

Supplier Portal – Amending Supplier Details

Quick reference guide

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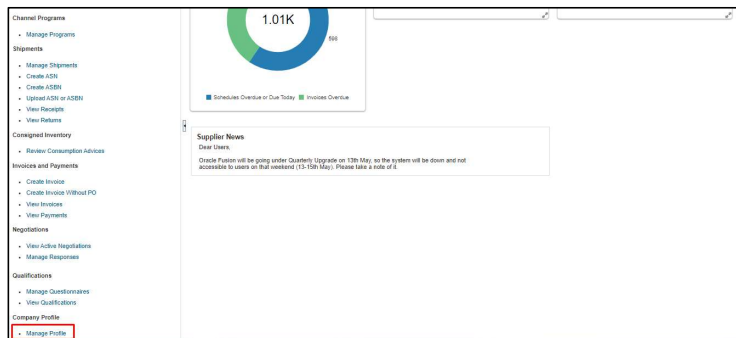


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Step 1

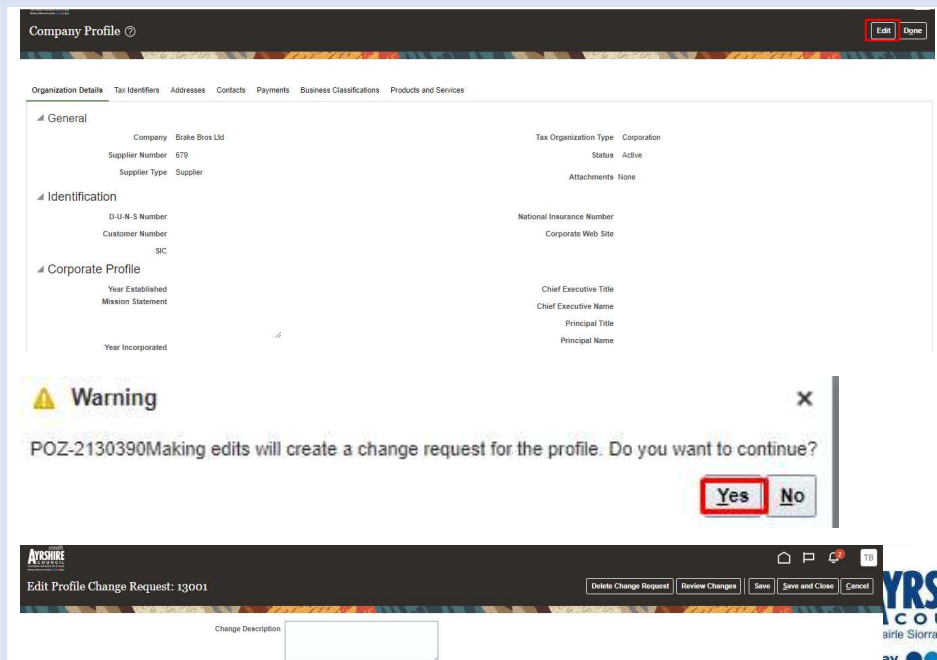
From the Supplier Home page, click “Manage Profile”



The screenshot shows the Supplier Home page. On the left, there is a navigation menu with categories: Channel Programs, Shipments, Consigned Inventory, Invoices and Payments, Negotiations, and Qualifications. Under 'Company Profile', the 'Manage Profile' link is highlighted with a red box. The main content area features a circular gauge showing '1.01K' and a 'Supplier News' section with a warning message: 'Oracle Fusion will be going under Quarterly Upgrade on 13th May, so the system will be down and not accessible to users on that weekend (13-15th May). Please take a note of it.'

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. The 'Edit' button is highlighted with a red box. Below the profile details, a warning dialog box is displayed: 'Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. Below the dialog, the 'Edit Profile Change Request: 13001' form is visible, with a 'Change Description' field highlighted by a red box. The top navigation bar includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The profile details are organized into sections: General (Company: Brake Bros Ltd, Supplier Number: 679, Supplier Type: Supplier, Tax Organization Type: Corporation, Status: Active), Identification (D-U-N-S Number, Customer Number, SIC, National Insurance Number, Corporate Web Site), and Corporate Profile (Year Established, Mission Statement, Chief Executive Title, Chief Executive Name, Principal Title, Principal Name). At the bottom, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. The Fusion Programme logo is in the bottom left, and the South YRSIIRE Council logo is in the bottom right.



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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”. Once you have “Saved and Closed” a change request will be submitted through to South-Ayrshire.

South Ayrshire Council
Edit Profile Change Request: 13001

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

Change Description: [Text Area]

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

General

* Supplier Name: Brake Bros Ltd
Supplier Number: 679
Supplier Type: Supplier

Tax Organization Type: Corporation
Status: Active
Attachments: None

Additional Information

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]

