Overview: This tutorial will help you manage the Company Profile section in USource. Company profile information consists of three parts—Identity, Information, and Contacts.

1. From the home page, click General Info and then Company Profile.

2. The Identity tab lists general company information, including your corporate address (which must match your W9). From this screen, you can update your commodities, if necessary. If the Create a Change Request button appears, you will need to use it to submit requests for modifications to your information. Users without a Create a Change Request button can update information in any editable field.

For technical assistance, please contact the USource help desk at usource@msu.edu or (517) 884-6180.
3. The Information tab should list your purchase order address.

![Image showing the Information tab with details filled out.]

4. The Contacts tab lists anyone associated with this company’s profile. Contacts may be added from this screen. Note: It is the responsibility of the supplier to manage its contacts.

![Image showing the Contacts tab with contact information.]