



(SUPPLIER RELATIONSHIP MANAGEMENT MODULE)

Title: Update Company Information			No. Rujukan: ROS-UM001-04-2	
Link:			Transaction Code: N/A	
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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 id="" the="" user=""></enter>	admin
Password	<enter password="" the=""></enter>	welcome100

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





SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) (SUPPLIER RELATIONSHIP MANAGEMENT MODULE)

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Welcome HAMZAH JALANI	ed Search					
Home REx and Auctions Maintain Sun	onlier Certificates Administration	Messages				
Create Users Find User Own Data	Company Data Customer List	moodgoo				
Company Data						
Portal Favorites	Display Company	Data				
	Process					
	- Company Details					
	· company betans					
	Company Details					
	Address Data					
	Address Data					
▼ Telephone numbers						
	Add Lines Delete					
	*Standard	Telephone Number	Extension			
	0					

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

 Company Details 				
Company Details				
Name of the Company: *	UNITED AAN SDN BHD			
Other Name:				
DUNS Number:				
Language: *	EN			
Address Data				
c/o:		District:		ð
Location:		Company Post Code:	70450	
City: *	SEREMBAN	Postal Code:	70450	
City: * Country: *	SEREMBAN MY	Postal Code: Region:	70450 NSE	ð
City: * Country: * PO Box:	SEREMBAN MY	Postal Code: Region: PO Box Postal Code:	70450 NSE 70450	Ø
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City: * Country: * PO Box: PO Box Country: PO Box Without Number: Street Prefix:	SEREMBAN MY MY MY	Postal Code: Region: PO Box Postal Code: PO Box Location:	70450 NSE 70450	
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As a supplier, you will be able to upload any supporting documents 4. in Attachment section. Click on Add Attachment button to attach the documents.

Display Company Dat	a	
Process		
▼ Tax		
Add Lines Delete		
Тах Туре	Description	Tax Number
✓ Attachment		
Add Attachment Delete		
File Name		

After completed, click on save the changes. 5.

Welcome haris wan						
Se	arch Advanced	I Search				
Home RFx and Auctions	Maintain Supp	lier Certificates	Administration	Messages		
Create Users Find User	Own Data	Company Data	Customer List			
Company Data						
Portal Favorites		Display	Company	Data		
		Process				
		Data has been s	aved successfully in	the staging table	es	
	Additional data has been saved					
		 Company D 	etails			
		Company Det	ails			
		Name of the Co	mpany: * RAINBOW	SDN BHD	Re	eplication Sta
		Other Name:				

Procedural steps completed. 6.