



# QRG

## How to update Third-Party profile



# Supplier Quick Apps Main Dashboard



Welcome to the Takeda Pharmaceutical Company Limited Supplier Management Portal website!! This system allows you to review and maintain selected information on your company 24 hours a day, seven days a week. For further assistance, please contact Takeda Pharmaceutical Company Limited at [global.supplier.onboarding.operations@takeda.com](mailto:global.supplier.onboarding.operations@takeda.com)

**Quick Apps**

- Update Profile
- My Communication
- Update Contact
- My Tasks

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## 1 Supplier Quick Apps

Following the initial registration, a supplier can access "Quick Apps" to execute a range of tasks within their profile.

- **Update Profile:** The "Update Profile" feature allows suppliers to modify details given during the initial registration, such as Business Address, Bank Account, and more.
- **My Communication:** This enables suppliers to correspond with Takeda representatives through the Apex portal by using the notes function.
- **Update Contact:** provides a shortcut for swiftly editing or adding contact records.
- **My Tasks:** Through "My Tasks," suppliers can access all tasks that have been assigned to them.

# Supplier Updates

## Update Profile



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Account Information

Bank Information

Add Bank Account

	Bank Name	Country	Currency Type	Account Type	Delete
Edit	WELLS FARGO BANK NATIONAL ASSOCIATION	United States			Delete

<< Previous    Next >>    Save Draft

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### 2 Checklist

Upon selecting "Supplier update", you will be taken to the registration form, identical to the one used during initial registration. Utilize the checklist to move through different forms; in this example, the "Account Information" form is selected.

### 3 Add Bank Account

The "Add" functionality enables you to supplement existing information with further details. For instance, you can use it to add a new bank account alongside one already registered.

### 4 Update Bank Account

The "Edit" feature allows you to modify existing details, such as updating an existing account number in this example.

# Supplier Quick Apps Update Profile



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**Banking Information**

Address:

Bank Country:

Payment Currency:

ABA Routing Number:

Bank Swift Code:

Account Number:

\* Please make sure Account Holder Name should not to exceed more than 60 Characters

Account Holder:

Bank Name:

Bank Street Name:

Bank City:

Bank County/District:

Bank State/Region:

Bank Postal Code:

Account Type:

Remit Email Address:

Do you have Intermediary Banking?:

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**Account Information**

**Banking Information**

Add Bank Account

Bank Name	Country	Currency Type	Account Type	Delete
<input type="button" value="Edit"/> WELLS FARGO BANK NATIONAL ASSOCIATION	United States			<input type="button" value="X Delete"/>
<input type="button" value="Edit"/> WELLS FARGO BANK NATIONAL ASSOCIATION	United States		CHECKING	<input type="button" value="X Delete"/>

Rate your experience: ☆☆☆☆

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**Review and Submit**

Please hit the **SUBMIT** button to finalize your information for approval.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with QA Takeda, and its affiliates.

For any questions please contact QA Takeda support at or email us at [SMB.vendor.query@takeda.com](mailto:SMB.vendor.query@takeda.com)

Rate your experience: ☆☆☆☆

## 5 Detail Forms

Whether adding a new record or editing an existing one, the process mirrors the initial entry during registration. After completing the necessary form, click "OK" to continue.

## 6 Checklist Items

Once you modify a checklist item, subsequent items will be marked as incomplete. Review each subsequent item for correctness and, if all is checked for correctness, click "next" to advance to the next item.

## 7 Review and Submit

Ensure each incomplete item is thoroughly checked for accuracy. Once you confirm the accuracy of an item, proceed by clicking 'next,' which will automatically mark the item as complete on the checklist. After reviewing all items, secure your updates by clicking "Submit" on the Review and Submit page.

**Thank you!**

