



## UPLOAD LOGO + PRICE LIST INSTRUCTIONS

CES is furthering its digitization and automation of processes to benefit both its members and its procurement partners (vendors). We will need your help!

### UPDATING YOUR INFORMATION:

It is via this online portal that you receive notices of solicitations and awards. It is definitely to your benefit to keep your company profile and contact information up to date, as CES can only communicate effectively with you if we have current info.

Please go to <https://eprocurement.ces.org> regularly to ensure that your information is all current.

To upload your logo, click on Navigation -> My Account -> Company Profile. Scroll down to Company Logo. *\*Please use an image file (.jpg, .jpeg, .gif or .png extension). Logo file should not exceed 180 by 180 pixels.*

### UPLOAD YOUR PRICE LIST:

From the Dashboard, click on the large button "Contracts - View All". Choose a contract from the list. Click Vendor, then click the button "Add Price File".

### FORGOT LOGIN CREDENTIALS?

If you have forgotten your Username and/or Password, the eProcurement portal is able to assist you automatically when you click on "Forgot Username/Password" at the Login screen. All you must remember is the email address you used when creating your Login credentials.

If you are unable to access your company profile (Example: The Login user has left your company), contact Jim Barentine at CES ([jjim@ces.org](mailto:jjim@ces.org)) for assistance.

**THANK YOU!**