

State Procurement Office

Hawaii e-Procurement System

HePS

Department System Administrator Handbook

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Background

SicommNet provides our e-procurement system. The system is Internet based. No software has to be downloaded to use the system. Vendors register for free and pay a fee based on any award they receive. The system has the capacity for requests for quotes (RFQs), invitations for bids (RFBs) and RFPs. On the system instructions you may see a reference to eRFx, which refers to all three.

About the System Administrator

The system administrator loads all information necessary to set up e-procurement for a department. This short handbook will demonstrate how enter and maintain the required information to set up a department to conduct e-procurement. Keep in mind that the system is quite sophisticated and both the system and the system administrator has the ability to do more than the processes described here.

General Information

Log in at https://basec.sicomm.net/login/?agency_id=A00000000025
(Remember login and password are case sensitive.)

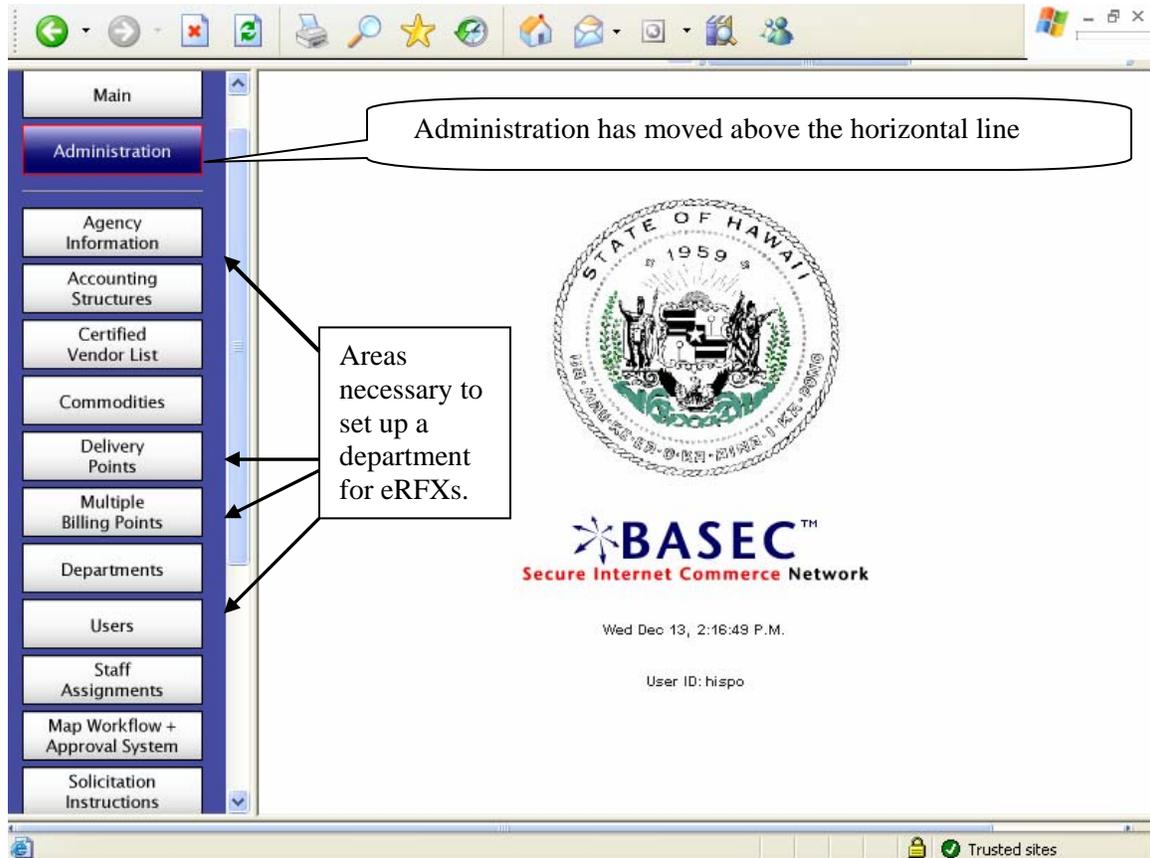
Note: There are 3 windows or frames. The left frame contains the navigation buttons. The center and bottom frames contain information depending on what you are doing. You may adjust the size of the frames by moving their borders.

Once logged in, on the left frame, click *Administration*.

The screenshot shows a web browser window displaying the Basec system administrator interface. The interface is divided into three frames. The left frame contains a navigation menu with buttons for 'Main', 'Administration', 'In Approval', 'System Reports', 'User Login', and 'Logoff'. A callout bubble points to the 'Administration' button with the text 'Click Administration'. The center frame displays the State of Hawaii seal and the Basec logo (Secure Internet Commerce Net). A callout bubble points to the 'Administration' button with the text 'Move these borders to adjust the size of the frames.' The bottom frame displays the date and time 'Wed Dec 13, 1:42:31 P.M.' and the user ID 'User ID: hispo'. A callout bubble points to the user ID with the text 'Your login ID will be here.' The browser's address bar shows the URL 'https://basec.sicomm.net/login/?agency_id=A00000000025' and the status bar shows 'Trusted sites'.

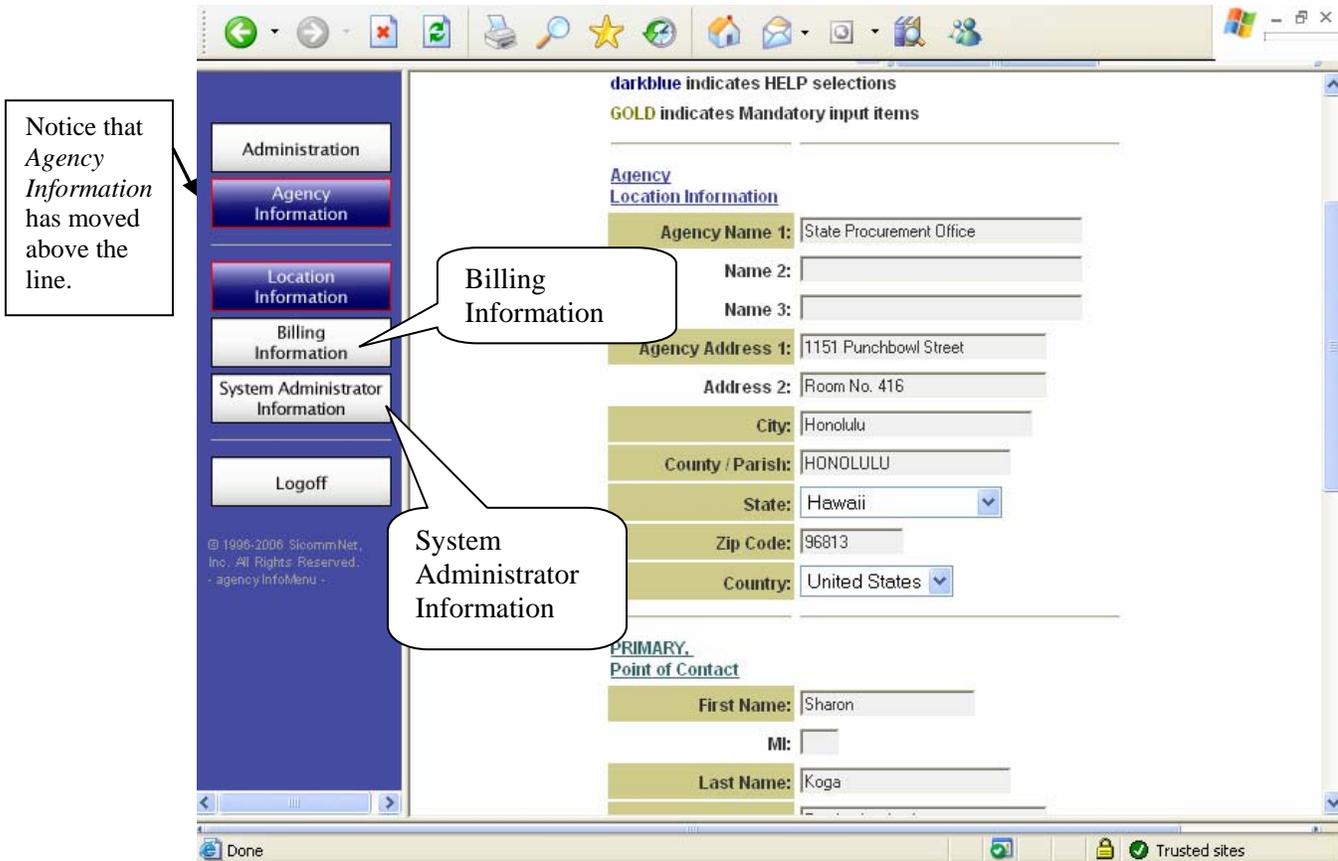
Notice that once you have clicked the *Administration* button, it moves above the horizontal line. That will help you remember where you are on the website. New buttons are now visible. It is necessary to input data in four areas prior to using the system:

1. Agency Information (general information about the department)
2. Delivery Points (addresses for delivery of goods/services)
3. Multiple Billing Points (billing addresses)
4. Users (names, contact information, login and passwords, etc.)



Agency Information

1. Click *Agency Information*.
2. Click *Location Information*.
3. Enter or modify the appropriate information:
 - a. **Agency Location.** Enter the department primary address.
 - b. **Primary Point of Contact.** Enter the name and contact information for the primary point of contact.
 - c. **Secondary Point of Contact.** Enter the name and contact information for the secondary point of contact. This person serves as the back up to the primary point of contact.
4. Click *Save Information and Proceed*.



5. On the left, click *Billing Information*. Note that this is the main billing information for the department. Usually, information regarding the Administrative Services Office or the department's main fiscal office is in this section. You will be able to enter other billing addresses later.
6. After entering or modifying the information, click *Save Information and Proceed*.

System Administrator Information

1. On the left, click *System Administrator Information*. Complete/modify the system administrator information. At the bottom of the page is a place for you to change the password. For security purposes, change the password from the one initially issued. Passwords must have at least 7 characters, 2 numbers and 2 capital letters.
2. *Save Information and Proceed*.



Click the *Administration* button. This takes you back to the Administration menu.

Delivery Points

1. Click *Delivery Points*. These are the locations to which goods may be delivered. Most departments will have more than one delivery location.
2. Enter delivery point information here.
 - a. **Delivery Point Code.** Develop a short code for various delivery points/locations using a single naming convention. This will help prevent multiple entries for the same delivery point. (i.e. DOH_DDD_Kinau330)
 - b. **Default Delivery Point.** This indicates whether this delivery point is the default delivery point. If most deliveries are made to this delivery point, you may want to change it to yes. Otherwise, leave it at no.
 - c. **Delivery Point Name, Address, City, etc.** Enter the information as appropriate. Note that fields with gold labels are required.
 - d. **Delivery Point of Contact.** Enter the appropriate information for the point of contact for this delivery point.
3. Click *Save New Delivery Point*.
4. To enter another delivery point, repeat steps 2 and 3.

Multiple Billing Points

1. Click *Multiple Billing Points*. This is the billing address. Most departments will have more than one billing address.
2. Enter billing point information here.
 - a. **Billing Point Code.** Develop a short code for various billing points using a single naming convention. This will help prevent multiple entries for the same billing address.
 - b. **Billing Point Name, Address, City, etc.** Enter the information as appropriate. Note that fields with gold labels are required.
 - c. **Billing Point of Contact.** Enter the appropriate information for the point of contact for this billing address.
3. Click *Save New Billing Point*.
4. To enter another billing address, repeat steps 2 and 3.

Users

This is where logins and passwords are assigned.

1. Click Users. Enter appropriate information in the center frame.
 - a. **User Type.** Select a user type. For RFQs, most users will be *Level 1 Buyers*.
 - b. **Buyer code.** This field is not required but is useful if you have many buyers.
 - c. **Default Buyer.** This should already have buyer pool selected.
 - d. **Buyer in formation.** Enter the buyer name, position, phone number, and e-mail. Remember, if the field label is gold it is a required field.
 - e. **User ID.** Enter a user ID (Login) with a minimum of 5 characters. You may use a naming convention for the user login/ID, such as the abbreviation for the department and the first few letters of the last name. (i.e. dohdddsmi)

- f. **User Password.** Enter a user password. You may enter a generic password and advise users to change their password when they first log in. All passwords must have at least 2 capital letters, 2 numbers and a minimum of 7 characters.

2. Click *Add New User*.

The screenshot shows the HePS system interface. On the left is a navigation menu with options like 'Accounting Structures', 'Certified Vendor List', 'Commodities', 'Delivery Points', 'Multiple Billing Points', 'Departments', 'Users', and 'Staff'. The main area displays the 'Agency Staff' form with fields for Department ID (SPO), User Type (Level 1 Buyer), Buyer Code, Default Buyer, Current Default Buyer, First Name, MI, and Last Name. Below the form is a table titled 'All Agency Users' with columns for User ID, Position, Dept, First Name, Last Name, Phone #, and E-mail. Callouts indicate that users can be edited or deactivated, and that new users added will appear in the bottom frame.

View	Edit	De-activate	UserID	Position	Dept	First Name	Last Name	Phone #	E-mail
			hidagsskoga	Other Staff	SPO	SHARON	KOGA	808-586-0555	sharon.koga@hawaii.gov
			hidagsryamag	Other Staff	SPO	RUTH	YAMAGUCHI	808-586-0554	ruth.yamaguchi@hawaii.gov
			hidagsjfo	Level 1 Buyer	SPO	JUSTIN	FO	808-586-0577	justin.fo@hawaii.gov

Congratulations! You have now entered the minimum required for a department to begin using HePS for RFQs. HePS has many more functions that may be utilized to make e-procurement more efficient and effective. You will receive periodic training to help your department expand abilities on HePS.

When a User Leaves

Never, never delete! One of the primary functions of e-procurement is to keep a permanent record. If you delete a user, all the procurements that user conducted will also be deleted. If a user leaves your department, you will *deactivate* the user.

1. Log in.
2. Click *Administration*
3. Click *Users*.
4. In the frame at the bottom of the page you will see the list of users. To deactivate a user, select the *Deactivate* button to the left of the user.

Editing User Information

A similar same process will be used to edit user information.

1. Log in.
2. Click *Administration*.
3. Click *Users*
4. In the frame at the bottom of the page you will see the list of users. To edit user information select the *Edit* button to the left of the user name.
5. The user information will appear in the center frame. Edit the appropriate information.
6. Click *Update User Information*.

Important URLs and Support Information

Login for government users https://basec.sicomm.net/login/?agency_id=A00000000025

Training website <http://training.sicomm.net/login/>

Login for Vendors <http://www.sicomm.net>

This handbook will be on the SPO website at: <http://www.spo.hawaii.gov>

Click ***Hawaii e-Procurement System (HePS)***

Click ***More Information for Government Purchasers***

Check the site for periodic updates.

Questions? Contact us:

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