

ORGANIZATION

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

UPDATE COMPANY INFORMATION

The Organization Home Page contains three sections where you can update company information: **Organization**, **Total Employees**, **Tax and Financial Information**.

NOTE: Your DUNS #, Tax Registration # and Taxpayer ID are visible and automatically populated on both the Organization Home Page and the General Information Home Page.

Organization Section: Enter information related to your organization structure.

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.

Total Employee Section: Enter information related to your employee population.

Indicate Organizational and Corporate headcount figures as "Actual" or "Estimated" totals in drop down menus.

Tax & Financial Information Section: Enter information related to your companies tax and financials.

Use the drop down menu to indicate your Fiscal Year End.

Use the Magnifying Glass to Search and Select the currency preference for your organization.

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

Click the **Save** Button when complete.

WHERE TO GO FOR ADDITIONAL HELP

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](#)