

ADQ Oracle Fusion Training Manuals

For Suppliers

## ADQ Supplier Portal Training Manual

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# Introduction

This document provides the information, navigation and guidance about the features and functionalities in ADQ Supplier Portal

For any further queries / clarification, request you to send an email [procurementhelpdesk@adq.ae](mailto:procurementhelpdesk@adq.ae) or reach out to the Buyer in ADQ.

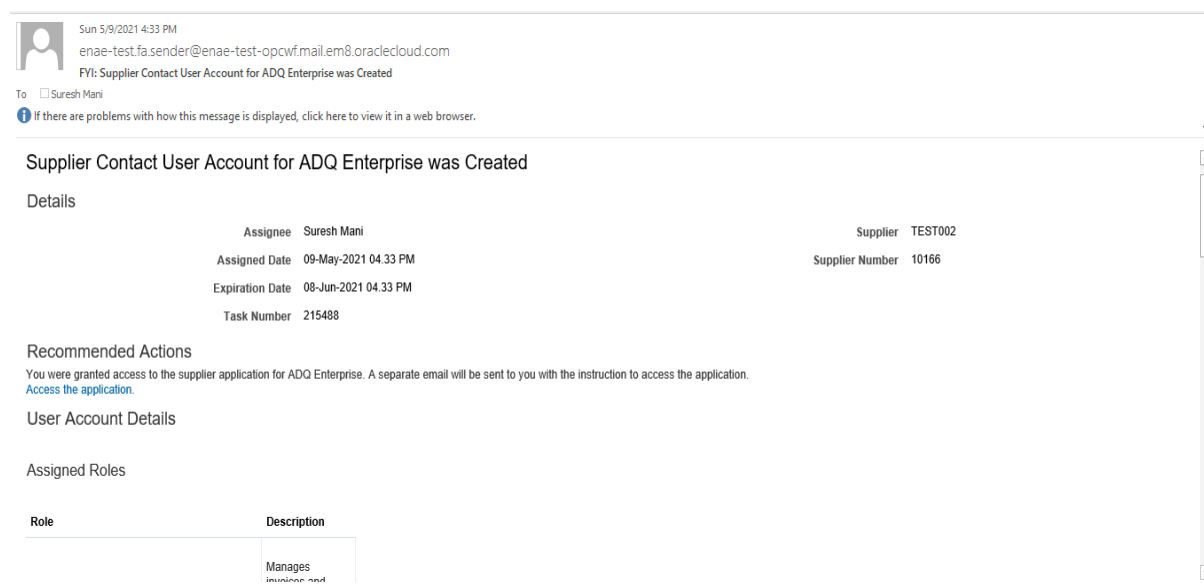
## 1. System Startup & Navigation

### Starting Oracle Fusion Applications:

1. Open any one of Chrome/ Mozilla / edge browser and Select Oracle Application URL as shown below.

URL: <https://enaef.login.em8.oraclecloud.com>

You will be getting an email notification with the required link to access the ADQ Supplier Portal.



Sun 5/9/2021 4:33 PM  
 enae-test.fa.sender@enaef-test-opcwf.mail.em8.oraclecloud.com  
 FYI: Supplier Contact User Account for ADQ Enterprise was Created

To:  Suresh Mani  
 ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

**Supplier Contact User Account for ADQ Enterprise was Created**

Details

Assignee	Suresh Mani	Supplier	TEST002
Assigned Date	09-May-2021 04:33 PM	Supplier Number	10166
Expiration Date	08-Jun-2021 04:33 PM		
Task Number	215488		

Recommended Actions  
 You were granted access to the supplier application for ADQ Enterprise. A separate email will be sent to you with the instruction to access the application.  
[Access the application.](#)

User Account Details

Assigned Roles

Role	Description
	Manages imagine need

----- Forwarded message -----

From: <[ena-test.fa.sender@ena-test-opcwf.mail.em8.oraclecloud.com](mailto:ena-test.fa.sender@ena-test-opcwf.mail.em8.oraclecloud.com)>  
 Date: Tue, Dec 21, 2021 at 12:52 PM  
 Subject: ADQ Supplier Portal - User Account for Oracle Fusion Applications-Welcome E-Mail  
 To: <[ebssureshmani@gmail.com](mailto:ebssureshmani@gmail.com)>

Dear ADQ Supplier,

You are receiving this email because your email address is setup as a contact in our Oracle Fusion ERP System.

We are launching a Supplier Portal, therefore your Oracle Fusion Applications account has been successfully created.

We have developed training documents to guide you through the functionality of our system. You can access it here: [shorturl.at/eyOPR](http://shorturl.at/eyOPR)

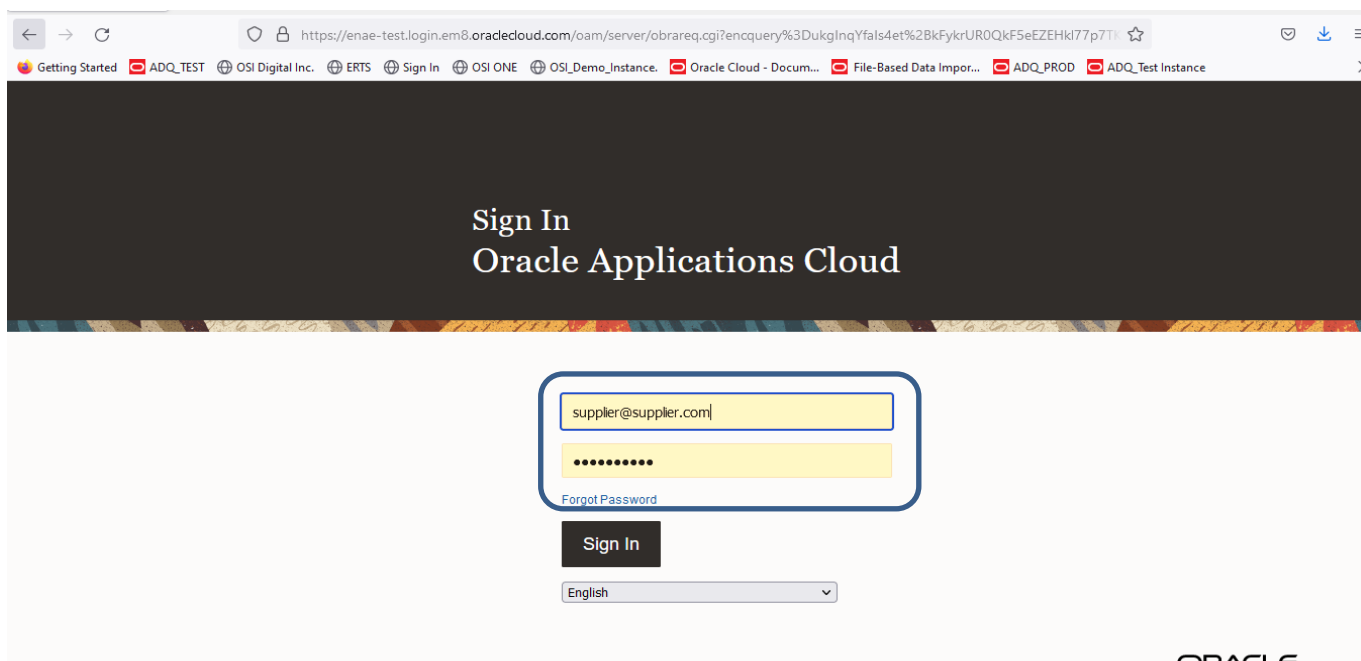
Please follow the link below to reset your password.

[https://ena-test.fa.em8.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase\\_gid=6ca0c5834d964cdbaa876294b18dad4c](https://ena-test.fa.em8.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase_gid=6ca0c5834d964cdbaa876294b18dad4c)

For any issues, contact [procurementhelpdesk@adq.ae](mailto:procurementhelpdesk@adq.ae)

Thank You,  
 ADQ Procurement.

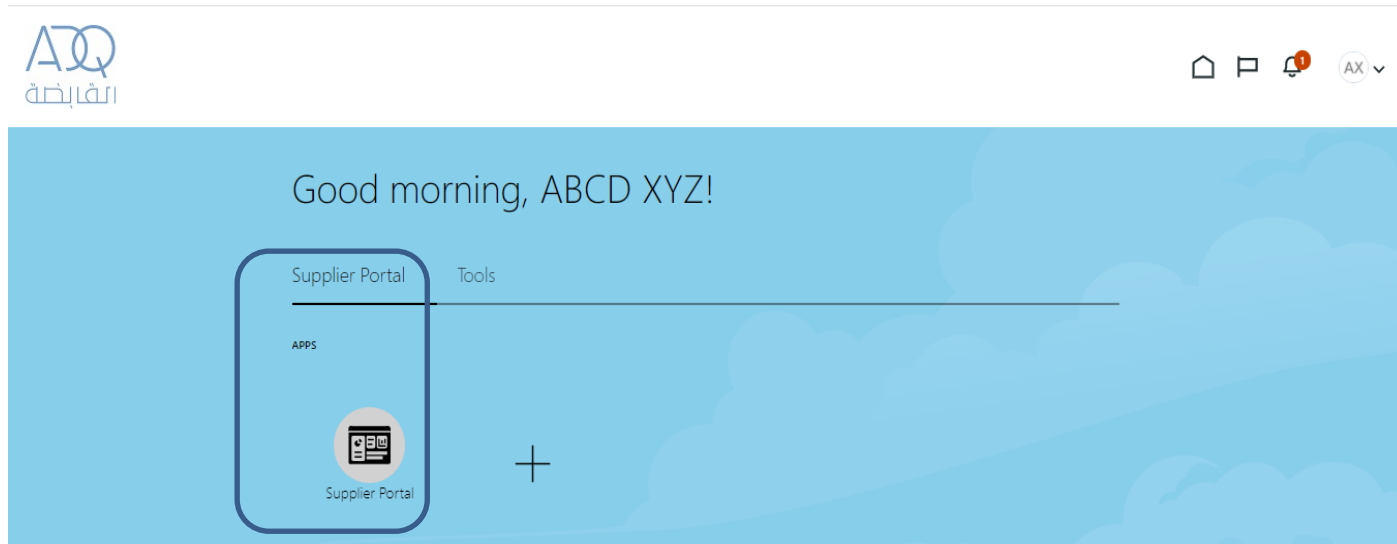
2. Enter your **username** and **password**. A username is a unique identifier for each person who will use the system. The Password field does not actually display the characters that you type into it in order to protect the confidentiality of your password. You should keep your password confidential to prevent unauthorized users from gaining access to the system.
3. Click on '**Sign In**' Button when you have finished entering your username and password.



#### 4. Roles & Responsibilities:

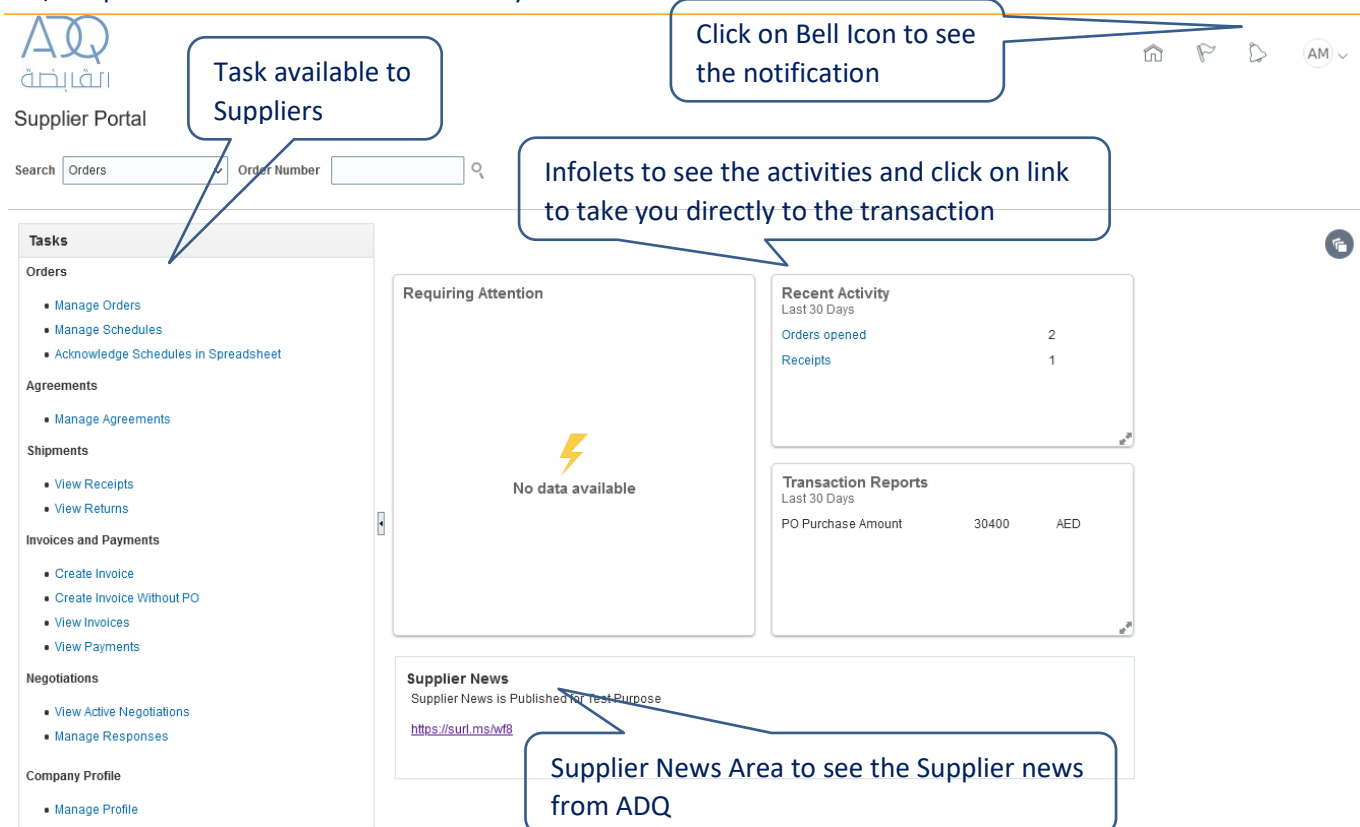
Each user has access to at least one app based on the user role associated to your login. Select Supplier Portal Menu to see all the Apps provided and select 'Supplier Portal' apps to perform any purchasing related activities.

Send an email [procurementhelpdesk@adq.ae](mailto:procurementhelpdesk@adq.ae) or reach out to ADQ Buyer if you have any access related issues.

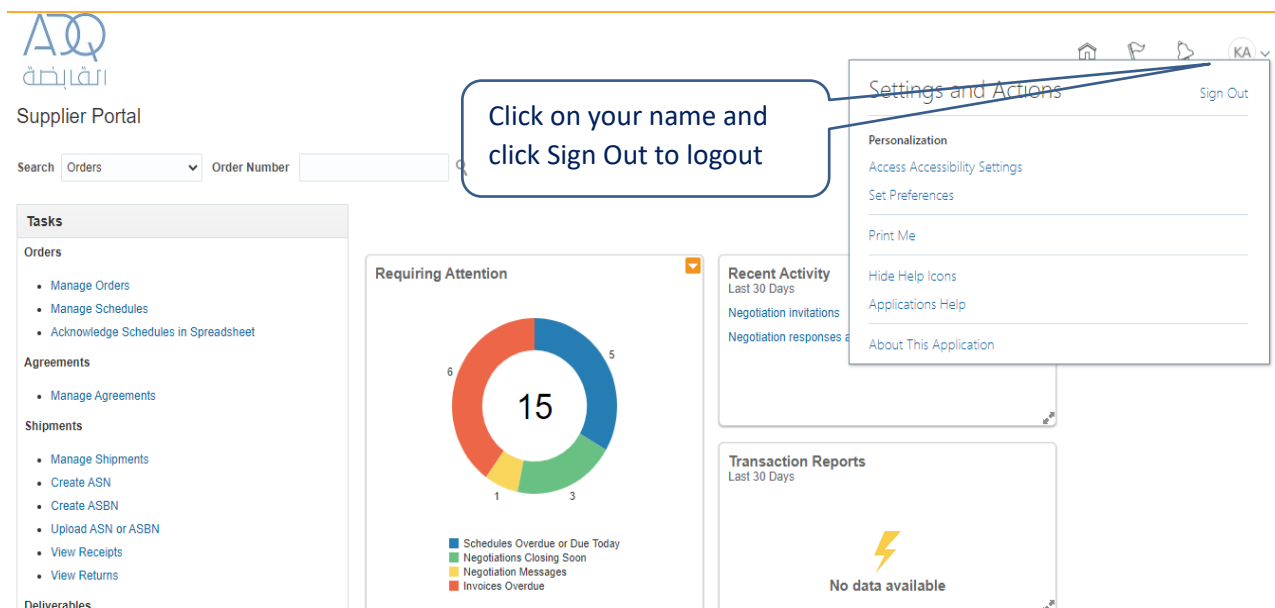


#### 5. Supplier Portal Infolets & Tasks:

Oracle Fusion Application provides below shown Infolets in the Supplier Portal landing page. These Infolets provides quick information without going in to the task to find the status of different purchasing activities such as the negotiation and it guides the user to the required task while clicking on the link graph / number / link provided in the Infolets for the easy use.



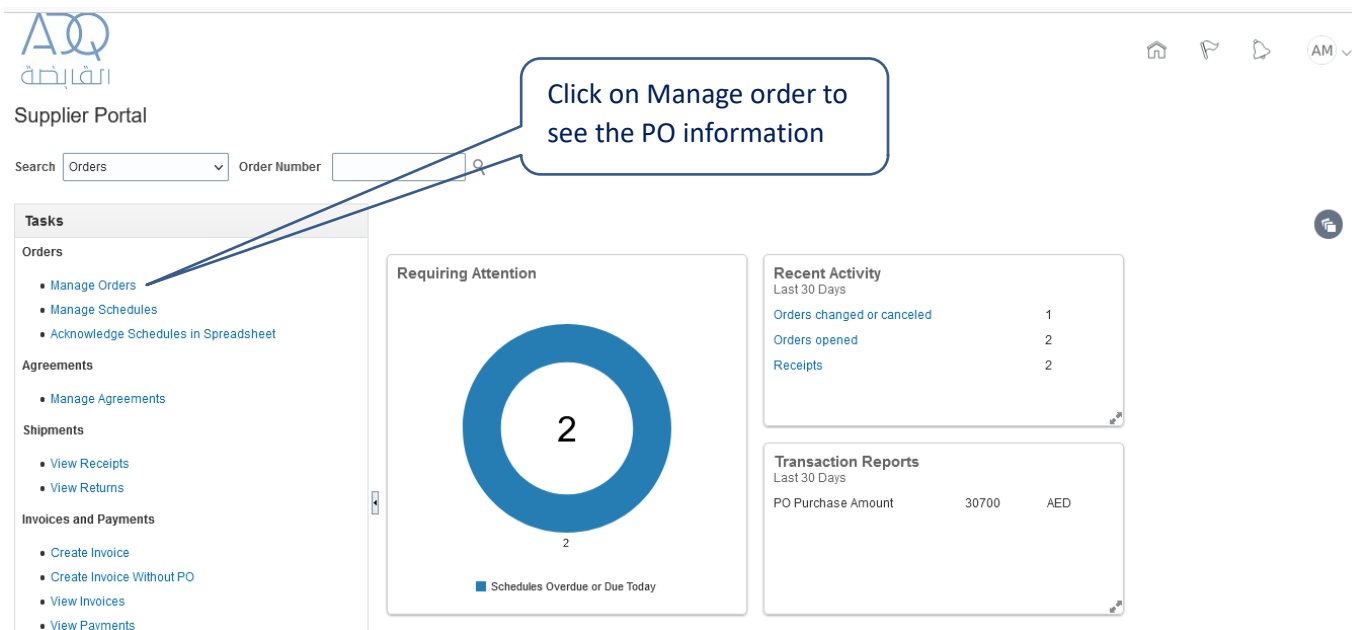
## 6. Exit the Application



The screenshot shows the Supplier Portal interface. At the top left is the AQQ logo and the text 'Supplier Portal'. Below this is a search bar with a dropdown menu set to 'Orders' and an input field for 'Order Number'. A callout box with a blue border and white background points to the user's name 'KA' in the top right corner, containing the text: 'Click on your name and click Sign Out to logout'. The 'Settings and Actions' menu is open, showing options under 'Personalization': 'Access Accessibility Settings', 'Set Preferences', 'Print Me', 'Hide Help Icons', 'Applications Help', and 'About This Application'. The main content area features a 'Requiring Attention' donut chart with a total of 15 items. The chart is divided into four segments: blue (5), green (3), yellow (1), and red (6). A legend below the chart identifies the segments: 'Schedules Overdue or Due Today' (blue), 'Negotiations Closing Soon' (green), 'Negotiation Messages' (yellow), and 'Invoices Overdue' (red). To the right of the chart are two panels: 'Recent Activity' (Last 30 Days) showing 'Negotiation invitations' and 'Negotiation responses', and 'Transaction Reports' (Last 30 Days) showing 'No data available' with a lightning bolt icon. On the left side, there is a 'Tasks' sidebar with categories: 'Orders' (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), 'Agreements' (Manage Agreements), 'Shipments' (Manage Shipments, Create ASN, Create ASBN, Upload ASN or ASBN, View Receipts, View Returns), and 'Deliverables'.

## 2. Manage Orders in Supplier Portal

To View the Purchase Order Information Check the "Manage Order" Task under Orders section.



Supplier Portal

Search  Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - View Receipts
  - View Returns
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments

**Requiring Attention**

2

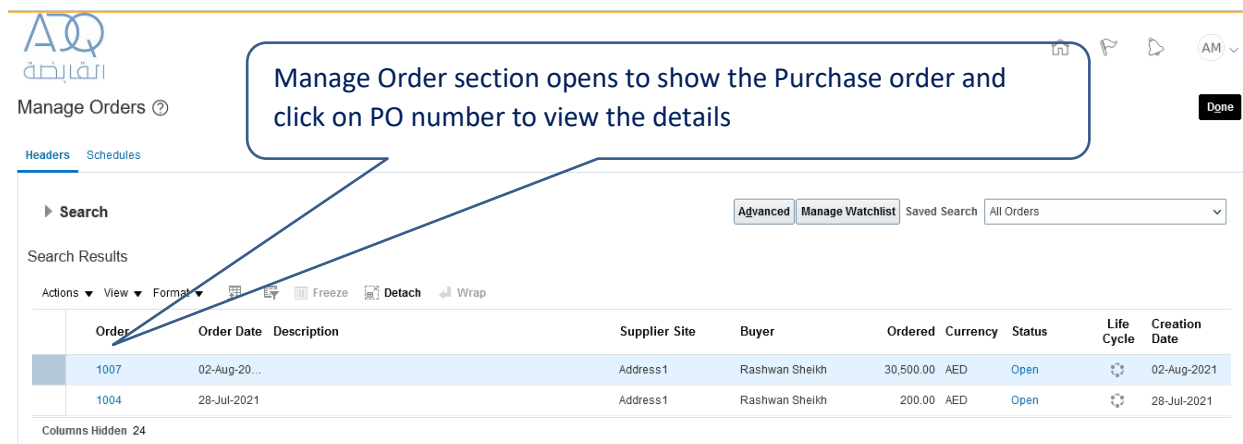
Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Orders changed or canceled	1
Orders opened	2
Receipts	2

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	30700	AED
--------------------	-------	-----



Manage Orders

Search Results

Advanced Manage Watchlist Saved Search All Orders

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
1007	02-Aug-20...		Address1	Rashwan Sheikh	30,500.00	AED	Open		02-Aug-2021
1004	28-Jul-2021		Address1	Rashwan Sheikh	200.00	AED	Open		28-Jul-2021

Columns Hidden 24

Purchase Order: 1622

Click on Acknowledge button if Acknowledgement is required

Click on Edit / Cancel Document if any changes needed and submit the changes for approval from ADQ

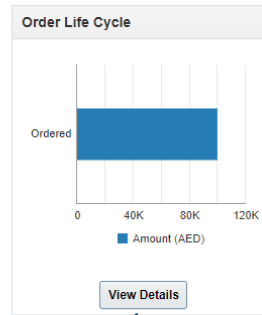
**Main**

**General**

Sold-to Legal Entity	ADQ PJSC	Supplier	ABCDXYZ Supplier
Bill-to BU	ADQ BU	Supplier Site	Dubai
Order	1622	Supplier Contact	ABCD XYZ
Status	Open	Bill-to Location	ADQ - Main
Buyer	Rashwan Sheikh	Ship-to Location	ADQ - Main
Creation Date	30-Dec-2021		

**Terms** Notes and Attachments

Required Acknowledgment	None	Shipping Method	— Requires signature
Payment Terms	Net 30	Freight Terms	— Pay on receipt
			— Confirming order



Click on View Details to see the PO, Receipt & Invoice details History information

Document History: 1007

Document History shows the all revision details

Buyer	Rashwan Sheikh	Supplier	Supplier 1
Sold-to Legal Entity	ADQ PJSC	Supplier Site	Address1
Order	1007	Status	Open
Description			

Action	Performed By	Action Date	Additional Information
Change Order 1	Abdul Malik	03-Aug-2021 01:50 PM	Supplier Change Order
Submit	Abdul Malik	03-Aug-2021 01:55 PM	
Implement Revision 1		03-Aug-2021 03:15 PM	Supplier Change Order
Original Document	Rashwan Sheikh	02-Aug-2021 03:57 PM	

Review Changes: 1

Review History shows the all Change details

Currency = UAE Dirham

Change Order	1	Creation Date	03-Aug-2021
Description	Supplier Change Order	Status	Processed
Initiating Party	Supplier	Initiator	Abdul Malik

**Main** Contract Terms

**General**

Attribute	Changed From	Changed To
Total (AED)	31,710.00	32,025.00
Total Tax (AED)	1,510.00	1,525.00
Ordered (AED)	30,200.00	30,500.00



Revision History: 1007

Currency = UAE Dirham

Actions View Format Freeze Detach Wrap

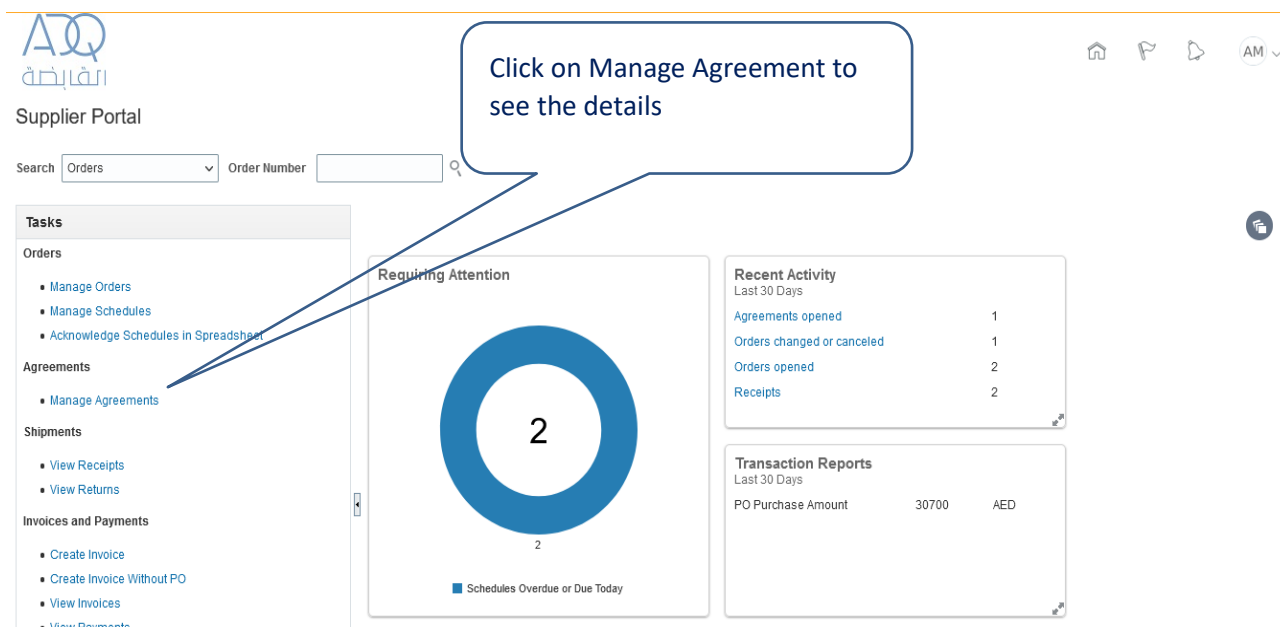
Revision	Change Order	Description	Creation Date	Initiating Party	Initiator	Amount Changed
1	1	Supplier Change Order	03-Aug-2021	Supplier	Abdul Malik	+300.00
0			02-Aug-2021	Buyer	Rashwan Sheikh	+30,200.00

Done

Revision History shows the all Revision details

### 3. Manage Agreements in Supplier Portal

Supplier Agreement created are visible under this Agreement section



Supplier Portal

Search Orders Order Number

Tasks

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - View Receipts
  - View Returns
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments

Requiring Attention

2

Schedules Overdue or Due Today


Recent Activity Last 30 Days

Agreements opened	1
Orders changed or canceled	1
Orders opened	2
Receipts	2

Transaction Reports Last 30 Days

PO Purchase Amount	30700	AED
--------------------	-------	-----

Click on Manage Agreement to see the details



Manage Agreements

Search

Advanced Manage Watchlist Saved Search All Agreements

Search Results

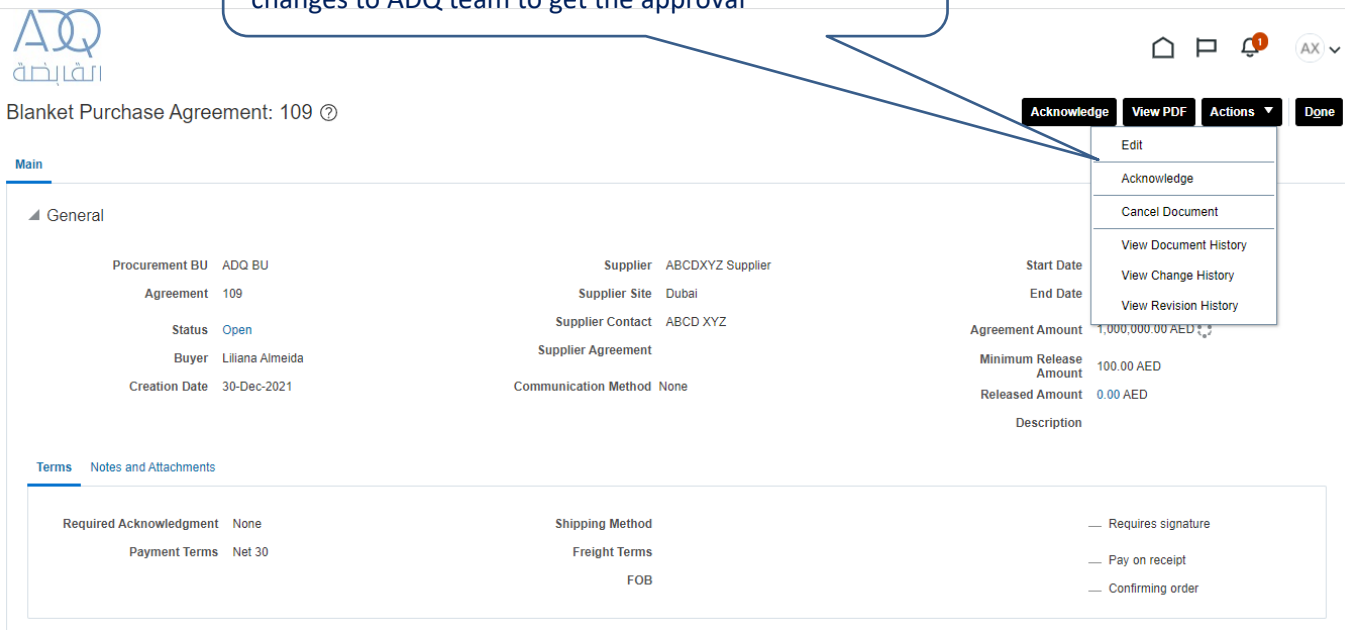
Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
64	1 year Stationery Catalog. Quotes comparison attached	Address1	Liliana Alme...	50,000,000...	0.00	AED	Open			04-Aug...

Columns Hidden 29

Click on Agreement number to see the details

Click on Actions to submit the Edit / Acknowledge / Cancel Document on the agreements and submit the changes to ADQ team to get the approval



Blanket Purchase Agreement: 109

**General**

Procurement BU	ADQ BU	Supplier	ABCDXYZ Supplier
Agreement	109	Supplier Site	Dubai
Status	Open	Supplier Contact	ABCD XYZ
Buyer	Liliana Almeida	Supplier Agreement	
Creation Date	30-Dec-2021	Communication Method	None

**Financials**

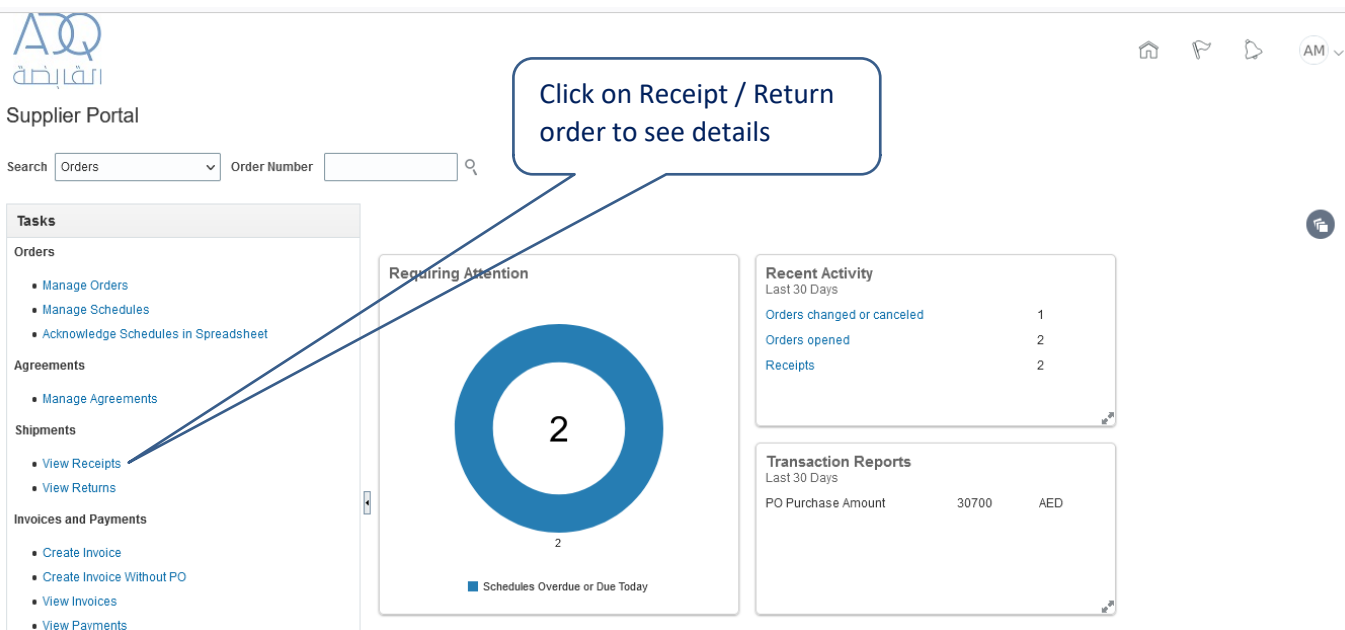
Agreement Amount	1,000,000.00 AED
Minimum Release Amount	100.00 AED
Released Amount	0.00 AED

**Terms**

Required Acknowledgment	None	Shipping Method	— Requires signature
Payment Terms	Net 30	Freight Terms	— Pay on receipt
		FOB	— Confirming order

## 4. Manage Shipment Information in Supplier Portal

Receipt and Return information is visible under this section.



Supplier Portal

Search: Orders | Order Number: [ ]

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - View Receipts
  - View Returns
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments

**Requiring Attention**

2

■ Schedules Overdue or Due Today

**Recent Activity** (Last 30 Days)

Orders changed or canceled	1
Orders opened	2
Receipts	2

**Transaction Reports** (Last 30 Days)

PO Purchase Amount	30700	AED
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Click on Receipt / Return order to see details

**View Receipts**

**Search**

\*\* Receipt  
 Organization  
 \*\* Purchase Order 1004  
 Supplier Item

\*\* Shipment  
 \*\* Item  
 \*\* Receipt Date dd-mmm-yyyy - dd-mmm-yyyy

Saved Search All Receipts  
 \*\* At least one is required

**Search Results**

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
1407	29-Jul-2021 04...	ADQ Inventory O...			1004				Address1

Enter Search Information and click search to see the receipt

Click on Receipt number to see the receipt details

**View Returns**

**Search**

\*\* Receipt  
 Organization  
 \*\* Purchase Order 1007

Supplier Item  
 \*\* Shipment  
 RMA

Saved Search All Returns  
 \*\* At least one is required

**Search Results**

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity	Return Quantity	UOM Name
1408	ADQ Invento...	1007			04-Aug-2021 10...			ASN/ASBN TE...	5	2	Each

Enter Search Information and click search to see the Return

Click on Receipt number to see the receipt details

## 5. Manage Invoices & Payments in Supplier Portal

### a. Create Invoices

Supplier Portal

Search  Order Number

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Shipments**

- View Receipts
- View Returns

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Invoices and Payments**

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

**Requiring Attention**

⚡

No data available

**Recent Activity**  
Last 30 Days

Agreements opened	1
Orders opened	1
Receipts	1

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	100000	AED
--------------------	--------	-----

Click on Create Invoice to submit the Invoice to ADQ



Create Invoice

Select the PO number against which the Invoice need to be created.

Enter Invoice number, Date, Description etc.

**Supplier**

\* Identifying PO

Supplier ABCXYZ Supplier

Taxpayer ID

\* Supplier Site

Address Jabel Ali, Dubai, United Arab Emirates

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

**Customer**

\* Customer Taxpayer ID

Name ADQ PJSC

AX

\* Number

\* Date

\* Type

Invoice Currency AED - UAE Dirham

Payment Currency AED - UAE Dirham

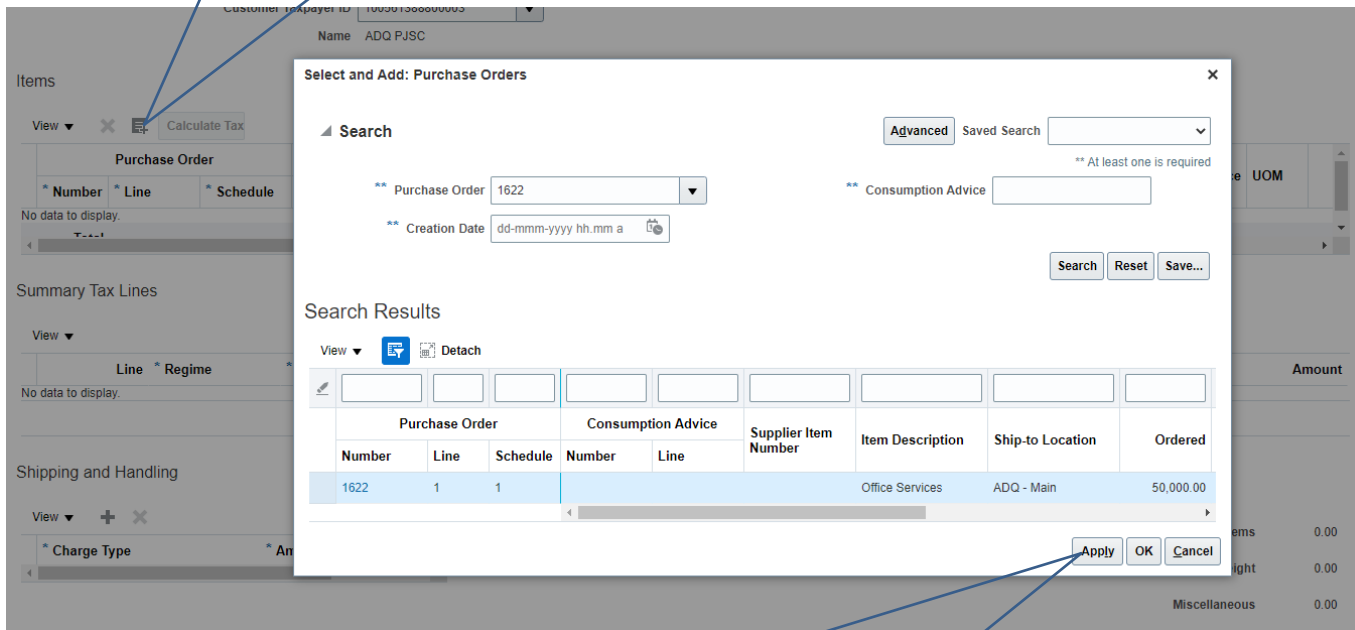
Description

Attachments None

Address

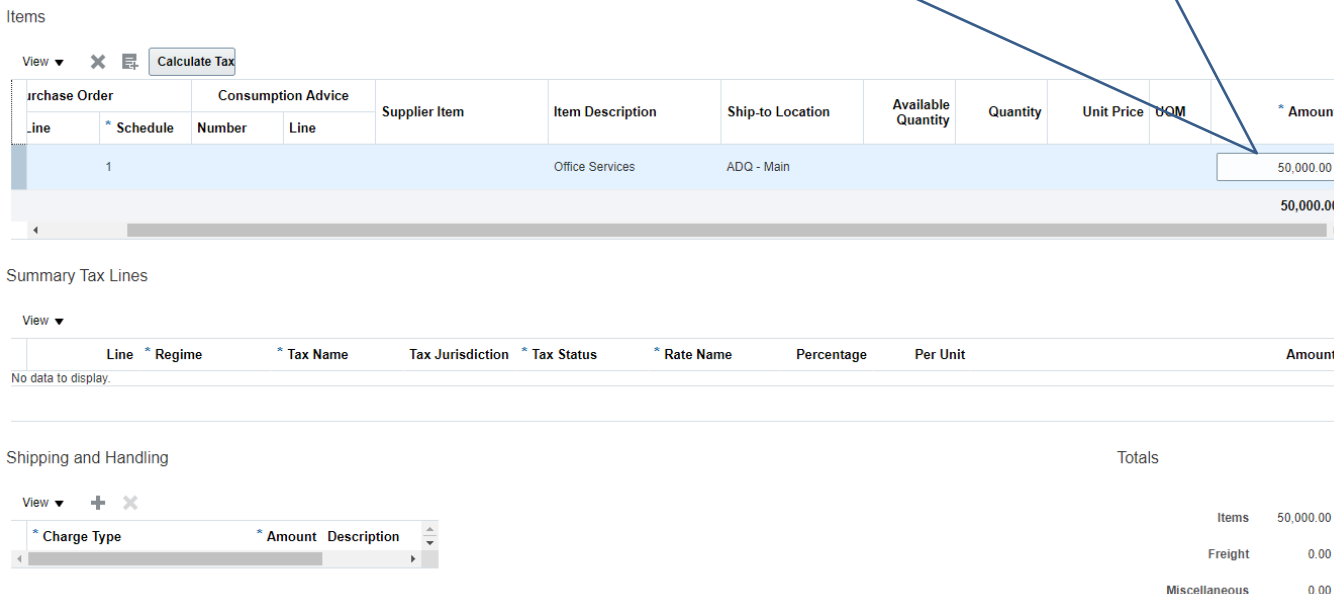
Add attachment if any to send to ADQ

Click on Select and Add button to select the line under Items



A Pop up window opens with the Line information. Select all the applicable lines and Click on Apply to include the items and click OK to close

The Amount and other information will default based on the selected lines and Amount can be edited to enter new amount. New Amount should be less than or equal amount of the receipt amount.



Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
Line	Schedule	Number	Line						
1			Office Services	ADQ - Main					50,000.00
									50,000.00

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

* Charge Type	* Amount	Description

Totals	
Items	50,000.00
Freight	0.00
Miscellaneous	0.00

Click on "Calculate Tax" to include the tax amount in the Invoice

Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
Line	* Schedule	Number	Line						
1				Office Services	ADQ - Main				50,000.00
									50,000.00

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	UAE VAT Regime	AE_VAT	AE_VAT	AE_VAT	AE_VAT_05	5		2,500

Tax amount is calculated based on the Tax setup

Shipping and Handling

* Charge Type	* Amount	Description

Totals	
Items	50,000.00
Freight	0.00
Miscellaneous	0.00
Tax	2,500.00
<b>Invoice Amount</b>	<b>52,500.00</b>

The Tax Amount is included to Invoice Amount

Review all the Information provided and Click on Submit to send the Invoice to ADQ Payable team

Identifying PO 1622  
 Supplier ABCXYZ Supplier  
 Taxpayer ID  
 Supplier Site Dubai  
 Address Jabel Ali, Dubai, United Arab Emirates  
 Remit-to Bank Account  
 Unique Remittance Identifier  
 Unique Remittance Identifier Check Digit  
 Supplier Tax Registration Number

Number INV0001  
 Date 30-Dec-2021  
 Type Invoice  
 Invoice Currency AED - UAE Dirham  
 Payment Currency AED - UAE Dirham  
 Description

Attachments Invoice\_Copy.docx

Submit Cancel

Customer

Customer Taxpayer ID 100561388800003  
 Name ADQ PJSC

Address

Items

Calculate Tax

**Confirmation**

Invoice INV0001 has been submitted.

OK

A Confirmation message will appear in the screen and click OK to close.



Invoice: INV0001

Done

Business Unit ADQ BU  
 Legal Entity Name ADQ PJSC  
 Supplier or Party ABCDXYZ Supplier  
 Supplier Site Dubai  
 Address Jabel Ali, Dubai, United Arab Emirates  
 Invoice Date 30-Dec-2021

Invoice Amount 52,500.00 AED  
 Unpaid Amount 0.00 AED  
 Payment Currency AED  
 Tax Control Amount

Invoice Type Standard  
 Description  
 Funds Status  Not required  
 Attachment [Invoice\\_Copy.docx](#)

Invoice Details appears in the screen

Lines Payments

Items

View Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice	
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line
1	50,000.00	Office Services	30-Dec-2021	<input checked="" type="checkbox"/> Not required				1622	1	1	2188	1		

Summary Tax Lines

Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount
2	UAE VAT Regime	AE_VAT	AE_VAT	AE_VAT		5	2,500.00

Shipping and Handling

Line	Type	Amount
	No shipping and handling.	

Totals

Tax charges summary

AE_VAT 5%	2,500.00
Inclusive Tax	0.00
Self Assessed Tax	0.00

Items	50,000.00
Freight	0.00
Miscellaneous	0.00
Tax	2,500.00
Subtotal	52,500.00
Less Inclusive Prepayments	0.00
Remaining Amount	<input checked="" type="checkbox"/> 0.00
Invoice Amount	52,500.00
Less Withheld Tax	0.00
Less Exclusive Prepayments	0.00
Less Retainage	0.00
Total Due	52,500.00

Total Due is also shown in the bottom of the screen

## c. View Payments

Supplier Portal

Search  Order Number

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Shipments**

- View Receipts
- View Returns

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Invoices and Payments**

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

**Requiring Attention**

⚡

No data available

**Recent Activity**  
Last 30 Days


Agreements opened	1
Orders opened	1
Receipts	1

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	100000	AED
Invoice Amount	50000	AED
Invoice Price Variance Amount		AED

**Supplier News**

Click on View Payments to see the details



Home AX

### View Payments

**Search**

\*\* Payment Number

Payment Status

Payment Amount

**Enter Search Information and click search**

\*\* Supplier

Supplier Site

Payment Date

Advanced Saved Search

Done

Search Reset Save...

\*\* At least one is required

### Search Results

View  Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
4383	30-Dec-2021	Quick	INV0001	ABCXYZ Supplier	Dubai	52,500.00 AED	Negotiable	009876543

Click on Payment number to see the payment information

Business Unit	ADQ BU	Payment Amount	52,500.00 AED
Payee	ABCXYZ Supplier	Payment Date	30-Dec-2021
Payee Site	Dubai	Payment Type	Quick
Address	Jabel Ali, Dubai, United Arab Emirates	Remit-to Account	009876543
Payment Status	Negotiable	Payment Document	ADQ Payments

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
INV0001	30-Dec-2021	Standard	1622	2188		52,500.00 AED	52,500.00 AED	Workflow ...	29-Jan-2...	Fully paid

Paid Invoice details appears as shown and Click on Invoice number / PO Number / Receipt number to see those details

## 6. Manage Company Profile in Supplier Portal

Supplier can maintain, update their company information under the Company Profile section

Supplier Portal

Search  Order Number

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Shipments**

- View Receipts
- View Returns

**Invoices and Payments**

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

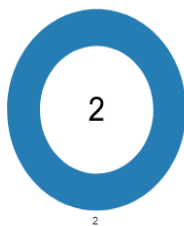
**Negotiations**

- View Active Negotiations
- Manage Responses

**Company Profile**

- Manage Profile

**Requiring Attention**



2

■ Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Agreements opened	1
Orders changed or canceled	1
Orders opened	2
Receipts	2

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	30700	AED
--------------------	-------	-----

**Supplier News**

Supplier News is Published for Test Purpose

<https://url.ms/w/f?>

Click on "Manage Profile" to see the Company details

Company Profile Edit Done

Last Change Request 249002 Requested By Malik, Abdul Change Description Change

Request Status Rejected Request Date 02-Aug-2021

**Organization Details** Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

**General**

Company Supplier 1

Supplier Number 10380

Supplier Type

**Identification**

D-U-N-S Number

Customer Number

SIC

**Corporate Profile**

Year Established

Mission Statement

Tax Organization Type Corporation

Status Active

Attachments None

National Insurance Number

Corporate Web Site

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Click on Edit to update the information

**Warning**

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

Click "Yes" if you want to update the Profile or click "No" to go back

Change Description: Update Supplier Information

Enter the Change Description and update the details wherever it is required

- Organization Details
- Tax Identifiers
- Addresses
- Contacts
- Payments
- Business Classifications
- Products and Services

General

Supplier Name:

Supplier Number:

Supplier Type:

Tax Organization Type:

Status:

Attachments:

Identification

D-U-N-S Number:

Customer Number:

SIC:

National Insurance Number:

Corporate Web Site:

Corporate Profile

Change Description: Update Supplier Information

Click on Review changes once the update is completed

- Organization Details
- Tax Identifiers
- Addresses
- Contacts
- Payments
- Business Classifications
- Products and Services

Income Tax

Taxpayer Country:

Taxpayer ID:

Federal reportable

Federal Income Tax Type:

State reportable

Tax Reporting Name:

Name Control:

Verification Date:

Use withholding tax

Withholding Tax Group:

## Review Changes

Edit Submit Cancel

Change Description Update Supplier Information

Click on Submit if the updated details are fine

### Organization Details

View Format Freeze Detach Wrap


Attribute	Changed From	Changed To
Supplier Type		Supplier
Corporate Web Site		www.Supplier.com
Year Established		2000
Chief Executive Title		Mr
Chief Executive Name		CEO

Updated details are listed in the review changes

### Attachments

View Format Freeze Detach Wrap

Type	Category	File Name or URL	Title	Description	Attached By	Attached Date
File	From Supplier	ADQ_Sourcing_User_Manual_For...	ADQ_Sourcing_...		supplier1@abc...	04-Aug-2021 10...

 **Confirmation**

Your profile change request 253002 was submitted for approval.

Profile change request sent for approval to ADQ team

Company Profile will show Pending approval until it is approved.

## Company Profile

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 253002

Request Status Pending Approval

Requested By Malik, Abdul

Request Date 04-Aug-2021

Change Description Update Supplier Information

Cancel Change Request Edit Done

You can cancel the change Request if it is not approved.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

## Supplier Profile Change Request 253002 was Approved by ADQ Enterprise

Dismiss

### Details

Assignee	Abdul Malik	Request	253002	Supplier	Supplier 1
From	Jameela Alameri	Request Date	04-Aug-2021	Supplier Number	10380
Assigned Date	04-Aug-2021 10.44 AM	Requested By	Malik, Abdul		
Expiration Date	03-Sep-2021 10.44 AM	Change Description	Update Supplier Information		
Task Number	239196				

### Action Details

Action Approved  
Action Date 04-Aug-2021 10.44 AM

You will be updated via email as soon as the update is either approved or rejected



Company Profile

Changes requested will be updated once it approved and you can see the updated information

Home, Search, Notification, AM, Edit, Done

Last Change Request: 253002, Request Status: Processed, Requested By: Malik, Abdul, Request Date: 04-Aug-2021, Change Description: Update Supplier Information

Organization Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, Products and Services

General

Company: Supplier 1, Supplier Number: 10380, Supplier Type: Supplier, Tax Organization Type: Corporation, Status: Active, Attachments: ADQ\_Sourcing\_User\_Manual\_For\_S

Identification

D-U-N-S Number, Customer Number, SIC, National Insurance Number, Corporate Web Site: www.Supplier.com

Corporate Profile

Profile will not updated if the profile change request is rejected and you cannot see any update in the profile data

For any queries and clarification, please write to us at [procurementhelpdesk@adq.ae](mailto:procurementhelpdesk@adq.ae)

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