



MERCURY

iSupplier Overview

iSupplier Portal

Purpose:

The intention of this document is to give a general overview of the iSupplier Portal. In depth on-line training documents are available on the iSupplier Welcome page under Training.



The iSupplier portal provides inquiry capabilities, but also allows our suppliers access to submit requests for purchase order changes (indirect/tool crib at this time only), view and submit (non-ERS) invoices, and submit changes to your own supplier information. All change requests require approval from Mercury personnel before they are processed.




Supplier Invitation



Mercury's Suppliers must be registered to gain access to the iSupplier portal. This is an example of the Registration email.

For Your Information: Supplier Collaboration Network: Confirmation of Registration

 APPTTEST Workflow Mailer <apptest@mercmarine.com>
To  Regina Beyer

 Notification Detail.html
708 bytes

To **GINA BEYER**
Sent **10-AUG-2023 15:34:05**
ID **41461636**

Reply Forward  

Thu 8/31/2023 1:31 PM

You have been registered for access to Mercury Marine 's iSupplier Portal, a supplier collaboration network. Your access will allow you to view information we have in our system for your company such as your address and contact information, purchase orders, invoices and payment status. We hope you will find this network to be a beneficial communication tool between our organizations. To access our iSupplier Portal, go to our Mercury Supplier Portal at <https://uat-www.supplier.mercurymarine.com>. Within the iSupplier Resources tab, select the iSupplier Portal Login button and enter the username SUPPORT_ and the password Bv9(A63C817A3E6E191AF and then click the Login Button. When you first log on, you will be required to change your password for security purposes.

Technical questions
For technical questions (log-in issues, password reset, etc.), contact the [Supplier administrator](#) for additional information.

Invoice or Accounts Payable questions
We require all suppliers to use the iSupplier portal to reconcile our account. If you have any questions, please contact AP via email at apinvoices@mercmarine.com.

Purchase Orders and all other iSupplier non-technical questions
Please contact the buyer. If you are unsure of the buyer, please refer to the PO. You can click on the buyer's name, it will link you to a page that has the contact information (phone and e-mail) for the buyer.

Thank you.

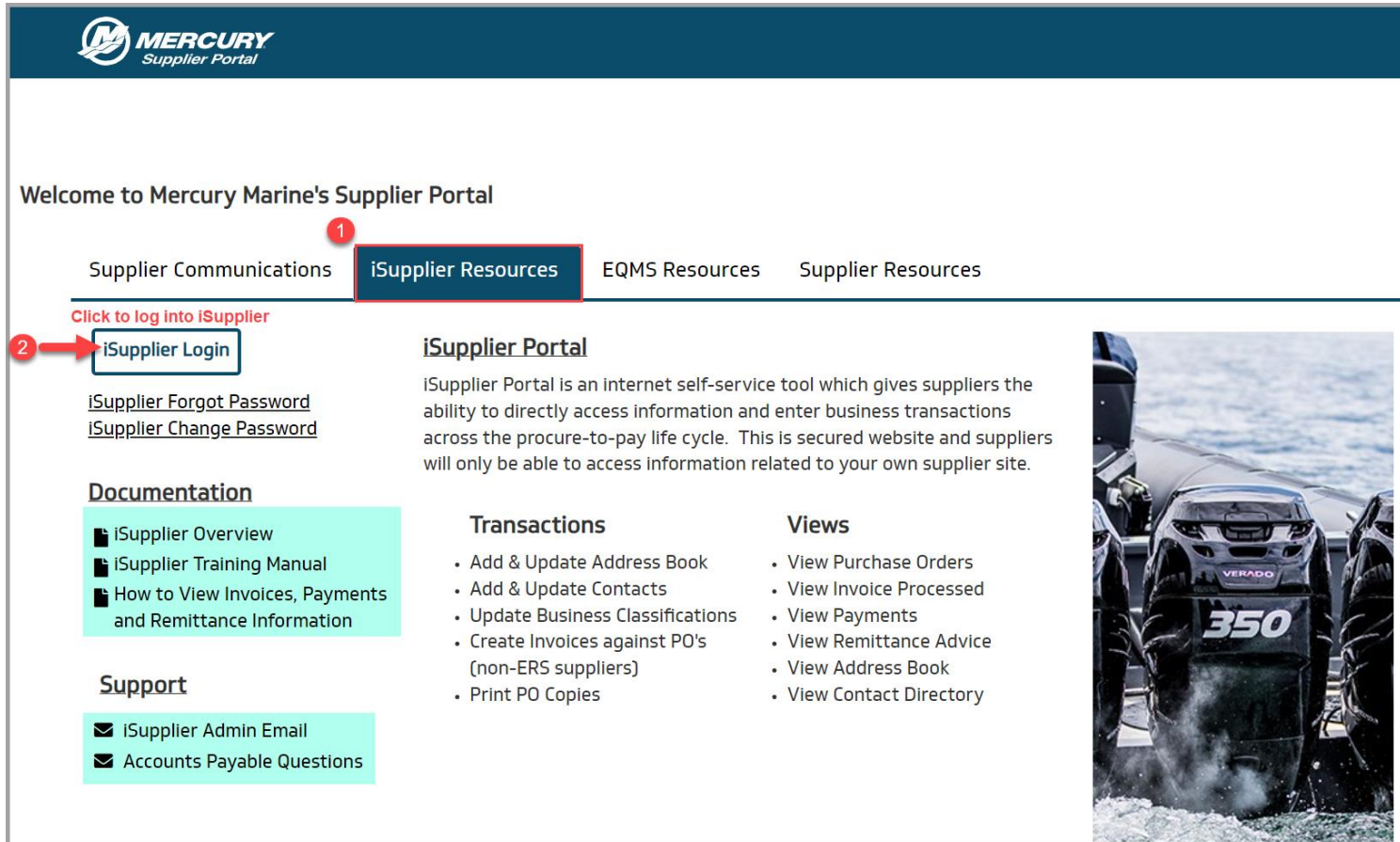


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iSupplier Resources

iSupplier Resources contains the link to our iSupplier portal, an iSupplier overview and other iSupplier training documentation.



The screenshot shows the Mercury Supplier Portal interface. At the top left is the Mercury logo with the text "MERCURY Supplier Portal". Below the logo is a navigation bar with four items: "Supplier Communications", "iSupplier Resources" (highlighted with a red box and a red circle with the number 1), "EQMS Resources", and "Supplier Resources". Below the navigation bar is a main content area. On the left side of this area, there is a red circle with the number 2 and a red arrow pointing to a button labeled "iSupplier Login". Above this button is the text "Click to log into iSupplier". Below the "iSupplier Login" button are two links: "iSupplier Forgot Password" and "iSupplier Change Password". To the right of these links is a section titled "Documentation" with a light blue background, containing three items: "iSupplier Overview", "iSupplier Training Manual", and "How to View Invoices, Payments and Remittance Information". Below the "Documentation" section is a "Support" section with a light blue background, containing two items: "iSupplier Admin Email" and "Accounts Payable Questions". In the center of the main content area is a section titled "iSupplier Portal" with a sub-heading "iSupplier Portal". Below this sub-heading is a paragraph of text: "iSupplier Portal is an internet self-service tool which gives suppliers the ability to directly access information and enter business transactions across the procure-to-pay life cycle. This is secured website and suppliers will only be able to access information related to your own supplier site." To the right of this text are two columns of lists. The first column is titled "Transactions" and contains five items: "Add & Update Address Book", "Add & Update Contacts", "Update Business Classifications", "Create Invoices against PO's (non-ERS suppliers)", and "Print PO Copies". The second column is titled "Views" and contains five items: "View Purchase Orders", "View Invoice Processed", "View Payments", "View Remittance Advice", and "View Address Book". On the far right of the main content area is a photograph of a black Mercury outboard motor with "350" and "VERADO" written on it, mounted on a boat.

iSupplier Login Page

iSupplier Login Page: Enter you iSupplier Username and Password

The screenshot displays the Oracle Access Manager login interface. In the top left corner, the text "ORACLE Access Manager" is visible. The main content area features a "Welcome" message and a prompt to "Enter your Single Sign-On credentials below". The login form includes three numbered callouts: 1. "Username:" with a text input field containing "iSupplier Username"; 2. "Password:" with a text input field containing "iSupplier Password"; and 3. a "Login" button.

Please Note: If you copy and paste your iSupplier username and/or password, make sure not to copy any blank spaces before or after. Extra spaces will cause an error when trying to log in.



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Navigation Options

The screenshot displays the Mercury iSupplier Portal interface. At the top left is the Mercury logo and the text "iSupplier Portal". A navigation bar contains tabs for Home, Orders, Shipments, Product, Admin, Requests, and Finance. Below this is a search bar with a dropdown menu showing options: PO Number, Shipment Number, Invoice Number, and Payment Number. A "Go" button is next to the search input. Below the search bar, there are sections for "Subject" (No results found), "Orders At A Glance", and a table of orders. A sidebar on the right contains links for Orders, Receipts, Invoices, and Payments. Red boxes highlight the navigation bar, search dropdown, "Full List" buttons, and the PO numbers in the table.

Home Orders Shipments Product Admin Requests Finance

Search PO Number PO Number Shipment Number Invoice Number Payment Number Go

Subject No results found. Date

Orders At A Glance Full List

PO Number	Description	Order Date
2199294		29-Aug-2016 11:29:41
2199293		29-Aug-2016 11:29:34
2199291		18-Aug-2016 10:36:07

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Receipts

- [Receipts](#)
- [Returns](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

Home Orders Shipments Product Admin Requests Finance

Order Tab: Purchase Orders

This view displays all the purchase orders approved in the last 40 days.

The screenshot shows the MERCURY iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Product', 'Admin', 'Requests', and 'Finance'. The 'Purchase Orders' tab is active. Below the navigation, there are buttons for 'Request Cancellation', 'Request Changes', and 'View Change History'. A table lists three purchase orders with columns for PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Attachments, and Print PO. A red arrow points to the 'View' dropdown menu, which is set to 'Recent Purchase Orders'. A tooltip for the 'Print PO Copy' button shows 'PO Summary'.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Attachments	Print PO
<input type="radio"/>	2199294	0	USA1	Standard PO		29-Aug-2016 11:29:41	Beyer, Regina L	USD	30.00	Supplier Change Pending		Print PO Copy
<input type="radio"/>	2199293	0	USA1	Standard PO		29-Aug-2016 11:29:34	Beyer, Regina L	USD	30.00	Open		Print PO Copy
<input type="radio"/>	2199291	0	USA1	Standard PO		18-Aug-2016 10:36:07	Beyer, Regina L	USD	30.00	Open		Print PO Copy PO Summary

Shipment Tab: Receipts and Returns

MERCURY iSupplier Portal

Home Orders **Shipments** Product Admin Requests Finance

Receipts Returns

View Receipts Export

Simple Search Advanced Search

Receipt Number
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Shipment Number
 Shipped Date (example: 19-Jan-2018)

Inventory Organization
 Item Number
 Supplier Item
 Item Description

Go Clear

Receipt | Receipt Date | Inventory Organization | Shipment | Shipped Date | Packing Slip | Containers | Waybill/Airbill | Freight Carrier | Bill of Lading | PO Number | Invoice | Attachments
 No search conducted.

MERCURY iSupplier Portal

Home Orders **Shipments** Product Admin Requests Finance

Receipts Returns

Returns Summary Export

Simple Search Advanced Search

Note that the search is case insensitive

Operating Unit
 PO Number
 Receipt Number
 Shipment Number

RMA Number
 Item
 Supplier Item
 Item Description

Go Clear

Operating Unit	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Supplier Item	Item Description	Quantity UOM Received	Quantity Returned	Return Date	Supplier Config Reason ID
No search conducted.											

Export



Product Tab: Supplier Items

The screenshot shows the Mercury iSupplier Portal interface. At the top left is the Mercury logo and the text "iSupplier Portal". Below this is a navigation menu with tabs for Home, Orders, Shipments, Product, Admin, Requests, and Finance. The "Product" tab is selected, and the page title is "Supplier Items".

Under the "Supplier Items" heading, there is a "Simple Search" section. It includes a note: "Note that the search is case insensitive". To the right of this note is an "Advanced Search" button. Below the note are three search input fields: "Supplier Item", "Item", and "Item Description". Each field has a magnifying glass icon to its right. Below these fields are "Go" and "Clear" buttons. A red message is displayed: "For Production Suppliers: As your orders originate from PIMS, at this time you will not be able to search by Supplier Item."

Below the search section is a table with the following columns: Organization, Supplier Item, Item, Item Description, UOM, Orders, Receipt History, Returns, Inventory, VMI, and Consigned Inventory. The table content shows "No search conducted." in the first row.

At the bottom of the page is a footer with the Mercury logo and the text "Company Confidential".



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Finance Tab : View Invoices

Suppliers can search by PO, Invoice Dates, Invoice Amounts, Payment Status, etc.

MERCURY iSupplier Portal

Home Orders Shipments Product Admin Requests **Finance**

Create Invoices View Remittance Advice **View Invoices** View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Payment Number
 Invoice Status

Payment Status
 Invoice Amount From To
 Amount Due From To
 Invoice Date From 01-Feb-2016 To 31-May-2016
 Due Date From To (example: 14-Sep-2016)

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount Attachments	Packing Slip
GB032116C	21-Mar-2016	Standard	USD	25.00	25.00	In-Process	Qty Rec	Not Paid			20-MAY-2016		2189863-590				
GB032116B	21-Mar-2016	Standard	USD	340.93	340.93	In-Process	Qty Rec	Not Paid			20-MAY-2016		2199199-3				
GB032116A	21-Mar-2016	Standard	USD	141.90	141.90	Approved		Not Paid			20-MAY-2016		2189865-374				n/a
GB030916A	09-Mar-2016	Standard	USD	136.94	0.00	Approved		Paid			08-MAY-2016	55252	2189865-334				1
GB030816ISPA	08-Mar-2016	Standard	USD	42.20	42.20	In-Process	Qty Rec	Not Paid			07-MAY-2016		2199209				GB030716C2



Finance Tab: Create Invoices

Non-ERS suppliers have the ability to submit invoices through iSupplier rather than submitting a paper invoice to AP. Suppliers are only able to create an invoice against a valid Purchase Order or Blanket Release.

ERS suppliers will not be able to enter invoices in iSupplier. ERS suppliers will receive an error if they try to enter an invoice.

The screenshot shows the Mercury iSupplier Portal interface. At the top, the Mercury logo and 'iSupplier Portal' are visible. A navigation bar includes 'Home', 'Orders', 'Shipments', 'Product', 'Admin', 'Requests', and 'Finance'. The 'Finance' tab is active, and a sub-menu shows 'Create Invoices', 'View Remittance Advice', 'View Invoices', and 'View Payments'. Below this, there are 'Invoice Actions' and a 'Create Invoice' button with a 'With a PO' dropdown and a 'Go' button. A search section is present with a note: 'Note that the search is case insensitive'. The search criteria include 'Supplier' (with 'SUPPLIER NAME' entered), 'Invoice Number', 'Invoice Date From' (with a calendar icon and example '14-Sep-2016'), 'Invoice Status' (dropdown), 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To' (with a calendar icon), and 'Currency'. There are 'Go' and 'Clear' buttons for the search. Below the search is a table with columns: 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount', 'Purchase Order', 'Status', 'Withdraw', 'Cancel', and 'Update'. The table currently shows 'No search conducted.'. At the bottom right, there is another 'Create Invoice' button with a 'With a PO' dropdown and a 'Go' button. The footer of the page includes the Mercury logo, 'Company Confidential', and the text 'This data is internal to Brunswick.'



Finance Tab : View Payments

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | **Finance**

Create Invoices | View Remittance Advice | View Invoices | **View Payments**

View Payments Export

Simple Search Advanced Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Status

Payment Amount From To

Payment Date From 01-Jan-2016 To (example: 14-Sep-2016)

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
55252	SUPPLIER NAME	PRM FOND DU LAC	07-Apr-2016	USD	136.94	Electronic	Negotiable	07-Apr-2016	AP DISBURSEMENTS EFT	GB030916A	2189865-334
244128	SUPPLIER NAME	PRM FOND DU LAC	14-Jan-2016	USD	80,584.84	Electronic	Negotiable	14-Jan-2016	AP DISBURSEMENTS EFT	Multiple	Multiple
243583	SUPPLIER NAME	PRM FOND DU LAC	11-Jan-2016	USD	147,608.62	Electronic	Negotiable	11-Jan-2016	AP DISBURSEMENTS EFT	Multiple	Multiple
243080	SUPPLIER NAME	PRM FOND DU LAC	04-Jan-2016	USD	308,401.70	Electronic	Negotiable	04-Jan-2016	AP DISBURSEMENTS EFT	Multiple	Multiple

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | **Finance**

Create Invoices | View Remittance Advice | View Invoices | **View Payments**

Finance: View Payments >

Payment: 55252 (Total USD 136.94)

Payment Date	07-Apr-2016	Supplier Name	PRM FOND DU LAC
Method	Electronic	Supplier Site	PRM FOND DU LAC
Status	Negotiable	Address	1234 ANY STREET
Status Date	07-Apr-2016		FOND DU LAC, WI 54935
Remit-to Supplier		Bank Account	AP DISBURSEMENTS EFT
Remit-to Supplier Site			


Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment	PO Number	Receipt	Attachments
GB030916A	09-Mar-2016	Standard	USD	136.94	Approved	Paid		136.94 2189865-334		

[Return to Finance: View Payments](#)



Finance Tab: View Remittance Advice



Home | Orders | Shipments | Product | Admin | Requests | Finance

Create Invoices | View Remittance Advice | View Invoices | View Payments

Remittance Search Export

Simple Search

Note that the search is case insensitive

Payment Number

Payment Date From

Payment Date To

[Previous 10](#) | 91-100 | [Next 10](#)

Vendor Name	Payment Number	Payment Date	Payment Amount	Currency	Invoice Number	Invoice Type	Invoice Date	Invoice Amount	Discount	PO Number	Line Num	Rel	Item	Item Desc	UOM	Qty Rtrnd	Receipt / Rtrn Date	Packing Slip# / RMA#	Qty Invoiced	Unit Plant	Price	Amount
SUPPLIER NAME (12345)	912376	23-Aug-2019		USD	203285-67493	DEBIT	22-Aug-2019		0	2273546	3				Each		22-Aug-2019	1771508-00	-12	010		-21.6
SUPPLIER NAME (12345)	912376	23-Aug-2019		USD	176100000	STANDARD	21-May-2019		0	2189866	127	1366			Each		21-Aug-2019		6	015		804.12
SUPPLIER NAME (12345)	912376	23-Aug-2019		USD	176086806	STANDARD	21-May-2019		0	2189870	597	2578			Each		21-Aug-2019		2	015		19.98
SUPPLIER NAME (12345)	912376	23-Aug-2019		USD	175665500	STANDARD	17-May-2019		0	2189869	376	3197			Each		21-Aug-2019		1	015		134.98
SUPPLIER NAME (12345)	912376	23-Aug-2019		USD	176086400	STANDARD	15-May-2019		0	2189867	275	1795			Each		21-Aug-2019		2	015		16.44



Example of Remittance Advice Report

Vendor Name	Payment Number	Payment Date	Payment Amount	Currency	Invoice Number	Invoice Type	Invoice Date	Invoice Amount	Discount	PO Number
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	246560	STANDARD	25-Feb-11	171.25	0	2102291
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24500	STANDARD	3-Feb-11	20000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24501	STANDARD	3-Feb-11	10000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24502	STANDARD	3-Feb-11	87000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24765	STANDARD	28-Feb-11	10000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24767	STANDARD	28-Feb-11	10000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24499	STANDARD	3-Feb-11	17106.25	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24766	STANDARD	28-Feb-11	135750	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24764	STANDARD	28-Feb-11	10000	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	24763	STANDARD	28-Feb-11	14662.5	0	2102805
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	246580	STANDARD	25-Feb-11	57357.19	0	2103474
SUPPLIER NAME (12345)	150156	11-Apr-11	379677.2	USD	244950	STANDARD	3-Feb-11	7630	0	2103475



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Admin Tab: General Information



The screenshot displays the Mercury iSupplier Portal interface. At the top left is the Mercury logo and the text "iSupplier Portal". A navigation bar contains tabs for Home, Orders, Shipments, Product, Admin, Requests, and Finance. Below this is a "Profile Management" section with a left-hand menu listing: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, and Product & Services. The main content area is titled "Supplier Details: ENGMAN-TAYLOR CO., INC." and contains the following information:

Supplier Name	SUPPLIER NAME, INC.	Tax Registration Number
Supplier Number	124646	Taxpayer ID
Parent Supplier Name		Country of Tax Registration
Parent Supplier Number		
DUNS Number		

At the bottom of the page, there is a secondary navigation bar with the same tabs: Home, Orders, Shipments, Product, Admin, Requests, Finance.



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Admin Tab: Organization

- Update information regarding your company.
- Once verified, please select Verification checkbox and Save!

Home | Orders | Shipments | Product | Admin | Requests | Finance

Profile Management

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

Organization

Cancel Save

Verification

I have reviewed the information below and it is current and accurate.

Save

Last Verified 01-Mar-2016 By Gina Beyer

D-U-N-S Number

Legal Structure

Principal Name

Year Established

Incorporation Year

Control Year

Mission Statement

Chief Executive Name

Chief Executive Title

Principal Title

Total Employees

Organization Total

Organization Total Type

Corporate Total

Corporate Total Type

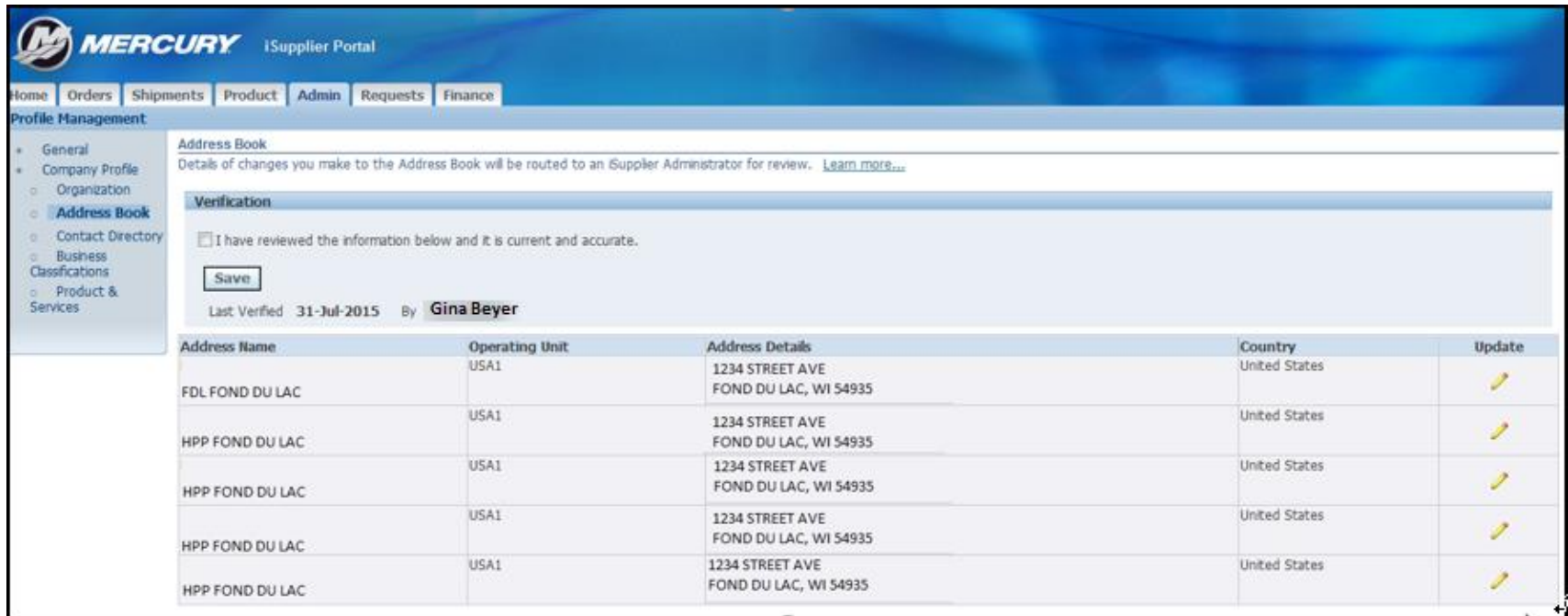
Tax and Financial Information

Taxpayer ID

Analysis Year



Admin Tab – Address Book



MERCURY | Supplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Profile Management

- General
- Company Profile
 - Organization
 - Address Book**
 - Contact Directory
 - Business Classifications
 - Product & Services

Address Book
Details of changes you make to the Address Book will be routed to an iSupplier Administrator for review. [Learn more...](#)

Verification

I have reviewed the information below and it is current and accurate.

Last Verified: 31-Jul-2015 By: **Gina Beyer**

Address Name	Operating Unit	Address Details	Country	Update
FDL FOND DU LAC	USA1	1234 STREET AVE FOND DU LAC, WI 54935	United States	
HPP FOND DU LAC	USA1	1234 STREET AVE FOND DU LAC, WI 54935	United States	
HPP FOND DU LAC	USA1	1234 STREET AVE FOND DU LAC, WI 54935	United States	
HPP FOND DU LAC	USA1	1234 STREET AVE FOND DU LAC, WI 54935	United States	
HPP FOND DU LAC	USA1	1234 STREET AVE FOND DU LAC, WI 54935	United States	

- The Address Book lists only active Purchasing Sites. All Purchasing Sites must have the same address.
- Suppliers are not able to view or update Pay or Primary Pay Sites. Any requests to change Pay or Primary Pay Sites must continue to be submitted through Accounts Payable.

Admin Tab – Contact Data

- To add a New Contact select Create button
- To Edit an Existing Contact, select Update
- Once your contacts have been verified, select Verification and Save.

MERCURY iSupplier Portal

Home Orders Shipments Product Admin Requests Finance

Profile Management

• General
• Company Profile
• Organization
• Address Book
• **Contact**
• Directory
• Business Classifications
• Product & Services

Contact Directory : Active Contacts
Details of changes you make to the Contact Directory will be routed to an iSupplier Administrator for review. [Learn more...](#)

Verification

I have reviewed the information below and it is current and accurate.

Last Verified **18-Mar-2016** By **Gina Beyer**

Add a New Contact

Select Update to edit Contacts

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
BOB	BARKER	SUPPLIER NAME, INC			Current			
FINAME	LNAME	SUPPLIER NAME, INC	920 929-9000		Current			
Gina	Beyer	SUPPLIER NAME, INC	920-929-5069	APPTTEST@mercmarine.com	Current	✓		
KARL	BEYER	SUPPLIER NAME, INC	920 929-5069		Current			

Admin Tab – Business Classifications

- Please review and verify your Business Classifications
- Once verified, please select Verification checkbox and Save.
 - If nothing above applies to your company, please verify that you have reviewed the information.

MERCURY iSupplier Portal

Home Orders Shipments Product Admin Requests Finance

Profile Management

Admin: Profile Management: Contact Directory >

Business Classifications Cancel Save

Verification

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

Last Certified **15-Feb-2012** By **Gina Beyer**

TIP Date format example: 23-Aug-2016

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Hub Zone	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
MIPR Assisting Agency	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service-disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Disadvantage	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Save

Admin Tab – Product & Services

- Please select the Products and Services your company provides. You can select more than one.
 - Select Add
 - Select all applicable(Production, Tool Crib, Capital, MRO)
 - Select Apply
- After selecting Apply, you will receive a Confirmation.
 - Select Return to Products and Services link to Verify

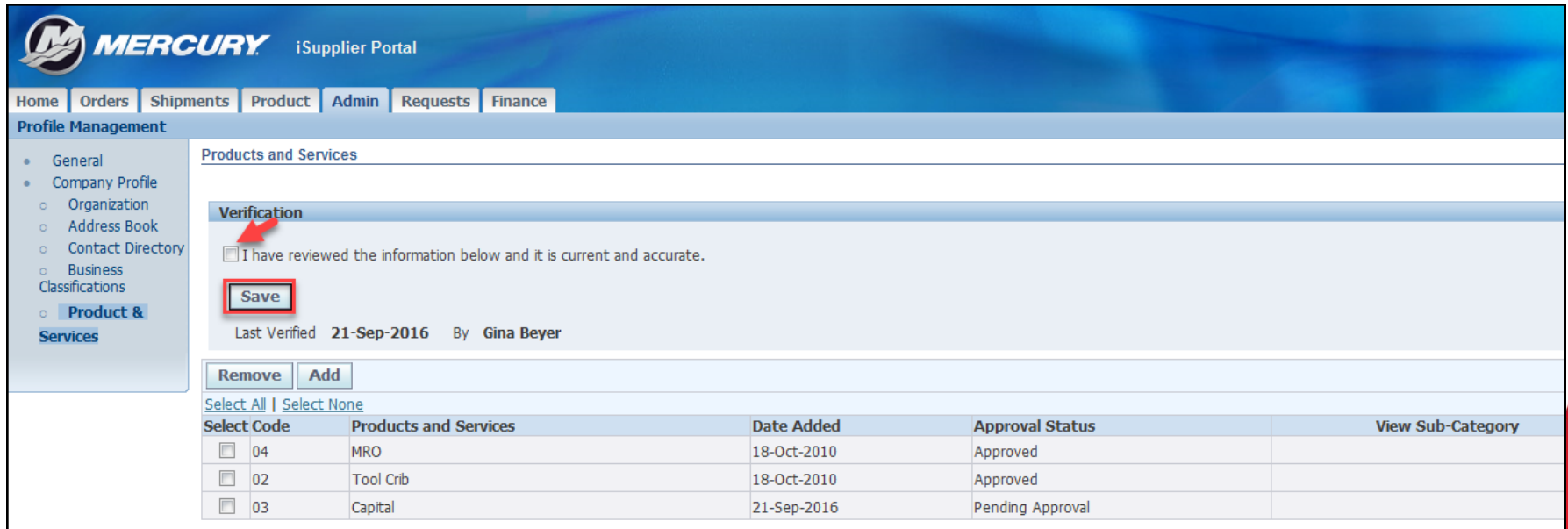
The screenshot displays the MERCURY iSupplier Portal interface. At the top, the header includes the MERCURY logo and 'iSupplier Portal'. Below the header, the breadcrumb trail reads 'Admin: Profile Management: Product & Services >'. The main section is titled 'Add Products and Services: : ()' and contains two radio buttons: 'Browse All Products & Services' (selected) and 'Search for Specific Product & Service'. A table lists product and service categories with columns for 'Code', 'Products and Services', and 'View Sub-Categories Applicable'. The table rows are: 00 Default, 01 Production, 02 Tool Crib, 03 Capital, and 04 MRO. The 'View Sub-Categories Applicable' column contains checkboxes for 'Applicable' for each row. A red arrow points to the 'Applicable' checkbox for the 'Production' row. To the right of the table are 'Cancel' and 'Apply' buttons, with the 'Apply' button highlighted in red. A confirmation message box is overlaid on the table, stating: 'Confirmation: The following Product and Service categories have been added to your profile. • Production'. Below the message is a link: 'Return to Products and Services'.

Code	Products and Services	View Sub-Categories Applicable
00	Default	<input type="checkbox"/> Applicable
01	Production	<input checked="" type="checkbox"/> Applicable
02	Tool Crib	<input type="checkbox"/> Applicable
03	Capital	<input type="checkbox"/> Applicable
04	MRO	<input type="checkbox"/> Applicable



Admin Tab – Product & Services

- Once verified, please select Verification checkbox and Save.



MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - **Product & Services**

Products and Services

Verification

I have reviewed the information below and it is current and accurate.

Save

Last Verified **21-Sep-2016** By **Gina Beyer**

Remove **Add**

[Select All](#) | [Select None](#)

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> 04	MRO	18-Oct-2010	Approved	
<input type="checkbox"/> 02	Tool Crib	18-Oct-2010	Approved	
<input type="checkbox"/> 03	Capital	21-Sep-2016	Pending Approval	