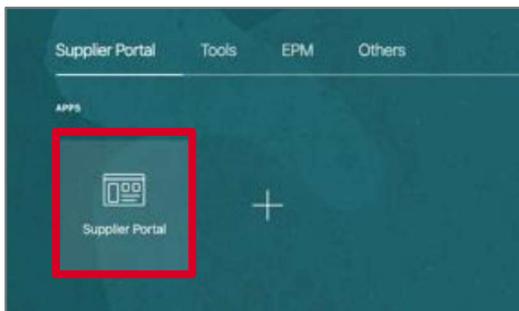


VIEW AND UPDATE COMPANY PROFILE

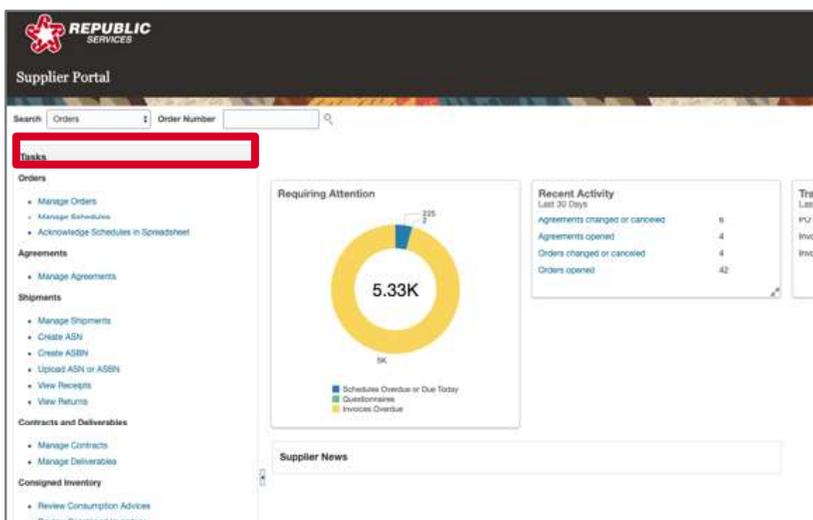
Purpose: This job aid is designed to provide an overview of how to view and update your Company Profile in the Supplier Portal, including add and maintain users from your company.

View and Update Company Profile

1. From the Oracle Homepage, click **Supplier Portal**.



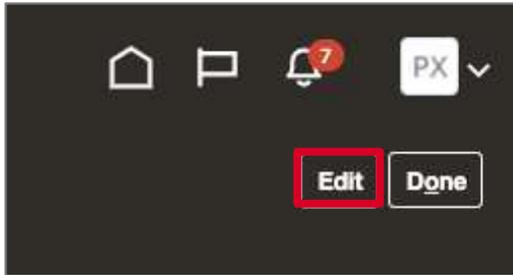
2. Locate the Tasks box on the left-hand side of the screen.



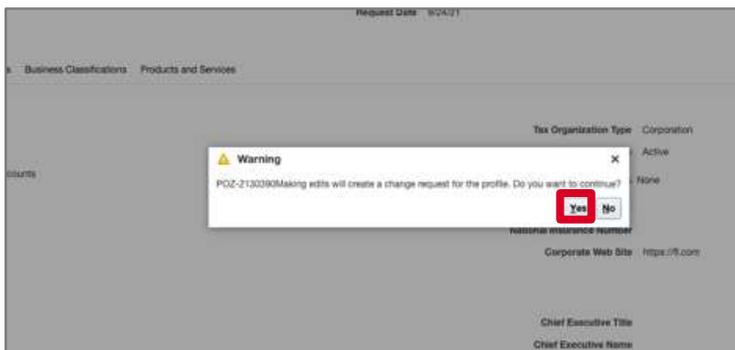
3. Scroll down to locate the Company Profile section in the Tasks list. Click **Manage Profile**.



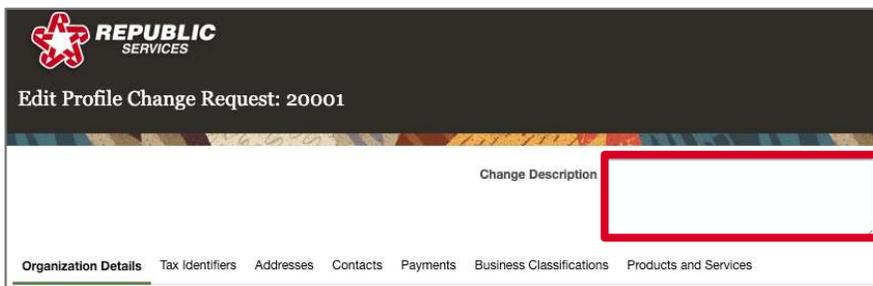
4. Click the **Edit** button in the upper right-hand side of the screen to initiate a profile change request.



5. A Warning pop-up appear. Click **Yes**.

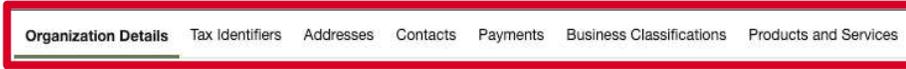


6. At the top of the Edit Profile Change Request window, enter details related to the requested change in the Change Description field.

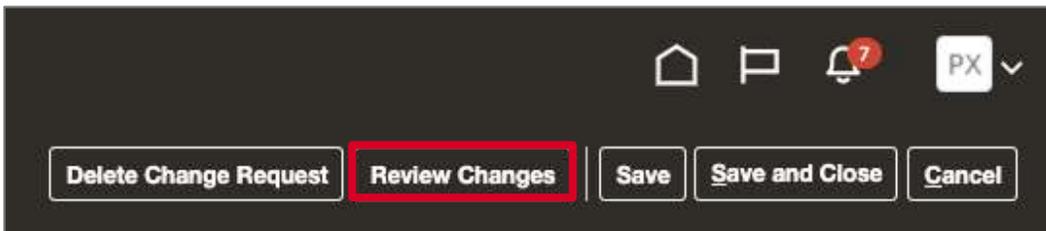


- Click on the available options at the top of the Company Profile window, including *Organization Details*, *Tax Identifiers*, *Addresses*, *Contacts*, *Payments*, *Business Classifications*, and/or *Products and Services*, to make changes to any of the profile fields.

Note: Add and maintain users from your company in the *Contacts* tab.



- To review changes before submitting your change request, click **Review Changes**.



- To submit your changes, click **Submit**.



- A Confirmation pop-up appears. Click **OK**.

