



# **Powell**

# **iSupplier Admin**

# **Training Guide**

## Document Information and Revision History

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|                            |                                |
|----------------------------|--------------------------------|
| File Name                  | iSupplier Admin Training Guide |
| Original Author(s)         |                                |
| Current Revision Author(s) |                                |

| Version | Date | Author(s) | Revision Notes |
|---------|------|-----------|----------------|
| 1       |      |           |                |
| 2       |      |           |                |



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## 1. iSupplier Portal Home Page

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When you access the Powell applications, you are presented with a login page. After entering your login and password, you are presented with your list of responsibilities. When you select iSupplier User - Powell, the iSupplier Portal home page displays.



The home page displays quick links that allow users to navigate to appropriate functions in the portal.



### 1.1 Admin Tab

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The Admin tab allows you to manage your Supplier Master information. Typically only the CFO or CFO Designee are allowed access to this portion of iSupplier portal because of the sensitive financial information that is accessible.



Click on Organization to update general company information. Changes to these fields do not require internal approvals prior to updating the Supplier Master.

**Profile Management**

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

**Organization**

D-U-N-S Number: 000001234  
 Legal Structure: Division  
 Chief Executive Name: Bobbie Lewis  
 Chief Executive Title: CEO  
 Principal Name:   
 Year Established: 1980  
 Principal Title:   
 Incorporation Year: 1991  
 Control Year: 1995  
 Mission Statement: Try to take over the universe.

**Total Employees**

Organization Total: 28392  
 Corporate Total: 183394  
 Organization Total Type: Actual  
 Corporate Total Type: Actual

**Tax and Financial Information**

Taxpayer ID: 18-454846548  
 Analysis Year:   
 Tax Registration Num:   
 Currency Preference:   
 VAT Number:   
 Annual Revenue:   
 Fiscal Year End:   
 Potential Revenue:   
 Federal Agency  
 For next fiscal year.

Click on Address Book to add or modify a purchasing or payment address.

Home | Orders | Shipments | Product | Intelligence | Admin | Payables

**Profile Management**

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

**Address Book**

Create

| Address Name  | Address Details                                | Country       | Update |
|---------------|--|---------------|--------|
| Charlotte     | P O Box 532437<br>Charlotte, NC 28290 2437     | United States |        |
| Chicago 1     | 21344 Network Place<br>Chicago, IL 60673       | United States |        |
| Decatur       | 123 Decatur<br>Decatur 60127                   | United States |        |
| Houston       | 1234 ABB Lane<br>Houston, TX 77459             | United States |        |
| Vancouver     | 1234 Deb Mayotte Lane<br>Vancouver, BC V3M 2R5 | Canada        |        |
| Wichita Falls | 1206 Hatton Rd<br>Wichita Falls, TX 76302      | United States |        |

To add a new purchasing or payment address, click on the create button.

Home | Orders | Shipments | Product

**Profile Management**

- General
- Company Profile
- Organization
- Address Book**

**Address Book**

Create

Address Name  
Charlotte

Complete the following fields:

- Address Name (This is the same as the City)
- Country
- Address Line1
- City/Town/Locality
- County
- State/Region
- Province
- Postal Code
- Phone Area Code (for main number to this site)
- Phone Number (main number to this site)

Then check the box next to the appropriate type of address. You can choose both if this is where the purchase orders are to be sent and for payments to be made. Click on the Apply button when you're done. **DO NOT CHECK RFQ ADDRESS.**

Create Address  
\* Indicates required field

Cancel Apply

\* Address Name: New Orleans  
Country: United States  
\* Address Line 1: 123 Mockingbird Way  
Address Line 2:   
Address Line 3:   
Address Line 4:   
\* City/Town/Locality: New Orleans  
County: Hubbard  
\* State/Region: LA  
Province:   
\* Postal Code: 70510

Phone Area Code: 713  
Phone Number: 555-9999  
Fax Area Code:   
Fax Number:   
Email Address:   
 PO Address  
 Payment Address  
 RFQ Address

Cancel Apply

To modify an existing site, click on the pencil icon next to the appropriate address.

Home Orders Shipments Product Intelligence Admin Payables

Profile Management

Address Book

Create

| Address Name  | Address Details                                | Country       | Update |
|---------------|--|---------------|--------|
| Charlotte     | P O Box 532437<br>Charlotte, NC 28290 2437     | United States |        |
| Chicago 1     | 21344 Network Place<br>Chicago, IL 60673       | United States |        |
| Decatur       | 123 Decatur<br>Decatur 60127                   | United States |        |
| Houston       | 1234 ABB Lane<br>Houston, TX 77459             | United States |        |
| Vancouver     | 1234 Deb Mayotte Lane<br>Vancouver, BC V3M 2R5 | Canada        |        |
| Wichita Falls | 1206 Hatton Rd<br>Wichita Falls, TX 76302      | United States |        |

Update the appropriate fields and click the Save button.

Admin: Profile Management: Address Book >

Update Address  
\* Indicates required field

Supplier Name: ABB Inc

Supplier Number: 10056

\* Address Name: Charlotte  
Country: United States  
\* Address Line 1: P O Box 532437  
Address Line 2:   
Address Line 3:   
Address Line 4:   
\* City/Town/Locality: Charlotte  
County:   
State/Region: NC  
Province:   
\* Postal Code: 28290 2437

Phone Area Code: 877  
Phone Number: 519-8800  
Fax Area Code: 866  
Fax Number: 635-0996  
Email Address: patty.spencer@us.abb.com  
 Purchasing Address  
 Payment Address  
 RFQ Only Address

Cancel Save

Click on Contact Directory to create, modify or remove contacts.

Home Orders Shipments Product Intelligence Admin Payables

Profile Management

Contact Directory : Active Contacts

Create

| First Name | Last Name | Phone Number     | Email                      | Status  | User Account                        | Remove | Addresses | Update |
|------------|-----------|------------------|----------------------------|---------|-------------------------------------|--------|-----------|--------|
| Holly      | Schrenk   | 832 312-1348     | holly@abb.com              | Current | <input checked="" type="checkbox"/> |        |           |        |
| Bob        | Smith     | 222-222-2222     | bob@abb.com                | Current | <input checked="" type="checkbox"/> |        |           |        |
| Patty      | Spencer   | 877 519-8800 x-5 | patty.spencer@us.abb.com   | Current |                                     |        |           |        |
| Joyce      | Steuart   | 919 783-5921     | joyce.a.steuart@us.abb.com | Current |                                     |        |           |        |

Contact Directory : Inactive Contacts

Click on the Create button to enter additional contacts for your company.

**Contact Directory**

At least one entry is required.

| First Name | Last Name |
|------------|-----------|
| Bob        | Jones     |

Complete the following fields:

- First Name
- Last Name
- Job Title
- Department
- Contact Email
- Phone Area Code
- Phone Number
- Alternate Phone Area Code (for Mobile number)
- Alternate Phone Number (for Mobile number)

Then click on the Apply button.

Create Contact  
\* Indicates required field

---

Contact Title:

First Name:

Middle Name:

\* Last Name:

Alternate Name:

Job Title:

Department:

\* Contact Email:

URL:

Phone Area Code:

Phone Number:

Phone Extension:

Alternate Phone Area Code:

Alternate Phone Number:

Fax Area Code:

Fax Number:

To update an existing user, click on the pencil icon next to the appropriate person.

| Home  | Orders    | Shipments        | Product                    | Intelligence | Admin        | Payables |   |        |  |  |  |            |           |              |       |        |              |        |           |        |       |         |              |               |         |   |  |  |  |     |       |              |             |         |   |  |  |  |       |         |                  |                          |         |  |  |  |  |       |         |              |                            |         |  |  |  |  |
|---|-----------|------------------|----------------------------|--------------|--------------|----------|---|--------|--|--|--|------------|-----------|--------------|-------|--------|--------------|--------|-----------|--------|-------|---------|--------------|---------------|---------|---|--|--|--|-----|-------|--------------|-------------|---------|---|--|--|--|-------|---------|------------------|--------------------------|---------|--|--|--|--|-------|---------|--------------|----------------------------|---------|--|--|--|--|
| <b>Profile Management</b>   |           |                  |                            |              |              |          | <b>Contact Directory : Active Contacts</b>  |        |  |  |  |            |           |              |       |        |              |        |           |        |       |         |              |               |         |   |  |  |  |     |       |              |             |         |   |  |  |  |       |         |                  |                          |         |  |  |  |  |       |         |              |                            |         |  |  |  |  |
| <ul style="list-style-type: none"> <li>• General</li> <li>• Company Profile               <ul style="list-style-type: none"> <li>○ Organization</li> <li>○ Address Book</li> <li>○ <b>Contact Directory</b></li> <li>○ Business Classifications</li> <li>○ Product &amp; Services</li> <li>○ Banking Details</li> <li>○ Payment &amp; Invoicing</li> <li>○ Surveys</li> </ul> </li> </ul> |           |                  |                            |              |              |          | <div style="text-align: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;"><input type="button" value="Create"/></div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Phone Number</th> <th>Email</th> <th>Status</th> <th>User Account</th> <th>Remove</th> <th>Addresses</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>Holly</td> <td>Schrenk</td> <td>832 312-1348</td> <td>holly@abb.com</td> <td>Current</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td>Bob</td> <td>Smith</td> <td>222-222-2222</td> <td>bob@abb.com</td> <td>Current</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td>Patty</td> <td>Spencer</td> <td>877 519-8800 x-5</td> <td>patty.spencer@us.abb.com</td> <td>Current</td> <td></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td>Joyce</td> <td>Steuart</td> <td>919 783-5921</td> <td>joyce.a.steuart@us.abb.com</td> <td>Current</td> <td></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </tbody> </table> |        |  |  |  | First Name | Last Name | Phone Number | Email | Status | User Account | Remove | Addresses | Update | Holly | Schrenk | 832 312-1348 | holly@abb.com | Current | ✓ |  |  |  | Bob | Smith | 222-222-2222 | bob@abb.com | Current | ✓ |  |  |  | Patty | Spencer | 877 519-8800 x-5 | patty.spencer@us.abb.com | Current |  |  |  |  | Joyce | Steuart | 919 783-5921 | joyce.a.steuart@us.abb.com | Current |  |  |  |  |
| First Name  | Last Name | Phone Number     | Email                      | Status       | User Account | Remove   | Addresses   | Update |  |  |  |            |           |              |       |        |              |        |           |        |       |         |              |               |         |   |  |  |  |     |       |              |             |         |   |  |  |  |       |         |                  |                          |         |  |  |  |  |       |         |              |                            |         |  |  |  |  |
| Holly   | Schrenk   | 832 312-1348     | holly@abb.com              | Current      | ✓            |          |   |        |  |  |  |            |           |              |       |        |              |        |           |        |       |         |              |               |         |   |  |  |  |     |       |              |             |         |   |  |  |  |       |         |                  |                          |         |  |  |  |  |       |         |              |                            |         |  |  |  |  |
| Bob   | Smith     | 222-222-2222     | bob@abb.com                | Current      | ✓            |          |   |        |  |  |  |            |           |              |       |        |              |        |           |        |       |         |              |               |         |   |  |  |  |     |       |              |             |         |   |  |  |  |       |         |                  |                          |         |  |  |  |  |       |         |              |                            |         |  |  |  |  |
| Patty   | Spencer   | 877 519-8800 x-5 | patty.spencer@us.abb.com   | Current      |              |          |   |        |  |  |  |            |           |              |       |        |              |        |           |        |       |         |              |               |         |   |  |  |  |     |       |              |             |         |   |  |  |  |       |         |                  |                          |         |  |  |  |  |       |         |              |                            |         |  |  |  |  |
| Joyce   | Steuart   | 919 783-5921     | joyce.a.steuart@us.abb.com | Current      |              |          |   |        |  |  |  |            |           |              |       |        |              |        |           |        |       |         |              |               |         |   |  |  |  |     |       |              |             |         |   |  |  |  |       |         |                  |                          |         |  |  |  |  |       |         |              |                            |         |  |  |  |  |
| <b>Contact Directory : Inactive Contacts</b>  |           |                  |                            |              |              |          |   |        |  |  |  |            |           |              |       |        |              |        |           |        |       |         |              |               |         |   |  |  |  |     |       |              |             |         |   |  |  |  |       |         |                  |                          |         |  |  |  |  |       |         |              |                            |         |  |  |  |  |

Update the appropriate information and click the Save button.

Admin: Profile Management: Contact Directory >  
 Update Contact  
 \* Indicates required field

Cancel Save

---

Contact Title  Phone Area Code   
 First Name  Phone Number   
 Middle Name  Phone Extension   
 \* Last Name  Alternate Phone Area Code   
 Alternate Name  Alternate Phone Number   
 Job Title  Fax Area Code   
 Department  Fax Number   
 Contact Email   
 Url

To remove a contact, click on the trash can icon.













Home Orders Shipments Product Intelligence Admin Payables

Profile Management

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

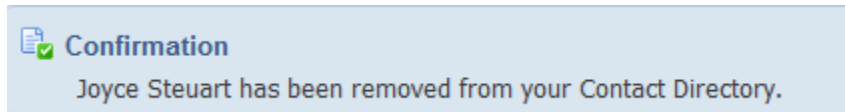
Contact Directory : Active Contacts

Create

| First Name | Last Name | Phone Number     | Email                      | Status  | User Account | Remove  | Addresses   | Update  |
|------------|-----------|------------------|----------------------------|---------|--------------|---|---|---|
| Holly      | Schrenk   | 832 312-1348     | holly@abb.com              | Current | ✓            |  |  |  |
| Bob        | Smith     | 222-222-2222     | bob@abb.com                | Current | ✓            |  |  |  |
| Patty      | Spencer   | 877 519-8800 x-5 | patty.spencer@us.abb.com   | Current |              |  |  |  |
| Joyce      | Steuart   | 919 783-5921     | joyce.a.steuart@us.abb.com | Current |              |  |  |  |

Contact Directory : Inactive Contacts

You will receive the following confirmation.



Click on Business Classifications and update any necessary information. Once you have completed the necessary updates, check the box next to "I certify that..." and click on the Save button.

Home Orders Shipments Product Intelligence Admin Payables

Profile Management

- General
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Business Classifications

Certification

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

Last Certified **15-Sep-2013** By **Holly Schrenk**

✓ TIP Date format example: 31-Jan-2014

| Classification                           | Applicable                          | Minority Type   | Certificate Number | Certifying Agency | Expiration Date |
|--|-------------------------------------|-----------------|--------------------|-------------------|-----------------|
| Hub Zone (US Only)                       | <input checked="" type="checkbox"/> |                 | rjnert             | fff               | 31-Oct-2013     |
| ISO Certification                        | <input checked="" type="checkbox"/> |                 | 2222224            | sba               | 30-Nov-2016     |
| Minority Owned (US Only)                 | <input checked="" type="checkbox"/> | Native American | 6666666            | somebody          | 06-Apr-2017     |
| Service-disabled Veteran Owned (US Only) | <input checked="" type="checkbox"/> |                 |                    |                   |                 |
| Small Business (US Only)                 | <input checked="" type="checkbox"/> |                 | 1237354            | SBA               | 30-Nov-2016     |
| Veteran Owned (US Only)                  | <input checked="" type="checkbox"/> |                 |                    |                   |                 |
| Women Owned (US Only)                    | <input checked="" type="checkbox"/> |                 | 9875643            | SBI               | 30-Nov-2025     |

Click on Products and Services to add or remove categories.



Home | Orders | Shipments | Product | Intelligence | Admin | Payables

**Profile Management**

- General
- Company Profile
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  - Contact Directory
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  - Product & Services**
  - Banking Details
  - Payment & Invoicing
  - Surveys

**Products and Services**

Remove Add

Select All | Select None

| Select Code   | Products and Services                | Date Added  | Approval Status |
|---|--------------------------------------|-------------|-----------------|
| <input type="checkbox"/> Power Sources                        | Power Sources                        | 03-Oct-2013 | Approved        |
| <input type="checkbox"/> Electrical Controls and Accessories  | Electrical Controls and Accessories  | 28-Aug-2013 | Approved        |
| <input type="checkbox"/> Computers and Accessories            | Computers and Accessories            | 28-Aug-2013 | Approved        |
| <input type="checkbox"/> Advertising                          | Advertising                          | 02-Oct-2013 | Approved        |
| <input type="checkbox"/> Aluminum                             | Aluminum                             | 02-Oct-2013 | Approved        |
| <input type="checkbox"/> Bearings, Bushings, Wheels and Gears | Bearings, Bushings, Wheels and Gears | 07-Oct-2013 | Approved        |
| <input type="checkbox"/> Bronze                               | Bronze                               | 07-Oct-2013 | Approved        |
| <input type="checkbox"/> Power Conditioning Equipment         | Power Conditioning Equipment         | 29-Aug-2013 | Approved        |
| <input type="checkbox"/> Wood                                 | Wood                                 | 13-Sep-2013 | Approved        |
| <input type="checkbox"/> Cable, Wire, Harness and Accessories | Cable, Wire, Harness and Accessories | 03-Oct-2013 | Approved        |

Remove Add

To add Products and Services, click on the Add button.

Home | Orders | Shipments | Product | Intelligence | Admin | Payables

**Profile Management**

- General
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**Products and Services**

Remove Add

Select All | Select None

Select Code

Select the products and services that are supplied by your organization. Then click on Apply. (Refer to **Section 1.3** Product and Services Category Listing for additional definitions.)

Add Products and Services: : (ABC Incorporated)

Cancel Apply

Browse All Products & Services

Search for Specific Code and Product

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| Code                                  | Products and Services                 | View Sub-Categories | Applicable               |
|---------------------------------------|---------------------------------------|---------------------|--------------------------|
| Office Equipment and Supplies         | Office Equipment and Supplies         |                     | <input type="checkbox"/> |
| Paints and Primers                    | Paints and Primers                    |                     | <input type="checkbox"/> |
| Pipe and Pipe Fittings                | Pipe and Pipe Fittings                |                     | <input type="checkbox"/> |
| Pneumatic and Hydraulic Systems       | Pneumatic and Hydraulic Systems       |                     | <input type="checkbox"/> |
| Power Conditioning Equipment          | Power Conditioning Equipment          |                     | <input type="checkbox"/> |
| Power Sources                         | Power Sources                         |                     | <input type="checkbox"/> |
| Professional Assoc and Subscriptions  | Professional Assoc and Subscriptions  |                     | <input type="checkbox"/> |
| Real Estate Services                  | Real Estate Services                  |                     | <input type="checkbox"/> |
| Resin, Film and Elastomeric Materials | Resin, Film and Elastomeric Materials |                     | <input type="checkbox"/> |
| Resistors                             | Resistors                             |                     | <input type="checkbox"/> |

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To remove Products and Services, click on the Remove button.

Home | Orders | Shipments | Product | Intelligence | Admin | Payables

**Profile Management**

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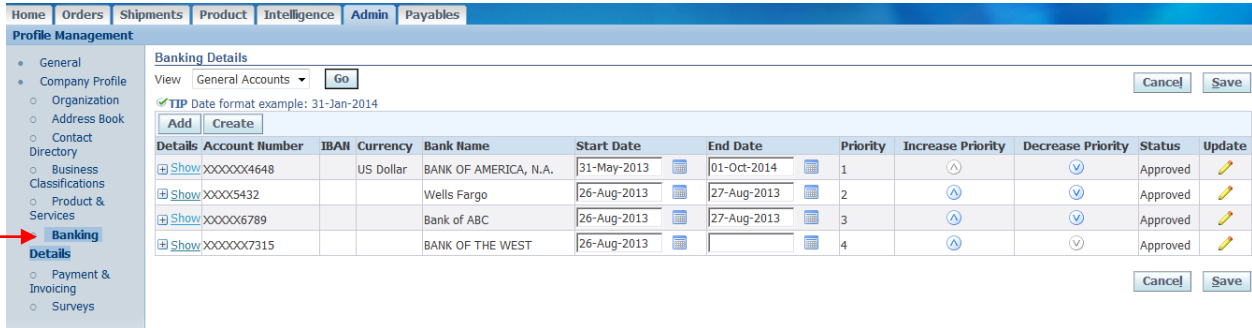
**Products and Services**

Remove Add

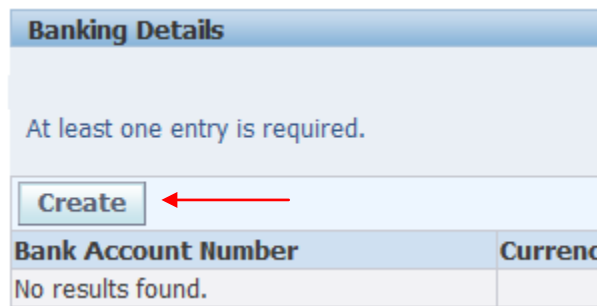
Select All | Select None

Select Code

Click on Banking Details to create or inactivate a bank account used for ACH payments.



To create a new account, click on the Create button.



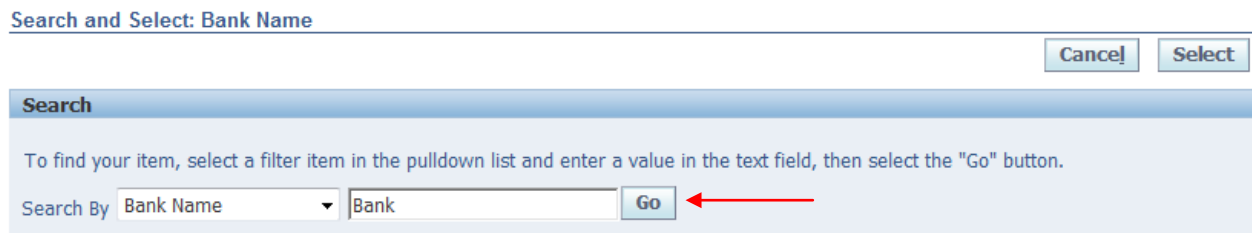
Select the banking country and check the box next to "Account is used for foreign payments" if this applies.



Then choose Existing Bank and click on the magnifying glass to search for your bank.



Type in a portion of your banks name then click on Go.



To page through the results, click on Next 10 until you see your bank's name. Click on the Quick Select button to choose your bank.

Results

Personalize "Bank Accounts Table"

Previous 1-10 Next 10

| Select                | Quick Select | Bank Name               | Bank Number |
|-----------------------|--------------|-------------------------|-------------|
| <input type="radio"/> |              | BANK FINANCIAL          |             |
| <input type="radio"/> |              | BANK FIRST NATIONAL     |             |
| <input type="radio"/> |              | BANK OF ERATH           |             |
| <input type="radio"/> |              | BANK OF THE OZARKS WCA  |             |
| <input type="radio"/> |              | Bank of ABC             |             |
| <input type="radio"/> |              | BANK OF AMERICA NA      |             |
| <input type="radio"/> |              | BANK OF CHINA           |             |
| <input type="radio"/> |              | BANK OF BLUE VALLEY     |             |
| <input type="radio"/> |              | BANK OF MONTREAL        |             |
| <input type="radio"/> |              | BANK OF FRANKLIN COUNTY |             |

Previous 1-10 Next 10

Then choose Existing Branch and click on the magnifying glass to search for your branch.

Branch

New Branch

Existing Branch

Branch Name

Branch Number

BIC

Branch Type

[Show Branch Details](#)

Click on the Go button to bring up all branches associated with this bank.

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

Using the Quick Select Button, choose your branch.

Results

Personalize "Branch"

| Select                | Quick Select | Branch Name | Branch Number | Bank Name   | Bank Number | BIC | Branch Type |
|-----------------------|--------------|-------------|---------------|-------------|-------------|-----|-------------|
| <input type="radio"/> |              | ABC Houston |               | Bank of ABC |             |     | ABA         |

[About this Page](#)

If your bank is not in the list, choose New Bank and complete the Bank Name field.

**Bank**

New Bank ←  
 Existing Bank

Bank Name  ←  
 Bank Number

[+ Show Bank Details](#)

Complete the following fields for New Branch:

- Branch Name
- Branch Number (Routing Number)
- Branch Type
- Address Line 1
- City
- State
- Zip

**Branch**

New Branch  
 Existing Branch

Branch Name  ←  
 Branch Number  ←  
 BIC

Branch Type  ←

[- Hide Branch Details](#)

**Details**

Alternate Branch Name   
 RFC Identifier

**Address**

Address Line 1  ←  
 Address Line 2   
 Address Line 3   
 Address Line 4

City  ←  
 State  ←  
 Zip Code  ←

Complete the following fields for Bank Account:

- Account Number
- Iban (If applicable)
- Account Name (optional)
- Currency

**Bank Account**

[Personalize "Bank Account"](#)

\* Account Number:  ←

Check Digits:

IBAN:

Account Name:  ←

Currency:  ←

[Show Account Details](#)

Click on the Apply button when you have completed all the fields.

←

To inactivate a bank account, add the appropriate date to the End Date field and click the Save button.

Home | Orders | Shipments | Product | Intelligence | Admin | Payables

**Profile Management**

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

**Banking Details**

View: General Accounts

✓ TIP Date format example: 31-Jan-2014

| Details              | Account Number | IBAN | Currency  | Bank Name             | Start Date  | End Date    | Priority | Increase Priority | Decrease Priority | Status   | Update |
|----------------------|----------------|------|-----------|-----------------------|-------------|-------------|----------|-------------------|-------------------|----------|--------|
| <a href="#">Show</a> | XXXXXXXX4648   |      | US Dollar | BANK OF AMERICA, N.A. | 31-May-2013 | 01-Oct-2014 | 1        | ⬆                 | ⬇                 | Approved | ✎      |
| <a href="#">Show</a> | XXXXX5432      |      |           | Wells Fargo           | 26-Aug-2013 | 27-Aug-2013 | 2        | ⬆                 | ⬇                 | Approved | ✎      |
| <a href="#">Show</a> | XXXXX6789      |      |           | Bank of ABC           | 26-Aug-2013 | 27-Aug-2013 | 3        | ⬆                 | ⬇                 | Approved | ✎      |
| <a href="#">Show</a> | XXXXXX7315     |      |           | BANK OF THE WEST      | 26-Aug-2013 |             | 4        | ⬆                 | ⬇                 | Approved | ✎      |

←

## 1.2 Product and Services Table

| <u>Category</u>                       | Examples of what is included in Category | <u>UNSPSC No.</u> |
|---------------------------------------|--|-------------------|
| Batteries, Racks, Accessories and UPS | Batteries, Racks, Accessories and UPS    | 26111700          |
| Cable, Wire, Harness and Accessories  | Coaxial Cable                            | 26121600          |
|                                       | Fiber Optic Cable                        |                   |
|                                       | Wire                                     |                   |
|                                       | Wire Harnesses                           |                   |
| Circuit Assemblies and RF Components  | Repeater                                 | 32101500          |
|                                       | Transmitter                              |                   |
| Circuit Protection Devices            | Arrestor                                 | 39121600          |
|                                       | Circuit Breaker                          |                   |
|                                       | Fuse                                     |                   |
|                                       | Ground Device                            |                   |
|                                       | PowerVac Breaker                         |                   |
|                                       | PowlVac Breaker                          |                   |
|                                       | Surge Suppressor                         |                   |
|                                       | Timer                                    |                   |
|                                       | Transceiver                              |                   |
|                                       | Vacuum Interrupter                       |                   |
|                                       | Varistor                                 |                   |
|                                       | Voltage Indicator                        |                   |
| Discrete Components                   | Capacitor                                | 32120000          |
|                                       | Rectifier                                |                   |
|                                       | Resister                                 |                   |
|                                       | Rheostat                                 |                   |
|                                       | Natural Ground Resistor (NGR)            |                   |
| Discrete Semiconductor Devices        | Diodes                                   | 32110000          |
|                                       | Transistors                              |                   |
| Distribution and Control Center       | Motor Control Center                     | 39121100          |
|                                       | Panel Board                              |                   |
|                                       | Switchgear                               |                   |
| Electrical Boxes and Enclosures       | Enclosures                               | 39121300          |
| Electrical Controls and Accessories   | Annunciator                              | 39121500          |
|                                       | Contactora                               |                   |
| Electrical Hardware and Supplies      | Din Rail                                 | 39121700          |
|                                       | Circuit Boards                           |                   |
| Electrical Lugs, Plugs and Connectors | Cable Connector                          | 39121400          |
|                                       | Receptacle                               |                   |

|  |  |          |
|--|--|----------|
|  | Terminal Block                           |          |
| Electrical Relays and Accessories        | Meter Relay                              | 39122300 |
|  | Relay                                    |          |
| Electrical Switches and Accessories      | Switch and Pushbutton                    | 39122200 |
| Electrical Transmission and Distrb Equip | Pothead                                  | 39122100 |
| Electrical Variable Speed Drives         | Var Freq Drive                           | 39122000 |
| Electrical Wire Mgmt and Accessories     | Shrink Tubing                            | 39130000 |
|  | Wire Braid                               |          |
|  | Wire Lubricant                           |          |
|  | Wire Marker/Tag                          |          |
|  | Wire Nut                                 |          |
| Fire Detection and Supression            | Fire Detection and Supression            | 46190000 |
| Lighting, Fixtures and Accessories       | Lamp, Lighting, Fixture And Bulb         | 39110000 |
| Measuring and Testing Instruments        | Potentiometer                            | 41110000 |
|  | Test Equipment                           |          |
|  | Transducer                               |          |
|  | Ammeters                                 |          |
|  | Ionmeters                                |          |
|  | Ohmmeters                                |          |
|  | Voltage or current meters                |          |
|  | Wattmeters                               |          |
|  | GFI testers                              |          |
|  | Var meter                                |          |
| Power Conditioning Equipment             | DC System                                | 39121000 |
|  | Transformer                              |          |
| Power Sources                            | Motor                                    | 26100000 |
| Heating, Venting and Air Circulation     | Heating, ventilation and air circulation | 40100000 |
| Manufacturing and Processing Machinery   | Capital                                  | 73152100 |
| Material Handling Equipment              | Rental Equipment                         | 24100000 |
|  | Boom                                     |          |
|  | Fork Truck                               |          |
|  | Mobile Crane                             |          |
|  | Pallet Jack                              |          |
|  | Scissor Lift                             |          |
|  | Breaker Lift                             |          |
|  | Breaker/Contactor Lift                   |          |
|  | Contactor Lift                           |          |
|  | Lift System                              |          |
|  | Lift Truck                               |          |
| Advertising and Promotion                | Advertising & Promotion                  | 82100000 |

|                                      |   |          |
|--------------------------------------|---|----------|
| Education and Training               | Book/Manual   | 80110000 |
|                                      | Training  |          |
| Employment Expenses                  | Background Check                                    | 80110000 |
|                                      | Drug Screen   |          |
|                                      | Physical  |          |
| Employee Programs                    | Service Award                                       | 80110000 |
|                                      | Uniform   |          |
| Fuels and Fuel Additives             | Diesel  | 15000000 |
|                                      | Gasoline  |          |
| Motor Vehicles                       | Vehicles Lease                                      | 25100000 |
| Professional Assoc and Subscriptions | Subscriptions/Dues                                  | 94101600 |
| Computers and Accessories            | Desktop Only  | 43210000 |
|                                      | Desktop System                                      |          |
|                                      | Laptop Only   |          |
|                                      | Laptop System                                       |          |
|                                      | Keyboard  |          |
|                                      | Monitor   |          |
|                                      | Printer   |          |
| Telecommunications                   | Voice/PBX   | 43000000 |
|                                      | Webex   |          |
|                                      | Teleconferencing                                    |          |
| Network                              | Collocation/DR                                      | 43000000 |
|                                      | Internet Connectivity                               |          |
|                                      | Metro Network                                       |          |
|                                      | MPLS WAN  |          |
| IT Hardware                          | Ethernet Switch                                     | 43000000 |
|                                      | Handheld  |          |
|                                      | Media Converter                                     |          |
|                                      | PLC   |          |
|                                      | Server  |          |
|                                      | Server Component                                    |          |
|                                      | Storage   |          |
|                                      | Storage Media                                       |          |
| IT Licenses                          | Hosted Software and Services (SaaS)                 | 43230000 |
|                                      | Software Licensing                                  |          |
|                                      | Hardware Licensing                                  |          |
| IT Maintenance                       | Hardware and Software Maintenance                   | 43230000 |
| Bearings, Bushings, Wheels and Gears | Bearing   | 31170000 |
| Chemicals and Gas Materials          | Lubricants and oils and greases and anti corrosives | 12000000 |



|   |   |          |
|---|---|----------|
|   | Elements and gases                        |          |
|   | Coatings/Galvanization                    |          |
| Fluid and Gas Distribution                  | Hoses                                     | 40140000 |
|   | Valve                                     |          |
| Gaskets                                     | Gasket                                    | 31400000 |
| Hardware and Fittings                       | Hardware and Fittings                     | 31160000 |
| Industrial Pumps and Compressors            | Pump                                      | 40150000 |
| Infrared Lens or Laser Windows              | IR Inspection Window                      | 31242002 |
| Insulation                                  | Insulation                                | 30140000 |
| Machined Components                         | Casting                                   | 31120000 |
|   | Fabricated parts                          |          |
| Paints and Primers                          | Paint And Coatings                        | 31211500 |
| Pipe and Pipe Fittings                      | PVC Pipe                                  | 40170000 |
|   | Pipe Fittings                             |          |
| Pneumatic and Hydraulic Systems             | Pneumatic / Hydraulic                     | 31250000 |
| Signage                                     | Labels and Nameplates                     | 55121700 |
| Structures and Building Components          | Computer Floor                            | 30000000 |
|   | Door                                      |          |
|   | Down Spout                                |          |
|   | Flooring                                  |          |
|   | Gutter                                    |          |
|   | Mat                                       |          |
|   | Molding                                   |          |
|   | Sheet Rock                                |          |
|   | Shower Head                               |          |
|   | Stairs and Landings                       |          |
|   | Strut                                     |          |
|   | Toilet                                    |          |
|   | Window                                    |          |
| Welding Machinery, Accessories and Supplies | All weld related components excluding gas | 23270000 |
| Wire, Raceways, Conduit and Busways         | Bus Duct                                  | 39131700 |
|   | Cable Tray                                |          |
|   | Conduit                                   |          |
| Aluminum                                    | Aluminum                                  | 30264900 |
| Brass                                       | Brass                                     | 30261500 |
| Bronze                                      | Bronze                                    | 30262500 |
| Copper                                      | Copper                                    | 30262200 |
| GPO   | GPO                                       | 13111210 |
| Resin, Film and Elastomeric Materials       | DELTRIN ROD                               | 13000000 |

|  |   |          |
|--|---|----------|
|  | FISH PAPER SHEET                                  |          |
|  | LEXAN   |          |
|  | MICARTA TUBING                                    |          |
|  | NAME PLATE PLASTIC                                |          |
|  | NYLON ROD   |          |
|  | PHENOLIC PLATE                                    |          |
|  | PLASTISOL   |          |
|  | PLEXIGLAS   |          |
|  | POLYCARBONATE SHEET                               |          |
|  | Polyvinyl Chloride PVC                            |          |
| Steel                                    | All Steel   | 30260000 |
|  | Zintec  |          |
| Wood                                     | Wood Rod  | 11121600 |
| Contract Labor                           | Hourly contract labor                             | 80111600 |
| Equipment Testing, Calibration or Repair | Testing and Calibration                           | 81141504 |
|  | Inspection  |          |
| Facility Maintenance Services            | Facility  | 72102900 |
| Installation and Repair Service          | Maintenance                                       | 72151800 |
| Institutional Food Services              | Vending and Food                                  | 48100000 |
| Management Consulting Services           | Management, Finance, IT, Manufacturing Consulting | 80000000 |
|  | Engineering                                       |          |
|  | ISO Certification                                 |          |
| Manufacturing Maintenance Services       | Machinery and Equipment Maintenance               | 73152100 |
| Security and Personal Safety             | Security  | 92120000 |
| Transport Arranging Services             | Freight Auditing                                  | 78141500 |
| Environmental and Safety                 | Safety  | 46180000 |
|  | Personal Safety and Protection                    |          |
|  | Environmental                                     |          |
| Office Equipment and Supplies            | Office Products                                   | 44000000 |
|  | Office Equipment                                  |          |
|  | Postage   |          |
|  | Printing  |          |
| Shipping Supplies                        | Shipping Supplies                                 | 24120000 |
| Shop Supplies                            | Shop Supplies                                     |          |

### 1.3 Data Entry Standards

To ensure consistency of data entry, the following standards must be adhered to during all data entry.

- Used Mixed Case for all text. Do not use ALL CAPS.



- Do not use punctuation

#### **1.4 FAQ and other points to consider**

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