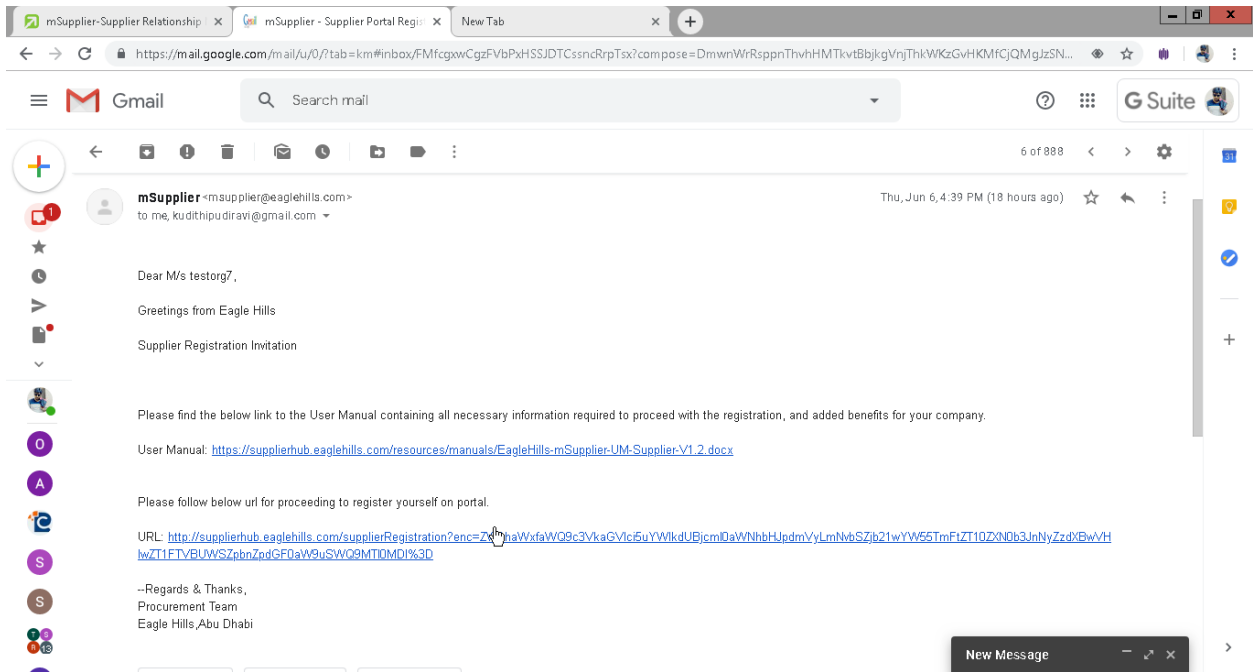


Existing Portal supplier activation

mSupplier portal application support two types of registrations a New supplier registration means a supplier who has not done any business with EAGLE HILLS till now and an existing supplier who has been doing business with EAGLE HILLS for a while.

Existing supplier details will be with EAGLE HILLS and migrated to mSupplier portal Application. Once migrated to mSupplier application you will receive confirmation email from the eagle hills that inviting you to register in a mSupplier application where in you just have to create valid portal user account.

As soon as you received the email from Eagle Hills registered mentioned as below click on the invitation link.



The screenshot shows a Gmail interface with an email from 'mSupplier' (mupplier@eaglehills.com) to 'me, kudithipudiravi@gmail.com'. The email is dated 'Thu, Jun 6, 4:39 PM (18 hours ago)'. The subject is 'Supplier Registration Invitation'. The body of the email contains the following text:

Dear M/s testorg7,

Greetings from Eagle Hills

Supplier Registration Invitation

Please find the below link to the User Manual containing all necessary information required to proceed with the registration, and added benefits for your company.

User Manual: <https://supplierhub.eaglehills.com/resources/manuals/EagleHills-mSupplier-UM-Supplier-V1.2.docx>

Please follow below url for proceeding to register yourself on portal.

URL: <http://supplierhub.eaglehills.com/supplierRegistration?enc=Zk4PnaWxfW9c3VkaGVlc5uYWlkdUEjcmDaWNhbHJpdmVYLnlnbSjzj21wYw55TmFIZT10ZkN0b3JnNyZzdXBwVHlwZT1FTVBUWSZpbmZpdGF0aW9uSWQ9MTQMDI%3D>

--Regards & Thanks,
Procurement Team
Eagle Hills, Abu Dhabi

The screenshot also shows the Gmail interface with the search bar, navigation icons, and a 'New Message' notification in the bottom right corner.

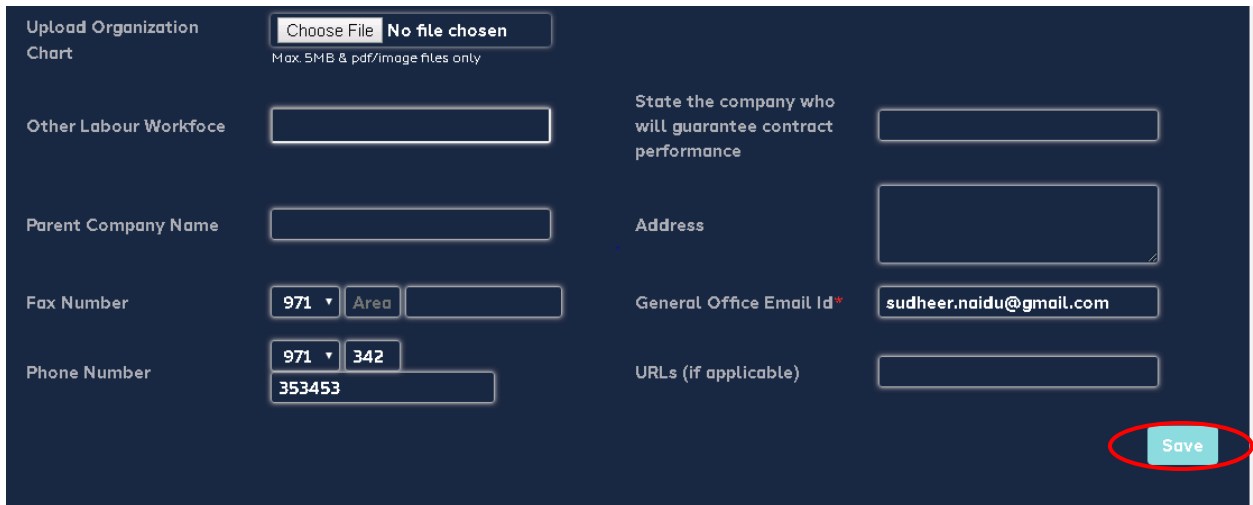
Enter the appropriate details and create the user account and click on submit button.

The screenshot shows the 'Supplier Registration' page in the SupplierHUB portal. The page has a dark blue header with the 'SupplierHUB' logo and navigation links: HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. The main content area is a registration form with the following fields: Designation, Department, User Name, Password, Confirm Password, and a CAPTCHA code (39731). A 'SUBMIT' button is circled in red. Below the form, there is a copyright notice: 'Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions'.

Verify your basic details and update appropriately and click on SAVE below.

The screenshot shows the 'Supplier Profile' page in the SupplierHUB portal. The page has a dark blue header with the 'SupplierHUB' logo and navigation links: HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. The main content area is the 'Registration Details' section, which is circled in red. The section contains the following fields: Address Line 1 (Test Supplier Address1), Address Line 2 (Test Supplier Address 2), Supplier Type (General Supplier), State (Dubai), City (Sarjah), Country (UNITED ARAB EMIRATES), Zip/Postal Code, PO Box (86756), Phone Number (971 789 7689787), Fax Number (971 345 3456745), Web Address, Turn Over Currency (United Arab Emirates dirham), Annual Turn Over (2,34.00), and Working day From (Sunday To Thursday). A 'SAVE' button is located at the bottom of the form.

After verify the details click on Save button .

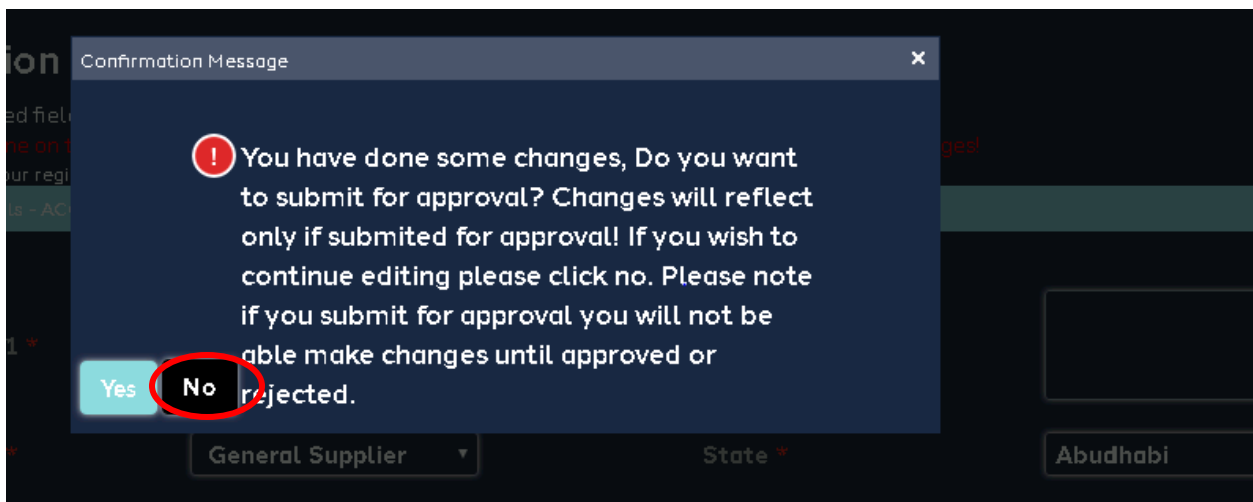


The screenshot shows a registration form with the following fields and values:

- Upload Organization Chart: Choose File No file chosen (Max. 5MB & pdf/image files only)
- Other Labour Workfoce: [Empty text box]
- Parent Company Name: [Empty text box]
- Fax Number: 971 Area [Empty text box]
- Phone Number: 971 342 353453
- State the company who will guarantee contract performance: [Empty text box]
- Address: [Empty text box]
- General Office Email Id*: sudheer.naidu@gmail.com
- URLs (if applicable): [Empty text box]

A red circle highlights the "Save" button in the bottom right corner.

Once click on the SAVE button, confirmation message will be display. whether you want to submit your details YES or NO. But click on NO because you have to submit all the details along with basic details and even it is save as a draft.



The screenshot shows a "Confirmation Message" dialog box with the following text:

! You have done some changes, Do you want to submit for approval? Changes will reflect only if submitted for approval! If you wish to continue editing please click no. Please note if you submit for approval you will not be able make changes until approved or rejected.

At the bottom of the dialog box, there are two buttons: "Yes" and "No". The "No" button is circled in red.

Once verify the basic details go to TAXATION DETAILS and verify the annual revenue of you organization, if the annual revenue is above 375000 AED please submit the VAT taxation details and click on Save button.

The screenshot shows a 'Taxation Details' form with a teal header. A checkbox is checked, with the text: 'We confirm that our annual revenue falls below 375,000 AED, Hence VAT taxation details are not applicable for our organization.' The form contains several input fields: 'VAT Registration No*', 'Tax Payer Id', 'Effective From*' (with a date format DD-MMM-YYYY and a red 'D' icon), 'Annual Revenue' (with the value 1234567.00), 'VAT License provided by FTA*' (with a 'Choose File' button and 'No file chosen' text, and a note 'Max. 3OMB file & pdf/image files only'), and 'Potential Revenue (Current Year)' (with the value 1234567.00). A 'Save' button is circled in red in the bottom right corner.

If you organization annual revenue is falls below 375000 AED check the box and click on Save button as shown below in screen shot.

This screenshot is similar to the previous one, showing the 'Taxation Details' form. The checkbox is checked, and the text below it reads: 'We confirm that our annual revenue falls below 375,000 AED, Hence VAT taxation details are not applicable for our organization.' The 'Save' button in the bottom right corner is circled in red.

Once click on the Save button it will ask for the confirmation message and click on NO it will save as a draft.

The screenshot shows a 'Confirmation Message' dialog box with a dark background and a white border. The message text is: 'You have done some changes, Do you want to submit for approval? Changes will reflect only if submitted for approval! If you wish to continue editing please click no. Please note if you submit for approval you will not be able make changes until approved or rejected.' At the bottom left of the dialog, there are two buttons: 'Yes' and 'No'. The 'No' button is circled in red. In the background, parts of the main form are visible, including a dropdown menu for 'General Supplier' and a dropdown for 'State' with 'Abudhabi' selected.

Once your done with Taxation details go to Business classification details and verify the all category details and click on ADD button.

Business Classification Details | Contact Details | Project Experience Details | Certificate Details | Insurance Details

Add Goods/Services

Procurement Category: **General** | Main Category: **---Please Select---** | Sub Category: **---Please Select---** Get

Search: Search

Goods/Services* Enter 3 characters and click search. Ex: For Electronics enter Elec and click search

Select	Main Category	Sub Category	Goods/Services
<input type="checkbox"/>	General	Legal Services	Professional Charges
<input type="checkbox"/>	Hospitality	Preopening	FF&E -Public Area LGT - Bespoke Chandelier Fittings

Add

For each an every supplier should be add the contacts as it all are mandatory for registration. Give the contact details and click on ADD button.

Business Classification Details | **Contact Details** | Project Experience Details | Certificate Details | Insurance Details

Name* Designation*

Department* Landline No*

Mobile No* Fax No

Email* Contact Category* **---Please Select---**

Is Primary* Yes No Contact Type* **Local**

Authorized Signature(Scan Copy) **No file chosen**
Max. 5MB file & pdf/image files only

Add

Each an every supplier need to provide 3 project experience details as it is mandatory for General supplier.

Business Classification Details Contact Details **Project Experience Details** Certificate Details Insurance Details

Company Name * Contact Name *

Designation * Department *

Client Country * **ANDORRA** Client City *

Landline No * **971** Mobile No * **971**

Fax No **971** Email *

Contract Value * Contract Schedule

Brief Scope Of Work * % of Contract Completed

Once complete given on project experience click on add and it will add below grid.

specify.
(in case of multiple values, separate each with a comma)

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

Add

Company ...	Contact N...	Designati...	Departme...	Contact No	Mobile	Fax	Email Id	Contr Sch...	Sow	% of Cont...	Contr(AE...	Comp Date	Floor Area	V
reference1	Contact1	Tester	IT	971-243-345	971-345345	971--	sudheer.nai...		Brief		534			
reference2	Contact2	Tester	IT	971-342-345	971-324234	971--	sudheer.nai...		Brief scope		28979			
reference3	Contact3	Tester	IT	971-234-235	971-647837	971--	sudheer.nai...		Brief scope		8888888			

Certificates are not mandatory but if your organization having any certificates please provide that will help to your organization rating part.

Business Classification Details | Contact Details | Project Experience Details | **Certificate Details** | Insurance Details

Quality

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

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

Banking Details :-

Now go to banking details tab. You can see that banking details are already existing if not please provide the banking details.

mSupplier - Supplier Relationship | mSupplier - Supplier Portal Regi | mSupplier - Supplier Relationship

https://supplierhub.eaglehills.com/suppmgmt/apprBankingDetails

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

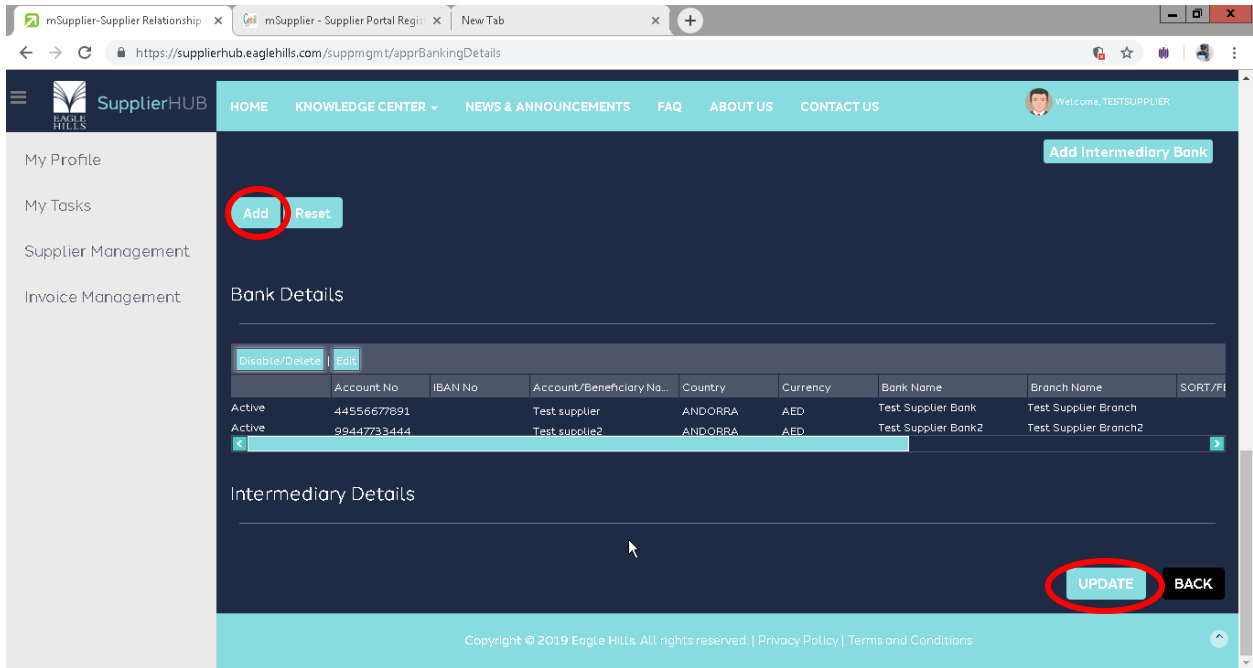
My Profile | My Tasks | Supplier Management | Invoice Management

Registration Details

*Indicates required fields.
View and Update your registration information.
Existing Bank details cannot be updated. Any changes to bank details should be done by disabling the existing bank details and adding a new bank details.
Please provide a valid bank account details to successfully process your application form.
Organizations are not responsible for details 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.

Add New Bank Detail

Country*	UNITED ARAB EMIRATES	Currency*	United Arab Emirates dirham
Bank Name*	---Please Select---	Bank Address	Maximum 200 Characters Only
Branch Name*	---Please Select---	Locality/Street	
Account/Beneficiary Name*		City	
Beneficiary Address*	Maximum 200 Characters Only	State	
Account Number*		Swift Code	



You will be notified through email communication about approval of your updated details, till then when you login into the system, a messages additional details are under approval process. You may have noticed that messages display that not complete the profile. Also your business functions are not activated because your details are not yet approved.

