



حكومة أبوظبي
GOVERNMENT OF ABU DHABI

Update Company Profile

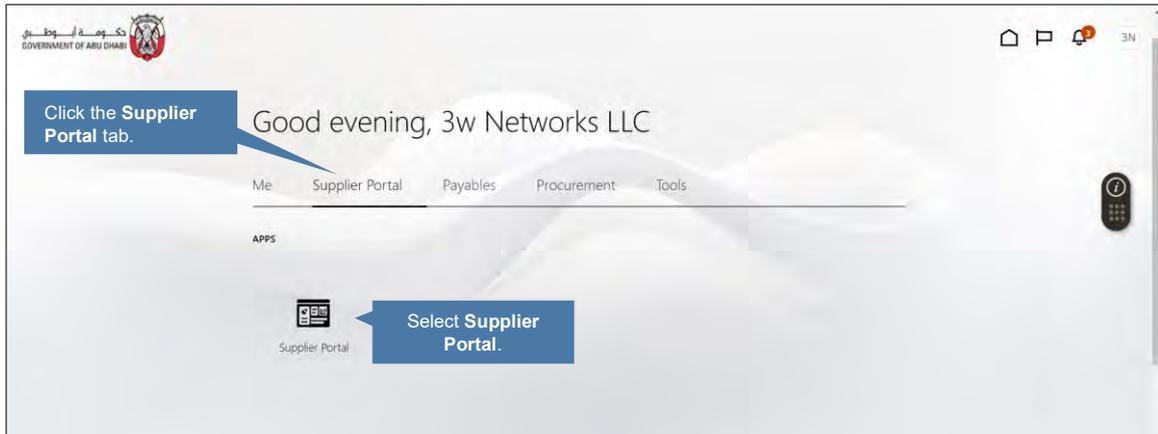
1. Purpose of the document

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

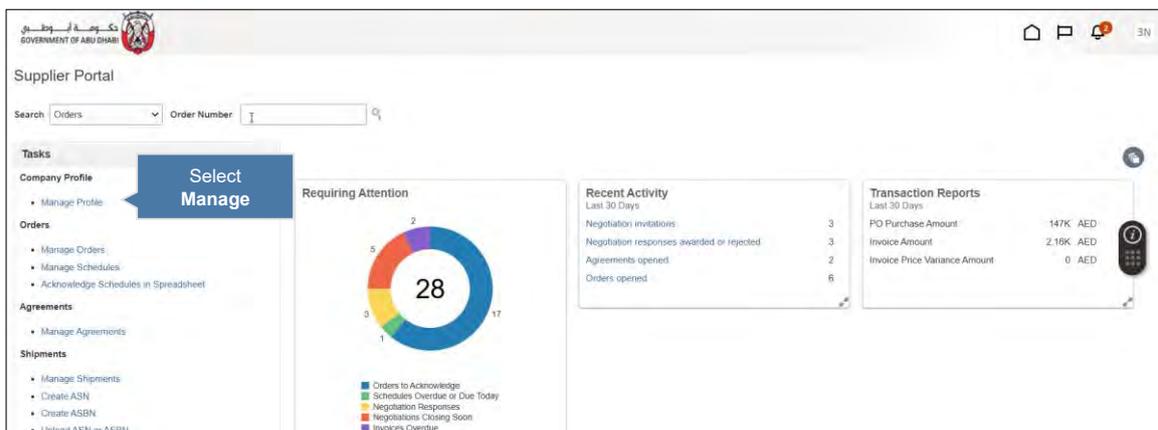
2. Navigation

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

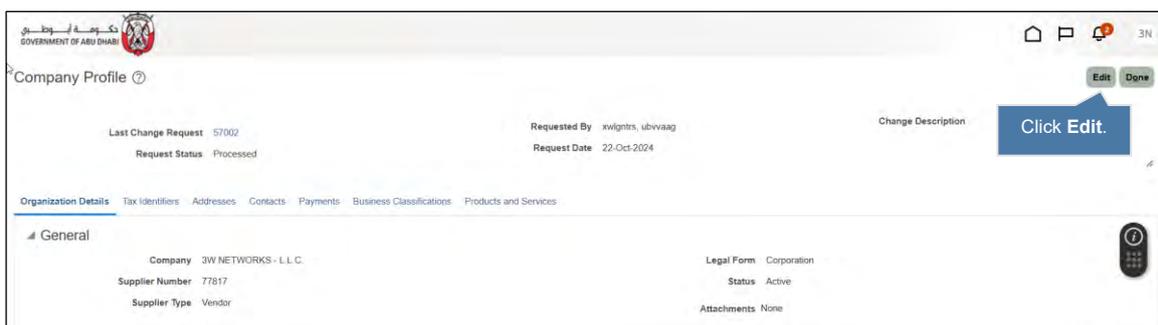
1. On the Oracle Home Page, click the Supplier Portal tab and select the Supplier Portal app.



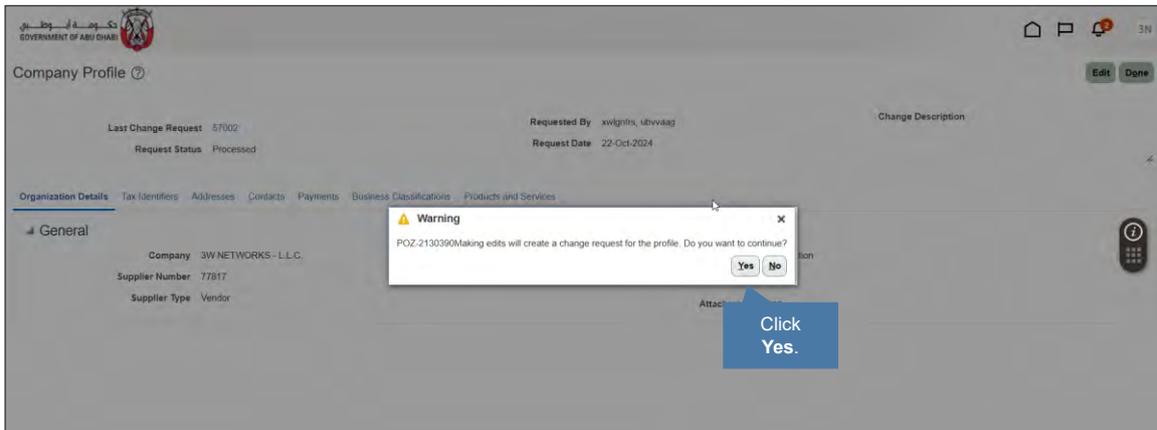
2. On the **Supplier Portal** screen, select **Manage Profile** in the **Tasks** section.



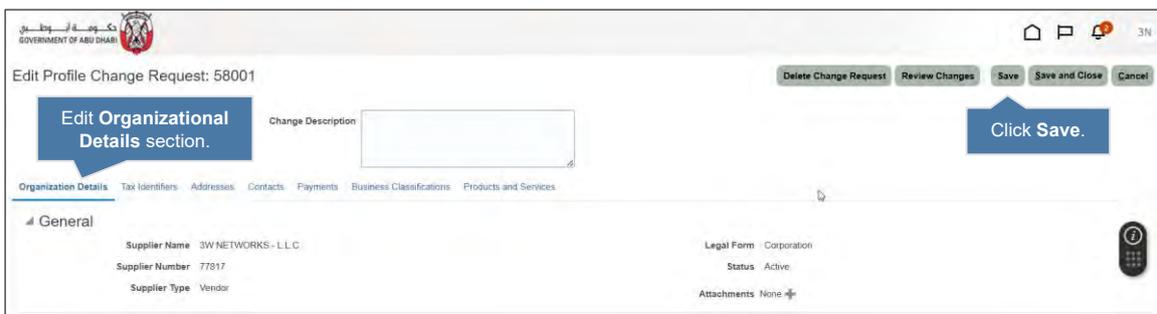
3. On the **Company Profile** page, click the **Edit** button.



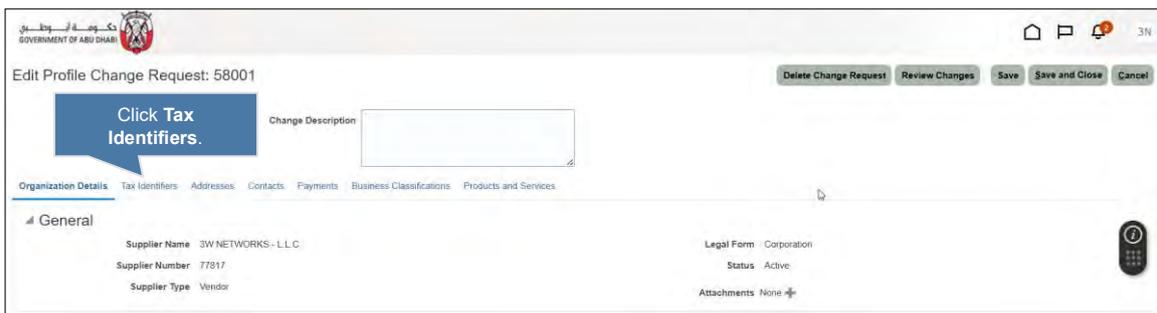
4. In the **Warning pop-up** window, click **Yes**.



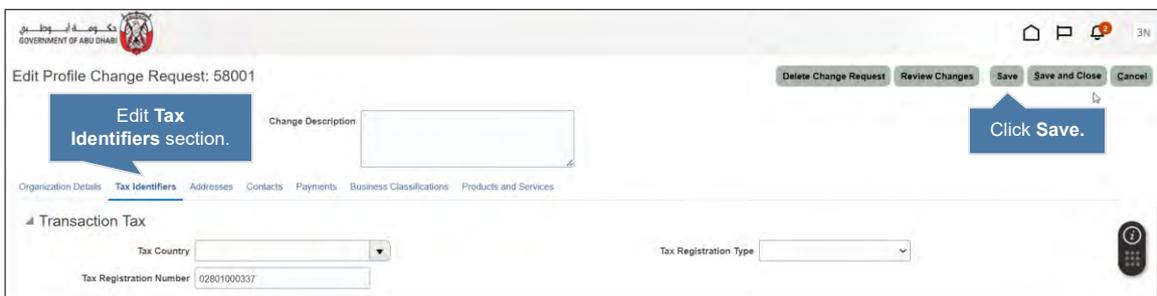
5. In the **Organizational Details** section, make the required changes and click **Save**.



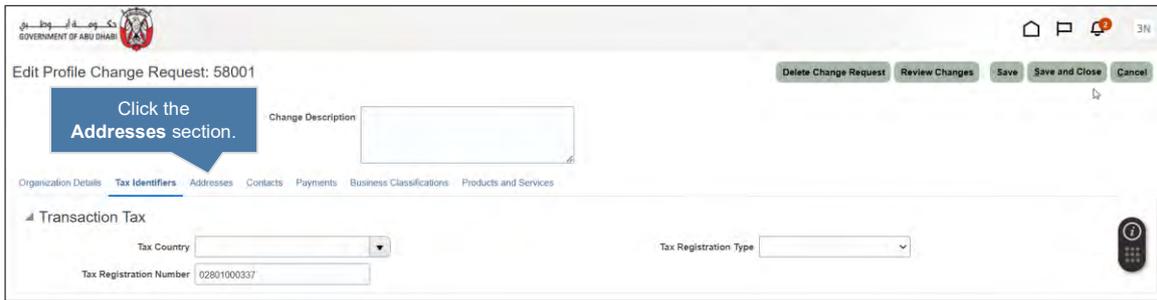
6. Click the **Tax Identifiers** section header.



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



8. Click the **Addresses** section header.



Edit Profile Change Request: 58001

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Transaction Tax

Tax Country Tax Registration Type

Tax Registration Number 02801000337

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

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



Edit Profile Change Request: 58001

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
ABU DHABI	ADCP BLDG. UNIT No. 402, TOWER C.ELECTRA-NAJDA STREET INTERSECTION, Abu Dhabi, Abu Dhabi, 111946	(02)6434648	Ordering, RFQ or Bidding		Active

Columns Hidden 3

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Callouts: Edit Addresses section, Click Save

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



Edit Profile Change Request: 58001

Change Description

Organization Details Tax Identifiers **Addresses** **Contacts** Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Wrap

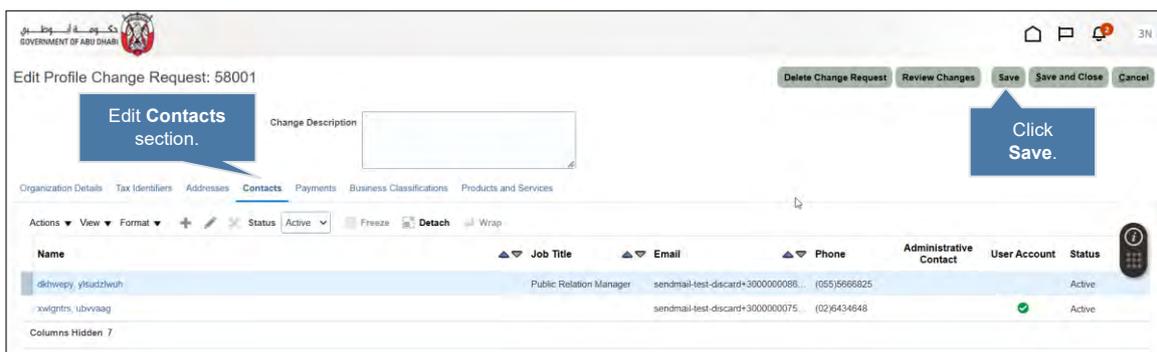
Address Name	Address	Phone	Address Purpose	Fax	Status
ABU DHABI	ADCP BLDG. UNIT No. 402, TOWER C.ELECTRA-NAJDA STREET INTERSECTION, Abu Dhabi, Abu Dhabi, 111946	(02)6434648	Ordering, RFQ or Bidding		Active

Columns Hidden 3

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Callout: Click Contacts

11. In the **Contacts** section, edit or add the required contact information and click **Save**.



Edit Profile Change Request: 58001

Change Description

Organization Details Tax Identifiers **Addresses** **Contacts** Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

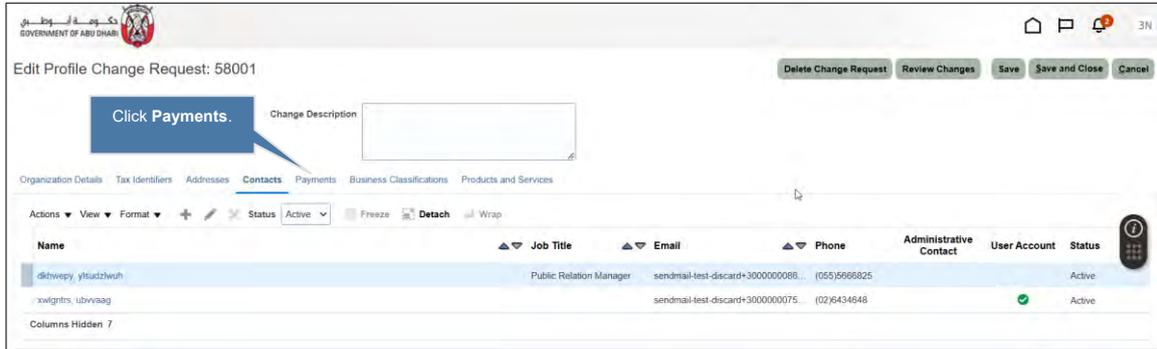
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
ikhwepyy ystuzchweh	Public Relation Manager	sendmail-test-discard+3000000066...	(055)5666825			Active
xwlgtrts ubvvaag		sendmail-test-discard+3000000075...	(02)6434648			Active

Columns Hidden 7

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Callouts: Edit Contacts section., Click Save.

12. Click the **Payments** section header.



Click Payments.

Change Description

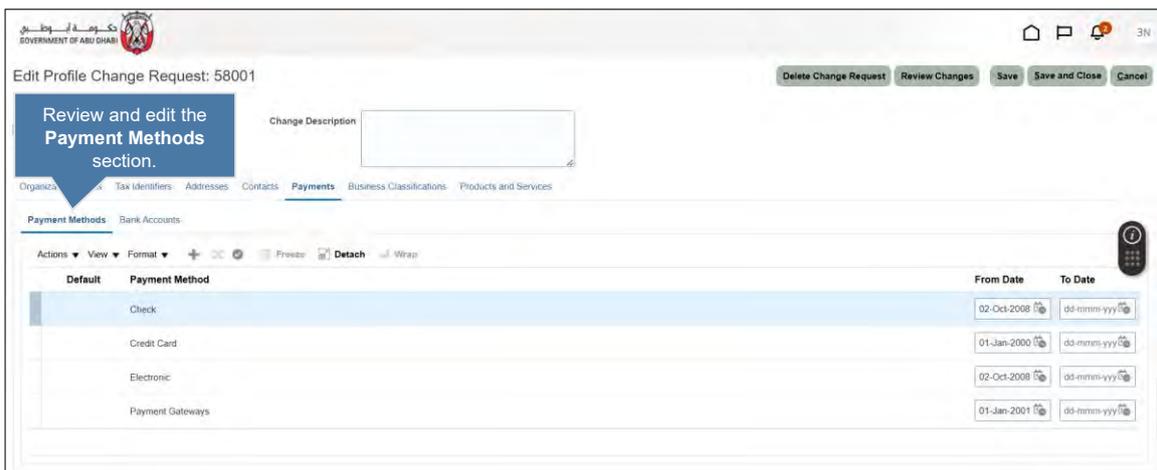
Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
dkihwpq_ytsutzwhh	Public Relation Manager	sendmail-test-discard+3000000088...	(055)5666825			Active
xwlgtrb_ubrvvaag		sendmail-test-discard+3000000075...	(02)6434648		✓	Active

Columns Hidden 7

13. In the **Payments** section, review and edit the **Payment Methods** section.



Review and edit the Payment Methods section.

Change Description

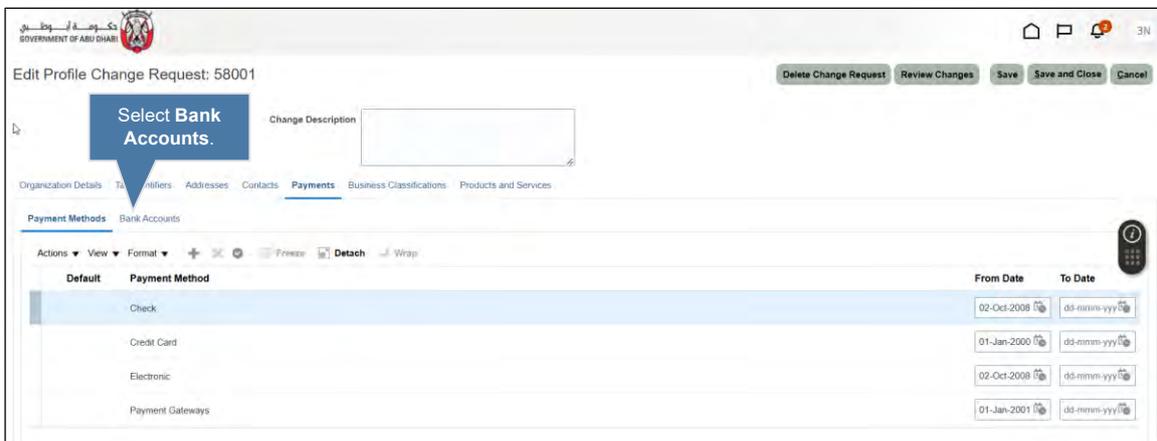
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + Freeze Detach Wrap

Default	Payment Method	From Date	To Date
	Check	02-Oct-2008	dd-mm-yyyy
	Credit Card	01-Jan-2000	dd-mm-yyyy
	Electronic	02-Oct-2008	dd-mm-yyyy
	Payment Gateways	01-Jan-2001	dd-mm-yyyy

14. Select **Bank Accounts** under the **Payments** section.



Select Bank Accounts.

Change Description

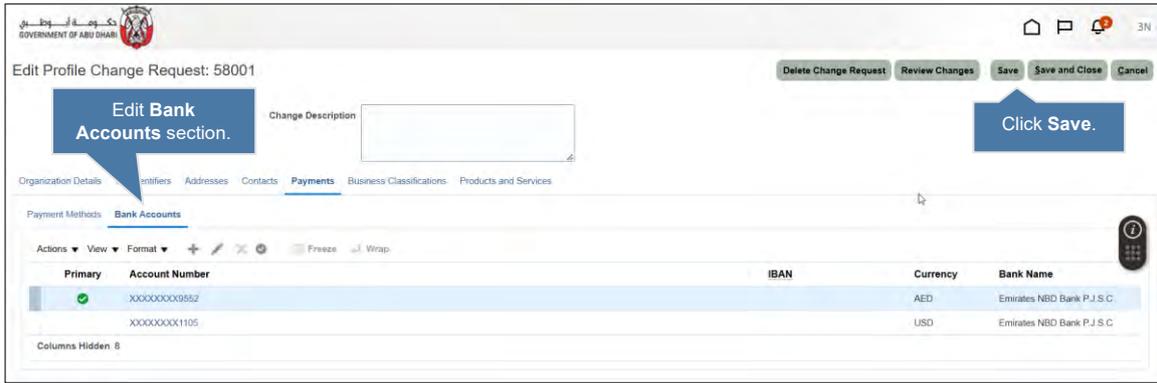
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + Freeze Detach Wrap

Default	Payment Method	From Date	To Date
	Check	02-Oct-2008	dd-mm-yyyy
	Credit Card	01-Jan-2000	dd-mm-yyyy
	Electronic	02-Oct-2008	dd-mm-yyyy
	Payment Gateways	01-Jan-2001	dd-mm-yyyy

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



Edit Profile Change Request: 58001

Change Description

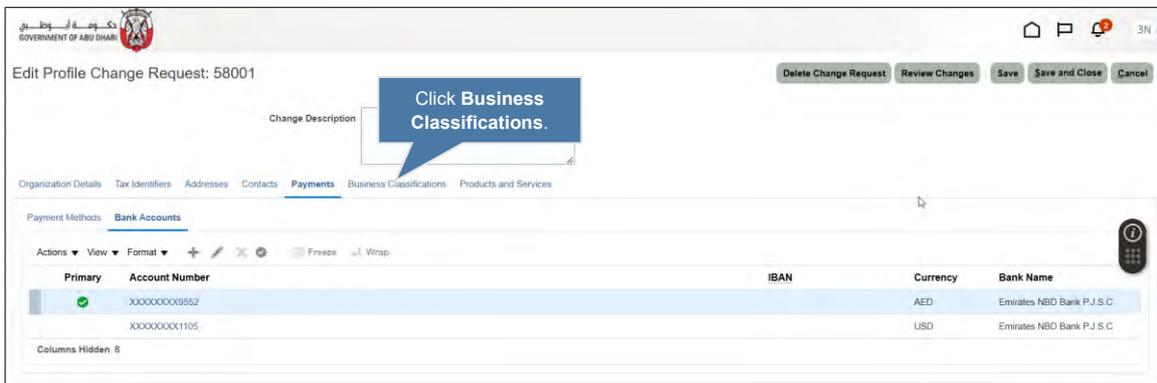
Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	XXXXXXXX9552		AED	Emirates NBD Bank P.J.S.C.
<input type="checkbox"/>	XXXXXXXX1105		USD	Emirates NBD Bank P.J.S.C.

Columns Hidden: 8

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



Edit Profile Change Request: 58001

Change Description

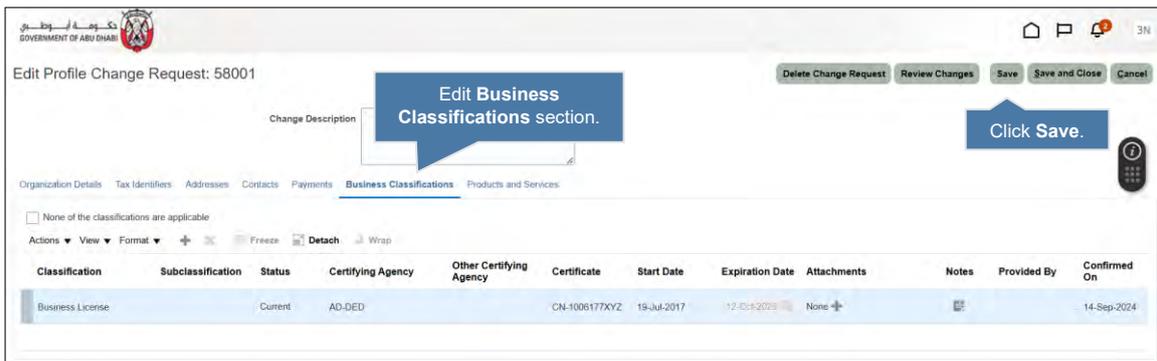
Organization Details Tax Identifiers Addresses Contacts **Payments** **Business Classifications** Products and Services

Payment Methods **Bank Accounts**

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	XXXXXXXX9552		AED	Emirates NBD Bank P.J.S.C.
<input type="checkbox"/>	XXXXXXXX1105		USD	Emirates NBD Bank P.J.S.C.

Columns Hidden: 8

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



Edit Profile Change Request: 58001

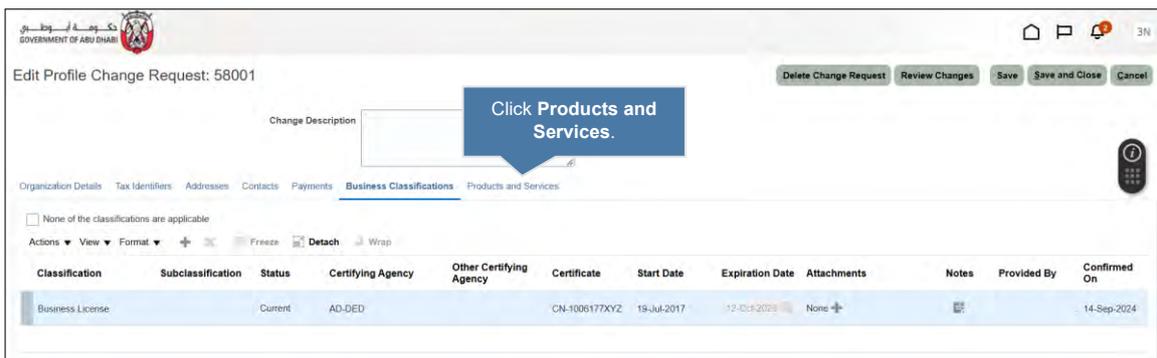
Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** **Business Classifications** Products and Services

None of the classifications are applicable

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Business License		Current	AD-DED		CN-1006177XYZ	19-Jul-2017	12-Dec-2028	None			14-Sep-2024

18. Click the **Products and Services** section header.



Edit Profile Change Request: 58001

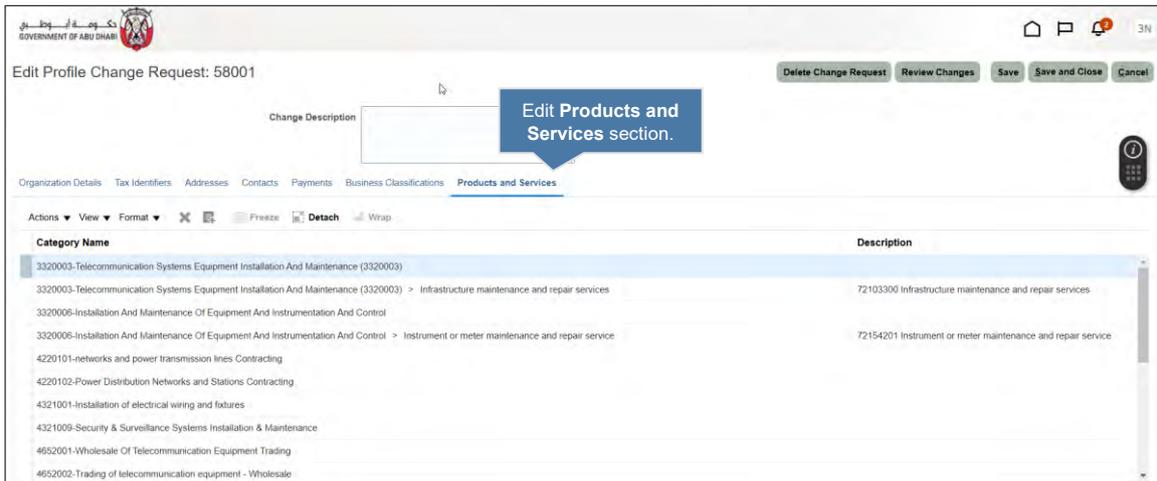
Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** **Business Classifications** **Products and Services**

None of the classifications are applicable

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Business License		Current	AD-DED		CN-1006177XYZ	19-Jul-2017	12-Dec-2028	None			14-Sep-2024

19. In the **Products and Services** section, review or edit the required information.



Change Description

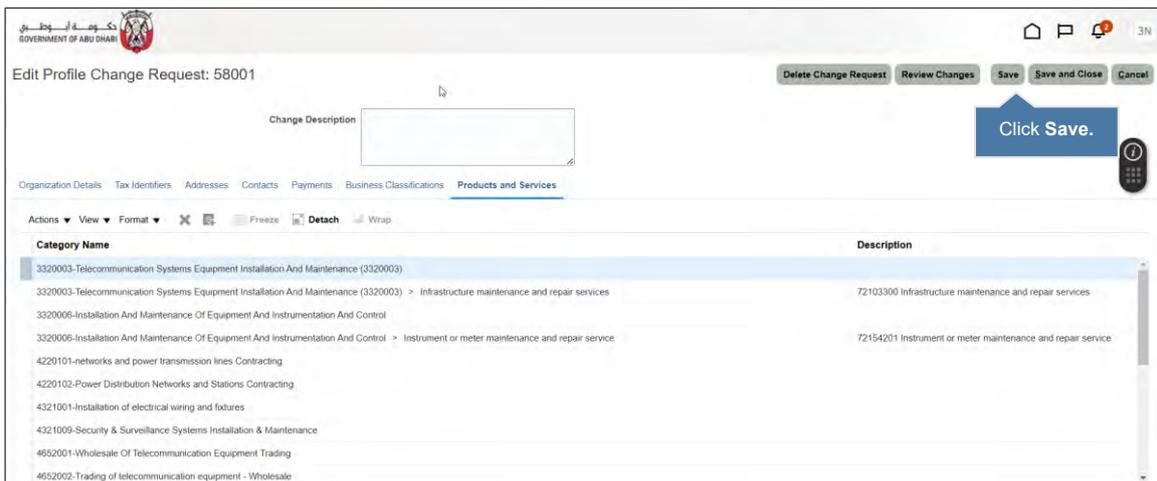
Edit Products and Services section.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

Actions View Format Freeze Detach Wrap

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
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 fixtures	
4321009-Security & Surveillance Systems Installation & Maintenance	
4652001-Wholesale Of Telecommunication Equipment Trading	
4652002-Trading of telecommunication equipment - Wholesale	

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



Change Description

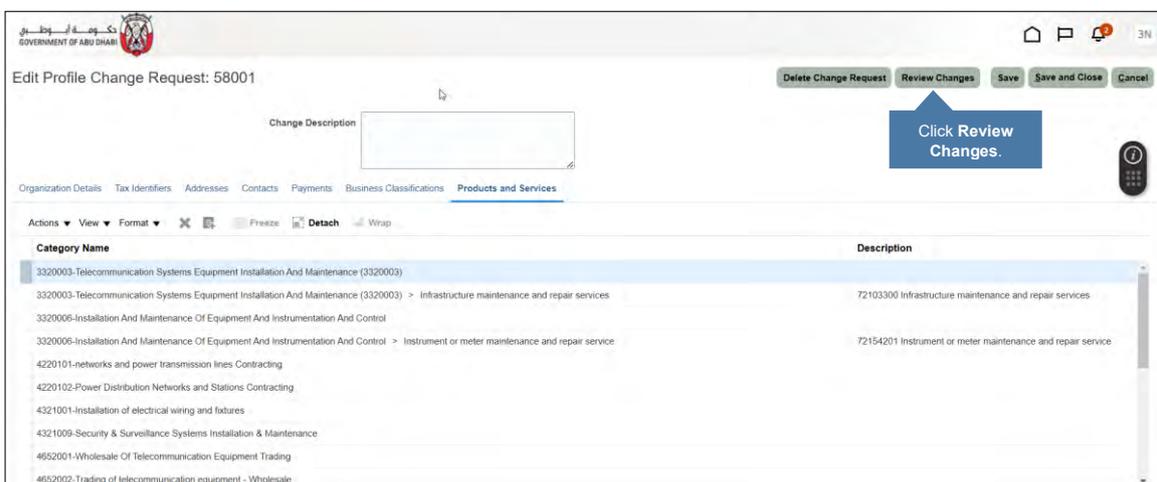
Click Save.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

Actions View Format Freeze Detach Wrap

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
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 fixtures	
4321009-Security & Surveillance Systems Installation & Maintenance	
4652001-Wholesale Of 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.



Change Description

Click Review Changes.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

Actions View Format Freeze Detach Wrap

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
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 fixtures	
4321009-Security & Surveillance Systems Installation & Maintenance	
4652001-Wholesale Of Telecommunication Equipment Trading	
4652002-Trading of telecommunication equipment - Wholesale	

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



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

