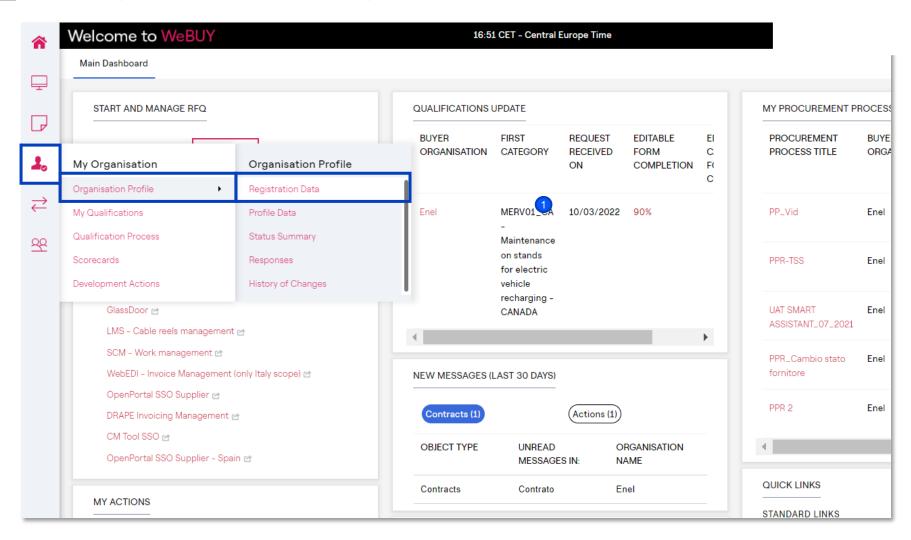
Updating personal data after registration



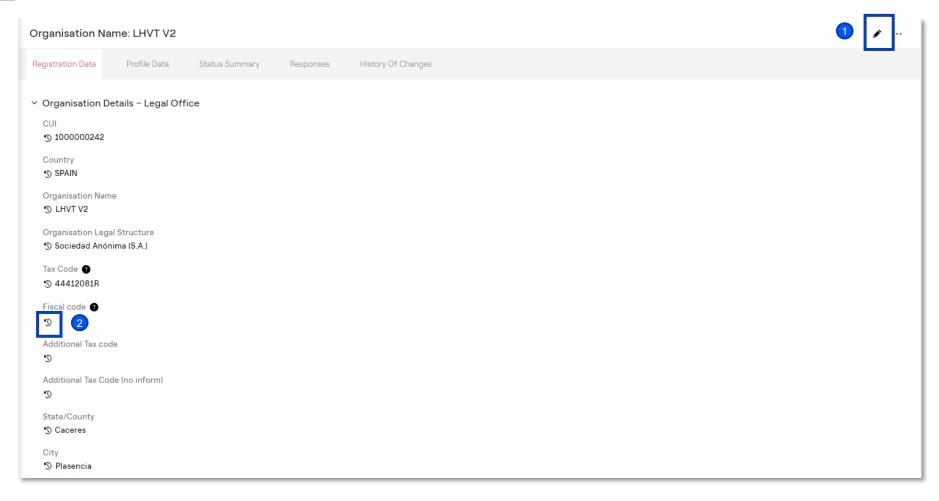


Once completed the registration phase, the supplier can update its personal data in every moment.

In order to do it, from its home page, have to click on *My organization* \rightarrow *Organisation Profile* \rightarrow *Registration Data.*

Only the Master User or other profile with the proper rights will be able to modify the data

Updating personal data after registration

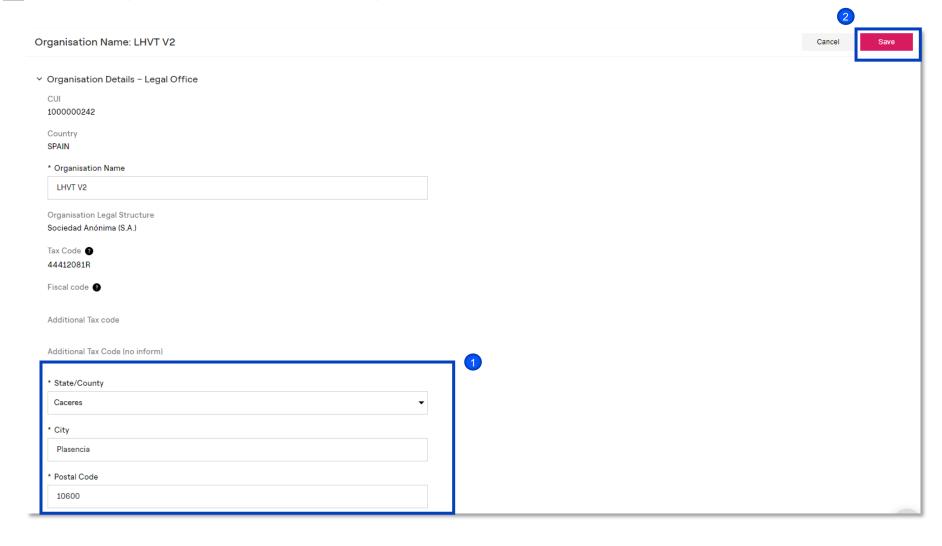




Within the section Registration data, the supplier can visualize all the data inserted during the registration phase and eventually perform modifies clicking on Edit.

2 Clicking on the specific icon it is also possible visualize the history of changes for the specific field, with the detail of the last modification date.

Updating personal data after registration



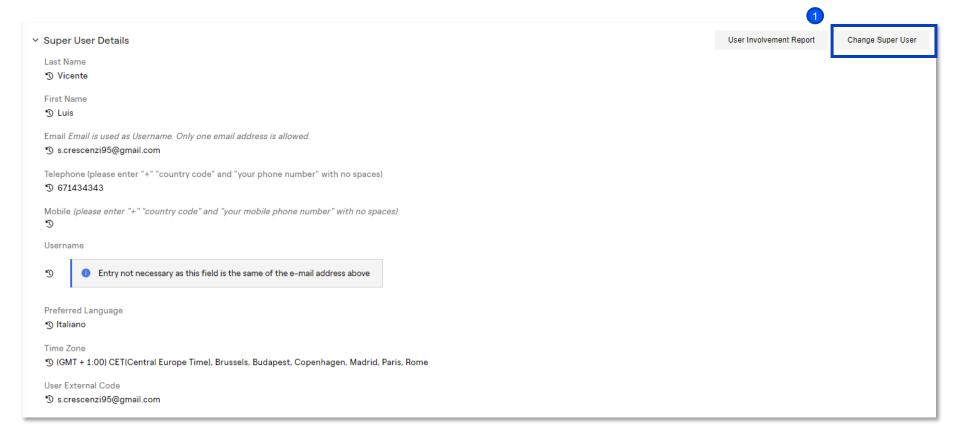


Once clicked on *Edit* will be possible update those fields that the system allow to be edited.

2 After performed all the modifies needed is possible to save the changes done clicking on *Save*.

Modify Super User post registration





Trom the same page «Registration Data», scrolling down, is also possible to change the references relate to the Super User of the specific supplier.

Organization Profile

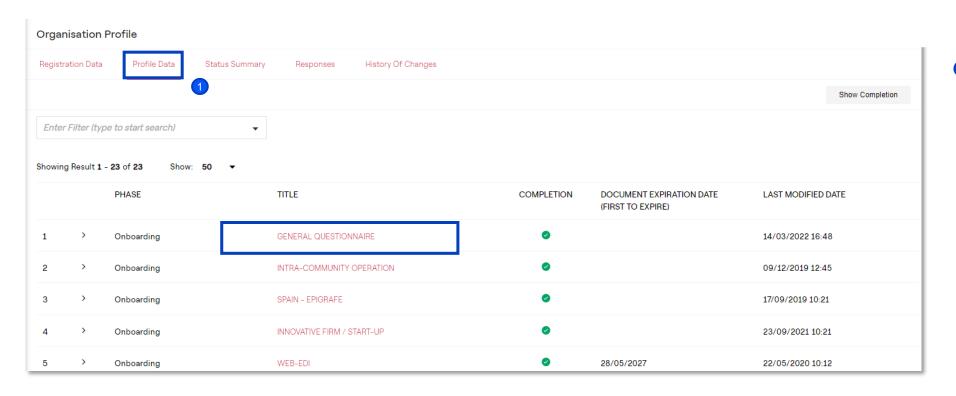


Organisation Name: LHVT V2 Registration Data Profile Data History Of Changes Status Summary Responses Organisation Details - Legal Office § 1000000242 Country SPAIN Organisation Name 'S LHVT V2 Organisation Legal Structure Sociedad Anónima (S.A.) Tax Code 2 3 44412081R Fiscal code ? Additional Tax code Additional Tax Code (no inform) State/County Caceres City S Plasencia

Finally, for the supplier is really useful having the possibility to visualize the history of the changes made, the forms related to the insertion of the registration data, the status of the company and the Response History.

Updating General Questionnaire data





1 The supplier can also update its Registration Data from the tab «Profile Data». From there clicking on «General Questionnaire» can visualize its own legal office country, the registration purposes, administrative info (administrative / purchase order email), and the possibility add an additional office.

Updating General Questionnaire data

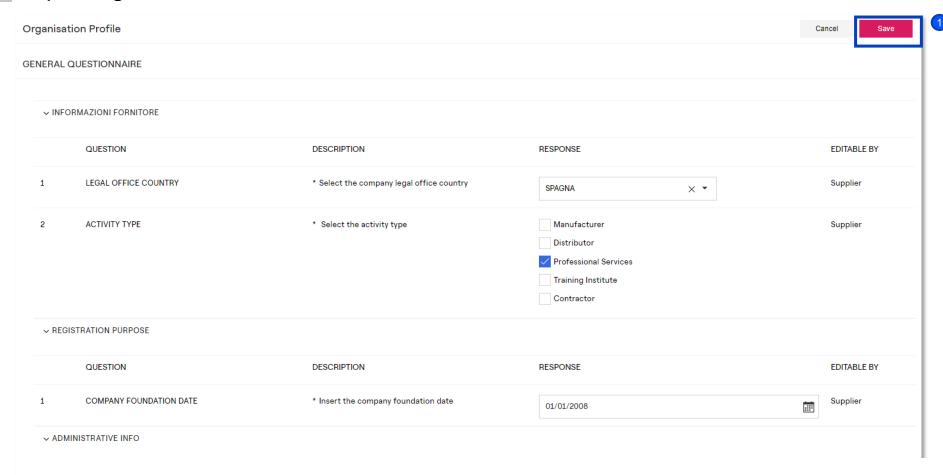


Organisation Profile ← 〈 → GENERAL QUESTIONNAIRE → INFORMAZIONI FORNITORE QUESTION DESCRIPTION RESPONSE **EDITABLE BY** LEGAL OFFICE COUNTRY SPAGNA * Select the company legal office country Supplier **ACTIVITY TYPE** * Select the activity type Professional Services Supplier → REGISTRATION PURPOSE QUESTION DESCRIPTION RESPONSE **EDITABLE BY** COMPANY FOUNDATION DATE * Insert the company foundation date 01/01/2008 Supplier → ADMINISTRATIVE INFO QUESTION DESCRIPTION RESPONSE **EDITABLE BY** WEB-EDI REGISTRATION * Are you registering for the unique finality of using the Yes, for Spain Supplier invoice functionality tra Web-Edi? 2 ADMINISTRATIVE/PAYMENT EMAIL * Enter the email address used by the payment department | Ihvicente@minsait.com Supplier for invoicing and administration usage

Within the General Questionnaire, clicking on edit, is possible update all the fields present (visible in the screen) as the email for the payment or order and eventually add additional offices.

Updating General Questionnaire data

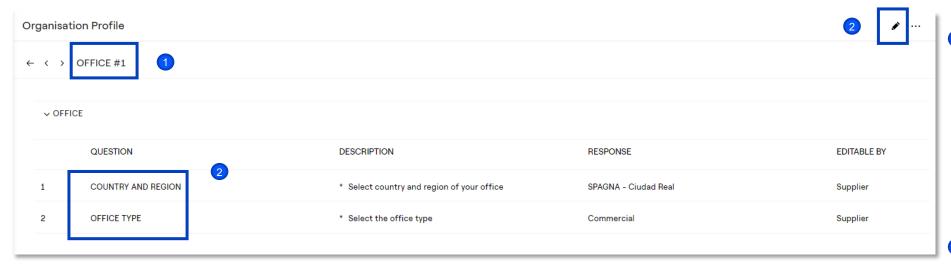




1 Completed all the fields, clicking on Save.

Updating General Questionnaire data – Add additional offices





If the supplier marked with "Yes" the field Add additional office, the system will create a new form named «OFFICE #1».

Within this form will be possible insert the country of reference and the typology of the additional office (commercial, administrative, productive)