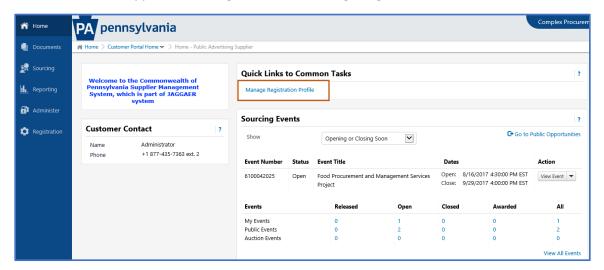
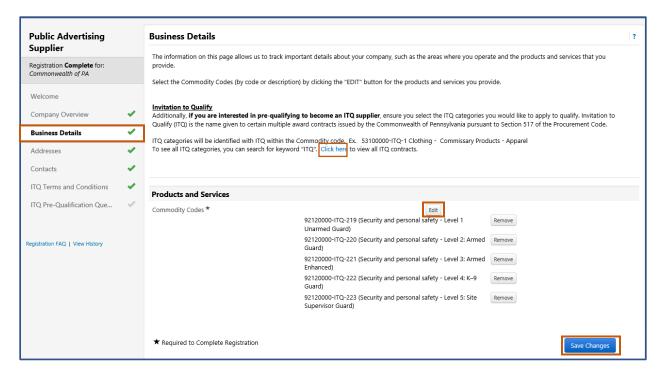
Pre-Qualification of ITQ Suppliers

The screenshots displayed within this training document are used for example purposes only.

1. From the Supplier Home Page, select the Manage Registration Profile



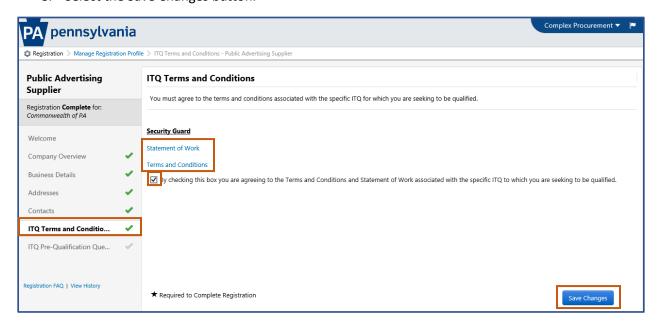
- 2. Select the Business Details link in the left navigation under Welcome.
- 3. Select the "Click Here" link to view all the ITQ contracts in order to review the Statement of Work, Terms and Conditions and any other pertinent documentation related to the ITQ. Review the Statement of Work to familiarize yourself with the process, procedures, and Commodity Codes related to particular ITQs.
- 4. In the Products and Services section, select the Edit button to choose the appropriate ITQ Commodity Codes.
- 5. Select the Save Changes button.



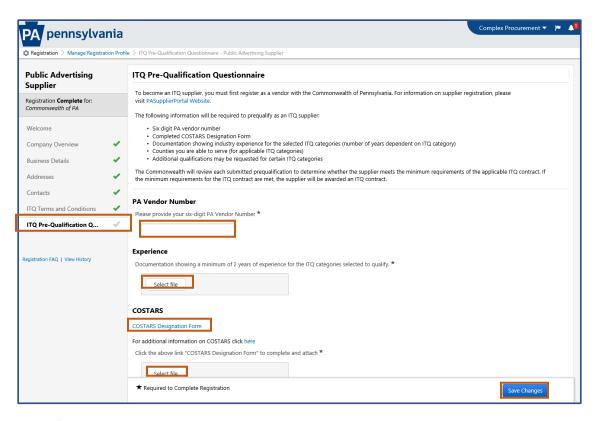
6. Select the ITQ Terms and Conditions link in the left navigation.

You must agree to the terms and conditions associated with the specific ITQ for which you are seeking to be qualified. Links to the Terms and Conditions and Statement of work are provided for your review.

- 7. Select the check box next to the statement, "By checking this box you are agreeing to the Terms and Conditions and Statement of Work associated with the specific ITQ to which you are seeking to be qualified.
- 8. Select the Save Changes button.



- 9. Select the ITQ Pre-Qualification Questions link in the left navigation.
- 10. You must answer all questions completely and attach all required documentation in order to become qualified.
- 11. Select the Save Changes button.



When finished, the document should look similar to the image below. All sections should have green checks to show that they have been completed.

