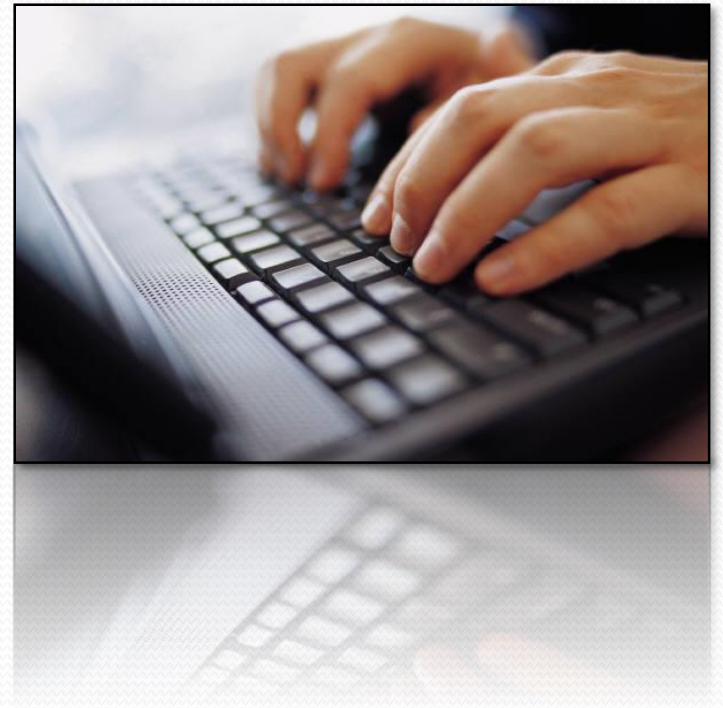


# SciQuest Supplier Sourcing Basics

Online Course



## **Lesson Two:** Logging In and Updating Information



## Lesson Two Objectives

- Log into SciQuest Supplier Sourcing
- Update any registration, contact, and company Information in SciQuest Supplier Sourcing
- If applicable, add and update banking and accounts payable information



# What is SciQuest Sourcing Director?

**SciQuest Sourcing Director** is a web-based system that automates and simplifies the bidding process. **Sourcing Director** enables easier distribution of bidding opportunities and details, along with rapid follow-up communication when needed.



# Doing Business with AHA

In Lesson 1, you registered and received a Login and Password via email from AHA. This lesson walks you through the process of logging into SciQuest to update and add information.



## What Do I Need to Get Started?

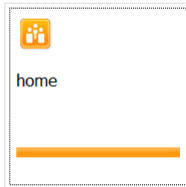
When you registered, SciQuest sent you a Login and system-generated password via email. You need this information for this Lesson.



http://www.atlantahousing.org/

Type <http://atlantahousing.org> here.

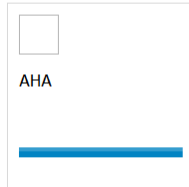
### Your most popular sites



home

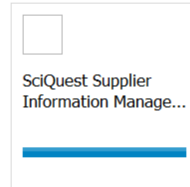
A tile representing the 'home' site, featuring a small orange icon with a house symbol and a horizontal orange bar at the bottom.

home  
<http://theinsider/Pages/home.aspx>



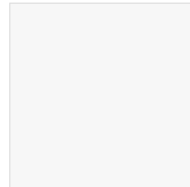
AHA

A tile representing the 'AHA' site, featuring a small square icon and a horizontal blue bar at the bottom.

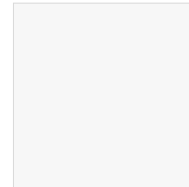


SciQuest Supplier  
Information Manage...

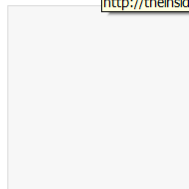
A tile representing the 'SciQuest Supplier Information Management' site, featuring a small square icon and a horizontal blue bar at the bottom.



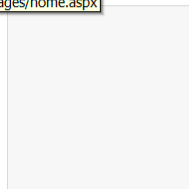
An empty site tile, represented by a light gray square.



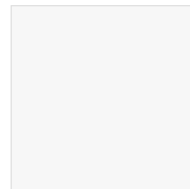
An empty site tile, represented by a light gray square.



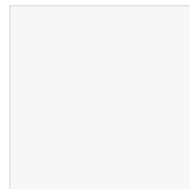
An empty site tile, represented by a light gray square.



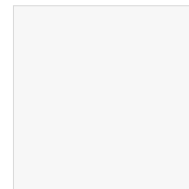
An empty site tile, represented by a light gray square.



An empty site tile, represented by a light gray square.



An empty site tile, represented by a light gray square.



An empty site tile, represented by a light gray square.

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Atlanta Housing Authority

**AHA 15-YEAR  
PROGRESS REPORT**  
digest of AHA's  
transformation

**AHA & E-VERIFY**  
effective July 1, 2011  
E-Verify applies to certain  
contracts

**ACADEMIC STUDIES  
AND WHITE PAPERS**  
how the "Atlanta Model"  
is changing lives

rss feeds

HOME FAMILIES ABOUT US MEDIA HOUSING CHOICE CAREERS CONTACT US



- Families**  
CHOOSING WHERE THEY'D LIKE TO LIVE [LEARN MORE](#)
- Doing Business with AHA**  
SEE LATEST RFPs AND OTHER OPPORTUNITIES [LEARN MORE](#)
- Housing Choice**  
RESOURCES FOR PROPERTY OWNERS [LEARN MORE](#)
- [LEARN MORE](#)

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- NOTICES**
- [+] Auditor gives Atlanta Housing Authority a clean financial review
  - [+] Loretta Young Walker joins Atlanta Housing Authority's board of commissioners
  - [+] Barney Simms Retires from AHA
  - [+] WABE Report on AHA CEO
  - [+] Feds consider cap on housing officials' salaries after some pay packages – including Glover's of AHA – considered too high

- FAMILIES**
- Applying for an apartment
  - Quality of Life Initiative
  - Housing Choice property listings
  - Metro area agencies
  - Frequently asked questions
- [MORE](#)



- MOVING TO WORK (MTW)  
DOCUMENTS**
- Amended and Restated MTW Agreement
  - FY 2014 MTW Annual Implementation Plan
  - FY 2012 MTW Annual Report
- [MORE](#)



**VIDEO**

- 75 Years of Transformation
- Revitalized Choices For Seniors
- From Despair to Hope
- Save the Children





Atlanta Housing Authority

NEIGHBORHOOD REVITALIZATION

QUALITY OF LIFE INITIATIVE

DOING BUSINESS WITH AHA

HOME

FAMILIES

ABOUT US

MEDIA

HOUSING CHOICE

CAREERS

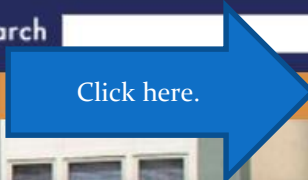
CONTACT US



Search



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Register or Update Vendor

Current Opportunities

E-Verify Requirements

Project Based Rental Assistance

Types of Services AHA Procures

Contact

## DOING BUSINESS WITH AHA : Current opportunities

Click on the description of any RFP/IFB for an overview of that contracting opportunity.



AHA no longer provides copies of solicitations and/or addenda. It is the responsibility of the interested party to download the solicitation and relevant addenda from this Web site.



TITLE	TYPE	NUMBER	DUE DATE AND TIME	Addenda / Issue Date
There are currently no RFPs or IFBs in the system.				
<a href="#">See list of solicitations</a> recently awarded or under review.				

Working with AHA offers new opportunities to use your know-how, develop new markets and expand existing ones. And you'll be working with one of the nation's most celebrated leaders in the affordable housing industry.



Date of authorization: June 1, 2011  
Company ID: 419307

CONTACT



# Business Management Portal

Doing Business with AHA

Home Print

- Welcome
- Supplier Registration
- Bid Opportunities
- Links

### Supplier Management Portal

Welcome to The Housing Authority of the City of Atlanta Georgia's (AHA) Business Registration Portal. If you have already registered as an AHA supplier, please log in to the right.

If you have not yet registered as a supplier, please consider doing so. As an AHA supplier, you will be able to:

- Participate in [Bid Opportunities](#)
- Update Supplier information
- View frequently asked questions (FAQs)

### Supplier Login

Login ID:

Password:

**Forgotten Your Login ID/Password?**

Are you a new user? [Register Here](#)





# Business Management Portal

Doing Business with AHA

Welcome

**Dashboard**

[Update Profile](#)

[Public Rfx Events](#)

[My Rfx](#)

[Reverse Auctions](#)

[Messages](#)

[Links](#)

**Dashboard**

**Rfx**

Open Rfx (0)

Closed Rfx (0)

**Reverse Auction**

Released Reverse Auctions (0)

Open Reverse Auctions (0)

Closed Reverse Auctions (0)

**Vetting**

Responses Pending (0)

Vetting Processes (0)

**Messages ( 2 messages. You have unread messages)**



# Business Management Portal

Doing Business with AHA

- Welcome
- Dashboard
- Update Profile**
- Public RFX Events
- My RFX
- Reverse Auctions
- Messages
- Links

## Supplier Menu

Supplier Menu provides current and potential suppliers access to update and extend their information in our database.

### Update Registration

#### Update Registration

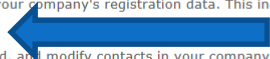
Choose this to update your company's registration data. This includes contact information, business description, business categories & capabilities, and minority ownership status & type.

#### Additional Contacts (1)

Choose this to view, add, and modify contacts in your company. You can provide a contact's name, phone & fax number, email address, and job title.

#### Change Password

Choose this to update your current password.





# Business Management Portal

Doing Business with AHA

[Home](#) [Print](#) [Logout](#)

Welcome Kaleb Love

- Welcome
- Dashboard
- Update Profile
- Public Rfx Events
- My Rfx
- Reverse Auctions
- Messages
- Links

## Contacts

User Name	Name	Title	Email	Phone	Ext.	Fax	Manage
KLove	Kaleb Love	Office Manager	katrina.love@atlantahousing.org	1(404)8177316		1()	▼ Manage

[Add Additional Contact](#)





# Business Management Portal

Doing Business with AHA

- Welcome
- Dashboard
- Update Profile
- Public RFX Events
- My RFX
- Reverse Auctions
- Messages
- Links

## Add Additional Contact

⊕ Indicates a required field.

User Name:  ⊕

First Name:  ⊕

Last Name:  ⊕

Title:

Email:  ⊕

Phone:    ⊕  
Country Code, Area Code, Phone Number

Ext.

Fax:    ⊕  
Country Code, Area Code, Fax Number

Time Zone:

Submit



# Business Management Portal

Doing Business with AHA

[Home](#) [Print](#) [Logout](#)

Welcome Kaleb Love

- Welcome
- Dashboard
- Update Profile**
- Public RFX Events
- My RFX
- Reverse Auctions
- Messages
- Links

## Contacts

User Name	Name	Title	Email	Phone	Ext.	Fax	Manage
KLove	Kaleb Love	Office Manager	katrina.love@atlantahousing.org	1(404)8177316		1(404)8167752	▼ Manage
EWilliams	Eric Williams	Manager	ewilliams@supplyunlimited.com	1(404)8179635		1(404)8179635	▼ Manage

[Add Additional Contact](#)



# Business Management Portal

Doing Business with AHA

- Company Information
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Certify and Submit

## Company Information

Legal Structure	Individual/Sole Proprietor
Company Name	Supply Unlimited
DBA	
Federal Tax ID Type	
Social Security Number	Social Security Number
	111-11-XXXX
Are you exempt from backup withholding?	Yes

## Preparer's Contact Information

User Name	KLove
Email	katrina.love@atlantaho
First Name	Kaleb
Last Name	Love
Title	Office Manager
Phone	1 404 8177316
	Country Code, Area Code, Phone Number, Extension
Fax	1 404 8167752
	Country Code, Area Code, Fax Number
Company Website	http://www.supplyunlinr

Save Continue



## Banking Information

When AHA is ready to do business with you, they send you an email indicating that you are selected, but that you must complete banking information to facilitate payment. You will need your company's:

- Bank name & zip code
- Routing Number
- Account Number
- Account Type and Name
- Image of voided check
- Accounts Payable Information





# Business Management Portal

Doing Business with AHA

- Company Information**
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Bank Accounts
- Accounts Payable
- Review and Submit Long Form

### Company Information

Legal Structure	<input type="text" value="S Corporation"/>
Company Name	<input type="text" value="Supply Unlimited Inc."/>
DBA	<input type="text"/>
Federal Employer ID Number	<input type="text" value="1X-XXXXXXX"/>
Are you exempt from backup withholding?	<input type="text" value="Yes"/>

---

### Preparer's Contact Information

User Name	<input type="text" value="HarryPotter"/>
Email	<input type="text" value="katrina.love@atlantaho"/>
First Name	<input type="text" value="Harry"/>
Last Name	<input type="text" value="Potter"/>
Title	<input type="text" value="Owner"/>
Phone	<input type="text" value="1"/> <input type="text" value="404"/> <input type="text" value="8177316"/>
	<small>Country Code, Area Code, Phone Number, Extens</small>
Fax	<input type="text" value="1"/> <input type="text"/>
	<small>Country Code, Area Code, Fax Number</small>
Company Website	<input type="text" value="http://www.supplyunlr"/>

- Company Information**
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Bank Accounts
- Accounts Payable
- Review and Submit Long Form



# Business Management Portal

Doing Business with AHA


- Company Information
- Business Biography
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- Company Addresses
- Diversity Information
- Tax Forms
- Bank Accounts**
- Accounts Payable
- Review and Submit Long Form

## Bank Accounts

Please add or update your bank information. Please use the "Add Bank Account" button to add bank account information. Please use the "Manage" menu to update your bank account information. Please note that it will take 24 hours for the information you add or update to become effective.

## Check Upload

Please upload an image of a voided check. If you have more than one bank account, contact [AMS@atlantahousing.org](mailto:AMS@atlantahousing.org). After uploading your voided check, use the "Save & Continue" button. Enter information in the Account Payable section. Failure to do so will delay payment.

**Bank Account Information** 

**Bank Name**

**Currency Type**

**Address**

**City**

**Country**

**State/Region**

**Zip/Postal Code**

**Routing Number (Bank Key)**

**Account Number**

**Account Holder's Name**

**Account Type**

**Bank Account Information** 

**Bank Name**

**Currency Type**

**Address**

**City**

**Country**

**State/Region**

**Zip/Postal Code**

**Routing Number (Bank Key)**

**Account Number**

**Account Holder's Name**

**Account Type**



# Business Management Portal

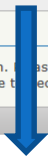
Doing Business with AHA

- Company Information
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Bank Accounts**
- Accounts Payable
- Review and Submit Long Form

## Bank Accounts

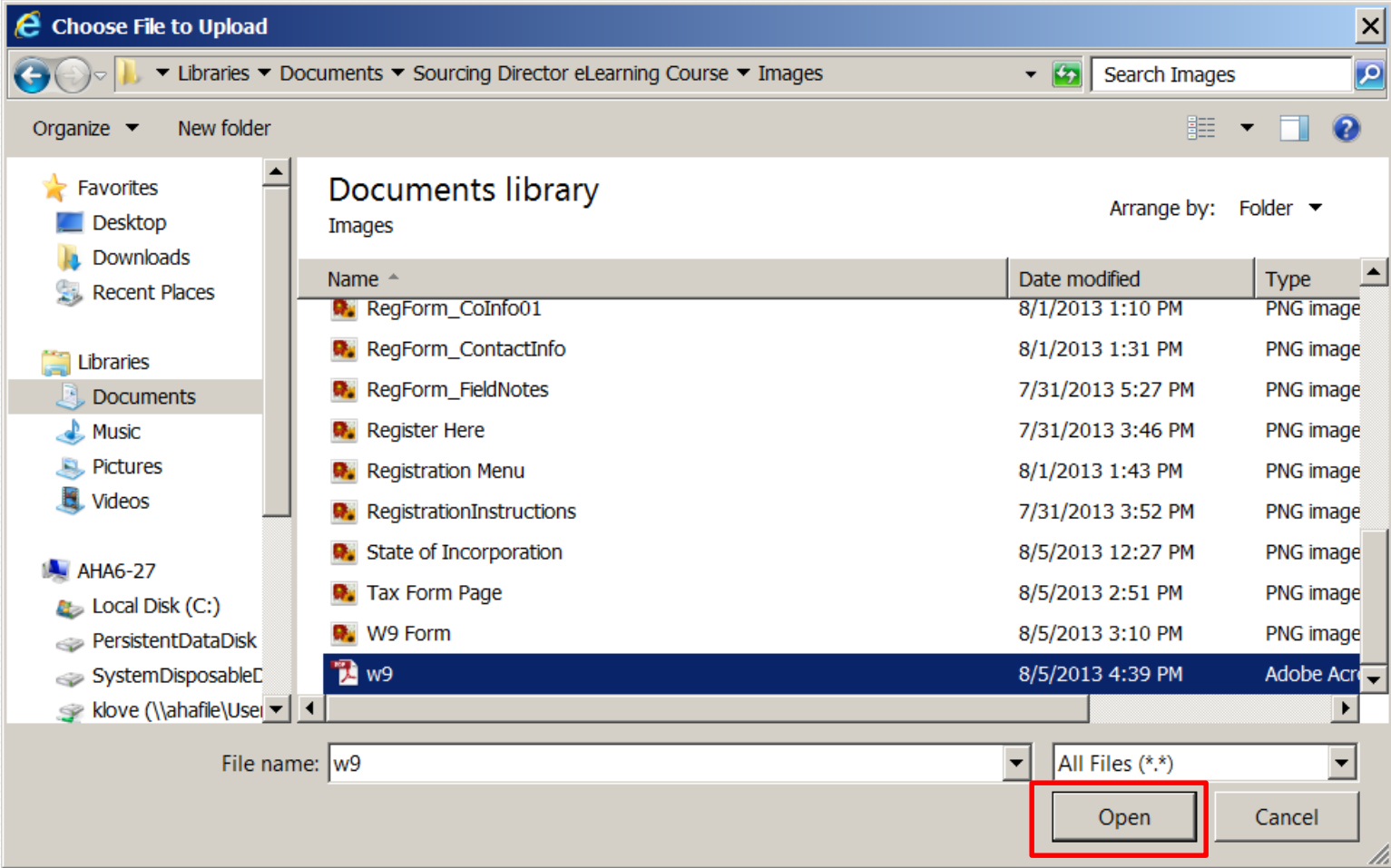
Please add or update your bank information. Please use the "Add Bank Account" button to add bank account information. Please use the "Manage" menu to update your bank account information. Please note that it will take 24 hours for the information you add or update to become effective.

Bank Name	Account Type	Account Number	Status	Manage
Bank of America	Checking	123456789876	Active	▼ Manage



## Check Upload

Please upload an image of a voided check. If you have more than one bank account, contact [AMS@atlantahousing.org](mailto:AMS@atlantahousing.org). After uploading your voided check, use the "Save & Continue" button. Enter information in the Account Payable section. Failure to do so will delay payment.





# Business Management Portal

Doing Business with AHA

- Company Information
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Bank Accounts
- Accounts Payable**
- Review and Submit Long Form

## Accounts Payable

Please use the "Add Accounts Payable" button to provide accounts payable details. If you have not entered your bank account information in the Bank Accounts section, please do so upon completion of this section. Failure to do so will delay payment.

Add Accounts Payable

Previous Save Continue



# Business Management Portal

Doing Business with AHA

- Company Information
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Bank Accounts
- Accounts Payable
- Review and Submit Long Form

### Account Payable Information

Please provide at least one bank account in the Bank Account section.

**Location**  
 Electronic Remittance Email

**Currency Code**

**Payment Type**

**Bank Account**

Select One

Select One

Direct Deposit

Select One

Submit

Headquarters

harry.potter@hogwarts.com

USD United States Dollars

Direct Deposit

Bank of America Harry Potter 123456789876





# Business Management Portal

Doing Business with AHA

- Company Information
- Business Biography
- Conflict of Interest
- Company Addresses
- Diversity Information
- Tax Forms
- Bank Accounts
- Accounts Payable
- Review and Submit Long Form**

## Review and Submit Long Form

By typing your initials in the box below, you are (i) acknowledging that you are authorized to complete this registration, (ii) acknowledging that it is the Supplier's responsibility to ensure company information is accurate and that company information is kept current and (iii) certifying that the information provided in this registration process is true and correct as of the date of this certification and that there are no known conflicts of interests as defined herein.

Please note that knowingly providing false information may result in disqualifying you or your company from doing business with us.

### Preparer's Information

Preparer's Initials

Preparer's Name

Preparer's Title

Preparer's Email Address

Today's Date

I certify that all information provided is true and accurate.



Previous

Save & Exit

## Registration Complete!

Congratulations! You successfully Logged into and updated your Supplier Account with the Atlanta Housing Authority.



# Summary

You successfully logged into SciQuest Supplier and updated your profile.



# Check Your Knowledge



Which of the following is not necessary to add Banking information to your AHA Supplier Profile?

- A. Bank Routing Number
- B. Account Number
- C. Telephone Number**
- D. Account Type

# Check Your Knowledge



You upload a voided check and a \_\_\_\_\_ to confirm banking information.

- A. Social Security Number
- B. Letter from Bank on Bank Letterhead**
- C. Letter from the head of your Financial Dept.
- D. Deposit Slip

# Check Your Knowledge



After you log in, you can update registration, add contacts, and \_\_\_\_\_.

- A. Change Password
- B. Modify company information
- C. Update your W-9 form
- D. All of the above**

You have just completed Lesson Two: Logging In and Updating Information.

