

Creating an Account

Creating an account is, quick, and painless. To create your account, you create a username and password; provide your email addresses, and a security question with the answer.

You, the vendor, may have multiple accounts. With the creation of each account, you must provide vendor profile data.

1

Complete the required information in each of the fields provided on the Create an Account Form.

CREATE AN ACCOUNT

* denotes required fields

* Enter a User Name: myprogramaccount

* Create Your Password:

* Confirm Your Password:

* Enter Your Email Address: abc@company.com
Email for password will be sent to this address.

* Security Question: cat's name

* Security Question Answer: pttie

Create User

2 Click here

3

Click on the Continue button.

Creating a Vendor Profile

After the account has been created, you will be asked to create a vendor profile, which.

- Provides information about your company
- Permits access to the request for proposal section of the NRA Standard Package Plan

1

Complete the required information in each of the fields provided on the Vendor Profile Form.

VENDOR PROFILE

* denotes required fields [Change Password](#)

* Vendor Name: Statusmanu

* Type of Business: Sole Proprietor

* Tax ID/SSN/EIN#: 128-569-7890

* Point of Contact: Josph Hillis

* Job Title: Sales Manager

* Street Address: 124 North Street

Address 2:

* City: Fairfax

* State: Virginia

* Zip Code: 22033

* Phone: 703-267-9840

Fax

* **Email Address**
Confirmations & sample requests will be sent to this address

Website

2 Click on the Save Profile button.

The Friends of NRA – Online Product Submission window will display.

3 Click on “Log Out” on the menu bar to return to the Login/Create Account window.

Online Product Submission

Product submission in the form of a Request for Proposal (RFP) may be for Merchandise or Firearms.

The PRODUCT INFORMATION form contains the same fields for either the Merchandise RFP or the Firearms RFP

1 Fields to which to should pay particular attention have been indicated.

PRODUCT INFORMATION

* denotes required fields

* **Product Type**

* **Product Name**

Part Number/Catalog Code

Catalog Page

* **Product Description**
*Include Embellishments if Done In-House by Your Organization

* **Does this product include NRA Logo/Embellishment done In-House?** Yes, Thank you for your donation. This item will be used at a future fundraising event and you will be furnished with a donation receipt.
 No

* **Would you like to donate this product?** Yes, Thank you for your donation. This item will be used at a future fundraising event and you will be furnished with a donation receipt.
 No, Prepaid UPS return label required.

Field operations distribution center uses UPS exclusively for all outbound packages. Prepaid UPS return labels must be included with each sample otherwise no arrangements will be made to return samples.

* UPS return label included with sample.

Upload Images
*Include up to 3 images of same product with different angles. 2MB max image size per image.

If you answer NO, then you must provide a UPS return label so the product can be sent back to you and you must select the check box indicating you have, in fact, included a return label.

You may submit the proposal with one item or add another item. *Items are always associated with the selected RFP, either Merchandise or Firearms.*

Reviewing Your Submitted Proposal

Notice that you may:

- Print the proposal
- Delete products from the proposal
- Edit products by first deleting them and then reentering
- Add additional products to the proposal
- Finalize the proposal

A Finalized proposal:

- Cannot be changed
- Moves from “Draft” to “Review Pending”

 [Print friendly version](#)

VENDOR INFORMATION

Vendor Name: Statusmanu
Type of Business: Sole Proprietor
Tax ID/SSN/EIN#: 128-909-6089
Point of Contact: Joseph John
Street Address: 125 North Street
City: Fairfax
State: VA
Zip Code: 22033
Phone: 703-267-1551
Email Address: abc@company.com

PROPOSAL ID: #10039 **Proposal Status: Draft**

Product Type	Product Name	Catalog Code	Unit Price	Retail Price	Wholesale	Submitted On
Bags/Cases	VersiPack	Item: VP22	\$71.99	\$71.99	\$61.99	01/10/2012
			100/\$57.79			
			500/\$49.23			
			1000/\$45.00			





[Delete Product](#)

Product Status: Draft

* To edit a product you have to delete product and add the product again.

[Back to Proposal History](#)
[Add More Products](#)

Finalize Proposal

By checking this box, you acknowledge that you have read, understand, and agree to these [Terms and Conditions](#). By checking this box you also agree that your submission is true and accurate.

[Finalize Proposal](#)

2

You must check the box prior to finalizing the proposal