

## 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.

Cor	mpany Profile
	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**.

	Request Date: W.	okur 1
s Business Classifications	Products and Services	
		Tax Organization Type Corporation
	📥 Warning	× Active
COLUMN	POZ-2130390Making etits will create a change regu	est for the profile. Do you want to continue? Filline
		realization metamonics relation?
		Gerporate Web Site https://fi.com
		Chief Executive Tille
		Chief Executive Name

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



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7. 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.



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



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



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

Confirmation	×
Your profile change request 19001 was submitted for approval.	
	OK



