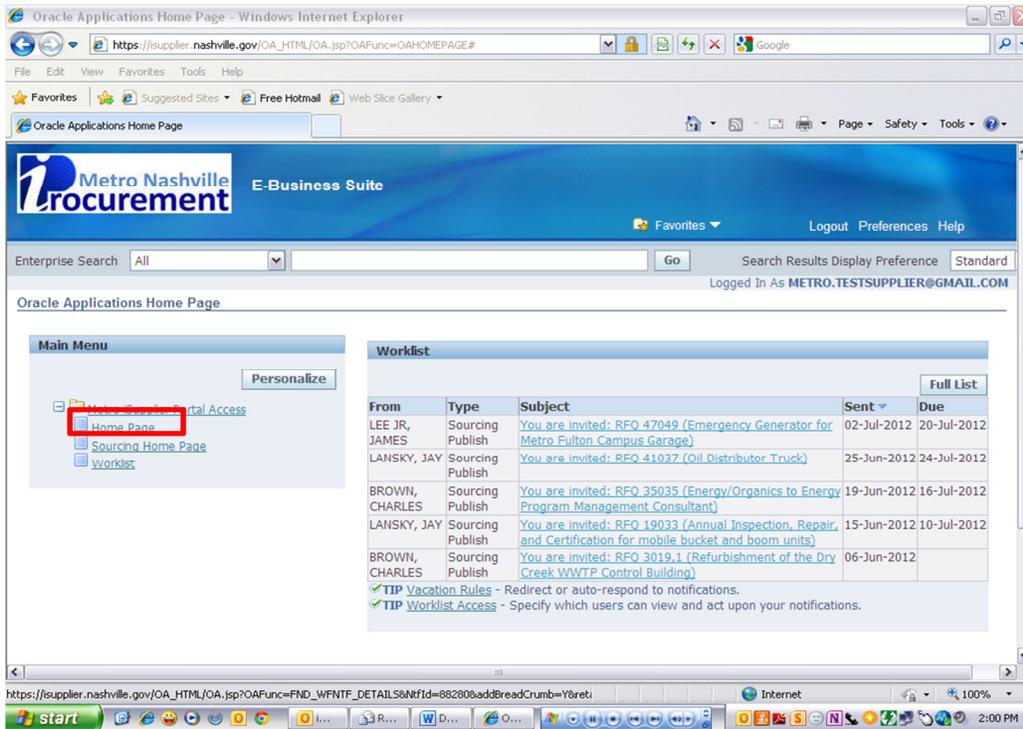


How to run a list of approved and registered small and minority/women businesses

Go to the iSupplier Login Page. Login using your login credentials.

Once you log into the system, click on **“Metro iSupplier Portal Access”** to expand the field. Click on **“Home Page”**



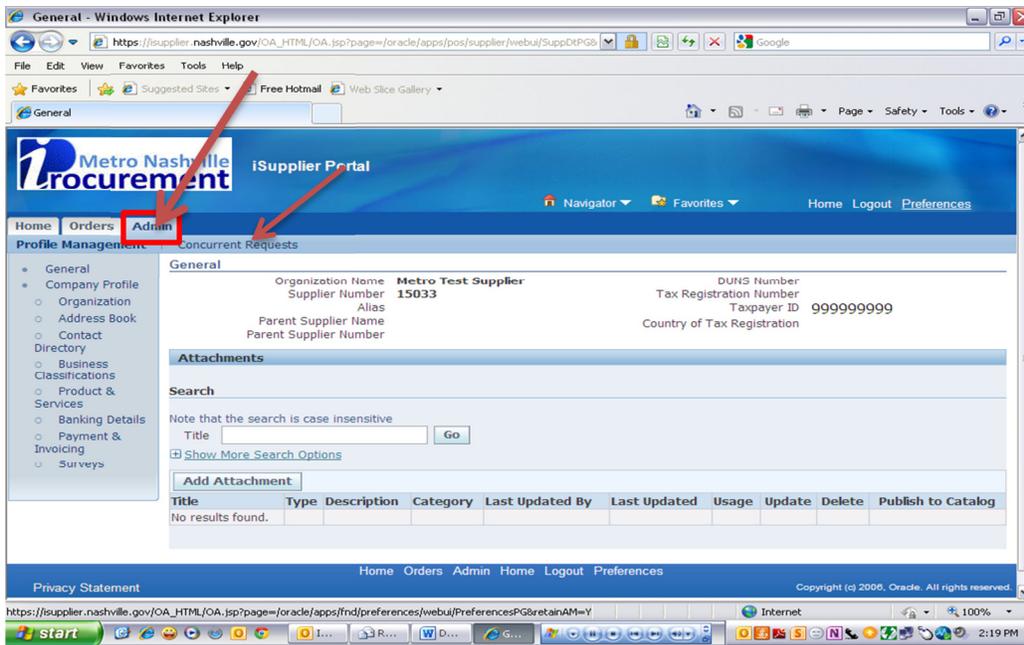
The screenshot shows the Oracle Applications Home Page for Metro Nashville Procurement. The page is titled "Oracle Applications Home Page" and is logged in as "METRO.TESTSUPPLIER@GMAIL.COM". The "Main Menu" on the left includes "Home Page", "Sourcing Home Page", and "Worklist". The "Home Page" link is highlighted with a red box. The "Worklist" table on the right contains the following data:

From	Type	Subject	Sent	Due
LEE JR, JAMES	Sourcing Publish	You are invited: RFQ 47049 (Emergency Generator for Metro Fulton Campus Garage)	02-Jul-2012	20-Jul-2012
LANSKY, JAY	Sourcing Publish	You are invited: RFQ 41037 (Oil Distributor Truck)	25-Jun-2012	24-Jul-2012
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 35035 (Energy/Organics to Energy Program Management Consultant)	19-Jun-2012	16-Jul-2012
LANSKY, JAY	Sourcing Publish	You are invited: RFQ 19033 (Annual Inspection, Repair, and Certification for mobile bucket and boom units)	15-Jun-2012	10-Jul-2012
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 3019.1 (Refurbishment of the Dry Creek WWTP Control Building)	06-Jun-2012	

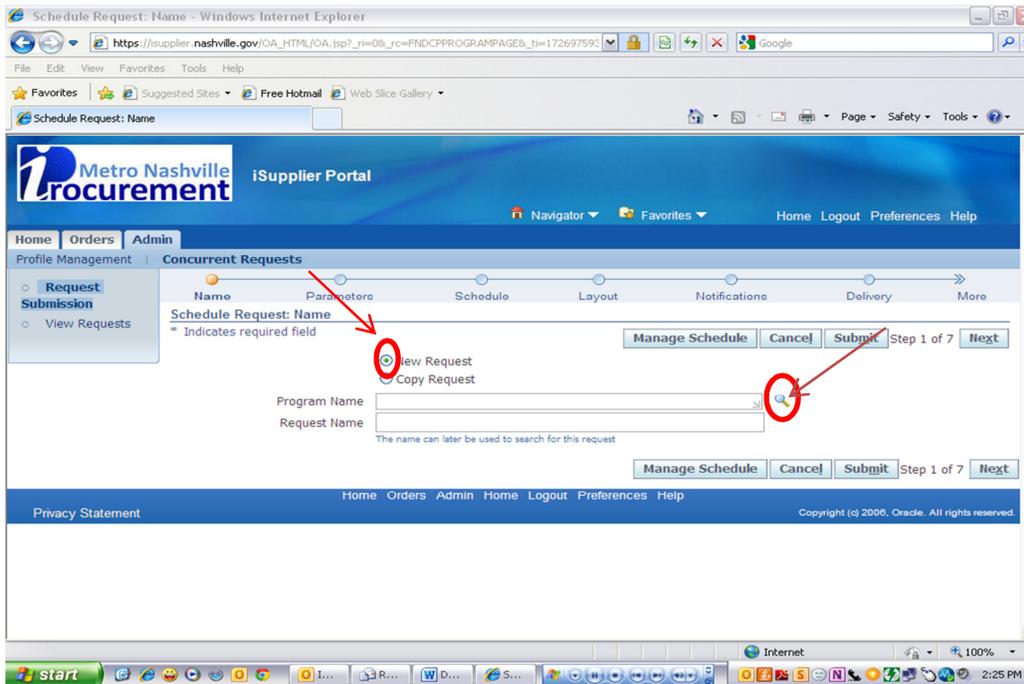
Below the table, there are two tips:

- ✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
- ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

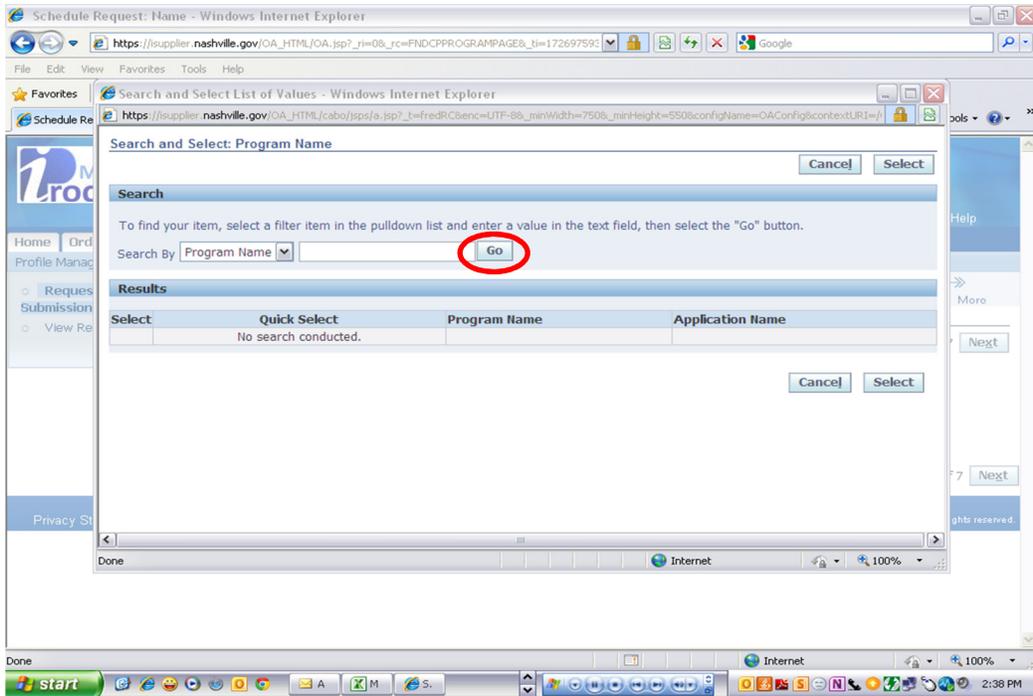
Click on the **“Admin”** tab, then **“Concurrent Requests”**



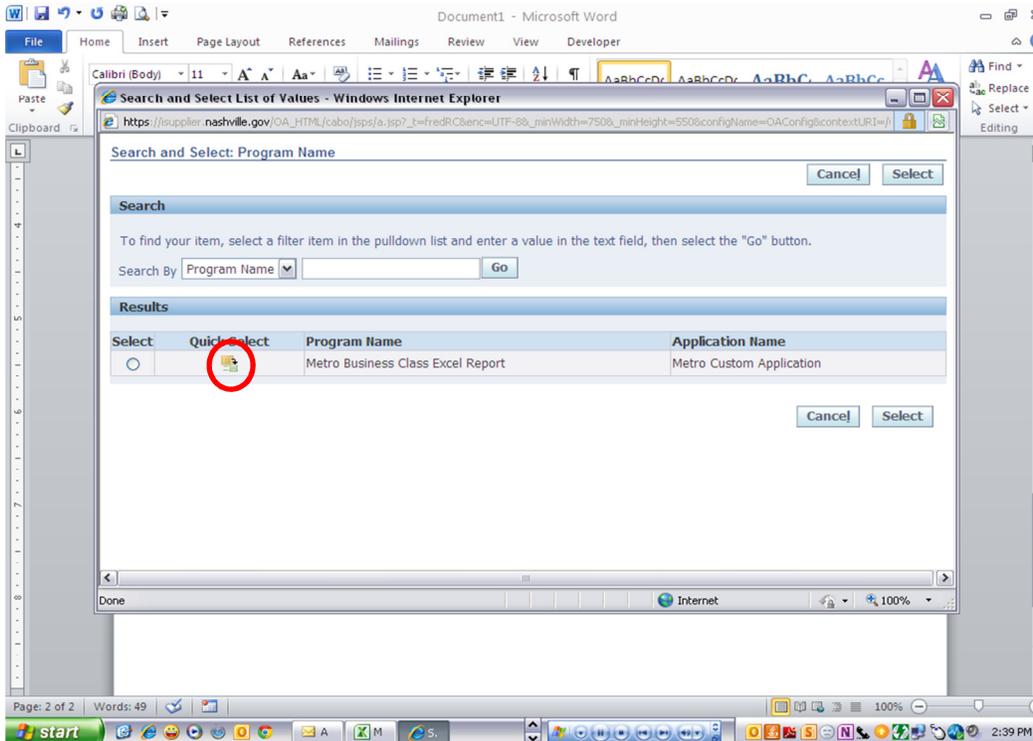
Make sure the New Request option is clicked and then Click on the magnifying glass to open the search table.



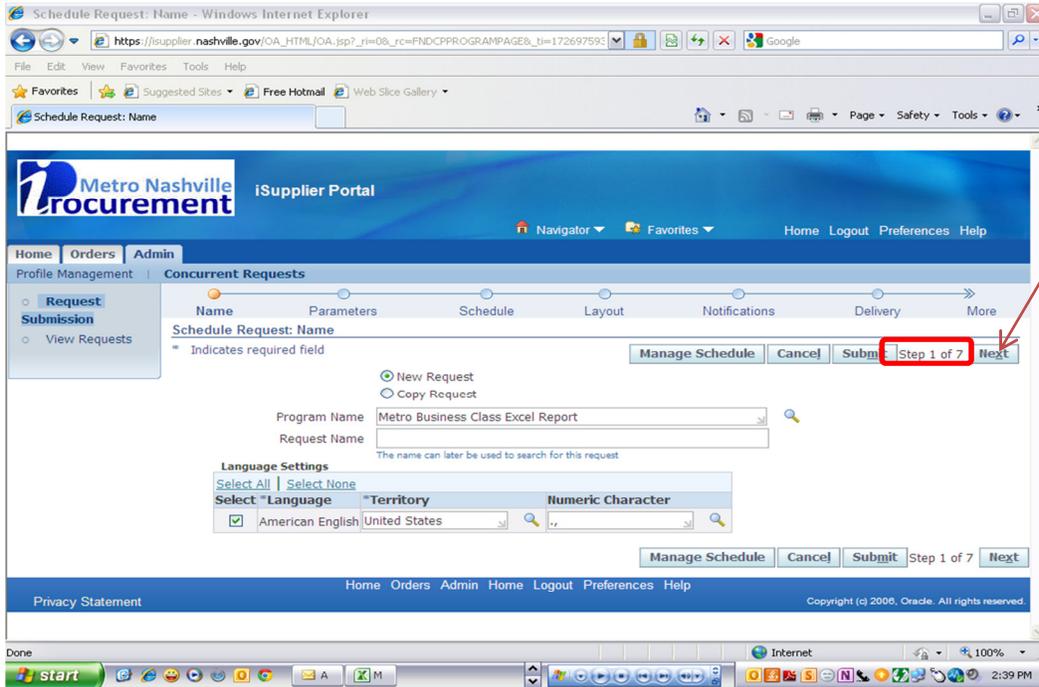
When the dialogue box opens, just click on "GO"



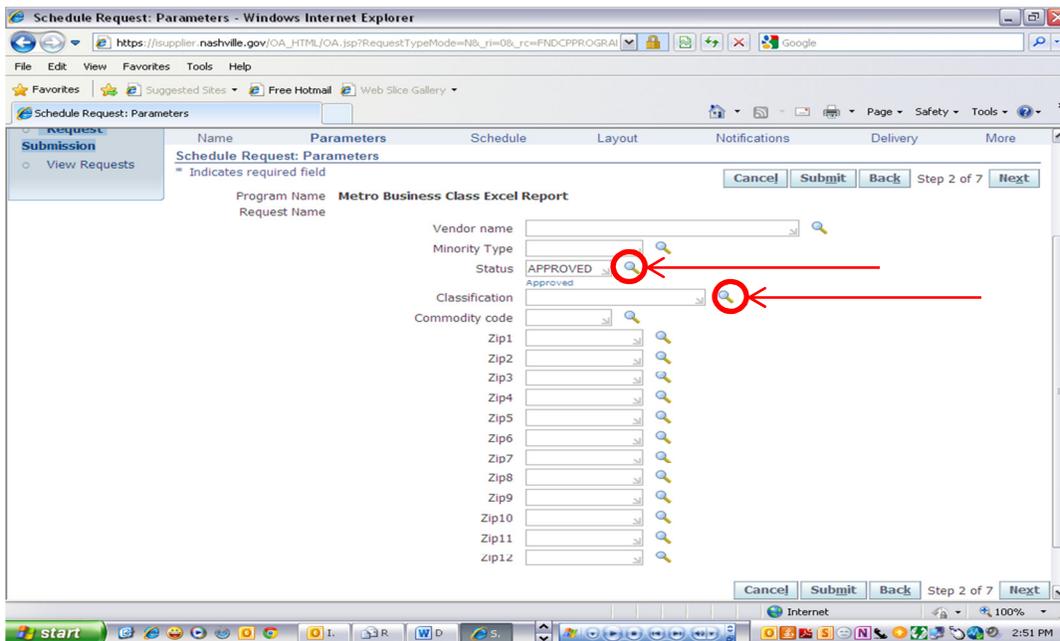
The only option that will appear is "Metro Business Class Excel Report"; click on the "quick select" option.



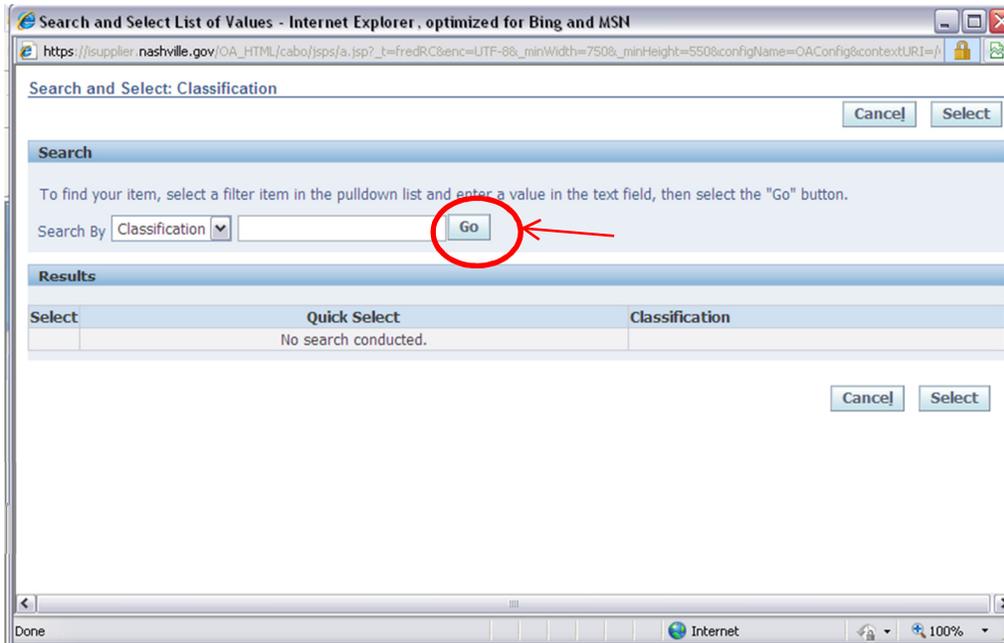
At step 1 of 7, click "NEXT"



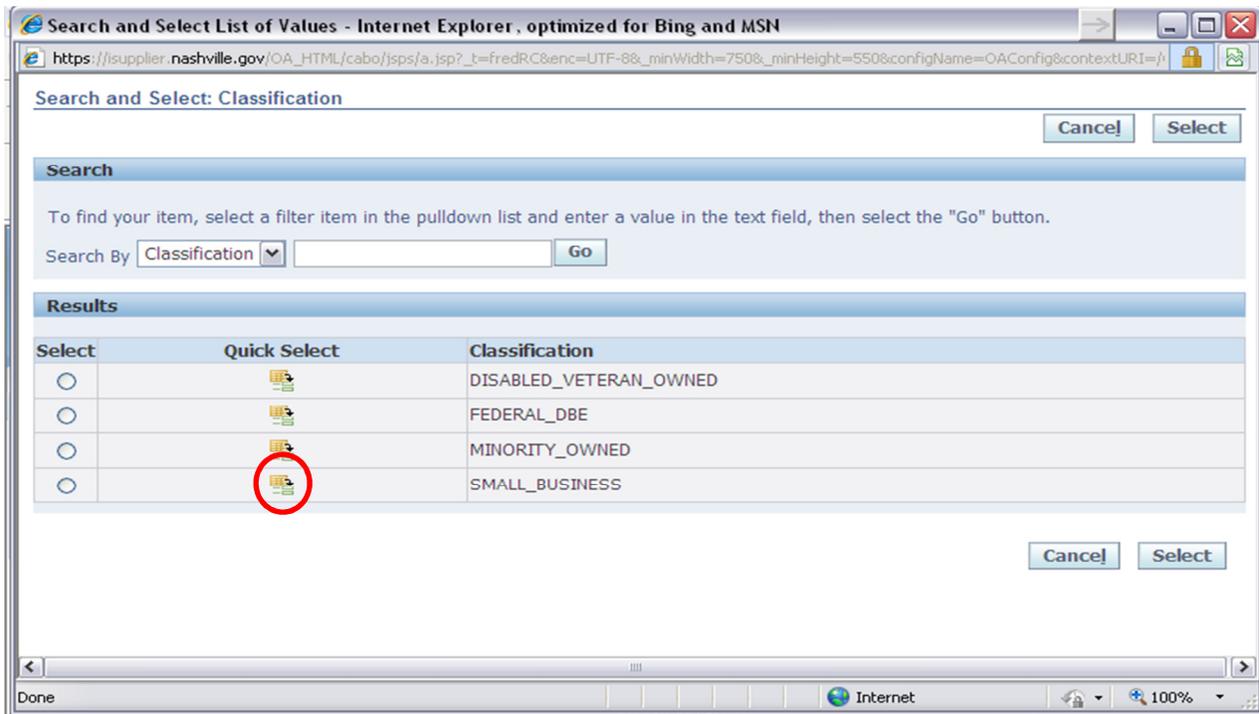
Make sure the Status option reads, "Approved", and click on the magnifying glass next to classification.



Click Go

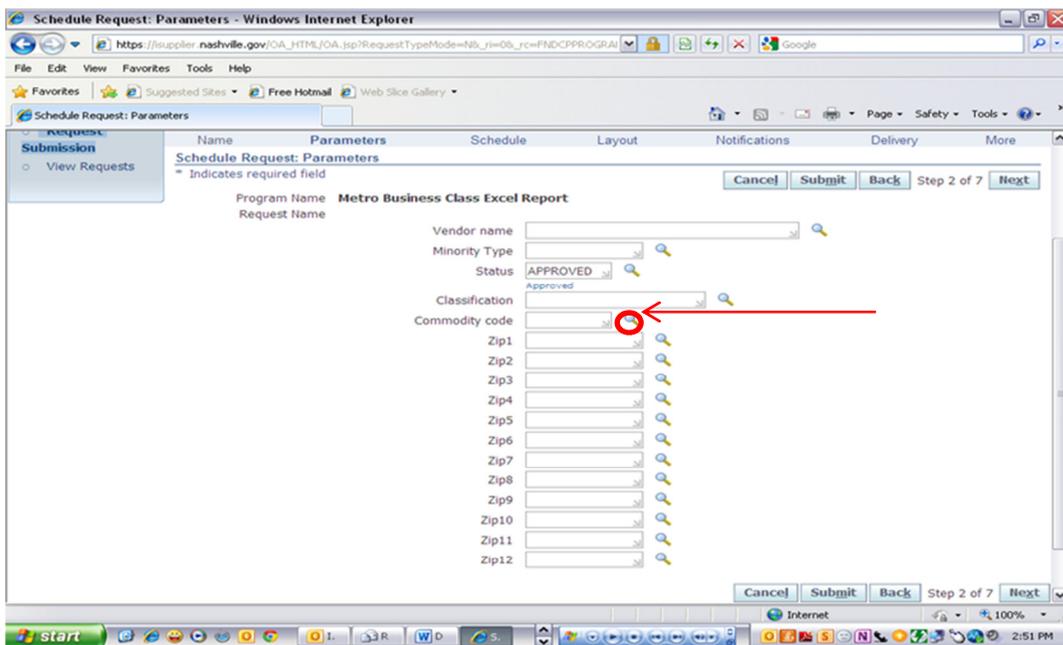


You'll then be able to choose the business classification for which you want to run the report, either small, minority, federal dbe, or disabled veteran. Choose "Quick Select" for the one you want to choose.



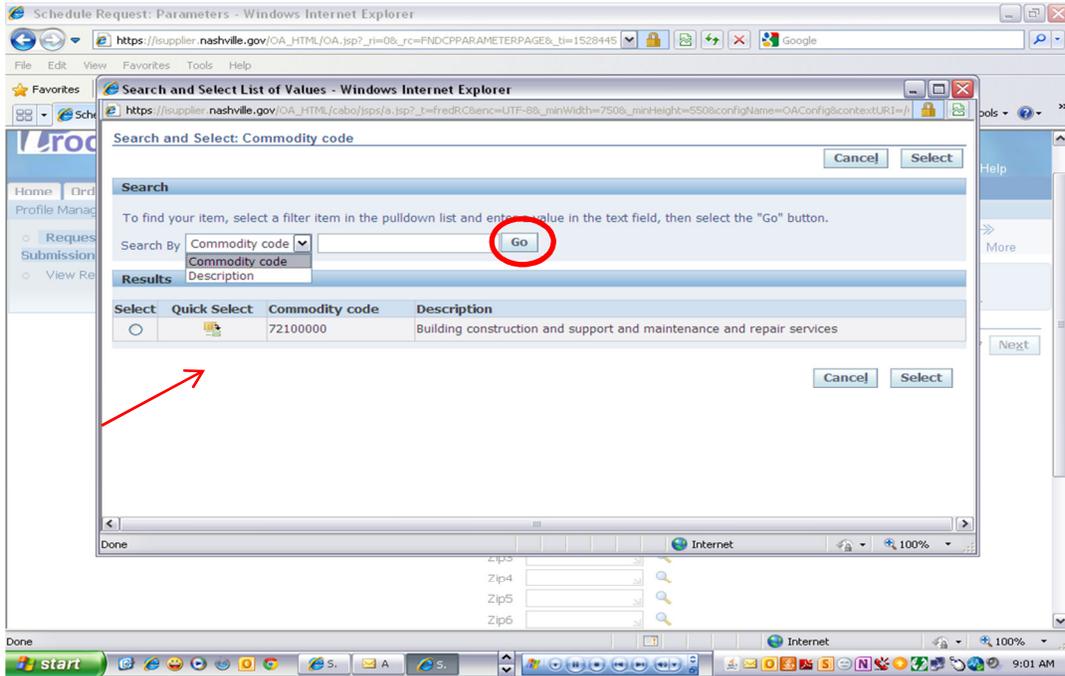
Next, enter the commodity code for which you wish to run the report. If you don't know the entire commodity code, you can click on the magnifying glass to open the search box and type the description. However, if you know the commodity code, enter it in the "Commodity Code" box.

Click "Next"

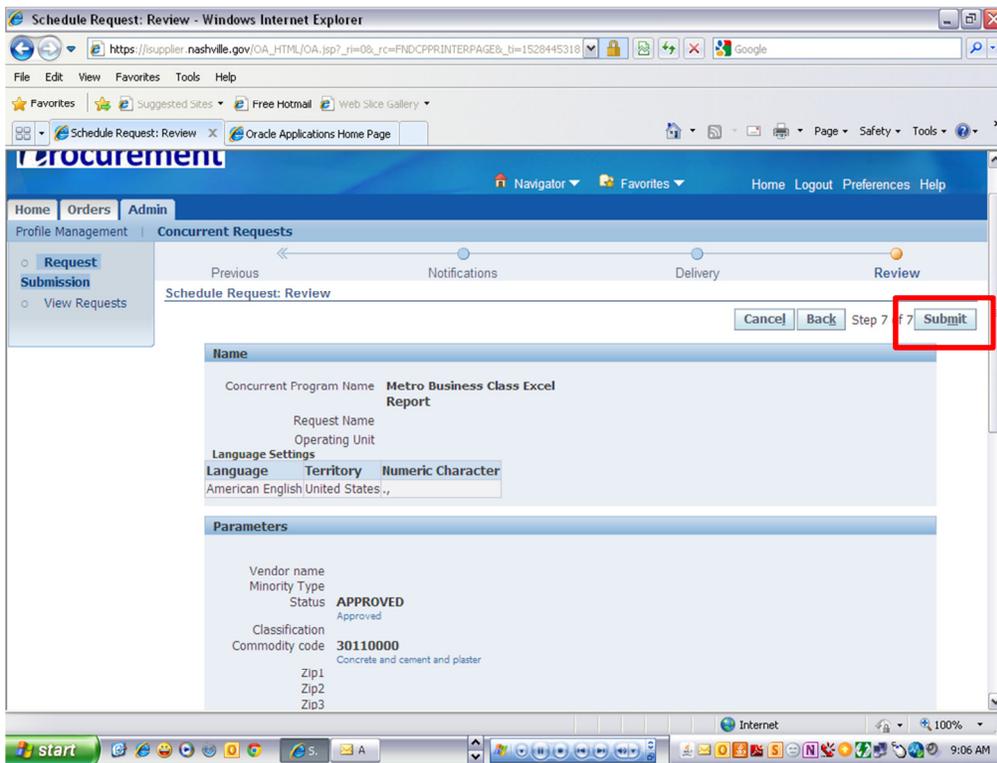


If you clicked on the magnifying glass, you will open up the search box; in the drop-down box you will have two options to search the commodity code. The options are **Commodity code** (numeric) or

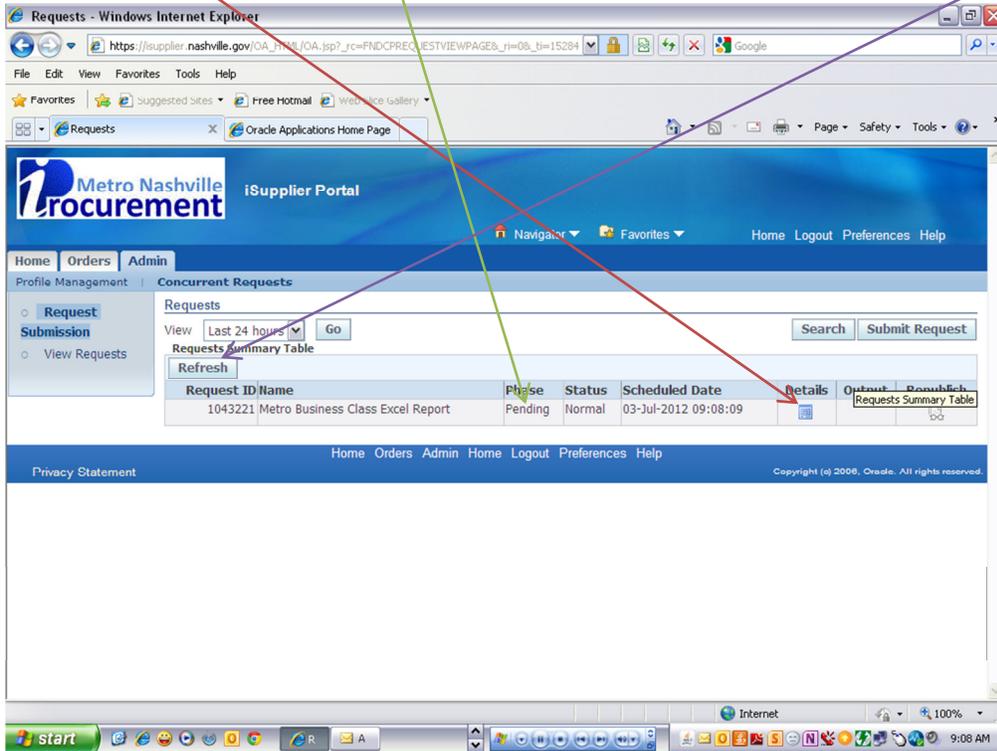
Description (text/alpha). Once the “search by” method has been selected, click “GO” to pull the list. Click “Quick Select” on the commodity code of choice.



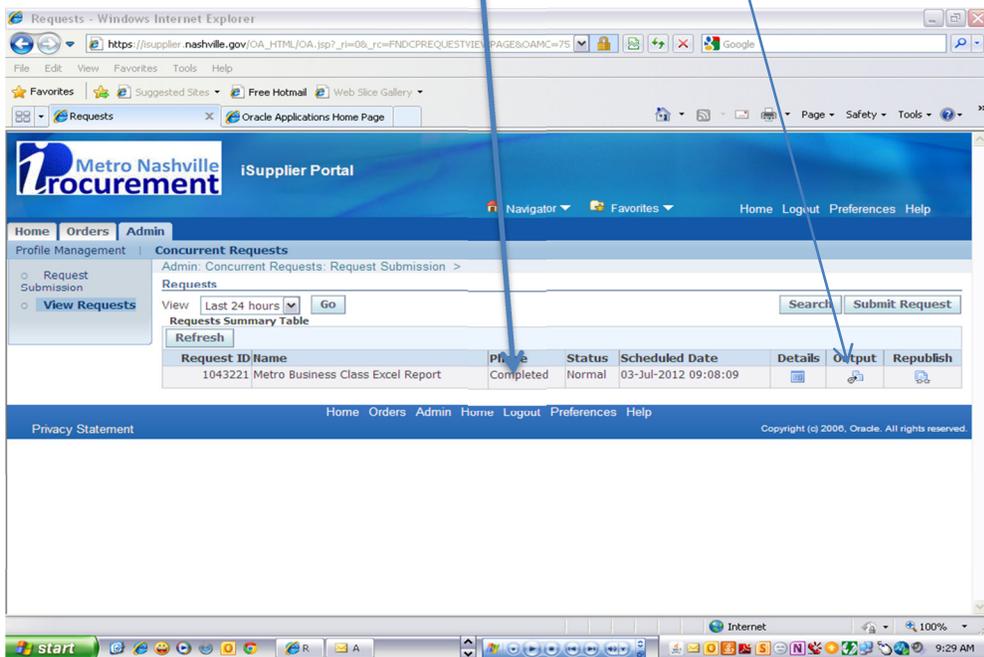
You will return to the request parameters screen. Continue to click “Next” until you get to **Step 7 of 7**, and then Click the “SUBMIT” button.



After clicking "Ok", you will be at the REQUESTS screen. To review your list, click on the blue page icon under the **DETAILS** column. If the **PHASE** column reads "**pending**", you will need to click on the **refresh** button until the report is complete.



Once the report has run, it will read **COMPLETED**; click on the **output** option.



You may receive a dialogue box that reads as below. Click "yes".



The report will display in Excel format:

Business Classification Report

Report Parameters:	
Run Time	7/13/2012 13:13 PM
Minority Type	
Status	APPROVED
Classification	SMALL BUSINESS
Commodity	72103003

Below is a list of approved Small and/or Minority/Women Owned Business Enterprises (MWBES) that are registered with Metro under classification 72103003. If you **Please note that Metro provides this list as a service to offerors** who desire assistance in locating potential Small Businesses and/or MWBE subcontractors and su

entities we recognize = http://www.nashville.gov/dmsba/procurement_nondiscrimination.asp

approval standards = http://www.nashville.gov/dmsba/small_business_status.asp

Vendor Name	Vendor No	Standard Industry Class	Address1	Address2	City
EAST LAKE CONTRACTORS	231	Construction	PQ BOX 616		HERMITAGE
Sunaco Builders, Inc.	466	Construction	PQ Box 330994		Nashville
Trojan Labor	726	Construction	271 Hermitage Ave.		Nashville
Trojan Labor	728	Construction	271 Hermitage Ave.		Nashville
Miguel Contractors LLC	760	Construction	1001 14th Avenue S		Nashville
Jerry B. Young Construction, Inc.	8646	Construction	2190 Philadelphia Road		Lebanon
Pinnacle Construction Partners, LLC	8990	Construction	1212 7th Ave. North		Nashville
Underground Pipe and Construction, LLC	3842	Construction	218 Church Street		Dickson
Shore Trucking & Excavating, Inc.	8993	Construction	896 Elm Hill Pike		Madison
walker building group	8851	Construction	2014-A Memorial Blvd		Springfield
Pinnacle Pollution Control Services	11647	Construction	2400 Fritts Ave		Nashville
Paradise Construction, LLC	13889	Construction	7898 Hixsonwood Road		Goodlettsville
SBS Hauling And Excavation, Inc.	13883	Construction	5822 Old Harding Road		Franklin
Michael Hite Company	14173	Construction	3495 Esters Creek Road		Ashtland City
Earth Solutions, Inc.	14258	Construction	P.O. Box 821888		Memphis
First Piece Finish, Inc.	14657	Construction	127 Rockbridge Greene Blvd.		Oak Ridge