



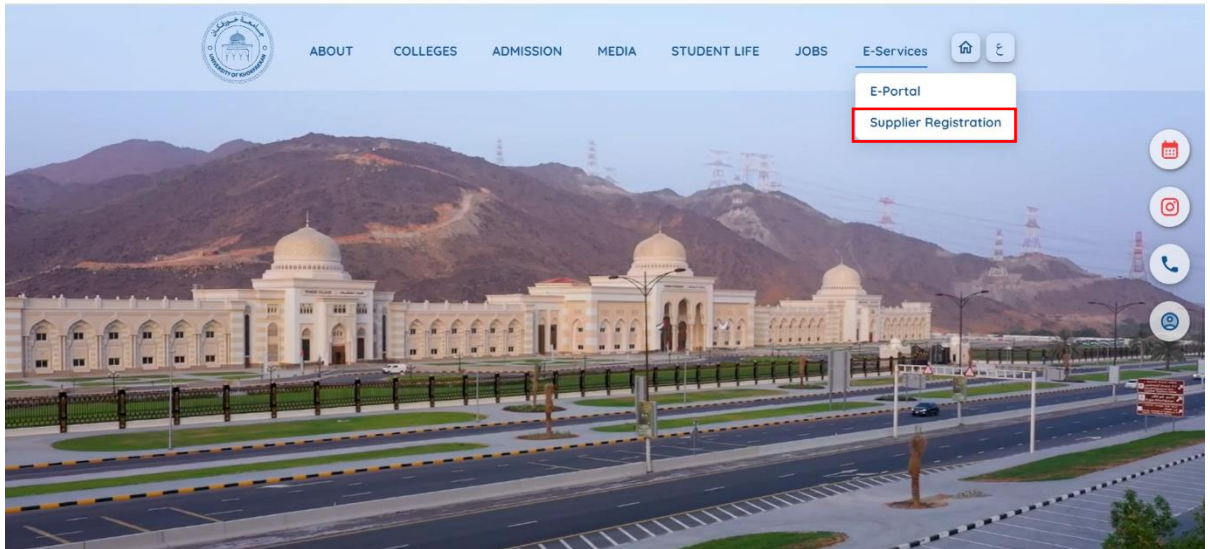
Update Supplier Profile

2023-2024

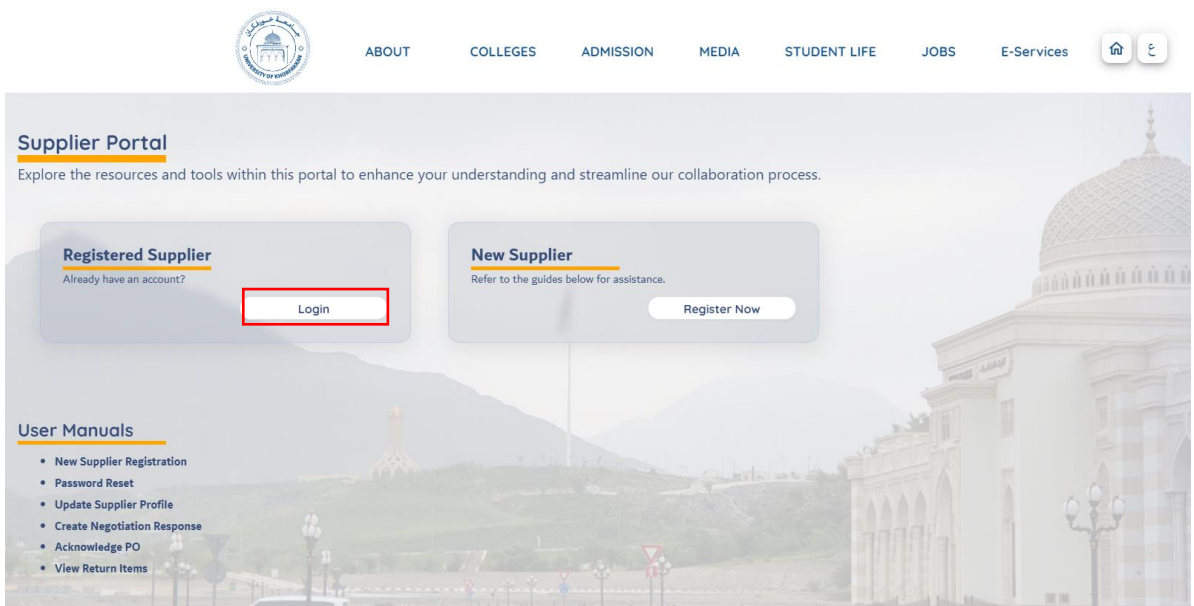


1. Update Supplier Profile

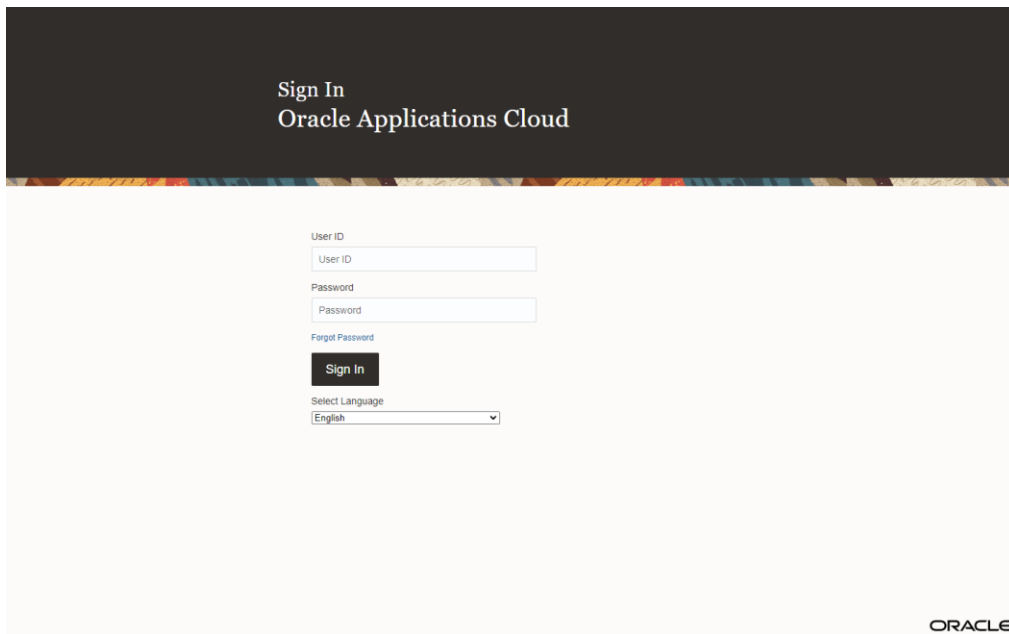
1.1. Access the UKF website (www.ukf.ac.ae), then navigate to E-Service and choose Supplier Registration.



1.2. Click on login.

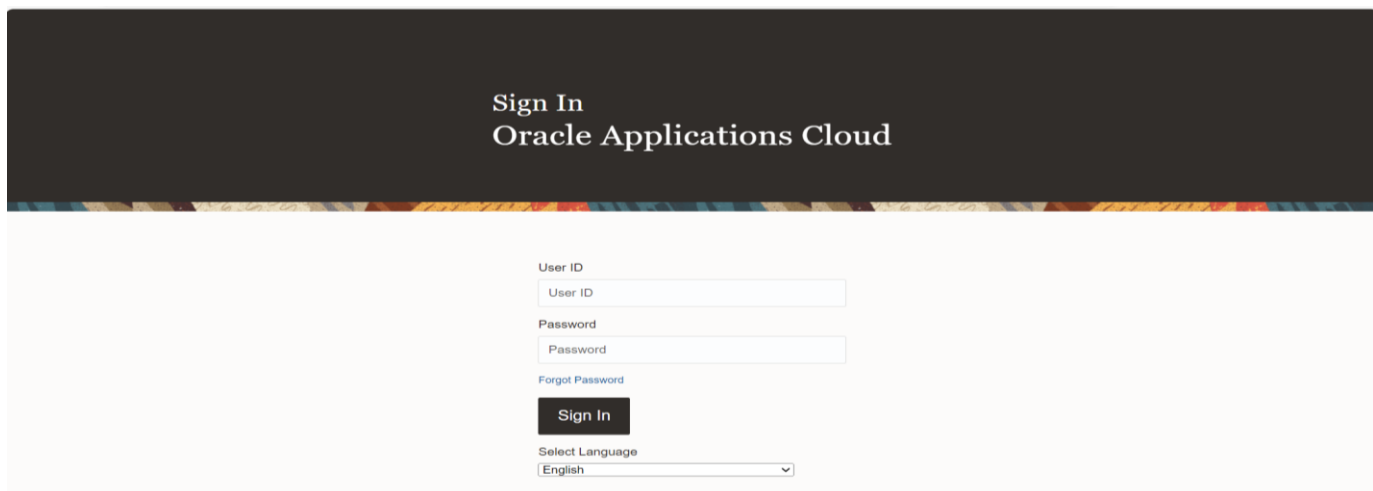


1.3. Enter registered email address and password.



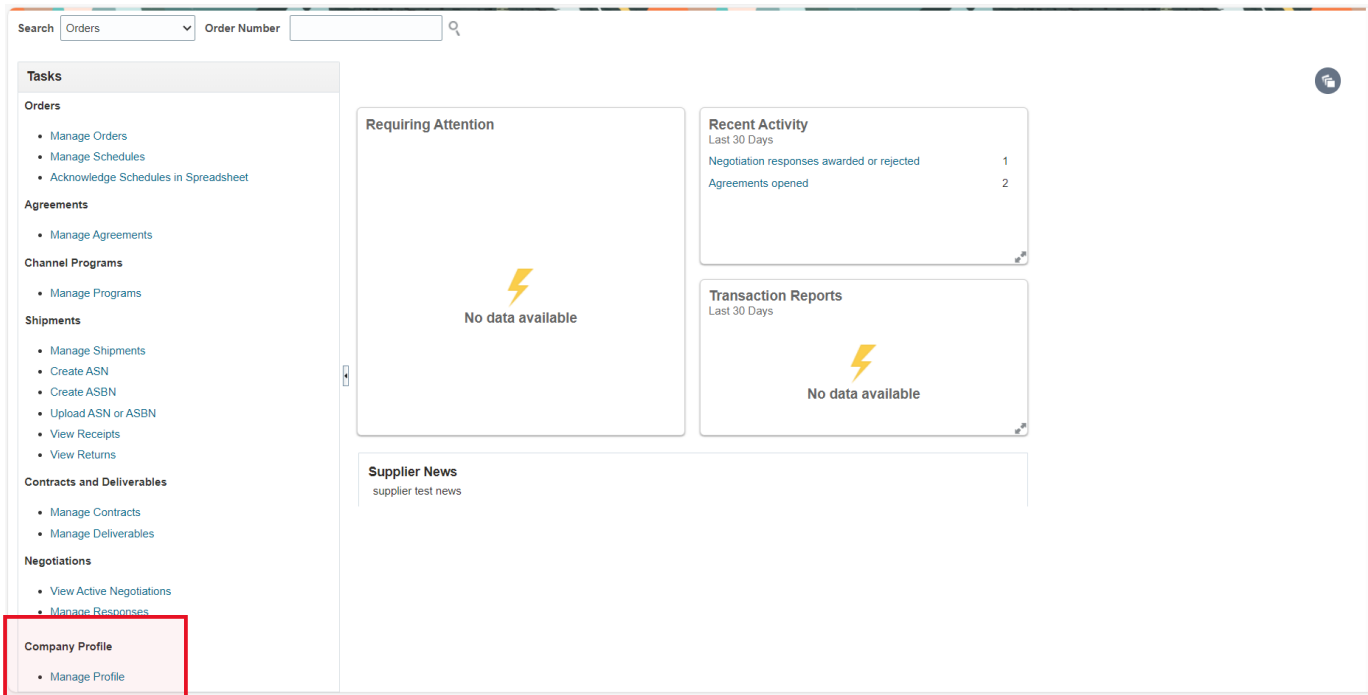
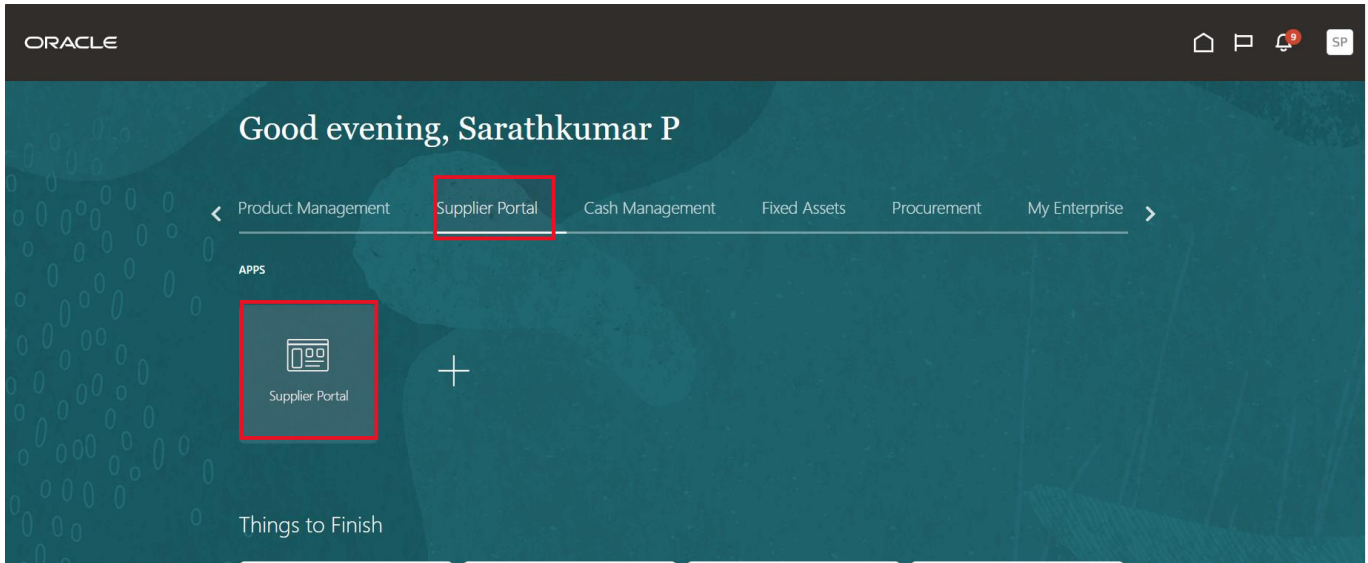
1.1. Fill the **Supplier User ID** and **Password** credentials based on the communication done by the authorized team.

1.2. Click on **Sign In** button.



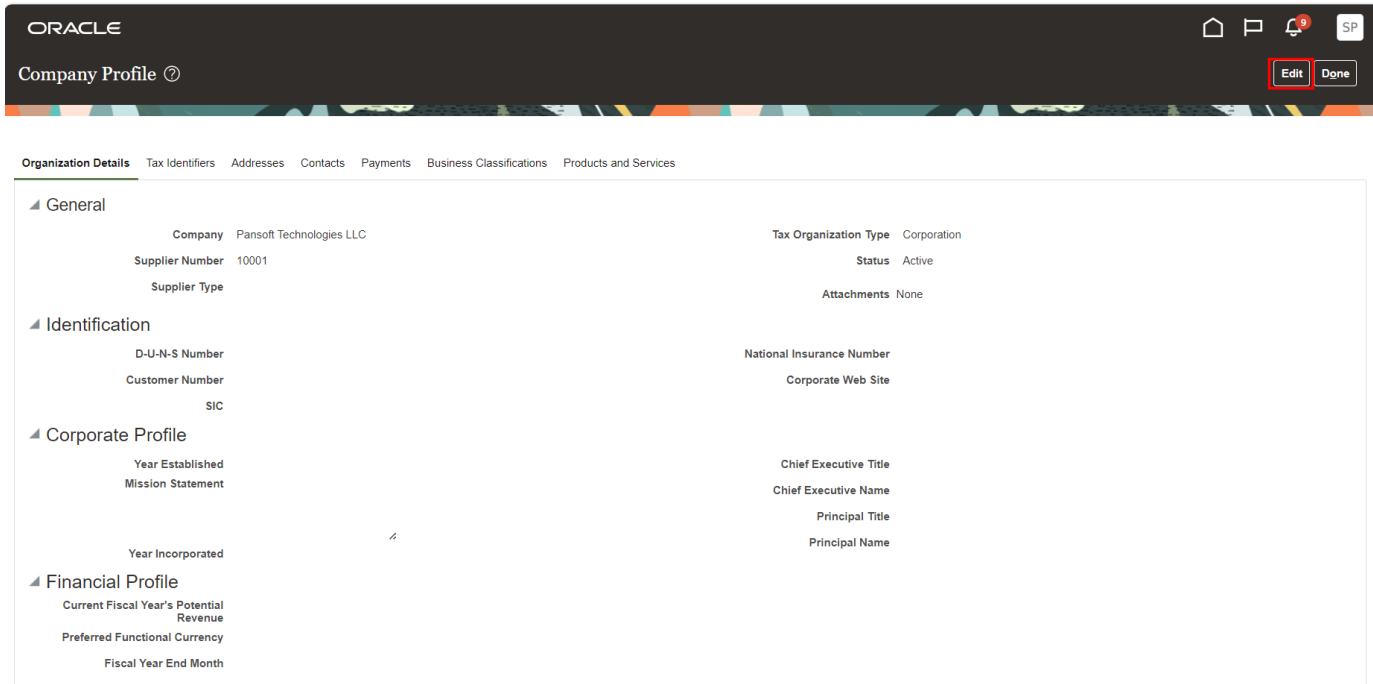
1.3. User should be able to login to the Oracle application.

1.4. Navigate to Manage Supplier Profile Page

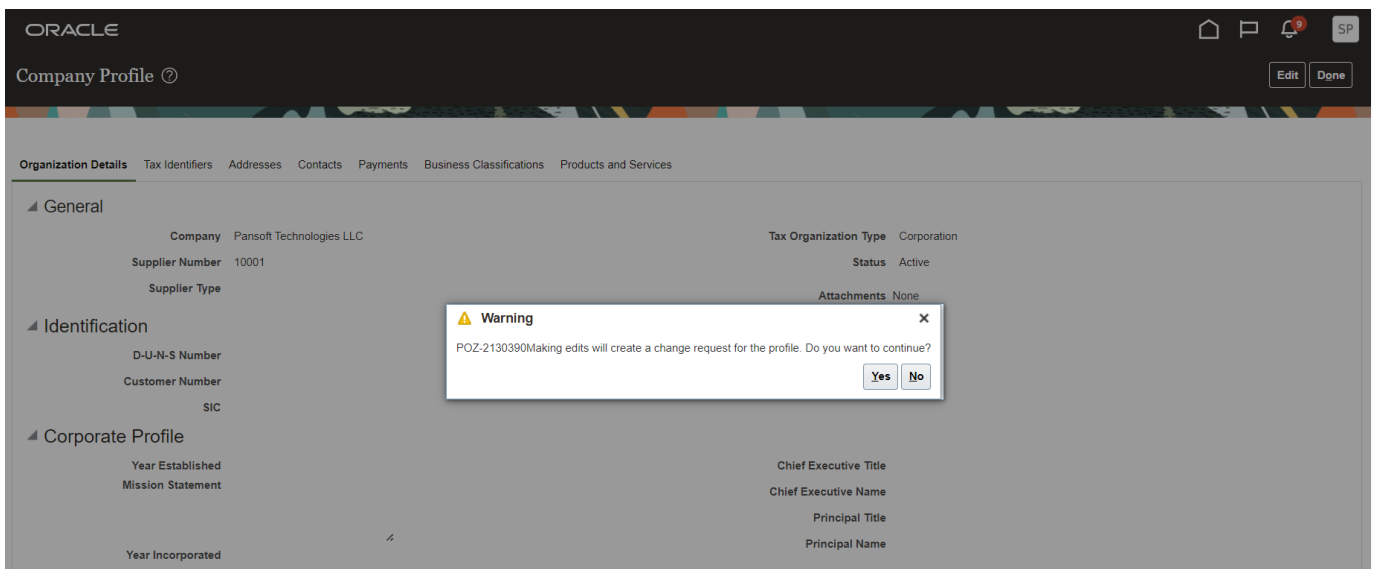


3.5. Update supplier profile.

3.6. Click on **Edit** button to update the details.



3.7. Click on **Yes** to accept the change request for the profile.



3.8. Enter the **Change Description**

3.9. For instance, *Updated the Trade license details.*

3.10. Then click on **Review Changes** and then **Submit** for approval.

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

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confir On
Free Zone Vendor		Current	Certified By UAE A		1234	08-10-2023	30-10-2023	None			
Free Zone Vendor		Expired	Certified By UAE Authority		1213	01-07-2023	01-09-2023	None			16-08-2

3.11. Supplier will get the confirmation pop up message with change request Number.

Company Profile

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 7001 Requested By P. Sarathkumar Change Description Updated the Trade License

Request Status Pending Approval Request Date 08-10-2023

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

General

Company Pansoft Technologies LLC

Supplier Number 10001

Supplier Type

Identification

D-U-N-S Number National Insurance Number

Customer Number Corporate Web Site

SIC

Corporate Profile

Year Established Chief Executive Title

Mission Statement Chief Executive Name

Principal Title

Confirmation

Your profile change request 7001 was submitted for approval.

OK

Type Corporation

Status Active

Comments None

3.12. Submitted profile updates will be checked and approved by UKF team.

3.13. Supplier will receive a notification for approved and rejected updates.

Thank You