PERISCOPE
UPDATE COMMODITY CODES AND
E-MAIL NOTIFICATION SETTINGS

Customer Support: 1-800-990-9339 or

s2g-support@periscopeholdings.com

April 2021

Go to www.sccprc.org/eRFP, and select **Register**. On the registration page, select **Sign in** at the top right corner of the page and enter your credentials.

UPDATE COMMODITY CODES

1. Hover over and click the person icon in the top right-hand corner.

2. Select **bid profile** from the drop-down pick list.

3. You will be redirected to a new page with four sections: (1) **keywords**, (2) **NIGP codes**, (3) and **notifications**.

4. To edit your **keywords**:

   a. Click the pen icon in the right-hand corner of the **keywords** section. A pop-up window will appear.

   b. In the **enter keywords** search bar, type in the word(s) associated with the goods/ services you provide and press enter.

   c. In the **add negative keywords (optional)** bar, type in the word(s) that are NOT associated with the goods/ services your provide and press enter.

5. To edit your **NIGP codes**:

   a. Click the pen icon in the right-hand corner of the **NIGP codes** section. A pop-up window will appear.

   b. In the **enter keywords or NIGP codes** search bar, type in the word(s) or the known, numerical number(s) (e.g., NIGP code(s)) associated with the goods/ services you provide.

   c. Under the left-hand column titled "**available NIGP codes**," use the scroll bar to find the NIGP code that best fits the goods/ services you provide. Then, click on the + icon to the left of the NIGP code and its description.

   d. You will see your selection populate in the right-hand column titled "**selected NIGP codes**." Click **save** in the bottom right-hand corner of the window when you've added all relevant NIGP classification codes.

   e. Then, to exit the window, click the **X** in the top, right-hand corner. Upon exiting, a black box at the bottom of the web page will read, "**user commodity codes successfully saved**."

Periscope

Update Commodity Codes and E-mail

Notification Settings

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EDIT NOTIFICATION SETTINGS

6. To edit your **notifications**:

    a. Locate the slider in the bottom, right-hand corner of the **notifications** section across from "**send me a daily list of BidSync Links bids**."

        i. Move the toggle in the slider to the right if you want to receive daily notifications. Upon turning on your notifications, a black box a the bottom of the web page will read, "**daily notification setting has been updated**."

        ii. If you do NOT want to receive daily notifications, move the toggle in the slider to the left. Upon turning off your notifications, a black box a the bottom of the web page will read, "**daily notification setting has been updated**."