**Use Case Specification: Supplier Update Profile**

**1. Use Case Name:**

Supplier Update Profile

**2. Description:**

This use case allows registered suppliers to update their profile information in the procurement system, ensuring that their details remain current and accurate.

**3. Actors:**

* **Supplier**: The primary actor who updates their profile information.
* **Procurement Officer**: A secondary actor who may review and approve significant changes.
* **System Administrator**: A secondary actor responsible for managing system settings and user accounts.

**4. Preconditions:**

* The supplier must be registered and logged into the procurement system.
* The procurement system must be operational.

**5. Postconditions:**

* Successful update: The supplier's profile information is updated in the system and they are notified of the update.
* Unsuccessful update: The supplier is informed of any issues and prompted to correct and resubmit their changes.

**6. Main Flow (Basic Path):**

1. **Supplier Logs In**: The supplier logs into the procurement system using their credentials.
2. **Access Profile Section**: The supplier navigates to the profile section.
3. **Edit Profile Information**: The supplier updates the necessary profile information (e.g., contact details, address, banking details).
4. **Document Upload**: If required, the supplier uploads any necessary updated documents (e.g., new business licenses, tax certificates).
5. **Review and Submit**: The supplier reviews the changes and submits the updated profile information.
6. **System Validates Information**: The procurement system validates the submitted information and checks for completeness.
7. **Acknowledgement**: The system sends an acknowledgment email to the supplier indicating that their profile update is under review.
8. **Procurement Officer Review**: The procurement officer reviews significant changes and documents if necessary.
9. **Approval/Rejection**: The procurement officer approves or rejects the profile update.
   * If approved, the supplier receives a confirmation email and the updated profile is active in the procurement system.
   * If rejected, the supplier receives an email with reasons for rejection and instructions for resubmission.

**7. Alternative Flows:**

* **Invalid Information**: If the supplier enters invalid or incomplete information, the system prompts for corrections and resubmission.
* **Document Upload Failure**: If there is an issue with document upload, the system prompts the supplier to try again.
* **Minor Changes**: For minor changes (e.g., contact number update), the system might automatically approve without procurement officer review.

**8. Exceptions:**

* **System Down**: If the procurement system is down, the supplier receives a message indicating the unavailability and to try again later.
* **Email Delivery Failure**: If the acknowledgment or confirmation email fails to send, the system logs the error and attempts to resend.

**9. Special Requirements:**

* The profile update system should be user-friendly and accessible.
* Data entered by suppliers should be encrypted and stored securely.
* The system should comply with relevant data protection regulations.
* Multi-language support may be necessary for suppliers from different regions.

**10. Assumptions:**

* Suppliers have basic internet navigation skills.
* All necessary documents are in electronic format ready for upload.
* Suppliers are aware of the need to keep their profile information up to date.

**11. Notes and Issues:**

* Integration with external databases for validation (e.g., tax authorities) may be required for certain updates.
* Notifications to relevant procurement officers for significant changes to ensure timely review and approval.
* Mechanism for handling frequent or suspicious updates to prevent potential fraud.