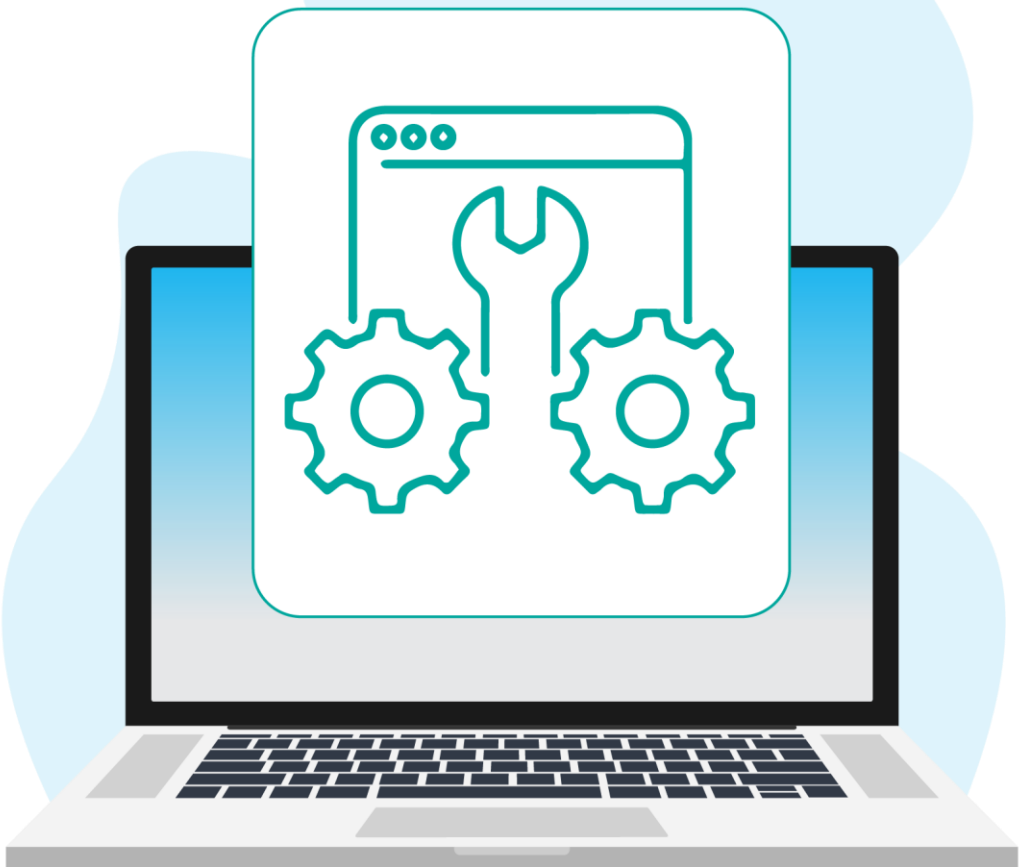




# Modifying **SUPPLIER** Questionnaire User Manual





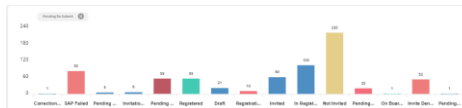
# Abbreviations

Terms	Definition
ICV	In Country Value
ISO	International Organization for Standardization
IBAN	International Bank Account Number
BCM	Business Continuity Management
CHIPS	Clearing House Interbank Payments System
ACH	Automated Clearing House
EFT	Electronic Funds Transfer
ABA	American Bankers' Association



## Icons & Symbols

Icons/Symbols	Purpose
	Workflow icon
	Supplier List & Descriptions
	Delete
	Filter
	Row size
	Settings
	Mandatory Symbol
	Full Screen
	Exit Full Screen
	Scroll right and scroll left
	Download Via Word and Excel Format
	Graph
	First Page
	Last Page
	Information



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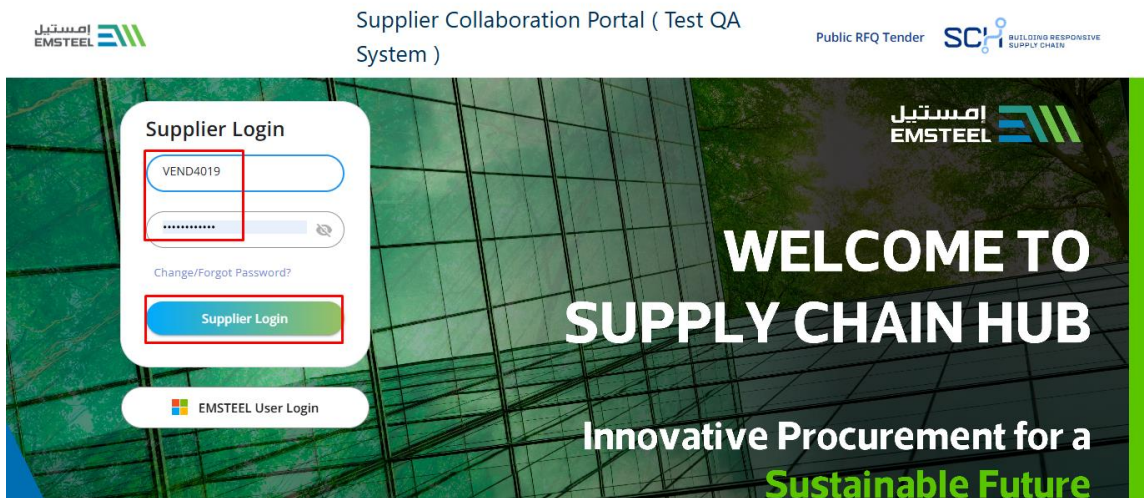
<b><u>Document Purpose</u></b>	<b>4</b>
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The intent of this user guide is to provide the step-by-step instructions for the Suppliers to modify the questionnaire through ESA Supplier Registration portal.

### Login to the Supplier Registration Portal

Login using the Username and Password received to the Supplier's Email ID provided during the initial Supplier registration process.

Login Supply Chain Portal to access the Supplier's details and to modify the questionnaire.

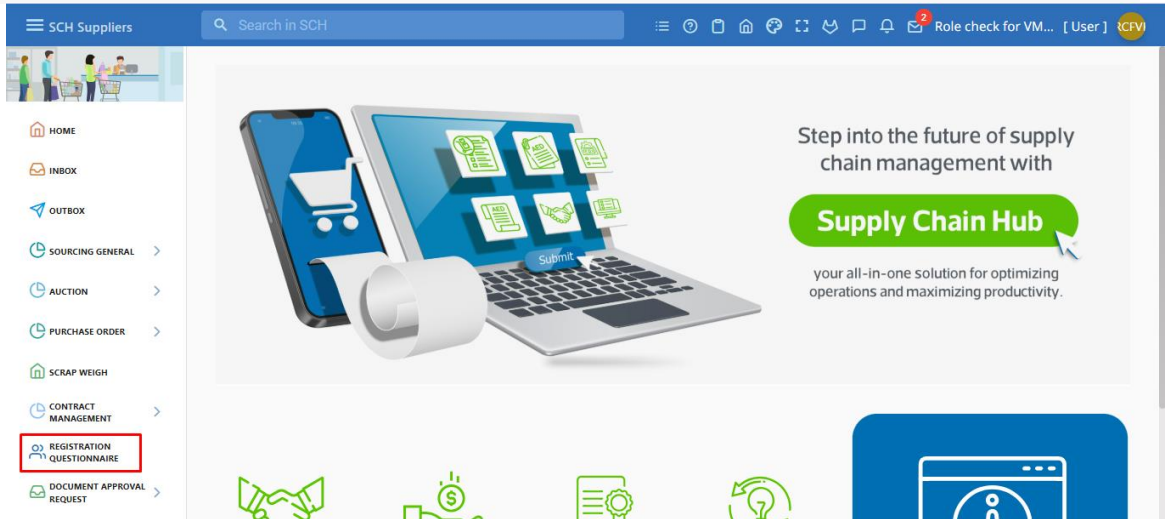


### 1. Modifying Registered Suppliers

Suppliers can modify their information which they have provided at the time of Full Registration Process through ESA Supplier Portal.

Below screen will be open upon Supplier's log in, Click on 'My Registration Details

# Supplier User Guide



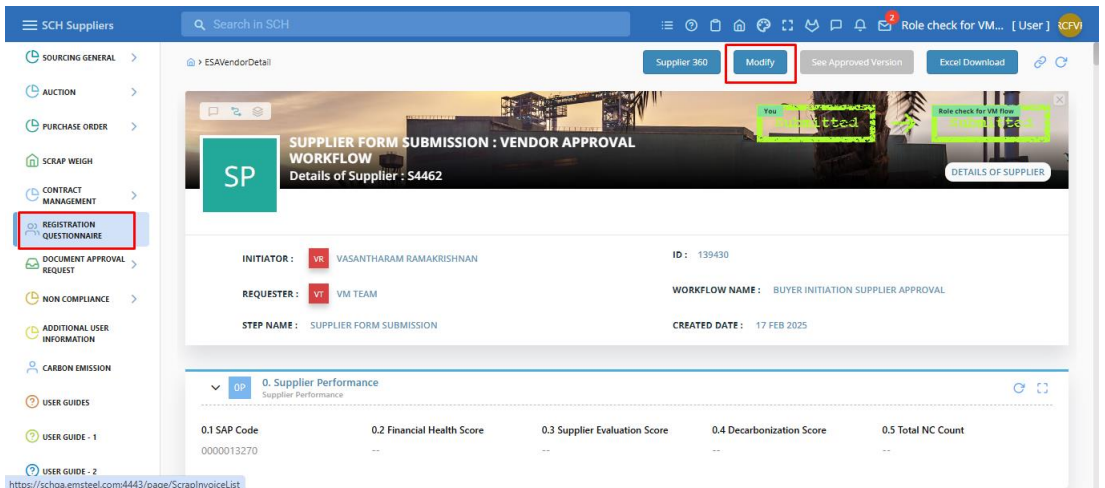
## 1.1. Modify the Questionnaire

All the sections which the Supplier have maintained at the time of Full Registration will be displayed here. The supplier can navigate to any Section and make the required changes to the questionnaires.

For Example, the Supplier below makes changes to the 'Supplier Information' section.

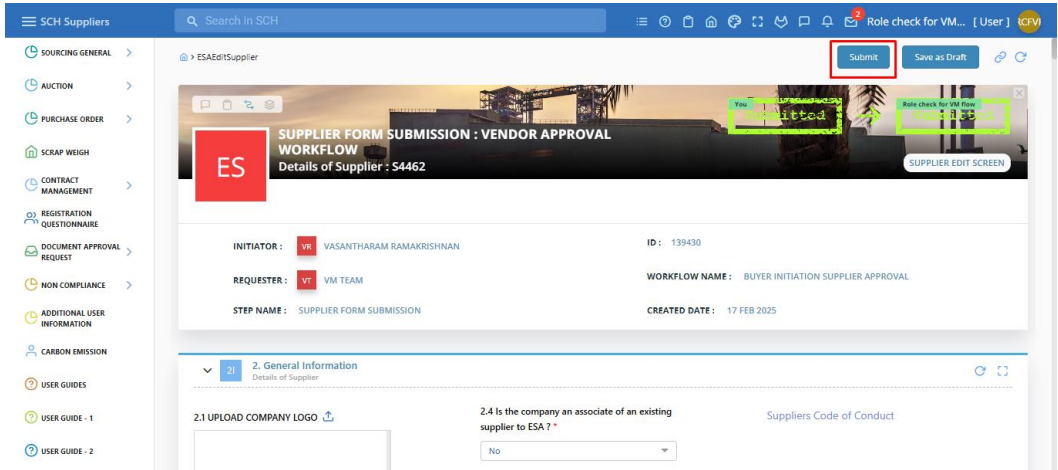
Click on 'Modify' at the top right corner of the portal to modify the questionnaires.

### Before Changes



## After Changes

Modify your details which need to be changed. After the changes are done, click on submit button.



Once all the required changes on the registration questionnaire sections are completed, the Supplier can click on 'Submit' and then the approval process will begin. Once the approvals are completed, the supplier will receive a confirmation mail from EMSTEEEL.