MyCCOF: Supplier Management User Guide

Log in to your MyCCOF account from http://ccof.org/myccof

Once logged in, click **Supplier Management** at the top of the page:
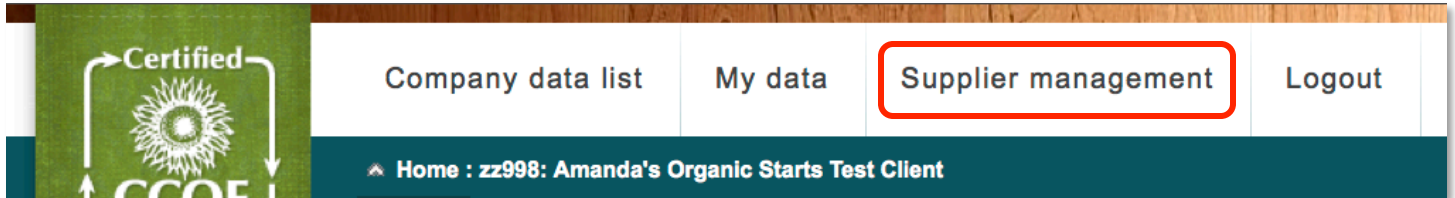
Click **Add Supplier** found at the top of your dashboard:
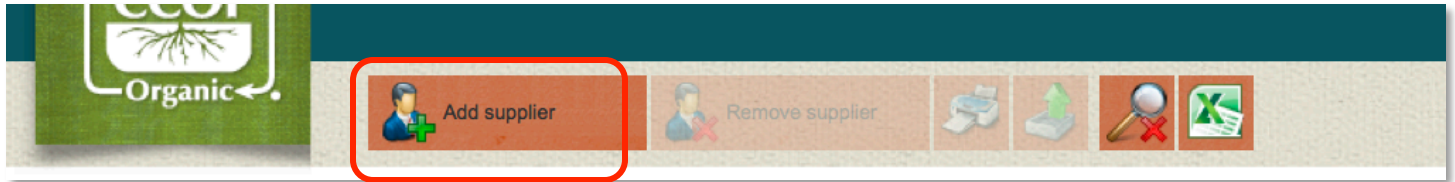
Here you can search for a supplier by **Name** or **Client ID**. Click the circle next to the type you want to search by and enter the information into the text box. Then hit **Search**:

From the search results, check the box to the left of the name of the supplier you want to track and click **Add**:

You have now successfully added a supplier to track!

Click back to **Supplier Management** at the top of the page and you will find a lot of information in the grid below about the Supplier:

Program	Certification status	Current status since date	Status	Certificate	Profile	Select
1.0 NOP 2.0 GMA	Suspended	7/25/2013	🟥	🔴	🔴	☐
1.0 NOP	Certified	12/28/2007	🟩	🔴	🔴	☐
1.0 NOP 2.0 GMA	Certified	4/26/2012	🟩	🔴	🔴	☐
1.0 NOP	Certified	10/12/2005	🟩	🔴	🔴	☐

- Note the **Certification Status**, **Status**, and **Certificate** columns.
  - The **Certification Status** column displays the current Certification Status of the supplier.
  - The **Status** column is a visual indicator of the Certification Status of the supplier.
    - **Green** = Certified
    - **Red** = Revoked, Suspended or Withdrawn
    - **Yellow** = New Applicant, Pending or Transitional.

You will receive email notifications when a supplier you are tracking moves from Red to Green or Green to Red.

Click on the icon in the **Certificate** column to view and download supplier Certificates.

To **remove a supplier**, check the box in the grid below and choose **Remove supplier**:

More questions? For additional help with MyCCOF: Supplier Management, contact myccof@ccof.org.