

Oracle: Managing Your Supplier Profile

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[Tech Arch Application Training & Business Process Support](#)



Tech Arch Application Training



Document Revision History

Date	Version	Description
09/24/2015	0.1	Draft
03/17/2016	0.2	1604 Release – captured changes related to this release
03/01/2017	0.3	Updated to reflect changes in required approval.
09/11/2017	1.0	Publish; added CRE Supplier Maintenance mailbox.
06/01/2018	2.0	6c - Bulk support for licenses & service areas.
03/25/2020	3.0	Updated to remove screenshots with sensitive data.

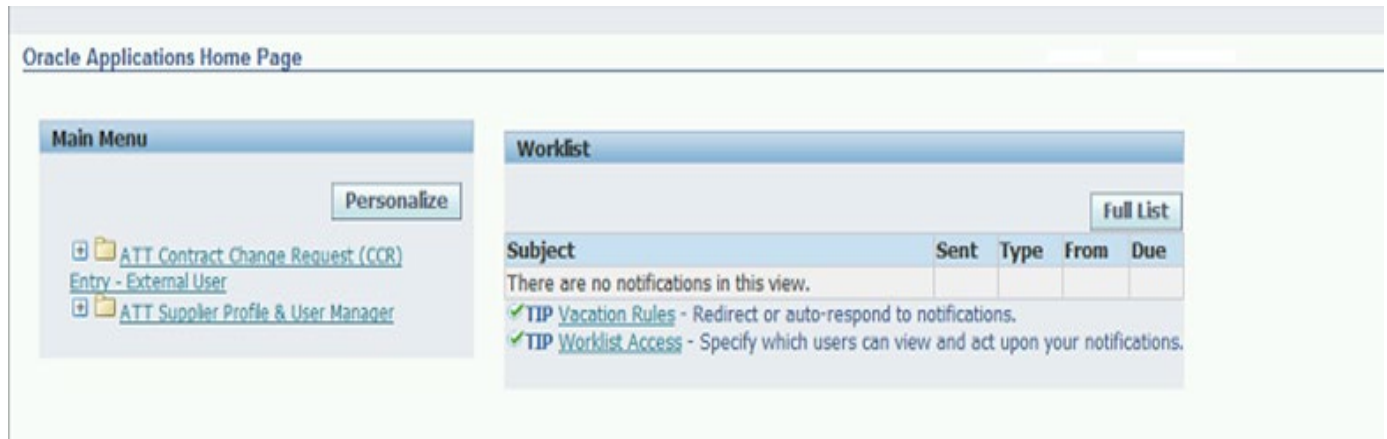
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Your Supplier Credentials

Once a supplier's registration request is approved and established in CFAS, notification and login credentials for the Oracle application will be sent to them.

The supplier's primary user will be assigned a user administrator profile - **ATT Supplier Profile & User Manager** - to allow for management of their company information.



To make modifications to your company's profile,

1. Expand **ATT Supplier Profile & User Manager**.
2. Select **Supplier Details**; you'll be presented with the AT&T Proprietary disclaimer page. You will be unable to proceed without confirming you've reviewed and accepted the disclaimer. Click **Agree** once you've confirmed.

It is understood that AT&T employees are not permitted to solicit or accept gifts, entertainment, or remuneration of any value, directly or indirectly, from the Supplier.

By accepting Supplier agrees that Supplier's firm must be in compliance with all applicable laws, statutes and regulations, including federal, state and local requirements. Supplier must be an Equal Opportunity Employer.

Supplier has verified the answers to the questions herein and all statements contained are true and correct. Furthermore, Supplier agrees to immediately notify AT&T of any changes in the information provided herein.

I have reviewed and accepted the above disclaimer

Cancel Agree

3. The **Supplier Administration** tab will appear. It will contain all company details provided at the time of registration.

Manage Your Company's Profile



The following modifications can be made from the supplier administration section,

- [Add/update attachments](#)
- [Update Company Information](#)
- [Update Diversity Information \(Business Classification\)](#)
- [Add/Update License Information](#)
- [View Insurance Information](#)
- [Add/Update Service Area\(s\) supported](#)
- [Add/Update Products & Services](#)
- [Add/Update Company Sites](#)
- [Add/Update Company Contacts](#)
- [Add/Update Banking Information](#)

Some modifications will require approval; your changes will remain in pending status until approval is granted.

Add/Update Attachments

From the *Supplier Administration* menu select **General**.

1. To **add** an attachment,
 - In the *Attachments* section, select .
 - Enter the title, description and select the appropriate category from the dropdown list provided.
 - In the *Define Attachment* section,
 - Click **Browse** with the **File** radio button highlighted if attaching a document; locate the file to be uploaded.
 - Click within the URL radio button if the information is available on a website; list the URL in the field provided.
 - Click within the Text radio button if you'll be listing information in the field provided.
 - Click **Apply**; the new attachment will be listed on the *General* page.
2. To **update** an attachment,
 - In the *Attachments* section, click  alongside the attachment to be updated.
 - Modify the title, description and/or category as desired.
 - To attach a revised document, click **Browse** then locate the file to be uploaded.
 - Click **Apply**; the changes will be applied.

You will not be able to delete an attachment.

Update Company Information

1. Click on **Company Profile** from the *Supplier Administration* menu. The **Organization** section appears.
2. Select the **Company Information** tab. From here you'll have an opportunity to update all fields relative to your company's information such as,
 - General company information including primary email address which is used for all communication.
 - Corporate headquarters information
 - Federal Tax ID and Tax Type
 - Annual Gross Revenue for the last 3 years
 - References

Update Diversity Information (Business Classification)



1. Click on **Company Profile** from the *Supplier Administration* menu. The **Organization** section appears.
2. Select the **Business Diversity** tab. Scroll down to the **Business Classification** section in the lower half of the screen.

Organization


Cancel Save

Overview Company Information Services & Contracts Legal Organization & Compliance **Business Diversity**

BUSINESS CLASSIFICATION

* Minority Owned  Certificate Number Certifying Agency Expiration Date 

Cancel Save

- To change the business classification listed
 - Click  alongside the **Minority Owned** field. Search for the desired classification option on the screen that appears. You can also use the '%' wildcard to display all options to choose from.
 - Click within the checkbox alongside the desired value then **Select**.
 - List the certificate number, certificate expiration date, and certifying agency in the field provided. Click **Save** once done.
- To update the existing classification, modify the desired information shown on your screen and click **Save** once done.

Add/Update Company Sites

This section allows you to list your company sites. You'll have the ability to indicate if this is a purchasing site (*used in invitations for proposals, Purchase Agreements, or Orders*) and/or a payment site.

Important!

Non-CRE Locations cannot be added or modified from here. These fields will not contain an update icon. All locations added to this section will be flagged as CRE locations.

Additions or modifications to a company site will require approval, though no visual indicator will be shown on your screen.

- From the *Supplier Administration* menu select **Address Book**; a list of all company locations (CRE and non-CRE) will be listed here.

Address Book

Create Previous 1-10 of 13 Next 3

Address Name	Address Details	Country	Update	Remove
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		
		United States		

Create Previous 1-10 of 13 Next 3

non-CRE location

- To **add** a new company site,
 - Click **Create**; the **Create Address** window will appear.
 - Populate all address fields provided. Indicate if this is a purchasing and/or payment address by clicking within the checkbox(es) provided.
 - Click **Save**; the new location will be added to the list.

FYI!

Un-checking *Purchasing Address* means the site will not be available for RFx invitations.

Address Book

Address Line 4

* City/Town/Locality Schaumburg

County

State/Region IL

Province



* Postal Code 60192

LETTER PURCHASE

Purchasing Address

Payment Address

RFQ Only Address

- To **update** an existing company site,
 - Select  alongside the desired record; the **Update Address** window appears.
 - Make the desired modification(s) then click **Save**; the modified location will be listed on your screen.
- To **remove** a company site,
 - Select  alongside the desired record. The warning message shown below will appear.

 **Warning**

The address 02 has been inactivated. All of the sites associated with the address have also been inactivated and the address is no longer associated to any contacts or bank accounts.


Would you like to proceed with this action?

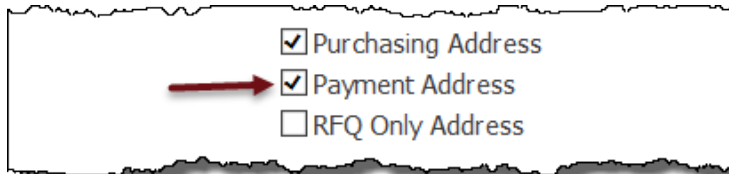
- Click **Yes**; the location will no longer be listed on your screen.

Update Banking Information

From the *Supplier Administration* menu select **Address Book**; a list of all locations will be displayed. Each CRE site can have **one** banking profile associated with it.

To add or modify banking information for a location,

- Click  alongside the desired location.
- Ensure the **Payment Address** checkbox is populated.



- Scroll down to the **Bank Details** section. Existing banking information **will not** be displayed; contact the vendor management team if you need to verify existing information.
- List all banking details for the location in the fields provided.
- Click **Save**. Be sure to attach supporting documents in the **General** section as needed.

Add/Update Company Contacts

From the *Supplier Administration* menu select **Contact Directory**; a list of all supplier contacts will be displayed.

FYI!

New contacts do not require approval.



A contact associated with a new site pending approval will remain in a status of 'Change Pending' until the site is approved.

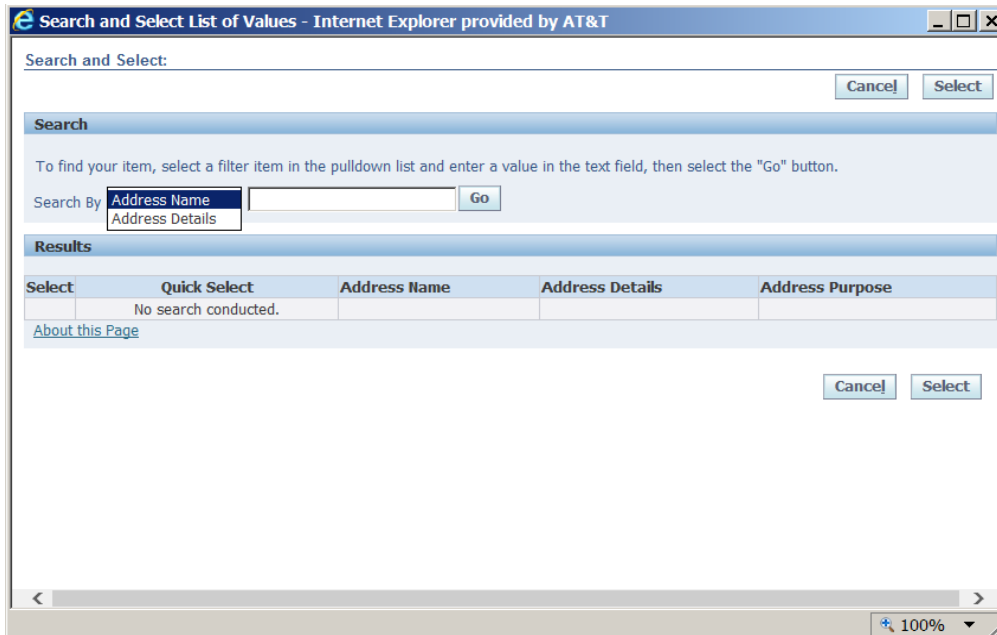
Contact Directory : Active Contacts


First Name	Last Name	Supplier Name ▲	Phone Number	Email	Status	User Account	Addresses	Update
					Current	✓		
					Current	✓		
					Current	✓		
					Current	✓		
					Current	✓		
					Current	✓		
					Change Pending			
					Current	✓		
					Current	✓		
					Current	✓		
					Current	✓		
					Change Pending	✓		
					Current	✓		

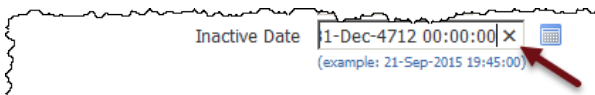
Contact Directory : Inactive Contacts

- To **add** a new contact,
 - Click **Create**; the **Create Contact** window will appear.
 - Populate all relative fields provided then click **Apply**; the new contact will be listed on your screen.
- To **update** an existing contact,
 - Select alongside the desired record; the **Update Contact** window appears.
 - Make the desired modification(s) then click **Apply**; the record will be updated.

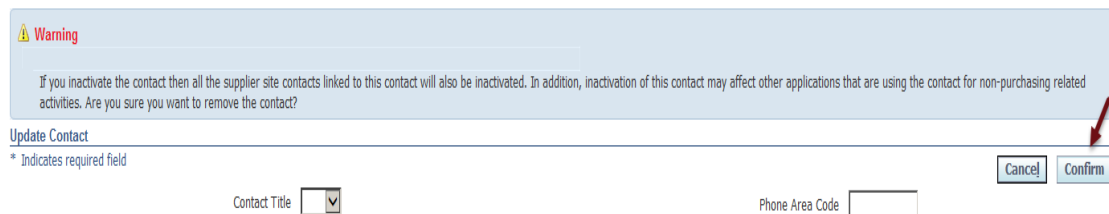
- To associate a company site(s) with a contact,
 - Click  alongside the desired contact.
 - The Address Associations for Contact window will appear. Click Add Another Row.
 - Select  in the *Address Name* column. The **Search** window appears.
 - You'll be able to conduct a search by the site name or site details. Enter your search criteria in the field provided then click **Go**. You can also use the '%' wildcard to display all available options to choose from.



- Click within the checkbox alongside the desired value then click **Select**.
- To **deactivate** an existing contact,
 - Select  alongside the desired record; the **Update Contact** window appears.
 - Place your cursor in the **Inactive Date** field and click 'x' to delete any value listed here.



- Enter the effective date of the deactivation.
- A warning message will appear. Click **Confirm**.



- The contact will appear in the **Inactive Contacts** section.

License Information

1. From the *Supplier Administration* menu to the left of the screen select **Insurance, License and Services**. Several tabs will appear near the top of the page.
2. Select the **License** tab. Your company's existing license information will be displayed in the lower section of the page. Additions, modifications, or removals are made from the top half of the page.

The screenshot shows the Oracle interface for managing license information. At the top, there are tabs for 'Insurance', 'License', and 'Services', with 'License' selected. Below the tabs is a search field for 'License Type' with 'Go' and 'Reset' buttons. A table below lists various license types with columns for 'License Type', 'Description(if Other)', 'License Number', 'Expiration Date', 'Selected', 'Copy', 'Delete', and 'Select'. The table is paginated with 'Previous', '1-10', and 'Next 10' buttons. Below the table, there is a 'Rows to Display' dropdown set to '10' and a 'Refresh' button.

License Type	Description(if Other)	License Number	Expiration Date	Selected	Copy	Delete	Select
ASBESTOS CERIFICATION				<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
BOILER, HOT WTR HEATING&STEAM FITTING				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
BUILDING MOVING/DEMOLITION CONTRACTOR				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CABINET AND MILL WORK CONTRACTORS				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CARPENTRY, CABINET AND MILL WORK CONT				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CERAMIC AND MOSAIC TILE CONTRACTOR				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CONCRETE CONTRACTOR				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION ZONE TRAFFIC CONTROL				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
DRYWALL CONTRACTOR				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
EARTHWORK AND PAVING CONTRACTOR				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

To **add** new license information,

1. Click on the **License** tab.
2. Search for the desired license type using the **License Type** field near the top of the page **or** scroll through the pages of license types by clicking on **Next 10**.

This screenshot is similar to the previous one but includes red arrows pointing to the 'License Type' search field (containing 'Electrical%') and the 'Next 10' pagination button, illustrating the search and navigation steps mentioned in the instructions.

- Once the desired license type is located, list the license expiration date, number, and description as applicable in the fields provided. Click within the **Select** checkbox alongside it.

Update Insurance, License, and Service Areas

Insurance License Services

License

License Type:

Rows to Display:

License Type	Description(if Other)	License Number	Expiration Date	Selected	Copy	Delete	Select
ELECTRICAL CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL SIGN CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

License

Rows to Display:

License Type	Description(if Other)	License Number	Expiration Date
No results found.			

- Repeat the steps above for each new license type to be added.

License Type	Description(if Other)	License Number	Expiration Date	Selected	Copy	Delete	Select
EARTHWORK AND PAVING CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
ELECTRICAL SIGN CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
ELEVATOR CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
FENCING CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIRE PROTECTION CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
FLOORING AND FLOOR COVERING CONTRACTORS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
GENERAL BUILDING CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GENERAL ENGINEERING CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

- Click **Submit** once done. The **Selected** column for the new additions will be checked; they will also be sent for approval. Once approved, the License type(s) will appear in the lower half of the License tab.

To **update** existing license details,

- Navigate to the desired license type and update the listed details.
- Click within the **Select** checkbox alongside it.
- Repeat steps 1 and 2 for each license type to be updated.
- Once all updates have been made for all desired license types, click **Submit**. The changes will be submitted for approval.

To **delete** existing license types from a profile,


- Click within the **Delete** checkbox alongside each license type to be removed.

Rows to Display:

License Type	Description(if Other)	License Number	Expiration Date	Selected	Copy	Delete	Select
ELECTRICAL CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
GENERAL BUILDING CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
FENCING CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
BUILDING MOVING/DEMOLITION CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CABINET AND MILL WORK CONTRACTORS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

- Click **Submit**. The changes will be submitted for approval. Once approved, the license type(s) will be removed from the lower half of the screen.

To **copy** an existing license type (*this function would be used if you have more than one policy for a specific license type*),

1. Click  in the *Copy* column.
2. A duplicate entry for the license type will appear on your screen.
3. Enter the license expiration date, description & limit for the new entry. The values must be unique, or an error message will be received.

FYI...

Oracle looks at the combination of the license type, expiration date and license number to determine uniqueness.

4. Click within the **Select** column alongside the entry > select **Submit**. The new entry will be submitted for approval. Once approved, the license type(s) will be displayed in the lower half of the screen.

Insurance Information

1. From the *Supplier Administration* menu to the left of the screen select **Insurance, License and Services**. Several tabs will appear near the top of the page.
2. Select the **Insurance** tab. Your existing insurance information will be displayed. You will be unable to make modification to the information on this tab; updates will be managed by the supplier administration team. Submit any changes to the [CRE Supplier Maintenance](#) mailbox. Supporting documentation should be added as attachments in the [General](#) section.

Update Insurance, License, and Service Areas

Insurance License Services

Insurance

Insurance

Rows to Display Refresh

Previous 1-10 Next 10

Insurance Type	Rating	Insurance Expiration Date	Limit (USD)	Waiver
30 DAYS NOC		04-Apr-2019		N
AIEP- ADDITIONAL INSURED ENDORSEMENT PAGE		04-Apr-2019		N
AUTOMOBILE LIABILITY		04-Apr-2019		N
COMM GEN LIA-COMLETED/OPERATIONS AGGREGA		04-Apr-2019		N
COMM GEN LIA-PERSONAL&ADVERTISING INJURY		04-Apr-2019		N
COMM GEN LIA-PRODUCT/ PER OCCURRENCE		04-Apr-2019		N
COMMERCIAL GEN LIABILITY-GEN AGGREGATE		04-Apr-2019		N
EXCESS LIABILITY-AGGREGATE		04-Apr-2019		N
EXCESS LIABILITY-EACH OCCURANCE		04-Apr-2019		N
OTHER - ANY OTHER TYPE OF INSURANCE		04-Apr-2019		N

Rows to Display Refresh

Previous 1-10 Next 10

Add/Update Service Area(s) Supported

This section allows you to specify the areas you provide service. This will be used by buyers looking for suppliers in a specific state or region.

1. Select the **Services** tab. All existing services areas will be displayed in the lower section of the page. Additions, modifications, or removals are made from the top half of the page.

Update Insurance, License, and Service Areas

Insurance License **Services**

Services

Search Context

* Country US

* Search Context SERVICE_AREA

Search Value

Go Reset

Submit Cancel Rows to Display 10

Service Area	Selected	Delete	Select
No results found.			

Service

Rows to Display 10 Refresh

Service Area
CA LOS ANGELES METRO
CA NORTHERN

- To **add** a new service area(s),
 - In the *Search Context* section, click **Go** to view all service areas **or** enter your search criteria in the *Search Value* field for a specific search.
 - Once the results are returned click within the checkbox in the *Select* column alongside each desired service area.

Insurance License **Services**

Services

Search Context

* Country US

* Search Context SERVICE_AREA

Search Value

Go Reset

Submit Cancel Rows to Display 30 Previous 1-30 Next 30

Service Area	Selected	Delete	Select
AK EAST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AK NORTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AK SOUTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AK STATE OF	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AK WEST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AL NORTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AL NORTH CENTRAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AL SOUTH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AL SOUTH CENTRAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AL STATE OF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AR CENTRAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AR NORTHEAST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AR NORTHWEST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AR SOUTHEAST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



- Click **Submit**; the selected areas will appear in the lower half of the screen.
- To **delete** an existing service area,
 - Click within the Delete checkbox alongside each service area to be removed.
 - Click **Submit**. The selected service areas will be removed from the lower half of the screen.











Add/Update Products & Services

This section allows you to specify the types of products & service(s) your company provides. This will be used by buyers looking to procure specific products & services.

- From the *Supplier Administration* menu select **Products & Services**. The **Products and Services** window appears.

Products and Services					
<input type="button" value="Remove"/> <input type="button" value="Add"/>					
Select All Select None					
Select Code	Products and Services	Date Added	Approval Status	View Sub-Category	
<input type="checkbox"/> CRE.DEFAULT.ARCHITECTURE.DEFAULT	Corporate Real Estate.DEFAULT.ARCHITECTURE.DEFAULT	10-Dec-2015	Approved		
<input type="checkbox"/> CRE.DEFAULT.ELEVATOR.DEFAULT	Corporate Real Estate.DEFAULT.ELEVATOR.DEFAULT	15-Dec-2015	Approved		
<input type="checkbox"/> CRE.DEFAULT.ASBESTOS/LEAD ABTMNT.DEFAULT	Corporate Real Estate.DEFAULT.ASBESTOS/LEAD ABATEMENT.DEFAULT	16-Mar-2016	Approved		

- To **add** a new service or product your company offers,
 - Click **Add**; the **Add Products and Services** window appears.
 - In the CRE row click . Select the icon once more on the screen that appears to drill down further in the list.
 - A list of all CRE services will be displayed. Click  alongside the desired service. Be sure to select **Next 10** to view additional listings.

Code	Products and Services	View Sub-Categories Applicable
ARCHITECTURE	ARCHITECTURE	
ASBESTOS/LEAD ABTMNT	ASBESTOS/LEAD ABATEMENT	
ATTENDANT PARKING	ATTENDANT PARKING	
AUDIO/VISUAL	AUDIO/VISUAL	
CONSULTANT	CONSULTANT	
DINING	DINING	
DIR DIGITL CONTROLS	DIRECT DIGITAL CONTROLS	
ELECTRICAL	ELECTRICAL	
ELEVATOR	ELEVATOR	
ENERGY/SAVINGS PROJ	ENERGY/SAVINGS PROJECT	

[Return to Parent Category](#)

- Click within the checkbox(es) provided then select **Apply**.

Supplier Administration: Product & Services >			
Add Products and Services: CONSULTANT :Corporate Real Estate.DEFAULT.CONSULTANT (NABHOLZ CONSTRUCTION CORP)			
<input type="button" value="Cancel"/> <input type="button" value="Apply"/>			
Code	Products and Services	View Sub-Categories Applicable	
ELECTRICAL	ELECTRICAL		<input type="checkbox"/> Applicable
ENVIRONMENTAL	ENVIRONMENTAL		<input checked="" type="checkbox"/> Applicable
MECHANICAL	MECHANICAL		<input checked="" type="checkbox"/> Applicable
OTHER	OTHER		<input type="checkbox"/> Applicable
ROOFING	ROOFING		<input checked="" type="checkbox"/> Applicable
STRUCTURAL	STRUCTURAL		<input type="checkbox"/> Applicable

- A confirmation message outlining the changes you've made will be displayed.

Confirmation
 The following Product and Service categories have been added to your profile.

- Corporate Real Estate.DEFAULT.CONULTANT.ENVIRONMENTAL
- Corporate Real Estate.DEFAULT.CONULTANT.MECHANICAL
- Corporate Real Estate.DEFAULT.CONULTANT.ROOFING

[Return to Products and Services](#)

- Click **Return to Products and Services**; the newly added products and/or services will be listed. The status will be listed as *Pending Approval* until approved by the vendor management team.

Products and Services

Remove Add

Select All | Select None

Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	CRE.DEFAULT.ARCHITECTURE.DEFAULT	Corporate Real Estate.DEFAULT.ARCHITECTURE.DEFAULT	10-Dec-2015	Approved	
<input type="checkbox"/>	CRE.DEFAULT.ELEVATOR.DEFAULT	Corporate Real Estate.DEFAULT.ELEVATOR.DEFAULT	15-Dec-2015	Approved	
<input type="checkbox"/>	CRE.DEFAULT.FENCING/GATE.DEFAULT	Corporate Real Estate.DEFAULT.FENCING/GATE.DEFAULT	06-Apr-2016	Approved	
<input type="checkbox"/>	CRE.DEFAULT.FIRE EXTINGUISHERS.DEFAULT	Corporate Real Estate.DEFAULT.FIRE EXTINGUISHERS.DEFAULT	06-Apr-2016	Approved	
<input type="checkbox"/>	CRE.DEFAULT.CONULTANT.ENVIRONMENTAL	Corporate Real Estate.DEFAULT.CONULTANT.ENVIRONMENTAL	28-Apr-2016	Pending Approval	
<input type="checkbox"/>	CRE.DEFAULT.CONULTANT.MECHANICAL	Corporate Real Estate.DEFAULT.CONULTANT.MECHANICAL	28-Apr-2016	Pending Approval	
<input type="checkbox"/>	CRE.DEFAULT.CONULTANT.ROOFING	Corporate Real Estate.DEFAULT.CONULTANT.ROOFING	28-Apr-2016	Pending Approval	

- To **delete** an existing service or product listing,
 - Click within the checkbox(es) for the record to be deleted.
 - Select **Remove**; a confirmation message outlining the changes you've made will be displayed.

Confirmation
 The following Product and Service categories have been removed from your profile.

- CRE.DEFAULT.ATTENDANT PARKING

[Return to Products and Services](#)

- Click **Return to Products and Services**; the product/service will no longer be visible on your screen.