

Supplier Profile Maintenance User Guide

This guide will cover:

- How to Maintain your Supplier Profile
 - o <u>Sign In</u>
 - <u>Set Preferences (Time Zone)</u>
 - o Change Request General Information
 - o Complete a Company Profile Change Request
 - Organization Details
 - Tax Identifiers
 - <u>Addresses</u>
 - <u>Contacts</u>
 - <u>Business Classifications</u>
 - NAICS Codes
 - <u>Review and Submit Change Request</u>

1 Sign In

 Go to the <u>E-Procurement Supplier Portal</u>. The "Sign In" page will display. Enter your "User ID" and "Password," then click "Sign In."

2	Note: use supporting web browsers: Mozilla Firefox, Google Chrome, Microsoft Edge, and Apple Safari.
	Note: do not use the "Company Single Sign-On" option.
2	Sign In Oracle Applications Cloud
	User ID Password
	Forgot Password Sign In English

 DISCLAIMER: The King County E-Procurement Supplier Portal is powered by Oracle. Oracle is transitioning its products to a new theme known as the Redwood theme which offers a new look and feel to the portal. Please note that while the theme of the supplier portal has changed, the *functionality* of the portal has not changed and the process to update your company profile will be as illustrated in this user guide.

- The home page will display.
- There are two areas on the home page:
 - 1. The home page with have two tabs with applications (APPS) listed under each:
 - Supplier Portal Tab
 - Tools Tab
 - 2. Things to Finish
 - View a list of your open notifications, and take required actions

King 🏹	County	РŶ	KG
	Good afternoon, KC GS		
	Supplier Portal Tools		
	Things to Finish		
	Assigned to Me O Created by Me O Created by Me O		
	Show More		

Set Preferences

• Click the "Tools" tab, then select the "Set Preferences" application

King County						
Good afternoo	on, KC GS					
Supplier Portal Tools						
	APPS					
Notifications	₩ +					
	Set Preferences					

• The "Preferences" page will display, under the "General Preferences" section, click on the "Regional" link.

Prefe	ferences	
!! †	General Preferences	
9.200	Language	
	Accessibility Settings	
	Password Proxies	
	Watchlist	
	Oracle WebCenter Portal	
111	Knowledge	
	Preferred Knowledge Locale	

• The "Regional" page will display, click the "Time Zone" drop down and select your appropriate time zone.

General Preferen	ces: Regional	Save	<u>S</u> ave and Close	Cancel
Territory	United States 🗸			
Date Format	Midiyy (2/18/21) 🗸			
Time Format	hh.mm.ss a (04.49.30 PM) 🗸			
Number Format	-1,234.567 🗸			
Currency	US Dollar 🗸			
Time Zone	(UTC-08 00) Los Angeles - Pacífic Time (PT) V			

In the upper right corner, click "Save and Close" when complete.

General Preferen	ces: Regional	Save	Save and Close	<u>C</u> ancel
Territory	United States			
Date Format	Midiyy (2/18/21) 🗸			
Time Format	hh mm ss a (04.49.30 PM) 🗸			
Number Format	-1.234.567 🗸			
Currency	US Dollar 🗸			
Time Zone	(UTC-08:00) Los Angeles - Pacífic Time (PT)			

• In the upper right corner, click the home icon to return to the home page.

i i	King County	â	P	5	RC ~
Prefei	ences				
! ! !	General Preferences Regional Language Accessibility Settings Password Proxies Watchilst Oracle WebCenter Portal				
	Knowledge Preferred Knowledge Locale				

2 Change Request General Information

 Multiple profile options can be edited in one Change Request. Change requests can be submitted under any tab – make sure to review and submit. A request must be processed before a new one can be opened.



Note: Suppliers are assigned one of two status': Prospective or Spend Authorized.

A **Prospective** supplier has access to County solicitations, can respond to solicitations and questionnaires but has not been authorized to receive payment from King County.

A **Spend Authorized** supplier has access to County solicitations, can respond to solicitations and questionnaires, and is authorized to receive payment from King County.

Prospective supplier profile change requests do not require approvals by King County. Only spend authorized suppliers require approvals when a supplier submits a change request to their profile.

3 Complete Company Profile Change Request

• Click the "Supplier Portal" tab, then the "Supplier Portal" application.

King	ΟÞΦ	KG		
	Good afte	ernoon, KC GS		
	Supplier Portal	Tools		
0 ⁰ 0 ⁰ 0	APPS			
	Supplier Portal	+		

 In the "Company Profile" section, under "Tasks," click on the "Manage Profile" link.



Note: user interface and options will vary depending on users' roles.

Supplier Portal			
Search Solicitations ~ Solicitation Number ~	Q		
Tasks			6
Solicitations View Active Solicitations Manage Responses	Requiring Attention	Recent Activity Last 30 Days	
Qualifications Manage Questionnaires View Qualifications Company Profile	2	No data available	
Manage Profile	2 Negotiations Closing Soon		

 The "Company Profile" page will display. Click the "Edit" button in the upper right corner to edit company information. The action to edit a tab can be done on any of the tabs.



Note: the supplier information in "Company Profile" is the same information entered during Supplier Registration.

Company Profile ⑦						Edit Done
Last Change Reques Request Statu	st 137013 s Processed		Requested By Request Date	Chmelik, Ryan 1/26/21	Change Description	1
Organization Details Tax Identifiers	Addresses Contacts	Payments Business Classifications	NAICS Codes			
▲ General						
Supplier/Company Name	Training Test Supplier			Tax Organization Type	Corporation	
Supplier Number	12249			Status	Active	
Supplier Type				Attachments	W9	
Identification						
D-U-N-S Number				National Insurance Number		
SIC				Corporate Web Site		
Corporate Profile						
Year Established				Chief Executive Title		
Mission Statement				Chief Executive Name		
				Principal Title		
		li -		Principal Name		

A warning message will display, click "Yes."



 IMPORTANT: The "Addresses" page is the default tab. The page must be refreshed to see the editable fields; click on any of the available tabs to refresh the page.

Edit Profile Change Request: 2582067	Delete Change Request	Review Changes	<u>C</u> ancel
Change Description			
Organization Details Tax Identifiers Addresses Contacts Business Classifications NAICS Codes			

• Enter a "Change Description" (this can be done at anytime when editing tabs).



Note: the "Change Description" box is for information purposes only. Changes <u>will not</u> be processed from information entered in this field.

Edit Profile Change Request: 74001	Delete Change Request Review Changes Gancel
Change Description	
Organization Details Tax identifiers Addresses Contacts Payments Business Classifications NAICS Codes	
Actions 👻 View 👻 Format 👻 🗶 📑 Freeze 📓 Detach 🚽 Wrap	
Category Name	Description
1114	Greenhouse, Nursery, and Floriculture Production
1119	Other Crop Farming

Organization Details

 Click the "Organization Details" tab, enter, or change supplier information as needed.

Edit Profile Change	e Request: 38802		Delete Change Request	Review Changes	<u>C</u> ancel		
	Change Description		1				
Organization Details Tax	Identifiers Addresses (Contacts Payme	ents Business Classifications N	NAICS Codes			
✓ General							
* Supplier/Company Name	test		Tax Organia	zation Type	Corporation	~	
Supplier Number	14584			Status	Active		
Supplier Type	Non-Profit 🗸		At	ttachments	IRS W9 🕂 🗙		
Identification							
D-U-N-S Number			National	I Insurance Number			

 It is required to attach a completed IRS W-9 form before a supplier can be authorized to receive payment from King County.



 If you need to attach a W-9, click the plus "+" icon next to "Attachments" to attach a completed IRS W-9.

Edit Profile Change Request: 388028	Delete Change Request Review Changes
Change Description	
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAI	ICS Codes
* Supplier/Company test Tax Organizat Name Supplier Number 14584	tion Type Corporation ~ Status Active
Supplier Type Non-Profit 🗸	ichments IRS W9 🕂 🗙

 The "Attachments" pop-up will appear. Click "Choose File" and select the completed IRS W-9 form. Optionally, enter a "Title" and "Description." Click "OK" when complete.

At	tachments					×
/	Actions 🔻 View 🔻	+ ×				
	Туре	* File Name or URL	Title	Description	Attached By	Attached Da
	File 🗸	Choose File No file chosen			John Doe	3/29/21 11.27
	File	naics-quick-reference.pdf	Test W9		anonymous	3/25/21 01.30
	•					•
1	Rows Selected 1	Columns Hidden 1				
						O <u>K</u> <u>C</u> ancel

• Once the IRS W-9 form is attached, the attachment link will appear.

Edit Profile Change Request: 388028	Delete Change Request Review Changes <u>C</u> ancel
Change Description	
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifier	ifications NAICS Codes
* Supplier/Company Name Supplier Number 14584	Tax Organization Type Corporation Status Active
Supplier Type Non-Profit 🗸	Attachments IRS W9 - 🗙

Tax Identifiers

• Click the "Tax Identifiers" tab; update the supplier information as needed.

Edit Profile Change	e Request: 388028		Delete Change Request	Review Changes	<u>C</u> ancel
	Change Description	h			
Organization Details Tax Id	lentifiers Addresses Contacts Payments	Business Classifications NAICS Code	S		
Income Tax					
Taxpayer Country	United States 🔹	Tax Reporting Name			
Taxpayer ID	111111a	Verification Date	m/d/yy	tio .	
	Federal reportable				
Federal Income Tax Type	v				
Transaction Tag	x				
Tax Country		Tax Registration Type		~	
Tax Registration Number					

Addresses

 Click the "Addresses" tab. Click the pencil icon to edit an existing address (select the plus "+" icon to add a new address).

Edit Profile Change Request: 141014		Delete Ch	nange Request	Review Changes	<u>C</u> ancel	
Change Description						
Organization Details Tax identifiers Addresses Contacts Payments Business Classifications N	AICS Codes					
Actions View View Format + X Status Active View Wrap				_		
Address Name		Phone	Address Purpose	Fax	Status	
Main 1 302 W 50TH ST,NEW YORK, NY 10036,NEW YORK			Ordering; Remit to; RFQ or B	idding	Active	
4						+
Columns Hidden 3						



Note: at least one "Ordering" and one "Remit to" address is required to be a Spend Authorized Supplier.

The Ordering address must be a physical address (PO boxes are not accepted).

When being promoted to a Spend Authorized Supplier, King County may reformat your address to meet USPS delivery standards.



Note: Additional Information is used to streamline approval process.

Select your preferred method of communicating purchasing documents and indicate if the address is your organization's tax reporting address.

 The "Edit Address" pop-up will display, enter the appropriate address and additional information, click "OK" when complete.

Edit Address: Test								×
* Address Name	HQ Example			To be an approv	ed supplier wit	th King County, you r	nust add :	at
* Country	United States 🔹			least one Remit	to and one Ord	dering address.		
* Address Line 1	1234 Main St		* Address Purpose	Ordering				
Address Line 2				Remit to				
Address Line 3				RFQ or Biddi	ng	٦ <u></u>		
City	Irvine		* Phone	1	123	456-7890		
State	CA		Fax	•				
* Postal Code	92602	•	Email					
County	Orange		Inactive Date	m/d/yy	Ē	6		
			Status	Active				
Additional Informa	tion							
To streamline the approval proce	ess, please enter the following informatio	in.						
Select your preferred method o	f communicating purchasing documents	Fax 🔻	* Is this address	your organizatio	n's tax reportir	ng address? Yes		•
lf email/fax is diffe	rent from above, enter an alternate value	TEST@GMAIL.COM						
						(0 <u>K</u>	ancel

Contacts

• Click the "Contacts" tab.

Edit Profile Change Request: 74001				Delete Change Requ	est Review C	hanges <u>C</u> ancel
Change Description						
Organization Details Tax Identifiers Addresses Contacts Payments B	usiness Classifications NAICS Codes					
Actions 🔻 View 👻 Format 👻 🕂 🧨 💥 Status Active 🗸	Freeze 🔐 Detach 🚽 Wrap					
Name	🔺 🔻 Job Title	🔺 🔻 Email	🔺 🔻 Phone	Administrative Contact	User Account	Status
Admin, Supplier		kctestsupplier@gmai	il.com	•	•	Active
Bidder, Supplier	Bidder	kctestsupplier1@gma	ail.com		0	Active

 Highlight the desired contact, click the pencil icon to edit an exisiting contact (select the plus "+" icon to add a new contact). • For contacts previously created, a phone number is requested. Select the "Edit" option to enter a phone number.

Edit Profile Change Request: 74001				Delete Change Reques	t Review Ch	nanges <u>C</u> ance
Change Desc	iption Address Change					
Ornanization Details Tax Identifiers Addresses Contacts Paym	ants Business Classifications NAICS Codes	8				
Actions • View • Format • + 📝 💥 Status Active	✓ Freeze 🛒 Detach 🚽 Wrap					
Name	🔺 🔻 Job Title	🔺 💌 Email	A V Phone	Administrative Us Contact	er Account	Status
Admin, Supplier		kctestsupplier@gmail	l.com	0	0	Active
Bidder, Supplier	Bidder	kctestsupplier1@gma	ail.com		0	Active

• The "Edit Contact" pop-up will display.



Note: The amount of access to the supplier profile is dependent on the "Administrative contact" and "Request user account" checkbox.

"Administrative Contact"- only an Administrative Contact can modify all users and supplier profile values once the supplier is registered and gains access to the Supplier Portal.

"User Account"- creates user account in the Supplier portal (checking only Administrative Contact will not create a user account in the Supplier Portal).

Salutation	~		* Phone	1 🔹	123 45	6-7890
* First Name	Jane		Mobile	•		
Middle Name			Fax	•		
* Last Name	Doe		Email	Test@GMAIL.C	ом	
Job Title			Statue	Active V	5438	
SOD THE			Status	Active		
0	 Administrative contact 	2				
Contact Addresse	3S					
ctions View View Forma	at 🕶 🗙 🖪 🗌	Freeze 📷 Detach 📣	Wrap			
Address Name	Address		Phone	Addres	s Purpose	Status
Test	401 5TH AV	VE, SEATTLE, WA 98104, KING		Ordering	; Remit to; RFQ or	Bidding Active
olumns Hidden 5						
Account User Data Access	Status Active 💙 r Name XYZTEST1AB	C0126@GMAIL.COM	contacts access to complete ta	sks within the Ki	ing County E-Pro	
Click Actions then Select	and Add to provide co.		contacto acceso to complete ta			curement Supplier Portal.
Click Actions then Select	rmat 👻 🗶 📑	Freeze Detach	J Wrap			urement Supplier Portal.
Actions View View Fo	irmat • X E	Freeze Detach	si Wrap			surement Supplier Portal.
Actions View View Fo Role Supplier Bidder KC	irmat ▼ X E	Freeze Detach Description Responds to invitations to bid,	Wrap requests for proposals, requests f	or qualifications,	requests for inform	eurement Supplier Portal.
Click Actions then Select Actions View Fo Role Supplier Bidder KC Supplier Self Service Ar	Irmat V K E	Freeze Description Responds to invitations to bid, Manages the profile information	Wrap requests for proposals, requests f n. Primary tasks include updating	or qualifications, supplier profile in	requests for inform	ation, and supplier qualifi
Click Actions then Select Actions View Fo Role Supplier Bidder KC Supplier Self Service Ar	and Add to provide co	Freeze Detach Description Responds to invitations to bid, Manages the profile information	Wrap requests for proposals, requests f n. Primary tasks include updating	or qualifications, supplier profile in	requests for inform	ation, and supplier qualifi

King County Procurement & Payables procurement.web@kingcounty.gov 206-263-9400

 To add an additional role(s) to a contact, on the "Roles" tab, click the "Select and Add" icon.



Note: role(s) added will only be added to the specific contact you have open in the "Create Contact" window.

▲ User Account	
o gain access to the King County E-Procurement	Supplier Portal, a user account is required. Please check the option below to request a user account for this contact.
Account Status Active 🗸 User Name	
Roles Data Access	
Click Actions then Select and Add to provide co	ntacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.
Actions 🔻 View 👻 Format 👻 🖳	🔟 Freeze 🚊 Detach 🚽 Wrap
Role ▲マ	Description
Supplier Self Service Administrator KC	Manages the profile information. Primary tasks include updating supplier profile information and creating user accounts to gra

- The "Select and Add: Roles" pop-up will display, highlight the desired role(s), click "Apply" and then click "OK" when complete.
- Below is a matrix of the roles and the access it grants you:

Supplier Roles	View Company Profile	View Company Tax Details	Update Company Profile	Request New Contact/ User	Maintain Contacts/ User	Respond to Qualification Questionnaire	View/ Participate in Solicitations	View/ Download Contract Terms	Access Portal Overview/ Summary Tab
Supplier Self Service Administrator KC	x	x	x	x	x	х			x
Supplier Bidder KC						Х	x	x	x

Select and Add: Roles	×
⊿ Search	
Role	Description
	Search
View 🔻 Format 👻 📣 Wrap	
Role	Description
Supplier Bidder KC	Responds to invitations to bid, requests for proposals, requests \ldots
Supplier Self Service Administrator KC	Manages the profile information. Primary tasks include updating
Rows Selected 1	
	App <u>ly</u> O <u>K</u> <u>C</u> ancel

• Verify the added role(s), click "OK."

dit Contact: Jane Doe												×
Salutation						* Phone	1	•	123	456-78	390	
* First Name	Jane					Mobile		•				1
Middle Name						Fax		•				ī
* Last Name	Doe					Email	Test@GM	AILC	OM		7	
.lob Title						Status		1	54.24			
000 1110		e contact				Status	Active	J				
Contact Address	ses		Freeze	Detach	J Wrap							
Address Name	Ad	dress	601.4			Phone	Ad	dres	s Purpose		Sta	itus
Test	401	1 5TH AVE	SEATTLE, W	A 98104,KIN	NG		Ord	lering	; Remit to; R	FQ or Bide	ding Act	ive
Columns Hidden 5												
Accour Us Roles Data Access Click Actions then Select Actions View F	ter Name XYZTE	vide conta	0126@GMAIL acts with role	.COM s. Roles gra	ant contacts	access to complete ta	sks within t	he Ki	ing County I	E-Procure	ment Supp	lier Portal.
			Description									
Role												
Role Supplier Bidder KC		F	Responds to in	vitations to I	bid, requests	for proposals, requests t	for qualificati	ions,	requests for	informatio	n, and supp	lier qualifi

 To inactivate a contact or inactivate a contact's user access to the company profile, highlight the desired contact, click the pencil icon to edit the exisiting contact.

King County					9 G	D SA~
Edit Profile Change Request: 74001				Delete Change Requ	est Review C	Changes <u>C</u> ancel
Change Description	Address Change					
Organization Details Tax identifiers Addresses Contacts Payments Actions View V Format V +	Business Classifications NAICS Codes					
Name	🔺 🔻 Job Title	🔺 🔻 Email	A 🔻 Phone	Administrative Contact	User Account	Status
Admin, Supplier		kctestsupplier@gmail.com		٢	٢	Active
Bidder, Supplier	Bidder	kctestsupplier1@gmail.com			•	Active

 The "Edit Contact" pop-up will appear. Select the "Status" dropdown, and select "Inactive." This action will automatically change the "Account Status" field under the "User Account" to "Inactive." Click "OK." The contact will no longer be listed as an active contact **and** their company profile access and assigned roles will be removed.

Edit Contact: Jane Doe				×
Salutation	~	* Phone	1 🔹 987	654-3210
* First Name	Jane	Mobile	•	
Middle Name		Fax	•	
* Last Name	Doe	Email	11270314802104-01103	LOTWOOD .
Job Title		Status	Active 🗸	
	Administrative contact		Active Inactive	
Contact Address	es			
Actions ▼ View ▼ Form	at 🔻 🗶 📴 Freeze 🔛 Det	tach 🚽 Wrap		
Address Name	Address	Phone	Address Purpose	Status
MAIN	330 E MAIN ST,NEW YORK, N	Y 10036,NEW YORK +1 (123) 456-7	7890 Ordering; Remit to; RF	Q or Bidding Active
Columns Hidden 5				
✓ User Account To gain access to the King Account	County E-Procurement Supplier Portal, a u t Status Inactive er Name	iser account 🍽 required. Please check the of	ption below to request a use	r account for this contact.

King County Procurement & Payables procurement.web@kingcounty.gov 206-263-9400

If the contact is still a valid point of contact for the company **but** no longer requires a login to the Company Profile, only inactivate the "Account Status" field under the "User Account" section. Under the User Account section, click the "Account Status" dropdown, and select "Inactive." Click "OK."

Edit Contact: Jane Doe						×
Salutation	~	* Ph	ne 1 🔻	987	654-3210	
* First Name	Jane	Мо	ile 🗸 🔻			
Middle Name			ax 🗸			
* Last Name	Doe	E	ail XYZTEST1AB	3C0126+01112	2023TWO@	
Job Title		Sta	us Active 🗸			
	Administrative contact	_				
Contact Address	es					
Actions ▼ View ▼ Form	nat 🔻 🗶 🖪 Freeze 📓	Detach 🚽 Wrap				
Address Name	Address	Phone	Addres	ss Purpose		Status
MAIN	330 E MAIN ST,NEW YOR	K, NY 10036, NEW YORK +1 (123)	456-7890 Ordering	g; Remit to; R	FQ or Bidding	Active
Columns Hidden 5						
▲ User Account To gain access to the King Accoun	County E-Procurement Supplier Porta	, a user account is required. Please check 23TWO@gmail.com	ne option below to	request a us	er account for ti	nis contact.
Roles Data Access						
Click Actions then Selec Actions ▼ View ▼ Fr Role No data to display.	t and Add to provide contacts with role ormat ▼ 🗶 🖬 Freeze ▲マ Description	es. Roles grant contacts access to complet	tasks within the K	Sing County F	E-Procurement S	upplier Portal.
						O <u>K</u> <u>C</u> ancel

 To view "Active" and "Inactive" contacts, select the "Status" dropdown to "Active" or "Inactive" accordingly.

it Profile Change Req	uest: 1576033						Delete Change Re	quest Review C	hanges
	Change Description								
ganization Details Tax Identifiers Actions ▼ View ▼ Format ▼	Addresses Contacts Payments	Business Classifications		iodes					
Name		▲マ Job Title	▲▽	Email		* Phone	Administrative Contact	User Account	Status
Doe, Jane				XYZTEST1ABC0126+01112	023T	+1 (987) 654-3210	0	0	Inactive
Columns Hidden 7									

Business Classifications

• Click the "Business Classifications" tab.

Edit Profile Change Request: 74001		Delete Change Request Review Changes	Cancel
Change Description			
h.			
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes			
None of the classifications are applicable			
Actions 🔻 View 🔻 Format 💌 🕂 💥 🥅 Freeze 📓 Detach 🚽 Wrap			
Classification Subclassification Status Certifying Agency Other Certifying Agency Agency	Start Date Expiration Date Attachme	nts Notes Provided By	Confii On
5. CM/WBE - SBE - Small Current	m/d/yy . None 🕂	107 107	
4			+

• To add a business classification, click the plus "+" icon.

Edit Profile Change Request: 74001	Delete Change Request Review Changes	<u>C</u> ancel
Change Description		
li di		
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes		
Actions View V Format V View Format V View V V		
Classification Subclassification Status Certifying Agency Other Certifying Certificate Start Date Expiration Date Attachment	s Notes Provided By	Confii On
5. OMVBE - SBE - Small Current mid/y . None 🖡		

• When the new business classification row appears, select the classification and other appropriate corresponding information.

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate
~			•		

 Verify the business classification addition, add more business classifications as needed.

Edit Profile Change R	equest: 74001					
		Change Descript	ion			
Organization Details Tay Identif	iers Addresses Con	tacts Davments	Business Classification	 NAICS Codes 	11	
None of the classifications a	re applicable	lacis Paymenta				
Actions View View Format	• + × 💷 F	reeze 📓 Deta	ich 🚽 Wrap			
Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Da
2. OMWBE - DBE - Dis 🗸		Current	OMWBE 🔻		[m/d/yy
5. OMWBE - SBE - Small		Current				

NAICS Codes

• Click the "NAICS Codes" tab.

Edit Profile Change Request: 74001	Delete Change Request Review Changes <u>Cancel</u>
Change Description	
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes Actions ▼ View ▼ Format ▼ X Image: The section of the section o	
Category Name	Description
5415 > 541511	Custom Computer Programming Services
5415 > 541512	Computer Systems Design Services
5415 > 541513	Computer Facilities Management Services
5415 > 541519	Other Computer Related Services

• To add a NAICS code, click the "Select and Add" icon.



Note: refer to <u>Identifying NAICS Codes User Guide</u> to find a full list of possible NAICS Codes.

Edit Profile Change Request: 74001	Delete Change Request Review Changes Q
Criganization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes	
Category Name	Description
5415 > 541511	Custom Computer Programming Services
5415 > 541512	Computer Systems Design Services
5415 > 541513	Computer Facilities Management Services

 The "Select and Add: Products and Services Categories" pop-up will display. In order to select the child NAICS codes, click on the arrow to the left of the 4-digit NAICS code to display the child 6-digit NAICS codes.



Note: refer to <u>Identifying NAICS Codes User Guide</u> to find a full list of possible NAICS Codes. The "Category Name" and "Description" search is purposed to be searched for with **exact** NAICS code numbers or descriptions.

Select a	Select and Add: Products and Services Categories				
⊿ Se	earch				
	Category Name	Description			
			Search	Reset	
View 🔻	Format 👻 🧰 Freeze 🚊 Detach 👬 👘	↓ Wrap			
Select	Category Name	Description			
	1111	Oilseed and Grain Farming			
	111110	Soybean Farming			
	111120	Oilseed (except Soybean) Farming			
	▶ 🔳 111130	Dry Pea and Bean Farming			
	111140	Wheat Farming			
	▶	Corn Farming			
	▶ 🔳 111160	Rice Farming			
	▶	Oilseed and Grain Combination Farming			
	▶	All Other Grain Farming			

 Select all the appropriate 6-digit NAICS codes by clicking on the checkbox. Or select the 4-digit parent NAICS code to automatically select all of the 6-digit child NAICS codes associated with it. Click "Apply" and "OK" when complete.

Select and Add: Products and Services Categories					
⊿ Se	⊿ Search				
	Category Name	Description			
			Search Reset		
View 🖷	Format 👻 🏢 Freeze 😭 Detach 🖷 🏥 🤞	J Wrap			
Select	Category Name	Description			
	A 🔚 1111	Ollseed and Grain Farming	^		
	▶	Soybean Farming			
	▶	Oilseed (except Soybean) Farming			
	▶	Dry Pea and Bean Farming			
✓	▶	Wheat Farming			
	▶ ■ 111150	Corn Farming			
	▶ ■ 111160	Rice Farming			
	▶ ■ 111191	Oilseed and Grain Combination Farming			
	▶ ■ 111199	All Other Grain Farming			
	1112	Vegetable and Melon Farming	-		
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Review and Submit Change Request



Note: submitting your change request is a two-step process.

You must select both "**Review Changes**" then "**Submit**" for King County to receive your change request.

The profile changes will be not reflected on the supplier profile until the change request is submitted.

• Click "Review Changes."

dit Profile Change Request: 74001	Delete Change Request Review Changes Cancel
Change Description	
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes	
Actions View + Format + X R Freeze Detach J Wrap Category Name	Description
1114	Greenhouse, Nursery, and Floriculture Production
1119	Other Crop Farming
4404	
1121	Cattle Ranching and Farming
1121	Cattle Ranching and Farming Hog and Pig Farming
1121 1122 1123	Cattle Ranching and Farming Hog and Pig Farming Poulity and Egg Production
1121 1122 1123 5415 > 541511	Cattle Ranching and Farming Hog and Pig Farming Poulity and Egg Production Custom Computer Programming Services
1121 1122 1123 5415 > 541511 5415 > 541512	Cattle Ranching and Farming Hog and Pig Farming Poultry and Egg Production Custom Computer Programming Services Computer Systems Design Services
1121 1122 1123 5415 > 541511 5415 > 541512 5415 > 541513	Cattle Ranching and Farming Hog and Pig Farming Poultry and Egg Production Custom Computer Programming Services Computer Systems Design Services Computer Facilities Management Services

• The "Review Changes" page will display. Click "Submit."

Review Changes	Review Changes		Submit	<u>C</u> ancel
	Change Description	Example of Change Request: Updated IRS W9, Added a contact and NAICS codes.		

A confirmation pop-up will appear, click "OK."



Alternatively, you can cancel the change request by clicking "Cancel."



 If "Cancel" is selected, you will be have the option to "Delete Change Request" or "Edit" the change request.





Reminder: Suppliers are assigned one of two statuses': Prospective or Spend Authorized.

A **Prospective** supplier has access to County solicitations, can respond to solicitations and questionnaires but has not been authorized to receive payment from King County.

A **Spend Authorized** supplier has access to County solicitations, can respond to solicitations and questionnaires, and is authorized to receive payment from King County.

Prospective supplier profile change requests do not require approvals by King County. Only spend authorized suppliers require approvals when a supplier submits a change request to their profile.

 Once the supplier changes are approved, the supplier profile reflects the "Request Status;" which will display "Processed."

ſ	Company Profile 🤣				Edit	Don	e
	Last Change Request 74002	Requested By	Admin, Supplier	Change Description Profile Change			
	Request Status Processed	Request Date	marzo				//

End of process.