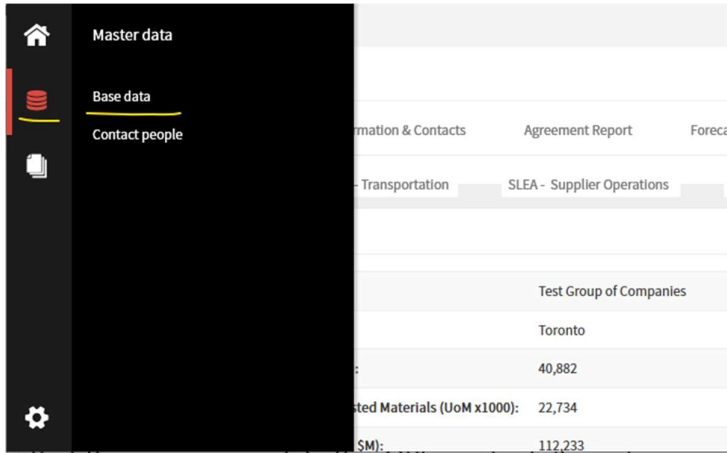


# P&G – Supplier Base Management

## Supplier Portal – Changing Company Name

**CAUTION:** The company name should always match exactly with the name in Vendor-Master-Data. In the rare event that there is a mismatch, this OPL can be followed. Once a supplier user is registered on the Portal, only they can change the company name.

Step 1. Click on the **second icon** on navigation to left and select **Base Data** in the pane.



Step 2. Update the right name and press **Save**.

A screenshot of the P&G Supplier Portal 'Base Data' form. The form is white with a grey header bar. The header bar contains the P&G logo, a user profile icon, and a 'Save' button. Below the header bar, there is a 'Back to dashboard' link. The form is titled 'Base Data' and has a 'COMPANY DATA' section. The 'Company Name\*' field is highlighted with a red rectangle and contains the text 'Test Display'. Below it are fields for 'Street\*' (containing 'Toronto Office'), 'Zip Code', and 'City'.