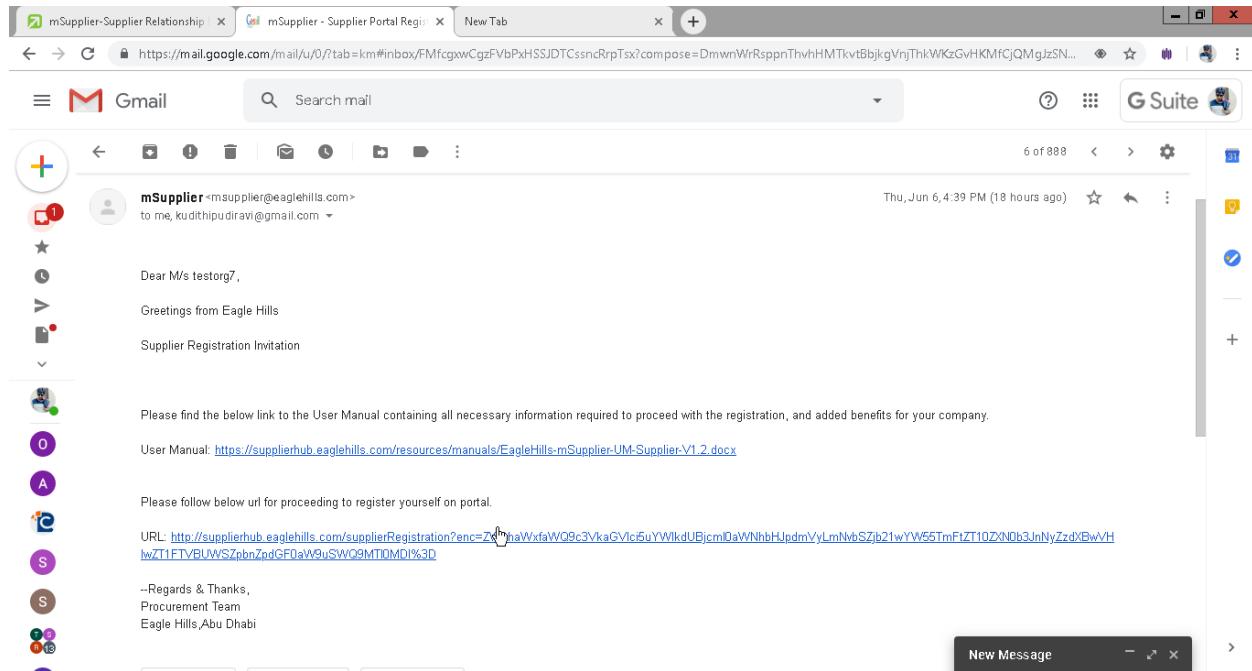


Existing Portal supplier activation

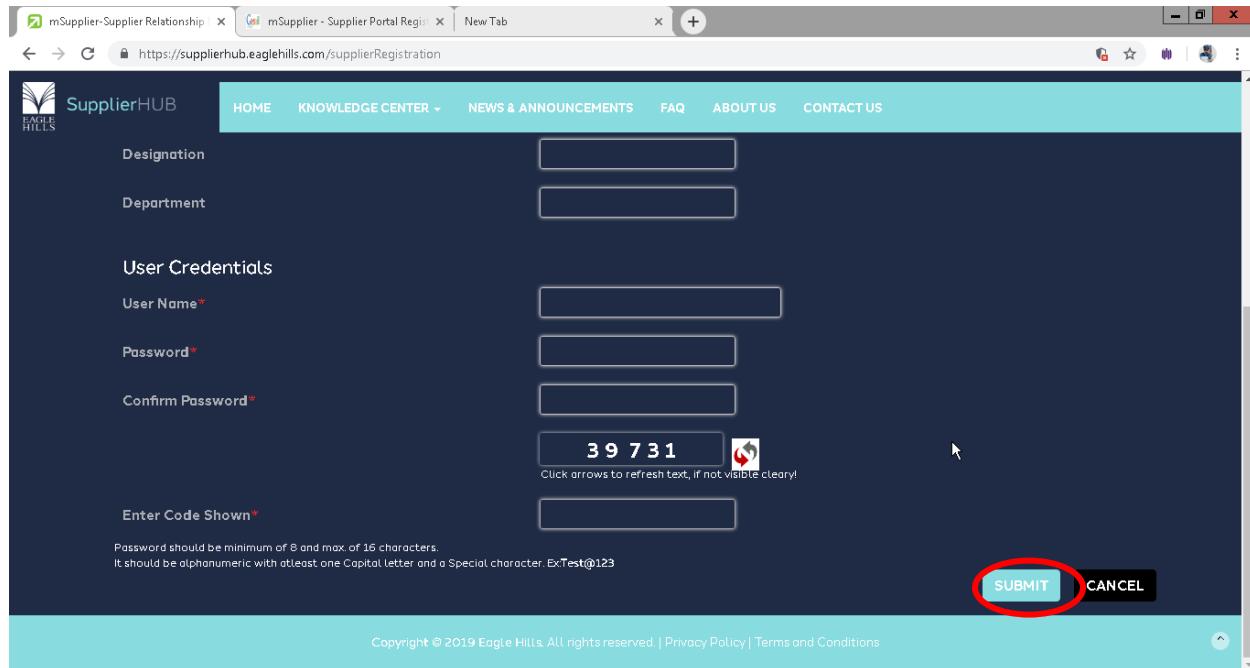
mSupplier portal application support two types of registrations a New supplier registration means a supplier who has not done any business with EAGLE HILLS till now and an existing supplier who has been doing business with EAGLE HILLS for a while.

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.

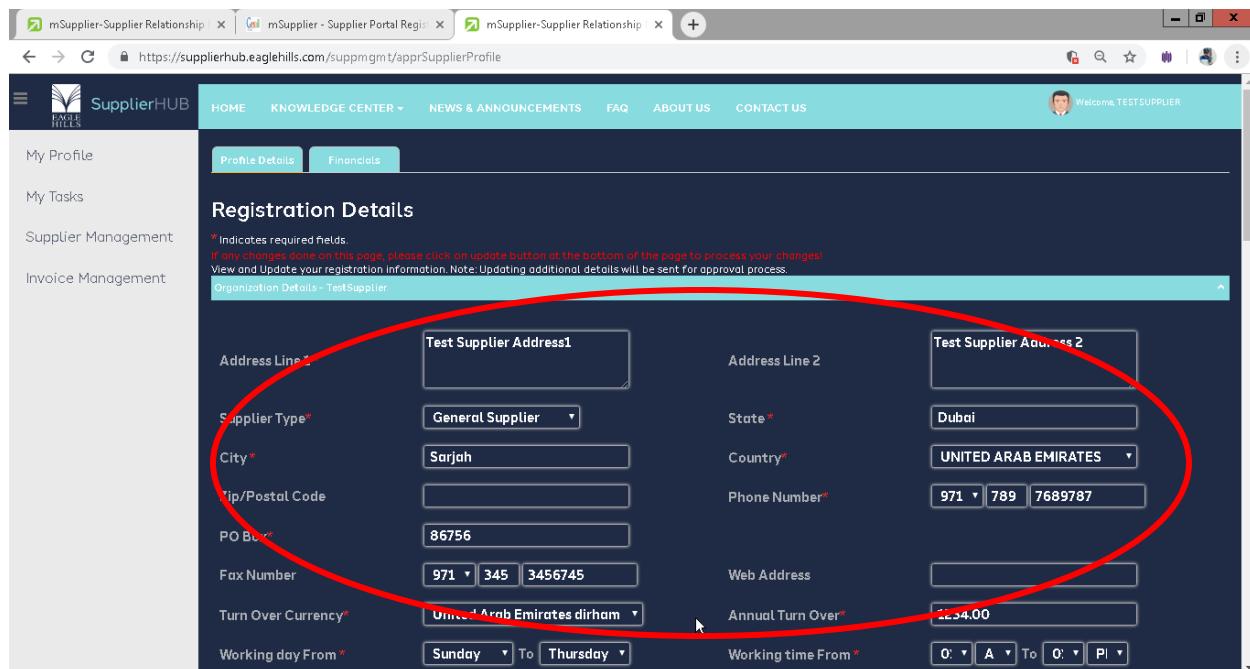


Enter the appropriate details and create the user account and click on submit button.



The screenshot shows the 'SupplierHub' registration page. The top navigation bar includes links for HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. The main form area contains fields for Designation and Department, both with empty input boxes. Below these are 'User Credentials' fields: 'User Name*' (empty), 'Password*' (empty), and 'Confirm Password*' (empty). A CAPTCHA field displays '39731' with a refresh icon. A note below the CAPTCHA says 'Click arrows to refresh text, if not visible clearly!'. An 'Enter Code Shown*' field is empty. A note below it specifies: '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'. At the bottom right are 'SUBMIT' and 'CANCEL' buttons, with 'SUBMIT' circled in red.

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



The screenshot shows the 'SupplierHub' profile update page. The top navigation bar includes links for HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A 'Welcome TESTSUPPLIER' message is in the top right. The left sidebar has links for My Profile, My Tasks, Supplier Management, and Invoice Management. The main form area is titled 'Registration Details' and contains 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.' A red oval highlights the 'Profile Details' tab, which is selected. The form fields include: 'Address Line 1' (Test Supplier Address1), 'Address Line 2' (Test Supplier Address2), 'Supplier Type*' (General Supplier), 'City*' (Sarjah), 'Zip/Postal Code' (86756), 'PO Box' (86756), 'Fax Number' (971 345 3456745), 'Turn Over Currency*' (United Arab Emirates dirham), 'Working day From*' (Sunday To Thursday), 'State*' (Dubai), 'Country*' (UNITED ARAB EMIRATES), 'Phone Number*' (971 789 7689787), 'Web Address' (empty), 'Annual Turn Over*' (2234.00), and 'Working time From*' (0 A To 0 P). A red oval also highlights the entire row of address and location fields.

After verify the details click on Save button .

Upload Organization Chart **No file chosen**
Max. 5MB & pdf/image files only

Other Labour Workforce

State the company who will guarantee contract performance

Parent Company Name

Address

Fax Number 971 Area

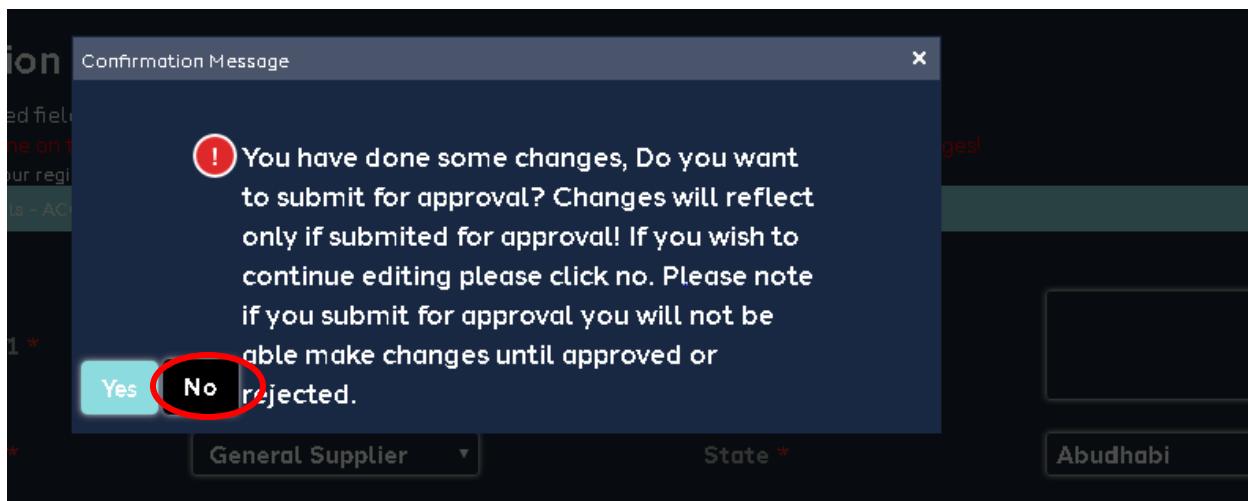
General Office Email Id sudheer.naidu@gmail.com

Phone Number 971 342 353453

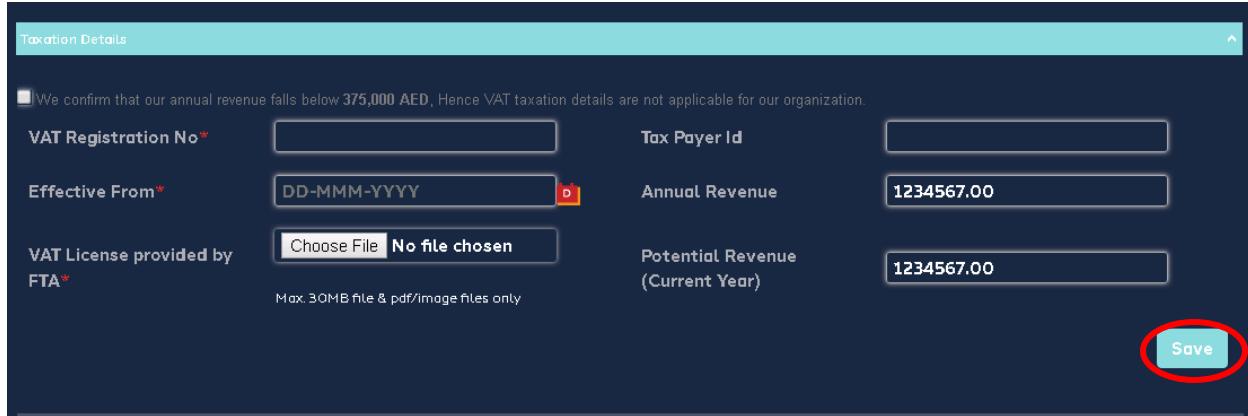
URLs (if applicable)

Save (Red circle)

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



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



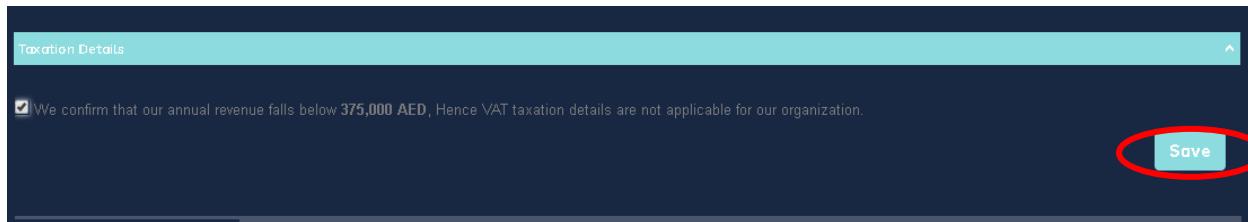
Taxation Details

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

VAT Registration No*	<input type="text"/>	Tax Payer Id	<input type="text"/>
Effective From*	<input type="text" value="DD-MMM-YYYY"/>	Annual Revenue	<input type="text" value="1234567.00"/>
VAT License provided by FTA*	<input type="file" value="Choose File"/> No file chosen	Potential Revenue (Current Year)	<input type="text" value="1234567.00"/>
Max. 30MB file & pdf/image files only			

Save

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

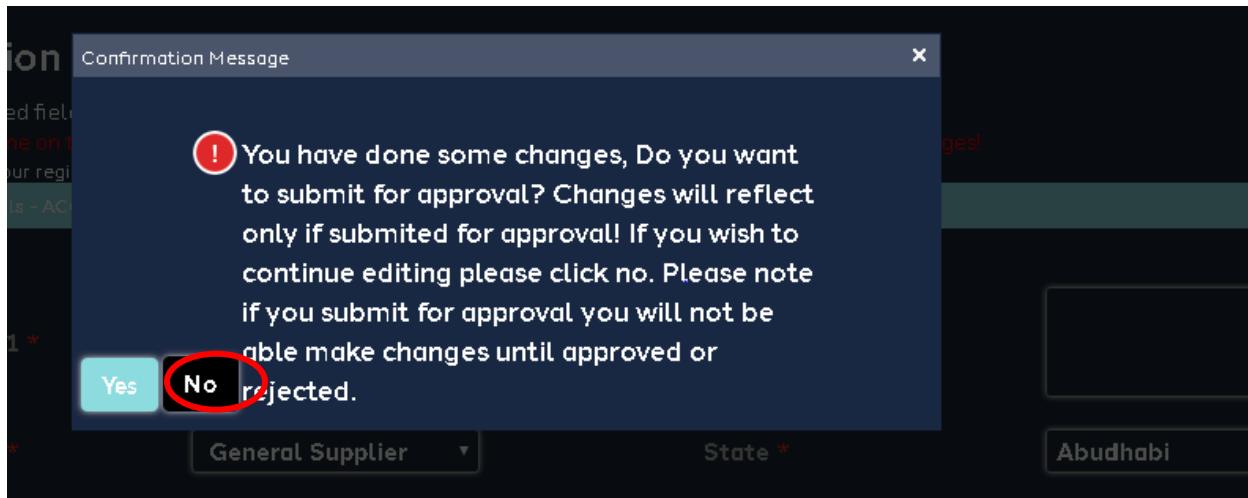


Taxation Details

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

Save

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



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

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

Add Goods/Services

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

Search **cha** **Search**

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

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

Add

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

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

Name*

Designation*

Department*

Mobile No* **971** Area

Fax No

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

Is Primary* **Yes** **No**

Contact Type* **Local**

Authorized Signature(Scan Copy)

Choose File **No file chosen**
Max. 5MB file & pdf/image files only

Add

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

Business Classification Details	Contact Details	Project Experience Details	Certificate Details	Insurance Details
Company Name *			Contact Name *	
Designation *			Department *	
Client Country *	ANDORRA		Client City *	
Landline No *	971		Mobile No *	971
Fax No	971		Email *	
Contract Value*			Contract Schedule	
Brief Scope Of Work*			% of Contract Completed	

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

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

Add

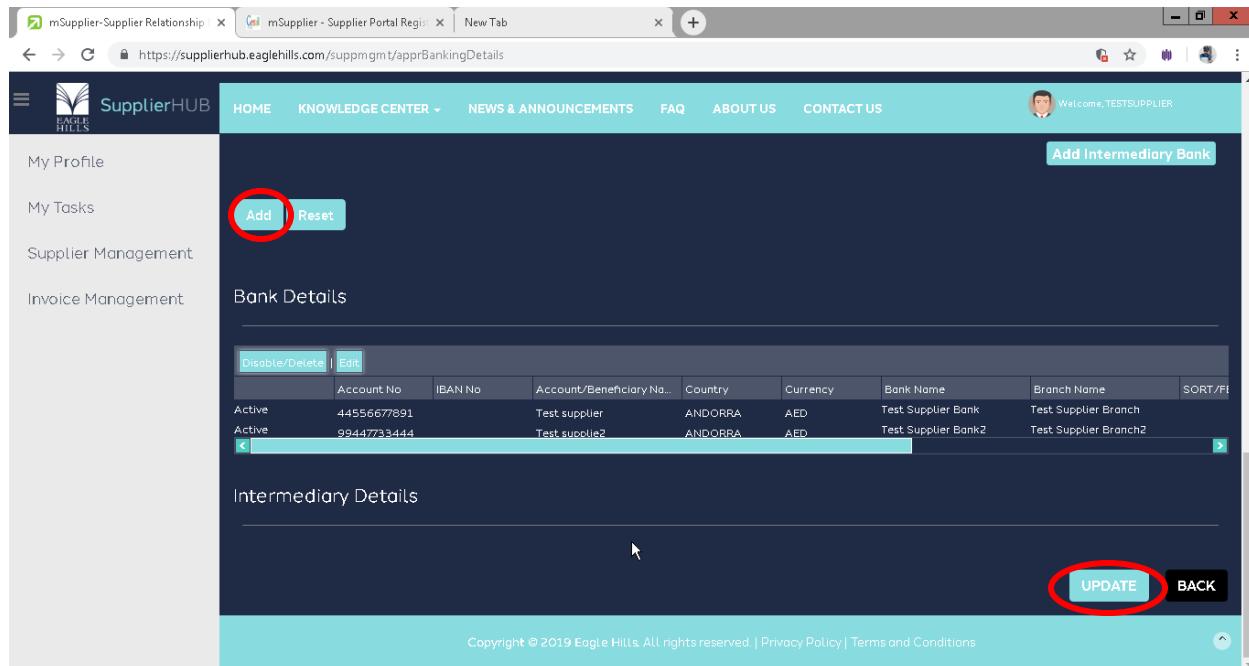
Company ...	Contact N...	Designati...	Departme...	Contact No	Mobile	Fax	Email Id	Contr Sch...	Sow	% of Cont...	Contr(AE...	Comp Date	Floor Area	W
reference1	Contact1	Tester	IT	971-243-345971-345345971--	sudheer.noi...			Brief		534				
reference2	Contact2	Tester	IT	971-342-345971-324234971--	sudheer.noi...			Brief scope		28979				
reference3	Contact3	Tester	IT	971-234-235971-647837971--	sudheer.noi...			Brief scope		8888888				

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

Business Classification Details	Contact Details	Project Experience Details	Certificate Details	Insurance Details
Quality <p>Does your company hold a recognized quality Management Certificate? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Does your company hold ISO 9001 Certification? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>				
Occupational Health and Safety <p>Does your business have a health and safety policy and System in place? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>				
Information Security Management System <p>Does your business have a Information Security Management System in place? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>				
Environmental <p>Does your company have an Environmental System (EMS) in place? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>				

Banking Details :-

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



SupplierHUB

HOME KNOWLEDGE CENTER NEWS & ANNOUNCEMENTS FAQ ABOUT US CONTACT US

Welcome, TESTSUPPLIER

Add Intermediary Bank

Add | Reset

Bank Details

Disable/Delete | Edit

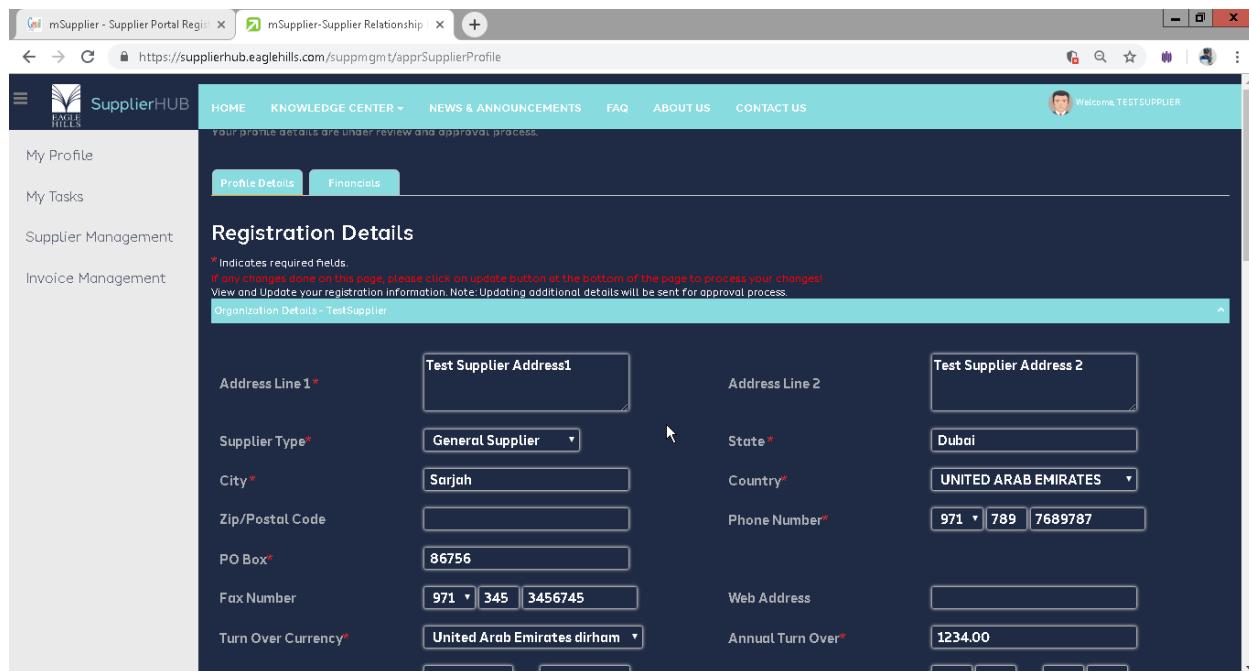
	Account No	IBAN No	Account/Beneficiary Na...	Country	Currency	Bank Name	Branch Name	SORT / FI
Active	44556677891		Test supplier	ANDORRA	AED	Test Supplier Bank	Test Supplier Branch	
Active	99447733444		Test supplier2	ANDORRA	AED	Test Supplier Bank2	Test Supplier Branch2	

Intermediary Details

UPDATE BACK

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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

Your profile details are under review and approval process.

Profile Details Financials

Registration Details

* Indicates required fields.

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

View and Update your registration information. Note: Updating additional details will be sent for approval process.

Organization Details - TestSupplier

Address Line 1*	Test Supplier Address1	Address Line 2	Test Supplier Address 2
Supplier Type*	General Supplier	State*	Dubai
City*	Sarjah	Country*	UNITED ARAB EMIRATES
Zip/Postal Code		Phone Number*	971 789 7689787
PO Box*	86756	Web Address	
Fax Number	971 345 3456745	Annual Turn Over*	1234.00
Turn Over Currency*	United Arab Emirates dirham	Working Day From*	Sunday
Working Day To*	Thursday	Working Day To*	Friday