

Global Supplier Portal – Update Profile Information

(Supplier User Instructors)

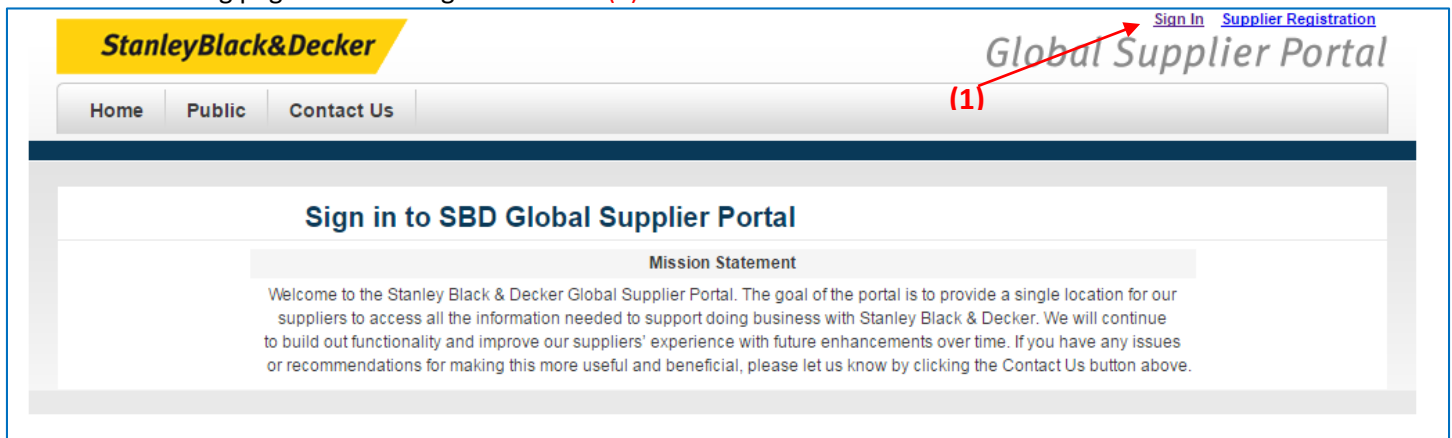
Overview

Suppliers are able to update all elements of their profile except for their e-mail address directly in the portal. Since the system uses the suppliers email address as their system username any changes to the e-mail address must be made by the Global Supplier Portal Administrator.

Process

Access the Global Supplier Portal (GSP) at <http://gsp.sbdinc.com>

On the GSP landing page click the “Sign In” button (1)



On the SBD User Type page ensure that the selection (A) is set to “Supplier” and click the “Continue” button (2)

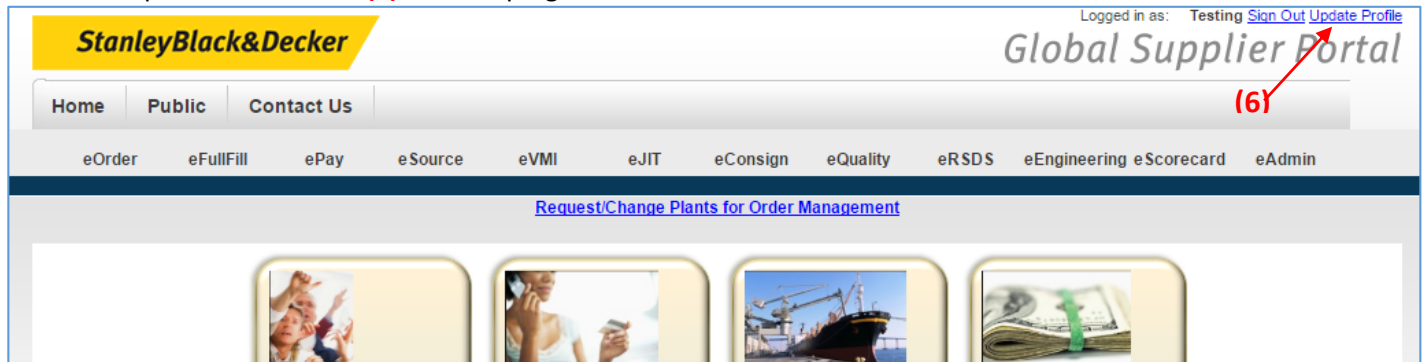
Note: you can click the “Remember selection” option to keep your selection and bypass this page in the future

On the Supplier Sing On page enter your username (3) and password (4) then click the “Sign On” button (5)

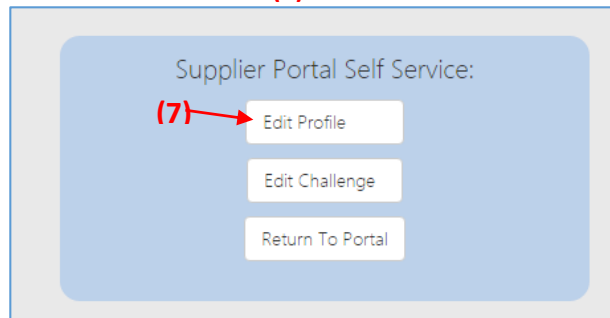
The screenshot shows the "Select SBD User Type" page. It asks the user to select the Stanley Black & Decker user type. There is a dropdown menu labeled "SELECT USER TYPE:" with "Supplier" selected. A red arrow labeled (A) points to the dropdown. Below the dropdown is a checkbox labeled "Remember selection". At the bottom are "Continue" and "Cancel" buttons. A red arrow labeled (2) points to the "Continue" button.

The screenshot shows the "Supplier Sign On" page. It asks the user to sign on and will send them right along. There are two input fields: "USERNAME" and "PASSWORD". The "USERNAME" field contains "Test.test@test.com". A red arrow labeled (3) points to the "USERNAME" field. The "PASSWORD" field contains ".....". A red arrow labeled (4) points to the "PASSWORD" field. At the bottom are "Sign On" and "Cancel" buttons. A red arrow labeled (5) points to the "Sign On" button.

Click the “Update Profile” link (6) in the top right corner of the screen



To edit your profile enter click the “Edit Profile” button (7)



Update any personal or company information (8) and click the “Update” button (9)

Personal Information

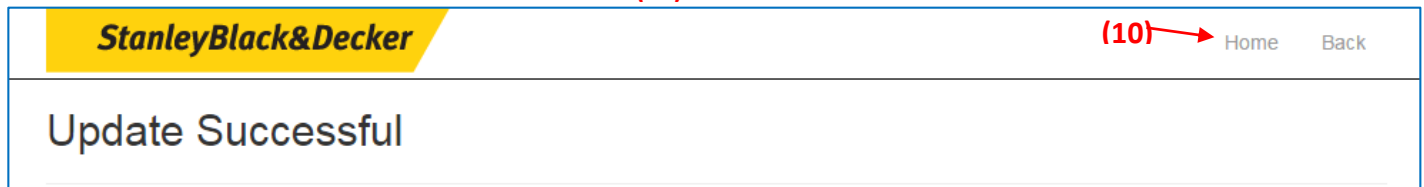
First Name *	<input type="text" value="James"/>
Last Name *	<input type="text" value="Smith"/>
Middle Name	<input type="text"/>
Office Phone *	<input type="text" value="000-000-000"/>
Day Of Birth *	<input type="text" value="31"/>
Month of Birth *	<input type="text" value="2"/>

Company Information

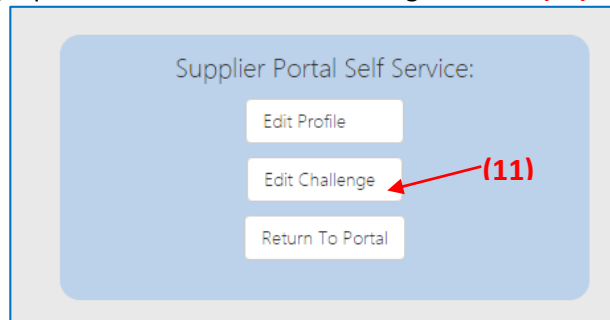
Company *	<input type="text" value="Test Supplier"/>
Street Address *	<input type="text" value="701 East Joppa Rd"/>
City *	<input type="text" value="Towson"/>
State or Province *	<input type="text" value="MD"/>
Postal Code *	<input type="text" value="21286"/>
Country *	<input type="text" value="United States"/>

(9) →

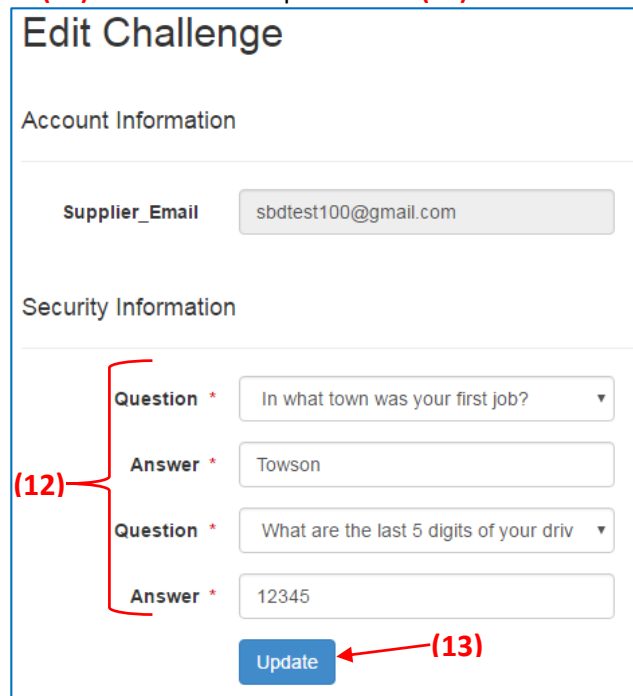
On the confirmation screen click the “Home” button (10)



To update your security/challenge questions click the “Edit Challenge” button (11)



Select your questions and answers (12) and click the “Update” link (13)

A screenshot of the "Edit Challenge" form. It has a title "Edit Challenge" and a section "Account Information" with a "Supplier_Email" field containing "sbdtest100@gmail.com". Below is a "Security Information" section with two question-answer pairs. A red bracket labeled (12) groups the "Question" and "Answer" labels for both pairs. The first question is "In what town was your first job?" with the answer "Towson". The second question is "What are the last 5 digits of your driv" with the answer "12345". At the bottom is a blue "Update" button, which is pointed to by a red arrow labeled (13).

On the confirmation screen click the “Home” button (14)

