



Managing Your iSupplier Profile

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If you have any questions before accessing your iSupplier account for the first time, please contact the Supplier Registration Help Desk and provide your company name and tax id number:

Supplier Registration Help Desk: supreg@sandia.gov

Summary of Your iSupplier Profile

Once you have an iSupplier account for your company, you can create and maintain a profile describing your company. Your profile will consist of Business Classifications, Supplier Details, Address Book, Contact Directory and Products and Services.

The rest of this job aid will describe how to manage the information in your company's profile.

NOTE: Registration with Sandia National Laboratories and use of the iSupplier portal does not guarantee placement of solicitations or subcontract award.

Accessing your Account for the First Time

Once you have requested and registered a *user account*, your information will be reviewed by an administrator. After it is approved you will receive an email (Figure A) with: A link to the iSupplier portal, user name, temporary password:

Figure A

You have been registered at Sandia National Laboratories for access to their supplier collaboration network. You can [log on](#) with the username SARAH@ACME.COM and the password Ab1+29645.

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.

After receiving your password, the password must be protected to prevent unauthorized access to Sandia's iSupplier Portal.

Click on the **log on** link in the email. You will be directed to a new page where you will be asked to enter your username and temporary password. (Internet Explorer or Firefox web browsers are preferred.) You will then be redirected to a page where you will be asked to change your password. Enter the password from the email then choose a new password. Confirm your new password by re-entering it into the next field below. Click **Apply**.

NOTE: This password must be 8 characters long. It must also contain at least 1 letter and 1 number.

Figure B

Change Password

Change Password

*Indicates Required Field

*Current Password: [password field]

*New Password: [password field]

*Re-enter New Password: [password field]

TIP Password must be at least 8 characters long.

Cancel Apply

Important If you do not use your password within 12 months, it will expire. Contact the helpdesk at supreg@sandia.gov to have it reset.

Navigating to Your Profile

Upon logging in, you will be directed to the iSupplier home page (Figure C). When the page loads, click on the **Admin** tab:

Figure C

Sandia National Laboratories Supplier Collaboration

Home Orders Shipments Negotiations SNL Pages **Admin** Finance

Search: PO Number [input] Go

Notifications Full List

Subject	Date
No results found.	

Responses To Negotiations Full List

Response	Status	Negotiation Title	Time Left
24152	Active	'ARRA Funding' Computer Cluster-CINT	0 seconds
37682	Active	Systems Engineering Education	0 seconds
41707	Active	Registration fees	0 seconds

Orders At A Glance Full List

PO Number	Description	Order Date
[redacted]		11-May-2011 09:49:44
		11-May-2011 09:49:41
		09-May-2011 16:35:38
		09-May-2011 16:35:34
		09-May-2011 16:35:25

Planning

Negotiation

- Invitations
- Responses

Orders

- Agreements
- Purchase Orders
- Purchase History
- SNL Certified Payroll

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices
- SNL Remittance Advice

Payments

- Payments

Company Profile

Upon selecting the **Admin** tab, you will be directed to the first page of your profile: On the **Company Profile** page (Figure D) you can attach your W-9 or W8, a file, URL or text that Sandia would find to be useful when looking for a supply base for a particular product or service type. This page also displays your name as it is recorded in the iSupplier database, your Tax ID number, etc.

*** Important *** To update your company name or tax id number you must contact your **Subcontract Professional**.

To add an attachment, URL, text:

Under your company's General information select **Add Attachments**

Figure D

Supplier Collaboration

Home Orders Shipments Negotiations SNL Pages Admin Finance

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Payment & Invoicing
 - Surveys

General

Organization Name Supplier Number Parent Supplier Name Parent Supplier Number DUNS Number Tax Registration Number Taxpayer ID Country of Tax Registration

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog

Enter Title, Description then select Browse, Apply:

Your newly uploaded attachment will be shown. Edit options include **Update** and **Delete**. To delete an attachment, click the trashcan icon for that entry. To update an attachment, click the pencil icon for that entry.

Title [△]	Type [△]	Description [△]	Category [△]	Last Updated By [△]	Last Updated [△]	Usage [△]	Update	Delete
W9	File	Tax form	From Supplier	ALBARRA@SANDIA.GOV	26-Oct-2017	One-Time		

Organization

From the Organization tab you have the ability to provide essential information about the structure of your company. This information is essential to Sandia.

On the **Organization** page enter all required fields as well as any additional fields as desired and appropriate.

When you have entered your desired information click **Save**. This will update your information both under your company's **Organization** and **General** tabs.

Address Book

It is crucial to maintain a current address so purchase orders and payments can be issued appropriately. You can create, and remove multiple addresses i.e., Remit To (payment) sites, sales and offices in different locations and/or distribution centers. Sandia defines these addresses as vendor *sites*.

*Note: Old addresses must be **inactivated** first before a new address can be created.

To Manage Address Book Details:

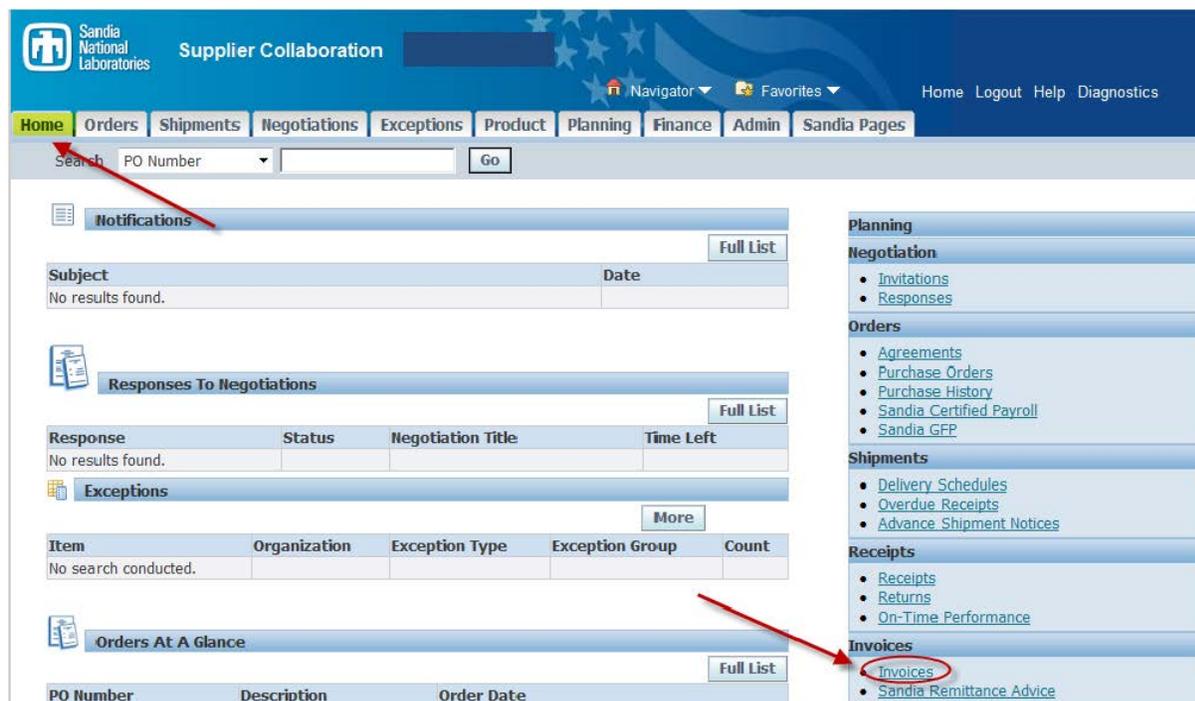
On the Profile Management page, click **Address Book**:

The **Address Book** page displays any current addresses you have defined. To update details for an address such as an email or phone number click the pencil icon for that entry. To *inactive* an address, click the trashcan icon for that entry.

Note: Once you inactivate an address you will no longer be able to submit an invoice to that address. Please be careful to not remove an address that has a pending invoice.

Address Book				
Create				
Address Name ▲	Address Details	Country	Update	Remove
ABQ-1	550 Wiley Way Albuquerque, NM 87123	United States		

You can verify pending invoices by going to the **Home** tab then **Invoices**.



The screenshot shows the Supplier Collaboration interface. The top navigation bar includes the Sandia National Laboratories logo, the text "Supplier Collaboration", and a user profile. Below this is a secondary navigation bar with tabs: Home (selected), Orders, Shipments, Negotiations, Exceptions, Product, Planning, Finance, Admin, and Sandia Pages. A search bar is located below the tabs, with "PO Number" selected in the dropdown and a "Go" button. The main content area is divided into several sections: Notifications, Responses To Negotiations, Exceptions, and Orders At A Glance. On the right side, there is a vertical navigation menu with sections: Planning, Negotiation (with links for Invitations and Responses), Orders (with links for Agreements, Purchase Orders, Purchase History, Sandia Certified Payroll, and Sandia GFP), Shipments (with links for Delivery Schedules, Overdue Receipts, and Advance Shipment Notices), Receipts (with links for Receipts, Returns, and On-Time Performance), and Invoices (with links for Invoices and Sandia Remittance Advice). A red arrow points to the "Home" tab, and another red arrow points to the "Invoices" link in the right-hand menu, which is circled in red.

On **Payment Status** choose *Not Paid* then click *Go*.

Simple Search

Invoice Number
 PO Number
 Release Number (example : 1234)
 Payment Number
 Invoice Status

Payment Status: **Not Paid** (dropdown menu open showing: Not Paid, Partially Paid, Paid)

Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From (24-Oct-2017) To

Go **Clear**

You will see *unpaid* invoices. To see what address was used for the invoice, click on the invoice number

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Dynamic Discount Taken	Discount Date	Available Discount	Attachments
7493	13-Oct-2016	Standard	USD	33,935.00	33,935.00	Approved		Not Paid			28-OCT-2016 00:00:00				No - NET 15			
7492	13-Oct-2016	Standard	USD	4,800.00	4,800.00	Approved		Not Paid			28-OCT-2016 00:00:00				No - NET 15			
7489	12-Oct-2016	Standard	USD	3,234.00	3,234.00	Approved		Not Paid			27-OCT-2016 00:00:00				No - NET 15			
7488	10-Oct-2016	Standard	USD	1,600.00	1,600.00	Approved		Not Paid			25-OCT-2016 00:00:00				No - NET 15			
7484	07-Oct-2016	Standard	USD	390.00	390.00	Approved		Not Paid			22-OCT-2016 00:00:00				No - NET 15			
7487	07-Oct-2016	Standard	USD	1,100.00	1,100.00	Approved		Not Paid			22-OCT-2016 00:00:00				No - NET 15			
7486	07-Oct-2016	Standard	USD	2,250.00	2,250.00	Approved		Not Paid			22-OCT-2016 00:00:00				No - NET 15			
7481	05-Oct-2016	Standard	USD	220.00	220.00	Approved		Not Paid			20-OCT-2016 00:00:00				No - NET 15			
7483	05-Oct-2016	Standard	USD	2,454.00	2,454.00	Approved		Not Paid			20-OCT-2016 00:00:00				No - NET 15			

You will see the address used to pay this invoice

Finance > View Invoices >
Standard Invoice: 7493 (Total USD 33,935.00) Export

Currency: USD

General

Invoice Date: 13-Oct-2016
 Status: Approved
 On Hold:
 Attachments: [View](#)
 Supplier:
 Supplier Site:
 Address:

Amount Summary

Item: 33,935.00
 Freight: 0.00
 Miscellaneous: 0.00
 Tax: 0.00
 Prepayment: 0.00
 Retainage: 0.00
 Withholding Tax: 0.00
 Total: 33,935.00

Payment Information

Paid: 0.00
 Discount Taken: 0.00
 Due: 33,935.00
 Status: Not Paid
 Payment Date:
 Payment:
 Term: NET 15

Dynamic Discount Taken: 0.00

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	DN Number	PO Line	PO Shipment	Buyer	Receipt
1	Item		4	EACH	8,483.75		33,935.00	0.00	Approved		1	1		

To Add a New Address:

Address Book				
Create				
Address Name ▲	Address Details	Country	Update	Remove
ABQ-1	550 Wiley Way Albuquerque, NM 87123	United States		

Click **create** then complete the fields including + 4 zip code. Do not include dashes on the telephone number. Add an email address which purchase order notifications should be emailed to. Select **apply** when finished.

Suppliers: Address Book >
Update Address Cancel Apply

* Indicates required field

Supplier Name TEST COMPANY Supplier Number 67416

Address Details Contact Details and Purpose

Site Number 539189

Country United States

Address Line 1 111 NOWHERE ST

Address Line 2

Address Line 3

Address Line 4

City ALBUQUERQUE

Country

State NM

Postal Code 2222-2222

Address Name NM-ALBUQUE-1

Addresssee

Status Active

Geography Code Override

Language

Context Value

Communication Details Update to all sites using this address

Phone Area Code 333

Phone Number 3333333

Fax Area Code

Fax Number

Email Address alberta@sandia.gov

Address Purpose Purchasing Payment RFQ Only

A confirmation screen will show that your address has been added to your Address Book.

Confirmation				
NM-ABQ-2 has been added to your Address Book.				
Address Book				
Create				
Address Name ▲	Address Details	Country	Update	Remove
ABQ-1	550 Wiley Way Albuquerque, NM 87123	United States		
NM-ABQ-2	12345 Supplier Avenue Albuquerque, New Mexico 87654	United States		

When you are finished, an administrator will be notified to review and if information is entered correctly will approve the information within 24 – 48 hours.

Important If you are adding a Remit To (payment) site, submit the following form for electronic payment method: [Electronic Funds Transfer Agreement](#) . Submit the form to the email address on the form. It will be processed and a confirmation email will be sent to the sender.

Contact Directory

From the Contact Directory page, you can create and modify the information about multiple contacts with your organization who are authorized to work with Sandia. You should create contacts who you expect will be involved with selling the company's goods and services, accounts receivable and an administrator who will maintain the profile current. After entering the contact details, you can associate the contact to the appropriate address. Contacts can be linked to as many addresses as relevant. Each contact must be unique, based on the combination of their first name, last name and phone number. You are responsible for inactivating contacts that no longer represent your company.

From the left side of the Profile Management page, click **Contact Directory**. The **Contact Directory** page displays your company's list of contacts.

To Add a New Contact:

The screenshot shows the Sandia National Laboratories iSupplier Portal. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Planning', 'Product', 'Admin', 'Finance', 'Intelligence', and 'CertPay'. The 'Profile Management' section is active, with a sidebar containing options like 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Contact Directory' option is highlighted with a red arrow. The main content area displays the 'General' tab for a contact profile, showing fields for Organization Name (ACME Corporation), Supplier Number (51036), DUNS Number, Tax Registration Number, Taxpayer ID, and Country of Tax Registration. Below this is an 'Attachments' section and a 'Search' section with a text input field and a 'Go' button.

On the **Contact Directory** page, click **Create**:

Contact Directory : Active Contacts								
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			

Complete the required fields and any additional fields as appropriate, select **Apply** when finished.

Create Contact

* Indicates required field

Contact Title	<input type="text"/>	Phone Area Code	<input type="text"/>
First Name	<input type="text"/>	Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text"/>	Fax Area Code	<input type="text"/>
Job Title	<input type="text"/>	Fax Number	<input type="text"/>
Email Address	<input type="text"/>	Inactive Date	<input type="text"/>

(example: 23-Aug-2006)

Cancel

Apply

User Account

Create User Account for this Contact

Cancel

Apply

A **Confirmation** will show **pending** status in your Contact Directory. This means an administrator must review and approve the change before it is finalized. This process usually takes 24 – 48 hours to complete.

Confirmation									
Test Supplier has been added to your Contact Directory.									
Contact Directory : Active Contacts									
Create									
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update	
Wiley	Coyote		wiley@acme.com	Current	✓				
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓				
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓				
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending					

To Update or Remove a Contact:

You can update information for a contact such as an email address or telephone number by clicking on the pencil icon. You can remove any obsolete contacts by clicking the trashcan icon. You can view addresses associated with the contact by clicking on the blue square icon.

To Associate an Address to a Contact:

Create									
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update	
Wiley	Coyote		wiley@acme.com	Current	✓				
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓				
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓				
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending					

On the **Contacts Directory** page, click the Addresses icon for the contact.

Contact Directory : Active Contacts

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending				

Click **Add Another Row**

Admin: Profile Management: Contact Directory > Contact Directory : Active Contacts >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Cancel Save

Address Name	Address Details	Remove
No results found.		
Add Another Row		

Cancel Save

Click the magnifying glass icon

Admin: Profile Management: Contact Directory > Contact Directory : Active Contacts >

Address Associations for Contact

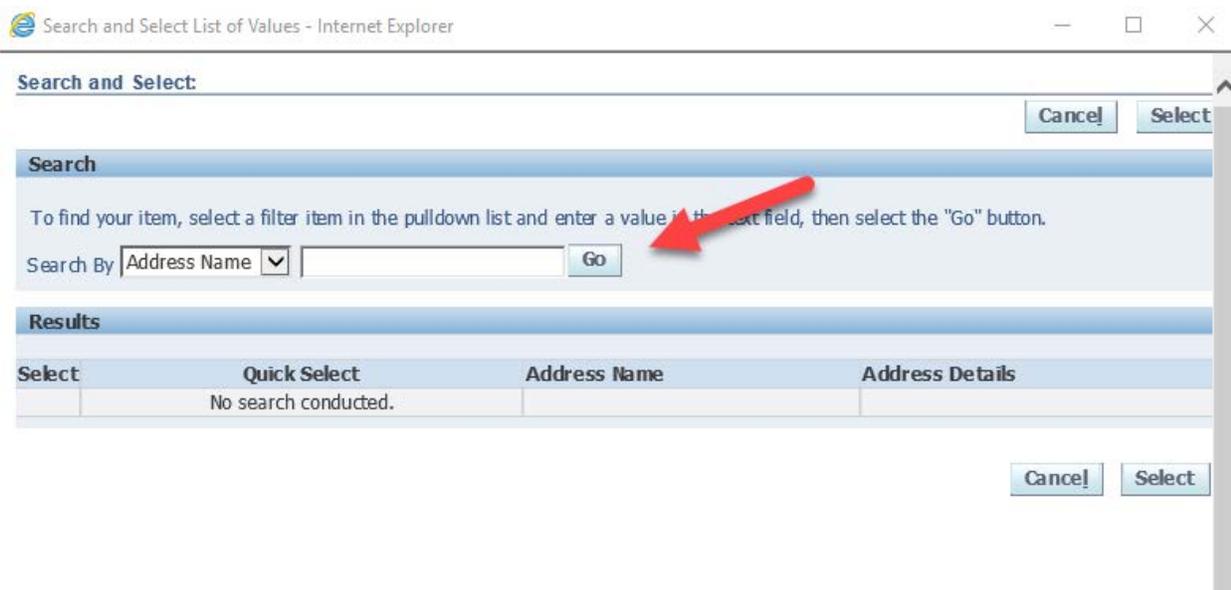
The addresses associated with the contact can be maintained in this page.

Cancel Save

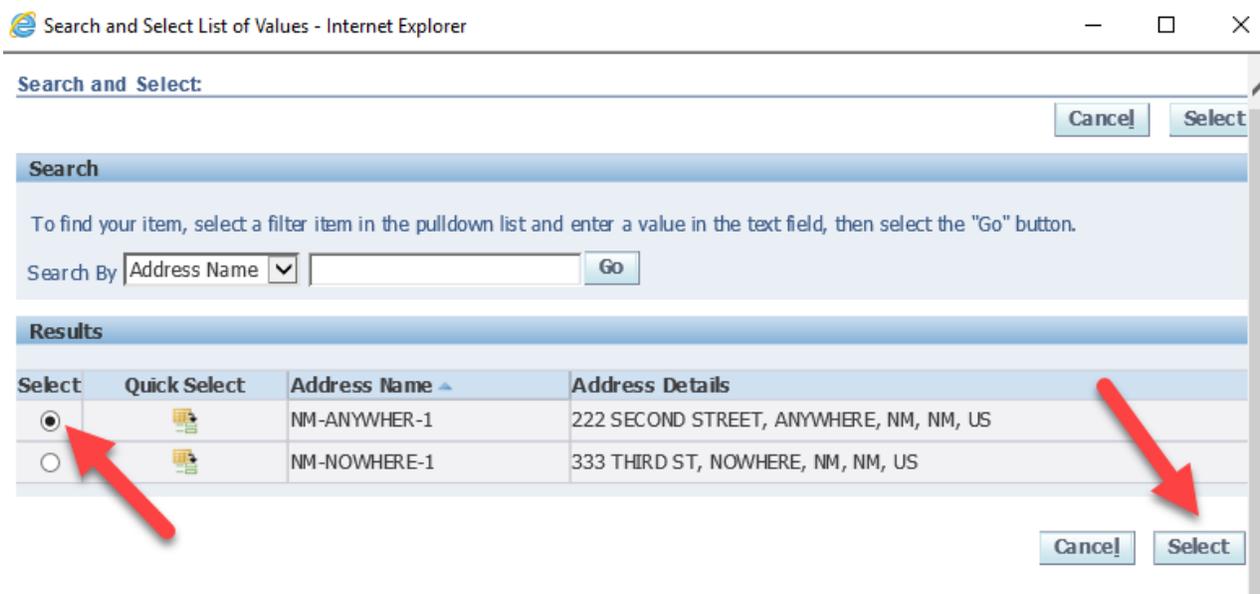
Address Name	Address Details	Remove
<input type="text"/>		
Add Another Row		

Cancel Save

Click **Go**. You can also enter the symbol % then click **Go**.



Select the address that you would like to associate to the contact then click **Select**.



You will then see the address you chose show up in the **Address Associations for Contact** page. Click **Save**.

Admin: Profile Management: Contact Directory >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Address Name	Address Details	Remove
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	



You will then be directed back to the **Contact Directory**. Note that the status of the Contact that was just associated with the address is now listed as **Change Pending**. This means an administrator must review and approve the change before it is finalized. This process usually takes 24 – 48 hours to complete.

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Change Pending				



To Remove a Contact from an Address:

Click the icon under the addresses tab for the contact.

Look under **Address Associations for Contact**. If there is an address that you no longer wish to be associated with the contact click the trashcan icon.

Admin: Profile Management: Contact Directory >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Address Name	Address Details	Remove
ABQ-1	550 Wiley Way, Albuquerque, NM, NM, US	
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	



You will then see the address removed from **Address Associations for Contact**. Click **Save**.

Address Associations for Contact
The addresses associated with the contact can be maintained in this page.

Address Name	Address Details	Remove
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	

You will then be directed back to the **Contact Directory**. Note that the status of the Contact that was just associated with the address is now listed as **Change Pending**. This means an administrator must review and approve the change before it is finalized. This process usually takes 24 – 48 hours to complete.

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Change Pending				

Business Classifications

Sandia National Laboratories has a regulatory requirement to report accurate and current business status and socioeconomic data through Sandia's annual subcontractor recertification process. That means that on an annual basis, you will need to navigate to the business classifications page on your profile and recertify your business classifications.

To Select Business Classifications:

From the left of any Profile Management page, click the **Business Classifications** link.

Note: Please read and check the certification statement prior to completing this section.

On the Business Classifications page click the applicable box to enable that classification. Select drop down menu to navigate through all business classifications.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Certification Date
Large Business	<input checked="" type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Small Disadvantaged 8(A)	<input type="checkbox"/>				

Select applicable classifications. Enter your Certificate Number, Certifying Agency and Expiration Date when applicable.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications Cancel Save

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II) SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓ TIP Date format example: 27-Dec-2010
✓ TIP At least one entry is required.

Previous 1-15 Next 15

Classification	Applicable Type	Minority	Certificate Number	Certifying Agency	Expiration Date
Large Business	<input checked="" type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Small Disadvantaged 8(A)	<input type="checkbox"/>				

When finished, ensure that you have checked the box certifying that the information you entered is correct.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications Cancel Save

Certification

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I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓ TIP Date format example: 27-Dec-2010
✓ TIP At least one entry is required.

Select **Save** when all applicable classifications have been selected.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - **Business**
 - **Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II) SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓ TIP Date format example: 27-Dec-2010
 ✓ TIP At least one entry is required.

Cancel Save

Once you have saved your classifications, under the certification *notice* you will see both the date that your company was last certified as well as the user who certified your company.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - **Business**
 - **Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II) SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

Cancel Save

Products and Services

Sandia National Laboratories has a list of categories and subcategories that are used to categorize the products and services that are acquired. This information may be used for source selection and reporting purposes. You can increase your company's visibility by filling out the products and services section.

To Select Products and Services:

On the **Profile Management** page, click **Product and Services**

Sandia National Laboratories iSupplier Portal

Home Orders Shipments Planning **Product** Admin Finance Intelligence CertPay

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
- Directory
 - Business Classifications
 - Product & Services**
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name **ACME Corporation** DUNS Number
 Supplier Number **51036** Tax Registration Number
 Alias Taxpayer ID
 Parent Supplier Name Country of Tax Registration
 Parent Supplier Number

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

To add a new product/service definition, click Add

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
- Directory
 - Business Classifications
 - Product & Services**

Products and Services

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
No results found.				

On the **Add Products and Services** page, browse for a required product or service. Use the drop down menu to navigate through all products and services. Select your product/service.

Add Products and Services: : (ACME Corporation)

Cancel Apply

Browse All Products & Services
 Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
AEROSPACE	AEROSPACE		<input type="checkbox"/> Applicable
AUTOMOTIVE	AUTOMOTIVE		<input type="checkbox"/> Applicable
BUILDING	BUILDING		<input type="checkbox"/> Applicable
CHEMICALS	CHEMICALS		<input type="checkbox"/> Applicable
COMPUTER	COMPUTER		<input checked="" type="checkbox"/> Applicable
CONCURRENT DESIGN & MFG	CONCURRENT DESIGN & MANUFACTURING		<input type="checkbox"/> Applicable
CONSTRUCTION	CONSTRUCTION		<input type="checkbox"/> Applicable
CONSTRUCTION MATERIALS	CONSTRUCTION MATERIALS		<input type="checkbox"/> Applicable
CONSULTANT	CONSULTANT		<input type="checkbox"/> Applicable
COPIER	COPIER		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

Select **View Sub Categories** for the Product/Service that has been selected.

Add Products and Services: : (ACME Corporation)

Cancel Apply

Browse All Products & Services
 Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
AEROSPACE	AEROSPACE		<input type="checkbox"/> Applicable
AUTOMOTIVE	AUTOMOTIVE		<input type="checkbox"/> Applicable
BUILDING	BUILDING		<input type="checkbox"/> Applicable
CHEMICALS	CHEMICALS		<input type="checkbox"/> Applicable
COMPUTER	COMPUTER		<input checked="" type="checkbox"/> Applicable
CONCURRENT DESIGN & MFG	CONCURRENT DESIGN & MANUFACTURING		<input type="checkbox"/> Applicable
CONSTRUCTION	CONSTRUCTION		<input type="checkbox"/> Applicable
CONSTRUCTION MATERIALS	CONSTRUCTION MATERIALS		<input type="checkbox"/> Applicable
CONSULTANT	CONSULTANT		<input type="checkbox"/> Applicable
COPIER	COPIER		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

On the **Add Products and Services** subcategory page, browse for a required subcategory. Use the drop down menu to navigate through the subcategories. Select the product/service subcategory and click **Apply**.

Profile Management

Admin: Profile Management: Product & Services >
Add Products and Services: COMPUTER :COMPUTER (ACME Corporation)

Cancel Apply

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
DESKTOP/LAPTOP/PC/MAC	DESKTOP/LAPTOP/PC/MAC	→	<input checked="" type="checkbox"/> Applicable
HARDWARE	HARDWARE	→	<input checked="" type="checkbox"/> Applicable
LAPTOP	LAPTOP		<input type="checkbox"/> Applicable
LEASE	LEASE		<input type="checkbox"/> Applicable
MAINTENANCE	MAINTENANCE	→	<input checked="" type="checkbox"/> Applicable
MISCELLANEOUS	MISCELLANEOUS		<input type="checkbox"/> Applicable
MODEM WIRELESS	MODEM WIRELESS		<input type="checkbox"/> Applicable
PERIPHERALS	PERIPHERALS		<input type="checkbox"/> Applicable
PRINTER RIBBONS	PRINTER RIBBONS		<input type="checkbox"/> Applicable
PRINTER RIBBONS RECYCLED	PRINTER RIBBONS RECYCLED		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

A **Confirmation** screen will show you the Product and Service categories that have been added to your profile. Select **Return to Products and Services** to view your Products and Services.

Confirmation

The following Product and Service categories have been added to your profile.

- COMPUTER.DESKTOP/LAPTOP/PC/MAC
- COMPUTER.HARDWARE
- COMPUTER.MAINTENANCE

[Return to Products and Services](#)

You will return to the **Products and Services** page where you will see **Pending Approval** under the **Approval Status** tab. This process usually takes 24 – 48 hours to complete.

Products and Services

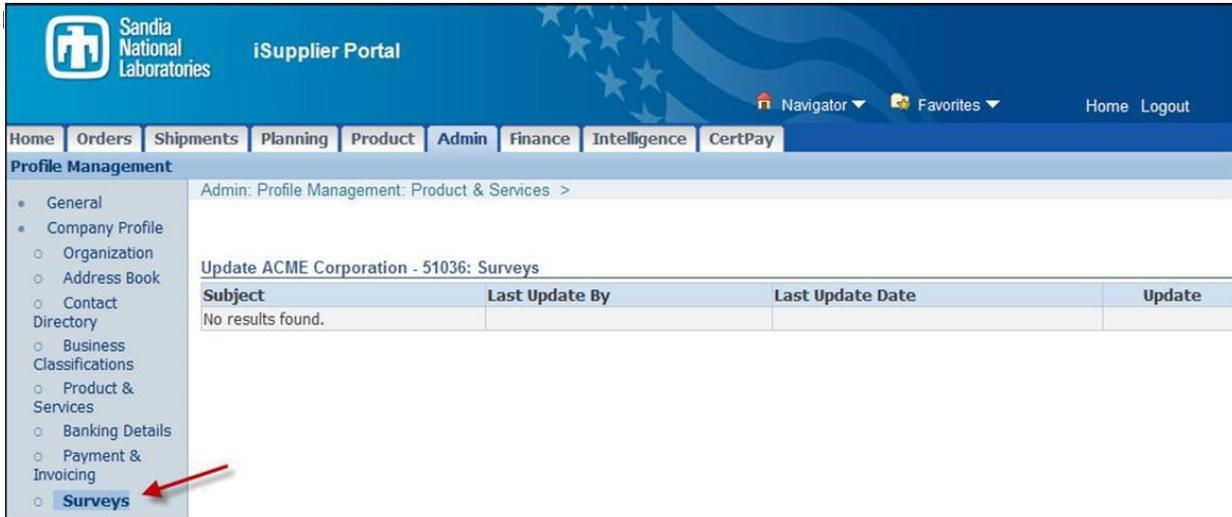
Remove Add

Select All | Select None

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> COMPUTER.DESKTOP/LAPTOP/PC/MAC	COMPUTER.DESKTOP/LAPTOP/PC/MAC	02-Dec-2010	Pending Approval	→
<input type="checkbox"/> COMPUTER.HARDWARE	COMPUTER.HARDWARE	02-Dec-2010	Pending Approval	→
<input type="checkbox"/> COMPUTER.MAINTENANCE	COMPUTER.MAINTENANCE	02-Dec-2010	Pending Approval	→

Surveys

Sandia National Laboratories may at certain times wish to send a survey to its subcontractors. If you receive an email stating that you have a survey, you will find it under **Surveys** in your **Company**



The screenshot shows the Sandia National Laboratories iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Product, Admin, Finance, Intelligence, and CertPay. The main content area is titled "Profile Management" and shows a breadcrumb trail: "Admin: Profile Management: Product & Services >". Below this, there is a section for "Update ACME Corporation - 51036: Surveys" with a table that currently displays "No results found." The left-hand navigation menu is expanded to show "Surveys" selected, indicated by a red arrow.

Subject	Last Update By	Last Update Date	Update
No results found.			

You have completed the Managing Your iSupplier Profile informational job aid. You now have the tools and knowledge to effectively manage your iSupplier Profile. Should you run into any problems or if you have any questions, please feel free to contact the Supply Chain Help Desk:

Supplier Registration Help Desk:

supreg@sandia.gov