

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

Changing Product and Services

Trigger:

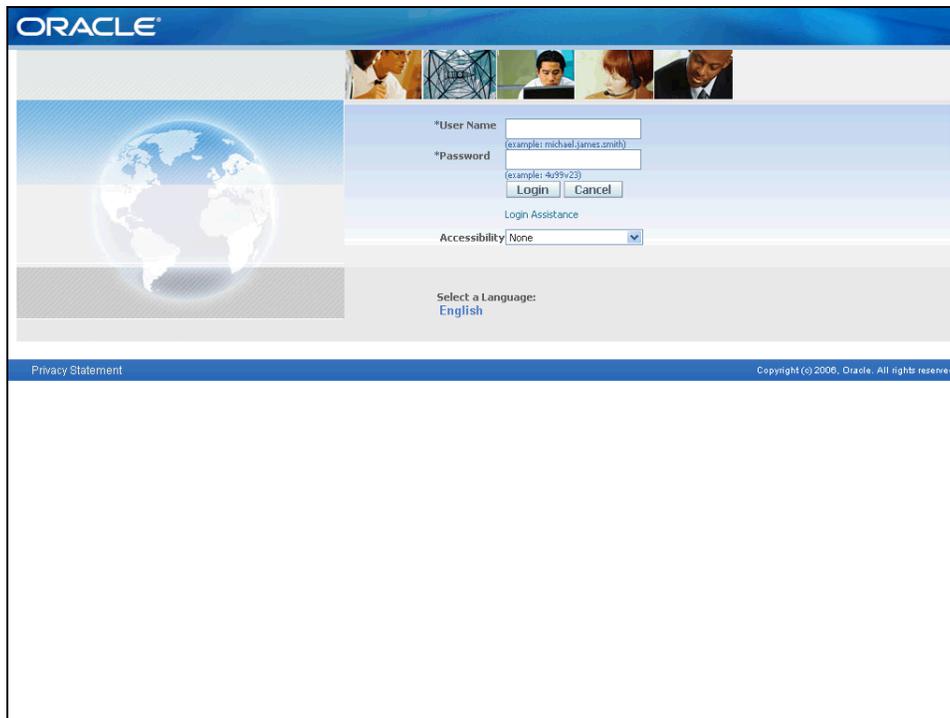
Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

Procedure

Step	Action
1.	<p>Periodically, your company may add additional goods and/or services that can be purchased or utilized by Metro Government. You will need to add those to your Products and Services.</p> <p>Note: These are commonly referred to as Commodity Codes</p>



Step	Action
2.	<p>Click in the User Name field.</p> <div data-bbox="388 1524 683 1575" style="border: 1px solid black; width: 182px; height: 24px;"></div>
3.	<p>Enter your companies User Name</p> <p>Example:</p> <p>Enter "MWSB12@GMAIL.COM"</p>
4.	<p>Click in the Password field.</p> <div data-bbox="388 1803 683 1854" style="border: 1px solid black; width: 182px; height: 24px;"></div>

Step	Action
5.	Enter your companies Password . Example: Enter " METROGOV2 "
6.	Click in the Login field. 
7.	To expand the folder click the "+". 
8.	Click the Home Page link. 
9.	Click the Admin link. 
10.	Click Product & Services 
11.	Click Add 
12.	You will need to search for Specific Product & Services. Please select the radio button to proceed. 
13.	Click in the Description field to begin your search. 
14.	To search- you will need to enter a %name of product/services% Example: Enter " %LIVE PLANTS% " Note: To perform searches throughout iSupplier, you will need to utilize the % sign either before and/or after or just after. You will see periodic screen shots referencing this.
15.	Click Go 
16.	Once your selection 
17.	Click in the p field. 
18.	Click the Return to Products and Services link. 
19.	Click the Select: option. 
20.	Click in the Remove field.

System Process Document

Changing Product and Services

Step	Action
21.	Click the Return to Products and Services link. Return to Products and Services
22.	Once you complete your changes, your screen should reflect only the Product and Services you provide.
23.	End of Procedure.