



## 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 software interface for managing company profiles. The left sidebar shows a navigation menu with 'Overview', 'About Company' (selected), 'Identifier Information', 'Company Documents', and 'Service Information'. The main content area displays 'About Company' details for a company named 'EU000002654: Dev Mail'. The details include:

Field	Value		
Company Name	Dev Mail		
Company Registration Number	-		
Business Type	-		
Company Owner	-		
Company Address	Electronic city, Bengaluru, Karnataka, India, 560100		
Company Email Address	-		
Account Type	-		
Sage ID	-		
Parent Company Code(Org Code)	-		
Address Type	-		
State/County	Karnataka		
Town	Bengaluru		
Postcode	560100		
E-mail ID	-		
Address	Electronic city		
GST Number	-		
GST Address Is Same As Office Address			

At the bottom right of the main content area, there is a grey bar with a 'BACK' button on the left and an 'EDIT' button on the right, which is highlighted with a yellow box.

# CARGOES

by DP WORLD

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

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).

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.