

# **Update Supplier Profile**



## 1. Update Supplier Profile

### 1.1. Access the UKF website (<u>www.ukf.ac.ae</u>), then navigate to E-

Service and choose Supplier Registration.



### 1.2. Click on login.

		ABOUT	COLLEGES	ADMISSION	MEDIA	STUDENT LIFE	JOBS	E-Services	٩
Supplier Portal Explore the resources and tools	within this portal to	o enhance your t	understanding an	d streamline our	collaboration	process.			-
Registered Supplier Already have an account?	Login		New Supplie Refer to the guides	<b>r</b> below for assistance.	Register Now				
User Manuals									
New Supplier Registration     Password Reset     Update Supplier Profile     Create Negotiation Response     Actionaledge PO								1 2	20 7
View Return Items									

Sign In Oracle Applications Clo	oud	
User ID User ID Password Password Sign In Select Language English		
		ORACLE

1.3. Enter registered email address and password.

- 1.1. Fill the **Supplie**r **User ID** and **Password** credentials based on the communication done by the authorized team.
- 1.2. Click on **Sign In** button.

Si O	<sup>gn In</sup> racle Applications Clo	oud	
	User ID User ID Password Password Forgot Password Sign In Select Language English		

- 1.3. User should be able to login to the Oracle application.
- 1.4. Navigate to Manage Supplier Profile Page

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00000	Product Management	Supplier Portal	Cash Management	Fixed Assets	Procurement	My Enterprise	>			
	APPS	+								
	Things to Finish					1 Stands				

Search Orders V Order Number	٥,		
Tasks			6
Orders  Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements	Requiring Attention	Recent Activity       Last 30 Days       Negotiation responses awarded or rejected       1       Agreements opened       2	
Channel Programs  Manage Programs  Shipments  Create ASN  Create ASN  Upload ASN or ASBN  View Receipts	No data available	Transaction Reports Last 30 Days	
View Returns Contracts and Deliverables Manage Contracts Manage Deliverables Negotiations View Active Negotiations Manage Responses Company Profile Manage Profile	Supplier News supplier test news		

- 3.5. Update supplier profile.
- 3.6. Click on **Edit** button to update the details.

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Company Profile ⑦			Edi	t D <u>o</u> ne
Organization Details Tax Identifiers	Addresses Contacts Payments Business Classifications Products and Services			
▲ General				
Company	Pansoft Technologies LLC Tax Organization Type	Corporation		
Supplier Number	10001 Status	Active		
Supplier Type	Attachments	None		
Identification				
D-U-N-S Number	National Insurance Number			
Customer Number	Cornorate Web Site			
SIC				
A Corporate Profile				
	Object Free value Title			
Mission Statement	Chief Executive line			
	Principal line			
Year Incorporated	Principal Name			
Financial Profile				
Current Fiscal Year's Potential Revenue				
Preferred Functional Currency				
Fiscal Year End Month				

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

ORACLE		☐ □ ♀
Company Profile ②		Edit Done
Organization Details Tax Identifiers Addresses Contacts Payments Bu	usiness Classifications Products and Services	
⊿ General		
Company Pansoft Technologies LLC	Tax Organization Type Corporation	
Supplier Number 10001	Status Active	
Supplier Type	Attachments None	
▲ Identification	▲ Warning ×	
D-U-N-S Number	POZ-2130390Making edits will create a change request for the profile. Do you want to continue?	
Customer Number	Yes No	
SIC		
✓ Corporate Profile		
Year Established	Chief Executive Title	
Mission Statement	Chief Executive Name	
	Principal Title	
/ Year Incorporated	Principal Name	

#### 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.

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Edit Profile Change Request: 7001			Delete Change Request Review Chan	nges Save <u>S</u> ave and Clos	e <u>C</u> ancel
Organization Details       Tax Identifiers       Addresses       Contacts       Busin         None of the classifications are applicable         Actions       View       Format       +       X       IF Freeze       X       IF	etsch 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.

ORACLE							ÞÇ	SP
Company Profile ⑦						Cancel Change Reque	st	Done
There is a profile change request pending approvements	val. You may edit to make additional changes.							
Last Change Request 7001 Request Status Pendi	ing Approval	Requested By Request Date	P, Sarathkumar 08-10-2023		Change Descript	tion Updated the Trade L	icense	1.
Organization Details Tax Identifiers Addresse	es Contacts Payments Business Classifications	Products and Services						
⊿ General								
Company Pansoft	Technologies LLC	Confirmation	×	Type Corporation				
Supplier Number 10001	Yo	our profile change request 700	1 was submitted for approval.	tatus Active				
Supplier Type			ο <u>κ</u>	nents None				
Identification				1				
D-U-N-S Number			National Insurance No	umber				
Customer Number			Corporate We	eb Site				
SIC								
Corporate Profile								
Year Established			Chief Executiv	e Title				
mission statement			Chief Executive	Name				
			Principa	al litle				

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.

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# Thank You