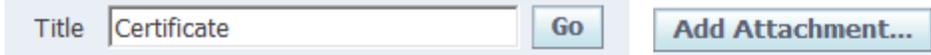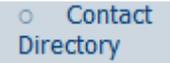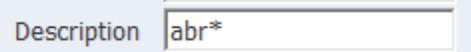# Navigation Information for Supplier Portal

8. Supplier Profile Set-up

Step	Action
1.	Click on the **Supplier Profile & User Manager**. ⊞ 📁 Supplier Profile & User Manager
2.	If necessary, you can add Attachments on the **General** page. Type the title in the field then click **Add Attachment**. Title [Certificate] [Go] [Add Attachment...]
3.	Fill in the Title under Attachment Summary Information then click on **Browse** to select file to attach.
4.	Click on the **Organization** link on the left side of the page and fill in the relevant information. All fields denoted with a * are required fields. ○ **Organization**
5.	Click on the **Address Book** link. ○ Address Book
6.	Click on **Create**. [Create] Fill in the relevant information. All fields denoted with a * are reqired fields.
7.	Click on **Contact Directory** link. ○ Contact Directory
8.	Click on **Create**. [Create] Fill in the relevant information. All fields denoted with a * are reqired fields.
9.	Click on **Business Classifications** link. ○ Business Classifications
10.	Fill in each classification that is applicable. Copies of certifications can be uploaded via the Attachment Summary Information section of the **General** page.
11.	Click on **Save.** [Save]
12.	Click on **Product & Services** link. ○ Product & Services
13.	Click on **Add.** [Add]
14.	You can select the code(s) for the goods/services you offer via **Browse All Products & Services** or **Search for Specific Product & Service.** ● Browse All Products & Services ○ Search for Specific Product & Service

Step	Action
15.	When you search via **Browse All Products & Services**, you will search through groups of goods/services that are categorized together. This search is in groups of 10. The three digits represent the general type of goods/services; to select a code, click on the tree icon below **View Sub-Categories.**
16.	Check the box under **Applicable** for each particular good or service you offer. ☐ Applicable
17.	Click **Apply.**
18.	When you search via **Search for Specific Product & Service**, you will search by the individual NIGP code or by a description of the good or service. Using the description, you can type in the first few letters of the goods/services followed by an asterisk. This will pull all items that contain the information put into the **Description** field. Description `abr*`
19.	Check the box under **Applicable** for each particular good or service you offer. ☐ Applicable
20.	Click **Apply.**