

User Guide

Edit Company Information

The following steps illustrate how to edit your company information.

1. Click on “Company Admin” from the “My Stuff” main page.

The screenshot shows a grid of navigation options under the 'My Stuff' main page. The options are:

- Watchlist**: View and manage opportunities added to your watchlist.
- Contracting Instruments**: View and download formal contracts, letters of acceptance or purchase orders issued to you.
- Invoices**: Create and manage your electronic invoices using information in the invoicing instructions.
- My Profile**: Change your personal profile, password or terminate your account.
- Government Supplier Registration**
- Invitations**: View all opportunities that your company has been invited to participate in.
- Period Contracts**: View your period contracts.
- Credit Notes**: Create and manage credit notes for your electronic invoices.
- Filters**: Create your own search filters and find opportunities based on your preferences.
- Bills**: View and pay subscription fees billed to
- Responses**: Track your open and closed responses.
- Invoicing Instructions**: View and use the information in the invoicing instructions to create your invoices.
- Payment Status**: View payment status of your electronic invoices and credit notes.
- Company Admin**: Change your company details, add/swap your authorised representatives or set up your beneficiaries. (This link is highlighted with a red box in the original image.)

2. The “Company Admin” page is displayed with all the company information you had provided. Click “Edit”.

The screenshot shows the 'Company Admin' page. At the top, there is a breadcrumb trail: [Home](#) > [My Stuff](#) > [Company Admin](#). Below this is the main heading 'Company Admin'. Underneath, there is a section titled 'COMPANY INFORMATION' with an 'Edit' button in the top right corner (highlighted with a red box). The information is as follows:

Company Name*	BETA PRIVATE LIMITED
Trading Partner Ref. No. *	123456789R
GST Registration No.	
Company Type	Local
Date of Registration	10 Feb 2015

Below the 'COMPANY INFORMATION' section is another section titled 'REGISTERED ADDRESS' with an 'Edit' button in the top right corner.

3. Make the necessary edits that are allowed.

Home > My Stuff > Company Admin > Edit Company Information

Edit Company Information

Company Name +	BETA PRIVATE LIMITED
Trading Partner Ref. No. +	123456789R
GST Registration No.	<input type="text"/>
Company Type	Local
Date of Registration	10 Feb 2015

Cancel Submit

4. When you are done, click "Submit".

Home > My Stuff > Company Admin > Edit Company Information

Edit Company Information

Company Name +	BETA PRIVATE LIMITED
Trading Partner Ref. No. +	123456789R
GST Registration No.	<input type="text" value="123454788"/>
Company Type	Local
Date of Registration	10 Feb 2015

Cancel Submit

5. If your company information has been updated successfully, you will see this dialogue box. Click "Close".

Home > My Stuff > Company Admin > Edit Company Information

Edit Company Information

Company Name +	BETA PRIVATE LIMITED
Trading Partner Ref. No. +	123456789R
GST Registration No.	<input type="text" value="123454788"/>
Company Type	Local
Date of Registration	10 Feb 2015

Cancel Submit

SUCCESS

Your Company information has been updated successfully.

Close