



## Viewing supplier profile information and amending supplier contact details using the Whitbread Supplier Portal

Using the Whitbread Supplier Self-Service Administrator role, you can view the details that Whitbread holds for your company and add /edit contact details.

Step 1	Access the Whitbread Supplier Portal	Notes
1.1	Log into the Whitbread Supplier portal using the web link, User ID and Password provided	Click <a href="#">here</a> to access the Supplier Portal
1.2	Click on the Home icon and then the Supplier Portal icon	

Step 2	Access your Supplier Profile	
2.1	Click on the Tasks button above the magnifying-glass on the top right-hand side of the screen	List of menu options is displayed
2.2	Select 'Manage Profile' from the list of options displayed	Manage Supplier Profile screen is displayed
2.3	3 tabs are displayed as follows: <ul style="list-style-type: none"><li>• Profile (general information about your company).</li><li>• Addresses</li><li>• Contacts</li></ul>	Manage Supplier Profile screen is displayed

Step 3	View Supplier Profile information	
3.1	Select the Profile tab to view General information held by Whitbread about your company	General information is displayed (but cannot be edited)
3.2	Select the Business Classifications, Products and Services and Bank Accounts tabs to view further details	Further information is displayed (but cannot be edited)

Step 4	View Supplier Address information	
4.1	Select the Addresses tab to view Address information held by Whitbread for your company	Address information is displayed (but cannot be edited)
4.2	Click on an Address name to view further details held for that address	Address information is displayed (but cannot be edited)

Step 5	Amend your Contacts	
5.1	Select the Contacts tab	Contacts information is displayed (and can be edited)
5.2	To Add a Contact	Click on the '+' (Create) button, complete the required fields and then select 'Save and Close'
5.3	To Edit a Contact	Highlight the applicable contact, click on the Pencil icon / 'Edit' button and edit the fields as required