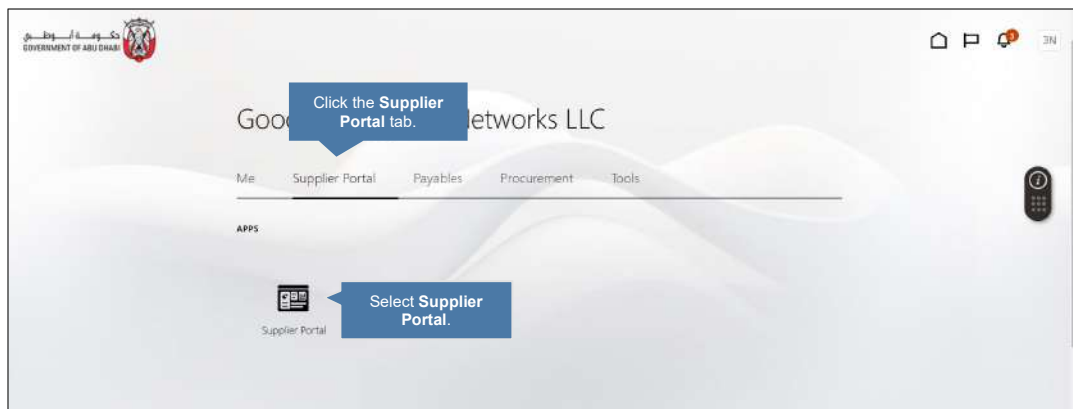


Update Company Profile

This job aid provides instructions on how to update your company profile.

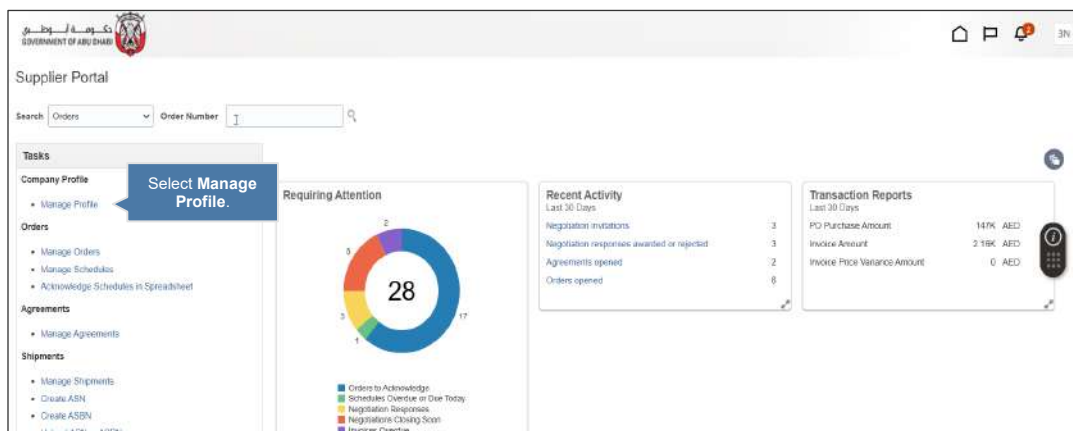
To update the company profile, log in to the Supplier Portal and perform the following steps:

STEP 1



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

STEP 2



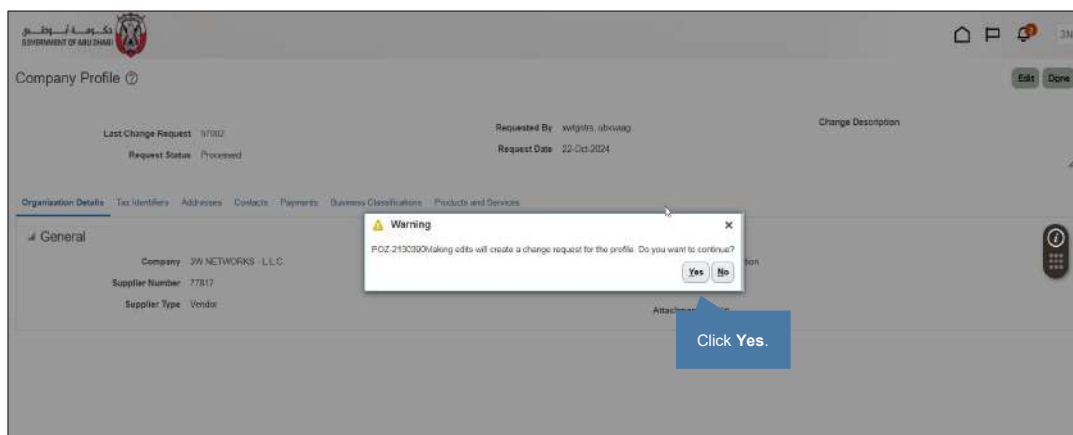
On the **Supplier Portal** screen, select **Manage Profile** in the **Tasks** section.

STEP 3



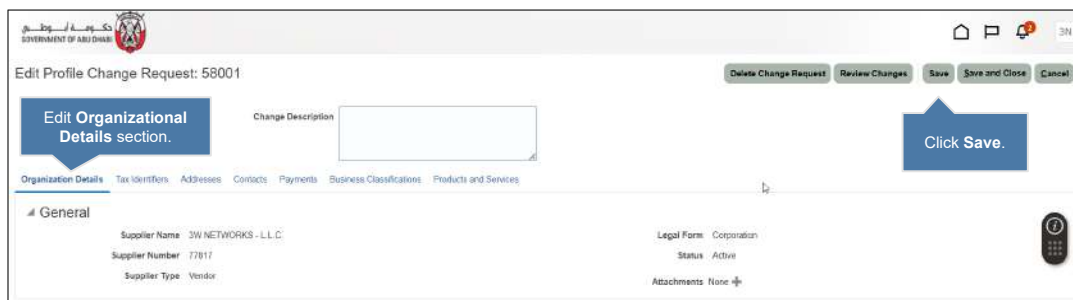
On the **Company Profile** page, click the **Edit** button.

STEP 4



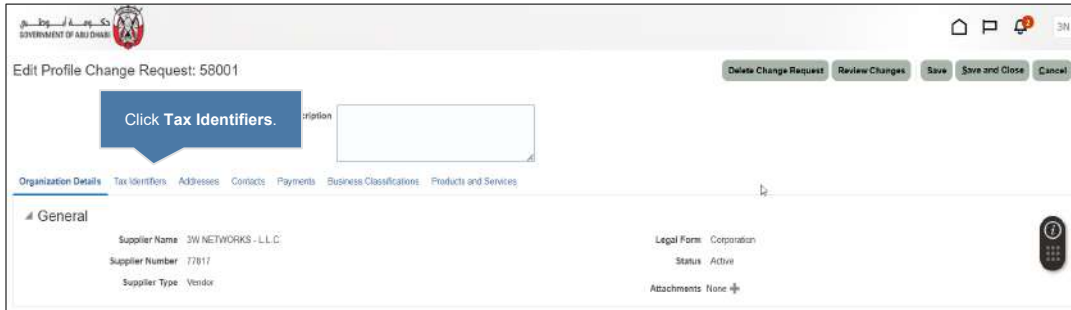
In the **Warning** pop-up window, click **Yes**.

STEP 5



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

STEP 6



Edit Profile Change Request: 58001

Click Tax Identifiers.

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

General

Supplier Name	3W NETWORKS - L.L.C.	Legal Form	Corporation
Supplier Number	77817	Status	Active
Supplier Type	Vendor	Attachments	None

Click the **Tax Identifiers** section header.

STEP 7



Edit Profile Change Request: 58001

Edit Tax Identifiers section.

Click Save.


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

Transaction Tax

Tax Country		Tax Registration Type	
Tax Registration Number	0260-100037		

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

STEP 8



Edit Profile Change Request: 58001

Click the Addresses section.

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

Transaction Tax

Tax Country		Tax Registration Type	
Tax Registration Number	0260-100037		

Click the **Addresses** section header.

STEP 9



Edit Profile Change Request: 58001

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

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 111948	(02)9434848	Ordering, RFQ or Bidding		Active

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

STEP 10



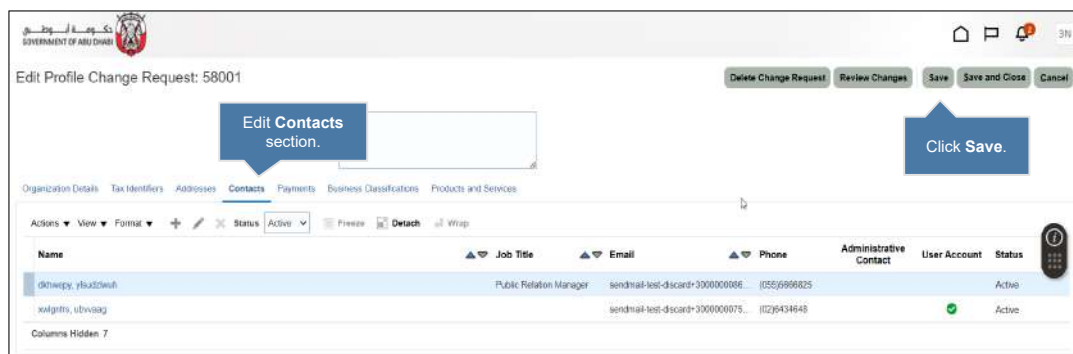
Edit Profile Change Request: 58001

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

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 111948	(02)9434848	Ordering, RFQ or Bidding		Active

Click the **Contacts** section header.

STEP 11



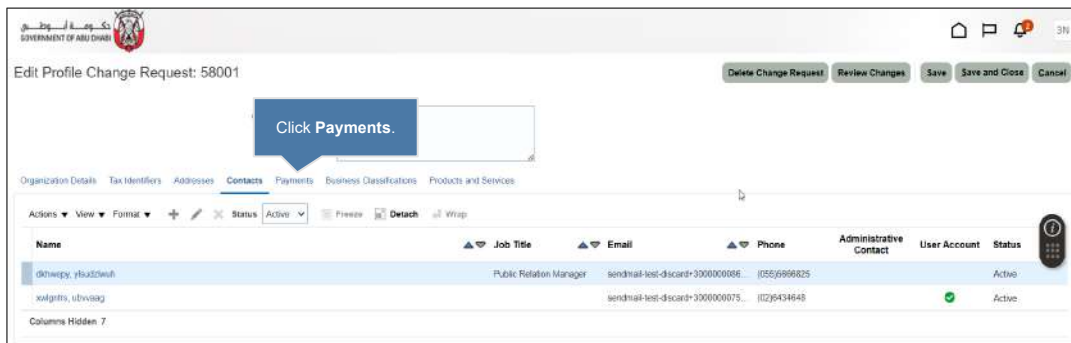
Edit Profile Change Request: 58001

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

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
dkhwyq, ylsjzdwth	Public Relation Manager	sendmail-test-d-scan@3000000066...	(055)6968825			Active
xwlgmrs, luvvaag		sendmail-test-d-scan@3000000075...	(02)9434848			Active

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

STEP 12

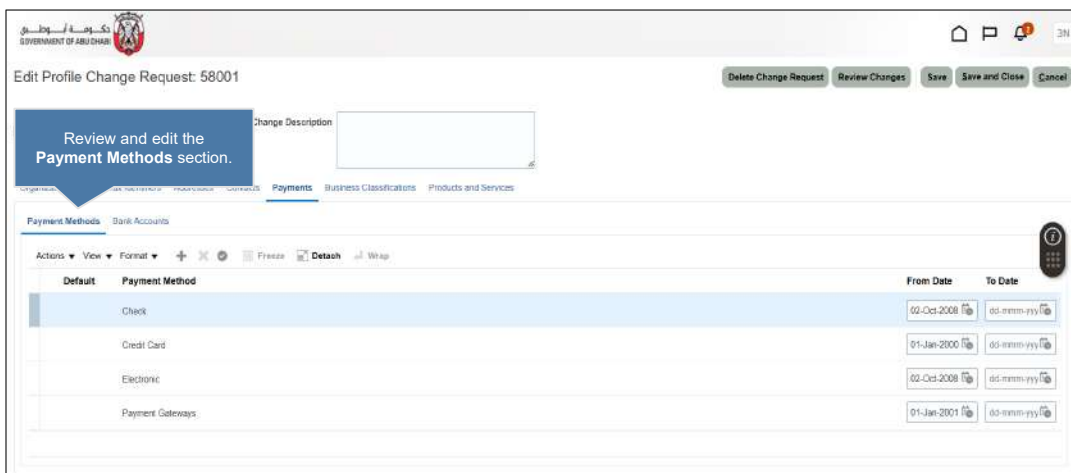


Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
dtkhacpy_yhsudzswih	Public Relation Manager	sendrial-test-discard+3000000086...	(05)6968825			Active
xolgrlfts_ubvsvag		sendrial-test-discard+3000000075...	(02)9434648		✓	Active

Click the **Payments** section header.

STEP 13

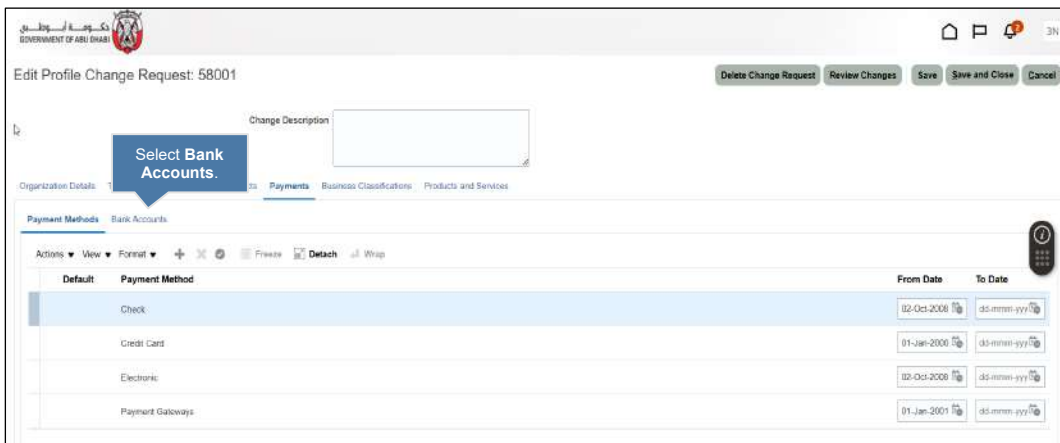


Payment Methods Bank Accounts

Default	Payment Method	From Date	To Date
	Check	02-Oct-2008	05-nmm-yyyy
	Credit Card	01-Jan-2000	05-nmm-yyyy
	Electronic	02-Oct-2008	05-nmm-yyyy
	Payment Gateways	01-Jan-2001	05-nmm-yyyy

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

STEP 14



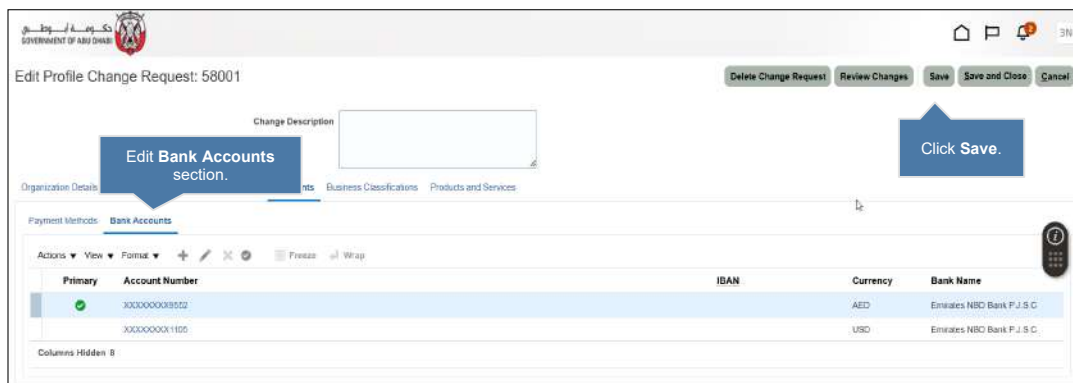
Organization Details | **Payments** | Business Classifications | Products and Services

Payment Methods | **Bank Accounts**

Default	Payment Method	From Date	To Date
	Check	02-Oct-2006	31-Mar-2017
	Credit Card	01-Jan-2006	31-Mar-2017
	Electronic	02-Oct-2009	31-Mar-2017
	Payment Gateways	01-Jan-2001	31-Mar-2017

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

STEP 15



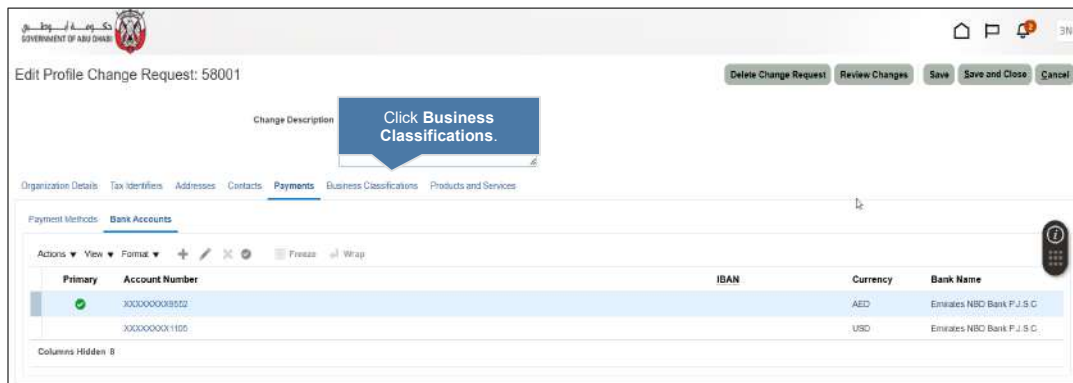
Organization Details | **Payments** | Business Classifications | Products and Services

Payment Methods | **Bank Accounts**

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	XXXXXXX03052		AED	Emirates NBD Bank P.J.S.C
<input type="checkbox"/>	XXXXXXX1105		USD	Emirates NBD Bank P.J.S.C

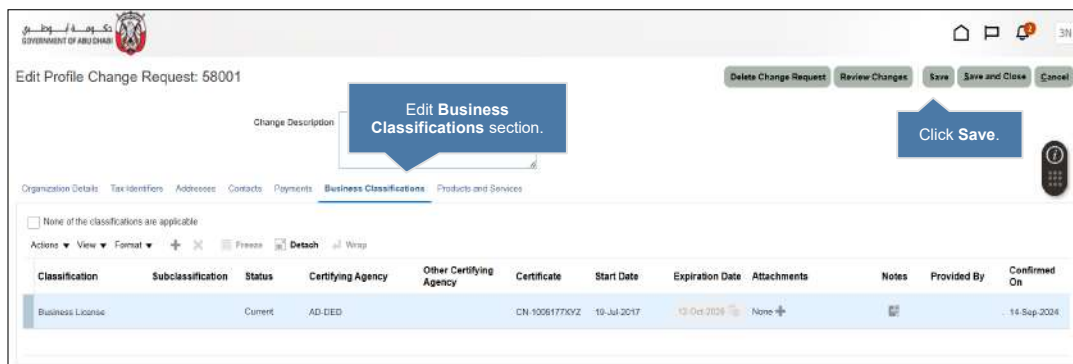
In the **Bank Accounts** section, edit or add the required account information and click **Save**.

STEP 16



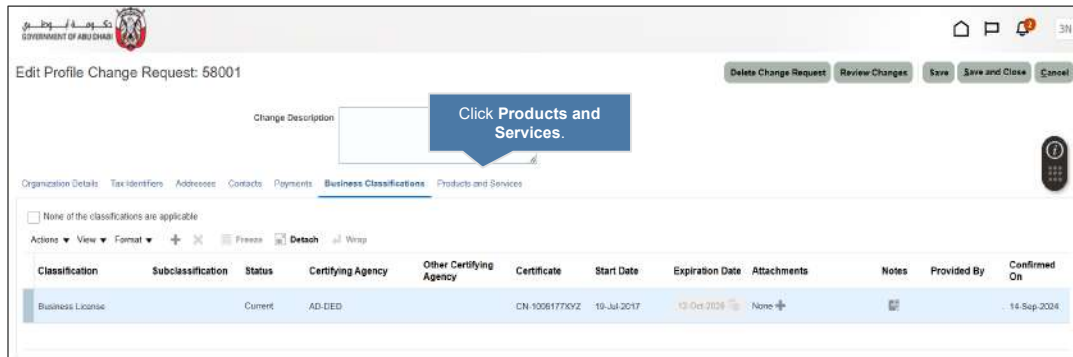
Click the **Business Classifications** section header.

STEP 17



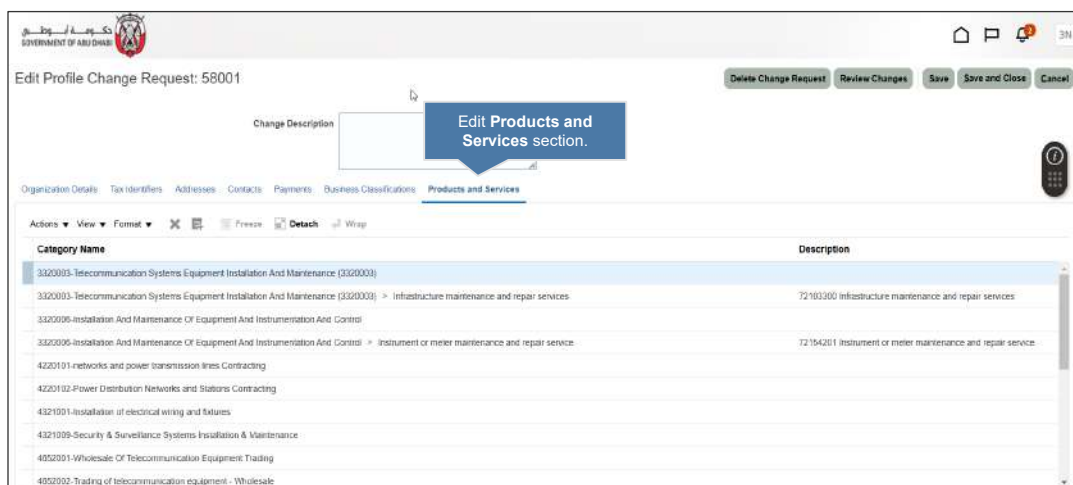
In the **Business Classifications** section, edit or add the required classification information and click **Save**.

STEP 18



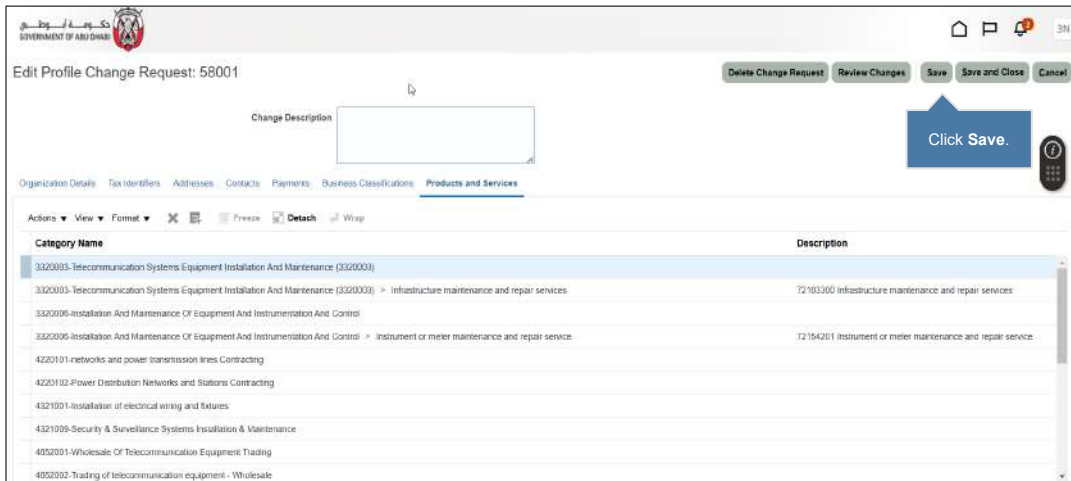
Click the **Products and Services** section header.

STEP 19



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

STEP 20



Edit Profile Change Request: 58001

Change Description

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

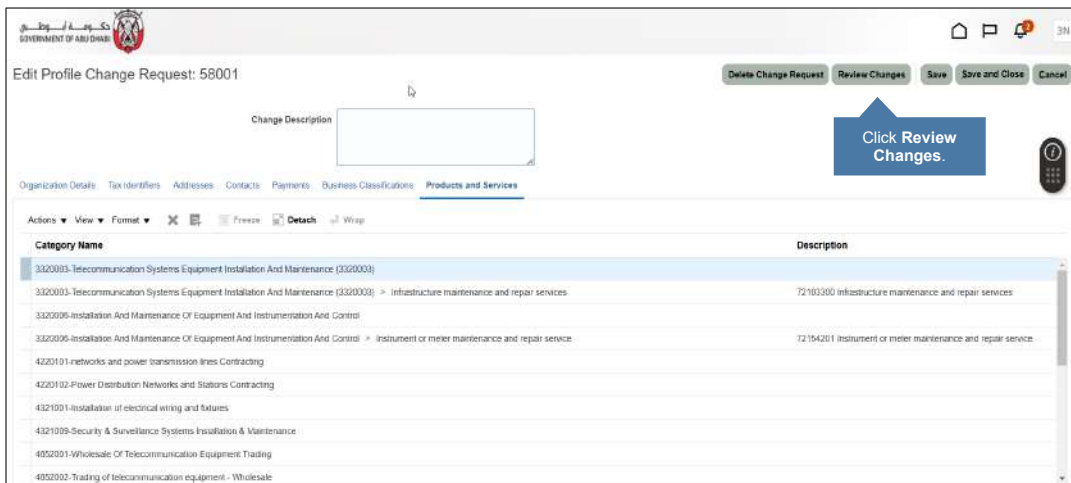
Actions View Format Freeze Detach Wrap

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	
4052001-Wholesale Of Telecommunication Equipment Trading	
4052002-Trading of telecommunication equipment - Wholesale	

Click Save.

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

STEP 21



Edit Profile Change Request: 58001

Change Description

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	
4052001-Wholesale Of Telecommunication Equipment Trading	
4052002-Trading of telecommunication equipment - Wholesale	

Click Review Changes.

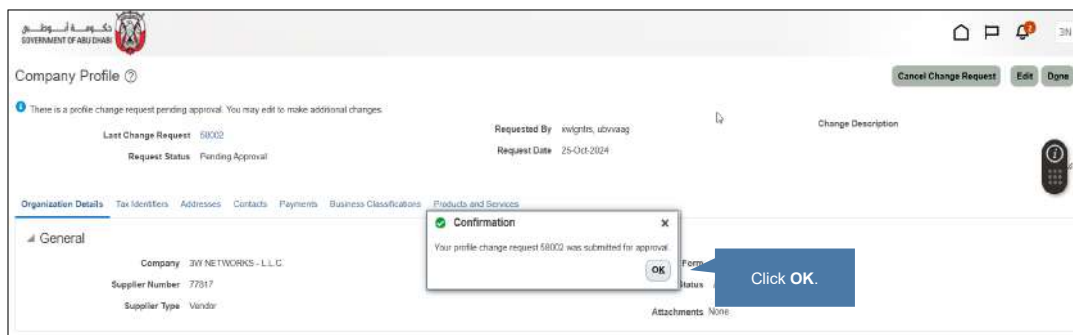
After updating the information in all sections of the company profile, click **Review Changes** to analyze the changes made to the company profile.

STEP 22



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

STEP 23



Review the Confirmation pop-up and click **OK**. The company profile change request will be sent for approval.