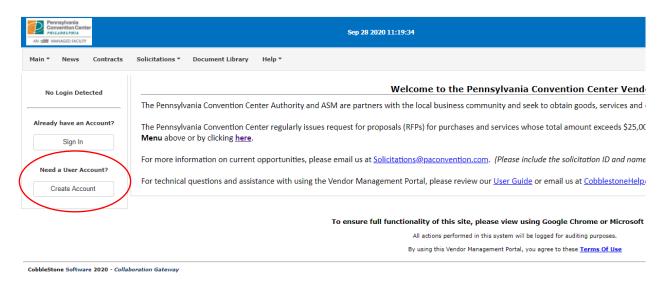


AN MANAGED FACILITY

Cobblestone Vendor Management Portal User Guide

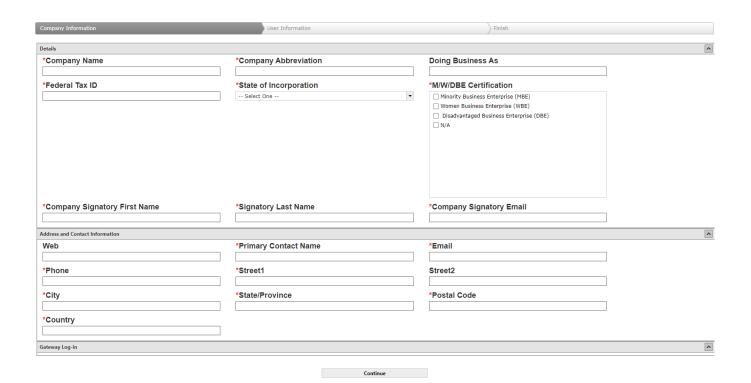
Creating an Account

1. On the Vendor Management Portal, click "Create Account" on the left side of the page



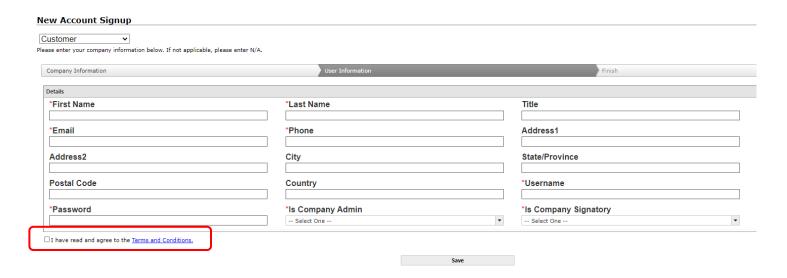
2. Complete fields on the signup form (required fields are marked with a *) and click "Continue" at the bottom.

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

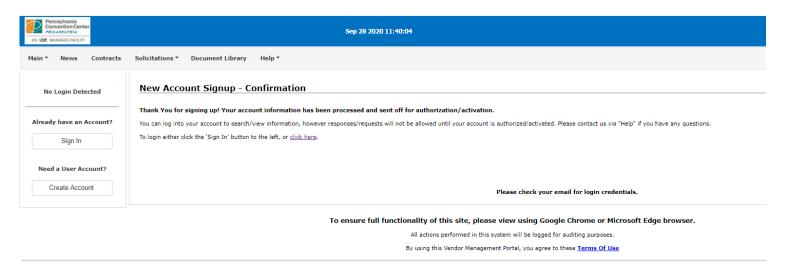


Enter your information and select your own username and password.

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.



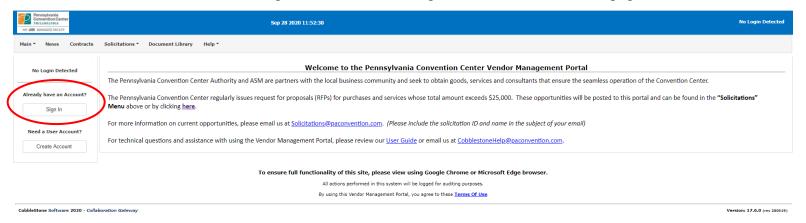
3. After successfully signing up, you will be taken to the confirmation page and your account information will be submitted for review and approval. You will also receive a confirmation email from the system that includes your Vendor ID. *Please be sure to write down the Vendor ID – you will need this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



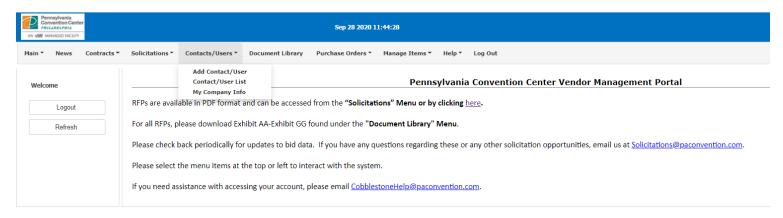
Once you have created the new account you should log in and proceed to add product service codes to your company's profile (see *Adding Vendor Product Service Codes* section below). While you will be able to log into the Portal to view/search information, you will not be able to submit responses/requests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

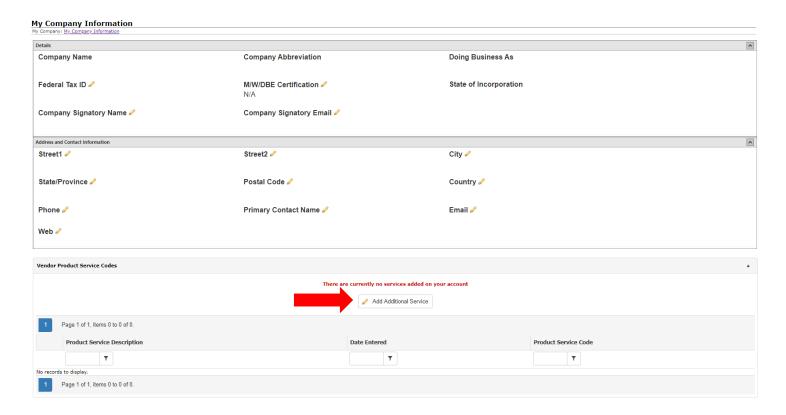


Adding Vendor Product Service Codes

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.