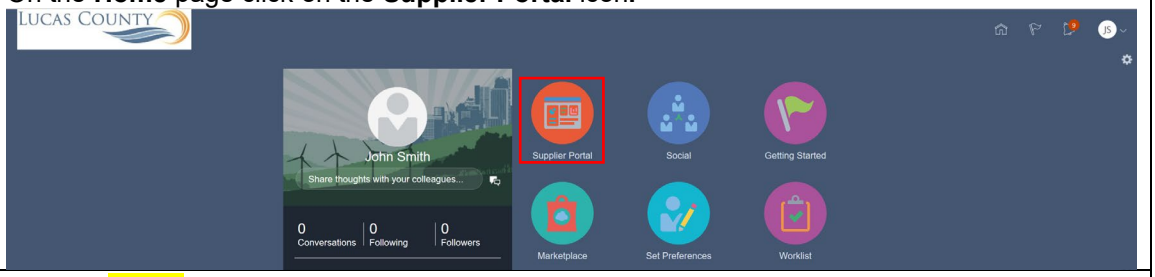
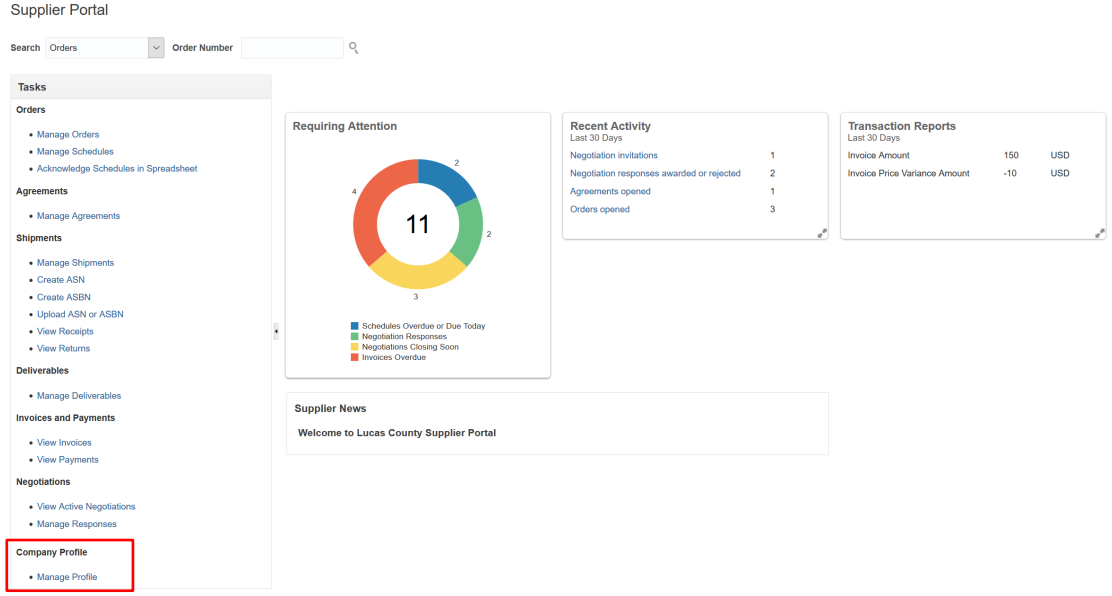
Edit Supplier Details

Audience: Supplier

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

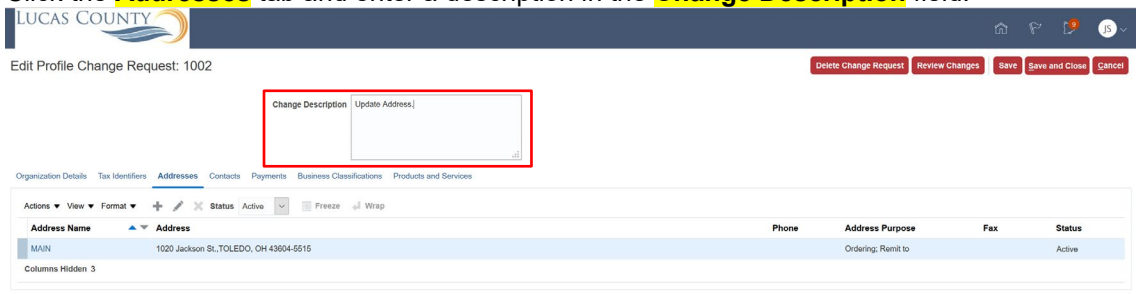
Changes are subject to review and approval by the buying organization in accordance with the configured profile change request approval requirements. Suppliers can cancel a pending supplier profile change request, or withdraw it to make additional edits. The request can then be resubmitted. Supplier-initiated 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	On the **Home** page click on the **Supplier Portal** icon. 
2	Click on **Tasks**.
5	Under the **Company Profile** section, click on **Manage Profile**. 
6	Click the **Addresses** link.

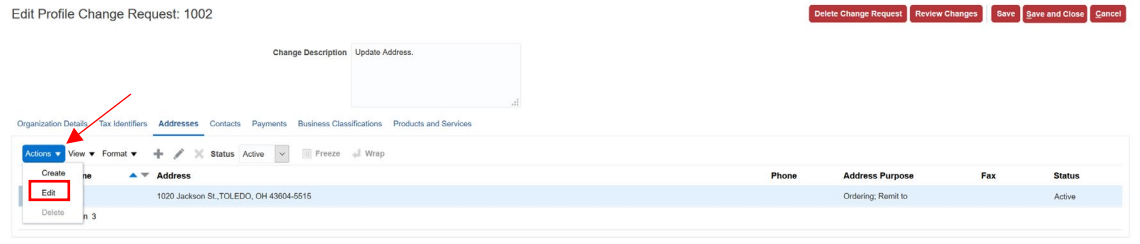
Select an address and click **Edit**.

7

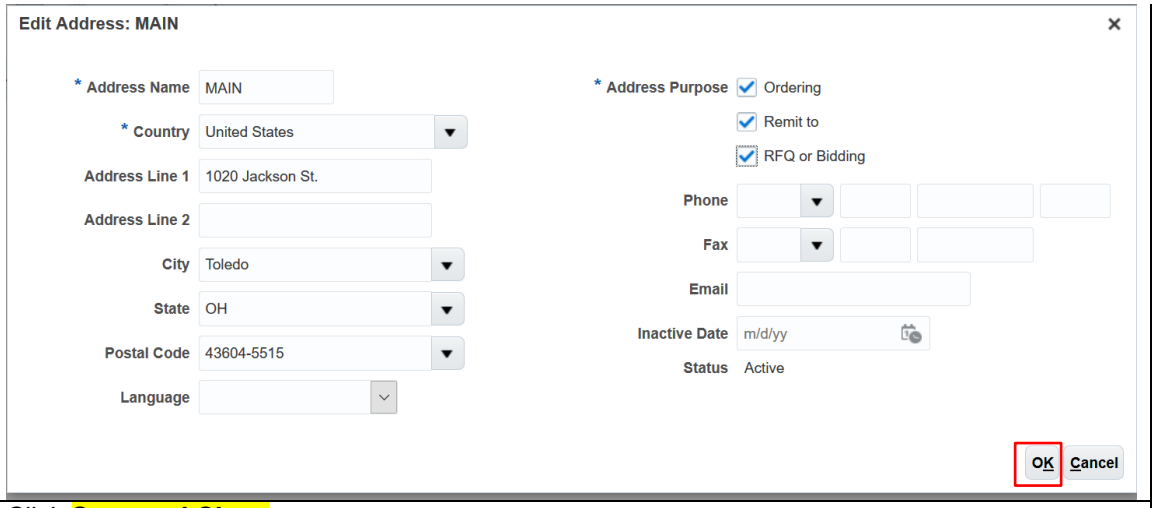
Click the **Addresses** tab and enter a description in the **Change Description** field.



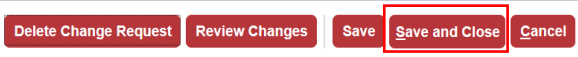
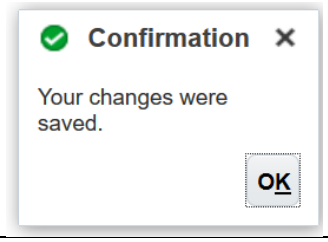
Click **Actions > Edit**.



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



8 Click **Save and Close**.



A confirmation message is displayed. Click **OK**.