USER MANUAL FOR SUPPLIER OWN DATA CHANGE/UPDATE
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Log in as supplier with received credentials with authorizations

Example:

USER ID: V391 & Password: kaa123
The following screen will be displayed - ignore the message "Contact person not found for the user v391: Contact administrator"

**PROCESS**

Go to Administration >> Company data >> Click on button PROCESS >> System will allow supplier to input his Company registration Number and Tax Number (PIN)
UPDATE COMPANY DETAILS - INCLUDES ALL MISSING DETAILS

(N/B: All data must be entered correctly as REFLECTED in the source DOCUMENT)

- Company registration number, Tax/PIN number and Address Data

  - Telephone Numbers (one number per line)
email address (one email address per line)

ATTACHMENTS

Attach all required Attachments (the documents should be scanned individually/singly in color and PDF format before attaching):

- AGPO: AGPCU Special Group certificates.pdf
- FIN: FIN Audited Financial Statements for current 2 years
- IDC: IDC Scan copy of Original National ID or Passport of
- OTH: Others.pdf
CATEGORIES SELECTION – PRODUCT CATEGORY

Select appropriate Categories you are currently pre-qualified for; and as supported by the attached documents:

DIRECTORS INFORMATION

Enter Director’s details and make sure Ownership/shares percentage (%) must be equal to 100% Cumulative:
SPECIAL GROUP CERTIFICATE

Enter Special group, business type, certificate number, certificate issue date and validity of the certificate *(In years e.g. 2):*

SAVE CHANGES

Click on button SAVE ➔ please note that, the system will check the Tax/PIN Number validation; if already used by another supplier it would not accept changes (PIN number should be enter correctly as in the Tax/PIN certificate)

Click on button SAVE once changes are done in log in.
System will generate the below message on successful data change updates