

To register a Limited account as a vendor in the Periscope Supplier to Government (S2G) network and set up a successful profile, please follow these steps (unless linking from a specific Government Agency's registration page, then please skip to Step 2):


1. Navigate to the Periscope S2G Limited registration page by going to:

<https://prod.bidsync.com/bidsync-basic>


2. Enter the email address you'll use for this account. The system will determine if this email address is already associated with an existing account:


<input type="text" value="Email Address*"/>	*We'll need to ensure your email isn't already in use
<input type="text" value="Reenter Email*"/>	<input type="button" value="VERIFY >"/>


3. Once your email address is confirmed as not already registered, enter in the rest of your user information:


<input type="text" value="First Name*"/>	<input type="text" value="Last Name*"/>
<input type="text" value="Phone Number *"/>	<input type="text" value="Extention"/>
<input type="text" value="Address*"/>	
<input type="text" value="City*"/>	
<input type="text" value="State*"/> 	<input type="text" value="Zipcode *"/>

4. Enter in demographic information and check the box indicating agreeance and understanding to the Terms and Conditions of use:

Company Revenue * 

Company Size * 

Industry * 

Why are you Registering With S2G? * 

Yes, I understand and agree to the **Periscope S2G Terms and Conditions.**

SUBMIT

5. An email is sent with a link to verify your email address and begin setting up your business profile:

Toll Free: 1-800-990-9339

Website: www.bidsync.com



Dear Henrik,

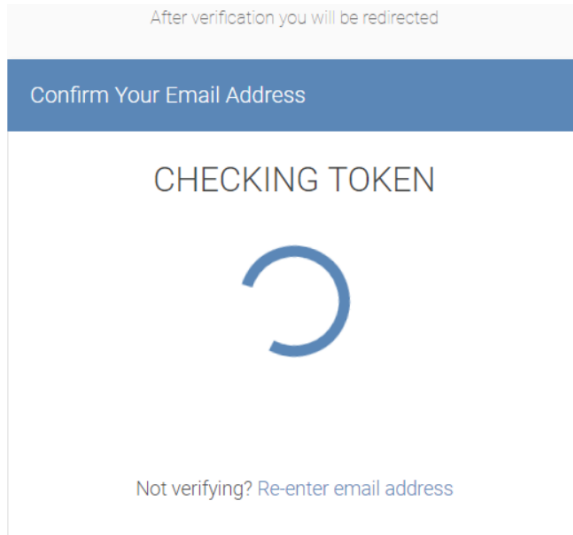
Thank you for getting started with Periscope S2G. We need a little more information to complete your business profile, including confirmation of your email address. Click below to confirm your email address:

<https://supplier.phi-qa.cloud/register/v1/verify/mdnBqLgpKDRP6ZDHFZGwheubrijuzbeyA>

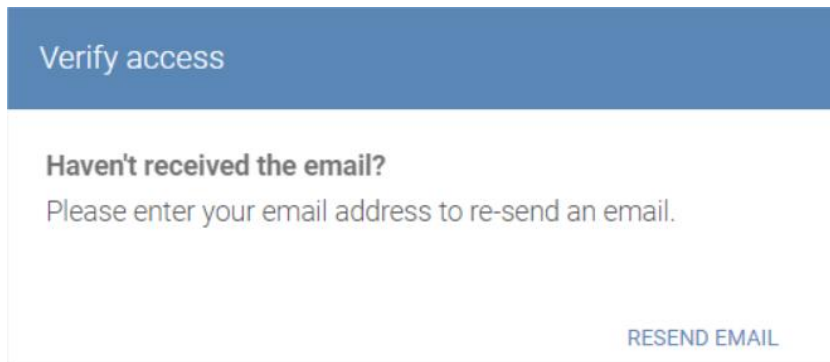
If you have problems please paste the above URL into your web browser.

Need Help? Contact our Support Team:
Email: s2g-support@periscopeholdings.com
Phone: 801-765-9245


6. Once the link is clicked, a new browser tab opens to verify the token sent:



7. If you wait too long and your token expires, you will be prompted to enter your email address for Periscope S2G to resend the *Registration Completion* email with a new token:

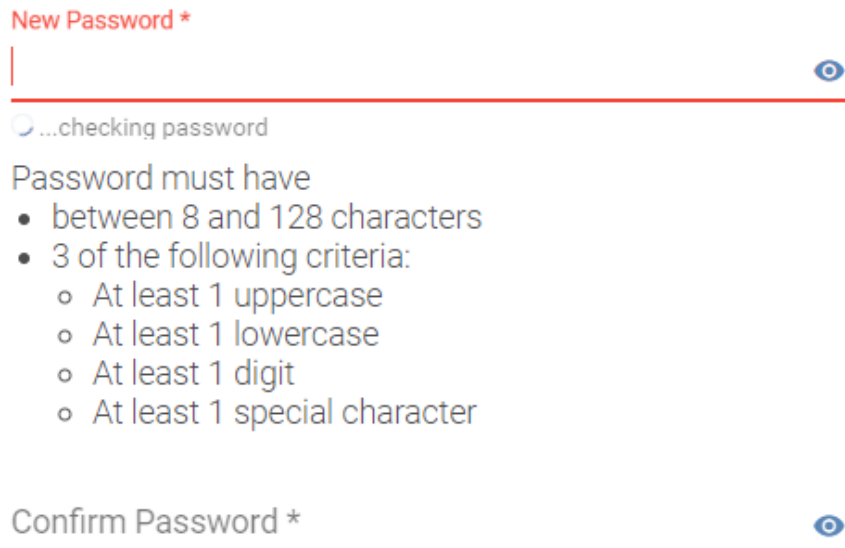


8. Once your address is verified, set your password and continue into setting up your profile:



The screenshot shows a form titled "Set Your Password" with the instruction "Please select a secure password." Below the title is a blue header bar with the text "Set Password". The form contains two input fields: "New Password *" and "Confirm Password *", each with a blue eye icon to its right. At the bottom right of the form is a "NEXT" button.


9. Please follow all password requirements:



The screenshot shows the "New Password *" field with a red underline and a blue eye icon. Below it is a loading indicator "...checking password" with a circular progress bar. The text "Password must have" is followed by a list of requirements: "between 8 and 128 characters" and "3 of the following criteria:", which includes "At least 1 uppercase", "At least 1 lowercase", "At least 1 digit", and "At least 1 special character". Below this is the "Confirm Password *" field with a blue eye icon.

10. The tool recognizes when you have met all the appropriate parameters/requirements, indicated by the green checkmarks:


New Password *

..... 

Password must have

- **between 8 and 128 characters** ✓
- **3 of the following criteria:**
 - **At least 1 uppercase** ✓
 - **At least 1 lowercase** ✓
 - **At least 1 digit** ✓
 - **At least 1 special character** ✓

Confirm Password *

.....| 

11. The first part in setting up your business profile is identifying the company with which you are associated. As you type in a company name, the system will attempt to determine if your company already exists in the system:

Get Invited to Bids

Join or create a company profile to receive bid invitations from agencies.

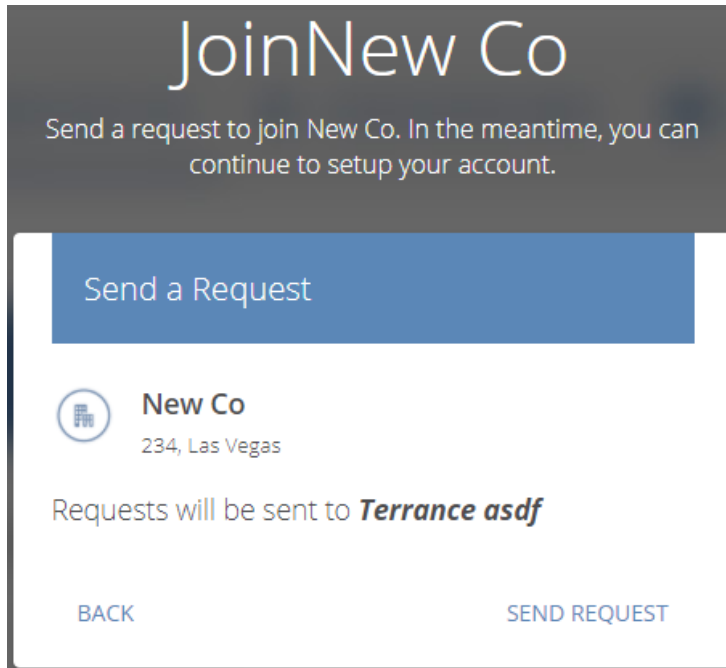
Join or Create a Company

Company Name *

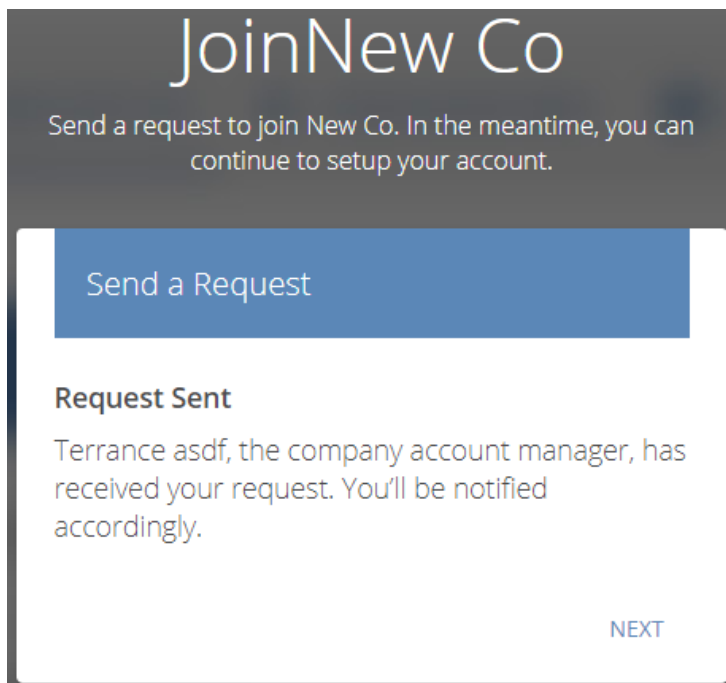
Type company name or select company from list

[BACK](#) [NEXT](#)

12. If you are joining an already established organization, a request is sent to the account administrator to approve adding you as a company user, which also provides the admin user the option of adding any purchased subscription licenses to your user:




13. If the company information is accurate, verifying both the Company Name and Address, click **Send Request** in the bottom right-hand corner in order to progress to the next step of your account setup:



14. If you are the first person from your company registering an account, please make sure you enter unique company information that does not already exist in the Periscope S2G system. Note that this solution services businesses throughout the United States and it is possible another company incorporated in a different state may have a name very similar to yours. When creating a new company, please provide all pertinent company information. Users creating a company are considered the administrator of the entire account and will manage requests from future users to join the company (as indicated in Step 12):

Company Information



Company Name *

Company Name Is Required

Select Country * State/Province *

United States Utah

City * **Postal Code ***

City Name Is Required Required Field

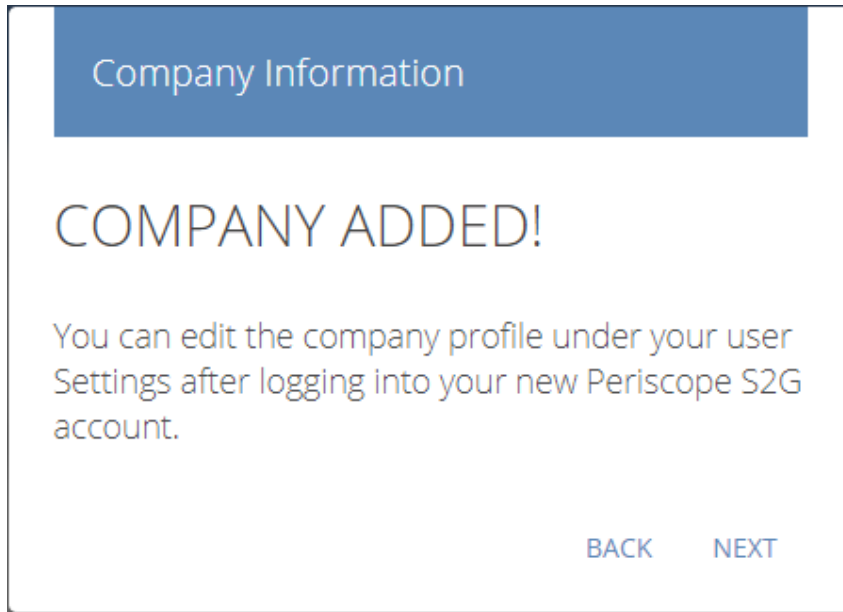
Address *

Address Is Required

Address Line 2

[BACK](#) [NEXT](#)

15. Once your account is active, you'll be prompted to provide additional details about your company which is used to identify meaningful opportunities:



16. Part of your profile set-up is identifying Sales Territories across the company from where you would like to receive notifications and where you're willing to do business.

To select all States in the US, choose the first option; for the US and all Canadian provinces, choose the second option:



To identify specific states or provinces, select the last option and click **Select States/Provinces**:

Regions ✕

 UNITED STATES

 UNITED STATES AND CANADA

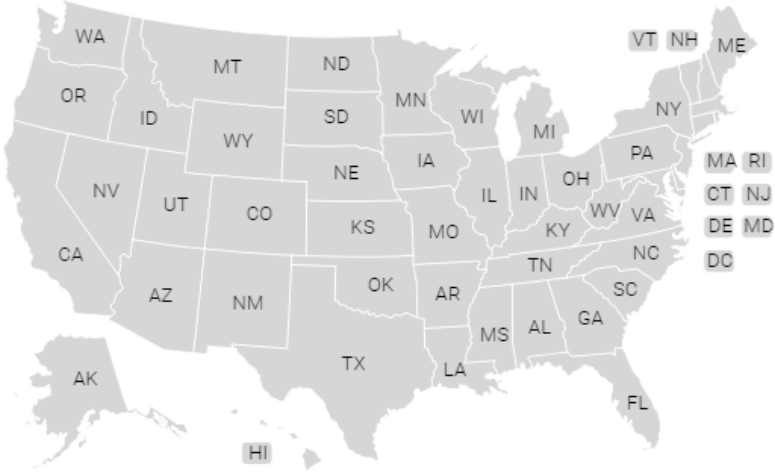
 SPECIFIC STATES (US) OR PROVINCES (CAN)

[CANCEL](#) [SELECT STATES/PROVINCES](#)

It defaults to a map of the US, but using the list above, you can select a map of Canada or use the List format to identify the areas where you're willing to do business:

Select States and Provinces ✕

[UNITED STATES](#) [CANADA](#) [LIST VIEW](#)



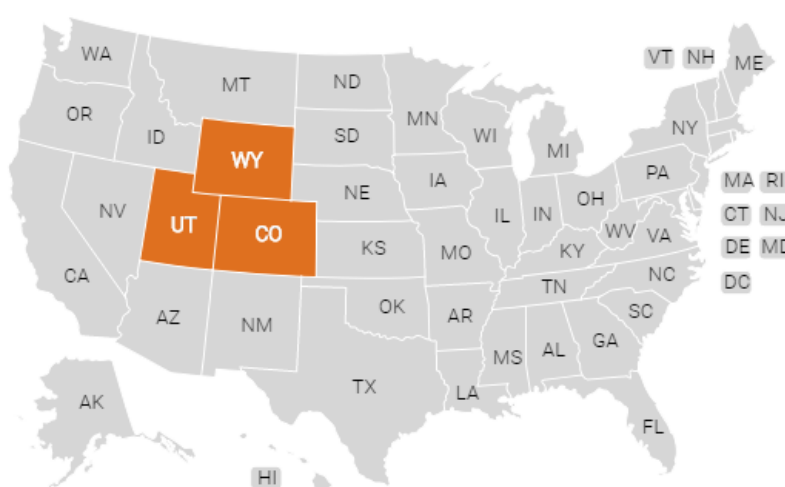
[✕ Clear All](#) [☰ Select All](#)

[SELECT COUNTRY](#) [SAVE](#)

As a State/Province is selected, it will highlight in Orange. Once you've identified all the States for which you want to receive notifications (and the default for running manual searches), click **Save** to finish:

Select States and Provinces ✕

UNITED STATES CANADA LIST VIEW

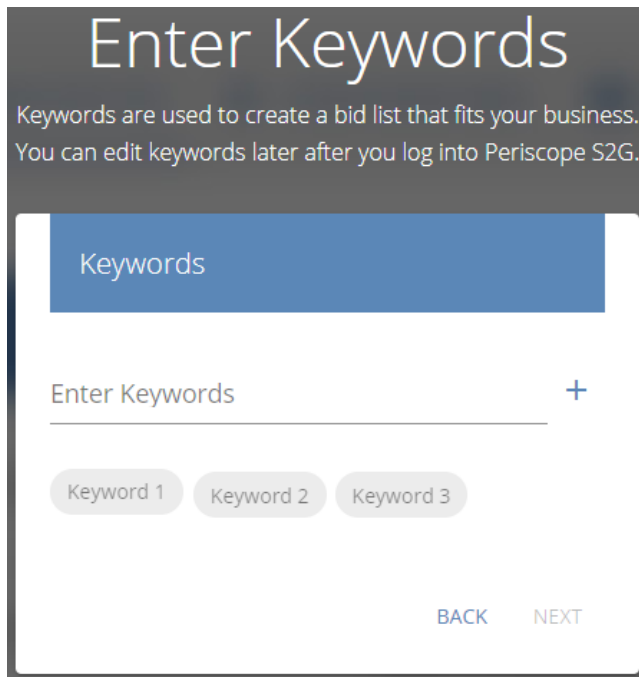


✕ Clear All ☰ Select All

SELECT COUNTRY SAVE

Remember, the Sales Territories will be default selected every time you log into the S2G tool. The Account preferences allow you to make permanent changes that update your notifications and pre-load these settings when searching manually in the tool. You can always adjust your searches to include different areas and keywords that don't impact the notifications or the defaults in your Bid Profile.

17. Next, it's time to start teaching the tool the types of bids your business is interested in by adding keywords about your company to improve the precision of the opportunities you see when searching in the system and subsequent Bid Notification emails. Keywords can consist of multiple terms (e.g. "parking lot," "bus parts," "mechanical engineering," etc.) or single words (e.g. "fleet," "engine," "condenser," etc.). Multiple terms entered together, or single words entered alone, operate like specific phrases the tool uses to search through the Titles and Summaries of each posted solicitation:



18. Once at least *three* (3) keywords have been entered, the tool presents a sampling of bids that match the keywords with diminishing levels of precision. Scroll down to review the samples of available bids and verify the relevant accuracy of your keyword selections. Then return above to make adjustments by revising existing keywords through adding or deleting, or identifying negative keywords used to eliminate some of the results not pertinent to your organization. The S2G Solution is learning from you how best to convey the most relevant matches:

Keywords






Add Keywords +

robots × artificial intelligence × automatons ×

You can also enter keywords that eliminate bids from the bid list.

Add Negative Keywords (Optional) +

Sample Bids

 Best Match	ARTIFICIAL INTELLIGENCE TO SUPPORT ENROLLMENT
 Best Match	Request for Information ? Robots and Artificial Intelligence for The Port Autho
 Best Match	Request for Information Robots and Artificial Intelligence for The Port Authori
 Best Match	Request for Information â□□ Robots and Artificial Intelligence for The Port Autho
 Best Match	Request for Information ‐ Robots and Artificial Intelligence for The Port

[BACK](#) [NEXT](#)

19. Scrolling down the sample list of bids, those which the tool identifies as a best match for the relevancy of your keywords will be at the top of the list. Bids with a less precise match, which may not be 100% exact (or only loosely related), are categorized as “Excellent Match,” “Possible Match,” or “Not Likely a Match,” are presented lower in the list:

Sample Bids

Match Level	Bid Title
Best Match	Request for Information Robots and Artificial Intelligence for the Port Authori
Excellent Match	ARTIFICIAL INTELLIGENCE COMPUTER (UW-MAD) [18-0066]
Excellent Match	ARTIFICIAL INTELLIGENCE COMPUTER (UW-MAD) [18-0066]
Possible Match	Request for Proposal for Advanced Data Analytics Solution for Pipeline Likeliho
Not Likely a Match	Bid# 29-19 Robotics - Robots, Field Elements, & Misc. - Pasko 7f0cc676-d6c8-435

While a minimum of three (3) keywords are required to progress through the Bid Profile setup, add as many pertinent keywords to help the tool more precisely learn about which types of bids to notify you. The results containing the highest precision matches are present at the top of your list, and those containing fewer will trickle through the bottom. Bids are presented using the following classifications, in decreasing level of match precision: "Best Match"; "Excellent Match"; "Possible Match"; and, "Not Likely a Match".

20. Now select any NIGP Code(s) appropriate to classify your industry.

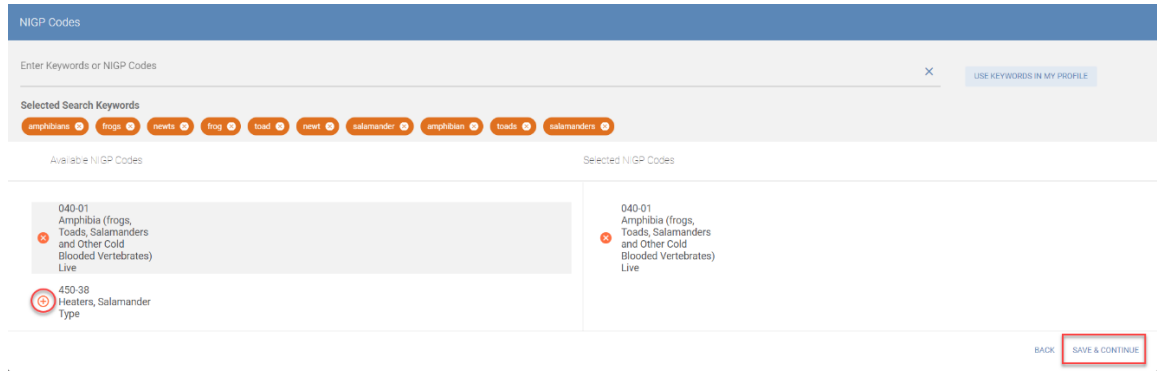
NIGP Codes

Enter Keywords or NIGP Codes [USE KEYWORDS IN MY PROFILE](#)

Available NIGP Codes	Selected NIGP Codes
<ul style="list-style-type: none">- Administrative, Financial, and Management Services- Agricultural Equipment and Related Products and Services- Arts, Crafts, Entertainment, Theatre- Automotive Products, Vehicles, and Services- Building Equipment, Supplies, and Services- Clothing, Textiles, Laundry Equipment, and Supplies- Communication Equipment and Services- Computers, Software, Supplies, and Services	

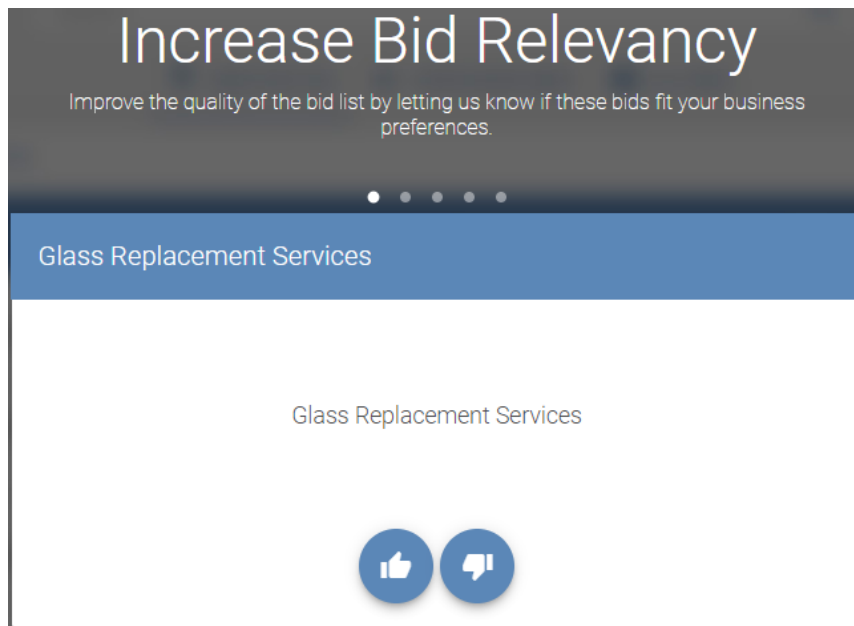
[BACK](#) [SAVE & CONTINUE](#)

We recommend clicking "Use Keywords in My Profile" to help assist in a keyword search through the list of NIGP Code options. When you've found an applicable code, select the PLUS (+) symbol to add it to your profile. At least one code must be chosen, though you can add as many as needed. Once completed, select **Save & Continue**.



21. Once you've finished, you can begin using the *Thumbs Up* or *Thumbs Down* function to teach the tool in order to improve and Increase Bid Relevancy of your search results and notifications.

Based on your keywords, correlating bid titles are displayed with the option below to select **Thumbs Up** on confirmed relevant opportunities and **Thumbs Down** on non-applicable bids you would not like to see in notifications or searches:



22. After the 5th bid result, the initial Bid Profile is complete. Further options include: A link to the Bid List (to take a look at the available bids in the system which match up to your previously chosen keywords or to use filtering options to run a manual

search); a link to further tune bid relevancy again (going through 5 more samples with the same Thumbs options); and, a link to continue setting up your business profile with commodity codes to help index your organization for Agency users to locate your business in the system:

Your Bids are Ready

Options

A list of bids tailored to you is available!

[TAKE ME TO THE CURATED BID LIST](#)

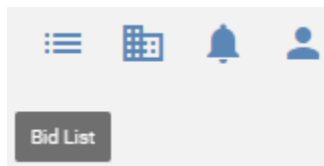
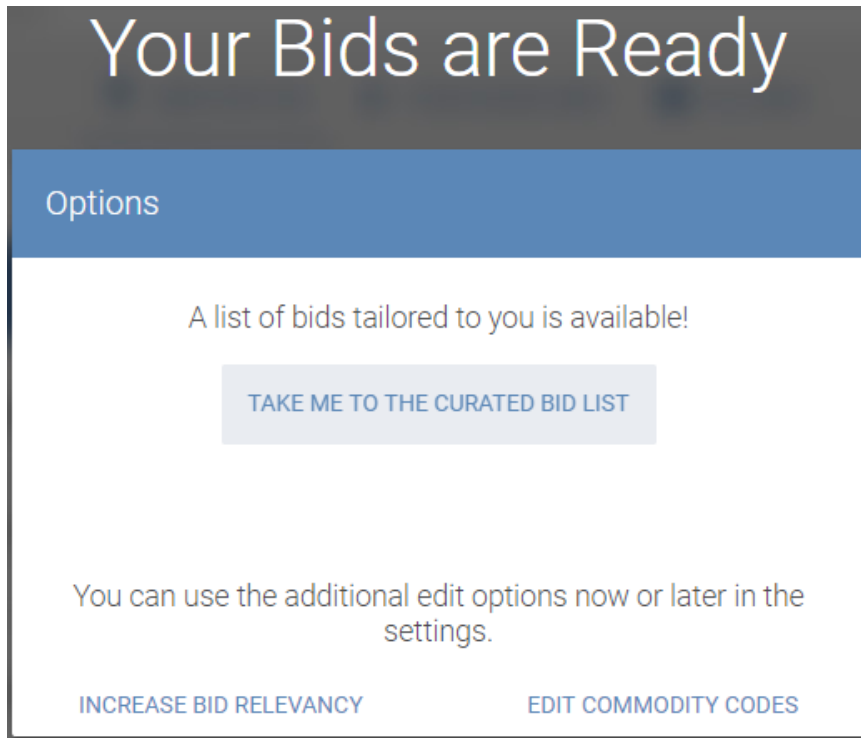
You can use the additional edit options now or later in the settings.

[INCREASE BID RELEVANCY](#) [EDIT COMMODITY CODES](#)

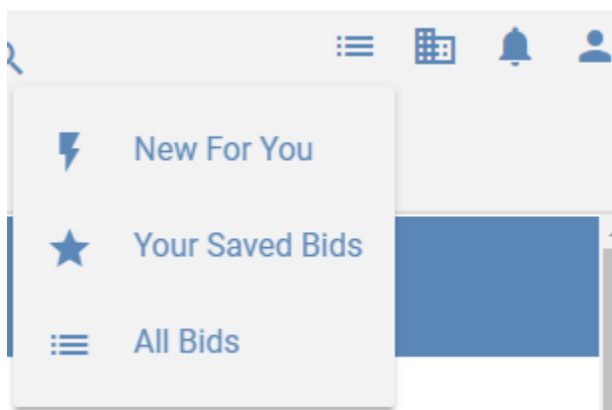
23. Similar functionality is found within the search pages. Using the **Thumbs Up/Down** feature, continue to teach the tool which bids are the most relevant to you and improve the notifications sent directly to your inbox as you peruse the Bid List:

State	End Date Added	
TX	04/16/2019 23 Hours Ago	 
FL	01/29/2019 23 Hours Ago	 

24. Selecting the **Bid List** is the same experience for future logging into the system. By default, the opened page displays the Bid List. Many pages include a link to return to the Bid List in the upper left-hand corner. You can also navigate using the icons in the upper right-hand corner. Select the first icon to access the Bid List:



25. From the sub-list, select the appropriate list you want to open (the same list options are available across the top of the Bid List page):

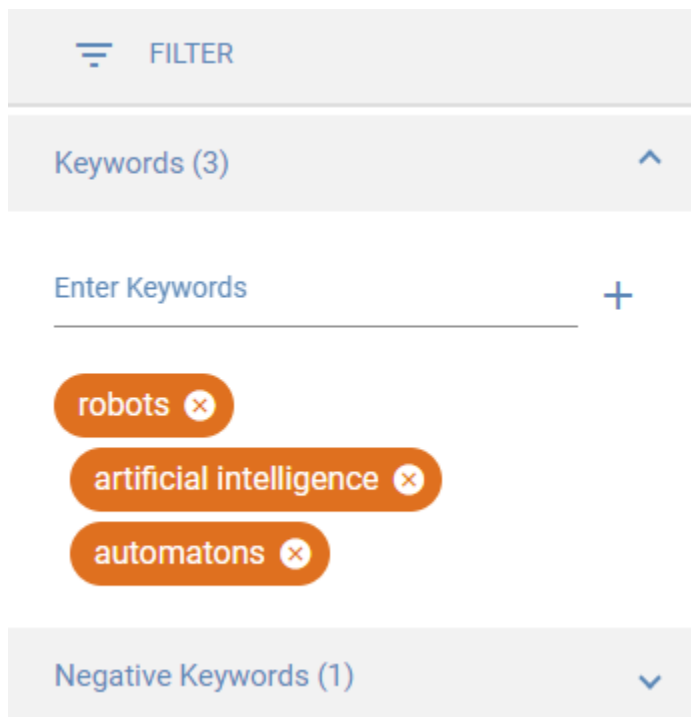


- **New For You** = Bids which match your profile, specific to your keywords and activity, pulled from solicitations posted within the last 10 days.
- **Your Saved Bids** = Any bids previously selected as bids of interest, or "starred," are stored here for future reference.
- **All Bids** = Opens a general search query with current keywords pre-selected to look through all active and open bids.

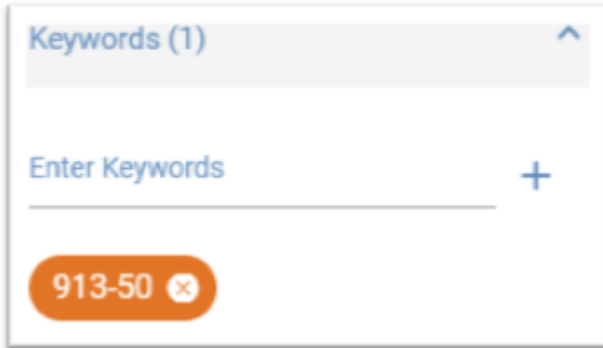
26. When selecting "All Bids," the "Filter" option opens from the left to narrow down search results:



27. The keywords selected during the set-up process (or any future changes made to them in your Bid Profile) will automatically be selected in the filters. These, however, can be removed or adjusted as needed. Remember that keywords can be multiple terms long (e.g. "parking lot," "bus parts," "mechanical engineering," etc.) or simple terms (like "fleet," "engine," "condenser," etc.). Multiple terms operate like specific phrases the tool uses to search through the Titles and Descriptions of each posted solicitation. Click the up/down arrow on the right to open different sections:



The Keywords section can also be used to search NIGP Classification codes assigned to bids. As the tool attempts to pull relevant bids, results differ depending on which solicitations are currently posted in the system:



The screenshot shows a search interface with a header "Keywords (1)" and an upward arrow. Below it is a text input field labeled "Enter Keywords" with a plus sign to its right. At the bottom, there is an orange pill-shaped button containing the text "913-50" and a small 'x' icon to its right.

As an example, searching for the NIGP code “913-50” returns current street construction project bids using that code at the top of the relevancy list; however, the code search isn’t isolated to NIGP, but still searches through Bid Titles, Bid Summaries, and Bid Numbers:






The screenshot displays three search results, each marked as a "Best Match" with a green bar and text. The results are as follows:

Best Match	PW-7003 LIVERNOIS STRSCP BET CLARITA & W 8 MI RD, IN THE CITY OF DETROIT 19CB2683
Best Match	Seacrest Blvd from NE 22nd Street to Gulfstream Blvd 2019-027
Best Match	Lauderdale Manors Neighborhood Improvements Project 11963 12145-193

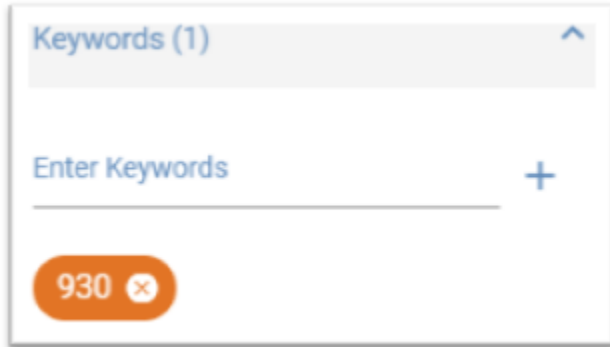
If there are no exact matches, the system explores other potential matches and expands the search through the 3-digit code if any are available or codes starting with the same number (such as just focusing on 913 from the same example):

 Possible	Byron Highway Traffic Safety Improvements 0662-6R4011
 Possible	North/South Waterline Connection Project (North Phase) P19-02
 Possible	2019 Major Streets Resurfacing Project #2 DOT 9164

Results include other full 5-digit varieties in the results (such as bids using NGIP Code 913-47, or 913-56, etc., which are still construction related, or again if there aren't any currently posted bids using the same 3-digit code, then 936-72 or 979-46, etc. could be included pulling from active listings):

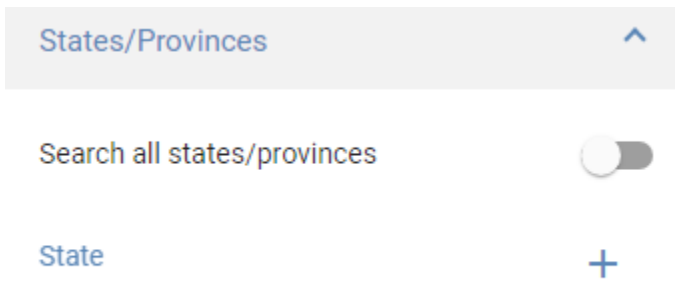
 Possible	Maintenance and Support Services - Motorola Voice & Data Communications System TEC2117493B1
 Possible	Loves Creek Sub-Basin Trunk Sewer Rehabilitation 934
 Possible	Inmate Supplies 030819-01

If using an invalid code number (that isn't assigned to a commodity (e.g. 930)), the returned results are not able to match, so the resulting search will include the closest approximation to other NIGP numbers used in currently active solicitations as well as any matches from bid titles, bid summaries, and bid numbers:

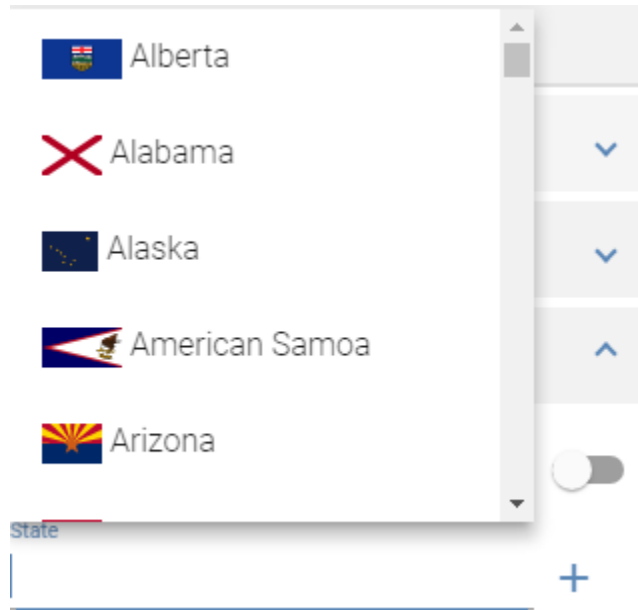


To use the search feature to its maximum effectiveness, use alpha-character keywords. If looking for keyword term suggestions, use the NIGP Code section to gain access to the code descriptions (as seen below in Step 27-32).

To filter by States/Provinces, turn on the filter first by clicking the blue slide bar (it will turn gray):



Type in the selection or use the drill down method to find the appropriate region. Whether written or clicked, select **Plus (+)** to finish adding this filter:



By default, initial searches browse through current or live bids. Similar in function to States/Provinces, to peruse previous or closed bids, choose that section and click the slide bar to turn the filter on. Then select from pre-configured time frames or customize a specific period:

Bid End Date ^

Include past bids

SELECT TIME FRAME

- Past 6 Months
- Past Year
- Past 3 Years
- Custom Time Frame

Save Search

Select Search at the bottom to run a search using your selected active filters.

To save past searches for future use or storing different filtering combinations, click on Save Search and then uniquely name the search for easy identification later:

SAVE SEARCH

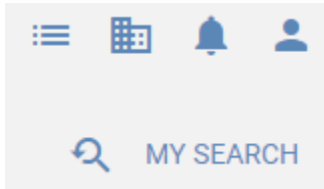
Name your search

My Search

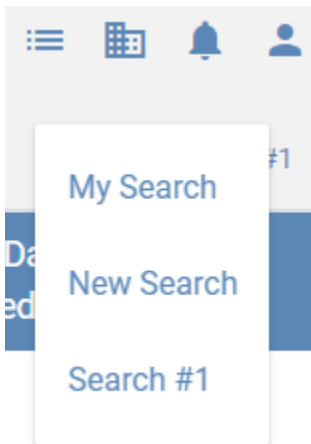
Ok

No Thanks

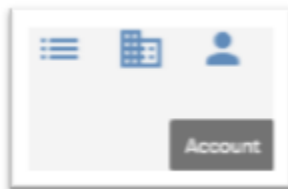
To open up previously saved searches, click in the upper right-hand corner under the main three (3) icons to access a drop down:



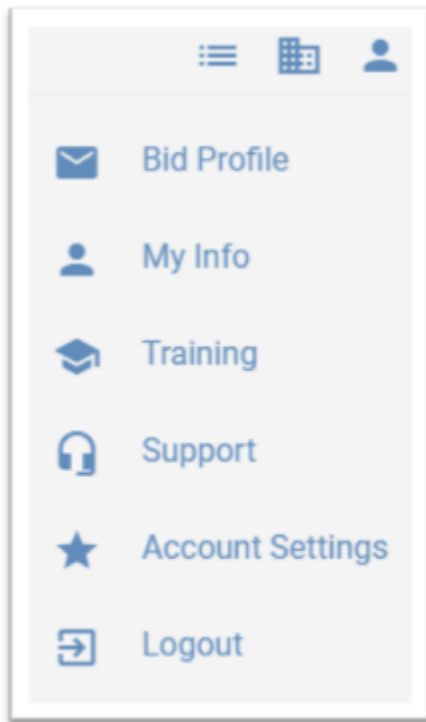
Then simply select from the saved history:



28. To change the default keywords, NIGP Codes, or Sales Territories, access them by navigating to the icons in the upper right-hand corner. Select the third icon for Account preferences:

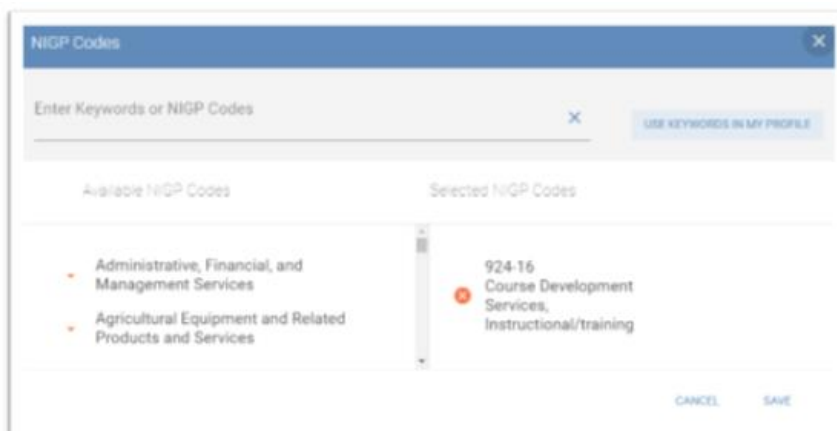


29. From the sub-list, select **Bid Profile**:

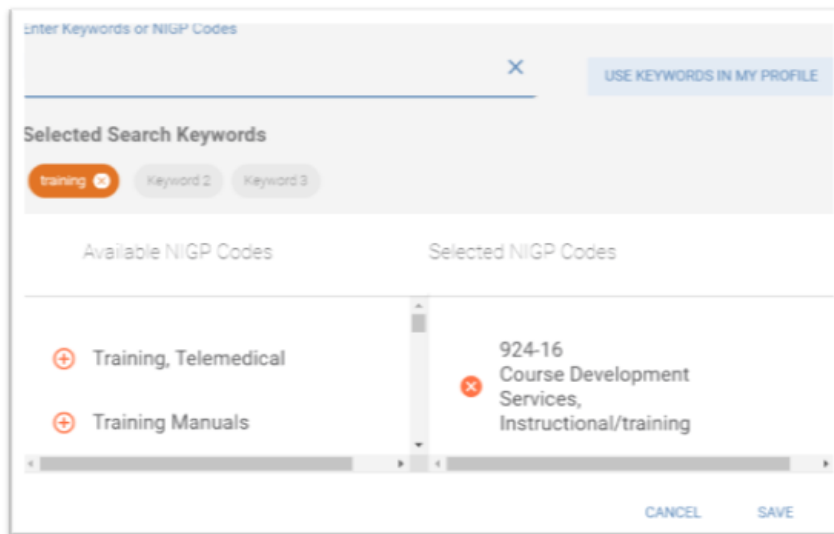


30. This section can also be used to turn off notifications.

31. To edit/add/change the NIGP Codes, select the **Pencil icon** on the right:



32. Use specific keywords (or NIGP code numbers) to filter for specific results. Click **Use Keywords in My Profile** to list available NIGP Codes based on the keywords you selected during registration. If desired, you can drill down through the NIGP Code categories by clicking on the triangles to open the main categories to view the sub-categories and then the 5-digit NIGP Codes:



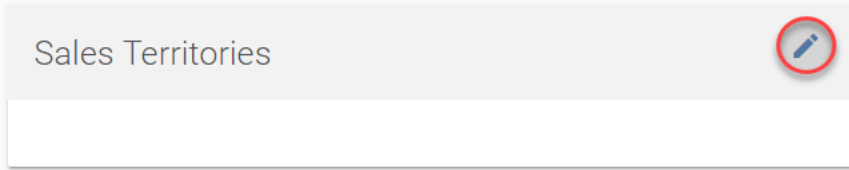
33. Click the **Plus (+)** to add NIGP Codes to your Profile. Click **X** to remove codes you do not want associated with your profile. Once completed, click **Save** to confirm the changes you want made to your profile.

Remember, NIGP Codes will not impact your notifications or your keyword searches for available bid opportunities. These are used to index your company within the S2G Solution for Agencies to use and identify you by industry and help increase your exposure for business opportunities.

You can use the NIGP code descriptions included in this section as a guideline when choosing keywords for your Bid Profile. NIGP Codes and their descriptions are both usable when running a manual search using the filters to narrow down results in the **All Bids** section and can be combined with other keywords and other codes. The more keywords used, the tighter the tool attempts to match.

34. Any time a tweak or adjustment is needed to your main keywords or to the NIGP Codes on your profile, revisit these account settings as needed.

35. To edit/add/change the Sales Territories, select the **Pencil icon** on the right and follow the same steps as indicated during the initial profile setup:



36. Any time a tweak or adjustment is needed to the Keywords, NIGP Codes, or Sales Territories, revisit these account settings as needed.