Department	
Responsibility/Role	
File Name	**Adding Company Information_SPD**
Revision	
Document Generation Date	**4/30/2012 3:51:00 PM**
Date Modified	**5/21/2012 7:04:00 AM**
Last Changed by	
Status	

Adding Company Information

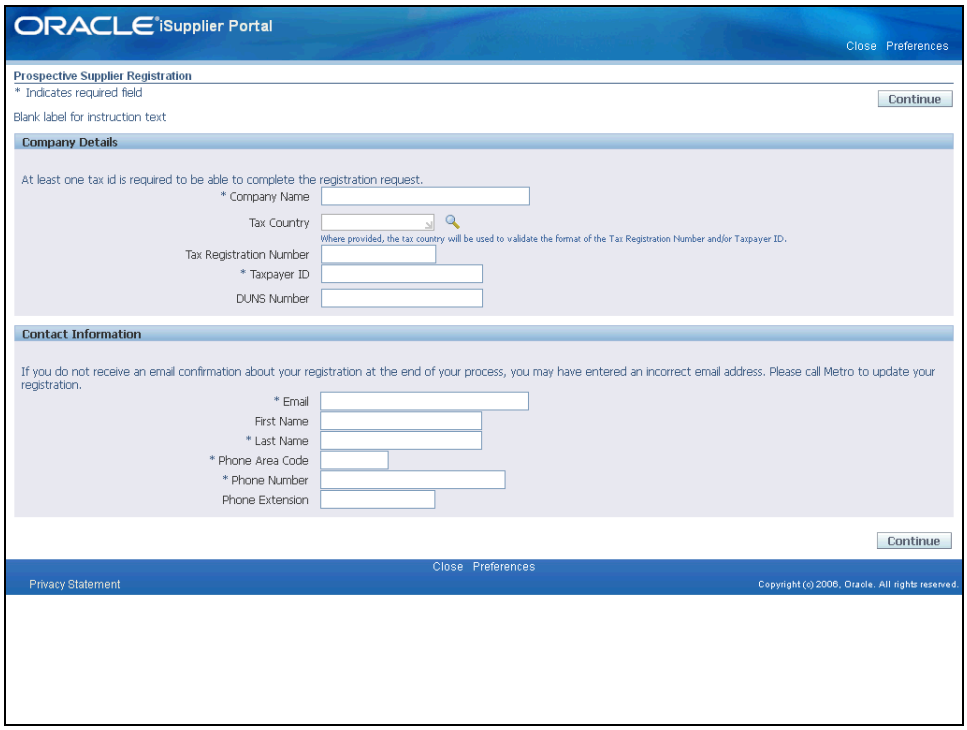
Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

Procedure



Step	Action
1.	Click in the **Company Name Input** field.
2.	Enter your **Companies Name** Example: Enter **Day's Painting**
3.	Click in the **Taxpayer ID** field.
4.	Enter your companies **Taxpayer ID** Example: Enter **356759813**
5.	Click in the **Email** field.

Step	Action
6.	The email address that you provide, will be your **User ID** to gain access to the Metro iSupplier Portal. All correspondence between your company and Metro will be sent to this address. **Note: Please insure that this is a valid email address. All purchase order's will be sent to this email address.** Example: Enter **geb@gmail.com**
7.	Click in the **First Name** field.
8.	Enter the contact's **First Name** Example: Enter **Brian**
9.	Click in the **Last Name** field.
10.	Enter the contact's **Last Name** Example: Enter **Day**
11.	Click in the **Phone Area Code** field.
12.	Enter the **Area Code** Example: Enter **613**
13.	Click in the **Phone Number** field.
14.	Enter the **Phone Number** Example: Enter **333-3333**
15.	Click **Continue** Continue
16.	**End of Procedure.**