Aloha eBUYS Supplier User & Profile Maintenance Guide

The Seller Administrator is responsible for maintaining users accessing their Aloha eBUYS Account, maintaining company addresses, and the commodity codes for the goods and services they provide.

Adding New Users

1. **Navigate to https://alohaebuys.hawaii.gov/**

2. **Click the Sign In button in the top right corner of the page.**

3. **Enter your login credentials.**

   - Enter your Login ID.

   - Enter your Password.

   - Click Sign In.

   - Make sure you are logged in as the Seller Administrator (Select Seller Administrator role from top right icon).
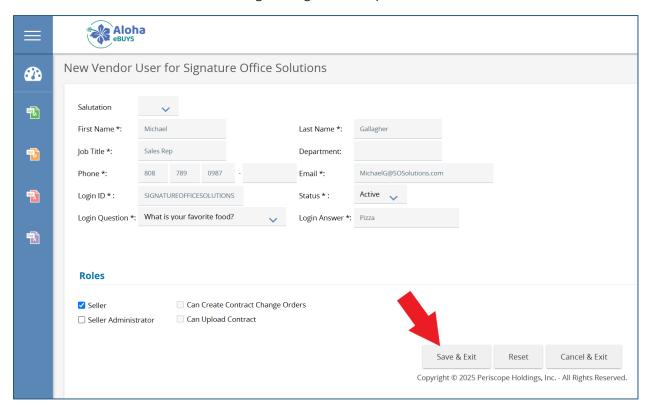
4. **Click Add User on this Account.**

   - Enter their contact information.

   - Enter their Login ID.

   - Enter their Login Question and Answer.

   - Assign a role.

     o Seller – Allows the user to access Bids, Purchase Orders, and submit Electronic Quotes.

     o Seller Administrator – Allows the user to maintain the overall Account.

     o Can Create Blanket Change Orders – Allows the user to create change orders for their Contract (Determined by the Organization managing the Contract).

     o Can Upload Contract – Allows the user to upload Contracts in the eProcurement system (Determined by the Organization managing the Contract).

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5. Click Save & Exit.

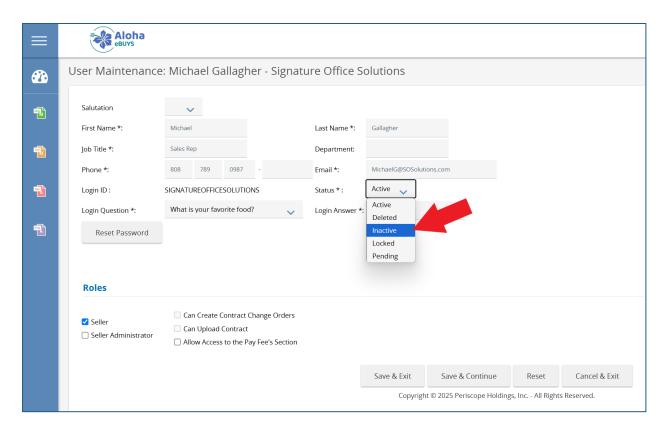- The created user will automatically receive a system generated email providing them their temporary password.

- The Seller Administrator creating the Login ID must provide that ID to the new user.

Maintaining Existing Users

1. Click Maintain User on this Account.

2. Click the user's Login ID.

- To inactive a user's Login ID

  o Click the Status field.

  o Click Inactive.

  o Click Save & Exit.

- To reset a user's password

  o Click Reset Password.

  o In the popup window click Reset Password.

- To modify the user's existing roles

  o Click or uncheck Seller or Seller Administrator.

  o Click Save & Exit.

Roles

☑ Seller
☐ Seller Administrator

☐ Can Create Contract Change Orders
☐ Can Upload Contract
☐ Allow Access to the Pay Fee's Section

| Save & Exit | Save & Continue | Reset | Cancel & Exit |

Maintaining Addresses

1. **Click Maintain Organization Information.**

2. **Click Maintain Addresses.**

   ▪ To edit an existing address

      o Click the Address Name.

      o Modify any of the existing Mailing Address fields.

      o Click Save & Exit.

   ▪ To add a new address

      o Click Add Another Address.

- o Select the Address Type.

- o Enter the required Address Information.

- o Click Save & Exit.

Important Note: When adding a Bid Mailing Address, up to five (5) email addresses can be added. All email addresses will receive email notifications when the company is added to a solicitation.

Maintaining Commodity Codes and Services

1. **Click Maintain Organization Information.**

2. **Click Maintain Commodity Codes & Services.**

3. **Click Maintain Commodity Codes.**

   ▪ To add more Commodity Codes

   - o Click Add Additional Codes.

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Commodity Code and Service Codes

Current Codes - Signature Office Solutions

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1 2 3 4 5

Deactivate		Code	Description	Date Added
	☐	425-03	Bookcases and Bookshelves, Metal and Wood	12/12/2024
	☐	425-06	Chairs, Metal	12/12/2024
	☐	425-07	Chairs, Wood	12/12/2024
	☐	425-10	Costumers and Racks: Clothes, Coat, Hat, etc.	12/12/2024
	☐	425-11	Counter, Work	12/12/2024
	☐	425-13	Credenza Unit, Metal	12/12/2024
	☐	425-14	Credenza Unit, Wood	12/12/2024
	☐	425-17	Data Processing Furniture, Metal and Plastic (For Storage Cabinets See Item 87)	12/12/2024
	☐	425-18	Data Processing Office Furniture, Wood (Not Storage Cabinets - See Item 87)	12/12/2024
	☐	425-20	Desks and Tables, Metal	12/12/2024
	☐	425-21	Desks and Tables, Wood	12/12/2024

	☐	425-48	Furniture, Office (Custom Made)	12/12/2024
	☐	425-49	Hutches for Desks, Credenzas, etc.	12/12/2024
	☐	425-50	Key Storage Cabinets and Files	12/12/2024
	☐	425-53	Lockers, Storage (For Coats, Hats and Baggage) (Includes Foot Locker Type)	12/12/2024
	☐	425-54	Modular Panel Systems, (With Metal Connecting Mechanism)	12/12/2024

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1 2 3 4 5

[Deactivate Selected Items] [Add Additional Codes] [Exit]

- o Search for the new Commodity Codes by Keyword Search or by selecting the drop downs.

- o Select the Code(s) to add to the account.

- o Click Save.

Commodity Code and Service Codes - Signature Office Solutions

Search

NIGP Class [▼]

NIGP Class Item [▼]

NIGP Keyword [First Aid Cabinets]

Search using [ALL of the criteria ▼]

[Search]

NIGP Code Browse [Show Categories]

ⓘ Select the category that best describes the product and service you offer. Click on the question mark for more information.

☐	Code	Description
☑	345-32	First Aid Cabinets, Kits, and Refills

[Save] [Save and Add More]

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