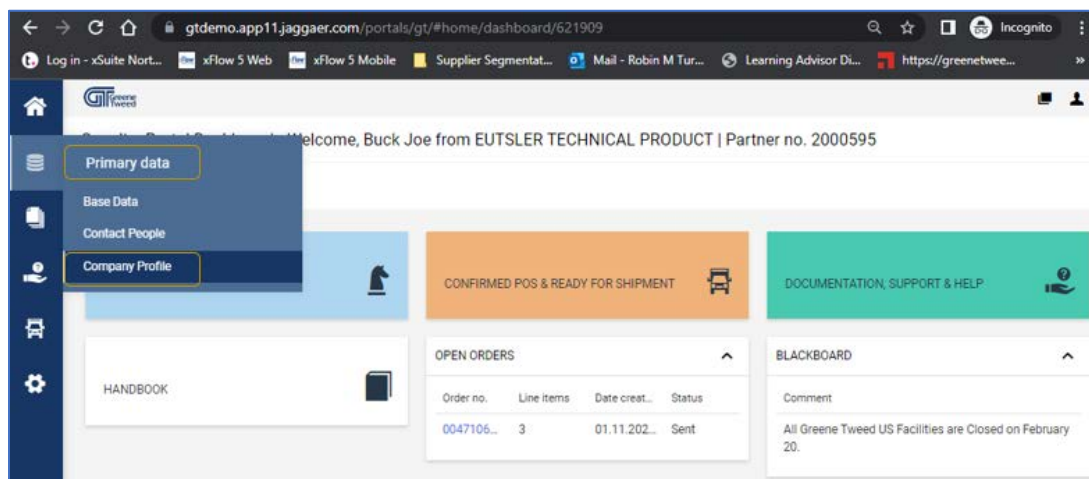


Purpose

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.

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



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.