

SOVRA Supplier Workshop

**Stay Competitive: Why Keeping Your eProcurement Profile
Up-to-Date Matters**

March 11, 2025

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HOUSEKEEPING

AUDIO



QUESTIONS



RECORDING



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Presenters

Introducing the team from SOVRA



Kim Cullen
Customer Advocacy
Director



Holly Towle
National Supplier
Account Manger

**SOVRA powers the critical work
of Public Sector**

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Powering the Critical Work of Public Procurement

Source



Contract



Connect



Shop

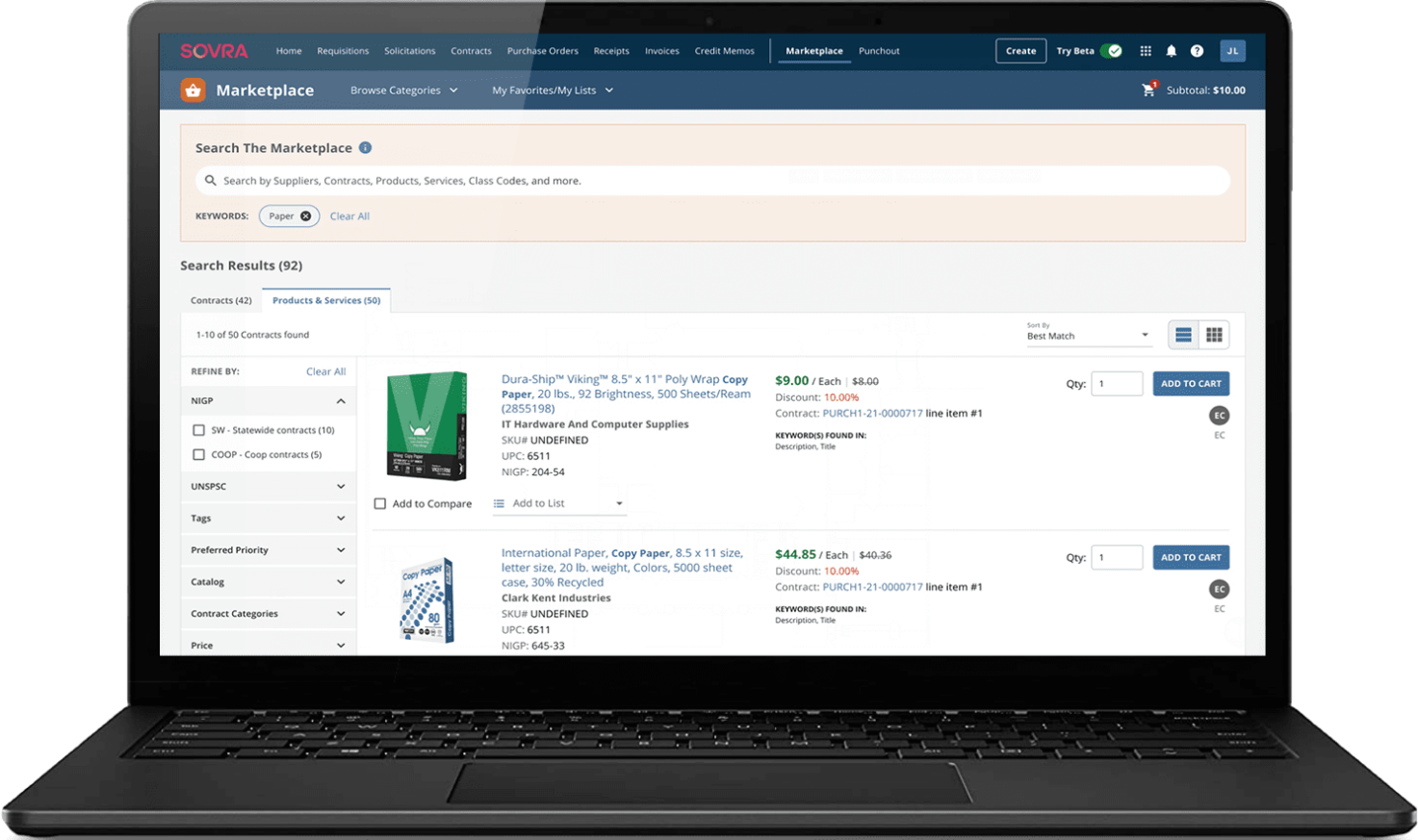


Purchase



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Marketplace



Marketplaces



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Agenda

1. Risks of an Outdated Profile
2. Tips for a Successful Vendor Profile
3. Updating your Vendor Profile
4. Key Takeaways
5. Questions
6. What other Topics Interest you?



Risks of an Outdated Profile



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Risks of an Outdated Profile

Missed opportunities and disrupted communication

30%

Over 30% of Vendor Registrations contain outdated information

40%

Vendors with incomplete or outdated information receive 40% fewer solicitations

50%

Vendors that update their profiles annually, see a 50% increase in bid engagement.

*NIGP, NASPO, Government Technology Report

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Risks of an Outdated Profile

- **Missed Opportunities**
Outdated profiles may lead to missing bid notifications or opportunities.
- **Disrupted Communication**
Profiles with incomplete or inaccurate information, may lead to delays in communication.
- **Non-Compliance Issues**
Certain regulations or requirements may necessitate up-to-date certifications.



Tips for a Successful Vendor Profile



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Tips to improve your vendor profile

Make certain Key Data is up-to-date

Sometimes changes happen, but please remember that with change comes remembering to update your profile.

- Did your business move offices?
- Are you now using a group email for your team?
- Is someone else in charge of your account?
- Do you have a new phone number?

It is extremely important that all this information is kept updated, as this is the information buyers will use to contact you.

Tips to improve your vendor profile

Make certain Key Data is up-to-date

Check and Maintain Your NIGP Codes

- Make sure they are accurate and reflect your business offerings.

Regularly Review Your Profile

- Set a reminder to review your profile every few months.



Tips to Improve your Vendor Profile

Certifications matter

Are you a certified MWDBE? Or a have Veteran owned or small business designation within your state?

Make certain that you fill out all the information to include any certifications or designations that government buyers are looking to find.

Updating your Profile



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Updating your Profile

Step 1- Log into your Supplier Account and Select “Seller Administrator”

The screenshot displays the 'Maintenance Home Page for: Holly Towle's Company'. The interface includes a blue sidebar on the left with icons for navigation. The main content area has a header with 'General' and 'Alerts' tabs. Below the header, there are four cards for managing organization information, users, and associated organizations. On the right side, a user profile dropdown menu is open, showing the user's name 'Holly Towle' and role 'Seller Admin'. The menu options are 'Seller', 'Seller Administrator', 'My Account', and 'Logout'. A red arrow points to the 'Seller Administrator' option.

Maintenance Home Page for: Holly Towle's Company

General Alerts

Maintain Organization Information
This section is used for maintaining organization information.

Maintain Users on this Account
This section is used to maintain users for the organization.

Add Users on this Account
This section is used to add users to the organization.

Add Associated Organization
This section is used for adding an organization with the same Tax ID.

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Holly Towle
Seller Admin ▾
Seller
Seller Administrator
My Account
Logout


Updating your Profile

Step 2- Select the Category of Information You Would Like to Update

Maintenance Home Page for: Holly Towle's Company


[General](#) [Alerts](#)

Maintain Organization Information




This section is used for maintaining organization information.

Maintain Users on this Account




This section is used to maintain users for the organization.

Add Users on this Account



This section is used to add users to the organization.

Add Associated Organization



This section is used for adding an organization with the same Tax ID.

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Updating your Profile

Step 3- Select the Category of Information to Update

Maintain Organization Information for: Holly Towle's Company

Maintain General Organization Information This section is used for maintaining general organization information.	Maintain Addresses This section is used to maintain addresses.	Maintain Commodity Codes & Services This section is used to maintain commodity codes and services.	Maintain Program Qualification This section is used to maintain program qualification.
Maintain Regions This section is used to maintain regions.	Maintain Terms and Categories This section is used to maintain terms and categories.	Maintain Quote Attachment Repository This section is used to maintain files in the quote attachment repository.	Credit Memo List This section is used to view credit memos.

Exit

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Key Takeaways



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Key Takeaways

- **Accurate Contact Information:** Ensure your contact details are current to receive timely notifications about bidding opportunities, amendments, and contract awards. It also helps agencies reach you for inquiries or clarifications.
- **Relevant Opportunities:** Keeping your product offerings and NIGP codes up to date ensures you are matched with the right opportunities as soon as they are posted.
- **Stay Compliant:** Some regulations or requirements may require updated certifications.

Resources and Support

Following the webinar, we will send you a recording of the workshop, copy of the presentation by email, and a Vendor Profile Checklist!

SOVRA Vendor Profile Checklist

-Downloadable pdf checklist to follow when updating your vendor profile.



Questions?



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Poll Question

Our goal is to offer you valuable and educational content. Please take a moment to answer the poll question to help us determine future workshop topics.

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Thank you

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