



EAGLE HILLS mSupplier - SUPPLIER USER MANUAL

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mSupplier SUPPLIER USER MANUAL

About this Manual

Welcome to the Training User Manual for mSupplier application. This manual describes supplier's related features of mSupplier application. It's a step by step guide to understand and learn how to perform supplier's functionalities of mSupplier application.

The preface to this manual is structured as to cover the following topics:

- Intended Audience for the manual
- Scope of the manual
- Overview of application interface
- Supplier Registration and Profile Update Process
- Purchase Order Management and tracking
- e-Invoice Management

Intended Audience

This manual is intended for the Supplier users for mSupplier application. Suppliers need to create an account in mSupplier system and register by filling up a supplier onboarding registration form. Suppliers are also responsible to provide any additional information asked during registration form verification and approval process by EAGLE HILLS. mSupplier system provides an update feature for suppliers to update their registration details whenever they intended to do so after successful registration process.

Suppliers once registered can perform business transactions related to Purchase Orders issued to suppliers and finally Invoices and payments.

Scope of this Manual

This manual encompasses the functionalities relating to the activities of a Supplier only. Supplier account creation from email invitation, filling up registration form, providing additional information if requested during registration form verification and approval process and updating registration details after successful registration. Business transactions with respect to Purchase Orders, Invoices and Payments.



Overview of the Application Interface

The below diagram shows how an mSupplier application screen page looks like



Tool Bar - displays a welcome note with logged in user name, last login date and time and quick link buttons for home and contact page. Logout button will exit the application and take you to the login page.

Navigation - You navigate through the application by using side bar navigation link and portal menu navigation bar.

When you click on side bar navigation links, application will display appropriate functionality page.

Clicking on portal menu items will display portal application pages.



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 desk top or add it your favourites.

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 have 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 Relationship

https://supplierhub.eaglehills.com

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

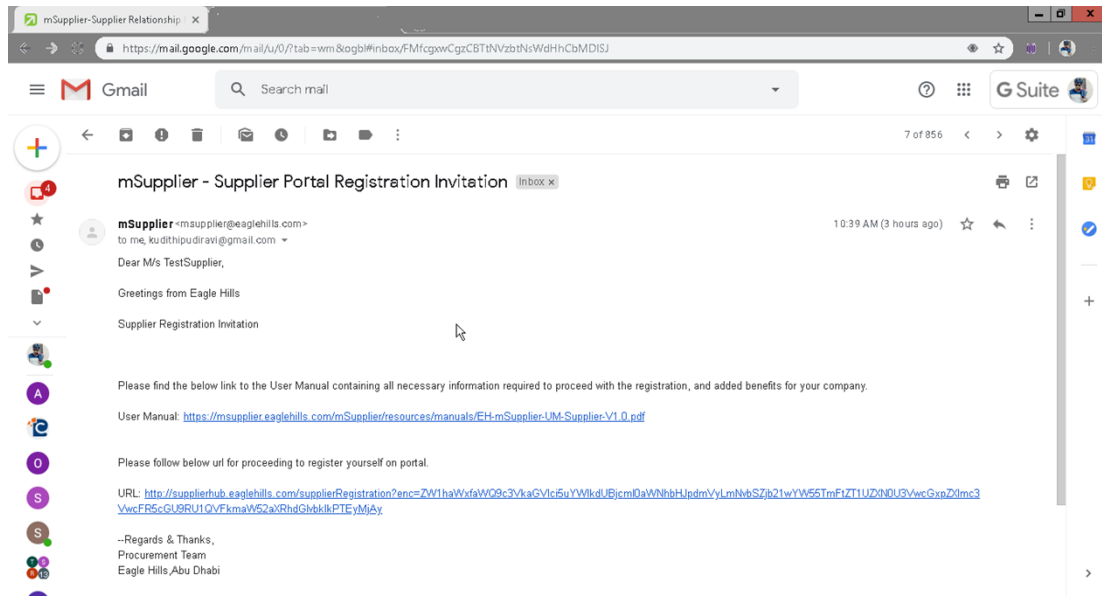


mSupplier SUPPLIER USER MANUAL

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

mSupplier-Supplier Relationship x

https://supplierhub.eaglehills.com/supplierRegistration

SupplierHUB

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With mSupplier Supplier portal account you can manage Purchase Orders, RFQs/Tenders and submit/track your invoices online. To Start using mSupplier portal all you need is an user account. Please fill up the below details providing your personal and credential information.

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)

mSupplier-Supplier Relationship x mSupplier - Supplier Portal Regi x

https://supplierhub.eaglehills.com/supplierRegistration

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Designation

Department

User Credentials

User Name*

Password*

Confirm Password*

4 3 10 9 10

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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mSupplier SUPPLIER USER MANUAL

Supplier Registration Form

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!

Captcha:  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.

Supplier Registration Form

Designation:


Department:

User Credentials

User Name*:

Password*:

Confirm Password*:

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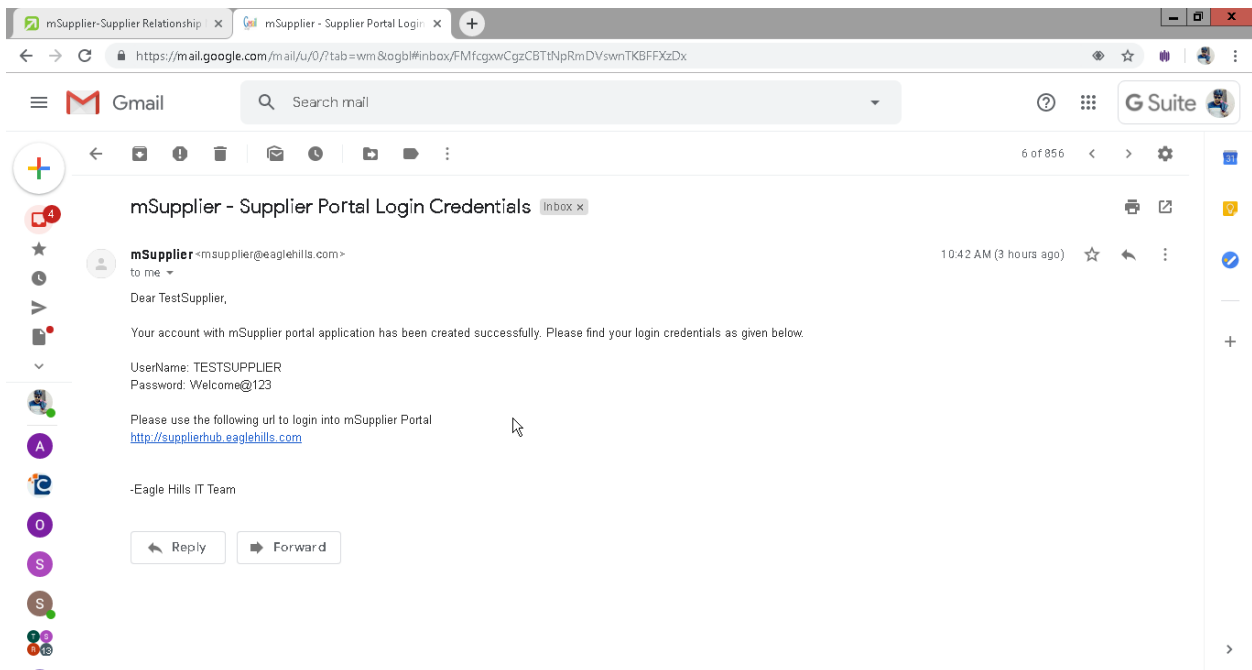
- f. Enter the Captcha code displayed in the screen. If code is not visible properly click refresh button.



mSupplier SUPPLIER USER MANUAL

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 'SupplierHUB' interface with the 'Organization Details' tab selected. The form is titled 'New Supplier Registration' and includes a note: '*Indicates required fields.' The form fields are as follows:

Field	Value/Requirement
testorg1	testorg1
Address Line 1 *	Maximum 200 Characters
Address Line 2	Maximum 200 Characters
City *	
State *	
Country *	UNITED ARAB EMIRATES
Office Number *	971
PO Box No *	
Fax Number	971

For UAE either PO Box no or Zip/Postal Code is mandatory

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 same 'Organization Details' form but with more fields visible. The fields are as follows:

Field	Value/Requirement
testorg1	testorg1
Address Line 1 *	Maximum 200 Characters
Address Line 2	Maximum 200 Characters
City *	
State *	
Country *	UNITED ARAB EMIRATES
Office Number *	971
PO Box No *	
Fax Number	971
Zip/Postal Code	
Web Address	
General Office Email Id *	
Factory Address	
Warehouse Address	
Business Type	--Please Select--

For UAE either PO Box no or Zip/Postal Code is mandatory

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 company's 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--

License Number *

Business Registration Document * Choose File No file chosen
Max. 30MB & pdf/image files only

Place Of Issue *

License Expiry Date *

Audited Financial Statement Choose File No file chosen
Max. 30MB file & pdf/image files only (Refresh to clear selection)

Company Stamp * Upload Scanned Copy of your Company Stamp
Max. 30MB file & pdf/image files only

Supplier Type * --Please Select--

Business Commence Date * DD-MMM-YYYY

Working day From Sunday To Thursday

Working time From 01 AM To 01 PM

Annual Revenue *

Turn Over Currency * United Arab Emirates dirham

Total Years of Experience

Taxation Details

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 registration form. The top navigation bar includes links for HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. The user is logged in as TESTORG1. The form fields are as follows:

Field	Value/Status
VAT Registration No/DUNS Registration No*	[Empty]
Effective From*	DD-MMM-YYYY
VAT License provided by FTA*	Choose File No file chosen (Max 30MB file & pdf/image files only)
Tax Payer Id	[Empty]
Potential Revenue (Current Year)	[Empty]
Parent Company Details (Optional)	
Company Name	[Empty]
Address	Max 200 Characters
Fax Number	971 [Empty]
Office Email Id	[Empty]
Phone Number	971 [Empty]
URLs (if applicable)	[Empty]
[SAVE & CONTINUE] [RESET]	

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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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

VAT Registration No/DUNS Registration No*

Effective From* DD-MMM-YYYY

VAT License provided by FTA* No file chosen
Max. 30MB file & pdf/image files only

Tax Payer Id

Potential Revenue (Current Year)

Parent Company Details (Optional)

Company Name

Fax Number 971

Phone Number 971

Address Max 200 Characters

Office Email Id

URLs (if applicable)

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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, CONT3

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 - Contacts

Atleast one sales and finance contact details are mandatory.
For any queries and assistance please contact organization.
* Indicates required fields.

Name*

Email*

Landline No* 971 Area

Contact Category* ---Please Select---

Contact Type* Local

Authorized Signature No file chosen
Upload Scanned Copy of your Authorized Signature
Max. 30MB file & pdf/image files only

Department*

Designation*

Mobile No* 971

Fax No 971 Area

Is Primary* ☒ Yes ☐ No

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, TESTORG1

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	Edit Delete

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	Edit Delete

SAVE & CONTINUE **BACK**

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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 with the URL <https://supplierhub.eaglehills.com/suppmgmt/salesServices/11813>. The page is titled "SupplierHUB" and has a navigation bar with links: HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A user is logged in as "Welcome, TESTORG1". The main heading is "Welcome to Supplier Registration Form". Below this, there is a message: "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." There are several tabs: Company Details, Contacts, Scope of Supply / Service, Certificates, Project Experience, Insurance, Financials, and Review and Submit. The "Contacts" tab is active. The form is titled "New Supplier Registration - Contacts". It includes instructions: "Atleast one sales and finance contact details are mandatory. For any queries and assistance please contact organization." and a note: "* Indicates required fields." The form fields are: Name, Email, Landline No (with area code dropdown), Contact Category (dropdown), Contact Type (dropdown), Department, Designation, Mobile No (with area code dropdown), Fax No (with area code dropdown), Is Primary (radio buttons for Yes/No), and Authorized Signature (with a "Choose File" button and "No file chosen" text). Below the signature field, there is a note: "Upload Scanned Copy of your Authorized Signature. Max 30MB file & pdf/image files only".

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, TESTORG1

Landline No* 971 Area Mobile No* 971 Area Fax No 971 Area Is Primary* Yes No

Contact Category* ---Please Select--- Contact Type* Local

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 – Project Experience

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

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Welcome, TESTORG1

Brief Scope Of Work* % of Contract Completed

Contract Schedule Completion Date DD-MMM-YYYY

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

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	PI
References 1	Contact1	Tester	IT	376-343-2345678	376---	376---	sudheer.naidu...	Test Brief		2345	AED			

SAVE & CONTINUE BACK

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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



mSupplier SUPPLIER USER MANUAL

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.

The screenshot shows the SupplierHUB form with the following fields and values:

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

The 'Add' button is circled in red. The 'Reset' button is also visible.

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.

The screenshot shows the SupplierHUB form with the following fields and values:

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

The 'SAVE & CONTINUE' button is circled in red. The 'BACK' button is also visible.



mSupplier SUPPLIER USER MANUAL

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, TESTORG1

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* Contact* 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: **Search**

Select	Main Category	Sub Category	Product/Service Name
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Add Product

List of selected Goods/Services

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



mSupplier SUPPLIER USER MANUAL

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.

The screenshot shows the SupplierHUB interface. At the top, there is a navigation bar with links: HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A search bar is present with the text 'Enter any 3 characters...' and a 'Search' button. Below the navigation bar, there is a section titled 'List of selected Goods/Services'. A red circle highlights the 'Add Product' button. Below this, a table displays the selected goods/services. The table has four columns: Main Category, Sub Category, Product/Service, and Action. The data rows are as follows:

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

Below the table, there is a section titled 'Machinery / Equipment Details (Any specific Brands)'.



mSupplier SUPPLIER USER MANUAL

The screenshot shows the SupplierHUB interface. At the top, there's a navigation bar with links: 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 is titled 'List of selected Goods/Services'. It contains a table with the following data:

Select	Main Category	Sub Category	Product/Service Name	Action
<input checked="" type="checkbox"/>	General	Services	OEM or Specialized services	Delete
<input checked="" type="checkbox"/>	General	Services	Tours and Travel	Delete
<input checked="" type="checkbox"/>	General	Services	Training and development	Delete
<input checked="" type="checkbox"/>	General	Services	Government Organization	Delete
<input checked="" type="checkbox"/>	General	Services	Catering	Delete

Below the table, there's a section titled 'Machinery / Equipment Details (Any specific Brands)'.

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.



mSupplier SUPPLIER USER MANUAL

Service experience details

The screenshot shows a web browser window with the URL <https://supplierhub.eaglehills.com/suppmgmt/scopeOfSupplyOrService/11813>. The page header includes the Eagle Hills logo and navigation links: HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A user profile icon shows 'Welcome, TESTORG1'.

The form contains the following fields:

- 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

At the bottom right, there are two buttons: **SAVE & CONTINUE** (highlighted with a red circle) and **BACK**.

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1. Provide major brand names that you are manufacturer / dealer / agent of:
Enter comma seperated values.
2. Please attach authorized dealer certificate.
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.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

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

What is the date of Expiry of your policy? *

Choose File No file chosen

Add

Max. 30mb & Max 5 Files can be upload

Upload

Name	Actions
crlogo.png	View Doc Delete

Remarks, if any

Professional Indemnity insurance

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

Choose File No file chosen

Max 30mb & Max 5 Files can be upload

Upload

Name	Actions
crlogo.png	View Doc Delete

Professional Indemnity insurance

Does your company hold any Professional Indemnity insurance? ☒ Yes ☐ No

[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

Choose File No file chosen

Max 30mb & Max 5 Files can be upload

Upload

Name	Actions
crlogo.png	View Doc Delete

Professional Indemnity insurance

Does your company hold any Professional Indemnity insurance? ☒ Yes ☐ No

[SAVE & CONTINUE](#) [BACK](#)

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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.

The screenshot shows the 'New Supplier Registration - Bank Details' form in the SupplierHUB system. The form is titled 'New Supplier Registration - Bank Details' and includes a welcome message for 'TESTORG1'. The form is divided into several sections: 'Company Details', 'Contact', 'Scope of Supply / Service', 'Certificates', 'Project Experience', 'Insurance', 'Financials', and 'Review and Submit'. The 'Financials' section is currently active, showing fields for 'Country', 'Currency', 'Bank Name', 'Branch Name', 'Account/Beneficiary Name', 'Beneficiary Address', 'Account Number', 'Bank Address', 'Locality/Street', 'City', 'State', and 'Swift Code'. The 'Country' field is set to 'UNITED ARAB EMIRATES' and the 'Currency' field is set to 'United Arab Emirates dirham'. The 'Bank Name' and 'Branch Name' fields are dropdown menus with '---Please Select---' as the current selection. The 'Account/Beneficiary Name' field is a text input. The 'Beneficiary Address' field is a text input with a 'maximum 200 characters' limit. The 'Account Number' field is a text input. The 'Bank Address', 'Locality/Street', 'City', 'State', and 'Swift Code' fields are text inputs. The 'Bank Address' field has a 'maximum 500 characters' limit. The 'Locality/Street' field has a 'maximum 500 characters' limit. The 'City' field has a 'maximum 500 characters' limit. The 'State' field has a 'maximum 500 characters' limit. The 'Swift Code' field has a 'maximum 500 characters' limit.

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 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 titled 'SupplierHUB' and includes a navigation bar with links to HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. The user is logged in as 'TESTORGI1'. The form fields are as follows:

Field	Value
Country	UNITED ARAB EMIRATES
Currency	United Arab Emirates dirham
Bank Name	bTkhpggygAGuaLvgTkoA
Branch Name	AauYoxdYaqASheYFvOT
Account/Beneficiary Name	Test Account
Beneficiary Address	Test Bene
Account Number	0882112152001
IBAN Number	AE850400000882112152001
Swift Code	NRAKAEAK
BIC Code	
Primary Account?	Yes
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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORGL

customer of the bank stated?

Reason for Transferring Account

Remove Intermediary Bank

Intermediary Bank Details

Country* UNITED ARAB EMIRATES Currency* United Arab Emirates dirham

Bank Name* PiTRxaiSFEqXHHYrgzV Bank Address maximum 500 characters

Branch Name* VzPZkpixUrnJShwFSLp Locality/Street

Account/Beneficiary Name* Test Int account City

Beneficiary Address* Test int bene State

Account Number* 1012567867101 Swift Code* WFBUS6S

IBAN Number* AE180260001012567867101 BIC Code

SORT Code

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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORGL

IBAN Number* AE68040000000319721061 BIC Code

Primary Account? * Yes No SORT Code

Signature Verification Letter from Bank Choose File No file chosen ABA Routing

Credit Facility for EagleHills 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* bTkhoggvgAGualvgTkoA Bank Address maximum 500 characters

Branch Name* AaulYxadYagASheYFvOT Locality/Street

Account/Beneficiary Name* Test Int account City

Beneficiary Address* Test int bene State

Account Number* 1012567867101 Swift Code* NRAKAEAK

IBAN Number* AE180260001012567867101 BIC Code

SORT Code



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 dark blue header and a light blue navigation bar. The main content area is divided into sections for bank details and intermediary banking details. A red circle highlights the 'Intermediary Banking Details' section.

Bank Details Table:

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 EML...	AED	bThpggygAGualvAoulYoxdYogAShe	NRAKAEAK			yes		

Intermediary Banking Details Table:

Account Number	IBAN Number	Beneficiary Name	Country	Curr	Bank Name	Branch Name	Swift Code	BIC Co
1012567867101	AE180260001012567867101	Test Int account.	UNITED ARAB EMIRATES	AED	PITRaxeISFEqXHHYrgzV	YzPZxpxUrnUShwFSLp	WFIUS6S	

Annual Turnover Details Form:

Year: Amount:

US\$ Equivalent:

Buttons: Add, Reset

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 has a navigation bar with links: HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A user is logged in as "Welcome, TESTORG1". The main heading is "Welcome to Supplier Registration Form". Below this, a message states: "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." A horizontal menu contains tabs: Company Details, Contacts, Scope of Supply / Service, Certificates, Project Experience, Insurance, Financials, Questionnaire, and Review and Submit. The "Questionnaire" tab is active, showing the "New Supplier Registration - Supplier Screening Questionnaire". A message says: "Please feel free to answer all the questions which are mandatory. For any queries and assistance please contact organization." The section is titled "Region" and contains the instruction: "PLEASE TICK THE REGION & COUNTRY SUBJECT OF THIS PREQUALIFICATION DIFFERENT REGIONS, DIFFERENT COUNTRIES SHOULD BE SUBMITTED SEPARATELY. FOR THE COUNTRIES NOT LISTED, PLEASE FILL IN THE RELEVANT REGION". A list of regions with checkboxes is shown: Middle East & North Africa, Europe, Sub-Saharan Africa, North America, Asia, South America, and GCC.

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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

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	View Doc
Phone Number	971 - 345 - 7485768	Place Of Issue	Duabi
Email Id	test1@gmail.com	Financial Details	AED 2,345 Annual Turn Over
Web Address		Audited Financial Statement	
Fax Number	971 - -	Company Stamp	View Doc
Office Timings	Sunday to Thursday (01 to 01)	Supplier Type	Contract Supplier
Factory Address		Warehouse Address	

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

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	View Doc
23119.jpg	View Doc
2019-03-01_16-17-24.png	View Doc

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--		sudheernaidu@...		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	Pol
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 Bank
---------------	---------	-------------	---------	----------	-----------	-------------	------------	----------	-----------------	------------------------	---------------



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

Name	Amount	PolicyNo	Validity	Name	Amount	PolicyNo	Validity	Name	Amount	PolicyNo	Validity	Name	Amount	PolicyNo
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	AE8504000008821...	Test Account	UNITED ARAB EMI...	AED	bTkhpggygAGualvAoulYoxdYaqAShe	NRAKAEAK			yes		

Intermediary Details

0882112152001 - bTkhpggygAGualvAoulYoxdYaqAShe

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		WFIUS6S	

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

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 is titled "SupplierHUB" and has a navigation bar with links: HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A user is logged in as "Welcome, TESTORG1". The main content area contains a list of questions (b) through (g) related to environmental policy and management systems. Each question has a corresponding text input field. Below the questions is a "Notes to Approver" section with a text area. At the bottom, there is a "Read Terms & Conditions" checkbox and a "I agree that above entered information is correct and accurate and I will be responsible for any incorrect or misleading information" statement. To the right of this statement are two buttons: "SAVE & SUBMIT" and "BACK". The footer of the page contains the text "Copyright © 2019 Eagle Hills. All rights reserved | Privacy Policy | Terms and Conditions".

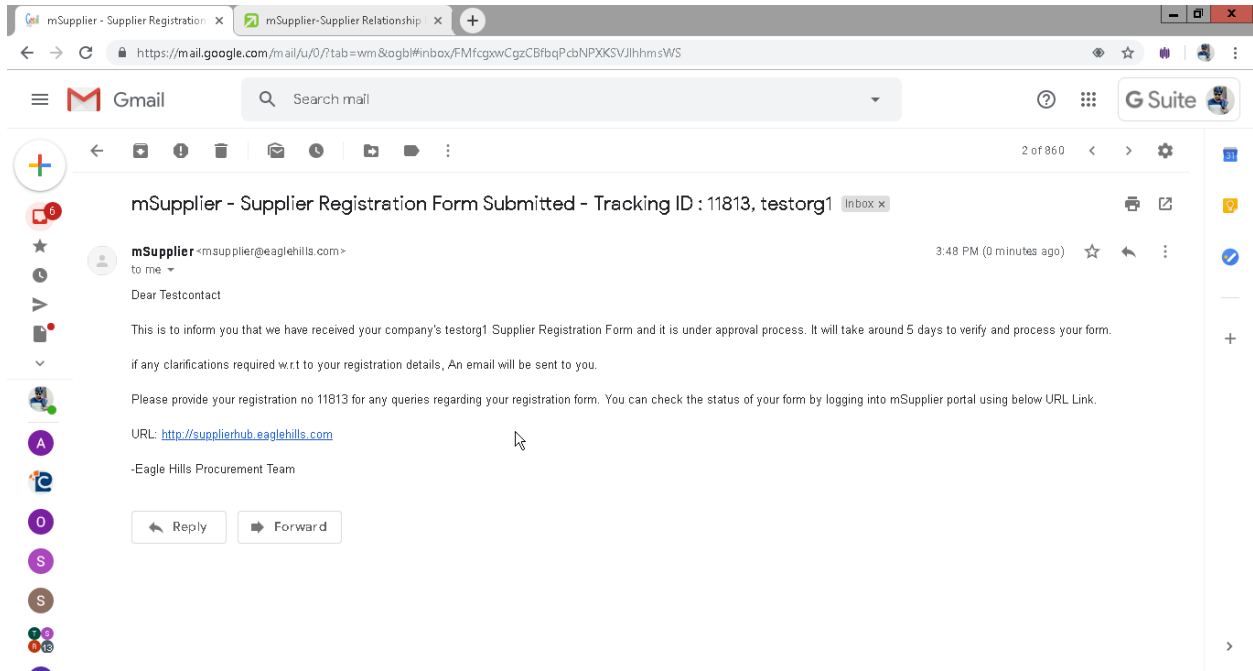
Application will display a success message if your form is submitted successfully for verification and approval process. Along with a message an email confirmation will be sent to your registered email id (provided in while creating the user account).

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.

The screenshot shows the SupplierHUB registration form. The form includes sections for Audited Financial Statement, Company Stamp, Taxation Details, and Parent Company Details. The form is currently in a state where the submit button is not visible, as indicated by the red circle and arrow pointing to the bottom right corner of the form area.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

Audited Financial Statement

Choose File No file chosen

Max. 30MB file & pdf/image files only (Refresh to clear selection)

Turn Over Currency* United Arab Emirates dirham

Company Stamp*

View Doc

Upload Scanned Copy of your Company Stamp

Max. 30MB file & pdf/image files only

Total Years of Experience

Taxation Details

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

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

Parent Company Details (Optional)

Company Name

Address

Max 200 Characters

Fax Number

971

Office Email Id

Phone Number

971

URLs (if applicable)

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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.

Warning: 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 1 Address Line 2 Address 2

City* dubai State* Hyderabad

Country* UNITED ARAB EMIRATES Office Number* 971 989 2345678

PO Box No* 22334 For UAE either PO Box no or Zip/Postal Code is mandatory

Zip/Postal Code Fax Number 971 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.*

Remarks, if any

Choose File No file chosen Add

Max. 30mb & Max 5 Files can be upload

Upload

Name	Actions
Capture.PNG	View Doc Delete
23119.jpg	View Doc Delete
2019-03-01_16-17-24.png	View Doc Delete
cr_ngo.png	View Doc 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

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

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.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG2

My Profile

My Tasks

Supplier Management

Your Application status is Pending Approval

Supplier Registration Details

Organization Details

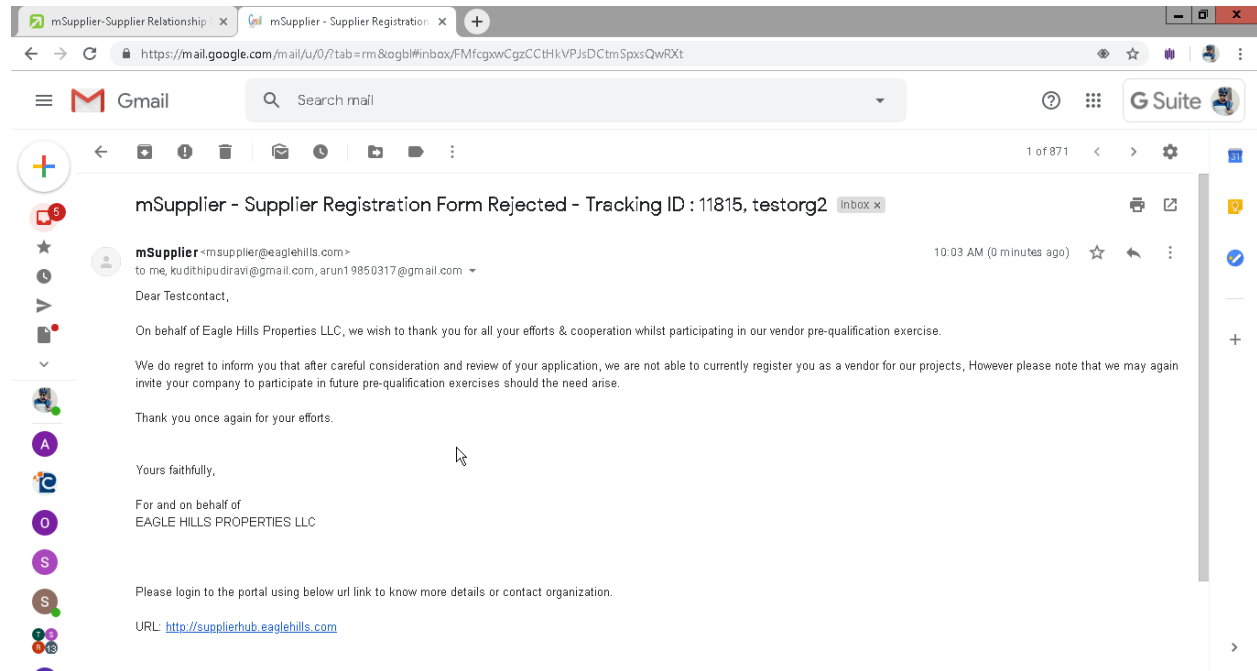
Company Name	testorg2	Legal Entity Type	SUBSIDIARY
Registered Address	Address 1	License No	12365478999874563214
	Address 2	License Expiry Date	04-Jun-2019
	dubai, Hyderabad	Business Commence Date	03-Jun-2019
	AE	Trade License/Business Doc	View Doc
Phone Number	971 - 989 - 2345678	Place Of Issue	Mumbai
Email Id	sudheer.naidu@criticalriver.com	Financial Details	AED 443Annual Turn Over
Web Address		Audited Financial Statement	
Fax Number	971 - -	Company Stamp	View Doc
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.

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 support@eaglehills.com

Your request is rejected. Please resubmit providing required information. Some the details are invalid and rejected by proac officer.

Contact* 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* Hyderabad

Country* UNITED ARAB EMIRATES Office Number* 971 989 2345678

PO Box No* 22334 Fax Number 971

Zip/Postal Code Web Address

For UAE either PO Box no or Zip/Postal Code is mandatory



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

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

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.

SAVE & SUBMIT BACK

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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

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	12365478999874563214
	Address 2	License Expiry Date	04-Jun-2019
	dubai, Hyderabad	Business Commence Date	03-Jun-2019
	AE	Trade License/Business Doc	View Doc
Phone Number	971 - 989 - 2345678	Place Of Issue	Mumbai
Email Id	sudheer.naidu@criticalriver.com	Financial Details	AED 443Annual Turn Over
Web Address		Audited Financial Statement	
Fax Number	971 - -	Company Stamp	View Doc
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

Supplier Activation

A supplier can check the status if he can't received any email confirmation from EAGLE HILLS with in 5 days by login into them supplier application with your login credentials.

Supplier Registration Details

Organization Details

Company Name	testorg2	Legal Entity Type	SUBSIDIARY
Registered Address	Address 1	License No	12365478999874563214
	Address 2	License Expiry Date	04-Jun-2019
	dubai, Hyderabad	Business Commence Date	03-Jun-2019
	AE	Trade License/Business Doc	View Doc
Phone Number	971 - 989 - 2345678	Place Of Issue	Mumbai
Email Id	sudheer.naidu@criticalrper.com	Financial Details	AED 443Annual Turn Over
Web Address		Audited Financial Statement	
Fax Number	971 - -	Company Stamp	View Doc
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	

If the status is still in pending approval that means your request is under review and approval process. You need to keep checking your email inbox for communication stating successfully processing your request. If your request is successfully you will received confirmation email like below screen shot.

mSupplier - Supplier Registration Form Submitted - Tracking ID : 11815, testorg2

mSupplier <mupplier@eaglehills.com>
to me

10:19 AM (6 minutes ago)

Dear Testcontact

This is to inform you that we have received your company's testorg2 Supplier Registration Form and it is under approval process. It will take around 5 days to verify and process your form.

if any clarifications required w.r.t to your registration details, An email will be sent to you.

Please provide your registration no 11815 for any queries regarding your registration form. You can check the status of your form by logging into mSupplier portal using below URL Link.

URL: <http://supplierhub.eaglehills.com>

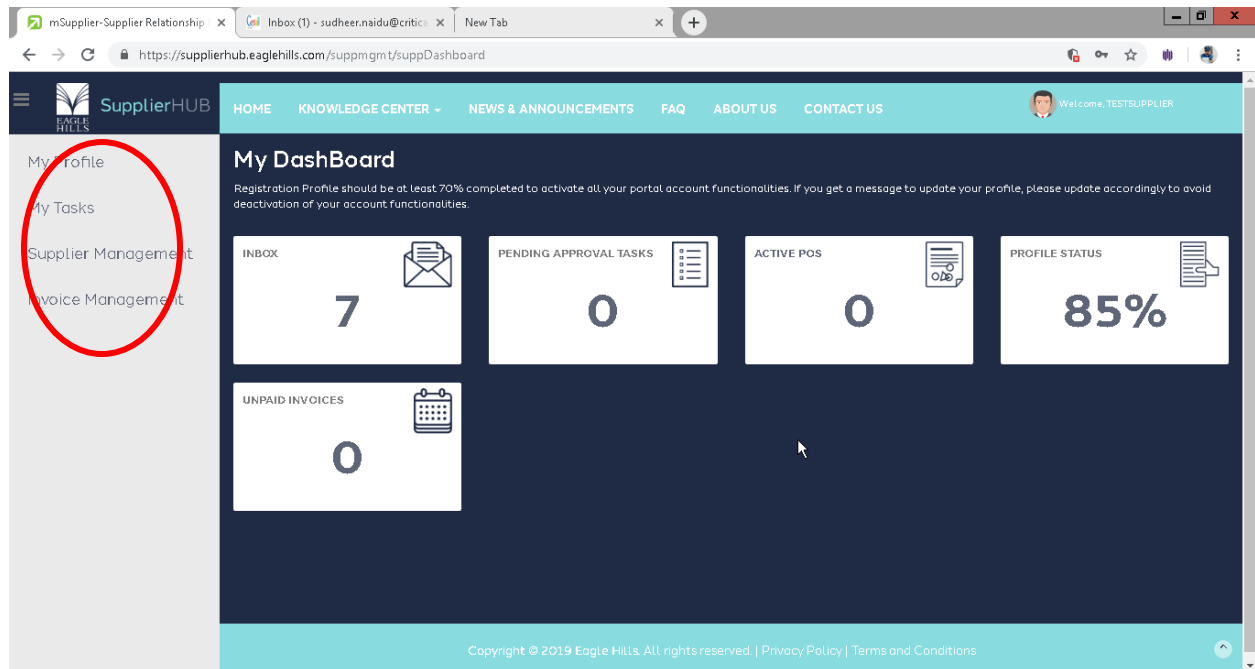
-Eagle Hills Procurement Team

[Reply](#) [Forward](#)



mSupplier SUPPLIER USER MANUAL

Once you received the confirmation email from eagle hills login with your credentials and application will take you to the dashboard page.



Existing Portal supplier activation

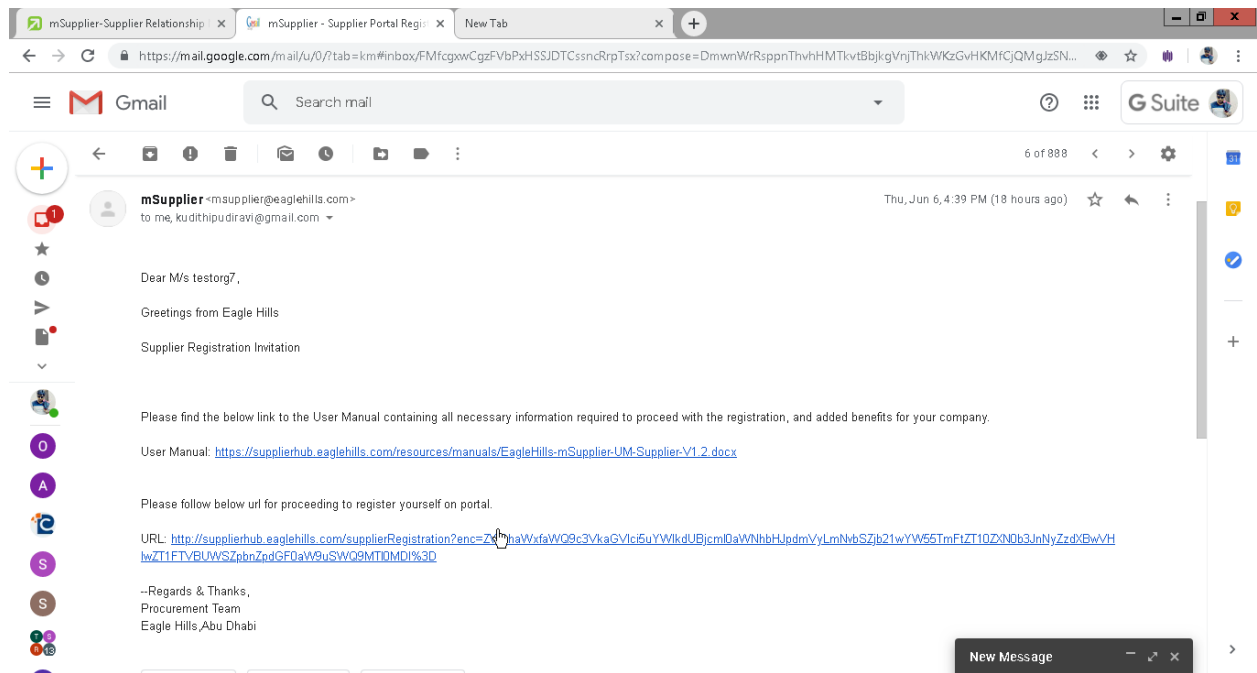
mSupplier portal application support two types of registrations a New supplier registration means a supplier who has not done any business with EAGLE HILLS till now and an existing supplier who has been doing business with EAGLE HILLS for a while.

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.



mSupplier SUPPLIER USER MANUAL



The screenshot shows the SupplierHUB registration form. The form has the following fields and sections:

- Designation:
- Department:
- User Credentials:
 - User Name*:
 - Password*:
 - Confirm Password*:
- Enter Code Shown*:

Below the code field, there is a CAPTCHA image showing the number 39731. Below the CAPTCHA, it says "Click arrows to refresh text, if not visible clearly".

At the bottom right, there are two buttons: **SUBMIT** and **CANCEL**. The **SUBMIT** button is circled in red.

At the bottom of the page, there is a footer: Copyright © 2019 Eagle Hills. All rights reserved | Privacy Policy | Terms and Conditions

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



mSupplier SUPPLIER USER MANUAL

Verify your basic details and update appropriately as depicted and click on update below.

Browser tabs: mSupplier-Supplier Relationship | mSupplier - Supplier Portal Regi | mSupplier-Supplier Relationship

URL: https://supplierhub.eaglehills.com/suppmgmt/apprSupplierProfile

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TEST SUPPLIER

My Profile
My Tasks
Supplier Management
Invoice Management

Profile Details Financials

Registration Details

* Indicates required fields
If any changes made on this page, please click on update button at the bottom of the page to process your changes!
View and Update your registration information. Note: Updating additional details will be sent for approval process.

Organization Details - TestSupplier

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		Phone Number *	971 789 7689787
PO Box *	86756	Web Address	
Fax Number	971 345 3456745	Annual Turn Over *	1234.00
Turn Over Currency *	United Arab Emirates dirham	Working time From *	0: A To 0: PI
Working day From *	Sunday To Thursday		

Browser tabs: mSupplier-Supplier Relationship | mSupplier - Supplier Portal Regi | mSupplier-Supplier Relationship

URL: https://supplierhub.eaglehills.com/suppmgmt/apprSupplierProfile

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TEST SUPPLIER

My Profile
My Tasks
Supplier Management
Invoice Management

Fax Number 971 Area Phone Number 971 0 0 General Office Email Id* URLs (if applicable)

Save

Taxation Details

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

Save

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--

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

Search

Select	Main Category	Sub Category	Goods/Services

Add

Status	Main Category	Sub Category	Product/Services	Action
--------	---------------	--------------	------------------	--------



mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TEST SUPPLIER

My Profile
My Tasks
Supplier Management
Invoice Management

Registration Details

* Indicates required fields.
If any changes made on this page, please click on update button at the bottom of the page to process your changes!
View and Update your registration information. Note: Updating additional details will be sent for approval process.

Organization Details - TestSupplier

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

Phone Number * 971 789 7689787

PO Box * 86756

Fax Number 971 345 3456745

Web Address

Turn Over Currency * United Arab Emirates dirham

Annual Turn Over * 1234.00

Working Days * Sunday - Thursday

System displays successfully messages but the registration is still not complete. Now go to banking details tab.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TEST SUPPLIER

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.
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.
Provided bank details are not valid. Organization is not responsible for any delays in processing the registration from our 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 can see that banking details are already existing if not please provide the banking details.



mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTSUPPLIER

Add Intermediary Bank

Add Reset

Bank Details

Disable/Delete	Edit	Account No.	Account/Beneficiary Na...	Country	Currency	Bank Name	Branch Name	SORT/FI
Active		44556677891	Test supplier	ANDORRA	AED	Test Supplier Bank	Test Supplier Branch	
Active		99447733444	Test supplier2	ANDORRA	AED	Test Supplier Bank2	Test Supplier Branch2	

Intermediary Details

UPDATE BACK

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Update Business details

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TEST SUPPLIER

Fax Number 971 Area General Office Email Id

Phone Number 971 0 0 URLs (if applicable)

Taxation Details

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

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--

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

Status	Main Category	Sub Category	Product/Services	Action
Active	General	Services	OEM or Specialized services	
Active	General	Services	Tours and Travel	
Active	General	Services	Training and development	
Active	General	Services	Government Organization	

Service experience Details



mSupplier SUPPLIER USER MANUAL

Update Certificates

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TEST SUPPLIER

Fax Number 971 Area General Office Email Id

Phone Number 971 0 0 URLs (if applicable)

Taxation Details

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

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

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

Employee's Liability

Does your company hold any Employee's Liability and/or Workers' compensation (or similar cover) Insurance? ☐ Yes ☐ No

Public Liability

Update all the details and click on update button.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TEST SUPPLIER

Product / Service Type Brand Product Warranty

Add

Product/Service Type	Product Warranty	Brand
No data to display		

Notes to Approver

Notes

UPDATE BACK

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mSupplier SUPPLIER USER MANUAL

Once click on update button your form will be submitted successfully.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTSUPPLIER

Your profile details are under review and approval process.

Profile Details Financials

Registration Details

* Indicates required fields.
If any changes done on this page, please click on update button at the bottom of the page to process your changes!
View and Update your registration information. Note: Updating additional details will be sent for approval process.

Organization Details - TestSupplier

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

Phone Number * 971 789 7689787

PO Box * 86756

Fax Number 971 345 3456745

Web Address

Turn Over Currency * United Arab Emirates dirham

Annual Turn Over * 1234.00

Working days From * Sunday To * Thursday

Working hours From * 09:00 To * 05:00

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.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTSUPPLIER

My Dashboard

Registration Profile should be at least 70% completed to activate all your portal account functionalities. If you get a message to update your profile, please update accordingly to avoid deactivation of your account functionalities.

INBOX 7

PENDING APPROVAL TASKS 0

ACTIVE PGS 0

PROFILE STATUS 85%

UNPAID INVOICES 0

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mSupplier SUPPLIER USER MANUAL

My Profile

mSupplier application's my profile menu item is very common feature applicable to all mSuppliers application users.

The screenshot shows a web browser window with the URL <https://supplierhub.eaglehills.com/usrmgmt/viewProfile>. The page is titled "User Profile" and features a sidebar with navigation links: "My Profile", "My Tasks", "Supplier Management", and "Invoice Management". The main content area displays the user's profile details, including a profile picture placeholder, a "Name" field with the value "TestSupplier", a "Designation" field with the value "Tester", a "Department" field with the value "Testing", a "Landline No" field with the value "971 324 2352352", an "Email" field with the value "sudheer.naidu@criticalriver.c", and a "Mobile No" field with the value "971 998999989". Below these fields is a "CLICK HERE TO UPLOAD SIGNATURE" button. A "SUBMIT" button is located at the bottom right of the form. The page also includes a header with the "SupplierHUB" logo and navigation links: "HOME", "KNOWLEDGE CENTER", "NEWS & ANNOUNCEMENTS", "FAQ", "ABOUT US", and "CONTACT US". A welcome message "Welcome, TEST SUPPLIER" is displayed in the top right corner.

Indicates required fields.

click on image to upload or modify the profile picture. Image size should not exceed Width:160px Height:140px for proper resolution.

click on image to upload or modify the signature. Image size should not exceed Width:310px Height:98px for proper resolution.

CLICK HERE TO UPLOAD SIGNATURE

SUBMIT

As you see in the above screens some of users profile details are not captured during account creation step and hence supplier user can change his details using the above screen.



mSupplier SUPPLIER USER MANUAL

Browser tabs: Inbox (10) - sudheer.naidu@criti... mSupplier-Supplier Relationship

URL: https://supplierhub.eaglehills.com/usrmgmt/viewProfile

SupplierHUB


HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TEST SUPPLIER

My Profile
My Tasks
Supplier Management
Invoice Management

User Profile

*Indicates required fields.



click on image to upload or modify the profile picture.
Image size should not exceed Width:160px Height:140px for proper resolution.

Name: TestSupplier

Designation: Tester

Department: Testing

Landline No: 971 324 2352352
Fmt:ctrycode-areacode-landline no

Email*: sudheer.naidu@criticalriver.c

Mobile No*: 971 998999989
Fmt:ctrycode-Mobile no

[CLICK HERE TO UPLOAD SIGNATURE](#)

click on image to upload or modify the signature.
Image size should not exceed Width:310px Height:98px for proper resolution.

SUBMIT

Once submitted confirmation message will be displayed after successfully modification of your user details.

Browser tabs: Inbox (10) - sudheer.naidu@criti... mSupplier-Supplier Relationship

URL: https://supplierhub.eaglehills.com/usrmgmt/viewProfile

SupplierHUB


HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TEST SUPPLIER

My Profile
My Tasks
Supplier Management
Invoice Management

User Profile

*Indicates required fields.



click on image to upload or modify the profile picture.
Image size should not exceed Width:160px Height:140px for proper resolution.

Name: TestSupplier

Designation: Tester

Department: Testing

Landline No: 971 2352352
Fmt:ctrycode-areacode-landline no

Email*: sudheer.naidu@criticalriver.c

Mobile No*: 971 998999989
Fmt:ctrycode-Mobile no

[CLICK HERE TO UPLOAD SIGNATURE](#)

click on image to upload or modify the signature.
Image size should not exceed Width:310px Height:98px for proper resolution.

SUBMIT

Successfully processed your request.



Change/Reset Password

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome ADMIN

Change Password

*Indicates required fields.

Provide your existing valid old password. New password should be minimum of 8 and max. of 16 characters. Password should be alphanumeric with atleast one Capital letter and a Special character. Ex:Test@123

Old Password*

New Password*

Confirm Password*

SUBMIT

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Another feature in my profile menu is ability to reset a your logged in user password. You can change the password to your convenient and comfortable password in order to easily remember how everyone you need to adhere to password policy enforced by EAGLE HILLS which is mentioned on the screen depicted below.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome ADMIN

Change Password

*Indicates required fields.

Provide your existing valid old password. New password should be minimum of 8 and max. of 16 characters. Password should be alphanumeric with atleast one Capital letter and a Special character. Ex:Test@123

Old Password*

New Password*

Confirm Password*

SUBMIT

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mSupplier SUPPLIER USER MANUAL

Old Password :- enter your old password and please provide a valid old password. System verify the same and will display error message if you will provide wrong password.

New Password :- Enter new password with the following password standards.

Password should be in alphanumeric

Minimum 8 character's and maximum 15 character's

Atleast one capital letter and one special character

Confirm Password :- Reenter the new password again.

Click on Submit button a confirmation message will be displayed.

The screenshot shows a web browser window with the URL <https://supplierhub.eaglehills.com/usrmgmt/changePassword>. The page is titled "Change Password" and includes a sidebar with navigation links: My Profile, My Tasks, Administration, User Management, Supplier Management, and Reports. The main content area contains the following text: "Indicates required fields. Provide your existing valid old password. New password should be minimum of 8 and max. of 16 characters. Password should be alphanumeric with atleast one Capital letter and a Special character. Ex:Te\$@123". There are three input fields labeled "Old Password*", "New Password*", and "Confirm Password*", each with a red asterisk indicating a required field. The "New Password" and "Confirm Password" fields are circled in red. A "SUBMIT" button is also circled in red. The footer of the page reads "Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions".



mSupplier SUPPLIER USER MANUAL

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTSUPPLIER

Your password has been changed successfully. Please Logout and login with your new password.

User Profile

*Indicates required fields.

click on image to upload or modify the profile picture. Image size should not exceed Width:160px Height:140px for proper resolution.

Name TestSupplier

Designation

Department

Landline No 971

Email* sudheer.naidu@criticalriver.c

Mobile No* 971 998999989

CLICK HERE TO UPLOAD SIGNATURE

click on image to upload or modify the signature. Image size should not exceed Width:310px Height:98px for proper resolution.

SUBMIT

My Tasks

mSupplier application request feature is mainly for internal Eagle hills approver users where in approval requests related to supplier registration form, Supplier invoice approvals and any additional approval related request/tasks are managed in this feature. Each eagle hills approver user will be assigned a list of tasks related to supplier registration form or supplier invoices approval on which they need to act upon i.e either they will have to approve, rejector ask for more information about an assigned task for approval.



mSupplier SUPPLIER USER MANUAL

Browser tabs: Inbox (10) - sudheer.naidu@criti... mSupplier-Supplier Relationship

URL: https://supplierhub.eaglehills.com/workflowgmt/tasksList

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, HH

My Profile

My Tasks

User Management

Supplier Management

Invoice Management

Reports

Successfully processed your request.

Assigned Tasks List

The following are the list of tasks which requires your review and approval. Please click on Task id link to open task details for review and approval.

Task Id	Description	Submitted By	Status	Start Date	Assigned Date
1001	Supplier Registration Process - testorg2	TESTORG2	Approved By Procurement ...	04-Jun-2019	04-Jun-2019
1003	Update Supplier Banking Details - cns1	CNS1	Submitted to Finance Mana...	03-Jun-2019	03-Jun-2019

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When we click on reference no link approval page will be displayed. Approver will approve the requests and automatically email will be send to supplier when it got approver.

Browser tabs: Inbox (10) - sudheer.naidu@criti... mSupplier-Supplier Relationship

URL: https://supplierhub.eaglehills.com/workflowgmt/openTask?taskId=e49b459b-8699-11e9-95eb-000d3a44f455&srmsRefNumber=11815&contextSiteNumber=1...

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, SGA

My Profile

My Tasks

User Management

Supplier Management

Invoice Management

Reports

04-Jun-2019 09:06:20 Some of the details required in certificates please update

04-Jun-2019 09:06:24 Required information is provided

04-Jun-2019 10:06:00 Some the details are invalid and rejected by procofficer.

04-Jun-2019 10:06:06 Your provided information is not valid please resubmit your form with the vali...

04-Jun-2019 10:06:19 Your provided information is not valid please resubmit your form with the vali...

04-Jun-2019 10:06:42 Approved

More Info Required By Das,Ritu

More Info Submitted By Testcontact

Rejected By Das, Ritu

Rejected By Das, Ritu

Rejected By Das, Ritu

Reviewed By Muhammad Ismail, Mr.

04-Jun-2019 09:06:24

04-Jun-2019 10:06:01

04-Jun-2019 10:06:31

04-Jun-2019 10:06:24

04-Jun-2019 10:06:53

04-Jun-2019 11:06:13

Approver's action on the request

Choose Action*

☒ Approved ☐ Rejected ☐ More Info Required [Delegate Request](#)

Remarks

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mSupplier SUPPLIER USER MANUAL

Notifications

Notifications screen is use to track all email notifications received by you, even if don't get an email due to various reason like mail server issue, network issue. This will be for your reference and enquiry purpose for all transactions done through mSupplier portal application.

To	Subject	Date Sent	Status
TEST SUPPLIER	mSupplier - Supplier Registration Updated Profile details Approved - Tracking ...	04-Jun-2019	New
	New Task Assignment for Supplier Registration Approval	04-Jun-2019	New
	New Task Assignment for Supplier Registration Approval	04-Jun-2019	New
con3	mSupplier - Supplier Registration Updated Profile details Approved - Tracking ...	04-Jun-2019	New
	New Task Assignment for Supplier Registration Approval	04-Jun-2019	New
	New Task Assignment for Supplier Registration Approval	04-Jun-2019	New
SD	mSupplier - Supplier Portal Login Credentials	04-Jun-2019	New
SUPPLIER	mSupplier - Supplier Portal Registration Invitation	04-Jun-2019	New
CO_3	mSupplier - Supplier Registration Form Approved - Tracking ID : 11816, con3	04-Jun-2019	New
	New Task Assignment for Supplier Registration Approval	04-Jun-2019	New

Go to page: 1 Show rows: 10 1-10 of 549

Message Details

Dear con3,

It is to bring to your notice that your updated mSupplier Registration details submitted has been approved. Please login into the portal using the below link for details.

URL: <http://supplierhub.eaglehills.com>

-Eagle Hills Procurement Team

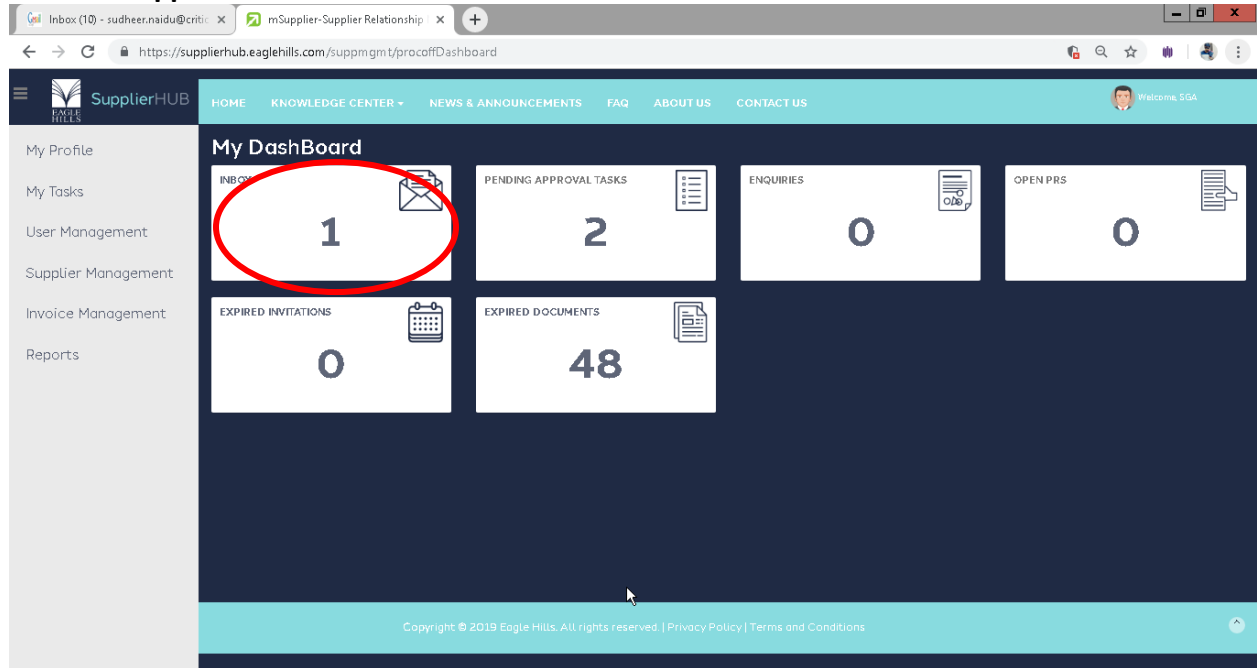
SMS Message Details

Dear con3, It is to bring to your notice that your updated mSupplier Registration details submitted has been approved. Please login into the portal using the below link for details: URL: <http://supplierhub.eaglehills.com>

All emails will be in new state till actually read them (clicking on the notification record on the grid). In your dashboard, system will display no of unread emails notifications in inbox icon.

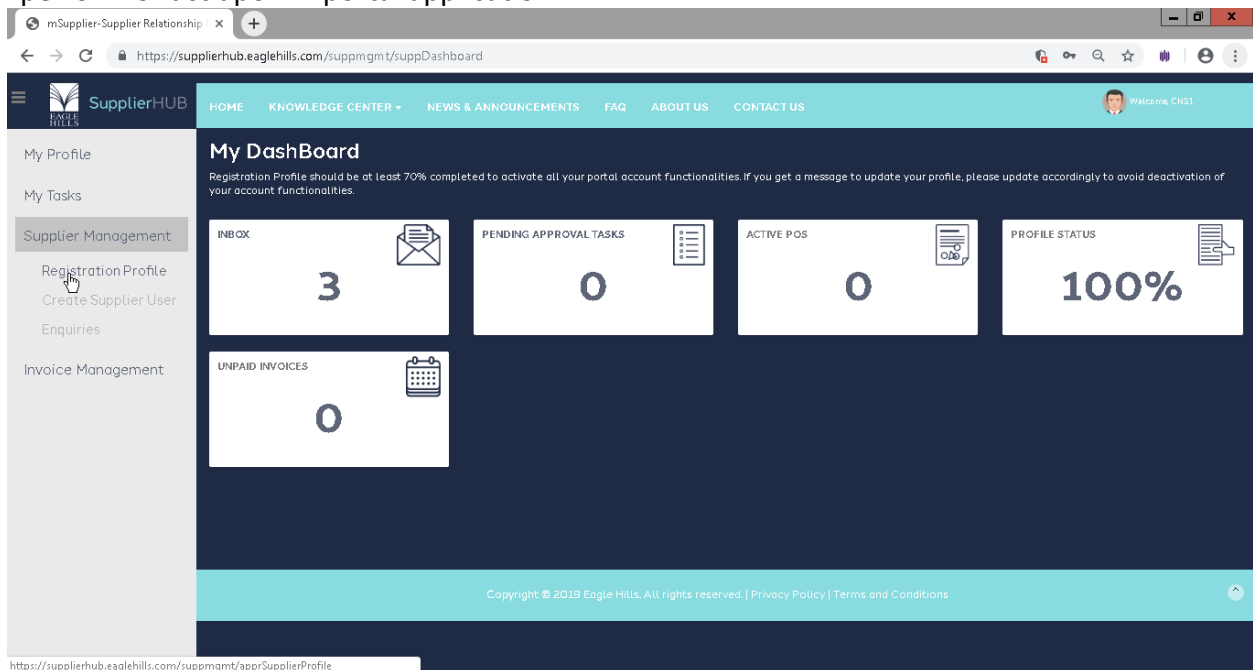


mSupplier SUPPLIER USER MANUAL



Dashboard

Supplier dashboard is the screen first displayed when you logged into mSupplier portal application. Dashboards has system alerts are pending actions which you have to perform or act upon in portal application.





mSupplier SUPPLIER USER MANUAL

Supplier Management View/Edit Registration Profile

The screenshot shows the SupplierHUB dashboard. The left sidebar contains a menu with the following items: My Profile, My Tasks, Supplier Management, **Registration Profile** (highlighted with a red circle), Create Supplier User, Enquiries, and Invoice Management. The main content area displays 'My Dashboard' with a message: 'Registration Profile should be at least 70% completed to activate all your portal account functionalities. If you get a message to update your profile, please update accordingly to avoid deactivation of your account functionalities.' Below this message are four cards: INBOX (3), PENDING APPROVAL TASKS (0), ACTIVE POS (0), and PROFILE STATUS (100%). There is also an UNPAID INVOICES card showing 0. The footer contains the copyright notice: 'Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions'.

Supplier once active may view his registration profile and update details any time by clicking registration profile one left side menu.

Supplier will have option to edit the registration profile.

The screenshot shows the 'Registration Details' form in the SupplierHUB dashboard. The form is titled 'Registration Details' and includes a sub-header 'Your Financial details are under review and approval process.' Below this, there are two tabs: 'Profile Details' (selected) and 'Financials'. The form contains several fields with labels and asterisks indicating required fields:

- Country*: UNITED ARAB EMIRATES (dropdown menu)
- Currency*: United Arab Emirates dirham (dropdown menu)
- Bank Name*: ---Please Select--- (dropdown menu)
- Bank Address: Maximum 200 Characters Only (text input)
- Branch Name*: ---Please Select--- (dropdown menu)
- Locality/Street: (text input)
- Account/Beneficiary Name*: (text input)
- City: (text input)
- Beneficiary Address*: Maximum 200 Characters Only (text input)
- State: (text input)

Below the form, there is a section titled 'Add New Bank Details' with a plus icon.



mSupplier SUPPLIER USER MANUAL

Supplier can able to edit profile and business classification details.

Organization Details - and

* Indicates required fields
If any changes done on this page, please click on update button at the bottom of the page to process your changes!
View and Update your registration information. Note: Updating additional details will be sent for approval process

Address Line 1 *	capital gate	Address Line 2	
Supplier Type *	Consulting Supplier	State *	dubai
City *	abu	Country *	UNITED ARAB EMIRATES
Zip/Postal Code		Phone Number *	971 345 3463463
PO Box *	24634	Web Address	
Fax Number	971 Area	Annual Turn Over *	67876.00
Turn Over Currency *	United Arab Emirates dirham	Working time From *	0: A To 0: PI
Working day From *	Sunday To Thursday	Company Stamp(scan copy) *	Choose File No file chosen View Doc
Business Registration Document *	Choose File No file chosen View Doc	Business Commence Date *	31-May-2019
Type Of Legal Entity *	Domestic Consultant		

Max. 30MB file & pdf/image files only

Supplier can update details on basic and banking details without any approval as depicted above.

Reason for Transferring Account

Add Intermediary Bank

Bank Details


	Account No	IBAN No	Account/Beneficiary Name	Country	Currency	Bank Name	Branch Name	SORT/FE
In Active	98767898767		surya	INDIA	AED	icici	kphb	
Added	98989898988		consultant	INDIA	AED	sbi	nir	

Intermediary Details


UPDATE BACK

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SupplierHUB

[HOME](#)
[KNOWLEDGE CENTER](#)
[NEWS & ANNOUNCEMENTS](#)
[FAQ](#)
[ABOUT US](#)
[CONTACT US](#)


Weirame, CHS1

My Profile
My Tasks
Supplier Management
Invoice Management

Quality

Does your company hold a recognized quality Management Certificate? *

What is the expiry of your current certificate? *

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

Remarks, if any

Does your company hold ISO 9001 Certification? *

What is the expiry of your current ISO 9001 certificate? *

Please attach full current copies of ISO 9001 certificates you hold. *

Remarks, if any

Notes to Approver

☒ Yes
☐ No

No file chosen

Max. 30MB & pdf/image files only

Name	Actions
testing docx	<input type="button" value="View Doc"/> <input type="button" value="Delete"/>

☒ Yes
☐ No

No file chosen

Max. 30MB & pdf/image files only

Name	Actions
------	---------



mSupplier SUPPLIER USER MANUAL

Supplier will be able to see the status of updated fields that either pending approval or approved supplier will get all the notifications information in email regarding the information approval.

SupplierHub

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, CHS1

My Profile

My Tasks

Supplier Management

Invoice Management

Registration Details

* Indicates required fields.
If any changes done on this page, please click on update button at the bottom of the page to process your changes!
View and Update your registration information. Note: Updating additional details will be sent for approval process.

Organization Details - and

Address Line 1 * capital gate

Address Line 2

Supplier Type * Consulting Supplier

State * dubai

City * abu

Country * UNITED ARAB EMIRATES

Zip/Postal Code

Phone Number * 971 345 3463463

PO Box * 24634

Fax Number 971 Area

Web Address

Turn Over Currency * United Arab Emirates dirham

Annual Turn Over * 67876.00

Create Supplier User

mSupplier Portal application allows suppliers to create additional portal user accounts through Create Supplier Users feature. Once the supplier registration form is filled and submitted for review and approval process by the person who has received the registration invitation email can create additional supplier users.

Generally additional supplier portal user accounts will be for all the contact details provided in registration form on contactstab. User accounts can be created for the Sales, Finance and Management contact details provided.

Further business transactions and communications with respect to Purchase order and invoices will be handled by the users created for sales, finance contact details provided.



mSupplier SUPPLIER USER MANUAL

mSupplier-Supplier Registration x

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

SupplierHUB

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Welcome, DICETEK

My Profile

My Tasks

Supplier Management

Invoice Management

New User Account

* Indicates required fields.
Maximum of 3 supplier user accounts can be created in the system.

Full Name*

Department Name

Email*

Type*

User Name*

Designation

Mobile No*

Name	User Name	Designation	Department	Email Id	Mobile No	Status
No data to display						

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mSupplier-Supplier Registration x

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

SupplierHUB

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Welcome, DICETEK

My Profile

My Tasks

Supplier Management

Invoice Management

New User Account

* Indicates required fields.
Maximum of 3 supplier user accounts can be created in the system.

Full Name*

Department Name

Email*

Type*

User Name*

Designation

Mobile No*

Name	User Name	Designation	Department	Email Id	Mobile No	Status
No data to display						

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mSupplier SUPPLIER USER MANUAL

mSupplier-Supplier Registration

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

SupplierHUB

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Welcome, DICETER

My Profile

My Tasks

Supplier Management

Invoice Management

Successfully processed your request.

New User Account

* Indicates required fields
Maximum of 3 supplier user accounts can be created in the system.

Full Name*

Department Name

Email*

Type*

User Name*

Designation

Mobile No*

Add

Enable/Disable User

Name	User Name	Designation	Department	Email Id	Mobile No	Status
test123	TESTUSER			surya.lakshmi@criticalriver.c...	9712835092397	Active

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Enquiries

mSupplier portal application provides enquiries feature where in supplier's can post enquiries regarding registration form, bids, purchase orders and invoices. System will notify Eagle hills users whenever new enquiry is posted through email communication.

mSupplier-Supplier Relationship

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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, DICETER

My Profile

My Tasks

Supplier Management

Invoice Management

My Enquiries

* Indicates required fields
General enquiries regarding Registration Profile, PO, Invoices, Bids can be posted here.

Post New Enquiry

Select Enquiry Type*

Enter Enquiry Details*

SUBMIT

Enquiry Details

Enquiry No	Enquiry Date	Enquiry Type	Subject	Status
No data to display				

Go to page: 1 Show rows: 10 0-0 of 0

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You can view the details and status of the enquiries posted through the enquiry grid by clicking on enquiry details. You can also repost the enquiry if you are not satisfied/understand the reply from Eagle hills users.



mSupplier SUPPLIER USER MANUAL

mSupplier-Supplier Relationship x

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

SupplierHUB

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Welcome, DICETEK

My Profile

My Tasks

Supplier Management

Invoice Management

Successfully Processed Your Request.

My Enquiries

* Indicates required fields.
General enquiries regarding Registration Profile, P.O. Invoices Bids can be posted here.

Post New Enquiry

Select Enquiry Type*

Enter Enquiry Details*

SUBMIT

Enquiry Details

Enquiry no	Enquiry Date	Enquiry Type	Subject	Status
10001	04-Jun-2019	Supplier Registration	Enquiry related to supplier registration no 10524	Open

Go to page: 1 Show rows: 10 1-1 of 1

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mSupplier-Supplier Relationship x

https://supplierhub.eaglehills.com/suppmgmt/enquiryHst/10001

SupplierHUB

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Welcome, DICETEK

My Profile

My Tasks

Supplier Management

Invoice Management

Enquiry Details

Request No	10001	Supplier	10524-DICETEK LLC.
Enquiry Desc	Supplier management		
Date	Replied By	Remarks	Status

Enter Reply*

Enquiry Status*

SUBMIT BACK

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Similarly you can post any number of replies to the enquiry till you get a satisfactory reply from Eagle Hills users. Supplier can post queries on PO's Invoices also. It is advised to post proper enquiry with numbers for which enquiry is being posted like PO number, Invoice Number, registration reference number in order to get fast and exact response for the enquiry posted.



mSupplier SUPPLIER USER MANUAL

PO Based invoice submission

Invoices Management and Payment tracking plays a major role in completing procurement cycle. Keeping records of every single invoices submitted/cleared will give clear picture on Organizations financial records. Tracking all invoice documents and payment transaction details will enable organizations to have a smooth and hassle free audit processes.

mSupplier portal application enables suppliers to submit invoices requesting payments for the services provided online unlike manual submission of invoice hard copies. Having soft copies/e-Invoices will help both suppliers and organization to have end to end details of the payment process for the Purchase orders executed by the suppliers.

Invoice Payment Online tracking along with enquiries associated with submitted invoices reduces the payment cycle and enables organization to clear payments efficiently. Monthly Supplier account statement reconciliations will help Suppliers, Organizations and Auditors to have access to details transaction details with appropriate clarifications for all types of discrepancies.

Clicking on Raise Invoice will take you to Invoice submission form as depicted below.

We have two types of invoices for PO's one is **Standard** and another one is **Advanced** invoice.

Standard Invoice

The screenshot displays the mSupplier Supplier Registration portal. The 'My Purchase Orders' section is active, showing a list of purchase orders. The 'Raise Invoice' button is highlighted with a red circle. Below the table, the 'Invoices' tab is selected, showing a detailed view of a purchase order line item.

PO No	Description	Status	PO Cost	Currency	PO Date	Ord. Qty	Rec. Qty	Rej. Qty	Inv. Amou
EIP-2019-1288	Cost for Provision of Project Manager - Khalid	OPEN	108,960.00	USD	30-Apr-2019	12	0	0	308,000.00
EIP-2019-1288	Cost of IT Network Engineer	OPEN	36,000.00	AED	15-Apr-2019	3	0	0	25,365.00
EIP-2019-1590	Cost of Oracle Application ...	OPEN	25,200.00	USD	04-Oct-2018	3	2.82	0	16,873.00
EIP-2018-1419	Cost of Oracle Application ...	OPEN	25,200.00	USD	21-Jun-2018	3	2.54	0	22,411.00
EIP-2018-1275	Cost of Oracle Technical Te...	OPEN	22,500.00	USD	19-Jun-2018	3	0.65	0	5,135.55
EIP-2018-1271	Cost of Oracle Technical Te...	OPEN	22,500.00	USD	19-Jun-2018	3	0.65	0	5,135.55
EIP-2018-1226	Cost for Provision of Project Manager - Khalid	OPEN	108,960.00	USD	21-May-2018	12	10.36	0	91,018.36

Go to page: 1 Show rows: 10 1-7 of 7

PO Lines Invoices

PO Lin...	Item Name	Description	Qty	Price	Tax	Currency	Rec. Qty	Recieved Cost	UOM	Rej. Qty
1	Provision of Project Manager - Khalid	Provision of Project Manager	12	108,960.00	5,448.00	USD	0	0.00	Each	0



mSupplier SUPPLIER USER MANUAL

mSupplier-Supplier Registration x

https://supplierhub.eaglehills.com/invoicemgmt/poWorkbench

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Welcome, DICETEX

My Profile

My Tasks

Supplier Management

Invoice Management

My Purchase Orders

List of purchase orders from the organization till now honoured!
Clicking on View PO button will display a PDF format of the Purchase Order. You can download and save a soft copy for your records!
After reviewing the purchase order, please kindly acknowledge the purchase order by clicking on Acknowledge PO!

View PO | Raise Invoice | Raise Advance Invoice | Export to Excel

PO No	Description	Status	PO Cost	Currency	PO Date	Ord. Qty	Rec. Qty	Rej. Qty	Inv. Amou
EIP-2019-1788	Cost for Provision of Project Manager - Khalid Chaudhary for 1 Year From 15-05-2019 To 14-05-2020. End User Contact: Sameer/Justin at 02 495 8869	OPEN	108,960.00	USD	30-Apr-2019	12	0	0	908.00
EIP-2019-1738	Cost of IT Network Engineer...	OPEN	36,000.00	AED	15-Apr-2019	3	0	0	
EIP-2019-1590	Cost of Oracle Application ...	OPEN	53,400.00	USD	07-Jan-2019	6	3.71	0	25,365.00
EIP-2018-1419	Cost of Oracle Application ...	OPEN	25,200.00	USD	04-Oct-2018	3	2.82	0	16,873.00
EIP-2018-1275	Cost of Oracle Application ...	OPEN	25,200.00	USD	21-Jun-2018	3	2.54	0	22,411.00
EIP-2018-1271	Cost of Oracle Technical Te...	OPEN	22,500.00	USD	19-Jun-2018	3	0.65	0	5,135.55
EIP-2018-1226	Cost for Provision of Project Manager - Khalid Chaudhary for 1 Year From 15-05-2019 To 14-05-2020. End User Contact: Sameer/Justin at 02 495 8869	OPEN	108,960.00	USD	21-May-2018	12	10.36	0	91,018.35

Go to page: 1 Show rows: 10 1-7 of 7

PO Lines Invoices

PO Line	Item Name	Description	Qty	Price	Tax	Currency	Rec. Qty	Received Cost	Unit	Rel. Qty
1	Provision of Project Manager - Khalid Chaudhary for 1 Year From 15-05-2019 To 14-05-2020. End User Contact: Sameer/Justin at 02 495 8869	Provision of Project Manager ...	12	108,960.00	5,448.00	USD	0	0.00	Each	0

Invoice Details

mSupplier-Supplier Registration x

https://supplierhub.eaglehills.com/invoicemgmt/poLinesBasedInvoice?poNumber=EIP-2019-1788&poLineNumber=&delId=

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Welcome, DICETEX

My Profile

My Tasks

Supplier Management

Invoice Management

PO Based e-Invoice

*Indicates required fields

Purchase Order Line Details

Supplier Id	034	Supplier Name	DICETEX LLC
PO No	EIP-2019-1788	Description	Cost for Provision of Project Manager - Khalid Chaudhary for 1 Year From 15-05-2019 To 14-05-2020. End User Contact: Sameer/Justin at 02 495 8869
Department	Information Technology		
Requested By	Jolly, Mr. Justin	Buyer	Ismail-NA
PO Total Cost	USD 108,960.00	Invoiced Amount	USD 908.00

Invoiced Amount

Invoice No	Type	Invoice Date	Status	Invoice Amount	Tax	Invoice
31MAY19P1	STANDARD	31-May-2019	Pending Approval	USD 908.00	USD 45.40	View Doc
31MAY19AP1	PREPAYMENT	31-May-2019	SUBMITTED	USD 908.00	USD 45.40	View Doc
03JUN19P1	STANDARD	03-Jun-2019	Rejected	USD 9080.00	USD 454.00	View Doc
03JUN19AP1	PREPAYMENT	03-Jun-2019	REJECTED	USD 9080.00	USD 454.00	View Doc



mSupplier SUPPLIER USER MANUAL

mSupplier-Supplier Registration x

https://supplierhub.eaglehills.com/invoicemgmt/poLinesBasedInvoice?poNumber=EIP-2019-1788&poLineNumber=&delld=

SupplierHUB

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Welcome, DICETEX

	Y	11367	1	Provision of Project Manager - Khalid Chaudary for 1 Year From 15-05-2019 To 14-05-2020	Provision of Project Manager - Khalid Chaudary for 1 Year From 15-05-2019 To 14-05-2020	12.00	9080.00	0.10			108960.00	5.00
--	---	-------	---	---	---	-------	---------	------	--	--	-----------	------

Please make sure to provide valid details below, invalid details will result in rejection of payments!

Invoice Details

Enter Invoice No* [Check Duplicate](#) Invoice Amount [Calculate](#)

Invoice Date* Invoice Due Date

Upload Invoice Scan Copy* [Choose File](#) [No file chosen](#) Max. 5MB & pdf/image files only Tax Amount

Delivery Order No* Delivery Order Date*

Upload DO Scan Copy* [Choose File](#) [No file chosen](#) Max. 5MB & pdf/image files only

Invoice Description*

[Read terms & Conditions](#) ☐ I Agree Terms & Conditions [SUBMIT INVOICE](#) [BACK](#)

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Provide appropriate Invoice Details in the Invoice Details Panel, the following are the mandatory fields to be submitted as part of invoice submission.

- Invoice No, a alphanumeric unique invoice identifier
- Invoice Description, a brief description of invoice not exceeding 200 characters
- Invoice Scan Copy, a scanned copy of your companies invoice format
- DO No, a alphanumeric Document no
- DO Scan Copy, scan copy of the DO document not exceeding a size of 5MB and .pdf or image files.

Upon selecting and providing all relevant details, read and accept terms & conditions and click Submit Invoice button as depicted below

mSupplier-Supplier Registration x

https://supplierhub.eaglehills.com/invoicemgmt/poLinesBasedInvoice?poNumber=EIP-2019-1788&poLineNumber=&delld=

SupplierHUB

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Welcome, DICETEX

	Id	Line #			Qty	Cost	Inv Qty	Amount	Tax Amount	Amount	Rate	
<input checked="" type="checkbox"/>	11367	1	Provision of Project Manager - Khalid Chaudary for 1 Year From 15-05-2019 To 14-05-2020	Provision of Project Manager - Khalid Chaudary for 1 Year From 15-05-2019 To 14-05-2020	12.00	9080.00	0.10	1	9080.00	454.00	108960.00	5.00

Please make sure to provide valid details below, invalid details will result in rejection of payments!

Invoice Details

Enter Invoice No* [Check Duplicate](#) Invoice Amount [Calculate](#)

Invoice Date* Invoice Due Date

Upload Invoice Scan Copy* [Choose File](#) [crlogo.png](#) Max. 5MB & pdf/image files only Tax Amount

Delivery Order No* Delivery Order Date*

Upload DO Scan Copy* [Choose File](#) [Capture.PNG](#) Max. 5MB & pdf/image files only

Invoice Description*

[Read terms & Conditions](#) ☒ I Agree Terms & Conditions [SUBMIT INVOICE](#) [BACK](#)



mSupplier SUPPLIER USER MANUAL

Once invoice is submitted, system will display a success message and it will go for the approval.

The screenshot shows the SupplierHUB interface with the 'Invoiced Amount' table highlighted by a red circle. The table lists invoices with their details, including Invoice No, Type, Status, Tax, and Invoice Amount. The 'View Doc' button is visible for each row.

Invoice No	Type	Status	Tax	Invoice
31MAY19P1	STANDARD	Pending Approval	USD 908.00	USD 454.00
31MAY19P1	PREPAYMENT	SUBMITTED	USD 908.00	USD 454.00
03JUN19P1	STANDARD	Rejected	USD 908.00	USD 454.00
03JUN19P1	PREPAYMENT	REJECTED	USD 908.00	USD 454.00
789	STANDARD	Pending Approval	USD 908.00	USD 454.00
34346346	STANDARD	Pending Approval	USD 908.00	USD 454.00

Advanced Invoice for PO

Login to internal User and go to Invoice management and select PO workbench. Before going to click on Raise Advance invoice button we need to select the PO's.

The screenshot shows the SupplierHUB interface with the 'My Purchase Orders' table highlighted by a red circle. The table lists purchase orders with their details, including PO No, Description, Status, PO Cost, Currency, PO Date, Ord. Qty, Rec. Qty, Rej. Qty, and Inv. Amount. The 'Raise Advance Invoice' button is visible above the table.

PO No	Description	Status	PO Cost	Currency	PO Date	Ord. Qty	Rec. Qty	Rej. Qty	Inv. Amount
EIP-2019-1788	Cost of IT Network Engin...	OPEN	108,960.00	USD	15-Apr-2019	3	0	0	19,068.00
EIP-2019-1538	Cost of IT Network Engin...	OPEN	36,000.00	AED	15-Apr-2019	3	371	0	25,365.00
EIP-2019-1590	Cost of Oracle Applicati...	OPEN	53,400.00	USD	07-Jan-2019	6	285	0	16,873.00
EIP-2018-1419	Cost of Oracle Applicati...	OPEN	25,200.00	USD	04-Oct-2018	3	254	0	22,411.00
EIP-2018-1275	Cost of Oracle Applicati...	OPEN	25,200.00	USD	21-Jun-2018	3	065	0	5,135.55
EIP-2018-1271	Cost of Oracle Technical...	OPEN	108,960.00	USD	19-Jun-2018	12	1036	0	91,018.30
EIP-2018-1226	Cost for Provision of Proj...	OPEN	108,960.00	USD	21-May-2018	12	1036	0	91,018.30



mSupplier SUPPLIER USER MANUAL

Once click on the Raise Advance invoice it will take to you PO based Invoice page.

PO Based e-Invoice

Indicates required fields.

Purchase Order Line Details

Supplier Id	634	Supplier Name	DICETEK LLC
PO No	EIP-2019-1788	Description	Cost for Provision of Project Manager - Khalid Chaudary for 1 Year From 15-05-2019 To 14-05-2020. End User Contact: Sameer/Justin at 02 495 8869
Department	Information Technology		
Requested By	Jolly, Mr. Justin	Buyer	Ismail, N
PO Total Cost	USD 108960.00	Invoiced Amount	USD 19068.00

Invoiced Amount

Invoice No	Type	Invoice Date	Status	Invoice Amount	Tax	Invoice
31MAY19P1	STANDARD	31-May-2019	Pending Approval	USD 908.00	USD 45.40	View Doc
31MAY19AP1	PREPAYMENT	31-May-2019	SUBMITTED	USD 908.00	USD 45.40	View Doc
03JUN19P1	STANDARD	03-Jun-2019	Rejected	USD 9080.00	USD 454.00	View Doc

Fill the all mandatory and optional fields and click on the Submit invoice button.

Please make sure to provide valid details below, invalid details will result in rejection of payments!

Invoice Details

Enter Invoice No * [Check Duplicate](#) Invoice Amount in AED [calculate](#)

Invoice Date * Invoice Due Date

Upload Invoice Scan Copy * No file chosen Max. SMB & pdf/image files only Tax Amount

Invoice Description *

Are you providing the bank guarantee document for advance payment invoice? * ☒ Yes ☐ No

Bank Guarantee No Bank Name

Bank Guarantee Expiry Date Upload Bank Guarantee Scanned Copy No file chosen Max. SMB & pdf/image files only

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mSupplier SUPPLIER USER MANUAL

Once submit the Advance invoice It will added to the invoiced amount section

The screenshot shows the SupplierHUB interface. The left sidebar contains navigation links: My Profile, My Tasks, Supplier Management, and Invoice Management. The main content area displays the 'Invoiced Amount' section. At the top, there is a summary of the invoice: Department: Information Technology, Requested By: Jolly, Mr. Justin, Buyer: Ismail-NA, PO Total Cost: USD 108960.00, and Invoiced Amount: USD 19068.00. Below this, a table lists the invoices. A red circle highlights the 'Invoiced Amount' table.

Invoice No	Type	Invoice Date	Status	Invoice Amount	Tax	Invoice
31MAY19P1	STANDARD	31-May-2019	Pending Approval	USD 908.00	USD 45.40	View Doc
31MAY19AP1	PREPAYMENT	31-May-2019	SUBMITTED	USD 908.00	USD 45.40	View Doc
03JUN19P1	STANDARD	03-Jun-2019	Rejected	USD 9080.00	USD 454.00	View Doc
03JUN19AP1	PREPAYMENT	03-Jun-2019	REJECTED	USD 9080.00	USD 454.00	View Doc
761	STANDARD	04-Jun-2019	Pending Approval	USD 9080.00	USD 454.00	View Doc
34346346	STANDARD	04-Jun-2019	Pending Approval	USD 9080.00	USD 454.00	View Doc
INV04P12019	PREPAYMENT	04-Jun-2019	SUBMITTED	USD 9080.00	USD 454.00	View Doc
INV092019	PREPAYMENT	04-Jun-2019	Pending Approval	USD 90.00	USD 4.54	View Doc

Non – PO Based Invoice

Invoices can be submitted without purchase orders which are generally expenses incurred while conducting business with EAGLE HILLS. NonPO based invoices may include contractual services like monthly electricity bills, Telephone charges, Internet charges, Travel expenses, monthly maintenance etc, Suppliers who provides contractual services as mentioned above can submit an on PO based invoices to claim payments for the services provided to EAGLE HILLS.

Note: NON-PO Based invoice submission feature will be available for certain types of suppliers only. Non PO Invoice can be submitted by filling a non-po based invoice form as depicted below.



mSupplier SUPPLIER USER MANUAL

mSupplier-Supplier Registration X Drafts (9) - sudheer.naidu@critic X

https://supplierhub.eaglehills.com/invoicemgmt/nonPOInvoice

SupplierHUB HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, DICETER

My Profile

My Tasks

Supplier Management

Invoice Management

1 [] [] [] [] [Box] [] Exclusive of VAT. [Delete]

Please make sure to provide valid details below, invalid details will result in rejection of payments!

Invoice Details

Invoice Type: ---Please Select---

Invoice Date: 04-Jun-2019

Enter Invoice No: [] [Check Duplicate]

Invoice Currency: AED

Upload Invoice: [Choose File] No file chosen
Max. 5MB & pdf/image files only

Total Invoice Amount: [] [Calculate]
Exclusive of VAT.

Delivery Order No: []

Upload DO Scan Copy: [Choose File] No file chosen
Max. 5MB & pdf/image files only

Delivery Order Date: DD-MMM-YYYY

Invoice Description: []

Provide appropriate Invoice Details in the Invoice Details Panel, the following are the mandatory fields to be submitted as part of invoice submission.

- Invoice No, a alphanumeric unique invoice identifier
- Invoice Description, a brief description of invoice not exceeding 200 characters
- Invoice Scan Copy, a scanned copy of your companies invoice format
- DO No, a alphanumeric Document no
- DO Scan Copy, scan copy of the DO document not exceeding a size of 5MB and .pdf or image files.

Upon selecting and providing all relevant details, read and accept terms & conditions and click Submit Invoice button as depicted below



mSupplier SUPPLIER USER MANUAL

SupplierHUB

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Welcome, DICETEK

My Profile
My Tasks
Supplier Management
Invoice Management

Enter Invoice No* [Check Duplicate](#)

Upload Invoice* [Choose File](#) No file chosen
Max. 5MB & pdf/image files only

Invoice Currency [Calculate](#)

Devliery Order No

Total Invoice Amount [Calculate](#)
Exclusive of VAT.

Upload DO Scan Copy [Choose File](#) No file chosen
Max. 5MB & pdf/image files only

Delivery Order Date [p](#)

Invoice Description*

Reason for Non-PO invoice*

[Read Terms & Conditions](#) ☐ I Agree Terms & Conditions

[SUBMIT INVOICE](#)

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A successfully message will displayed when your invoice submitted.

SupplierHUB

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Welcome, DICETEK

My Profile
My Tasks
Supplier Management
Invoice Management

[Successfully Process your request.](#)

NON-PO Based e-Invoice

* Indicates required fields.

Active/Previous Advance Invoices

List of already submitted advance payment invoices which are being processed!

Invoice number	Invoice Date	Status	Invoice Amount	Description
INVTST2019	31-May-2019	SUBMITTED	AED 170.00	INVTST2019

Select a valid department for which invoice needs to posted. Invalid department selection will result in rejection of your invoice!

[Raise a New Non-PO based invoice \(Expense Claims\)](#)

Supplier/Employee Id **10524** Supplier/Employee Name **DICETEK L.L.C.**

Select Operating Unit* Address **P.O.BOX 83431 Sarjah AE**

[Add Invoice Line](#) [Import From Excel](#)