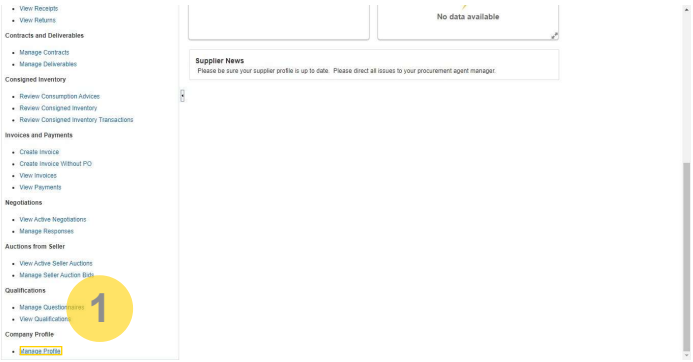
1. Click the **Manage Profile** hyperlink.

Manage Profile



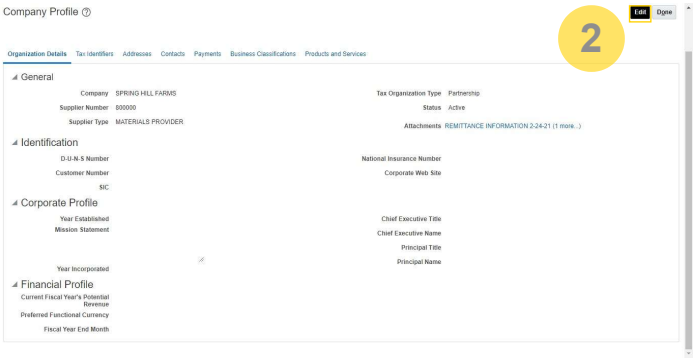
Important Information!

Navigation: Oracle Home > **need nav from user**

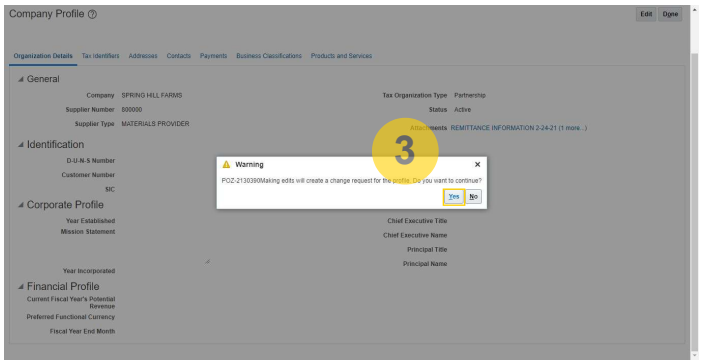
NOTES:

- Example data provided for this simulation is for demonstration purposes only. Please enter your appropriate data as needed in the Production environment.
- For all Simulation Modes, all example data must be typed exactly as noted in the blue step bubble.
- Turn on Caps Lock. All input to this form must be in all caps.

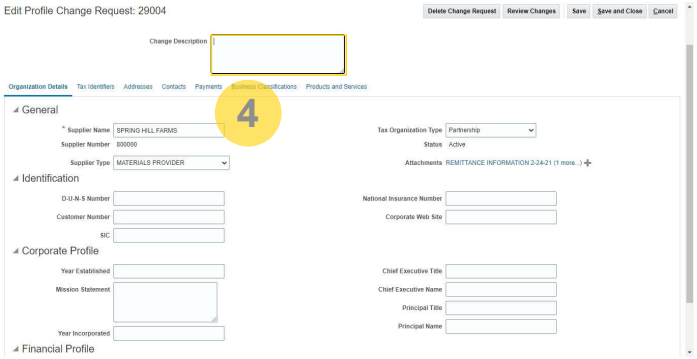
2. Click the **Edit** button. Edit



3. Click the **Yes** button. Yes

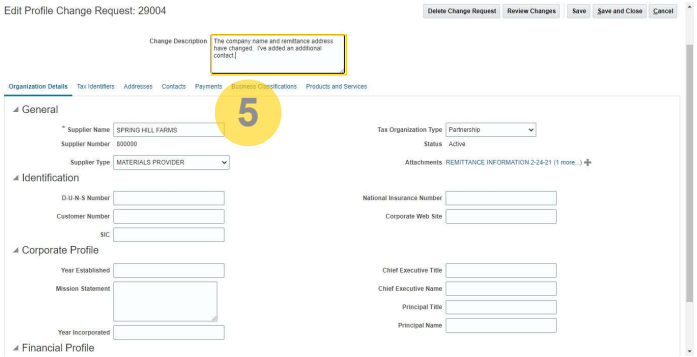


4. Click in the **Change Description** text box.



5. Enter a summary of the change. Type **The company name and remittance address have changed. I've added an additional contact.** in the **Change Description** text box.

The company name and remittance address have changed. I've added an additional contact.

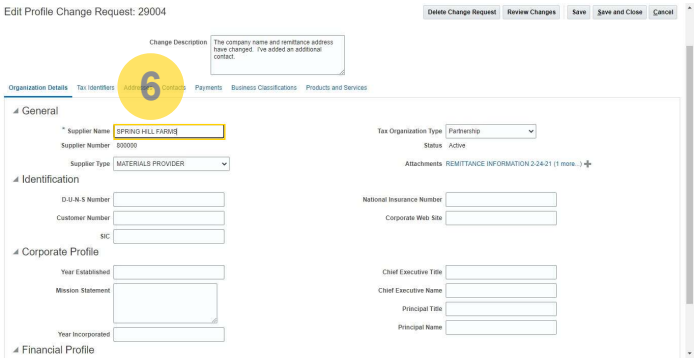


6. Click in the **Supplier Name** field.

SPRING HILL FARMS

Important Information!

The following steps outline the process for submitting a company name change or Tax ID change.

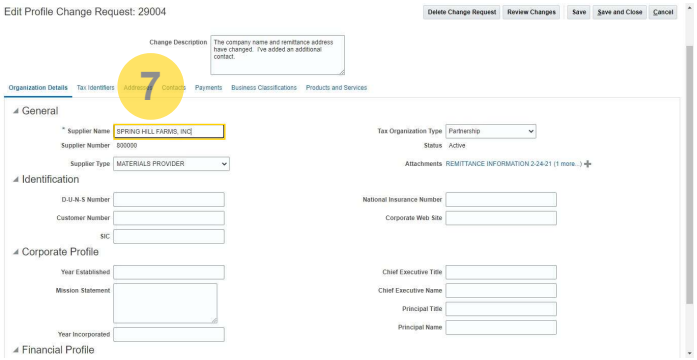


7. Change the **Supplier Name** field to **SPRING HILL FARMS, INC**.

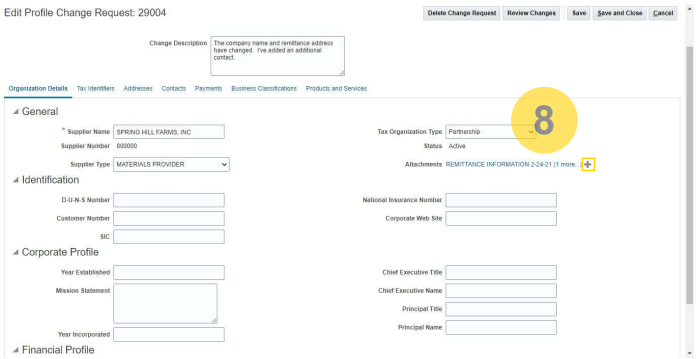
SPRING HILL FARMS, INC

Important Information!

Enter the new company name. This is the name Williams will remit payment to.



8. Click the **Add Attachment** icon. +

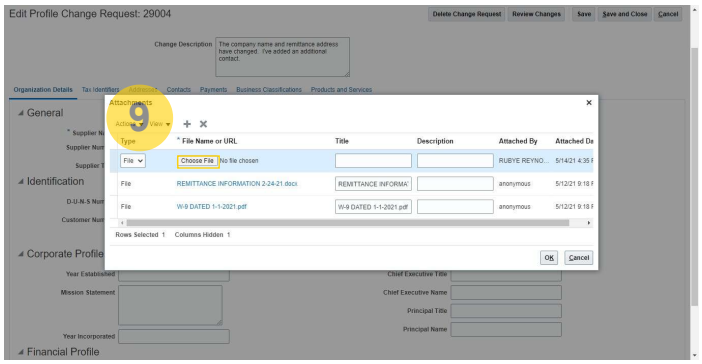


9. Click the **Choose File** button. Choose File

Important Information!

Use the Choose File button to browse Windows File Explorer and select the appropriate file for this entry.

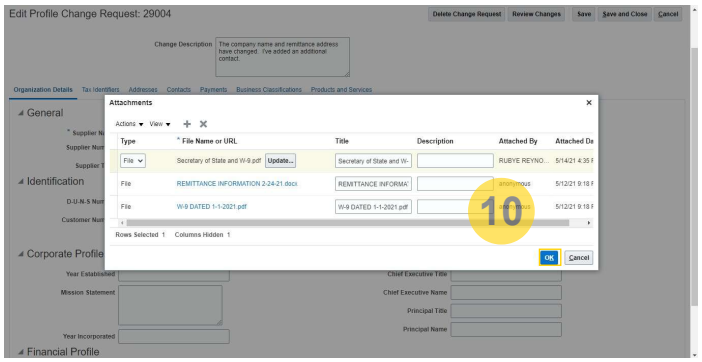
Add the updated W-9.



10. Click the **OK** button. OK

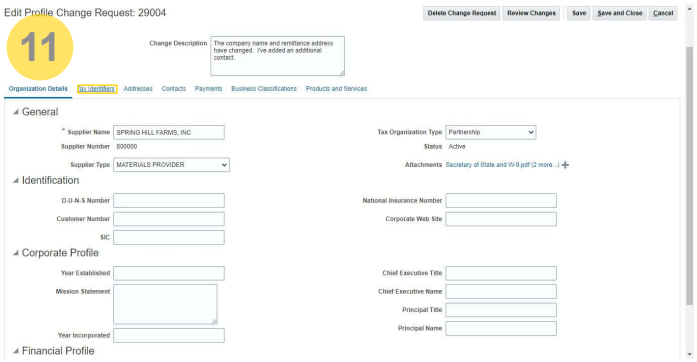
Important Information!

After selecting the appropriate file, the name will be displayed in the File Name or URL field.

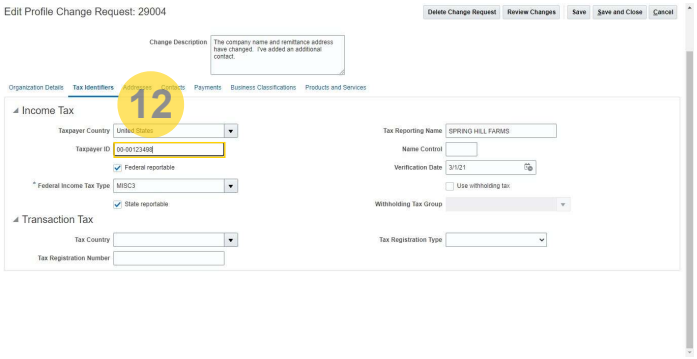


11. Click the **Tax Identifiers** hyperlink.

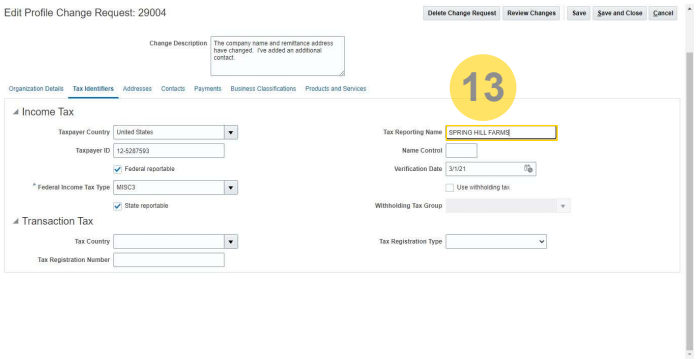
Tax Identifiers



12. Click in the **Taxpayer ID** field and update if applicable. 00-00123498

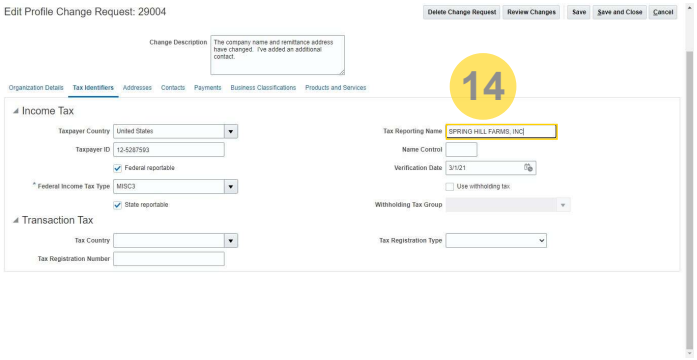


13. Click in the **Tax Reporting Name** field and update if company receives a 1099 at year-end. SPRING HILL FARMS



14. Change the **Tax Reporting Name** field to **SPRING HILL FARMS, INC**.

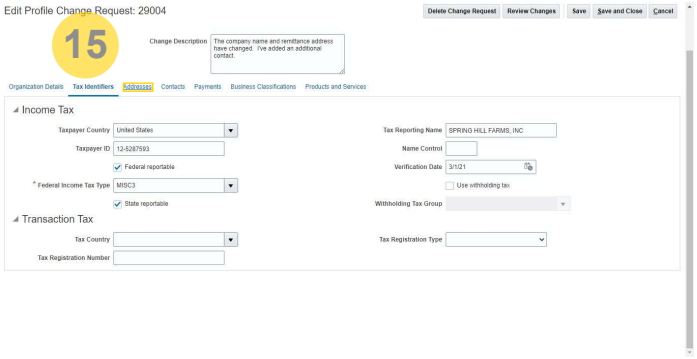
SPRING HILL FARMS, INC



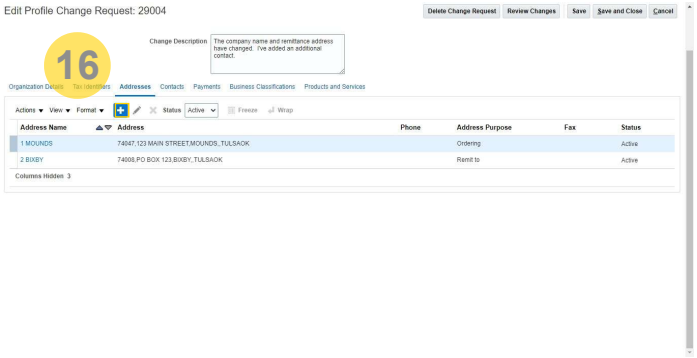
15. Click the **Addresses** hyperlink. Addresses

Important Information!

The following steps outline the process to add or inactivate an address.



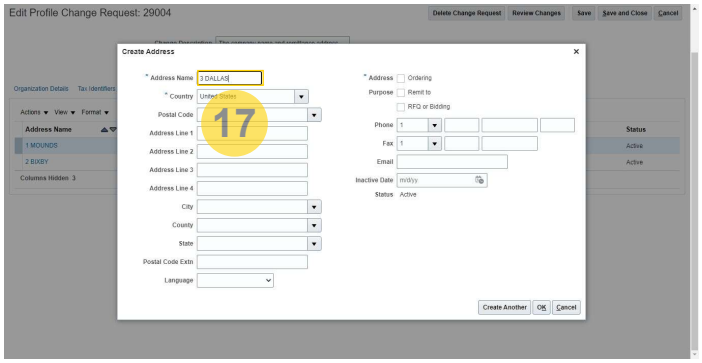
16. Click the **Create** icon. ✚



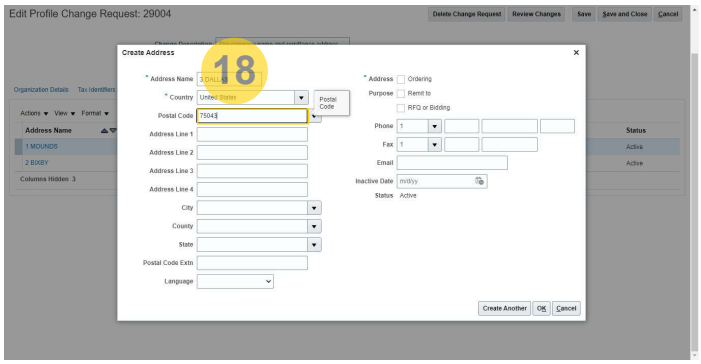
17. Type **3 DALLAS** in the **Address Name** field. 3 DALLAS

Important Information!

The address numbers are sequential. In this example, there are 2 existing addresses. The next one is 3 {space} city.



18. Click in the **Postal Code** field. After entering the 5 digit zip code, press the Tab key. 75043

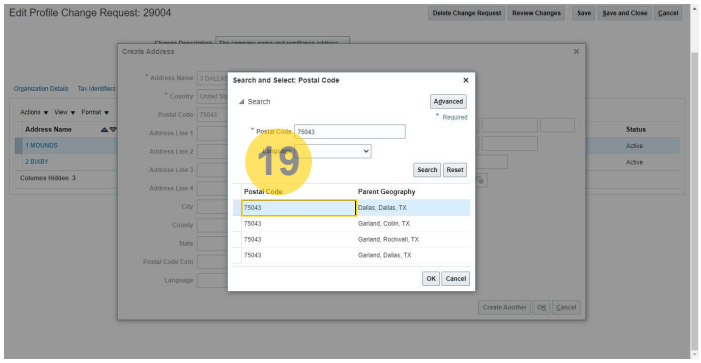


19. Click the **75043** item.

75043

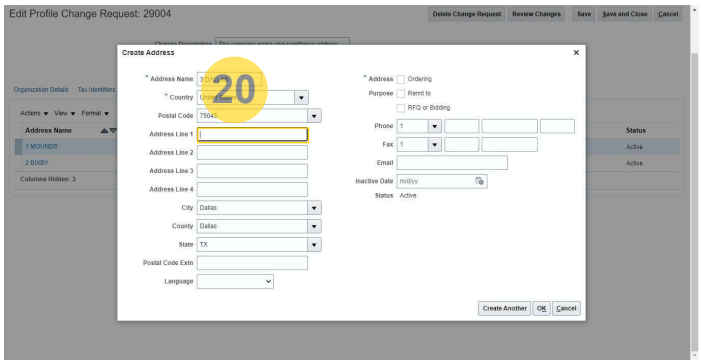
Important Information!

A dialog box appears if a zip code spans multiple cities or counties. Select the appropriate option then click the OK button.

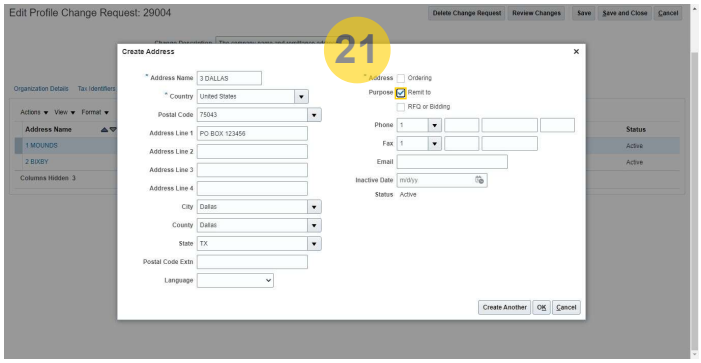


20. Click in the **Address Line 1** field and enter the street address.

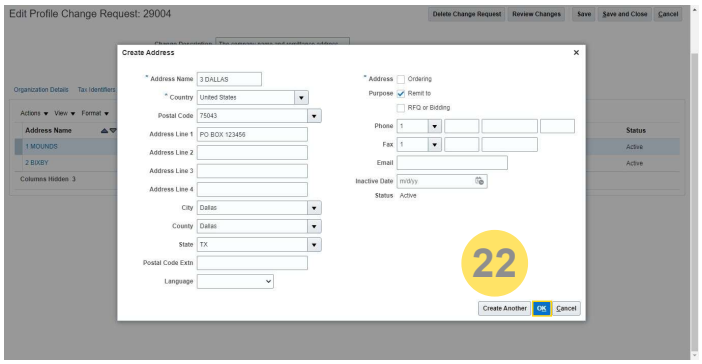
[redacted]



21. Select Ordering or Remit to, as appropriate. Click the **Remit to** checkbox. ☑



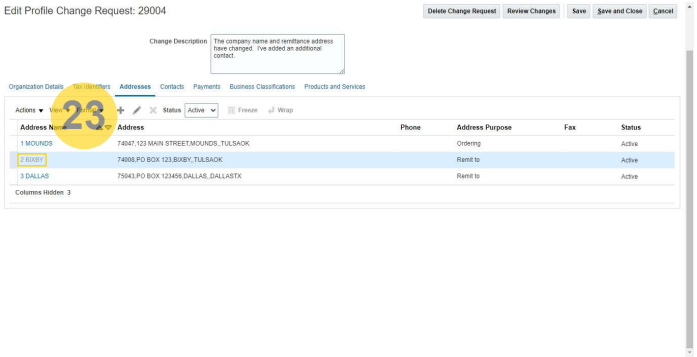
22. Click the **OK** button. OK



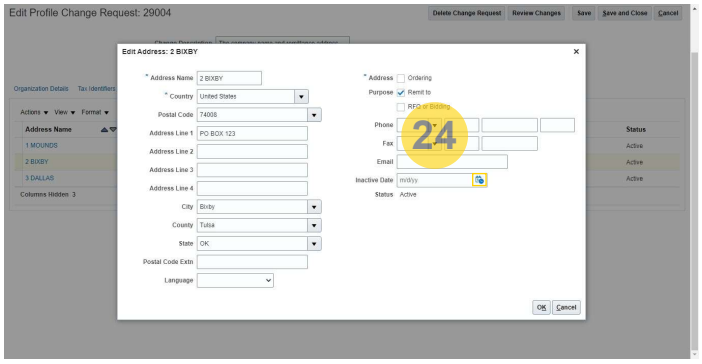
23. Click the **2 BIXBY** hyperlink. 2 BIXBY

Important Information!

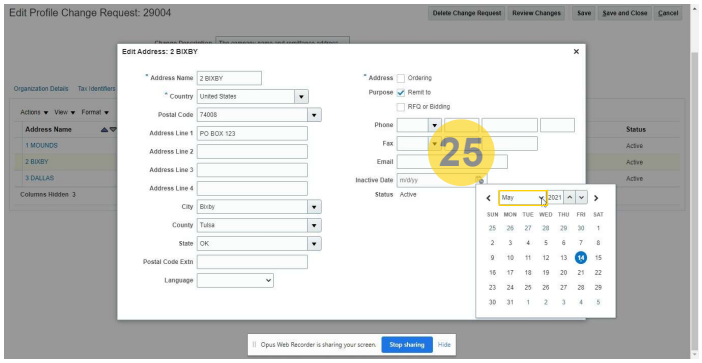
To inactivate an address, select and open the address to be inactivated.



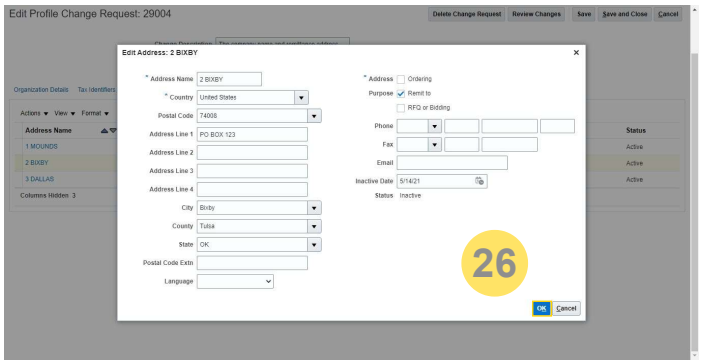
24. Click the **Inactive Date Select Date** icon.



25. Click the **Month** dropdown to select the inactivation date. May

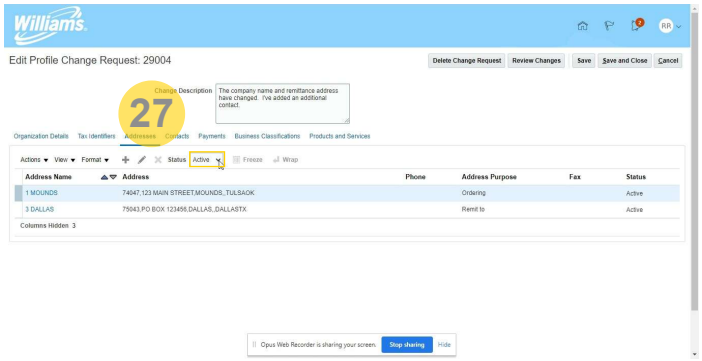


26. Click the **OK** button. OK

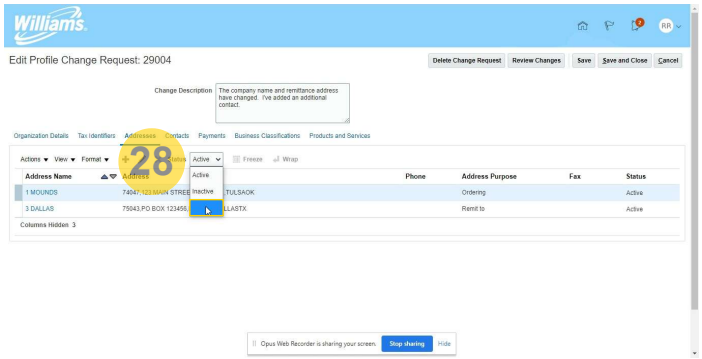


27. Click the **Active** dropdown to view all addresses, both **Active** and **Inactive**.

Active



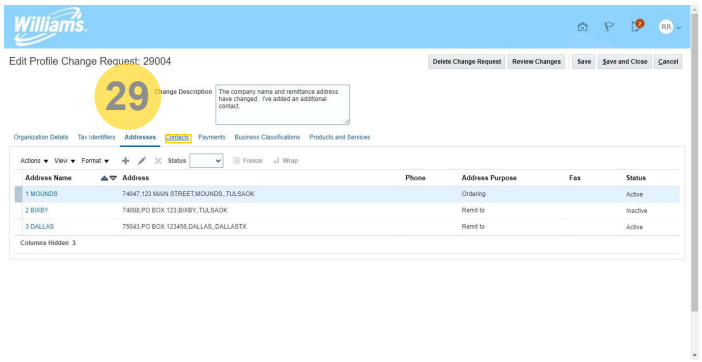
28. Click the **Undefined** item.



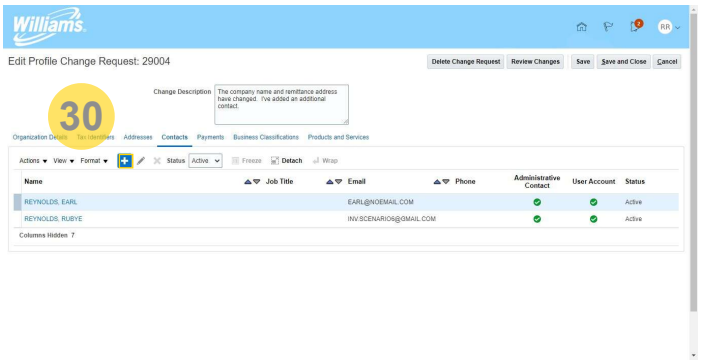
29. Click the **Contacts** hyperlink. Contacts

Important Information!

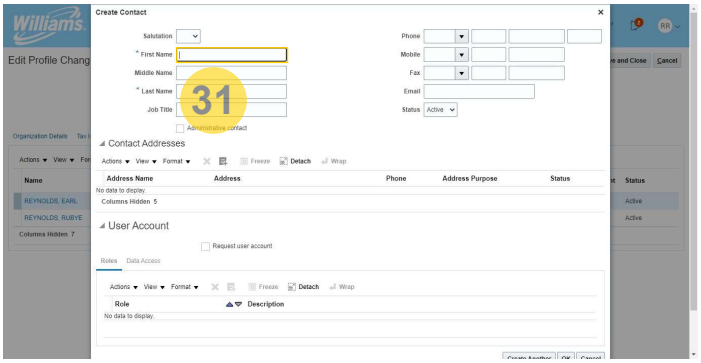
The following steps demonstrate how to add or inactivate a contact.



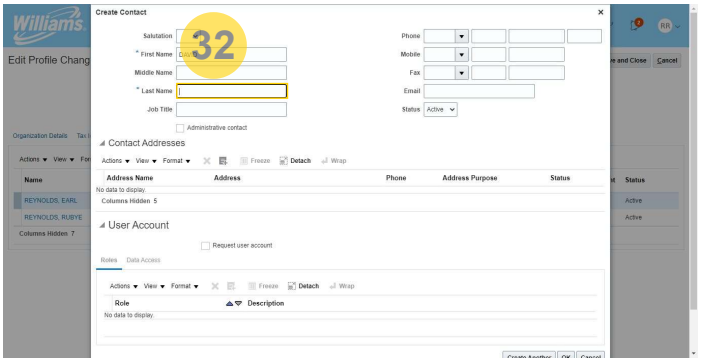
30. Click the **Create** icon. ✚



31. Click in the **First Name** field and enter the first name.



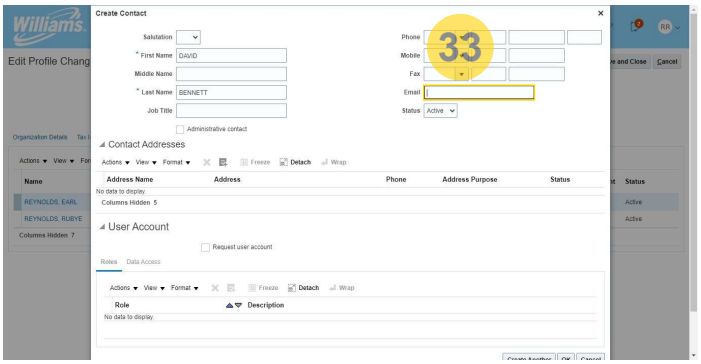
32. Click in the **Last Name** field and enter the last name.



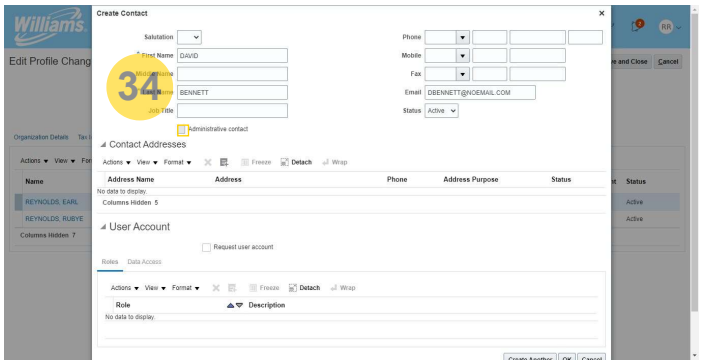
33. Click in the **Email** field and enter the new contacts email.

Important Information!

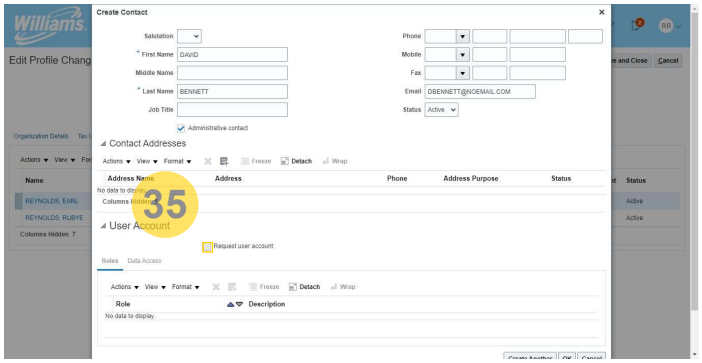
NOTE: The system will not accept duplicate email addresses.



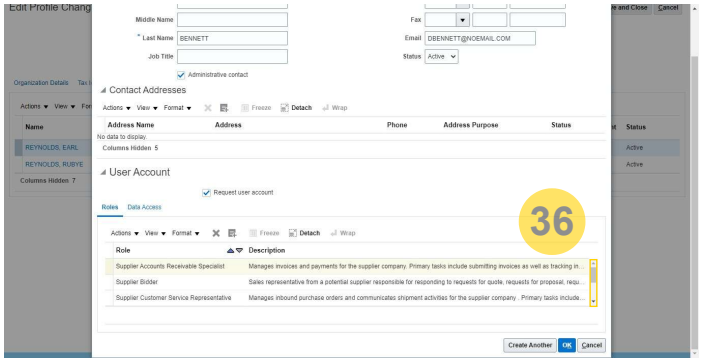
34. Click the **Administrative contact** checkbox. ☐



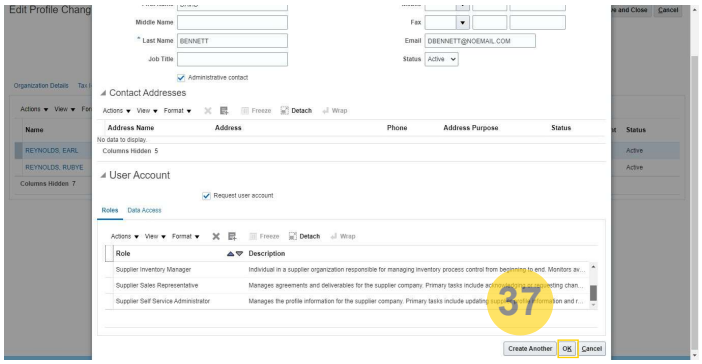
35. Click the **Request user account** checkbox. ☐



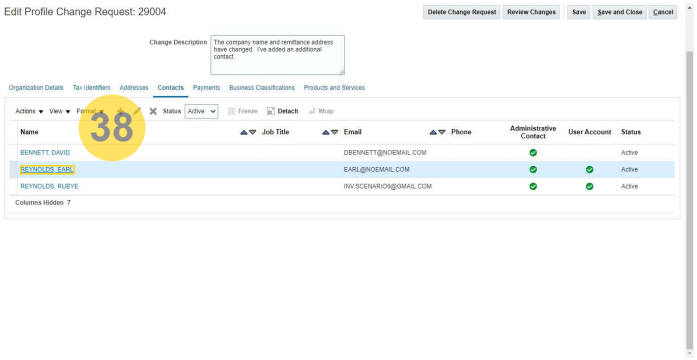
36. Click the vertical scroll bar to view and additional permissions. Remove any permissions this contact should not have.



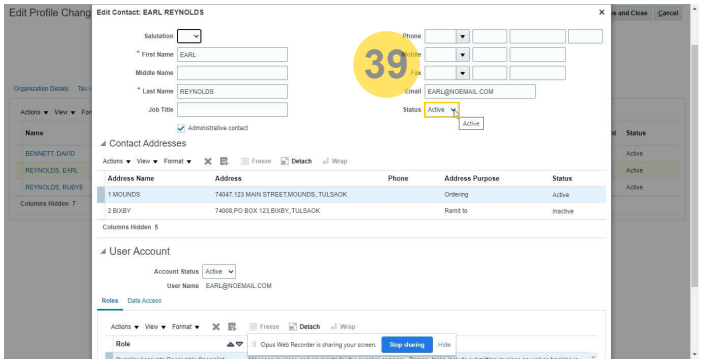
37. Click the **OK** button. OK



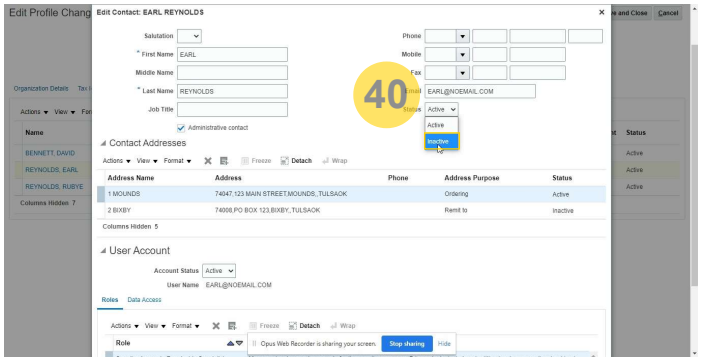
38. Click the **REYNOLDS, EARL** hyperlink to inactivate the contact. REYNOLDS, EARL



39. Click the **Status** dropdown. Active

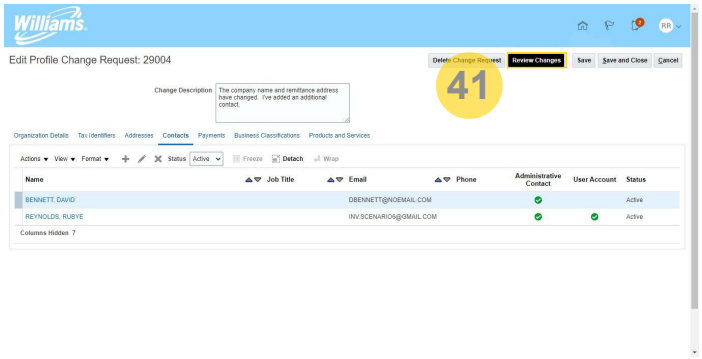


40. Select the **Inactive** item. Inactive

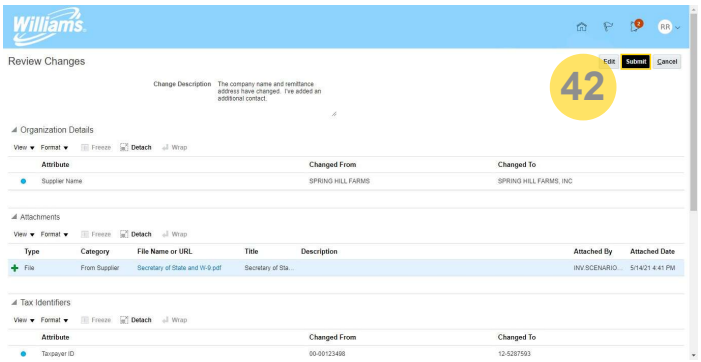


41. Click the **Review Changes** button.

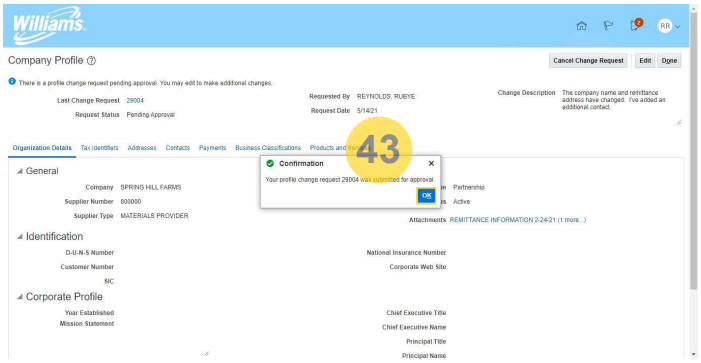
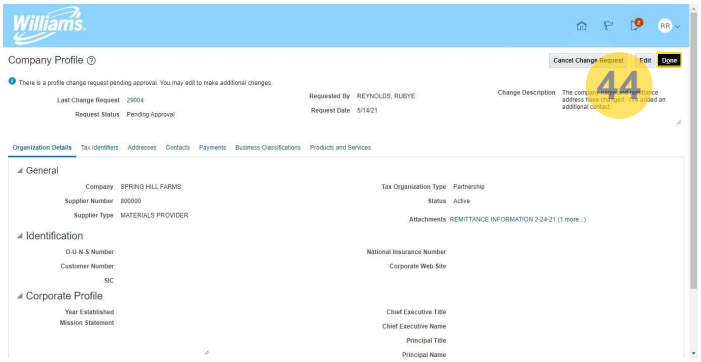
Review Changes



42. Click the **Submit** button. Submit



43. Click the **OK** button. OK



44. Click the **Done** button. Done