

## **1. Business Classification Update**

## 1.1 Click the 'Administration' tab

E TEST	iSupplier Portal	Home	Favorites	Worklist(0)	Logged In As ISUPPUAT1@GMAIL.COM	Logout
Supplier Home Orders Shi	pments Finance Administration					

## 1.2 Click the 'Business Classifications'

Supplier Home	Orders	Ship
Profile Manag	ement	
General		
Company Pr	rofile	
Organizat	ion	
Address E	Book	
Contact D	irectory	
Business	Classificat	tions



1.3 Review the Business Classification list and check the appropriate box under 'Applicable' by the Classification. Once completed, ensure you check the box under 'Certification', which is verifying the Business Classifications are current and accurate and then Click 'Save'

## **Business Classifications**

					Cance <u>I</u> Sav				
Certification									
I certify that I have reviewed the classific Last Certified 11-Oct-2024 By Bob TIP Date format example: 27-Oct-2024	ation below ar	nd they are current and accura	ate.		Rows 1 to 23				
Classification 🛆	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date				
Certified 8(a)	0				Ċ.				
Economically Disadvantaged Woman Owned Small Business	$\Box$	/			tio -				
Educational Institution					Ē.				