



Update Business Classification

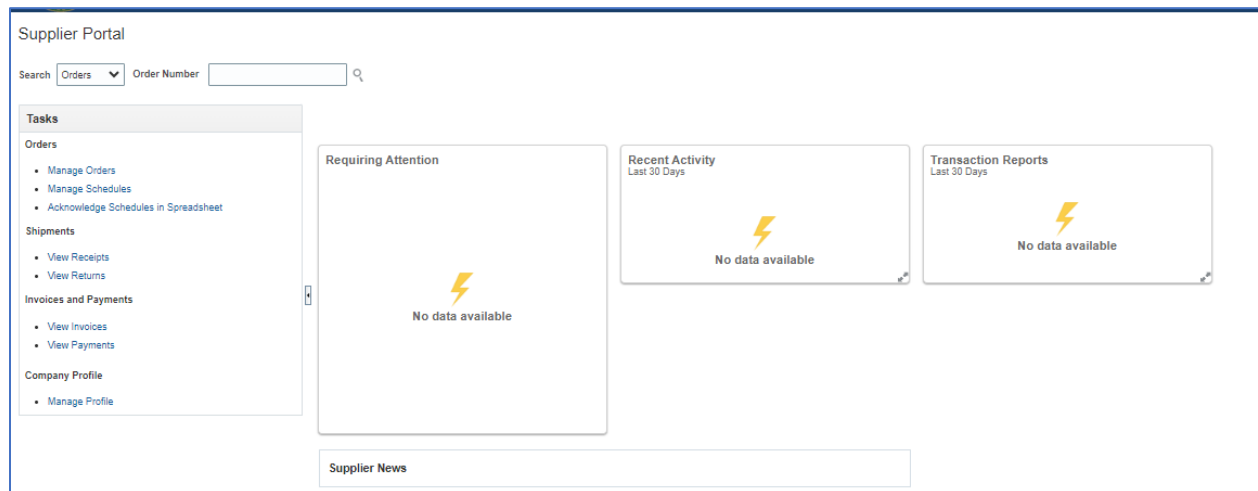
- Use your credentials to log on to Supplier Portal linked at ChicagoParkDistrict.com/supplier-portal. Your username is your email.

The Supplier Portal Landing Page Appears



- Click on Supplier Portal Icon

The Supplier Portal Homepage appears



- Click on the **Manage Profile** link

The **Company Profile** page appears. Organization tab is displayed.



Update Business Classification

Company Profile [?](#) Edit Done

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company XYZ Company Tax Organization Type Corporation
 Supplier Number 72881 Status Active
 Supplier Type Supplier Attachments W9 Document.docx (1 more...)

Identification

D-U-N-S Number National Insurance Number
 Customer Number Corporate Web Site
 SIC

Corporate Profile

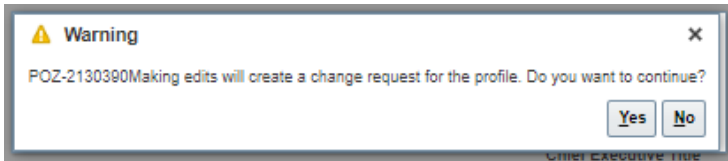
Year Established Chief Executive Title
 Mission Statement Chief Executive Name
 Year Incorporated Principal Title
 Principal Name

Financial Profile

Current Fiscal Year's Potential Revenue
 Preferred Functional Currency
 Fiscal Year End Month

- Click on **Edit** to make changes to profile information.

You will see the following message. Any edits will create a change request that must be approved by the Chicago Park District before taking affect.



- Click **Yes** to continue with making any changes.

Edit Profile Change Request: 91011

Change Description: Adding new W9 document

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name XYZ Company Tax Organization Type Corporation
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CHICAGO PARK DISTRICT

Update Business Classification

- In the **Change Description** text box, enter the reason you are making the change.
- Click on the Business Classifications Tab.

- Click on the **Plus sign +** to add a business classification.
- **Classification** - If you are a certified *Minority Owned* or *Woman Owned* business then identify the type in the classification drop down menu. If you are NOT a certified minority or woman owned business then choose *None of the Classifications are Applicable* from the drop-down menu.
- **Subclassification** - Required for MBE Classification only. Otherwise leave blank.
- **Certifying Agency** - Choose an agency from the list of values for the business that certified your status.
- **Other Certifying Agency** - If the agency you are certified with is not in above list, then you can type in another certifying agency.
- **Certificate** – Enter the number from your certification documentation.
- **Start Date** - Add the date your certification is valid from.
- **Expiration Date** - Add the date your certification is valid to.
- **Notes** - Add any additional certification notes you would like for the approver to see.
- **Add current certificates and supporting documentation** - Click on *Drag and Drop* to add copies of your certification. You must provide a copy of certification for the status to be accepted.

- Upload the supporting documentation by clicking on the **plus sign +** under the **Attachments** column.



Update Business Classification

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Da
File	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	Robert Jones	03/07/2024 11

Columns Hidden 1

- Click **Choose File** and upload your supporting documentation.
- Choose **OK**.
- Verify the document is attached.

Edit Profile Change Request: 88012

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Minority Owned	African American	Current	City of Chicago		<input type="text"/>	mm/dd/yyyy	mm/dd/yyyy	ty Vendor Certification. +X			

- When updates are complete choose **Review Changes** button.
- Review the Changes.
- Click on **Submit**.