



# UMDNJ

UNIVERSITY OF MEDICINE &  
DENTISTRY OF NEW JERSEY

## UMDNJ Online Supplier Portal



**Technology Concepts Group, Inc.**

**67 Veronica Avenue Suite #14**

**Somerset, NJ. 08873**

**Phone: 732-649-1755**

**Fax: 732-296-7273**

**E-mail:**

**[info@technologyconcepts.com](mailto:info@technologyconcepts.com)**

**[www.technologyconcepts.com](http://www.technologyconcepts.com)**

- 1.0 OVERVIEW----- 3**
- 1.1 HOW THE DOCUMENT IS ORGANIZED ----- 3
- 1.2 HOW TO USE THE DOCUMENT----- 3
  
- SECTION 1—HOW TO ACCESS THE PORTAL ----- 4**
  
- SECTION 2—ADD OR UPDATE DBE PROFILE ----- 5**
- 2.1 FIND AND UPDATE AN EXISTING Vendor ----- 6
- 2.2 ADD A NEW DBE PROFILE----- 7

## **1.0 OVERVIEW**

This document is developed for all vendors who want to access the UMDNJ Online Supplier Portal, hereinafter referred to as the Portal. The Portal is available from the Technology Concepts Group Online website (<http://www.tcgionline.com/umdnj.asp>). The Portal will allow users to create a new vendor profile, update profile information, and search for vendors.

### **1.1 HOW THE DOCUMENT IS ORGANIZED**

The document is organized into step-by-step tables of procedural sections where a new screen becomes the next procedure. Each Section will begin with a screen from the website illustrating what the user will see, then the step-by-step tables follow the screenshots. The table of contents precedes the overview. The user can use it to navigate to specific sections within the manual.

### **1.2 HOW TO USE THE DOCUMENT**

If you are a vendor, you must ensure that the Portal has your current information.

The user follows the instructions in each table. The results column tells you what to expect before moving onto the next set of instructions. The screen illustrations provide you with a visual aid.

The table of contents will be useful in helping you decide where to go within this manual.

## SECTION 1—HOW TO ACCESS THE PORTAL

Please go to <http://www.tcgionline.com/umdnjportal.asp> to access the Portal and follow the appropriate links.

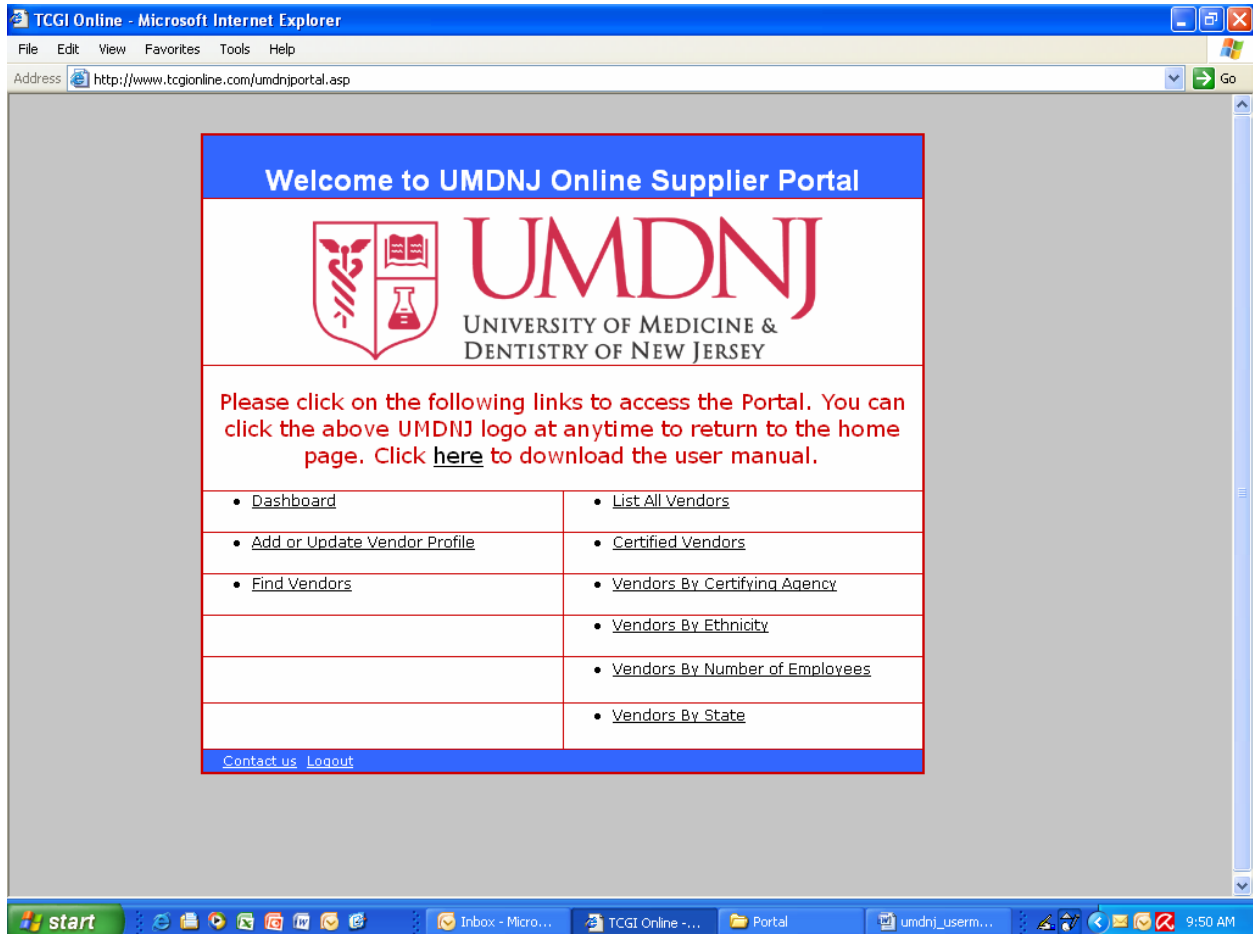


Figure 1—UMDNJ Online Supplier Portal

## SECTION 2—ADD OR UPDATE DBE PROFILE

Click on the “Add or Update Vendor Profile” hyperlink to go to the Vendor form.

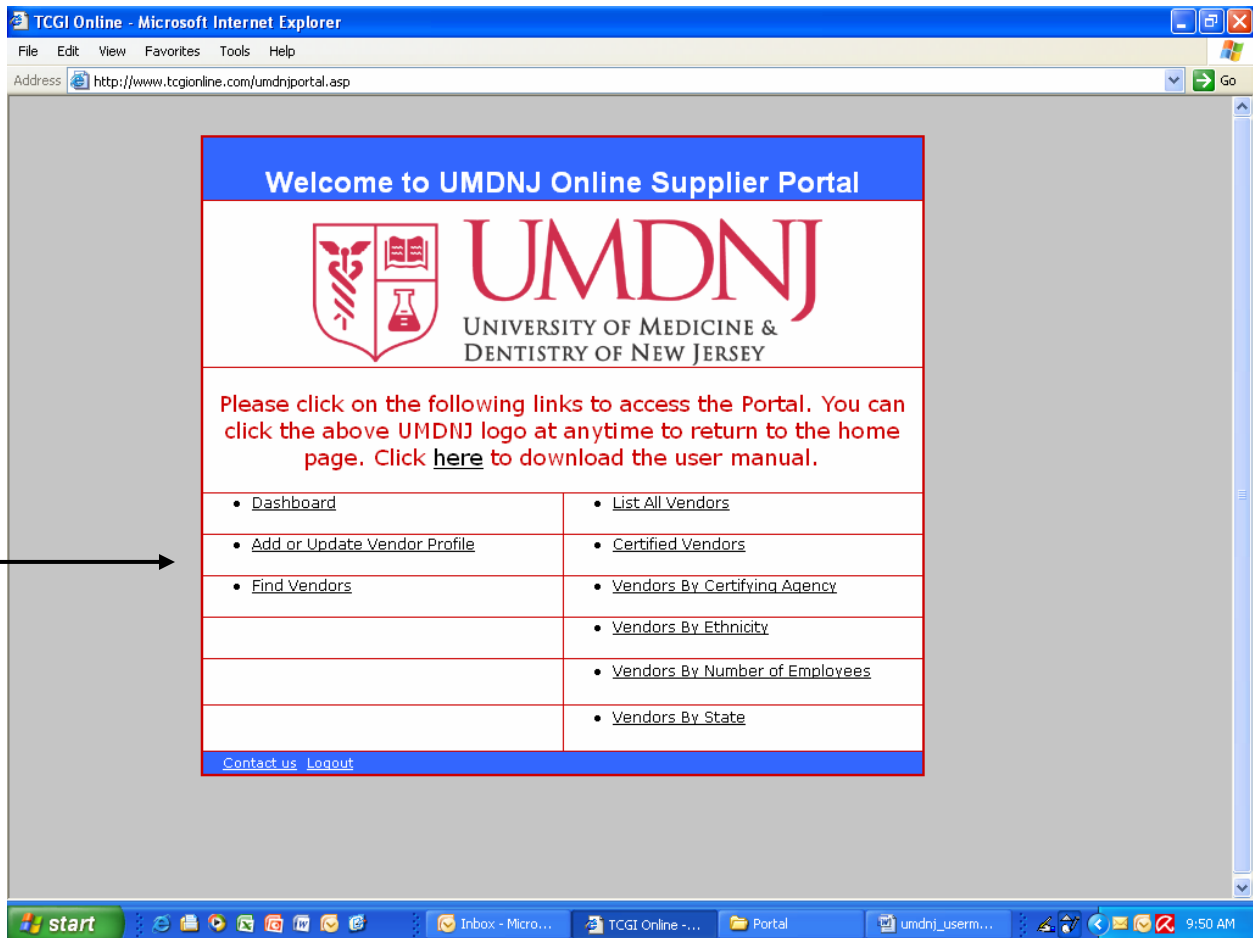


Figure 2— UMDNJ Online Supplier Portal

## 2.1 FIND AND UPDATE AN EXISTING Vendor

Enter your Federal Tax ID and password to find and updated an existing Vendor profile.

(Web interface form for vendors will be created after the approval from UMDNJ)

Figure 3—Vendor Form

## **2.2 ADD A NEW DBE PROFILE**

Screen shot of Vendor form

(Web interface form for vendors will be created after the approval from UMDNJ)

**Figure 4—New Vendor Form**

## 2.2 Vendor Form Steps (Continued)

Please note that all the fields mark with an \* are mandatory fields, so you must answer those questions in order to save the information.

There are four sections of this form as follows:

### Company Info

Your company name, tax ID, company address, phone and fax number.

### Contact Info

The main contact person at your company

### Certification Info

You must choose either “Yes” or “No” to indicate the certification status of your company. If you choose “Yes” in the “Certified?” field, you must answer all the questions in this section, but if you choose “No”, you can go to the next section.

### General

General information about your business, such as business description, revenue bracket, etc. In this section you must pick four NAICS Codes for your company, which are most appropriate to your business.

How to Choose the NAICS Codes:

	Steps	Result	And Then	Result
1	Click on the SELECT NAICS CODES button	A new window will open with the listing of NAICS Codes	You can scroll down to see the codes on this page or click on the next page.	Once you identified the correct code go to step 2.
2	Select the check box on the left of the code you have identified in step 1.	Your identified code will populate the field.	Repeat the same process for the next three NAICS Codes fields.	You have filled all four NAICS Codes for your business.

Illustration of step 1 (How to Choose the NAICS Codes)

The screenshot shows a web browser window titled "NJ Transit Bid Response System - Windows Internet Explorer provided by Yahoo!". The address bar shows "http://www.tcgonline.com/njtransitbidresponse.asp". The form contains the following fields and buttons:

- Business Description \***: Text input field.
- Revenue Bracket \***: Dropdown menu.
- Number of Employees \***: Dropdown menu.
- NAICS Code 1 \***: Text input field with a "SELECT NAICS CODE" button to its right.
- NAICS Code 2**: Text input field with a "SELECT NAICS CODE" button to its right.
- NAICS Code 3**: Text input field with a "SELECT NAICS CODE" button to its right.
- NAICS Code 4**: Text input field with a "SELECT NAICS CODE" button to its right.
- Website**: Text input field.
- Password Information**: Section containing:
  - Password**: Text input field.
  - Confirm Password**: Text input field.
  - ADD**: Button.
  - CANCEL**: Button.
  - RETURN TO MAIN PAGE**: Button.

A red arrow points from the "SELECT NAICS CODE" button for NAICS Code 1 to the "SELECT NAICS CODE" button for NAICS Code 2. A red line extends from the bottom of this arrow down to the caption below.

Figure 5—NAICS Code

Click on <Select NAICS CODE>

Illustration of step 2 (How to Choose the NAICS Codes)

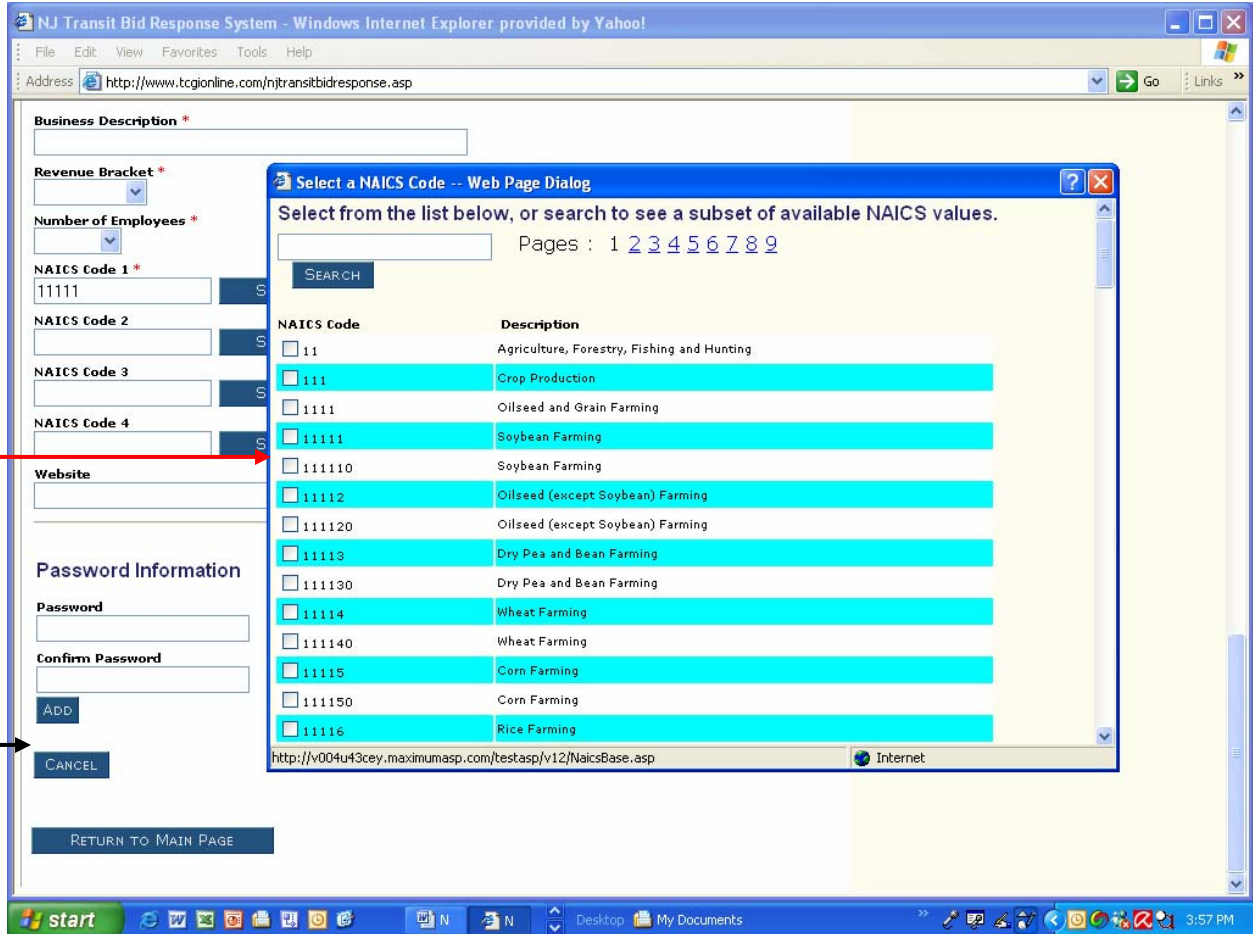


Figure 6—NAICS Code New Window

Select the Check Box

Once you filled out all the fields, enter any password of your choice and click on the "ADD" button to save your information.