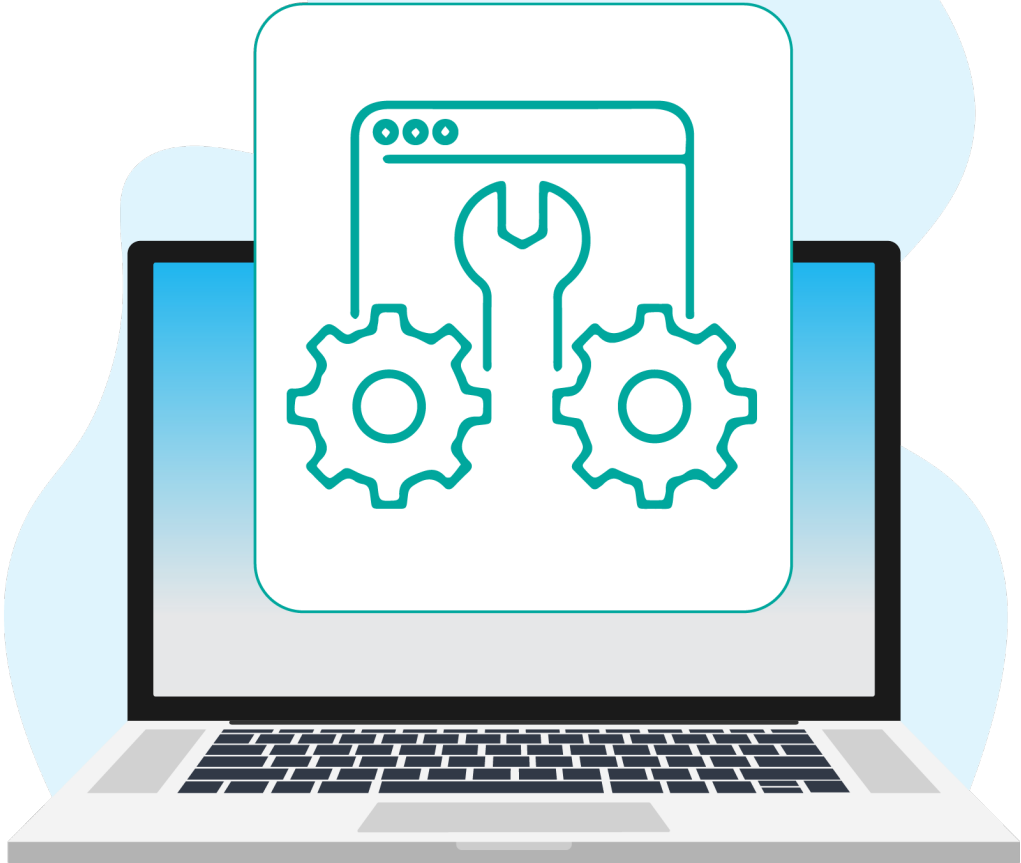


حديد الإمارات أركان
emirates steel arkan

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

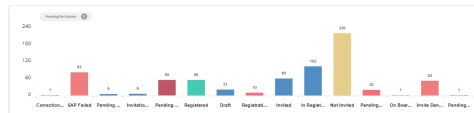


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Document Purpose

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.

**Supplier Registration Successful -
VEND2061**
Supplier Registration Notification

Dear Supplier,

Welcome to Emirates Steel Arkan Supplier Management,

Your registration is approved by Supply Chain Management team & you are now a fully registered supplier with Emirates Steel Arkan.

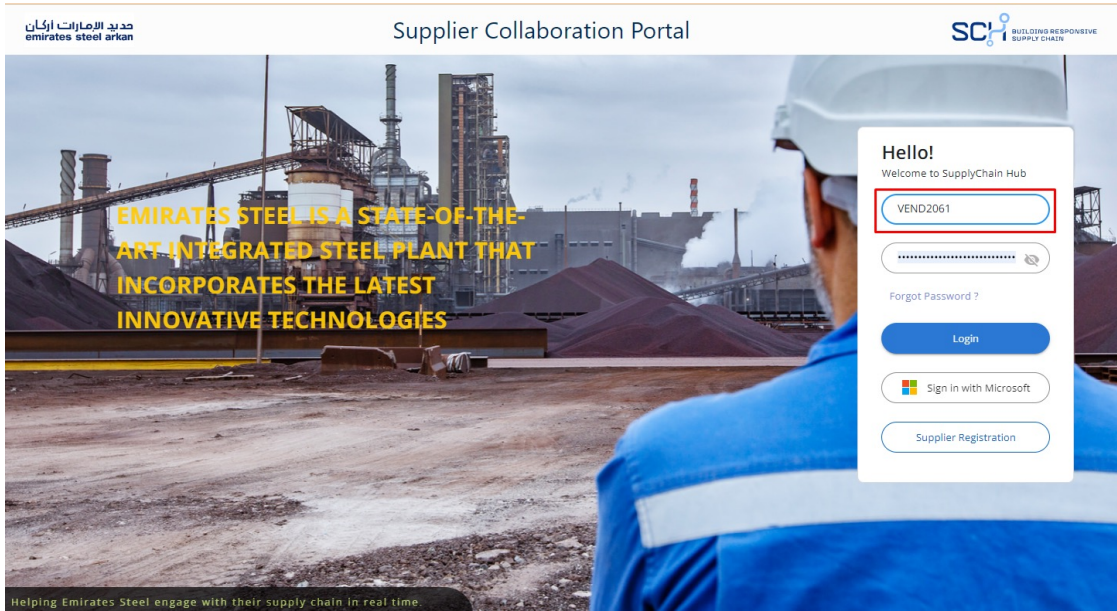
Sincerely,

Emirates Steel Arkan Supplier Assurance Team

حديد الإمارات أركان
emirates steel arkan

This is an automatically generated message; please do not reply to this mail. You can login to your account for further updates on this inquiry.

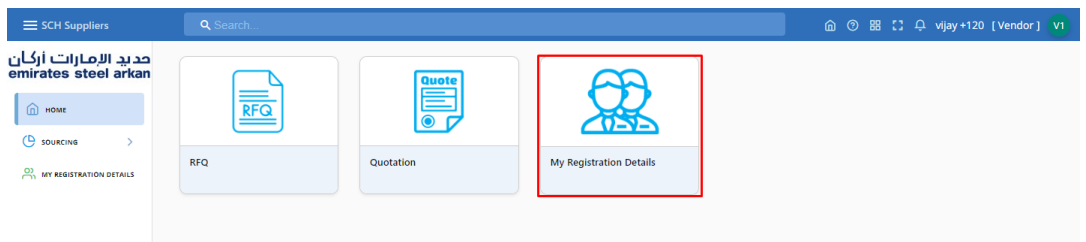
Login Supply Chain Portal to access the Supplier’s details and to modify the questionnaire.



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’



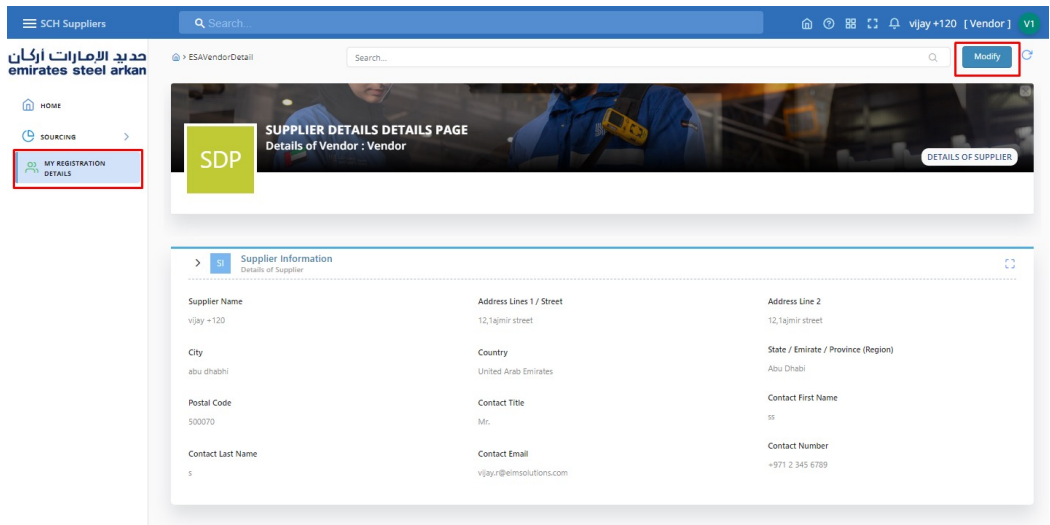
1.1. Modify the Questionnaire

All the sections which the Supplier have maintained at the time of Full Registration will be displayed here. 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

Supplier Name, Contact Name and Phone number is changed.

The screenshot displays the 'SUPPLIER EDIT PAGE' for 'Details of Vendor : Vendor'. The form contains the following fields and values:

Field	Value
Supplier Name *	Vijay Enterprises
City *	abu dhabhi
Contact Title *	Mr.
Postal Code *	500070
Address Lines 1 / Street *	12,lajmir street
Country *	United Arab Emirates
Contact First Name *	Vijay
Contact Email *	vijayr@eimsolutions.com
Address Line 2 *	12,lajmir street
State / Emirate / Province (Region) *	Abu Dhabi
Contact Last Name	R
Contact Number *	+971 0564564555

1.2. Submit the Changes

Once all the required changes on the Supplier questionnaire sections are completed, the Supplier can click on 'Submit' and then the approval process will begin. Suppliers will get Email notification after the ESA VM team approval.

The 'Submit' dialog box contains the following elements:

- Next Approver:** A dropdown menu with 'OnRunTime' selected.
- Remarks:** A text area containing the word 'Approved'.
- Buttons:** 'OK' (blue) and 'Cancel' (red).