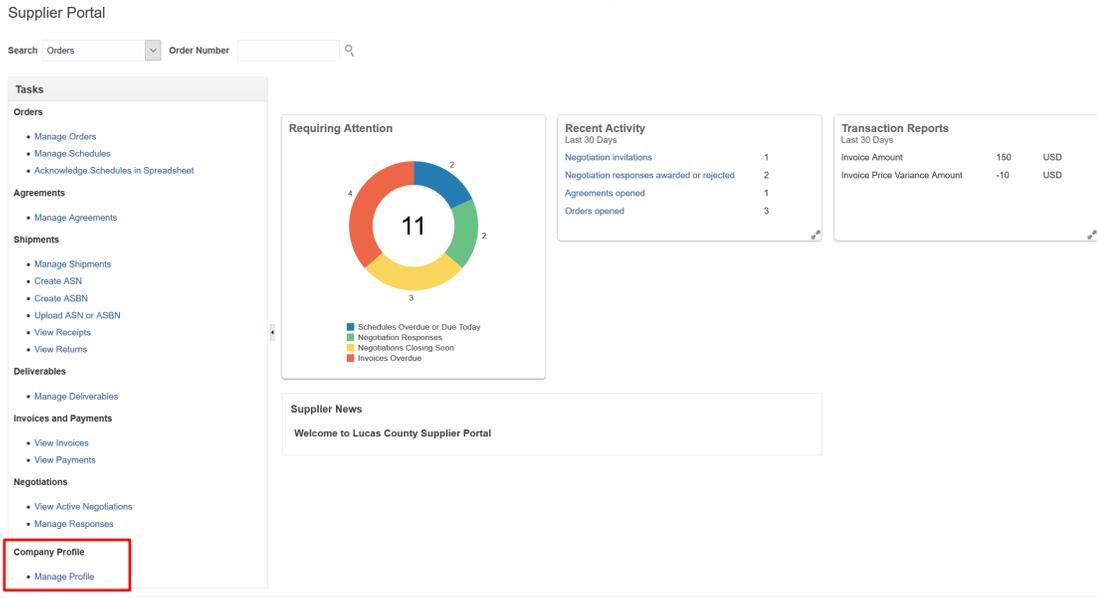


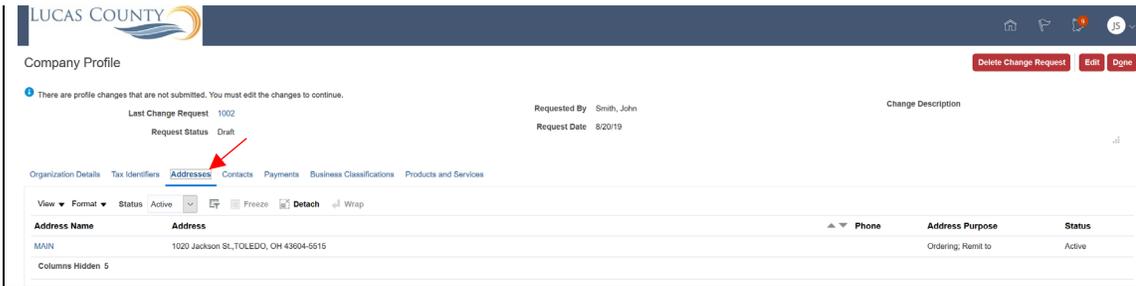
## Edit Supplier Details

**Audience:** Supplier

**Purpose:** Through the use of the Supplier Portal, Suppliers can modify your supplier profile.

Changes are subject to review and approval by the buying organization in accordance with the configured profile change request approval requirements. Suppliers can cancel a pending supplier profile change request, or withdraw it to make additional edits. The request can then be resubmitted. Supplier-initiated profile change requests can include changes to many profile attributes. On submission, proper approvers are identified based on the profile change approval configuration defined and notified of the change request. This job aid will assist you with editing supplier details.

Step	Action
1	<p>On the <b>Home</b> page click on the <b>Supplier Portal</b> icon.</p> 
2	<p>Click on <b>Tasks</b>.</p>
5	<p>Under the <b>Company Profile</b> section, click on <b>Manage Profile</b>.</p> 
6	<p>Click the <b>Addresses</b> link.</p>



Company Profile Delete Change Request Edit Done

There are profile changes that are not submitted. You must edit the changes to continue.

Last Change Request 1002 Requested By Smith, John Change Description  
Request Status Draft Request Date 8/20/19

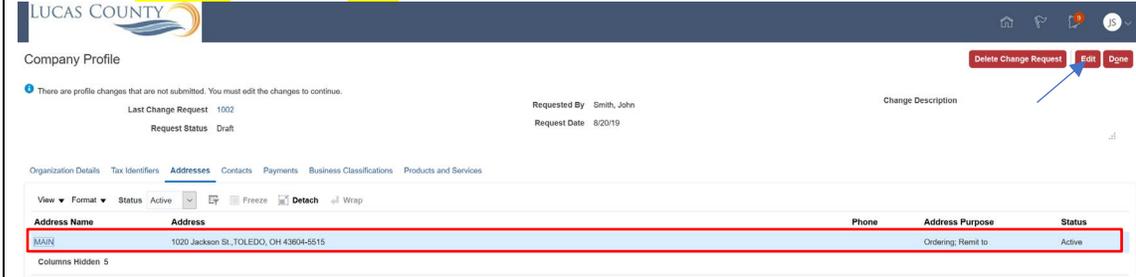
Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

View Format Status Active Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
MAIN	1020 Jackson St., TOLEDO, OH 43604-5515		Ordering; Remit to	Active

Columns Hidden 5

Select an **address** and click **Edit**.



Company Profile Delete Change Request Edit Done

There are profile changes that are not submitted. You must edit the changes to continue.

Last Change Request 1002 Requested By Smith, John Change Description  
Request Status Draft Request Date 8/20/19

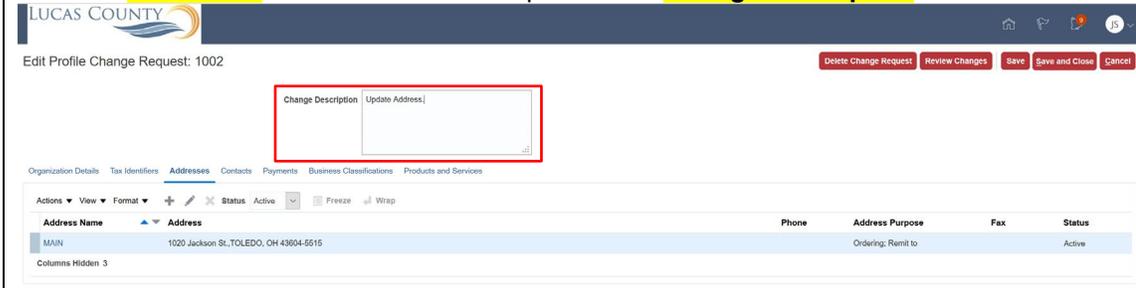
Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

View Format Status Active Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
MAIN	1020 Jackson St., TOLEDO, OH 43604-5515		Ordering; Remit to	Active

Columns Hidden 5

Click the **Addresses** tab and enter a description in the **Change Description** field.



Edit Profile Change Request: 1002 Delete Change Request Review Changes Save Save and Close Cancel

Change Description Update Address

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

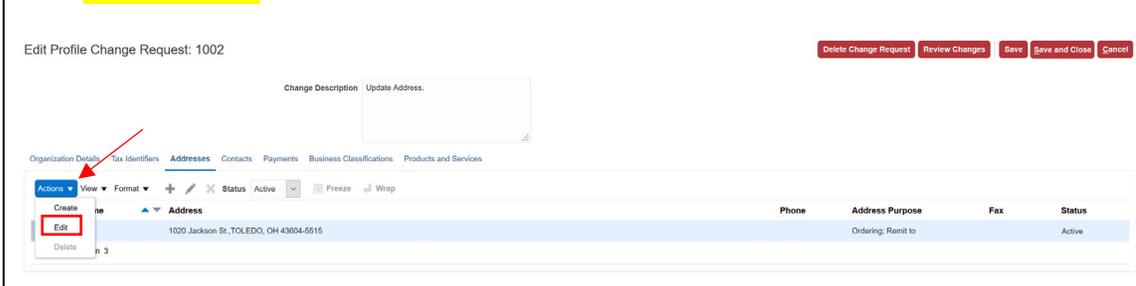
Actions View Format Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
MAIN	1020 Jackson St., TOLEDO, OH 43604-5515		Ordering; Remit to		Active

Columns Hidden 3

7

Click **Actions > Edit**.



Edit Profile Change Request: 1002 Delete Change Request Review Changes Save Save and Close Cancel

Change Description Update Address

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

Actions View Format Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
MAIN	1020 Jackson St., TOLEDO, OH 43604-5515		Ordering; Remit to		Active

Make changes to the address and click **Ok**.

	<div style="border: 1px solid gray; padding: 5px;"> <p><b>Edit Address: MAIN</b> <span style="float: right;">✕</span></p> <p>* Address Name <input type="text" value="MAIN"/></p> <p>* Country <input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; width: 100px;" type="text" value="United States"/></p> <p>Address Line 1 <input type="text" value="1020 Jackson St."/></p> <p>Address Line 2 <input type="text"/></p> <p>City <input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; width: 100px;" type="text" value="Toledo"/></p> <p>State <input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; width: 100px;" type="text" value="OH"/></p> <p>Postal Code <input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; width: 100px;" type="text" value="43604-5515"/></p> <p>Language <input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; width: 100px;" type="text"/></p> <p>* Address Purpose <input checked="" type="checkbox"/> Ordering  <input checked="" type="checkbox"/> Remit to  <input checked="" type="checkbox"/> RFQ or Bidding</p> <p>Phone <input style="width: 30px; border: none; border-bottom: 1px solid gray; background-color: #f0f0f0;" type="text"/> <input style="width: 30px; border: none; border-bottom: 1px solid gray; background-color: #f0f0f0;" type="text"/> <input style="width: 30px; border: none; border-bottom: 1px solid gray; background-color: #f0f0f0;" type="text"/></p> <p>Fax <input style="width: 30px; border: none; border-bottom: 1px solid gray; background-color: #f0f0f0;" type="text"/> <input style="width: 30px; border: none; border-bottom: 1px solid gray; background-color: #f0f0f0;" type="text"/></p> <p>Email <input style="width: 100px; border: none; border-bottom: 1px solid gray; background-color: #f0f0f0;" type="text"/></p> <p>Inactive Date <input style="width: 100px; border: none; border-bottom: 1px solid gray; background-color: #f0f0f0;" type="text" value="m/d/yy"/></p> <p>Status Active</p> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
8	<p>Click <b>Save and Close</b>.</p> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> <input type="button" value="Delete Change Request"/> <input type="button" value="Review Changes"/> <input type="button" value="Save"/> <input type="button" value="Save and Close"/> <input type="button" value="Cancel"/> </div>
	<p>A confirmation message is displayed. Click <b>OK</b>.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 200px;"> <p style="text-align: center;"><span style="color: green; font-weight: bold;">✔</span> <b>Confirmation</b> <span style="float: right;">✕</span></p> <p>Your changes were saved.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>