

Quick Reference Cards

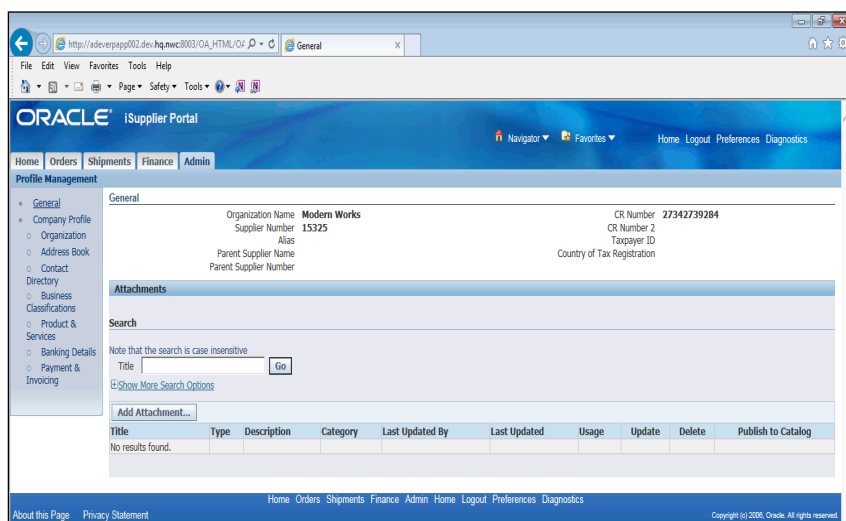
HOW TO VIEW & UPDATE SUPPLIER DETAILS

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,

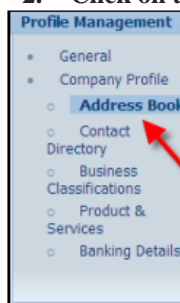


A. HOW TO VIEW & UPDATE ADDRESS BOOK DETAILS?

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.



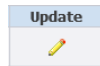
3. Will display all the address attached to the Supplier





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4. Update Address Book by clicking on the update icon



Admin: Profile Management: Address Book >
Update Address
* Indicates required field

Supplier Name	WIPRO ARABIA LIMITED	Supplier Number	15030	<input type="button" value="Cancel"/>	<input type="button" value="Save"/>
* Address Name	WQ	Phone Area Code	9555336		
Country	Saudi Arabia	* Phone Number	0116790252		
* Address Line 1	National Water Company	Fax Area Code			
Address Line 2		Fax Number			
Address Line 3		Email Address	shahb@nwc.com		
Address Line 4		<input checked="" type="checkbox"/> Purchasing Address			
* City/Town/Locality	Riyadh	<input checked="" type="checkbox"/> Payment Address			
Country	Saudi Arabia				
State/Region					
Province					
* Postal Code	966				

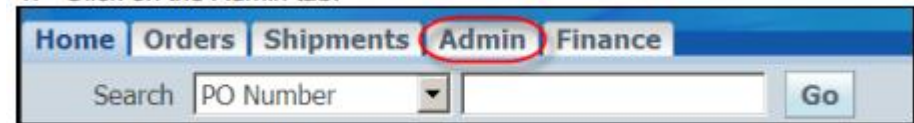
Note
Note
Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Home Logout Preferences Diagnostics
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5. After updating the details click Save.

B. HOW TO ADD & DELETE SUPPLIER USERS?

1. Click on the Admin tab.



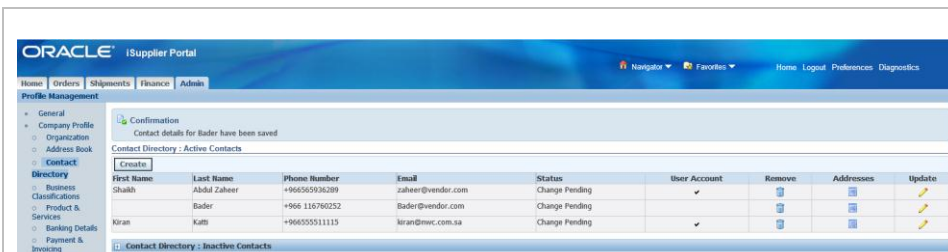
2. Click on the Contact link.

Profile Management

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

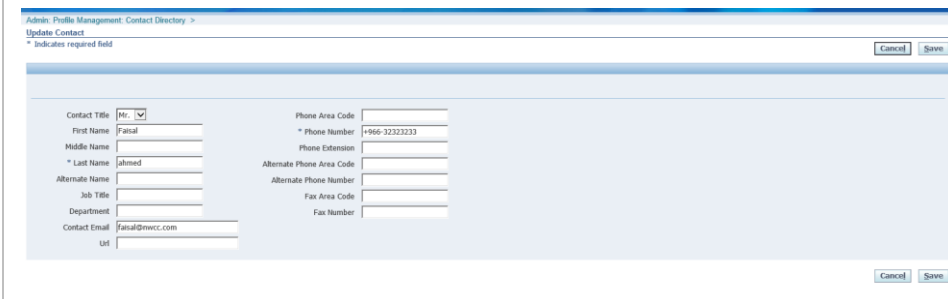
- ### 3. Update Contact:
- You can enter contact directory information online. You can create and modify information about the multiple contacts in your organization that interact with NWC. After entering the contact details, you can link the contacts to the appropriate address. As people move within 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.

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First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Shaikh	Abdul Zaheer	+966565936299	zahaer@vendor.com	Change Pending	✓			
	Bader	+966 116760252	Bader@vendor.com	Change Pending				
Kiran	Kath	+966555511115	kiran@nwc.com.sa	Change Pending	✓			

4. You can Remove the contact by clicking  or Update it by clicking 



Admin: Profile Management: Contact Directory >
Update Contact Cancel Save

* Indicates required field

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

Contact Email

URI

Phone Area Code

* Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Cancel Save

5. After Updating the details click on Save.

C. HOW TO VIEW & UPDATE BUSINESS CLASSIFICATION?

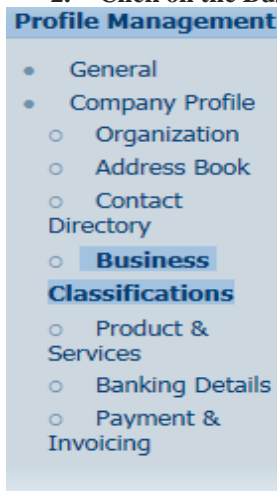
1. Click on the Admin tab.



Home | Orders | Shipments | **Admin** | Finance

Search

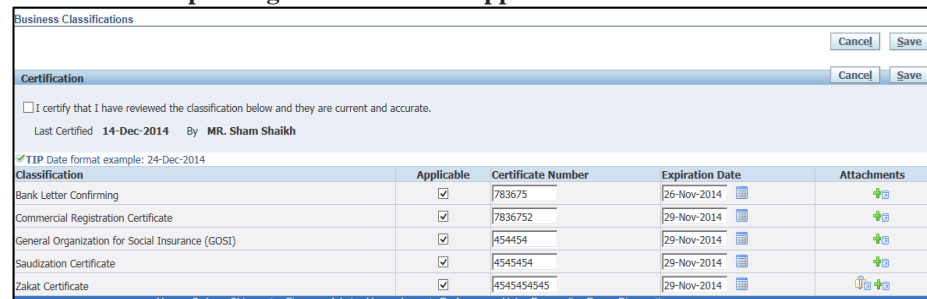
2. Click on the Business Classifications link.



Profile Management

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

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



Business Classifications Cancel Save

Certification Cancel Save

I certify that I have reviewed the classification below and they are current and accurate.
Last Certified **14-Dec-2014** By **MR. Sham Shaikh**

✓ TIP Date format example: 24-Dec-2014

Classification	Applicable	Certificate Number	Expiration Date	Attachments
Bank Letter Confirming	<input checked="" type="checkbox"/>	783675	26-Nov-2014	
Commercial Registration Certificate	<input checked="" type="checkbox"/>	7836752	29-Nov-2014	
General Organization for Social Insurance (GOSI)	<input checked="" type="checkbox"/>	454454	29-Nov-2014	
Saudization Certificate	<input checked="" type="checkbox"/>	4545454	29-Nov-2014	
Zakat Certificate	<input checked="" type="checkbox"/>	4545454545	29-Nov-2014	

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ADMIN PAGE

Supplier 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
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - **Banking Details**
 - Payment & Invoicing
 - 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

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

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

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

يرجى ارفاق نموذج طلب تحويل مختتم من البنك.

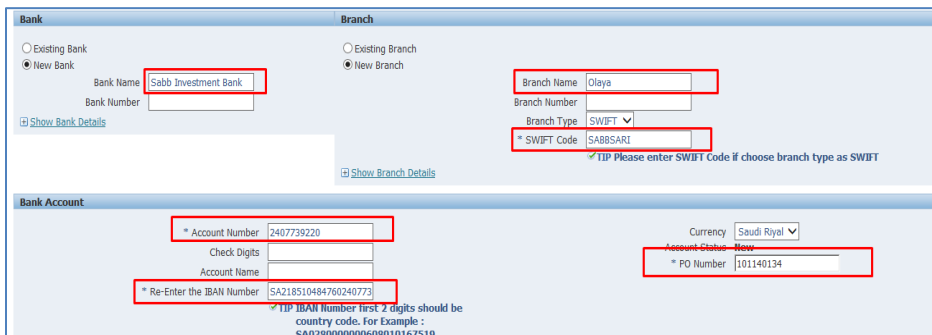
3. Enter the Correct IBAN Number

Bank Letter Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog	*Enter the IBAN Number
Letter	Short Text	Letter	Miscellaneous	MUSTAFAHR	29-Apr-2015	One-Time	<input type="button" value="Update"/>	<input type="button" value="Delete"/>	<input type="button" value="Publish"/>	<input style="width: 100%;" type="text" value="SA2185104847602407739220"/>

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



Bank

Existing Bank
 New Bank

Bank Name: Sabb Investment Bank

Bank Number: []

Show Bank Details

Branch

Existing Branch
 New Branch

Branch Name: Olaya

Branch Number: []

Branch Type: SWIFT

* SWIFT Code: SABBSARI

TIP Please enter SWIFT Code if choose branch type as SWIFT

Show Branch Details

Bank Account

* Account Number: 2407739220

Check Digits: []

Account Name: []

* Re-Enter the IBAN Number: SA218510484760240773

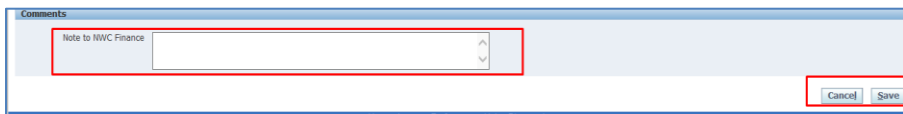
TIP IBAN Number first 2 digits should be country code. For Example : SA038000000608010167519

Currency: Saudi Riyal

Account Status: New

* PO Number: 101140134


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



Comments

Note to NWC Finance: []

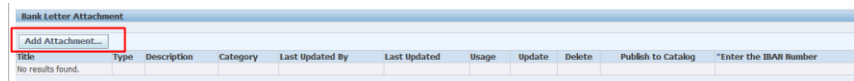
Cancel Save

 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 Number	IBAN	Currency Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update	Bank Letter
Show 123456789	AL47212110090000000235698741	SAAB_TEST	30-Mar-2015	[]	1	⬆	⬇	Change Pending	[]	[]
Show 936437584758475	AL47212110090000000235698741	SABB	31-Mar-2015	[]	2	⬆	⬇	Approved	[]	[]
Show 123456789	AL47212110090000000235698741	Test alert Bank	02-Apr-2015	[]	3	⬆	⬇	Approved	[]	[]
Show 38649574857485	AL47212110090000000235698741	SABB	05-Apr-2015	[]	4	⬆	⬇	Change Pending	[]	[]

6. How to Attach a Bank Letter

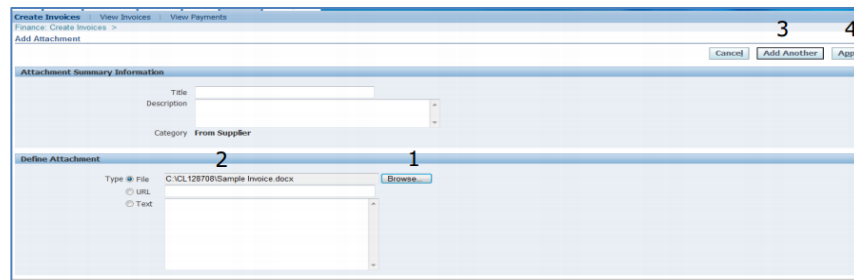


Bank Letter Attachment

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog	*Enter the IBAN Number
No results found.										

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



Attach Attachment

3 4

Cancel Add Another Apply

Attachment Summary Information

Title: []

Description: []

Category: From Supplier

Define Attachment

Type @ File: C:\CL128708\Sample Invoice.docx [Browse...]

URL

Text