

Manage Profile

1. To edit your Company Profile, click Manage Profile and then click the Edit button on the top right of the page. Confirm you wish to continue with the change request.
2. Add a brief description of the changes you will perform and edit the required fields by selecting the appropriate tab:
 - a. Organization Details
 - b. Tax Identifiers
 - c. Addresses
 - d. Contacts
 - e. Payments
 - f. Business Classifications
 - g. Products and Services

1

Company Profile

- Manage Profile

Edit Done

Warning ×

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

2

Edit Profile Change Request: 283002

Delete Change Request Review Changes Save Save and Close Cancel

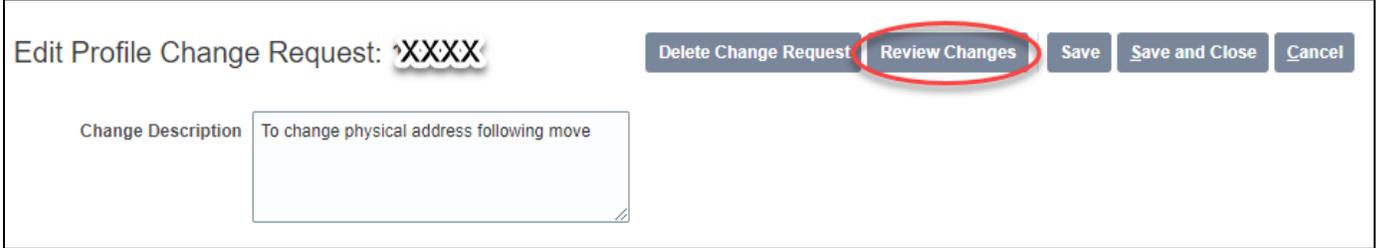
Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Manage Profile

3. Click Review Changes in the upper right corner of the screen. All changes will appear in a list for review.
 - a. If you want to delete the change request at any point, select the Delete Change Request button.
4. If corrections are required, click Edit to make the required changes, return to review when done
5. Click Submit. A confirmation message will appear followed by an email or system notification advising if approved or rejected.

3

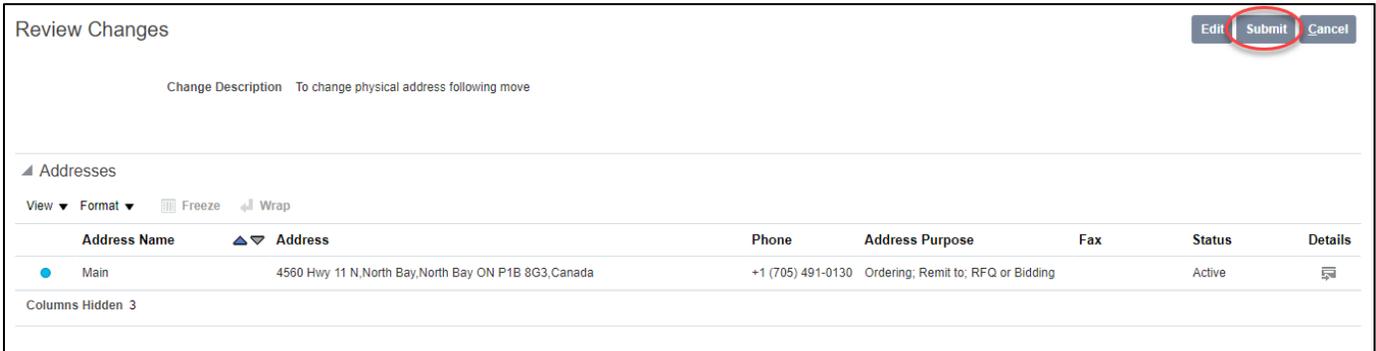


Edit Profile Change Request: XXXX

Delete Change Request Review Changes Save Save and Close Cancel

Change Description To change physical address following move

4



Review Changes

Edit Submit Cancel

Change Description To change physical address following move

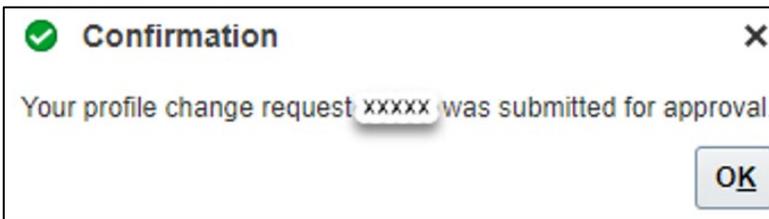
Addresses

View Format Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
Main	4560 Hwy 11 N, North Bay, North Bay ON P1B 8G3, Canada	+1 (705) 491-0130	Ordering, Remit to, RFQ or Bidding		Active	

Columns Hidden 3

5



Confirmation

Your profile change request xxxxx was submitted for approval.

OK