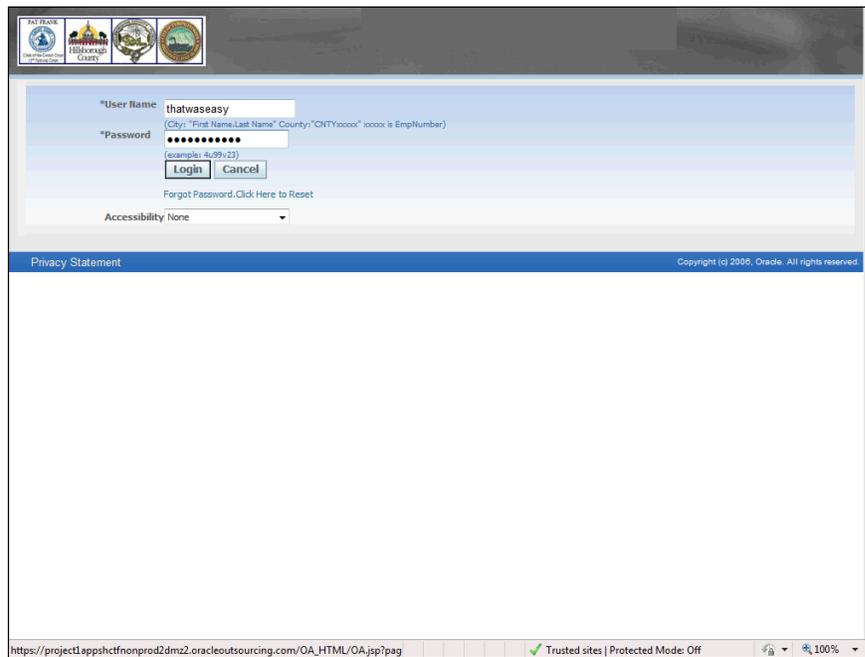


### iSupplier - Adding Products and Services Procedure

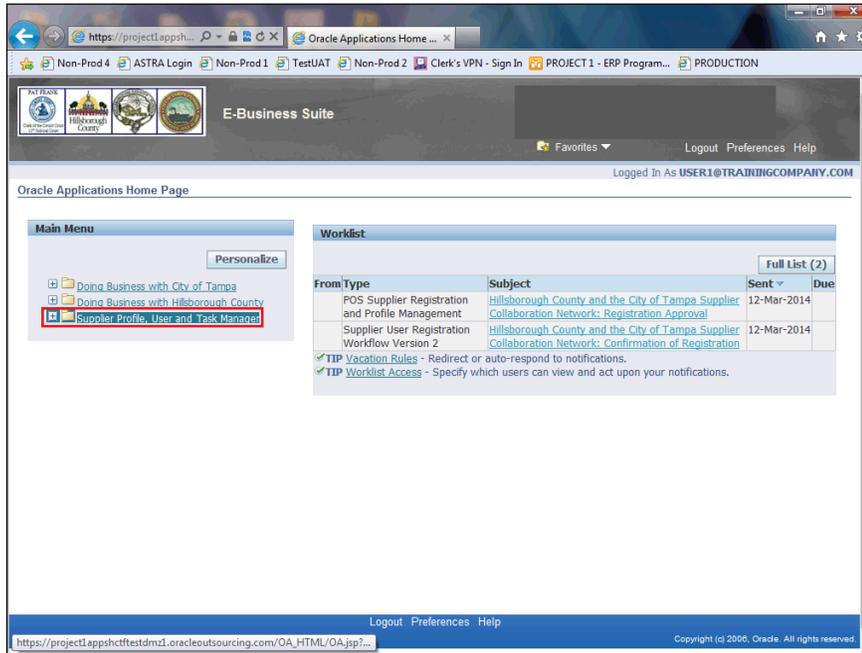
To add Products and Services to your business profile, complete the steps below.



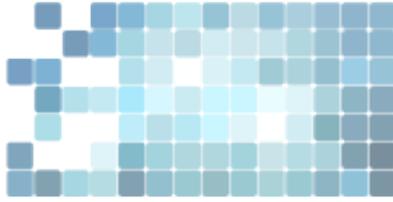
Step	Action
1.	Log into the <a href="#">iSupplier Portal</a> with your User Name and Password. 



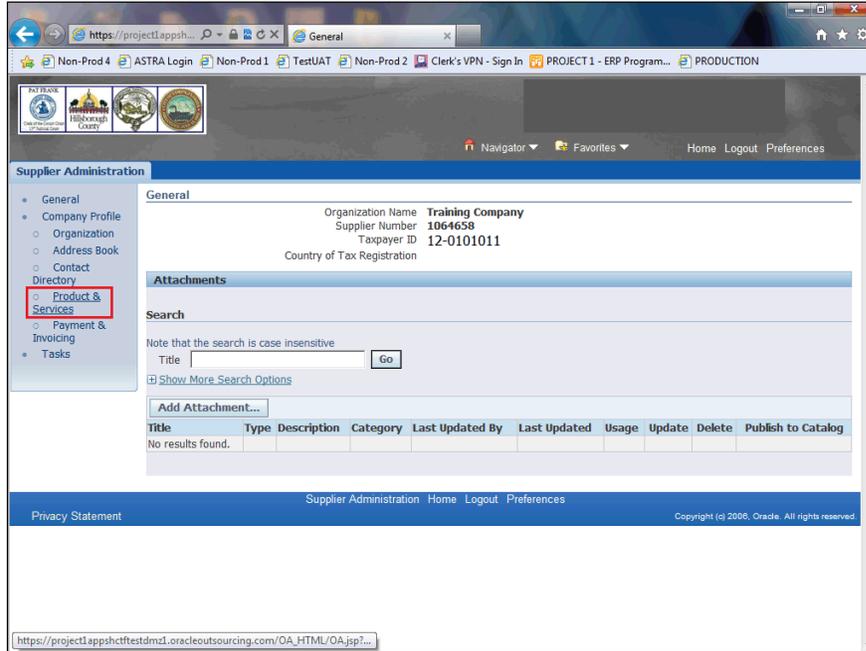
# Training Guide iSupplier – Adding Products and Services



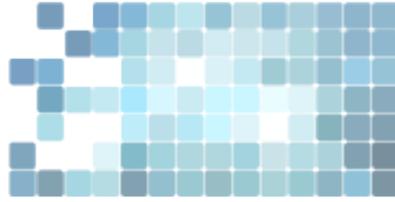
Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the <b>Supplier Profile, User and Task Manager</b> link.</p> 



# Training Guide iSupplier – Adding Products and Services

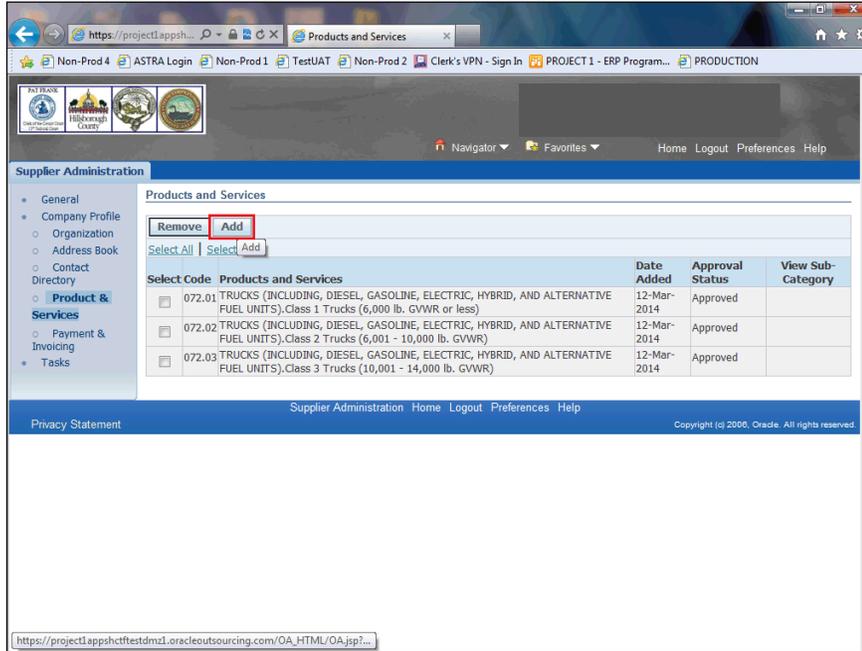


Step	Action
3.	The <i>General Profile</i> window opens.  Click the <b>Product &amp; Services</b> link on the left side toolbar.

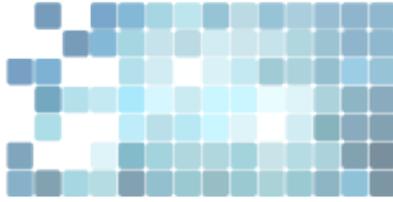


# Training Guide

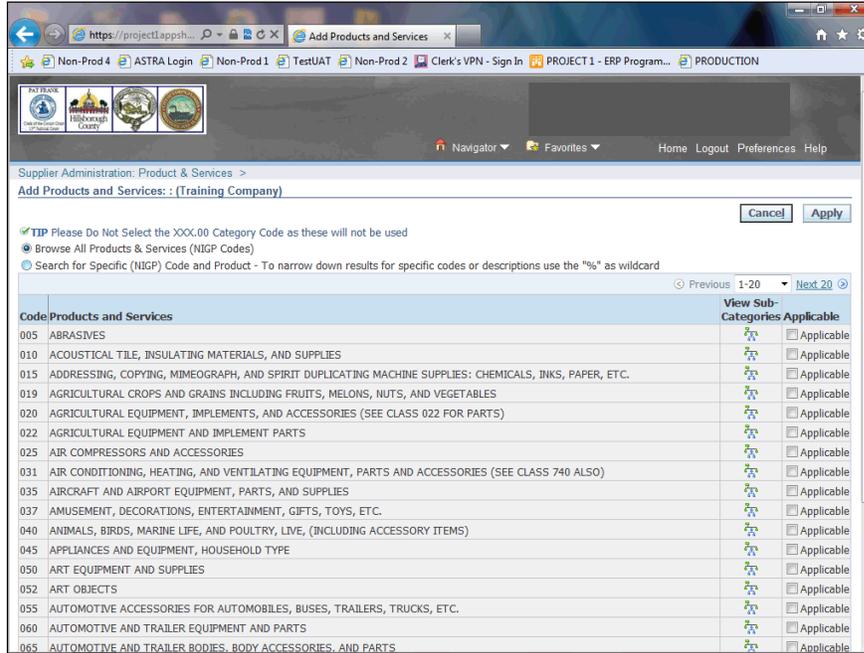
## iSupplier – Adding Products and Services



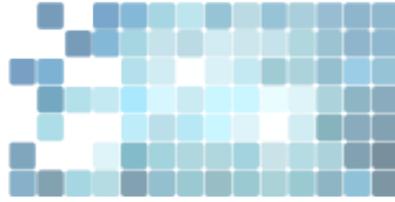
Step	Action
4.	<p>The <i>Products and Services</i> window opens.</p> <p>Click the <b>Add</b> button to add new Products and Services to your profile.</p> 



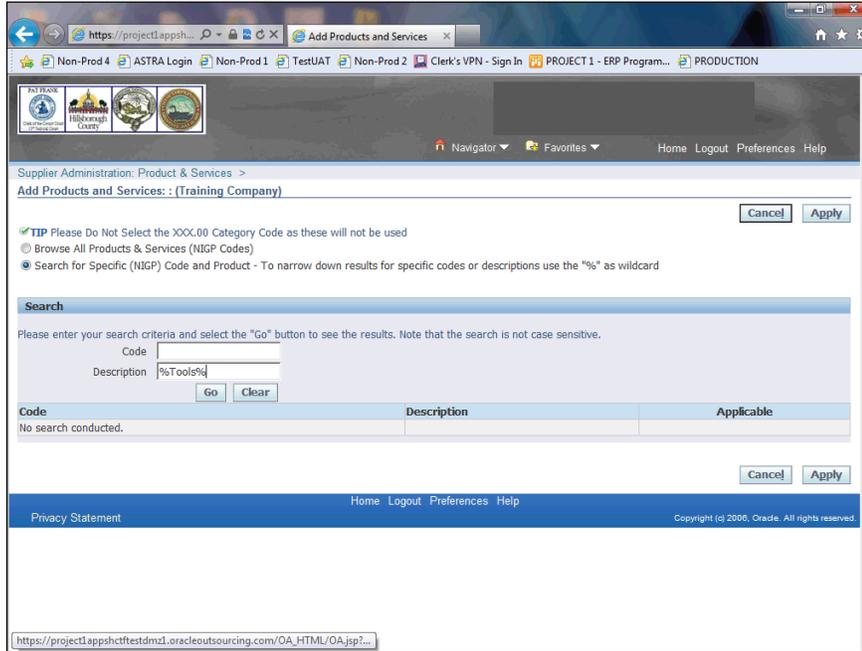
# Training Guide iSupplier – Adding Products and Services



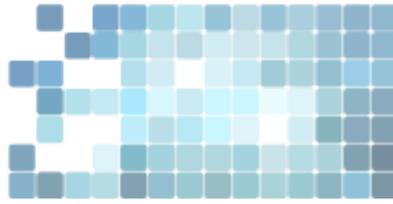
Step	Action
5.	<p>The <i>Add Products and Services : (Company Name)</i> window opens.</p> <p>Click the <b>Search for Specific (NIGP) Code and Product</b> option.</p> <p>You can also Browse All Products and Services and select from the Sub-Categories.</p> <p><b>TIP:</b> You may use the <a href="#">iSupplier Category Codes</a> link on the Procurement web page to review the list of NIGP codes and determine in advance which products and services to add. Locate your products on the list and write down their corresponding 5 digit numbers. You can search Products and Services using the number as criteria.</p> 



# Training Guide iSupplier – Adding Products and Services

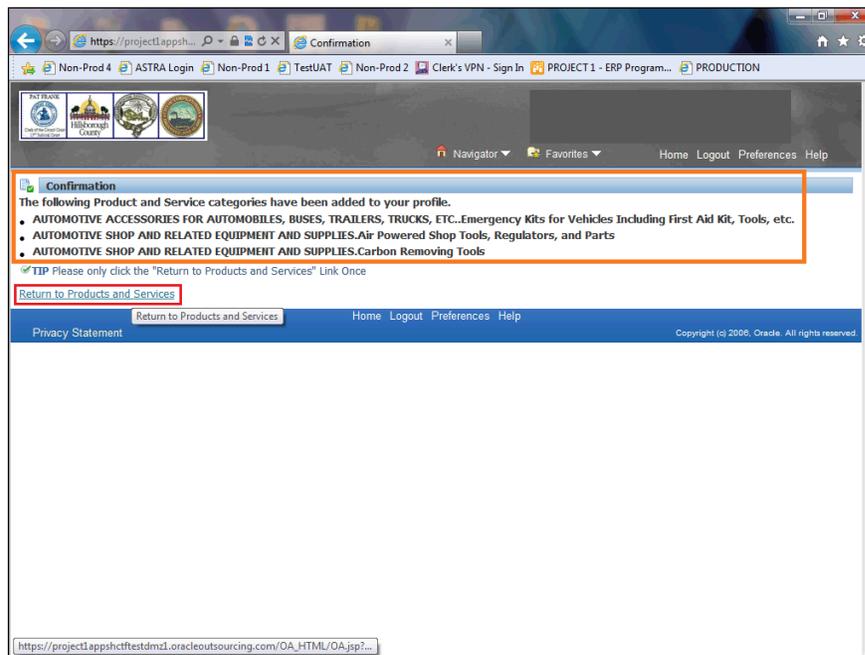


Step	Action
6.	<p>To search for Specific Codes, enter the NIGP code in the <b>Code</b> field and click <b>Go</b>.</p> <p>If you do not know the NIGP code, then enter key words in the description box. To maximize results, use a wildcard (%) on either side of the keyword.</p> <p>For example, search for %Tools% or %Uniforms%. By adding the wildcard (%) to your search, the system will find all Products and Services which include the word inserted between the wildcard (%).</p> <p><b>Note:</b> This search is not case sensitive.</p>
7.	If you do not know the NIGP code, enter a search term into the <b>Description</b> field.
8.	<p>Click the <b>Go</b> button to begin your search.</p> 
9.	<p>Check the <b>Applicable</b> check box for any Products and Services being added.</p> 

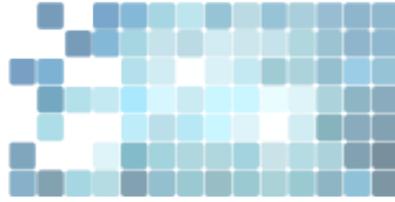


# Training Guide iSupplier – Adding Products and Services

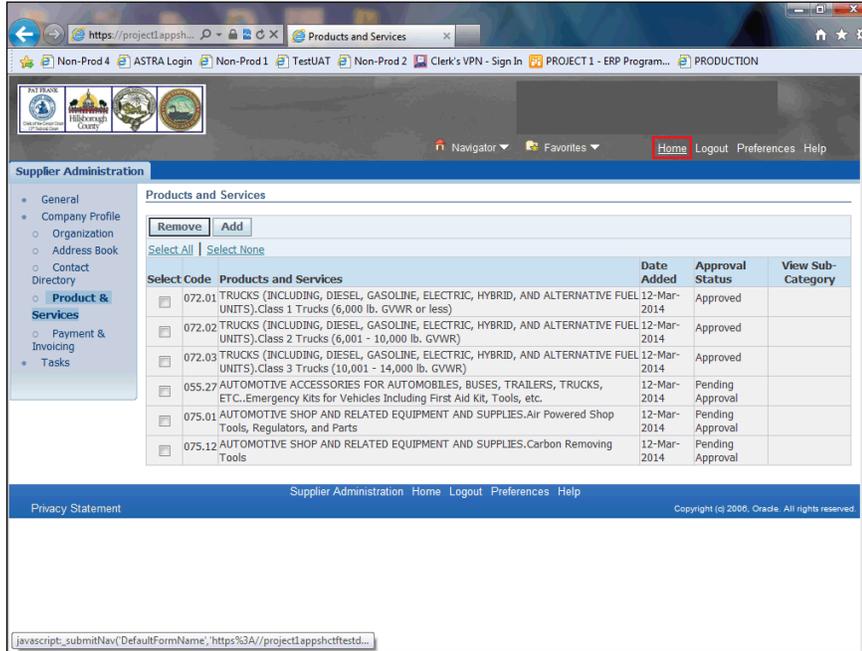
Step	Action
10.	Once you have selected all of the Products and Services being added, click the <b>Apply</b> button. 



Step	Action
11.	Confirmation is given that the Products and Services have been added.  Click the <b>Return to Products and Services</b> link.  <b>Note:</b> Only click the "Return to Products and Services" link once. 



# Training Guide iSupplier – Adding Products and Services



Step	Action
12.	<p>You will notice that the Products and Services have been added to your company's profile.</p> <p>They will be in "Pending Approval" status until they are approved by Hillsborough County and the City of Tampa.</p> <p>Click the <b>Home</b> link to return to the Home Page.</p> 
13.	<p>You have successfully added NIGP category codes to your company's profile.</p> <p><b>End of Process.</b></p>