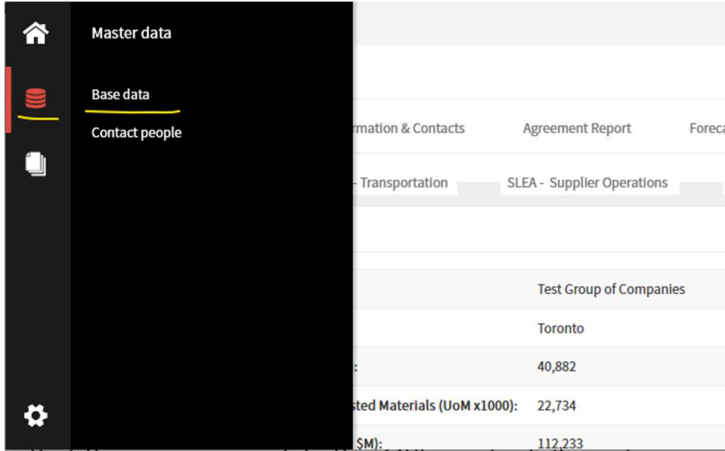


# P&G – Supplier Base Management

## 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**.

