

# **Managing Business Classifications**

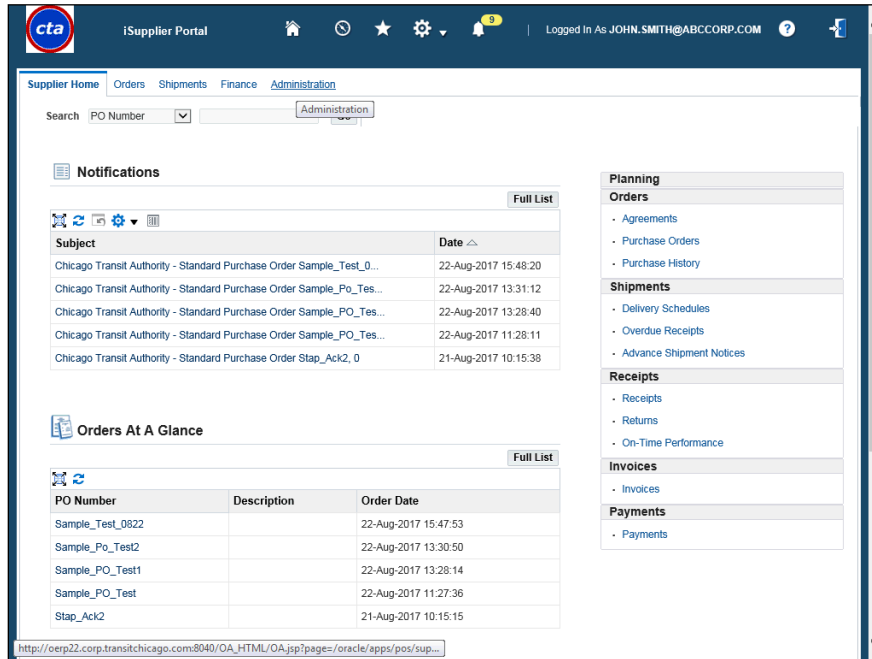
# Table of Contents

**Managing Business Classifications..... 1**

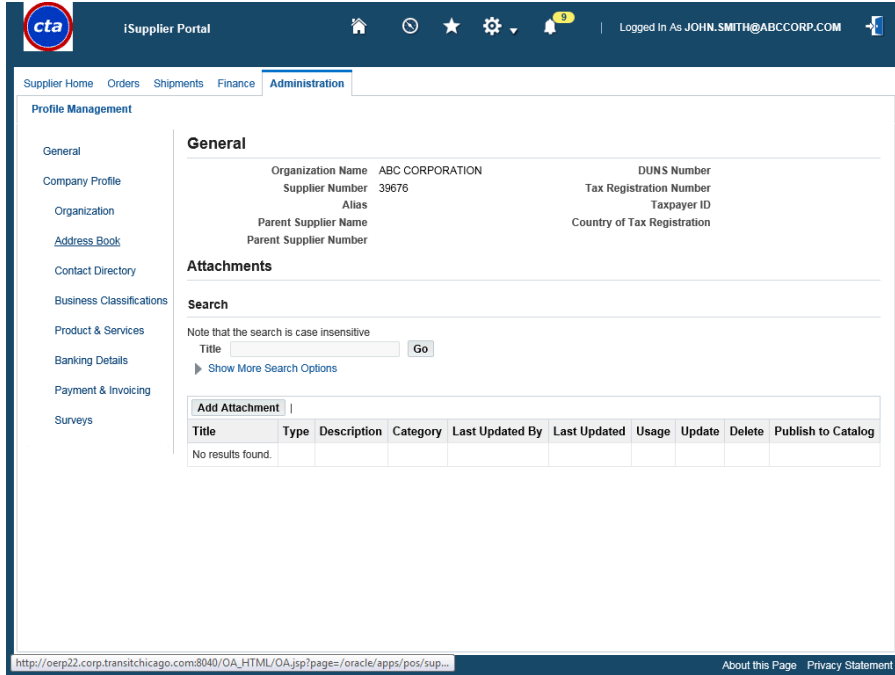
## Managing Business Classifications

This Topic demonstrates the process of managing business classifications.

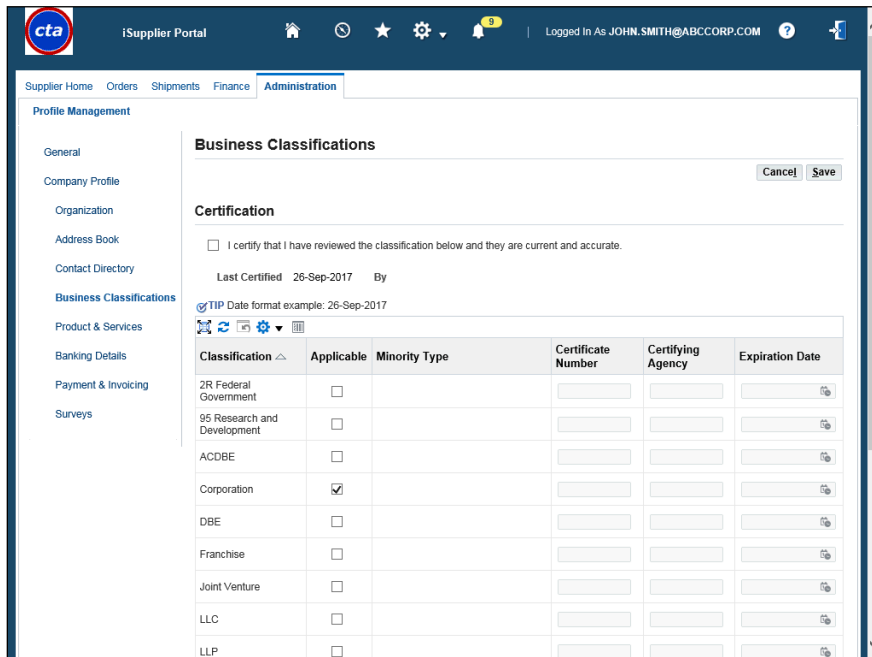
### Procedure



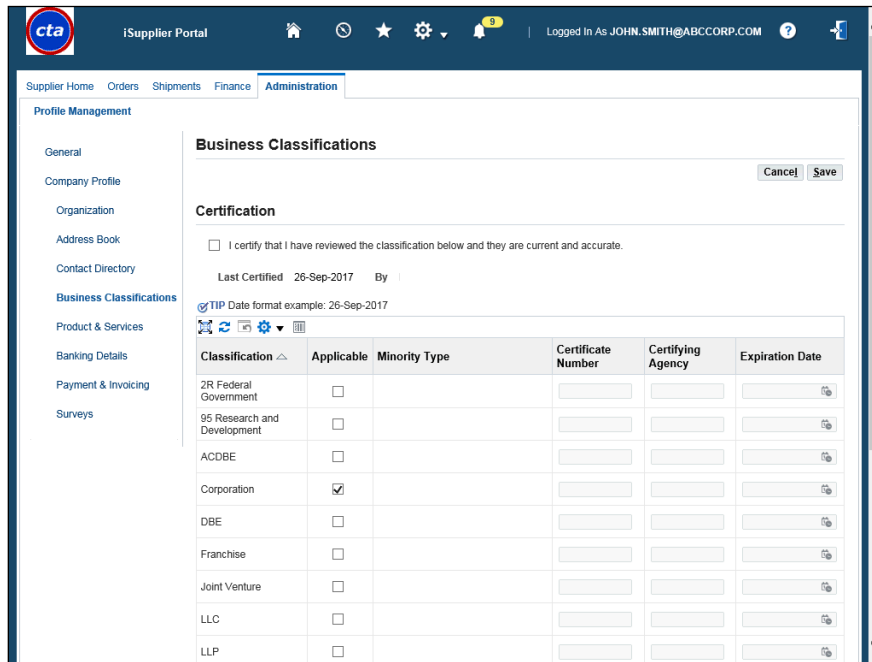
Step	Action
1.	See screenshot above Click the <b>Administration</b> link.  <a href="#">Administration</a>



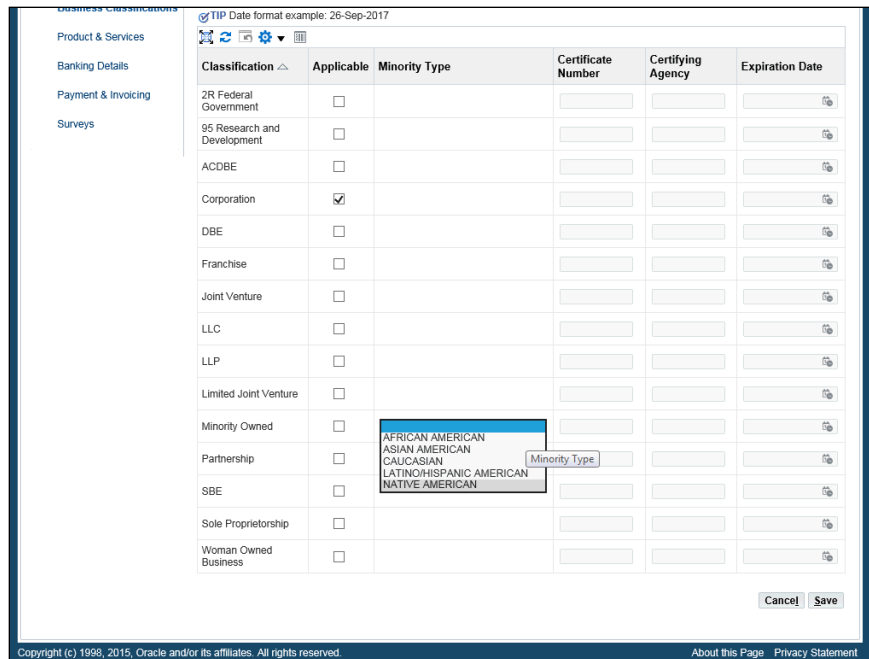
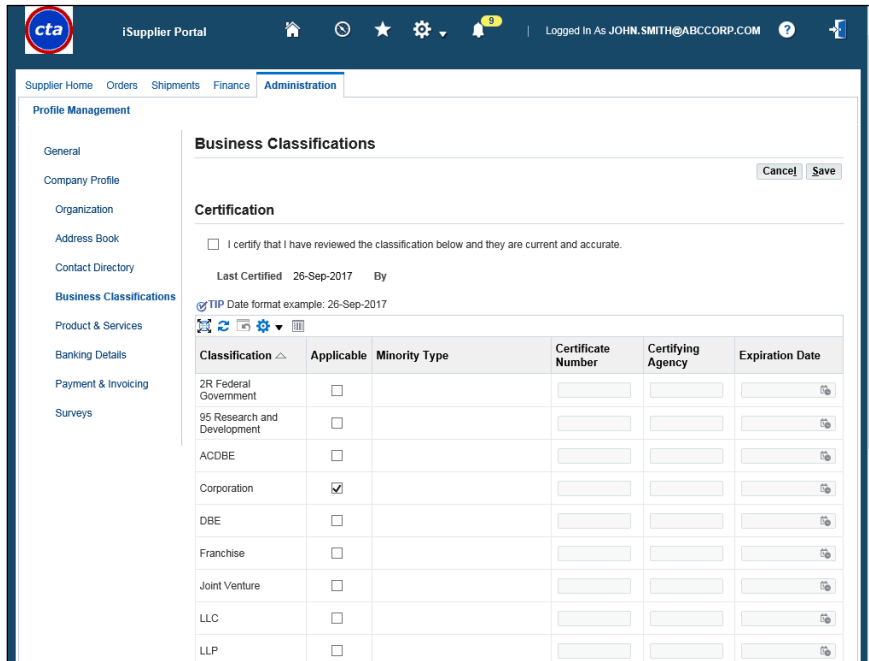
Step	Action
2.	<p>See screenshot above To select the appropriate values for your business:</p> <p>Click the <b>Business Classifications</b> link.</p> <p><b>Business Classifications</b></p>



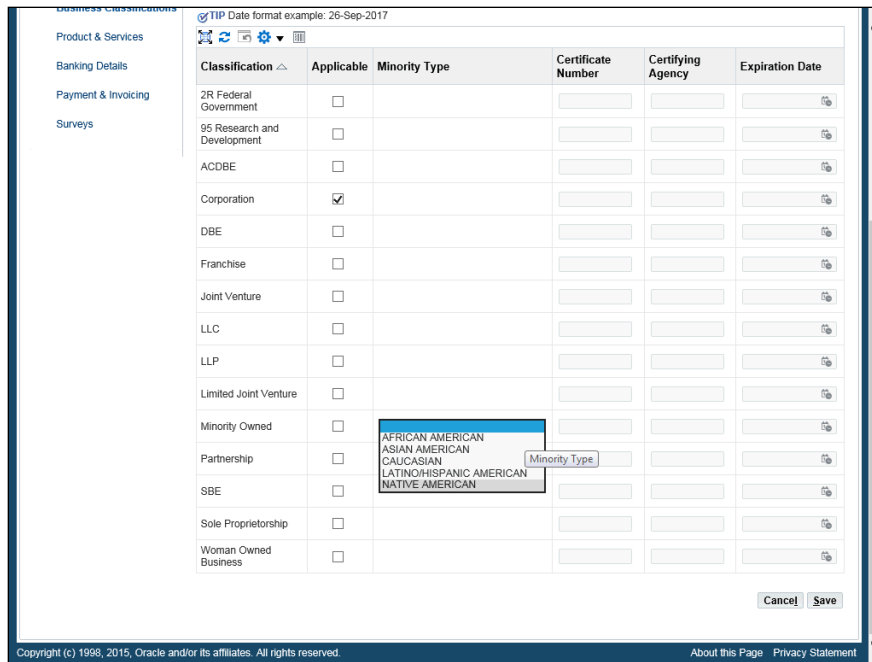
Step	Action
3.	See screenshot above. In this example, we will select 'Corporation'. Click the <b>Corporation</b> option. Corporation <input type="checkbox"/>



Step	Action
4.	See screenshot above Click the <b>I certify that I have reviewed the classification below and they are current and accurate</b> list item. <input type="checkbox"/>



Step	Action
5.	<p>See screenshot above</p> <p>If you wish to provide Minority Owned information about your business, please scroll down to the 'Minority Owned' Classification and optionally select from the list of values provided.</p> <p>Click the <b>Minority Owned</b> list.</p> <p>Minority Owned <input type="checkbox"/> <input type="text" value=""/> <input type="button" value="v"/></p>



Step	Action
6.	<p>See screenshot above</p> <p>In this example, we will select NATIVE AMERICAN.</p> <p>Click the <b>NATIVE AMERICAN</b> list item.</p> <p><b>NATIVE AMERICAN</b></p>

TIP Date format example: 26-Sep-2017

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
2R Federal Government	<input type="checkbox"/>				
95 Research and Development	<input type="checkbox"/>				
ACDBE	<input type="checkbox"/>				
Corporation	<input checked="" type="checkbox"/>				
DBE	<input type="checkbox"/>				
Franchise	<input type="checkbox"/>				
Joint Venture	<input type="checkbox"/>				
LLC	<input type="checkbox"/>				
LLP	<input type="checkbox"/>				
Limited Joint Venture	<input type="checkbox"/>				
Minority Owned	<input type="checkbox"/>	NATIVE AMERICAN			
Partnership	<input type="checkbox"/>				
SBE	<input type="checkbox"/>				
Sole Proprietorship	<input type="checkbox"/>				
Woman Owned Business	<input type="checkbox"/>				

Cancel Save

Step	Action
7.	See screenshot above Click the <b>Save</b> button.



Supplier Home Orders Shipments Finance Administration

Profile Management

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

**Confirmation**  
Your classifications have been saved.

**Business Classifications**

Cancel Save

**Certification**

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

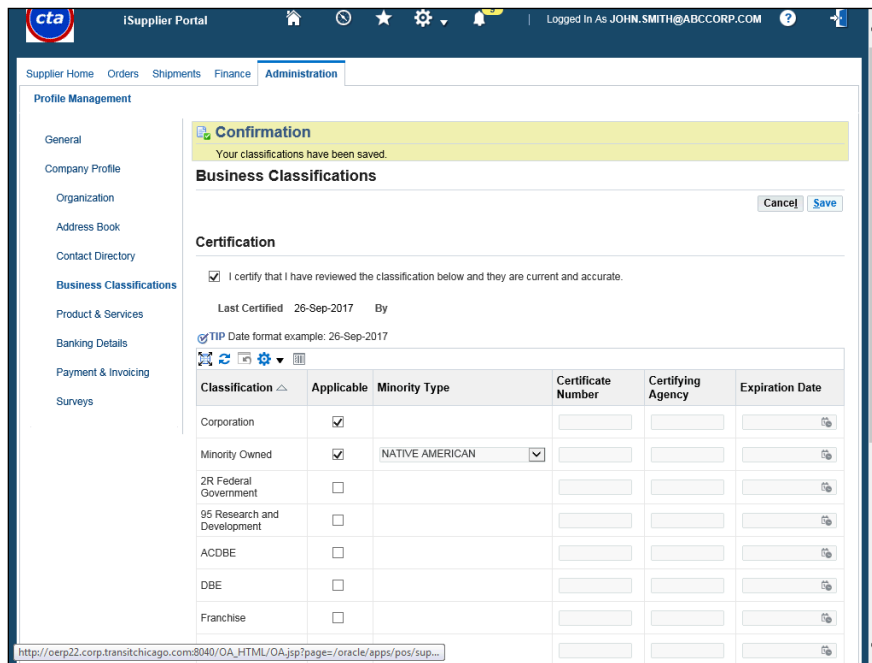
Last Certified 26-Sep-2017 By

TIP Date format example: 26-Sep-2017

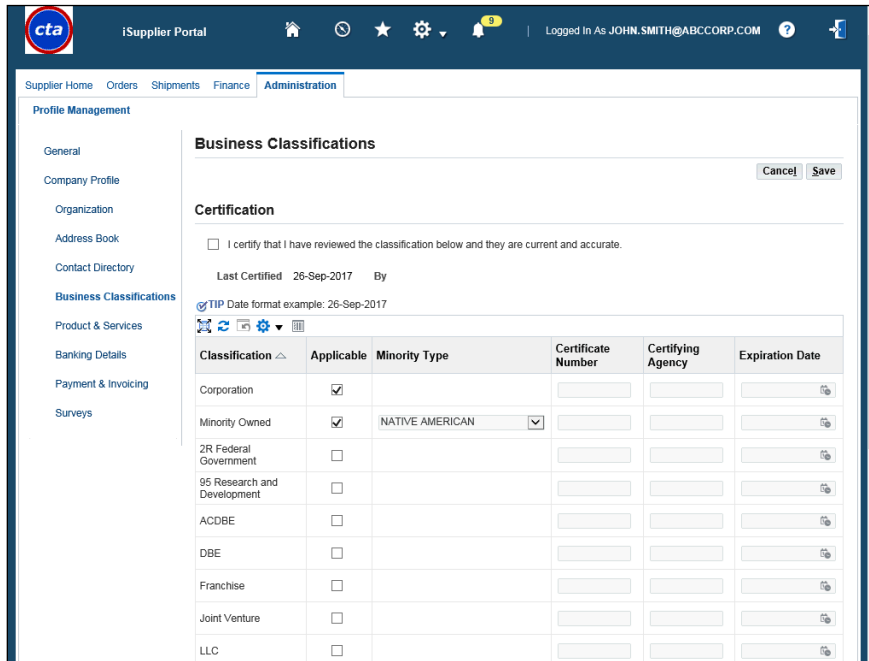
Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Corporation	<input checked="" type="checkbox"/>				
Minority Owned	<input checked="" type="checkbox"/>	NATIVE AMERICAN			
2R Federal Government	<input type="checkbox"/>				
95 Research and Development	<input type="checkbox"/>				
ACDBE	<input type="checkbox"/>				
DBE	<input type="checkbox"/>				
Franchise	<input type="checkbox"/>				
Joint Venture	<input type="checkbox"/>				



Step	Action
8.	See screenshot above Select the desired item(s) in the <b>I certify that I have reviewed the classification below and they are current and accurate</b> list. <input type="checkbox"/>



Step	Action
9.	See screenshot above. Click the <b>Save</b> button. <input type="button" value="Save"/>



Step	Action
10.	<p>If your business is certified as a DBE, ACDBE, or SBE, you can also identify that here. Additional registration steps for DBE, ACDBE, and SBE certification may be required at our Business Diversity Management System. Go to <a href="http://cta.dbesystem.com">cta.dbesystem.com</a> for more information.</p> <p><b>End of Procedure.</b></p>