CITY OF CHATTANOOGA PURCHASING DEPARTMENT
PROFILE CHANGE REQUEST QUICKSTART GUIDE

423-643-7230
purchasing@chattanooga.gov

- After logging in, navigate to the dashboard page (will show a list of tasks on the left)
- In the task menu on the bottom left, click on **MANAGE PROFILE**
- When the new screen loads, click on **EDIT** in the top right of the page
- The screen will change and show a box at the top.
- In EDIT mode, You are able to change information in your profile for Corporate Profile, Addresses, Contacts, Business Classifications and Products & Services.
- Please remember that when you complete your updates, you must click the **REVIEW Changes** button in the top right of the screen.
- A new page will appear listing all the changes you have completed. **PLEASE CLICK ON THE SUBMIT** button in the top right of the screen to send them to the Supplier Portal Admin Team for review and approval.

Updating Addresses

- On the Address Tab, click the **Plus +** sign in the ribbon to pull up the address input dialog box.
- In the right hand column, choose the address purpose(Ordering, Remit To or RFG/Bidding). All three can be placed on the same address.
- In the left hand column, add the full street address to line one. Place the first 15 characters including spaces of the street address in the box next to the address name.
- Enter the zip code in the box next to Postal Code and hit enter on your keyboard. A new dialog box will appear-select the correct City/State/County form the box. The software will enter for you.
- Click OK to complete the update.

Adding Contacts Tips

- On the Contacts Tab, click the **Plus +** in the ribbon to pull up the Contacts input dialog box.
- Enter the contacts first and last name
- In the right column, enter the email address that contact will be used for notifications from the system.
- Under Contact Addresses, click the **Gray Square Icon** with the **tiny plus sign** to open the address list in your record. Choose the address(es) that you wish the contact to be associated with.

- Do you wish this contact to have a portal access account? If so click the small box next to **Request User Account.**

Updating Payments Tab

- On the **Organization Details** tab and look for the word **"Attachments"** on the right of the page under "**Tax Organization Type**"
- Click on the small plus sign next to "Attachments". A small window will pop-up.
- Click on **CHOOSE FILE**. The system will take you to your directory to upload the ACH form.
- When the upload is complete, click "**OK**"
- After uploading your form, click on the **PAYMENTS** tab
- Click to the left of the **ELECTRONIC** payment method and click on the small circle with a check in the ribbon.
- Next click on **BANK ACCOUNTS**
- Click on the PLUS Icon in the ribbon to create a new record.
- A new window will pop-up.
- On the left of the screen, input the country (United States)
- Enter the account number and again under **Check Digits** on the bottom right.
- Enter the bank name and a list should pop-up allowing you to choose the correct routing number.
- Enter the **Account Name**, **Currency** & **Account Type**.
- Click "**OK**" to exit the window.

Updating Business Classifications Tab

- On the Business Classifications Tab, click the **Plus +** in the ribbon to add a new line underneath the ribbon.
- Under Classification choose the right category that fits your business. Are you a Minority, Woman, LGBTQ, or Disabled Veteran Owned business? More than one category may apply. Choose as many that fits your business.
- If you choose Minority Owned Business, please choose the Subclassification of Black American, Native American, Hispanic etc.
- It is ok if your business is not certified by an outside agency. If it is, please choose the agency from the drop down box and upload a copy of your certificate.

Updating Products & Services

- On 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.

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