



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.

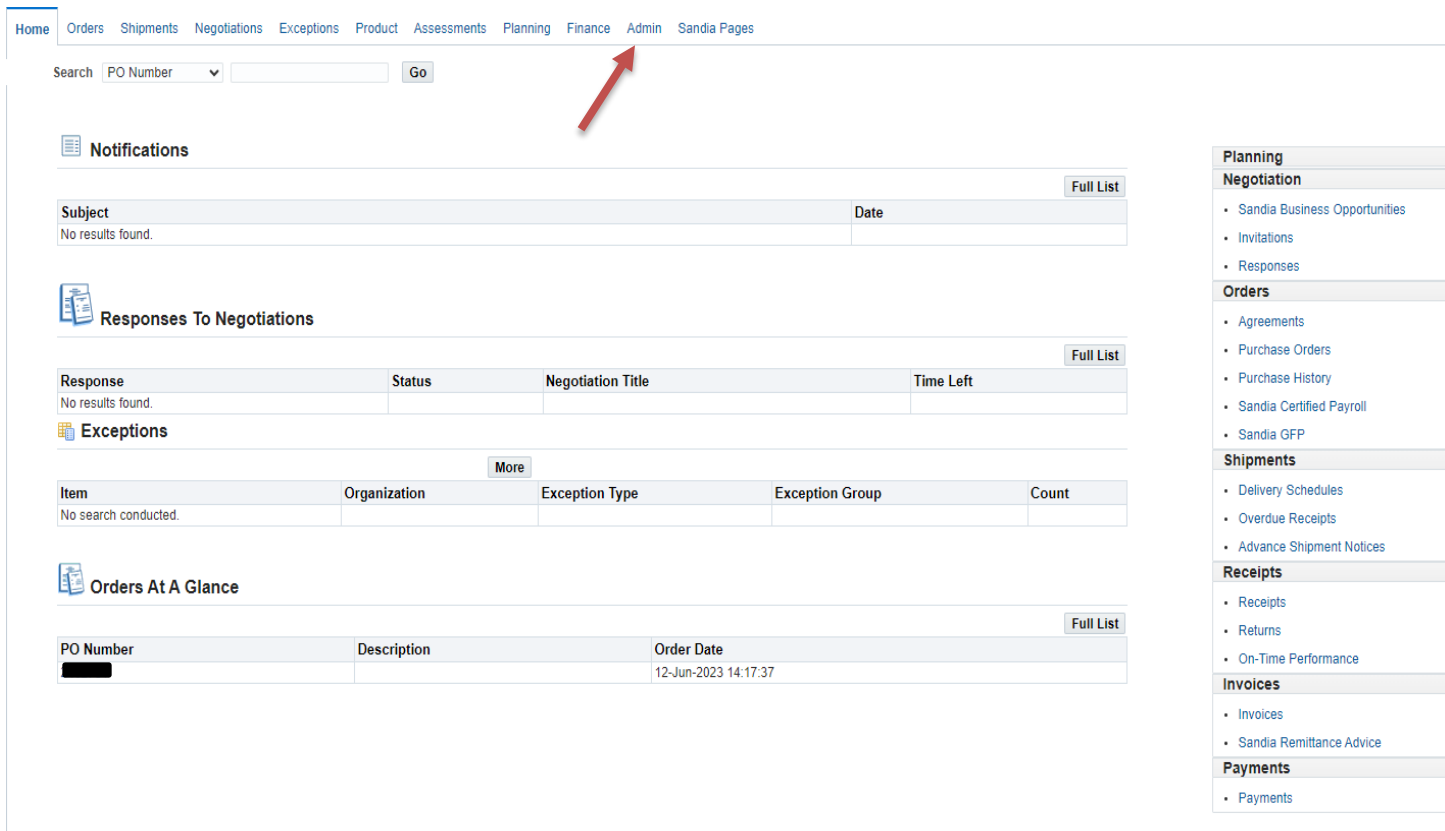
The rest of this job aid will describe how to manage the information in your company's profile.

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

Navigating to Your Profile

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

Figure A



The screenshot shows the iSupplier home page. At the top, there is a navigation bar with tabs: Home, Orders, Shipments, Negotiations, Exceptions, Product, Assessments, Planning, Finance, **Admin** (highlighted with a red arrow), and Sandia Pages. Below the navigation bar is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections:

- Notifications**: A table with columns 'Subject' and 'Date'. It shows 'No results found.' and a 'Full List' button.
- Responses To Negotiations**: A table with columns 'Response', 'Status', 'Negotiation Title', and 'Time Left'. It shows 'No results found.' and a 'Full List' button.
- Exceptions**: A table with columns 'Item', 'Organization', 'Exception Type', 'Exception Group', and 'Count'. It shows 'No search conducted.' and a 'More' button.
- Orders At A Glance**: A table with columns 'PO Number', 'Description', and 'Order Date'. It shows a single order with PO Number [redacted], Description [redacted], and Order Date 12-Jun-2023 14:17:37. There is a 'Full List' button.

On the right side of the page, there is a sidebar with a list of links organized by category:

- Planning**
 - Negotiation**
 - Sandia Business Opportunities
 - Invitations
 - Responses
 - Orders**
 - Agreements
 - Purchase Orders
 - Purchase History
 - Sandia Certified Payroll
 - Sandia GFP
 - Shipments**
 - Delivery Schedules
 - Overdue Receipts
 - Advance Shipment Notices
 - Receipts**
 - Receipts
 - Returns
 - On-Time Performance
 - Invoices**
 - Invoices
 - Sandia 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 B) you can attach your W-9 or W8, EFT form, 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 /business name as it was recorded when you registered, along with your supplier number, your Tax ID number, etc.

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

To add an attachment, URL, text:

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

Figure B

Home Orders Shipments Negotiations Exceptions Product Assessments Planning Finance **Admin** Sandia Pages

Profile Management

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

General

Organization Name [REDACTED] DUNS Number [REDACTED]
 Supplier Number [REDACTED] Tax Registration Number [REDACTED]
 Alias [REDACTED] Taxpayer ID [REDACTED]
 Parent Supplier Name [REDACTED] Country of Tax Registration [REDACTED]
 Parent Supplier Number [REDACTED]

Attachments

Search

Note that the search is case insensitive
 Title
 ▶ Show More Search Options

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage
No results found.							

Enter the Title of the document, Description of the document then select Choose File, Apply:

Home Orders Shipments Negotiations Exceptions Product Assessments Planning Finance **Admin** Sandia Pages

Profile Management

Add Attachment Cancel Add Another Apply

Add Desktop File/ Text/ URL

Attachment Summary Information

Title

Description

Category From Supplier

Define Attachment

Type ☒ File ☐ URL ☐ Short Text

No file chosen

☐ Long Text

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.

Add Attachment...								
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

On the Organization tab you can provide essential information about the structure of your company. This information is essential to Sandia.

Home Orders Shipments Negotiations Exceptions Product Assessments Planning Finance **Admin** Sandia Pages

Profile Management

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

General

Organization Name Supplier Test
Supplier Number 89737
Alias
Parent Supplier Name
Parent Supplier Number

Attachments

Search

Note that the search is case insensitive
Title
▶ Show More Search Options

Seq	Title	Type	Description	Category	Last Updated By
No results found.					

On the **Organization** page (Figure C) enter all required fields as well as any additional fields as desired and are appropriate.

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

Figure C

Organization

Overview Certifications/Registrations

Organization

D-U-N-S Number 0000011111 Chief Executive Name Shannan Eagans
Legal Structure Business (sole-proprietorsh) Chief Executive Title CEO
Principal Name
Year Established
Incorporation Year
Control Year
Mission Statement

Principal Title

Total Employees

Organization Total Corporate Total
Organization Total Type Corporate Total Type

Tax and Financial Information

Taxpayer ID Analysis Year
Tax Registration Num Currency Preference

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:

[Home](#)
[Orders](#)
[Shipments](#)
[Negotiations](#)
[Exceptions](#)
[Product](#)
[Assessments](#)
[Planning](#)
[Finance](#)
[Admin](#)
[Sandia Pages](#)

Profile Management

[General](#)
[Company Profile](#)
[Organization](#)
[Address Book](#)
[Contact Directory](#)
[Business Classifications](#)
[Product & Services](#)
[Payment & Invoicing](#)
[Surveys](#)

General

Organization Name	Supplier Test
Supplier Number	89737
Alias	
Parent Supplier Name	
Parent Supplier Number	

Attachments

Search

Note that the search is case insensitive

Title

► [Show More Search Options](#)

Seq	Title	Type	Description
No results found.			

The **Address Book** page (figure D) 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.

Figure D

Home Orders Shipments Negotiations Exceptions Product Assessments Planning Finance Admin Sandia Pages

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Payment & Invoicing

Surveys

Address Book

Create | ***

Address Name ▲	Address Details	Country ▲	Status ▲	Update	Remove
NM-SANTA F-1	123 ABC AVE ALBUQUERQUE, NM 12345	United States	New		

Update Page displays address details (Figure E). Make updates as necessary on this page, Email address, Phone number etc. Notification will be sent to the email address listed on this page. When you have entered the desired information click **Save**.

Figure E

Admin: Profile Management: Address Book >

Update Address

* Indicates required field

Supplier Name Supplier Test

Supplier Number 89737

* Address Name NM-SANTA F-1
ST-CITY (up to 7 chars)-1
Example: CA-SAN FRA-1

Country United States ▼

Context Value UNITED STATES ▼
United States Address Style

* Address Line 1 123 ABC AVE

Address Line 2

Address Line 3

Address Line 4

* City ALBUQUERQUE

* County BERNALILLO

* State NM ▼

* Postal Code 12345

* Phone Area Code 505

* Phone Number 2551101

Fax Area Code

Fax Number

* Email Address welcome@s.com

☒ Purchasing Address

☒ Payment Address

☐ RFQ Only Address

NOTE: Before a purchasing or payment site is approved, a WV-9 or equivalent must be submitted.

Cancel Save

To Add a New Address Click create

Address Book

Create | 

Address Name ▲	Address Details	Country ▲	Status ▲	Update	Remove
NM-SANTA F-1	123 ABC AVE ALBUQUERQUE, NM 12345	United States	New		

Page with blank fields will display (figure F). Complete all the fields with the asterisks with the new information. Add an email address which purchase order notifications should be emailed to.

Figure F

Admin: Profile Management: Address Book >

Create Address

* Indicates required field

Supplier Name: Supplier Test Supplier Number: 89737

* Address Name: ST-CITY (up to 7 chars)-1
Example: CA-SAN FRA-1

Country:

Context Value: United States Address Style

* Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

* City:

* Country:

* State:

* Postal Code:

* Phone Area Code:

* Phone Number:

Fax Area Code:

Fax Number:

* Email Address:

☒ Purchasing Address
☒ Payment Address
☐ RFQ Only Address

NOTE: Before a purchasing or payment site is approved, a W-9 or equivalent must be submitted.

Address Purpose

Purpose	Remove
No results found.	

Note

Select **SAVE** when finished.

Admin: Profile Management: Address Book >

Update Address

* Indicates required field

Supplier Name: Supplier Test Supplier Number: 89737

* Address Name: ST-CITY (up to 7 chars)-1
Example: CA-SAN FRA-1

Country:

Context Value: United States Address Style

* Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

* City:

* Country:

* State:

* Postal Code:

* Phone Area Code:

* Phone Number:

Fax Area Code:

Fax Number:





* Email Address:

☒ Purchasing Address
☒ Payment Address
☐ RFQ Only Address

NOTE: Before a purchasing or payment site is approved, a W-9 or equivalent must be submitted.

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

Address Book

Create ...					
Address Name ▲	Address Details	Country ▲	Status ▲	Update	Remove
NM-ALBUQUE-1	123 DEFG STREET ALBUQUERQUE, NM 87777	United States	New		
NM-SANTA F-1	123 ABC AVE ALBUQUERQUE, NM 12345	United States	New		

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 through your iSupplier profile under your company's General information and select Add Attachments (Instructions on hyperlink at the bottom of EFT form). Contact iSupplier with your Supplier number or TIN once it has been completed and added to your profile. 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.

On 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:

Home Orders Shipments Negotiations Exceptions Product Assessments Planning Finance **Admin** Sandia Pages

Profile Management

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Product & Services
Payment & Invoicing
Surveys

General

Organization Name Supplier Test
Supplier Number 89737
Alias
Parent Supplier Name
Parent Supplier Number

DUNS Number 0000011111
Tax Registration Number
Taxpayer ID
Country of Tax Registration

Attachments

Search

Note that the search is case insensitive
Title
▶ Show More Search Options

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage
No results found.							

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

Contact Directory : Active Contacts

Create								
First Name △	Last Name △	Phone Number △	Email △	Status △	User Account	Remove	Addresses	Update
Perla	Reyes	111-1111-1111		Current				
Supplier	Test		xyz@test.com	Current	✓			
Supplier	TestUser	111-111-1111	sandiatest@testingsandia.com	Current	✓			

▶ Contact Directory : Inactive Contacts

Page with blank fields will appear (Figure G). Complete the required fields and any additional fields as appropriate including contact purpose (figure H) & User Account (figure I).

Figure G

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

Create Contact

Cancel Save

* 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"/>	Alternate Phone Area Code	<input type="text"/>
* Country of Citizenship	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	Fax Number	<input type="text"/>
* Contact Email	<input type="text"/>		
Url	<input type="text"/>		

Contact Purpose

Purpose	Remove
No results found.	

User Account

Please note that authorized users will have access to view and submit all related documents (ex. potentially proprietary information such as Purchase Orders, Invoices, SCORE performance feedback, etc.).

Request User Account For The Contact ☐

- **Contact Purpose-** Click on the Green Plus sign to add the contact purpose. A drop-down menu will appear. Select the purpose from the drop-down menu.

Figure H

Contact Purpose

Purpose	Remove
Administrative Contact	

Administrative Contact
 Banking Contact
 Bill To
 Buying Contact
 Contact
 Correspondence
 Dunning
 Intercompany Contact
 Legal Contact
 Loan Application
 Loan Billing
 Loan Servicing
 Marketing
 Receiving Contact
 Ship To
 Shipping Contact
 Statement
 Technical Contact

- **USER ACCOUNT,** Check the box if the person you are adding requires access to the profile.

Figure I

User Account

Please note that authorized users will have access to view and submit all related documents (ex. potentially proprietary information such as Purchase Orders, Invoices, SCORE performance feedback, etc.).

Request User Account For The Contact ☒

Click **SAVE** when finished.

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.

Figure 1

Contact Directory : Active Contacts

Create ...							
First Name △	Last Name △	Phone Number △	Email △	Status △	User Account	Remove	Addresses
Perla	Reyes	111-1111-1111		Current			
Supplier	Test		xyz@test.com	Current	✓		
TEST	TEST	575-1234567	test@santest.com	Pending			
Supplier	TestUser	111-111-1111	sandiatest@testingsandia.com	Current	✓		

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.

Contact Directory : Active Contacts

Create ...								
First Name △	Last Name △	Phone Number △	Email △	Status △	User Account	Remove	Addresses	Update
Perla	Reyes	111-1111-1111		Current				
Supplier	Test		xyz@test.com	Current	✓			
Supplier	TestUser	111-111-1111	sandiatest@testingsandia.com	Current	✓			

► Contact Directory : Inactive Contacts

To Associate an Address to a Contact

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
Perla	Reyes	111-1111-1111		Current				
Supplier	Test		xyz@test.com	Current	✓			
Supplier	TestUser	111-111-1111	sandiatest@testingsandia.com	Current	✓			

► Contact Directory : Inactive Contacts


Click on the green plus sign and click on the magnifying glass.

Address Associations for Contact

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



Address Name



Click GO

Search and Select:

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Address Name Go

Results

Select	Quick Select	Address Name	Address Details
	No search conducted.		

"Quick select" the address you want associated to the contact.

Search and Select:

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Address Name Go

Results

Select	Quick Select	Address Name ▲	Address Details
<input type="radio"/>		NM-ALBUQUE-1	123 DEFG STREET, ALBUQUERQUE, BERNALILLO, NM, US
<input type="radio"/>		NM-SANTA F-1	123 ABC AVE, ALBUQUERQUE, BERNALILLO, NM, US

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

Cancel Save

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

+		
Address Name	Address Details	Remove
NM-ALBUQUE-1	123 DEFG STREET, ALBUQUERQUE, BERNALILLO, NM, 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

Create	...				
First Name ^	Last Name ^	Phone Number ^	Email ^	Status ^	User Account
Perla	Reyes	111-1111-1111		Change Pending	
Supplier	Test		xyz@test.com	Current	✓

REMOVING A CONTACT FROM AN ADDRESS

Click the icon under the addresses tab for the contact.

Contact Directory : Active Contacts

Create	...							
First Name ^	Last Name ^	Phone Number ^	Email ^	Status ^	User Account	Remove	Addresses	Update
Perla	Reyes	111-1111-1111		Current				
Supplier	Test		xyz@test.com	Current	✓			
Supplier	TestUser	111-111-1111	sandiatest@testingsandia.com	Current	✓			

Contact Directory : Inactive Contacts

Look under Address Associations for Contact (Figure J). If there is an address that you no longer wish to be

associated with the contact, click the trashcan icon.

Figure J

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.

+

Address Name	Address Details	Remove
NM-ALBUQUE-1	123 DEFG STREET, ALBUQUERQUE, NM, NM, US	

Cancel Save



You will then see the address removed from Address Associations for Contact. 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-ALBUQUE-1	123 DEFG STREET, ALBUQUERQUE, BERNALILLO, NM, US	


Cancel Save



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

Create	...					
First Name △	Last Name △	Phone Number △	Email △	Status △	User Account	
Perla	Reyes	111-1111-1111		Change Pending		
Supplier	Test		xyz@test.com	Current	✓	



Business Classifications

Sandia National Laboratories has a regulatory requirement to report accurate and current business status and socioeconomic data through Sandia's annual contractor 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.

Home Orders Shipments Negotiations Exceptions Product Assessments Planning Finance Admin Sandia Pages

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Payment & Invoicing

Surveys

General

Organization Name Supplier Test

Supplier Number 89737

Alias

Parent Supplier Name

Parent Supplier Number

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

Seq	Title	Type	Description
No results found.			

On the Business Classifications page click the applicable box to enable that classification. Select arrow for Next page of business classifications.

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

Last Modified by

☒ TIP Date format example: 19-Oct-2023

☒ TIP At least one entry is required.

...

Classification ▲	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Large Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
8(a) - SBA Certified (Enter Cert Agency and Exp Date)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Disadv. Bus. - SBA Certified (Enter Cert Agency & Exp Date)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Disadvantaged Business - Derived Alaskan Native/Indian Co.	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Disadvantaged Business - Self Certified	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
HUB Zone (Enter Cert Agency & Cert Date)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Economically Disadvantaged Woman Owned Small (EDWOSB)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Woman Owned Small Business (WOSB)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned Small Business (VOSB)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Disabled Vet Owned Small Business (SDVOSB) (Enter Cert Date)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Alaskan Native Corporation (ANC)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Indian Tribe Corporation	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Educational Institution	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Educational Hispanic American Colleges & Universities (HACU)	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous 1 - 15 Next 15

Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

When finished, ensure that you have checked the certify box confirming the information was entered correctly.

Business Classifications

Certification

NOTICE: UNDER U.S.C. 645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL BUSINESS TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED BY THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROHIBITED ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE

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

Last Certified

By

☒ **TIP** Date format example: 19-Oct-2023

☒ **TIP** At least one entry is required.

...

Classification ▲	Appl
Large Business	[
Small Business	[
8(a) - SBA Certified (Enter Cert Agency and Exp Date)	[

Select Save when all applicable classifications have been selected.

Cancel Save

ZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER
JANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF
ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II) SUBJECT
PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

				◀ Previous	1 - 15	Next 15 ▶
Minority Type	Certificate Number	Certifying Agency	Expiration Date			
	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Once you have saved your classifications you will see a confirmation on the top of the page.

Confirmation

Your classifications have been saved.

Business Classifications

Certification

NOTICE: UNDER U.S.C. 645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZO
TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUAN
THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM EL
TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT, AND (III) INELIGIBLE FOR PA

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

Last Certified

By

☒ TIP Date format example: 19-Oct-2023

☒ TIP At least one entry is required.

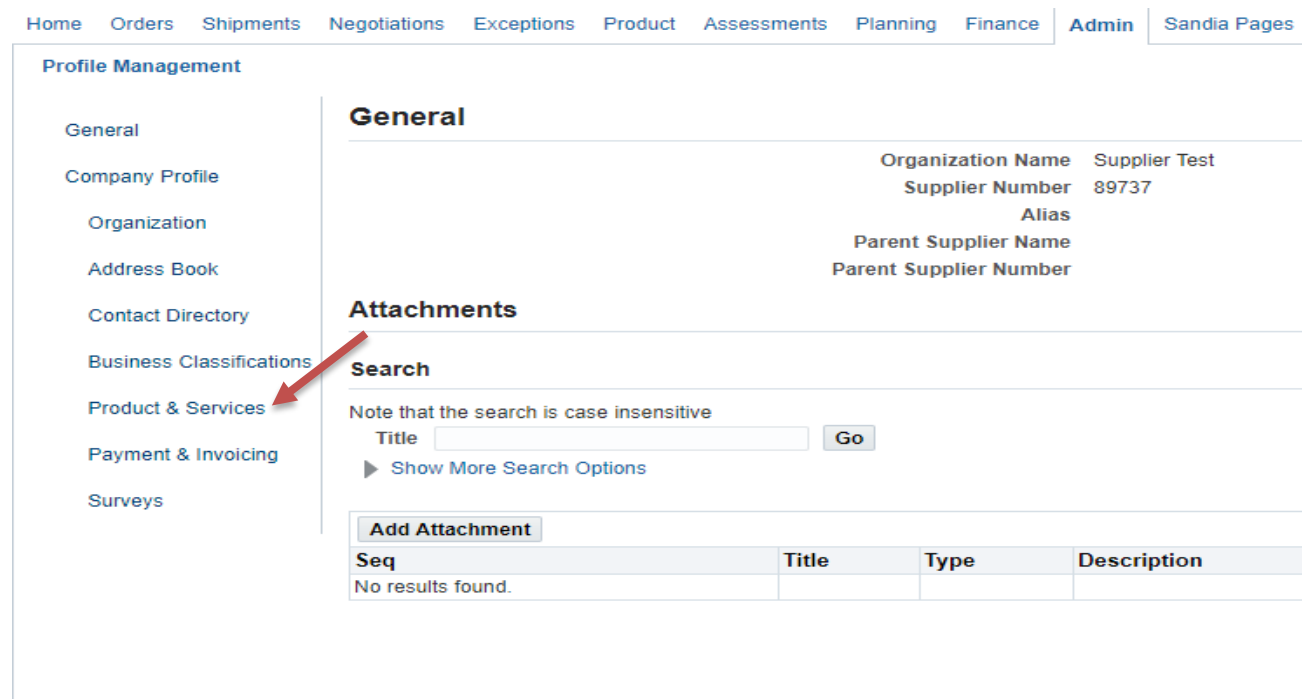
...		
Classification	Applicable	
Large Business	<input checked="" type="checkbox"/>	
TR Airport Authority	<input checked="" type="checkbox"/>	
Small Business	<input type="checkbox"/>	

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**



The screenshot shows the 'Profile Management' page with a sidebar on the left containing links: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, **Product & Services** (highlighted with a red arrow), Payment & Invoicing, and Surveys. The main content area is titled 'General' and displays fields for Organization Name (Supplier Test), Supplier Number (89737), Alias, Parent Supplier Name, and Parent Supplier Number. Below this is an 'Attachments' section with a 'Search' box containing the text 'Note that the search is case insensitive', a 'Title' input field, and a 'Go' button. A link 'Show More Search Options' is also present. At the bottom of the Attachments section is an 'Add Attachment' button and a table with columns 'Seq', 'Title', 'Type', and 'Description'. The table currently shows 'No results found.'

To add a new product/service definition, click **Add**.

Products and Services

Add 			
<input type="checkbox"/> Code	Products and Services	Date Added	Approval Status
No results found.			

On the **Add Products and Services** page (Figure K), browse for a required product or service. Use the navigation arrows to scroll through all products and services. Select your product/service by checking an **APPLICABLE** box on the right.

Figure K

Add Products and Services: : (Supplier Test)

☒ Browse All Products & Services
☐ Search for Specific Product & Service

... Previous 1 - 10 Next 10

Code	Products and Services	View Sub-Categories	Applicable <input type="checkbox"/>
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 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 Subcategories** for the Product/Service that has been selected.

Admin: Profile Management: Product & Services >

Add Products and Services: : (Supplier Test)

☒ Browse All Products & Services
☐ Search for Specific Product & Service

... Previous 10 21 - 30 Next 10

Code	Products and Services	View Sub-Categories	Applicable <input type="checkbox"/>
GOVERNMENT	GOVERNMENT		<input checked="" type="checkbox"/> Applicable
GREASES/LUBRICANT/SOLVENT	GREASES/LUBRICANT/SOLVENT		<input type="checkbox"/> Applicable
HARDWARE	HARDWARE		<input type="checkbox"/> Applicable
IT HARDWARE	IT HARDWARE		<input type="checkbox"/> Applicable
IT OUTSIDE SERVICES	IT OUTSIDE SERVICES		<input checked="" type="checkbox"/> Applicable
IT SOFTWARE	IT SOFTWARE		<input type="checkbox"/> Applicable
IT TELECOMMUNICATIONS	IT TELECOMMUNICATIONS		<input type="checkbox"/> Applicable
JANITORIAL SUPPLIES	JANITORIAL SUPPLIES		<input type="checkbox"/> Applicable
LABORATORY SUPPLIES	LABORATORY SUPPLIES		<input type="checkbox"/> Applicable
LUBRICANTS/OILS/GREASES			<input type="checkbox"/> Applicable

... Previous 10 21 - 30 Next 10


On the **Add Products and Services** subcategory page, browse for a required subcategory. Use the navigation arrows to scroll through the subcategories. Select the product/service subcategory and click **Apply**.

Admin: Profile Management: Product & Services >

Add Products and Services: GOVERNMENT :GOVERNMENT (Supplier Test)

...			Previous	1 - 10 of 14	Next 4
Code	Products and Services	View Sub-Categories	Applicable		
FAO	FAO			<input type="checkbox"/>	Applicable
ICO	ICO			<input checked="" type="checkbox"/>	Applicable
ICO/FAO	ICO/FAO			<input checked="" type="checkbox"/>	Applicable
QS/FAO	QS/FAO			<input type="checkbox"/>	Applicable
QS/ICO ALL OTHER	QS/ICO ALL OTHER			<input type="checkbox"/>	Applicable
QS/ICO BECHTEL NV	QS/ICO BECHTEL NV			<input type="checkbox"/>	Applicable
QS/ICO BWXT PANTEX	QS/ICO BWXT PANTEX			<input type="checkbox"/>	Applicable
QS/ICO BWXT Y-12	QS/ICO BWXT Y-12			<input type="checkbox"/>	Applicable
QS/ICO FIREARM NON-PROTECTIVE FORCE	QS/ICO FIREARM NON-PROTECTIVE FORCE			<input type="checkbox"/>	Applicable
QS/ICO FIREARM PROTECTIVE FORCE	QS/ICO FIREARM PROTECTIVE FORCE			<input type="checkbox"/>	Applicable
			Previous	1 - 10 of 14	Next 4

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.

- GOVERNMENT.ICO
- GOVERNMENT.ICO/FAO

[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				
<input type="checkbox"/>	Code	Products and Services	Date Added	Approval Status
<input type="checkbox"/>	GOVERNMENT.ICO	GOVERNMENT.ICO	23-Oct-2023	Pending Approval
<input type="checkbox"/>	GOVERNMENT.ICO/FAO	GOVERNMENT.ICO/FAO	23-Oct-2023	Pending Approval

Surveys

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

[Home](#)
[Orders](#)
[Shipments](#)
[Negotiations](#)
[Exceptions](#)
[Product](#)
[Assessments](#)
[Planning](#)
[Finance](#)
[Admin](#)
[Sandia Pages](#)

Profile Management

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

General

Organization Name	Supplier Test
Supplier Number	89737
Alias	
Parent Supplier Name	
Parent Supplier Number	

Attachments

Search

Note that the search is case insensitive

Title

► Show More Search Options

Seq	Title	Type	Description
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 Supplier Registration Help Desk:

Supplier Registration Help Desk: supreg@sandia.gov

Below are email addresses of individual departments and categories of circumstances they handle.

supreg@sandia.gov – login assistance & login troubleshooting/ new user set up.

Einvoice@sandia.gov – Invoice questions & invoice submittal trouble shooting.

APhelp@sandia.gov – Payment status.

isupplier@sandia.gov – Electronic Funds transfer Requests (EFT's).