THE PORT AUTHORITY OF NY & NJ

MANAGING/UPDATING
SUPPLIER PROFILE
INFORMATION

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To access your account please use the URL https://www.paprocure.com.

Log into your account with your credentials.

1. **Forgot Password:**

If you forgot your Password, please click on "Forgot Password" to generate a new password for your account.

A. Enter your User ID and e-mail address to generate a new password.

B. Once you have submitted your User ID and e-mail, a message confirming the Password Reset will appear on your screen. A new temporary password will be assigned and sent to your registered e-mail address.

C.   Copy and paste your temporary password into the login screen as below:

D.   Log in with the temporary password. You will then be directed to set up a new password for your account.

The new password must satisfy the following criteria:

- Minimum length of ten characters
- Must have at least 2 upper case character
- Must have at least 2 lower case character
- Must have at least 1 number
- Must have at least 1 special character

2. **Forgot User ID:**

If you have forgotten your User ID, please click on "Forgot User ID" to generate a new User ID.

A. On the next screen you will be asked to enter your First Name, Last Name and registered E-mail Address, to generate a new User ID for your account.

B. After you click on "Get UserID," your new User ID will appear on the same screen as shown below:

3. Updating Your Company's Information:

Use URL https://www.paprocure.com to login to your account**.**

A. Under Supplier Data Maintenance tab, you may take the following actions:

Company Data:	Edit your company's information
Product Categories:	Edit your company's product categories
Employee:	Create new employees or to edit employee information

Under Company Data, click on "Edit" to make any changes to your company's information. After your initial registration, contact us at paprocure@panynj.com or call us at 212-435-4600 to make changes to your company's name or business structure.

B. You can edit your company's mailing address on the Address tab.

C. If your company has been certified by the Port Authority of NY & NJ as Minority, Women-owned, Small or Disadvantaged Business, that information will be displayed to the right side of the screen under the Address tab. (This is not editable)

D. You can edit your existing Phone Number, Fax Number and E-mail Address. Changes cannot be made to the general e-mail address used to register with on this screen.   You can add new Phone Number, Fax Number and E-mail Address by clicking on "New Line" under each section in General Communication tab.

E. The e-mail type "Payment_Contact" is used for payment information. At present, the other option "Bidding INQUIRY" e-mail type is not in use but will be activated with future system enhancements.

F. To delete Communication information, click on the trashcan icon by the information to be deleted.

4. **Bank and Tax Details:**

A. On the bottom of the page, complete the "Bank and Tax Details." When entering your banking information, <u>Country</u>, <u>ABA/Routing#</u>, and <u>Account Number</u> fields must be completed. (**Please note**: if your bank is an international bank, a SWIFT Code will be required instead of an ABA/Routing#).

If you have provided the Tax Number details while registering, that information will appear as below. For security purposes, you cannot edit this information. To add or change Tax Number information, please contact us via e-mail at paprocure@panynj.gov.

B. If you have been awarded a contract and will sending Purchase Order invoices to the Port Authority of NY & NJ, please provide the required information stated on the top of the page to the ACH_ENROLLMENT@PANYNJ.GOV to allow Accounts Payable to complete the payment set up process.

C. Once all changes are entered, scroll to the top of the screen and click "Save."

D. Once your changes are saved, a confirmation e-mail will be sent to your contact e-mail address.

5. **Product Categories**

To make changes to your company's Product Categories, go to the Supplier Data Maintenance tab and click on "Product Categories."

A. To add new product categories, click on "Add New Product Categories".

Click on "+" to expand the product category list and select the one from the expanded list.

Selection of Product Categories

Select the product categories you can supply

Find: [   ] [Go]

Available Product Categories

▸↓ Expand All   ▸↑ Collapse All

Category Name

☐ ⊞ R3MATCLASSLS_R3P_300 Material Group ERP System

[OK] [Cancel]

Please click here for a list of NIGP Codes/Product Categories and their complete descriptions.

The expanded Product Categories will appear as below:

Selection of Product Categories

Select the product categories you can supply

Find: [   ] [Go]

Available Product Categories

↳ Expand All ↱ Collapse All	
Category Name	
☐ ⊟ R3MATCLASSLS_R3P_300 Material Group ERP System	
☐ • 00500 ABRASIVES	
☐ • 00505 ABRASIVE EQUIPMENT	
☐ • 00514 ABRASIVES, COATED:	
☐ • 00521 ABRASIVES, SANDBLAS	
☐ • 00528 ABRASIVES, SANDBLAS	
☐ • 00542 ABRASIVES, SOLID: W	
☐ • 00556 ABRASIVES, TUMBLING	
☐ • 00563 GRINDING AND POLISH	
☐ • 00570 PUMICE STONE	

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[OK] [Cancel]

Please click here for a list of NIGP Codes/Product Categories and their complete descriptions.

B. You can also search for the product category by entering the specific product type in the find field. You can navigate across the search results using left and right arrows.

C. For a complete description of the NIGP Codes/ Product Categories, select "Click here" at the bottom of the search results page.

Your selected product categories will be displayed as below.

Finally click on submit to add the product categories to your List of Product Categories.

6. **Additional Contacts:**

You can add/delete more contacts, identify their roles and manage that information.

A. To view existing contacts, click on "List of Employees"

B. To make any changes to the existing contacts, click on Own Data. Those fields marked with asterisk (*) are mandatory.

C. You can assign an administrative role to employee. This assigns the ability to add/change any information for your profile as well as add/delete other users from your company. After entering your changes, click on "Save." You receive an e-mail confirming changes made to contact person details.

D. To add new employee, click on "Create Employee".

Please enter all the required information. Fields mark with asterisk (*) are mandatory. Click on "Create" after all the required information is entered.

E. To generate a User ID and Password for the newly added employee's information, click on list of employees and then click on the newly added employee's name.

Then click on "Edit" to generate a User ID and Password.

F.   Enter the User ID and Password for the newly added employee.
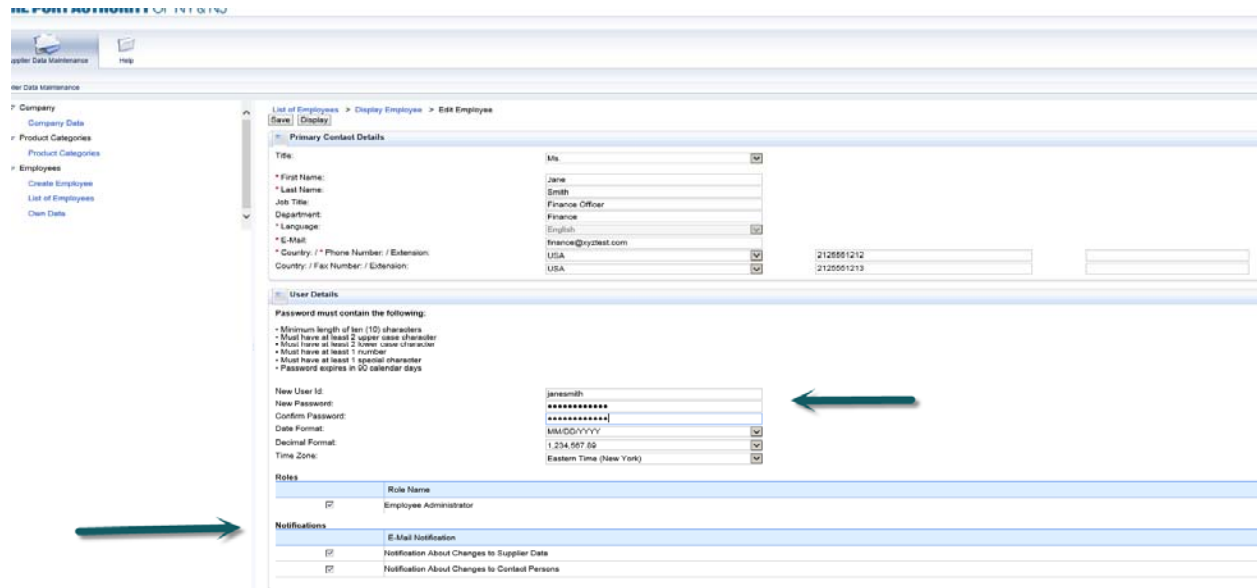
Assign an employee to the "Employee Administrator" role by checking the box shown above. This role can add/change any information for your profile as well as add/delete more users from your company.

You can also select the checkboxes for E-mail notification, to allow the new employee to receive notifications. Should that employee no longer need to receive notification e-mails, the notification checkboxes should be unchecked.

Once all changes, are made, click on "Save." You will be sent a confirmation e-mail for all changes made.