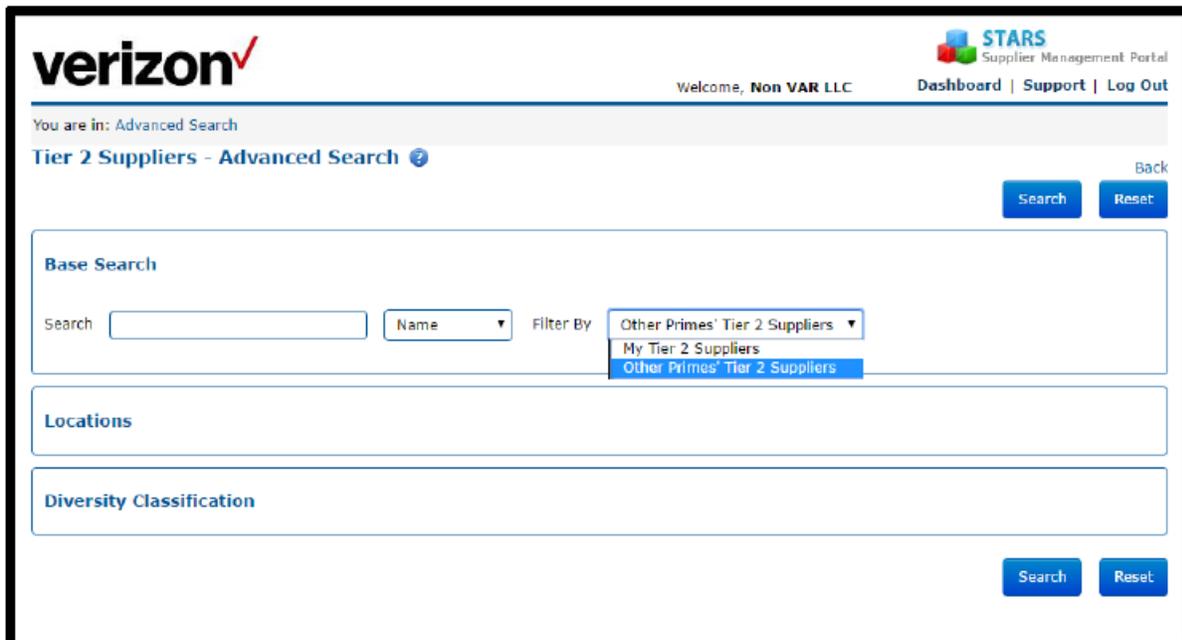


Verizon Tier 3 Prime Supplier Workflow Process

Associate Tier 3 Supplier to your account for spend reporting

Your Tier 3 diverse supplier, (Purchase Power Exchange) should *already have been created in the portal by your primary supplier* as their Tier 2 diverse suppliers, so you will not need to recreate them under your portal account. You will only need to link (“Associate”) Purchase Power Exchange to your account. To do this, please follow these simple instructions.

- 1) From your Dashboard, click the link called “Tier 2 Supplier Search”. This will take you to the screen shown in Figure 1.



The screenshot displays the Verizon STARS Supplier Management Portal interface. At the top left is the Verizon logo. The top right shows the STARS logo and the text "Supplier Management Portal". Below this, it says "Welcome, Non VAR LLC" and "Dashboard | Support | Log Out". The main heading is "Tier 2 Suppliers - Advanced Search" with a "Back" link. There are "Search" and "Reset" buttons. The "Base Search" section contains a search input field, a "Name" dropdown, and a "Filter By" dropdown menu. The "Filter By" menu is open, showing options: "Other Primes' Tier 2 Suppliers", "My Tier 2 Suppliers", and "Other Primes' Tier 2 Suppliers". Below the search section are "Locations" and "Diversity Classification" sections, each with a "Search" and "Reset" button.

Figure 1

- In the "Filter By" pulldown, select "Other Primes' Tier 2 Suppliers" and click type in Purchase Power Exchange in the Search Field, then click the Blue "Search Button" (see Figure 2).

verizon

STARS Supplier Management Portal
[Dashboard](#) | [Support](#) | [Log Out](#)

You are in: [Advanced Search](#)

Tier 2 Suppliers - Advanced Search

[Back](#)
[Search](#) [Reset](#)

Base Search

Search Filter By

Locations

Company Information

Diversity Classification

[Search](#) [Reset](#)

Figure 2

- For all purchases made through Tessco, select Purchase Power Exchange, LLC by checking the box and then click the blue "Associate" button to link Purchase Power Exchange to your account shown in Figure 3 below. Once linked, Purchase Power Exchange will be added to your account and can be used to report spend.

verizon

STARS Supplier Management Portal
[Dashboard](#) | [Support](#) | [Log Out](#)

You are in: [Advanced Search](#)

Advanced Search Results For [Back](#)

(Search: Name (Purchase Power Exchange), Filter By: Other Primes' Tier 2 Suppliers)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Number Of Suppliers: 1 | Records Per Page 25

<input type="checkbox"/>	Supplier Name	DUNS Number	Diversity Type	Certificate Expiration Date	Ethnicity	Contact Name	Email	Address	Spend Reported by Primes
<input checked="" type="checkbox"/>	Purchase Power Exchange, LLC	949080183	WBE	10/31/2018	Caucasian American			9505 Woodey Ridge View, Austin, 78730	Yes

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[Associate](#)

Figure 3