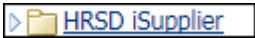
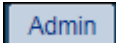









iSupplier Profile Update - NIGP Category Codes

Step	Action
1.	Click the HRSD iSupplier Responsibility. 
2.	The <i>iSupplier Portal Home</i> page displays. Click the Admin link. 
3.	The <i>Administration</i> page displays. Click the Product & Services (NIGP Commodity Codes) 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 Add button to register for a new code. 
5.	Click the Search for Specific Product & Service option. 
6.	Click in the Description field. 
7.	Enter the desired information into the Description field. Enter a valid value e.g. " %electric%motor ". Enter keyword searches using % wild cards for multiple keywords if needed.
8.	Click the Go 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 ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE).ELECT-C option. 

10.	<p>Click the Apply button to complete the new code update.</p> 
11.	<p>A Confirmation message is displayed.</p> <p>Click the Return to Products and Services 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>Note: Add as many Products and Services codes as necessary. However, Do <u>Not</u> Add All Products and Service Codes.</p>
13.	<p>This topic covered:</p> <ul style="list-style-type: none">- Adding a new NIGP Commodity Code to a Supplier Profile <p>End of Procedure.</p>