Update Profile

Overview

The Update Profile application is used by the supplier's Profile Manager to maintain all company information such as addresses, payment data, users & contacts, and Vendor Statement of Business & Legal Relationships (VSBL) information.



Vendor List

The **Vendor List** displays all address entities for the vendor and details for each entity.



- 1. The left side displays all address entities for the vendor in a hierarchical manner. The first entity listed is the main Vendor. Following the main vendor may be Invoicing Parties and Ordering Addresses. A summary of information is displayed for you to identify the item you are updating. This includes the name, type, vendor number, and address. Click on an item to show its details on the right side pane.
- Information is separated into tabs. Depending on the type of entity selected and your relationship with UP, different tabs may display. The tabs that may display are General Info, Tax and Banking, Contacts, VSBL, and Attachments. See <u>Vendor Details</u> for more information.
- 3. Click **Update** to save your changes.

Vendor Details

The **Vendor Details** shows details such as address, contacts, and payment information for a supplier. Click on a tab to display and update the information pertaining to that subject.

Note: To change the Vendor Name, contact Union Pacific's <u>Supplier Management Group</u>.

General Information

General Information includes address, phone number, fax number, and email address. The **Email** is used to receive ACH remittance details related to a payment.



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1. For a **Vendor** entity, click **Add a Remit To Address** to add a new address or bank account to remit payment to. The following screen displays. Once added, the address appears as an **Invoicing Party** in the list on the left side.

<	Add Remit to Address				
*Company Name:	UNION PACIFIC RAILROAD COMPANY (FOR DEMO ONLY)				
Company DBA Name:	DBA DEMO CLIENT				
*Country:			~		
*Address:					
*City:					
*State:			~		
*Zip:					
*Phone:	***** ****				
*Fax:	*****				
*Email:					
ACH Information					
	Account Type: Checking Savings				
	*Bank Routing # (9 Digits):				
	*Account Number:				
	*ACH Authorization Form: Attach ACH authorization form				
		Add	Cancel		

Tax and Banking

Tax and Banking includes tax classification and ACH information.

General Info Tax and Ba Contacts VSBL	0 Attachments						
Company Tax Information	Company Tax Information						
US Entity: Yes Tax Classification: INDIVIDUAL/SOLE PROPRIETOR Tax ID Number: 123567894 1 Tax ID change? Click Here ACH Information							
Account Type: "Bank Routing # (9 Digits): "Account Number: ACH Authorization Form:	Checking Savings						

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- Tax information cannot be updated in this application. If you need to change your **Tax ID**, you need to re-register with Union Pacific under the new Tax ID. Click **Tax ID change? Click Here** to open the **Supplier Registration** form.
- 2. Click Attach ACH authorization form to select and attach the document.

Contacts

Contacts include all supplier employees that have access to UP SourceHub (Users) or that are significant for communication (Contacts). For more information, see <u>Roles and Responsibilities</u>.

General Info Ta	x and Ba	acts	Attachments					
Add User Remove	User 1							
Last Name	First Name	Title	Email	Phone	Mobile	Contact/Role	User ID	
TEST	VENDOR 1	PROFILE MANAGER	CASADMIN@ UP.COM	4025550000		BID MANAGER,SE RVICE INVOICE PROCESSOR, SERVICE PO REVIEWER,P ROFILE MANAGER,RE AD ONLY	XCCA999 2	3
Dog	Тор	CEO	topdog@up.co m	444-444-4444		OWNER / PRESIDENT / CEO		>

- 1. Manage the list of Users/Contacts.
 - Click Add User to open a screen to add a new User/ Contact.

•	Aud Osci			
*First Name:				
*Last Name:				
*Title:				
*Email:	Must be valid email format Bob@company.com			
*Phone:	#### #######			
Mobile:	#### #### #####			
Fax:	#### #### #####			
Relate User to Ordering Address:	v			
+ Add Roles - Provides ac	cess the system 1			
+ Add Contacts - No acce	ss to system 2			



- Click + Add Roles to open a pop-up to select the appropriate roles for the employee. Roles give the employee access to UP SourceHub.
- 2. Click + Add Contacts to open a pop-up to select the appropriate contact types for the employee. Contact types do not give the employee access to UP SourceHub, but may be used for specific communications.
- 3. Click **Add** to create the user with the selected Roles/Contact types. If a Role is selected, the user is issued a Union Pacific userid and password to login to UP SourceHub. An email is sent to the user informing them of their userid and next action to take.
- To delete a User/Contact, check the box next to the employee and click **Remove User**.
 - Note: The **Profile Manager** for a company cannot be removed through this process. To remove a Profile Manager, contact Union Pacific's <u>Supplier Management Group</u>.
- 2. Union Pacific's assigned **User ID** for the employee. It takes a few moments for a new employee's userid to generate.
- 3. Click a row to update an employee's personal information, roles, and contact types.

VSBL

VSBL includes W8/W9 information, Business & Relationship Questions, types of service your company provides, geographic areas your company serves, top customers, and subcontractors. This information must be verified and updated annually. Additional help and directions are provided on the form itself.

General Info Tax and Ba Contacts VSBL Attachments	
W8/W9	
Attach a updated W8/W9: Attach W8/W9	
Are you currently subject to backup tax withhold O Yes O N	io
Does your business require a Form 1099?: O Yes • N	io
Does your company provide services in CA?: O Yes O N	lo
Attach Form 590	
Business & Relationship Questions	
 Is any of your company?s management, supervisors, No nor principals involved in any way in litigation with the Railroad or Union Pacific Corporation (UPC)? Is your company currently representing anyone involved in litigation with the Railroad or UPC? 	Yes
2) Does your company have any business activities or No relationships (other than described above) that might conflict with the interests of the Railroad? (if yes, Please identify)	Yes N
Services/Materials You Provide Choose the services and materials you provide by searching or browsing the list. BROWSE:Click an item in the first level of the catalog to drill down to more speci- check the service and material items you provide and click Add. SEARCH:Enter a keyword or phrase in the search box to look for a specific item. returned Drill down through the category levels to find the matches. Cl click Add.	Select all that apply. fic services and materials under that category. At the fourth level, Services and material categories that match the search will be teck the service and material item you provide at the fourth level a
KEYWORD: Search (e.g. Ties, Vegetation Managem	SEARCH ent, Inspections, etc)
Calibration/Inspectio > No Items Consulting & Staffing > Engineering Design/ >	No Items No Items

Attachments

Displays **Attachments** that Union Pacific has filed, such as W8/W9, ACH, and CA 590 forms.

General Info	Tax and Ba	Contacts	VSBL	Attachments
6cee292b0bdcfe0a11ff7a4709968772.jpg Category: W9				
8137 Categ	c49c3028069 jory: W9	bb985d83bf	9ff806b.jpg	

