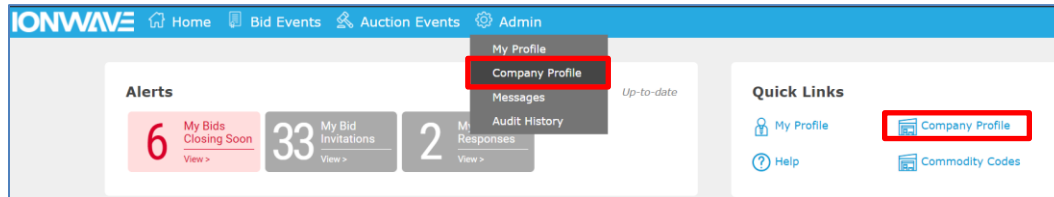
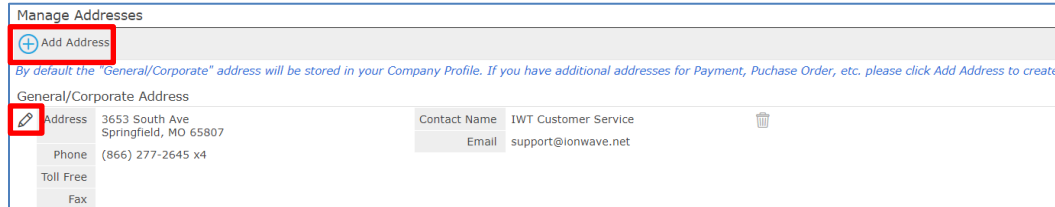


Supplier Profile – Manage Company Profile

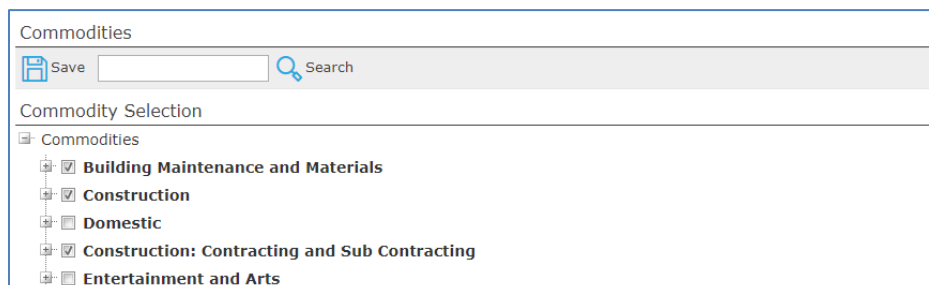
1. Select 'Company Profile' using the Admin dropdown or in the Quick Links area.



2. **Profile:** Company information can be edited and saved on this tab. Thirty days after registration supplier Trade Name, Legal Name, and Tax ID Number fields can no longer be edited. These fields must be updated by the organization at which the supplier is registered.
3. **Address Book:** Suppliers can update a current address by clicking the edit pencil or add an additional address through selecting 'Add Address'. Addresses can be deleted by clicking the Trash Can symbol. The 'General/Corporate Address' is populated from the information entered on the 'Profile' tab and cannot be deleted.





4. **Users:** Administrators can edit user information by clicking on the magnifying glass next to the user's name, making changes, and selecting save. New users can be added by selecting 'Add User'.
5. **Commodities:** To add or edit existing commodities, mark the checkbox next to the desired commodity. To expand the selection, select the expand icon next to the desired category. To select all commodities within a category, place a check next to the category name. To search by a keyword, utilize the search bar in the toolbar. Click 'Save' to apply any changes.



6. **W-9:** This tab will only be available if the organization chooses to collect W-9s. If inaccurate data exists on this W-9 then this information should be changed under the Profile and Address Book tabs. Once changes are made, select ‘Update W-9’ and provide a digital signature and date before selecting ‘Save’ at the top of the page.

Substitute W-9 Tax Identification Form

 Update W-9  View W-9

This is the W-9 currently on file for your organization. If you need to make changes/corrections, click "Update W-9" to submit a new one.

Name (as shown on your income tax return)

Business Name/Disregarded Entity Name (if different from above)

Federal Tax Classification
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership):

Other

Exempt Payee Code (if any)

Exemption from FATCA Reporting Code (if any)

Address

City, State, Zip

Taxpayer Identification Number (TIN)

Certification & Electronic Signature

Under penalties of perjury, I certify that:



- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined in instructions), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Electronic Signature

Date Signed

7. **ACH:** This tab will only be available if the organization chooses to collect ACH information. Make necessary changes to add or update ACH information before selecting ‘Save’. Click ‘Clear’ to remove ACH information.

Automated Clearing House (ACH)

 Save  Clear

Institution Name

Routing Number

Account Number

Account Type

I agree that credits can be made to this account

8. **Special Classifications:** To add additional classifications, mark the checkbox next to the desired classification and select 'Add Selected' in the toolbar. Supporting documents may be allowed or required. Click 'Select' to upload a document from your desktop.

If you would like to update a classification that is currently listed as a 'Selected Classification,' the organization will be required to mark it as inactive first.

| Selected Classifications | | | | | | |
|--------------------------|-------------------------------------|-------------------------------------|------------|---------|---------|-------------|
| Classification | Title | Description | Attachment | Primary | Status | Status Date |
| AAM | African American | African American | | | Pending | 4/20/2020 |
| APA | Asian Pacific American | Asian Pacific American | | | Pending | 4/8/2021 |
| HAM | Hispanic American | Hispanic American | | | Pending | 1/13/2021 |
| SBE | Small Business Enterprise / Concern | Small Business Enterprise / Concern | | | Pending | 4/8/2021 |

| Available Classifications | | |
|---------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Add Selected | | |
| <input type="checkbox"/> | Asian Subcontinent American | Asian Subcontinent American |
| <input type="checkbox"/> | Disadvantaged Business Enterprise | Disadvantaged Business Enterprise |
| <input type="checkbox"/> | Disabled Business Enterprise | Disabled Business Enterprise |
| <input type="checkbox"/> | Service-Disabled Veterans-Owned | Service-Disabled Veterans-Owned |
| <input type="checkbox"/> | Minority-Owned Business Enterprise | Minority-Owned Business Enterprise |
| <input type="checkbox"/> | Native American | Native American |
| <input type="checkbox"/> | Small Disadvantage Business | Small Disadvantage Business |
| <input type="checkbox"/> | Women-Owned Business Enterprise | Women-Owned Business Enterprise |
| <input type="checkbox"/> | Emergency Service/Product Supplier | Does your company provide services or products utilized in response to emergencies (natural or man made disasters) |

9. **Other Information:** Make any necessary changes to add or edit this organization's questions and click 'Save'.

| Profile | Address Book | Users | Commodities | W-9 | ACH | Special Classifications | Other Information |
|--------------------------|------------------|---|-------------|-----|-----|-------------------------|-------------------|
| Supplier Other Info Edit | | | | | | | |
| Save | | | | | | | |
| Other Questions | | | | | | | |
| | * Check Box | A checkbox question type. <input type="checkbox"/> | | | | | |
| | ACH | Does your business accept ACH payments? -- Select -- | | | | | |
| | Numeric Text Box | A numeric text box question type. <input type="text"/> | | | | | |
| | Email | An email question type. <input type="text"/> | | | | | |
| | Drop Down List | Select your favorite color -- Select -- | | | | | |
| | Date Picker | A date picker question type. <input type="text"/> | | | | | |