

Buyers / How to get started with the Vendor Screening Service

Step One **Select a Business Model**

If you would like to utilize the [free](#) option, that means that TDN will represent you and offer advice to sellers. TDN will also collect subscriptions from vendors and facilitate an ongoing dialogue, if desired by both parties.

If you would like to [license the technology](#), TDN will not represent your company or have access to information about vendors who would like to work with you.

Step Two **Activate the Vendor Screening Portal**

TDN will place a banner at the top of the web site that looks similar to your current web site, with your logo. Sellers will be given a custom URL for your company, and your staff will have a log-in page to access your periodic report of vendor contacts.

You will need to assign the staff member to be the “primary point-of-contact.” This person will activate the system, and give permission to other staff to access the portal. These “secondary points-of-contact” will only see those sellers who contacted them. This maintains privacy, avoids information overload and saves time.

Step Three **Use the Phone System to your Advantage**

You may continue to answer the phone, then enter the seller's contact information directly into the portal. However, a more efficient approach is to configure your voice mail system. To start, you can add a greeting when people first call into the company, directing vendors to a new extension. Staff may also send callers into this extension. The message will direct them to your company's Portal.

Step Four **Install a Permission-based Spam Filter**

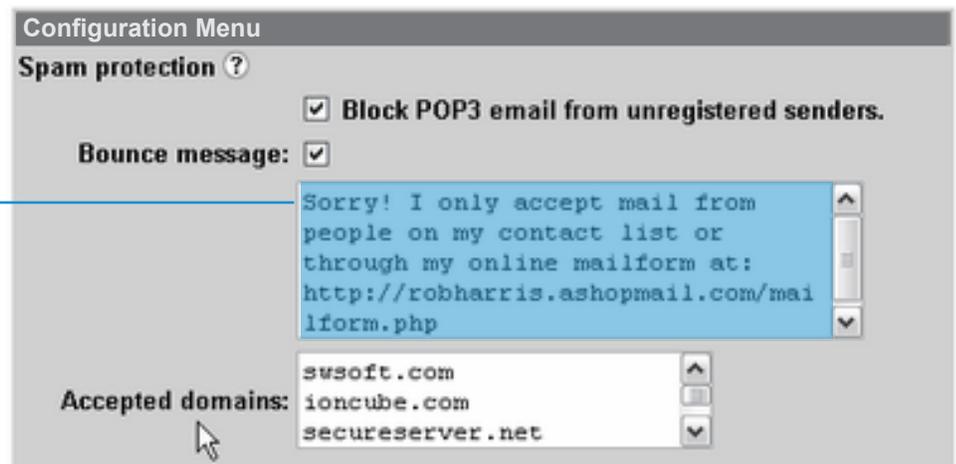
An advanced filter enables your company to automatically direct all unsolicited emails (from those people not in anyone's email address book) to the Vendor Screening Portal. *Learn more about the details of this filter on the next page.*

Email / Permission-based Spam Filter

More personal than a Rules-based Spam Filter

A permission-based filter only allows messages through if the sender is on your contact list. The filter is simple, effective, and requires very little maintenance. It is a software application which works a buyer's contact list and directs messages to be accepted or bounced. This software typically allows messages into your inbox if; the sender submitted a message through the a contact form, the sender is in your contact list, or the sender is in your list of accepted domains. The accepted domain list is maintained through the configuration menu.

This message can be customized to direct spammers to the Vendor Screening Portal for your company.



Block and Bounce

Bounced messages are returned to the sender with a message. Spammers usually use forged reply addresses so most of the bounce messages will not be received. Spammers who use real reply addresses will receive a failure message, which is designed to trigger automatic removal of your email address from their list. Legitimate recipients who are not on your contact list will receive the bounce and see instructions (highlighted in blue) with a link to use your web contact form.

TDN is available to install and service a preferred filter by DigiPortal.

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