## alada ORGANIZATION CISCO The Organization page defines high-level details about your company. Here you can update information on your organization; including total employees, as well as tax and financial information. UPDATE COMPANY INFORMATION 5 UPDATE COMPANY INFORMATION Save Click the Save Button when complete. Organization The Organization Cancel Save Home Page contains three sections where Year Established Incorporation Yea you can update **Total Employees** Control Year Mission Statement company information: **Total Employee** Section: Enter Organization, Total Organization Total Corporate Total **Total Employees** Employees, Tax and Financial Information. information related Organization Total Type $\mathbf{v}$ Corporate Total Type V to your employee population. **Tax and Financial Information** Annual Revenue Federal Agency Potential Revenue NOTE: Your DUNS #, Tax Registration # and Taxpayer ID are visible and automatically Indicate Organizational and Corporate populated on both the Organization Home Page and the General Information Home Page. headcount figures as "Actual" or "Estimated" totals in drop down menus. 2 **Organization Section: Tax & Financial** Organization Enter information Information Section: Tax and Financial Information D-U-N-S Numbe Chief Executive Name Enter information related to your 0 Legal Structure Chief Executive Title Taxpayer ID 042866152 organization structure. related to your Analysis Year Principal Name Tax Registration Num companies tax Q Year Established Currency Preference VAT Number Principal Title and financials. Incorporation Yea Fiscal Year End V Annual Revenue Control Yea Federal Potential Revenue Mission Statemen Alternate Name Agency For next fiscal year. ory for Russia only WHERE TO GO FOR ADDITIONAL HELP

Use the Magnifying Glass to

Search and Select the currency

preference for your organization.

Click the Magnifying Glass icon to Search and Select your legal structure.

NOTE: The "Alternate Name" field is mandatory for organizations located in Russia. For all other countries, this field is optional.

NOTE: "Potential Revenue" refers to the next fiscal year.

Use the drop down menu to

indicate your Fiscal Year End.

## **ISUPPLIER HELP DESK**

Available to answer specific questions related to portal functionality.

isupplier-onboarding@cisco.com

## **iSUPPLIER HELP PAGE**

Provides additional reference materials, general iSupplier support and targeted video guides for Supplier Management functionality.

Hyperlink here