MIRAL SUPPLIER USER MANUAL

Supplier Portal – Supplier Self Registration

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

APPLICATION OF USER MANUALS
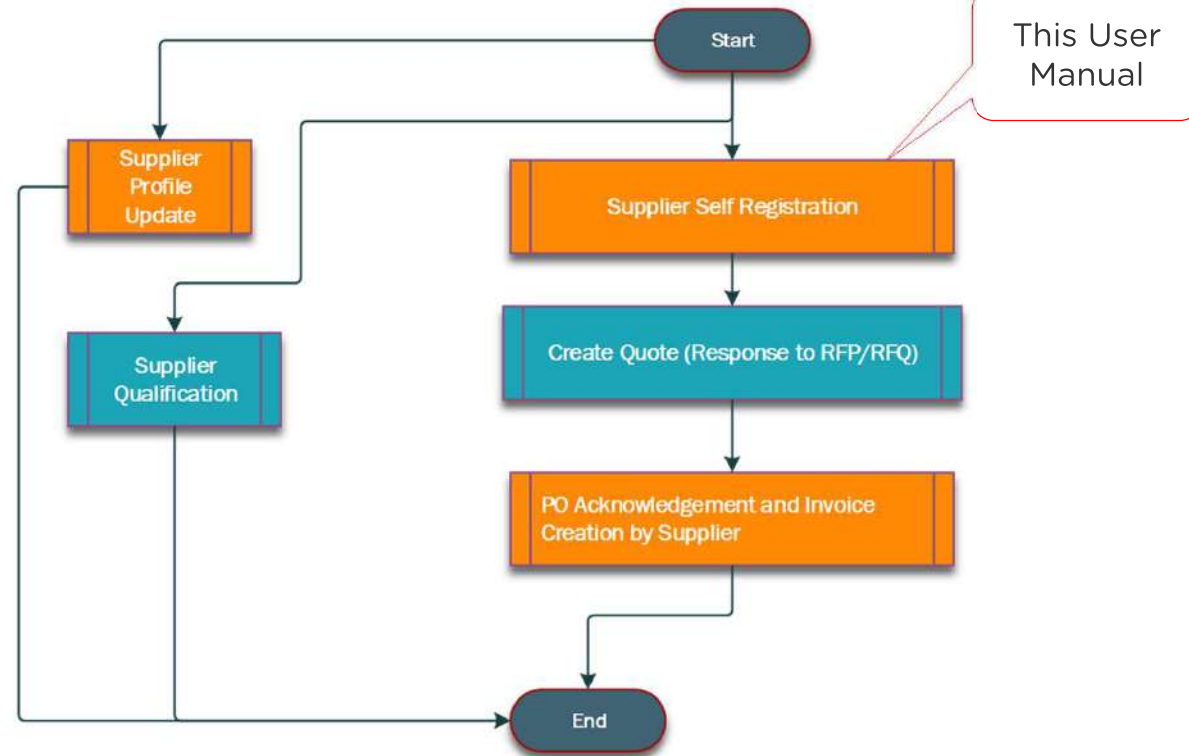
TABLE OF CONTENT

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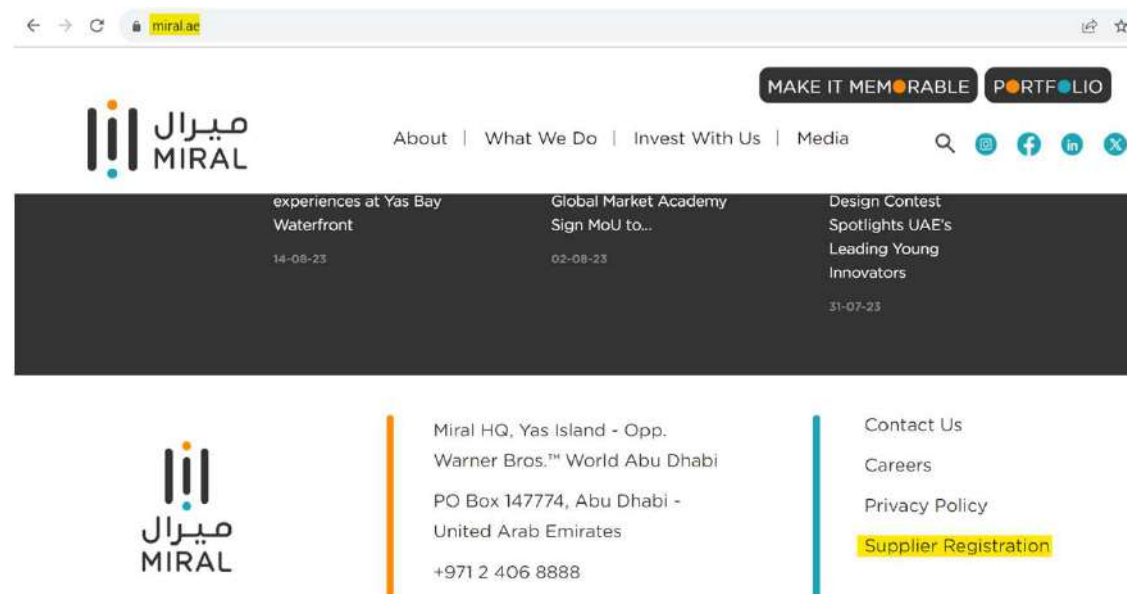
New Supplier Registration

Step-1:
Navigate to Miral.ae website and click on Supplier Registration as shown in below image

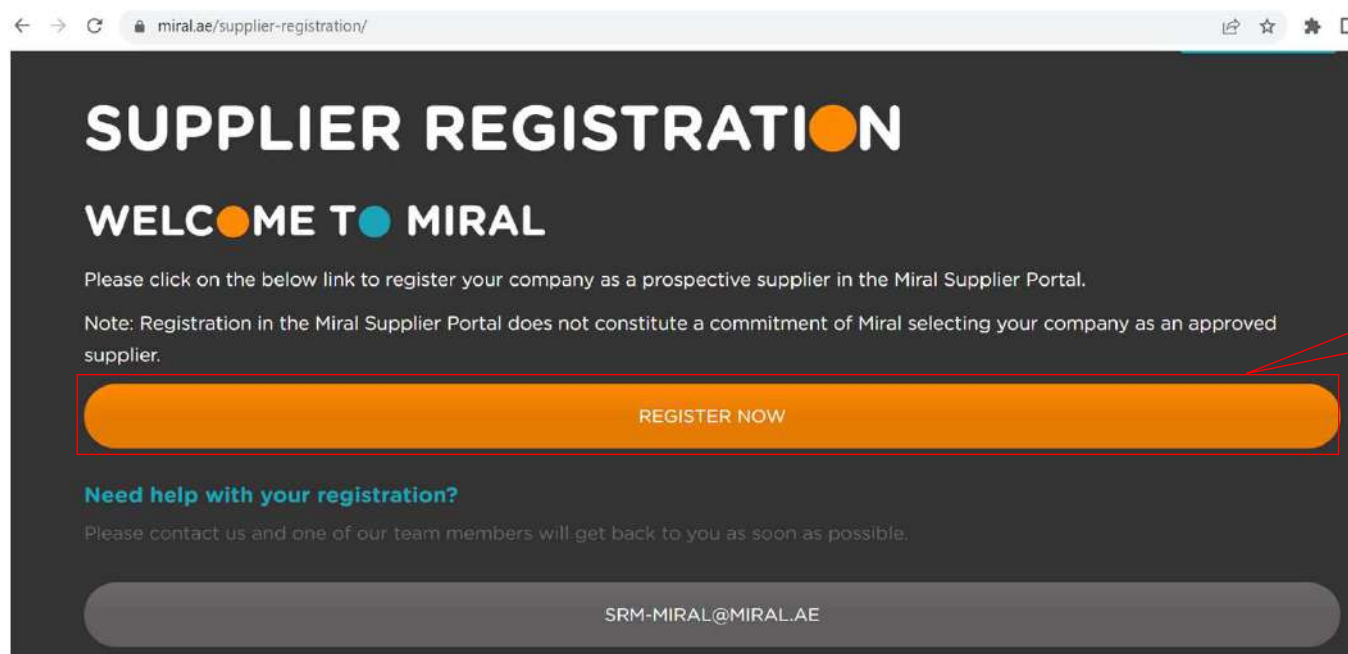**Click on 'Next' button,** the system will navigate to the **Contacts** page

Step-2:

Click on 'Register Now' as shown in below image

Click on 'Next' button, the system will navigate to the Contacts page

Step-3:

Upon clicking the registration link, you will be directed to below page, to initiate the registration process

1. Enter your company details, as well as the name and email address of the person submitting the registration:
   - **Enter** either D-U-N-S number (for suppliers registering from US/ Canada) or Trade/Commercial License Number or Registered Company Number or Tax Registration Number
   - Use official e-mail ID and the same would be used as the username for creating user login to supplier portal

Click on 'Next' button, the system will navigate to the **Contacts** page

Step-4:

2. Enter contact details
   - Contact details entered in the Step-3 will show here, you can add additional contacts of your company here by clicking on 'Create'.
   - Click on 'Edit', To Review, Edit and add additional Contact Information.

3. On clicking the **'Edit'** button, the **Edit Contact** page will open
   • Update the Phone/Mobile/Fax Number (Mobile number is mandatory)

Step-5:

4. Create address:

6. Associate contact to address:
- **Click on '+',** to search and select contact to be associated with the address.
- **Select contact name,** and then **click on 'Ok'** button.
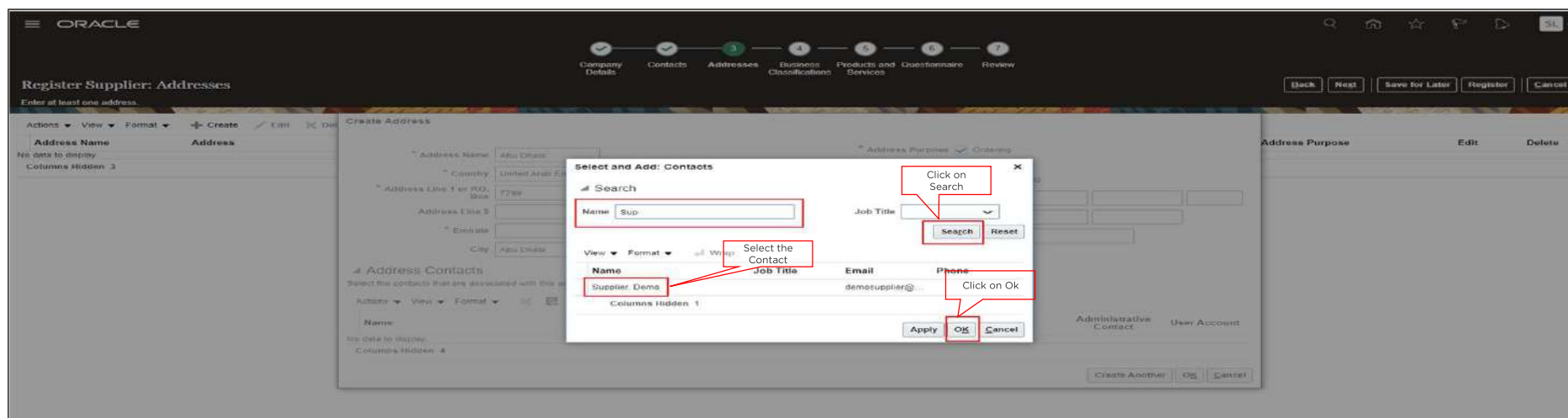
Step-6:

9. Provide business classification details to enter all the required certification details example like Trade License with start date and expiry

Enter the details of your licenses.

Step-7:
10. Select **Products and Services** category by Clicking On **'Select and Add'**

Click on Select and Add to choose the Products & Services

Expand the Categories list and choose the Products & Services that you are going to Offer for Miral

Click on Next

Step-8:
11. Enter the questionnaire details as part of Miral Supplier registration process, you must provide details for below list of questions upload the required attachments wherever required.

Step-9:

12. Review the details entered in all previous sections and click on '**Register**'

Review all your details and click on 'Register' to submit your registration request

Click on 'Save for Later' to save your registration, you will receive an email confirmation on your saved request, you can continue registration by clicking on the link from email

Confirmation message will be shown once your registration is submitted successfully

Upon approval of registration request, you will get following emails

1. Oracle Fusion Applications-Welcome email.

2. Supplier Registration Request-Approval email.
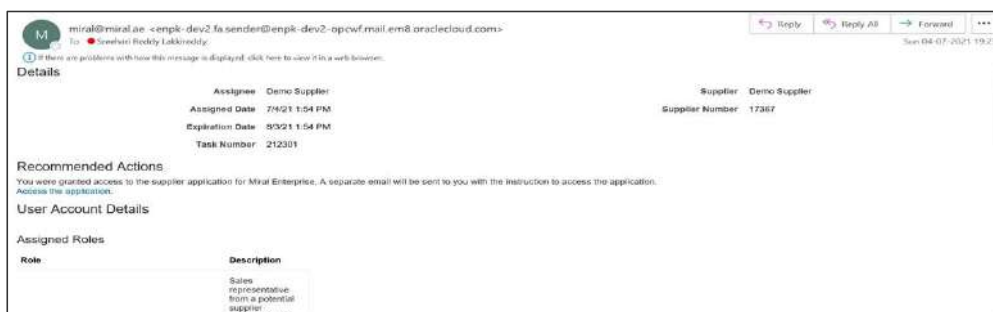
WELCOME EMAIL FROM MIRAL

As a Supplier Contact User, you will receive the below Email notification. Please **click on the link** to reset the Password for your User Account.

Email
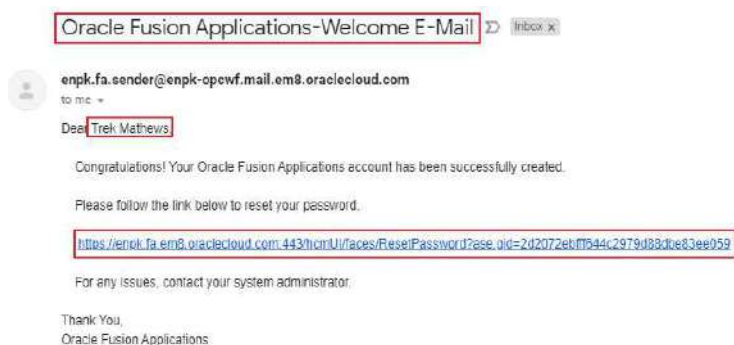
When you click on the above link, the Oracle Applications Cloud Reset Password page will be redirected as shown to the right.

Enter a new Password in the relevant field as shown above, reenter the same Password again and **click on Submit button.**

Note: Password must contain at least 8 characters length with at least one number in it.

As soon as you click on the Submit button, the Password will be changed, and you will receive the User Account to log into the Miral Supplier Portal.

The above Email is the Password Reset Confirmation.

In the above screen, your User Account is highlighted in the red box. Similarly, any Users who perform the Reset Password task successfully will receive the confirmation Email to their Emails which was shared to Miral.
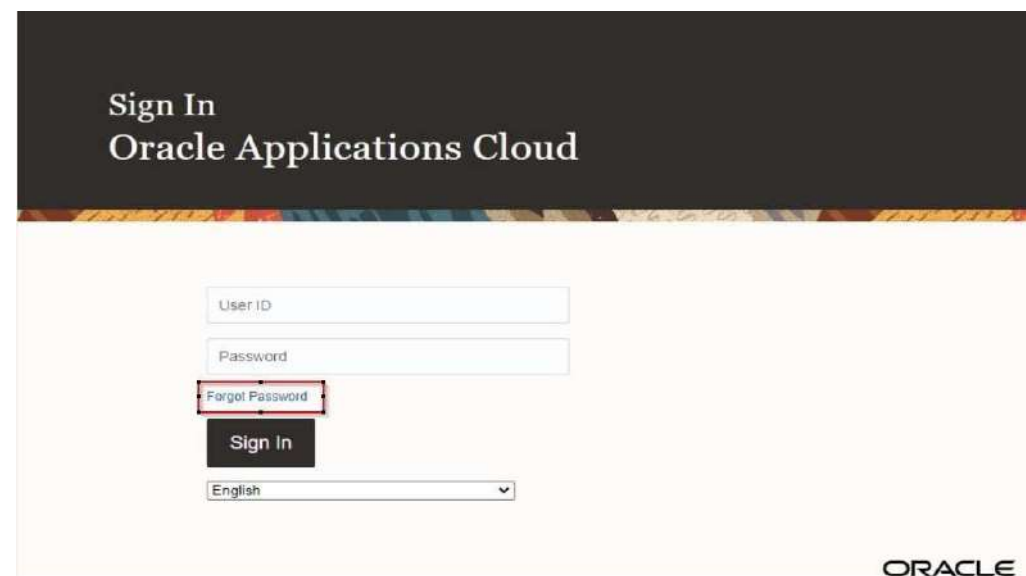
If you forget your Password, please use the below URL and click on **Forgot Password link** as shown in the above screen.

https://enpk.login.em8.oraclecloud.com/

Enter either Username or Email during the registration with Miral LLC

Enter the Username or Email (Email should be the same to where you received the Welcome mail from Miral).

Select the Forgot Password option and **click on Submit button**


System Login and Navigation to Supplier Portal

To start, you'll need to log into the Miral Supplier Portal. Please use the credentials provided to you as part of the Welcome Email and enter them in the appropriate fields as shown in the below screen on the Sign in page

Upon successful log-in, you will be directed to the Miral Supplier Portal homepage.
**Click on the home icon** (highlighted in green below)
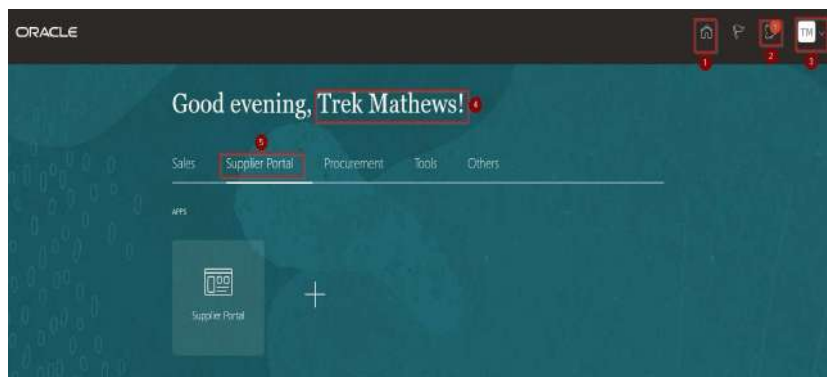
The above screen represents the Home page of the Miral Supplier Portal Login.

1. Icon for Home page, you can navigate to Home whenever required by clicking on Home icon.
2. Icon for Active Notifications where you have not taken any action represented by the 'Bell' icon. Here you can see Qualification requests, Negotiation events (RFQ, Auction and RFI's) from Miral and you can respond to us through the Portal.

3. Icon for User Accessibility, User Preference Settings also to Sign Out from Miral Supplier Portal.
4. The Username under which you are logged in is displayed.
5. Tab for the Supplier Portal module where users can access and respond to Miral.

This navigation homepage is your personalized home page containing all accesses available to your company, such as Supplier Portal, Procurement etc...

Click on the Supplier Portal tab, then select the Supplier Portal app
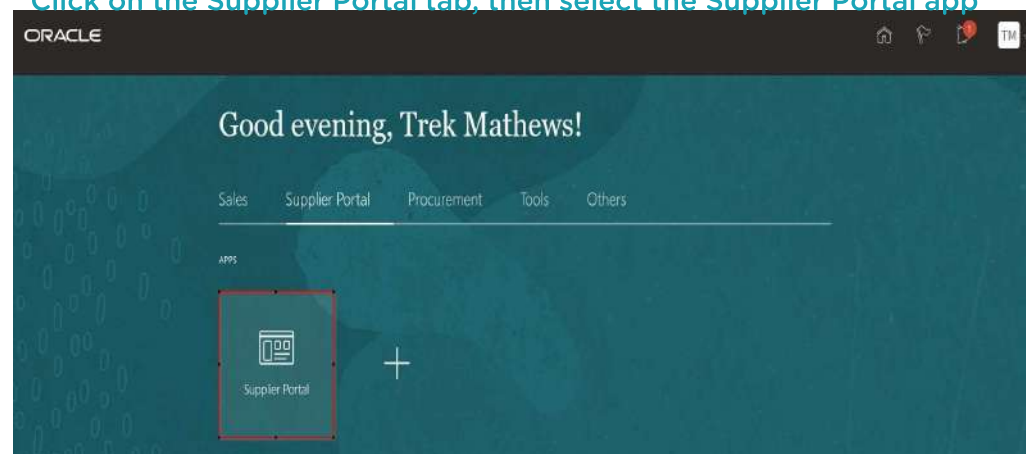
THANK YOU!

GET IN TOUCH

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Visit us here

Our Portfolio