
There have been some noted issues related to IE and Safari so you may need to utilize Chrome when access the iSupplier Portal.

If you are unsure what your username or password is please email [Supplier@nashville.gov](mailto:Supplier@nashville.gov) to request this information. You **MUST** provide the Tax ID in order to access any information on the company profile.
HOW TO RUN AN APPROVED DISADVANTAGED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

You will be prompted to enter the username [Email Address Setup on Company profile] and password then click “Log In”.

If you need to reset the password then you would need to click on login assistance and follow the instruction.

Do Not Click
HOW TO RUN AN APPROVED DISADVANGATED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

This view is called the “Framework Simplified View”

If you screen looks similar to the one below please click the Gear Icon.

Under Visual, click the dropdown and select “Framework Tree”

Click Apply

Click Home to go back to the main screen
HOW TO RUN AN APPROVED DISADVANTAGED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

The main screen should reflect as shown below. If you view looks different then you need to change the view under preferences (See Changing View PDF).

1. Click on Metro iSupplier Portal Access
2. Click on Home Page

Sourcing Home Page is where negotiations are located but is not needed for this process.
HOW TO RUN AN APPROVED DISADVANGATED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

The screen will appear as shown below.

3. Click Orders

4. Click View Request

5. Click Submit Request
HOW TO RUN AN APPROVED DISADVANTAGED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

1. Leave Program Name Search Field Blank
2. Select New
3. Click Magnifying Glass
4. Click Go
5. Click Quick Select Icon
HOW TO RUN AN APPROVED DISADVANTAGED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

There are several tabs and options that are preset that you have the option to change but Metro recommends leaving the default settings.

10. Click Parameters

The commodity code and classification type can be entered by clicking parameters.
HOW TO RUN AN APPROVED DISADVANTAGED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

11. Click Magnifying Glass for Classification

Should always be approved
HOW TO RUN AN APPROVED DISADVANTAGED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

Search and Select: Classification

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Classification [ ] [ ] Go

Results

<table>
<thead>
<tr>
<th>Quick Select</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DISABLED_VETERAN_OWNERED</td>
</tr>
<tr>
<td></td>
<td>FEDERAL_DBHE</td>
</tr>
<tr>
<td></td>
<td>LGBT</td>
</tr>
<tr>
<td></td>
<td>MINORITY_OWNERED</td>
</tr>
<tr>
<td></td>
<td>SMALL_BUSINESS</td>
</tr>
</tbody>
</table>

12. Select quick select icon next to appropriate classification

Can only select one at a time so you will need to run the report again after completing all steps to pull another classification.

13. Click Commodity Code Magnifying Glass
HOW TO RUN AN APPROVED DISADVANTAGED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

You can search by Commodity code or by description. Metro uses the United Nations Standard Products and Services Code (UNSPSC); however, not all codes are included in the iSupplier Portal. A list is provided on our website at https://www.nashville.gov/Finance/Procurement/Purchasing-and-Contracts-Office/How-To-Do-Business-With-Metro/Registration.aspx.

14. Enter Commodity Code or a portion of the commodity Code in Search Field and Click Go.

15. Click the quick select of the appropriate Commodity Code
HOW TO RUN AN APPROVED DISADVANGATED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

Complete any other additional field necessary to run this report.

16. Click Continue
Review information to make sure it is accurate.

17. Click Submit

A notice will show up when the report has been submitted to run

18. Click OK
HOW TO RUN AN APPROVED DISADVANTAGED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

To generate another report for a different classification or commodity code, click “Submit Request“

If the output field is blank, the report is still generating. So you would need to click refresh until you see the icon appear under output.

To access submitted reports click the icon under output.
Options similar to the ones shown below will populate. The way the options appear depend on which browser you are using. Select the appropriate option.

A message will populate similar to the one shown above.

Make sure to select Yes so that the excel document opens.
HOW TO RUN AN APPROVED DISADVANTAGED BUSINESS (SBE, SDV, MBE, OR WBE) CLASSIFICATION REPORT

Report will open in a excel format.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor No</th>
<th>Standard Industry Class</th>
<th>Address1</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
<th>Class</th>
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<tbody>
<tr>
<td>ExCel Builders of Tennessee</td>
<td>14499</td>
<td>120</td>
<td>2107 Buena Vista Pike</td>
<td>Nashville</td>
<td>TN</td>
<td>37218</td>
<td>Davidson</td>
<td>MINORIT</td>
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<td>H2O Pruf, LLC</td>
<td>17997</td>
<td>120</td>
<td>2509 Shields Ferry Rd</td>
<td>Morristown</td>
<td>TN</td>
<td>37814</td>
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<td>120</td>
<td>8465 RAUSH DR</td>
<td>Plain City</td>
<td>OH</td>
<td>43064</td>
<td>UNION</td>
<td>MINORIT</td>
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<tr>
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<td>120</td>
<td>2000 LINDELL AVE</td>
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<td>TN</td>
<td>37203</td>
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<td>DAWKINS CONTRACTING LLC</td>
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<td>815 OLD DICKERSON PIKE</td>
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<td>3550 Carney St</td>
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<td>Mutual Contractors LLC</td>
<td>760</td>
<td>120</td>
<td>1001 14th Avenue S</td>
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<td>Sunset Marketing, Inc.</td>
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<td>229 Space Park South</td>
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<td>13207 Old Hickory Blvd</td>
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<td>551 Chapel Road</td>
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<td>Ace Contractors Inc</td>
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<td>37208</td>
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</table>

If you have any questions or issues running the report, please email iSupplier@nahsville.gov.