

RFXPremier Supplier eMarketPlace Onboarding

Administrative Portal: An administrative portal is provided to all Suppliers to participate in the RFXPremier eMarketPlace. Each Supplier portal login provides access to only that specific Supplier profile/data and does not provide access to other Supplier profiles/data. Suppliers awarded multiple contracts will have separate portals, with separate logins, for each awarded contract.

Portal & Administrator Setup: As part of the Portfolio and Master Agreement processes, RFXPremier will set up the administrative portal and an Administrator user account using the 'Supplier Contact' as identified in the Master Agreement. This Administrator will have account management responsibilities and have full access to all the system capabilities (responding to quote requests, loading, and maintaining product catalogs, accessing reports, managing user accounts and the Supplier profile).

Additional Users: Suppliers can have additional users in the system with either full Administrator or reduced privileges. This will support situations such as needing to have a user that can only respond to quote requests or only be able to maintain product catalogs. Setup of these additional users will be the responsibility of the Administrator.

Participation: RFXPremier Suppliers will be offered the ability to participate in the RFXPremier eMarketPlace in three (3) ways:

- **Quoting:** An intuitive and robust quoting tool is offered on the RFXPremier eMarketPlace. Utilizing the quoting tool, buyers will request quotes for products and services from RFXPremier Suppliers and Supplier users will send their specific quote responses to the buyers from the quoting section of the portal. The quote-to-cart functionality allows buyers to easily accept quotes which then adds to cart to either place the order or return the selected quote to their own eProcurement/Financial system. An additional option for Suppliers is to have quote response integration with the eMarketPlace to allow responding from their existing quoting system.
- **Hosted catalogs:** Supplier Administrators, or designated users, will be able to load and maintain a product/services catalog onto the eMarketPlace through the administrative portal. Spreadsheet import files are available (<https://help.naspomarketplace.org/docs/>) to populate and load as hosted catalogs. The import files allow for adding, editing, and removing products/services on the same spreadsheet. The portal also provides the Supplier with the ability to create, edit, load, and delete individual products/services to the eMarketPlace. An additional option for Suppliers is to have Catalog automation integration to load and maintain their hosted catalogs directly from their own system. Suppliers may utilize the eMarketPlace quoting tool functionality in conjunction with a hosted catalog.
- **Punchout:** Suppliers who prefer to have the punchout catalog functionality instead of loading a hosted catalog can do so by providing technical contact and RFXPremier-specific punchout catalog credentials (see below). A brief 1-3 week punchout integration project will be initiated during which the RFXPremier eMarketPlace technical staff will engage with the Supplier punchout technical staff through both email and pre-scheduled meetings to complete the punchout integration. Suppliers may utilize the eMarketPlace quoting tool functionality in conjunction with their punchout catalog and/or any available quoting functionality that may exist on the Supplier's punchout site itself.

Credential Elements:

- Supplier ID
- Buyer ID
- Shared secret (Security credential)
- URL to post to