



# King County

## Supplier Profile Maintenance User Guide

*This guide will cover:*

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

## 1 Sign In

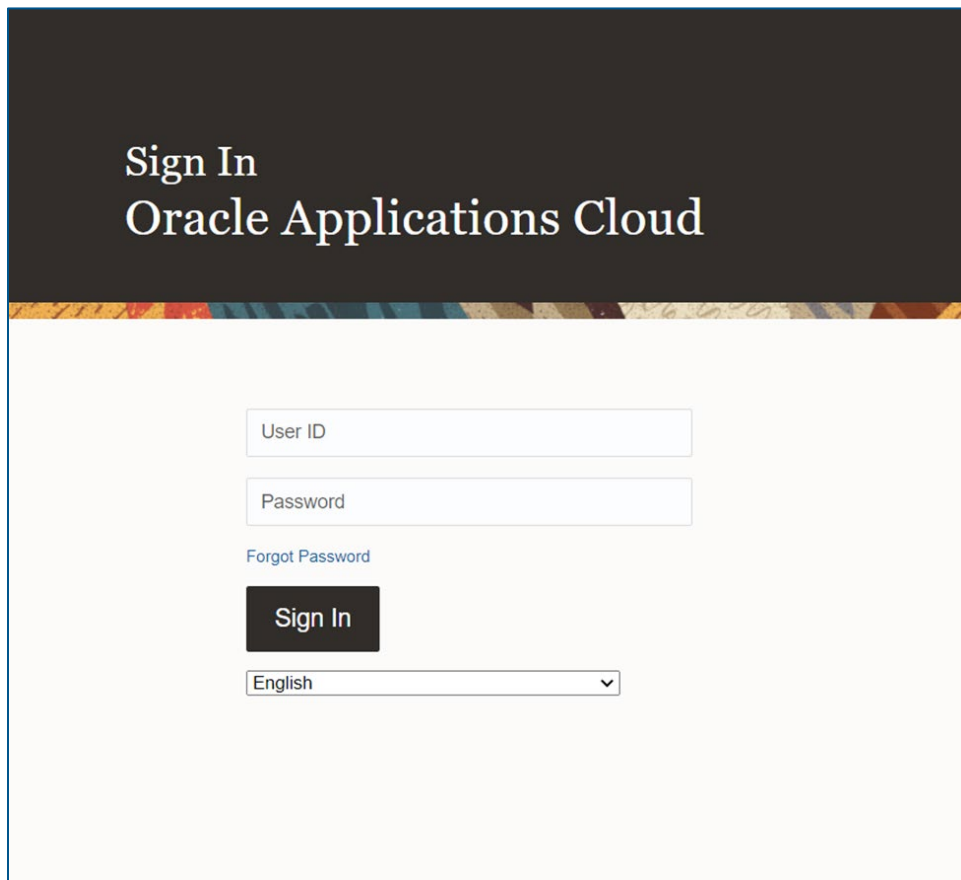
- Go to the [E-Procurement Supplier Portal](#). The “Sign In” page will display. Enter your “User ID” and “Password,” then click “Sign In.”



Note: use supporting web browsers: Mozilla Firefox, Google Chrome, Microsoft Edge, and Apple Safari.



Note: do not use the “Company Single Sign-On” option.

A screenshot of the Oracle Applications Cloud Sign In page. The page has a dark header with the text "Sign In" and "Oracle Applications Cloud" in white. Below the header is a white background with a colorful abstract pattern. The sign-in form includes a "User ID" input field, a "Password" input field, a "Forgot Password" link, a "Sign In" button, and a language dropdown menu set to "English".

Sign In

Oracle Applications Cloud

User ID

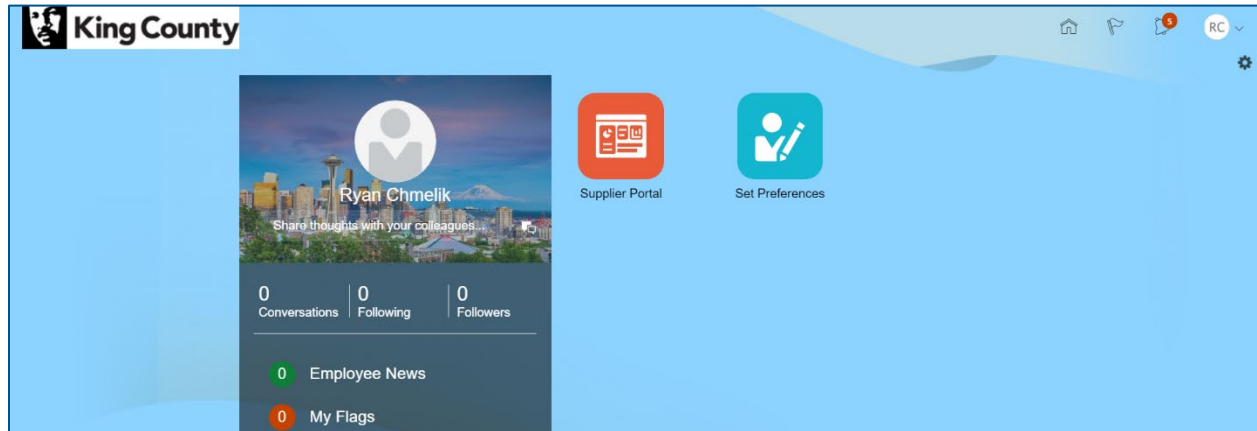
Password

[Forgot Password](#)

Sign In

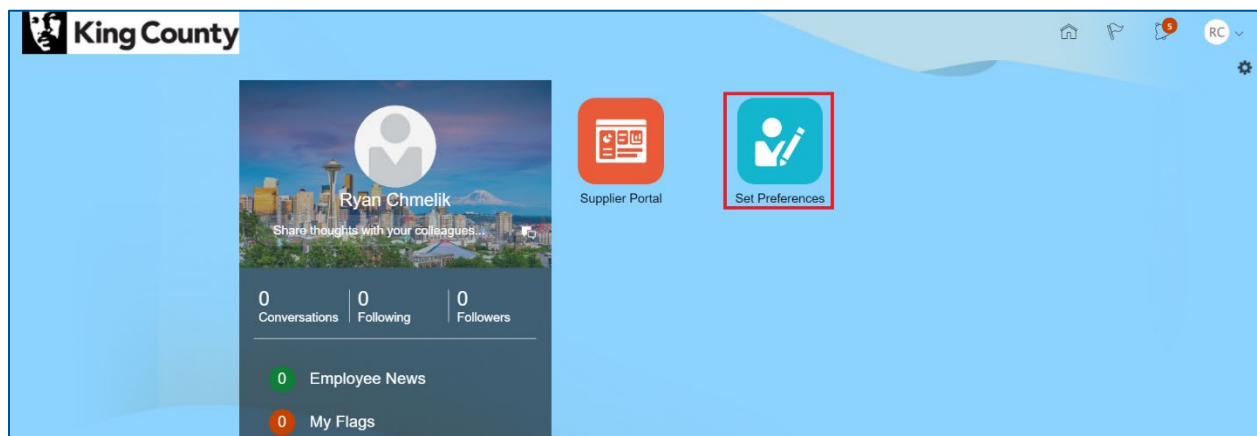
English

- The home page will display.

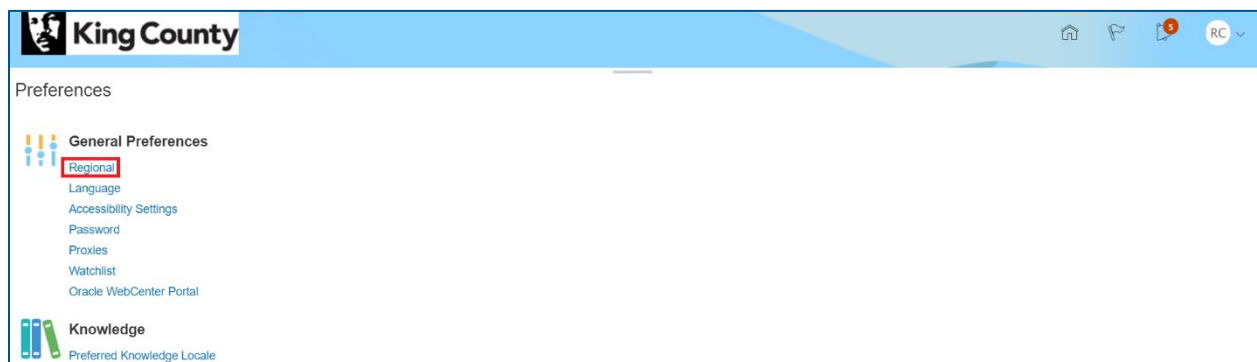


## Set Preferences

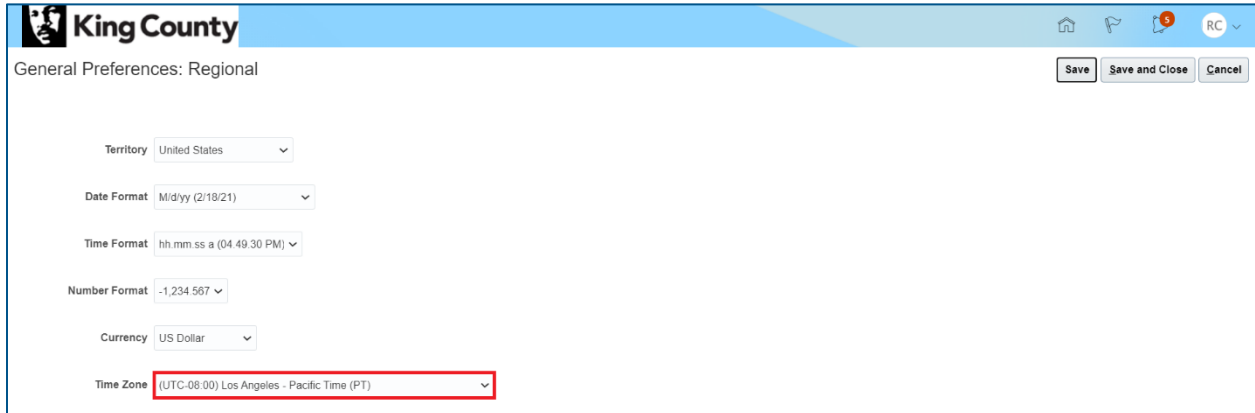
- Click the “Set Preferences” tile.



- The “Preferences” page will display, under the “General Preferences” section, click on the “Regional” link.



- The “Regional” page will display, click the “Time Zone” drop down and select your appropriate time zone.



King County

General Preferences: Regional

Save Save and Close Cancel

Territory United States

Date Format M/d/yy (2/18/21)

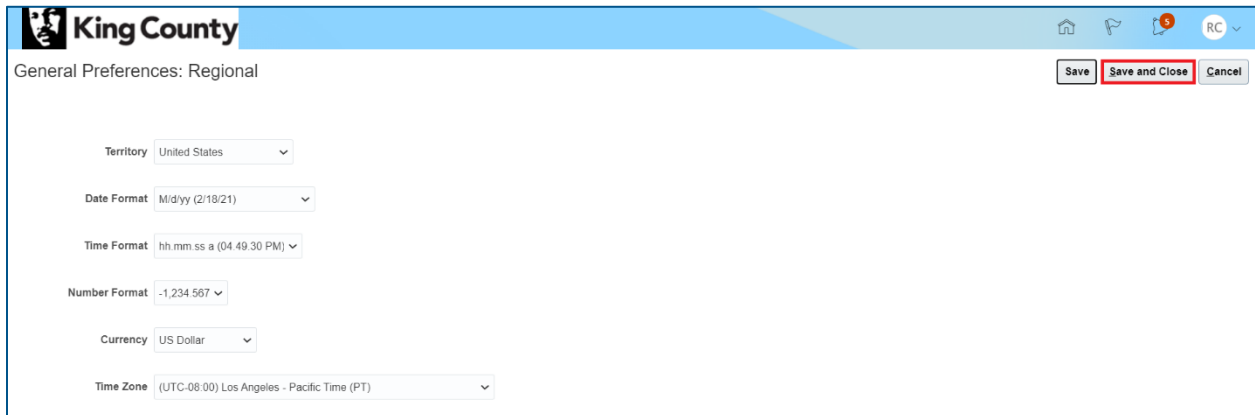
Time Format hh:mm:ss a (04:49:30 PM)

Number Format -1,234,567

Currency US Dollar

Time Zone (UTC-08:00) Los Angeles - Pacific Time (PT)

- In the upper right corner, click “Save and Close” when complete.



King County

General Preferences: Regional

Save Save and Close Cancel

Territory United States

Date Format M/d/yy (2/18/21)

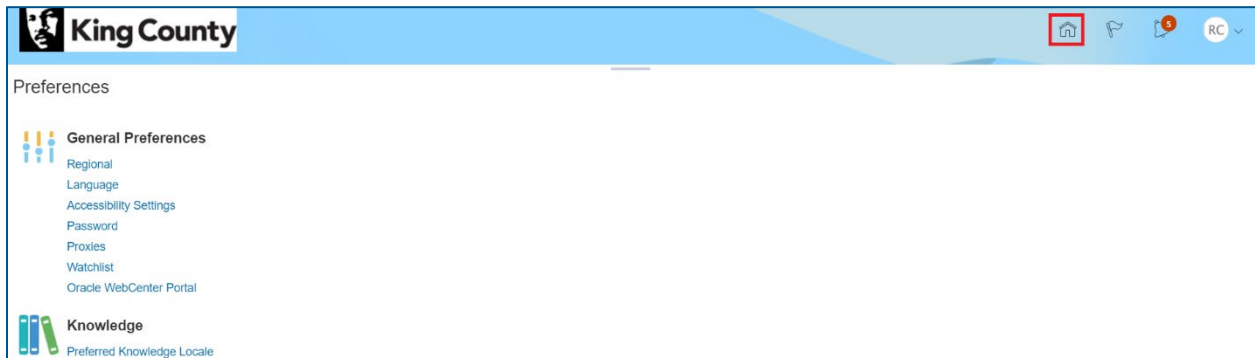
Time Format hh:mm:ss a (04:49:30 PM)

Number Format -1,234,567

Currency US Dollar

Time Zone (UTC-08:00) Los Angeles - Pacific Time (PT)

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



King County

Preferences

General Preferences

- Regional
- Language
- Accessibility Settings
- Password
- Proxies
- Watchlist
- 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.

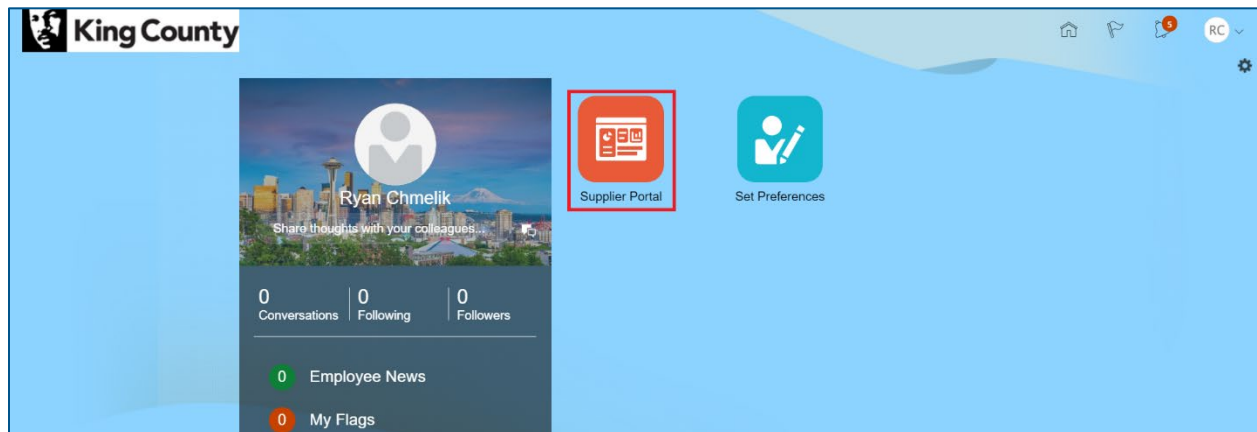
A **Prospective** supplier has access to County solicitations, can respond to solicitations and questionnaires but has not been authorized to receive payment from King County.

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

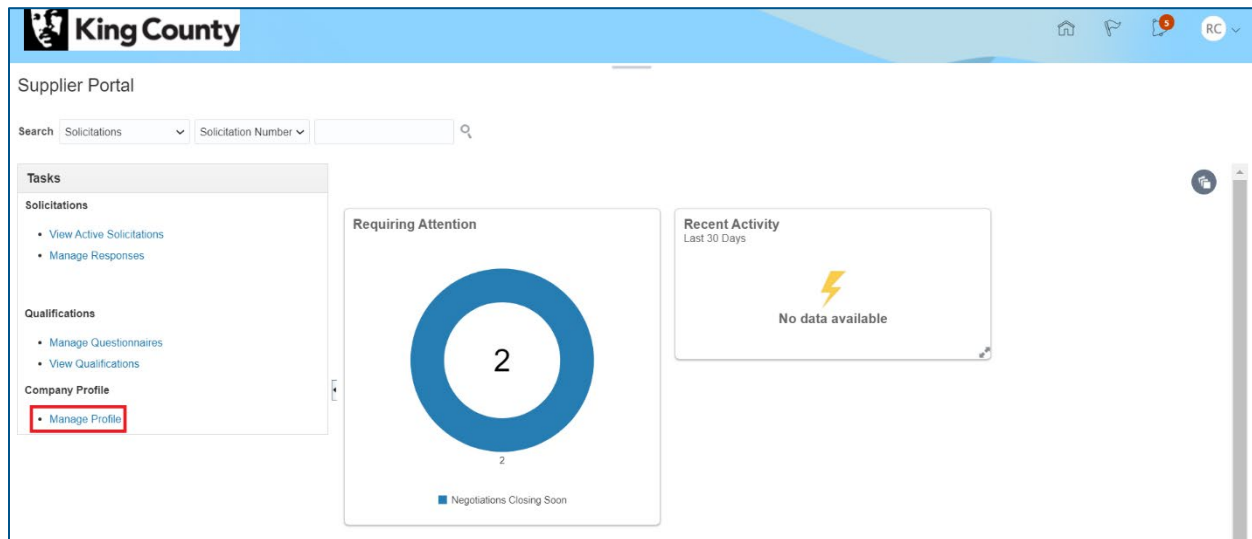
- Click the “Supplier Portal” tile.



- In the “Company Profile” section, under “Tasks,” click on the “Manage Profile” link.



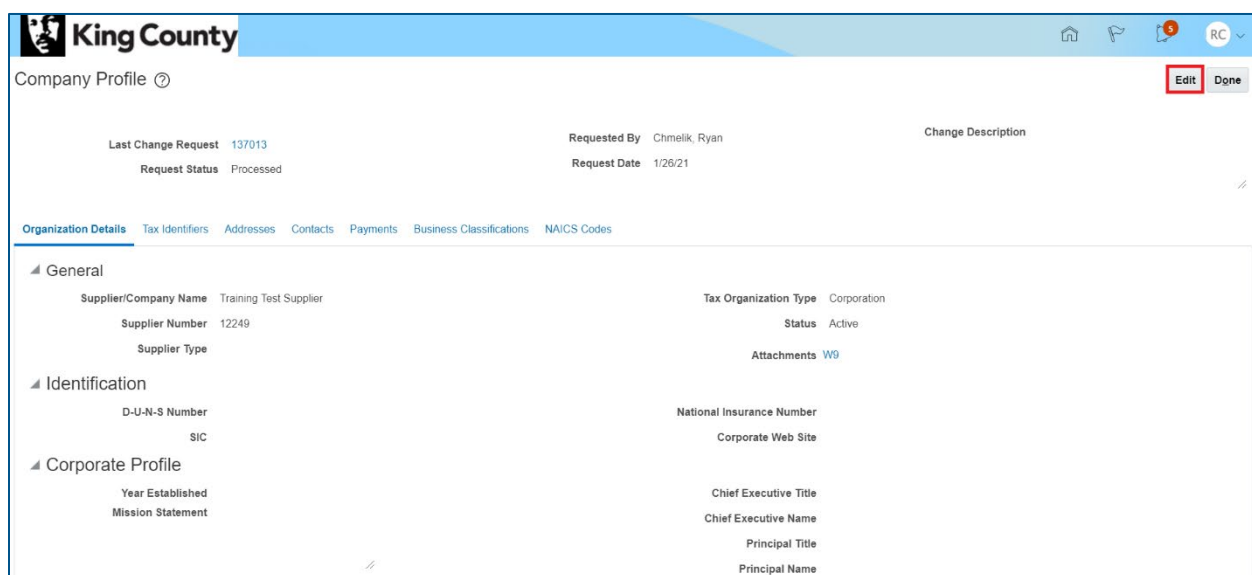
Note: user interface and options will vary depending on users' roles.



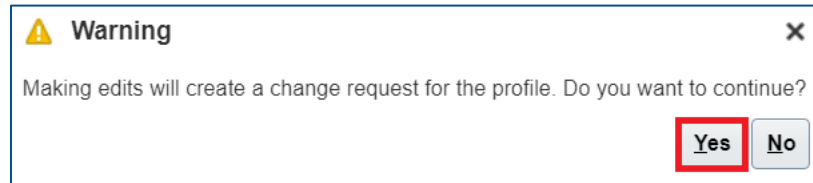
- The “Company Profile” page will display. Click the “Edit” button in the upper right corner to edit company information. The action to edit a tab can be done on any of the tabs.



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



- 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.

 A screenshot of the King County "Edit Profile Change Request" page. The header shows "King County" and "Edit Profile Change Request: 2582067". There are buttons for "Delete Change Request", "Review Changes", and "Cancel". Below the header, there is a "Change Description" label and an empty text box. At the bottom, there are tabs for "Organization Details", "Tax Identifiers", "Addresses" (selected), "Contacts", "Business Classifications", and "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 will not be processed from information entered in this field.

 A screenshot of the King County "Edit Profile Change Request" page. The header shows "King County" and "Edit Profile Change Request: 74001". There are buttons for "Delete Change Request", "Review Changes", and "Cancel". Below the header, there is a "Change Description" label and an empty text box (highlighted with a red box). At the bottom, there are tabs for "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "NAICS Codes" (selected). Below the tabs, there is a table with two columns: "Category Name" and "Description".
 

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.

King County

Edit Profile Change Request: 388028

Delete Change Request Review Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes

General

\* Supplier/Company Name test

Supplier Number 14584

Supplier Type Non-Profit

Tax Organization Type Corporation

Status Active

Attachments IRS W9 + x

Identification

D-U-N-S Number

National 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.



Note: an up-to-date IRS W-9 is required to be a Spend Authorized Supplier.

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

King County

Edit Profile Change Request: 388028

Delete Change Request Review Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes

General

\* Supplier/Company Name test

Supplier Number 14584

Supplier Type Non-Profit

Tax Organization Type Corporation

Status Active

Attachments IRS W9 + x



- 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.

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
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

Rows Selected 1 Columns Hidden 1

OK Cancel

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

King County

Edit Profile Change Request: 388028

Delete Change Request Review Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications NAICS Codes

General

\* Supplier/Company Name test

Supplier Number 14584

Supplier Type Non-Profit

Tax Organization Type Corporation

Status Active

Attachments IRS W9 X

## Tax Identifiers

- Click the “Tax Identifiers” tab; update the supplier information as needed.

King County

Edit Profile Change Request: 388028

Change Description

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications NAICS Codes

**Income Tax**

Taxpayer Country: United States  
Taxpayer ID: 111111a  
☐ Federal reportable  
Federal Income Tax Type

**Transaction Tax**

Tax Country  
Tax Registration Number  
Tax Reporting Name  
Verification Date: m/d/yy  
Tax Registration Type

Delete Change Request Review Changes Cancel

## Addresses

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

King County

Edit Profile Change Request: 141014

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications NAICS Codes

Actions View Format **+** Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Main 1	302 W 50TH ST, NEW YORK, NY 10036, NEW YORK		Ordering, Remit to, RFQ or Bidding		Active

Columns Hidden 3

Delete Change Request Review Changes Cancel



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

\* Country

United States

\* Address Line 1

1234 Main St

Address Line 2

Address Line 3

City

Irvine

State

CA

\* Postal Code

92602

County

Orange

To be an approved supplier with King County, you must add at least one Remit to and one Ordering address.

\* Address Purpose

☒ Ordering

☒ Remit to

☒ RFQ or Bidding

\* Phone

1

123

456-7890

Fax

Email

Inactive Date

m/d/yyyy

Status

Active

Additional Information

To streamline the approval process, please enter the following information.

Select your preferred method of communicating purchasing documents.

Fax

If email/fax is different from above, enter an alternate value.

TEST@GMAIL.COM

\* Is this address your organization's tax reporting address?

Yes

OK

Cancel

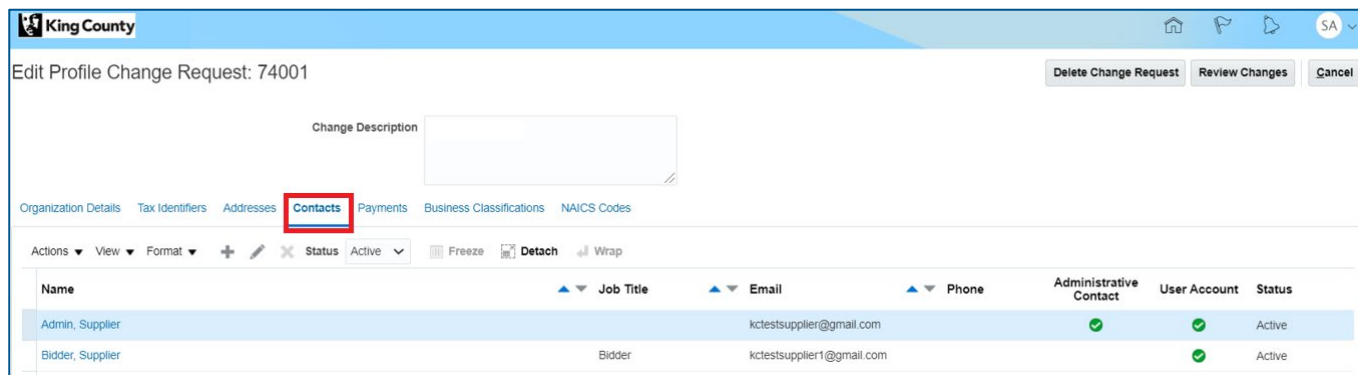
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## Contacts

- Click the “Contacts” tab.



King County

Edit Profile Change Request: 74001

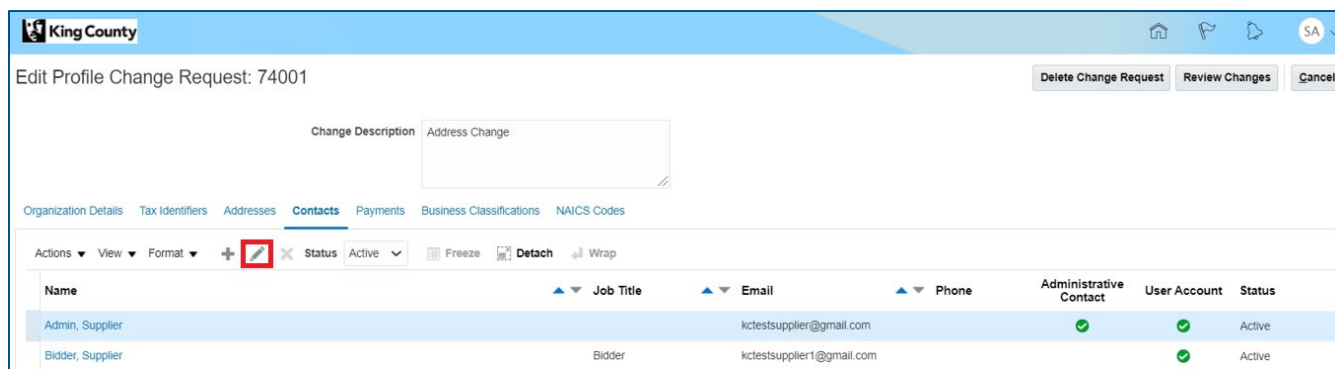
Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications NAICS Codes

Actions View Format + ✕ Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Admin, Supplier		kctestsupplier@gmail.com		✓	✓	Active
Bidder, Supplier	Bidder	kctestsupplier1@gmail.com			✓	Active

- Highlight the desired contact, click the pencil icon to edit an existing 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.



King County

Edit Profile Change Request: 74001

Change Description Address Change

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications NAICS Codes

Actions View Format + ✕ Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Admin, Supplier		kctestsupplier@gmail.com		✓	✓	Active
Bidder, Supplier	Bidder	kctestsupplier1@gmail.com			✓	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).

Edit Contact: Jane Doe

Salutation

\* First Name

Jane

Middle Name

\* Last Name

Doe

Job Title

☒ Administrative contact

\* Phone

1

123

456-7890

Mobile

Fax

Email

Test@GMAIL.COM

Status

Active

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
Test	401 5TH AVE, SEATTLE, WA 98104, KING		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

To 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

XYZTEST1ABC0126@GMAIL.COM

Roles

Data Access

Click Actions then Select and Add to provide contacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
Supplier Bidder KC	Responds to invitations to bid, requests for proposals, requests for qualifications, requests for information, and supplier quali...
Supplier Self Service Administrator KC	Manages the profile information. Primary tasks include updating supplier profile information and creating user accounts to gra...

OK

Cancel

- 

User Account

To 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 contacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
Supplier Self Service Administrator KC	Manages the profile information. Primary tasks include updating supplier profile information and creating user accounts to gra...

- | 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                       | X                                      |                                    |                               | X                                   |
| Supplier Bidder KC                     |                      |                          |                        |                           |                         | X                                      | X                                  | X                             | X                                   |

Select and Add: Roles

Search

Role

Description

Search

Reset

View

Format

Wrap

Role	Description
Supplier Bidder KC	Responds to invitations to bid, requests for proposals, requests ...
Supplier Self Service Administrator KC	Manages the profile information. Primary tasks include updating...

Rows Selected 1

Apply

OK

Cancel

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

Edit Contact: Jane Doe

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

\* Phone

Mobile

Fax

Email

Status

☒ Administrative contact

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
Test	401 5TH AVE, SEATTLE, WA 98104, KING		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

To 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

User Name

Roles

Data Access

Click Actions then Select and Add to provide contacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
Supplier Bidder KC	Responds to invitations to bid, requests for proposals, requests for qualifications, requests for information, and supplier quali...
Supplier Self Service Administrator KC	Manages the profile information. Primary tasks include updating supplier profile information and creating user accounts to gra...

OK

Cancel

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 206-263-9400

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- 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 existing contact.

King County

Edit Profile Change Request: 74001

Change Description: Address Change

Organization Details | Tax Identifiers | Addresses | **Contacts** | Payments | Business Classifications | NAICS Codes

Actions View Format [Pencil Icon] Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Admin, Supplier		kcctestsupplier@gmail.com		✓	✓	Active
Bidder, Supplier	Bidder	kcctestsupplier1@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: [Dropdown]

\* First Name: Jane

Middle Name: [Text Box]

\* Last Name: Doe

Job Title: [Text Box]

☒ Administrative contact

\* Phone: 1 987 654-3210

Mobile: [Text Box]

Fax: [Text Box]

Email: [Text Box]

Status: Active [Dropdown]

**Inactive**

▲ Contact Addresses

Actions View Format [X] [Print] Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
MAIN	330 E MAIN ST, NEW YORK, NY 10036, NEW YORK	+1 (123) 456-7890	Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

▲ User Account

To 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: **Inactive**

User Name: [Text Box]



- 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."

Salutation

\* First Name

Jane

Middle Name

\* Last Name

Doe

Job Title

☒ Administrative contact

\* Phone

1

987

654-3210

Mobile

Fax

Email

XYZTEST1ABC0126+01112023TWO@

Status

Active

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
MAIN	330 E MAIN ST,NEW YORK, NY 10036,NEW YORK	+1 (123) 456-7890	Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

To 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

Inactive

User Name

XYZTEST1ABC0126+01112023TWO@gmail.com

Roles

Data Access

Click Actions then Select and Add to provide contacts with roles. Roles grant contacts access to complete tasks within the King County E-Procurement Supplier Portal.

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
No data to display.	

OK

Cancel

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

King County

Edit Profile Change Request: 1576033

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications NAICS Codes

Actions View Format + × Status **Inactive** Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Doe, Jane		XYZTEST1ABC0126+01112023T...	+1 (987) 654-3210	✓	✓	Inactive

Columns Hidden 7

## Business Classifications

- Click the "Business Classifications" tab.

King County

Edit Profile Change Request: 74001

Change Description

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	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
5. OMWBE - SBE - Small...		Current					m/d/yy	None +			

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

King County

Edit Profile Change Request: 74001

Change Description

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	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
5. OMWBE - SBE - Small...		Current					m/d/yy	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
<input type="text" value="▼"/>			<input type="text" value="▼"/>		

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

**King County**

Edit Profile Change Request: 74001

Change Description

[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	Certificate	Start Date
2. OMWBE - DBE - Dis ▼		Current	OMWBE ▼		<input type="text"/>	m/d/yy
5. OMWBE - SBE - Small...		Current				

## NAICS Codes

- Click the "NAICS Codes" tab.

**King County**

Edit 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 ▼ ✕ Freeze Detach Wrap

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 [Identifying NAICS Codes User Guide](#) to find a full list of possible NAICS Codes.

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

- 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 [Identifying NAICS Codes User Guide](#) 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	Category Name	Description
<input type="checkbox"/>	1111	Oilseed and Grain Farming
<input type="checkbox"/>	▶ 111110	Soybean Farming
<input type="checkbox"/>	▶ 111120	Oilseed (except Soybean) Farming
<input type="checkbox"/>	▶ 111130	Dry Pea and Bean Farming
<input type="checkbox"/>	▶ 111140	Wheat Farming
<input type="checkbox"/>	▶ 111150	Corn Farming
<input type="checkbox"/>	▶ 111160	Rice Farming
<input type="checkbox"/>	▶ 111191	Oilseed and Grain Combination Farming
<input type="checkbox"/>	▶ 111199	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

Search

Category Name  Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	1111	Oilseed and Grain Farming
<input type="checkbox"/>	111110	Soybean Farming
<input checked="" type="checkbox"/>	111120	Oilseed (except Soybean) Farming
<input type="checkbox"/>	111130	Dry Pea and Bean Farming
<input checked="" type="checkbox"/>	111140	Wheat Farming
<input type="checkbox"/>	111150	Corn Farming
<input type="checkbox"/>	111160	Rice Farming
<input type="checkbox"/>	111191	Oilseed and Grain Combination Farming
<input type="checkbox"/>	111199	All Other Grain Farming
<input type="checkbox"/>	1112	Vegetable and Melon Farming

Columns Hidden 1

Apply OK Cancel

## 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."

King County

Edit 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 Freeze Detach Wrap

Category Name	Description
1114	Greenhouse, Nursery, and Floriculture Production
1119	Other Crop Farming
1121	Cattle Ranching and Farming
1122	Hog and Pig Farming
1123	Poultry and Egg Production
5415 > 541511	Custom Computer Programming Services
5415 > 541512	Computer Systems Design Services
5415 > 541513	Computer Facilities Management Services
5415 > 541519	Other Computer Related Services

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

King County

Review Changes

Submit Cancel

Change Description Example of Change Request: Updated IRS W9, Added a contact and NAICS codes.

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

Confirmation

Your profile change request 74002 was submitted for approval.

OK

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

King County

Review Changes

Submit Cancel

Change Description Example of Change Request: Updated IRS W9, Added a contact and NAICS codes.

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

The screenshot shows the 'Company Profile' page in the King County procurement system. At the top, there's a navigation bar with the King County logo and user information. Below the header, the page title is 'Company Profile'. On the right, there are three buttons: 'Delete Change Request', 'Edit', and 'Done'. A red box highlights the 'Delete Change Request' and 'Edit' buttons. A red notification message states: 'There are profile changes that are not submitted. You must click the Edit button to submit the changes or click on the Delete Change Request button to discard.' Below this, there's a table with the following data:

Last Change Request	388028	Requested By	Test, test	Change Description	Example of Change Request: Updated IRS W9, Added a contact and NAICS codes.
Request Status	Draft	Request Date	11/12/21		

At the bottom, there's a navigation menu with links: Organization Details, Tax Identifiers, Addresses, **Contacts**, Payments, Business Classifications, and NAICS Codes.



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."

The screenshot shows the 'Company Profile' page in the King County procurement system. At the top, there's a navigation bar with the King County logo and user information. Below the header, the page title is 'Company Profile'. On the right, there are two buttons: 'Edit' and 'Done'. The 'Request Status' is now 'Processed', which is highlighted with a red box. Below this, there's a table with the following data:

Last Change Request	74002	Requested By	Admin, Supplier	Change Description	Profile Change
<b>Request Status</b>	<b>Processed</b>	Request Date	7/13/20		

- End of process.