





How to Update Profile

Updating the company's profile can only be done by the designated Profile Manager


- If there is no profile manager, contact 402-544-0025

When logged in as Profile Manager, the Update Profile Tab will be present in the Create/Request Section on the SourceHub home screen

Create / Request

<p>Create and Subm... New, Rejected & Mo...</p> <p> 239 Pending</p>	<p>Create Mobile SES Submit Daily (DWR)</p> <p></p>	<p>Request Retentio... Notarized Request</p> <p></p>	<p>Update Profile Users, Location & W-9</p> <p></p>
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The General info tab allows you to change the vendor address

 [Redacted]

Vendor Type: Vendor

Vendor Number: [Redacted]

General Info... Tax and Ba... Contacts VSBL Attachments²

Add a Remit To Address

Vendor Name: [Redacted]

*Street Address: [Redacted]

*City: [Redacted]

*State: [Redacted] ▾

*Zip: [Redacted]

*Country: [Redacted] ▾

*Phone: [Redacted]

*Fax For POs: [Redacted]

*Email: [Redacted]

Tax and Banking lets you edit the Tax info and bank account information

General Info... **Tax and Ba...** Contacts VSBL Attachments²

Company Tax Information

US Entity: [REDACTED]
Tax Classification: [REDACTED]
Tax ID Number: [REDACTED] [Tax ID change? Click Here](#)

ACH Information

Account Type: Checking Savings

*Bank Routing # (9 Digits): [REDACTED]

*Account Number: [REDACTED]


ACH Authorization Form: [Attach ACH authorization form](#)

Contacts allows edit of authorized contacts as well as Roles

The screenshot shows a software interface with a navigation bar at the top containing five icons: 'General Info...', 'Tax and Ba...', 'Contacts' (selected), 'VSBL', and 'Attachments'. Below the navigation bar are two buttons: 'Add User' and 'Remove User'. A table below displays user information with columns for 'Last Name', 'First Name', 'Title', 'Email', 'Phone', 'Extension', 'Mobile', and 'Contact/Role User ID'. One row is visible, with several fields redacted by black boxes. The 'Contact/Role User ID' column lists roles: AUTHORIZED CONTRACT SIGNER, SERVICE INVOICE PROCESSOR, SERVICE PO REVIEWER, PROFILE MANAGER.

<input type="checkbox"/>	Last Name	First Name	Title	Email	Phone	Extension	Mobile	Contact/Role User ID
<input type="checkbox"/>	[REDACTED]	[REDACTED]	PROFILE MANAGER	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	AUTHORIZED CONTRACT SIGNER, SERVICE INVOICE PROCESSOR, SERVICE PO REVIEWER, PROFILE MANAGER

Select a name to edit their info and Roles. Select “Add Roles” to add new roles to the user

 Edit User

*First Name:

*Last Name:

*Title:

*Email:

*Phone:


Extension:


Mobile:


Fax:

Relate User to Ordering Address:

+ Add Roles - Provides access the system

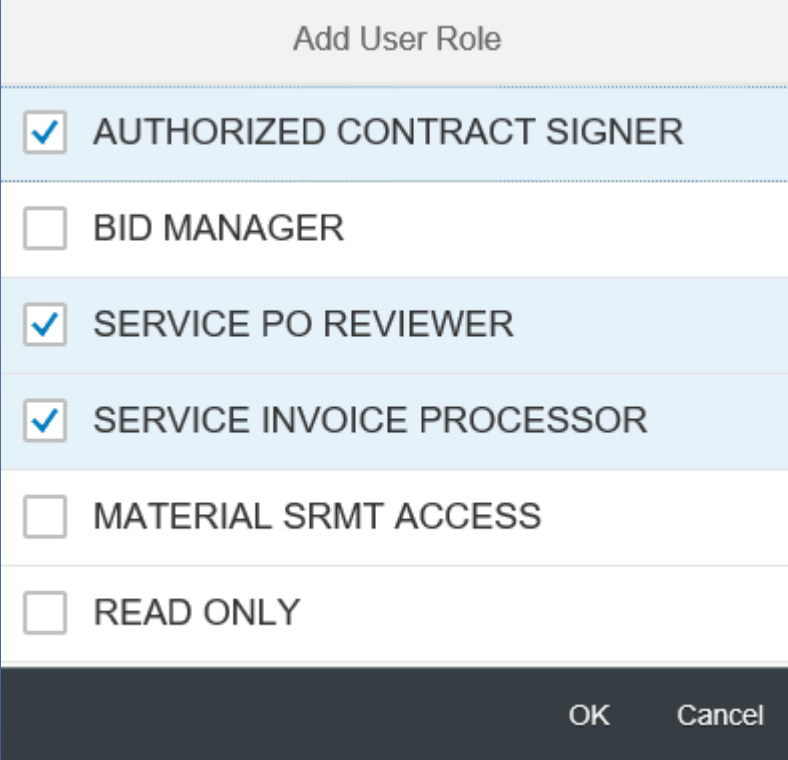
 AUTHORIZED CONTRACT SIGNER

 SERVICE PO REVIEWER

 SERVICE INVOICE PROCESSOR

+ Add Contacts - No access to system

After selecting “Add Roles”, a pop-up box will show up. Select the appropriate roles to add






The image shows a dialog box titled "Add User Role" with a list of roles and checkboxes. The roles are: AUTHORIZED CONTRACT SIGNER (checked), BID MANAGER (unchecked), SERVICE PO REVIEWER (checked), SERVICE INVOICE PROCESSOR (checked), MATERIAL SRMT ACCESS (unchecked), and READ ONLY (unchecked). At the bottom right, there are "OK" and "Cancel" buttons.

Role	Selected
AUTHORIZED CONTRACT SIGNER	Yes
BID MANAGER	No
SERVICE PO REVIEWER	Yes
SERVICE INVOICE PROCESSOR	Yes
MATERIAL SRMT ACCESS	No
READ ONLY	No

Click “OK” when finished






Click the Green “Update” button to save all updates

+ Add Roles - Provides access the system

	AUTHORIZED CONTRACT SIGNER
	SERVICE PO REVIEWER
	SERVICE INVOICE PROCESSOR

+ Add Contacts - No access to system

The VSBL Tab will allow you to update W9 forms, business relationships, and category classifications

 [General Info...](#)  [Tax and Ba...](#)  [Contacts](#)  [VSBL](#)  [Attachments](#)²

W8/W9

Attach a updated W8/W9: [Attach W8/W9](#)

Are you currently subject to backup tax withhold.. Yes No

Does your business require a Form 1099?: Yes No

Does your company provide services in CA?: Yes No

[Attach Form 590](#)

Business & Relationship Questions



1) Are any of your company's management, supervisors, or 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? No Yes

2) Does your company have any business activities or relationships (other than described above) that might conflict with the interests of the Railroad? (if yes, Please identify) No Yes

The attachments tab will allow you to see any uploaded documents for your profile



The screenshot shows a navigation bar with five tabs: General Info..., Tax and Ba..., Contacts, VSBL, and Attachments. The Attachments tab is selected, indicated by a blue underline and a blue paperclip icon with a '2' in the top right corner. Below the navigation bar, two document entries are listed:

-  Yoga (1).jpg
Category: W8
-  Service_Units_Regions_for_Supply_2017_v4 (4).jpg
Category: Voided Check