details)
2. Scroll down to the section titled "Vendor Product Service Codes" and click "Add Additional Service"

My Company Information

My Company: [My Company Information](#)

Details		
Company Name	Company Abbreviation	Doing Business As
Federal Tax ID	M/W/DBE Certification N/A	State of Incorporation
Company Signatory Name	Company Signatory Email	

Address and Contact Information		
Street1	Street2	City
State/Province	Postal Code	Country
Phone	Primary Contact Name	Email
Web		

Vendor Product Service Codes		
There are currently no services added on your account		
<input type="button" value="Add Additional Service"/>		
Page 1 of 1, items 0 to 0 of 0.		
Product Service Description	Date Entered	Product Service Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
No records to display.		
Page 1 of 1, items 0 to 0 of 0.		

3. Select an applicable service from the drop-down menu and click "Submit". Repeat as needed to add additional applicable service codes to your company's account. Any future opportunities that match one of your codes will be automatically emailed to your contact(s) when published.

Viewing Contracts

Upon a successful award and the execution of an agreement, you will be able to access copies of the contract and related documents by selecting “My Contracts” under the “Contracts” menu at the top of the Gateway. Clicking “View” next to a contract record will open that record’s “Contract Details” page.

1 Page 1 of 1, items 1 to 1 of 1.

View	Contract Title	Effective Date
View	Test Contract	1/1/2023

1 Page 1 of 1, items 1 to 1 of 1.

Submitting Invoices

On the “Contract Details” page, scroll down to the “Attached Files, Documents, Images” section, where you will see options to select a file, category and description of the upload.

Please select your invoice file (preferably in PDF format), select “Invoice” from the File Category menu and provide a brief description of the invoice (e.g., date of invoice, project name, etc.) before clicking the “Save File” button.

Attached Files, Documents, Images

There are currently no files/attachments available.

Select File: Select -- Select File Category --

Description:

Save File

1 Page 1 of 1, items 0 to 0 of 0.

View File	Description
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No records to display.

1 Page 1 of 1, items 0 to 0 of 0.

Convention Center staff will be automatically notified of your upload and the remittance process will be initiated. Previously uploaded files are accessible in the “View File” section.