

Department	
Responsibility/Role	
File Name	Adding Product and Services_SPD
Revision	
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Last Changed by	
Status	

Adding Product and Services

Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

Procedure

Step	Action
1.	Products and Services are items/services that your company can provide to Metro They are commonly referred to as Commodity Codes.

The screenshot shows the Oracle Supplier Profile interface. At the top, there is a header with user information: Wyatt Day, 614-555-5555, and gbd@...@gmail.com. Below this is the 'Business Classifications' section, which is a table with columns: Classification, Applicable, Ownership Type, Certificate Number, Certifying Agency, and Expiration Date. Rows include Blind, Federal DBE, Minority/Woman Owned, Service-disabled Veteran Owned, and Small Business. A 'TIP' note indicates the date format should be '21-Mar-2012'. Below this is the 'Products and Services' section, which has a 'Create' button and a table with columns: Code, Products and Services, and Delete. The table currently shows 'No results found.'. Next is the 'Attribute Pages' section, with 'Profile Attributes' and 'Supplier Profile Attributes' and an 'Update' button. Below that is the 'Attachments' section, with an 'Add Attachment...' button and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table also shows 'No results found.'. At the bottom of the page are buttons for 'Back', 'Save For Later', and 'Register', along with a footer containing 'Privacy Statement', 'Close Preferences', and 'Copyright (c) 2008, Oracle. All rights reserved.'

Step	Action
2.	Click in the Create field. 
3.	Please choose the following: Search for Specific Code and Product 
4.	Click in the Description field 
5.	You will perform the search by entering a % the name of services or goods % Please see example below: Example: Enter "%painting%"

Step	Action
6.	Click Go 
7.	Once your Code and Product displays you will then click the Applicable option to select it. 
8.	Click Apply 
9.	End of Procedure.