

Edit an existing change request

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

Company Profile

- Click Manage Profile • [Manage Profile](#)
- Click Edit to the Existing change request

Company Profile ?

[Cancel Change Request](#) [Edit](#) [Done](#)

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request	1913081	Requested By	Name, Contact	Change Description
Request Status	Pending Approval	Request Date	11/2/23	

- Click Yes to withdraw the initial change request

Warning ×

POZ-2130389There is currently a profile change request pending approval. Do you want to withdraw it to make additional changes?

[Yes](#) [No](#)

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

[Organization Details](#) [Tax Identifiers](#) [Addresses](#) [Contacts](#) [Payments](#) [Business Classifications](#) [Products and Services](#)

General

* Supplier Name

Tax Organization Type

Supplier Number 21512

Status Inactive

Supplier Type

Attachments None

- Click Review Changes once all changes are completed.

[Cancel Change Request](#) [Review Changes](#) [Save](#) [Save and Close](#) [Cancel](#)

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

[Edit](#) [Submit](#) [Cancel](#)

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

Confirmation ×

Your profile change request 2523096 was submitted for approval.

[OK](#)