

## iSupplier Profile Update - Organization Details

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

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