

# QUICK REFERENCE

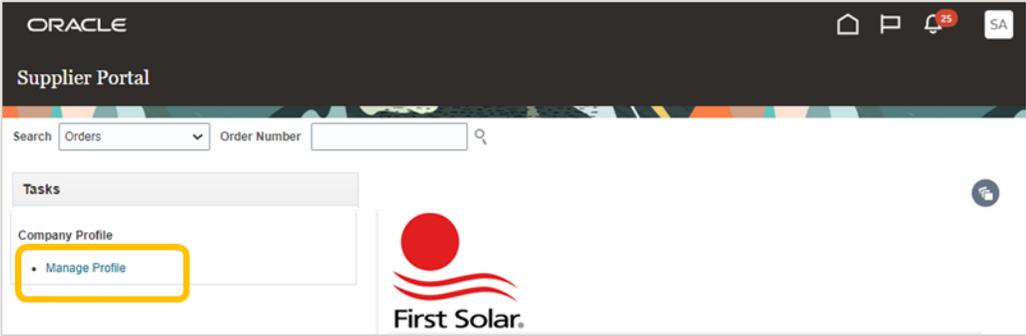
## Manage Supplier Profile

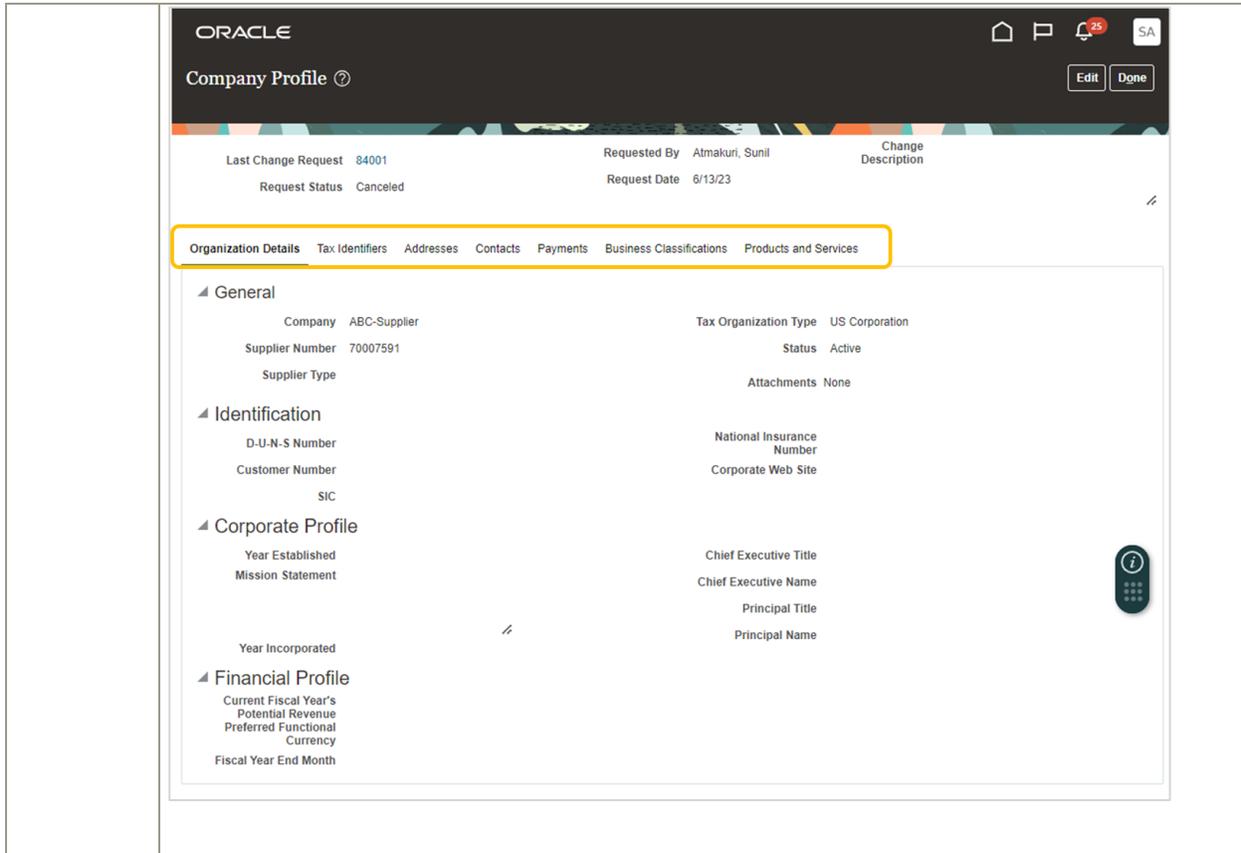


<b>AUDIENCE</b>	Supplier
<b>PURPOSE</b>	To provide instructions to review and edit supplier profile in supplier portal
<b>REVISION</b>	1.0

### Pre-requisite:

- You should have a valid login account to First Solar supplier portal.

STEP	ACTION
1	<ul style="list-style-type: none"><li>Login to supplier portal and select <b>Manage Profile</b></li></ul>  A screenshot of the Oracle Supplier Portal interface. The top navigation bar includes the Oracle logo, a home icon, a notification bell with '25', and a user profile icon labeled 'SA'. Below the navigation bar is a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field. A 'Tasks' section is visible, containing a 'Company Profile' tab with a sub-item 'Manage Profile' highlighted by a yellow rectangular box. The First Solar logo is displayed in the bottom right corner of the screenshot.
2	<p>The following information is available for review and edit by selecting specific tab.</p> <ul style="list-style-type: none"><li>Organization details</li><li>Tax Identifiers</li><li>Addresses</li><li>Contacts</li><li>Payments</li><li>Business Classifications</li><li>Products and Services</li></ul>



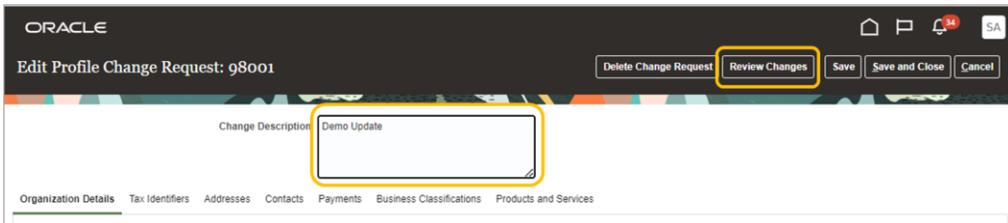
3

- To edit, select **Edit** button.



4

- Enter **Change Description**
- Update information in specific tab accordingly
- Once updated, select **Review Changes**.



- Select **Submit**

**Note:** Once submitted, a change request will be triggered for review and approval by First Solar team.

