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## mSupplier SUPPLIER USER MANUAL

### LOGGING INTO MSUPPLIER APPLICATION

You can access the mSupplier application from the following hyperlink: <https://supplierhub.eaglehills.com/>

If the above URL does not link directly, cut and paste the URL into your browser. To provide easy access in the future, you may want to add save the URL to your desktop or add it your favorite's.

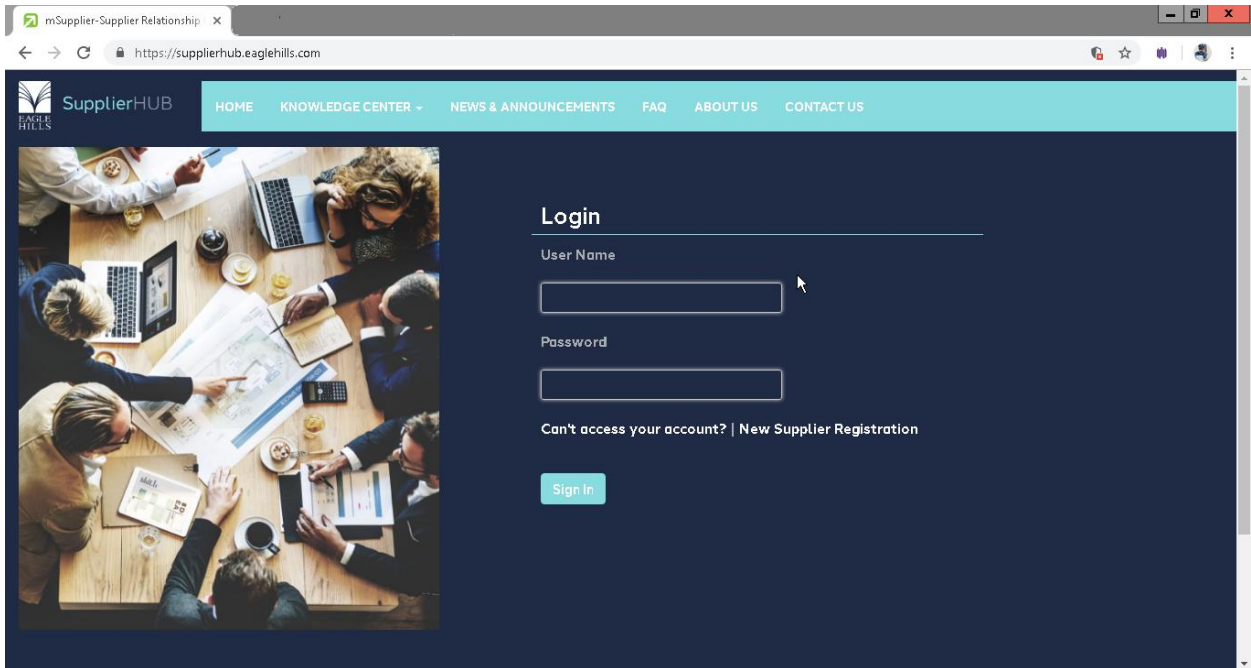
#### Login Page –

When you enter the mSupplier application, the first page you see is the login page. To log into the system, you must have a user account in mSupplier application.

If you don't have an account in the application, mSupplier application administrator will send you an invitation link through email for creating an account in mSupplier application.

If you have already had an account go to Logging in section to log into the system.

**Note:** If you haven't received any registration invitation email please contact EAGLE HILLS mSupplier application administrator.



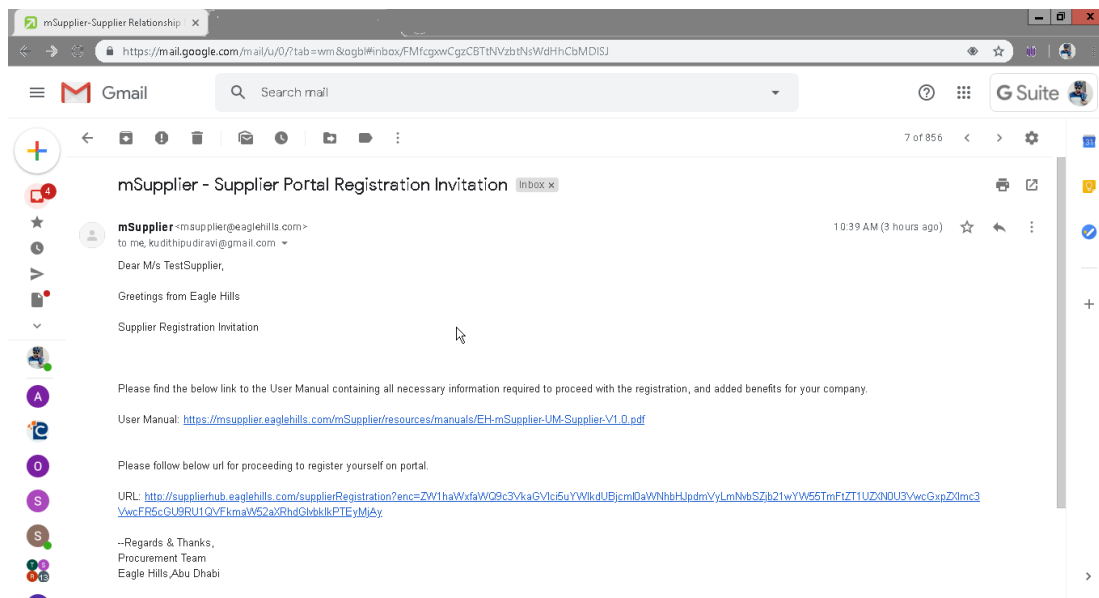


## mSupplier SUPPLIER USER MANUAL

### Registration Invitation Link

mSupplier application administrator will send a registration invitation URL link to your preferred email id provided by administrator.

Check your email inbox for invitation email from EAGLE HILLS mSupplier application with subject as “mSupplier-Supplier Registration Invitation”



### Registration Public Link

Suppliers can also create mSupplier portal accounts without invitation link from mSupplier application administrator.

Go to Login page and click New Supplier Registration link an account creation form will be opened. However system will send an activation email to verify the user email id. User has to activate the account by clicking Activate link.

### Supplier Account Creation

Clicking on the link received through email/public registration link will take you to account creation screen. (If link doesn't take you to the account creation page, cut and paste the URL link in your browser.)



## mSupplier SUPPLIER USER MANUAL

Supplier Portal User Registration

\* Indicates required fields.

Personal Information

Organization Name\*   
As per in your Trade License Document!

Contact Name\*

Email\*

Mobile No\*   Mobile No should be numbers only!  
Fmt: CtrycodeMobile no Ex:971504453567

Designation

Department

User Credentials

To create user account:

- Organization Name and Email are populated by default and cannot be modified. For direct link user has to provide explicitly.
- Enter your Full Name : <First Name Middle Name Last Name>
- Enter desired user name alphanumeric (System will check the availability of the user name and displays error message if selected user name already in use)

Supplier Portal User Registration

Designation

Department

User Credentials

User Name\*

Password\*

Confirm Password\*

4310910   
Click arrows to refresh text, if not visible clearly!

Enter Code Shown\*

Password should be minimum of 8 and max. of 16 characters.  
It should be alphanumeric with atleast one Capital letter and a Special character. Ex:Test@123

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## mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Designation

Department

User Credentials

User Name\*

Password\*  New Password must be between 8 and 16 characters, With One Special Character

Confirm Password\*  Confirm Password is required!

**1 8 4 4 8** Click arrows to refresh text, if not visible clearly!

Enter Code Shown\*

Password should be minimum of 8 and max. of 16 characters.  
It should be alphanumeric with atleast one Capital letter and a Special character. Ex:Test@123

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d. Enter Password : Password should be alphanumeric with one capital letter and one special character. Ex Abcd@123

e. Enter Confirm Password : Reset the password provided above.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Designation

Department

User Credentials

User Name\*

Password\*

Confirm Password\*

**1 8 4 4 8** Click arrows to refresh text, if not visible clearly!

Enter Code Shown\*

Password should be minimum of 8 and max. of 16 characters.  
It should be alphanumeric with atleast one Capital letter and a Special character. Ex:Test@123

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f. Enter the Captcha code displayed in the screen. If code is not visible properly click refresh button.



## mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Designation

Department

User Credentials

User Name\*

Password\*

Confirm Password\*

1 8 4 4 8

Click arrows to refresh text, if not visible clearly!

Enter Code Shown\*

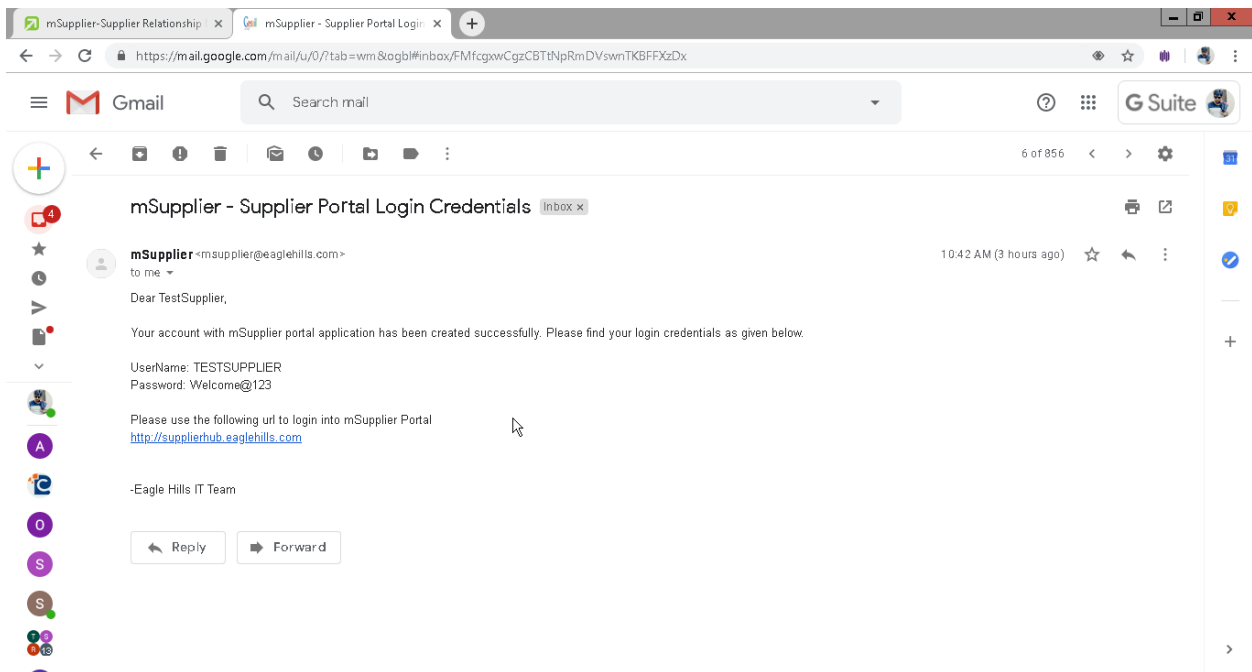
Password should be minimum of 8 and max. of 16 characters.  
It should be alphanumeric with atleast one Capital letter and a Special character. Ex:Test@123

**SUBMIT** CANCEL

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g. Click submit after providing all fields. Note all fields are mandatory as indicated with \* mark

h. Account creation confirmation message will be displayed along with an email confirmation with subject as “mSupplier - Supplier Registration Login Credentials”



### To log into the system:

1. Go to Login page enter <https://supplierhub.eaglehills.com/> URL to access the login page



## mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

### Login

User Name

Password

Can't access your account? | New Supplier Registration

Sign In

2. Enter User Name (provided during account creation step, check your email with subject "mSupplier- Supplier Registration Login Credentials")
3. Enter Password (provided during account creation step, check your email with subject "mSupplier- Supplier Registration Login Credentials")
4. Click Login button.

## Supplier Registration form

Registering as a supplier into mSupplier Application requires filling up a mandatory registration form containing required information to be captured in order to validate and on board a supplier into mSupplier application.

- Go to Login page enter <https://supplierhub.eaglehills.com/> URL to access the login page
  - Enter you Login credentials user name/password and click Login button
  - Registration Form will be opened as depicted below

The Supplier Registration form is grouped into eight different tabs based on the information required on each tab.

Company Details, References, Contact Details, Scope of Supply/Service, System / Policies ,Insurances ,Banking Details and Miscellaneous.



## mSupplier SUPPLIER USER MANUAL

### Company Details

The screenshot shows the 'Organization Details' section of the 'New Supplier Registration' form. The form is titled 'testorg1'. It contains several input fields and dropdown menus:

- Address Line 1 \* (Maximum 200 Characters)
- Address Line 2 (Maximum 200 Characters)
- City \*
- State \*
- Country \* (Dropdown menu showing 'UNITED ARAB EMIRATES')
- Office Number \* (971)
- PO Box No \* (For UAE either PO Box no or Zip/Postal Code is mandatory)
- Fax Number (971)

Company details tab form has general organization details grouped as registered company address details, business details, and parent company details which you need to provide by filling up appropriate and valid details.

**Note:** Provide all mandatory fields marked with \*

This screenshot shows the 'Organization Details' section of the form, including additional fields:

- Address Line 1 \* (Maximum 200 Characters)
- Address Line 2 (Maximum 200 Characters)
- City \*
- State \*
- Country \* (Dropdown menu showing 'UNITED ARAB EMIRATES')
- Office Number \* (971)
- PO Box No \* (For UAE either PO Box no or Zip/Postal Code is mandatory)
- Fax Number (971)
- Zip/Postal Code
- Web Address
- General Office Email Id \*
- Factory Address
- Warehouse Address
- Business Type (Dropdown menu showing '--Please Select--')

1. Company Name is populated by default and can't be modified.
2. Enter Address Line 1: Address line1 should be maximum of 200 characters only.





## mSupplier SUPPLIER USER MANUAL

3. Enter Address Line 2: Address line2 also should be maximum 200 characters only.
4. Enter City: A valid city name.
5. Enter State: A valid state name.
6. Country: Select country where company is registered.
7. Zip/Postal Code (Optional): Provide a valid numeric value
8. Phone Number: Company's land line number, select a valid country code, enter area code (max 10 digits) and enter phone number (max 16 digits)
9. Fax Number (Optional):
10. Enter Email Id: A valid email id where all email communications will be sent.
11. PO Box: A valid alphanumeric number.
12. Web Address (Optional): Your companys valid website URL link

### Business Details

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

### Business Details

Type Of Legal Entity *	--Please Select--	Supplier Type *	--Please Select--
License Number *	<input type="text"/>	Business Commence Date *	DD-MMM-YYYY
Business Registration Document *	<input type="button" value="Choose File"/> No file chosen <small>Max. 30MB &amp; pdf/image files only</small>	Working day From	Sunday To Thursday
Place Of Issue *	<input type="text"/>	Working time From	01 AM To 01 PM
License Expiry Date *	<input type="text"/>	Annual Revenue *	<input type="text"/>
Audited Financial Statement	<input type="button" value="Choose File"/> No file chosen <small>Max. 30MB file &amp; pdf/image files only (Refresh to clear selection)</small>	Turn Over Currency *	United Arab Emirates dirham
Company Stamp *	<input type="button" value="Choose File"/> No file chosen <small>Upload Scanned Copy of your Company Stamp Max. 30MB file &amp; pdf/image files only</small>	Total Years of Experience	<input type="text"/>

Taxation details are mandatory if total annual revenue is greater than 375,000 AED. Please provide your designation and confirmation by selecting the check box below to provide or not to provide taxation

1. Date Business Trading: A valid date of trading date in dd-MMM-yyyy format. Ex: 15-Jan-2009
2. Type of Legal Entity: Select appropriate value from the list.
3. Trade License/Business Registration Document: Attach a valid scan copy of your license/business registration document. Document should be of maximum 5 MB in size and only in the following supported formats .pdf, .jpeg, .png.
4. License Number: A valid license number, Alphanumeric value maximum of 30 Characters
5. Expiry Date: Provide your business license expiry date in dd-MMM-yyyy format. Ex: 25-Jan-2020
6. Working day From (Optional): Provide your company working week day from and to.
7. Working time From (Optional): Provide your company working time from and to
8. Select Turn Over Currency: select a valid currency in which company's turnover is mentioned.



## mSupplier SUPPLIER USER MANUAL

9. Annual Turn Over: Enter company annual turnover amount with two digit decimal precision.
10. Financial Statement: Attach your latest scan copy of financial statement document not exceeding 5 MB of file size and only in the following supported formats .pdf, .jpeg,.png.

### Parent Company Details

If company being registered is a subsidiary of another company or a branch of the main company, provide details of your parent company. However these details are optional.

The screenshot shows the SupplierHUB web application interface. The top navigation bar includes links for HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A user profile for 'TESTORG1' is visible in the top right. The main form area is titled 'Parent Company Details (Optional)' and contains the following fields:

- VAT Registration No/DUNS Registration No\* (text input)
- Effective From\* (date input, format DD-MMM-YYYY)
- VAT License provided by FTA\* (file upload button, 'No file chosen', max 30MB)
- Tax Payer Id (text input)
- Potential Revenue (Current Year) (text input)
- Company Name (text input)
- Address (text input, max 200 characters)
- Fax Number (country code dropdown '971', area code dropdown, and number input)
- Office Email Id (text input)
- Phone Number (country code dropdown '971', area code dropdown, and number input)
- URLs (if applicable) (text input)

At the bottom right of the form are buttons for 'SAVE & CONTINUE' and 'RESET'. The footer contains copyright information: 'Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions'.

1. Company Name (Optional): Enter name of the parent company
2. Address (Optional): Enter complete address of the parent company (max of 200 characters)
3. Phone Number (Optional): Enter a valid parent company land line number
4. URLs(if applicable) (Optional) : Enter comma separated parent company web site URL

links.

### Submit company details tab form

After providing all mandatory fields in company details form, Click Save & Continue button.



## mSupplier SUPPLIER USER MANUAL

The screenshot shows the 'Supplier Registration Form' in the SupplierHUB system. The form is titled 'Supplier Registration Form' and includes the following fields:

- VAT Registration No/DUNS Registration No\*
- Effective From\* (DD-MMM-YYYY)
- VAT License provided by FTA\* (Choose File, No file chosen)
- Tax Payer Id
- Potential Revenue (Current Year)
- Parent Company Details (Optional):
  - Company Name
  - Address (Max 200 Characters)
  - Fax Number (971 Area)
  - Phone Number (971 Area)
  - Office Email Id
  - URLs (if applicable)

At the bottom right, there are two buttons: 'SAVE & CONTINUE' (highlighted with a red circle) and 'RESET'. The footer contains the copyright notice: 'Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions'.

After submitting by clicking save & continue button application will take you to next relevant tab.

The screenshot shows the 'Supplier Registration Form' in the SupplierHUB system, specifically the 'Contacts' tab. The form is titled 'New Supplier Registration - Contacts' and includes the following fields:

- Name\*
- Email\*
- LandLine No\* (971 Area)
- Contact Category\* (---Please Select---
- Contact Type\* (Local)
- Department\*
- Designation\*
- Mobile No\* (971 Area)
- Fax No (971 Area)
- Is Primary\* (Yes/No)

At the bottom, there is a field for 'Authorized Signature' with a 'Choose File' button and 'No file chosen' text. Below this, it says 'Upload Scanned Copy of your Authorized Signature' and 'Max. 30MB file & pdf/image files only'.

Local Sponsors tab form will be enabled in case of foreign supplier registration meaning registered company address and country entered in step 2.2 **Fill up Registration Form – Company Details** is not United Arab Emirates.

**Note:** For local suppliers this tab will not be enabled and hence can be skipped and directly go to next step to the contacts tab.



## mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORGI

### Welcome to Supplier Registration Form

Before filling up the registration form, please read supplier registration process and guidelines. Please go through all details and provide valid information for hassle free processing of your registration form. For any queries and assistance please contact organization.

Company Details\* Local Sponsors Contacts\* Scope of Supply / Service Certificates Project Experience\* Financials\* Questionnaire Review and Submit

#### New Supplier Registration - Local Sponsors

If your company is registered outside UAE region, then it's mandatory to provide atleast one local sponsor details.  
\* Indicates required fields.

Name\*  Landline No\*  971  Area

Email\*  Fax No  971  Area

Mobile No\*  971

Are you a member of SME?\*  Yes  No

Name	Contact No	Mobile	Fax	Email Id	SME Member	Actions
No data to display						

1. Name : Enter local sponsor company/person name
2. Landline No: Enter valid land line number
3. Mobile No: Enter valid mobile number
4. Fax No: Enter valid fax number
5. Email: Enter valid email id
6. Are you a member of SME?: Select appropriate option Yes/No
7. Kindly attach your membership certificates: if Are you a member of SME? Option is selected as Yes, Attach a valid latest scan copy of your membership certificate not exceeding a maximum size of 5 MB and only in the following supported formats .pdf, .jpeg,.png.
8. After providing all above fields click add button, a new record will be added as depicted below.



## mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

Before filling up the registration form, please read supplier registration process and guidelines. Please go through all details and provide valid information for hassle free processing of your registration form. For any queries and assistance please contact organization.

Company Details\* Local Sponsors\* Contacts\* Scope of Supply / Service Certificates Project Experience\* Financials\* Questionnaire Review and Submit

### New Supplier Registration - Local Sponsors

If your company is registered outside UAE region, then it's mandatory to provide atleast one local sponsor details.  
\* Indicates required fields.

Name\*  LandLine No\* 971 Area

Email\*  Fax No 971 Area

Mobile No\* 971

Are you a member of SME?\*  Yes  No

**Add** **Reset**

Name	Contact No	Mobile	Fax	Email Id	SME Member	Actions
testorg1	971-456-68795767	971-3456789	971--	sudheer.naidu@criticalriver.com	No	<a href="#">Edit</a> <a href="#">Delete</a>

**SAVE & CONTINUE** **BACK**

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9. Similarly you can add any number of local sponsor details, you can also edit/delete already added local sponsors if any mistake in providing the details and add again.

10. After adding necessary local sponsor details click save & continue button which you will take you to the next relevant tab.

**Note:** Atleast one local sponsor detail is mandatory to process further

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

Before filling up the registration form, please read supplier registration process and guidelines. Please go through all details and provide valid information for hassle free processing of your registration form. For any queries and assistance please contact organization.

Company Details\* Local Sponsors\* Contacts\* Scope of Supply / Service Certificates Project Experience\* Financials\* Questionnaire Review and Submit

### New Supplier Registration - Local Sponsors

If your company is registered outside UAE region, then it's mandatory to provide atleast one local sponsor details.  
\* Indicates required fields.

Name\*  LandLine No\* 971 Area

Email\*  Fax No 971 Area

Mobile No\* 971

Are you a member of SME?\*  Yes  No

**Add** **Reset**

Name	Contact No	Mobile	Fax	Email Id	SME Member	Actions
Testorg1	971-456-68795767	971-3456789	971--	sudheer.naidu@criticalriver.com	No	<a href="#">Edit</a> <a href="#">Delete</a>

**SAVE & CONTINUE** **BACK**

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## mSupplier SUPPLIER USER MANUAL

### Fill up Registration Form – Contact Details

All sales/service, finance and management related supplier communications are handled with the provided supplier contact details. Hence these details are mandatory for processing supplier's registration form.

The screenshot shows a web browser window displaying the 'SupplierHUB' interface. The page title is 'New Supplier Registration - Contacts'. The navigation menu includes 'HOME', 'KNOWLEDGE CENTER', 'NEWS & ANNOUNCEMENTS', 'FAQ', 'ABOUT US', and 'CONTACT US'. The user is logged in as 'TESTORGI'. The main content area contains a form for entering contact details. The form fields are: Name, Email, Landline No (with area code dropdown), Contact Category, Contact Type, Department, Designation, Mobile No (with area code dropdown), Fax No, and Is Primary (radio buttons). There is also a section for 'Authorized Signature' with a 'Choose File' button and a note: 'Upload Scanned Copy of your Authorized Signature. Max. 30MB file & pdf/image files only.' The form is set against a dark blue background with white text and input fields.

1. Name: Enter a valid name of the contact person
2. Designation: Provide designation of the contact person
3. Department: Provide department of the contact person
4. Landline No: Enter a valid landline number of the contact person
5. Mobile No: Enter a valid mobile number of the contact person
6. Fax No: Enter a valid fax number of the contact person
7. Email: Enter a valid email id of the contact person
8. Contact Type: Select type of contact person
- Note:** At least one contact person of type sales service and finance are mandatory.
9. After providing all above fields click add button, a new record will be added to the table.
10. Similarly you can add any number of contact details, you can also edit/delete already added contact details if any mistake in providing the details and add again.
- Note:** At least one contact person of type sales service and finance are mandatory.
11. After adding necessary contact details, select appropriate option for *Is the owner or any member of your management or board related to any EAGLE HILLS Company and/or Procurement Personnel?* If this option is selected as Yes, Please provide relevant member details as depicted in below screen.
12. click save & continue button which you will take you to the next relevant tab



## mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORGI

LandLine No\* 971 Area

Contact Category\* ---Please Select---

Contact Type\* Local

Designation

Mobile No\* 971

Fax No 971 Area

Is Primary\*  Yes  No

Authorized Signature

Choose File No file chosen

Upload Scanned Copy of your Authorized Signature  
Max 30MB file & pdf/image files only

Add Reset

Category	Type	Contact Name	Designation	Department	Contact No	Mobile	Fax	Email Id	Primary	Signature	Actions
Finance	Local	Contact1	Tester	IT	971-324-234567	971-647837999	971---	sudheer.naidu...	N		Edit Delete

Is the owner or any member of your management or board related to the organization and/or Procurement Personnel?  Yes  No

SAVE & CONTINUE BACK

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### Fill up Registration Form – Scope of Supply / Service Details

All list of products, services a supplier can provide are captured in this tab. Information on this tab is grouped into three parts, i.e., List of products/services provided to EAGLE HILLS in the past, List of products/services a supplier can provide now and finally Service experience details.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORGI

Welcome to Supplier Registration Form

Before filling up the registration form, please read supplier registration process and guidelines. Please go through all details and provide valid information for hassle free processing of your registration form. For any queries and assistance please contact organization.

Company Details\* Contacts\* Scope of Supply / Service Certificates Project Experience Insurance Financials\* Review and Submit

### New Supplier Registration - Scope of Supply

Search, Select and Add Products/Services based on the categories you are manufacturer/supplier/dealer/agents of. For any queries and assistance please contact organization.  
\* Indicates required fields.

Search & Add Goods/Services

Procurement Category: General Main Category: ---Please Select--- Sub Category: --Please Select-- Get Products

Search Products/Services: Enter any 3 characters.. Search

Select	Main Category	Sub Category	Product/Service Name
--------	---------------	--------------	----------------------

Add Product

List of selected Goods/Services



## mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

Search, Select and Add Products/Services based on the categories you are manufacturer/supplier/dealer/agents of. For any queries and assistance please contact organization.

\* Indicates required fields.

Search & Add Goods/Services

Procurement Category: **General** Main Category: **General** Sub Category: **Services** [Get Products](#)

Search Products/Services:  [Search](#)

Select	Main Category	Sub Category	Product/Service Name
<input checked="" type="checkbox"/>	General	Services	OEM or Specialized services
<input checked="" type="checkbox"/>	General	Services	Tours and Travel
<input checked="" type="checkbox"/>	General	Services	Training and development
<input checked="" type="checkbox"/>	General	Services	Government Organization
<input checked="" type="checkbox"/>	General	Services	Catering
<input type="checkbox"/>	General	Services	Automobiles Maintenance
<input type="checkbox"/>	General	Services	Fit outs -Interior Design

[Add Product](#)

List of selected Goods/Services

1. Does company provided goods or services to EAGLE HILLS earlier?: If this option is selected as Yes, then existing supply of Goods/Services panel will be displayed.

**Note:** These details are optional

2. Choose existing goods/services supplying to EAGLE HILLS: Enter first few letters of a product/service and click search button as depicted above
3. Select list of products from the displayed list and click add, selected products/services will be saved and displayed in selected products table as depicted below.





## mSupplier SUPPLIER USER MANUAL

The screenshot shows the SupplierHUB interface. At the top, there is a navigation bar with links for HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. Below this is a search bar with the text "Search Products/Services" and a search button. The main content area displays a table titled "List of selected Goods/Services". The table has four columns: "Main Category", "Sub Category", "Product/Service", and "Action". The "Action" column contains "Delete" buttons for each row. A red circle highlights the "Add Product" button at the top left of the table area. Below the table, there is a section titled "Machinery / Equipment Details (Any specific Brands)".

Main Category	Sub Category	Product/Service	Action
General	Services	OEM or Specialized services	Delete
General	Services	Tours and Travel	Delete
General	Services	Training and development	Delete
General	Services	Government Organization	Delete
General	Services	Catering	Delete

4. Similarly you can search goods/services and keep adding by selecting the check boxes, you can also delete and add again any of the goods/services.

### Add Goods/Services

This section allows supplier to add goods/services which a supplier can provide.

1. Choose the goods/services available in your scope of supply / service: Enter first few letters of a product/service and click search button as depicted above
2. Select list of products from the displayed list and click add, selected products/services will be saved and displayed in selected products table as depicted below.
3. Similarly you can search goods/services and keep adding by selecting the check boxes, you can also delete and add again any of the goods/services.



## Service experience details

**Service Experience Details**

\*If you have selected the category in any of the above sections, Please provide a brief overview of this in the space provided below

maximum 500 characters

**Upload manufacturer/delear/agents Certificate**    
Max. 30MB & pdf/image files only

Provide Delivery Facilities (in case of multiple values, separate each with a comma)

maximum 500 characters

Provide Current Practices for Environmental Aspect on Waste Disposal

maximum 500 characters

Provide Nearest AirPort Details

Provide Nearest Port Details

mSupplier-Supplier Relationship x Please activate you mSupplier a... x mSupplier-Supplier Relationship x

https://supplierhub.eaglehills.com/suppmgmt/scopeOfSupplyOrService/11813

SupplierHUB HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US Welcome, TESTORG1

Provide Nearest AirPort Details

Provide Current Practices for Environmental Aspect on Natural Resources Conservation

Provide a list of any Awards the Company has received within the last 3 years

Mention your organisation's number of years of experience within the UAE region:

Mention your organisation's number of years of experience internationally.

Provide Nearest Port Details

Provide Current Practices for Environmental Aspect on any others

Provide major brand names that you are manufacturer/delear/agents of (in case of multiple values, separate each with a comma)

Upload Product Catalogue    
Max. 30MB & pdf/image files only

**SAVE & CONTINUE**

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1. Provide major brand names that you are manufacturer / dealer / agent of: Enter comma separated values.
2. Please attach authorized dealer certficate.
3. Mention your organisation's number of years of experience within the UAE region: Enter valid no of years
4. Mention your organisation's number of years of experience internationally: Enter valid no of years
5. After filling all relevant details, click save & continue which will take you to the next relevant tab.



## Fill up Registration Form – Certificates

This tab captures supplier's business processes followed, policies. Each section requires a valid scan copy of certificates as a proof to be uploaded. However these details are not mandatory but it is advised to provide these details if exists for completeness of your registration profile and easy and fast verification and approving your registration form.

The screenshot shows the 'SupplierHUB' interface. The top navigation bar includes 'HOME', 'KNOWLEDGE CENTER', 'NEWS & ANNOUNCEMENTS', 'FAQ', 'ABOUT US', and 'CONTACT US'. The user is logged in as 'TEST1'. The main content area is titled 'New Supplier Registration - Certificates' and 'Quality Certificates'. It contains several sections: 'Does your company hold a recognized quality Management Certificate?' with 'Yes' and 'No' radio buttons; 'What is the expiry of your current certificate? \*' with a date input field; 'Please attach full current copies Quality Management certificates you hold.\*' with a file upload area showing 'Choose File' and 'No file chosen', and an 'Add' button; 'Remarks, if any' with a text area; and a table listing uploaded documents. The table has columns for 'Name' and 'Actions'. One document is listed: 'Suppliers List.xls' with 'View Doc' and 'Delete' buttons. An 'Upload' button is also present.

1. If any of the certificate your company has please click appropriate option Yes against the questions asked.
2. List of documents upload related fields will be displayed as depicted in the above screen
3. What is the expiry of your current certificate? \* : Enter expiry date of current certificate in dd-MMM-yyyy format Ex: 12-Jan-2021
4. Please attach full current copies Quality Management certificates you hold.\* Attach a valid scan copy of certificates not exceeding maximum size of 5 MB and in following formats .pdf, .jpeg. png.
5. Enter Remarks, if any (Optional) : Enter remarks
6. You can add up to 5 files in each section by clicking add new link as depicted below and click upload button.



## mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

### Public Liability

Does your company hold any Public Liability Insurance?  Yes  No

What is the date of Expiry of your policy? \*

Please attach copies of your current Public Liability Insurance policy.\*

Remarks, if any

Max. 30mb & Max 5 Files can be upload

Name	Actions
crlogo.png	<a href="#">View Doc</a> <a href="#">Delete</a>

**SAVE & CONTINUE** **BACK**

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Similar you can add relevant certificates your company has by choosing yes/no options for each of the displayed policies and insurances as depicted below.

After providing all relevant certificate copies click save & continue button which will take you next relevant tab.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

### Public Liability

Does your company hold any Public Liability Insurance?  Yes  No

What is the date of Expiry of your policy? \*

Please attach copies of your current Public Liability Insurance policy.\*

Remarks, if any

Max. 30mb & Max 5 Files can be upload

Name	Actions
crlogo.png	<a href="#">View Doc</a> <a href="#">Delete</a>

**SAVE & CONTINUE** **BACK**

### Professional Indemnity insurance

Does your company hold any Professional Indemnity insurance?  Yes  No

**SAVE & CONTINUE** **BACK**

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## Fill up Registration Form – Project Experience

Supplier registration requires you to provide a valid reference details, however these details are optional.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TEST1

Welcome to Supplier Registration Form

Before filling up the registration form, please read supplier registration process and guidelines. Please go through all details and provide valid information for hassle free processing of your registration form. For any queries and assistance please contact organization.

Company Details\* Contacts\* Scope of Supply / Service\* Certificates Project Experience Insurance Financials\* Review and Submit

### New Supplier Registration - Project Experience

Provide at least Three reference details with whom we can verify your information.  
For any queries and assistance please contact organization.  
\* Indicates required fields.

Client Company Name*	<input type="text"/>	Designation*	<input type="text"/>
Client Contact Name*	<input type="text"/>	Department*	<input type="text"/>
Client Country*	UNITED ARAB EMIRATES	Client City*	<input type="text"/>
Client Contact Email*	<input type="text"/>	Mobile No*	376 <input type="text"/>
Landline No*	376 Area <input type="text"/>	Fax No	376 Area <input type="text"/>

1. Company Name: Enter a valid company name
2. Contact Name: Enter a valid company contact name
3. Designation: Provide designation of the company contact person
4. Department: Provide department of the company contact person
5. Landline No: Enter a valid landline number of the company
6. Mobile No: Enter a valid mobile number of the company contact person
7. Fax No: Enter a valid fax number of the company
8. Email: Enter a valid email id of the company contact person
9. After providing all above fields click add button, a new record will be added as depicted below.



## mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

Brief Scope Of Work \*

Contract Schedule

Are there any pending or outstanding judgments, claims or arbitration proceedings or suits against your organization? If yes, please specify. (in case of multiple values, separate each with a comma)

maximum 500 characters

% of Contract Completed

Completion Date

DD-MMM-YYYY

Have you ever filed any lawsuits or requested arbitration with regard to contracts within the last 5 years? If yes, please specify. (in case of multiple values, separate each with a comma)

maximum 500 characters

Add Reset

Company No...	Contact No...	Designation	Department	Contact No	Mobile	Fax	Email Id	Contr Sched...	Sow	% of Contr C...	Contr	Currency	Comp Date	Fi
References 1	Contact1	Tester	IT	376-343-2345	376-456784	376--	sudheer.naidu...	Test Brief		2345	AED			

SAVE & CONTINUE BACK

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10. Similarly you can add any number of reference details, you can also edit/delete already added references if any mistake in providing the details and add again.

11. After adding necessary references click save & continue button which you will take you to the next relevant tab.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

Brief Scope Of Work \*

Contract Schedule

Are there any pending or outstanding judgments, claims or arbitration proceedings or suits against your organization? If yes, please specify. (in case of multiple values, separate each with a comma)

maximum 500 characters

% of Contract Completed

Completion Date

DD-MMM-YYYY

Have you ever filed any lawsuits or requested arbitration with regard to contracts within the last 5 years? If yes, please specify. (in case of multiple values, separate each with a comma)

maximum 500 characters

Add Reset

Company No...	Contact No...	Designation	Department	Contact No	Mobile	Fax	Email Id	Contr Sched...	Sow	% of Contr C...	Contr	Currency	Comp Date	Fi
References 1	Contact1	Tester	IT	376-343-2345	376-456784	376--	sudheer.naidu...	Test Brief		2345	AED			

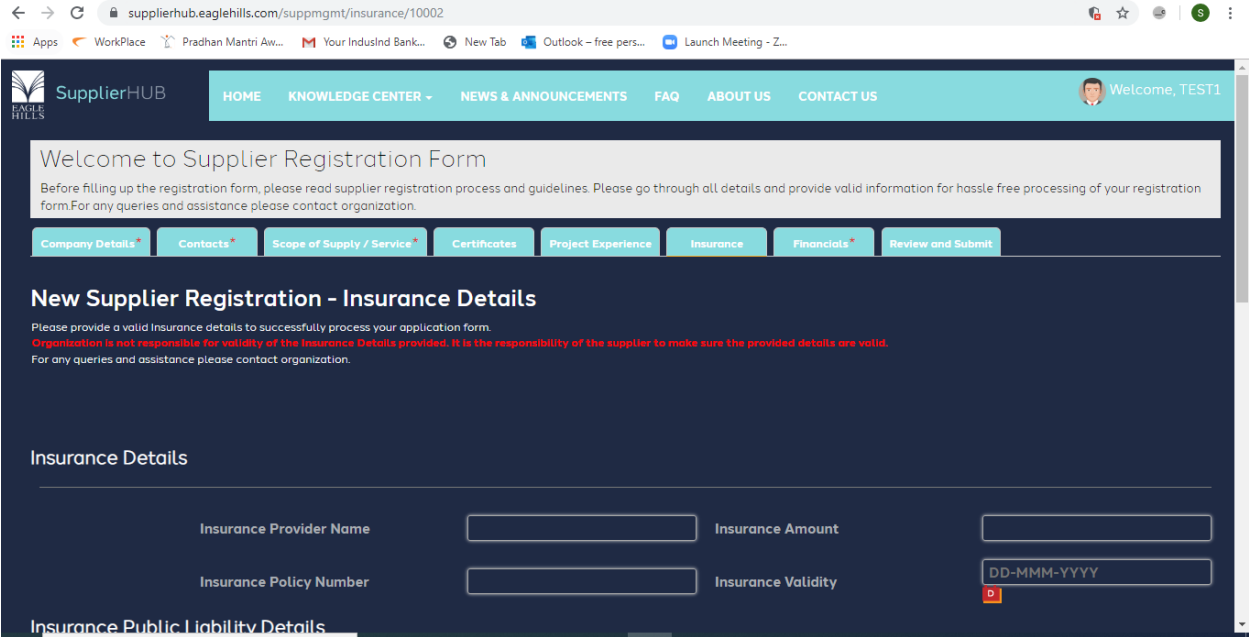
SAVE & CONTINUE BACK

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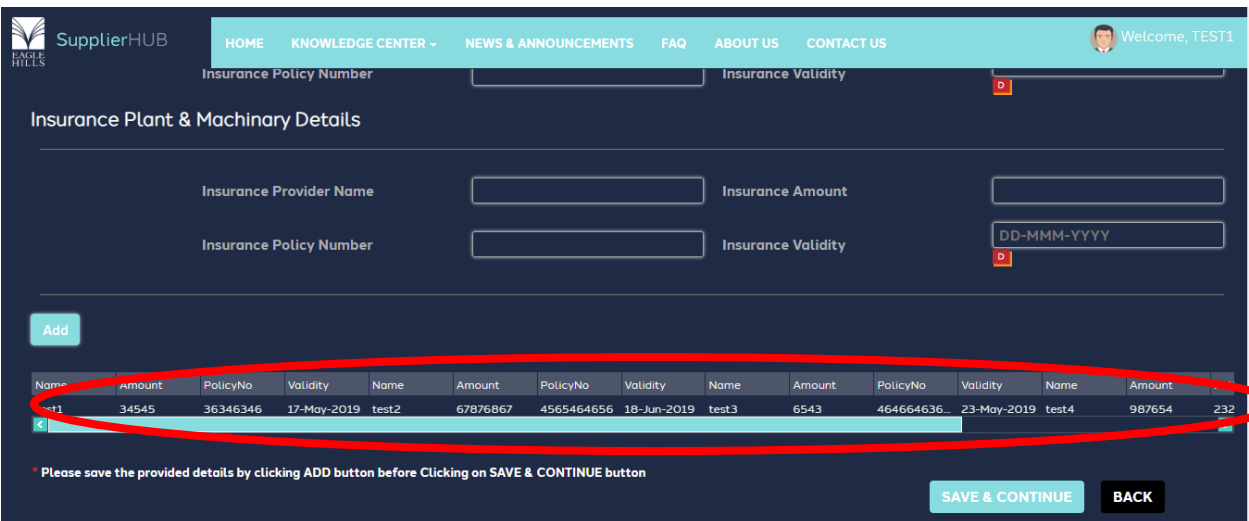


### Fill up Registration Form – Insurance

Supplier Insurance details are not mandatory, it an optional field for supplier. But if have any insurance policy please provide the details as shown below screen shot.



Please see below screenshot for added insurance details grid.





## mSupplier SUPPLIER USER MANUAL

### Fill up Registration Form – Banking Details

Supplier banking details are very important and mandatory information in supplier registration form. It is advised to provide valid banking details in order to successfully process your registration form.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORGI

Welcome to Supplier Registration Form

Before filling up the registration form, please read supplier registration process and guidelines. Please go through all details and provide valid information for hassle free processing of your registration form. For any queries and assistance please contact organization.

Company Details\* Contacts\* Scope of Supply / Service\* Certificates\* Project Experience\* Insurance\* Financials\* Review and Submit

### New Supplier Registration - Bank Details

Please provide a valid bank account details to successfully process your application form.  
Organization is not responsible for validity of the bank details provided. It is the responsibility of the supplier to make sure the provided details are valid.  
If provided bank details are not valid, Organization is not responsible for any delay in processing the registration form or in payments of invoices.  
Provide Intermediary Bank details if the Company registration is out of UAE region, However Intermediary Bank details are optional.  
For any queries and assistance please contact organization.

Country\* UNITED ARAB EMIRATES Currency\* United Arab Emirates dirham

Bank Name\* ---Please Select--- Bank Address maximum 500 characters

Branch Name\* ---Please Select--- Locality/Street

Account/Beneficiary Name\* City

Beneficiary Address\* maximum 200 characters State

Account Number\* Swift Code

1. Country: Country field will be populated based on the supplier registered address details provided in Company details tab. For local suppliers it will be default UNITED ARAB EMIRATES and for foreign suppliers their respective countries. Select a valid country of your bank detail with which all transactions needs to be processed.
2. Currency: This field by default will be local currency for both foreign and local suppliers. Select a valid currency of your bank with which all transactions needs to be processed.
3. Bank Name: Based on the selection of country, all available bank details will be populated. Select a valid bank
4. Branch Name: Based on the selection of bank name, all available branch details will be populated. Select a valid bank branch details.  
**Note:** if your desired bank name and branch Code name is not available, please contact EAGLE HILLS.
5. Bank Address, Locality/Street, city, state, swift code and LCC code fields are read only and automatically populated when bank branch is selected.





## mSupplier SUPPLIER USER MANUAL

The screenshot shows the 'Banking Details' form in the mSupplier system. The form is for a supplier in the United Arab Emirates. The fields are as follows:

Field	Value
Country	UNITED ARAB EMIRATES
Currency	United Arab Emirates dirham
Bank Name	bTkhpggygAGuaLvgTkoA
Branch Name	AauLYoxdYaqASheYFvOT
Account/Beneficiary Name	Test Account
Beneficiary Address	Test Bene
Account Number	0882112152001
IBAN Number	AE850400000882112152001
Swift Code	NRKAEAK
Primary Account?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Signature Verification Letter from Bank	Choose File No file chosen
Credit Facility for EagleHills	180 Days

6. BIC/FEDWIRE/SORT: Provide a valid alphanumeric value related to your select bank and branch details.
7. Account Number: A valid numeric value of your bank account.
8. Account/Beneficiary Name: A Valid bank account name as per your bank account statements.
9. IBAN Number: Provide a valid IBAN number for your bank account, IBAN number is mandatory for local suppliers.
10. LCC Code: read only field populated from the bank branch selected.
11. Primary Account? : If you have multiple bank accounts, at least one bank account should be a primary account.
12. Bank letter: Attached an authorized company letter containing the provided bank details as a proof. Attachment should not be more than 5 MB and should be of only PDF, JPEG format.

### Adding Intermediary details

UAE based supplier would not require to provide intermediary bank details. In case of international bank intermediary bank details needs to be provided. However, intermediary bank details are not mandatory to be filled.

The following screen depicts a foreign supplier (India) bank details where in intermediary details are also provided.



# mSupplier SUPPLIER USER MANUAL

Reason for Transferring Account:

[Remove Intermediary Bank](#)

Intermediary Bank Details

Country*	UNITED ARAB EMIRATES	Currency*	United Arab Emirates dirham
Bank Name*	PiTRaxeiSFEqXHHYrgzV	Bank Address	maximum 500 characters
Branch Name*	VzPZkpixUrnIJSWfSLp	Locality/Street	<input type="text"/>
Account/Beneficiary Name*	Test Int account	City	<input type="text"/>
Beneficiary Address*	Test int bene	State	<input type="text"/>
Account Number*	1012567867101	Swift Code	WFBIUS6S
IBAN Number*	AE180260001012567867101	BIC Code	<input type="text"/>
		SORT Code	<input type="text"/>

After filling up all relevant banking details click add. A new record will be added as depicted in the screen below

IBAN Number\*: AE68040000000319721061

BIC Code:

Primary Account?:  Yes  No

SORT Code:

Signature Verification Letter From Bank:   (Max. 2048 file size)

ABA Routing:

Credit Facility for Eagle Hills Ex: 30days, 60days etc.: 180 Days

Add Tax Sections:

How long have you been a customer of the bank stated?:

Previous Bank:

Reason for Transferring Account:

[Remove Intermediary Bank](#)

Intermediary Bank Details

Country*	UNITED ARAB EMIRATES	Currency*	United Arab Emirates dirham
Bank Name*	bTkhpggygAQuaLvgTkoA	Bank Address	maximum 500 characters
Branch Name*	AaULYoa.dYoaqASheYFvOT	Locality/Street	<input type="text"/>
Account/Beneficiary Name*	Test Int account	City	<input type="text"/>
Beneficiary Address*	Test int bene	State	<input type="text"/>
Account Number*	1012567867101	Swift Code	NRAKAEAK
IBAN Number*	AE180260001012567867101	BIC Code	<input type="text"/>
		SORT Code	<input type="text"/>



## mSupplier SUPPLIER USER MANUAL

Similarly you can add any number of bank accounts, you can also edit/delete already added bank details by clicking edit/delete button and add a new one again.

The following screens depicts foreign supplier's bank details along with intermediary banking details.

The screenshot shows the SupplierHUB interface with a table of bank accounts and a section for intermediary banking details. A red circle highlights the 'Intermediary Banking Details' section.

Account No	IBAN No	Beneficiary Name	Country	Currency	Bank Name	Branch Name	Swift Code	BIC Code	Previous Banl	No of Years with P...	Previous Banl
0882112152001	AE850400008821...	Test Account	UNITED ARAB EMI...	AED	bTkhgggyAGualvAouLYoxdYogAShe	NRAKAEAK			yes		

**Intermediary Banking Details**

Account Number	IBAN Number	Beneficiary Name	Country	Curr	Bank Name	Branch Name	Swift Code	BIC Code
1012567867101	AE180260001012567867101	Test Int account	UNITED ARAB EMIRATES	AED	PITRaxeiSFEqXHHYrgzV	YzPZkpixUrnuShwFSLp	WFIUS6S	

**Annual Turnover Details**

Year	<input type="text"/>	Amount	<input type="text"/>
US\$ Equivalent	<input type="text"/>		

After providing relevant bank detail information click save & continue button which will take you to next relevant screen.

### Fill up Registration Form – Questionnaire Details

This tab has few general questions with multiple options for Contract and Consulting Suppliers.



## mSupplier SUPPLIER USER MANUAL

The screenshot shows a web browser window with the URL <https://supplierhub.eaglehills.com/suppmgmt/miscellaneous/11813>. The page is titled "SupplierHUB" and features a navigation menu with "HOME", "KNOWLEDGE CENTER", "NEWS & ANNOUNCEMENTS", "FAQ", "ABOUT US", and "CONTACT US". A user profile "Welcome, TESTORG1" is visible in the top right. The main content area is titled "Welcome to Supplier Registration Form" and includes a sub-header "New Supplier Registration - Supplier Screening Questionnaire". Below this, there is a section for selecting a "Region" with a list of options: Middle East & North Africa, Europe, Sub-Saharan Africa, North America, Asia, South America, and GCC. A mouse cursor is pointing at the "Middle East & North Africa" option.

Choose appropriate option against each question displayed on the above screen and click Save & Continue.

### Submitting Registration Form

As you have completed providing all necessary information on various tabs following the instructions given in above steps it's time to submit your completed form for verification and approval process.

Before submitting your form verify your information once again on Review and submit tab. If you feel any information is missed in any of the tabs, you can go back to respective tab and fill the information and click save & continue.



# mSupplier SUPPLIER USER MANUAL

## Welcome to Supplier Registration Form

Before filling up the registration form, please read supplier registration process and guidelines. Please go through all details and provide valid information for hassle free processing of your registration form. For any queries and assistance please contact organization.

- Company Details\*
- Contacts\*
- Scope of Supply / Service\*
- Certificates
- Project Experience\*
- Insurance
- Financials\*
- Questionnaire
- Review and Submit

### New Supplier Registration - Review

Please review your application form before submitting. Read and accept terms and conditions before submitting the form. For any queries and assistance please contact organization.

#### Organization Details

Company Name	testorg1	Legal Entity Type	SUBSIDIARY
Registered Address	Address1	License No	72384357982675623524
	Address 2	License Expiry Date	04-Jun-2019
	Sarjah, Duabi	Business Commence Date	03-Jun-2019
	AE	Trade License/Business Doc	<a href="#">View Doc</a>
Phone Number	971 - 345 - 7485768	Place Of Issue	Duabi
Email Id	test1@gmail.com	Financial Details	AED 2,345Annual Turn Over
Web Address		Audited Financial Statement	
Fax Number	971 --	Company Stamp	<a href="#">View Doc</a>
Office Timings	Sunday to Thursday ( 01 to 01 )	Supplier Type	Contract Supplier
Factory Address		Warehouse Address	

Total Years of Experience		Installation	
Other Labour Workforce		State the company who will guarantee contract performance	

#### Contact Details

Is the owner or any member of your management or board related to the organization and/or Procurement Personnel?  Yes  No

Category	Contact Type	Contact Name	Designation	Department	Contact No	Mobile	Fax	Email Id	Primary	Signature
Finance	Local	Contact1	Tester	IT	971-324-2345678	971-647837999	971--	sudheer.naidu@cri...	N	

#### Scope of Supply of Products/Services

Main Category	Sub Category	Product/Service
General	Services	OEM or Specialized services
General	Services	Tours and Travel
General	Services	Training and development
General	Services	Government Organization
General	Services	Catering



# mSupplier SUPPLIER USER MANUAL

SupplierHUB [HOME](#) [KNOWLEDGE CENTER](#) [NEWS & ANNOUNCEMENTS](#) [FAQ](#) [ABOUT US](#) [CONTACT US](#) Welcome, TESTORG1

**Quality**  
Does your company hold a recognized quality Management Certificate?

Yes  No

Name	View Doc
Capture.PNG	<a href="#">View Doc</a>
23119.jpg	<a href="#">View Doc</a>
2019-03-01_16-17-24.png	<a href="#">View Doc</a>

Does your company hold ISO 9001 Certification?

Yes  No

**Occupational Health and Safety**  
Does your business have a health and safety policy and System in place?

Yes  No

**Information Security Management System**  
Does your business have a Information Security Management System in place?

Yes  No

**Environmental**  
Does your company have an Environmental System (EMS) in place ?

Yes  No

**Employees Liability**  
Does your company hold any Employees Liability and/or Workers' compensation (or similar cover) insurance?

Yes  No

**Public Liability**  
Does your company hold any Public Liability Insurance?

Yes  No

SupplierHUB [HOME](#) [KNOWLEDGE CENTER](#) [NEWS & ANNOUNCEMENTS](#) [FAQ](#) [ABOUT US](#) [CONTACT US](#) Welcome, TESTORG1

**Professional Indemnity insurance**  
Does your company hold any Professional Indemnity insurance?

Yes  No

Name	View Doc

**Project Experience**

Company No.	Contact Name	Designation	Department	Contact No	Mobile	Fax	Email Id	Contr Schedu...	Sow	% of Contr Co..	Contr	Currency	Comp Date	Fi
References 1	Contact1	Tester	IT	376-343-234567376-456784	376--		sudheer.naidu@...		Test Brief		2345	AED		

**Taxation Details**

We confirm that our annual revenue falls below 375,000 AED, Hence VAT taxation details are not applicable for our organization.

**Insurance Details**

Name	Amount	PolicyNo	Validity	Name	Amount	PolicyNo	Validity	Name	Amount	PolicyNo	Validity	Name	Amount	Poli
No data to display														

**Financial Details**

Account No.	IBAN No.	Branch Name	Country	Currency	Bank Name	Branch Name	Swift Code	BIC Code	Payment Account	No. of Years with B.	Previous Bal
No data to display											



# mSupplier SUPPLIER USER MANUAL

Browser tabs: mSupplier-Supplier Relationship | Please activate you mSupplier ac | mSupplier-Supplier Relationship

URL: https://supplierhub.eaglehills.com/suppmgmt/suppReviewAndSubmit/11813

SupplierHUB | HOME | KNOWLEDGE CENTER | NEWS & ANNOUNCEMENTS | FAQ | ABOUT US | CONTACT US | Welcome, TESTORG1

No data to display

### Financial Details

Account No	IBAN No	Beneficiary Name	Country	Currency	Bank Name	Branch Name	Swift Code	BIC Code	Primary Account	No of Years with P	Previous Banl
0882112152001	AE850400008821...	Test Account	UNITED ARAB EMI...	AED	bTkhpggygAGualvAoulYoxdYoaAShe	NRAKAEAK			yes		

### Intermediary Details

0882112152001 - bTkhpggygAGualvTkaA

Account Number	IBAN Number	Beneficiary Name	Country	Curr	Bank Name	Branch Name	FEDWIRE/SORT Code	Swift Code	BIC Code
1012567867101	AE180260001012567867101	Test Int account	UNITED ARAB EMIRATES	AED	PITRaxeISFEqXHHYrgzV	vzP2kpxUrnUShwFSLp		WFBIUS6S	

### Annual Turnover Details

Year	Amount	US\$Equivalent
No data to display		

### Financial History Details

Browser tabs: mSupplier-Supplier Relationship | Please activate you mSupplier ac | mSupplier-Supplier Relationship

URL: https://supplierhub.eaglehills.com/suppmgmt/suppReviewAndSubmit/11813

SupplierHUB | HOME | KNOWLEDGE CENTER | NEWS & ANNOUNCEMENTS | FAQ | ABOUT US | CONTACT US | Welcome, TESTORG1

Villas / townhouses	< 200 Million USD
Medium Rise	< 200 Million USD
High Rise	< 200 Million USD
Super High Rise	< 1 Billion USD
Retail	
Shopping Malls	< 200 Million USD
Hotels / Leisure	
Hotels / Serviced Apartments	< 200 Million USD
Convention Centers	< 200 Million USD
Golf Clubhouses	< 200 Million USD
Others	
miscellaneous	< 200 Million USD
Office Blocks / Business Parks	< 200 Million USD
Golf Courses	< 200 Million USD



## mSupplier SUPPLIER USER MANUAL

After verifying all information provided you can submit your registration form for verification and approval process.

On Review and Submit tab check “I Agree Terms & Conditions” check box, before selecting the check box, please carefully read terms & conditions.

Click Save & Submit to submit your registration form as depicted below.

The screenshot shows a web browser window with the URL <https://supplierhub.eaglehills.com/suppmgmt/suppReviewAndSubmit/11813>. The page header includes the Eagle Hills logo and navigation links: HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, CONTACT US. A user greeting "Welcome, TESTORG1" is visible in the top right. The main content area contains a list of questions with corresponding input fields:

- b) Are you accredited to or working towards an environmental policy, statement or Management System (e.g. ISO 14001)? If so, please provide details.
- c) Do you carry out staff environmental awareness training? If yes, please provide details.
- d) Do you reduce, re-use and recycle wherever possible? If yes, please provide details.
- e) Are your services being managed to reduce their environmental impact? If so, please provide details.
- f) Are your services managed with a view to minimizing waste? If so, please provide details.
- g) Please briefly list any environmental, waste or energy saving projects that you are or have been involved in.

Below the questions is a "Notes to Approver" section with a text area labeled "Notes". At the bottom, there is a "Read Terms & Conditions" checkbox, a "SAVE & SUBMIT" button, and a "BACK" button. The footer contains the text: "Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions".

Application will display a success message if your form is submitted successfully for verification and approval process. Along with a message an email confirmation will be sent to your registered email id (provided in while creating the user account).

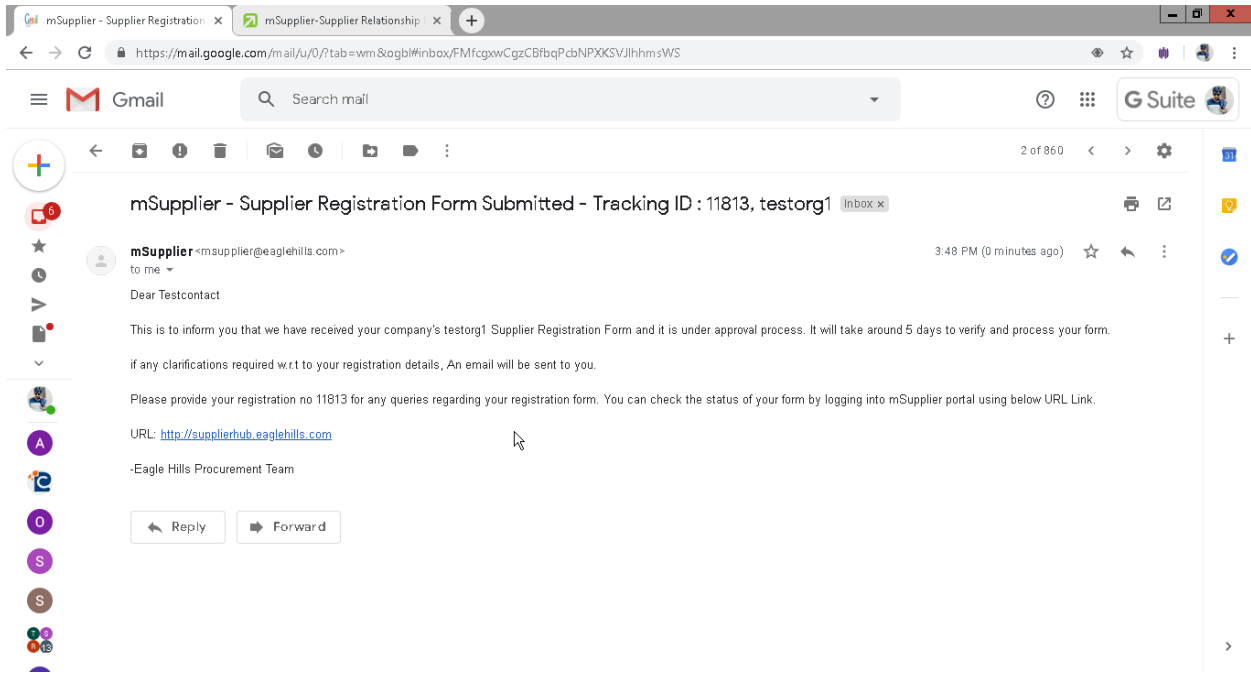
### Email confirmation

On successful submission of registration form you will receive an email with subject saying “mSupplier - SUPPLIER REGISTRATION - TRACKING ID : 20441” . You can use tracking id for enquiring about your registration form if you don’t receive any communication from EAGLE HILLS.

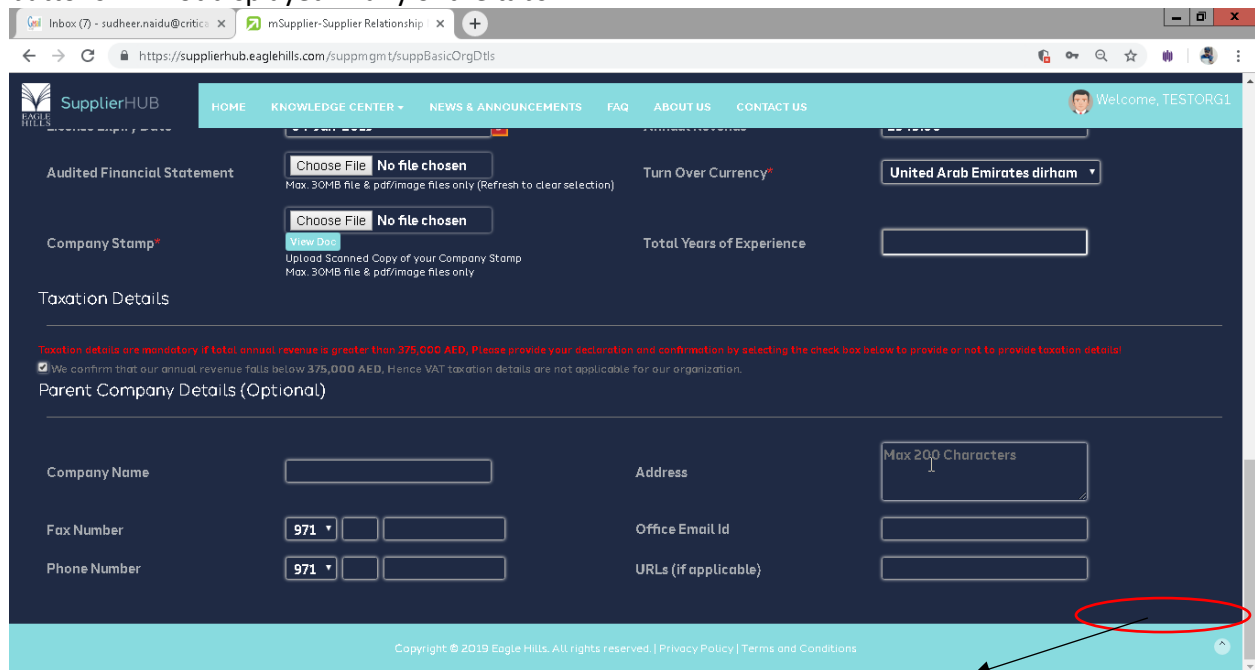




# mSupplier SUPPLIER USER MANUAL



**Note:** Once your form is submitted, it will take around 5 days to verify and process your registration form till then application won't allow you to do anything (submitting the details again) on the registration form. However the tabs displayed has editable fields but you are not allowed to submit any modifications during verification and approval process. i.e Save & Continue buttons, add buttons will not displayed in any of the tabs.



Form submit button will not visible.



## Registration Form Verification and Activation

Usually EAGLE HILLS will take 1 to 5 days to verify and process your registration form after successful submission.

Supplier account creation and registration in mSupplier application requires a minimal annual registration fee to be paid by the supplier. It's EAGLE HILLS's decision to request a supplier for payment of annual registration fee to avail the services of mSupplier application.

You will be notified through an email if EAGLE HILLS decides a registration fee is required to process your registration form.

Also during verification process of your registration form EAGLE HILLS might require additional information which might result in either asking for more information to be provided or rejection of your registration form. In either case you will be notified through an email (email id of the person who has submitted registration form).

### Form Re-submission incase More Info Required

During registration form verification process if EAGLE HILLS feels some additional information is required for processing your registration form, you will be notified through an email communication requesting you to provide additional information.

Check your email inbox, if you have received any email communication with subject line saying "mSupplier-Supplier Registration Form More Info Requested - Tracking ID: <supplier ref no>, <supplier company name>".



# mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG2

## Welcome to Supplier Registration Form

Before filling up the registration form, please read supplier registration process and guidelines. Please go through all details and provide valid information for hassle free processing of your registration form. For any queries and assistance please contact organization.

More info Required to process your request. Some of the details required in certificates please update

Company Details\* Contacts\* Scope of Supply / Service\* Certificates\* Project Experience Insurance Financials\* Questionnaire Review and Submit

### New Supplier Registration

\*Indicates required fields

#### Organization Details

testorg2

Address Line 1\*  Address Line 2

City\*  State\*

Country\*  Office Number\*

PO Box No\*  Fax Number

Zip/Postal Code  Web Address

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG2

## Welcome to Supplier Registration Form

Before filling up the registration form, please read supplier registration process and guidelines. Please go through all details and provide valid information for hassle free processing of your registration form. For any queries and assistance please contact organization.

Company Details\* Contacts\* Scope of Supply / Service\* Certificates\* Project Experience Insurance Financials\* Questionnaire Review and Submit

### New Supplier Registration - Certificates

#### Quality Certificates

Does your company hold a recognized quality Management Certificate?  Yes  No

What is the expiry of your current certificate? \*

Please attach full current copies Quality Management certificates you hold.\*

Choose File  Add

Max. 30mb & Max 5 Files can be upload

Remarks, if any

Name	Actions
Concure.PNG	<input type="button" value="View Doc"/> <input type="button" value="Delete"/>
23119.jpg	<input type="button" value="View Doc"/> <input type="button" value="Delete"/>
2019-03-01_16-17-24.png	<input type="button" value="View Doc"/> <input type="button" value="Delete"/>
cr_100.png	<input type="button" value="View Doc"/> <input type="button" value="Delete"/>

Similarly whatever information is requested you can add and Save.

Go to Review & Submit tab and enter the more info comments box. Ex – Requested information provided.

To resubmit the form after more info comments check the box for terms & conditions and click on Save and Continue button.



# mSupplier SUPPLIER USER MANUAL

SupplierHUB

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Welcome, TESTORG2

a) Do you have an environmental policy, statement or report? If so, please enclose the same.

b) Are you accredited to or working towards an environmental policy, statement or Management System (e.g. ISO 14001)? If so, please provide details.

c) Do you carry out staff environmental awareness training? If yes, please provide details.

d) Do you reduce, re-use and recycle wherever possible? If yes, please provide details.

e) Are your services being managed to reduce their environmental impact? If so, please provide details.

f) Are your services managed with a view to minimizing waste? If so, please provide details.

g) Please briefly list any environmental, waste or energy saving projects that you are or have been involved in.

More Info Comments

Required information is provided

Comments

Read Terms & Conditions

SAVE & SUBMIT BACK

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After click on the Save & Submit button, form will be submitted and it will be in Pending approval process.

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Welcome, TESTORG2

My Profile

My Tasks

Supplier Management

Your Application status is Pending Approval

### Supplier Registration Details

#### Organization Details

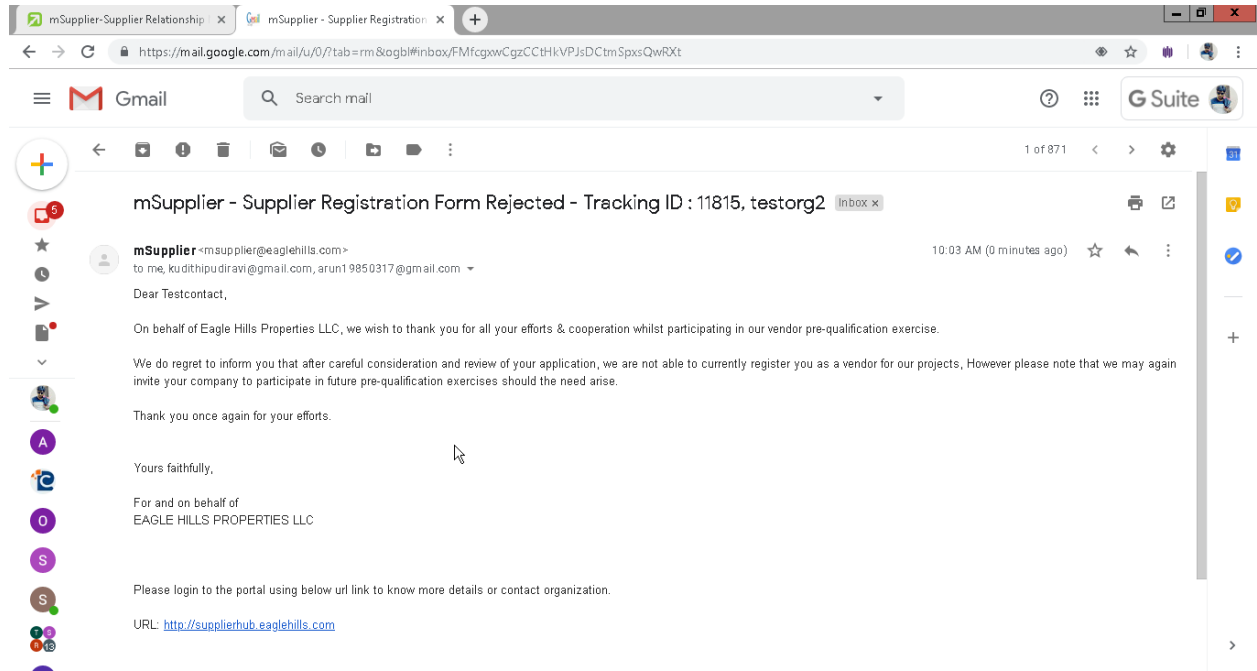
Company Name	testorg2	Legal Entity Type	SUBSIDIARY
Registered Address	Address 1	License No	12365478999674563214
	Address 2	License Expiry Date	04-Jun-2019
	dubai, Hyderabad	Business Commence Date	03-Jun-2019
	AE	Trade License/Business Doc	<a href="#">View Doc</a>
Phone Number	971 - 989 - 2345678	Place Of Issue	Mumbai
Email Id	sudheer.naidu@criticalrivr.com	Financial Details	AED 443Annual Turn Over
Web Address		Audited Financial Statement	
Fax Number	971 - -	Company Stamp	<a href="#">View Doc</a>
Office Timings	Sunday to Thursday ( 01 to 01 )	Supplier Type	Contract Supplier
Factory Address		Warehouse Address	
Total No Of Employees		Design and Development	
Administration / Management		Production	
Total Years of Experience		Installation	
Other Labour Workforce		State the company who will guarantee contract performance	



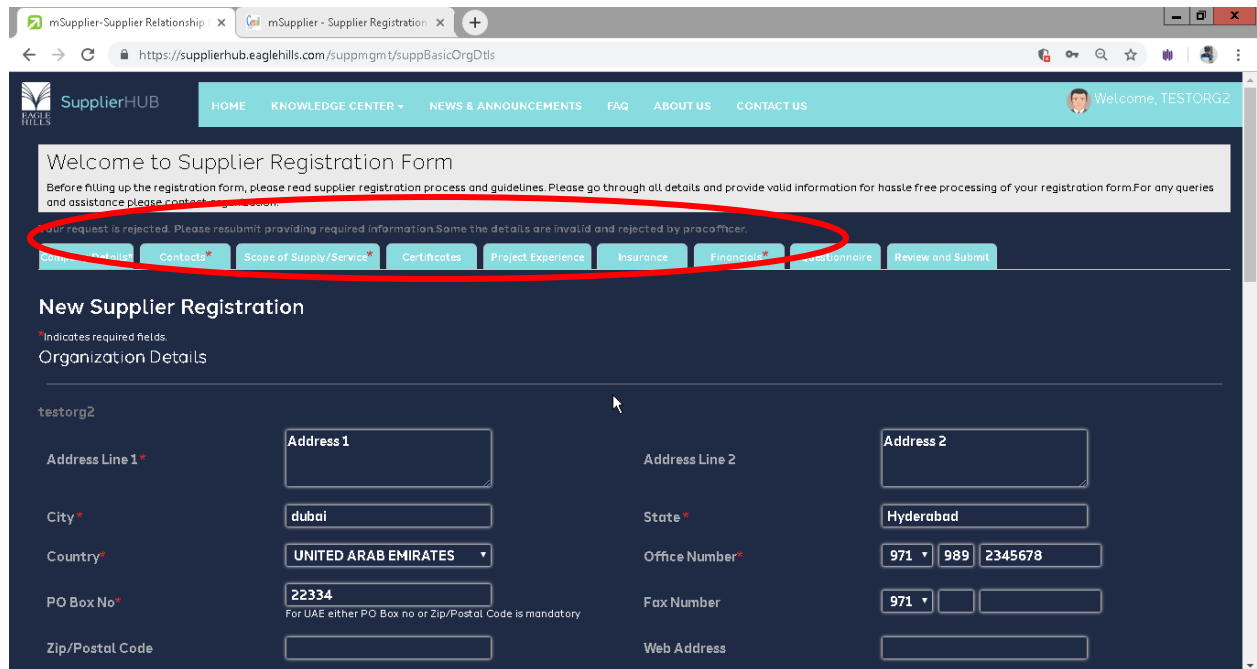
## mSupplier SUPPLIER USER MANUAL

### Rejected Registered form submission

If a registration form is rejected means your form has Invalid/Incorrect data which cannot be validated and even supplier can receive the email notification for rejection.



As instructed in the above email Login to the mSupplier portal and resubmit the form with the valid data.





## mSupplier SUPPLIER USER MANUAL

Once provided the valid information in all tabs and finally go to review & submit tab and click on the Save & Submit button.

SupplierHUB

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Welcome, TESTORG2

b) Are you accredited to or working towards an environmental policy, statement or Management System (e.g. ISO 14001)? If so, please provide details.

c) Do you carry out staff environmental awareness training? If yes, please provide details.

d) Do you reduce, re-use and recycle wherever possible? If yes, please provide details.

e) Are your services being managed to reduce their environmental impact? If so, please provide details.

f) Are your services managed with a view to minimizing waste? If so, please provide details.

g) Please briefly list any environmental, waste or energy saving projects that you are or have been involved in.

Notes to Approver

Now, i have provided valid details please process my application.

Read Terms & Conditions  I agree that above entered information is correct and accurate and I will be responsible for any incorrect or misleading information.

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A confirmation message will be displayed once you submit the form successfully.

SupplierHUB

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