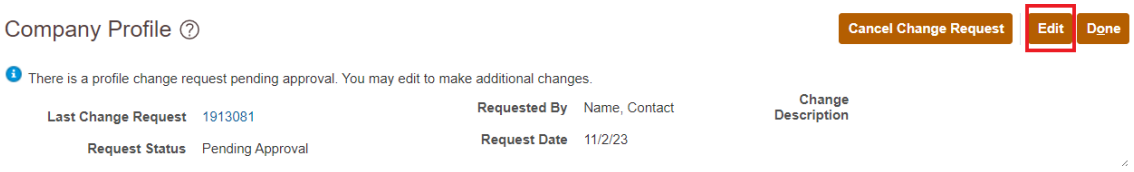
Snap Inc.

Edit an existing change request

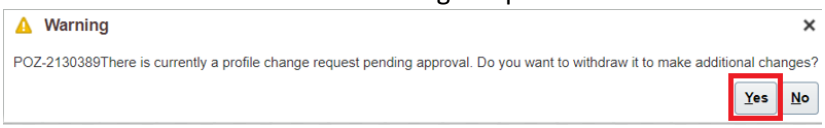
Log back into your supplier portal https://ephz.fa.us2.oraclecloud.com

- Click Manage Profile

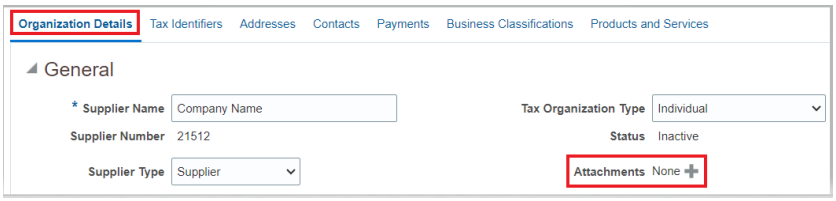
- Click Edit to the Existing change request



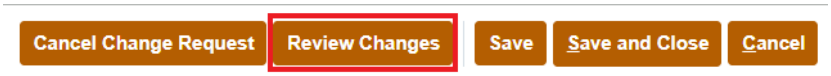
- Click Yes to withdraw the initial change request

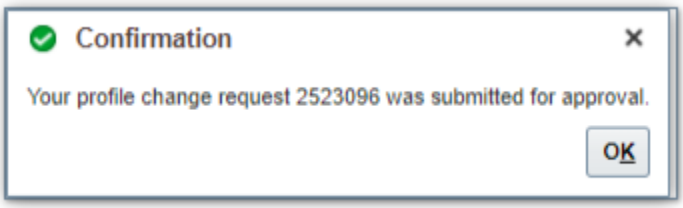


- Make the necessary change. All tax identification and bank changes **require** supporting documentation. Go to the Organization Details tab to add all attachments.



- Click Review Changes once all changes are completed.



- Click Submit on the following screen. Clicking Submit is required in order for the changes to be implemented

- Once the change request is properly submitted you will receive a confirmation notice. This