

User manual to update Supplier Profile



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Login screen and URL

- Click or Copy the URL to the browser: <https://login-eulj-saasfaprod1.fa.ocs.oraclecloud.com>
- Enter your User ID and password.

Sign In Oracle Applications Cloud

User ID

Password

[Forgot Password](#)

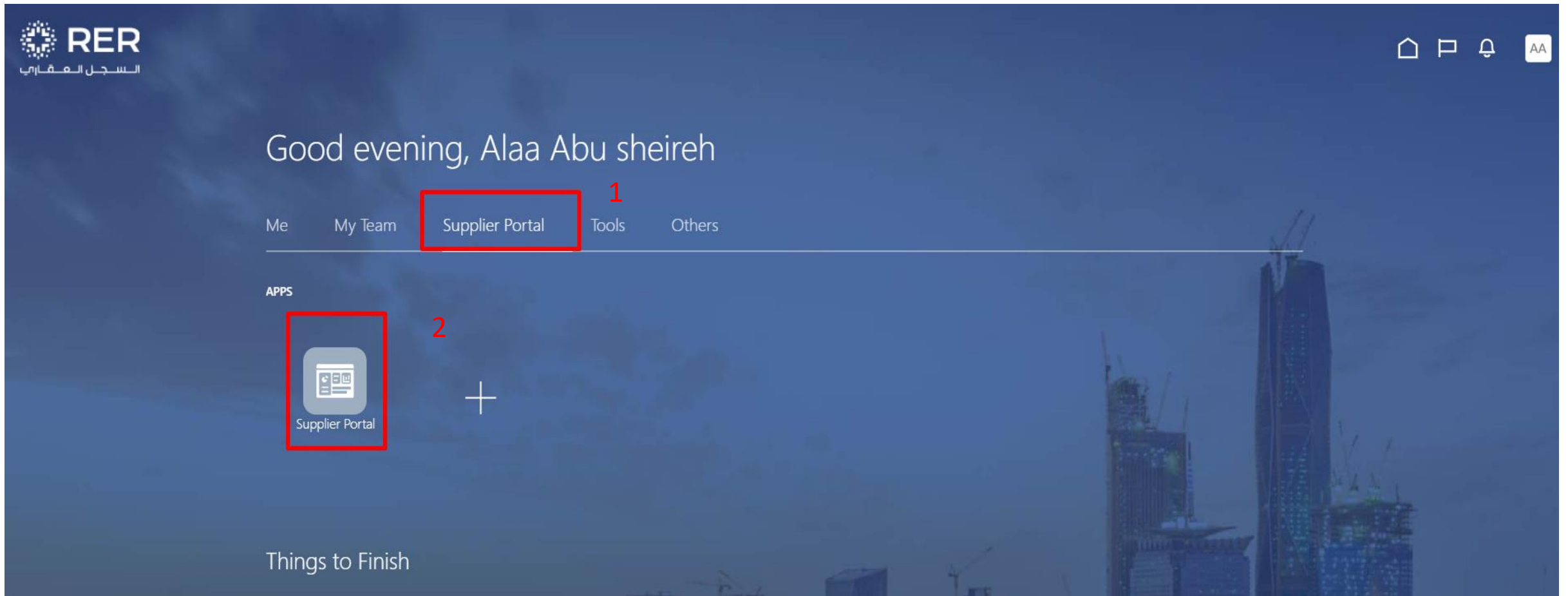
Sign In


Select Language

English

Supplier Portal

- Supplier portal >> Click on Supplier portal Icon.




 **RER**
السجل العقاري

Good evening, Alaa Abu sheireh

Me My Team **Supplier Portal** Tools Others

APPS

 **Supplier Portal**

Things to Finish

Manage profile

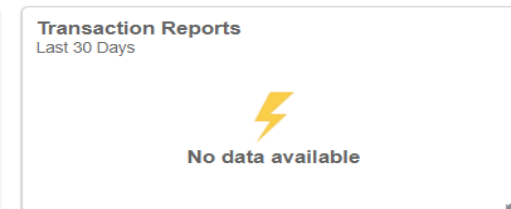
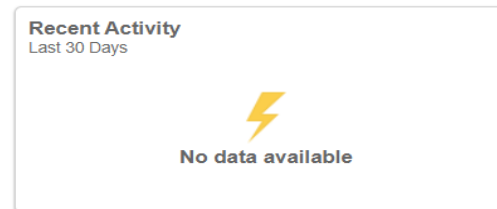
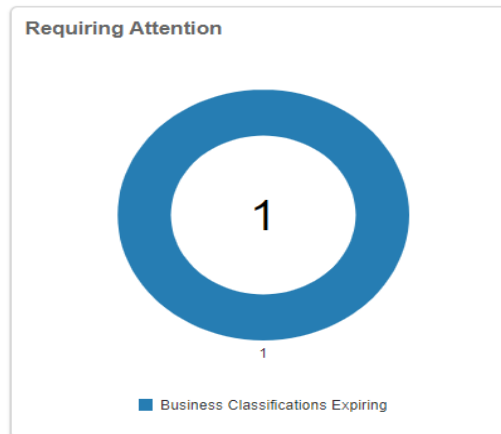
- Click on Manage profile task.

Supplier Portal

Search Order Number

Tasks

- 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
- Consigned Inventory**
 - Review Consumption Advices
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Company Profile**
 - **Manage Profile**



Supplier News

Click Here



Press the "Prnt Scrn" on your keyboard to take a screenshot

Update Organization Details

1. Click on the Edit Button.
2. Click on the Organization Details and update the required details




The screenshot displays the RER Company Profile interface. The 'Organization Details' tab is highlighted with a red box and a red arrow labeled '2'. The 'Edit' button is also highlighted with a red box and a red arrow labeled '1'. The page content is organized into several sections:

- General:** Company (Professional Consultants for Technology / AppsPro-ME), Supplier Number (10181), Supplier Type (IT Services).
- Identification:** D-U-N-S Number, Customer Number, SIC.
- Corporate Profile:** Year Established, Mission Statement, Year Incorporated.
- Financial Profile:** Current Fiscal Year's Potential Revenue, Preferred Functional Currency, Fiscal Year End Month.
- Tax Organization Type:** Corporation, Status (Active).
- Attachments:** National Insurance Number, Corporate Web Site (https://appspro-me.com/).
- Chief Executive Information:** Chief Executive Title, Chief Executive Name, Principal Title, Principal Name.

Press the "Prnt Scrn" on your keyboard to take a screenshot

Update Tax Identifiers

1. Click on the Tax Identifiers.
2. update the required details and CR / License.

 RER
السجل العقاري

Edit Profile Change Request: 54006

[Delete Change Request](#) [Review Changes](#) [Save](#) [Save and Close](#) [Cancel](#)

Change Description

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

Income Tax

Taxpayer Country

CR / License

Federal reportable

Federal Income Tax Type

State reportable

Transaction Tax

Tax Country

Tax Registration Number

Tax Reporting Name

Name Control

Verification Date

Use withholding tax

Withholding Tax Group

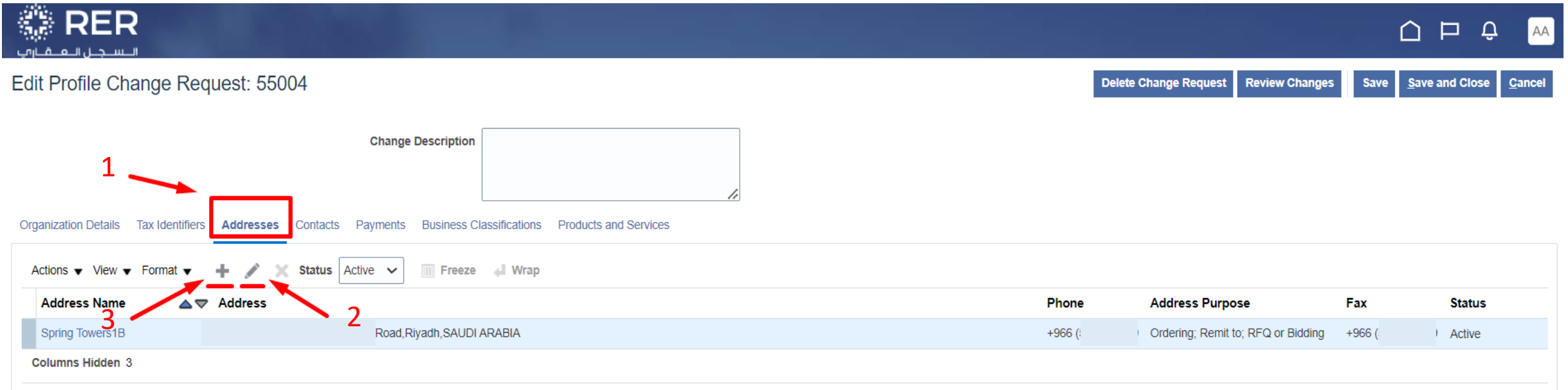
Tax Registration Type

1

2

Update Addresses

1. Click on the Addresses.
2. If you need to update the address details, click on the pin button.
3. If you need to add a new address, click on the add button.



Edit Profile Change Request: 55004

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

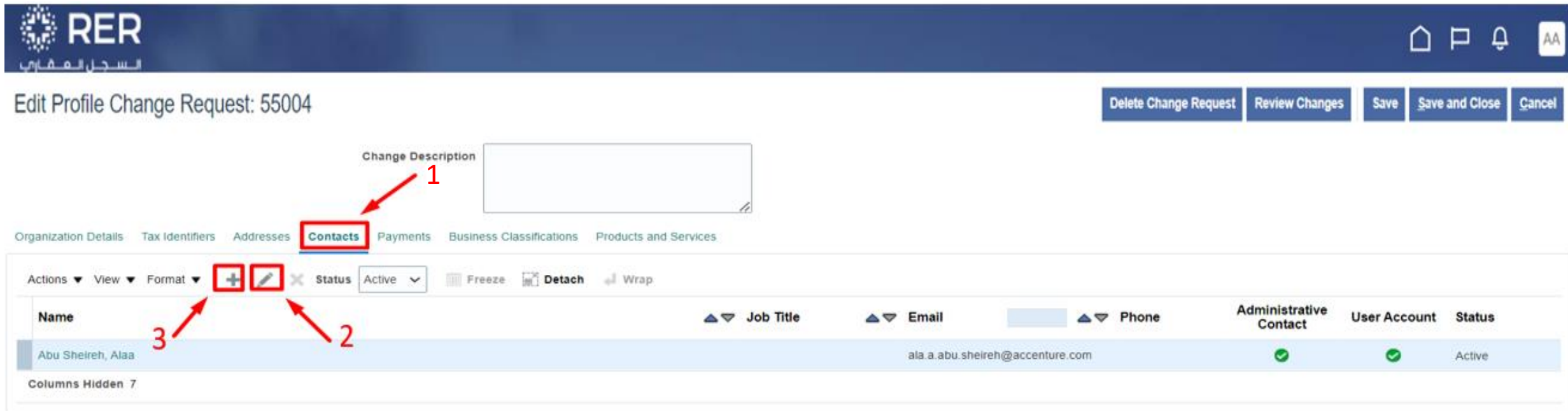
Actions View Format + Address Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Spring Towers1B	Road,Riyadh,SAUDI ARABIA	+966 (:	Ordering; Remit to; RFQ or Bidding	+966 (:	Active

Columns Hidden 3

Update Contacts

1. Click on the Contacts.
2. If you need to update the contact details, click on the pin button.
3. If you need to add a new contact, click on the add button.



Edit Profile Change Request: 55004

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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


Actions View Format **+** **✎** × Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Abu Sheireh, Alaa		ala.a.abu.sheireh@accenture.com		✓	✓	Active

Columns Hidden 7

Update Business Classifications


1. Click on the Business Classifications.
2. Update all certificates in terms of expiration date and start date and add new attachments

 RER
السجل الموحد

Edit Profile Change Request: 55004

Delete Change Request Review Changes Save Save and Close Cancel



Change Description


1 

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

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Zakat Certificate		Current	LOCAL VENDOR			1/1/24	1/1/25 	Picture1.png +X			

2 

Update Products and Services

1. Click on the Products and Services.
2. Click on the “Select and Add” button to be add a new category.


RER
السجل التجاري

Edit Profile Change Request: 55004

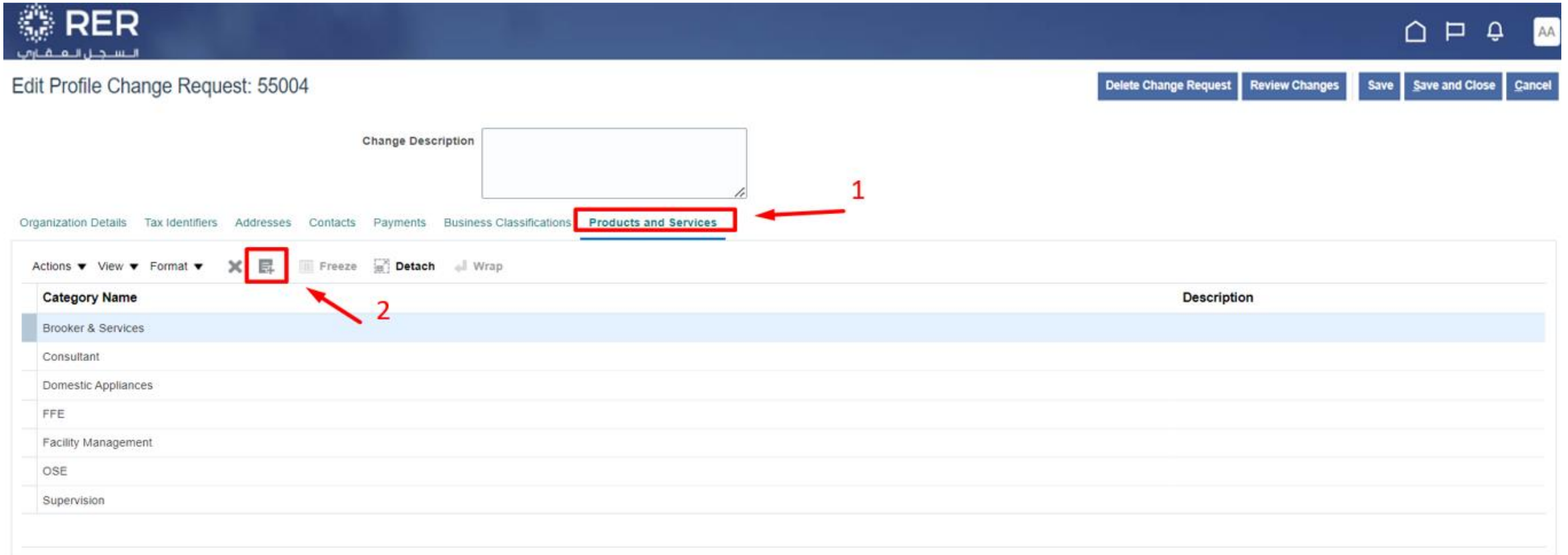
Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

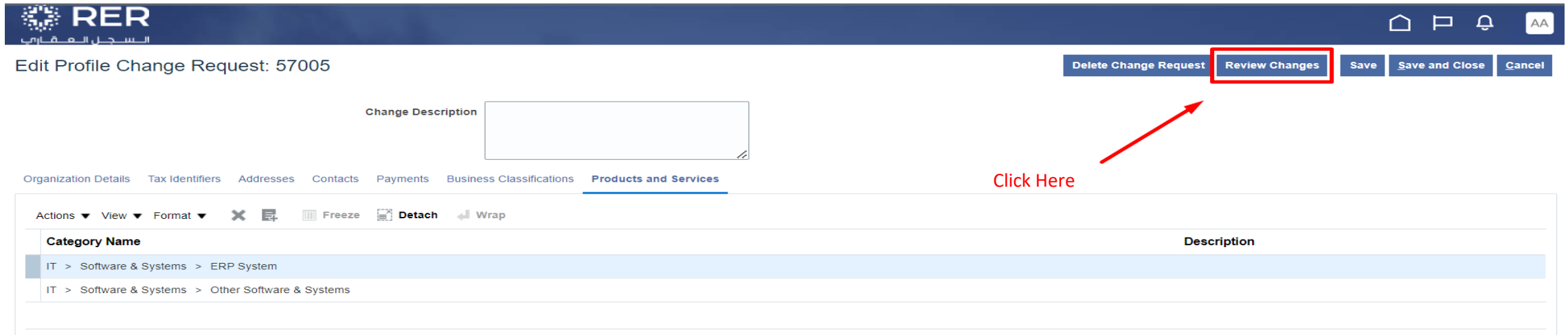
Actions View Format  Freeze Detach Wrap

Category Name	Description
Brooker & Services	
Consultant	
Domestic Appliances	
FFE	
Facility Management	
OSE	
Supervision	



Update Products and Services

- Once, the Profile details have been updated please click on the “Review Changes” Button.



The screenshot shows the RER (السجل التجاري) system interface. At the top, there is a dark blue header with the RER logo and navigation icons. Below the header, the page title is "Edit Profile Change Request: 57005". A toolbar contains buttons for "Delete Change Request", "Review Changes" (highlighted with a red box), "Save", "Save and Close", and "Cancel". A red arrow points from the text "Click Here" to the "Review Changes" button. Below the toolbar, there is a "Change Description" text area. A navigation menu includes "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services" (which is selected). Below the menu, there is a table with columns "Category Name" and "Description". The table contains two rows: "IT > Software & Systems > ERP System" and "IT > Software & Systems > Other Software & Systems".

Click Here

Category Name	Description
IT > Software & Systems > ERP System	
IT > Software & Systems > Other Software & Systems	

Review Changes and Submit

- please click on the “Submit” Button.

Review Changes

Change Description

Organization Details

View Format Freeze Detach Wrap

Attribute

Customer Number

Confirmation

Your profile change request 57005 was submitted for approval.

OK

Changed To [Click Here](#)

123123412345

Business Classifications

View Format Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate / Percentage %	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On	Details
VAT	VAT	Current	Other	VAT	VAT	31/Dec/2026	AppsPro VAT.pdf	Alaa Abu sheireh	24/Jan/2024			



Thank You