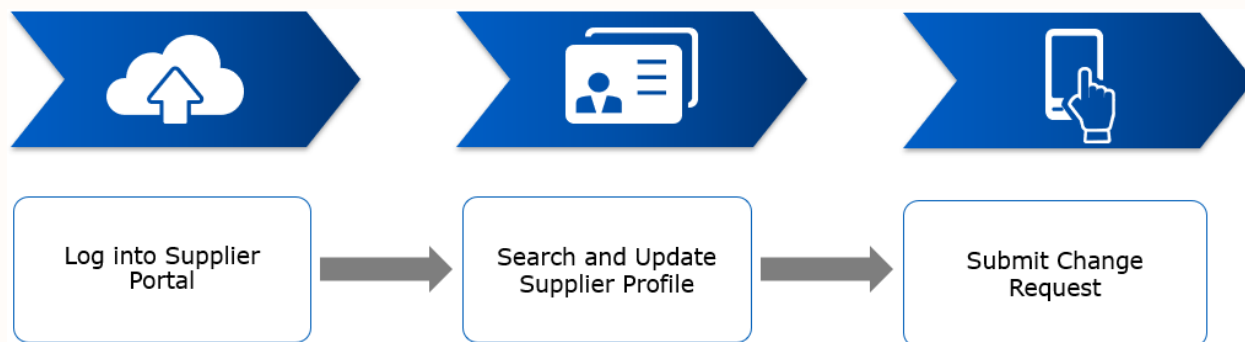




# MAINTAIN SUPPLIER PROFILE SMO TRAINING DOCUMENTATION

## Maintaining Supplier Profile

Let's learn about the process the suppliers follow to update their profile. First, the suppliers will access the Oracle Cloud to search for their profile, and then make changes to the profile. The supplier will then submit the change request, which will be routed to the approver within Western Digital for approval.



## Accessing Profile

1. Click the **HOME** Button



2. Click the **Supplier Portal** Icon



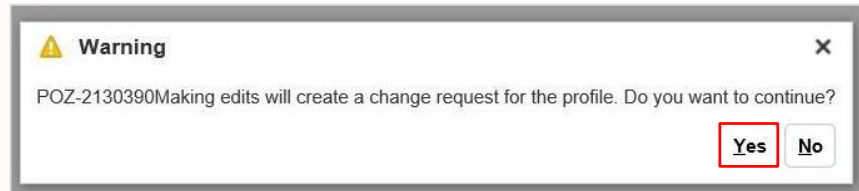
3. Click the **Manage Profile** link in order to navigate to the supplier profile page.



4. From the **Company Profile** page, click the **Edit** button.



5. From the **Warning** pop-up window that appears to confirm the edit, click the **Yes** button



## Updating Company Profile

You are now able to navigate through your company profile, making updates where needed. There are 7 areas that you can navigate:

1. Organization Details (Company name cannot be changed)
2. Tax Identifiers (read only – Tax numbers cannot be changed)
3. Addresses
4. Contacts
5. Payments
6. Business Classifications
7. Products and Services

### Company Profile <sup>?</sup>

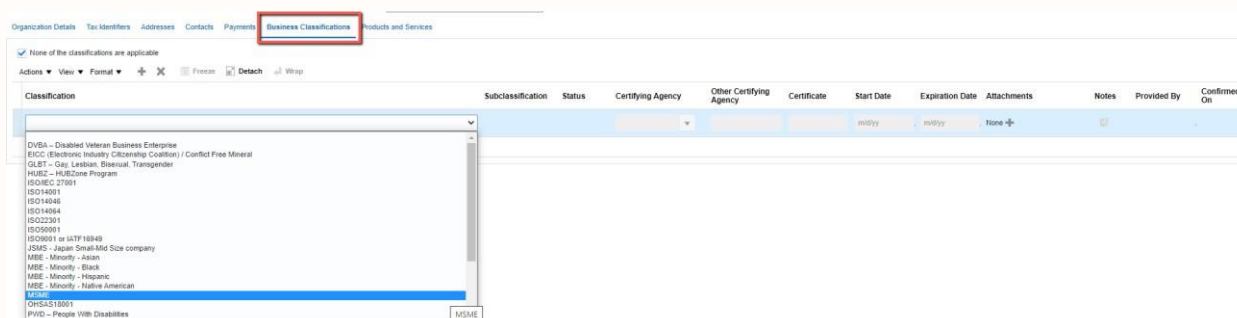
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

**Note:** MSME Suppliers: Make sure to update your Business Classification to MSME. IE: Click on the **Business Classification** Tab.

Click the '+' Button.

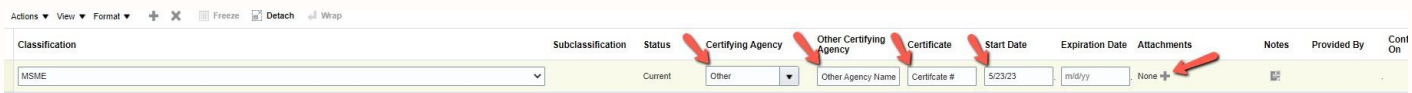


You can select the business classification that applies as shown below. Select **MSME**.

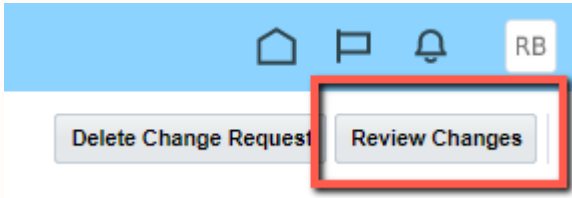




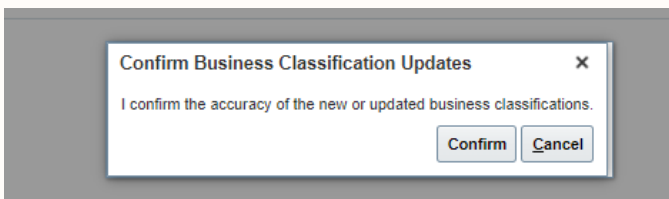
Complete all fields and make sure to Attach a copy of the MSME Certificate by clicking '+' button under **Attachments**.



6. When all changes have been made, click **Review Changes**.



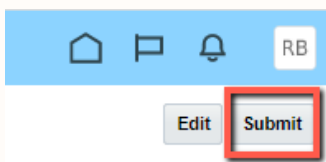
7. Please make sure to **Confirm** any Business Classification Updates.



8. Review All Changes made.



9. Click the **Submit** button.



**Note:** The change request goes to the approver. Once approved, the supplier information will be updated on the Western Digital Side of Oracle Cloud.



End Process