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.”
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 at 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 at the bottom of the web page will read, “daily notification setting has been updated.”