Quick Reference Cards

شركة المياه الوطنية
National Water Company

HOW TO VIEW & UPDATE SUPPLIER DETAILES

PURPOSE	View & update Supplier Information
SCOPE	**Admin page** (Address Book, User Management, Business classification and Bank Account info)
RESPONSIBILITY	Supplier Admin Account

ADMIN PAGE

Click on the Admin tab.

This view will produce your Supplier name as listed in our system,
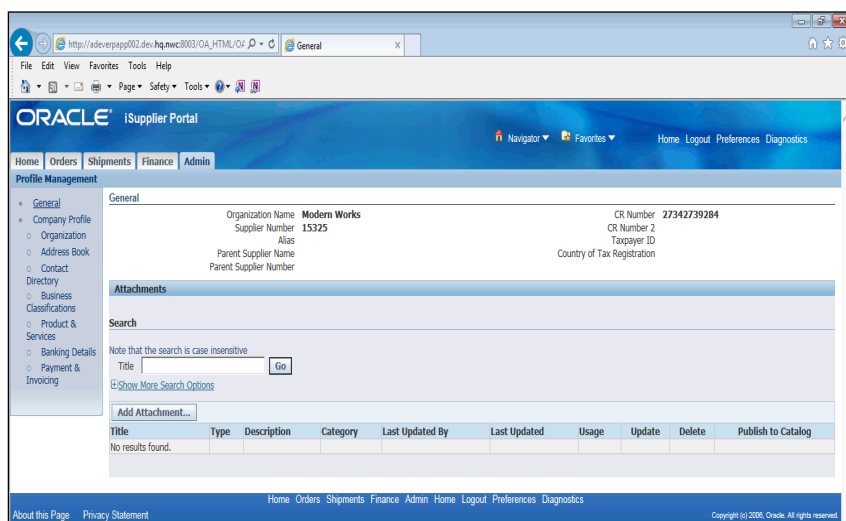
A. HOW TO VIEW & UPDATE ADRESS BOOK DETAILS?

1. **Click on the Admin tab.**

Using Supplier Profile Management, you can enter profile details such as address book information online. You can create and modify the multiple addresses used in transactions .After you enter address information, NWC administrators are notified of the changes. NWC administrators must review the updates and decide how to use the details to update the purchasing system
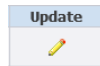
2. **Click on the Address Book link.**
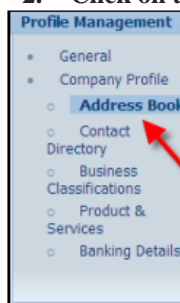
3. **Will display all the address attached to the Supplier**

4. **Update Address Book by clicking on the update icon**

Update

5. **After updating the details click Save.**

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1. **Click on the Admin tab.**

2. **Click on the Contact link.**

3. **Update Contact**: You can enter contact directory information online. You can create and modify information about the multiple contacts in your organization that interact with NWC. After entering the contact details, you can li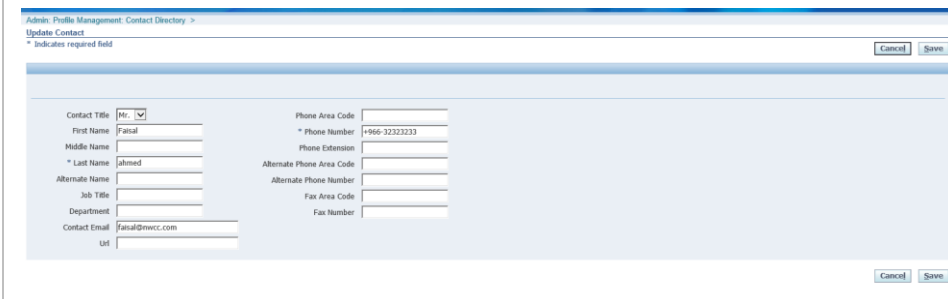nk the contacts to the appropriate address. As people move within your organization, you can also revise the address details for a contact. You can create multiple contacts and link each one to as many addresses as needed. Each contact must be unique based on first name, last name, and phone number.

4. You can Remove the contact by clicking [Remove 🗑] **or Update it by clicking** [Update ✏]

5. After Updating the details click on Save.

C. HOW TO VIEW & UPDATE BUSINESS CLASSIFICATION?
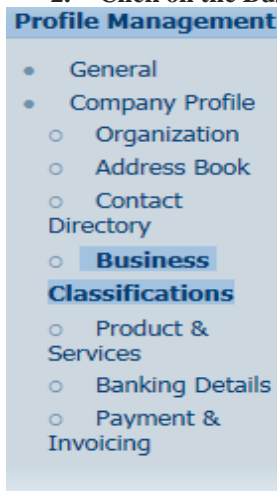
1. Click on the Admin tab.
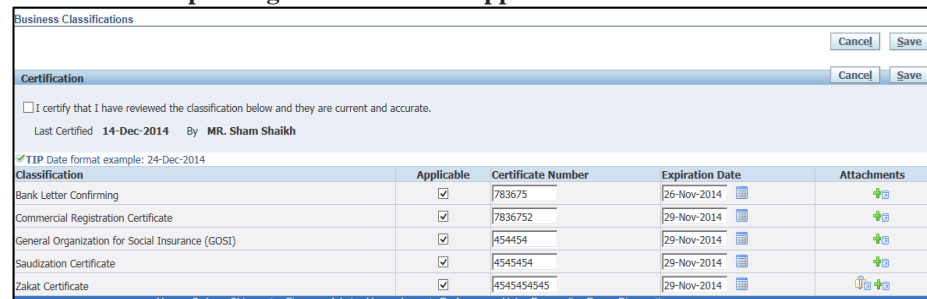
2. Click on the Business Classifications link.

3. Update the Classifications with the Number and Attachments. The status will be pending till the time it is approved

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ADMIN PAGE

ISupplier allows you to Create and Maintain Bank Accounts. The IBAN and the Account number mentioned in the Section will be used to Pay Electronically. Without a Correct IBAN and a PO Reference no Invoices will be Paid by NWC

- ➢ **Click Admin.**
- ➢ **Then click on Banking Details**

Supplier Administration

- • General
- • Company Profile
  - o Organization
  - o Address Book
  - o Contact Directory
  - o Business Classifications
  - o Product & Services
  - o Banking Details
  - o Payment & Invoicing
  - o Surveys

D. CREATE & UPDATE A BANK ACCOUNT

1. **Read the Instructions and be prepared with the required information before clicking on Create Button**

Banking Details

View General Accounts ▼ Go   Cancel | Save

Kindly keep the following before creating a Bank account:
1. IBAN Number
2. Account Number
3. PO Number for which NWC is liable to Pay
4. SWIFT Code
✔ TIP Date format example: 29-Apr-2015

Create

Details Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
No results found.										

Cancel | Save

2. **Download the Transfer Request Form: For Saudi Vendors only. For Foreign attach copy of your Bank letter confirming the account/IBAN with the Bank seal: (Refer Point 6 on How to Attach)**

Supplier Administration: Banking Details >
Create Bank Account
* Indicates required field   Cancel | Save
Please attach the "Transfer Request Form" duly stamped by bank. يرجى ارفاق نموذج طلب تحويل محتم من البنك.
Download Transfer Request Form
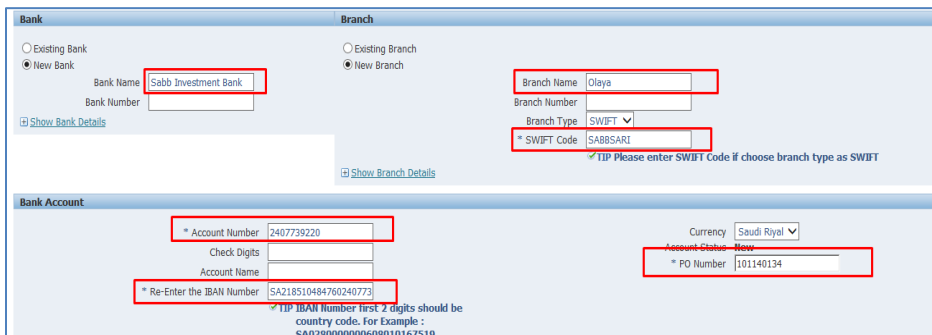
3. **Enter the Correct IBAN Number**

Bank Letter Attachment

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog	*Enter the IBAN Number
terer	Short Text	erer	Miscellaneous	MUSTAFAHR	29-Apr-2015	One-Time	✏	🗑		SA2185104847602407739220

4. Enter the Other details like Bank Name, IBAN, etc. A PO number for which NWC is Liable to Pay has to be mentioned.

6. How to Attach a Bank Letter

Follow the Options 1, 2, 3 and 4 for attaching the documents. You can attach Text, URL or File

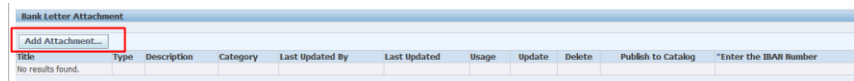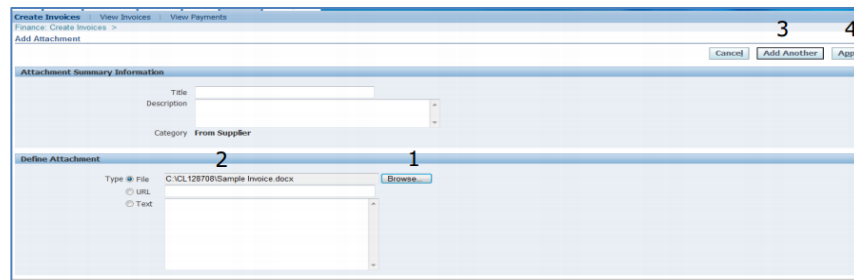**5. Enter the Notes in case you have for NWC Team and then click on save**

💡 **Once submitted the status of the Bank account will be "New" and will change to Approved once NWC team approves the account. Any changes done will need to be approved again.**

You will receive a Notification once the Bank is Approved or rejected. In case rejected kindly check the comments and create a new Bank Record

Account Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update	Bank Letter
⊞ Show	123456789	AL4721211009000000002356987 41		SAAB_TEST	30-Mar-2015		1	∧	∨	Change Pending	✎	
⊞ Show	936437584758475	AL4721211009000000002356987 41		SABB	31-Mar-2015		2	∧	∨	Approved	✎	
⊞ Show	123456789	AL4721211009000000002356987 41		Test alert Bank	02-Apr-2015		3	∧	∨	Approved	✎	
⊞ Show	38649574857485	AL4721211009000000002356987 41		SABB	05-Apr-2015		4	∧	∨	Change Pending	✎	