



صندوق أبوظبي للتنمية
ABU DHABI FUND FOR DEVELOPMENT

Update Expiry Date and Relevant Attachment

2026

ADFD

Update Expiry Date and Relevant Attachment

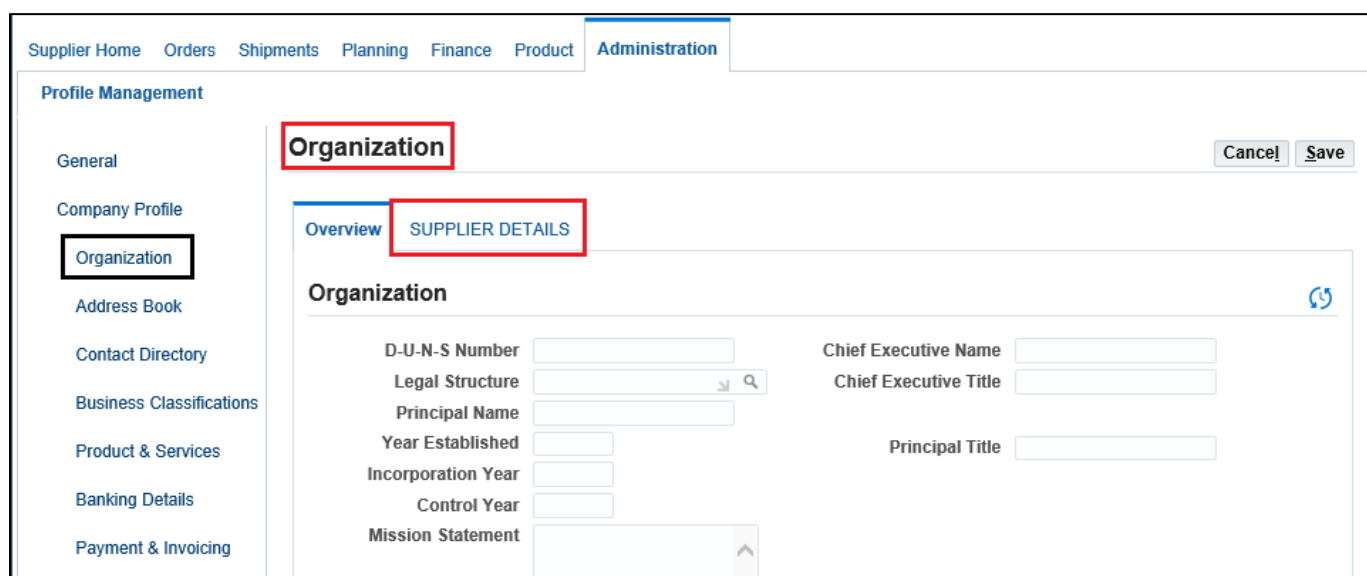
Supplier will receive a notification under “worklist” prior and after 15 days of document expiry related to “Trade License Certificate” and “Chamber of Commerce certificate”.

Supplier users are requested to Update the details of “Expiry Date” under SUPPLIER DETAILS page for two documents i.e., “Trade License Certificate” and “Chamber of Commerce Certificate”.

Apart from changing the expiry date details, supplier users would require to attach relevant document in General tab “Add attachments” section.

Navigation – Administration -> Organization

- Click on Organization and select “SUPPLIER DETAILS” page.



The screenshot displays the 'Administration' section of the system. The 'Organization' tab is selected in the left-hand navigation menu. The main content area shows the 'Organization' details page, which includes a 'General' section with a 'SUPPLIER DETAILS' sub-tab. The form contains several input fields for organization information:

- D-U-N-S Number
- Legal Structure
- Principal Name
- Year Established
- Incorporation Year
- Control Year
- Mission Statement
- Chief Executive Name
- Chief Executive Title
- Principal Title

Buttons for 'Cancel' and 'Save' are visible in the top right corner of the form area.

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Organization Cancel Save

Overview **SUPPLIER DETAILS**

TRADE LICENSE DETAILS

* Trade License Number	Trade Name	* Trade License Number Expiry Date	Delete
9874987489 <small>Enter the Trade License Number</small>	ANS1 COMPANY <small>Please Enter Trade Name</small>	10-Jun-2020 18:33:24 <small>Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)</small>	

CHAMBER OF COMMERCE DETAILS

* Chamber of Commerce Expiry Date	Delete
17-Jun-2020 02:33:32 <small>Please Enter Chamber of Commerce Expiry Date (example: 19-Jun-2020 19:45:00)</small>	

- **Update the Expiry Date**

Example – Suppose the current date is 19-June-2020. Now as per the below Dates the Trade. So as per the below screenshot, “Trade License expiry date is 10-june-2020” which is already expired and “Chamber of Commerce expiry date is 25-june-2020” which is about to expire.

Supplier Home Orders Shipments Planning Finance Product **Administration**

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Organization Cancel Save

Overview **SUPPLIER DETAILS**

TRADE LICENSE DETAILS

* Trade License Number	Trade Name	* Trade License Number Expiry Date	Delete
9874987489 <small>Enter the Trade License Number</small>	ANS1 COMPANY <small>Please Enter Trade Name</small>	10-Jun-2020 18:33:24 <small>Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)</small>	

CHAMBER OF COMMERCE DETAILS

* Chamber of Commerce Expiry Date	Delete
25-Jun-2020 06:33:32 <small>Please Enter Chamber of Commerce Expiry Date (example: 19-Jun-2020 19:45:00)</small>	

Supplier will receive notification as below –

Actin Required : Update the Expire Documents with Expiry Date

From SYSADMIN
To ANS1 COMPANY
Sent 19-Jun-2020 20:04:14
ID 5390026


Dear Vendor (ANS1 COMPANY),

Your below document is about to expire in next 15 days or might have expired in last 15 days.

Document Name	Expiry Date	Expiry Status	Expired Days	About to Expire Days
Chamber of Commerce Details	25-Jun-2020	About to Expire		6
Trade License Details	10-Jun-2020	Already Expired	9	

You can download the 'iSupplier Portal User Manual' from ADFD website to follow the steps to update all necessary changes expected. ADFD Purchasing team may take action if you fail to upload the required documents and expiry date after 15 days of document expiry.



Yours Sincerely,
SYSADMIN

- Supplier will click on  to add new expiry date details for both Trade License and Chamber of commerce details.
- Do not delete or update the existing Expiry date details as it is going to be used for Audit purpose in ADFD.



Organization Cancel Save

Overview **SUPPLIER DETAILS**

TRADE LICENSE DETAILS

* Trade License Number	Trade Name	* Trade License Number Expiry Date	Delete
9874987489	ANS1 COMPANY	10-Jun-2020 18:33:24	
9898347487	ANS1 COMPANY CO	29-Jun-2021 15:32:00	

CHAMBER OF COMMERCE DETAILS

* Chamber of Commerce Expiry Date	Delete
25-Jun-2020 06:33:32	
01-Jul-2021 15:32:14	

- Click on "Save".

Organization
Cancel **Save**

Overview **SUPPLIER DETAILS**

TRADE LICENSE DETAILS

* Trade License Number	Trade Name	* Trade License Number Expiry Date	Delete
9874987489 <small>Enter the Trade License Number</small>	ANS1 COMPANY <small>Please Enter Trade Name</small>	10-Jun-2020 18:33:24 <small>Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)</small>	
9898347487 <small>Enter the Trade License Number</small>	ANS1 COMPANY CO <small>Please Enter Trade Name</small>	29-Jun-2021 15:32:00 <small>Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)</small>	

CHAMBER OF COMMERCE DETAILS

* Chamber of Commerce Expiry Date	Delete
25-Jun-2020 06:33:32 <small>Please Enter Chamber of Commerce Expiry Date (example: 19-Jun-2020 19:45:00)</small>	
01-Jul-2021 15:32:14 <small>Please Enter Chamber of Commerce Expiry Date (example: 19-Jun-2020 19:45:00)</small>	

Note – Do not delete or update the existing Trade License or Chamber of Commerce Details. The existing details will be used for Audit purpose.

Add New Attachments relevant to Expiry Details

- Supplier users are required to attach the new document related to Trade License details and Chamber of Commerce details after making changes in the Expiry date.
- Go to General Tab and Click on “Add Attachment”.

Profile Management

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

General

Organization Name	ANS1 COMPANY	DUNS Number	
Supplier Number	11052	Tax Registration Number	438389409
Alias		Taxpayer ID	
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Attachments

Search

Note that the search is case insensitive

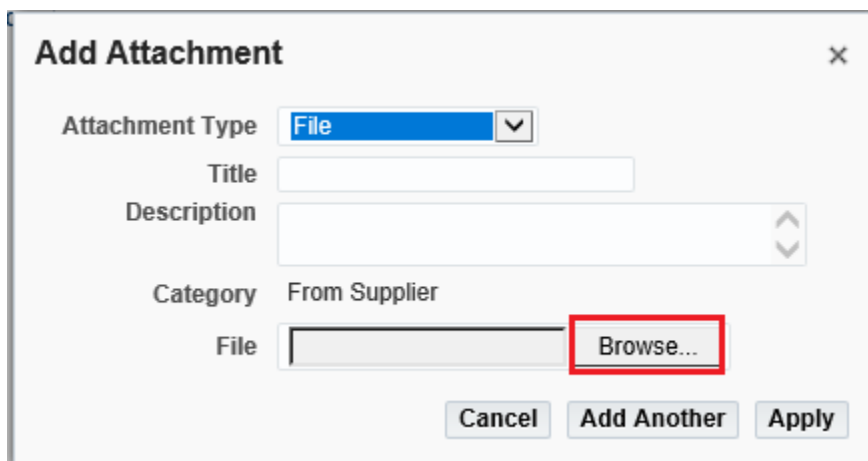
Title

[▶ Show More Search Options](#)

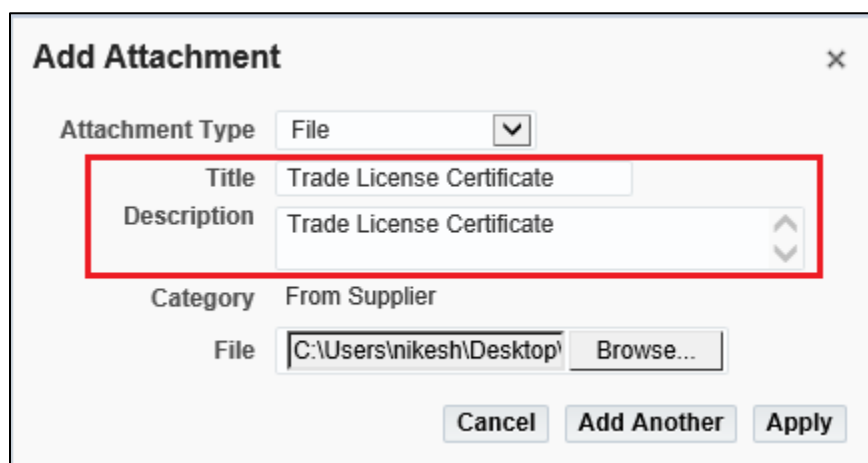
Add Attachment

Title ▲	Type ▲	Description ▲	Category ▲	Last Updated By ▲	Last Updated ▲	Usage ▲	Update	Delete	Publish to Catalog
Trade License Certificate.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time			
Chamber of Commerce certificate.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time			
Authorized Signatory Passport Copy.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time			
Power of Attorney.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time			

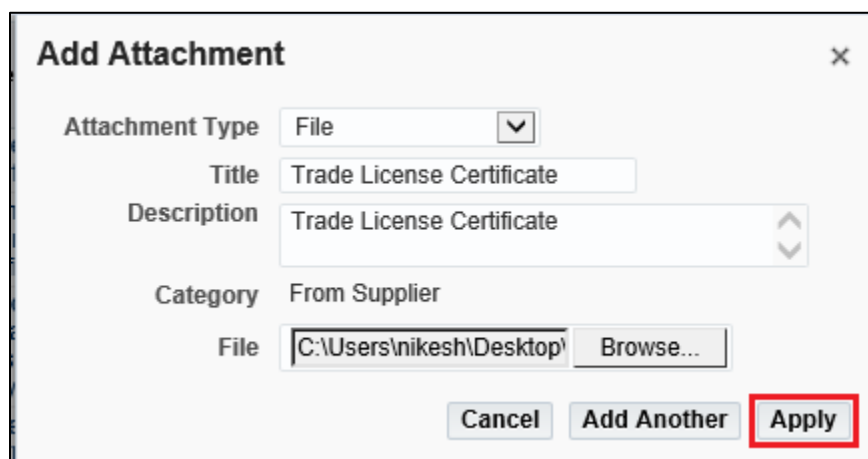
- Search or Browse for the New or Updated copy of “Trade License Certificate” or “Chamber of Commerce certificate”.


















- Title and Description must be same and should be named as “Trade License Certificate” and “Chamber of Commerce Certificate”.



- Click on “Apply” to Add the Document as an Attachment.



Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete	Publish to Catalog
Trade License Certificate.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time			
Chamber of Commerce certificate.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time			
Authorized Signatory Passport Copy.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time			
Power of Attorney.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time			
Trade License Certificate	File	Trade License Certificate	From Supplier	ANS1.COMP@GAIL.COM	27-Jun-2020	One-Time			

Note:

- Once the Attachment is added to the system, it will not be updatable. Make sure you must be attentive while attaching the document.
- Attachment category will by default be "From Supplier."