

Title: Update Company Information			No. Rujukan: ROS-UM001-04-2
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1.2.6.4 Update Company Information

Supplier will be able to update company information/ data if necessary.

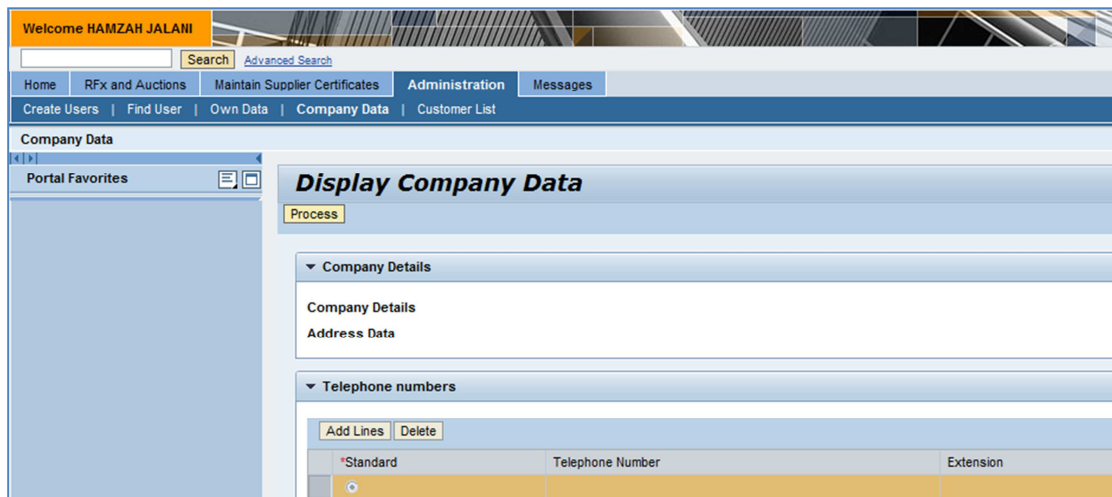
1. Login to portal as supplier administrator. Fill in the User Id and Password, then click on 'Logon' button.



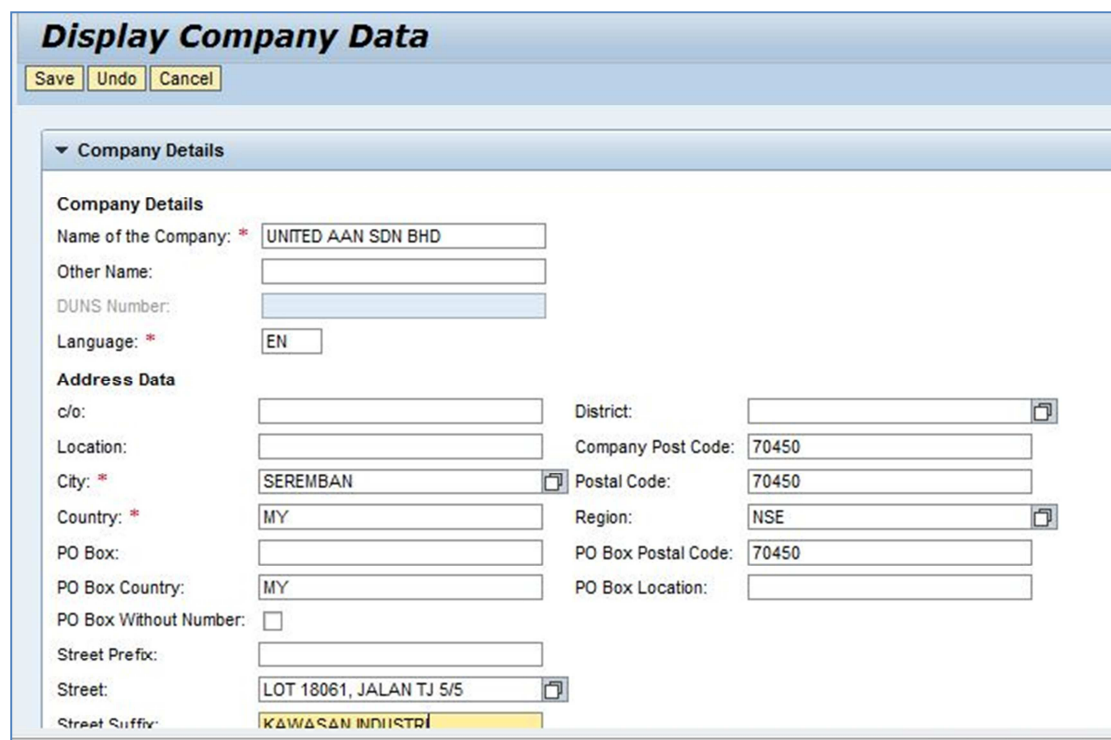
Field	Value	Example
User ID	<Enter the User ID>	admin
Password	<Enter the Password>	welcome100

2. A SUS portal screen will display. Click on **Administration** tab. Then click on 'Company Data'. A 'Display Company Data' screen will be displayed. Click on **Process** button to change the company data.

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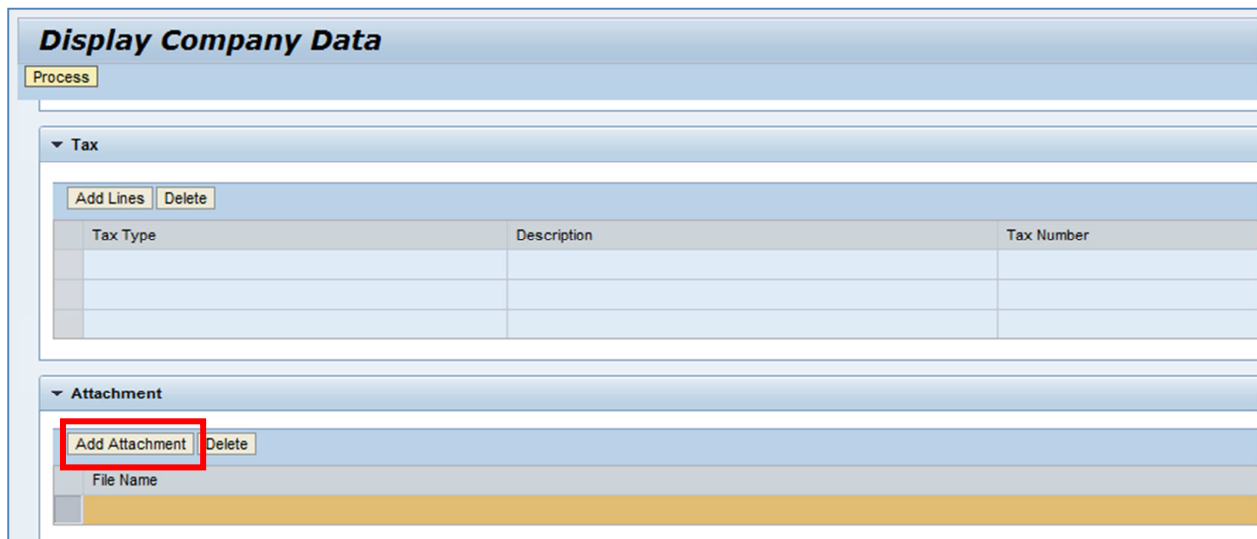


3. The fields will be enabled and supplier may change any data of the company. All fields marked with asterisk * are mandatory fields.

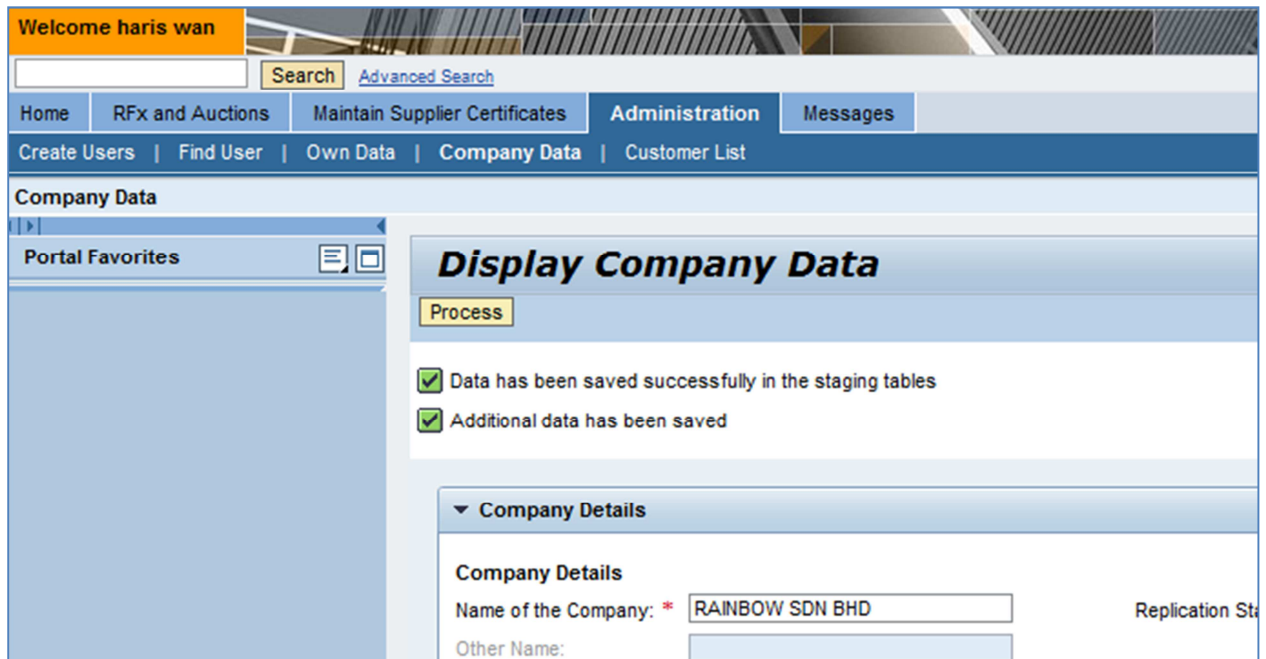


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4. As a supplier, you will be able to upload any supporting documents in Attachment section. Click on **Add Attachment** button to attach the documents.



5. After completed, click on **Save** button to save the changes.



6. Procedural steps completed.