Supplier Registration Instructions – Editing Your Profile

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If you are currently doing business with Wichita Public Schools or are awarded business in the future, you will be promoted from a Prospective Supplier to a Spend Authorized Supplier. Once you are promoted you will receive notification and have the ability to add additional information to your profile.

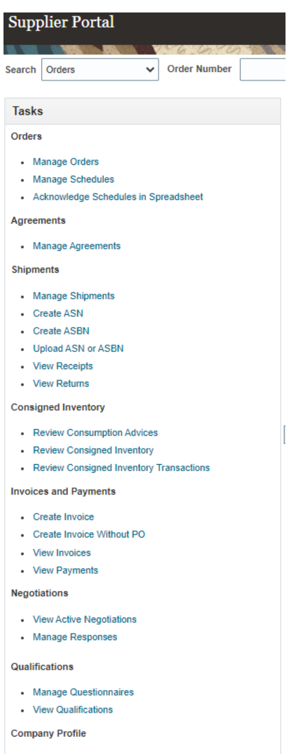
As stated on the Prospective Supplier instructions, you will be required to keep your information up to date.

Information you will be required to update periodically:

- W-9
- SAMs/Debarment Statement
- Business Name
- Addresses
- Contacts
- Banking Information

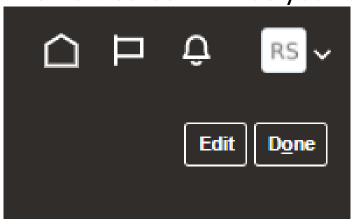
1. Navigating to your profile

When editing your profile, you will go to the bottom left side of your main portal screen and click on "Manage Profile".



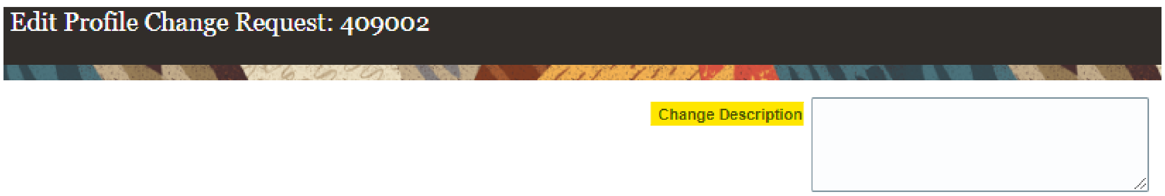
2. Change requests

The next screen will be your company profile. Look for the "Edit" button at the top right of your screen.

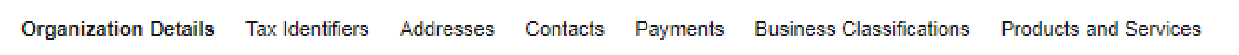


Once you select "Edit" it will prompt a "change request" notification. You will want to click "yes".

At the top of the screen, you will notice a box labeled "change description". This is where you will enter the types of changes you are making.



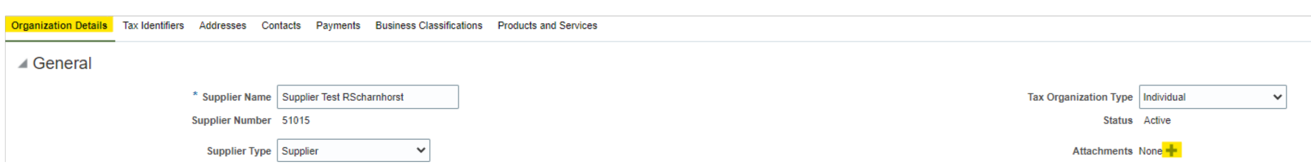
Directly under that, is a bar that lists the different information that can be edited.



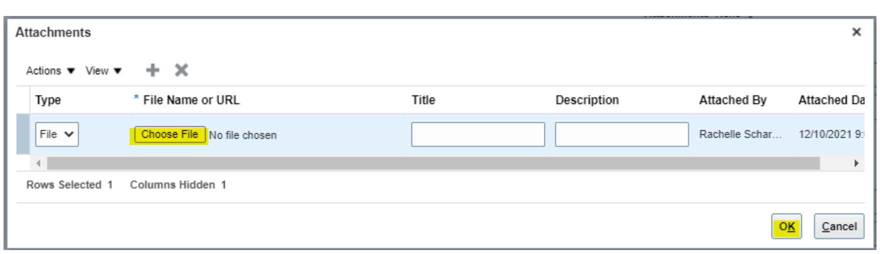
3. Editing W- 9 Information

As with the Prospective Supplier set up, your W9 must be attached and will need to be renewed each year. The Purchasing team will be putting expiration dates on all profiles that will then require you to go in and update the necessary information, including W9 and SAMs/Debarment certification; so you won't be required to remember when to do this. You will be notified.

This information will be located under "Organization Details". You will click on the "+".

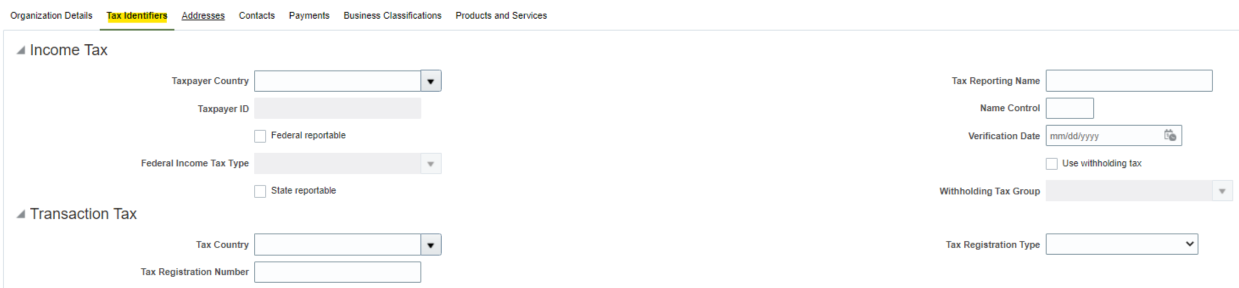


That will open an attachment window and will allow you to add your completed W9.



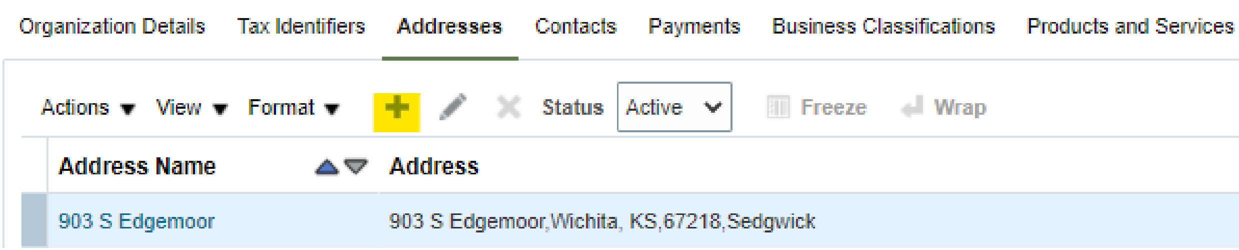
4. Editing Tax Identifiers

Your taxpayer ID can be updated by clicking on the “Tax Identifiers” tab. You can use the drop down box for country or start typing and options will be automatically populated for you. Once the country is entered you will be able to update your taxpayer ID. This will be entered without hyphens.

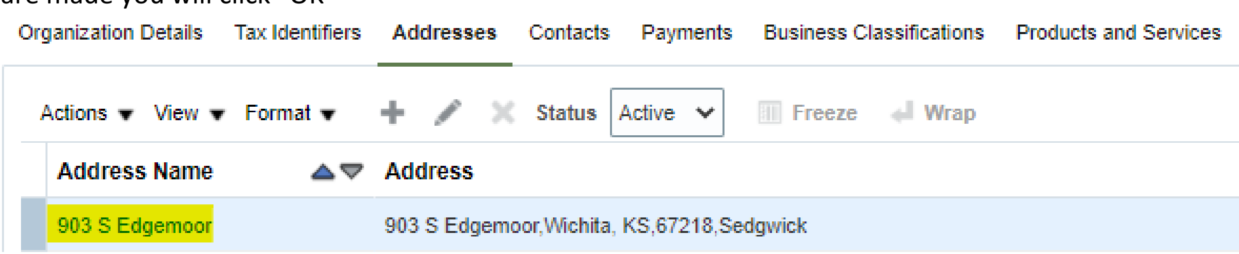


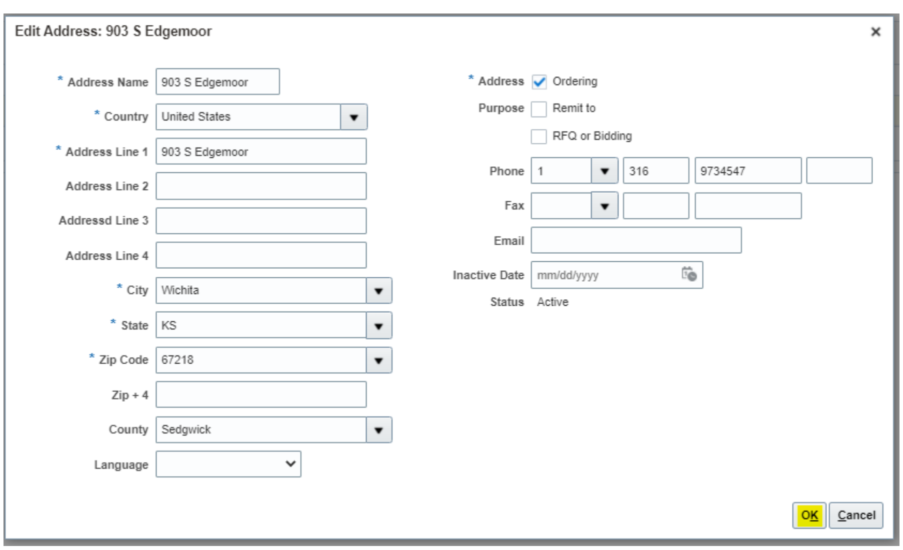
5. Adding and Editing Addresses

Addresses can be added by clicking on “Addresses” and the “+”.



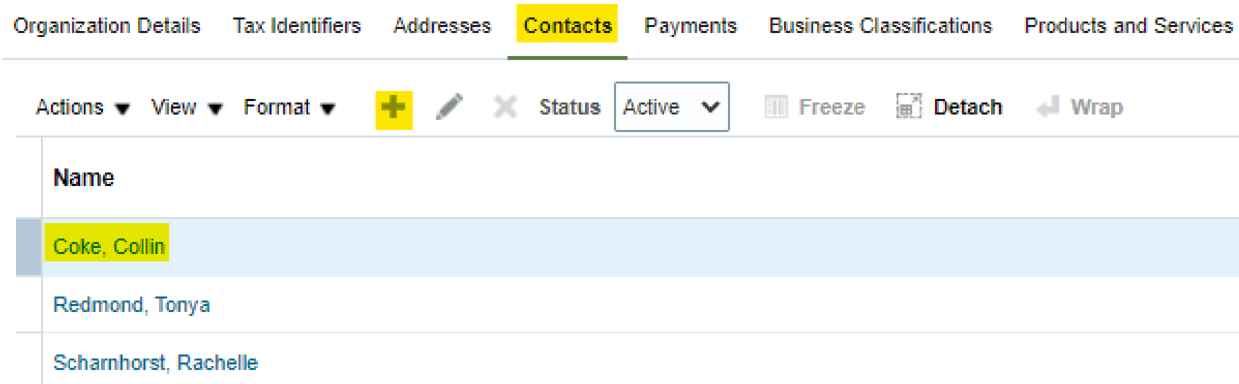
And can be edited by clicking on the address. This will bring up an editing window. Once your changes are made you will click “OK”



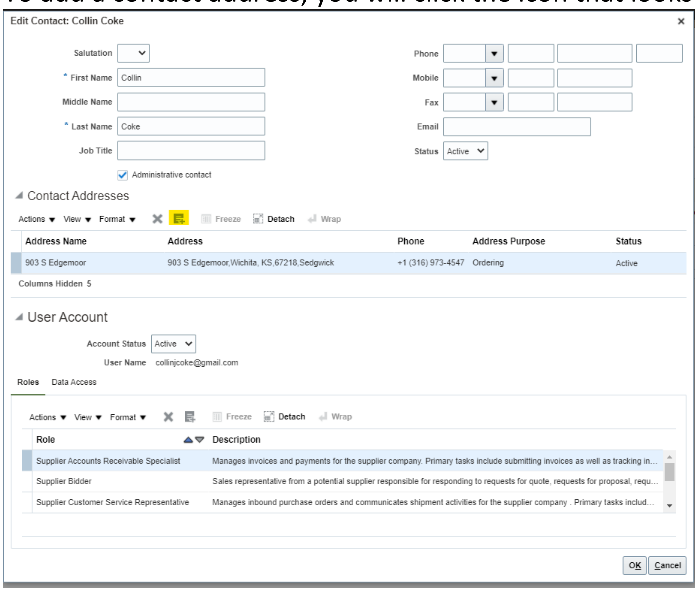


6. **<u>Adding and Editing Contacts</u>**

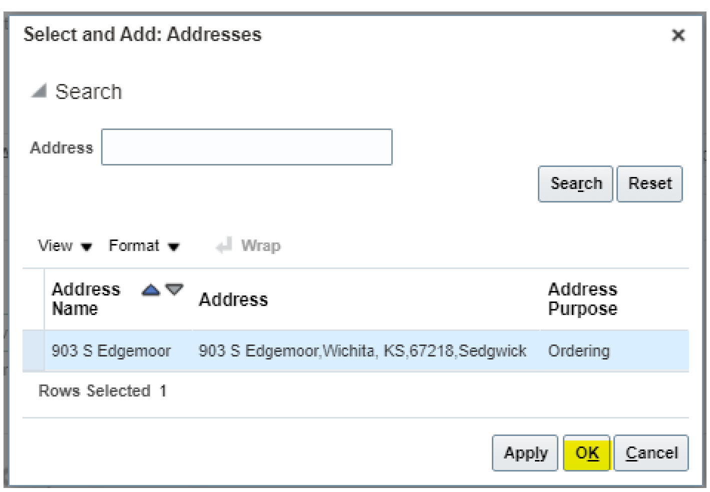
Contacts can be added and edited in the same way as addresses. You will click on the "Contacts" tab and either click the "+" for a new contact or on the name of the contact to edit.



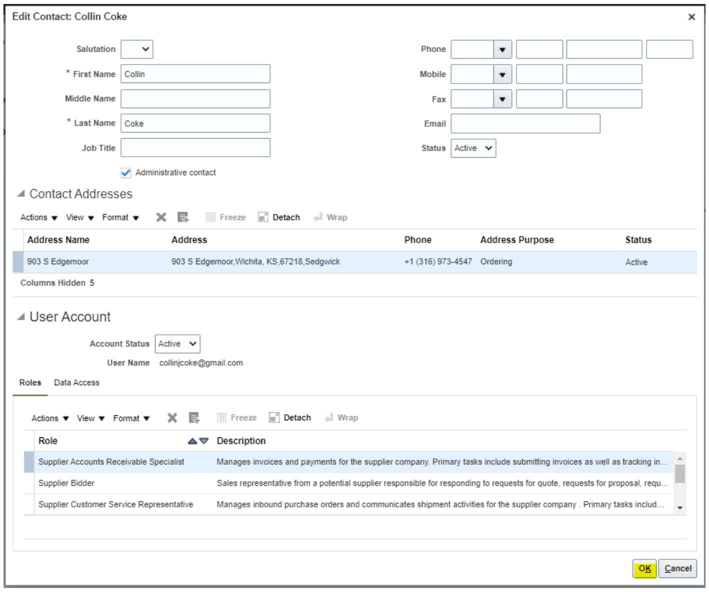
To add a contact address, you will click the icon that looks like a piece of paper with a plus sign.



This will bring up a box with all addresses associated with your company. To select an address, you will click on the correct address and select "OK".

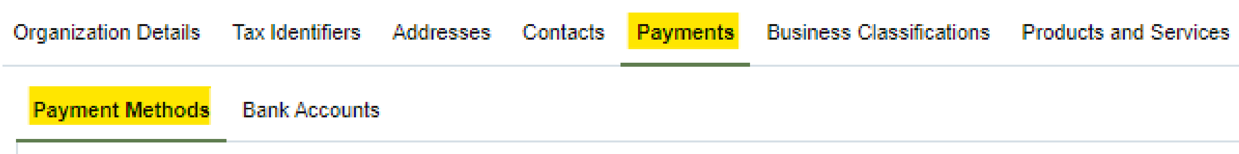


Once you are done editing the contact you will click “OK” again.

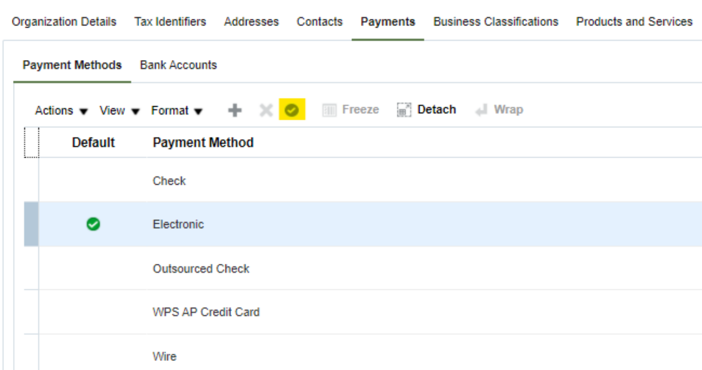


7. **Adding and Editing Bank Information**

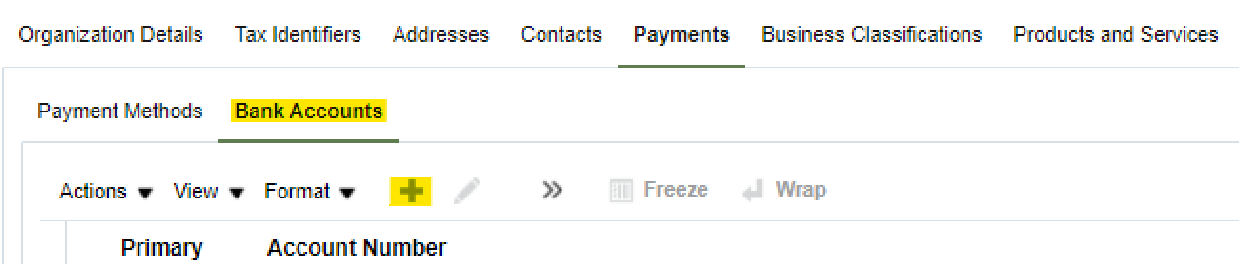
If, during your Prospective Supplier set up, you didn’t provide bank account information and would like to add that once you have been promoted to a Spend Authorized supplier; go to the “Payments” tab and click on “Payment Methods”.



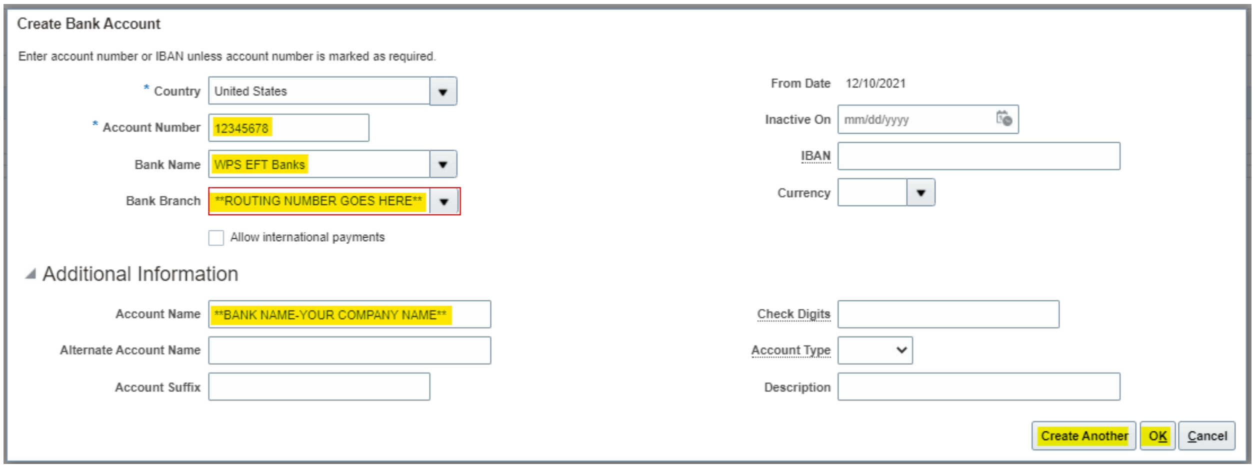
You will select the appropriate payment method by highlighting one of the options; check, electronic, outsourced check, WPS AP credit card, or Wire. Then, click the “ ”.



Once that is completed you will go to the “Bank Accounts” section and click the “+” to add your specific bank information.

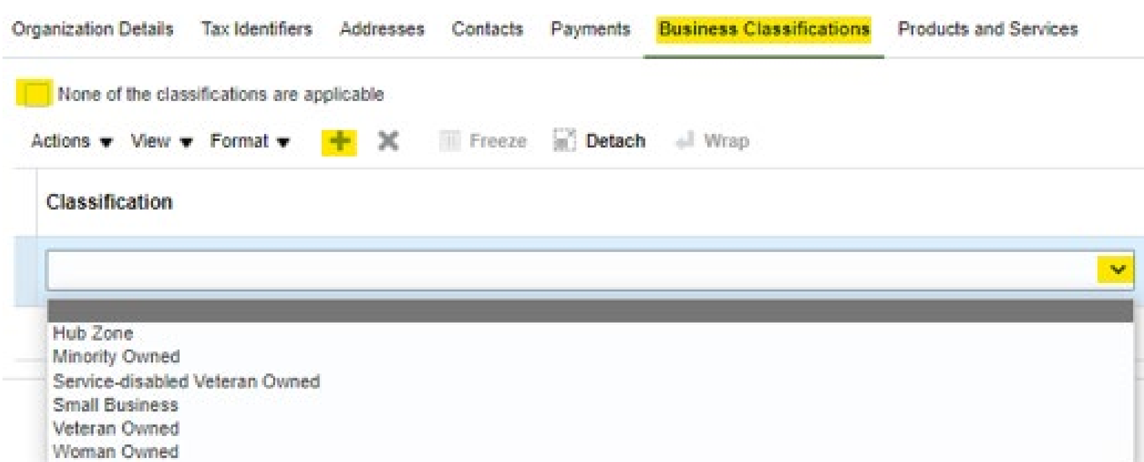


You will then enter the highlighted information below and click “OK” or “Create Another” if you have additional account information you’d like to add.



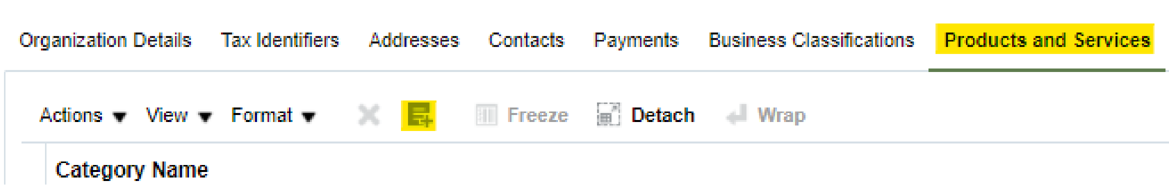
8. **<u>Adding Business Classifications</u>**

If you are a minority owned, veteran owned, or small business, you can add this information to your profile by going to “Business Classifications” and clicking on the “+” and choosing from the drop-down box. If none of these classifications apply to you, the check box above “Actions” will need to be clicked. (You are not required to be registered.)



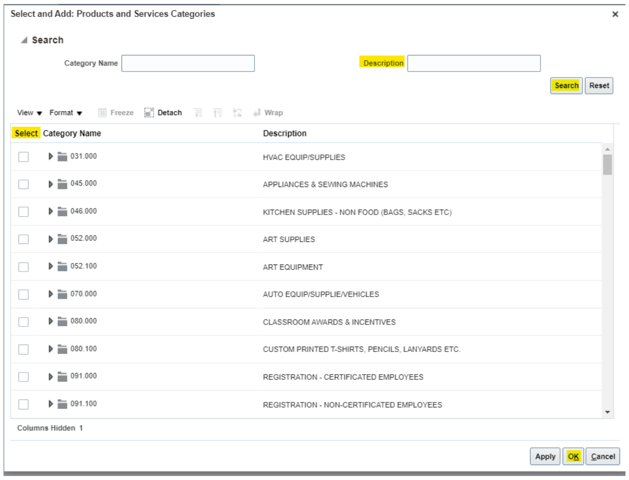
9. **<u>Adding and Updating Products and Services</u>**

Products and Services can be added or updated at any time. Click on the “Products and Services” tab and click the “ ”



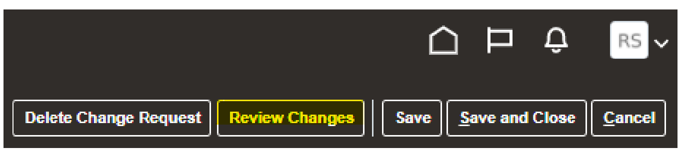
A window will pop up that will allow you to select your specific service category. You can scroll through and select the boxes or you can type in keywords in the "description" box and click "select" to narrow down your search. Once your choices have been made you will click "OK".

If you would like to receive RFQ, RFB, and RFP invitations via email, it is important you select the proper categories for which you provide service or products.

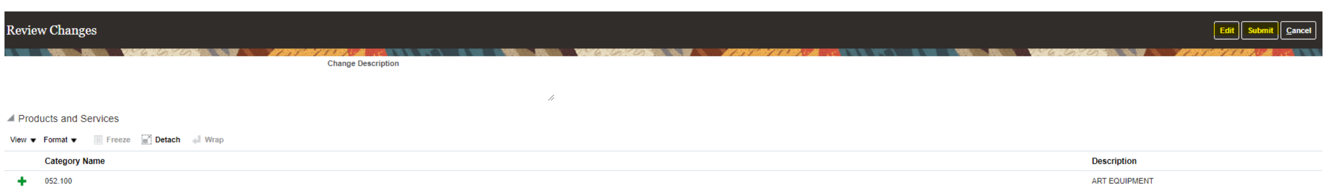


10. Submitting Your Changes

In order for your changes to update in the system, you must click on the "**Review Changes**" button at the top right of your screen.



This will open a screen that will show you all changes. Once you have reviewed those changes, you can either continue to "edit" or "**submit**" at the top right of your screen.



You will know your changes have been submitted when the confirmation box pops up on your page.