Supplier: Managing your Trading Profile

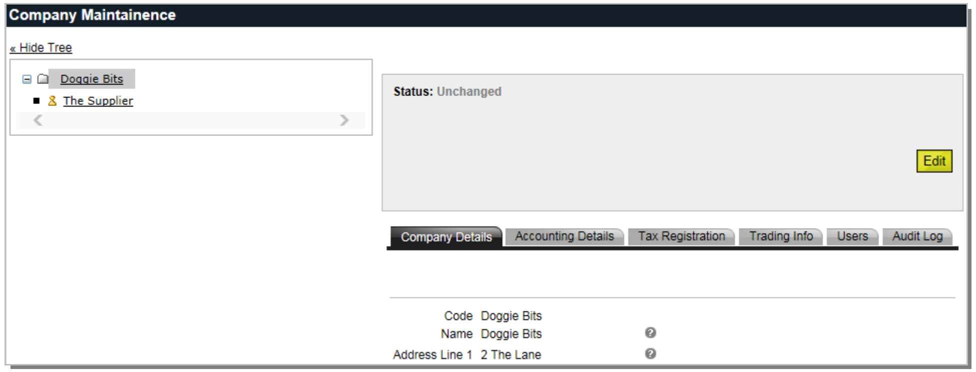
You can administer your system users by adding and removing them as appropriate to ensure Guide Dogs stay up to speed with whom, in your company, we should be trading with. You can also maintain all other aspects of your trading relationship so as to keep Guide Dogs up to date. Your product catalogue can also be uploaded and maintained. *See* Uploading your Product Catalogue

Managing your Trading Profile

When editing the company Profile it is locked out for editing by any users, including Guide dogs. The editing of certain attributes is subject to Guide Dogs approval

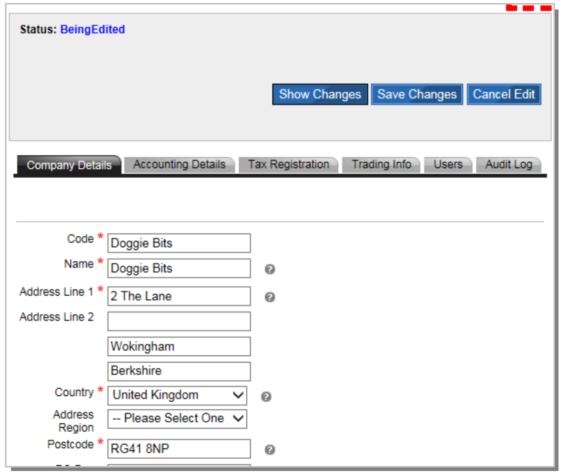
1. From the Navigation pane, *click* **My Account** > **Company Profile**

2. The Company Maintenance screen will appear, *click* **Edit** Edit



Maintaining your Company and Contact Details

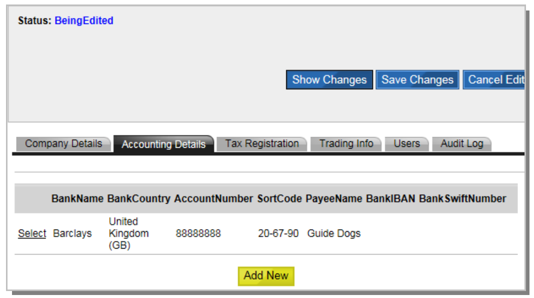
Your company details can be located on the company Details tab, this is the default view when accessing the company profile



Setting your Accounting details

All accounting details can be found on the Accounting Details Tab. Please note that you can only have one bank account registered.

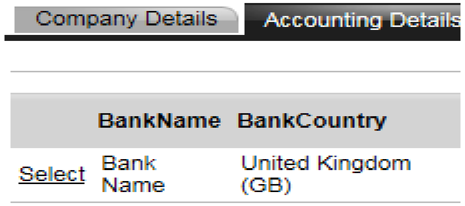
1. Ensure you are in editing mode if not *click* **Edit** Edit. *Click* **Add New**



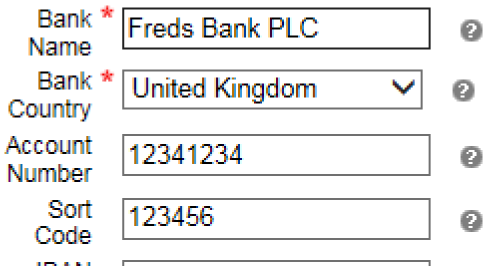
Amending your Bank Details

As above click **Edit** 

then click on select the left hand side of the line



Click on the yellow Edit button **Edit** 



Click on Save Changes

Setting your Tax Details

The registering of tax details in the portal can also facilitate international trading, as it is possible to enter tax registration details for each country where you are registered, if this applies. To add new Tax information

1. Ensure you are in editing mode if not *click* **Edit** 

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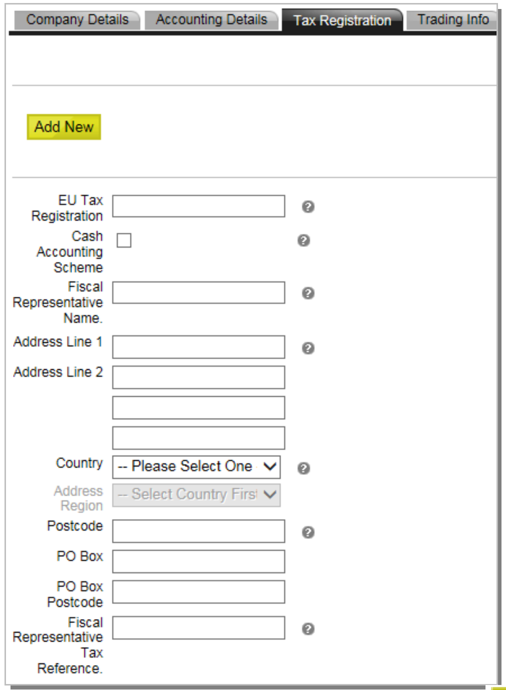
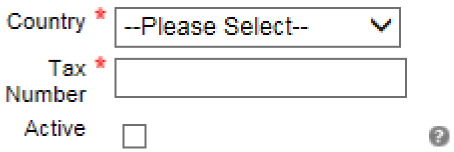


2. *Click* the **Tax Registration** tab and then click 

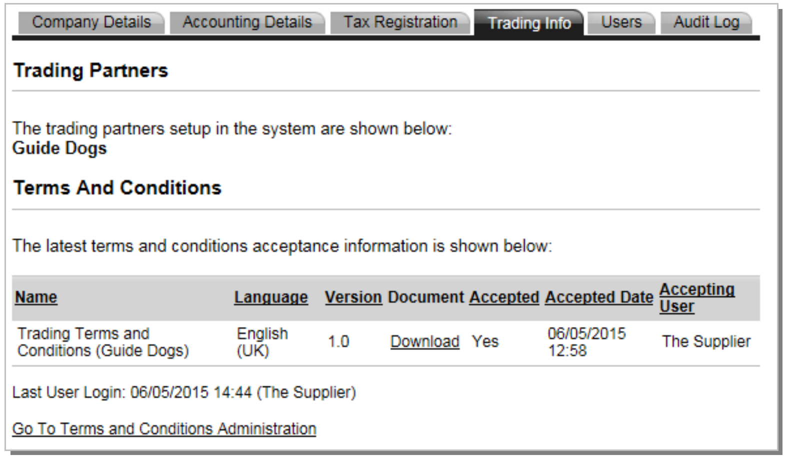
3. Enter the required information into the Country by selecting from the dropdown, enter the tax number starting GB and ensure you ccheck the small box marked Active to make the VAT number active in the system



4. Ensure you save your changes 

Publishing your Trading Information

General trading information can be checked by choosing the Trading Info tab. All Terms & Conditions that you have accepted also appear in here



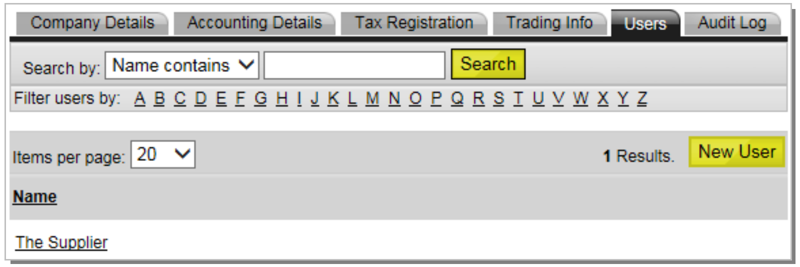
5. *Click* **Save Changes** 

to save your changes, *or* **Cancel Edit** 

to remove changes

Assigning Portal Users

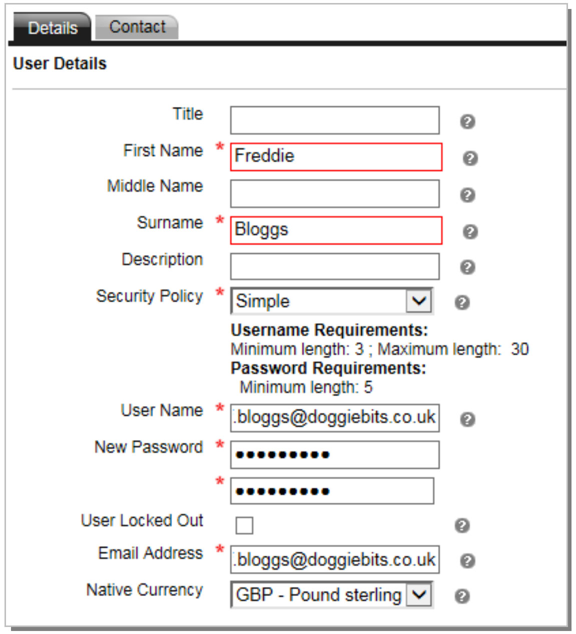
Initially you are granted a user account to access the portal. Upon successful approval, you are able to set up and maintain further users



1. *Click* on the **Users** tab, *click* **New User**

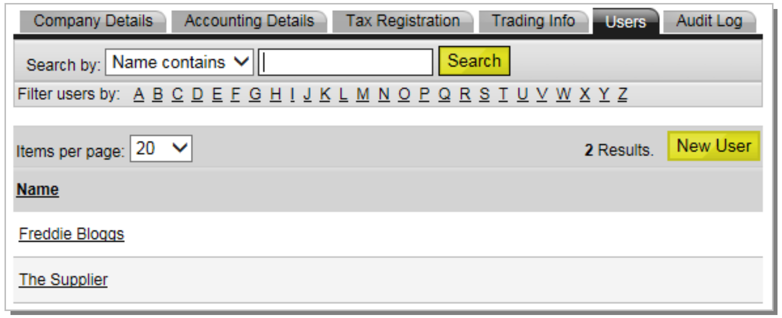
2. Complete the Details screen with the required information. **Note**: All fields marked with a red * are mandatory

Security Policy:	*Click* on the down arrow and from the drop-down menu select Simple
User Name:	Enter a login name
Password:	Enter an initial password, on login the user will be requested to change the password
Email Address:	Enter the users email address
Native Currency:	From the drop-down menu select GBP-Pound Sterling



3. *Click* on the **Contact** tab, to enter any contact information

4. *Click* **Save Changes** Save Changes to Save the new user, or **Cancel Edit** Cancel Edit to remove changes. The new user is added



Getting Help

Please contact Guide Dogs Procurement Team on 0118 9835555 or email web3.procurement@guidedogs.org.uk