



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://alohaebuy.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.
 - Seller – Allows the user to access Bids, Purchase Orders, and submit Electronic Quotes.
 - Seller Administrator – Allows the user to maintain the overall Account.
 - Can Create Blanket Change Orders – Allows the user to create change orders for their Contract (Determined by the Organization managing the Contract).
 - Can Upload Contract – Allows the user to upload Contracts in the eProcurement system (Determined by the Organization managing the Contract).

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.

New Vendor User for Signature Office Solutions

Salutation:

First Name *: Last Name *:

Job Title *: Department:

Phone *: - Email *:

Login ID *: Status *:

Login Question *: Login Answer *:

Roles

☒ Seller ☐ Can Create Contract Change Orders

☐ Seller Administrator ☐ Can Upload Contract

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Maintaining Existing Users

1. Click Maintain User on this Account.

2. Click the user's Login ID.

- To inactive a user's Login ID
 - Click the Status field.
 - Click Inactive.
 - Click Save & Exit.

User Maintenance: Michael Gallagher - Signature Office Solutions

Salutation:

First Name *: Michael

Last Name *: Gallagher

Job Title *: Sales Rep

Department:

Phone *: 808 789 0987 -

Email *: MichaelG@SOSolutions.com

Login ID : SIGNATUREOFFICESOLUTIONS

Status *: (Active, Deleted, **Inactive**, Locked, Pending)

Login Question *: What is your favorite food?

Login Answer *:

Roles

☒ Seller ☐ Can Create Contract Change Orders

☐ Seller Administrator ☐ Can Upload Contract

☐ Allow Access to the Pay Fee's Section

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- To reset a user's password
 - Click Reset Password.
 - In the popup window click Reset Password.

Reset Password

Are you sure you want to reset the password for SIGNATUREOFFICESOLUTIONS?

- To modify the user's existing roles
 - Click or uncheck Seller or Seller Administrator.
 - 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

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Maintaining Addresses

1. Click Maintain Organization Information.

2. Click Maintain Addresses.

- To edit an existing address
 - Click the Address Name.

Maintain Addresses for: Signature Office Solutions

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Erma Facilier 121 main street Chicago, IL 60431 US Email: darren.gollet@mdfcommerce.com Phone: (997) 789-8489	Active	Yes

Add Another Address Exit

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- Modify any of the existing Mailing Address fields.
- Click Save & Exit.
- To add a new address
 - Click Add Another Address.

Maintain Addresses for: Signature Office Solutions

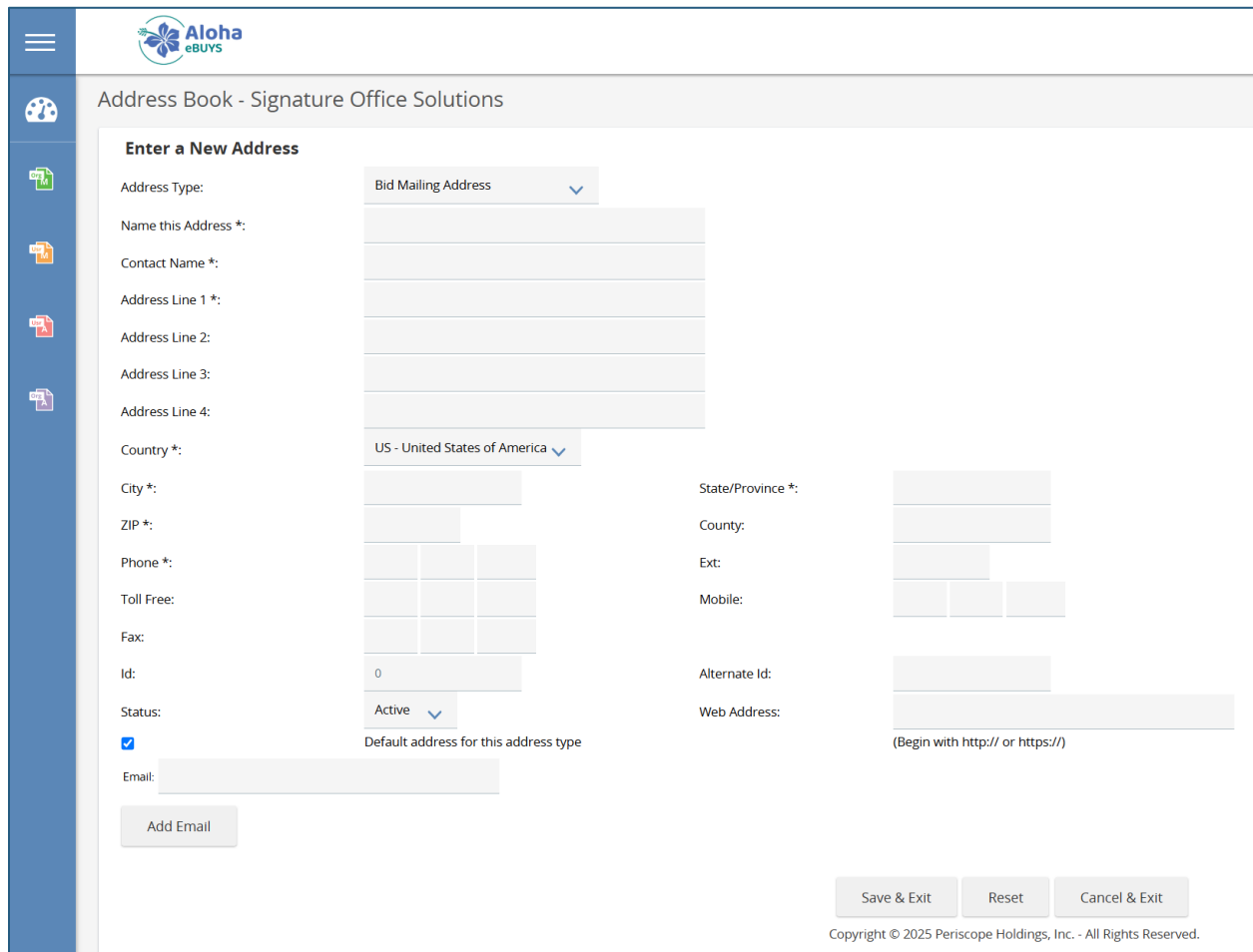
Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Erma Facilier 121 main street Chicago, IL 60431 US Email: darren.gollet@mdfcommerce.com Phone: (997) 789-8489	Active	Yes

Add Another Address Exit

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- Select the Address Type.
- Enter the required Address Information.
- 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.



Enter a New Address

Address Type: Bid Mailing Address

Name this Address *:

Contact Name *:

Address Line 1 *:

Address Line 2:

Address Line 3:

Address Line 4:

Country *: US - United States of America

City *:

State/Province *:

ZIP *:

County:

Phone *:

Ext:

Toll Free:

Mobile:

Fax:

Id: 0

Alternate Id:

Status: Active

Web Address: (Begin with http:// or https://)

☒ Default address for this address type

Email:

Add Email

Save & Exit Reset Cancel & Exit

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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
 - Click Add Additional Codes.

Commodity Code and Service Codes

Current Codes - Signature Office Solutions

1-25 of 106
1 2 3 4 5

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	425-03	Bookcases and Bookshelves, Metal and Wood	12/12/2024
<input type="checkbox"/>	425-06	Chairs, Metal	12/12/2024
<input type="checkbox"/>	425-07	Chairs, Wood	12/12/2024
<input type="checkbox"/>	425-10	Costumers and Racks: Clothes, Coat, Hat, etc.	12/12/2024
<input type="checkbox"/>	425-11	Counter, Work	12/12/2024
<input type="checkbox"/>	425-13	Credenza Unit, Metal	12/12/2024
<input type="checkbox"/>	425-14	Credenza Unit, Wood	12/12/2024
<input type="checkbox"/>	425-17	Data Processing Furniture, Metal and Plastic (For Storage Cabinets See Item 87)	12/12/2024
<input type="checkbox"/>	425-18	Data Processing Office Furniture, Wood (Not Storage Cabinets - See Item 87)	12/12/2024
<input type="checkbox"/>	425-20	Desks and Tables, Metal	12/12/2024
<input type="checkbox"/>	425-21	Desks and Tables, Wood	12/12/2024
<input type="checkbox"/>	425-48	Furniture, Office (Custom Made)	12/12/2024
<input type="checkbox"/>	425-49	Hutches for Desks, Credenzas, etc.	12/12/2024
<input type="checkbox"/>	425-50	Key Storage Cabinets and Files	12/12/2024
<input type="checkbox"/>	425-53	Lockers, Storage (For Coats, Hats and Baggage) (Includes Foot Locker Type)	12/12/2024
<input type="checkbox"/>	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

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- Search for the new Commodity Codes by Keyword Search or by selecting the drop downs.
- Select the Code(s) to add to the account.
- 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

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

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	345-32	First Aid Cabinets, Kits, and Refills

Save
Save and Add More