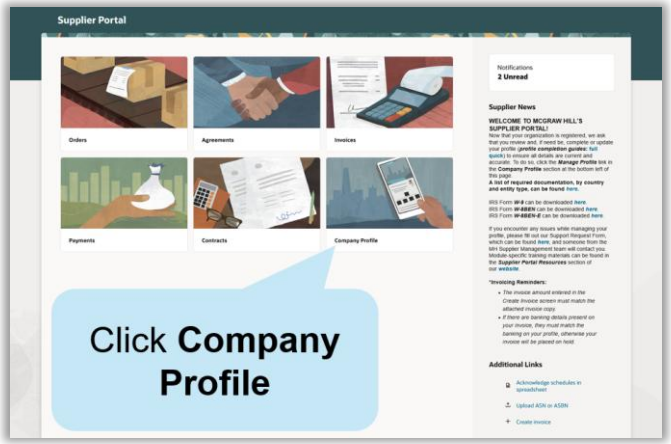
From the **Oracle Home page**, select the **Supplier Portal** tab, then click the **Supplier Portal** tile. On the Supplier Portal page, click the **Company Profile** card.

Click **Edit** in the upper-right corner of the page and select **Yes** to acknowledge that you are creating a profile change request.

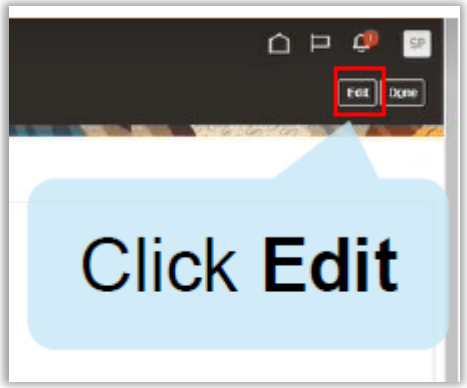
Update the applicable profile information and attach any required supporting documentation. Once all changes have been completed, click **Save**, then **Review Changes**. If all information is accurate, click **Submit** to send your profile change request for review and approval.

Screenshots are provided below for reference.



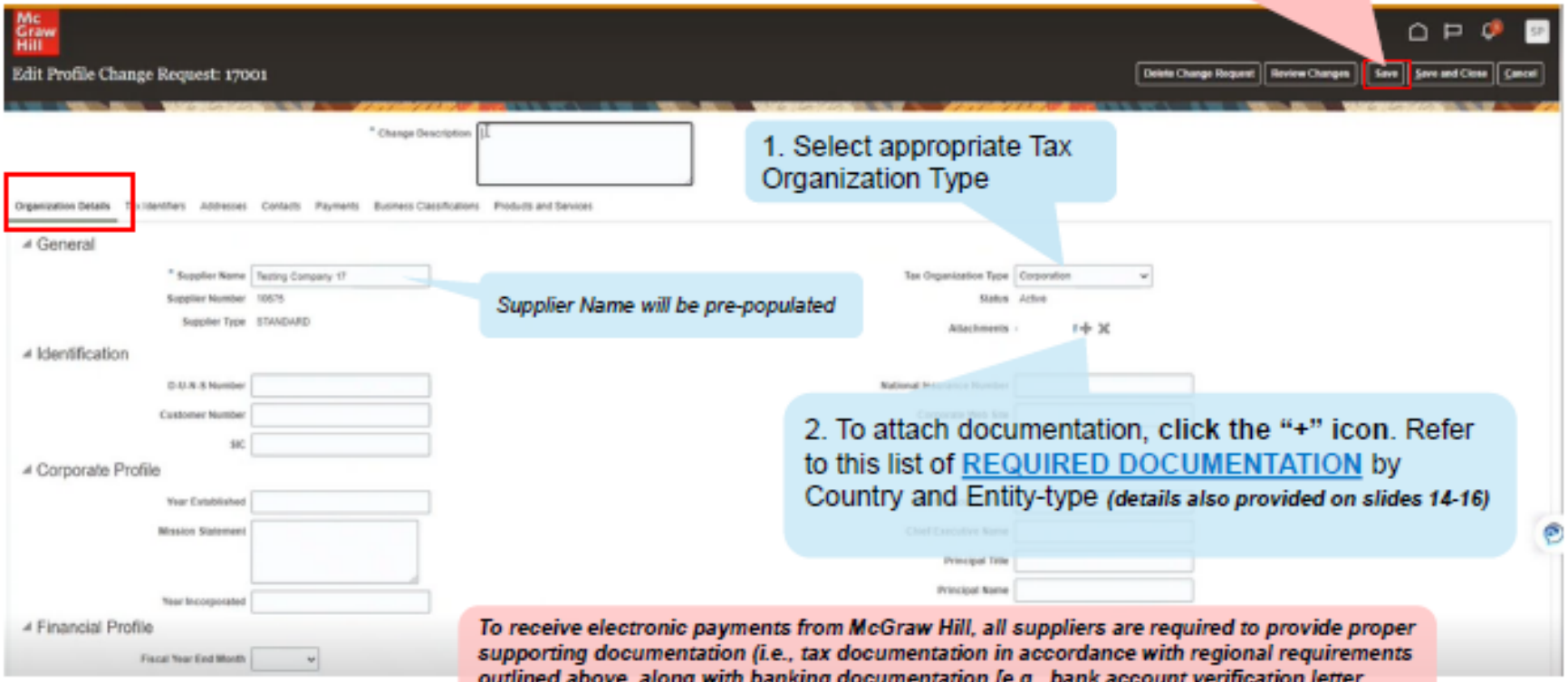


THEN,



Select Tax Type & Attach Documents

Don't forget to save!
Click "Save" on each tab to avoid losing your changes



1. Select appropriate Tax Organization Type

Supplier Name will be pre-populated

2. To attach documentation, **click the "+" icon**. Refer to this list of REQUIRED DOCUMENTATION by Country and Entity-type ***(details also provided on slides 14-16)***

To receive electronic payments from McGraw Hill, all suppliers are required to provide proper supporting documentation (i.e., tax documentation in accordance with regional requirements outlined above, along with banking documentation [e.g., bank account verification letter, bank statement with balances redacted, cancelled cheque])

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1. Click "**Choose File**" and select your document
(title will auto-populate)

2. Add a **Description**
Examples: W-9, Cancelled check, Bank Letter, Bank Statement

3. Click **OK**

