

## 1.1 How to edit Company Details for DRS for an active company.

A Company Admin must edit the details of a company, this action can only be performed once initial registration has been successfully approved. The registration will then need to again, be approved by the CNS Service Desk once editing has been completed.

To edit the company details, using the Cargoes Toolbar, navigate to Configure > Company Profile > Select applicable Company Name.

Click on the **Edit button** to amend the details.

The screenshot shows the CARGOES web application interface. The top navigation bar includes 'CARGOES', 'Manage', and 'Configure'. The user is logged in as 'DP World Southampton'. The main content area is titled 'About Company' and displays the following information:

Company Name	Company Registration Number	Business Type	Company Owner
Dev Mail	-	-	-

Company Address: Electronic city, Bengaluru, Karnataka, India, 560100

Company Email Address: -

Account Type: [Dropdown] Sage ID: [Text] Parent Company Code(Org Code): [Text]

EUO0002654: Dev Mail

Address Type	State/County	Town	Postcode
-	Karnataka	Bengaluru	560100

E-mail ID: - Address: Electronic city GST Number: - GST Address Is Same As Office Address: -

At the bottom right, an 'EDIT' button is highlighted with an orange box.

Amend the necessary fields and click on **Next** to navigate to the subsequent pages.

Update Company

Company Information

Company Name:  Company Registration Number:

Location Details

Country:  Address:  Postcode:  Business Type:

Contact Details

Company Email Address:  Contact Number:

VAT is applicable?  Yes  No

VAT Registration Number:

You will eventually navigate to the **“Service Provider”** section, here you must make sure you select **“DP World Southampton”**, for access to the Driver Registration Service (DRS).

Update Company

Select Service Provider

List of Service Provider(s)

Role:

Service Provider (2) **United Kingdom**

Service Providers - United Kingdom (1 Selected)

DP World London Gateway  
London Gateway

DP World Southampton  
SOUTHAMPTON

BACK SAVE AS DRAFT **NEXT**

Once you click Next, this will bring you to the page where you can amend documents if required, if not **“Click Next”** and you will then be able to Review your change. Once all is ok **“Click submit”** and this will go to service desk for approval.

Service Information

Role	Service provider
Haulier	DP World Southampton

BACK HOME **SUBMIT**