



MIRAL SUPPLIER USER MANUAL

Supplier Portal - Supplier Profile Update

RELEVANT USER MANUALS

Revision history

Document Name	Document Used
Miral Supplier Portal User Manual - Supplier Self Registration	During Supplier's Registration
Miral Supplier Portal User Manual - Supplier Profile Update	During Supplier's profile update like Bank Accounts, Contacts, Addresses, Products & Services
Miral Supplier Portal User Manual - PO Acknowledgement and Invoice Creation by Supplier	During Supplier's Acknowledgement of Purchase Order & Creation of Invoice
Miral Supplier Portal User Manual - Create Quote	While participating in Negotiations (Submitting Response to RFPs/ RFQs)
Miral Supplier Portal User Manual - Supplier Qualification	While participating in qualification (Submitting Responses to Registration Questions)



APPLICATION OF USER MANUALS

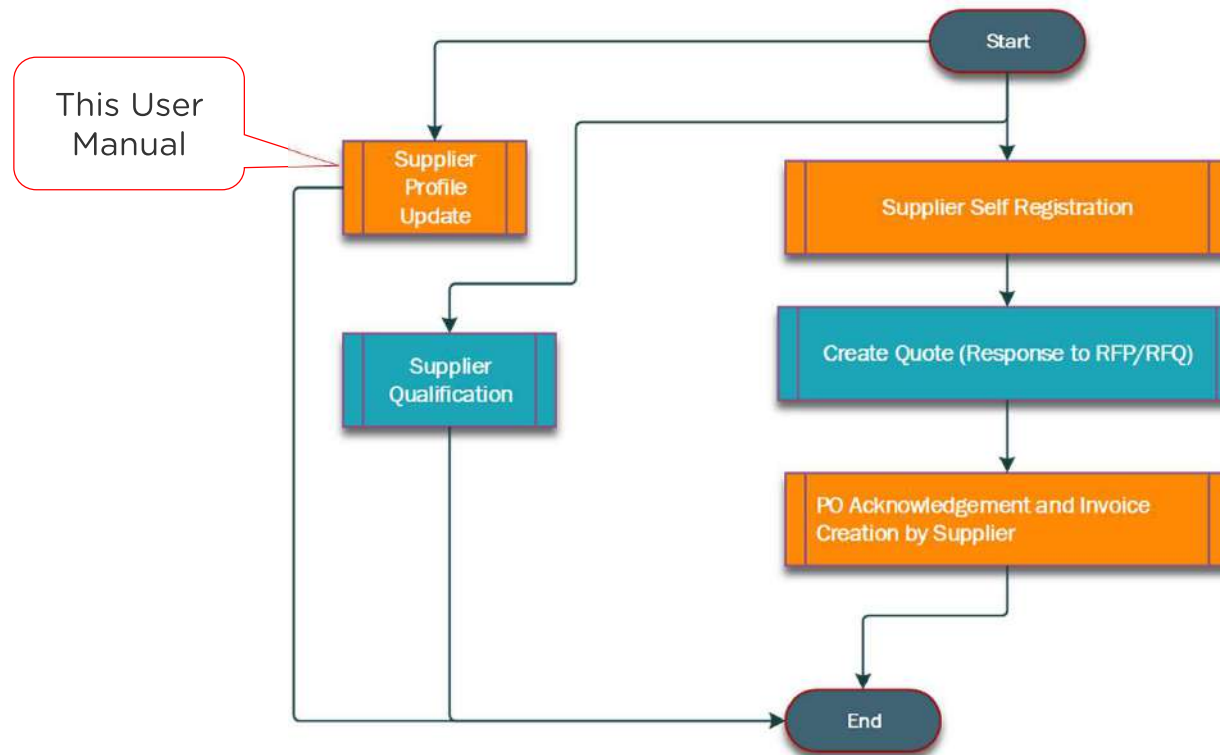


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1. RESET PASSWORD (refer to slide 18 to 22 of user manual for Supplier Self Registration)
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6. UPDATE BANK ACCOUNTS





Managing Profile Updates

The Supplier Portal tab will take you to the landing page which displays your available tasks and dashboards showing your pending items, recent activities, and latest Supplier News.

To view your profile and to make any changes, [Click on the 'Manage Profile' task.](#)

Supplier Portal

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advices
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile**

Requiring Attention

133

- Schedules Overdue or Due Today: 21
- Negotiations Closing Soon: 1
- Negotiation Messages: 84
- Invoices Overdue: 47

Recent Activity

Last 30 Days

- Orders changed or canceled: 2
- Payments: 1

Transaction Reports

Last 30 Days

No data available

Supplier News

Dear Supplier Partner

We are keen to maintain our relationship with you and we require you to continuously review and update your company profile on this portal.

- Upload your active Trade or Commercial Licenses and other certifications.
- Update your company information (phone number, addresses...).
- Update the relevant contacts at your company.
- Manage your bank account details.
- Receive and view your Purchase Orders.
- Acknowledge POs received.

Important Notice

The following changes to the names of Miral Group entities should be reflected in all future correspondence, including invoices.

Entity	Previous Name	New Name Registered in FTA	VAT Number	Billing Address
Miral LLC	Miral Asset Management L.L.C	Miral L.L.C	100065345900003	Miral HQ, Yas Island - Abu Dhabi



Update certifications

1. To Add/update your Certificates, please follow below process

- **Click on the Business Classifications tab** to access the required information and fields, **click on Edit button** on the top right of the screen.

The screenshot shows the MySource Company Profile interface. At the top, there is a navigation bar with the MySource logo and a 'Company Profile' link. Below this, there are several tabs: Organization Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications (selected), and Products and Services. The Business Classifications tab displays a table with columns: Classification, Subclassification, Status, Certifying Agency, Other Certifying Agency, Certificate Number, Start Date, Expiration Date, Attachments, Notes, and Provided By. Two rows are visible: 'Commercial License' and 'Others'. An 'Edit' button is highlighted in the top right corner of the table area. A red callout box points to the 'Edit' button with the text 'Click on Edit to update your profile'. Below the table, a warning dialog box is open, titled 'Warning', with the message 'POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?'. The dialog has 'Yes' and 'No' buttons. A red callout box points to the 'Yes' button with the text 'Click on Yes to continue to update profile'.

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate Number	Start Date	Expiration Date	Attachments	Notes	Provided By
Commercial License		Current	Other	Department of Econ...	4157357	15-Sep-2021	24-Oct-2023	ALEC AD Commercial Regist		Grace, Nina
Others		Current	Other	Department of Econ...	CN-1023652	9-Aug-2022	24-Oct-2023	ALEC AD Trade License 202		Grace, Nina



Click on the '+' Icon to add a line which will contain a predefined dropdown of available classifications, a dropdown of the certifying agencies, and fields where you can update the certification number and dates.

MySource

Edit Profile Change Request: 2437009

Delete Change Request Review Changes Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format + Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	* Certification Number	Start Date	* Expiration Date	* Attachments	No Provided By
Commercial License		Current	Other	Department of Econ...	4157357	15-Sep-2021	24-Oct-2023	ALEC AD Commercial Registratio +X	Nina Grace
Others		Current	Other	Department of Econ...	CN-1023652	9-Aug-2022	24-Oct-2023	ALEC AD Trade License 2023.pdf +X	Nina Grace



Change Description
Adding Our Company New Trade License Certificate

Enter the Profile change description

Click on Review Changes to Submit the Profile change request

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | **Business Classifications** | Products and Services

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Select the Certifying Agency from the dropdown list if you don't find the relevant one choose Others and provide the Other Certifying Agency number in next field

Enter the Certificate Number

Select the Start Date and Expiry Date of Certificates

Select the Certification type from the dropdown list

Click on '+' to add the Certificate attachments

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	* Certification Number	Start Date	* Expiration Date	* Attachments	No Provided By
Commercial License		Current	Other	Department of Econ...	4157357	15-Sep-2021	24-Oct-2023	ALEC AD Commercial Registratio + X	Nina Grace
Trade License Certificat		Current	Government of Abu		CN-871236781	1-Sep-2023	21-Oct-2025	None +	
Others		Current	Other	Department of Econ...	CN-1023652	9-Aug-2022	24-Oct-2023	ALEC AD Trade License 2023.pdf + X	Nina Grace



Edit Profile Change Request: 2437009 Delete Change Request Review Changes Cancel

Change Description: Adding Our Company New Trade License Certificate

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Confirm Business Classification Updates

I confirm the accuracy of the new or updated business classifications.

Confirm Cancel

* Expiration Date * Attachment Notes Provided By

Click on the confirmation for Business classification update

MySource Home Flag 1 MC

Review Changes Edit Submit Cancel

Change Description: Adding Our Company New Trade License Certificate

Your change to the Business Classification is submitted successfully, it will be reviewed by Miral Team, and you will receive confirmation if your profile change is approves/ rejected

Click on Submit to Submit your profile change

Business Classifications

View Format Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	* Certification Number	Start Date	* Expiration Date	* Attachment	Notes	Provider
+ Trade License Certification		Current	Government of Abu Dhabi		CN-871236781	1-Sep-2023	21-Oct-2025	NegotiationME-		Marilag C



Update Contacts

The Supplier Portal gives you access and responsibility to update your contact details from your company profile tab. In the Company Profile tab, you can [click on Edit and select Contacts tab](#) for updating contact details. Below is the illustration on how to update contact details.

Edit Profile Change Request: 24001 Cancel Change Request Review Changes Save Save and Close Cancel

Change Description:

Organization Details | Tax Identifiers | Addresses | **Contacts** | Business Classifications | Products and Services

General

Supplier Name: Tax Organization Type:

Supplier Number: Status:

Supplier Type: Attachments:

Additional Information

Supplier Registration Entity: Internal Changes Entity:

Identification

D-U-N-S Number: National Insurance Number:

Customer Number: Corporate Web Site:

SIC:

Note: A red box highlights the 'Contacts' tab in the navigation bar, with a red arrow pointing to it and a text box that says "Click on Contacts to update the Contact information".




Enter required information like First Name, Last Name, Mobile, email (this email will be your username once your contact is created), it is necessary to add minimum of 2 contacts from your Organization

Edit Profile Change Request: 24001 Cancel Change Request Review Changes Save Save and Close Cancel

Change Description: Description to be added here

Organization Details | Tax Identifiers | Addresses | **Contacts** | Business Classifications | Products and Services

Actions | View | Format |  | Status: Active | Freeze | Detach | Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
bags, Sky				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active

Columns Hidden: 7

Click on this icon to update the contact

Edit Contact: Sky bags

Salutation: Mr. | First Name: Sky | Middle Name: | Last Name: bags | Job Title: | Administrative contact:

Contact Addresses

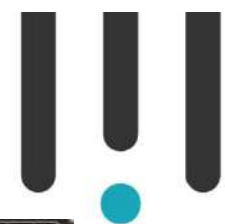
Address Name	Address	Phone	Address Purpose	Status
Abu Dhabi	123566, Abu Dhabi, United Arab Emirates		Ordering, Remit to, RFQ or Bidding	Active

User Account

Account Status: Active | User Name: Sky.bags

Enter the information like phone, Mobile, email of the contact

Link the supplier address to the contact



The first screenshot shows the 'Edit Profile Change Request: 24001' screen. A red box highlights the 'Change Description' field with the text 'Description to be added here'. A callout bubble points to this field with the text: 'Enter the change description for profile update'. Another callout bubble points to the 'Review Changes' button in the top right corner with the text: 'Click on Review changes to review profile changes and submit'.

The second screenshot shows the 'Review Changes' screen. A red box highlights the 'Submit' button. A callout bubble points to this button with the text: 'Upon review of the profile, Click on Submit to submit the profile change request'.

The third screenshot shows the 'Company Profile' screen. A red box highlights the 'Done' button. A callout bubble points to this button with the text: 'Click on Done'. A confirmation dialog box is overlaid on the screen with the text: 'Confirmation Your profile change request 24001 was submitted for approval.' and an 'OK' button. A callout bubble points to the 'OK' button with the text: 'Confirmation message will be displayed for the profile change submission, click on OK'.



Update Products & Services

Click on the **Products and Services** tab in your Company Profile page.

ORACLE
Company Profile

Cancel Change Request **Edit** Done

Last Change Request: 24001 Requested By: Dept. Sky
Request Status: Pending Approval Request Date: 6/24/21

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

View Format Freeze Detach Wrap

Category Name Description

F&B > Catering Equipment
F&B > Consumables
Logistics > Freight & Shipping
Marketing
Rides > Floral/Decoration Services
Rides > Rides Spares

Click on Edit to Edit the profile to update products & services

Click on Products & Services

ORACLE
Edit Profile Change Request: 24001

Cancel Change Request Review Changes Save Save and Close Cancel

Change Description Description to be added here

Organization Details Tax Identifiers Addresses Contacts Business Classifications **Products and Services**

Actions View Format **X** Freeze Detach Wrap

Category Name Description

F&B > Catering Equipment
F&B > Consumables
Logistics > Freight & Shipping
Marketing
Rides > Floral/Decoration Services
Rides > Rides Spares

Click on this icon to delete the existing Products/ Service

Click on this icon to choose new Products/ Services from the list



ORACLE Edit Profile C

Select and Add: Products and Services Categories

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	Corporate	
<input type="checkbox"/>	Business License	
<input type="checkbox"/>	Car Maintenance	
<input type="checkbox"/>	Consulting Services	
<input type="checkbox"/>	Corporate Credit Card	
<input type="checkbox"/>	Ferrari Cars	
<input type="checkbox"/>	Finance	Finance
<input checked="" type="checkbox"/>	Audit consulting services	Audit consulting services

Expand the Category Name until you reach the lowest level category to choose the category from list

ORACLE Edit Profile Change Request: 24001

Cancel Change Request Review Changes Save Save and Close Cancel

Change Description

Enter the Profile change description to update the products/ services

Click on Review changes to review the profile changes

Categories which are added in previous step will be shown here to review changes

Category Name	Description
Corporate > Finance > Audit consulting services	Audit consulting services
F&B > Catering Equipment	
F&B > Consumables	
Logistics > Freight & Shipping	
Marketing	
Rides > Floral/Decoration Services	
Rides > Rides Spares	



ORACLE

Review Changes

Change Description: Description to be added here

Buttons: Edit, **Submit**, Cancel

Business Classifications

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments
Trade License Certification		Current	DED		TDD	6/24/21	6/24/22	None

Products and Services

Category Name	Description
Corporate > Finance > Audit consulting services	Audit consulting services

Click on Submit to submit the new changes

Confirmation

Your profile change request 24001 was submitted for approval.

OK

Confirmation message will be shown for the profile change submitted



Update Bank Accounts/ Add New Bank Accounts

Click on the [Payments](#) → [Bank Accounts](#) in your Company Profile page.

The screenshot shows the MySource web application interface. At the top, there is a navigation bar with the MySource logo, a home icon, a flag icon, a notification bell with a '2' badge, and a user profile icon labeled 'MC'. Below the navigation bar, there is a header area with the text 'Edit Profile Change Request: 2438008' and three buttons: 'Delete Change Request', 'Review Changes', and 'Cancel'.

The main content area is titled 'Change Description' and contains a large text input field. Below this, there is a horizontal menu with several tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Payments' tab is selected and highlighted.

Under the 'Payments' tab, there is a sub-section for 'Payment Methods' with a 'Bank Accounts' link highlighted. A callout box points to this link with the text 'Click on Bank Accounts'. Below the 'Bank Accounts' link, there is a table with columns 'Primary' and 'Account Number'. The table contains five rows of account numbers. A callout box points to the first row with the text 'Click on '+' to add a new Bank Account'. Above the table, there is a toolbar with a '+' icon, a pencil icon, a right arrow, a 'Freeze' button, and a 'Wrap' button. A callout box points to the '+' icon with the text 'Click on Payments'.

Primary	Account Number
✓	1011001478903097
	1011001478903031
	1012118137303
	663581020001
	1001001478903002



Enter required information like Country, Account Number, Bank Name, Bank Branch, IBAN, Account Name, add the Bank letter attachment in the company details while updating or adding new Bank Accounts to your profile

MySource

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

*** Country** United Arab Emirates

Account Number 898450934584

*** Bank Name** AL MASRAF BANK

*** Bank Branch** Abu Dhabi

Allow international payments

Additional Information

Account Name ALEC

Alternate Account Name

Account Suffix

IBAN AE10000898450934584

Currency AED

Inactive On dd-mmm-yyyy

Check Digits

Account Type

Description

Create Another **OK** **Cancel**

For International Suppliers please select (tick) Allow international Payments and choose your currency under IBAN

Enter Bank Country, Account Number, Name & of Bank Branch

Enter the Account Name as same in Bank Records

Enter IBAN & Currency of the Bank

Click on 'Ok'

Change Description Adding New Bank Account

Enter the Profile change description to update the bank account details

Once the Bank letter is added click on Review changes to review the Bank account changes

Organization Details

- Tax Identifiers
- Addresses
- Contacts
- Payments
- Business Classifications
- Products and Services

General

* Supplier Name ALEC ENGINEERING AND CONTRAC
Supplier Number 10039
Supplier Type Contractor

Tax Organization Type Corporation
Status Active

Attachments COMPANY PRESENTATION SEPTEMBER + X

Click on '+' to add the Bank letter to the request

Identification

D-U-N-S Number
Customer Number
SIC

National Insurance Number
Corporate Web Site www.alec.ae

Change Description Adding New Bank Account

Click on Submit to submit the new changes

Bank Accounts

View Format Freeze Wrap

Primary	Account Number
✓	1011001478903097

Confirmation

Your profile change request 2438008 was submitted for approval.

OK

Confirmation message will be shown for the profile change submitted



THANK YOU!



GET IN TOUCH

Miral HQ, Yas Island - Abu Dhabi,
PO BOX 147774 | www.miral.ae
Visit us [here](#)

