

HOW TO GUIDE

GEM Supplier Portal – Part IV. Manage Profile

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Introduction

This guide will help suppliers to make the best use of the Government of Saskatchewan’s new **Supplier Portal**.

This How To Guide is one in a series of four. Each guide describes part of the activities that can be performed in the Supplier Portal.

The four guides are:

[I. Supplier Registration](#)

[II. Supplier Support](#)

[III. Supplier Tasks](#)

IV. Manage Profile

Resources

Title	Audience	Source
Supplier Portal Registration	Suppliers	Supplier Portal Registration
Supplier Dashboard Demo	Suppliers	Supplier Dashboard Demo
Supplier Change Request	Suppliers	Supplier Change Request
Respond to Vendor Performance Questionnaire - Suppliers	Suppliers	Video - SCM-06C
View Sourcing Events - for Suppliers	Suppliers	Video – SCM-12
Develop RFX Response/Submission	Suppliers	Video – SCM-13
Receive and Redline a contract - for Suppliers	Suppliers	Video – SCM-15

Purpose

The purpose of this How To Guide is to ensure suppliers are confident in their abilities to use the Supplier Portal. Furthermore, it will help suppliers comply with government regulations while making the experience of being a supplier as efficient and effective as possible.

Glossary

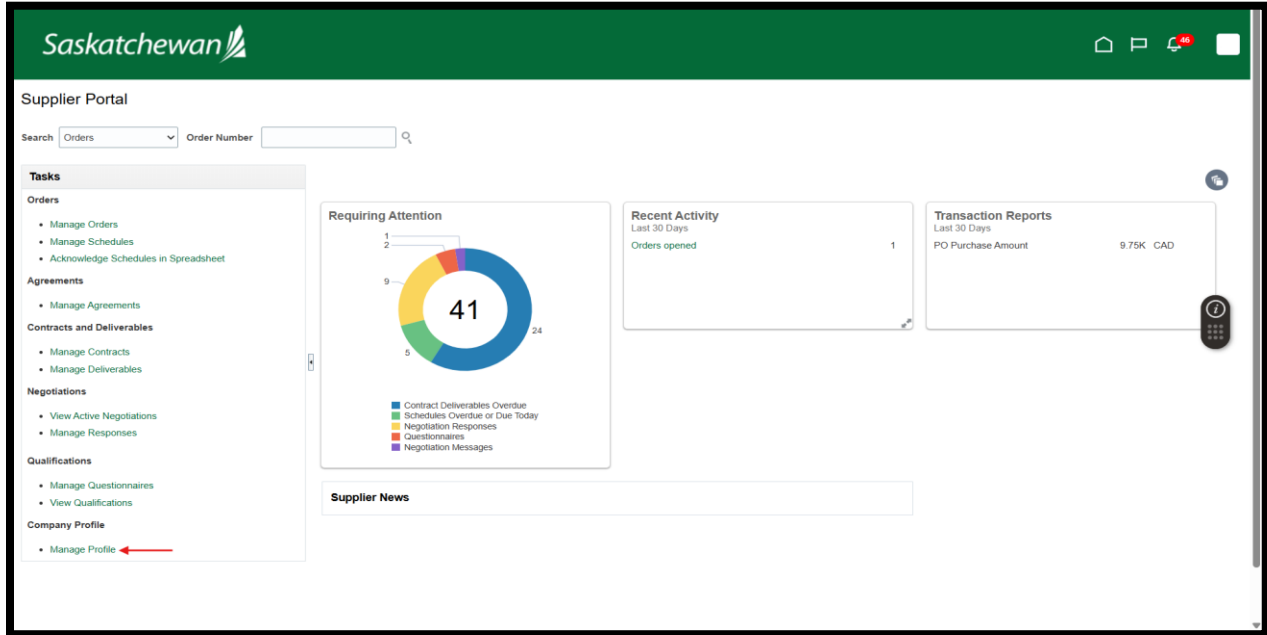
Acronym/Word	Definition
GEM	GEM is a cloud computing service used by the Government of Saskatchewan to implement its new integrated Supply Chain Management system.
Purchase Order	In GEM, a purchase order is used for purchasing any goods or services.
Purchase Requisition	In GEM, a purchase requisition is used for obtaining internal permission to buy goods or services within the system.
Requisition	An alternative simplified term for a purchase requisition.
SCM	Supply Chain Management

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VIII. Company Profile

A. Company Profile

Click **Manage Profile** under **Tasks**, the **Company Profile** screen opens.



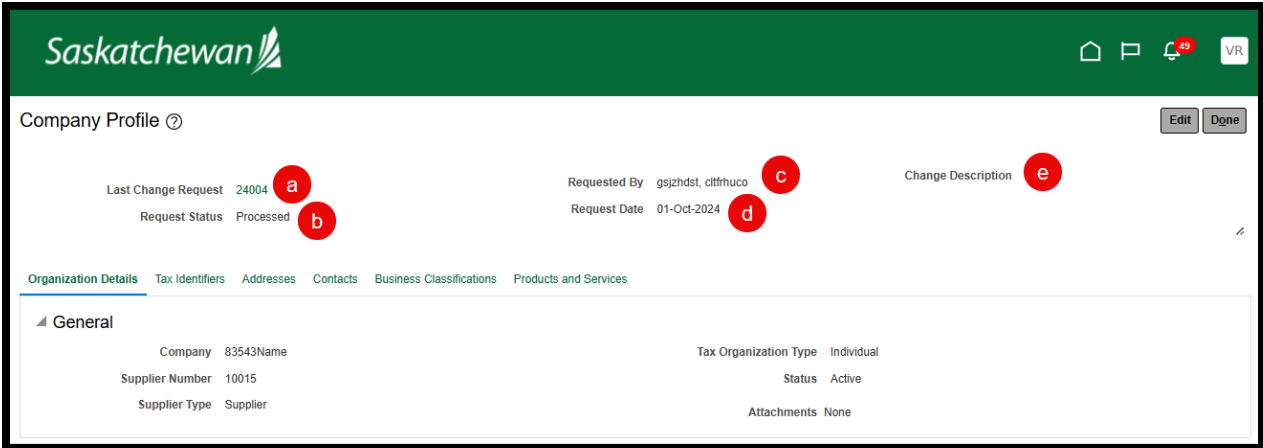
The **Company Profile** screen has several tabs and action buttons

- Tabs – Organization Details, Tax Identifiers, Addresses, Contacts, Business Classification and Products and Services
- Action buttons
 - **Edit**
 - **Done**

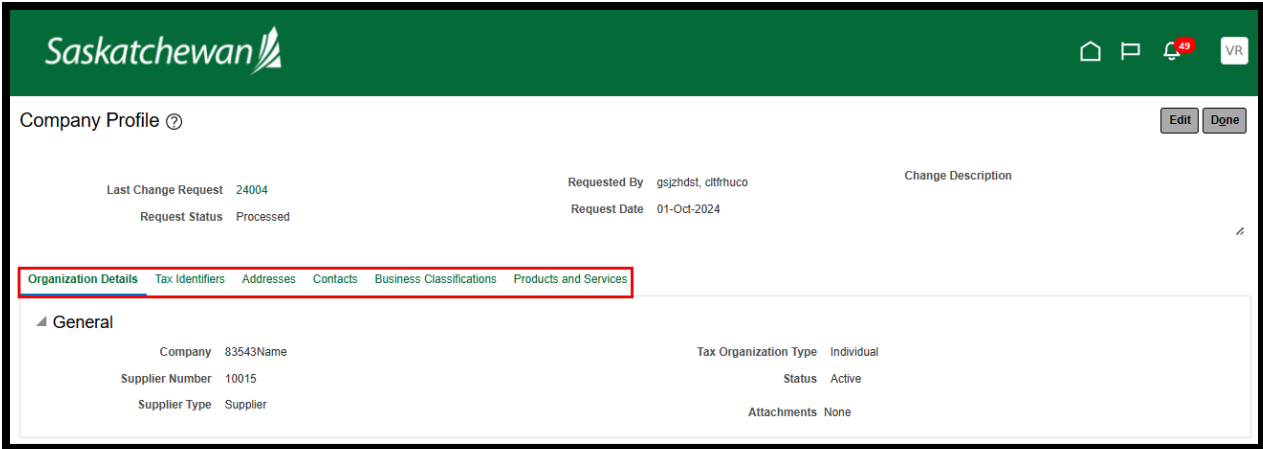
If a request to update the supplier profile has been submitted, the screen will display the details of that change request including:

- a. The change request number hyperlink – click to view what was submitted
- b. Request status – could draft, pending approval or processed
- c. Requested by – the name of the contact that submitted the change
- d. Request Date – the date the request was submitted
- e. Change Description – if a description was included, it will be displayed here

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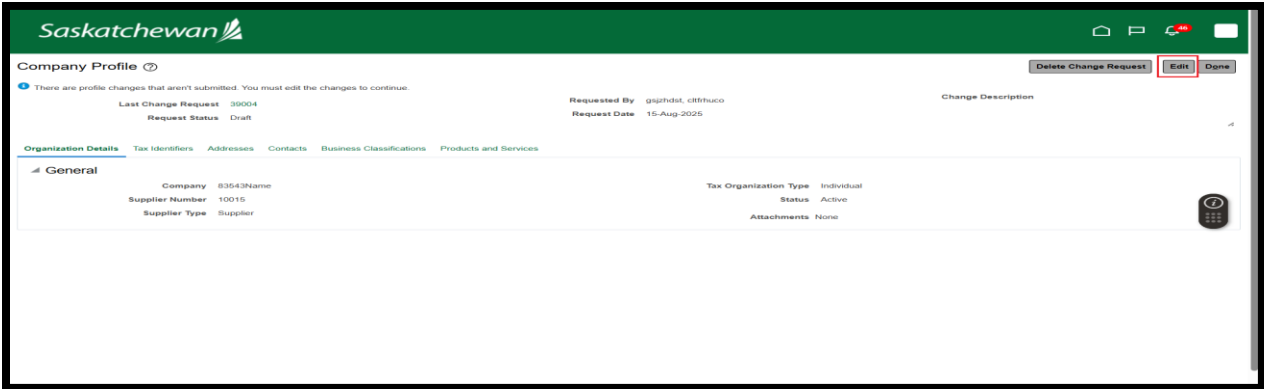
Each tab contains profile information about the supplier. Click each tab to review what information is stored within that tab. NOTE: If any information needs to be changed or updated, a change request must be submitted in GEM.



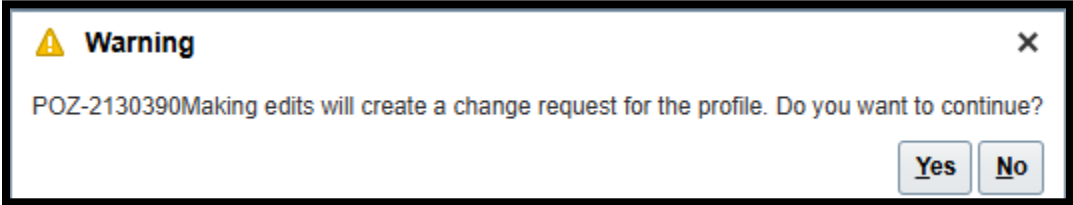
1. Submitting a change request

Change requests are used to update the supplier information within the Manage Profile screen. Common requests would include adding a new contact or updating an address. To make changes to the supplier information, click **Edit**.

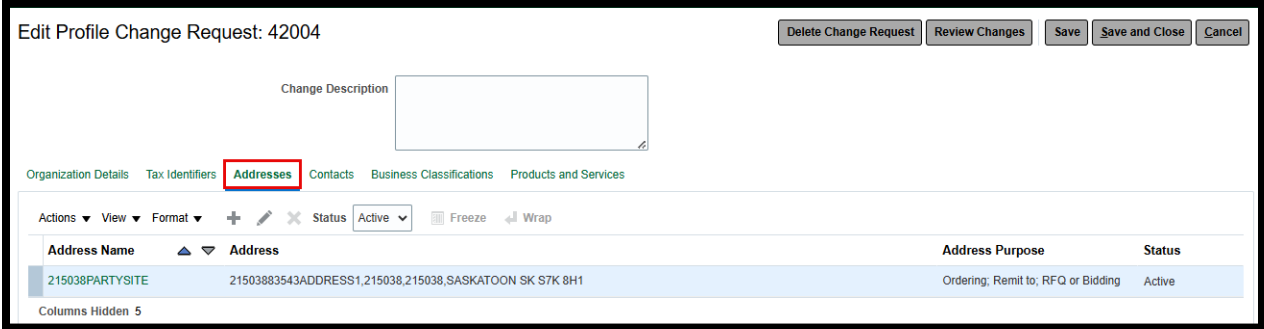
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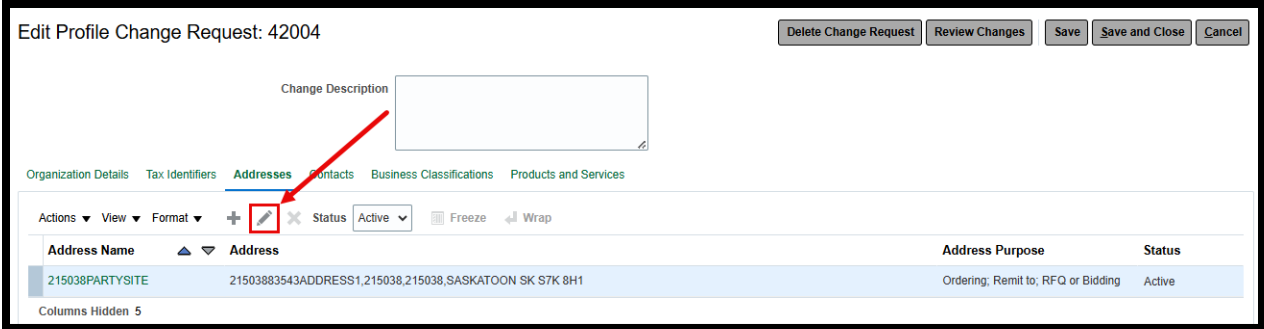
A warning message will appear to make sure the change request should be created. Click **Yes**.



The draft change request will open. Select the tab that contains the information that needs to be updated.



To update the tab information, click the pen icon.



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An edit pop-up will appear. Update the information and click OK.

Click **Save** and add an optional description in the box provided to identify what is being updated.

Address Name	Address	Address Purpose	Status
215038PARTYSITE	21503883543ADDRESS1,SASKATOON SK S7K 8H1	Ordering, Remit to, RFQ or Bidding	Active

If the change request cannot be completed immediately, click **Save and Close** to save the work and return to it later.

Some change requests may require supporting documentation. To upload an attachment that will be included with the request, click the tab **Organization Details**.

Navigate to Attachments and click the + sign.

Edit Profile Change Request: 43004

Change Description

Organization Details Tax Identifiers Addresses Contacts Business Classifications Products and Services

General

* Supplier Name 83543Name
Supplier Number 10015
Supplier Type Supplier

Tax Organization Type Individual
Status Active

Attachments None

Delete Change Request Review Changes Save Save and Close Cancel

The attachments pop-up will open. Click Choose File to upload a document and provide a title and description. Click **OK**.

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Da
File	Choose File No file chosen			Vivian Richards	07-Oct-2025

Rows Selected 1 Columns Hidden 1

OK Cancel

Confirm the document was attached successfully. To add another attachment, click the + sign or to remove the attachment.

Edit Profile Change Request: 43004

Change Description

Organization Details Tax Identifiers Addresses Contacts Business Classifications Products and Services

General

* Supplier Name 83543Name
Supplier Number 10015
Supplier Type Supplier

Tax Organization Type Individual
Status Active

Attachments Sample Title

Delete Change Request Review Changes Save Save and Close Cancel

To submit the changes, click **Review Changes**.

Edit Profile Change Request: 42004

Change Description Updated the address

Organization Details Tax Identifiers Addresses Contacts Business Classifications Products and Services

Actions View Format + X Status Active Freeze Wrap

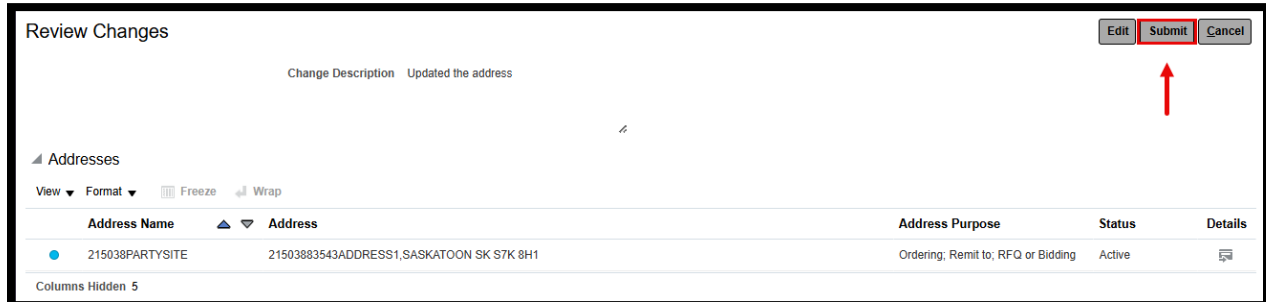
Address Name	Address	Address Purpose	Status
215038PARTYSITE	21503883543ADDRESS1,SASKATOON SK S7K 8H1	Ordering, Remit to, RFQ or Bidding	Active

Columns Hidden 5

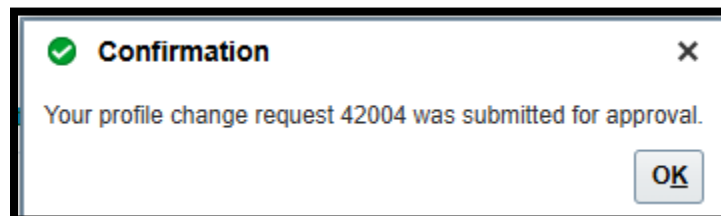
Delete Change Request Review Changes Save Save and Close Cancel

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The **Review Changes screen** will open. Review the changes made to ensure they are correct and click **Submit**. The change request will be sent for approval. Once approved the supplier will receive notification confirming the changes have been made.



A confirmation will appear that the change request has been submitted.



Note: if there are multiple changes to the supplier profile, they can all be submitted in one change request. Only one change request can be submitted at a time and must be processed before another one can be submitted.