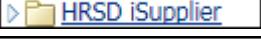
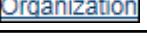
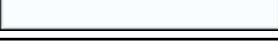
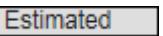


iSupplier Profile Update - Organization Details

Step	Action
1.	Click the HRSD iSupplier Responsibility. 
2.	The <i>iSupplier Portal Home</i> page displays. Click the Admin tab. 
3.	The <i>Administration</i> page displays. Click the Organization sidebar. 
4.	The <i>Organization</i> page displays. Click in the Legal Structure field. 
5.	Enter the desired information into the Legal Structure field. Enter a valid value e.g. " Corpo ".
6.	Press [Tab] .
7.	Click the Quick Select button. 
8.	Click in the Chief Executive Name field. 
9.	Enter the name into the Chief Executive Name field. Enter a valid value e.g. " John Rivers ".
10.	Click in the Chief Executive Title field. 
11.	Enter the title into the Chief Executive Title field. Enter a valid value e.g. " CEO ".
12.	Click in the Corporate Total field. 
13.	Enter the number of employees into the Corporate Total field. Enter a valid value e.g. " 300 ".
14.	Click the Corporate Total Type list.

	
15.	Click the Estimated list item. 
16.	Click in the Year Established field. 
17.	Enter the year into the Year Established field. Enter a valid value e.g. " 1992 ".
18.	Press [Tab] .
19.	Enter the year into the Incorporation Year field. Enter a valid value e.g. " 1995 ".
20.	Press [Tab] .
21.	Click the Save button to complete the Organization updates. 
22.	This topic covered: - Updating Supplier Organization details to a Supplier Profile End of Procedure.