

Department	
Responsibility/Role	
File Name	Adding Business Clarification_SPD
Revision	
Document Generation Date	4/30/2012 3:51:00 PM
Date Modified	5/21/2012 7:02:00 AM
Last Changed by	
Status	

Adding Business Clarification

Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

Procedure

Step	Action
1.	Business Classification is

The screenshot shows the Oracle Address Book and Business Classifications interface. It includes sections for Address Book, Contact Directory, Business Classifications, Products and Services, and Attribute Pages. The Business Classifications section is the focus, showing a table with columns for Classification, Applicable, Ownership Type, Certificate Number, Certifying Agency, and Expiration Date. The 'Small Business' classification is selected with a yellow square icon.

Classification	Applicable	Ownership Type	Certificate Number	Certifying Agency	Expiration Date
Blind	<input type="checkbox"/>				
Federal DBE	<input type="checkbox"/>				
Minority/Woman Owned	<input type="checkbox"/>				
Service-disabled Veteran Owned	<input type="checkbox"/>				
Small Business	<input checked="" type="checkbox"/>				

Step	Action
2.	Please select which classification is applicable to your company. <input checked="" type="checkbox"/>
3.	Click in the Certificate Number field. <input type="text"/>
4.	Depending on which classification you are claiming, if there is a Certificate Number associated with it, please enter it here. (Example: Enter " 123456 ")
5.	Click in the Certifying Agency field. <input type="text"/>

Step	Action
6.	If there is a Certifying Agency , please enter it here. (Example: Enter " Clw ")
7.	To enter the expiration date on your certificates, please click the Calendar Icon . 
8.	If you are changing the month and year, you will need to do the following: Click on the down arrow and open up either the Month or Year drop downs. 
9.	Choose the Year . 
10.	Select the date 
11.	End of Procedure.