QRG
How to update Third-Party profile

Supplier Quick Apps
Main Dashboard

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

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

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!