

Title: <b>Update Company Information</b>		No. Rujukan: <b>ROS-UM001-04-2</b>	
Link:		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>February 2014</b>	
	Amendment: -	Date: -	
			Page: <b>1/3</b>

### 1.2.6.4 Update Company Information

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

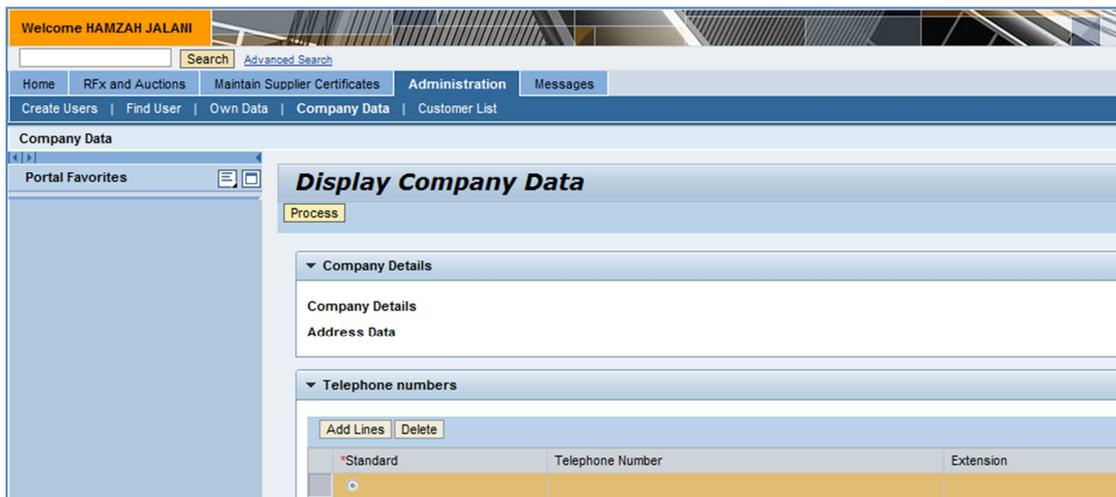
1. Login to portal as supplier administrator. Fill in the User Id and Password, then click on 'Logon' button.



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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Version Control	Version: <b>01</b>	Date: <b>February 2014</b>	
	Amendment: -	Date: -	
		Page: <b>2/3</b>	



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

### Display Company Data

Save Undo Cancel

**Company Details**

**Company Details**

Name of the Company: \*

Other Name:

DUNS Number:

Language: \*

**Address Data**

c/o:  District:

Location:  Company Post Code:

City: \*  Postal Code:

Country: \*  Region:

PO Box:  PO Box Postal Code:

PO Box Country:  PO Box Location:

PO Box Without Number:

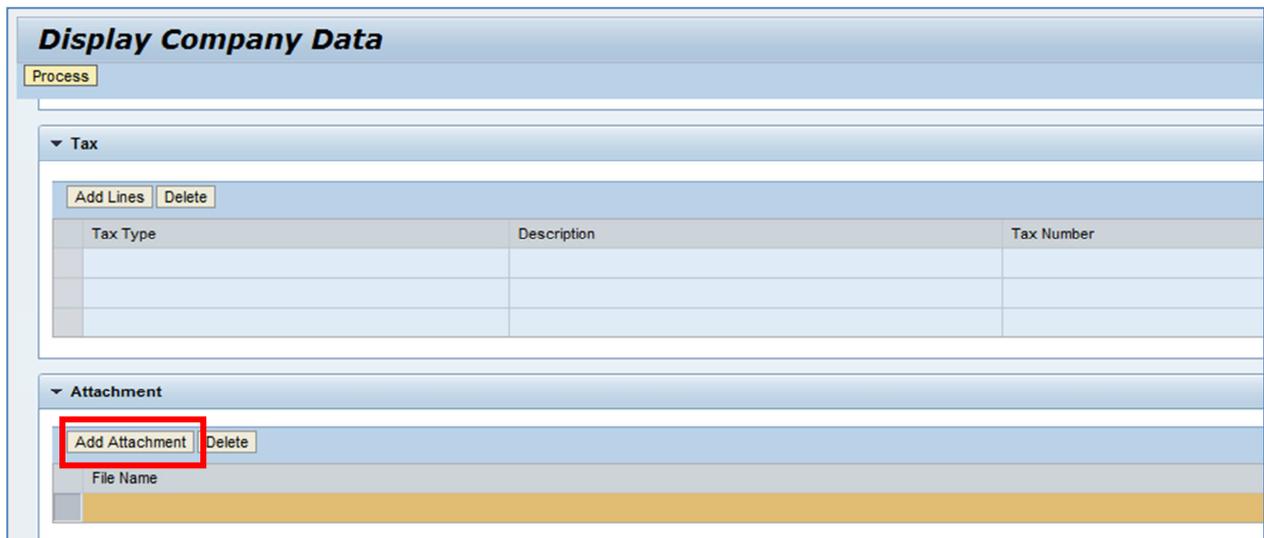
Street Prefix:

Street:

Street Suffix:

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Link:		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>February 2014</b>	
	Amendment: -	Date: -	
		Page: <b>3/3</b>	

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.



**Display Company Data**

Process

▼ Tax

Add Lines Delete

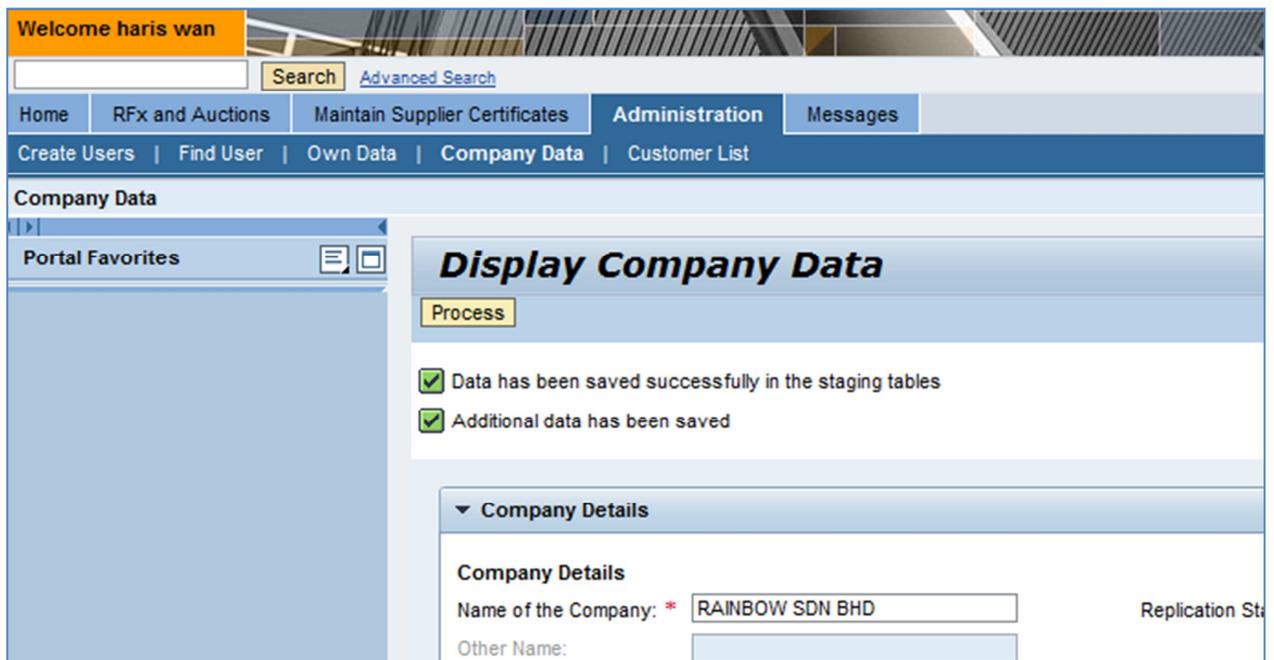
Tax Type	Description	Tax Number

▼ Attachment

Add Attachment Delete

File Name

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



Welcome haris wan

Search Advanced Search

Home RFX and Auctions Maintain Supplier Certificates Administration Messages

Create Users | Find User | Own Data | Company Data | Customer List

Company Data

Portal Favorites

**Display Company Data**

Process

Data has been saved successfully in the staging tables  
 Additional data has been saved

▼ Company Details

Company Details

Name of the Company: \*  Replication Sta

Other Name:

6. Procedural steps completed.