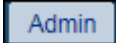









## iSupplier Profile Update - NIGP Category Codes

Step	Action
1.	Click the <b>HRSD iSupplier</b> Responsibility. 
2.	The <i>iSupplier Portal Home</i> page displays. Click the <b>Admin</b> link. 
3.	The <i>Administration</i> page displays. Click the <b>Product &amp; Services (NIGP Commodity Codes)</b> sidebar link. 
4.	The <i>Products and Services</i> page displays. This page will list all the NIGP Commodity Codes for which you are currently registered. Click the <b>Add</b> button to register for a new code. 
5.	Click the <b>Search for Specific Product &amp; Service</b> option. 
6.	Click in the <b>Description</b> field. 
7.	Enter the desired information into the <b>Description</b> field. Enter a valid value e.g. " <b>%electric%motor</b> ". Enter keyword searches using % wild cards for multiple keywords if needed.
8.	Click the <b>Go</b> button. 
9.	Search through the various codes. Notice the 'Next 10' option as there may be many results. Modify the keyword search as needed. Click the <b>ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE).ELECT-C</b> option. 

10.	<p>Click the <b>Apply</b> button to complete the new code update.</p> 
11.	<p>A Confirmation message is displayed.</p> <p>Click the <b>Return to Products and Services</b> link.</p> 
12.	<p>The updated <i>Products and Services</i> page displays with the newly added code.</p> <p>Your new codes have been sent to the HRSD Supplier Administrator for review and will be approved soon.</p> <p><b>Note:</b> Add as many Products and Services codes as necessary. However, <b>Do <u>Not</u> Add All</b> Products and Service Codes.</p>
13.	<p><b>This topic covered:</b></p> <ul style="list-style-type: none"><li>- Adding a new NIGP Commodity Code to a Supplier Profile</li></ul> <p><b>End of Procedure.</b></p>