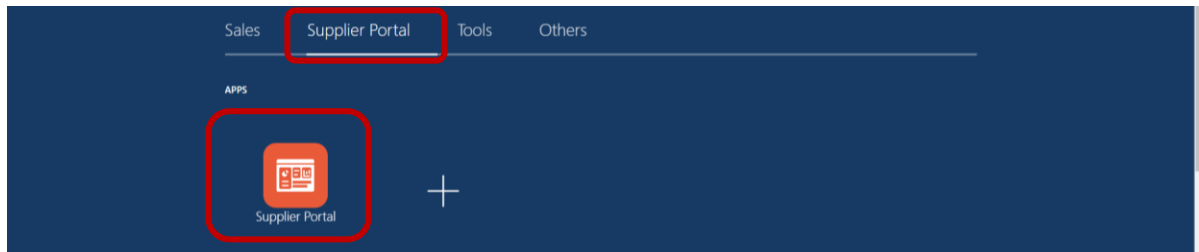




Supplier Portal User Guide - Updating Trade license (Oracle Fusion)

Updating Trade License through Supplier Portal

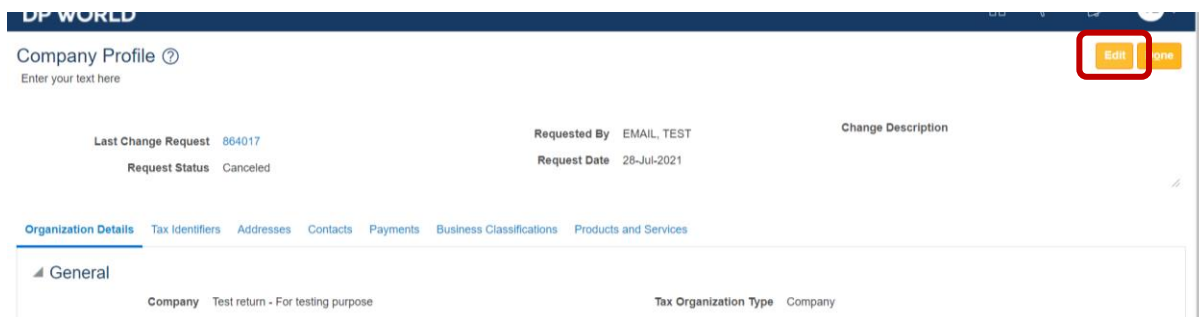
- Login with supplier user credentials
- Click on Supplier Portal



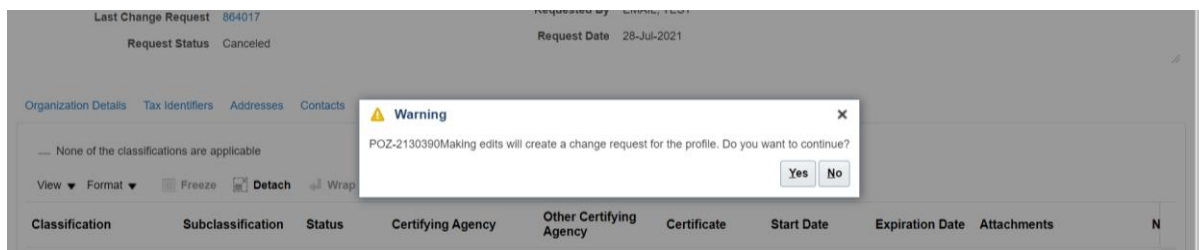
- Click “Manage Profile” (you can find at the bottom of the task page)



- Click on “Edit” to make necessary changes



- Click “Yes” to continue



- Provide the details on the below Change description box

DP WORLD

Edit Profile Change Request: 918005

Enter your text here

Change Description: Trade license update

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

General

* Supplier Name: Test return - For testing purpose

Supplier Number: 56782

Supplier Type: Commercial

Tax Organization Type: Company

Status: Active

Attachments: None

- Click “Business Classification”

DP WORLD

Edit Profile Change Request: 918005

Enter your text here

Change Description: Trade license update

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

None of the classifications are applicable

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Is & Service (DDW)		Current	Dry Docks				dd-mmm-yyy	None	
licence (DDW)		Current	Government of UAE		565656		26-May-2021	Trade License 2021-22.docx	

- Change the Expiry Date and Attach the renewed Trade License

DP WORLD

Edit Profile Change Request: 918005

Enter your text here

Change Description: Trade license update

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

None of the classifications are applicable

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Is & Service (DDW)		Current	Dry Docks				dd-mmm-yyy	None	
licence (DDW)		Current	Government of UAE		565656		26-May-2021	Trade License 2021-22.docx	

- Click “Review and Submit”

DP WORLD

Edit Profile Change Request: 918005

Enter your text here

Change Description: Trade license update

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

None of the classifications are applicable

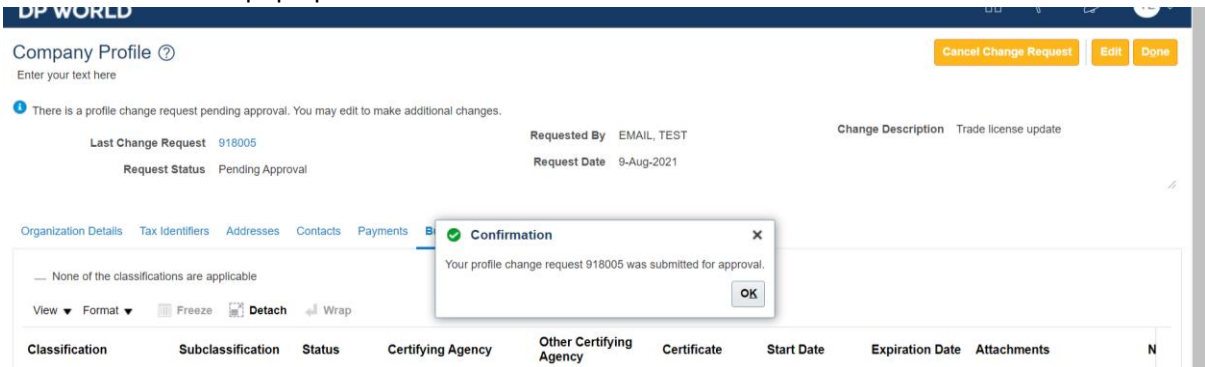
Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Is & Service (DDW)		Current	Dry Docks				dd-mmm-yyy	None	
licence (DDW)		Current	Government of UAE		565656		26-May-2021	Trade License 2021-22.docx	

- Click “Submit” to complete the task



- Profile change request number will be generated and submitted for Approval

- Click ok to close the pop up.



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