

Modifying SUPPLIER Questionnaire User Manual



Emirates Steel Arkan Version 2.0 | 24th Feb 2025



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	

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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.

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(AUCTION >				
C PURCHASE ORDER >				
	SUPPLIER FORM SUBMISSION : VENDOR APPROVAL WORKFLOW Details of Supplier: 54452			
C CONTRACT >				
O) REGISTRATION QUESTIONNAIRE				
CONTRACT APPROVAL S REQUEST	INITIATOR: VR VASANTHARAM RAMAKRISHNAN	ID: 139430		
	REQUESTER: VT VM TEAM	WORKFLOW NAME: BUYER INITIATION SUPPLIER APPROVAL		
	STEP NAME : SUPPLIER FORM SUBMISSION	CREATED DATE: 17 FEB 2025		
	2. General Information	1.92.02		
	Details of Supplier	G D		
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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.