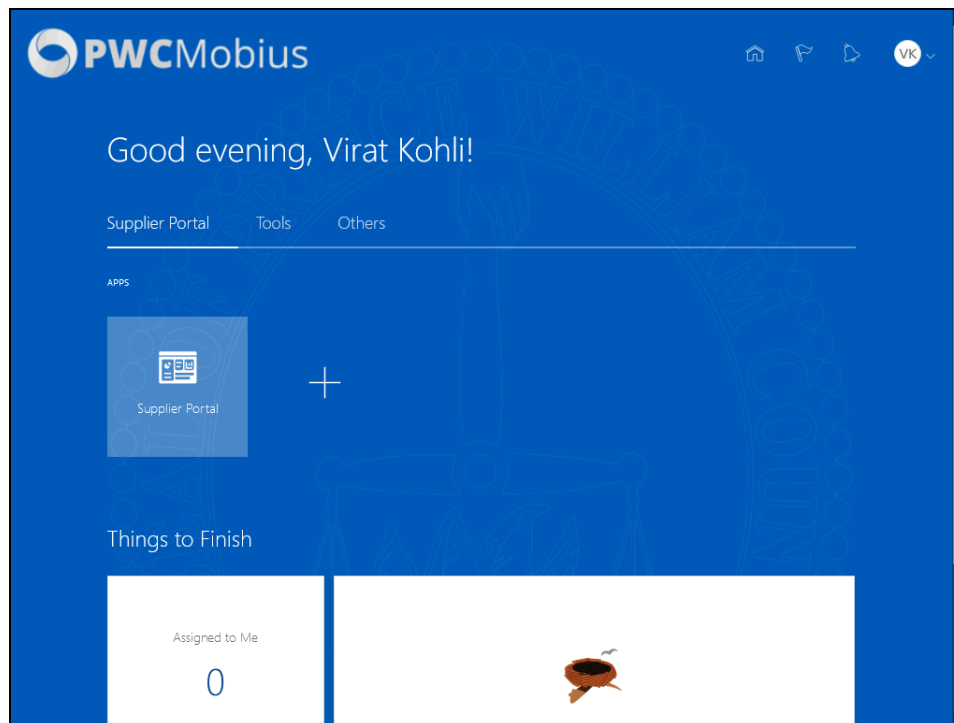








External Supplier Profile Changes/Updates





Step	Action
1.	Click on the Supplier Portal link.
2.	Click on the down arrow to scroll down the page. 
3.	Click on the Manage Profile link. Manage Profile
4.	Click in the Edit field. 
5.	Click on the Yes button. 
6.	Click on the Addresses tab. Note: This is just example of how to make update to the profile. You can make updates to any fields as necessary. Addresses

Step	Action
7.	Click on the Create icon. 
8.	Enter the desired information into the Address Name field. Enter " NY ".
9.	Click in the Address Line 1 field. <input type="text"/>
10.	Enter the desired information into the Address Line 1 field. Enter " 345 Main St. ".
11.	Click in the Postal Code field. <input type="text"/>
12.	Enter the desired information into the Postal Code field. Enter " 11801 ".
13.	Press [Tab] .
14.	Click on the Postal Code cell. 
15.	Click on the OK button. 
16.	Click on the Remit to (If this is going to be a payables site) <input type="checkbox"/>
17.	Click in the Phone Area Code field. <input type="text"/>
18.	Enter the desired information into the Phone Area Code field. Enter " 845 ".
19.	Click in the Phone field. <input type="text"/>
20.	Enter the desired information into the Phone field. Enter " 8975486 ".
21.	Click in the Email field. <input type="text"/>
22.	Enter the desired information into the Email field. Enter " nypayables@tata.com ".
23.	Click on the OK button. 
24.	Click on the Save button. 

Step	Action
25.	Click on the Contacts link. Contacts
26.	Click on the Create icon. 
27.	Click in the First Name field. <input type="text"/>
28.	Enter the desired information into the First Name field. Enter " Rohit ".
29.	Click in the Last Name field. <input type="text"/>
30.	Enter the desired information into the Last Name field. Enter " Sharma ".
31.	Click in the Email field. <input type="text"/>
32.	Enter the desired information into the Email field. Enter " rsharma@tata.com ".
33.	Click on the Select and Add icon. 
34.	Click on the Addresses cell. 
35.	Click on the Apply button. 
36.	Click on the OK button. 
37.	Check on the Request user account checkbox if supplier portal access is needed. <input type="checkbox"/>
38.	Click on the OK button. 
39.	Click on the Save button. 
40.	Click on the Payments tab. Payments

Step	Action
41.	Select the Electronic Payment Method if that's going to be the default and primary method of payments. 
42.	Click on the Set Default icon. 
43.	Click on the Bank Accounts icon. Bank Accounts
44.	Click on the Edit icon. 
45.	Click in the Alternate Account Name field. <input data-bbox="354 814 813 869" type="text"/>
46.	Enter the desired information into the Alternate Account Name field. Enter " Tata Checking Account ".
47.	Click on the OK button. <input data-bbox="354 1016 407 1068" type="button" value="OK"/>
48.	Click on the Save button. <input data-bbox="354 1131 440 1184" type="button" value="Save"/>
49.	Click in the Change Description field. <input data-bbox="354 1251 837 1451" type="text"/>
50.	Enter the desired information into the Change Description field. Enter " Added new address, contact, requested new user account and updated bank ".
51.	Click on the Review Changes button. <input data-bbox="362 1593 574 1646" type="button" value="Review Changes"/>
52.	Click on the Submit button. <input data-bbox="354 1719 467 1772" type="button" value="Submit"/>
53.	Click on the OK button. <input data-bbox="354 1835 407 1887" type="button" value="OK"/>

Step	Action
54.	Click on the Done button. 
55.	Click on the Home graphic to go back to home page. 
56.	End of Procedure.