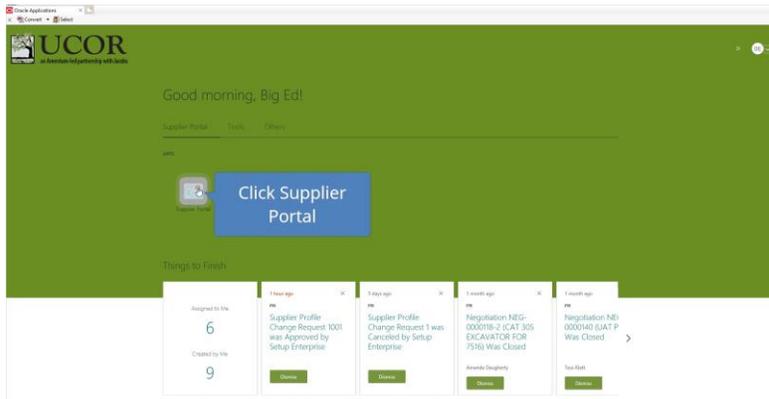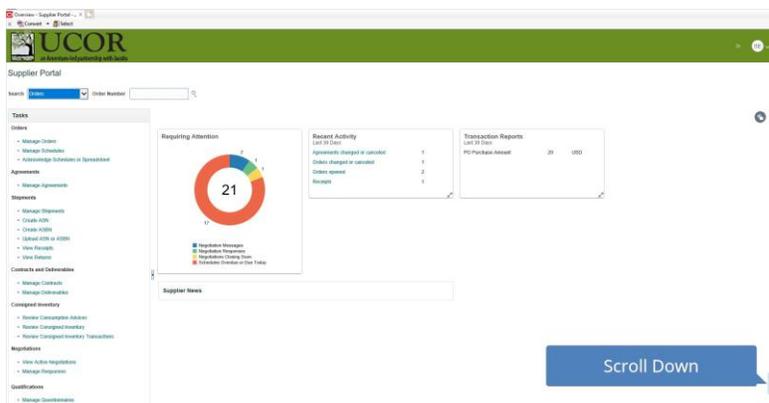# UCOR Supplier Profile Change through the Portal

1. View Scene
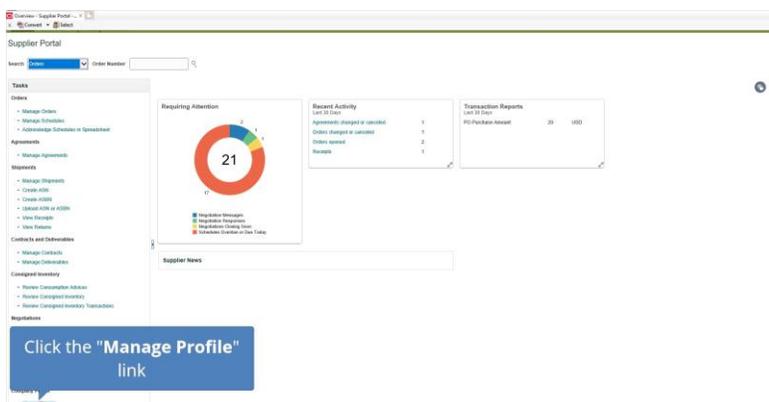
1.1 Click Supplier Portal

1.2 Scroll Down

1.3 Click the Manage Profile link

1.4 Click the Edit link

1.5 Click the Yes button

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

1.7 Make any desired changes

1.8 Click the Change Description text box

1.9 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.
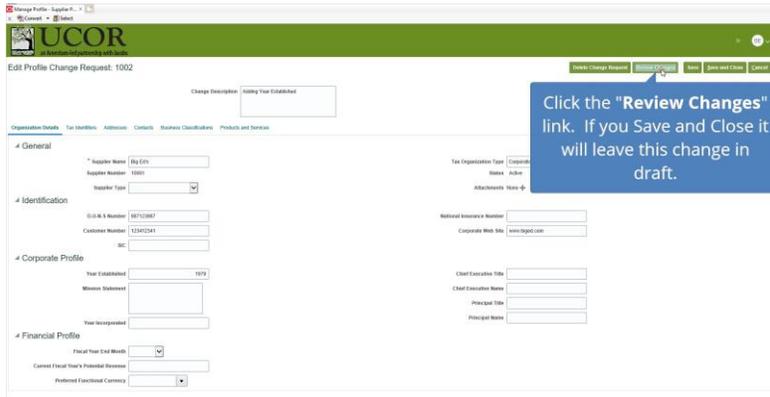
1.11 Click the Submit link

1.12 Click the OK button