

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Changing Product and Services_SPD
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**Changing Product and Services**

**Trigger:**

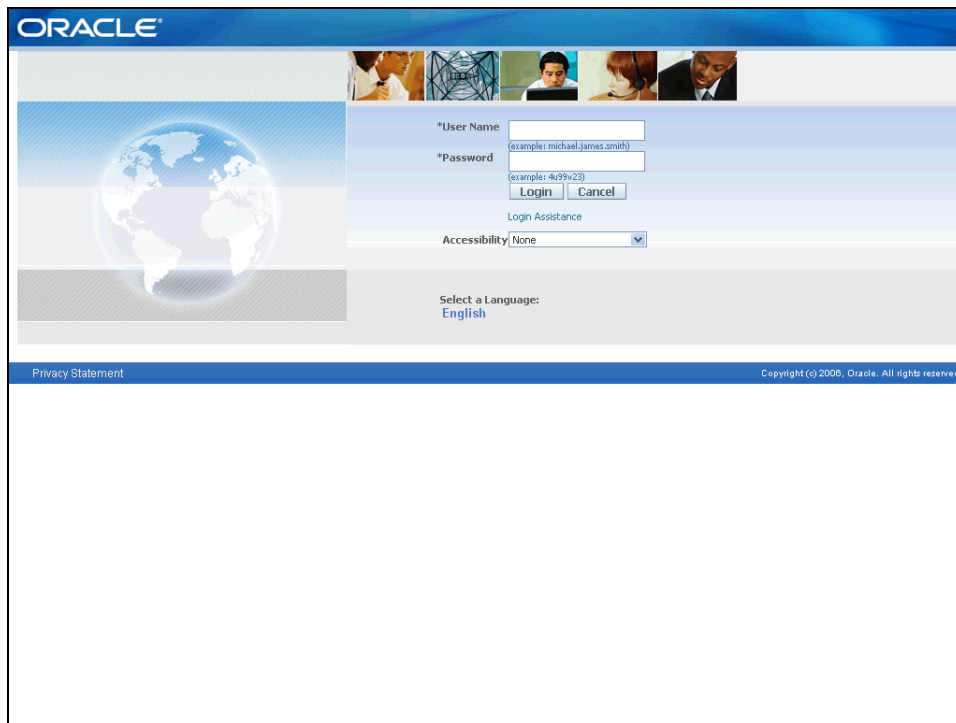
<b>Required Field(s)</b>	<b>Comments</b>

<b>Output - Result(s)</b>	<b>Comments</b>














**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><b>Note: These are commonly referred to as Commodity Codes</b></p>



Step	Action
2.	<p>Click in the <b>User Name</b> field.</p> <div data-bbox="386 1524 683 1575" style="border: 1px solid black; width: 183px; height: 24px;"></div>
3.	<p>Enter your companies <b>User Name</b></p> <p>Example:</p> <p>Enter "<b>MWSB12@GMAIL.COM</b>"</p>
4.	<p>Click in the <b>Password</b> field.</p> <div data-bbox="386 1803 683 1854" style="border: 1px solid black; width: 183px; height: 24px;"></div>

Step	Action
5.	Enter your companies <b>Password</b> .  Example: Enter " <b>METROGOV2</b> "
6.	Click in the <b>Login</b> field. 
7.	To expand the folder click the "+". 
8.	Click the <b>Home Page</b> link. 
9.	Click the <b>Admin</b> link. 
10.	Click <b>Product &amp; Services</b> 
11.	Click <b>Add</b> 
12.	You will need to search for Specific Product & Services. Please select the radio button to proceed. 
13.	Click in the <b>Description</b> field to begin your search. 
14.	To search- you will need to enter a <b>%name of product/services%</b>  Example: Enter " <b>%LIVE PLANTS%</b> "  <b>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.</b>
15.	Click <b>Go</b> 
16.	Once your selection 
17.	Click in the <b>p</b> field. 
18.	Click the <b>Return to Products and Services</b> link. 
19.	Click the <b>Select:</b> option. 
20.	Click in the <b>Remove</b> field.

# System Process Document

## Changing Product and Services

Step	Action
21.	Click the <b>Return to Products and Services</b> link. <a href="#">Return to Products and Services</a>
22.	Once you complete your changes, your screen should reflect only the Product and Services you provide.
23.	<b>End of Procedure.</b>