



Thank you for your interest in becoming a vendor for Metro Nashville Public Schools. Below please find important documents and information that will help you successfully register as a vendor. Please follow all of the steps outlined below.

**Step 1**

Complete the two forms attached (W9 and ACH) and save the completed forms to your computer. You will need to upload these forms later in this process. Be sure to complete all areas on **both** forms or you will experience delays in getting a vendor number.

**Step 2**

Go to the registration site <http://www.nashville.gov/Finance/Procurement/Purchasing.aspx> . Please note this **system does not work on a MAC, so make sure you are using a PC and are using Internet Explorer 9 or earlier or Firefox as your internet browser.**

*HELPFUL TIP: While you can fill out all questions, you only have to fill out the areas designed with an \*.*

**Step 3**

Complete the highlighted fields on this screen shown below and click 'Continue' once all information is complete. Do not enter any dashes in the Taxpayer ID field. It should be 123456789 not 123-45-6789.

**Metro Nashville Procurement** iSupplier Portal Close Preferences

**Prospective Supplier Registration**  
\* Indicates required field

Blank label for instruction text

**Company Details**

At least one tax id is required to be able to complete the registration request.

\* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

\* Taxpayer ID

DUNS Number

**Contact Information**

If you do not receive an email confirmation about your registration at the end of your process, you may have entered an incorrect email address. Please call Metro to update your registration.

\* Email

\* First Name

\* Last Name

\* Phone Area Code

\* Phone Number

Phone Extension

#### Step 4

Enter your Industry Classification – this is a text field not a searchable one. The industry classification is a summary of what services your organization provides. This classification does not have to be very specific. You will provide more specific information later on in the registration process.

**NOTE – There are several items which must be completed on this screen, so DON'T click the register button until you have completed all the steps. The last step will be uploading the forms you completed in Step 1.**

**Metro Nashville Procurement** iSupplier Portal Home (Alt+M) Close Preferences

Prospective Supplier Registration: Additional Details  
See Supplier Registration Guide for Details

Back Save For Later Register

Company Name abc  
Tax Country  
Tax Registration Number  
Taxpayer ID 6265621  
DUNS Number  
Alternate Supplier Name  
\* Industry Classification  
National Insurance Number  
Note to Buyer  
Note to Supplier

**Address Book**  
At least one entry is required.  
Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

#### Step 5

Click on the 'Create' button in the Address Book section on the same screen you just entered your industry classification. This will take you to a new screen.

Prospective Supplier Registration: Additional Details  
https://supplier.nashville.gov/OA\_HTML/OA.jsp?page=/oracle/apps/pos/request/webui/AddAddrRequestPG&ti=250286697&retainAM=Y&addBreadcrumb=N&oapc=6&oas=6VG5WWW1CSHyTEkrhvg5G...

**Metro Nashville Procurement** iSupplier Portal Close Preferences

Prospective Supplier Registration: Additional Details  
See Supplier Registration Guide for Details

Back Save For Later Register

Company Name abc  
Tax Country  
Tax Registration Number  
Taxpayer ID 6265621  
DUNS Number  
Alternate Supplier Name  
\* Industry Classification tools  
National Insurance Number  
Note to Buyer  
Note to Supplier

**Address Book**  
At least one entry is required.  
Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

### Step 6

You can fill in as many of the fields as you wish on this new screen, but you must complete the fields marked with an \*.

Make sure you indicate if the address you entered is the purchasing and/or payment address. Select all the applicable boxes for this address.

Once all the applicable fields are completed, click the “Apply” button.

The screenshot shows the 'Create Address' form in the Metro Nashville Procurement iSupplier Portal. The form includes the following fields:

- \* Address Name (text input)
- Country (dropdown menu, currently set to 'United States')
- \* Address Line 1 (text input)
- Address Line 2 (text input)
- Address Line 3 (text input)
- Address Line 4 (text input)
- \* City/Town/Locality (text input)
- \* Country (dropdown menu)
- \* State/Region (dropdown menu)
- Province (text input)
- \* Postal Code (text input)
- Phone Area Code (text input)
- Phone Number (text input)
- Fax Area Code (text input)
- Fax Number (text input)
- Email Address (text input)
- Purchasing Address
- Payment Address

Buttons: Cancel, Apply (circled in red).

### Step 7

Click the “Create” button under Products and Services. You will be taken to a new screen.

The screenshot shows the 'Products and Services' section. At the top, there is a table with columns: Classification, Applicable ownership type, Contact number, Certifying Agency, and Expiration date. The rows include: Blind, Federal DBE, Minority/Woman Owned, Service-disabled Veteran Owned, and Small Business. Below the table, there is a 'TIP' note: 'TIP Date format example: 22-Nov-2012'. The 'Create' button is circled in red. Below the button, there is a table with columns: Code, Products and Services, and Delete. The table contains the text 'No results found.' Below this is an 'Attachments' section.

### Step 8

You will need to select the Products and Services you will be providing. You have the ability to browse through all the pages of options or using keywords to search for a specific one.

If you will be providing multiple Products and Services, make sure to indicate all of them. If you cannot find an appropriate product or service category you may use Code 00000000 which is Default.

Once you have selected all the Products and Services you will be offering, click the “Apply” button.

**Metro Nashville Procurement** iSupplier Portal

Prospective Supplier Registration: Additional Details >

Add Products and Services: : (abc)

Cancel Apply

Browse All Products & Services  
 Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
00000000	Default		<input type="checkbox"/>
10000000	Live Plant and Animal Material and Accessories and Supplies		<input type="checkbox"/>
10100000	Live animals		<input type="checkbox"/>
10110000	Domestic pet products		<input type="checkbox"/>
10120000	Animal feed		<input type="checkbox"/>
10130000	Animal containment and habitats		<input type="checkbox"/>
10140000	Saddlery and harness goods		<input type="checkbox"/>
10150000	Seeds and bulbs and seedlings and cuttings		<input type="checkbox"/>
10160000	Floriculture and silviculture products		<input type="checkbox"/>
10170000	Fertilizers and plant nutrients and herbicides		<input type="checkbox"/>

Previous 1-10 Next 10

Cancel Apply

**Step 9**

Click the “Add Attachment” button. You will be taken to the screen to upload your W9 and ACH forms.

Blind	<input type="checkbox"/>					
Federal DBE	<input type="checkbox"/>					
Minority/Woman Owned	<input type="checkbox"/>					
Service-disabled Veteran Owned	<input type="checkbox"/>					
Small Business	<input type="checkbox"/>					

**Products and Services**

At least one entry is required.

Create

Code	Products and Services	Delete
00000000	Default	

**Attachments**

Add Attachment...

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

**Step 10**

Complete the “Title” field with the name of the first document you will be uploading. You may complete the “Description” field if you would like. Once you have entered the “Title”, click the “Browse” button and navigate to the location where you have saved your completed ACH and W9 forms, and select one of those forms to upload.

Once you have selected the file, click the “Add Another” button.

**Step 11**

Follow the same steps as in Step 10 to upload the second file. Once you have selected the second file, click the “Apply” button.

Metro Nashville Procurement iSupplier Portal

Close Preferences

Prospective Supplier Registration: Additional Details >

Add Attachment

Cancel Add Another Apply

Add Desktop File/ Text/ URL

**Attachment Summary Information**

→ Title

→ Description

Category Miscellaneous

**Define Attachment**

Type  File  URL  Text

Browse...

Attachment Text

## Step 12

Click the "Register" button.

**Metro Nashville Procurement** iSupplier Portal (Supplier Portal) Close Preferences

Prospective Supplier Registration: Additional Details  
See Supplier Registration Guide for Details

Back Save For Later Register

Company Name abc  
Tax Country  
Tax Registration Number  
Taxpayer ID 62662626  
DUNS Number  
Alternate Supplier Name  
\* Industry Classification tools  
National Insurance Number  
Note to Buyer  
Note to Supplier

## Step 13

Once you have completed entering all of your information into iSupplier and you received an email with a user name and password you MUST send an email to [purchasing@mnps.org](mailto:purchasing@mnps.org) to let us know that you completed registration. Your vendor cannot be assigned until we receive this email. Please include the following information in the email:

1. Supplier Number (this number is to the right of your business name in iSupplier)
2. Vendor Name
3. Confirm your W9 and ACH forms have been uploaded

Questions regarding navigating iSupplier and iSupplier system issues should be addressed to [isupplier@nashville.gov](mailto:isupplier@nashville.gov) or by calling 615.862.6180. All other questions can be addressed to [purchasing@mnps.org](mailto:purchasing@mnps.org) or calling 615.259.8580.

## FAQ

**Q: Why am I registering in Metro Nashville Government's iSupplier portal and not MNPS' portal?**

**A:** MNPS uses Metro's financial system for processing payments to vendors and for other financial tasks. All vendors must use Metro Nashville Government's iSupplier portal to register as a vendor for MNPS business.

**Q: I am employed with MNPS or Metro Nashville Government, so can I still be a vendor for MNPS?**

**A:** No, you cannot be a vendor for MNPS if you work for MNPS or Metro Nashville Government. This includes substitutes and employees that are hired on contract.

**Q: I have already done business with MNPS schools, so why am I being asked to register in iSupplier now?**

A: MNPS schools have various sources of funding. If you are being asked to register in iSupplier, it is likely the school is using an alternative funding source.

**Q: Can I use my company's ACH and W9 forms?**

A: Yes

**Q: I think my company is already in iSupplier. How can I tell?**

A If you know your password to iSupplier and are able to sign in, you have already registered in iSupplier. If you don't know your password, try resetting your password. See attached "How to reset your password" document. If you are unable to reset your password, it is likely you are not registered in iSupplier.

## HOW TO RESET YOUR PASSWORD

Login to the iSupplier system to view all communications and notifications concerning negotiations.

The link to iSupplier can be found at <http://www.nashville.gov/Finance/Procurement/Purchasing.aspx>. Login to iSupplier by using the link within the page titled "iSupplier Login." Make sure you are using either Internet Explorer 9 (or previous version) or Firefox as other browsers can cause errors.

The login screen should appear like the below

Windows Internet Explorer

https://iupplier.nashville.gov/OA\_HTML/RF.asp?function\_id=28716&resp\_id=1&resp\_appl\_id=1&security\_group\_id=0&lang\_code=US&iparans=4IQ0ueP23f5rc.XDQ8.532

File Edit View Favorites Tools Help

Log in

Metro Nashville Procurement

User Name:

Password:

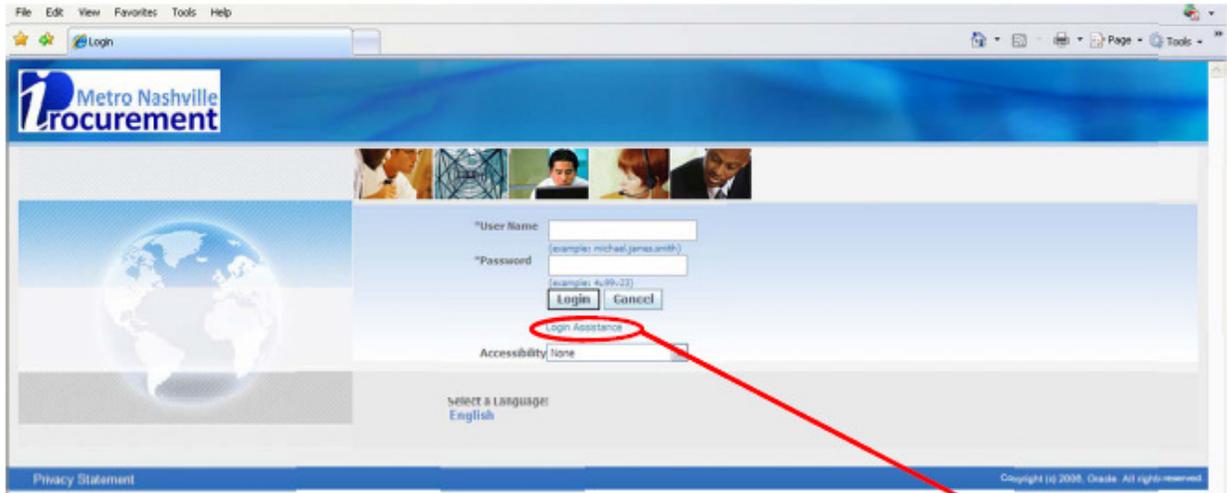
Login Cancel

Login Assistance

Accessibility: None

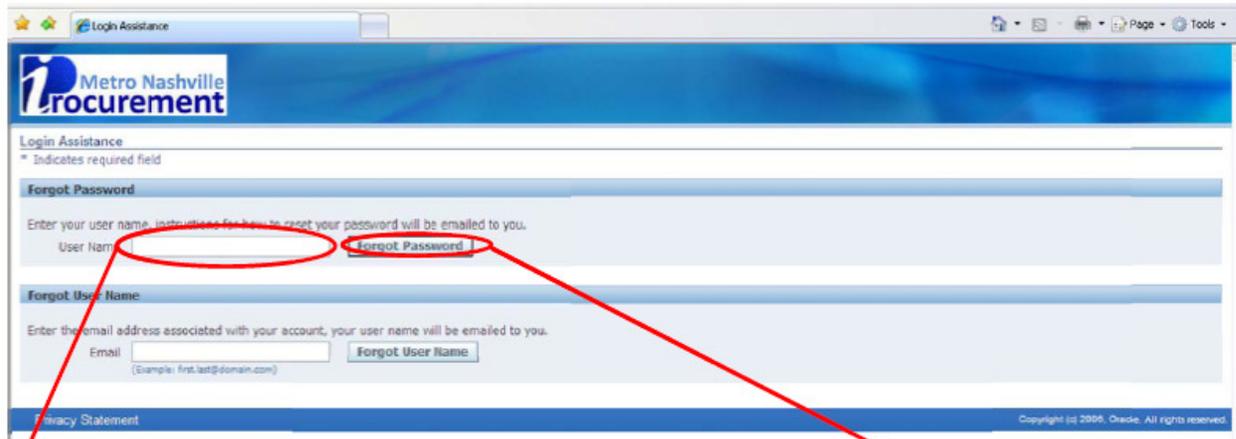
Select a language: English

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.



If you do not remember your password or need to reset your password you can do so by going to [login assistance](#)

Your screen should look like the screen show below



Enter your user name which is the email address of the user account. [Click Forgot Password](#)

You will receive a confirmation message stating that your password reset has went through and you should receive an email with instructions on how to reset within 10-15 minutes.

Please make sure you check your junk and/or spam folder if you do not receive the email in your inbox.

Also, some email security settings will not allow emails with certain subjects or email address to come through the company firewall. The email account these messages are being sent from is actually [eml-ebswfprod@nashville.gov](mailto:eml-ebswfprod@nashville.gov). Any suggestion to whitelist an address should use that one.

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Your password reset email should look like the following

**From:** Workflow Mailer [mailto:eml-ebswfprod@nashville.gov]  
**Sent:** DATE AND TIME  
**To:** USER NAME  
**Subject:** FYI: Password Reset

To    **USER NAME**  
Sent   **DATE AND TIME**  
ID

[Reset your password](#) and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

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This is the only time the link in email notifications work.

Click the hyperlink and you will prompted to enter a new password.

Your password must meet the following qualifications:

- Must be nine characters
- Must contain at least one number or special character
- Cannot contain back to back letters, number or characters (for example you cannot use "progress").
- Password is Case Sensitive

Remember that you can only use Internet Explorer 9 (or earlier versions) or Firefox.

If you need additional assistances or have other questions, please email [isupplier@nashville.gov](mailto:isupplier@nashville.gov).

Now you should be able to login to the iSupplier system using the password you set.