Supplier Profile
Management Guide

Table of Contexts

Home Page

- **Supplier logs into iSupplier Portal**

   Navigation Path: iSupplier portal full access > Home Page > Administration

Supplier Profile Management Guide

General Company Information

- Management of Supplier Company's profile information involves the use of two high-level pages.
- The General information page provides a quick, high-level display of information at the company level.
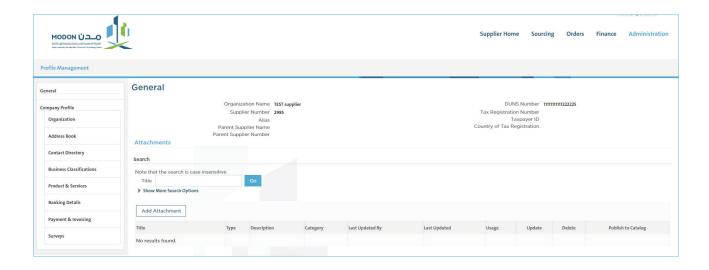- The supplier can use the General information page to add an attachment to his profile.
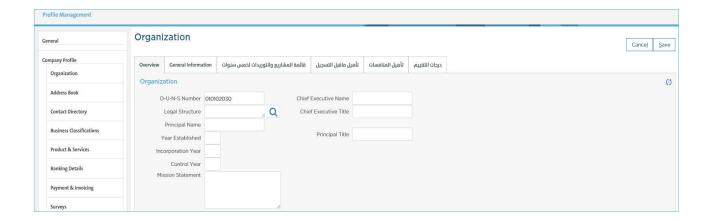- Supplier logs into iSupplier Portal.

Navigation Path: iSupplier portal full access > Home Page > Administration > General.

Company Profile

- Use the Company Profile pages to define/update the detailed information about the supplier company such as commercial number, location, add projects name ... etc.
- Use the navigation bar on the left to access the different pages of the Company Profile.
- The Organization page defines high-level details about the supplier company.
- To access the Organization page, click Organization in the Company Profile navigation tree.
- Supplier logs into iSupplier Portal.

Navigation Path: iSupplier portal full access > Home Page > Administration > Company Profile.

Profile Management									

Organization   Cancel   Save

General

Company Profile

Overview	General Information	قائمة المشاريع والتوريدات لخمس سنوات	تأهيل ماقبل التسجيل	تأهيل المنافسات	درجات التقييم

Organization

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

Field	Value
D-U-N-S Number	010102030
Legal Structure	🔍
Principal Name	
Year Established	
Incorporation Year	
Control Year	
Mission Statement	

Field	Value
Chief Executive Name	
Chief Executive Title	
Principal Title	

Address Book

- Use the Address Book page to enter information on your company sites. You can create and modify the multiple addresses used in transactions with Modon such as purchasing locations, payment sites, and addresses for RFQs.
- The Address Book page displays the current addresses defined for your company. From this page you can
  - • Delete an address by clicking the trash can icon.
  - • Update an address by clicking the pencil icon.
  - • Add a new address by clicking Create.
- Supplier logs into iSupplier Portal.

Navigation Path: iSupplier portal full access > Home Page > Administration > Address Book.
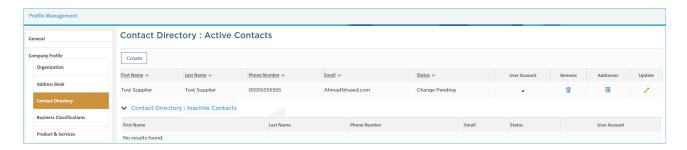
Contact Directory

- The Contact Directory lists the employees at your company who function as contacts between you and Modon.
- On the Contact Directory Page, you can
  - Delete a contact by clicking the trash can icon.
  - Update contact information by clicking the pencil icon.
  - Manage address information for a contact by clicking the Addresses icon.
- Supplier logs into iSupplier Portal.

Navigation Path: iSupplier portal full access > Home Page > Administration > Contact Directory.

Profile Management

Contact Directory : Active Contacts

General	Create

First Name ⇕	Last Name ⇕	Phone Number ⇕	Email ⇕	Status ⇕	User Account	Remove	Addresses	Update
Test Supplier	Test Supplier	05555555555	Ahmad1@saed.com	Change Pending	✔	🗑	🗒	✏

▼ Contact Directory : Inactive Contacts

First Name	Last Name	Phone Number	Email	Status	User Account
No results found.					

Company Profile
- Organization
- Address Book
- **Contact Directory**
- Business Classifications
- Product & Services

Administration: Profile Management: Contact Directory >
Create Contact
Cancel Save
* Indicates required field

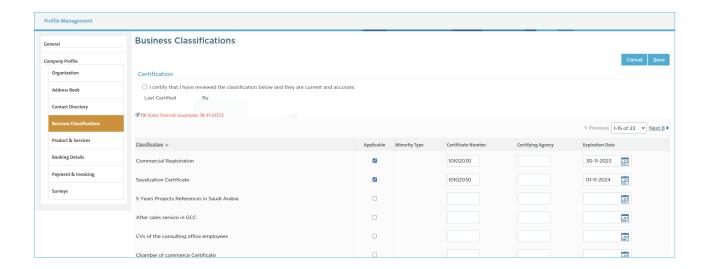|			
Contact Title	Mr. ▾	Phone Area Code	966
First Name	Test	Phone Number	2053645
Middle Name		Phone Extension	
* Last Name	Supplier Contact	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title	Accountant	Fax Area Code	
Department		Fax Number	2053645
Contact Email	Supplier Contact@supplier.com		
Url			

Business Classifications

- You can add/update classifications that are appropriate to your business.
- To add business classifications:
- On the General information page, click Business Classifications.
- On the Business Classifications page, check Applicable for all classifications that apply to your Company.
- Supplier logs into iSupplier Portal.

Navigation Path: iSupplier portal full access > Home Page > Administration > Business Classifications.

Products and Services

- Modon define product and service category sets that they use to categorize their supply base.
- You can browse the list of goods and services and select all those that apply to your business.
- Modon can then use this information to help generate supplier invitation lists for RFQs or for reporting.
- Supplier logs into iSupplier Portal.

Navigation Path: iSupplier portal full access > Home Page > Administration > Products and Services.

Banking Details

- You can create and maintain bank account details that you want Modon to use when they make payments to you.
- Bank accounts are defined for a particular bank, branch and account number, the system validates for duplicate entries.
- Modon buyers administrator can then access and approve the bank account details.
- Supplier logs into iSupplier Portal.

Navigation Path: iSupplier portal full access > Home Page > Administration > Business Classifications.