

## The Vendor Tutorial

### Federal EDI – Accessing Your EDI Management Menu

EDI (Electronic Data Interchange) is an online secure transactional service utilized by many federal agencies for the transmission and receipt of Bid Documents, Purchase Orders, Award Notification, Shipping Documents, and Invoices. For many federal agencies EDI is used exclusively. Once you have signed up for EDI with Prime Vendor you may access these online documents through your service. To begin using EDI login into your Prime Vendor account at [prime-vendor.com](http://prime-vendor.com) and follow the instructions below:

**Step 1:** Direct your web-browser to <http://www.prime-vendor.com>. Select **Vendor Center** from the top menu bar. (See Image 1).



Image 1: The Prime-Vendor website - [www.prime-vendor.com](http://www.prime-vendor.com)

**Step 2:** Type your Client Code, Login Name, and Password in the blanks provided. Press the **Enter** button (See Image 2).

**Note:** Your Client Code, Login Name, and Password are sent to the bid distribution e-mail account you provided to Prime-Vendor, Inc. at the time of sign up. This login information is not sent to your contact e-mail address.

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Image 2: The 'Vendor Center' login page

**Step 3:** This login process takes you to your *Vendor ePortal*, seen below in Image 3. From here, you are able to manage your bids and contracts from one central location.

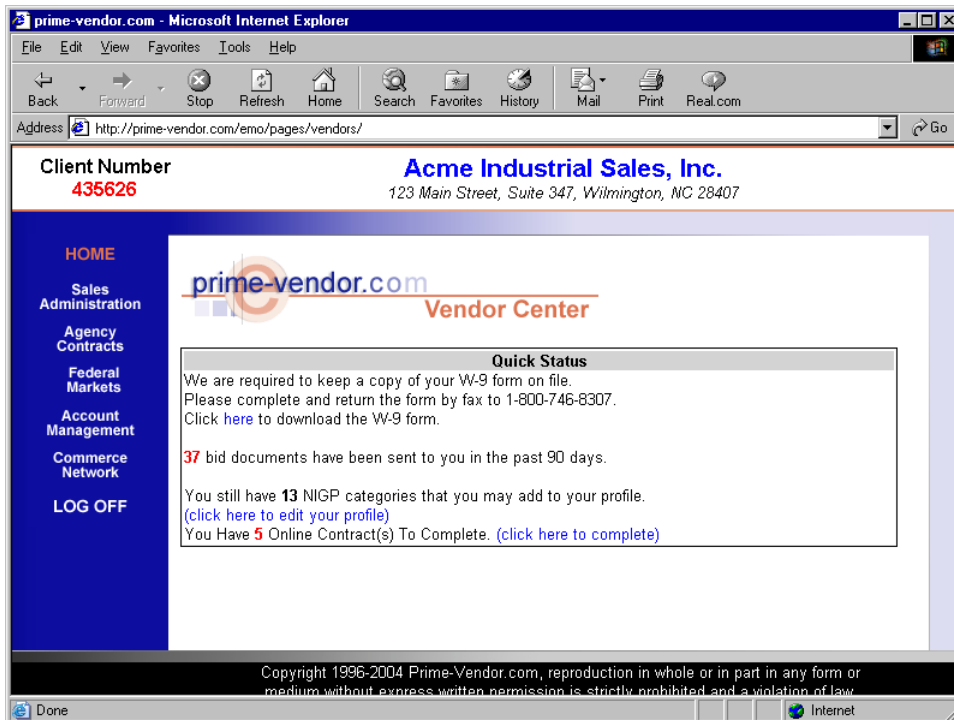


Image 3: Your vendor ePortal

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### Your EDI Management Menu:

**Step 1:** From your ePortal click on the **Federal Markets** button located on the left side of the screen.

**Step 2:** There are seven options available to you on your **Federal Markets** menu. Click on the button labeled **Federal EDI**. (See Image 4)

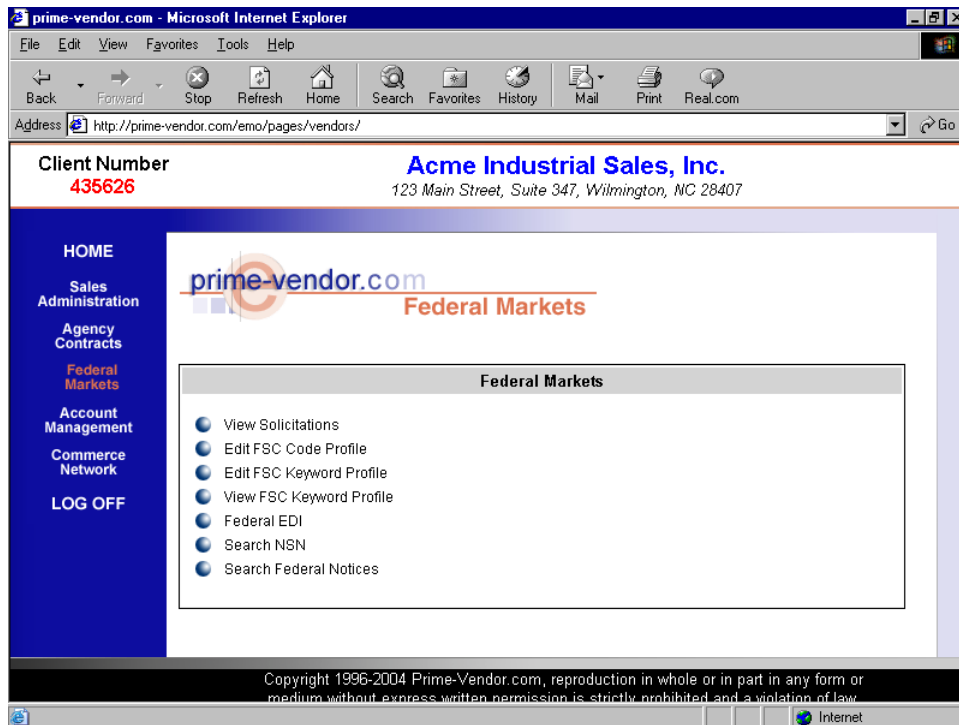


Image 4: Your Sales Administration screen

**Step 3:** Image 5, below, offers an illustration of your EDI Management menu. Through this menu you will access your incoming and outgoing EDI documents, create EDI messages, add trading partners, and search for federal EDI RFQ's. For more information on managing your EDI documents view the following sections of the EDI tutorial:

Section V4-B – Submitting a Bid

Section V4-C – Modifying / Canceling / Tracking Your Bid

Section V4-D – Searching for RFQ's

Section V4-E – Adding EDI Trading Partners

Section V4-F – Creating a Transportation Status Message (214)

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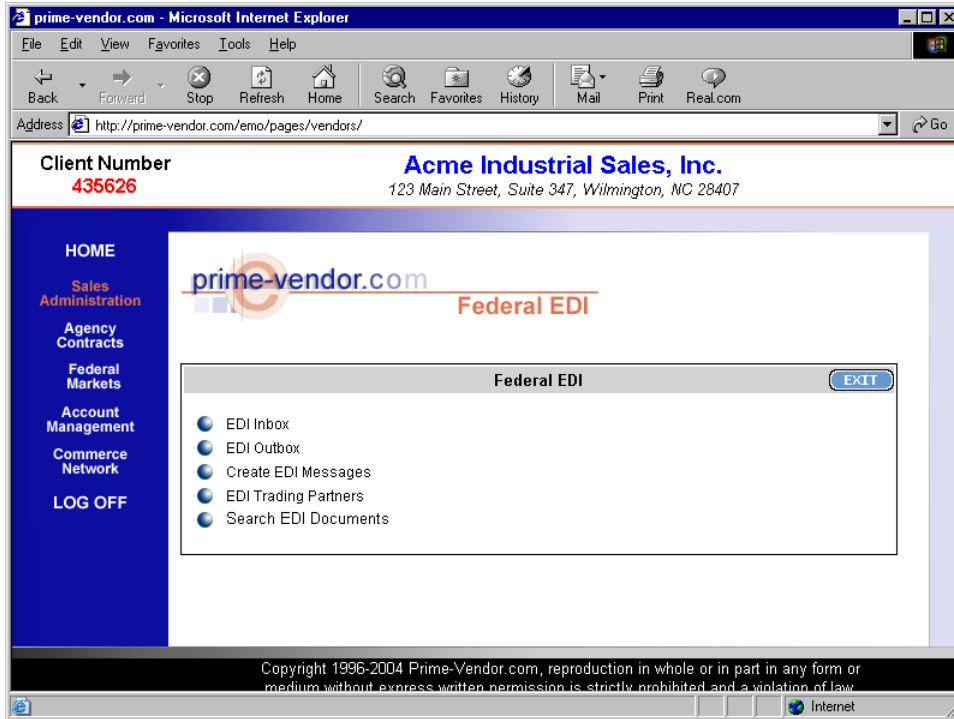


Image 5: EDI Management Menu