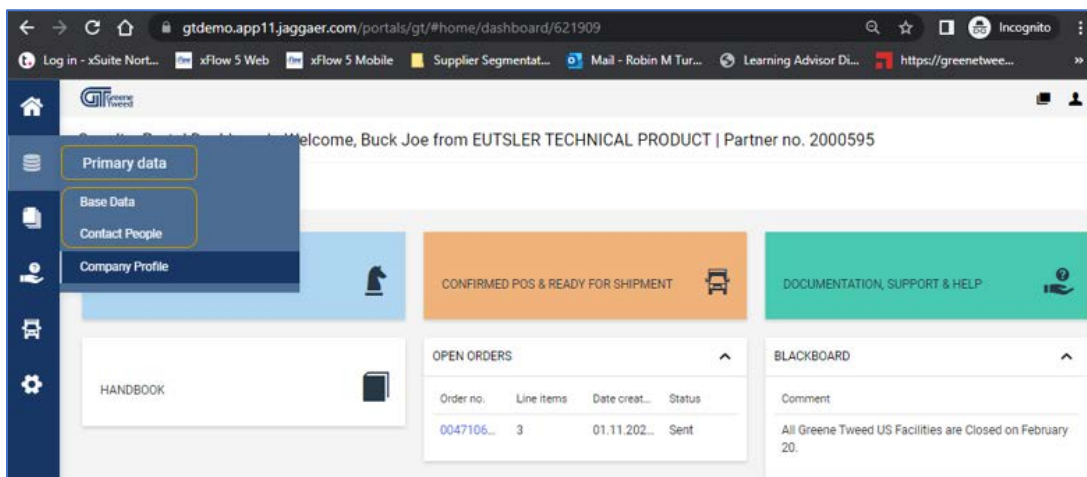



## Purpose

Your business name, address, and contacts 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 your business details 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**.
  - Base Data – Name and Address
  - Contact People – Company Contacts

Contact Roles:	Description:
Orders	Receives purchase order related notifications and order confirmations.
Supplier Profile	Receives renewal notifications, requests for additional information, and notices of expired certifications.
Request/ERFQ	Receives requests for quotations.
Quality	Receives alerts of supplier deviation and action plans.



3. Review and update the information. When complete, click **Save**.
4. Click **Home**  to return to the dashboard.
5. You will receive an email confirmation advising when the change was process by Greene Tweed and is complete.