

# PBG New Product Registration Process for Vendors

*PREPARED FOR*

*THE POWER BUYING GROUP*



**LINK to the Form is included in Step 1 of the instructions below**



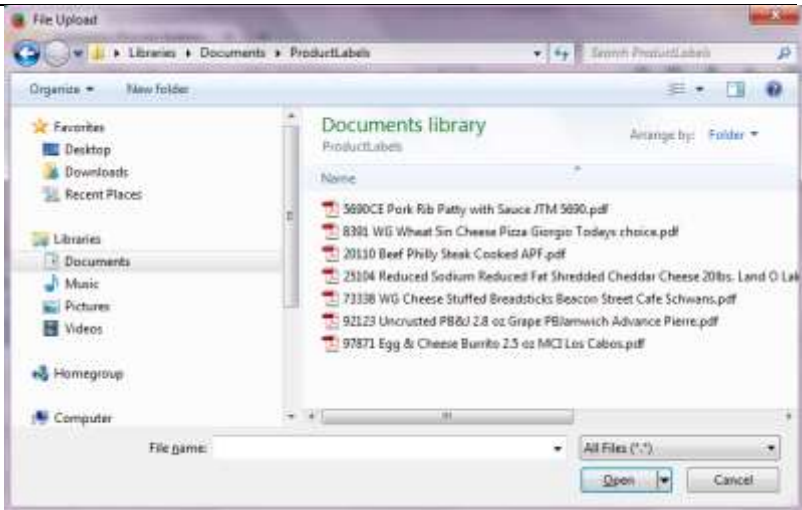
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|---|--|
| <p>1 To initiate a new product review, the vendor may enter this link in your browser.<br/> <a href="https://tpowerbg.com/lfserver/PBG_ProductReview">https://tpowerbg.com/lfserver/PBG_ProductReview</a></p>   |  |
| <p>2 Complete all fields on the form.</p> <ul style="list-style-type: none"> <li>The email address provided will be used for all contact on the progress of this product</li> <li>Be certain the member program has <b>ALREADY</b> agreed to test the product. Members will receive an email from PBG and are required to confirm their interest in the product</li> <li>Pricing is “ballpark” and will not be used as the submitted price for a PBG price solicitation.</li> </ul> |  |
| <p>3 Click the Upload Product Information button to open the attachment window to attach the files for this specific new product. This is <b>REQUIRED</b> and <b>ALL</b> requested info <b>MUST BE ATTACHED</b> in <b>one .pdf file</b> with the <b>product ID# in the file name</b>.</p>   |  |
| <p>4 The Add New Attachment page opens. Click Browse to select the file to attach.<br/> <b>NOTE: members are to test the product(s) as agreed and submit the completed student testing results form by the stated deadline for new product submission or within 30 days of receiving the samples; whichever comes first.</b></p>  |  |

5 The File Upload dialog opens. Browse to the directory where the file containing the nutritional data and ALL required elements for this product is stored.

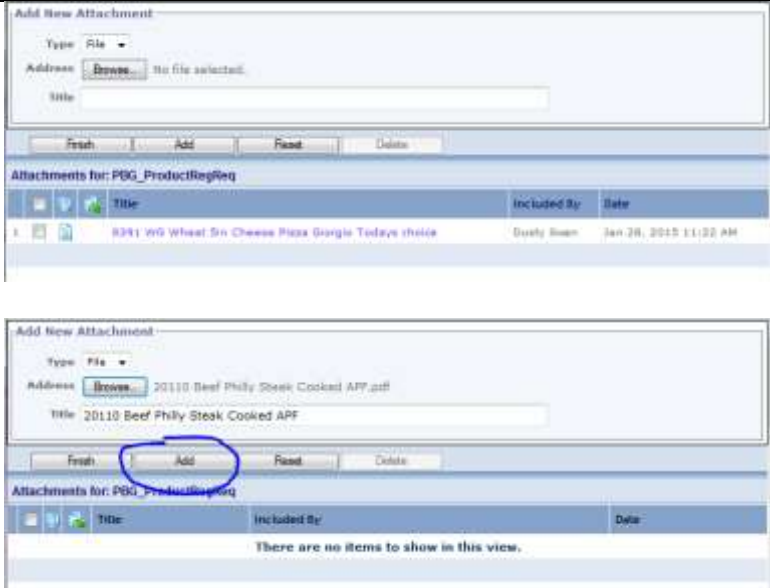
Select the file and click Open to close the Upload dialog and return to the attachment window.



6 **NOTE:** the pdf of combined files including ALL requested product information (check listing on the registration form) will move forward through the process.

An incomplete file will not move forward and the submitting vendor will receive an email stating the request is halted due to incomplete information.

The vendor will then need to submit another request that does include all requested product information to be approved for PBG review.



7 To submit the form, select Submit from the lower drop list and click the 'Go' button.



8 If the submittal was successful this screen will be displayed.

**Questions?**  
**Please contact the PBG Executive Director at:**  
[powerbuyinggroup@gmail.com](mailto:powerbuyinggroup@gmail.com)



