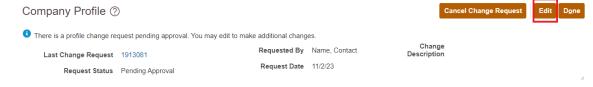
Snap Inc.

Edit an existing change request

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



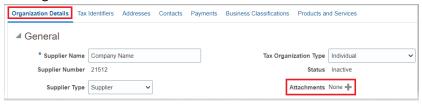
- Click Manage Profile
- · Manage Profile
- Click Edit to the Existing change request



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

