

Add Vendors to a Sub-Recipient Vendor List

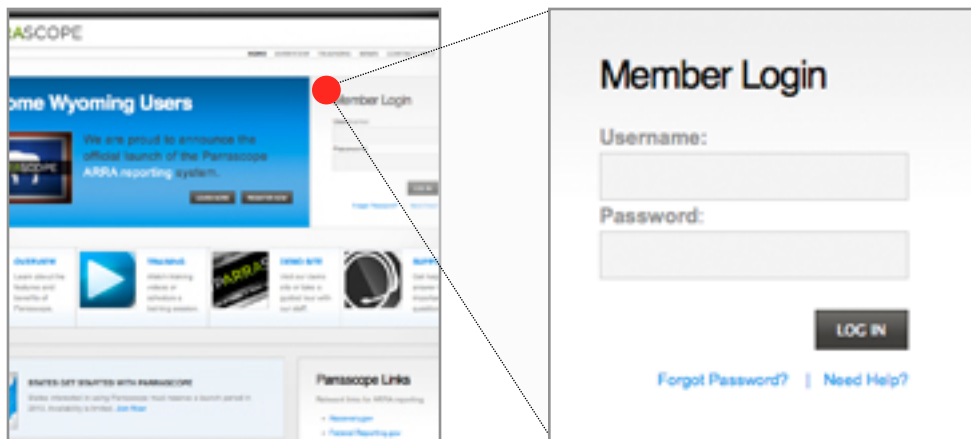
Parrascope Guidelines 2010

ADDING VENDORS

To add a vendor payment to a State Project, that vendor must be registered with Parrascope and appear on your Vendor list. The following pages will provide step-by-step instructions to build and manage your vendor list.

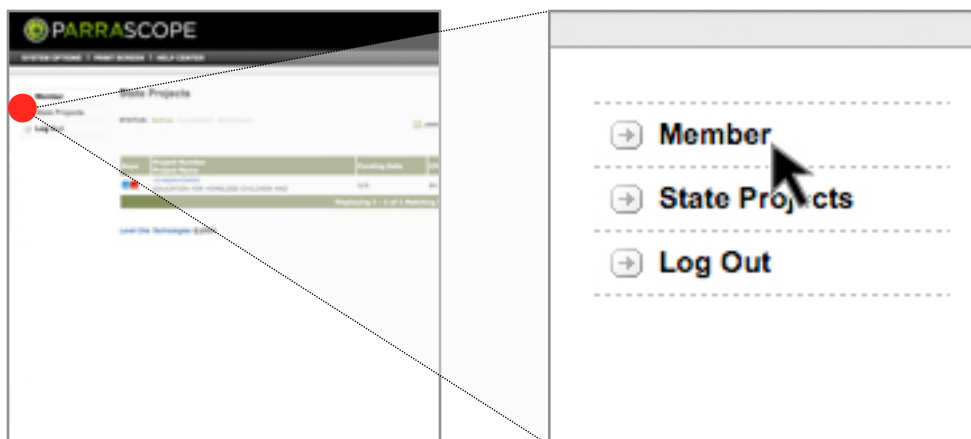
1. Login to Parrascope

Login to <https://www.parrascope.com> with the username and password created by your administrator.



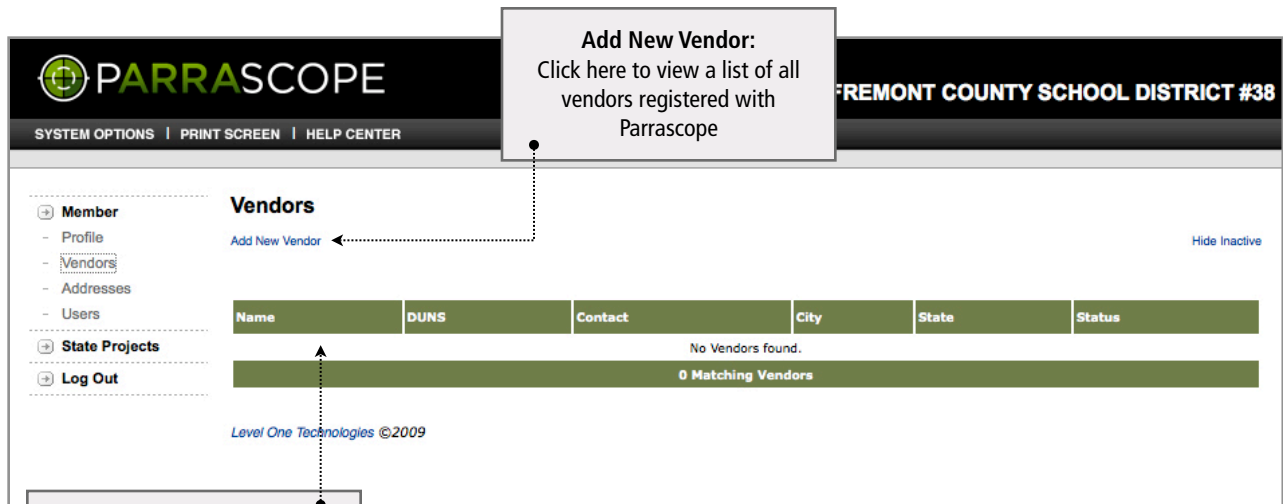
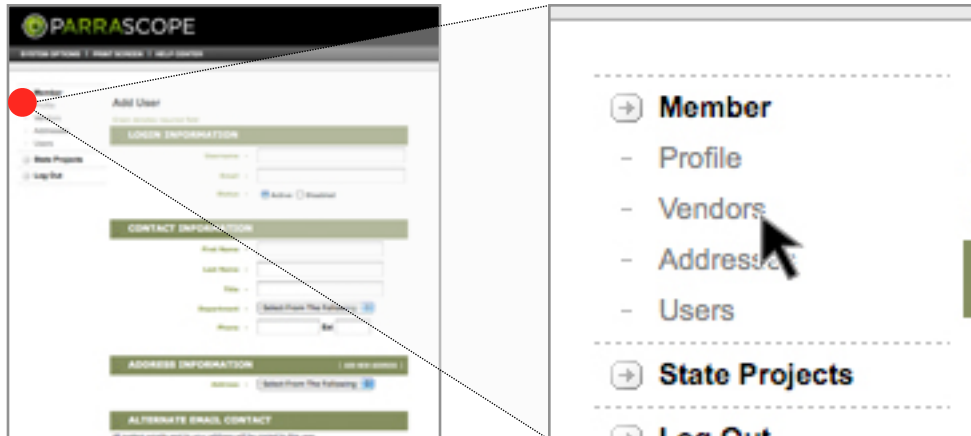
2. Click Member

Locate the Main Menu found in the top left hand corner of your screen and click "Member".



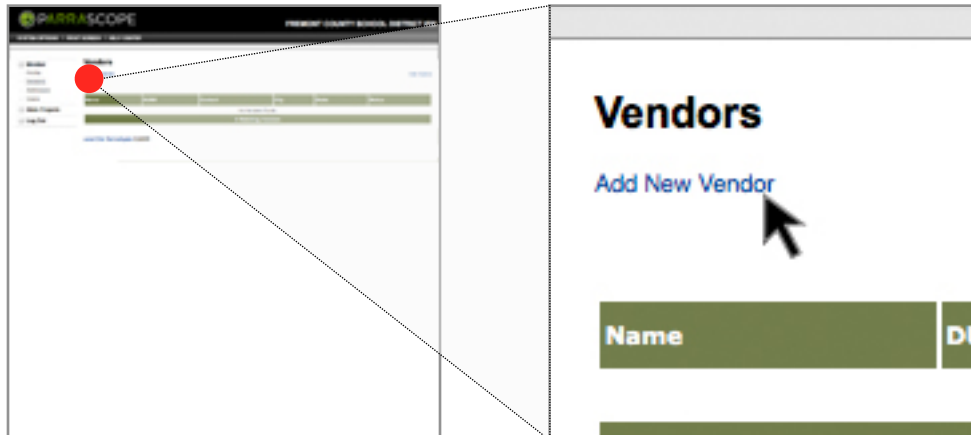
3. Click Vendors

Click "Vendors" under Member, to view your list of vendors. Vendors must appear on this list in the "ACTIVE" status to be available on the Add Vendor Payment form. Your vendor list will be blank upon initial registration.



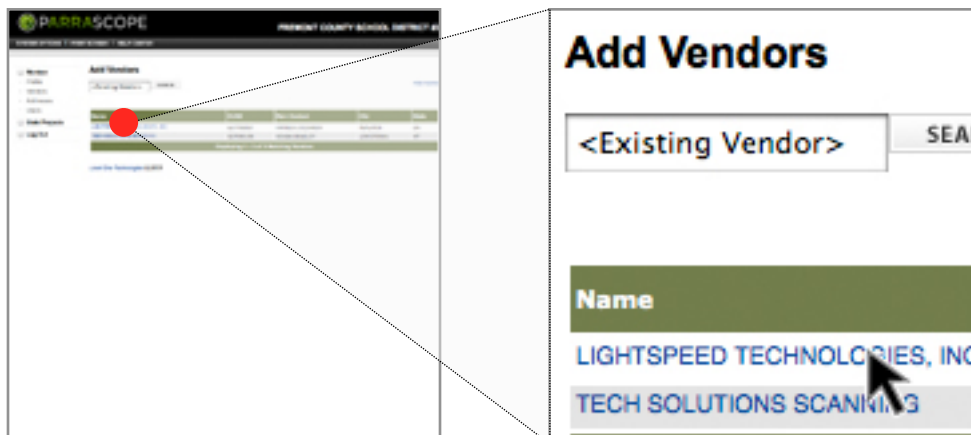
4. Click Add New Vendor

To add vendors to your list, click "Add New Vendor". This will display a list of all registered vendors. You may add any of these companies to your vendor list, which will allow you to record payments to that vendor from your project payment lists.



5. Click on the Vendor Name

To add a vendor to your list, click the vendor's name. This will immediately add the vendor to your list in the "ACTIVE" status and allow payments to be applied to this company. In the future, the system will allow you to select multiple vendors at once and add them to your Vendor list in batch.



6. Repeat Steps 2-5 to Add More Vendors

If there are additional vendors registered with Parrascope that you would like to add to your Vendor list, repeat steps 2-5 above.

7. Register New Vendors

If you would like to add a vendor to your list that is not yet registered with Parrascope, please direct a representative from the vendor to www.parrascope.com, and have that individual complete the registration form as a "Vendor".

Once the vendor registers, it may be added to your Vendor list immediately by following the steps above. Vendors should **only register one time**. Once registered, any sub-recipient may add that vendor to their list. If you know that a vendor is likely to receive close to \$25,000, direct them the Parrascope registration page as early as possible. They will not have responsibilities inside the system at the present time. (They may be asked to enter job information in the future)

CUSTOMER SUPPORT

If you need assistance using Parrascope please contact JJ Kirkpatrick at:

phone: **800.240.1824 x 138** email: jjk@parrascope.com