

Purpose

Your accounts payable information and payment details are maintained in the **Company Profile** section of the vendor portal. This document outlines the steps to review and update this data. Any change to the company profile will initiate a review by our Supplier Onboarding and/or Accounts Payable team(s). They will contact you with questions.

- Log into the supplier portal. The Supplier Portal Dashboard will appear.
- 2. On the left side of the screen click **Primary Data** >> **Company Profile**.

(+	🗧 🖸 🔒 gtdemo.app1	1.jaggaer.com/portals/g	jt/#home/dashboard/			Q	🖈 🗖 😁	Incognito
C. Log	g in - xSuite Nort 🔤 xFlow 5 Web	🔤 xFlow 5 Mobile	Supplier Segmentat	o Mail - Robin M	1 Tur 🞯	Learning Advisor Di	https://greenetwee	e »
â	GF rees							
8	Primary data	Helcome, Buck Jo	e from EUTSLER T	ECHNICAL PRO	DUCT Pa	rtner no. 2000595		
•	Base Data Contact People	-						
2	Company Profile	1	CONFIRMED POS & R	EADY FOR SHIPMENT	4	DOCUMENTATION	SUPPORT & HELP	0
뮭			OPEN ORDERS		^	BLACKBOARD		^
•	HANDBOOK		Order no. Line ite	ms Date creat	Status	Comment		
	-		0047106 3	01.11.202	Sent	All Greene Tweed U 20.	IS Facilities are Closed	I on February

- 3. Review and update the information. When complete, click **Save**. If a mandatory field is missing or incomplete, it will be highlighted in red. Answer all required questions and then click **Publish**.
- 4. You will receive an email confirmation advising when the change was process by Greene Tweed and is complete.