



Version 3.0
SMARTrac

Module 1: SMARTrac Registration

Amsterdam ~ Atlanta, GA ~ Baltimore, MD/DC ~ Chicago, IL ~ Devon, PA ~ New York, NY ~ Philadelphia, PA

www.smartllp.com

Objectives

- Explain the functionality of the SMARTrac web application
- Describe the role of SMARTrac in the Metro Spend Management Solution
- Describe the Vendor Registration Process

Session Map

- Overview of SMARTrac
- Vendor Registration
- User Home Page
- Search for a Vendor

SMARTrac

Q. What is SMARTrac?

A. SMARTrac is....

- Web-based Vendor Portal for enabling suppliers to bid on metro contract opportunities.
- Metro's tool for managing the supplier base doing business with the Metro Government

SMARTrac Features

- Vendor Registration
- BOB (Bidding Opportunities Bulletin) Process
- Contract Tracking
- Payment Tracking
- My Tasks

SMARTrac Overview

- SMARTrac is Accessible via a link from the Metro Government web site <http://www.nashville.gov>

The screenshot shows the Metro Government website interface. At the top, there is a news article titled "Nashville earns Hottest City ranking for second year in a row". Below the article are two columns: "Top 10 Viewed Forms & PDF's For May 2006" and "Top 10 Visited Pages For May 2006". The "Top 10 Viewed Forms & PDF's" list includes items like "Zoning Code of Laws: Title 17", "Recommended Operating Budget", and "Zoning Code of Laws: Title 12". The "Top 10 Visited Pages" list includes "Metro Job Opportunities", "Parthenon", and "Department List".

On the right side of the page, there is a vertical menu with several links. A red box highlights the following links: "Bid on Purchases and Contracts", "Complete a Vendor Application", and "Fill Out ADA Forms". The "Complete a Vendor Application" link is also circled in red. Below this menu, there are other links like "I WANT TO...", "Make a suggestion", "Find a job with Metro", etc.

At the bottom of the page, there is a footer with the text "Metro Home | Department List" and "Comments, suggestions, or error reports." followed by copyright information: "© 1999-2006, Metropolitan Government of Nashville and Davidson County, Tennessee". There are also flags for France, Germany, Spain, and the Netherlands.

The browser's address bar shows the URL: <http://www.nashville.gov/finance/vendorregistration/default.asp>. The taskbar at the bottom shows several open applications, including Microsoft Outlook Web A..., https://www.smartands..., Continental Airlines - Air..., Metropolitan Govern..., and Document1 - Microsoft ... The system tray shows the date and time: Thursday, 6/29/2006, 11:34 AM.

SMARTrac Overview

- Runs in a standard web browser
- Allows Prime Contractors to manager their subcontractors
- Allows Metro to track contract compliance for participation of Small and Disadvantaged Businesses in Metro contracts

Session Map

- ✓ Overview of SMARTrac
- Vendor Registration
- User Home Page
- Search for a Vendor

SMARTrac Registration

- 6 Step Registration Process
- Takes About 15 Minutes to Complete
- Suppliers Must Register in SMARTrac before they can respond to a Metro contract opportunity as a prime or be included as a subcontractor
- Access SMARTrac using the URL: <https://smartrac.nashville.gov>

SMARTrac Supplier Registration



The screenshot shows a web browser window with the title "Supplier Registration and Management System". The page content includes the Metro of Nashville logo, a welcome message, and a form for entering a Tax ID or SSN. The form contains the text "Enter Tax ID or SSN:" followed by a text input field with the value "500040099" and a "Next" button. The browser's status bar at the bottom shows "Done" and "Internet".

Start by entering your Tax ID Number or Social Security Number (SSN)

SMARTrac Supplier Registration



Accept the
Covenant of Non-
Discrimination.

This is required
for all registering
suppliers

SMARTrac Supplier Registration

The screenshot displays the 'Supplier Registration and Management System' interface. At the top, there is a navigation bar with 'My Company Profile', 'Search', and 'Log Out' options. Below this, a message states: 'This page allows you to enter general information about your organization. Fields that are highlighted in yellow are required and must be filled out before the data can be saved. In addition you will need to add at least one site/location. Note: Required Fields are shaded Yellow.' A progress indicator shows six steps, with step 1 highlighted in green. The '1 - Vendor Profile' section contains the following fields:

- Enter Password: [Yellow shaded] Password is case sensitive
- Re-type Password: [Yellow shaded]
- Vendor Name: [Yellow shaded] TTP Solutions
- Legal Name: [Yellow shaded] TTP Solutions, LLC
- Tax Type: [Yellow shaded] Corporation (except Medical or Legal)
- Tax ID: [Yellow shaded] 203694219
- Do you require a 1099?: [Blue dropdown]
- Ariba Network ID: [White text box] [What is ASN ID?](#)
- Web Site: [White text box] www.ttpsolutions.com
- DUNS #: [White text box]

Buttons for 'Next >' and 'Exit' are located at the bottom right of the form. The browser status bar at the bottom shows 'Done' and 'Internet'.

Your TaxID number will be your login username.

Step 1 involves creation of your password and beginning to fill out the vendor profile.

SMARTrac Supplier Registration

Supplier Registration and Management System

My Company Profile Search Log Out

This page allows you to enter general information about your organization. Fields that are highlighted in yellow are required and must be filled out before the data can be saved. In addition you will need to add at least one site/location. Note: Required Fields are shaded Yellow.

1 2 3 4 5 6

1 - Vendor Profile

Enter Password: [Yellow] Password is case sensitive
Re-type Password: [Yellow]

Vendor Name: [Yellow] TTP Solutions SMARTrac Number: []
Legal Name: [Yellow] TTP Solutions, LLC
Tax Type: [Yellow] Corporation (except Medical or Legal) Tax ID: [Yellow] 203694219
Do you require a 1099?: [] Ariba Network ID: [] [What is ASN ID?](#)
Web Site: [] www.ttpsolutions.com DUNS #: []

Next > Exit

Fields with a yellow background are required.

SMARTrac Supplier Registration

Supplier Registration and Management System

My Company Profile Search Log Out

*This page allows you to enter your contact information. Your Primary contact will be assigned as the administrator for this profile.
Note: Required Fields are shaded Yellow.*

1 2 3 4 5 6

2 - Primary Contact NOTE: (The Primary Contact is the Administrator of the account.)

Title:	President	First Name:	Doug	Last Name:	Erwin
Address 1:	8006 Myroad Lane	Address 2:			
City:	Antioch	State:	Tennessee	Zip Code:	37013
County:	Davidson	Country:	USA		
Phone Number:	615-498-4756	Ext:		Alternate Number:	
Fax Number:		Email Address:	derwin@ttpsolutions.com		
Vendor Number:		Emergency Phone #:			

Phone | Fax | Mobile Number Format: (xxx)xxx-xxxx

Remittance Address Information

Address 1:	8006 Myroad Lane	Address 2:			
City:	Antioch	State:	Tennessee	Zip Code:	37013

Done Internet

Step 2 is completing the Primary Contact information and Remittance Address Information

SMARTrac Supplier Registration

The screenshot shows a web browser window titled "Supplier Registration and Management System". The page has a navigation bar with "My Company Profile", "Search", and "Log Out". The main form contains the following fields:

- City: Antioch
- State: Tennessee
- Zip Code: 37013
- County: Davidson
- Country: USA
- Phone Number: 615-469-0409
- Ext: [empty]
- Fax Number: [empty]
- Email Address: derwin@ttsolutions.com
- Vendor Number: [empty]
- Emergency Phone #: 615-498-4756

Below the main form, there are two sections for "Additional Contact" information, each with the following fields:

- Additional Contact #2:** Title, First Name, Last Name, Phone Number, Ext, Alternate Number, Email Address.
- Additional Contact #3:** Title, First Name, Last Name, Phone Number, Ext, Alternate Number, Email Address.

At the bottom of the form, there are navigation buttons: "< Previous", "Next >", and "Exit". The browser status bar shows "Done" and "Internet".

Step 2 also includes the Additional Contact information for alternates.

SMARTrac Supplier Registration

Supplier Registration and Management System

My Company Profile Search Log Out

*If you desire to claim small or disadvantaged business status, please click on the Attachments Tab located on the Summary Page to attach a copy of your most recently submitted tax return as well as IRS Form 941-Employer's Quarterly federal tax return. If you additionally desire to claim status as an ethnic minority or women owned business, please provide information regarding your MBE, DBE, or WBE Certification on the MWBE Certificate page and provide a copy of your certificate by clicking on the Attachments Tab located on the Summary Page. This information will be reviewed by the Division of Minority and Small Business Assistance to confirm your small and disadvantaged business status.
Note: Required Fields are shaded Yellow.*

1 2 **3** 4 5 6

3 - Business Ownership

Industry Class: **Information Systems/ Technology** Is your Business Disabled Owned? **No**

Number of Employees: **< 10 Employees** Is your business at least 51% minority owned or women owned and operated: **No**

Revenue for past two completed fiscal years:

Year 1: **< \$500,000**

Year 2: **< \$500,000**

Date Established: **10/28/2004** MM/DD/YYYY

< Previous Next > Exit

Done Internet

Step 3 is all about your business and potentially claiming status as a small or disadvantaged business.

Selecting “Yes” to either question about small or disadvantaged business will prompt you for additional information regarding the topic.

SMARTrac Supplier Registration

The screenshot displays the 'Supplier Registration and Management System' interface. At the top, there is a navigation bar with 'My Company Profile', 'Search', and 'Log Out' options. Below this, an information icon is followed by instructions: 'To search for a commodity, enter a commodity code number or part of its description in the fields below and click 'Search'. Once you have found the commodities you are looking for, click the check box next to the ones you would like to add to your vendor profile, and then click 'Add Checked Commodities to Vendor Profile'. The selected commodities should now show up under the 'Commodities Added' section of this form.' Below the instructions, a sub-section titled '4 - Commodity Search Form' contains a link: 'Dont see a commodity code you're looking for? Click here to request it to be added.' and a progress indicator with tabs 1 through 6, where tab 4 is highlighted in green. The main content area is titled 'Commodities Added' and lists several categories with sub-items:

- 4320 - Components for information technology or broadcasting or telecommunications
 - 4321 - Computer Equipment and Accessories
 - 8111 - Computer services
 - 81 - Engineering and Research and Technology Based Services
 - 8312 - Information services
 - 43 - Information Technology Broadcasting and Telecommunications
 - 4323 - Software

Below the list, there are two input fields: 'Commodity Code Number:' and 'Commodity Codes Description:', followed by a 'Search' button. At the bottom, a 'Commodity Search List' is shown with a table of results:

Commodity Code	Description
<input type="checkbox"/> 5213	Window treatments
<input type="checkbox"/> 4915	Winter sports equipment
<input type="checkbox"/> 7311	Wood and paper industries
<input type="checkbox"/> 9410	Work related organizations
<input type="checkbox"/> 2317	Workshop machinery and equipment and supplies
<input type="checkbox"/> 4231	Wound care products

The interface also shows a 'Done' button at the bottom left and an 'Internet' icon at the bottom right.

Step 4 is adding commodity codes to describe your capabilities.

You may add codes through searching by number or description and by browsing to find your desired codes.

SMARTrac Supplier Registration

The screenshot displays the 'Supplier Registration and Management System' interface. At the top, there is a navigation bar with 'My Company Profile', 'Search', and 'Log Out' options. Below this, a message states: 'Once the results are displayed check the commodities that you would like to add and select the "Add Selected Items to the Vendor Profile" Done button.' The main content area is titled '4 - Commodity Search Form' and includes a link: 'Dont see a commodity code you're looking for? Click here to request it to be added.' Below the link are six numbered tabs (1-6), with tab '4' highlighted in green. The 'Commodities Added' section contains a bulleted list of commodity codes and descriptions:

- 4320 - Components for information technology or broadcasting or telecommunications
 - 4321 - Computer Equipment and Accessories
 - 8111 - Computer services
 - 81 - Engineering and Research and Technology Based Services
 - 8312 - Information services
 - 43 - Information Technology Broadcasting and Telecommunications
 - 4323 - Software

Below the list are two input fields: 'Commodity Code Number:' and 'Commodity Codes Description:', followed by a 'Search' button. The 'Commodity Search List' section shows a table with the following items:

Commodity Code	Description
<input type="checkbox"/> 5213	Window treatments
<input type="checkbox"/> 4915	Winter sports equipment
<input type="checkbox"/> 7311	Wood and paper industries
<input type="checkbox"/> 9410	Work related organizations
<input type="checkbox"/> 2317	Workshop machinery and equipment and supplies
<input type="checkbox"/> 4231	Wound care products
<input type="checkbox"/> 8211	Writing and translations

At the bottom of the search list, there is a 'Page: 1 2 3 4 5' indicator and a 'Record Count: 427' label. Below these are three buttons: 'Add Checked Commodities to Vendor Profile', '< Previous', and 'Next >', and an 'Exit' button. The status bar at the very bottom shows 'Done' and 'Internet'.

Added commodity codes are shown in the top of the browser page.

Use the buttons at the bottom of the screen to navigate to the next page when finished.

SMARTrac Supplier Registration

Supplier Registration and Management System

My Company Profile Search Log Out

Please add your MWBE Certificate detail and the Agency Contact Information. Please provide a copy of your certificate either as a scanned attachment on the attachments tab of this registration, or directly to the Division of Minority and Small Business Assistance via fax or mail.
Note: Required Fields are shaded Yellow.

1 2 3 4 **5** 6

5 - MWBE Certificate Detail

Certificate Number: Certificate Type:

Certificate State: Certificate Agency:

Status: Expiration Date: MM/DD/YYYY

Certificate Agency Contact Information

First Name: Last Name:

Address 1: Address 2:

City: State: Zip Code: Country:

Phone Number: Ext: Fax Number:

Email Address:

Phone | Fax | Mobile Number Format: (xxx)xxx-xxxx

< Previous Next >

Step 5 is the MWBE certificate for Minority or Woman-Owned businesses.

If MWBE does not apply to your business, click the Next button at the bottom of the page to continue to Step 6.

SMARTrac Supplier Registration



Step 6 is the Registration Acknowledgement page confirming your username and password.

Session Map

- ✓ Overview of SMARTrac
- ✓ Vendor Registration
- User Home Page
- Search for a Vendor

SMARTrac Supplier Home Page

- Allows the End User to Update and Maintain Information Entered During Registration

SMARTrac Supplier Home Page

Supplier Registration and Management System

My Company Profile Search Log Out

Please review the details of the vendor profile summary below.
Please make any necessary changes to the profile and press "Submit" to complete the registration process. [Print Vendor Profile](#)
Note: Required Fields are shaded Yellow.

Vendor Profile

Vendor Name:	TTP Solutions	SMARTrac Number:	19776
Legal Name:	TTP Solutions, LLC		
Tax Type:	Corporation (except Medical or Legal)	Tax ID:	209894219
Do you require a 1099?:	<input type="checkbox"/>	Ariba Network ID:	<input type="text"/> What is ASN ID?
Web Site:	www.ttpsolutions.com	DUNS #:	<input type="text"/>

Primary Contact Information NOTE: (The Primary Contact is the Administrator of the account and shall approve all future changes to the profile.)

Title:	President	First Name:	Doug	Last Name:	Erwin
Address 1:	6008 Legend Drive	Address 2:	<input type="text"/>		
City:	Antioch	State:	Tennessee	Zip Code:	37013
County:	Davidson	Country:	USA		
Phone Number:	615-469-0409	Ext.:	<input type="text"/>	Alternate Number:	615-498-4756
Fax Number:	<input type="text"/>	Email Address:	denwin@tppsolutions.com		
Vendor Number:	<input type="text"/>	Emergency Phone #:	615-498-4756		

Phone | Fax | Mobile Number Format: (xxx)xxx-xxxx

Remittance Address Information

Address 1:	6008 Legend Drive	Address 2:	<input type="text"/>		
City:	Antioch	State:	Tennessee	Zip Code:	37013

Done Internet

Profile Info

Each time a user logs in, they are presented with their home page area where they can review their user profile and all the information that was collected during the registration process.

Primary Contact Information

SMARTrac Supplier Home Page

Supplier Registration and Management

My Company Profile | Search | Log Out

Phone | Fax | Mobile Number Format: (xxx)xxx-xxxx

Remittance Address Information

Address 1: 6008 Legend Drive
City: Antioch
County: Davidson
Phone Number: 615-469-0409
Fax Number:
Vendor Number:

Address 2:
State: Tennessee
Country: USA
Ext:
Email Address: derwin@ttsolutions.com
Emergency Phone #: 615-498-4756
Zip Code: 37013

Phone | Fax | Mobile Number Format: (xxx)xxx-xxxx

Additional Contact #2

Title:
Phone Number:
Email Address:

First Name:
Ext:
Last Name:
Alternate Number:

Phone | Fax | Mobile Number Format: (xxx)xxx-xxxx

Additional Contact #3

Title:
Phone Number:
Email Address:

First Name:
Ext:
Last Name:
Alternate Number:

Phone | Fax | Mobile Number Format: (xxx)xxx-xxxx

Business Ownership

If you desire to claim small business status, please attach a copy of your most recently submitted business tax return as well as IRS form

Remittance Address

Additional Contact Information

SMARTrac Supplier Home Page

Supplier Registration and Management System

My Company Profile | Search | Log Out

Phone | Fax | Mobile Number Format: (xxx)xxx-xxxx

Business Ownership

If you desire to claim small business status, please attach a copy of your most recently submitted business tax return as well as IRS form 941-Employer's Quarterly federal tax return at the attachments tab. This information will be reviewed and used to confirm your small business status.

Industry Class: Information Systems/ Technology

Number of Employees: < 10 Employees

Revenue for past two completed fiscal years.

Year 1: < \$500,000

Year 2: < \$500,000

Date Established: 10/28/2004 MM/DD/YYYY

Is your Business Disabled Owned? No

Is your business at least 51% minority owned or women owned and operated? No

Note: Please click the "Submit Changes" button to save your changes before continuing

Submit Changes

Ordering Locations | Commodity Codes | MWBE Certificates | Attachments | Notes | Audit Trail

Ordering Location ID	Ordering Location Name	Address Line 1	Address Line 2	City	State	Zip Code	Status
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Business Ownership and Type

Ordering Locations

SMARTrac Supplier Home Page

Supplier Registration and Management System

My Company Profile Search Log Out

Industry Class: Information Systems/ Technology

Employees: < 10 Employees

Year 1: < \$500,000

Year 2: < \$500,000

Date Established: 10/28/2004 MM/DD/YYYY

Submit Changes

Note: Please click the "Submit Changes" button to save your changes before continuing

Ordering Locations **Commodity Codes** MWBE Certificates Attachments Notes Audit Trail

Select	Commodity Code	Description
Select	4320	Components for information technology or broadcasting or telecommunications
Select	4321	Computer Equipment and Accessories
Select	8111	Computer services
Select	81	Engineering and Research and Technology Based Services
Select	8312	Information services
Select	43	Information Technology Broadcasting and Telecommunications

Add New Item Delete Checked Items

Record Count: 7

Commodity Codes Tab

Commodity Codes

SMARTrac Supplier Home Page

The screenshot displays the 'Supplier Registration and Management System' interface. At the top, there is a navigation bar with 'My Company Profile', 'Search', and 'Log Out'. Below this, a section for 'MWBE Certificates' is highlighted with a purple callout box. This section contains several dropdown menus for 'Industry Class' (set to 'Information Systems/ Technology'), 'Number of Employees' (set to '< 10 Employees'), 'Revenue for past two completed fiscal years' (Year 1 and Year 2 both set to '< \$500,000'), and 'Date Established' (set to '10/28/2004'). There are also two 'No' dropdown menus for 'Your Business Disabled Owned?' and 'Business at least 51% minority owned or women owned and operated:'. A 'Submit Changes' button is located below these fields. Below the form is a table with columns for 'MWBE Certificate', 'Certificate Type', 'Certificate State', 'Certificate Agency', 'Expiration Date', and 'Certificate Status'. The table is currently empty, and a 'Record Count: 1' is shown at the bottom right. The browser's status bar at the bottom indicates 'Done' and 'Internet'.

Supplier Registration and Management System

My Company Profile Search Log Out

If you desire to claim small business status, please attach a copy of your most recent 941-Employer's Quarterly federal tax return at the attachments tab. This information will

Industry Class: Information Systems/ Technology

Number of Employees: < 10 Employees

Revenue for past two completed fiscal years.

Year 1: < \$500,000

Year 2: < \$500,000

Date Established: 10/28/2004 MM/DD/YYYY

Your Business Disabled Owned? No

Business at least 51% minority owned or women owned and operated: No

Note: Please click the "Submit Changes" button to save your changes before continuing

Submit Changes

Ordering Locations Commodity Codes **MWBE Certificates** Attachments Notes Audit Trail

	MWBE Certificate	Certificate Type	Certificate State	Certificate Agency	Expiration Date	Certificate Status
Select	<input type="checkbox"/>					

Add New Item Delete Checked Items

Record Count: 1

Done Internet

SMARTrac Supplier Home Page

Supplier Registration and Management System

My Company Profile Search Log Out

If you desire to claim small business status, please attach a copy of your most recently submitted business tax return (941-Employer's Quarterly federal tax return) at the attachments tab. This information will be reviewed and used to determine your eligibility for small business status.

Industry Class: Information Systems/ Technology

Number of Employees: < 10 Employees

Revenue for past two completed fiscal years.

Year 1: < \$500,000

Year 2: < \$500,000

Date Established: 10/28/2004 MM/DD/YYYY

Note: Please click the "Submit Changes" button to save your changes before continuing

Submit Changes

Ordering Locations Commodity Codes MWBE Certificates **Attachments** Notes Audit Trail

File Name	Date	Created By
-----------	------	------------

Add New Item Delete Checked Items Record Count: 0

Done Internet

SMARTrac Supplier Home Page

Supplier Registration and Management System

Search Log Out

In business status, please attach a copy of your most recently submitted business tax return as well as the form federal tax return at the attachments tab. This information will be reviewed and used to confirm your small business status.

Class: Information Systems/ Technology

Number of Employees: < 10 Employees

Revenue for past two complete years:

Year 1: < \$500,000

Year 2: < \$500,000

Date Established: 10/28/2004

Is your Business Disabled Owned? No

Is your business at least 51% minority owned or women owned and operated: No

Note: Please click the "Submit Changes" button to save your changes before continuing

Submit Changes

Ordering Locations | Commodity Codes | MWBE Certificates | Attachments | **Notes** | Audit Trail

Note	Date	Created By
------	------	------------

Add New Item Delete Checked Items

Record Count: 0

Done Internet

SMARTrac Supplier Home Page

Supplier Registration and Management System

My Company Profile | Search | Log Out

If you desire to claim small business status, please attach a copy of your most recently submitted business tax return as well as IRS Form 941-Employer's Quarterly federal tax return at the attachments tab. This information will be reviewed and used to confirm your small business status.

Industry Class: **Information Systems/ Technology** | Is your Business Disabled Owned? **No**

Number of Employees: **< 10 Employees** | Is your business at least 51% minority owned or women owned and operated: **No**

Revenue for past two completed fiscal years.

Year 1: **< \$500,000** | Year 2: **< \$500,000**

Date Established: **10/28/2004** MM/DD/YYYY

Note: Please click the "Submit Changes" button to save your changes before continuing. **Submit Changes**

Ordering Locations | Commodity Codes | MWBE Certificates | Attachments | Notes | **Audit Trail**

Audit Description
<input type="checkbox"/> Field [First Name] changed from [] to [Doug] by Erwin, Doug on 6/29/2006 12:55:37 PM
<input type="checkbox"/> Field [Last Name] changed from [] to [Erwin] by Erwin, Doug on 6/29/2006 12:55:37 PM
<input type="checkbox"/> Field [Address 1] changed from [] to [6008 Legend Drive] by Erwin, Doug on 6/29/2006 12:55:37 PM
<input type="checkbox"/> Field [City] changed from [] to [Antioch] by Erwin, Doug on 6/29/2006 12:55:37 PM
<input type="checkbox"/> Field [State] changed from [] to [Tennessee] by Erwin, Doug on 6/29/2006 12:55:37 PM
<input type="checkbox"/> Field [Zip Code] changed from [] to [37013] by Erwin, Doug on 6/29/2006 12:55:37 PM

Record Count: 19

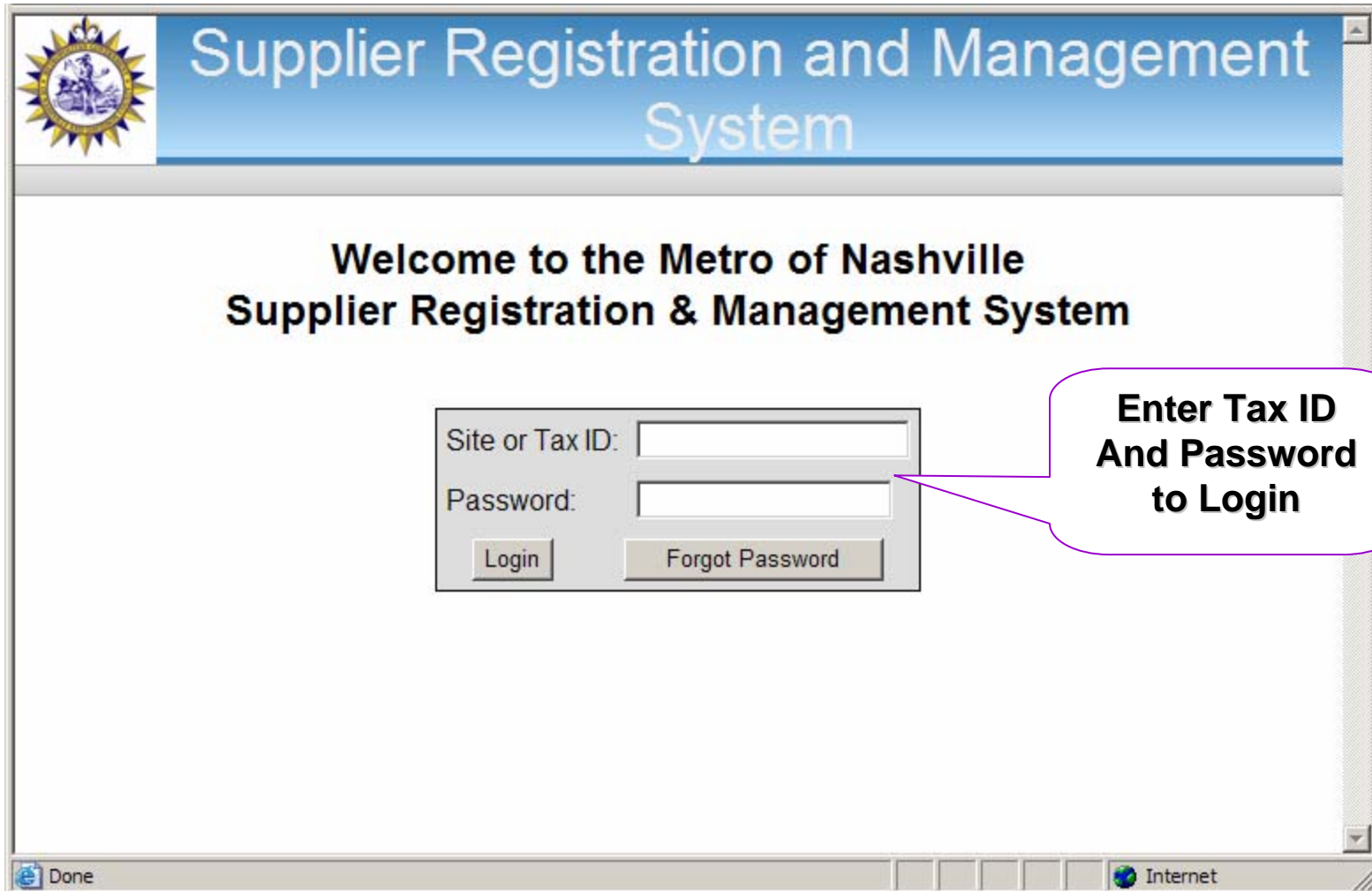
Done | Internet

Audit Trail

Session Map

- ✓ Overview of SMARTrac
- ✓ Vendor Registration
- ✓ User Home Page
- Search for a Vendor

SMARTrac Supplier Login Page



The screenshot shows a web browser window with the following content:

- Header:** A blue banner with the Metro of Nashville logo on the left and the text "Supplier Registration and Management System" in white.
- Text:** "Welcome to the Metro of Nashville Supplier Registration & Management System" centered on the page.
- Form:** A login form with two input fields: "Site or Tax ID:" and "Password:". Below the fields are two buttons: "Login" and "Forgot Password".
- Callout:** A purple speech bubble pointing to the "Password:" field with the text "Enter Tax ID And Password to Login".
- Browser Status Bar:** Shows "Done" on the left and "Internet" on the right.

SMARTrac Supplier Login Page

Locate the Search button on the Home Page Toolbar and Click it

The screenshot displays the SMARTrac Supplier Login Page. At the top, there is a navigation bar with a logo on the left and the text "Supplier Registration Management" on the right. Below the navigation bar is a toolbar with three buttons: "My Company Profile", "Search", and "Log Out". The "Search" button is highlighted in green. A callout box points to the "Search" button with the text "Locate the Search button on the Home Page Toolbar and Click it".

Below the toolbar, there is a message box with an information icon and the text: "Please review the details of the vendor profile summary below. Please make any necessary changes to the profile and press 'Submit' to complete the registration process. Note: Required Fields are shaded Yellow." To the right of this message is a "Print Vendor Profile" button.

The main content area is titled "Vendor Profile" and contains the following fields:

- Vendor Name: TTP Solutions
- Legal Name: TTP Solutions, LLC
- Tax Type: Corporation (except Medical or Legal)
- Tax ID: 203694219
- Do you require a 1099?:
- Ariba Network ID: [What](#)
- Web Site: www.ttpsolutions.com
- DUNS #:

Below the Vendor Profile section is the "Primary Contact Information" section, which includes the following fields:

- Title: President
- First Name: Doug
- Address 1: 6008 Legend Drive
- Address 2:

At the bottom of the page, there is a browser address bar showing the URL: <http://www.smartprocessframework.com/NashvilleTest/SPF.aspx?Command=Open Form&Argument=> and an "Internet" icon.

SMARTrac Supplier Search Page

Supplier Registration and System

My Company Profile Search Log Out

Search

By Vendor:

SmartTrac Number: Vendor Name:

Vendor Number:

Tax ID: Tax Type:

Ariba Network ID: Legal Name:

Do you require a 1099?:

By Address:

City: State: Zip Code:

County: Country:

By Business Ownership:

Done Internet

Use the scroll bar to see the different fields that can be used to filter the search and enter your search criteria

SMARTrac Supplier Search Page

Supplier Registration and Management System

My Company Profile Search Log Out

Ownership:
Industry Class:
Disabled Owned?
at least 51% minority or women owned and operated?
Type of Ownership:

Location:
Location Name:

MWBE Certificate:
MWBE Certificate Status:

Code:
Commodity Code:
Commodity Code Description:

Search

Done Internet

**Note the Search button at the bottom right corner of the Search page...
Click the Search button to execute the search**

SMARTrac Supplier Search Results Page

The screenshot displays the 'Supplier Registration and Management System' interface. At the top left is a logo featuring a sun and a figure. The main header reads 'Supplier Registration and Management System'. Below this is a navigation bar with 'My Company Profile', 'Search', and 'Log Out' buttons. The main content area is titled 'Company Profile Search List - Filtered: Custom Filter (Options ▼)'. It contains a table with the following data:

	<input type="checkbox"/>	Tax ID	Vendor Name	Contact First Name	Contact last Name
Select	<input type="checkbox"/>	500040095	TTP Solutions	Doug	Erwin
Select	<input type="checkbox"/>	500040099	TTP Solutions	Doug	Erwin

A purple callout box points to the checkboxes in the table with the text: 'Click the checkbox and then click the Select button to view the Vendor's Company Profile Details'. At the bottom of the table area are buttons for 'Add New Item' and 'Delete Checked Items'. The bottom right corner shows 'Record Count: 2'. The browser status bar at the very bottom indicates 'Done.' and 'Internet'.