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

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.

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 -- Select One --	*Is Company Signatory -- Select One --

☐ I have read and agree to the Terms and Conditions.

[Save]

3. 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. ***<u>Please be sure to write down the Vendor ID – you will need this information to log in.</u>**

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No Login Detected

Already have an Account?

[Sign In]

Need a User Account?

[Create 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

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.

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"

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.