

Purpose and Scope

This guide explains how registered DAI suppliers can review their Company Profile and submit a Profile Change Request when updates are needed. DAI reviews all profile change requests before they take effect, and you will receive email notifications for approvals, rejections, or requests for additional information.

To watch a video on viewing and updating your profile information, go to <https://supplier-support.dai.com>, the “Instructional Videos” section, and select video 3: Supplier Profile Change Request.

Key Terms

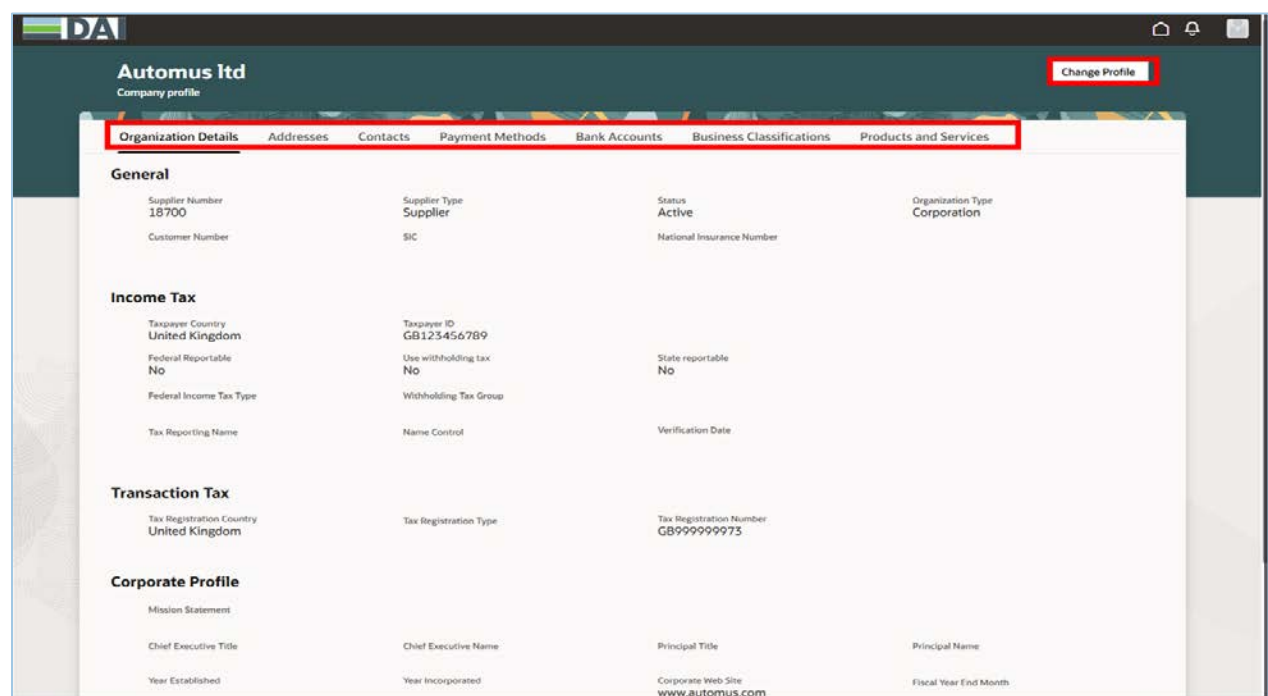
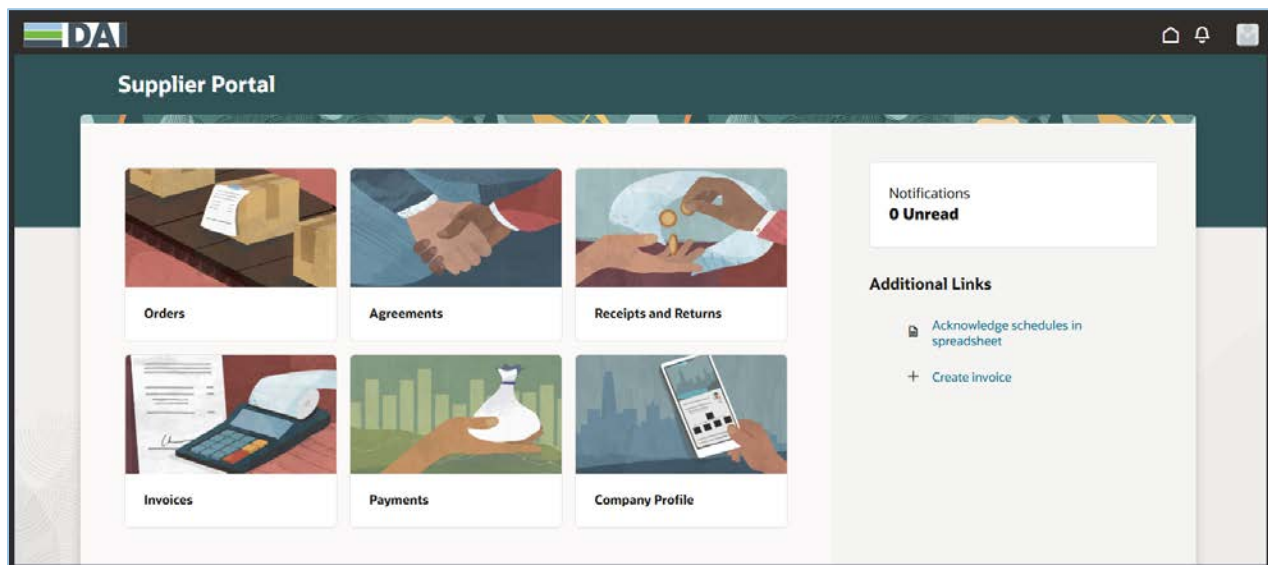
Term	Definition	Description
MFA	Multi-Factor Authentication	A second verification step (app, email code or passkey) required at sign-in.
PO	Purchase Order	A commercial document issued by DAI authorising the purchase of goods or services.
SWIFT/BIC	Bank Identifier Code	The international code identifying your bank for cross-border payments.
IBAN	International Bank Account Number	The internationally recognised bank account number format.
FYI	For Your Information	A portal notification that does not require action.

Managing Your Company Profile

1. Review Your Information First

1.1. Open Company Profile

Sign in and open **Supplier Portal**, then select **Company Profile** to view your profile information.



1.2.Review Your Account Information

Review your account information carefully. Check each tab - **Organization Details**, **Addresses**, **Contacts**, **Bank Accounts**, and **Business Classifications** - to confirm the details match the information submitted during onboarding. If you are only reviewing your profile, do not select **Change Profile**.

NOTE: After your registration request is approved, update any applicable tax information, such as tax registration details or taxpayer ID. Upload the required supporting documents under **Attachments** in **Organization Details**. The updated tax information will appear in your company profile after DAI reviews and approves the change request.

1.3. Edit if Information Has Changed

If your information has changed since registration, select **Change Profile** in the upper-right corner. The Change Request page opens, and your profile becomes editable.

NOTE: Changes are not updated in real time; they appear after the approval process is complete.

DAI
ODI GLOBAL FORMALLY OVERSEAS DEVELOPMENT INSTITUTE
Company profile
View Last Change Request Change Profile

Organization Details Addresses Contacts Payment Methods Bank Accounts Business Classifications Products and Services

General

Supplier Number 16701 Supplier Type Supplier Status Active Organization Type Corporation

Customer Number SIC National Insurance Number

Income Tax

Taxpayer Country Taxpayer ID

Federal Reportable No Use withholding tax No State reportable No

Federal Income Tax Type Withholding Tax Group

Tax Reporting Name Name Control Verification Date

DAI
Change Request 9002 Draft
Automus Ltd
Requested By Niki Aleksa Requested On 14-Jul-2026
Save Submit

Organization Details Addresses Contacts Payment Methods Bank Accounts Business Classifications Products and Services

General

Supplier Name Automus Ltd Supplier Number 18700 Supplier Type Supplier Status Active

Organization Type Corporation Customer Number SIC National Insurance Number

Income tax

Taxpayer Country United Kingdom Taxpayer ID GB123456789

☐ Federal reportable ☐ Use withholding tax ☐ State reportable

Federal Income Tax Type Withholding Tax Group

Tax Reporting Name Name Control Verification Date

Transaction tax

Tax Registration Country United Kingdom Tax Registration Type Tax Registration Number GB999999973

2. Update Organization Details

2.1. Update the Organization or Tax details

In the Profile **Change Request**, update the required details under **Organization Details** - or the **Tax** details - and attach any supporting documents required (add a copy of your VAT registration, tax identification number, W8, or W9, for example).

Change Request 9002 Draft

Automus Ltd

Requested By Niki Aleksa Requested On 14-Jul-2026

Organization Details | Addresses | Contacts | Payment Methods | Bank Accounts | Business Classifications | Products and Services

General

Supplier Name: Automus Ltd | Supplier Number: 18700 | Supplier Type: Supplier | Status: Active

Organization Type: Corporation | Customer Number: | SIC: | National Insurance Number:

Income tax

Taxpayer Country: United Kingdom | Taxpayer ID: GB123456789

☐ Federal reportable ☐ Use withholding tax ☐ State reportable

Federal Income Tax Type: | Withholding Tax Group:

Tax Reporting Name: | Name Control: | Verification Date:

Transaction tax

Tax Registration Country: United Kingdom | Tax Registration Type: | Tax Registration Number: GB999999973

Change Request 9002 Draft Save Submit

Automus Ltd

Transaction tax

Tax Registration Country: United Kingdom | Tax Registration Type: | Tax Registration Number: GB999999973

Corporate profile

Mission Statement:

Chief Executive Title: | Chief Executive Name: | Principal Title: | Principal Name:

Year Established: | Year Incorporated: | Website: www.automus.com | Fiscal Year End Month:

Current Fiscal Year's Potential Revenue:

2.2. Save, Review and Submit

Continue to [Section 7](#) to Save, Review and Submit your changes.

3. Update Addresses

Review the current information first. If you would like to change address or add a new one:

3.1. Open the Addresses tab

In the change request, open the **Addresses** tab. Your existing addresses are listed.

Change Request 4116 Draft

KS Traders
Requested By Jennifer L. Requested On 31-Jul-2026

Organization Details **Addresses** Contacts Payment Methods Bank Accounts Business Classifications Products and Services

2 Items [+ Add Address](#)

Purpose	Address	Phone	Status	Action
UK BU GBP Receive Purchase Orders, Receive Payments			Active	Edit
US BU USD Receive Purchase Orders, Receive Payments			Active	Edit

3.2. Amend an Existing Address

To update an existing address, select its row, choose the **Edit (pencil)** icon, make the necessary changes, and confirm.

This is TEST Environment, Last Refreshed on 29-Mar-2026

Edit Profile
KS Traders

Organization Details **Addresses** Contacts Sites Transaction Tax Payments

2 Items [+ Add Address](#)

Purpose	Address
UK BU GBP Receive Purchase Orders, Receive Payments	Aberdar ABERDAR CF44 0AB
US BU USD Receive Purchase Orders, Receive Payments	Street 24A PAGO PAGO, AMERICAN SAMOA 96801

UK BU GBP

Address Name
UK BU GBP

Purpose
Select at least 1 purpose.
☒ Receive Purchase Orders ☒ Receive Payments ☐ Bid on RFQs

Country/Region
United Kingdom

Address Line 1
Aberdar

Address Line 2

Address Line 3

City or Town
Aberdar

County

Postcode
CF44 0AB

Inactive Date

Status
Active

[Cancel](#) [Update](#)

3.3. Add a new address

To add an address, select the **Add (+)** icon, enter the **Address Name** and required details, then choose the **Address Purpose: Receive Purchase Orders, Receive Payments**, or both.

Use this format for the **Address Name: [Business Unit from the table below] [Currency]**.

Requisitioning Business Unit	Address name to be used
DAI Global US	US [Currency]
DAI Global UK	UK [Currency]
DAI Magister UK	MAG [Currency]
EU - Austria	AT [Currency]
EU - Belgium	BE [Currency]

3.4. Save, Review and Submit

Continue to [Section 7](#) to Save, Review and Submit your changes.

4. Update Contacts and Add New Portal Users

4.1. Open the Contacts tab

In the change request, open the **Contacts** tab. Your existing contacts are listed.

4.2. Update Existing Contact

To amend an existing Contact, open it with the **Edit** icon and update the **Name**, **Email** or **Phone** details as required. Use **Search and Add** under **Contact Address** to link the contact to an Address.

4.3. Add a new contact / Portal user

To add a new Contact, click on **Add Contact** and provide your Contact details - **First Name**, **Last Name**, **Email**, **Mobile/Phone** and **Fax** numbers. Select **Yes** for **Administrative contact** if they should be the main administrative point of contact for DAI, and **Yes** for **User account**. Both options below need to be marked as **Yes** to create an administrative supplier user account.

Is this an administrative contact?

Administrative contact will receive general communications from us.

☒ Yes ☐ No

Does this contact need a user account?

User accounts will provide online access to supplier transactions and self-service tasks.

☒ Yes ☐ No

NOTE: Once registration request is approved, you will receive email communications for your user account credentials, email to reset your password and set up MFA (Multi Factor Authentication) to access Supplier Portal.

4.4. Create the contact and submit

Select **Create** (or **Create Another** for more contacts), then continue to [Section 7](#) to save, review and submit.

NOTE: Once DAI approves the change request, the new contact details will be updated in the Portal.

5. Update Bank Accounts

5.1. Amend or Add New Bank Account

Under **Bank Accounts**, select the **Edit (pencil)** icon to update an existing account or the **Add (+)** icon to add a new one. For a new account, select the **Sort Code**, **Bank Name**, and **Bank Branch** from the drop-down lists. The bank and branch default from the selected sort code. Then enter the **Account Number**, **IBAN**, and **Currency**.

NOTE: Bank account fields vary by country. For example, United Kingdom accounts use a sort code, while United States accounts use a routing number.

If your bank is not listed: Select **My bank is not listed here** from the **Bank Name** and **Branch Name** drop-down lists. Then complete the intermediary bank details, including **Country**, **Bank Name**, and **Account Number**.

When Bank Details Are Available for Selection in Oracle Fusion

XXXX6819

It's required to attach supporting documents when you edit country, account number, bank name, branch name, IBAN, or currency.

Country
United Kingdom

Account Number
XXXX6819

IBAN
XXXXXXXXXXXXXXXXXXXX6819

Currency
GBP

Sort Code
309664

Bank
LLOYDS BANK PLC

Bank Branch
LOYDGB21085

Account Type
Checking

Building Society Roll Number

Account Holder
Nikola

☐ Allow international payments ☒ Primary

From Date
7/14/2026

Inactive Date

Attach supporting documents
Required

Cancel Update

In both cases, choose **Account Type**, enter the **Account Holder** name, and attach the supporting documents for the banking information. To add more than one account, use **Add Another Bank Account**.

When Bank Details Are Not Available for Selection in Oracle Fusion

If the bank is not listed, choose **'My bank is not listed here'** and choose the bank name as follows:

*For US - Routing number - 021000021 and bank as **My Bank is not listed here**.*

*For UK - Routing number - 210021 and bank as **My Bank is not listed here**.*

*For Austria/Belgium - Choose **My Bank is not listed here** in bank name and bank branch.*

*For any other country bank account – Choose **My Bank is not listed here** in bank name and bank branch.*

Then provide the account number and currency details.

*For Türkiye bank accounts, provide your **IBAN/account number**. **Bank/Bank branch** will be updated by DAI team after registration.*

Please find screenshots below for each country:

For United Kingdom:

Supplier Registration

Bank Accounts

Bank account 1

Country: United Kingdom

Sort Code: 2100021

Bank: My Bank is not listed here

Bank Branch: My Bank is not listed here

Account Number: 90182761

IBAN:

Currency: Pound Sterling

Account Type:

Account Holder: Samuel

Building Society Roll Number:

Attach supporting documents

Drag and Drop

Last updated 12 seconds ago

Cancel Save Submit

For United States:

Supplier Registration

Bank Accounts

Bank account 1

Country: United States

Routing Number: 021000021

Bank: My Bank is not listed here

Bank Branch: My Bank is not listed here

Account Number: 85497751

Currency: US Dollar

Account Type: Savings

Account Holder:

Attach supporting documents

Drag and Drop

Last updated 3 minutes ago

Cancel Save Submit

For Austria:

Supplier Registration

Bank Accounts

Bank account 1

Country: Austria

Bank: My Bank is not listed here

Bank Branch: My Bank is not listed here

Account Number:

IBAN: XXXXXXXXXXXXXXXX201

Currency: Euro

Account Type: Savings

Account Holder:

Attach supporting documents

Drag and Drop

Updated just now

Cancel Save Submit

For Belgium:

5.2. Specify your Primary and Secondary Bank Account

After adding bank accounts, identify which account is **Primary** and which is **Secondary**. For example, if the new account replaces an existing one, mark the new account as primary and the previous account as secondary. If you have multiple accounts, DAI needs to know which account should be used as the primary account.

5.3. Attach the supporting documents

Bank account information cannot be approved based solely on the data entered in the form fields during registration. Suppliers are required to provide supporting documentation that verifies the bank account details submitted in the registration request. These documents must be attached before the request can be submitted for approval.

Under **Attach supporting documents**, use **Drag and Drop** to attach the files or enter a **URL** and select **Add URL**. Attached files are listed with the file name, who they were last updated by, and the date. DAI does not require a specific format or template for the bank supporting documents. Any standard document that evidences your bank account details — for example, a bank confirmation letter on your bank's letterhead — is accepted. Examples of supporting documents requested from the supplier include:

- A **bank confirmation letter** on the bank's letterhead, confirming the account name, account number, and sort code / routing details.
- A **screen shot from banking application** confirming account number, account name, and sort code/routing details.
- A **voided cheque** or the header of a recent bank statement showing the account name and account number (transaction detail may be redacted).
- For **International accounts**: Confirmation of the IBAN and SWIFT/BIC.

5.4. Save, Review and Submit

Continue to [Section 7](#) to Save, Review and Submit your change.

6. Update Business Classifications

Review your current information first. If anything is incorrect or has changed since you registered as a supplier, update it as follows:

6.1. Open Business Classifications

In the change request, open **Business Classifications**. Select the **Add (+)** icon to add a classification. If you add one, uncheck the **None of the classifications are applicable** checkbox.

Change Request 9002 Draft

Automus Ltd

Requested By Niki Aleksa Requested On 14-Jul-2026

Organization Details Addresses Contacts Payment Methods Bank Accounts **Business Classifications** Products and Services

☐ None of the classifications are applicable

1 item + Add Business Classification

Hub Zone	Status	Edit
Certifying Agency Certificate Start Date Certificate End Date	Current	

6.2. Complete the classification details

Choose the **Classification** from the drop-down, select the **Certifying Agency** (or Other with the agency name), and provide the certificate number and start/end dates where applicable. To amend an existing row, use the **Edit** icon.

Change Request 9002 Draft

Automus Ltd

Requested By Niki Aleksa Requested On 14-Jul-2026

Organization Details Addresses Contacts Payment Methods Bank Accounts **Business Classifications** Products and Services

☐ None of the classifications are applicable

1 item + Add Business Classification

Hub Zone

Certifying Agency

Certificate Start Date

Certificate End Date

Status: Current

Certificate Number

Provided By

Notes

Attachments

Drag and Drop
Select or drop files here

URL Add URL

Cancel Update

6.3. Save, review and submit

Continue to [Section 7](#) to save, review and submit your change.

7. Save, Review and Submit the Change

7.1. Check the Change Request Description (mandatory)

Enter a brief **Change Description** summarizing the update. This field is **mandatory** before submission. Then make the required updates in the appropriate tab, such as **Contacts** for contact details or **Payments/Bank Accounts** for banking information.

NOTE: If a change request already exists on your profile, it must be approved, rejected, or cancelled before you can submit a new one. Select **Cancel Change Request** to withdraw it or **Edit** to update the existing request.

Before submitting, confirm that the mandatory change request description has been completed.

The screenshot displays the 'Change Request 9002' form in a 'Draft' state. The form is divided into several sections. At the top, there's a header with the DAI logo and the request title. Below this, a summary bar indicates the request is for 'Automus Ltd', requested by 'Niki Alekso', and dated '14-Jul-2026'. The main content area is divided into tabs: 'Organization Details', 'Addresses', 'Contacts', 'Payment Methods', 'Bank Accounts', 'Business Classifications', and 'Product'. The 'Business Classifications' tab is currently active, showing a table with columns for 'Hub Zone', 'Certifying Agency', 'Certificate Start Date', and 'Certificate End Date'. A 'Change Request Description' field is highlighted with a red box, and it contains the text 'Change Request Description' and a character count '0/1000'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button also highlighted by a red box.

7.2. Save

Select **Save**.

7.3. Review Changes

Select **Review Changes**. The review page shows each updated value. To view more details for a line, select the icon under **Details**.

7.4. Submit

If everything is correct, select **Submit**. To make further edits first, select **Edit**.

7.5. Confirmation

A confirmation message is displayed. Select **OK**, then **Done**. Your profile shows a banner stating a change request is pending approval until DAI completes the review.

Support

Still need help? Visit <https://supplier-support.dai.com>. This site contains **Supplier training resources**, in addition to the **Support request form**.

When reporting an issue, please include the following information to help us investigate promptly:

- Registered user account / email
- Company Name / Registration Number
- Type of issue / question
- Depending on the type of issue, you may be requested to select DAI Contracting Entity
- Description of the issue with Date and Time the issue occurred / time zone
- Screenshot of any error message (if applicable)

Providing this information will help us resolve your request as quickly as possible!