

## How to Amend Details after Registration

Please log in to your Supplier Profile at <https://supplierlive.proactisp2p.com/Account/Login> using your Username and Password. Navigate to “Your Business”, on the top right of the screen. You can amend all of your details here, except your bank details. Please see the guidance - How to Amend your Bank Details on the Supplier Network.

Please contact [suppliers@sussex.ac.uk](mailto:suppliers@sussex.ac.uk) for any questions specific to the University or [suppliersupport@proactis.com](mailto:suppliersupport@proactis.com) for platform related queries.

The screenshot shows the 'Supplier Network' dashboard. On the left is a vertical navigation menu with icons for home, search, and other functions. The main area features several colored tiles representing different metrics: Notifications (7), Opportunities (16), Orders (0), Invoices (0), Customer Relationships (0), Customer Requests (0), Auctions (0), and Contracts (0). Each tile includes a small icon representing its category. In the top right corner, there is a user profile dropdown for 'Kelly Feldman' with options like 'Your Business', 'Your Transactions', 'Help', 'Your Subscriptions', 'Manage Notifications', 'Change Password', and 'Sign out'.

The screenshot shows the 'Your Business' page for the University of Sussex. The top navigation bar includes 'About You', 'Addresses', 'Users', 'What You Sell', 'Documents', 'CIS', and 'Preferences'. The 'Addresses' section is active, displaying a table of address details. The table has columns for 'Primary', 'Address', 'Enabled', and 'Action'. One address is listed: '10 The Street, The Town, The County, AB1 2CD'. The 'Enabled' column has a checkmark, and the 'Action' column has an edit icon. A '+ Add Address' button is located at the bottom right of the table.

Primary	Address	Enabled	Action
<input checked="" type="radio"/>	10 The Street, The Town, The County, AB1 2CD	<input checked="" type="checkbox"/>	