



CITY OF CHATTANOOGA PURCHASING DEPARTMENT
ADDING PRODUCTS & SERVICES QUICKSTART GUIDE
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The intent of this quickstart guide is to assist suppliers in adding Products and Services in either registration or updating them in the portal after your account is established with a profile change request.

- After navigating to the **PRODUCTS AND SERVICES** tab
- Click on the small icon in the ribbon that is a gray square with a tiny plus sign on it. As you hover your mouse over it the words **SELECT & ADD** will appear. A new window will appear.
- The screen will look blank, click on the **small arrow** next to **NIGP CATEGORY**.
- An expanded list of products & services will appear
- Because of the large volume of the full NIGP Products & Services list, the City chose the top 250 codes. Please choose as many as possible that you feel your company may fall under. These codes help us to notify you of new bidding opportunities as they may arise.
- To select a category that you are interested in, click to the left of each category as you go through the list.
- When finished, scroll to the bottom right and click the button labeled **APPLY**. This will add your selections to your record.
- Click **OK** to exit the window.
- Submit either your registration or profile change request for approval.

Questions?? Need Support?? Please reach out to suppliersupport@chattanooga.gov