

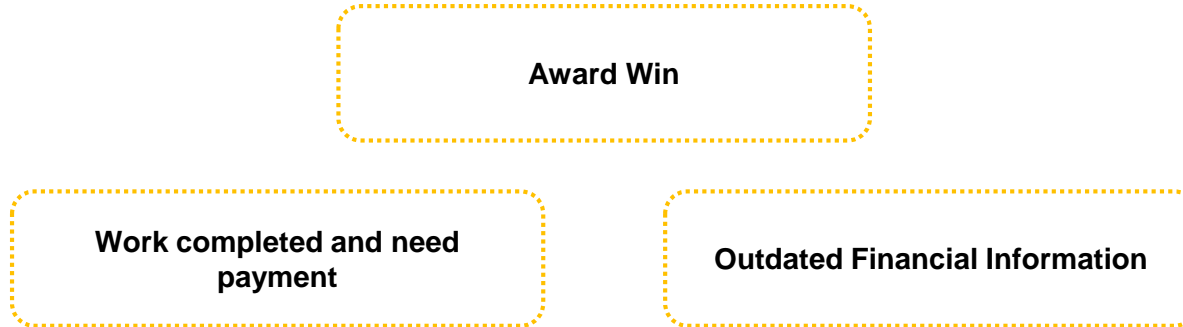
Updating Supplier Profile

JGSM-03-C



Updating Supplier Profile

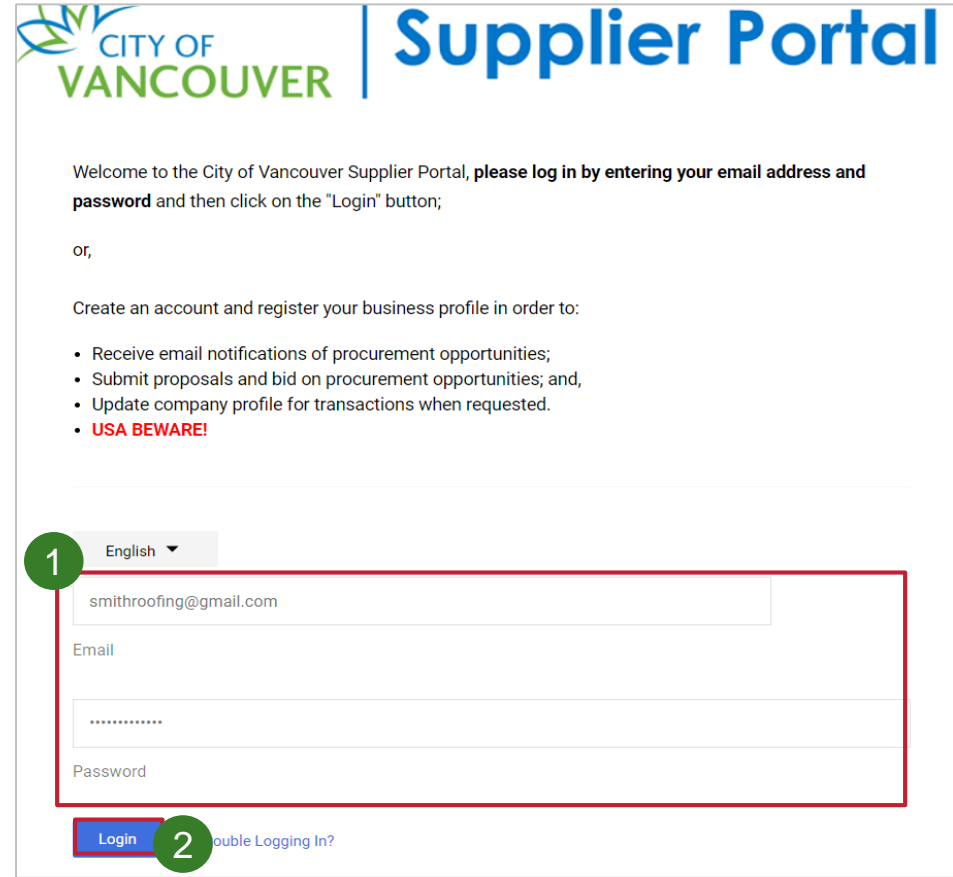
- You are responsible for maintaining your profile within the COV Supplier Portal
- Typically the City of Vancouver will contact you to update your profile when financial information is required based on the following scenarios:



- It is also possible to add other members of your organization as users on your supplier profile.

1. Profile – Sign In

- 1 Enter **Sign In** credentials on the Supplier Portal home page.
- 2 Select the **Login** button.



CITY OF VANCOUVER | **Supplier Portal**

Welcome to the City of Vancouver Supplier Portal, **please log in by entering your email address and password** and then click on the "Login" button;

or,

Create an account and register your business profile in order to:

- Receive email notifications of procurement opportunities;
- Submit proposals and bid on procurement opportunities; and,
- Update company profile for transactions when requested.
- **USA BEWARE!**

English ▾

smithroofing@gmail.com

Email

.....

Password

Login **2** Double Logging In?



Suppliers can use the link below to sign in.
[Supplier Portal](#)

2. Profile – Updating

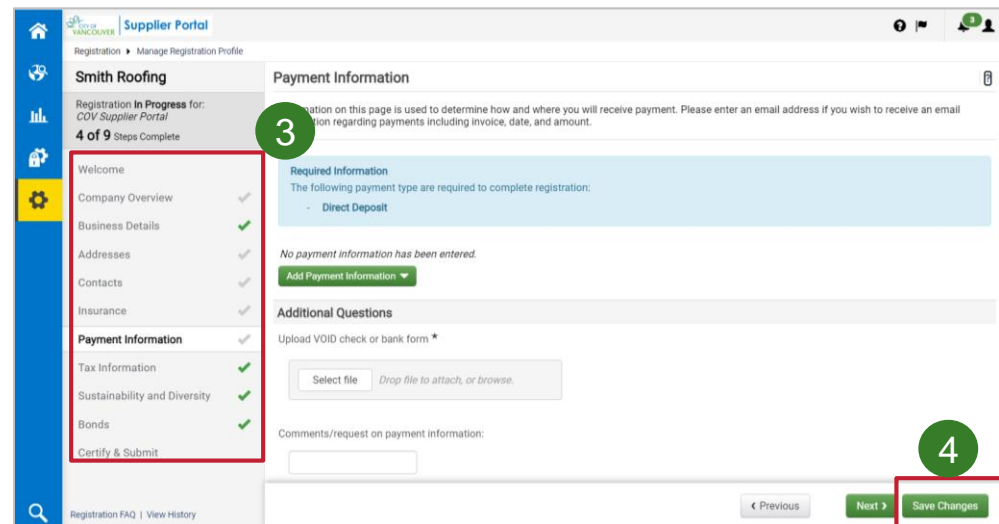
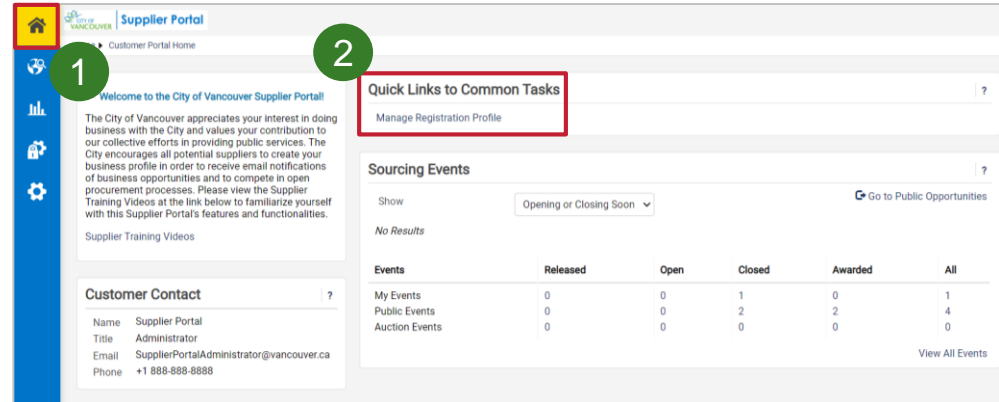
1 Select the **Home** icon from the Panel on the left.

2 Select **Manage Registration Profile** under the **Quick Links to Common Tasks** section.

The **Profile Registration Page** will display for you to **Update** information.

3 Browse through the **grey Panel** to update information from any of the sections.

4 Select the **Save Changes** button to complete making changes.



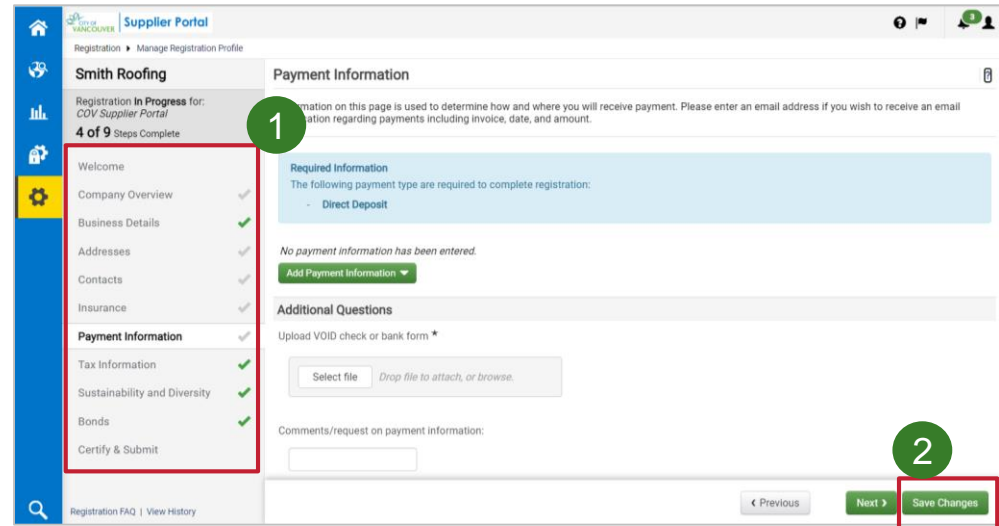
3. Profile – Financial Information

When the City of Vancouver requires you to update financial information new sections will appear.

Complete the **Insurance, Payment & Tax Information** sections

1 Complete the additional sections.

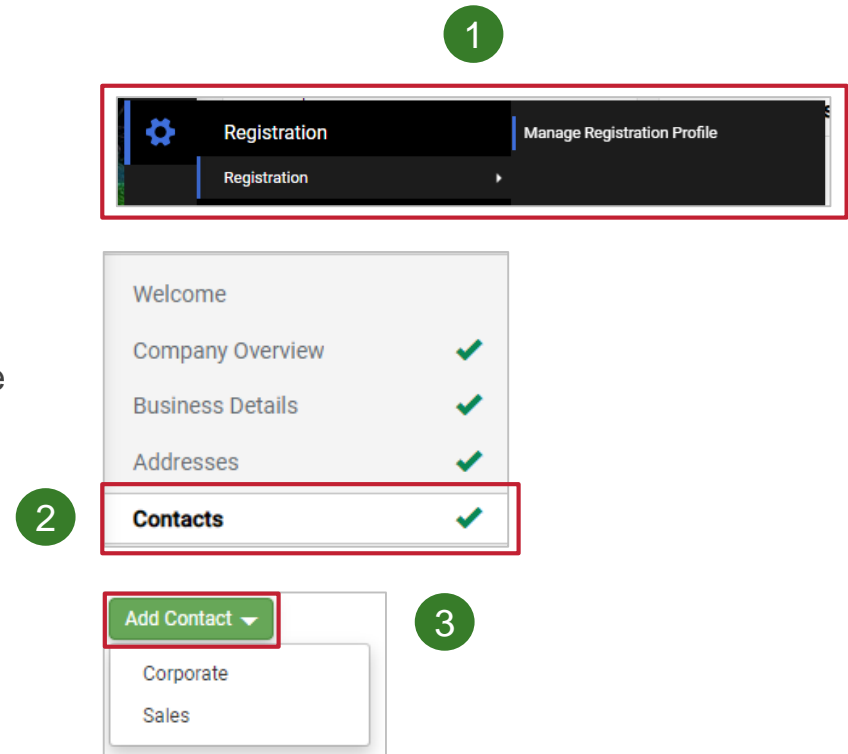
2 After completing/updating all applicable section, select **Save Changes** to update your profile.



4. Adding users to your Supplier Profile

To add additional contacts to your Supplier profile and allow them to access the profile themselves, follow these steps:

- 1 • Select **Registration > Manage Registration Profile**
- 2 • Select **Contacts**
- 3 • Select **Add Contact** button and select the type of contact (**Corporate/Sales**)



Users added this way shall be contacted by COV with Event/Bid related information

4. Adding users to your Supplier Profile

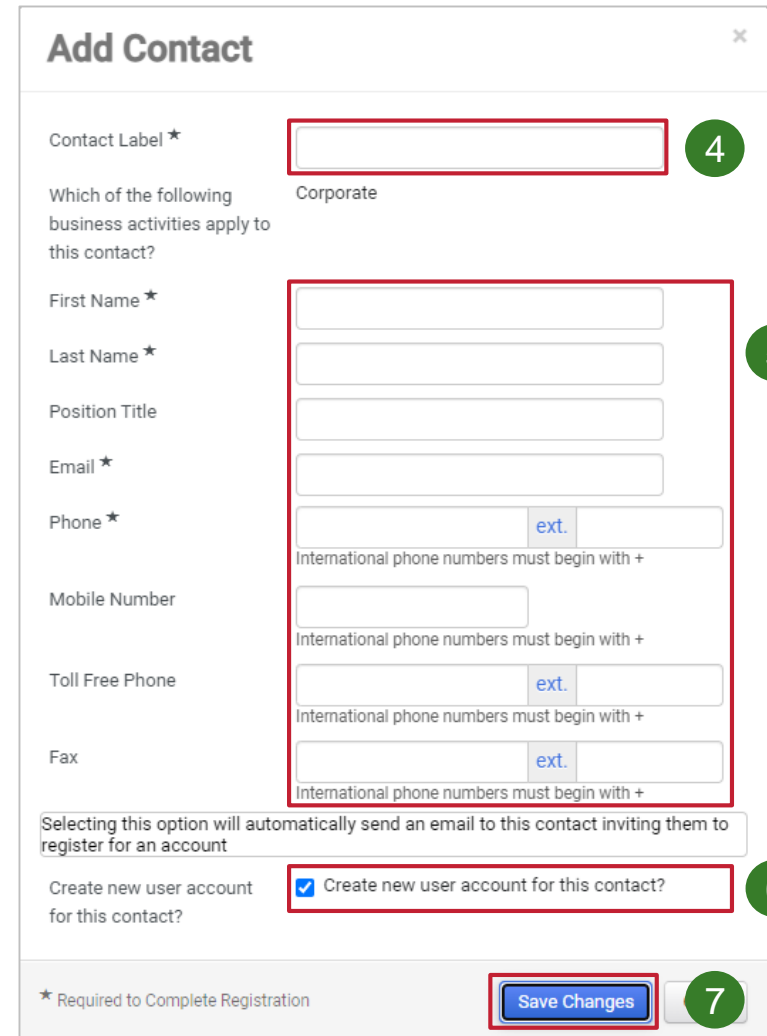
4 Enter the **Contact Label**

5 Add the contact details of the user you wish to add to your Supplier Profile.

6 Select the checkbox **Create new user account for this contact?**

The new contact will receive an email with a link asking them to register

7 Select the **Save Changes** button



The screenshot shows the 'Add Contact' form with the following elements highlighted by numbered callouts:

- 4**: The 'Contact Label' input field.
- 5**: A large red box encompassing the 'First Name', 'Last Name', 'Position Title', 'Email', 'Phone', 'Mobile Number', 'Toll Free Phone', and 'Fax' input fields.
- 6**: The checkbox labeled 'Create new user account for this contact?'.
- 7**: The 'Save Changes' button.

Additional form details include a 'Corporate' radio button, a note that 'International phone numbers must begin with +', and a footer note: '* Required to Complete Registration'.

4. Adding users to your Supplier Profile

- 8 Select the **Register Now** link in the email.

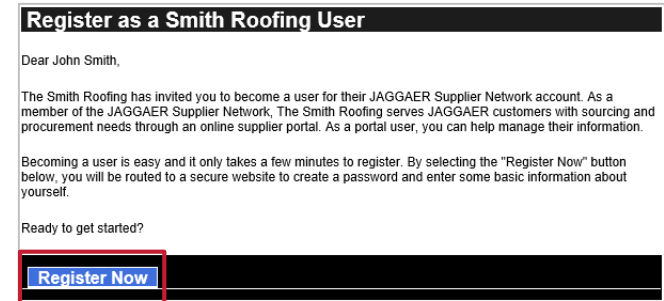
*The **New User Registration** window will appear. Here, the new user is required to validate and provide password information*

- 9 Select the **Create Account** button.

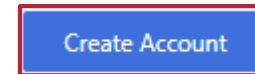
To navigate back to your Supplier profile, follow these steps:

- 10 Select the home icon at the top-left of the screen.

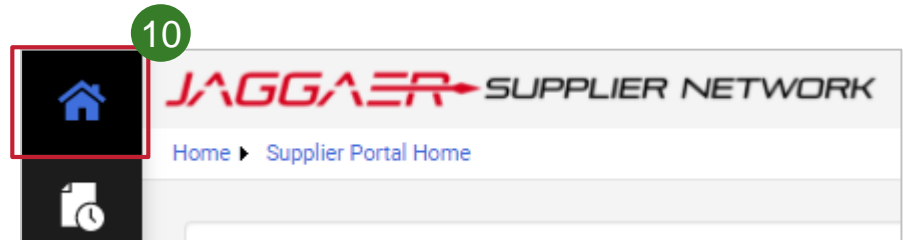
- 11 Locate the **Customer Portal Access** dashboard and select your Supplier Portal name.



8



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Customer Portal Access		
Customer	Registration Status	Customer Contact
UIT COV Supplier Portal	Complete	Supplier Portal

[View All Registrations](#)

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