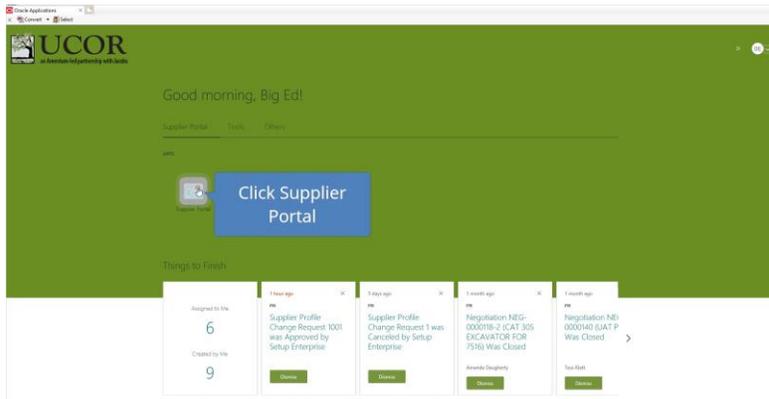


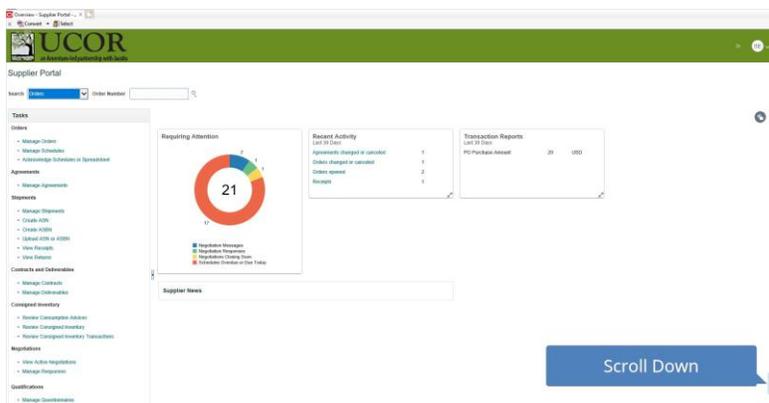
# UCOR Supplier Profile Change through the Portal

## 1. View Scene

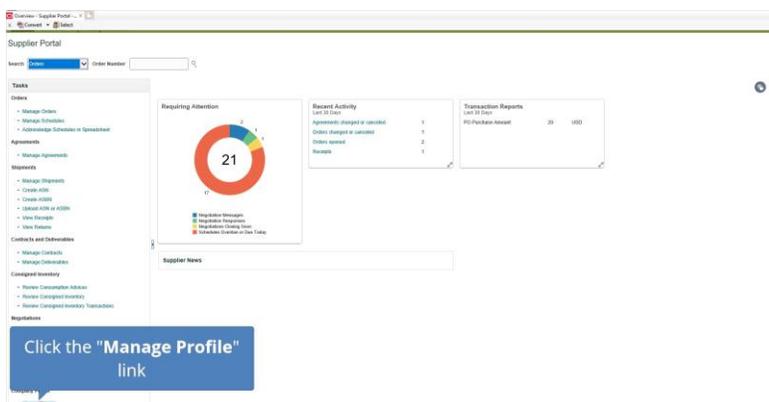
### 1.1 Click Supplier Portal



### 1.2 Scroll Down



### 1.3 Click the Manage Profile link



## 1.4 Click the Edit link

The screenshot shows the UCOR Company Profile page. At the top right, there is a blue button labeled "Edit" with a pencil icon. A blue callout box with a white arrow points to this button, containing the text "Click the 'Edit' link". The page displays various tabs and sections for the company profile, including General, Identification, Corporate Profile, and Financial Profile.

## 1.5 Click the Yes button

The screenshot shows the UCOR Company Profile page. In the center of the page, there is a blue callout box with a white arrow pointing to a "Yes" button. The callout box contains the text "Click the 'Yes' button". The page layout is the same as in the previous screenshot, but the "Edit" button is no longer highlighted.

## 1.6 Select what fields you want to update. There are additional tabs, Tax Identifiers, Addresses, Contacts, Business Classifications, and Products and Services above.

The screenshot shows the UCOR Edit Profile Change Request page. At the top right, there are several buttons: "View Change Request", "Review Changes", "Yes", "Edit and Check", and "Cancel". A blue callout box with a white arrow points to the "Yes" button, containing the text "Select what fields you want to update. There are additional tabs, Tax Identifiers, Addresses, Contacts, Business Classifications, and Products and Services above." The page displays various tabs and sections for the company profile, including General, Identification, Corporate Profile, and Financial Profile.

## 1.7 Make any desired changes

UCOR  
A Division of University of Utah Health

Edit Profile Change Request: 1002

Change Description

Organization Details Tax Identifiers Address Contacts Business Classifications Products and Services

General

Supplier Name (By EIN) Supplier Number 1001 Supplier Type Tax Organization Type Corporation Status Active Attachments None

Identification

S-U-N & Number 1870382 Customer Number 123456789 BC National Insurance Number Corporate Web Site www.igod.com

Corporate Profile

Year Established Mission Statement Year Incorporated Chief Executive Title Chief Executive Name Principal Title Principal Name

Financial Profile

Fiscal Year End Month Current Fiscal Year's Potential Revenue Preferred Functional Currency

Make any desired changes

## 1.8 Click the Change Description text box

UCOR  
A Division of University of Utah Health

Edit Profile Change Request: 1002

Change Description

Organization Details Tax Identifiers Address Contacts Business Classifications Products and Services

General

Supplier Name (By EIN) Supplier Number 1001 Supplier Type Tax Organization Type Corporation Status Active Attachments None

Identification

S-U-N & Number 1870382 Customer Number 123456789 BC National Insurance Number Corporate Web Site www.igod.com

Corporate Profile

Year Established Mission Statement Year Incorporated Chief Executive Title Chief Executive Name Principal Title Principal Name

Financial Profile

Fiscal Year End Month Current Fiscal Year's Potential Revenue Preferred Functional Currency

Click the Change Description text box

## 1.9 Enter the reason for the change

UCOR  
A Division of University of Utah Health

Edit Profile Change Request: 1002

Change Description

Organization Details Tax Identifiers Address Contacts Business Classifications Products and Services

General

Supplier Name (By EIN) Supplier Number 1001 Supplier Type Tax Organization Type Corporation Status Active Attachments None

Identification

S-U-N & Number 1870382 Customer Number 123456789 BC National Insurance Number Corporate Web Site www.igod.com

Corporate Profile

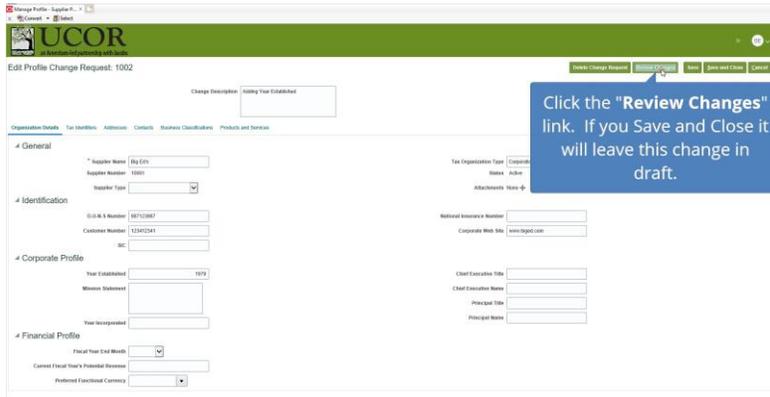
Year Established Mission Statement Year Incorporated Chief Executive Title Chief Executive Name Principal Title Principal Name

Financial Profile

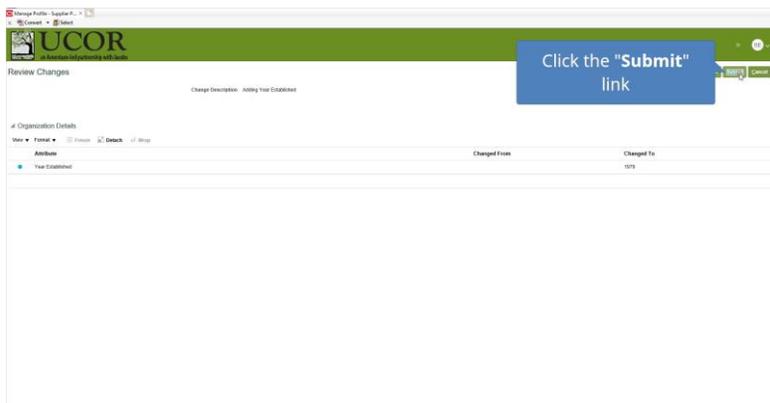
Fiscal Year End Month Current Fiscal Year's Potential Revenue Preferred Functional Currency

Enter the reason for the change

**1.10 Click the "Review Changes" link. If you Save and Close it will leave this change in draft.**



**1.11 Click the Submit link**



**1.12 Click the OK button**

