

How to Register in iSupplier

Please make sure to have the following information available when completing the registration process since these field are required:

- Company Name (Legal Entity Name on W-9)
- US Taxpayer ID
- Contact Email Address
- Contact First and Last Name
- Phone Number
- Address
 - Address Name (site name)
 - Address Line 1
 - City/Town/Locality
 - County
 - State/Region
 - Postal Code
- Contact (may auto populate from information on initial registration page)
 - First and Last Name
 - Email Address
 - Phone Number
- Select appropriate Business Classifications (i.e. Blind, Federal DBE, LCBT, Minority Owned, Small Business, Women Owned, Service Disabled)
- Applicable Products and Services
- Completed ACH and W-9 forms, if organization wishes to be transactional with Metro

While actual payment terms may be conditioned upon vendor business classification and specific procurement requirements, the default net payment term upon registration approval is 30 days. Email isupplier@nashville.gov with questions about payment terms and other registration related items.

Register your company by going to <https://www.nashville.gov/Finance/Procurement.aspx>

Click on “register my information in iSupplier”

The screenshot shows the Nashville.gov website. The header includes the Nashville.gov logo and navigation menus for HOME, LIVE, WORK, PLAY, NEWS & MEDIA, GOVERNMENT, and SERVICES. Below the header is a breadcrumb trail: Nashville.gov > Finance > Procurement. The main content area is titled "Finance Procurement Division" and contains a description of the division's role. Under the heading "I want to...", there is a list of links. The second link, "register my information in iSupplier", is highlighted with a red box and an arrow pointing to it from a red box labeled "Click here". Other links in the list include "do business with Metro", "update my information in iSupplier", "report or verify subcontractor payments", "search Metro's directory of small, minority, and women-owned businesses", "find an existing or expired contract", and "find information related to a contract award".

Finance

- Finance Foundations Video Series
- Accounting
- Accounts Payable
- Grants and Accountability ▶
- Management and Budget ▶
- Office of the Treasurer ▶
- Payroll
- Procurement ▼
 - Procurement Division Office
 - Purchasing and Contracts Office ▶
 - Business Assistance Office ▶
 - Council & Board Reports ▶

Finance Procurement Division

The division of purchases is the central point of contact for buying goods and securing services on behalf of the 55 departments and agencies that comprise the Metropolitan Government of Nashville and Davidson County.

I want to...

- do business with Metro.
- register my information in iSupplier [↗](#) **Click here**
- update my information in iSupplier [↗](#).
- report or verify subcontractor payments [↗](#).
- search Metro's directory of small, minority, and women-owned businesses [↗](#).
- find an existing or expired contract.
- find information related to a contract award.

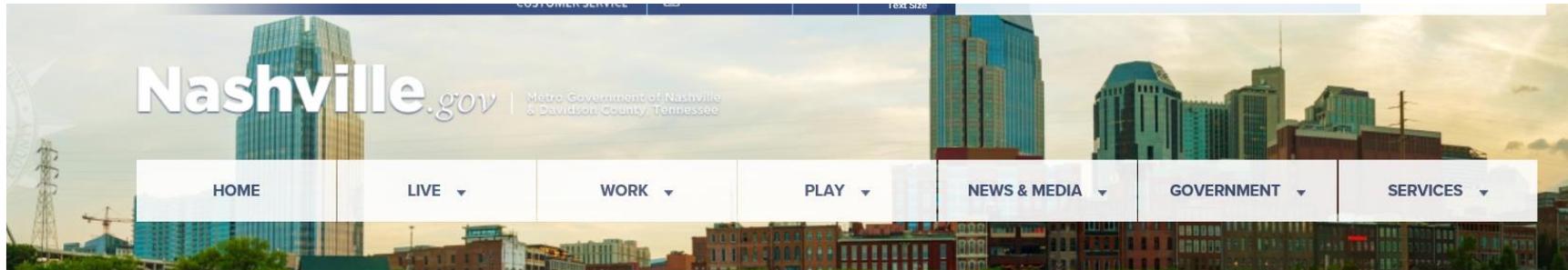
News

- 6/9/2020
[Metro Announces Architect and Engineering \(A&E\) Services Contract Award Process Change](#)
- 6/3/2020
[Guidance for Purchases Through Amazon Business](#)
- 4/20/2020
[Procurement Standards Board May Meeting Cancelled](#)

[Visit the Newsroom](#)

You will locate important documents to be attached to your registration and helpful instructions under Registration “Forms and Frequently Asked Questions”

Click on “do business with Metro” <https://www.nashville.gov/Finance/Procurement/Purchasing-and-Contracts-Office/How-To-Do-Business-With-Metro.aspx>



Nashville.gov > Finance > Procurement

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I want to...

- do business with Metro. ← **Click here**
- register my information in iSupplier [↗](#)
- update my information in iSupplier [↗](#)
- report or verify subcontractor payments [↗](#)
- search Metro's directory of small, minority, and women-owned businesses [↗](#)
- find an existing or expired contract.
- find information related to a contract award.

News

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 - Finance Foundations Video Series
 - Accounting
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 - Management and Budget ▶
 - Office of the Treasurer ▶
 - Payroll
 - Procurement ▼
 - Procurement Division Office
 - Purchasing and Contracts Office ▼
 - How To Do Business With Metro
 - BOB Inside iSupplier
 - Contract & PO Award Info ▶
 - Commodity Codes
 - EPAV Contract Search
 - Business Assistance Office ▶
 - Council & Board Reports ▶
 - FAQ
 - Public Property Administration
 - Reports

How To Do Business With Metro

Registration

A business must be registered in [iSupplier](#) before working with Metro. This includes subcontractors, who must be registered before they are included in a prime contractor's offer.

All procurement activity—including submission of offers—happens via iSupplier. The information a business inputs when registering determines what notifications they will receive about opportunities to work with Metro.

Each business is responsible for regularly checking and updating their own iSupplier profile. This ensures that they receive both accurate and timely information.

- [Register with iSupplier](#)
- [Update or access existing iSupplier account](#)

Registration Forms and Frequently Asked Questions

- [Commodity Codes](#)
- [W-9 Form](#)
- [ACH Credit Form](#)
- [iSupplier - How do I change my view?](#)
- [iSupplier - How do I register?](#)
- [iSupplier - How do I reset my password?](#)
- [iSupplier - How do I update my profile?](#)
- [iSupplier - How do I find payment info?](#)

Need further assistance with registration? Email isupplier@nashville.gov

News

6/9/2020
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Events

7/21/2020 (12:00 p.m.-1:30 p.m.)
[Business Assistance Office Lunch and Learn: Meet Metro's Buyers](#)

8/4/2020 (12:00 a.m.-1:30 p.m.)

If you encounter a problem or have questions regarding registration please isupplier@nashville.gov and provide your organization's tax id. The iSupplier Team will do everything possible respond back to your requests as quickly as possible; however, it may take up to 48 hours to provide a response back.

Make sure enter all required fields and appropriate information as indicated below

* Indicates required field

The screenshot shows the Oracle iSupplier Portal registration process. At the top, there is a progress bar with three steps: 'Basic Information', 'Company Details', and 'Attachments'. The current step is 'Company Details', which is titled 'Prospective Supplier Registration'. Below the title, there is a 'Next' button and the text 'Step 1 of 3'. The main content area is divided into sections: 'Company Details' and 'Contact Information'. In the 'Company Details' section, there is a note: 'At least one tax id is required to be able to complete the registration request.' The form fields include: 'Company Name' (with an annotation 'Enter your Company Name as it appears on your W9'), 'Tax Country' (dropdown), 'Tax Registration Number' (with an annotation 'Enter your Federal Tax ID'), 'US Taxpayer ID' (with an annotation 'Enter Tax ID (NO DASHES) (Required) (MATCH W-9)' and a 'NoDashes' button), and 'DUNS Number'. In the 'Contact Information' section, there is a note: 'Blank label for instruction text'. The form fields include: 'Email' (with an annotation 'Enter Valid Email'), 'First Name' (with an annotation 'Enter Contact First Name'), 'Last Name' (with an annotation 'Enter Contact Last Name'), 'Phone Area Code' (with an annotation 'Enter Phone Area Code'), 'Phone Number' (with an annotation 'Enter Phone Number'), and 'Phone Extension'. The footer contains the copyright notice 'Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved.' and a 'Privacy Statement' link.

Review all enter information to make sure it is accurate, and all required fields have data entered then Click: "Next"

ORACLE iSupplier Portal Close Settings

Basic Information Company Details Attachments

Prospective Supplier Registration Step 1 of 3 **Next**

* Indicates required field

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

OPTIONAL Tax Country **(USE MAGNIFYING GLASS)**

Where provided, the tax country will be used to validate the for

Tax Registration Number

* US Taxpayer ID

DUNS Number

Contact Information

Blank label for instruction text

Enter your Email Address
Enter your First Name
Enter your Last Name
Enter your Area Code
Enter your Phone Number

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Phone Extension

Click Next

DO NOT enter any information in the "Tax Registration Number" or DUNS Number" fields

Click: "Create" in the Address Book Section (allows you enter multiple addresses or sites)

Basic Information **Company Details** Attachments

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 3 Next

WHILE ACTUAL PAYMENT TERMS MAY BE CONDITIONED UPON VENDOR BUSINESS CLASSIFICATION AND SPECIFIC PROCUREMENT REQUIREMENTS, THE DEFAULT NET PAYMENT TERM UPON REGISTRATION APPROVAL IS 30 DAYS. EMAIL ISUPPLIER@NASHVILLE.GOV WITH QUESTIONS ABOUT PAYMENT TERMS AND OTHER REGISTRATION RELATED ITEMS.

Company Name Training Materials Corporation
Tax Country
Tax Registration Number
Taxpayer ID 454545454
DUNS Number
Alternate Supplier Name
Note to Buyer
Note to Supplier

Address Book

Personalize "Address Book"
At least one entry is required.
Personalize "Address region"

Create

| Address Name | Address Details | Purpose | Update | Delete |
|-------------------|-----------------|---------|--------|--------|
| No results found. | | | | |

Contact Directory

Personalize "Contact Directory"
At least one entry is required.
Personalize "Contact region"

Create

| First Name | Last Name ^ | Phone | Email | Requires User Account | Update | Delete |
|------------|-------------|-------------|-----------------------------|-----------------------|--------|--------|
| Jamie | Wilson | 615-4545454 | training.materials@test.com | ✓ | | |

Make sure that one of the addresses shown matches the address on the W-9 for the organization.

Complete ALL fields marked with an * (indicates required field), enter the County & select Purchase Address and / or Payment Address

Once all fields are completed then Click: "Apply"

ORACLE iSupplier Portal Close Settings

Create Address Cancel Apply

* Indicates required field

| | | | |
|----------------------|----------------------|---|----------------------|
| * Address Name | <input type="text"/> | Phone Area Code | <input type="text"/> |
| Country | United States | Phone Number | <input type="text"/> |
| * Address Line 1 | <input type="text"/> | Fax Area Code | <input type="text"/> |
| Address Line 2 | <input type="text"/> | Fax Number | <input type="text"/> |
| Address Line 3 | <input type="text"/> | Email Address | <input type="text"/> |
| Address Line 4 | <input type="text"/> | <input type="checkbox"/> Purchasing Address | |
| * City/Town/Locality | <input type="text"/> | <input type="checkbox"/> Payment Address | |
| County | <input type="text"/> | <input type="checkbox"/> RFQ Only Address | |
| * State/Region | <input type="text"/> | | |
| Province | <input type="text"/> | | |
| * Postal Code | <input type="text"/> | | |

ORACLE iSupplier Portal Close Settings

Create Address Cancel Apply

* Indicates required field

| | | | |
|----------------------|----------------------|---|----------------------|
| * Address Name | W9 | Phone Area Code | 615 |
| Country | United States | Phone Number | 3434343 |
| * Address Line 1 | 1234 Any Street | Fax Area Code | <input type="text"/> |
| Address Line 2 | <input type="text"/> | Fax Number | <input type="text"/> |
| Address Line 3 | <input type="text"/> | Email Address | <input type="text"/> |
| Address Line 4 | <input type="text"/> | <input type="checkbox"/> Purchasing Address | |
| * City/Town/Locality | Anytown | <input type="checkbox"/> Payment Address | |
| County | <input type="text"/> | <input type="checkbox"/> RFQ Only Address | |
| * State/Region | TN | | |
| Province | <input type="text"/> | | |
| * Postal Code | 44444 | | |

Select address → Purchasing Address
 Payment Address
 RFQ Only Address

Click Apply → Apply

If your company wants to be approved as Small / Minority / Women / Service-disabled Veteran Owned business, complete the following information:

Select: Appropriate “Business Classifications” and Complete additional fields - “Certificate Number, Certifying Agency and Expiration Date” if Applicable. Business classification will be pending until your company contacts Metro’s Business Assistance Office bao@nashville.gov and submit required documents.

Business Classifications

| Classification | Applicable | Minority Type | Certificate Number | Certifying Agency | Expiration Date |
|--------------------------------|--------------------------|----------------------|----------------------|----------------------|----------------------|
| Blind | <input type="checkbox"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Federal DBE | <input type="checkbox"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| LGBT | <input type="checkbox"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Minority Owned | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Service-disabled Veteran Owned | <input type="checkbox"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Small Business | <input type="checkbox"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Women Owned | <input type="checkbox"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |

TIP Date format example: 27-Aug-2019

Products and Services

At least one entry is required.

Create |

| Code | Products and Services | Delete |
|-------------------|-----------------------|--------|
| No results found. | | |

Annotations:

- Red box around the 'Applicable' column checkboxes with arrow pointing to: "Select appropriate 'Business Classification'"
- Red box around the 'Certificate Number', 'Certifying Agency', and 'Expiration Date' columns with arrow pointing to: "Add Certification information"

Click: “Create” in the Products and Services Section

The commodity codes (Product / Services) attached to your profile determine what bid opportunities you receive. The bid opportunities are sent via our Workflow Mailer automated emails.

At least one entry is required.

Create 

| Code | Products and Services | Delete |
|-------------------|-----------------------|--------|
| No results found. | | |

Click Create

There are 2 different search methods, “Browse All Products & Services” (shows all codes in numerical order) and “Search for Specific Product & Service” (allows users to search by specific code or description)

Select: “Browse All Products & Services” to search codes in numerical order

Select: “Applicable Code”

Browse All Products & Services

Search for Specific Code and Product

Select Browse All Products and Services

| Code | Products and Services | View Sub-Categories | Applicable |
|----------|---|---------------------|-------------------------------------|
| 00000000 | Default | | <input type="checkbox"/> |
| 10000000 | Live Plant And Animal Material And Accessories And Supplies | | <input checked="" type="checkbox"/> |
| 10100000 | Live Animals | | <input type="checkbox"/> |
| 10110000 | Domestic Pet Products | | <input type="checkbox"/> |
| 10120000 | Animal Feed | | <input type="checkbox"/> |
| 10130000 | Animal Containment And Habitats | | <input type="checkbox"/> |
| 10140000 | Saddlery And Harness Goods | | <input type="checkbox"/> |
| 10150000 | Seeds And Bulbs And Seedlings And Cuttings | | <input type="checkbox"/> |
| 10160000 | Floriculture And Silviculture Products | | <input type="checkbox"/> |
| 10170000 | Fertilizers And Plant Nutrients And Herbicides | | <input type="checkbox"/> |

Check applicable Products and Services

Select: "Search for Specific Code and Product" to search by specific code or description
Enter "Search Criteria"
Click: "Go"

Add Products and Services: : (Training Materials Corporation)

Browse All Products & Services

Search for Specific Code and Product

Select

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code

Description x

Click Go



| Code | Description |
|-------------------|-------------|
| No results found. | |

Note: The “%” as a wild card, allows the system to search for the particular word or phrase at the beginning, middle and end of description

Select: “Applicable Codes”

Click: “Apply”

ORACLE iSupplier Portal Close Settings

Add Products and Services: : (Training Materials Corporation)

Browse All Products & Services
 Search for Specific Code and Product

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code
Description

| Code | Description | Applicable |
|----------|--------------------------------------|-------------------------------------|
| 86000000 | Education And Training Services | <input checked="" type="checkbox"/> |
| 86141501 | Educational Advisory Services | <input type="checkbox"/> |
| 60101600 | Educational Certificates Or Diplomas | <input type="checkbox"/> |
| 86140000 | Educational Facilities | <input type="checkbox"/> |
| 60101200 | Educational Incentives | <input type="checkbox"/> |
| 86120000 | Educational Institutions | <input type="checkbox"/> |
| 43232500 | Educational Or Reference Software | <input type="checkbox"/> |
| 55101509 | Educational Or Vocational Textbooks | <input type="checkbox"/> |
| 60101300 | Educational Stickers And Supplies | <input type="checkbox"/> |

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Banking information is not required to register in iSupplier; however, if you wish to be transactional you will need to provide the company's completed ACH and W-9 forms then log back into the system to provide banking details once your registration has been approved.

The attachments can be added upon registration or once the registration is approved. Regardless of timing, both forms must be signed (no typed in signatures permitted), and dated. Both forms must list the tax id used to register. The name and the address on the company's W9 must be the name and addressed used in your profile. If you have a separate "Remit to" address you may create another address and label it "Remit to".

If you wish to add attachments to the profile upon registration, then Click: "Add Attachments"

ORACLE iSupplier Portal

Close | Settings

Basic Information | Company Details | **Attachments**

Submit Back Step 3 of 3

Att

Add Attachment

| Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|-------------|----------|-----------------|--------------|-------|--------|--------|
| No results found. | | | | | | | |

Click Add Attachment

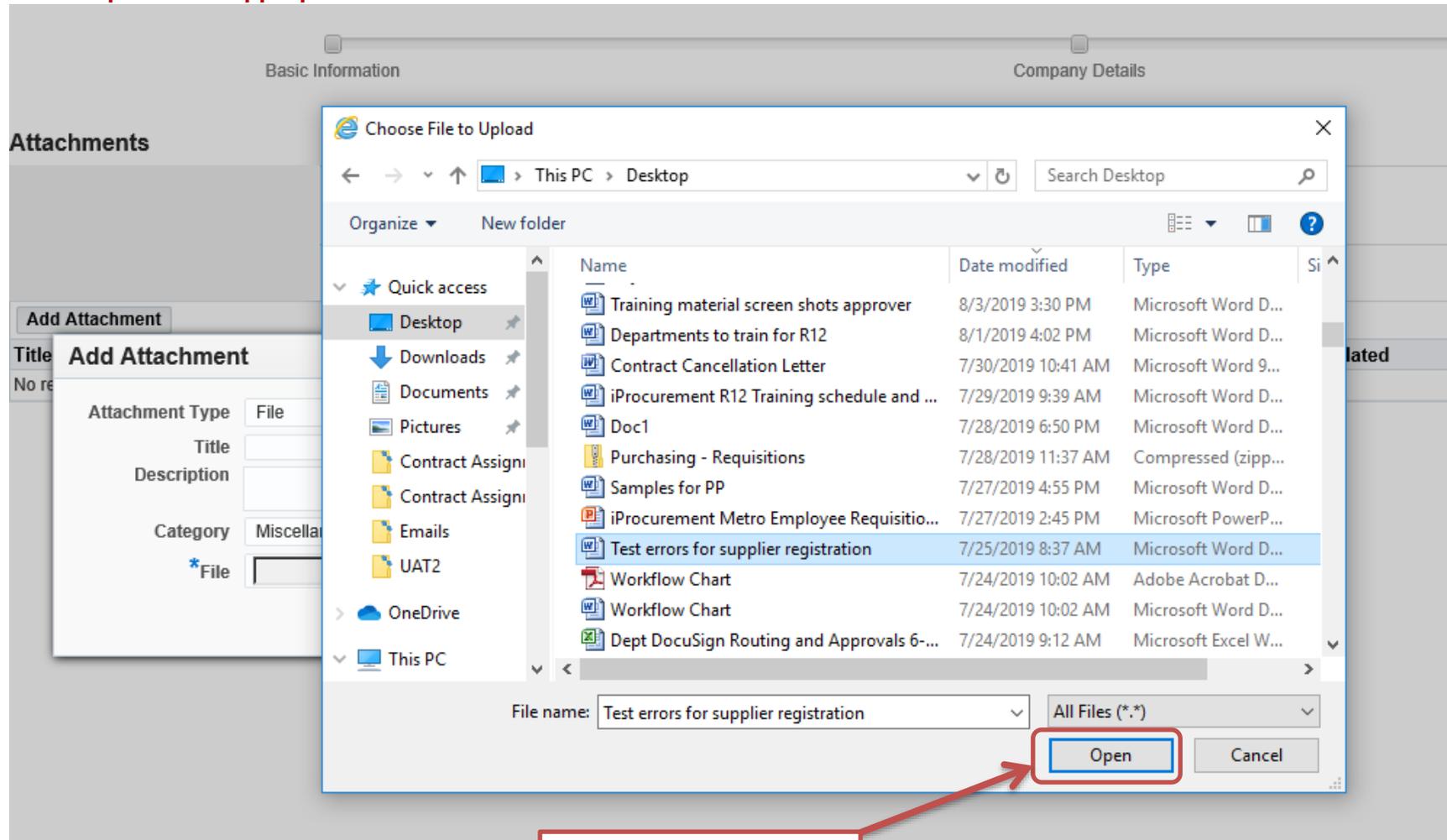
Locate appropriate file by clicking “Browse”

The image shows a software interface with a modal dialog box titled "Add Attachment". The dialog box contains the following fields and controls:

- Attachment Type:** A dropdown menu set to "File".
- Title:** A text input field containing "2019-08-27 16:35:04 Test errors f".
- Description:** A text input field containing "2019-08-27 16:35:04 Test errors for supplier registration.docx (Size :67352)".
- Category:** A dropdown menu set to "Miscellaneous".
- *File:** A text input field containing "C:\Users\jhunter\Desktop". To the right of this field is a button labeled "Browse...".

At the bottom of the dialog box are three buttons: "Cancel", "Add Another", and "Apply". A red box highlights the "Browse..." button, and a red arrow points from a text box to it. The text box contains the instruction: "Click Browse to search for your attachment save to your computer".

Click: "Open" once appropriate attachment is located



Click on your attachment then
Click Open

Click: "Apply"

The image shows a software interface with a modal dialog box titled "Add Attachment". The dialog box contains the following fields and controls:

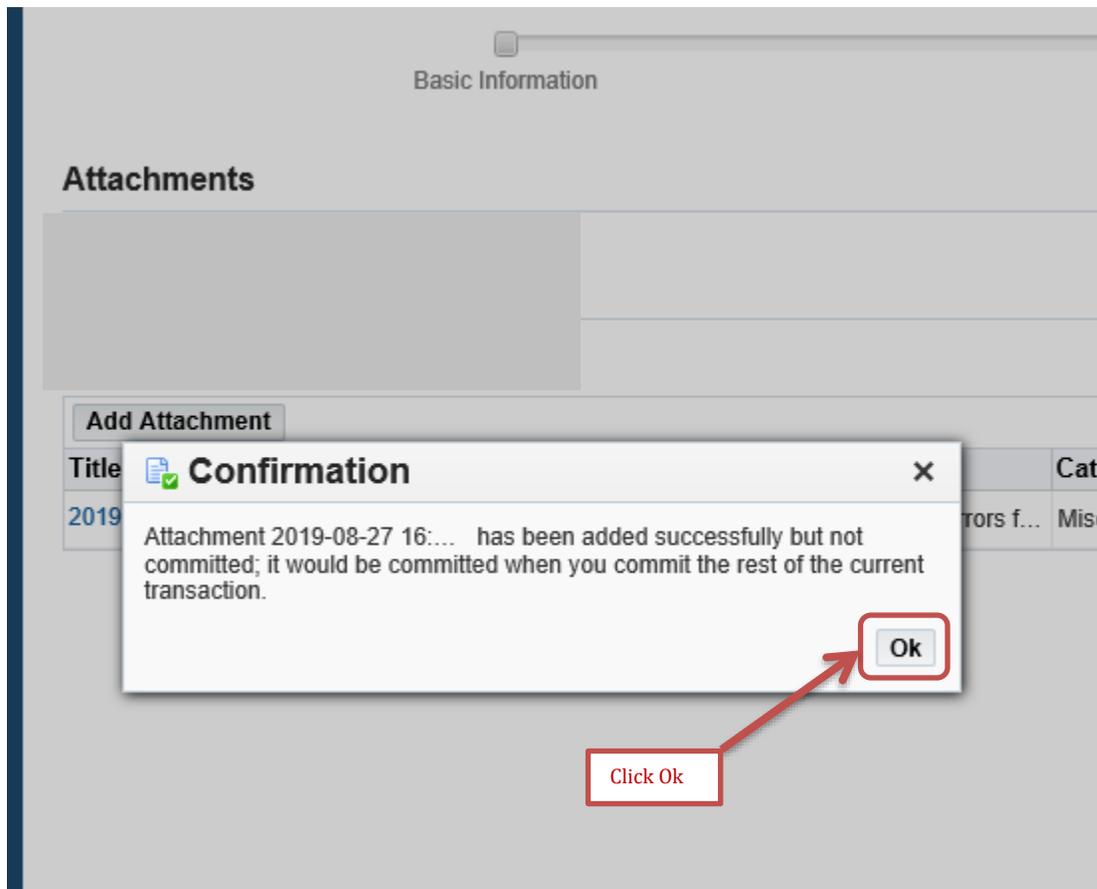
- Attachment Type:** A dropdown menu set to "File".
- Title:** A text input field containing "2019-08-27 16:35:04 Test errors f".
- Description:** A text input field containing "2019-08-27 16:35:04 Test errors for supplier registration.docx (Size :67352)".
- Category:** A dropdown menu set to "Miscellaneous".
- *File:** A text input field containing "C:\Users\jhunter\Desktop" and a "Browse..." button.

At the bottom of the dialog box are three buttons: "Cancel", "Add Another", and "Apply". A red rectangular box highlights the "Apply" button, and a red arrow points from a separate box labeled "Click Apply" to the "Apply" button.

You will get a confirmation

Click: "Ok"

You can add multiple files by clicking "Add Attachment" for each



Your attachment is located under the “Add Attachment” button

You can review or delete your document by “Clicking” the pencil icon (to review) or the trashcan icon (to delete)

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with 'ORACLE iSupplier Portal' on the left and 'Close' and a settings gear icon on the right. Below this is a breadcrumb trail with 'Basic Information', 'Company Details', and 'Attachments'. The 'Attachments' section is active, showing 'Submit' and 'Back' buttons and 'Step 3 of 3'. The main content area is titled 'Attachments' and contains an 'Add Attachment' button. Below the button is a table with the following data:

| Title ^ | Type ^ | Description ^ | Category ^ | Last Updated By ^ | Last Updated ^ | Usage ^ | Update | Delete |
|--------------------------------------|--------|--------------------------------------|---------------|-------------------|----------------|----------|--------|--------|
| 2019-08-27 16:35:04 Test errors f... | File | 2019-08-27 16:35:04 Test errors f... | Miscellaneous | GUEST | 27-Aug-2019 | One-Time | | |

A red box highlights the 'Update' and 'Delete' buttons, and a red arrow points from a text box below to this box.

Click the pencil icon (to review) or the trashcan icon (to delete)

To submit your registration Click “Next”

Basic Information **Company Details** Attachments

Prospective Supplier Registration: Additional Details Save For Later Back Step 2 of 3 **Next**

WHILE ACTUAL PAYMENT TERMS MAY BE CONDITIONED UPON VENDOR BUSINESS CLASSIFICATION AND SPECIFIC PROCUREMENT REQUIREMENTS, THE DEFAULT NET PAYMENT TERM UPON REGISTRATION APPROVAL IS 30 DAYS. EMAIL ISUPPLIER@NASHVILLE.GOV WITH QUESTIONS ABOUT PAYMENT TERMS AND OTHER REGISTRATION RELATED ITEMS.

Company Name Training Materials Corporation
Tax Country
Tax Registration Number
Taxpayer ID 454545454
DUNS Number
Alternate Supplier Name
Note to Buyer
Note to Supplier

Address Book

Click “Submit”

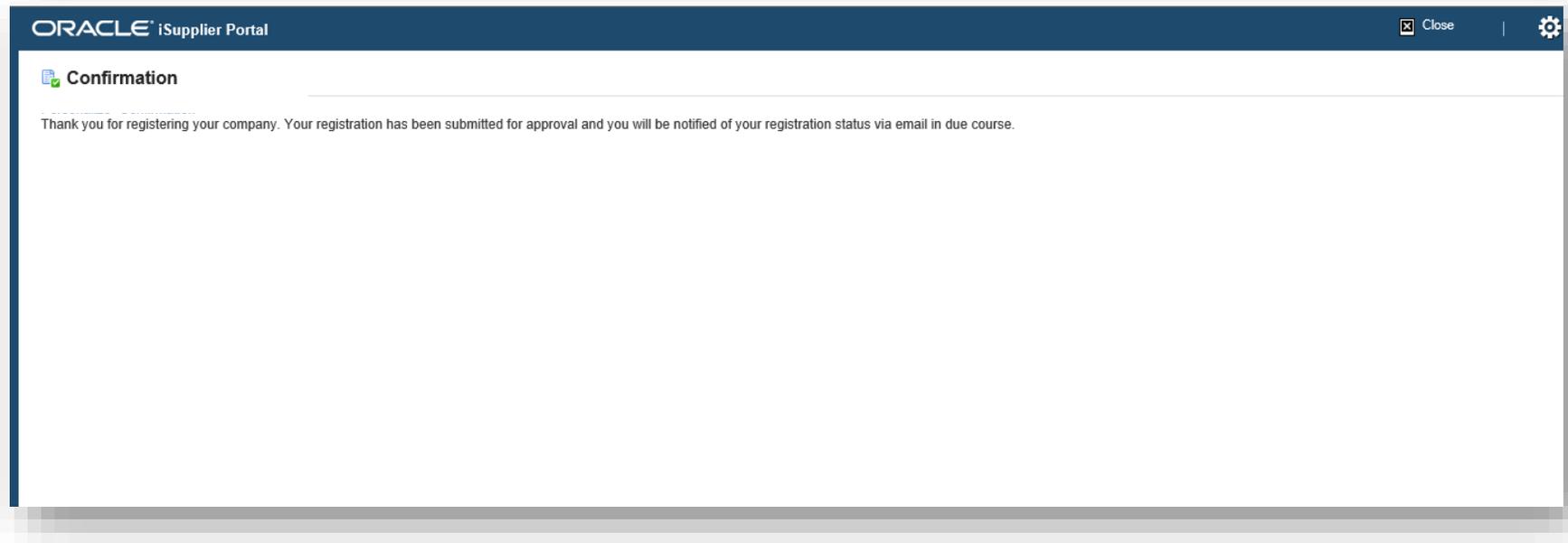
ORACLE iSupplier Portal Close ⚙

Basic Information Company Details **Attachments**

Submit Back Step 3 of 3

Click Submit

You will receive confirmation of your registration to keep for your records



REMEMBER: IF YOU WISH TO TRANSACTIONAL WITH METRO, THE BANKING DETAILS WILL NEED TO BE ENTERED INTO THE COMPANY PROFILE BY THE INDIVIDUAL WITH THE USER ACCOUNT AFTER YOUR REGISTRATION IS APPROVED OR WHEN YOUR COMPANY WISHES TO BE TRANSACTIONAL. INFORMATION PROVIDED ON THE COMPLETED ACH AND W-9 FORMS WILL BE USED FOR VERIFY THE INFORMATION ENTERED INTO THE SYSTEM.

ONCE YOU HAVE THE FORMS ATTACHED AND THE BANKING DETAILS ENTERED, PLEASE CONTACT THE DEPARTMENT YOU ARE WANTING TO DO BUSINESS WITHIN SO THEY CAN EMAIL ISUPPLIER@NASHVILLE.GOV AND REQUEST THAT YOUR COMPANY BE SETUP TO BE TRANSACTIONAL.

THANK YOU FOR CONSIDERING DOING BUSINESS WITH METRO.