



# MIRAL SUPPLIER USER MANUAL

Supplier Portal - Supplier Self Registration

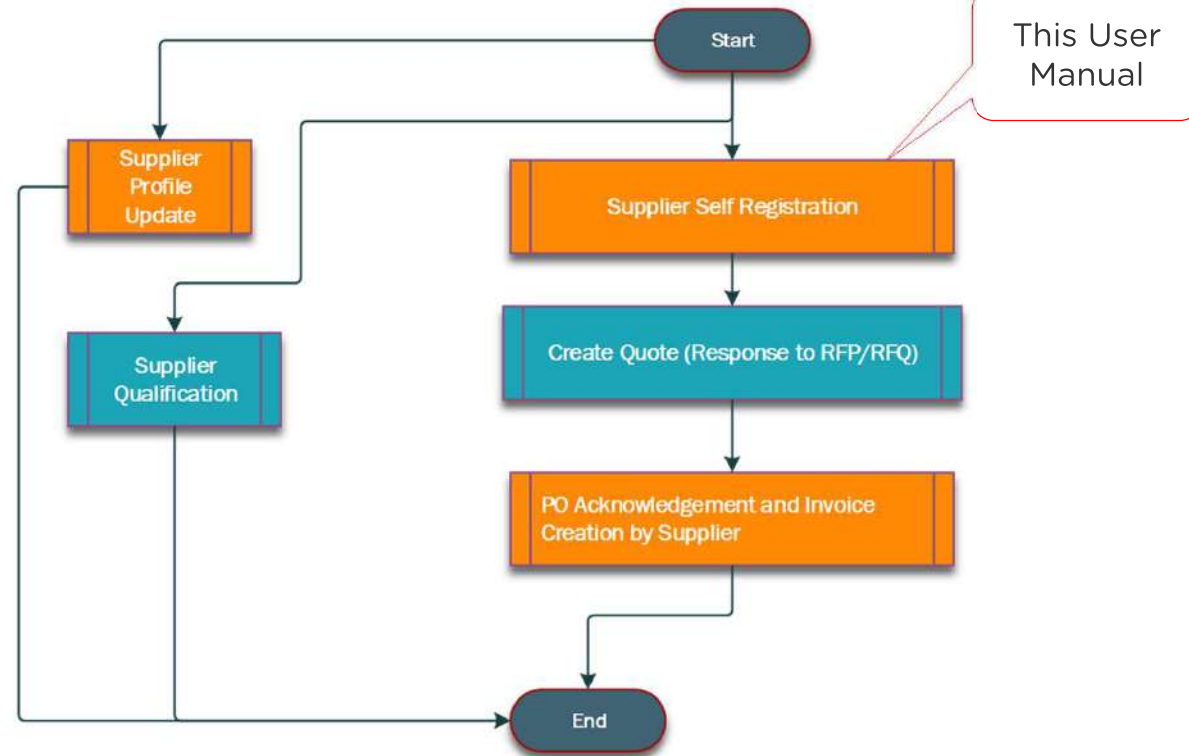
# RELEVANT USER MANUALS

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



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1. SUPPLIER REGISTRATION
2. SUPPLIER MAILS AND NOTIFICATIONS
3. WELCOME EMAIL FROM MIRAL
4. PASSWORD RESET
5. SYSTEM LOGIN AND NAVIGATION TO SUPPLIER PORTAL

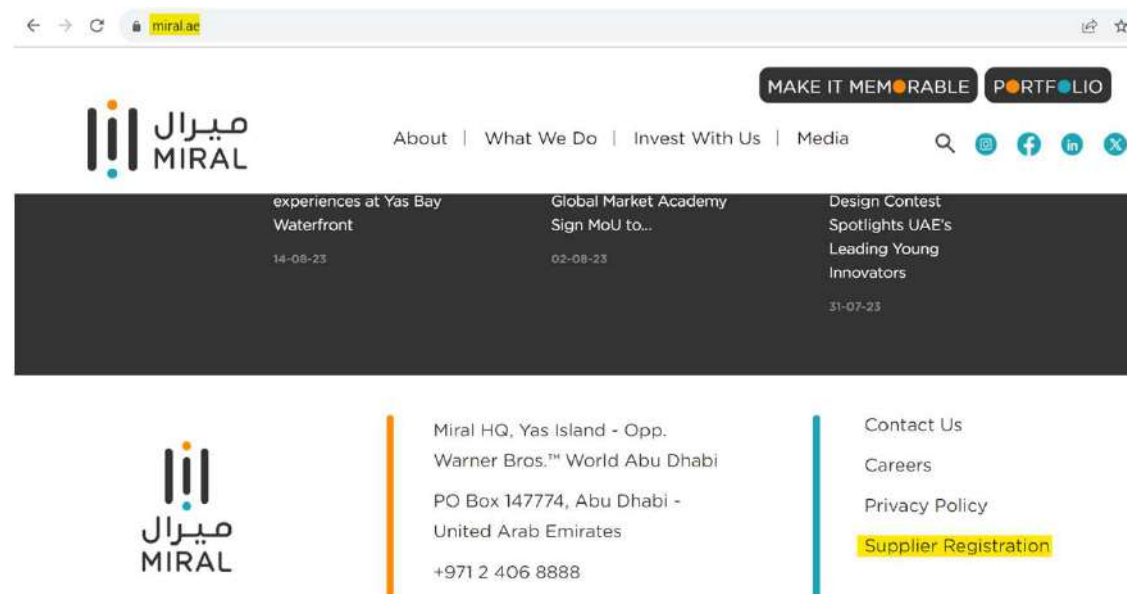




## New Supplier Registration

### Step-1:

Navigate to [Miral.ae](https://miral.ae) website and click on Supplier Registration as shown in below image

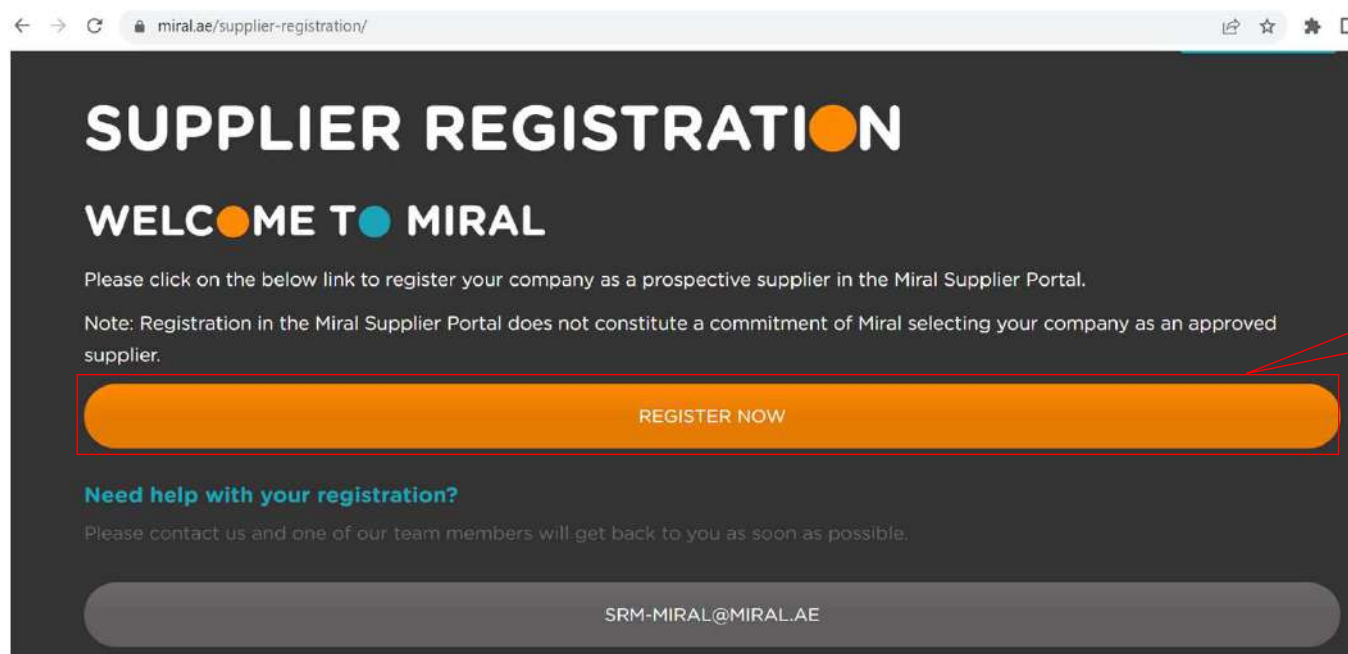


Click on 'Next' button, the system will navigate to the [Contacts](#) page



## Step-2:

Click on 'Register Now' as shown in below image



Click on this link to Register Your company as Supplier in Miral Group

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

ORACLE

1 2 3 4 5 6 7  
Company Details Contacts Address Business Classifications Products and Services Questionnaire Review

Register Supplier: Company Details

Back Next Save for Later Register Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Trade/Commercial License Number (or) Registered Company Number, or Tax Registration Number

\* Company: Demo Supplier  
Tax Organization Type: Corporation  
Supplier Type: [dropdown]  
Corporate Web Site: [text]  
Attachments: None [dropdown]  
D-U-N-S Number: [text]  
Tax Country: United Arab Emirates [dropdown]  
Trade/Commercial License Number (or) Registered Company Number: 98863679  
Tax Registration Number: 96762799  
Note to Approver: [text area]

Your Contact Information (Note: Email Address will be your user name)  
Enter the contact information for communications regarding this registration.

\* First Name: Demo  
\* Last Name: Supplier  
\* Email: demosupplier@gmail.com  
\* Confirm Email: demosupplier@gmail.com

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.

ORACLE

Register Supplier: Contacts

Enter at least one contact.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Supplier, Demo		demosupplier@gmail.com	✓	✓		

Columns Hidden 7





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:

Register Supplier: Addresses

Enter at least one address.

Actions View Format **+** Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden: 3

Create Address

The address name provided in the registration request is used as the site (Location) name

\* Address Name: Abu Dhabi

\* Country: United Arab Emirates

\* Address Line 1 or P.O. Box: 7799

Address Line 2:

\* Emirate:

City: Abu Dhabi

Address Purpose

Ordering

Remit to

RFQ or Bidding

Select all 3 options (Ordering, Remit to & RFQ or Bidding)

Phone: 971

Fax: 971

Email:

Enter the City

Address Contacts

Select the contacts that are associated with this address.

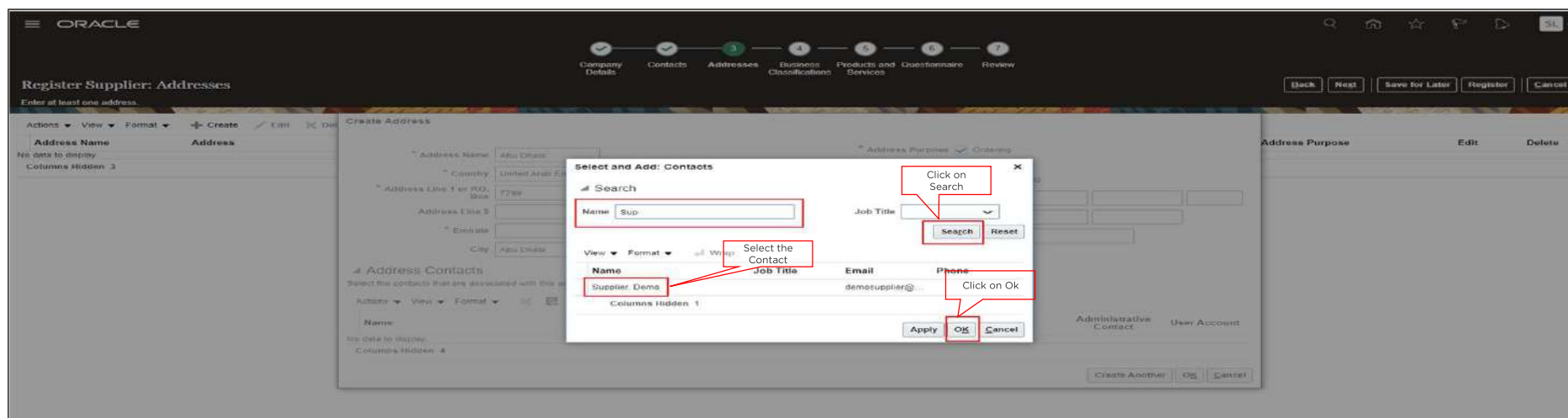
Name	Job Title	Email	Administrative Contact	User Account
No data to display.				

Columns Hidden: 4

Create Another OK Cancel



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

Register Supplier: Business Classifications

1. Attaching Trade License and TAX Registration License is mandatory. (if TRN Licence is not applicable then attach Undertaking letter). 2. If VAT is not applicable, then Please attach the Undertaking letter in Business Classification section.

None of the classifications are applicable

Actions: View, Format, +, Freeze, Detach, Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certification Number	Start Date	* Expiration Date	* Attachment	Notes
No data to display.								

Enter the details of your licenses.

Register Supplier: Business Classifications

1. Attaching Trade License and TAX Registration License is mandatory. (if TRN Licence is not applicable then attach Undertaking letter). 2. If VAT is not applicable, then Please attach the Undertaking letter in Business Classification section.

None of the classifications are applicable

Actions: View, Format, +, Freeze, Detach, Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certification Number	Start Date	* Expiration Date	* Attachment	Notes
Trade License		DED		7799	01.07.20	23.06.20	None	



## Step-7:

10. Select **Products and Services** category by Clicking On 'Select and Add'

The screenshots illustrate the following steps:

- 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.

**MySource** Sign In

1 **2** 3 4 5 6 **7** 8  
Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **Questionnaire** Review

Register Supplier: Questionnaire Back Next Save for Later Register Cancel

Attachments: None

Select each section and answer all the questions which Miral will decide on registration request

Section
<input checked="" type="checkbox"/> 1. Supplier Information
<input type="checkbox"/> 2. Organization Structure
<input type="checkbox"/> 3. Non-Disclosure Agreement
<input type="checkbox"/> 4. Power of Attorney (POA)

### Questions

Supplier Information (Section 1 of 4)

Answer all the Questions by providing justification and attachments if required

\* 1. Country where the company was originally formed?

\* 2. Names of associated companies, if any?  
sister company, parent company, etc.

Response Attachments: None +

\* 3. What is the Company Date of incorporation?



## Step-9:

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

Review Supplier Registration: Demo Supplier

Company Details

Company: Demo Supplier  
Tax Organization Type: Corporation  
Supplier Type  
Corporate Web Site

D-U-N-S Number  
Tax Country: United Arab Emirates  
Trade/Commercial License Number (or) Registered Company Number: 7799  
Tax Registration Number  
Note to Approver

Attachments

Type	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Supplier, Demo		demosupplier@gmail.com	✓	✓	

Confirmation

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

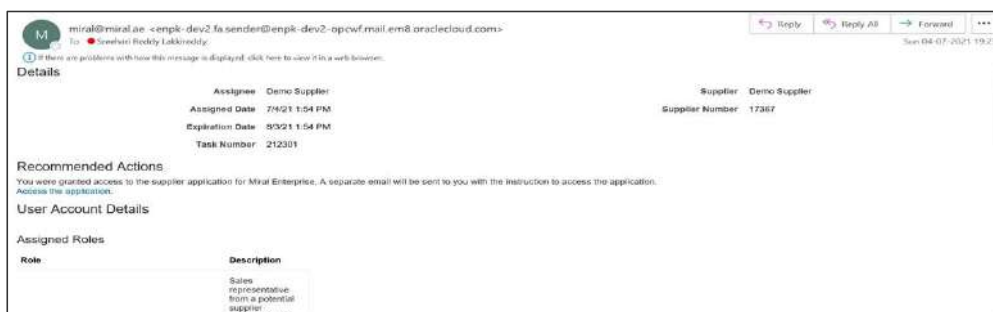
OK



Upon approval of registration request, you will get following emails

1. Oracle Fusion Applications-Welcome email.

2. Supplier Registration Request-Approval email.



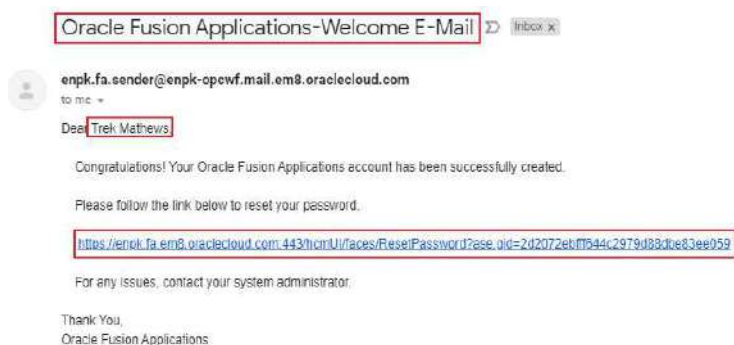




# WELCOME EMAIL FROM MIRAL

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**.

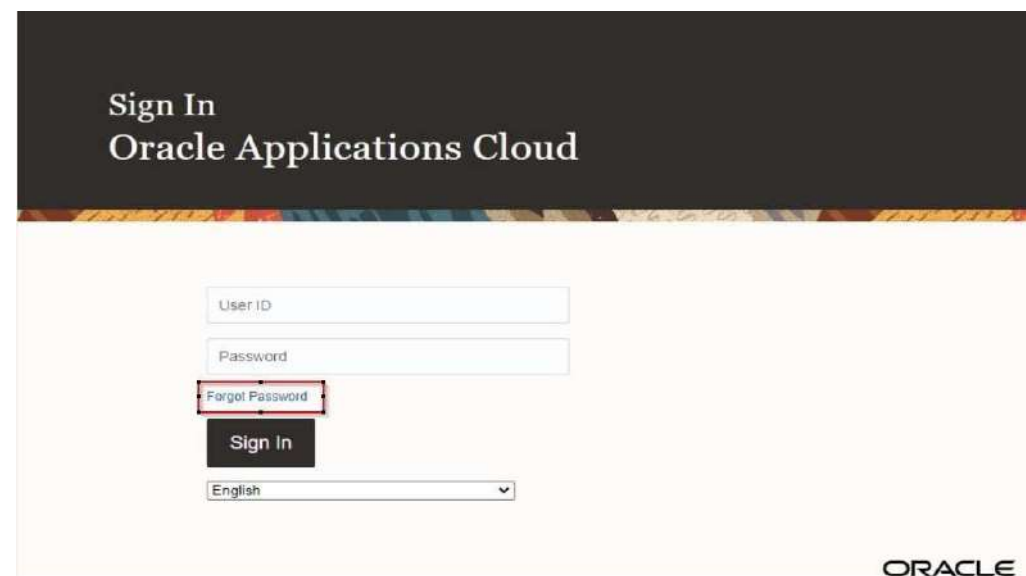
**Note:** Password must contain at least 8 characters length with at least one number in it.

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 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**

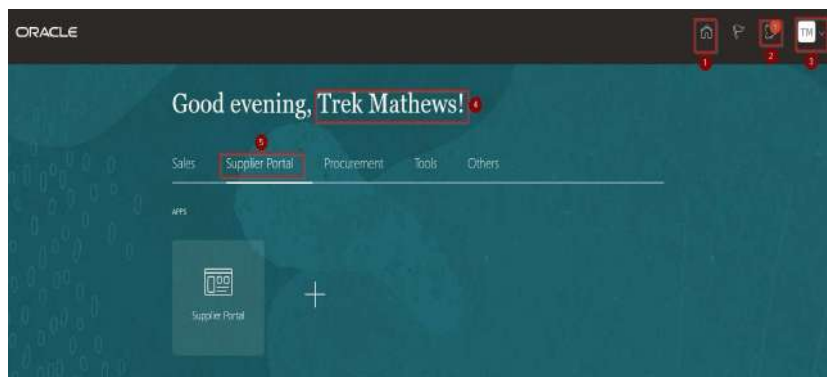
**System Login and Navigation to Supplier Portal**

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)



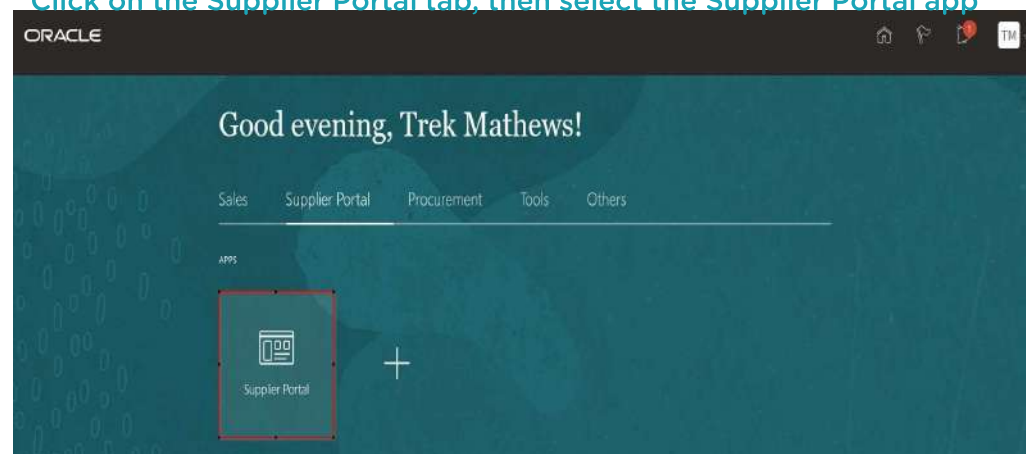
The above screen represents the Home page of the Miral Supplier Portal Login.

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](#)

