

Ariba Network Commerce Automation User Manual

Update Company Profile Details

Objective

The goal of this user manual is to:

Understand the process of how to Check a PO conditions entered by the Buyer on Ariba Network

Target Audience:

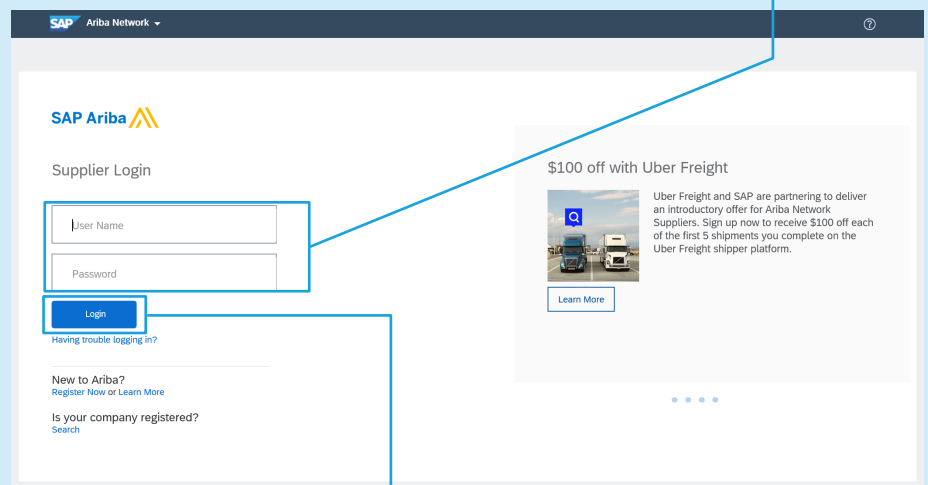
Supplier User



Update Company Profile Details

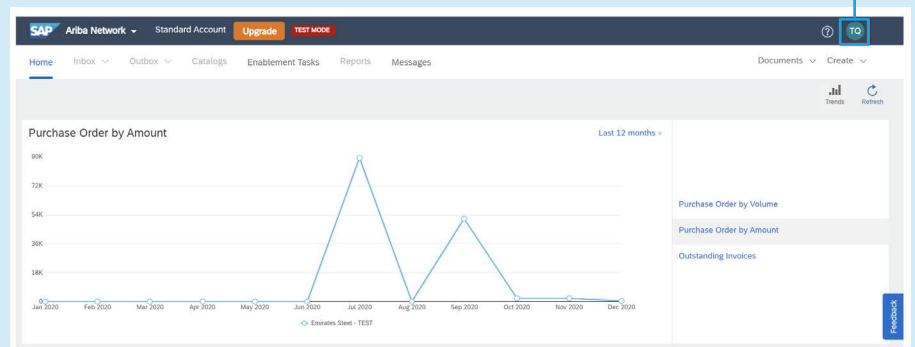
Go to supplier.ariba.com to **login** to your **Ariba Network** account for Emirates Steel

1. Enter your existing Username and Password

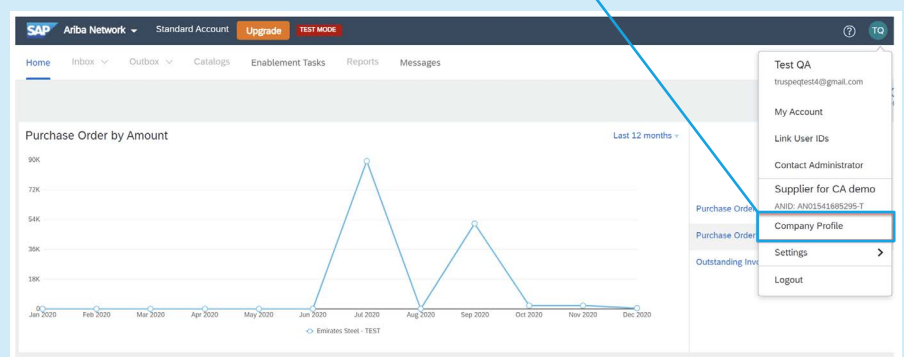


2. Click "Login" button

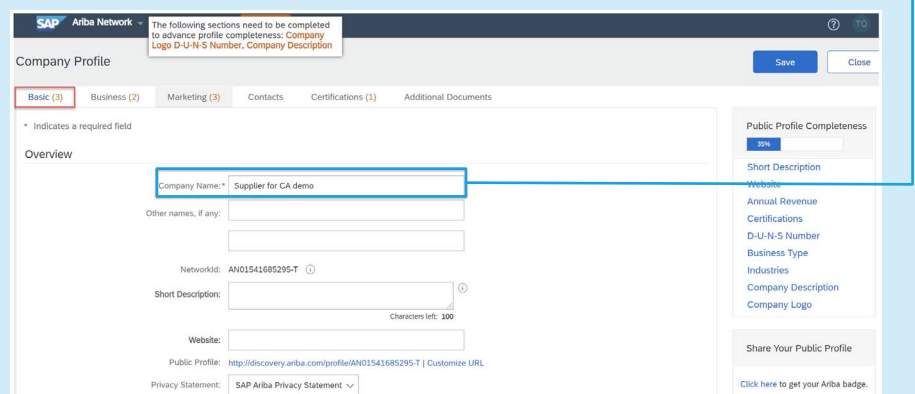
3. Press on Account Settings



4. Press on Company Profile



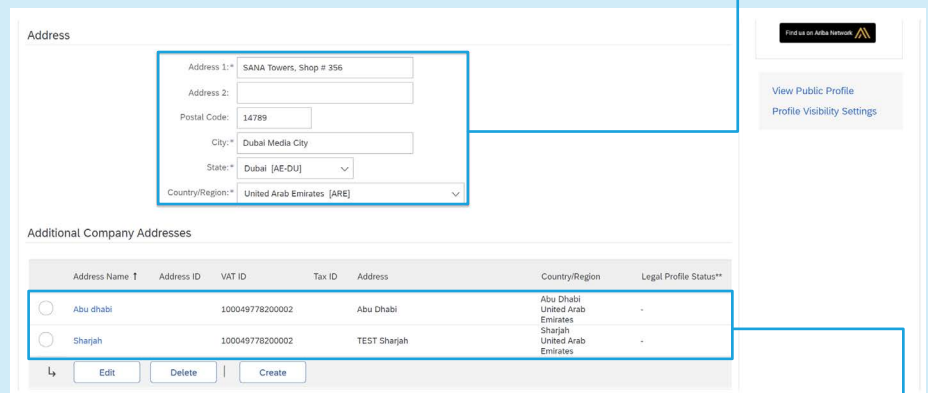
5. You can change company name in basic data tab



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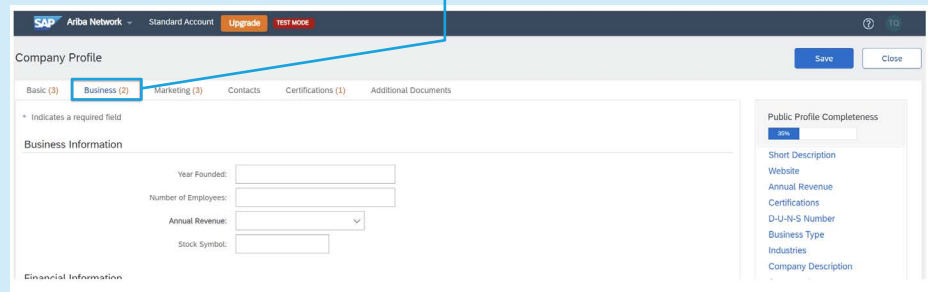
6. Also, you can change rest of company details like address, postal code, city, state, country



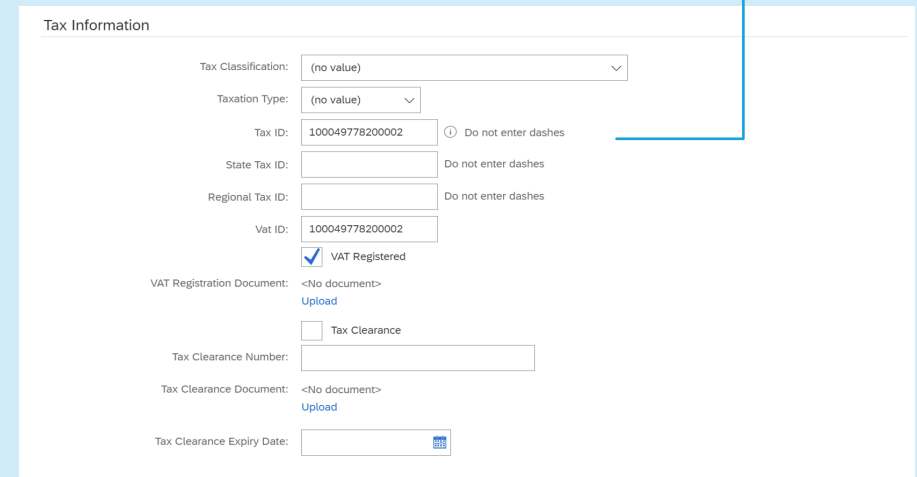
Address Name	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
Abu Dhabi	100049778200002		Abu Dhabi	Abu Dhabi	United Arab Emirates	-
Sharjah	100049778200002		TEST Sharjah	TEST Sharjah	United Arab Emirates	-

7. You can enter additional addresses for your company

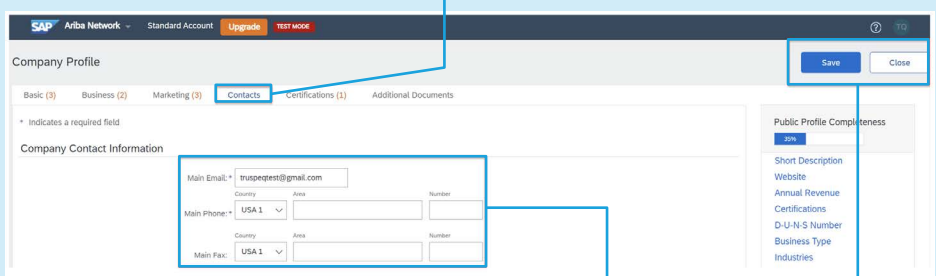
8. Press on Business Tab



9. In Business tab, you change your tax information in case needed



10. Press on Contacts Tab



11. You change company contact details like email, phone, fax

12. After finishing updating the details press on save then close