



Update Company Profile

مفتوحة | OPEN

1. Purpose of the document

The purpose of this document is to guide through the process of how to **update the company profile** details of a supplier.

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2. Navigation

To **update the company profile**, log in as a supplier and perform the following steps:

1. On the Oracle Home Page, click the Supplier Portal tab and select the Supplier Portal app.

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Click the Supplier Portal tab.	Good evening, 3w Networks LLC	
	Me Supplier Portal Payables Procurement Tools	
	APPS	•
	Select Supplier	
	Supplier Portal Portal.	

2. On the Supplier Portal screen, select Manage Profile in the Tasks section.

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Supplier Portal						
Search Orders	I Q					
Tasks						0
Company Profile Select	California and a construction					
Manage Profile Manage	Requiring Attention	Recent Activity Last 30 Days		Transaction Reports Last 30 Days		
Orders	2	Negotiation invitations	3	PO Purchase Amount	147K AED	0
A Manager Dation		Negotiation responses awarded or rejected	3	Invoice Amount	2.16K AED	\odot
Manage Crueis		Agreements opened	2	Invoice Price Variance Amount	0 AED	100
Acknowledge Schedules in Spreadsheet	20	Orders opened	6			-
Agreements	20		1			1
Manage Agreements						
Shipments						
Manage Shipments						
Create ASN	Schedules Overdue or Due Today					
Create ASBN	Negotiation Responses					
 Upload ASN or ASBN 	Invoices Overdue					

3. On the **Company Profile** page, click the **Edit** button.

0-20-20-20-20-20-20-20-20-20-20-20-20-20			
Company Profile ⑦			Edit Done
Last Change Request 57002	Requested By xwightrs, ubivaag	Change Description	Click Edit.
Request Status Processed	Request Date 22-Oct-2024		
Organization Details Tax Identifiers Addresses Contacts Payments Business Cla	assilications Products and Services		
Organization Details Tax Identifiers Addresses Contacts Payments Business Cli	assilications Products and Services		Ø
Organization Details Tax Identifiers Addresses Contacts Payments Business Cl d General Company 3W NETWORKS-LLC.	assifications Products and Services .	tion	
Organization Details Tax identifies Addresses Contacts Payments Business Ca d General Company 3W NETWORKS-LL.C. Supplier Number 77817	assifications Products and Services Legal Form Corpor Status Active	tion	©



4. In the Warning pop-up window, click Yes.

OL BO AL OF ASI			
Company Profile ②			Edit Done
Last Change Request 57002 Request Status Processed	Requested By xv/gr/m, ubvvlag Request Date 22-Oct-2024	Change Description	×
Organization Details Tax Identifiers Addresses Contacts Payments E General Company 3W NETWORKS-LLC. Supplier Number 77817	Instructs Classifications Products and Services.		0
Supplier Type Vendor	Attac Click Yes.		

5. In the **Organizational Details** section, make the required changes and click **Save**.

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Edit Profile Change Request: 58001	Delete Change Request Review	Changes Save Save and Close Cancel
Details section.		Click Save.
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# General		0
Supplier Name 3W NETWORKS - LLC	Legal Form Corporation	U
Supplier Number 77817	Status Active	
Supplier Type Vendor	Attachments None	

6. Click the **Tax Identifiers** section header.

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Edit Profile Change Request: 58001	Delete Change Request Review Changes	Save Save and Close Cancel
Click Tax Identifiers.		
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services	D.	
▲ General		0
Supplier Name 3W NETWORKS - LLC	Legal Form Corporation	(\mathcal{O})
Supplier Number 77817	Status Active	
Supplier Type Vendor	Attachments None 🕂	

7. In the **Tax Identifiers** section, make the required changes and click **Save**.

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Edit Profile Change Request: 58001			Delete Change Request	Review Changes	Save Save and Close	Cancel
Edit Tax Identifiers section.	Change Description				Click Save.	
Transaction Tax Tax Country	ntacts Payments Business Classifications Products a	Tax Registration Type		~		
Tax Registration Number 02801000337						-



8. Click the Addresses section header.

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Edit Profile Change Request: 58001 Click the Addresses section.	Delete Change Request Review Changes Save Save and Close Cancel
Organization Details Tax Identifiers Addresses Contacts Poyments Business Classifications Products and Services Transaction Tax Tax Country Tax Registration Number 02801000337	Tax Registration Type

9. In the Addresses section, edit or add the required address information and click Save.

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dit Profile Change Request; 58001	Dele	te Change Request Review Chan	ges Save	Save and Close
Edit Addresses Change Description			Click	Save
rganization Details Tax Identifies Addresses Contacts Payments Bounness Classifications Products and Services				
Address Name	Phone	Address Purpose	Fax	Status
	(02)6434648	Ordenna, RFQ or Bidding		Active
ABU DHABI ADCP BLDG., UNIT No. 402, TOWER C.ELECTRA-NAJDA STREET INTERSECTION Abu Dhabi, Abu Dhabi, 111946	fande of second			

10. Click the **Contacts** section header.

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Edit Profile Change Request: 58001	Dele	te Change Request Review Char	iges Save	Save and Close	Cancel
Click Contacts Change Description Organization Details Tax Identifiers. Addresses Contacts Payments Business Classifications Products and Services					
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Address Name 🗛 🗢 Address	Phone	Address Purpose	Fax	Status	\mathbf{O}
ABU DHABI ADCP BLDG, UNIT No. 402, TOWER C, ELECTRA-NAJDA STREET INTERSECTION Abu Dhabi, Abu Dhabi, 111946	(02)6434648	Ordening, RFQ or Bidding		Active	-
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11. In the Contacts section, edit or add the required contact information and click Save.

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dit Profile Change Request: 58001					Delete Change Request	Review Changes	Save Save	and Close Canc
Edit Contacts section.	Change Description		4				Click Save.	
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12. Click the **Payments** section header.

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t Profile Change Request: 58001				Dele	te Change Request	Review Changes	Save Save	and Close	C
Click Payments.	Description								
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13. In the **Payments** section, review and edit the **Payment Methods** section.

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Profile Cha	ange Request: 58001	Delete Change Request Review Changes Save Save	and Close Can
Review a Paymen seo	t Methods tion. Explanting Description # Change Description # # Explanting Description # # # # # # # # # # # # #		
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ment Methods clions • View • Default	Bank Accounts Format	From Date 02-0-t-2008 (%) 01-Jan-2000 (%) 02-0-t-2008 (%)	To Date dd-mmm-yyy the dd-mmm-yyy the dd-mmm-yyy the

14. Select Bank Accounts under the Payments section.

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Actions View Default	Bank Accounts Format Format	From Date To Date 02-0ct-2008 % dd-ommery 01-Jan-2000 % dd-mmmery 02-0ct-2008 % dd-mmmery	ayy ta nyy ta nyy ta

15. In the **Bank Accounts** section, edit or add the required account information and click **Save**.

		<u>ОР</u> 3N
Delete Change Request	Review Changes	Save Save and Close Cancel
		Click Save.
	G.	
IBAN	Currency	Bank Name
	AED	Emirates NBD Bank P.J.S.C
	USD	Emirates NBD Bank P.J.S.C
	Delete Change Request	Baleta Change Request Review Changes

16. Click the **Business Classifications** section header.

it Profile Change Request: 58001	Delete Change Re	equest Review Changes	Save Save and Close
Click Business Change Description Classifications.			
ganization Details Tax Islentifiers Addresses Contacts Payments Business Classifications Products and Services Payment Methods Bank Accounts		Þ	
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Actions V Vew V Format V + V X O Freeze V Vrap. Primary Account Number X000000009552	IBAN	Currency	Bank Name Emirates NBD Bank P.J.S.C

17. In the **Business Classifications** section, edit or add the required classification information and click **Save**.

t Profile Chang	e Request: 5800	1		Edit Bus	iness		Del	ete Change Request	Review Changes	Save Save an	d Close g
		Change De	escription	Classificatio	ns section.					Click Sav	e.
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18. Click the **Products and Services** section header.

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		Change D	escription	Click	Products a Services.	and					
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19. In the **Products and Services** section, review or edit the required information.

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citit Profile Change Request: 58001	Defete Change Request Review Changes Save Save and Close Cance Products and inces section
Arganization Octails Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services Actions ▼ View ▼ Format ▼ X ■ Presze ☐ Detach → Wrap	
Category Name	Description
3320003-telecommunication Systems Equipment Installation And Maintenance (3320003)	ir senilos 7210200 Infrastructura maintanana and censir senisos
3220005 relection maintenance of Equipment And Instrumentation And Control	in services
3320006-Installation And Maintenance Of Equipment And Instrumentation And Control > Instrument or meter maintenance and re 4220101-networks and power transmission lines Contracting	pair service 72154201 Instrument or meter maintenance and repair service
4220102-Power Distribution Networks and Stations Contracting	
4321001-Installation of electrical wiring and fixtures	
4321009-Security & Surveillance Systems Installation & Maintenance	
4652001-Wholesale Of Telecommunication Equipment Trading	

20. Click **Save** to save the changes made to the company profile.

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Edit Profile Change Request: 58001	Delete Change Request Review Changes Save Save and Close Cancel
Organizzation Lettile i las identifiers Addresses Contacts Payments blainless Classifications Products and service's Actions + View + Format + X III Prisces III Detach Winsp Category Name	Description
3320003-Telecommunication Systems Equipment Installation And Maintenance (3320003) 3320003-Telecommunication Systems Equipment Installation And Maintenance (3320003) > Infrastructure maintenance and repair services	72103300 Infrastructure maintenance and repair services
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4220102-Power Distribution Networks and Stations Contracting 4321001-Installation of electrical wiring and fotures	
4321009-Security & Surveillance Systems Installation & Maintenance 4852001-Wholesate CV Telecommunication Equipment Trading	
4652002-Trading of telecommunication equipment - Wholesale	

21. After updating the information in all sections of the company profile, click **Review Changes** to analyze the changes made to the company profile.

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cdit Profile Change Request: 58001	Delete Change Request Review Changes Save Save and Close Cancel
Organization Details Tax Identifiers. Addresses Contacts Payments Business Classifications Products and Services	Click Review Changes.
Actions v View v Format v X . Preze Detach Virap	Description
3320003-Telecommunication Systems Equipment Installation And Maintenance (3320003)	2011/2 101
3320003-Telecommunication Systems Equipment Installation And Maintenance (3320003) > Infrastructure maintenance and repair services	72103300 Infrastructure maintenance and repair services
3320006-Installation And Maintenance Of Equipment And Instrumentation And Control	
3320006-Installation And Maintenance Of Equipment And Instrumentation And Control > Instrument or meter maintenance and repair service	72154201 Instrument or meter maintenance and repair service
4220101-networks and power transmission lines Contracting	
4220102-Power Distribution Networks and Stations Contracting	
4321001-Installation of electrical wiring and fotures	
4321009-Security & Surveillance Systems Installation & Maintenance	
4652001-Wholesale Of Telecommunication Equipment Trading	



22. After reviewing the changes, click **Submit**.

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Review Changes			Edit Submit Cancel
	Change Description		Click Submit.
		A	<u></u>

23. Click **OK**. The company profile change request will be sent for approval.

A A A A A A A A A A A A A A A A A A A				Ф зм
Company Profile ③			Cancel Change Request	Edit Done
There is a profile change request pending approval You may edd to make additional changes. Last Change Request 58502 Request Status Pending Approval Ormanization Details Tax Identifiers Additionary Contacts Provides Business Classifications	Requested By xwights, ubvoals Request Date 25-0d-2024	Q	Change Description	
General Company 3W NETWORKS-LLC Supplier Number 77617 Supplier Type Vendor	Confirmation X Your profile change request 58002 was submitted for approval.	Click OK.		