

KPC Online Manual

February 2015

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VENDOR REGISTRATION

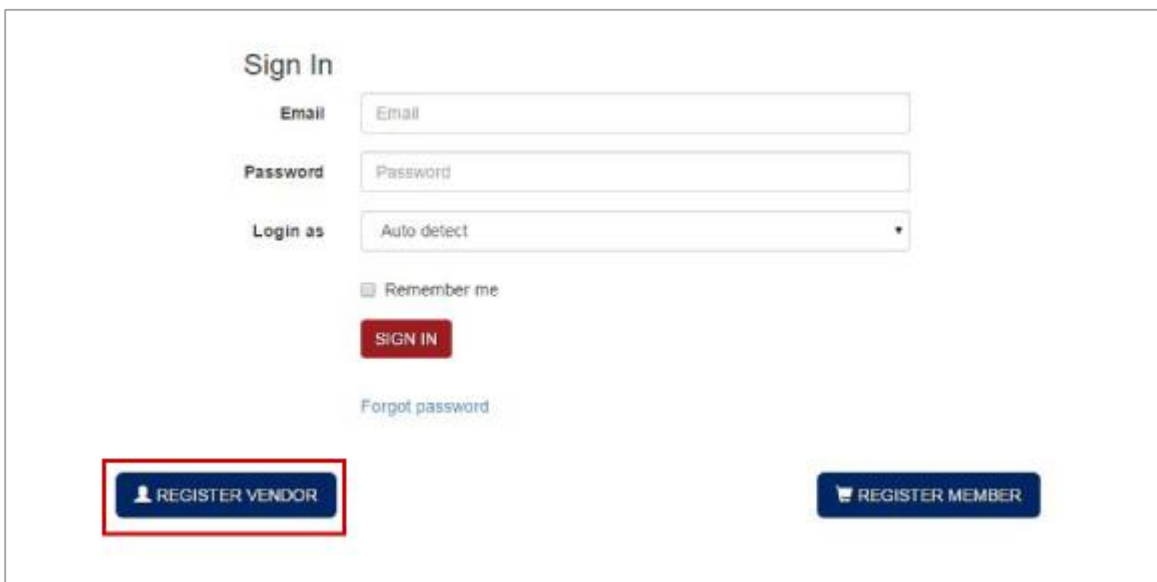
- If you are a new vendor, follow the instructions below.
- If you are a current KPC vendor, follow the instructions for currently awarded vendors on page 2.

NEW VENDOR

1. From the KPC home page, select **Login** in the upper right corner.



2. On the Sign In page, click the **Register Vendor** button located on the bottom left portion of the page.



3. Complete all of the fields. Required fields include:

- Vendor name
- Contact name
- Email
- Category
- Subcategory
- Phone
- Address
- City
- Password
- Confirm password

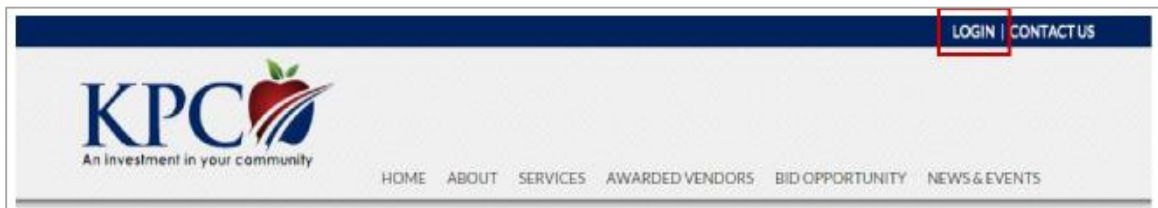
The image shows a web form titled "Register Vendor account". The form contains several input fields, each with a red rectangular box around it to indicate it is a required field. The fields are: Vendor Name (placeholder: enter vendor name), Upload Profile Image (with a "Choose File" button and "No file chosen" text), Contact Name (placeholder: enter your name), Title (placeholder: enter title), Email (placeholder: enter your email), Categories (placeholder: Choose categories), Subcategories (placeholder: Choose subcategories), Phone (placeholder: enter your phone), Fax (placeholder: enter your fax), Address (placeholder: enter address), Address Line 2 (placeholder: enter address), City (placeholder: enter address), State (placeholder: enter address), ZIP (with two sub-inputs: "xxxxx" and "xxxx"), Password (placeholder: enter password), and Repeat Password (placeholder: repeat password). At the bottom of the form is a red "REGISTER" button.

4. Click **Register**.

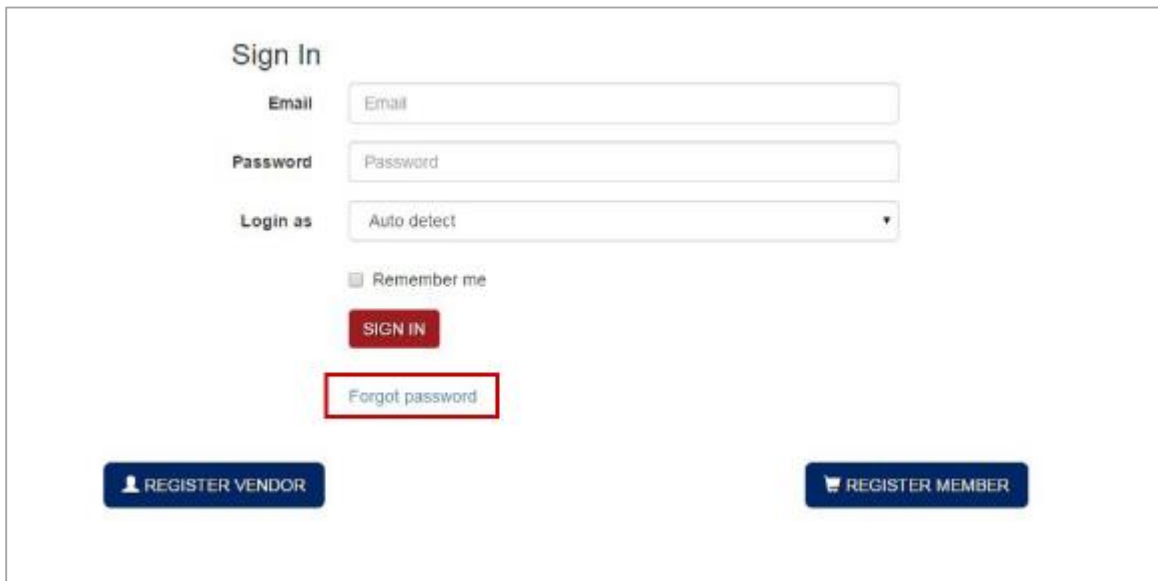
5. Once your account is approved, you will receive an email from the KPC Bid System (noreply@kpc4me.com) and you can proceed to submit a bid.

CURRENTLY AWARDED VENDOR

1. From the KPC home page, select **Login** in the upper right corner.



2. On the Sign In page, select the **Forgot Password** link.

A screenshot of the "Sign In" page. It features a form with three input fields: "Email", "Password", and "Login as" (set to "Auto detect"). Below the fields is a "Remember me" checkbox and a red "SIGN IN" button. A red box highlights the "Forgot password" link located below the "SIGN IN" button. At the bottom of the page, there are two buttons: "REGISTER VENDOR" and "REGISTER MEMBER".

3. Enter the email address previously registered with KPC. If you are unsure of the address on file, contact KPC at info@kpc4me.com or call (606) 928-0205 and request to speak to your support representative.
4. Select Vendor from the Account Type drop-down list.

A screenshot of the "Password Recovery" page. It contains a form with two fields: "Email" and "Account type" (set to "choose account type"). Below the fields is a red "RECOVERY" button, which is highlighted with a red rectangular box.

5. Click **Recovery**. You will receive an email with a link to reset your password from the KPC Bid System (noreply@kpc4me.com).
6. You may now to proceed to login and submit a bid.

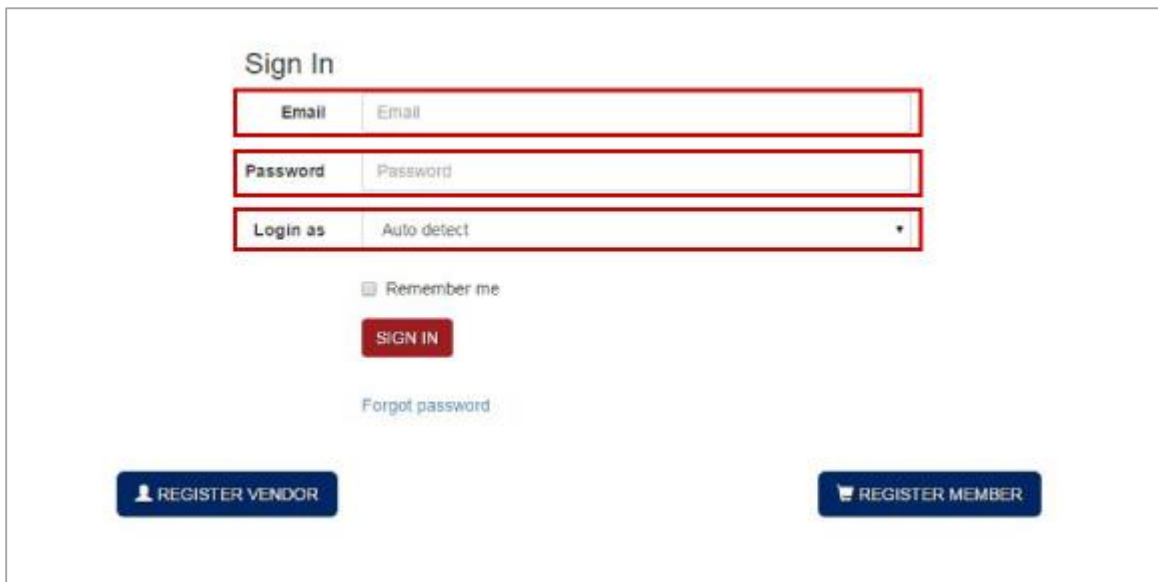
SUBMIT A BID

CATALOG BID

1. From the KPC home page, select **Login** in the upper right corner.

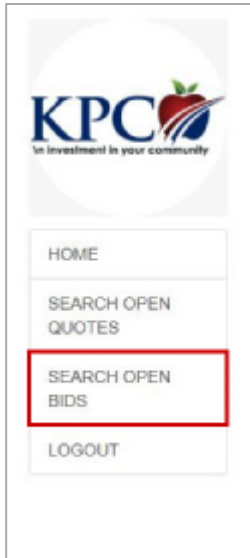


2. On the **Sign In** page, enter your email address and password. Select your account type from the Login as drop-down list. NOTE: passwords are cAsE sensitive.

A screenshot of the "Sign In" page. The page title is "Sign In". There are three input fields: "Email" with the placeholder "Email", "Password" with the placeholder "Password", and "Login as" with the placeholder "Auto detect" and a dropdown arrow. Below the fields is a checkbox labeled "Remember me". A red "SIGN IN" button is centered below the checkbox. Below the button is a link for "Forgot password". At the bottom of the page, there are two buttons: "REGISTER VENDOR" and "REGISTER MEMBER".

3. Click **Sign In**.

4. From the Vendor home page, select **Search Open Bids** from the left navigation area.



5. Find the bid of interest to you and select **View & Respond**

The image shows the "Search for Open Bids" interface. At the top, there are two search input fields: "Term" (with placeholder text "enter bid name") and "Manufacturer Item or Part #" (with placeholder text "enter bid reference number"). To the right of these fields are "FILTER" and "Reset" buttons. Below the search area is a table with the following data:

ID	Bid Name	Bid Reference Number	Special Bid	Service Area	Open Date	Sealed To Date	End Date	Respond Date
35	Catalog-Price List-Retail Store Shelf Price Bid	CLS 2010.121	Normal	yes	Feb 10, 2015 09:00	Feb 18, 2015 09:00	Dec 31, 2015 23:59	VIEW & RESPOND

- The details of the bid including bid name, reference number, terms & conditions, administrative fee percentage, etc. are displayed.

Catalog-Price List-Retail Store Shelf Price Bid

Main Bid Information

Bid Name	Catalog-Price List-Retail Store Shelf Price Bid
Bid Reference Number	CLS 2010.121
Terms & Conditions	See attachment Download Terms PDF
Service Area	<input checked="" type="checkbox"/> yes
Special Bid	Normal
Open Date	Feb 10, 2015 09:00
Sealed To Date	Feb 10, 2015 09:00
End Date	Dec 31, 2015 23:59
Administrative Fee	1.5

Item Details

[View Bid Items](#)

- Select **Respond to Bid** to continue and create your bid response.

8. Under **Terms and Conditions**, you must check the box to accept the terms and conditions and indicate whether you are a catalog bidder or a store shelf bidder. Optionally you may enter any specific requirements or deviations from the bid specification for consideration.

NOTE: To qualify as a store shelf bidder you must have a storefront where members may walk in and make purchases.

Terms & Conditions

See attachment

[Download Terms PDF](#)

I accept terms & conditions

Bidder Type Catalog Bidder Store Shelf Bidder

Proposal Details

Source B I U

9. The Market Basket is reserved for future use. Continue to General Discount.

10. Enter your General Discount percentage as a number between 0 – 100.

General Discount %

11. Enter any catalog discount exceptions by selecting Add Discount.

12. Select a category, subcategory (if applicable), and enter the discount as a number between 0 – 100.

Catalog Discount Exceptions

Category Subcategory Percentage Discount

choose category choose subcategory %

ADD DISCOUNT

13. To add another discount exception click the Add Discount button.

14. Area Restriction: if you can service all KPC members, check the box next to all. If you serve a subset of KPC members, you may select the county (or counties) in your service area and then select the members within that county.

Area Restriction

Counties All

Members Select all

ACTC ([View details](#))
 Ashland Child Development ([View details](#))
 Ashland Independent ([View details](#))
 Augusta Independent ([View details](#))
 Boyd County ([View details](#))
 Boyd County Clerk ([View details](#))
 Curtis Legal Services, OSC ([View details](#))
 East Fork UMC ([View details](#))
 Fairview Independent ([View details](#))
 Greenup Baptist Association ([View details](#))
 Hope's Place ([View details](#))
 KEDC ([View details](#))
 KPC ([View details](#))
 Noah's Ark Preschool ([View details](#))
 null ([View details](#))
 Oakland Avenue Baptist Church ([View details](#))
 Paramount Arts Center ([View details](#))
 Pathways, Inc. ([View details](#))
 Ramey Estep ([View details](#))
 Rose Hill Church ([View details](#))
 Safe Harbour ([View details](#))
 Southland Bible Institute ([View details](#))
 Summit Church of the Nazarene ([View details](#))
 United Way of Northeast Kentucky ([View details](#))
 Unity Baptist Church ([View details](#))
 Wildwood First Church of God ([View details](#))

15. Once you have reviewed your submission, select **Submit** to complete and submit your bid. You will receive a notice of award or rejection within 30 days after the bid opening date listed on the KPC website.