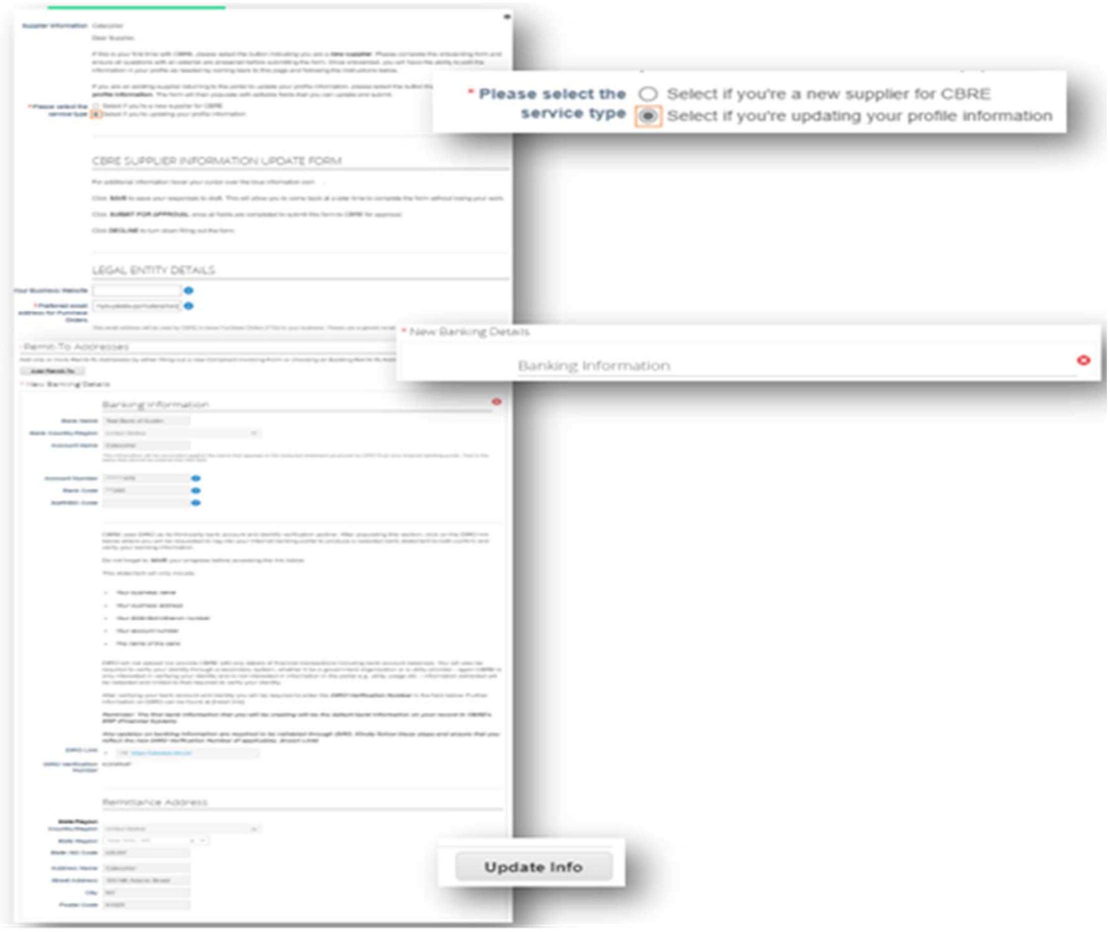
Supplier Profile Update Process

Purpose:
The purpose of this help guide is to provide instruction on how to make changes to the supplier profile.

Scope:
- How to update supplier information
- Updating Banking details

How to Update Supplier Information
To make changes to the banking details or contact information, click on **'Update Info'** button at the very bottom of the form.

On the '**Please select the service type'** field click> **'Select if you're updating your profile information**' and proceed to make the desired changes.



Updating Banking details:

Please note that existing Remit-To addresses cannot be edited, only deleted. New or additional Remit-To Addresses can be added by clicking the '**Add Remit To'** button, cancel the pop-up window, and enter the information as usual on the form.

New Remit-To's must be validated with DIRO and a new DIRO Verification Number must be entered into the form (see 3 – Help Guide – How to complete the Onboarding Form).

To deactivate an old Remit-To, just click on the Red **X** button found at the right side of 'Banking Information.