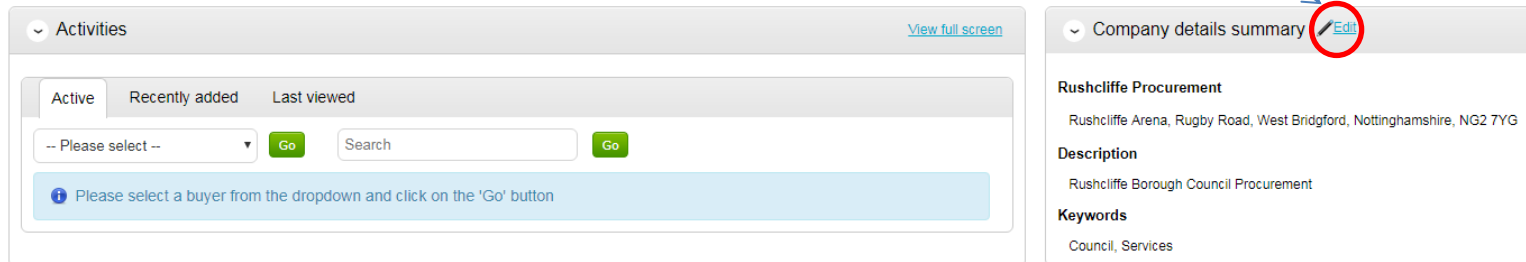


## Changing your company name

As all of the procurement we do is done online, you would need to change your company details within the procurement system. I can see that you have an existing profile which you would need to log in to first. You can do this via the website <https://www.eastmidstenders.org>

Once you've enter the Supplier Login section and entered your user name and password, there is a section where you can request your profile to be updated. Click on the Edit button next to the section called "Company details summary". This is on the right hand side of the screen shown below on a company I have mocked up.

### Home page




The screenshot shows the 'Home page' of a procurement system. On the left, there is an 'Activities' section with tabs for 'Active', 'Recently added', and 'Last viewed'. Below these are search filters and a 'Go' button. On the right, there is a 'Company details summary' section for 'Rushcliffe Procurement'. The 'Edit' button next to the section title is circled in red, and a blue arrow points to it. The details include the address 'Rushcliffe Arena, Rugby Road, West Bridgford, Nottinghamshire, NG2 7YG', the description 'Rushcliffe Borough Council Procurement', and the keywords 'Council, Services'.

In the next screen, there is a link you need to click on called "Change my company name" This shows below to the right of the Company information section. Click on this.

### Company profile

[< Back to home page](#)



The screenshot shows the 'Company profile' page. On the left, there is a 'Company information' section with an 'Edit' button. Below this, the 'Company name' is listed as 'Rushcliffe Procurement'. On the right, there are two links: 'Deactivate my company profile' and 'Change my company name'. The 'Change my company name' link is circled in red.

In the next screen enter the new company name and a brief reason as to why you are changing it and click on Submit request.

✕

### Request company name change

Company name changes need to be approved by the portal, therefore please submit your request below:

**New company name**

**Reason**

[Cancel](#)

The reason you need to request approval is because many suppliers have similar names and the IT provider who run our procurement system will need to check that the company is appropriate and isn't already in use. They should come back to you reasonably quickly with conformation.