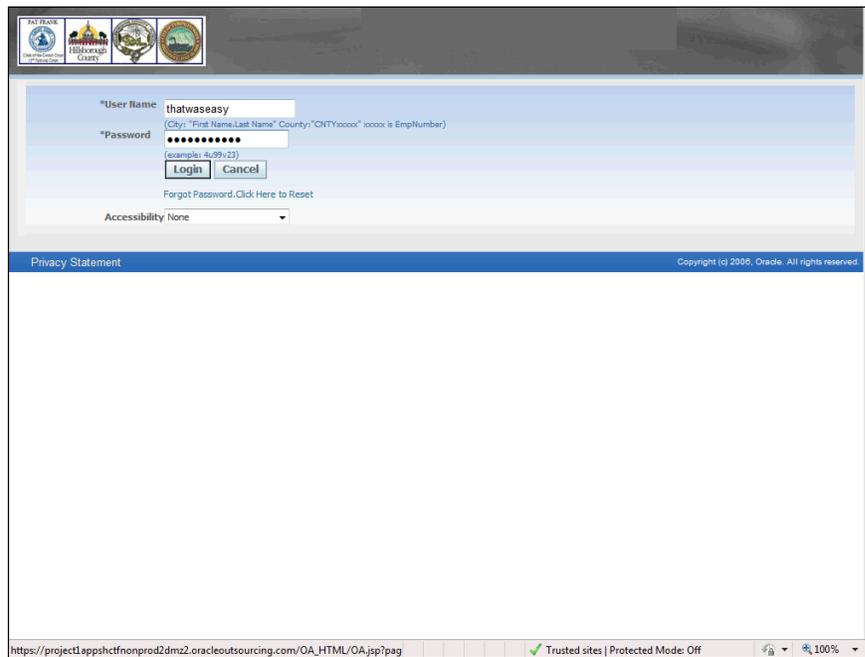
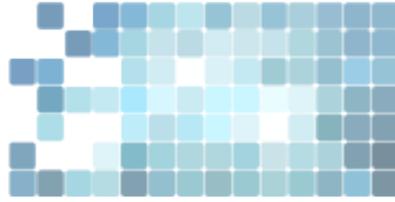


iSupplier - Removing Products and Services Procedure

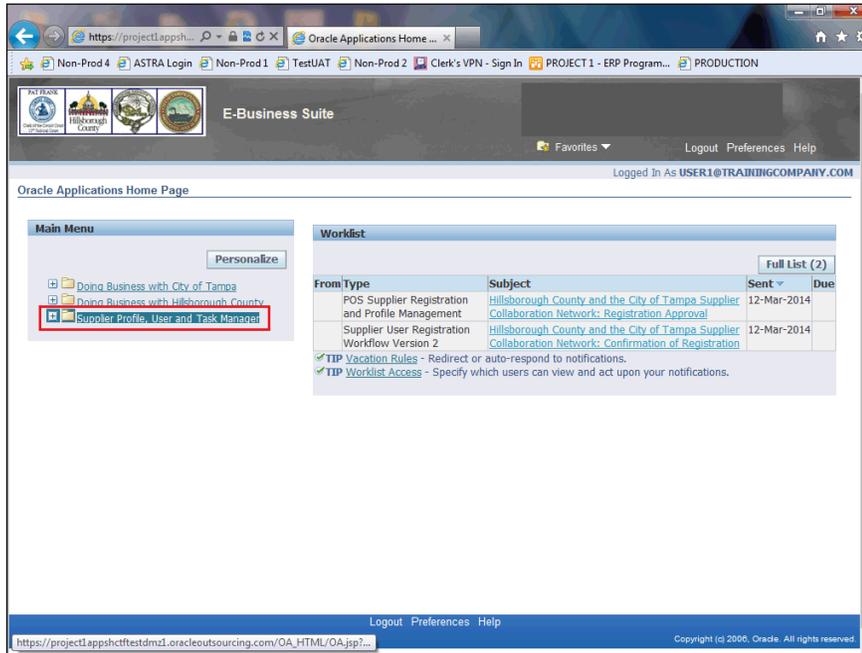
To remove Products and Services from your profile, complete the steps below.



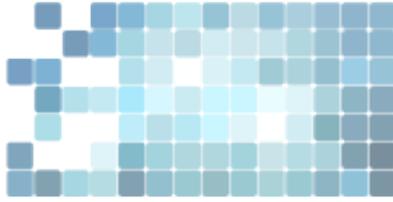
Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 



Training Guide iSupplier – Removing Products and Services

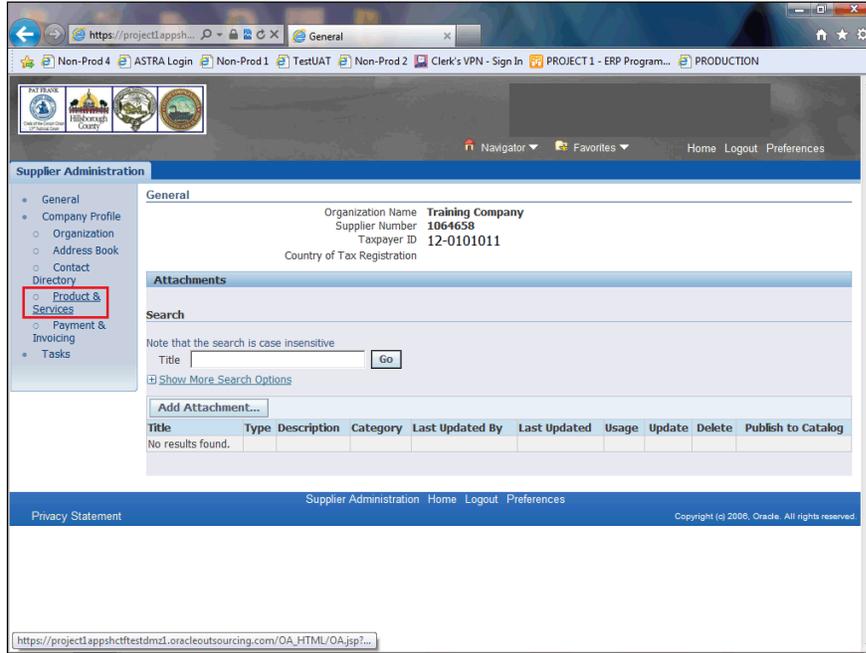


Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link.</p> 

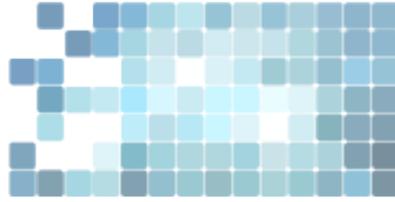


Training Guide

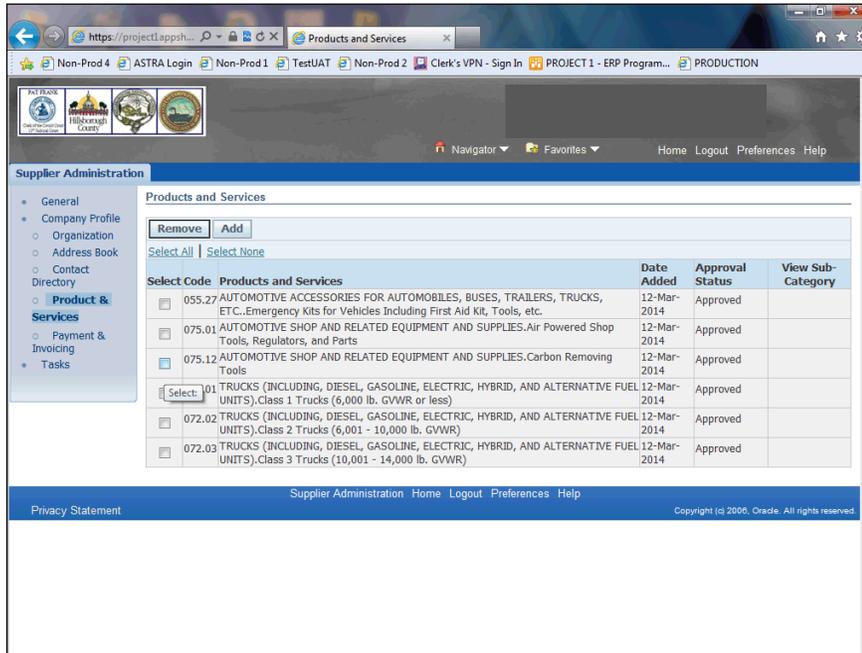
iSupplier – Removing Products and Services



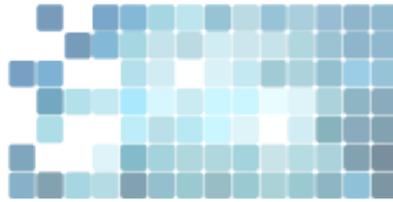
Step	Action
3.	The <i>General Profile</i> window opens. Click the Product & Services link on the left side toolbar.



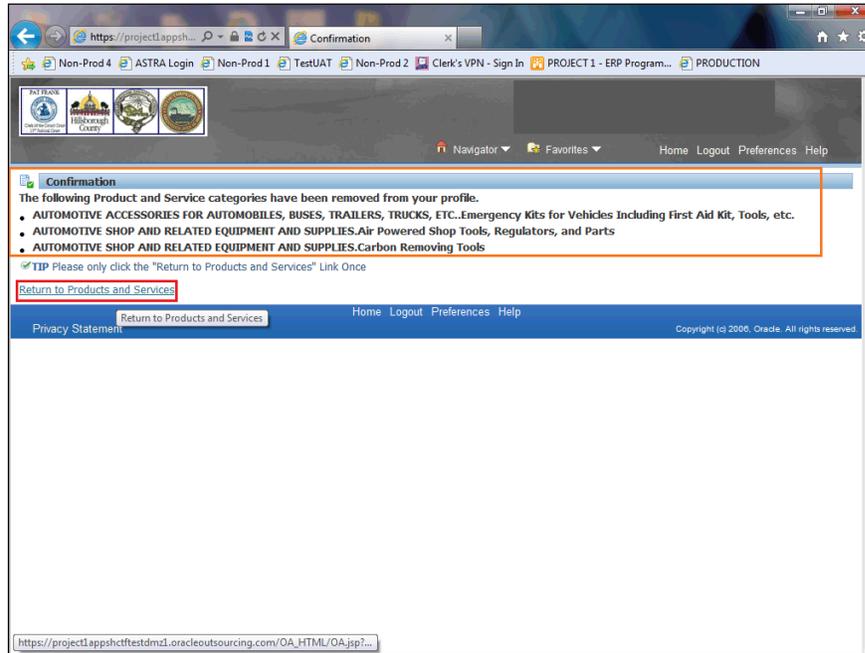
Training Guide iSupplier – Removing Products and Services



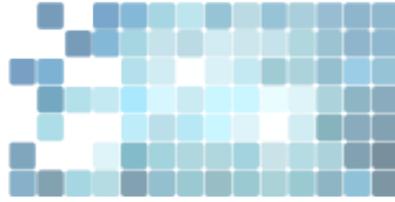
Step	Action
4.	<p>The <i>Products and Services</i> window opens.</p> <p>Click the Select check box for all the Products and Services being removed from your profile.</p> 
5.	<p>Click the Remove button to remove these Products and Services from your profile.</p> 



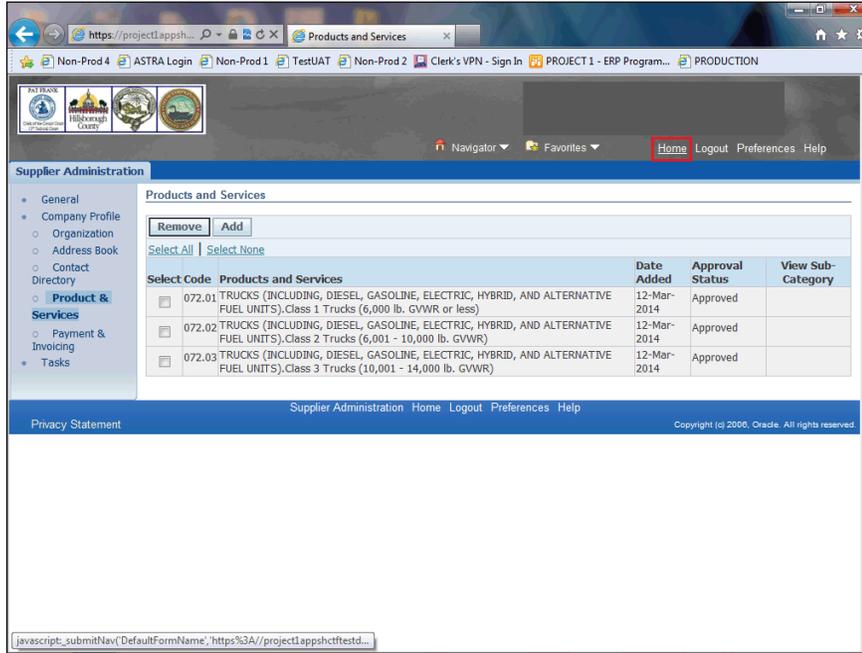
Training Guide iSupplier – Removing Products and Services



Step	Action
6.	<p>You will receive confirmation that these Products and Services have been removed from your profile.</p> <p>Click the Return to Products and Services link.</p> <p>Note: Only click the "Return to Products and Services" link once.</p> <p>Return to Products and Services</p>



Training Guide iSupplier – Removing Products and Services



Step	Action
7.	<p>Notice that those Products and Services have been removed from your profile.</p> <p>Click the Home link to return to the Home Page.</p> 
8.	<p>You have successfully removed NIGP category codes from your company profile.</p> <p>End of Process.</p>