

Supplier Portal – Amending Supplier Details

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Step 1

From the Supplier Home page, click “Manage Profile”

The screenshot shows the Supplier Home page interface. On the left, there is a navigation menu with categories: Channel Programs, Shipments, Consigned Inventory, Invoices and Payments, Negotiations, Qualifications, and Company Profile. Under 'Company Profile', the 'Manage Profile' link is highlighted with a red box. The main content area features a donut chart showing '1.01K' and a 'Supplier News' section with a message about a system upgrade.

Step 2

You will land on the Company Profile page. From here click the “Edit” button. Changes in profile will create change request. Click on **Yes** to continue. Change Request will be created. Enter the Change Description. Once done click Save and Close.

The screenshot shows the 'Company Profile' page for 'Brake Bros Ltd'. The 'Edit' button in the top right corner is highlighted with a red box. The page displays various details under sections: General, Identification, and Corporate Profile. A warning dialog box is open, stating: 'POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?'. The 'Yes' button in the dialog is highlighted with a red box. At the bottom, there is a 'Change Description' text area and a 'Save and Close' button.



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Step 3

From here you can make any necessary changes to the highlighted area. Once the necessary changes have been made you can “Review changes”, “Delete Change Request”, “Save” or “Save and Close”. In order to submit the change request you **must** go through “Review Changes” to confirm the changes made. Once you have “Saved and Closed” a change request will be submitted through to South-Ayrshire.

South Ayrshire Council logo and navigation icons (Home, Profile, Notifications, TB) are visible in the top right.

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Change Description: [Text Area]

Navigation Menu: Organization Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, Products and Services

General Section:

- * Supplier Name: Brake Bros Ltd
- Supplier Number: 679
- Supplier Type: Supplier
- Tax Organization Type: Corporation
- Status: Active
- Attachments: None

Additional Information Section:

- Auto Receipt Applicable: Yes
- Contract Reference: 1
- PO Communication Email: [Text Field]
- Remittance Email: [Text Field]
- CIS Enabled: Yes
- Unique Tax Reference Number: [Text Field]
- Partnership Unique Taxpayer Reference: [Text Field]
- Match Status: [Dropdown]
- Verification Number: [Text Field]
- Verification Request ID: [Text Field]
- CIS Verification Date: [Text Field]
- Subcontractor Company Registration Number: [Text Field]
- Business Type: [Dropdown]
- Subcontractor Trading Name: [Text Field]

