



## Verifying or Editing your Data

As a registered vendor, you can make changes to your vendor information.

Once you have logged into your account, you should see this screen.

A screenshot of the SAP Vendor Administrator interface. The top navigation bar includes the SAP logo, a search field, and links for "New Session", "Ajax Standards Mode", and "Log off". Below this is a secondary navigation bar with "Back", "Forward", "History", "Favorites", "Personalize", "View", and "Help". The main content area is titled "Welcome Vendor Administrator" and contains a welcome message, a list of permissions (Maintain Own Data, Create Additional Users, Maintain your Company and User data, Maintain your Product Category selections, Access Vendor Help Portal), a disclaimer about information currentness, and contact information for support. The "Administration" tab in the secondary navigation bar is highlighted with a red box, and the "Home" link in the main content area is also highlighted with a red box.

If your screen does not look like this click on **Administration** tab and then click **Home**.

A screenshot of the SAP Vendor Administrator interface, similar to the one above. In this version, the "Administration" tab in the secondary navigation bar and the "Home" link in the main content area are both highlighted with red rectangular boxes. The rest of the interface, including the SAP logo, search field, and other navigation elements, remains the same.

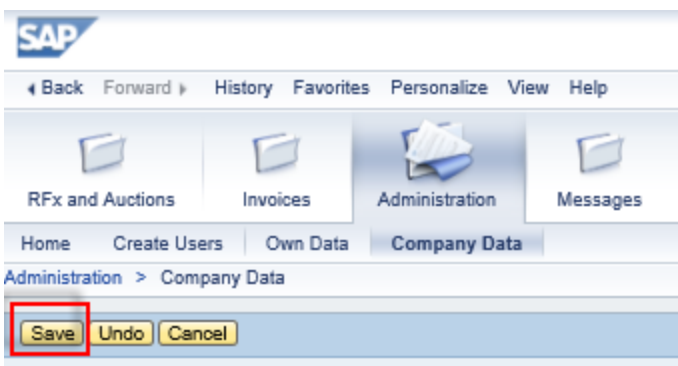
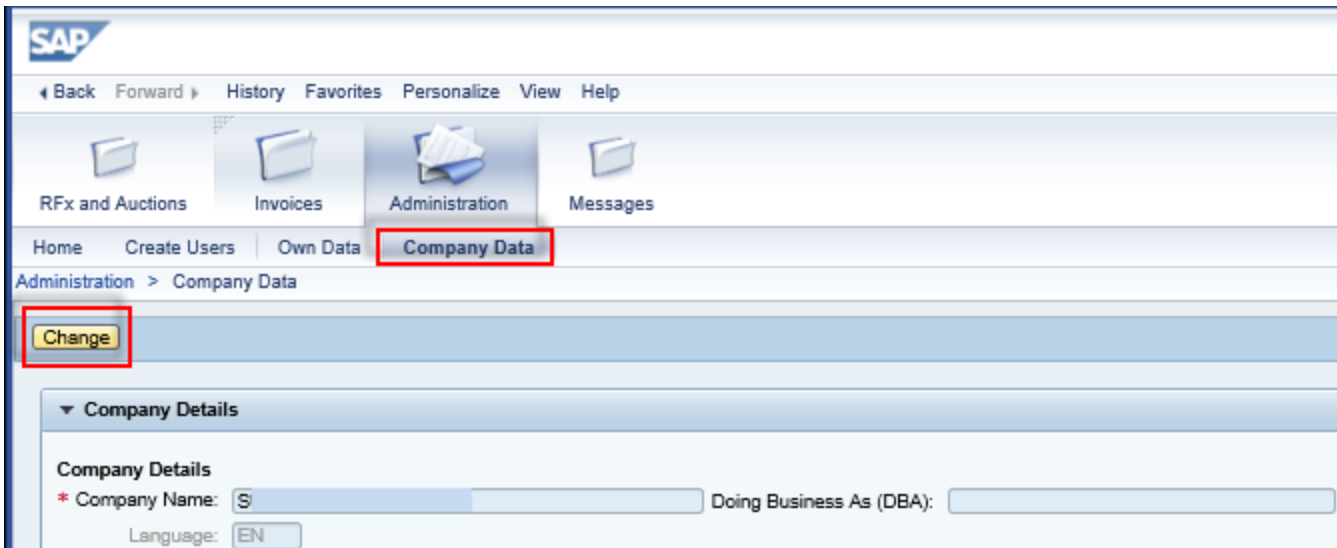


## Verifying or Editing Company data

Here you will see the data we have on file for your company.

Click on **Company Data**

Scroll through and verify the company data. If you see something in need of editing, just type over/edit the existing data and then click **Change**.



Click Save.

# To verify Product Category Codes

▼ Product Categories

### Product Categories Provided

Search for:

Product Category Description	Product Category	Select
▶ AGRICULTURAL PARTS	022000000	<input type="checkbox"/>
▶ AIR COMPRESSORS/ACC	025000000	<input type="checkbox"/>
▶ HVAC,PARTS AND ACC	031000000	<input type="checkbox"/>
▶ AIRCRAFT & AIRPRT EQ	035000000	<input type="checkbox"/>

Click on **Show Selected Items**.

This will limit the list to the codes you selected. You may pick new codes by marking/checking the check box and selecting The Change button at the upper left (see next image below).

Home Create Users Find User Own Data **Company Data**

Administration > Company Data

▼ Product Categories

### Product Categories Provided

Search for:

Product Category Description	Product Category	Select
▪ Nut Seeds	790330000	<input checked="" type="checkbox"/>
▪ Rice Seeds	790370000	<input checked="" type="checkbox"/>
▪ Seeds,Spice	790440000	<input checked="" type="checkbox"/>
▪ Tree Seeds	790730000	<input checked="" type="checkbox"/>
▪ Vegetable Seeds	790800000	<input checked="" type="checkbox"/>



# To Verify or Edit Own Data

(Own data is the data for the person who is logged in)

The screenshot shows the SAP ProcurePHX interface. At the top, there is a search bar and buttons for 'New Session' and 'Log off'. Below this, a 'Welcome Tom Jones' message is displayed, with 'Tom Jones' highlighted in a red box. The main navigation area includes 'RFx and Auctions', 'Invoices', 'Administration', and 'Messages'. The 'Own Data' section is active, and the 'Process' button is highlighted in a red box. Below this, the 'General User Information' section contains various fields for user details, including User Name, Password, FormOfAddr, First Name, Last Name, E-Mail Address, Country, Language, and Company. At the bottom, a 'Roles' table lists the user's roles and their descriptions.

Role	Description
ZCOP_SUCO_BIDDER_EHP1	Bidder
ZCOP_SUS_ADMIN_SUPPL_EHP1	Vendor Administrator

Type any change you may have, then click **Process**.