MIRAL SUPPLIER USER MANUAL

Supplier Portal – Supplier Profile Update

RELEVANT USER MANUALS

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)

This User Manual

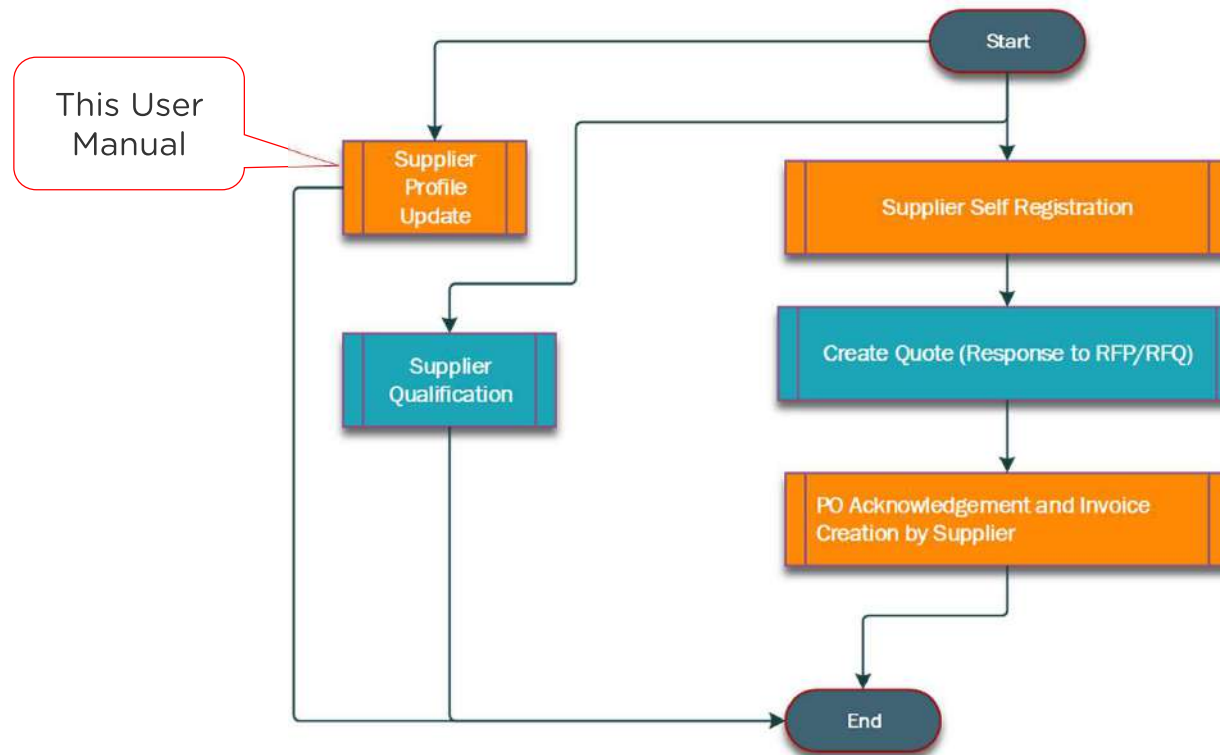**MIRAL** ميرال

APPLICATION OF USER MANUALS

TABLE OF CONTENTS

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.**

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.

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.

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Edit Profile Change Request: 2437009

Delete Change Request | Review Changes | Cancel

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

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

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 ➕✖		Nina Grace
Trade License Certifical ▼		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 ➕✖		Nina Grace

Select the Certification type from the dropdown list

Click on '+' to add the Certificate attachments

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8

Edit Profile Change Request: 2437009

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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 Agen		* Expiration Date	* Attachment	Notes	Provided By

Click on the confirmation for Business classification update

Confirm Business Classification Updates ✕

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

Confirm | Cancel

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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	Provide
✚	Trade License Certification		Current	Government of Abu Dhabi		CN-871236781	1-Sep-2023	21-Oct-2025	NegotiationME-		Marilag C

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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.

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

Click on this icon to update the contact

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

Link the supplier address to the contact
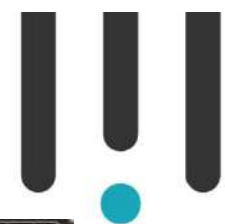
Enter the change description for profile update

Click on Review changes to review profile changes and submit

Upon review of the profile, Click on Submit to submit the profile change request

Confirmation message will be displayed for the profile change submission, click on Ok

Click on Done

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

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

Click on Products & Services

Click on this icon to delete the existing Products/ Service

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

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

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

Click on Submit to submit the new changes

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.

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

Review Changes

Edit | **Submit** | Cancel

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

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THANK YOU!

Our Portfolio