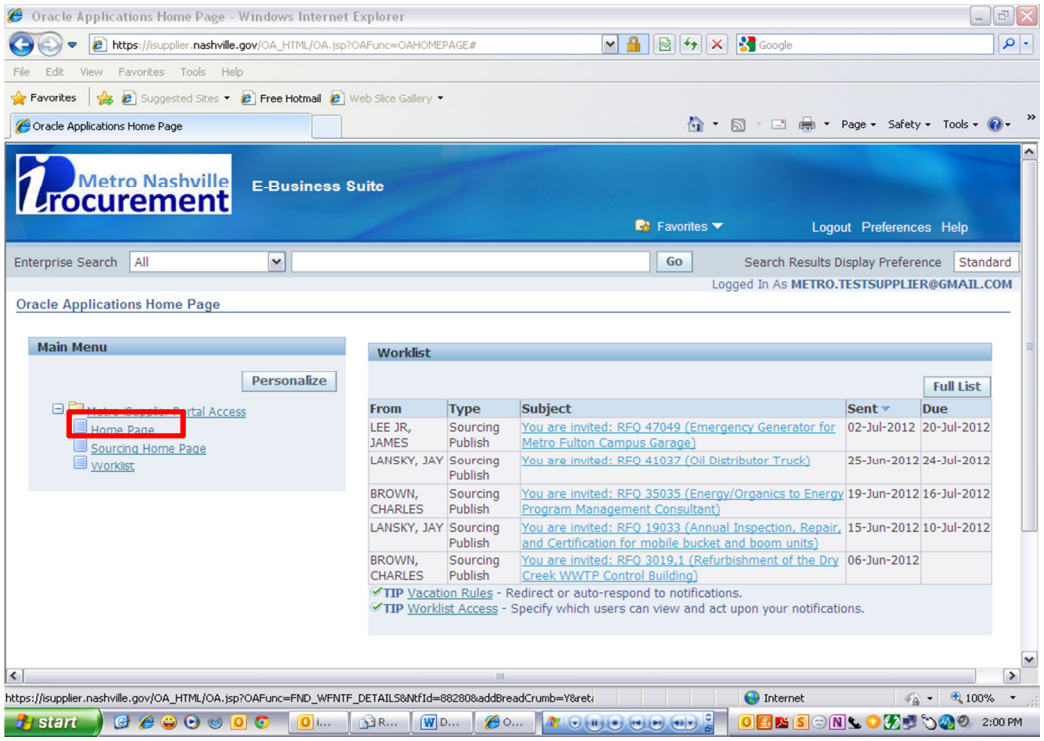
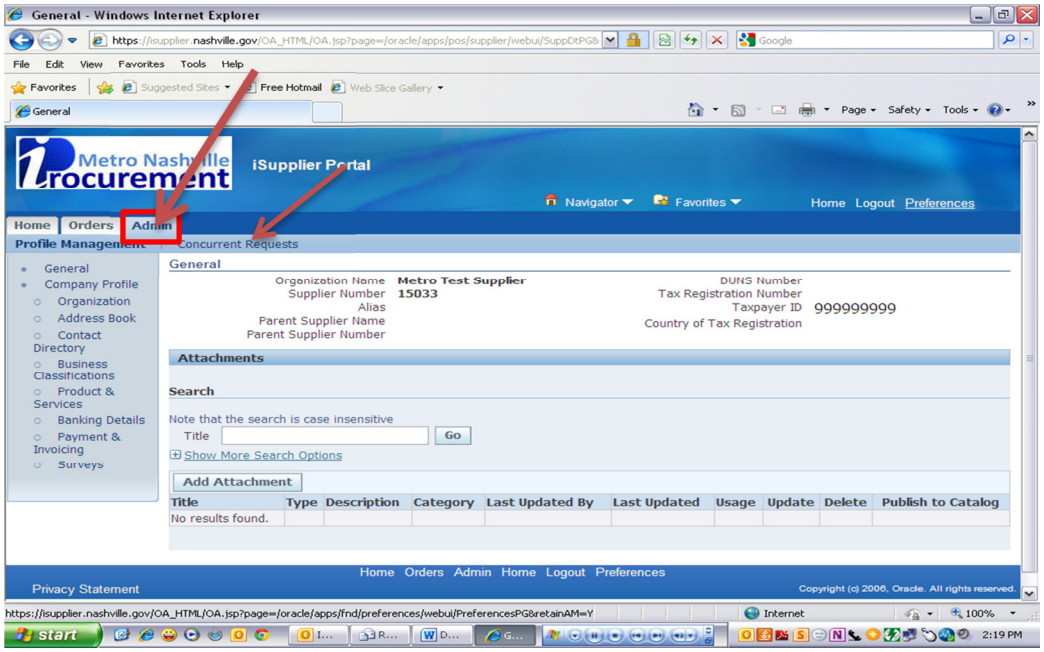
How to run a list of approved and registered small and minority/women businesses

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

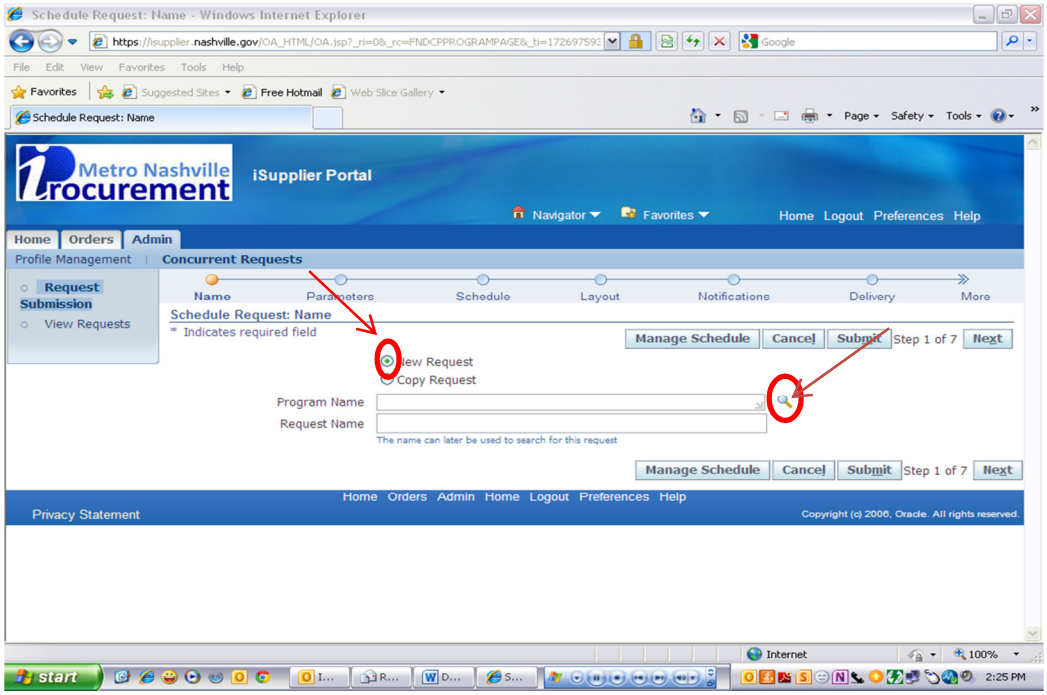
Once you log into the system, click on "***Metro iSupplier Portal Access"*** to expand the field. Click on "***Home Page"***



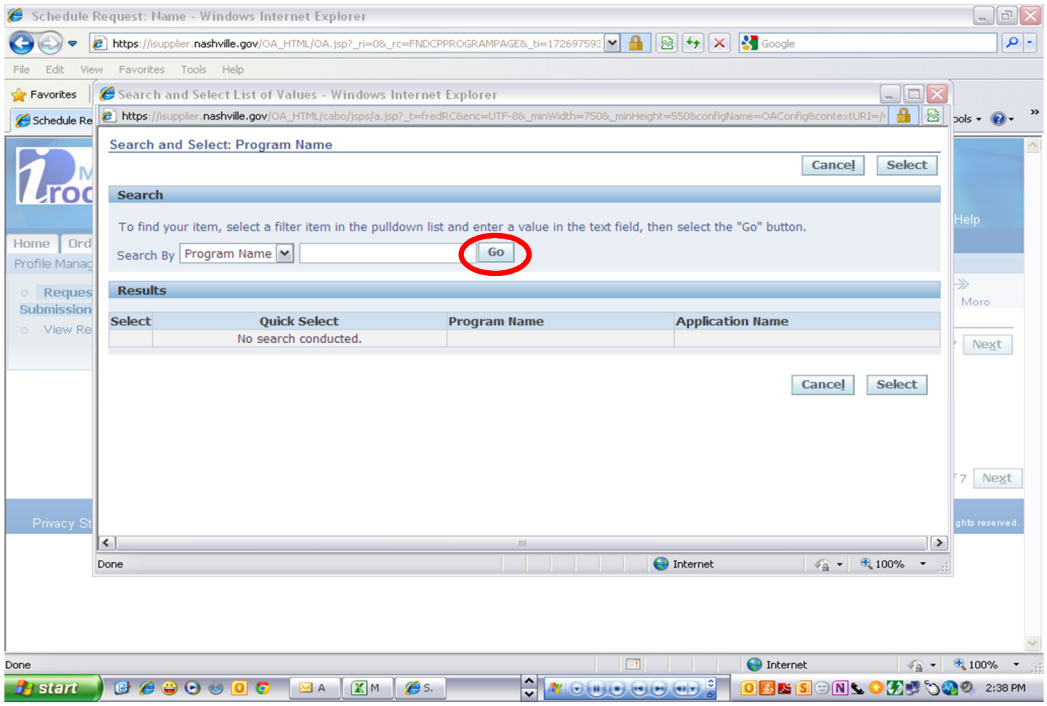
Click on the "***Admin***" tab, then "***Concurrent Requests***"



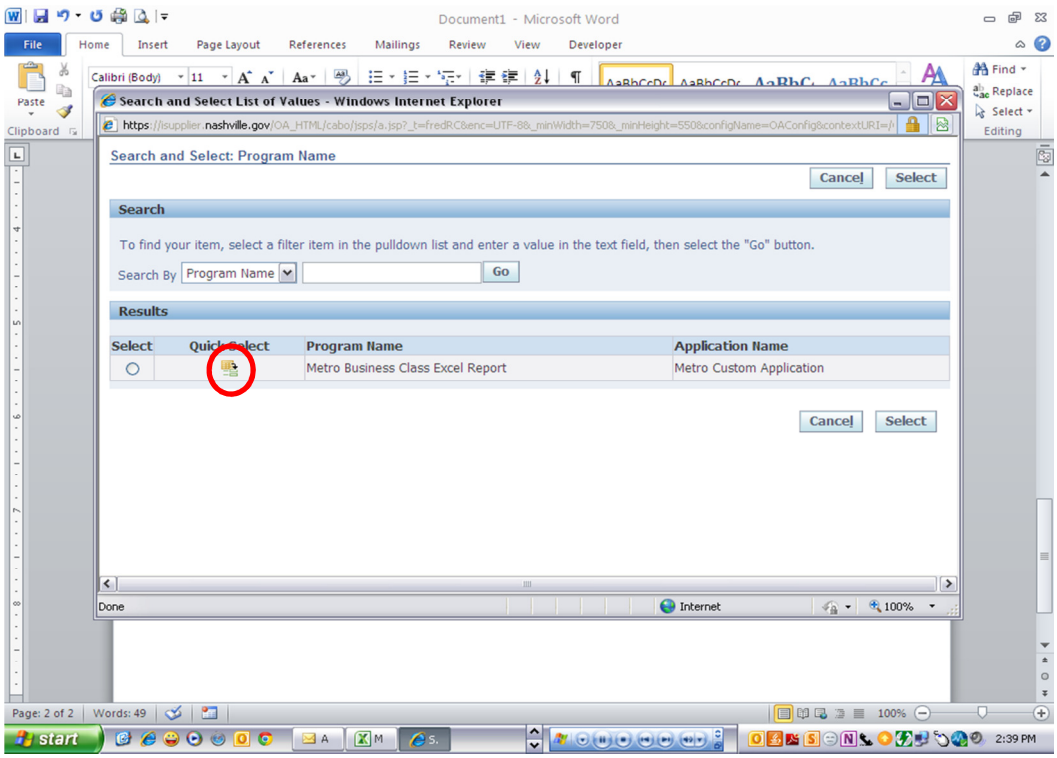
Make sure the New Request option is clicked and then Click on the magnifying glass to open the search table.



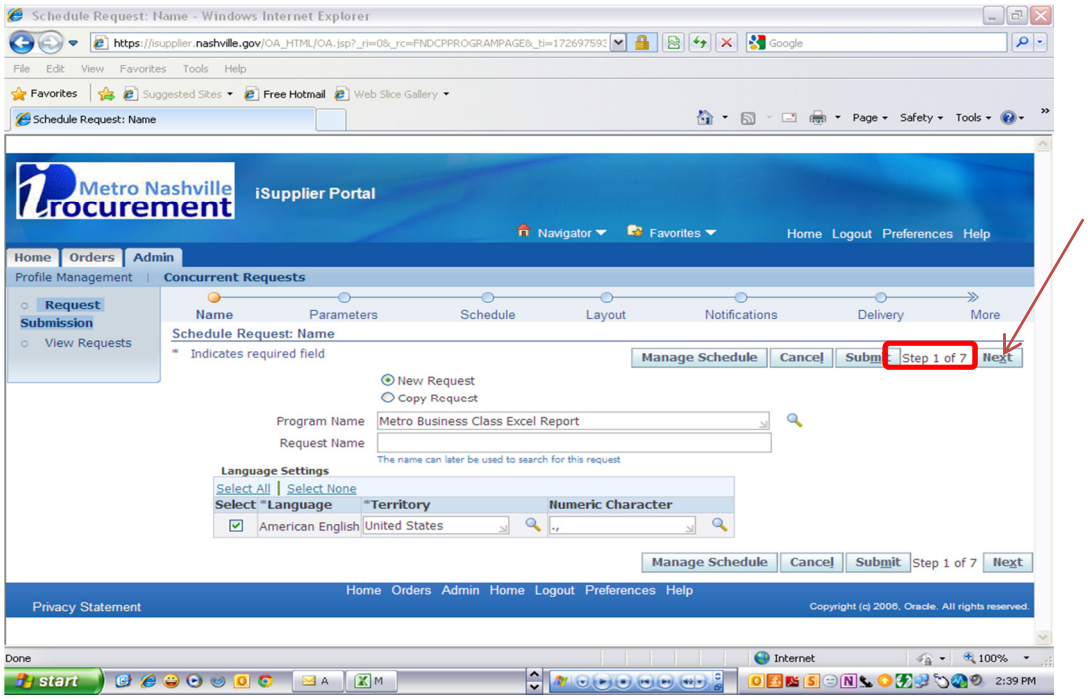
When the dialogue box opens, just click on “GO”



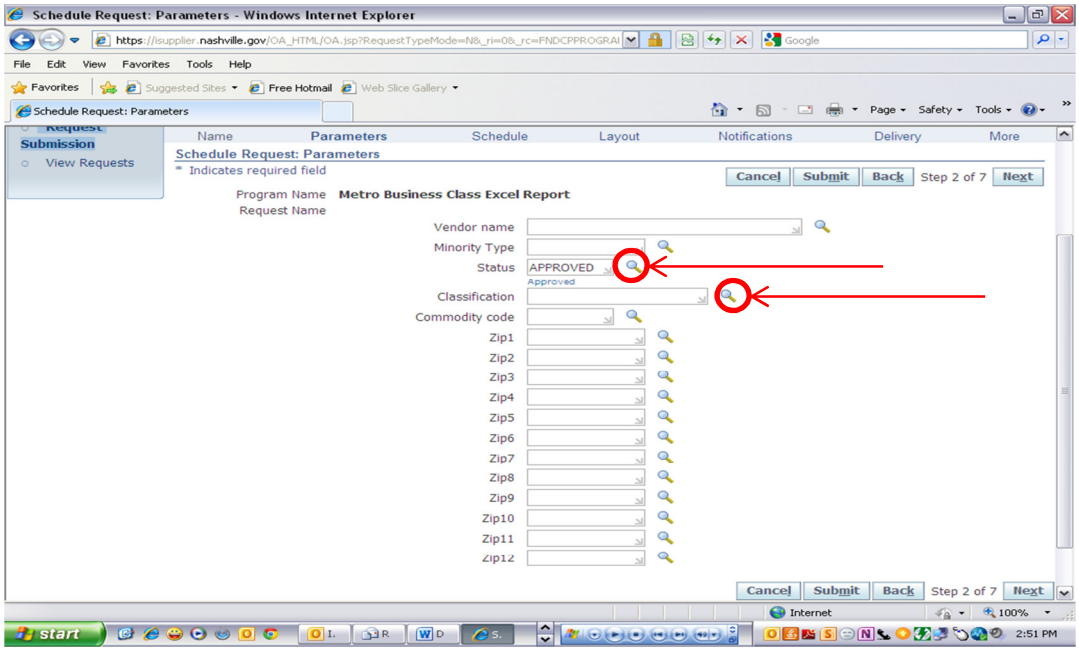
The only option that will appear is “Metro Business Class Excel Report”; click on the “***quick select***” option.



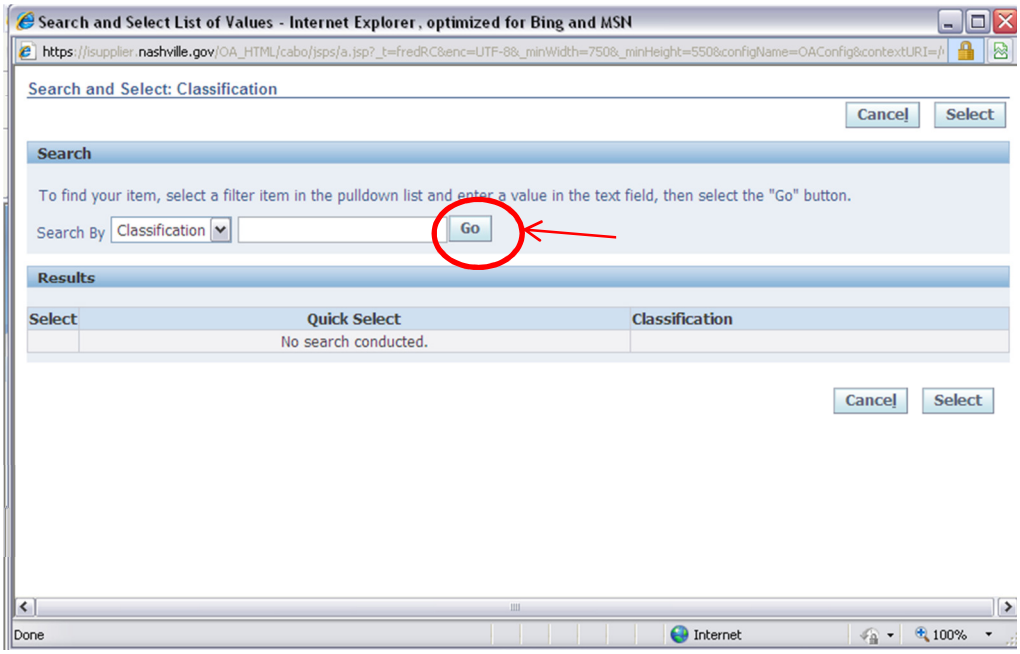
At step 1 of 7, click “NEXT”



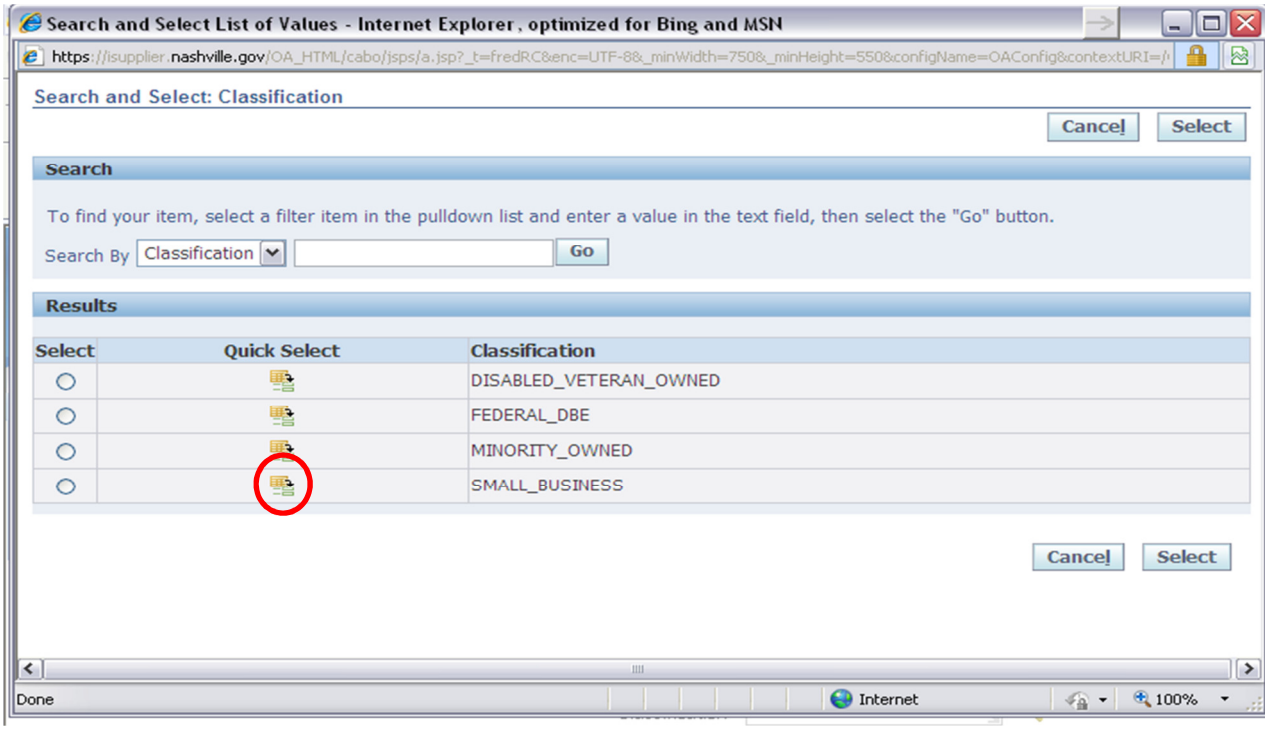
Make sure the Status option reads, “Approved”, and click on the magnifying glass next to classification.



Click Go

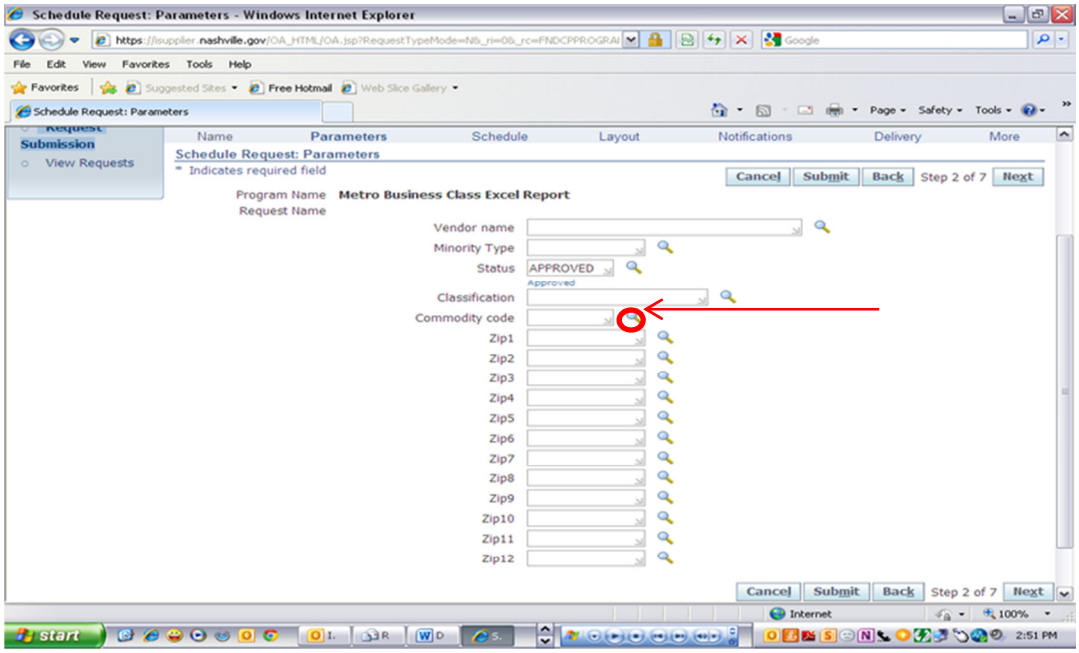


You'll then be able to choose the business classification for which you want to run the report, either small, minority, federal dbe, or disabled veteran. Choose "Quick Select" for the one you want to choose.



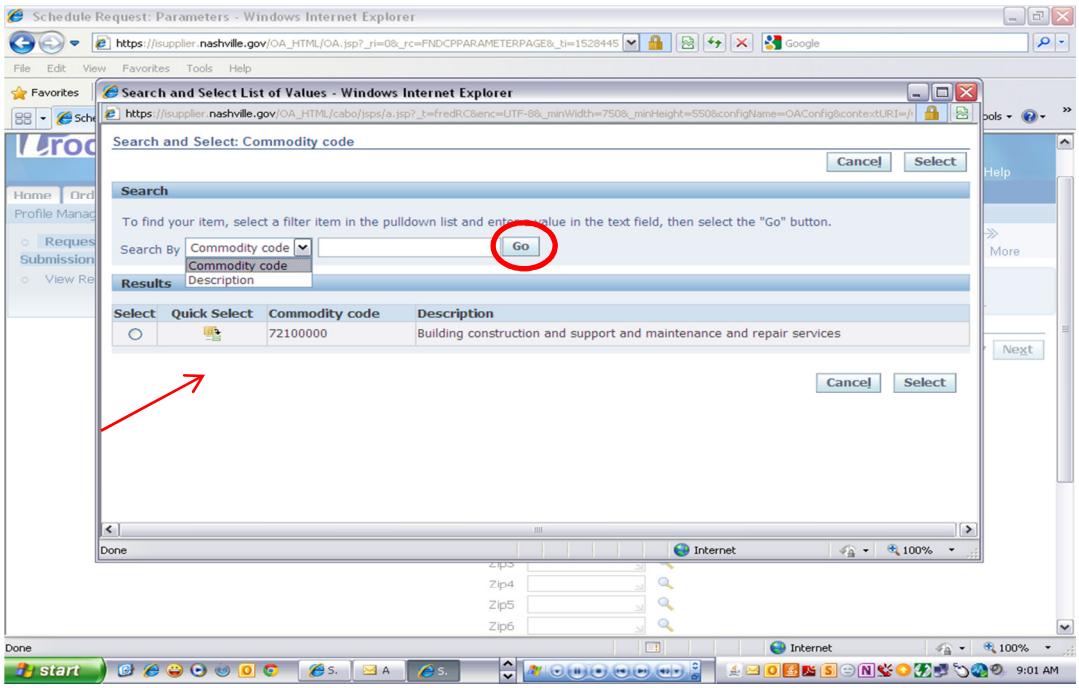
Next, enter the commodity code for which you wish to run the report. If you don't know the entire commodity code, you can click on the magnifying glass to open the search box and type the description. However, if you know the commodity code, enter it in the "**Commodity Code"** box.

Click "***Next***"

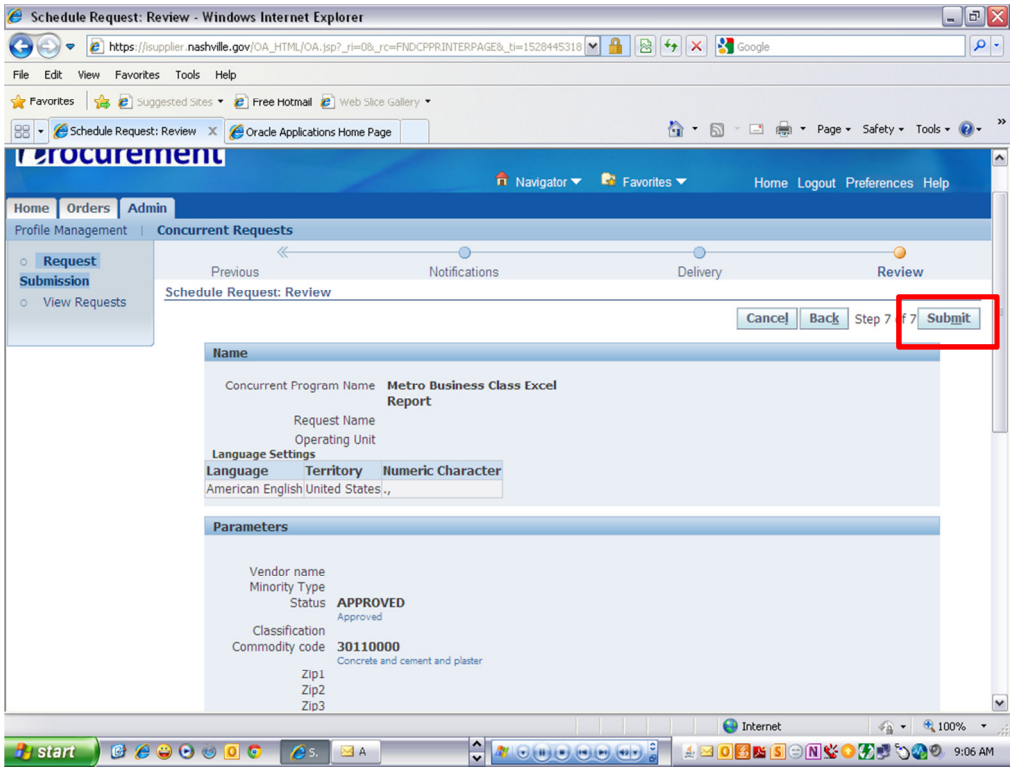


If you clicked on the magnifying glass, you will open up the search box; in the drop-down box you will have two options to search the commodity code. The options are Commodity code (numeric) or

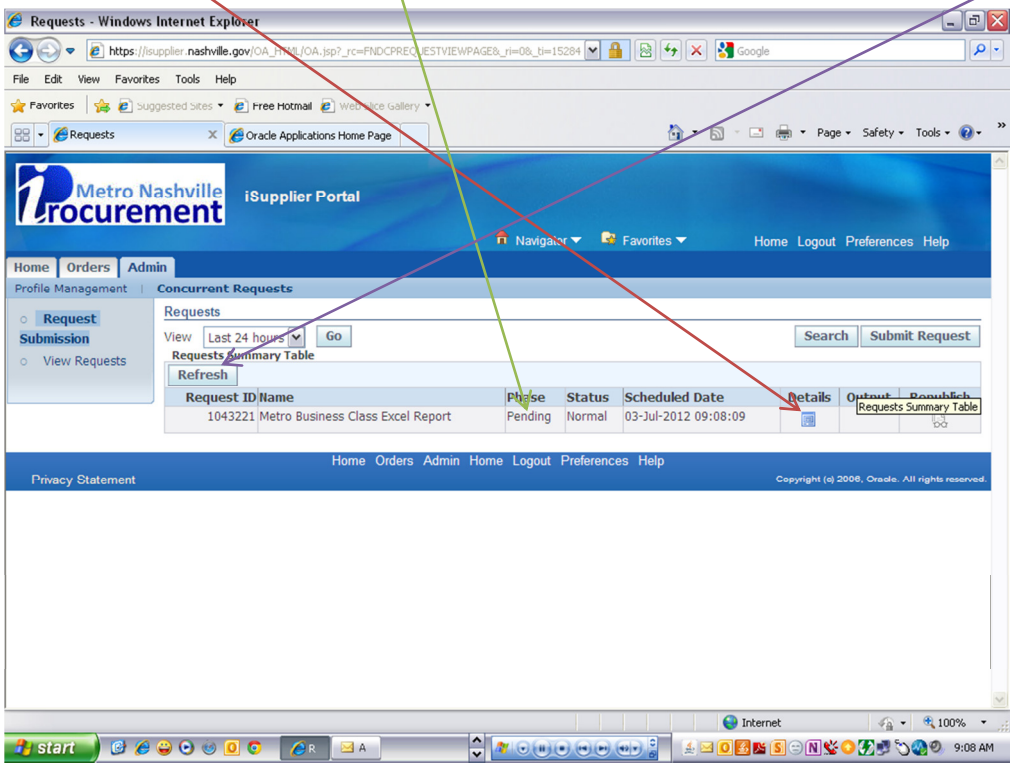
Description (text/alpha). Once the "search by" method has been selected, click "**GO**" to pull the list. Click "**Quick Select**" on the commodity code of choice.



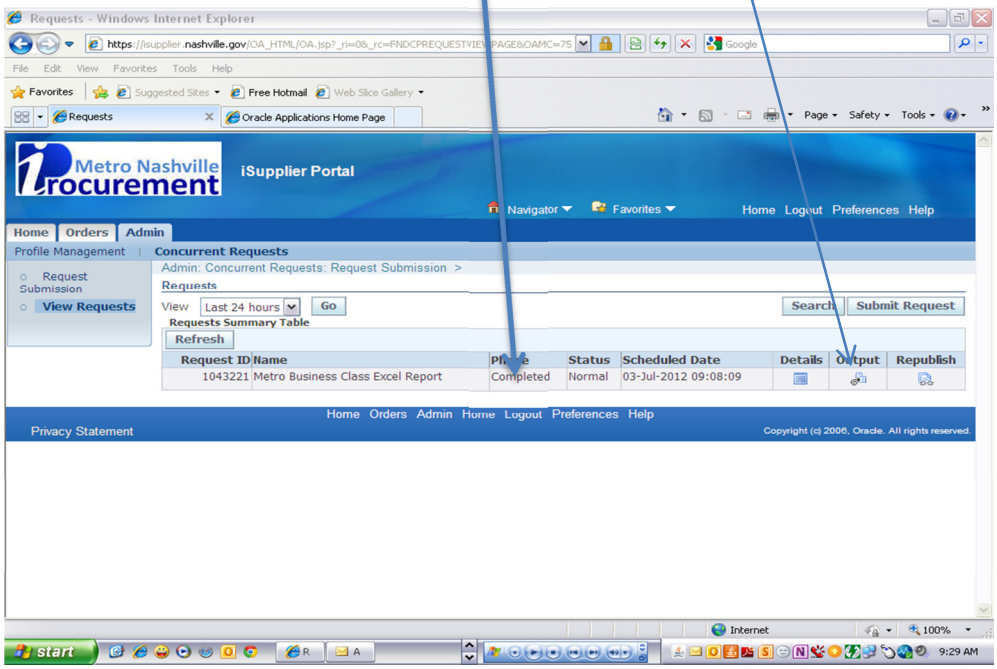
You will return to the request parameters screen. Continue to click "***Next***" until you get to **Step 7 of 7, and then** Click the "**SUBMIT**" button.



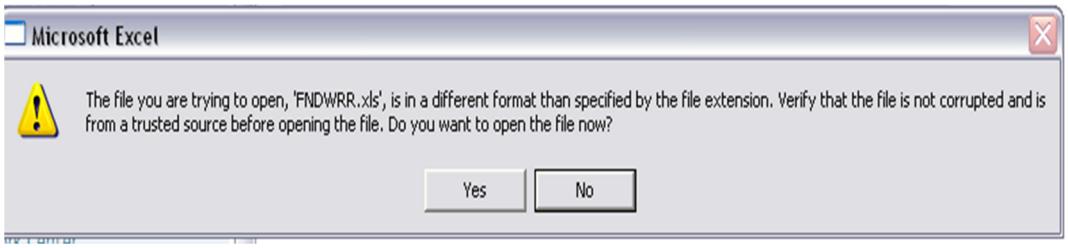
After clicking “Ok”, you will be at the REQUESTS screen. To review your list, click on the blue page icon under the **DETAILS** column. If the **PHASE** column reads “**pending**”, you will need to click on the **refresh** button until the report is complete.



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	PO BOX 616		HERMITAGE
Sunago Builders, Inc.	466	Construction	PO Box 330994		Nashville
Trojan Labor	728	Construction	271 Hermitage Ave.		Nashville
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Mutual Contractors LLC	760	Construction	1001 14th Avenue S		Nashville
Jerry B. Young Construction, Inc.	3646	Construction	2150 Philadelphia Road		Lebanon
Pinnacle Constrution Partners, LLC	3960	Construction	1212 7th Ave. North		Nashville
Underground Pipe and Construction, LLC	5842	Construction	218 Church Street		Dickson
Shone Trucking & Excavating Inc.	5990	Construction	895 Elm Hill Pike		Nashville
walker building group	8651	Construction	2414-A Memorial Blvd		Springfield
Pinnacle Pollution Control Services	11647	Construction	3408 Fritz Ave		Nashville
Paradise Construction, LLC	13885	Construction	7568 Ridgewood Road		Goodlettsville
S&S Hauling And Excavation, Inc.	13863	Construction	5892 Old Harding Road		Franklin
Michael Hite Company	14172	Construction	5465 Estons Creek Road		Ashland City
Earth Solutions, Inc.	14258	Construction	P.O. Box 231988		Murfreesboro
First Place Finish Inc.	14657	Construction	127 Rockbridge Greens Blvd.		Oak Ridge