

Once a supplier's company profile has been activated in an Ion Wave system, a user with the administrative role will be able to update some specific information including:

- Some company information
- Add additional user accounts
- Update commodities
- Verify and update the W-9 form

To begin, select **Company Profile** using the Admin dropdown or in the Quick Links area.



Figure 1 Select Company Profile.

Select the following tabs to make needed changes:

Profile

Company information can be edited and saved on this tab. Thirty days after registration, the Trade Name, Legal Name, and Tax ID Number fields can no longer be edited. These fields must be updated by the agency at which the supplier is registered.

Address Book

Suppliers can update a current address by clicking the **edit pencil** or add an additional address by selecting **Add Address**. Addresses can be deleted by clicking the Trash Can symbol. The General/Corporate Address is populated from the information on the Profile tab and cannot be deleted.

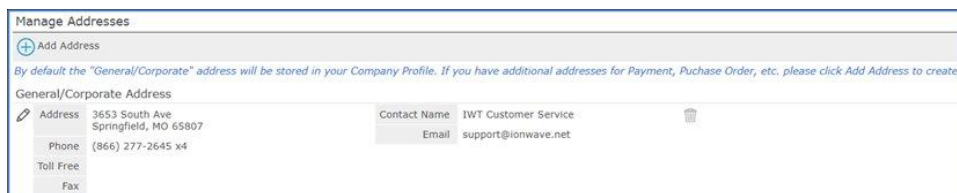


Figure 2 Select Add Address.

Users

Administrators can edit current user information by clicking the magnifying glass next to the user's name, making changes, and selecting **Save**.

New users can be added by selecting **Add User**.

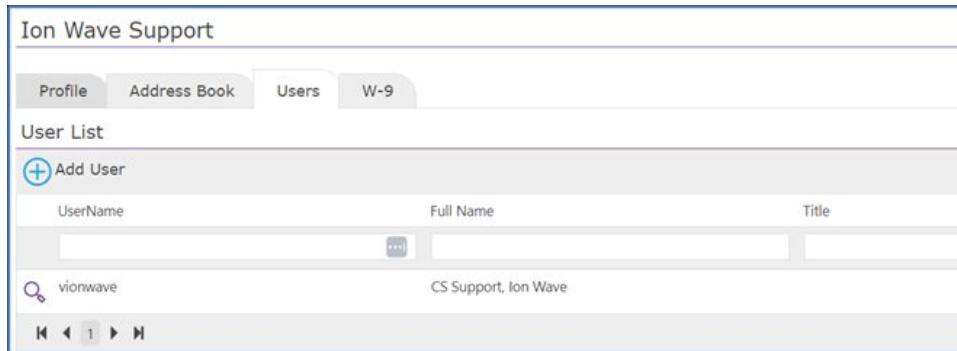
The screenshot shows the 'Ion Wave Support' application interface. At the top, there are four tabs: 'Profile', 'Address Book', 'Users', and 'W-9'. The 'Users' tab is currently selected. Below the tabs, there is a 'User List' section. On the left side of the 'User List' section, there is a blue circular button with a white plus sign and the text '+ Add User'. Below this button, there is a table with three columns: 'UserName', 'Full Name', and 'Title'. The first row of the table shows a search result for 'vionwave' with the full name 'CS Support, Ion Wave'. At the bottom of the table, there are navigation controls including a magnifying glass icon, the text 'vionwave', and a page indicator '1'.

Figure 3 Select Add User.

W-9

This tab will only be available if the agency chooses to collect W-9s. If inaccurate data exists on the W-9, the information must be changed by a representative from the Purchasing Office of the agency.

Once changes are made, select **Update W-9** and provide a digital signature and date before selecting **Save** at the top of the page.

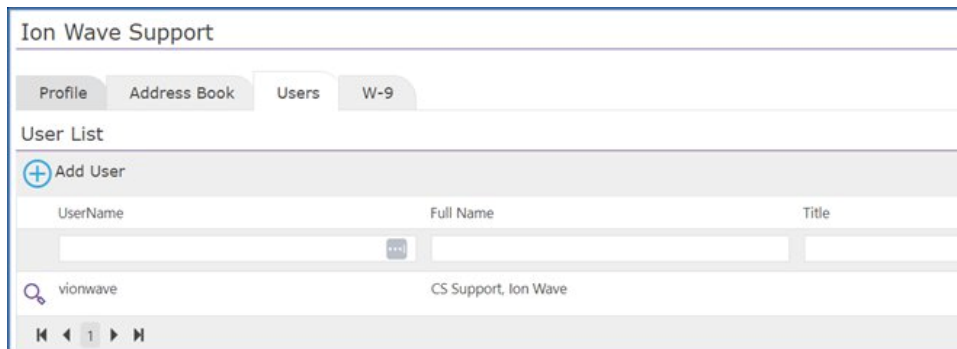
The screenshot shows the 'Ion Wave Support' application interface with the 'W-9' tab selected. The 'User List' section is visible, showing a search result for 'vionwave' with the full name 'CS Support, Ion Wave'. In the first row of the table, there is a small pencil icon in the 'UserName' column, which is used for editing the user's information.

Figure 4 Select the pencil icon on left.