

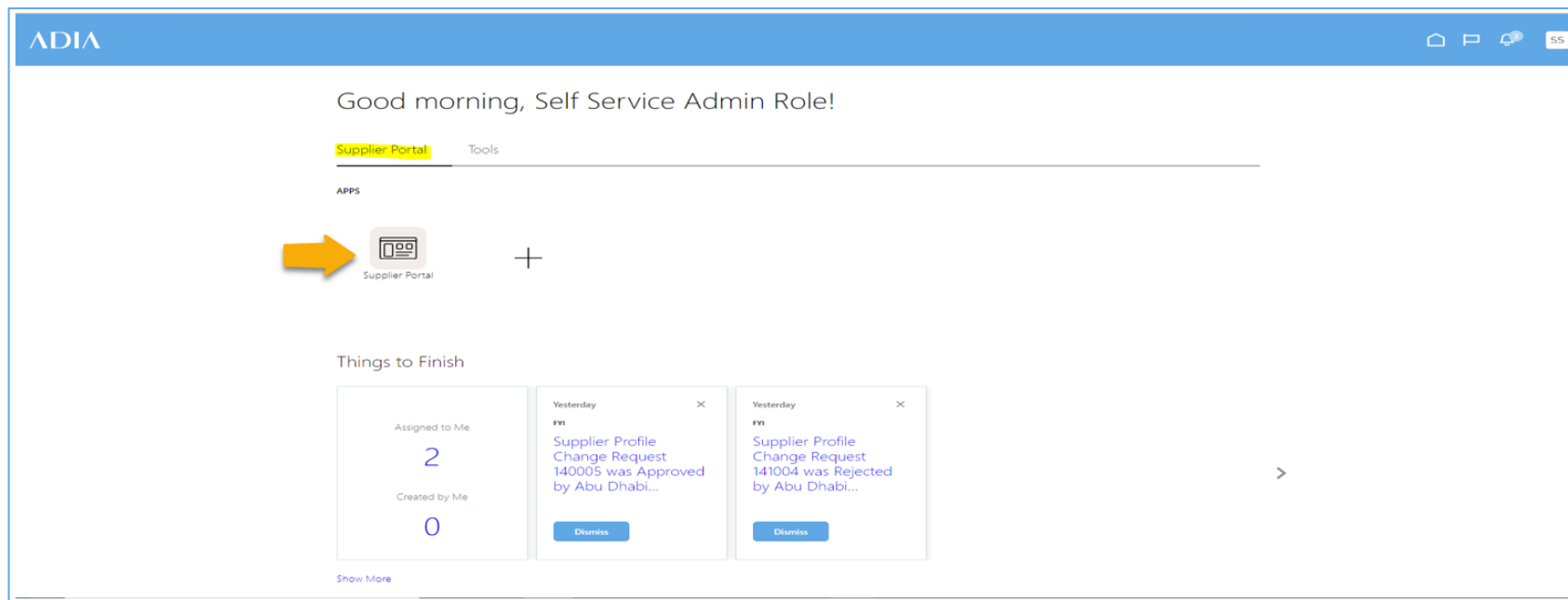
# Supplier Profile Management

ADIA

## Login

1. To access the **Supplier Portal**, open a web browser such as Chrome and click on the URL <https://fa-evrp-saasfaprod1.fa.ocs.oraclecloud.com> received from ADIA.
2. To access the supplier portal menu, click on the “Supplier Portal” tile.

**Note:** *The Menu will be depend on the access provided.*



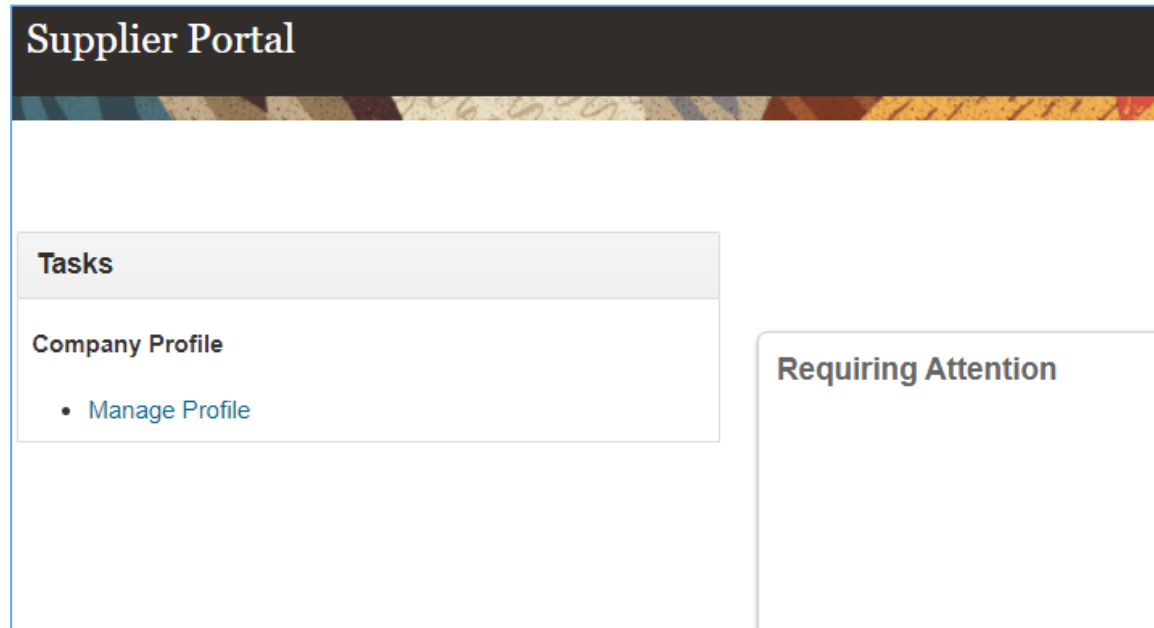
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Figure 1

## Manage Supplier Profiles

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1. Click “Manage Profile” under Company Profile task list



*Figure 2*

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## Address details Update:

1. In Profile page go to “Addresses” tab and click “Edit”.

Company Profile [?](#) Delete Change Re Edit Done

There are profile changes that aren't submitted. You must edit the changes to continue.

Last Change Request 134003 Requested By Supplier, Bank Update Change Description  
Request Status Draft Request Date 05-Jul-2023

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications

View Format Status Active Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
FC01	100 WOOD ST,EC2V 7AN,Address2,LONDON,UNITED KINGDOM	XXXXXXXX	Ordering; Remit to	Active
TEST01	England,UNITED KINGDOM		Ordering; Remit to	Active

Columns Hidden 5

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Figure 3

2. In Addresses tab, click '+' icon to add new address.

The screenshot shows the 'Edit Profile Change Request: 134003' interface. At the top right, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. Below the title bar is a 'Change Description' text area. The main content area has tabs for 'Addresses', 'Contacts', and 'Business Classifications'. The 'Addresses' tab is active, showing a toolbar with 'Actions', 'View', 'Format', a '+ ' icon, a pencil icon, a status dropdown set to 'Active', 'Freeze', and 'Wrap'. Below the toolbar is a table with the following data:

Address Name	Address	Phone	Address Purpose	Fax	Status
FC01	100 WOOD ST, EC2V 7AN, Address2, LONDON, UNITED KINGDOM	XXXXXXXXXX	Ordering; Remit to	/XXXXXXXXXX1	Active
TEST01	England, UNITED KINGDOM		Ordering; Remit to		Active

Columns Hidden 3



Figure 4

3. Enter address details in the pop-up window and click “OK” button

**Note:** Asterix (\*) fields are Mandatory fields to fill.

**Edit Address: NEW\_ADRS01**

\* Address Name

\* Country

\* Address Line 1

Address Line 2

Address Line 3

City or Town

County

Postcode

Language

\* Address  Ordering

Purpose  Remit to

RFQ or Bidding

Phone

Fax

Email

Inactive Date

Status Active

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Figure 5

#### 4. In address tab newly created address details are shown

The screenshot shows the 'Edit Profile Change Request: 140001' interface. At the top right, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. Below the header, there is a 'Change Description' field containing the text 'Updating Address, Contacts and Business Classification'. The main content area has three tabs: 'Addresses' (selected), 'Contacts', and 'Business Classifications'. Below the tabs, there is a toolbar with 'Actions', 'View', 'Format', '+', a pencil icon, an 'X' icon, a 'Status' dropdown set to 'Active', 'Freeze', and 'Wrap' icons. The main area contains a table with the following data:

Address Name	Address	Phone	Address Purpose	Fax	Status
FC01	100 WOOD ST,EC2V 7AN,Address2,LONDON,UNITED KINGDOM	XXXXXXXXXX	Ordering, Remit to	XXXXXXXXXX	Active
NEW_ADRS01	Lane 1, BHP,UNITED KINGDOM		Ordering, Remit to		Active
TEST01	England,UNITED KINGDOM		Ordering, Remit to		Active

At the bottom left of the table, it says 'Columns Hidden 3'.



Figure 6

## Supplier Contact Update:

1. Click on Contacts to view all existing contact.
2. Click on '+' to add new contact details.

Note: To view existing contact detail and update, click on the contact name

Edit Profile Change Request: 140001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Updating Address, Contacts and Business Classification


Addresses **Contacts** Business Classifications

Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

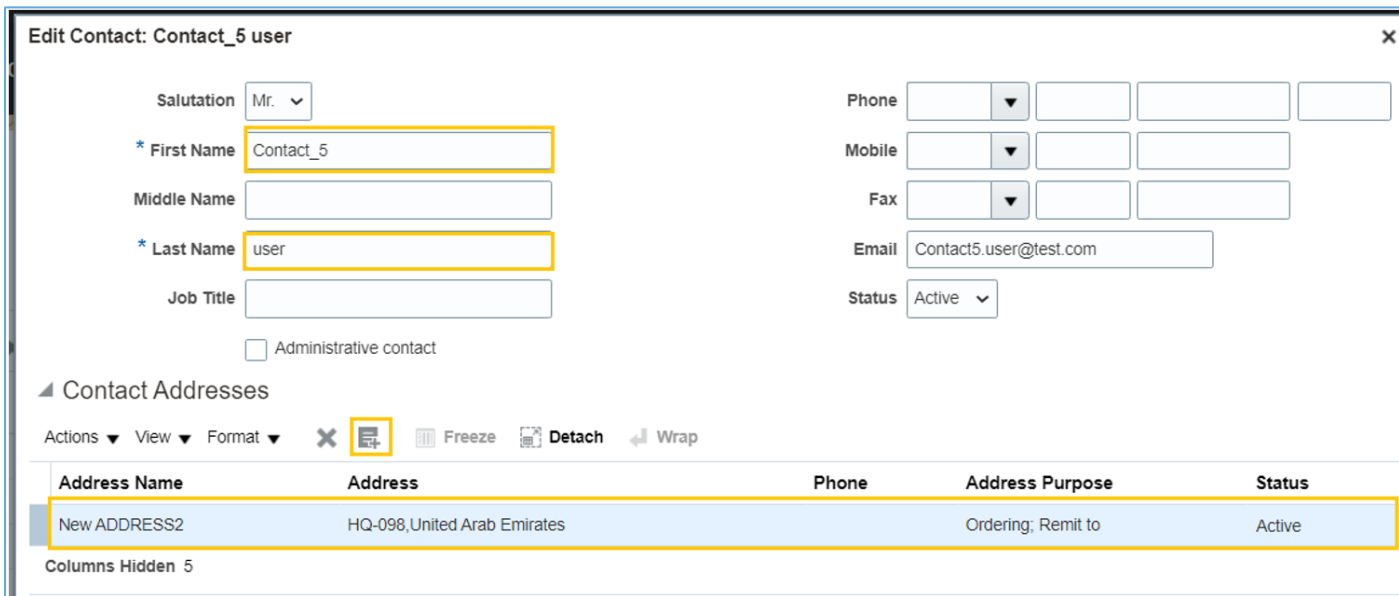
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
M, A						Active
Monday, English				✓		Active
O'Shea, Helen					✓	Active
O'shea, O'shea					✓	Active
Patel, Sweeta	Accountant		XXXXXXXXXX		✓	Active

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Figure 7





3. In the Pop-up window fill the contact details.
4. In Contact Addresses section, click on  and select the required address. And click “OK” button.
5. If the new contact required supplier portal access. Please mention it in the Change description text box.

**Note:** Asterix (\*) fields are Mandatory fields to fill and submit the details.



Administrative contact

▲ Contact Addresses

Actions ▼ View ▼ Format ▼   Freeze  Detach  Wrap

Address Name	Address	Phone	Address Purpose	Status
New ADDRESS2	HQ-098, United Arab Emirates		Ordering; Remit to	Active

Columns Hidden 5

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Figure 8

## Business Classifications Update (Currently Applicable for UAE Suppliers):

1. Click '+' in Business classifications tab and add the required details. Attach relevant documents for ADIA to verify.

Edit Profile Change Request: 140008

Change Description

Addresses Contacts **Business Classifications**

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	Confirmed On
Hub Zone		Current	Other		safrd	22-Jul-2023	dd-mmm-yyy	None +			
Trade License		Current	Abu Dhabi Global Market		adsad	01-Jun-2023	dd-mmm-yyy	None +		Self Service Admin	06-Jun-2023

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Figure 9

## Review and Submit the Changes:

1. Click on “Review Changes”.
2. Once the changes are reviewed click on Submit button.

Review Changes													
Change Description											Edit	Submit	Cancel
Addresses													
View Format Freeze Wrap													
Address Name	Address	Phone	Address Purpose	Fax	Status	Details							
NEW ADDRESS1	BP876,AbuDhabi,United Arab Emirates		Ordering; Remit to		Active								
New ADDRESS2	HQ-098,United Arab Emirates		Ordering; Remit to		Active								
Columns Hidden 3													
Contacts													
View Format Freeze Detach Wrap													
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details						
Role3, User3		user3.role3@adiatest.com	+971 (123)1234...		✓	Active							
user, Contact_5		Contact5.user@test.com				Active							
Columns Hidden 7													
Business Classifications													
View Format Freeze Detach Wrap													
Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On	Details	
77 Service Provider		Current	Other	IT Service Provider				None		User1 Role1	11-Apr-2023		



Figure 10

### 3. Confirmation of submitted message is displayed. Click on OK.

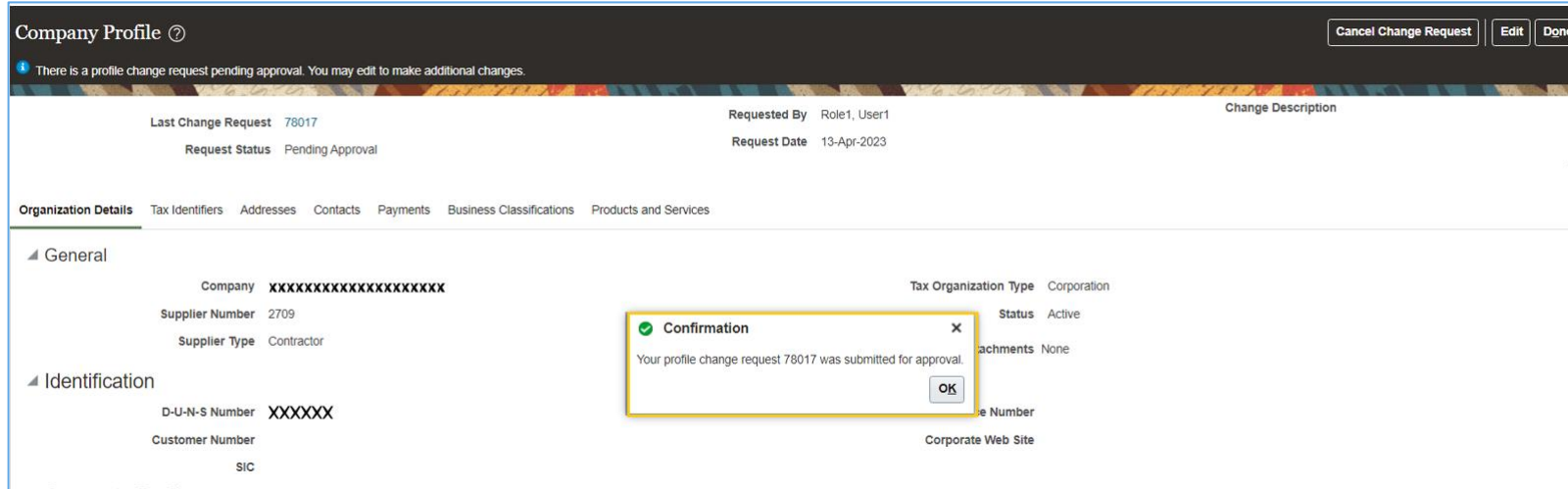


Figure 11

**Changes submitted will be notified to ADIA. Upon review and approval, the requested changes will appear in the Supplier portal.**