



mSupplier SUPPLIER USER MANUAL

EAGLE HILLS mSupplier - SUPPLIER USER MANUAL

Document Identifier : **EAGLE HILLS-TMP-UM**

Date Published : **09-06-2019**

Version Number : **V1.0**

Document Status : **Final Version**

Document Link :



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 on boarding 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.

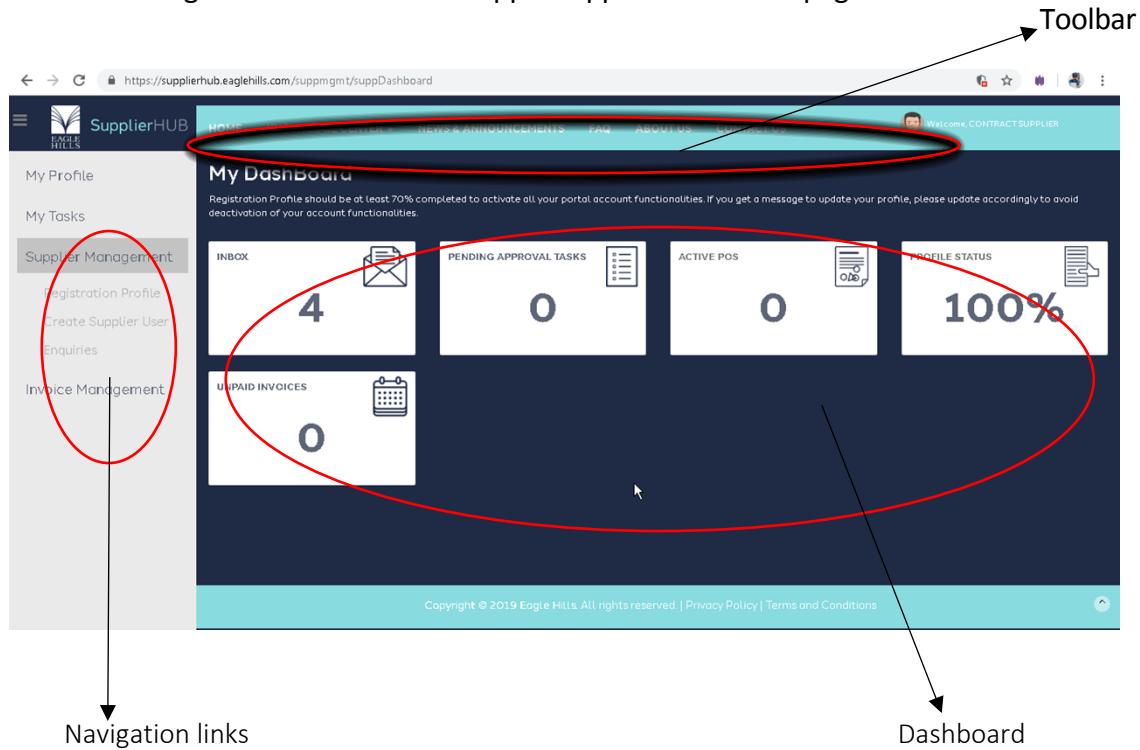
Scope of this Manual

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.

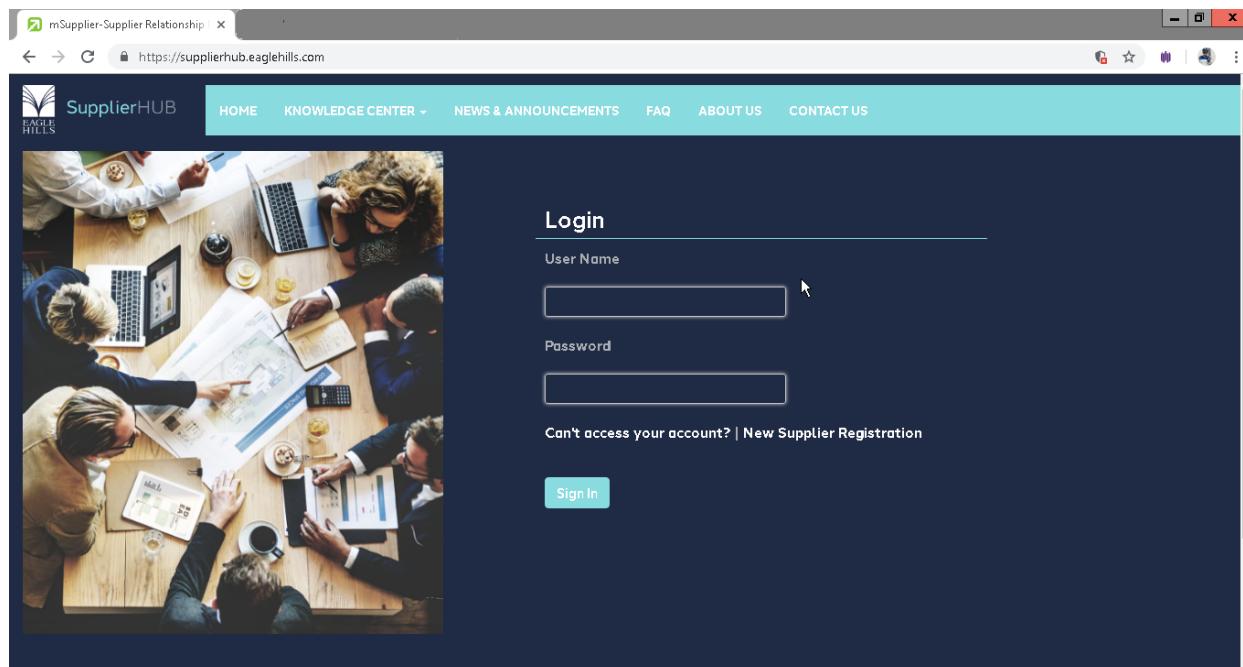
Login Page –

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.



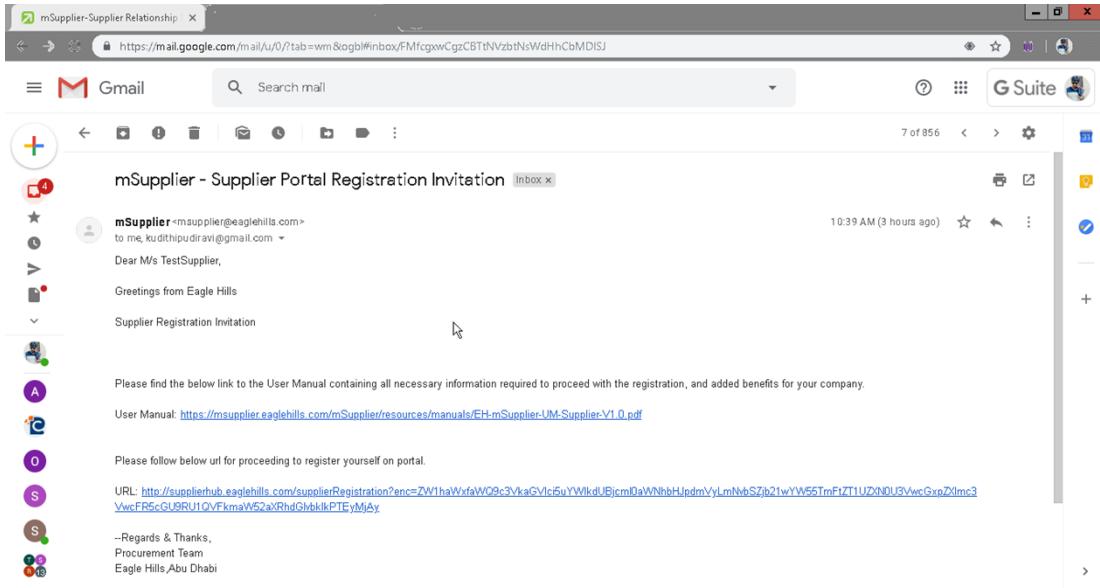


mSupplier SUPPLIER USER MANUAL

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.

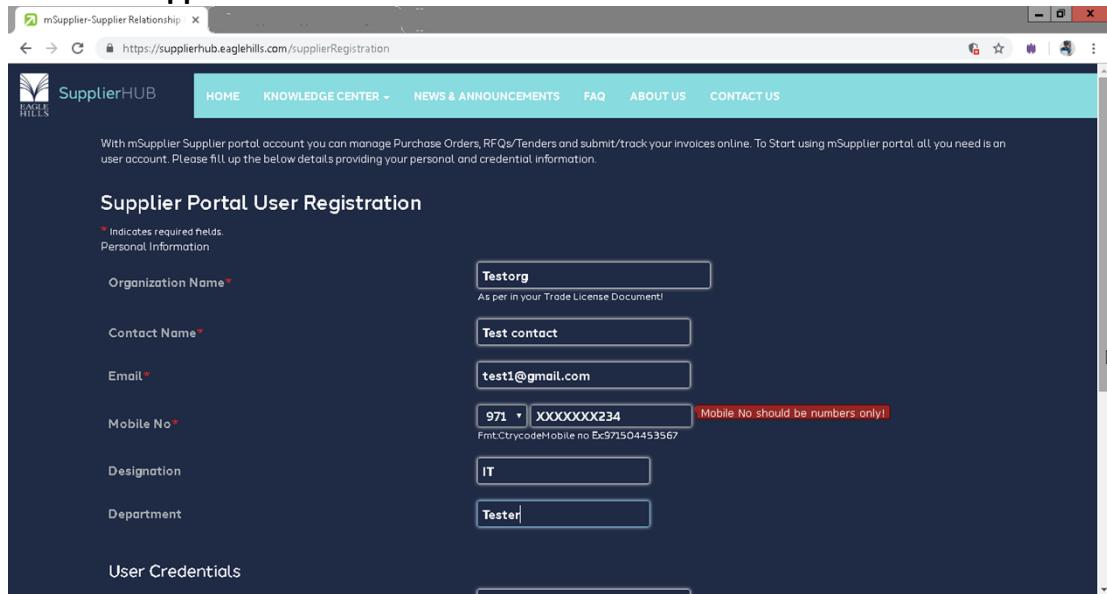
Go to Login page and click New Supplier Registration link an account creation form will be opened. However system will send an activation email to verify the user email id. User has to activate the account by clicking Activate link.

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



SupplierHUB

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

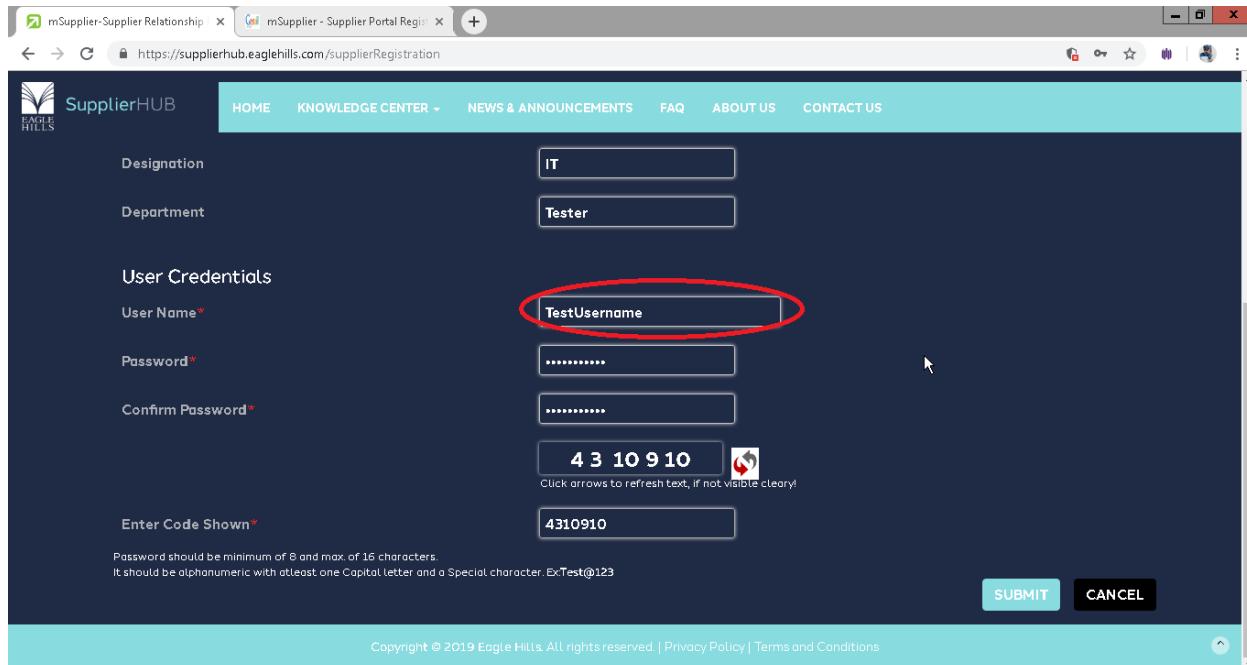
Designation

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)



SupplierHUB

Designation

Department

User Credentials

User Name* (This field is circled in red)

Password*

Confirm Password*

Enter Code Shown*  Click arrows to refresh text, if not visible clearly!

4310910

Enter Code Shown*

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

SUBMIT **CANCEL**



mSupplier SUPPLIER USER MANUAL

mSupplier-Supplier Relationship mSupplier - Supplier Portal Regis... +

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Designation

Department

User Credentials

User Name*

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

Confirm Password* Confirm Password is required!

18 448 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**

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

- 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.

mSupplier-Supplier Relationship mSupplier - Supplier Portal Regis... +

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Designation

Department

User Credentials

User Name*

Password*

Confirm Password*

18 448 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

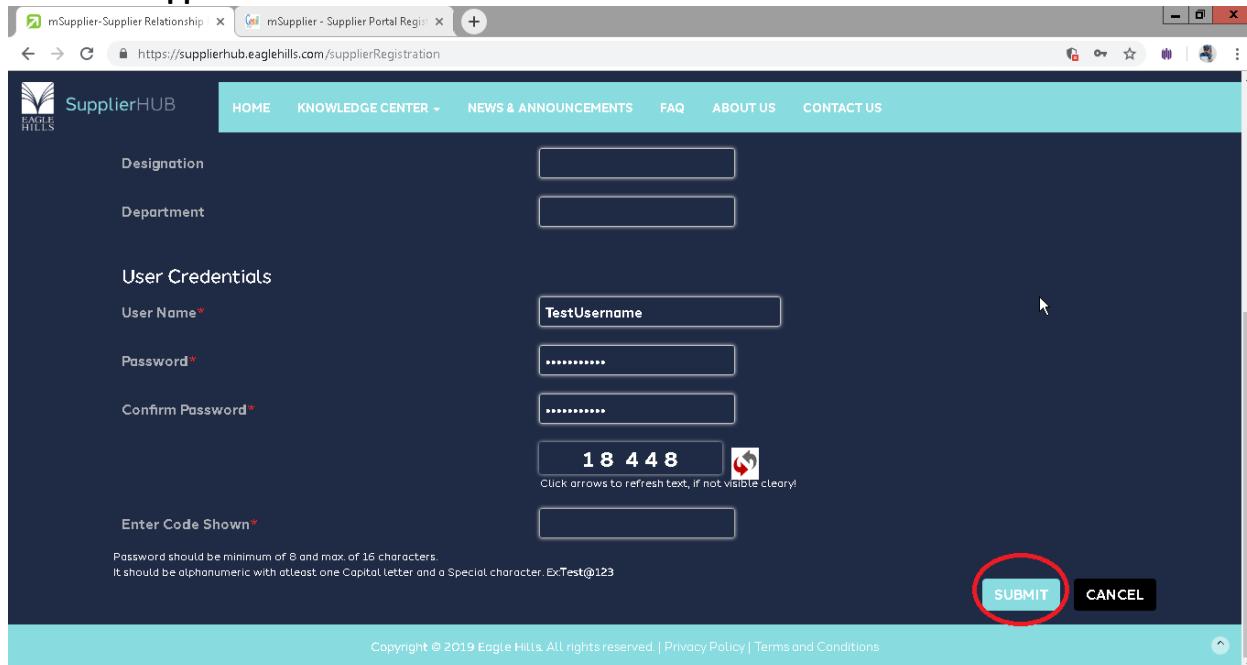
SUBMIT **CANCEL**

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

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



mSupplier SUPPLIER USER MANUAL



The screenshot shows a registration form for the mSupplier Supplier User Manual. The form includes fields for Designation, Department, User Credentials (User Name, Password, Confirm Password), and a CAPTCHA code (18 448). The 'SUBMIT' button is highlighted with a red circle.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Designation:

Department:

User Credentials

User Name*:

Password*:

Confirm Password*:

18 448 Click arrows to refresh text, if not visible clearly

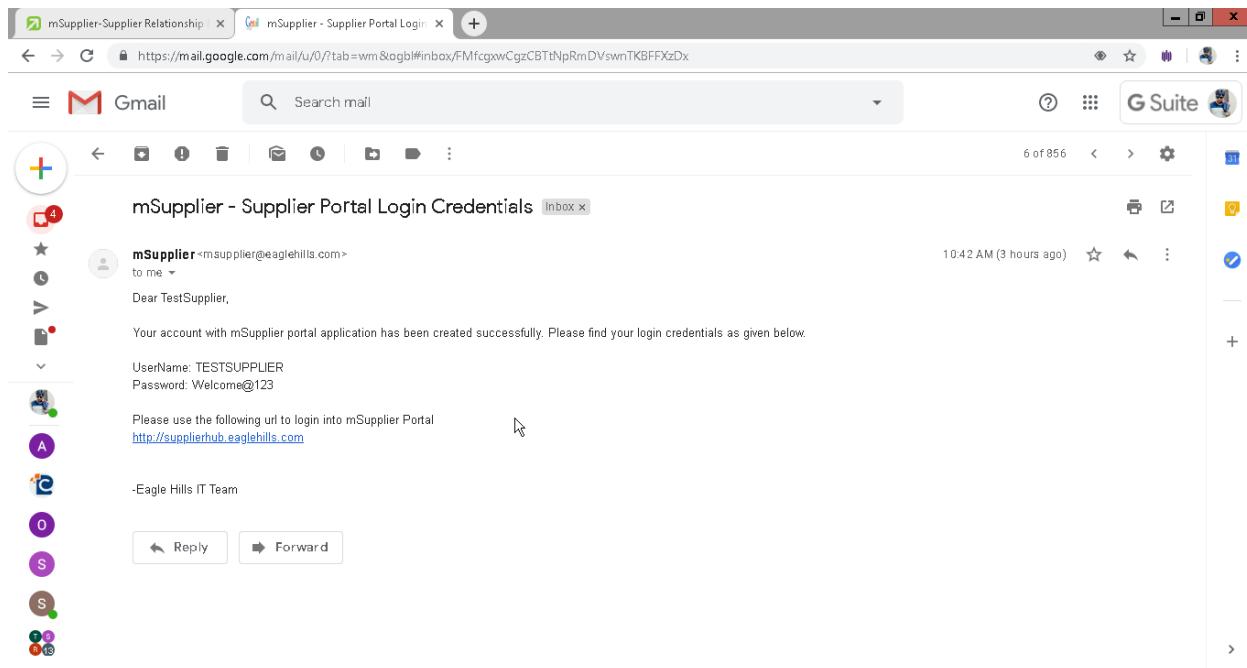
Enter Code Shown*:

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

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

- 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"



mSupplier - Supplier Portal Login Credentials

mSupplier <m.supplier@eaglehills.com> to me 10:42 AM (3 hours ago)

Dear TestSupplier,

Your account with mSupplier portal application has been created successfully. Please find your login credentials as given below.

UserName: TESTSUPPLIER
Password: Welcome@123

Please use the following url to login into mSupplier Portal
<http://supplierhub.eaglehills.com>

-Eagle Hills IT Team

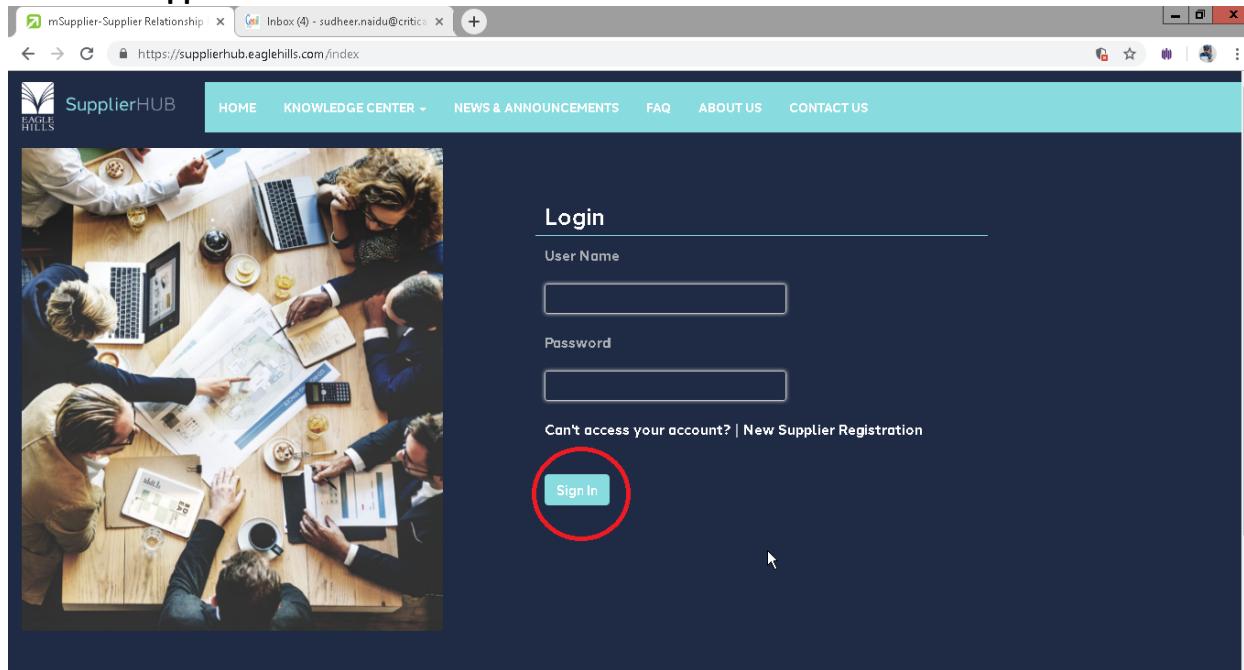
Reply Forward

To log into the system:

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



mSupplier SUPPLIER USER MANUAL



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 your 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' website with a teal header bar containing 'HOME', 'KNOWLEDGE CENTER', 'NEWS & ANNOUNCEMENTS', 'FAQ', 'ABOUT US', 'CONTACT US', and a 'Welcome, TESTORG1' message. Below the header is a 'Welcome to Supplier Registration Form' message. A navigation bar at the top of the form includes tabs for 'Company Details', 'Contacts*', 'Scope of Supply/Service*', 'Certificates', 'Project Experience', 'Insurance', 'Financials*', 'Questionnaire', and 'Review and Submit'. The 'Company Details' tab is active. The form is titled 'New Supplier Registration'. A note at the top says, '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.' Below this, a note indicates that '*' marks required fields. The 'Organization Details' section contains fields for 'Address Line 1', 'Address Line 2', 'City', 'State', 'Country' (set to 'UNITED ARAB EMIRATES'), 'Office Number', 'PO Box No.', and 'Fax Number'. A note at the bottom of the 'PO Box No.' field states, '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 *

The screenshot shows the 'SupplierHUB' website with a teal header bar containing 'HOME', 'KNOWLEDGE CENTER', 'NEWS & ANNOUNCEMENTS', 'FAQ', 'ABOUT US', 'CONTACT US', and a 'Welcome, TESTORG1' message. Below the header is a 'Welcome to Supplier Registration Form' message. A note at the top indicates that '*' marks required fields. The 'Organization Details' section contains fields for 'Address Line 1', 'Address Line 2', 'City', 'State', 'Country' (set to 'UNITED ARAB EMIRATES'), 'Office Number', 'PO Box No.', 'Fax Number', 'Zip/Postal Code', 'Web Address', 'General Office Email Id*', 'Factory Address', 'Warehouse Address', and 'Business Type' (set to 'Please Select--'). A note at the bottom of the 'PO Box No.' field states, '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

Business Details

Type Of Legal Entity * -Please Select--

Supplier Type * -Please Select--

License Number *

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

Place Of Issue *

Business Commerce Date * DD-MMM-YYYY

Working day From Sunday To Thursday

License Expiry Date * Choose File No file chosen

Working time From 01 AM To 01 PM

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

Annual Revenue *

Turn Over Currency * United Arab Emirates dirham

Company Stamp * Choose File No file chosen 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

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 a web browser window with the URL <https://supplierhub.eaglehills.com/supppgmt/suppBasicOrgDtls>. The page is titled 'SupplierHUB' and includes a navigation bar with links to HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A 'Welcome, TESTORG1' message is displayed on the right. The main content area is titled 'Parent Company Details (Optional)'. It contains several input fields: 'VAT Registration No/DUNS Registration No' (with a red asterisk), 'Effective From' (with a red asterisk), 'VAT License provided by FTA' (with a red asterisk), 'Tax Payer Id', 'Potential Revenue (Current Year)', 'Company Name', 'Address' (with a note 'Max 200 Characters'), 'Fax Number', 'Office Email Id', 'Phone Number', and 'URLs (if applicable)'. At the bottom are 'SAVE & CONTINUE' and 'RESET' buttons, and a copyright notice: 'Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions'.

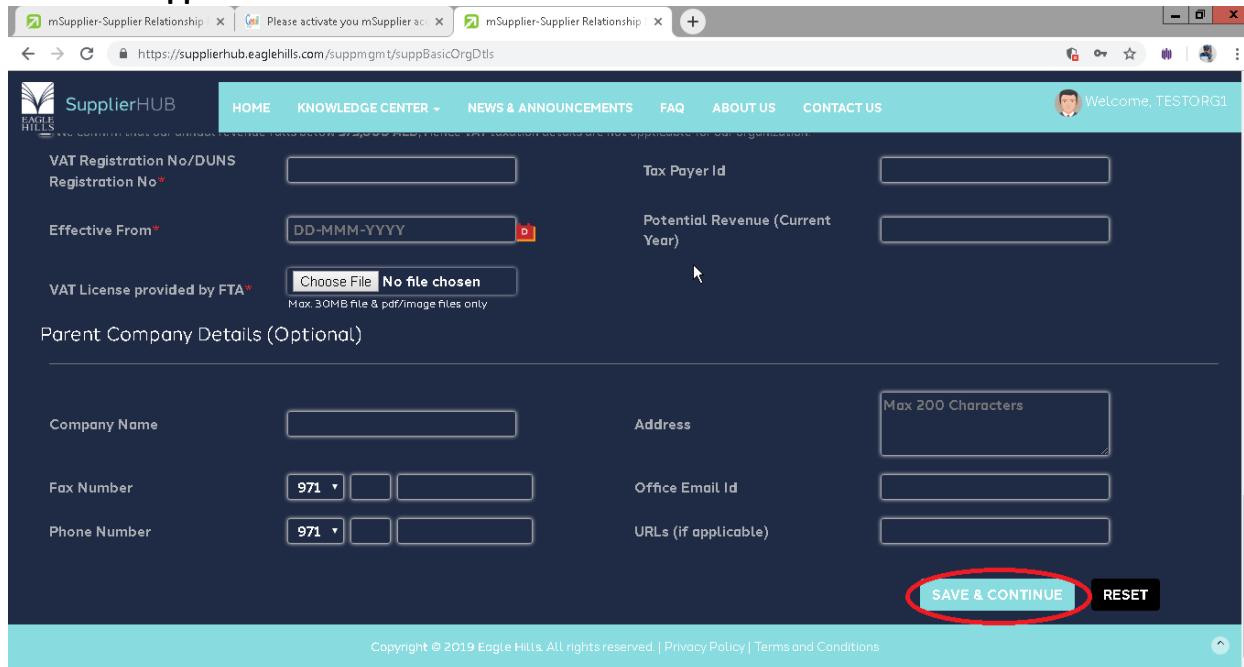
1. Company Name (Optional): Enter name of the parent company
2. Address (Optional): Enter complete address of the parent company (max of 200 characters)
3. Phone Number (Optional): Enter a valid parent company land line number
4. URLs(if applicable) (Optional) : Enter comma separated parent company web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

Submit company details tab form

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

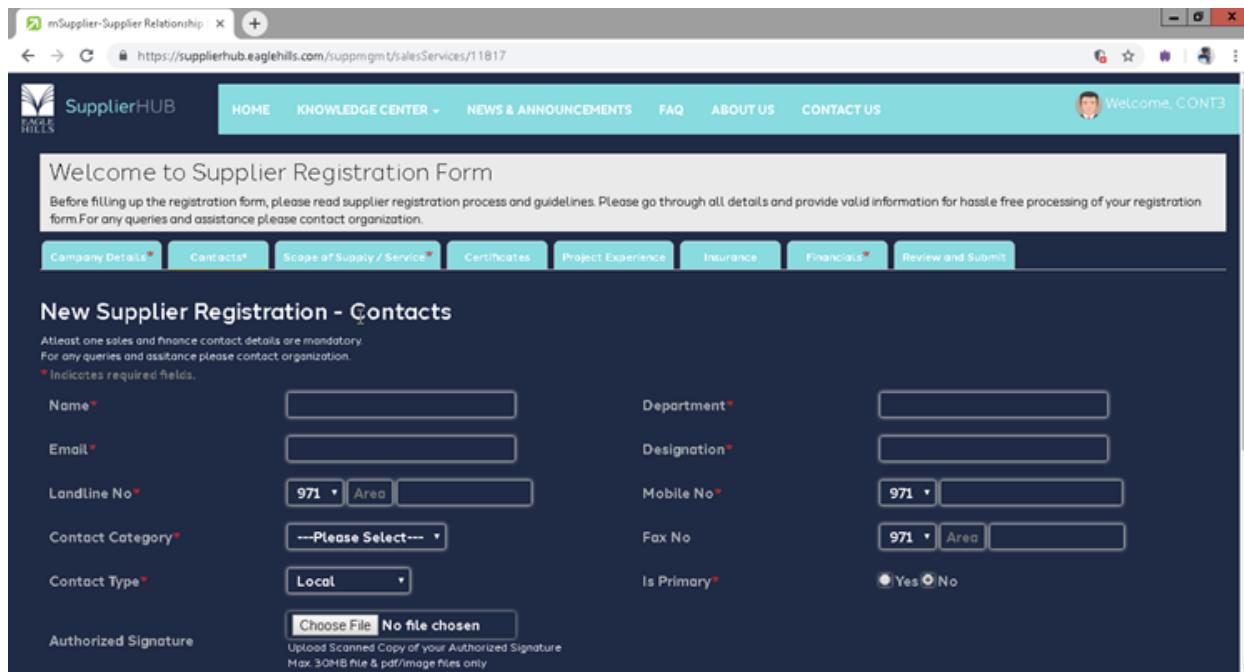


mSupplier SUPPLIER USER MANUAL



The screenshot shows the 'SupplierHUB' interface for 'mSupplier-Supplier Relationship'. The 'Basic Organization Details' section is displayed, including fields for VAT Registration No/DUNS Registration No, Effective From, VAT License provided by FTA, Tax Payer Id, Potential Revenue (Current Year), and Parent Company Details (Optional). The 'SAVE & CONTINUE' button is highlighted with a red circle.

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



The screenshot shows the 'Supplier Registration Form' with the 'Contacts' tab selected. It includes fields for Name, Email, Landline No, Contact Category, Contact Type, Department, Designation, Mobile No, Fax No, and Is Primary. The 'Local' contact type is selected. The 'SAVE & CONTINUE' button is highlighted with a red circle.

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

mSupplier-Supplier Relationship | Please activate your mSupplier account | mSupplier-Supplier Relationship | +

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

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
Email* Fax No 971
Mobile No* 971
Are you a member of SME?* Yes No

Add Reset

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

SAVE & CONTINUE BACK

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

mSupplier-Supplier Relationship x Please activate your mSupplier account x mSupplier-Supplier Relationship x +

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

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

Email* Fax No 971

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

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

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

mSupplier-Supplier Relationship x Please activate your mSupplier account x mSupplier-Supplier Relationship x +

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

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

Email* Fax No 971

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

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions



mSupplier SUPPLIER USER MANUAL

Fill up Registration Form – Contact Details

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

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* 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*	<input type="text"/>	Department*	<input type="text"/>
Email*	<input type="text"/>	Designation*	<input type="text"/>
Landline No*	971 <input type="button" value="Area"/> <input type="text"/>	Mobile No*	971 <input type="button" value="Area"/> <input type="text"/>
Contact Category*	<input type="button" value="---Please Select---"/>	Fax No	971 <input type="button" value="Area"/> <input type="text"/>
Contact Type*	<input type="button" value="Local"/>	Is Primary*	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> 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

mSupplier-Supplier Relationship | Please activate your mSupplier account | mSupplier-Supplier Relationship | +

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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

Designation:

Landline No*: 971

Contact Category*: ---Please Select---

Contact Type*: Local

Mobile No*: 971

Fax No: 971

Is Primary*: Yes No

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

Add Reset

Category	Type	Contact Name	Designation	Department	Contact No	Mobile	Fax	Email Id	Primary	Signature	Actions
Finance	Local	Contact1	Tester	IT	971-324-234567	971-647837999	971--	sudheer.naidu...	N		<input type="button" value="Edit"/> <input type="button" value="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**

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

Fill up Registration Form – Project Experience

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

mSupplier-Supplier Relationship | Please activate your mSupplier account | mSupplier-Supplier Relationship | +

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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

Brief Scope Of Work*:

Contract Schedule:

Are there any pending or outstanding judgments, claims or arbitration proceedings or suits against your organization? If yes, please specify. (in case of multiple values, separate each with a comma): maximum 500 characters

% of Contract Completed:

Completion Date: DD-MMM-YYYY

Have you ever filed any lawsuits or requested arbitration with regard to contracts within the last 5 years? If yes, please specify. (in case of multiple values, separate each with a comma): maximum 500 characters

Add Reset

Company No.	Contact No.	Designation	Department	Contact No	Mobile	Fax	Email Id	Contr Sched...	Sow	% of Contr C...	Contr	Currency	Comp Date
References 1	Contact1	Tester	IT	376-343-234567	376-456784	376--	sudheer.naidu...	Test Brief		2345	AED		

SAVE & CONTINUE **BACK**

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

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' interface for managing supplier relationships. The top navigation bar includes links for HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A welcome message 'Welcome, TESTORG1' is displayed. The main content area contains several input fields for contract details, including 'Brief Scope Of Work', 'Contract Schedule', and 'Completion Date'. There are also fields for 'Have you ever filed any lawsuits or requested arbitration with regard to contracts within the last 5 years? If yes, please specify.' and 'Comments'. Below these fields is a table showing a single reference record:

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.noidu...	Test Brief		2345	AED		

At the bottom of the page, there are 'Add' and 'Reset' buttons, and a 'SAVE & CONTINUE' button highlighted with a red circle. The URL in the browser is <https://supplierhub.eaglehills.com/suppmgmt/reference/11813>.

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 same 'SupplierHUB' interface as the previous one, but the 'SAVE & CONTINUE' button at the bottom of the page is highlighted with a red circle. The table below the form shows the same reference record as before. The URL in the browser is <https://supplierhub.eaglehills.com/suppmgmt/reference/11813>.



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.

Welcome to Supplier Registration Form

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

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

New Supplier Registration - Scope of Supply

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

* Indicates required fields.

Search & Add Goods/Services

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

Search Products/Services Enter any 3 characters.. Search

Select	Main Category	Sub Category	Product/Service Name
<input 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

Welcome to Supplier Registration Form

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

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

New Supplier Registration - Scope of Supply

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

* Indicates required fields.

Search & Add Goods/Services

Procurement Category General Main Category General Sub Category Services Get Products

Search Products/Services Enter any 3 characters.. 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 a web browser window with the URL <https://supplierhub.eaglehills.com/suppmgmt/scopeOfSupplyOrService/11813>. The page is titled 'SupplierHUB' and includes a search bar. The main content area displays a table titled 'List of selected Goods/Services' with the following data:

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

At the bottom of the table, a note states: 'At least one product/service is required to be added. Please search for your supply categories and add details from the list of values displayed above upon search.'



mSupplier SUPPLIER USER MANUAL

The screenshot shows a web browser window with two tabs: 'mSupplier-Supplier Relationship' and 'Please activate your mSupplier account'. The main content is the 'SupplierHUB' interface. At the top, there are navigation links: HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A 'Welcome, TESTORG1' message is on the right. Below the navigation is a search bar with placeholder text 'Enter any 3 characters..'. The main area has tabs for 'Select', 'Main Category', 'Sub Category', and 'Product/Service Name'. A blue button labeled 'Add Product' is highlighted with a red oval. Below it is a section titled 'List of selected Goods/Services' with a note: 'At least one product/service is required to be added. Please search for your supply categories and add details from the list of values displayed above upon search.' A table lists selected products with columns: Main Category, Sub Category, Product/Service, and Action (Delete). The table data is 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

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 SupplierHUB website. The URL is https://supplierhub.eaglehills.com/supplygmt/scopeOfSupplyOrService/11813. The page title is 'Service experience details'. The form contains several input fields and a file upload area. The 'SAVE & CONTINUE' button is circled in red at the bottom right.

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

Upload Product Catalogue

Choose File No file chosen
Max 30MB & pdf/Image files only

SAVE & CONTINUE

1. Provide major brand names that you are manufacturer / dealer / agent of:
Enter comma separated 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.



mSupplier SUPPLIER USER MANUAL

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

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? *

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

Remarks, if any

Choose File No file chosen

Add

Max. 30mb & Max 5 Files can be uploaded

Name	Actions
crlogo.png	View Doc Delete

Upload

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

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

Add

Max. 30mb & Max 5 Files can be uploaded

Name	Actions
crlogo.png	View Doc Delete

Upload

Professional Indemnity insurance

Does your company hold any Professional Indemnity insurance? Yes No

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

Copyright © 2019 Eagle Hills. All rights reserved. | [Privacy Policy](#) | [Terms and Conditions](#)

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.

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

Add

Max. 30mb & Max 5 Files can be uploaded

Name	Actions
crlogo.png	View Doc Delete

Upload

Professional Indemnity insurance

Does your company hold any Professional Indemnity insurance? Yes No

SAVE & CONTINUE [BACK](#)

Copyright © 2019 Eagle Hills. All rights reserved. | [Privacy Policy](#) | [Terms and Conditions](#)



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.

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

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

New Supplier Registration - Bank Details

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

Country* UNITED ARAB EMIRATES Currency* United Arab Emirates dirham

Bank Name* ...Please Select... Bank Address maximum 500 characters

Branch Name* ...Please Select... Locality/Street

Account/Beneficiary Name* City

Beneficiary Address* maximum 200 characters State

Account Number* Swift Code

1. Country: Country field will be populated based on the supplier registered address details provided in Company details tab. For local suppliers it will be default UNITED ARAB EMIRATES and for foreign suppliers their respective countries. Select a valid country of your bank detail with which all transactions needs to be processed.
2. Currency: This field by default will be local currency for both foreign and local suppliers. Select a valid currency of your bank with which all transactions needs to be processed.
3. Bank Name: Based on the selection of country, all available bank details will be populated. Select a valid bank
4. Branch Name: Based on the selection of bank name, all available branch details will be populated. Select a valid bank branch details.
Note: if your desired bank name and branch 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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

If provided bank details are not valid, Organization is not responsible for any delay in processing the registration form or in payments of invoices. Provide Intermediary Bank details if the Company registration is out of UAE region. However Intermediary Bank details are optional. For any queries and assistance please contact organization.

Country: UNITED ARAB EMIRATES Currency: United Arab Emirates dirham

Bank Name: bTkhpqggAqulLvgTkoA

Branch Name: AaULYoxdYaqASheYFvOT

Account/Beneficiary Name: Test Account

Beneficiary Address: Test Bene

Account Number: 0882112152001

IBAN Number: AE850400000882112152001

Primary Account? Yes No

Signature Verification Letter from Bank: Choose File (No file chosen) Max. 30MB file only.

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

Bank Address, Locality/Street, City, State, Swift Code, BIC Code, SORT Code, ABA Routing, Add Tax Sections

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

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



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.

Account Number	IBAN Number	Beneficiary Name	Country	Currency	Bank Name	Branch Name	Swift Code	BIC Code	Intermediary Account	No of Years with P... Previous Bank
0682112152001	AE850Y233008621...	Test Account	UNITED ARAB EMI...	AED	bTkhpqygAGuaLvgA...	NRAKAEAK			yes	

Account Number	IBAN Number	Beneficiary Name	Country	Curr	Bank Name	Branch Name	Swift Code	BIC Code
1012567867101	AE180260001012567867101	Test Int account	UNITED ARAB EMIRATES	AED	PITRoxeiSFEqXHHYrgzV	VzPZkpixUrnUShwFSLp	WFBIUS6S	

Annual Turnover Details

Year	Amount

US\$ Equivalent

Add

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

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

mSupplier-Supplier Relationship Please activate you mSupplier account mSupplier-Supplier Relationship

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

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, Dubai	Business Commerce Date	03-Jun-2019
	AE	Trade License/Business Doc	View Doc
Phone Number	971 - 345 - 7485768	Place Of Issue	Dubai
Email Id	test1@gmail.com	Financial Details	AED 2,345Annual 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	

mSupplier-Supplier Relationship Please activate you mSupplier account mSupplier-Supplier Relationship

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

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--	sudheernaidu@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

mSupplier-Supplier Relationship x Please activate you mSupplier account x mSupplier-Supplier Relationship x +

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

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
CapturePNG	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

mSupplier-Supplier Relationship x Please activate you mSupplier account x mSupplier-Supplier Relationship x +

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

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	File
References 1	Contact 1	Tester	IT	376-343-234567376-456764	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	Policy
No data to display														

Financial Details

Account No.	IRANING	Residence Name	Country	Currency	Bank Name	Branch Name	Swift Code	RUC Code	Dealers Account	No of Years with D	Previous Rec



mSupplier SUPPLIER USER MANUAL

mSupplier-Supplier Relationship x Please activate you mSupplier account x mSupplier-Supplier Relationship x +

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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

No data to display

Financial Details

Account No	IBAN No	Beneficiary Name	Country	Currency	Bank Name	Branch Name	Swift Code	BIC Code	Primary Account	No of Years with P...	Previous Ban...
0882112152001	AE8504000008821	Test Account	UNITED ARAB EMIRATES	AED	bTkhpqygAGuqLyoxdYaqASheNpAKAEAK				yes		

Intermediary Details

0882112152001 - bTkhpqygAGuqLyoxdYaqASheNpAKAEAK

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	PiTRaxelSFEqXHRYrgzV	VzPZkpixUrnlJShwFSLP		WFBIUS6S	

Annual Turnover Details

Year	Amount	US\$Equivalent
		No data to display

Financial History Details

mSupplier-Supplier Relationship x Please activate you mSupplier account x mSupplier-Supplier Relationship x +

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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

< 200 Million USD

Medium Rise

< 200 Million USD

High Rise

< 200 Million USD

Super High Rise

< 1Billion USD

Retail

< 200 Million USD

Shopping Malls

< 200 Million USD

Hotels / Leisure

< 200 Million USD

Hotels / Serviced Apartments

< 200 Million USD

Convention Centers

< 200 Million USD

Golf Clubhouses

< 200 Million USD

Others

< 200 Million USD

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.

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTORG1

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

Notes

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

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

mSupplier - Supplier Registration Form Submitted - Tracking ID : 11813, testorg1

to me

Dear Testcontact

This is to inform you that we have received your company's testorg1 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 11813 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

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.

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*

Choose File No file chosen

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

Office Email Id

Phone Number

URLs (if applicable)

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

Form submit button will not visible.



mSupplier SUPPLIER USER MANUAL

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).

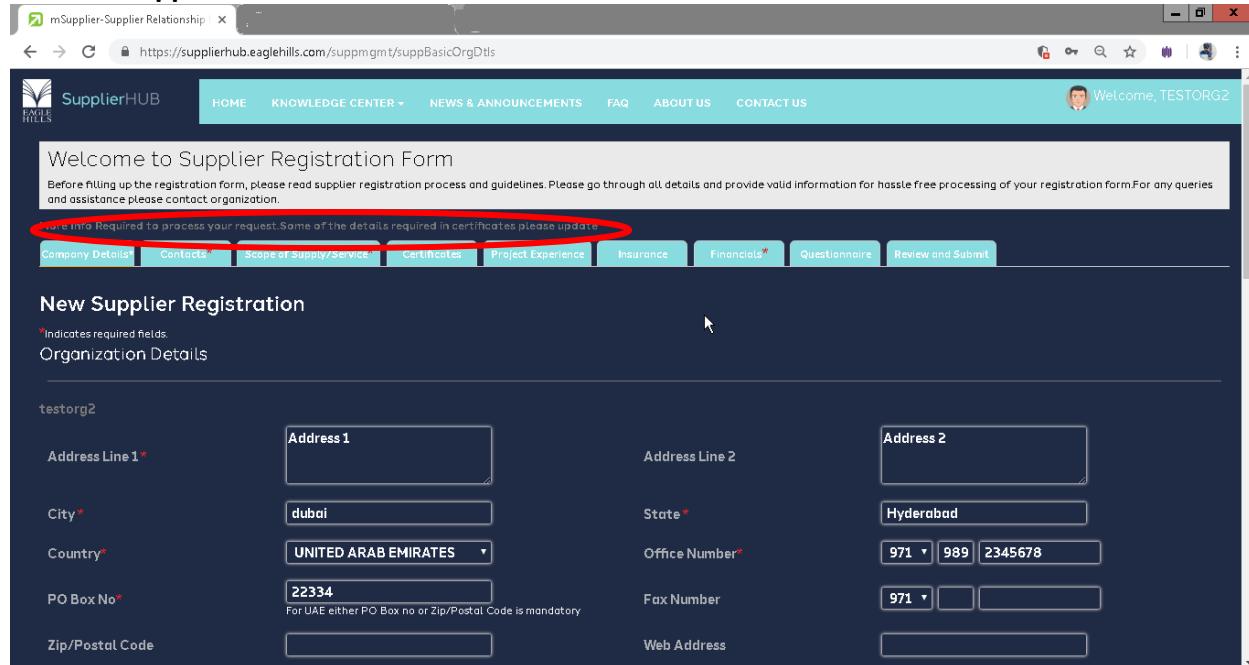
Form Re-submission incase More Info Required

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



Welcome to Supplier Registration Form

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

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

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

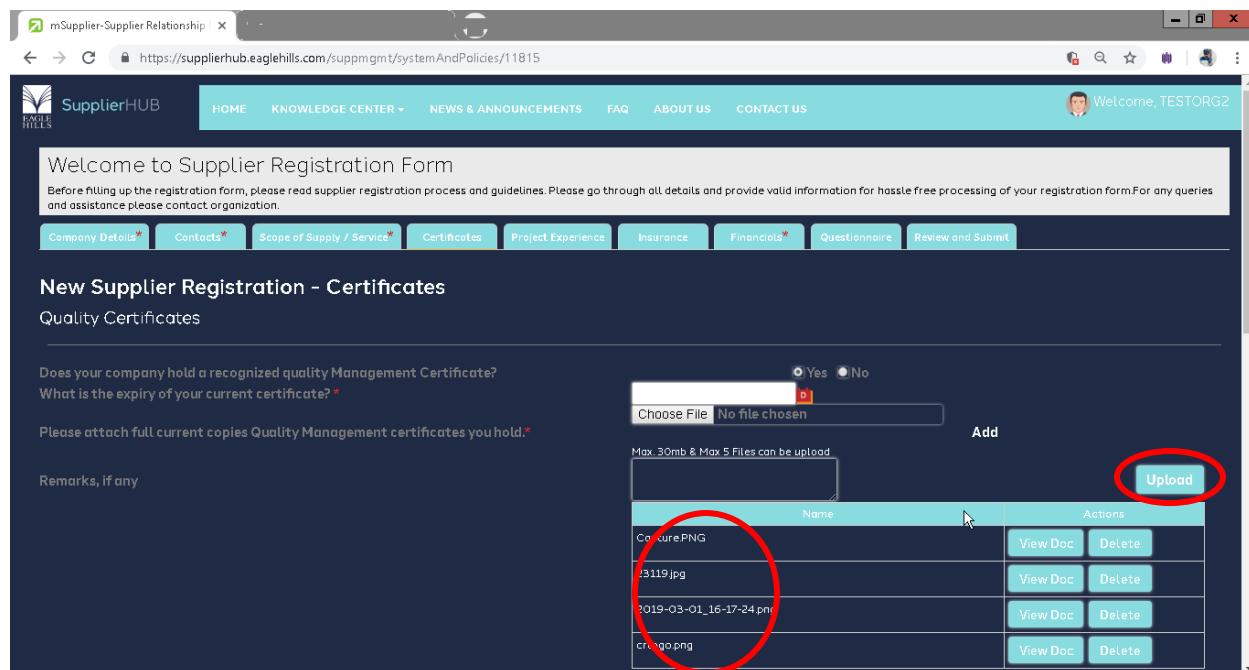
New Supplier Registration

*Indicates required fields

Organization Details

testorg2

Address Line 1*	Address 1	Address Line 2	Address 2
City*	dubai	State*	Hyderabad
Country*	UNITED ARAB EMIRATES	Office Number*	971 989 2345678
PO Box No*	22334	Fax Number	971
Zip/Postal Code		Web Address	



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 uploaded

Name	Actions
Coaure.PNG	<input type="button" value="View Doc"/> <input type="button" value="Delete"/>
13119.jpg	<input type="button" value="View Doc"/> <input type="button" value="Delete"/>
2019-03-01_16-17-24.png	<input type="button" value="View Doc"/> <input type="button" value="Delete"/>
crongo.png	<input type="button" value="View Doc"/> <input type="button" value="Delete"/>

Similarly whatever information is requested you can add and Save.

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

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



mSupplier SUPPLIER USER MANUAL

SupplierHUB

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.

More Info Comments

Comments Required information is provided

Read Terms & Conditions I have read and understood the terms and conditions and my information is correct and accurate and I will be responsible for any incorrect or misleading information provided.

SAVE & SUBMIT BACK

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

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 Commerce 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.

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

to me, kuditipudiravi@gmail.com, arun19850317@gmail.com

Dear Testcontact,

On behalf of Eagle Hills Properties LLC, we wish to thank you for all your efforts & cooperation whilst participating in our vendor pre-qualification exercise.

We do regret to inform you that after careful consideration and review of your application, we are not able to currently register you as a vendor for our projects. However please note that we may again invite your company to participate in future pre-qualification exercises should the need arise.

Thank you once again for your efforts.

Yours faithfully,

For and on behalf of
EAGLE HILLS PROPERTIES LLC

Please login to the portal using below url link to know more details or contact organization.

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

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

Welcome to Supplier Registration Form

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

New Supplier Registration

Organization Details

Address Line 1*:

Address Line 2:

City*:

State*:

Country*:

Office Number*:

PO Box No*:

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

Zip/Postal Code:

Fax Number:

Web Address:



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.

The screenshot shows a web browser with the URL <https://supplierhub.eaglehills.com/suppmgmt/suppReviewAndSubmit/11815>. The page is titled 'SupplierHUB' and includes a navigation bar with 'HOME', 'KNOWLEDGE CENTER', 'NEWS & ANNOUNCEMENTS', 'FAQ', 'ABOUT US', and 'CONTACT US'. A 'Welcome, TESTORG2' message is displayed. The main content area contains several questions about environmental practices, each with a text input field. Below these is a section for 'Notes to Approver' with a text input field containing the message 'Now, I have provided valid details please process my application.' A red circle highlights this note. At the bottom, there is a 'Read Terms & Conditions' checkbox, a statement of responsibility, and a 'SAVE & SUBMIT' button, which is also highlighted with a red circle. The footer includes a copyright notice for 2019 Eagle Hills and links to Privacy Policy and Terms and Conditions.

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

The screenshot shows a web browser with the URL <https://supplierhub.eaglehills.com/suppmgmt/pSuppViewProfile/11815>. The page is titled 'SupplierHUB' and includes a navigation bar with 'HOME', 'KNOWLEDGE CENTER', 'NEWS & ANNOUNCEMENTS', 'FAQ', 'ABOUT US', and 'CONTACT US'. A 'Welcome, TESTORG2' message is displayed. On the left, there is a sidebar with 'My Profile', 'My Tasks', and 'Supplier Management'. The main content area is titled 'Supplier Registration Details' and 'Organization Details'. It contains a table with various company details. A red circle highlights the message 'Your Application status is Pending Approval.' located above the table. The table rows include:

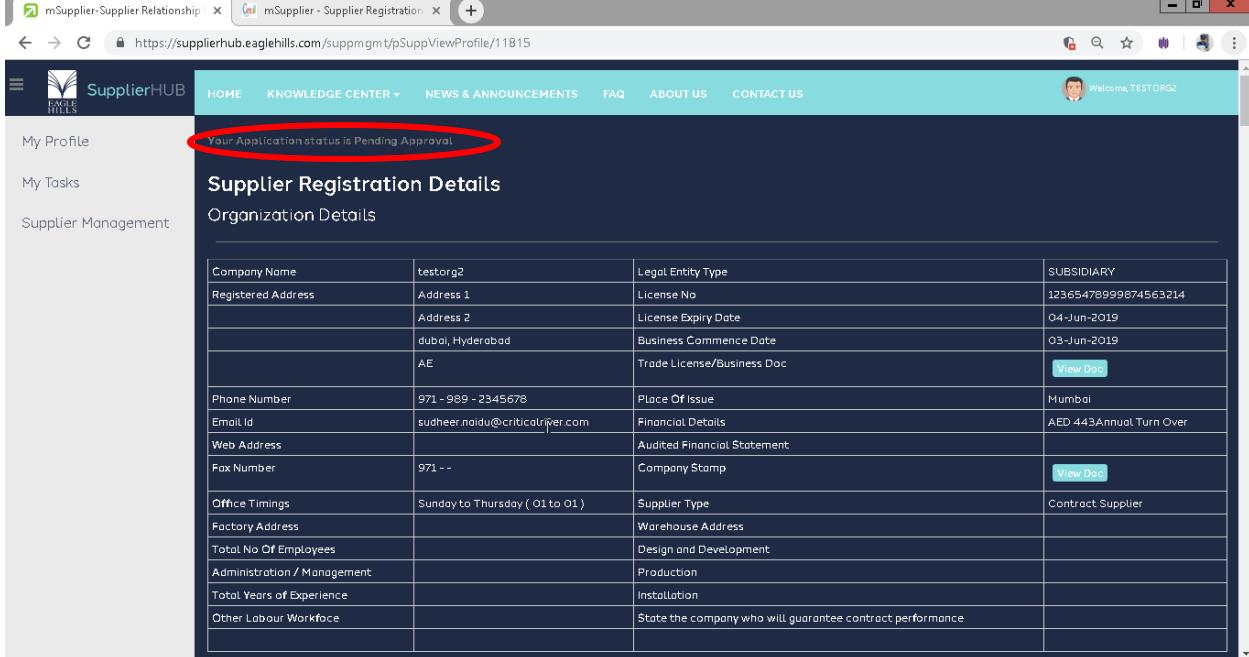
Company Name	testorg2	Legal Entity Type	SUBSIDIARY
Registered Address	Address 1	License No	12365478999874563214
	Address 2	License Expiry Date	04-Jun-2019
	dubai, Hyderabad	Business Commerce Date	03-Jun-2019
	AE	Trade License/Business Doc	View Doc
Phone Number	971 - 989 - 2345678	Place Of Issue	Mumbai
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.



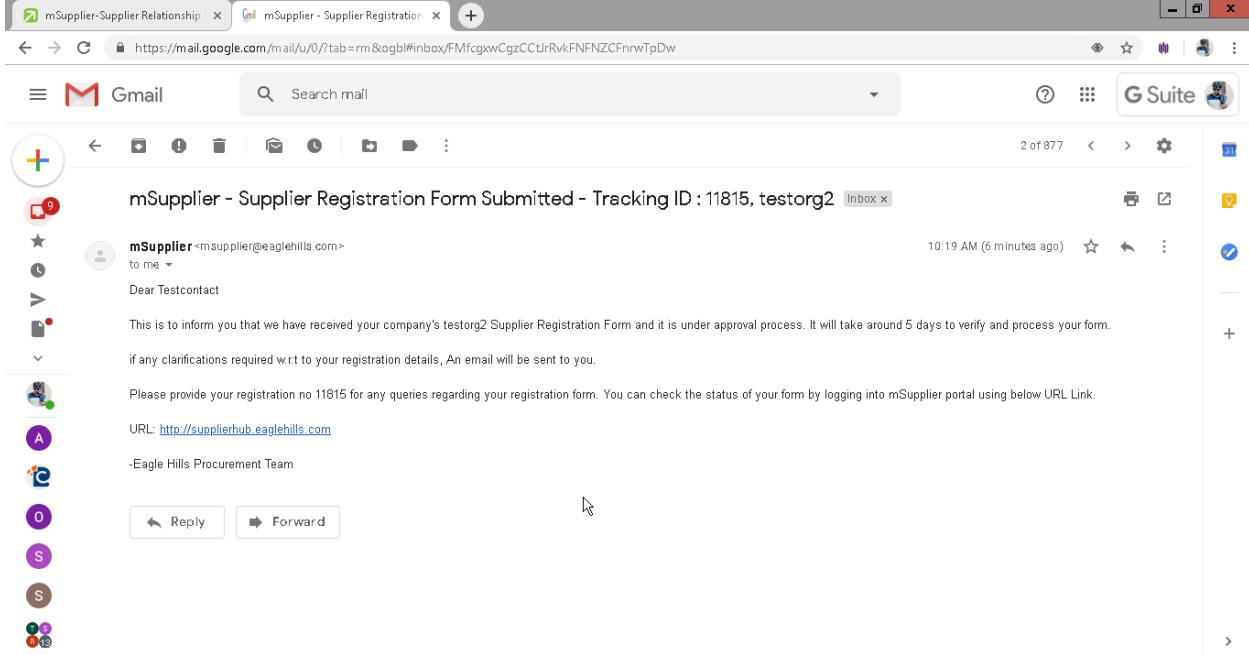
Your Application status is Pending Approval

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 Commerce Date	03-Jun-2019
	AE	Trade License/Business Doc	View Doc
Phone Number	971 - 989 - 2345678	Place Of Issue	Mumbai
Email Id	sudheer.noidu@criticalriver.com	Financial Details	AED 443 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	
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

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>

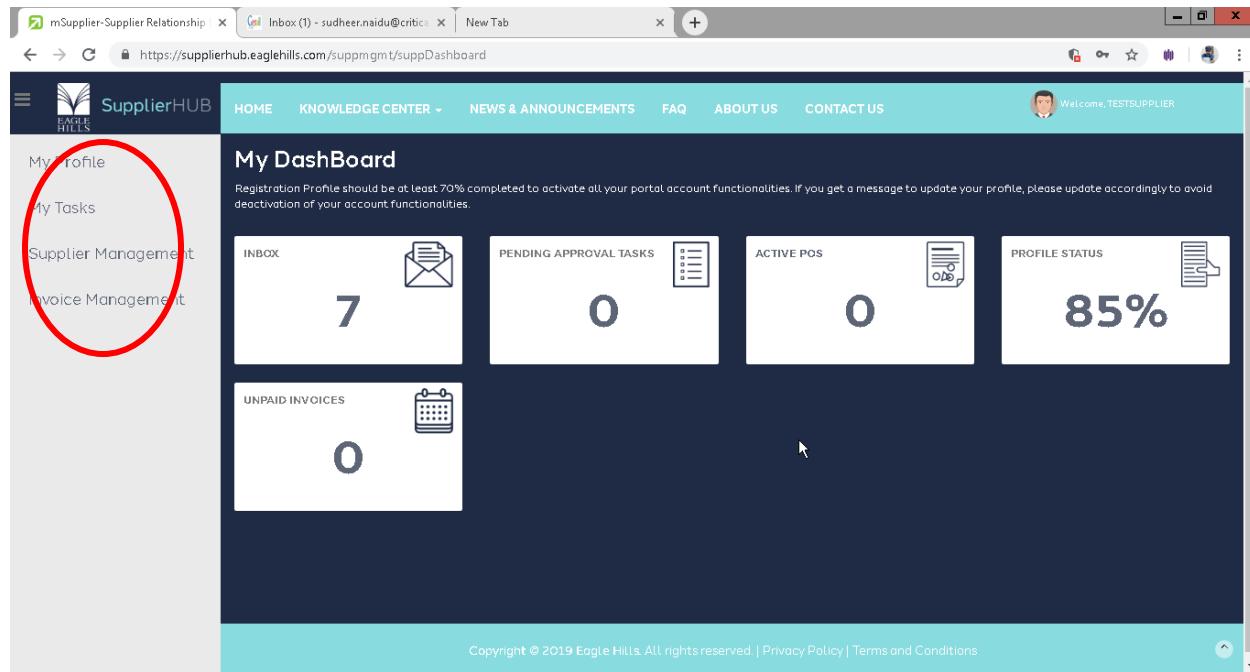
Eagle Hills Procurement Team

[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 an email from mSupplier (m.supplier@eaglehills.com) to the user. The subject is "Supplier Registration Invitation". The email body contains a message from the Procurement Team, a link to the User Manual, and a registration URL. The URL is: <http://supplierhub.eaglehills.com/supplierRegistration?enc=ZwhaWxfwWQ9c3VkaGVlcj5uYWlkdkUBjcmQaWNhbHJqdmVylmNvbSzb21wYW55TmFlZT10ZNDb3JnNyZzdxBwvHlwZT1FTvBUWSZpbnZpdGF0aW9uSW09MT0MDI%3D>

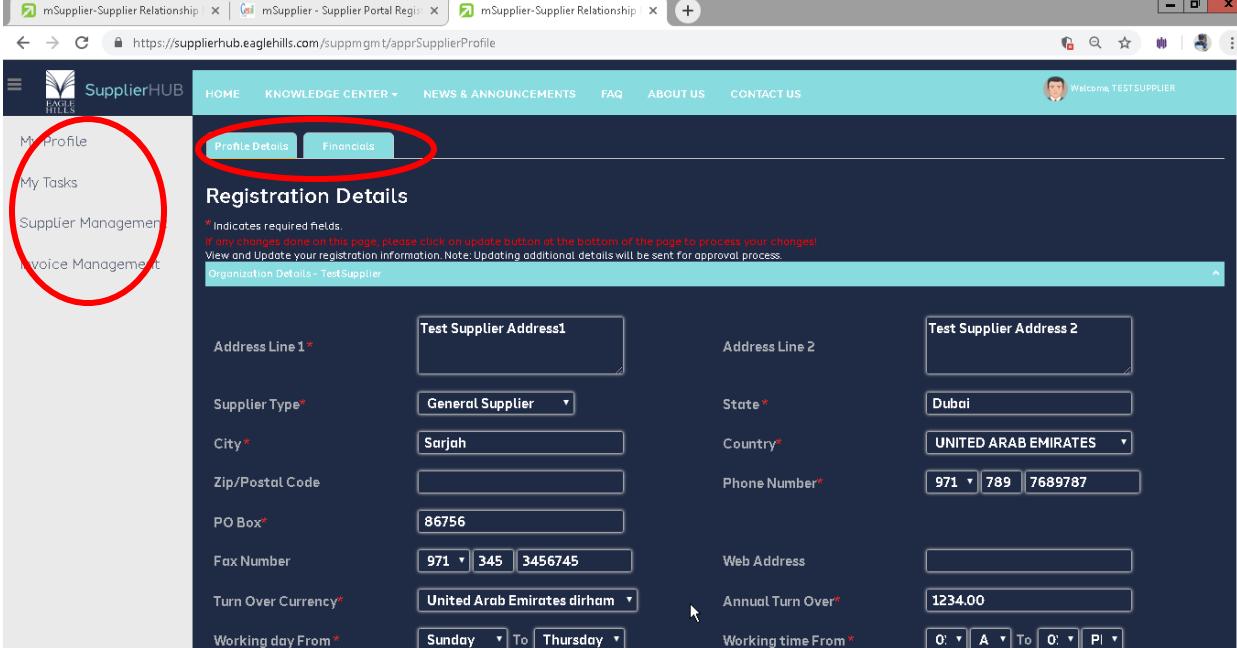
The screenshot shows the "SupplierHUB" registration page. The "User Credentials" section includes fields for "User Name*", "Password*", "Confirm Password*", and "Enter Code Shown*". A CAPTCHA field displays "3 9 7 3 1" with a refresh arrow. A note below the CAPTCHA states: "Password should be minimum of 8 and max. of 16 characters. It should be alphanumeric with atleast one Capital letter and a Special character. Ex:Test@123". The "SUBMIT" button is highlighted with a red circle.

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.



Registration Details

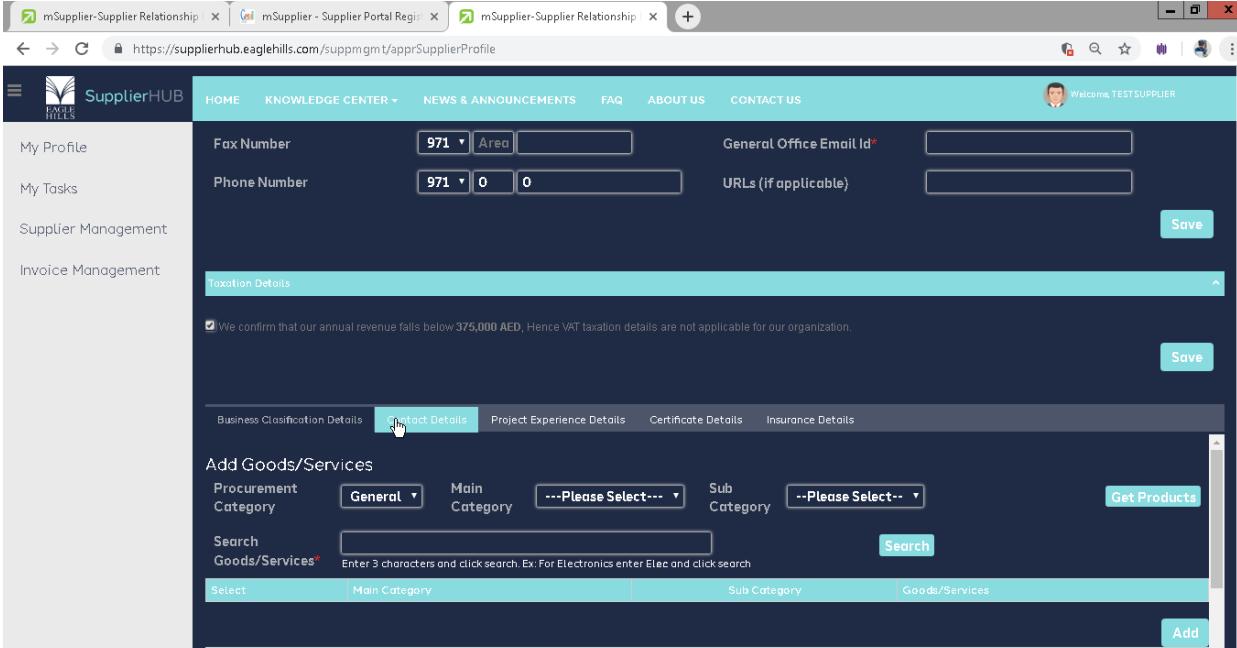
* Indicates required fields.

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	Web Address	
Fax Number	971 345 3456745	Annual Turn Over*	1234.00
Turn Over Currency*	United Arab Emirates dirham	Working time From*	0:00 AM To 0:00 PM
Working day From*	Sunday To Thursday		



Contact Details

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

Add Goods/Services

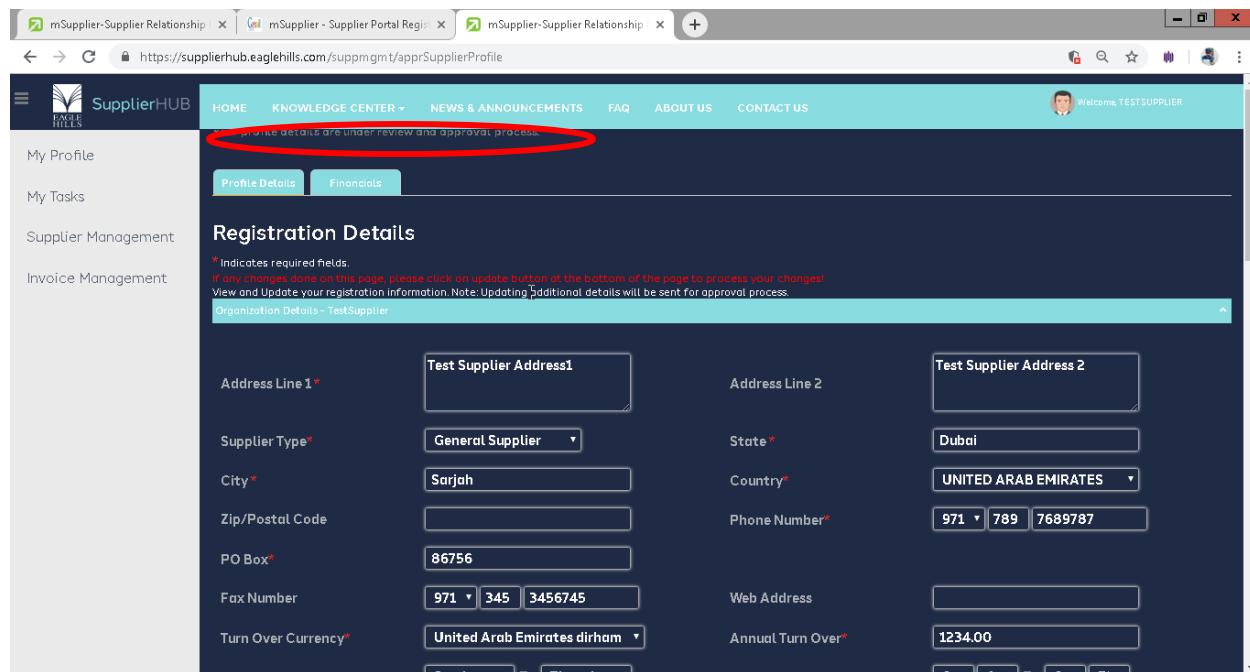
Procurement Category: General Main Category: ...Please Select... Sub Category: ...Please Select... Get Products

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

Select	Main Category	Sub Category	Goods/Services	Action
				Add



mSupplier SUPPLIER USER MANUAL



SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome TESTSUPPLIER

My Profile
My Tasks
Supplier Management
Invoice Management

Profile Details Financials

Registration Details

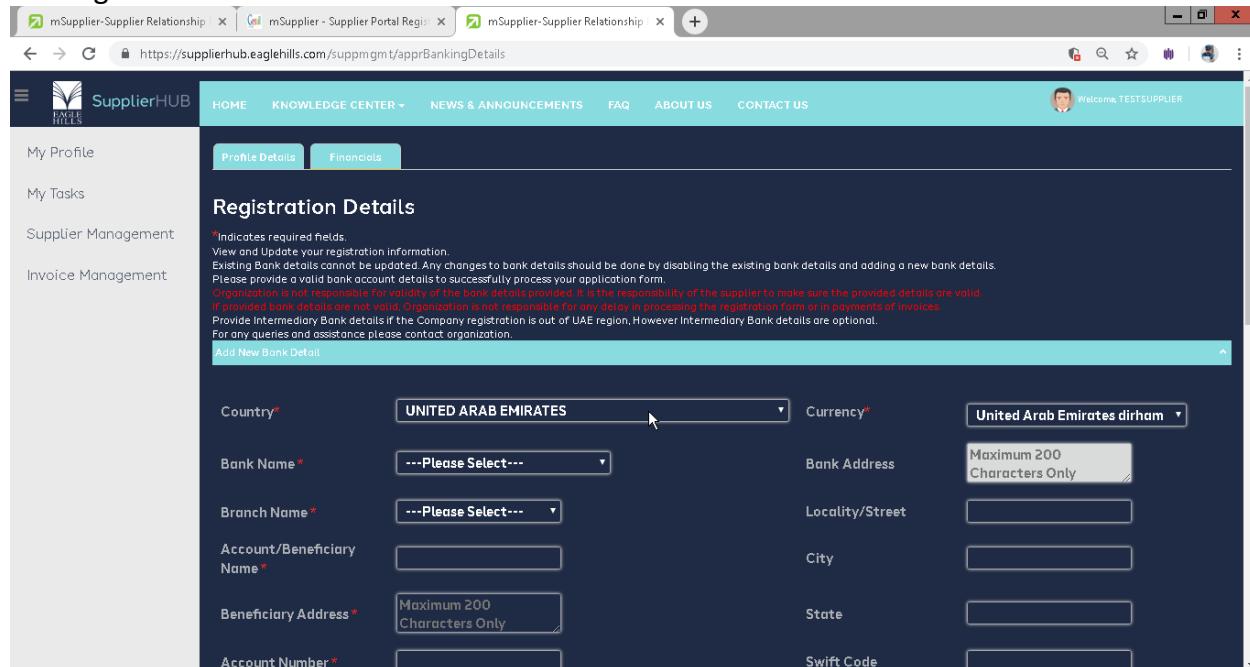
* Indicates required fields.
If any changes done on this page, please click on update button at the bottom of the page to process your changes.
View and Update your registration information. Note: Updating additional details will be sent for approval process.

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	Web Address	
Fax Number	971 345 3456745	Annual Turn Over*	1234.00
Turn Over Currency*	United Arab Emirates dirham		

Workstation Details
Current Location: TestSupplier | Workstation ID: 00000000-A-0000-0000-000000000000

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 TESTSUPPLIER

My Profile
My Tasks
Supplier Management
Invoice Management

Profile Details Financials

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.
If provided bank details are not valid, Organization is not responsible for any delay in processing the registration form or in payments of invoices.
Provide Intermediary Bank details if the Company registration is out of UAE region. However Intermediary Bank details are optional.
For any queries and assistance please contact organization.

Add New Bank Detail

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

You 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

My Profile

My Tasks

Supplier Management

Invoice Management

Add Reset

Bank Details

Disable/Delete	Edit	Account No.	Beneficiary No.	Country	Currency	Bank Name	Branch Name	SORT/Ref
Active		44556677891	Test supplier	ANDORRA	AED	Test Supplier Bank	Test Supplier Branch	
Active		99447753444	Test supplier2	ANDORRA	AED	Test Supplier Bank2	Test Supplier Branch2	

Intermediary Details

UPDATE BACK

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

Update Business details

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTSUPPLIER

Fax Number 971 Area

Phone Number 971 0 0

General Office Email Id*

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

Fax Number: 971 Area:

Phone Number: 971 0 0

General Office Email Id:

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.

Product / Service Type:

Product Warranty:

Brand:

Product/Service Type **Product Warranty** **Brand**

No data to display

Notes to Approver

Notes:

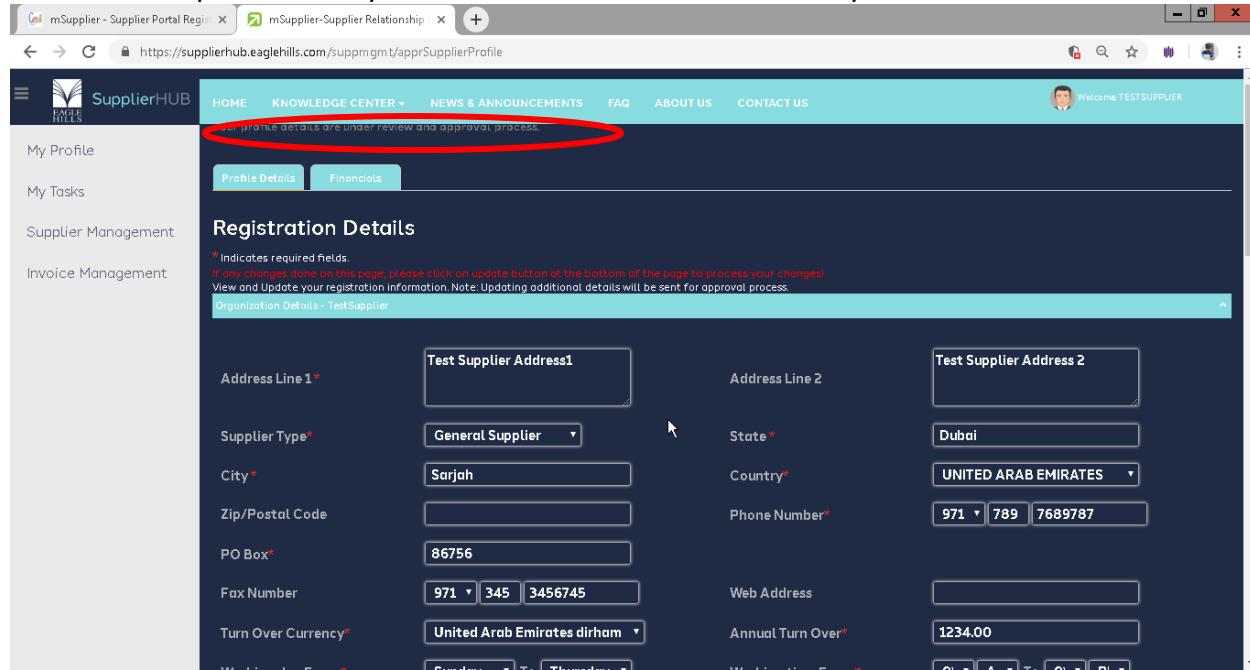
UPDATE **BACK**

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions



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 details are under review and approval process.

Profile Details Financials

Registration Details

* Indicates required fields.

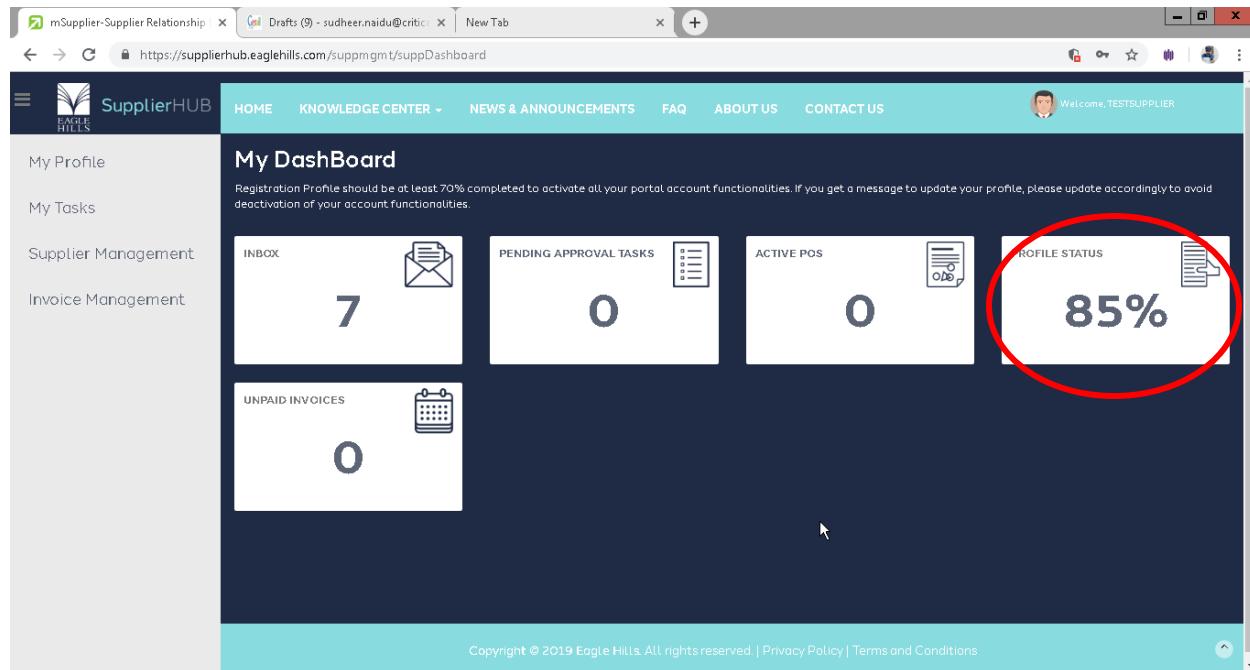
If any changes done on this page, please click on update button at the bottom of the page to process your changes!

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	Web Address	
Fax Number	971 345 3456745	Annual Turn Over*	1234.00
Turn Over Currency*	United Arab Emirates dirham	Working Days	Monday Tuesday Wednesday Thursday Friday Saturday Sunday

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 POS	0	PROFILE STATUS	85%
UNPAID INVOICES	0						

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions



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 displays the following information:

Field	Value
Name	TestSupplier
Designation	Tester
Department	Testing
Landline No	971 324 2352352
Email*	sudheer.naidu@criticalriver.c
Mobile No*	971 998999989

Below the form, there is a button labeled 'CLICK HERE TO UPLOAD SIGNATURE' and a note: 'click on image to upload or modify the signature. Image size should not exceed Width:160px Height:140px for proper resolution.'

At the bottom right of the page is a blue 'SUBMIT' button.

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

Inbox (10) - sudheer.naidu@criticalriver.com mSupplier-Supplier Relationship https://supplierhub.eaglehills.com/usrmgmt/viewProfile

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome TESTSUPPLIER

User Profile

* Indicates required fields.

My Profile My Tasks Supplier Management Invoice Management

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

Email*: sudheer.naidu@criticalriver.com

Mobile No*: 971 998999999

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.

Inbox (10) - sudheer.naidu@criticalriver.com mSupplier-Supplier Relationship https://supplierhub.eaglehills.com/usrmgmt/viewProfile

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome TESTSUPPLIER

User Profile

* Indicates required fields.

My Profile My Tasks Supplier Management Invoice Management

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

Email*: sudheer.naidu@criticalriver.com

Mobile No*: 971 998999999

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.

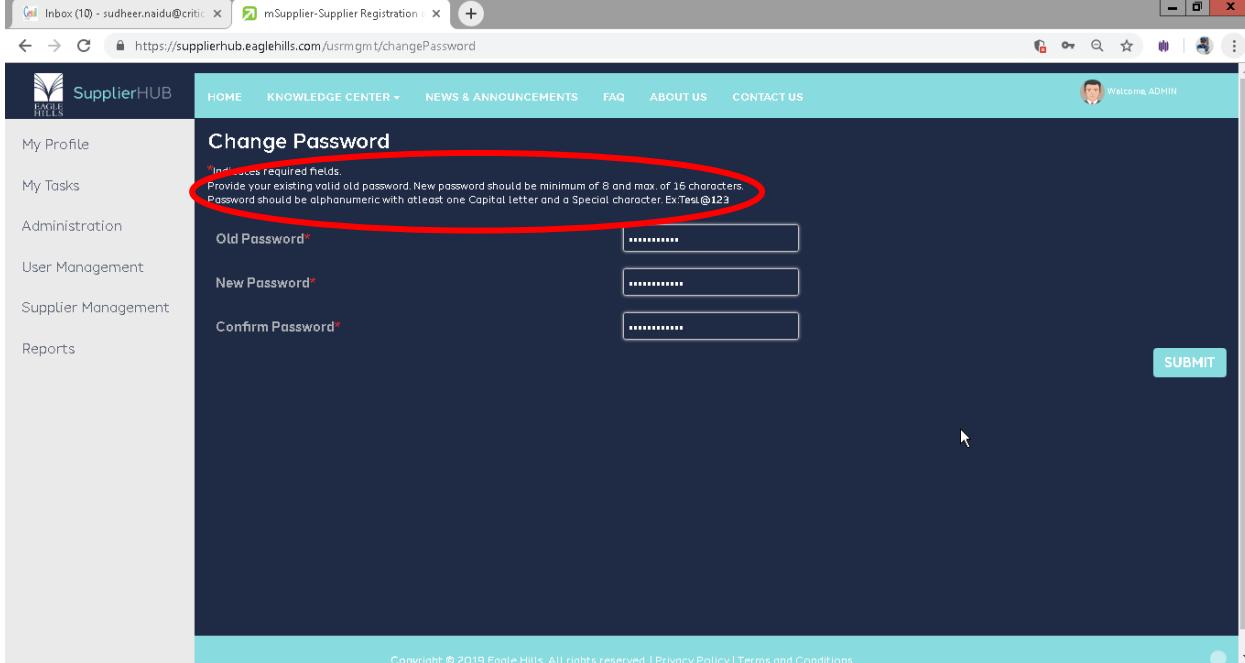
SUBMIT

successfully processed your request.



mSupplier SUPPLIER USER MANUAL

Change/Reset Password



Inbox (10) - sudheer.naidu@critic.com mSupplier-Supplier Registration +

https://supplierhub.eaglehills.com/usrmgmt/changePassword

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, ADMIN

My Profile

My Tasks

Administration

User Management

Supplier Management

Reports

Change Password

* Indicates required fields.

Provide your existing valid old password. New password should be minimum of 8 and max. of 16 characters.

Old Password*

New Password*

Confirm Password*

.....

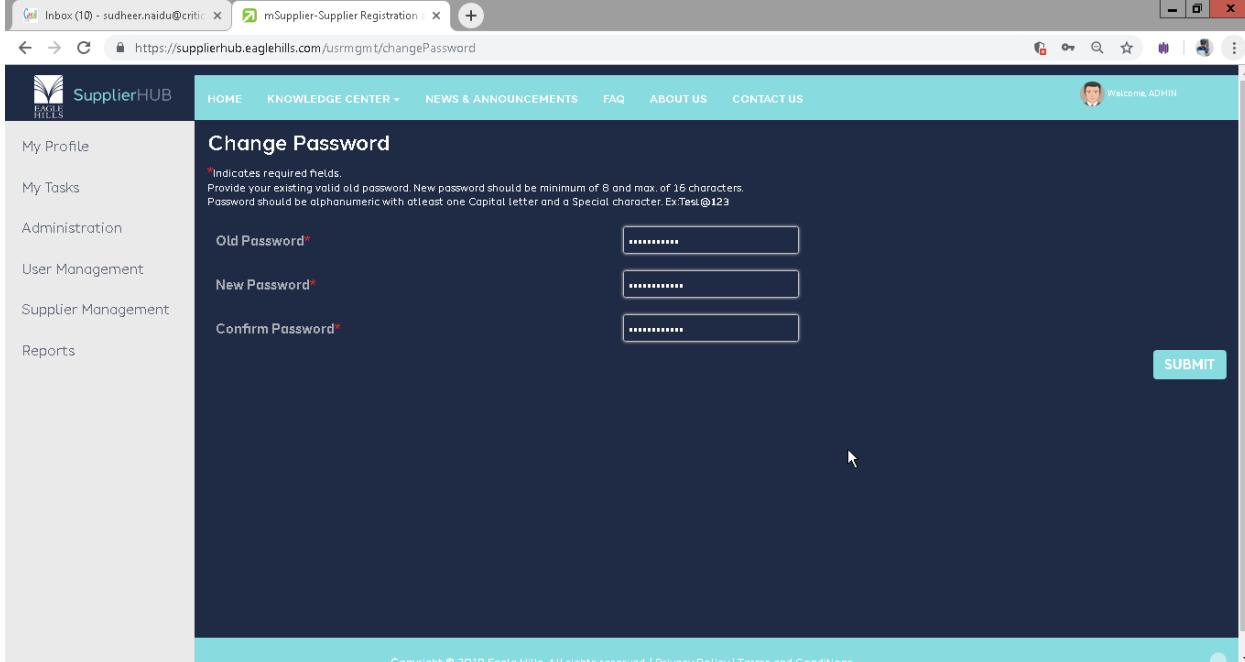
.....

.....

SUBMIT

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

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.



Inbox (10) - sudheer.naidu@critic.com mSupplier-Supplier Registration +

https://supplierhub.eaglehills.com/usrmgmt/changePassword

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, ADMIN

My Profile

My Tasks

Administration

User Management

Supplier Management

Reports

Change Password

* Indicates required fields.

Provide your existing valid old password. New password should be minimum of 8 and max. of 16 characters.

Old Password*

New Password*

Confirm Password*

.....

.....

.....

SUBMIT

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions



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.

Inbox (10) - sudheer.naidu@critic x mSupplier-Supplier Registration x +

https://supplierhub.eaglehills.com/usrmgmt/changePassword

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, ADMIN

My Profile

My Tasks

Administration

User Management

Supplier Management

Reports

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

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

User Profile

Indicates required fields.

Name: TestSupplier

Designation:

Department:

Landline No: 971 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:160px Height:140px 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, reject or ask for more information about an assigned task for approval.



mSupplier SUPPLIER USER MANUAL

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
11815	Supplier Registration Process - testorg2	TESTORG2	Approved By Procurement ...	04-Jun-2019	04-Jun-2019
11809	Update Supplier Banking Details - cns1	CNS1	Submitted to Finance Mana...	03-Jun-2019	03-Jun-2019

Copyright © 2019 Eagle Hills. All rights reserved | Privacy Policy | Terms and Conditions

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.

Approver's action on the request

Choose Action*

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

Remarks:

SUBMIT **BACK**

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions



mSupplier SUPPLIER USER MANUAL

Notifications

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

My Notifications

To	Subject	Date Sent	Status
TEST SUPPLIER	mSupplier - Supplier Registration Updated Profile details Approved - Tracking ...	04-Jun-2019	New
TEST SUPPLIER	New Task Assignment for Supplier Registration Approval	04-Jun-2019	New
TEST SUPPLIER	New Task Assignment for Supplier Registration Approval	04-Jun-2019	New
TEST SUPPLIER	mSupplier - Supplier Registration Updated Profile details Approved - Tracking ...	04-Jun-2019	New
CON3	New Task Assignment for Supplier Registration Approval	04-Jun-2019	New
CON3	New Task Assignment for Supplier Registration Approval	04-Jun-2019	New
CON3	mSupplier - Supplier Portal Login Credentials	04-Jun-2019	New
CON3	mSupplier - Supplier Portal Registration Invitation	04-Jun-2019	New
CON3	mSupplier - Supplier Registration Form Approved - Tracking ID :11816, con3	04-Jun-2019	New
CON3	New Task Assignment for Supplier Registration Approval	04-Jun-2019	New

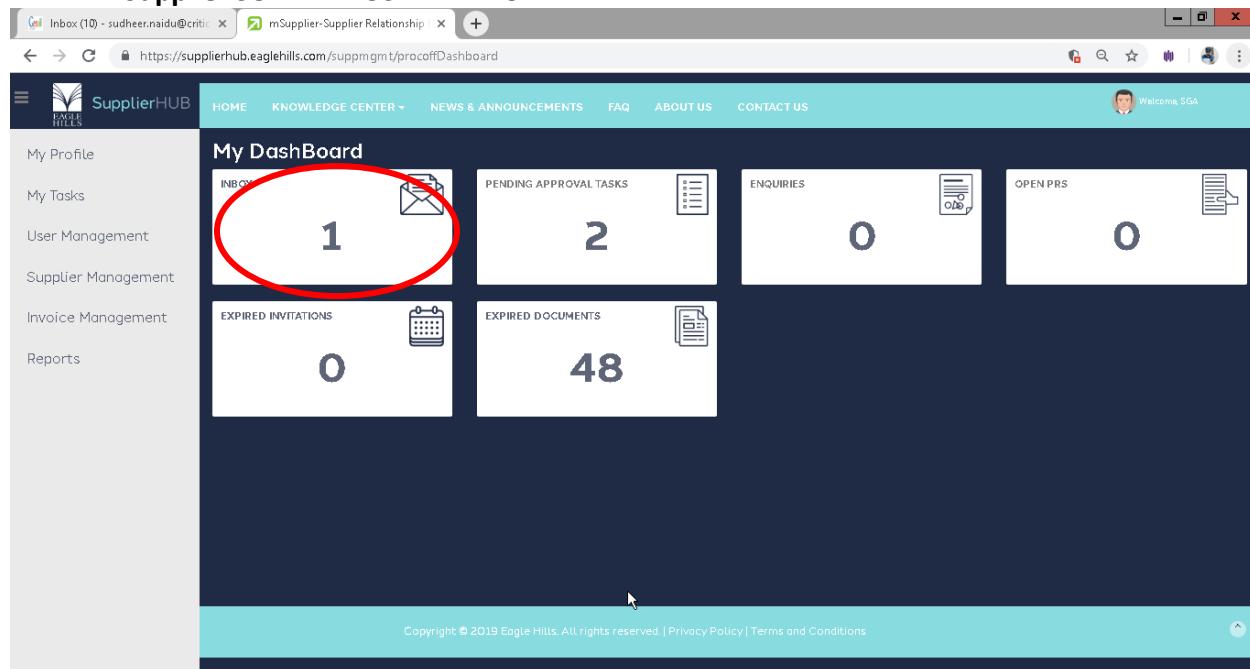
Message Details
Dear con3,
It is to bring to your notice that your updated mSupplier Registration details submitted has been approved. Please login into the portal using the below link for details.
URL: <http://supplierhub.eaglehills.com>
-Eagle Hills Procurement Team

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 you actually read them (clicking on the notification record on the grid). In your dashboard, system will display the number of unread emails notifications in the inbox icon.



mSupplier SUPPLIER USER MANUAL



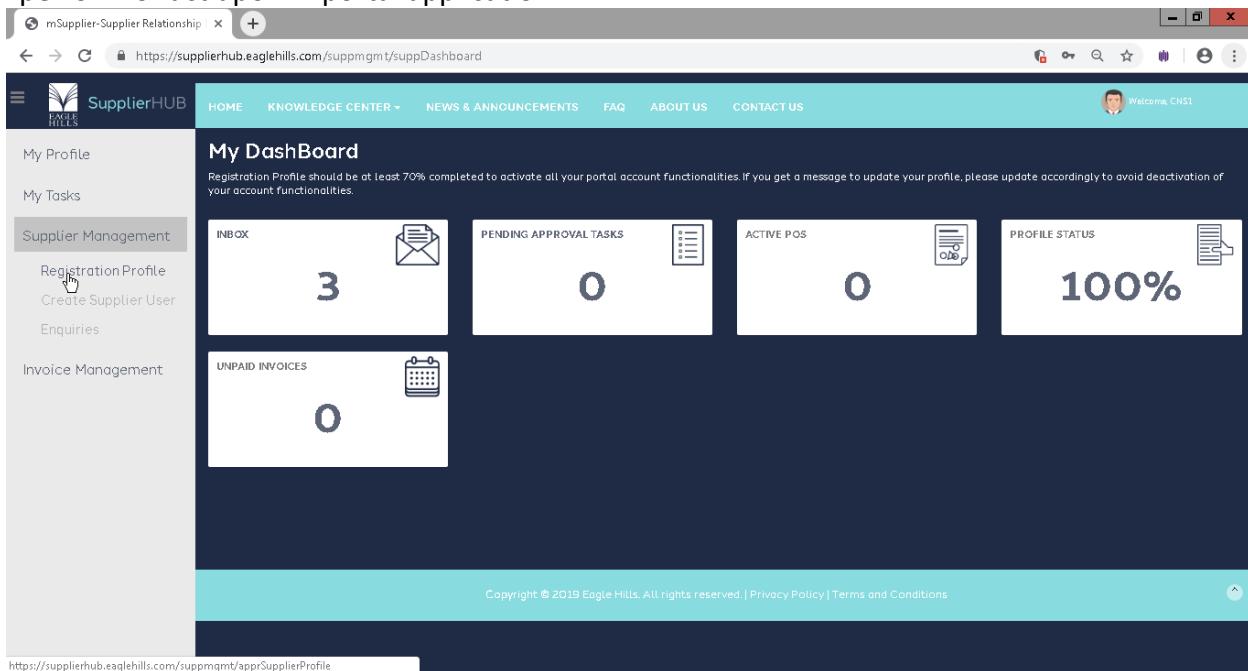
SupplierHub dashboard showing system alerts and pending actions. The INBOX section is highlighted with a red circle, indicating 1 message.

Category	Count
INBOX	1
PENDING APPROVAL TASKS	2
ENQUIRIES	0
OPEN PRS	0
EXPIRED INVITATIONS	0
EXPIRED DOCUMENTS	48

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

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.



SupplierHub dashboard showing updated data after profile completion. The profile status is now 100%.

Category	Count
INBOX	3
PENDING APPROVAL TASKS	0
ACTIVE POS	0
PROFILE STATUS	100%
UNPAID INVOICES	0

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions



mSupplier SUPPLIER USER MANUAL

Supplier Management

View/Edit Registration Profile

The screenshot shows the SupplierHub dashboard. On the left sidebar, under 'Supplier Management', the 'Registration Profile' option is highlighted with a red oval. The main dashboard area displays various metrics: INBOX (3), PENDING APPROVAL TASKS (0), ACTIVE POS (0), and PROFILE STATUS (100%).

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

Supplier will have option to edit the registration profile.

The screenshot shows the 'Registration Details' page. The left sidebar includes 'My Profile', 'My Tasks', 'Supplier Management', and 'Invoice Management'. The main content area displays 'Your Financial details are under review and approval process.' Below this, there are tabs for 'Profile Details' and 'Financials', with 'Profile Details' selected. The 'Registration Details' section contains fields for Country (United Arab Emirates), Currency (United Arab Emirates dirham), Bank Name (dropdown menu), Branch Name (dropdown menu), Account/Beneficiary Name (input field), Beneficiary Address (input field), Bank Address (input field), Locality/Street (input field), City (input field), and State (input field). A note at the bottom states: 'Organization is not responsible for validity of the bank details provided. It is the responsibility of the supplier to make sure the provided details are valid. If provided bank details are not valid, Organization is not responsible for any delay in processing the registration form or in payments of invoices. Provide intermediary Bank details if the Company registration is out of UAE region, However Intermediary Bank details are optional. For any queries and assistance please contact organization.'



mSupplier SUPPLIER USER MANUAL

Supplier can able to edit profile and business classification details.

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



mSupplier SUPPLIER USER MANUAL

mSupplier-Supplier Relationship +

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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome CNSI

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

Name* Designation*
Department* Landline No* 971 Area
Mobile No* 971 Area
Email* Contact Category*
Is Primary* Yes No Contact Type*
Authorized Signature(Scan Copy) No file chosen
Max. 5MB file & pdf/image files only

Add

Deleted

	Category	Contact Type	Contact Name	Designation	Department	Contact No	Mobile	Fax	Email Id
Active	Finance	local	test1	trainee	testing	971-876-5566777	971-656778878	971--	surval
Active	Sales Services	local	test2	trainee	testing	971-987-3456789	971-987654323	971--	surval

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

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome CNSI

Quality

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.* No file chosen
Max. 30MB & pdf/image files only
Upload

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

Does your company hold ISO 9001 Certification?* Yes No
What is the expiry of your current ISO 9001 certificate?*
Please attach full current copies of ISO 9001 certificates you hold.* No file chosen
Max. 30MB & pdf/image files only
Upload

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

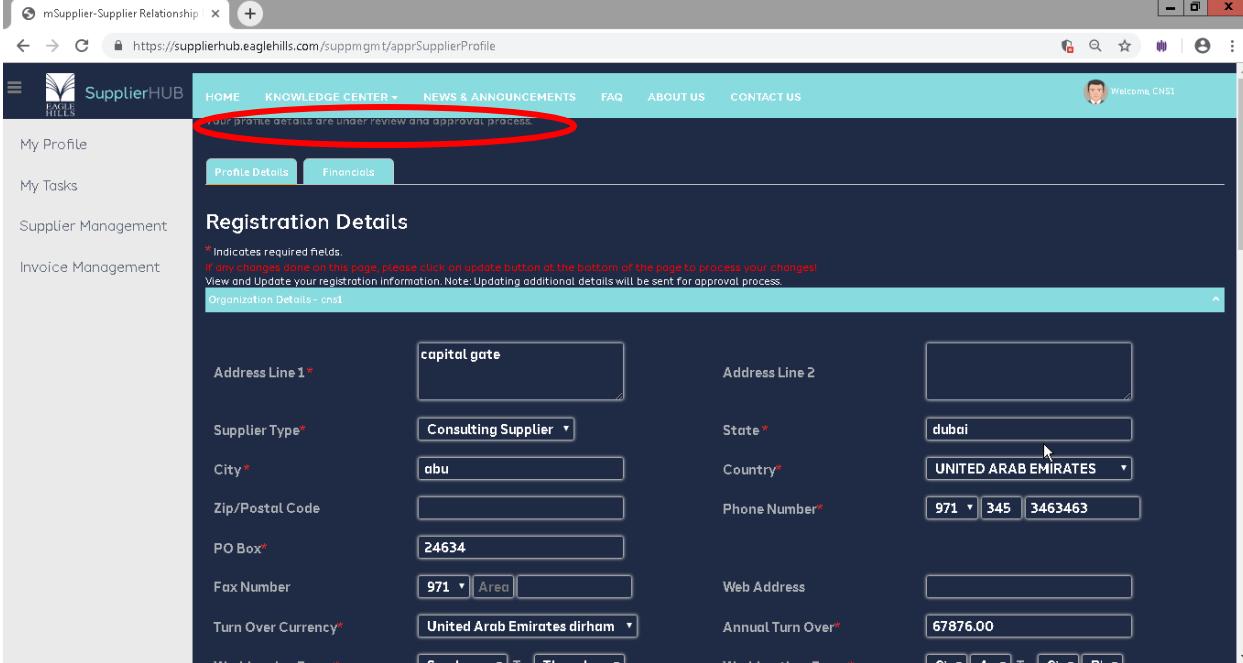
Notes to Approver

2:11 PM 6/4/2019



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.



The screenshot shows a web browser window for 'SupplierHUB' with the URL <https://supplierhub.eaglehills.com/suppmgmt/appSupplierProfile>. The page is titled 'Registration Details'. A red circle highlights the status message 'Our details are under review and approval process' located above the form fields. The form fields include: Address Line 1 (capital gate), Address Line 2 (empty), Supplier Type (Consulting Supplier), State (dubai), City (abu), Country (UNITED ARAB EMIRATES), Zip/Postal Code (empty), Phone Number (971 345 3463463), PO Box (24634), Fax Number (971 Area), Turn Over Currency (United Arab Emirates dirham), Web Address (empty), and Annual Turn Over (67876.00). The status message also includes a note: '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'.

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 +

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

SupplierHUB

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

New User Account

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

Full Name*	<input type="text"/>	User Name*	<input type="text"/>
Department Name	<input type="text"/>	Designation	<input type="text"/>
Email*	<input type="text"/>	Mobile No*	<input type="text"/> 971
Type*	<input type="button" value="User"/>	<input type="button" value="Add"/>	

Enable/Disable User

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

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

mSupplier-Supplier Registration +

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

SupplierHUB

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

New User Account

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

Full Name*	<input type="text"/>	User Name*	<input type="text"/>
Department Name	<input type="text"/>	Designation	<input type="text"/>
Email*	<input type="text"/>	Mobile No*	<input type="text"/> 971
Type*	<input type="button" value="User"/>	<input type="button" value="Add"/>	

Enable/Disable User

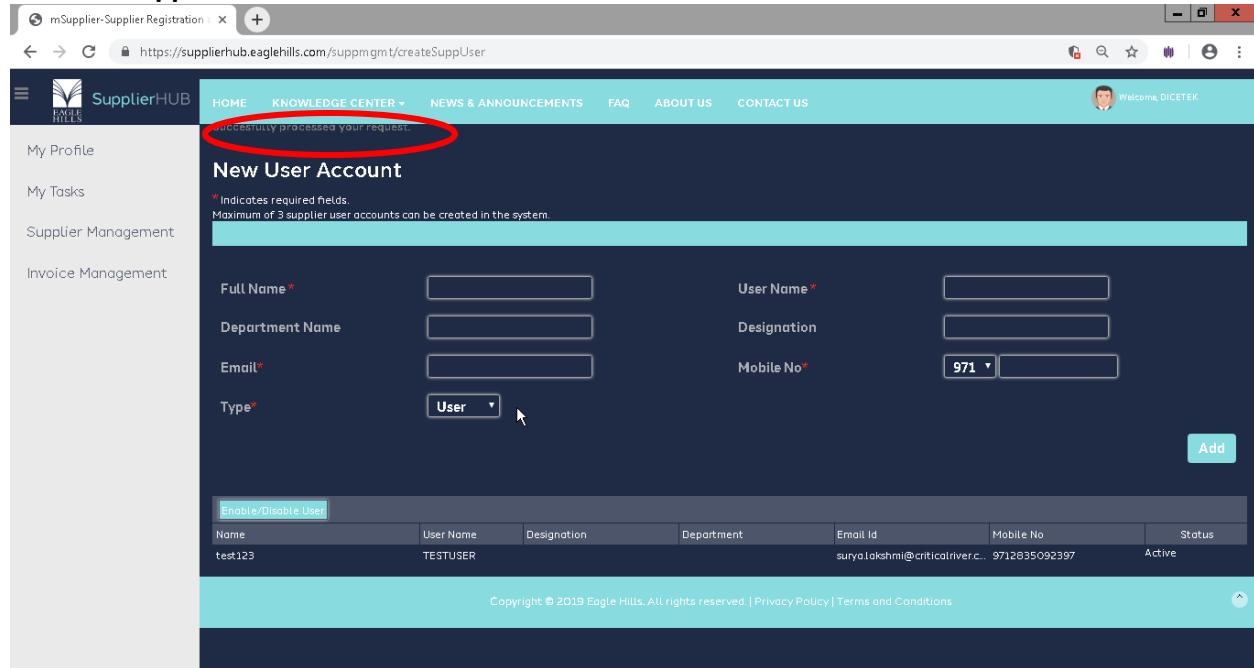
Name	User Name	Designation	Department	Email Id	Mobile No	Status
No data to display						

Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions

The 'Add' button is circled in red.



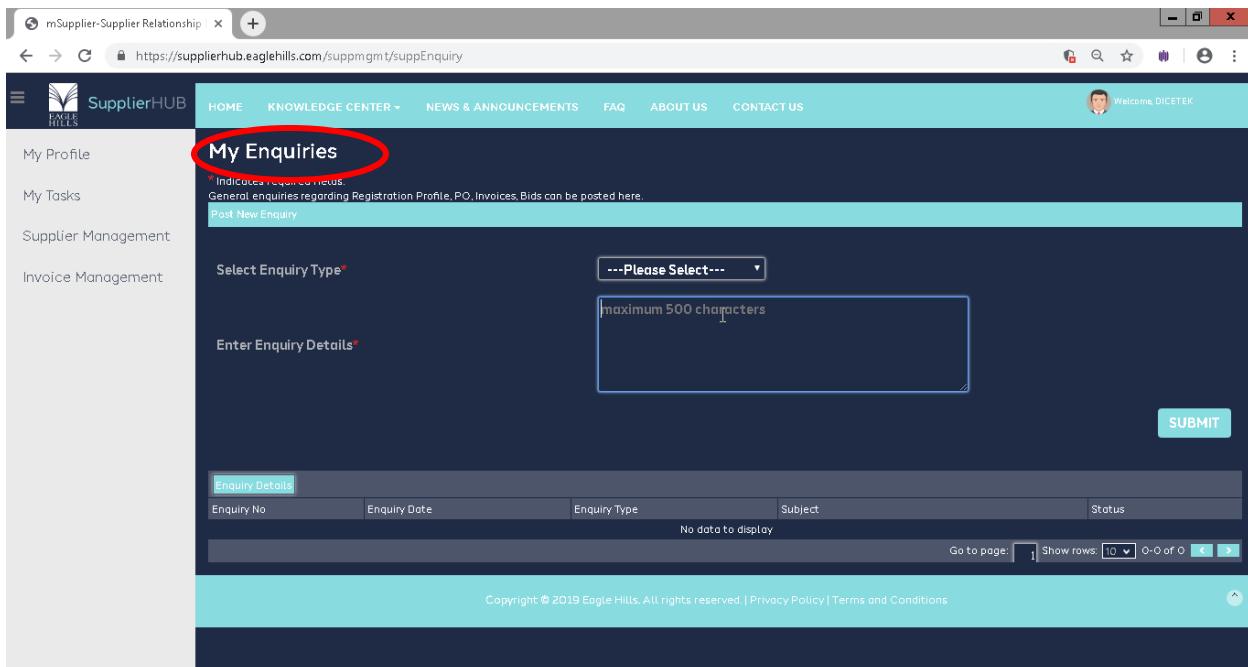
mSupplier SUPPLIER USER MANUAL



The screenshot shows the 'New User Account' page of the mSupplier portal. At the top, a success message 'Successfully processed your request.' is highlighted with a red circle. The page includes fields for 'Full Name*', 'User Name*', 'Department Name', 'Designation', 'Email*', 'Mobile No*', and 'Type*' (set to 'User'). Below the form is a table titled 'Enable/Disable User' with one row of data. The table has columns for Name, User Name, Designation, Department, Email Id, Mobile No, and Status. The status for the row is 'Active'. At the bottom, there is a copyright notice: 'Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions'.

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.



The screenshot shows the 'My Enquiries' page of the mSupplier portal. At the top, a success message 'General enquiries regarding Registration Profile, PO, Invoices, Bids can be posted here.' is highlighted with a red circle. The page includes fields for 'Select Enquiry Type*' (dropdown menu showing '...Please Select...') and 'Enter Enquiry Details*' (text area with placeholder 'maximum 500 characters'). Below the form is a table titled 'Enquiry Details' with one row of data. The table has columns for Enquiry No, Enquiry Date, Enquiry Type, Subject, and Status. The status for the row is 'No data to display'. At the bottom, there is a copyright notice: 'Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions'.

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 +

<https://supplierhub.eaglehills.com/supplymgrt/suppEnquiry>

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, DICETEK

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* ---Please Select---

Enter Enquiry Details* maximum 500 characters

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 < >

Copyright © 2019 Eagle Hills. All rights reserved. | [Privacy Policy](#) | [Terms and Conditions](#)

mSupplier-Supplier Relationship +

<https://supplierhub.eaglehills.com/supplymgrt/enquiryHst/10001>

SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, DICETEK

Enquiry Details

Request No **10001** Supplier **10524-DICETEK LLC.**

Enquiry Desc **Supplier management**

Date	Replied By	Remarks	Status

Enter Reply* maximum 500 characters

Enquiry Status* ---Please Select---

Enquiry Details

Supplier Management

Enter Reply

Enquiry Status

---Please Select---

Submit Back

Copyright © 2019 Eagle Hills. All rights reserved. | [Privacy Policy](#) | [Terms and Conditions](#)

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 shows the 'My Purchase Orders' page. The top navigation bar includes 'View PO', 'Raise Invoice' (which is circled in red), 'Raise Advance Invoice', and 'Export to Excel'. The main table lists purchase orders with columns: PO No, Description, Status, PO Cost, Currency, PO Date, Ord. Qty, Rec. Qty, Rej. Qty, and Inv. Amou. A red box highlights the first row of the table. The 'PO Lines' section below the table shows a single line item with columns: PO Lin., Item Name, Description, Qty, Price, Tax, Currency, Rec. Qty, Received Cost, UOM, and Rej. Qty. The item listed is 'Provision of Project Manager - Khalid'.

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...	OPEN	108,960.00	USD	30-Apr-2019	12	0	0	908.00
EIP-2019-1778	Cost of IT Network Engineer...	OPEN	36,000.00	AED	15-Apr-2019	3	0	0	
EIP-2019-1590	Cost of Oracle Application ...	OPEN	32,000.00	USD	07-Jun-2019	0	3/1	0	25,365.00
EIP-2018-1419	Cost of Oracle Application ...	OPEN	25,200.00	USD	04-Oct-2018	3	2.62	0	16,673.05
EIP-2018-1275	Cost of Oracle Application ...	OPEN	25,200.00	USD	21-Jun-2018	3	2.54	0	22,411.05
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...	OPEN	108,960.00	USD	21-May-2018	12	1036	0	91,018.35

PO Lin...	Item Name	Description	Qty	Price	Tax	Currency	Rec. Qty	Received Cost	UOM	Rej. Qty
1	Provision of Project Manager - Khalid	Provision of Project Manager	12	108,960.00	5448.00	USD	0	0.00	Each	0



mSupplier SUPPLIER USER MANUAL

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!

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...	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-Jun-2019	6	3.71	0	25,365.00
EIP-2018-1419	Cost of Oracle Application...	OPEN	25,200.00	USD	04-Oct-2018	3	2.62	0	16,873.05
EIP-2018-1275	Cost of Oracle Application...	OPEN	25,200.00	USD	21-Jun-2018	3	2.54	0	22,411.06
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 Projec...	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	Cost	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

Invoice Details

PO Based e-Invoice

Indicates required fields: *

Purchase Order Line Details

Supplier Id	004	Supplier Name	DICETEK 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. Enquiry Contact: Sameer/Justin at 02 495 8869
Department	Information Technology	Buyer	Ismail-NA
Requested By	Jolly, Mr. Justin	Invoiced Amount	USD 908.00
PO Total Cost	USD 108,960.00		

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 908.00	USD 454.00	View Doc
03JUN19AP1	PREPAYMENT	03-Jun-2019	REJECTED	USD 908.00	USD 454.00	View Doc



mSupplier SUPPLIER USER MANUAL

mSupplier-Supplier Registration + X

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

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

My Profile Y 11367 1 Provision of Project Manager - Khalid Chaudhary for 1 Year From 15-05-2019 To 14-05-2020 Provision of Project Manager - Khalid Chaudhary for 1 Year From 15-05-2019 To 14-05-2020 12.00 9080.00 0.10 1 1 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*	<input type="text" value="34346346"/> Check Duplicate	Invoice Amount <input type="text" value="9080.00"/> calculate
Invoice Date*	<input type="text" value="04-Jun-2019"/> D	Invoice Due Date <input type="text" value="04-Jun-2019"/>
Upload Invoice Scan Copy*	Choose File No file chosen Max. 5MB & pdf/image files only	Tax Amount <input type="text" value="454.00"/>
Delivery Order No*	<input type="text" value="34523235235"/>	Delivery Order Date* <input type="text" value="04-Jun-2019"/> D
Upload DO Scan Copy*	Choose File No file chosen Max. 5MB & pdf/image files only	
Invoice Description*	<input type="text" value="Test 1"/>	

Read terms & Conditions I Agree Terms & Conditions

SUBMIT INVOICE BACK

Copyright © 2019 Eagle Hills. All rights reserved. | [Privacy Policy](#) | [Terms and Conditions](#)

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 breif 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 relavant 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=&delId=>

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

My Profile Y 11367 1 Provision of Project Manager - Khalid Chaudhary for 1 Year From 15-05-2019 To 14-05-2020 Provision of Project Manager - Khalid Chaudhary for 1 Year From 15-05-2019 To 14-05-2020 12.00 9080.00 0.10 1 1 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*	<input type="text" value="34346346"/> Check Duplicate	Invoice Amount <input type="text" value="9080.00"/> calculate
Invoice Date*	<input type="text" value="04-Jun-2019"/> D	Invoice Due Date <input type="text" value="04-Jun-2019"/>
Upload Invoice Scan Copy*	Choose File crllogo.png Max. 5MB & pdf/image files only	Tax Amount <input type="text" value="454.00"/>
Delivery Order No*	<input type="text" value="34523235235"/>	Delivery Order Date* <input type="text" value="04-Jun-2019"/> D
Upload DO Scan Copy*	Choose File Capture.PNG Max. 5MB & pdf/image files only	
Invoice Description*	<input type="text" value="Test 1"/>	

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 for invoice management. The main content area displays a table of invoices with columns for Invoice No, Type, Status, Amount, Tax, and Invoice. A red circle highlights the 'View Doc' button for the first invoice in the list.

Invoice No	Type	Status	Amount	Tax	Invoice
31MAY19P1	STANDARD	31-May-2019	Pending Approval	USD 908.00	View Doc
31MAY19P1	PREPAYMENT	31-May-2019	SUBMITTED	USD 908.00	View Doc
03JUN19P1	STANDARD	03-Jun-2019	Rejected	USD 908.00	View Doc
03JUN19P1	PREPAYMENT	03-Jun-2019	REJECTED	USD 908.00	View Doc
789	STANDARD	04-Jun-2019	Pending Approval	USD 908.00	View Doc
34346346	STANDARD	04-Jun-2019	Pending Approval	USD 908.00	View Doc

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 for the PO Workbench. The main content area displays a table of purchase orders with columns for PO No, Description, Status, PO Cost, Currency, PO Date, Ord. Qty, Rec. Qty, Rej. Qty, and Inv. Amo. A red circle highlights the 'Raise Advance Invoice' button in the toolbar above the table.

PO No	Description	Status	PO Cost	Currency	PO Date	Ord. Qty	Rec. Qty	Rej. Qty	Inv. Amo
EIP-2019-1788	Cost of Oracle Application	OPEN	108,960.00	USD	2019-05-21	0	0	0	108,960.00
EIP-2019-1788	Cost of IT Network Engin...	OPEN	36,000.00	AED	15-Apr-2019	3	0	0	25,365.00
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...	OPEN	25,200.00	USD	19-Jun-2018	3	0.65	0	5,135.55
EIP-2018-1226	Cost for Provision of Proj...	OPEN	108,960.00	USD	21-May-2018	12	10.36	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 L.L.C
PO No	EIP-2019-1788	Description	Cost for Provision of Project Manager - Khalid Chaudry for 1 Year From 15-05-2019 To 14-05-2020. End User Contact Sameer/Justin at 02 495 8869
Department	Information Technology	Buyer	Ismail-H
Requested By	Jally, Mr. Justin	Invoiced Amount	USD 19068.00
PO Total Cost	USD 108960.00		

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.

SupplierHUB

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

Invoice Details

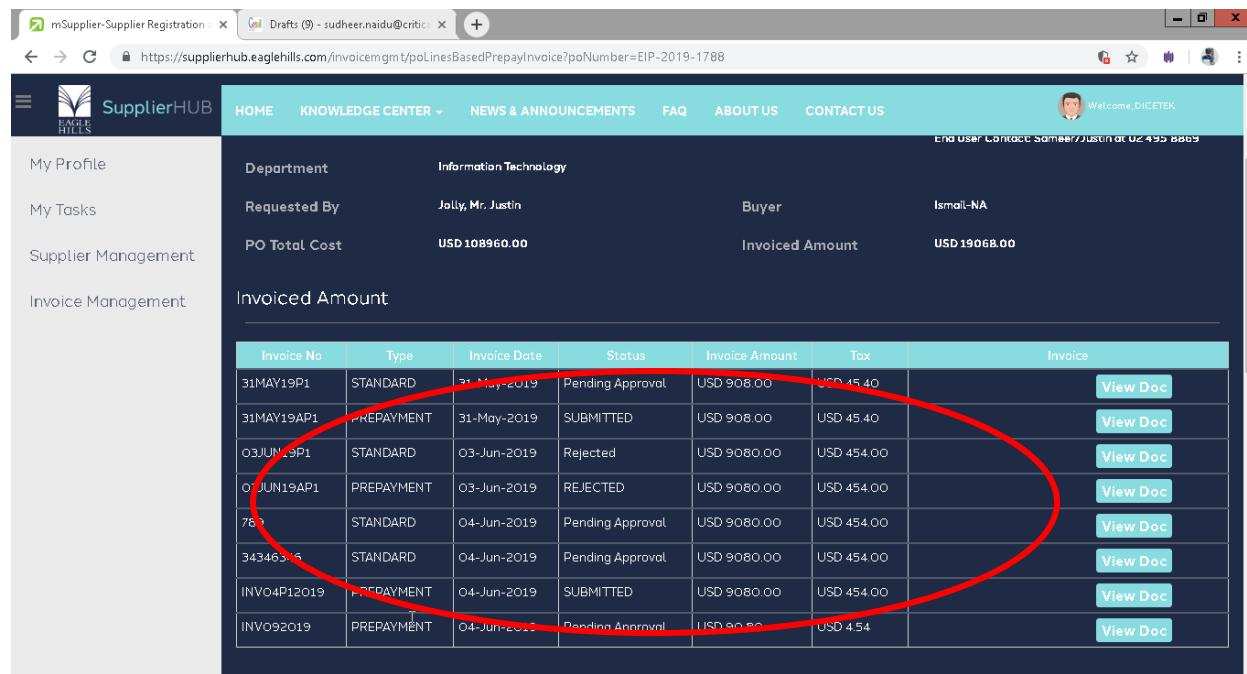
Enter Invoice No*	<input type="text"/>	Check Duplicate	Invoice Amount in AED	<input type="text"/>	calculate
Invoice Date*	<input type="text" value="04-Jun-2019"/>	<input type="button" value="D"/>	Invoice Due Date	<input type="text" value="04-Jun-2019"/>	<input type="button" value="D"/>
Upload Invoice Scan Copy*	<input type="button" value="Choose File"/> No file chosen	Max 5MB & pdf/image files only	Tax Amount	<input type="text"/>	
Invoice Description*	<input type="text" value="Maximum 200 Characters"/>				
Are you providing the bank guarantee document for advance payment invoice? *					
Bank Guarantee No	<input type="text"/>	Bank Name	<input type="text"/>	<input type="radio"/> Yes	<input type="radio"/> No
Bank Guarantee Expiry Date	<input type="text"/>	<input type="button" value="D"/>	Upload Bank Guarantee Scanned Copy	<input type="button" value="Choose File"/> No file chosen	Max 5MB & pdf/image files only
Read terms & Conditions <input type="checkbox"/> Agree Terms & Conditions					
SUBMIT INVOICE BACK					

Copyright © 2019 Eagle Hills. All rights reserved. | [Privacy Policy](#) | [Terms and Conditions](#)



mSupplier SUPPLIER USER MANUAL

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



The screenshot shows the SupplierHUB interface. On the left sidebar, there are links for 'My Profile', 'My Tasks', 'Supplier Management', and 'Invoice Management'. The main content area displays a table of invoices with columns for 'Invoice No', 'Type', 'Invoice Date', 'Status', 'Invoice Amount', 'Tax', and 'Invoice'. A red oval highlights the 'Invoice' column, which contains 'View Doc' buttons for each row. The table data is as follows:

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
343463-6	STANDARD	04-Jun-2019	Pending Approval	USD 9080.00	USD 454.00	View Doc
INVO04P12019	PREPAYMENT	04-Jun-2019	SUBMITTED	USD 9080.00	USD 454.00	View Doc
INVO092019	PREPAYMENT	04-Jun-2019	Pending Approval	USD 9080.00	USD 454.00	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

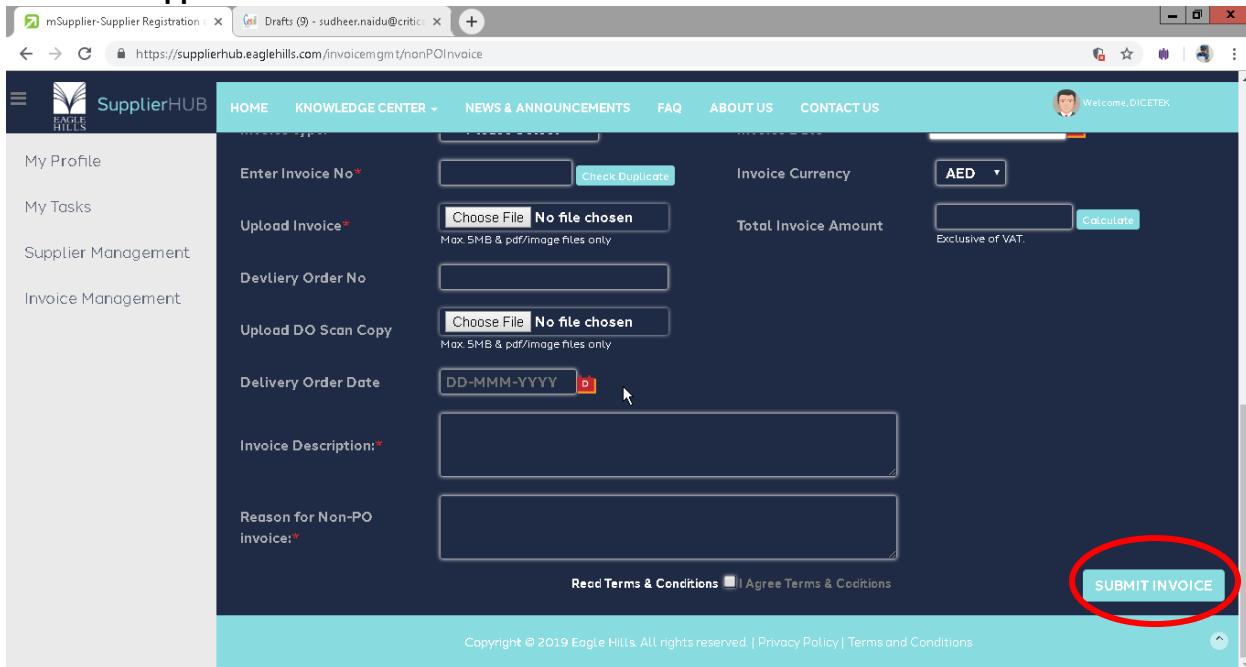
Provide appropriate Invoice Details in the Invoice Details Panel, the following are the mandatory fields to be submitted as part of invoice submission.

- Invoice No, a alphanumeric unique invoice identifier
- Invoice Description, a breif 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 relavant details, read and accept terms & conditions and click Submit Invoice button as depicted below

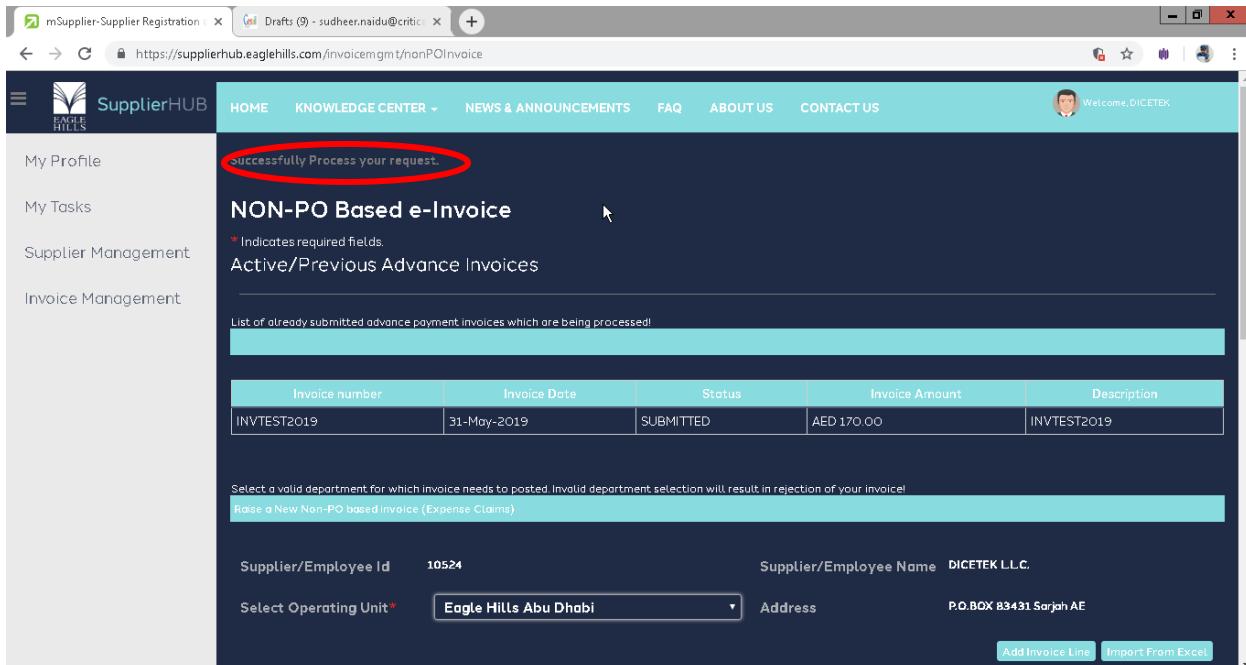


mSupplier SUPPLIER USER MANUAL



The screenshot shows the 'SupplierHUB' interface for mSupplier. The main content area is titled 'NON-PO Based e-Invoice'. It contains fields for 'Enter Invoice No.', 'Upload Invoice', 'Delivery Order No.', 'Upload DO Scan Copy', 'Delivery Order Date', 'Invoice Description', and 'Reason for Non-PO invoice'. Below these fields are checkboxes for 'Read Terms & Conditions' and 'I Agree Terms & Conditions'. A large red circle highlights the 'SUBMIT INVOICE' button at the bottom right of the form.

A successfully message will displayed when your invoice submitted.



The screenshot shows the 'SupplierHUB' interface after a successful invoice submission. The main content area is titled 'NON-PO Based e-Invoice'. A message 'Successfully Process your request.' is displayed in a red box. Below it, the 'Active/Previous Advance Invoices' section shows a table with one row:

Invoice number	Invoice Date	Status	Invoice Amount	Description
INVTEST2019	31-May-2019	SUBMITTED	AED 170.00	INVTEST2019

At the bottom, there is a message: 'Select a valid department for which invoice needs to be posted. Invalid department selection will result in rejection of your invoice!' and a link 'Raise a New Non-PO based invoice (Expense Claims)'. The 'Supplier/Employee Id' is listed as 10524, and the 'Supplier/Employee Name' is DICETEK L.L.C. The 'Select Operating Unit' dropdown is set to Eagle Hills Abu Dhabi.