

Managing your iSupplier Account

Tasks → Supplier Profile → Manage Profile

This Task will enable the supplier user to make amendments in the supplier profile. All the changes to profile will be routed for approval with Thurrock supplier admin team.

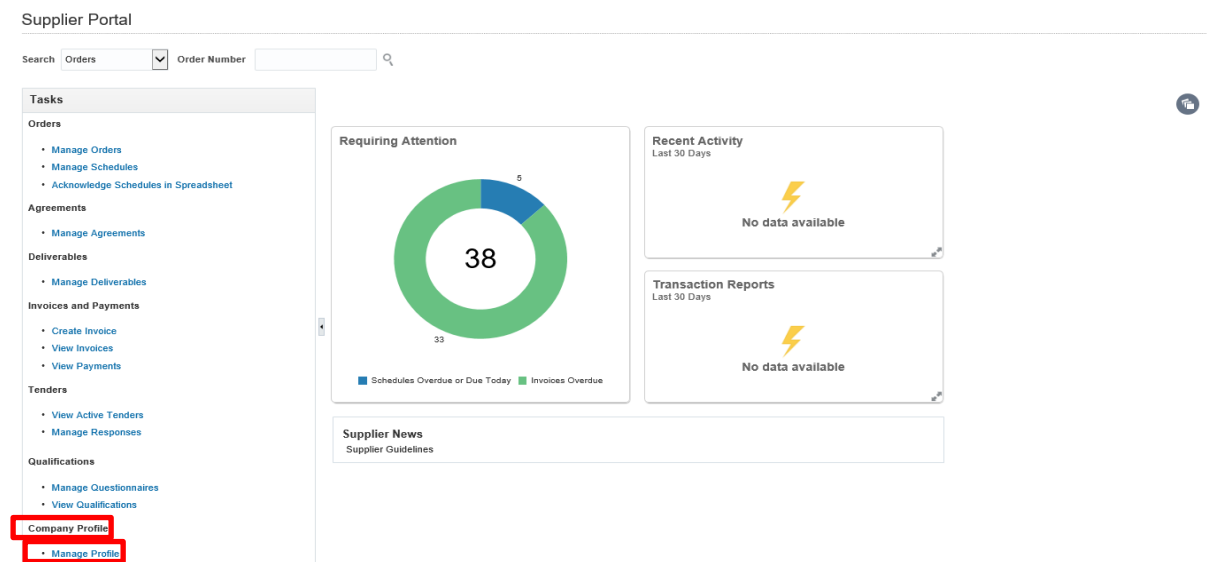


Figure 47



Figure 48

Click on Edit to update the supplier profile.

Company Profile Edit Done

Last Change Request 19010 Requested By Donna, Donna Change Description
Request Status Canceled Request Date 18-Sep-2018

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

Figure 49

Provide change order description according the relevant update to the supplier profile.

9.1 Organisation Details

Basic supplier information including the supplier name, supplier type, attachments etc.

Edit Profile Change Request: 56002 Delete Change Request Review Changes Save Save and Close Cancel

Change Description Supplier Profile Update

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

General

Supplier Name Ben and Jerry
Supplier Number 10078
Supplier Type Commercial
Tax Organization Type Corporation
Status Active
Attachments CRP2 - Self Service Procurement

Identification

D-U-N-S Number
Customer Number
SIC

Corporate Profile

Year Established
Mission Statement
Chief Executive Title
Chief Executive Name
Principal Title

Figure 50

9.2 Addresses

Supplier Addresses tab is used to enter or update Office Address. Supplier may have one or more office addresses.

Edit Profile Change Request: 56002 Delete Change Request Review Changes Save Save and Close Cancel

Change Description Supplier Profile Update

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

Actions View Format Add Edit Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
SP9 7UK	5th street, United Kingdom		Ordering; Remit to		Active

Columns Hidden 3

Figure 51

In case of new address, Click + Icon

Click on Edit  Icon where existing address is required to be amended

Make the necessary changes in the address. Below are the field descriptions:

- **Post Code:** Enter or Update Address Post Code. Post code is mandatory.
- **Country:** Select the country from the dropdown.
- **Address Line:** Enter or Update Address line. Please Note that address Line 1 is mandatory.
- **City or Town:** Enter the city/town
- **Phone:** Provide a cellular or telephone contact detail of supplier office
- **Address Purpose:** this Defines the address purpose select if it is Ordering, a remit address or an RFQ /Bidding address.
- **Email:** Provide Office email address

Edit Address: SP9 7UK X

* Address Name SP9 7UK

* Country United Kingdom

* Address Line 1 5th street

* Address Line 2 Springfield

Address Line 3

City or Town

County

* Postcode SP9 7UK

Language

* Address Ordering

Purpose Remit to

RFQ or Bidding

Phone

Fax

Email

Inactive Date dd-mmm-yyyy

Status Active

OK Cancel

Figure 52

9.3 Contacts

Supplier contact information

Edit Profile Change Request: 56002

Delete Change Request Review Changes Save Save and Close Cancel

Change Description Supplier Profile Update

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

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Donna, Donna		dmanthan13@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active

Columns Hidden 7

Figure 53

Click  icon to create the contact. Click  icon to update the existing contact.

Enter below information to create contact

- Salutation
- First Name (Mandatory)
- Middle Name
- Last Name (Mandatory)
- Email Address (Mandatory)
- Associate Contact details with Supplier address
- Status to deactivate or activate the contact
- Administrative Contact: Indicates whether the supplier contact is the primary administrative contact
- Create User Account: Select to give access to the user for supplier portal.

Create Contact ✕

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

▲ **Contact Addresses**

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
SP9 7UK	5th street, Springfield, SP9 7UK, United Kingdom		Ordering: Remit to	Active

Columns Hidden 5

▲ **User Account**

Request user account

Roles Data Access

Role	Description
Supplier Accounts Receivable Specialis...	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as...
Supplier Customer Service Representati...	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary t...
Supplier Sales Representative Custom	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requ...

Figure 54

9.4 Business Classification

Update the Insurance certificate etc. from the business classification

Edit Profile Change Request: 56002

Delete Change Request Review Changes Save Save and Close Cancel

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Micro Business		Current	Other	Council			dd-mmm-yy	None			

Figure 55

Click + icon to add business classifications.

9.5 Bank Accounts

Create or update the Bank accounts.

Edit Profile Change Request: 56002

Delete Change Request Review Changes Save Save and Close Cancel

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Assignment Inactive On	Account Name	BIC	Bank Code	Bank Branch	Bank Branch Number	Account Type
<input checked="" type="checkbox"/>	78245671		010004		18-Sep-2018	dd-mmm-yy			010004	010004	010004	
<input type="checkbox"/>	48930278		010004		18-Sep-2018	18-Sep-2018			010004	010004	010004	

Figure 56

In case of new bank account, Click + Icon

Create Bank Account

* Country: United Kingdom
* Account Number: 78904562
Bank Name: 009467
Bank Branch: 009467
 Allow international payments

Additional Information
Account Name: [text field]
Alternate Account Name: [text field]
Account Suffix: [text field]

From Date: 28-Dec-2018
Inactive On: dd-mmm-yyyy
IBAN: [text field]
Currency: [dropdown]
Check Digits: [text field]
Account Type: [dropdown]
Description: [text field]


Create Another OK Cancel

Figure 57

Enter below information to create bank account

- Country
- Account Number
- Bank Name
- Bank Branch

Note: If you cannot find the Bank and the Branch Name in the list, please contact the Thurrock supplier admin team.

Click on Edit  Icon where existing bank account information is required to be inactivated or else click on the Account Number Hyperlink to view the bank details.

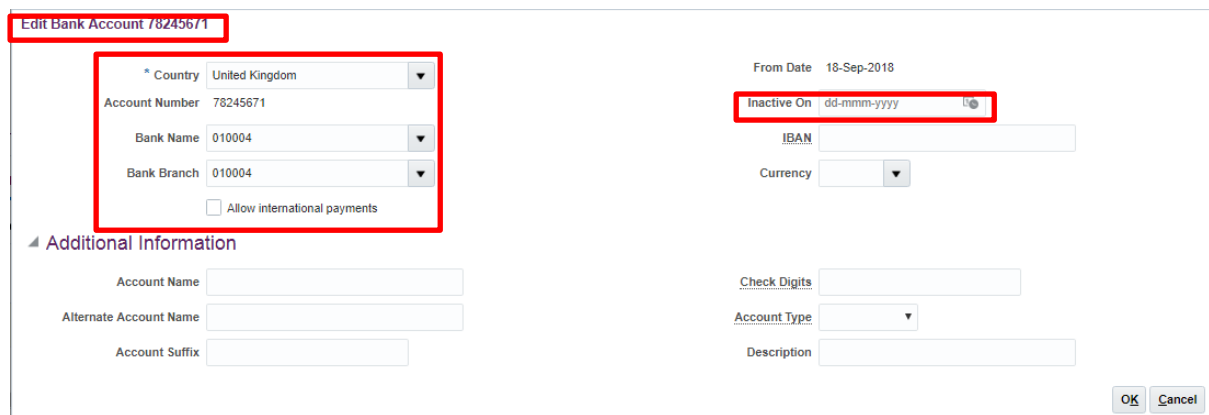


Figure 58

Click on Review changes to view all the changes made to your organisation's profile before submitting the same for approval to Thurrock Supplier Admin Team.

Edit Profile Change Request: 56002



Figure 59

Submit the supplier profile changes for approval by clicking on the 'Submit' Button.

Review Changes Edit Submit Cancel

Change Description: Supplier Profile update

Organization Details

Attachments

Type	Category	File Name or URL	Title	Description	Attached By	Attached Date
+ File	From Supplier	CRP2 - Self Service Procurement ...	CRP2 - Self Ser...		anonymous	18-Sep-2018 11...
- File	From Supplier	CRP2 - Self Service Procurement ...	CRP2 - Self Ser...		anonymous	18-Sep-2018 11...

Addresses

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
+ HO6 8WW	65h Street,Harrov,HO6 8WW,United Kingdom		Ordering, Remit to		Active	


Columns Hidden: 3

Bank Accounts

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Assignment Inactive On	Account Name	BIC	Bank Code	Bank Branch	Bank Num
+	77839407			002522	28-Dec-2016				002522	0025	

Figure 60

Confirmation message will be displayed when supplier profile has been submitted successfully for approval.

 **Confirmation** ✕

Your profile change request 56002 was submitted for approval.

OK

Figure 61