



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

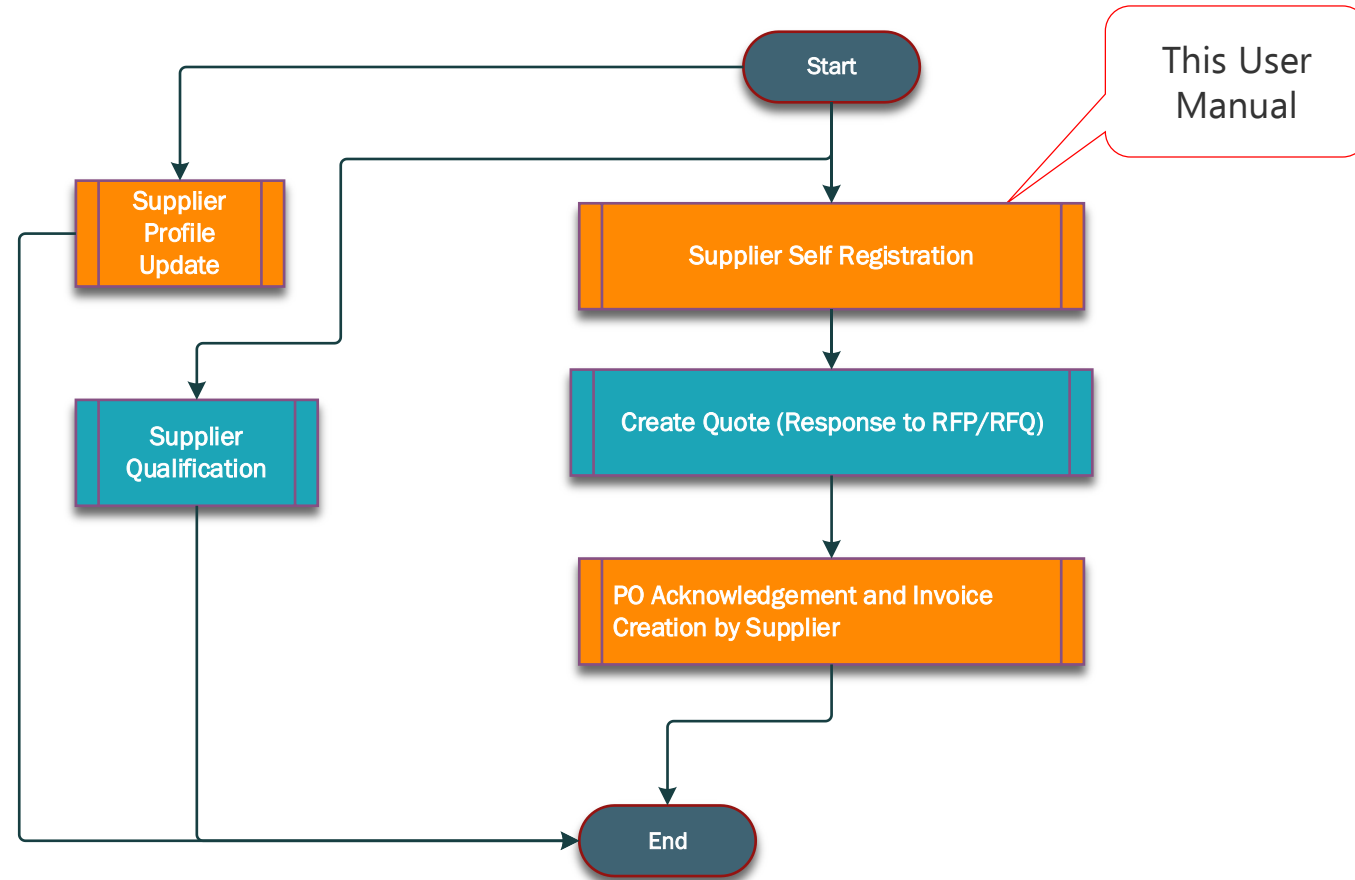


TABLE OF CONTENT

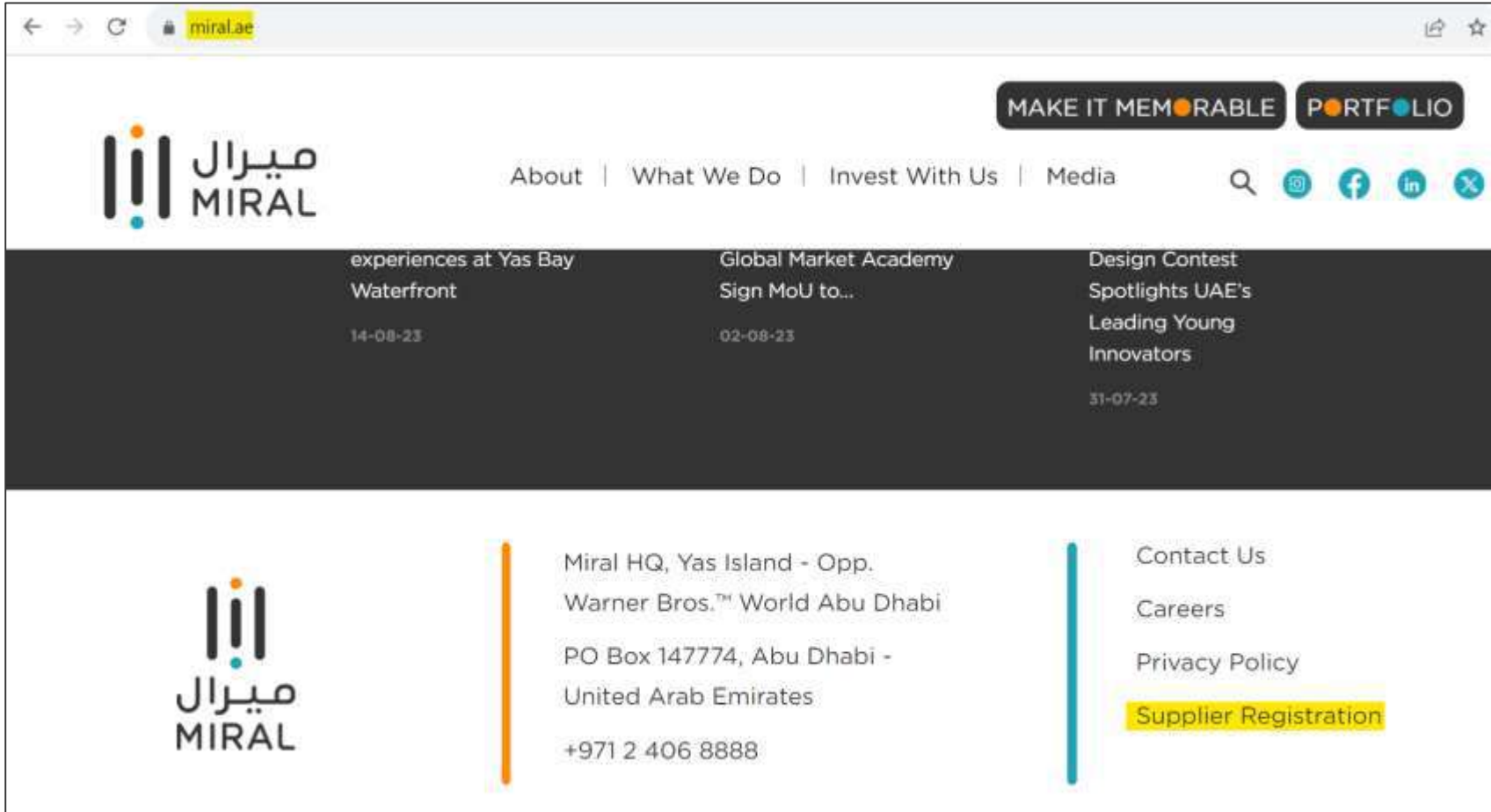
1. SUPPLIER REGISTRATION
2. SUPPLIER MAILS AND NOTIFICATIONS
3. WELCOME EMAIL FROM MIRAL
4. PASSWORD RESET
5. SYSTEM LOGIN AND NAVIGATION TO SUPPLIER PORTAL



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

miral.ae/supplier-registration/

SUPPLIER REGISTRATION

WELCOME TO MIRAL

Please click on the below link to register your company as a prospective supplier in the Miral Supplier Portal.

Note: Registration in the Miral Supplier Portal does not constitute a commitment of Miral selecting your company as an approved supplier.

[REGISTER NOW](#)

Need help with your registration?

Please contact us and one of our team members will get back to you as soon as possible.

SRM-MIRAL@MIRAL.AE

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: Verify Email Address

Enter your company 'Email Address' and click on Send Access Code

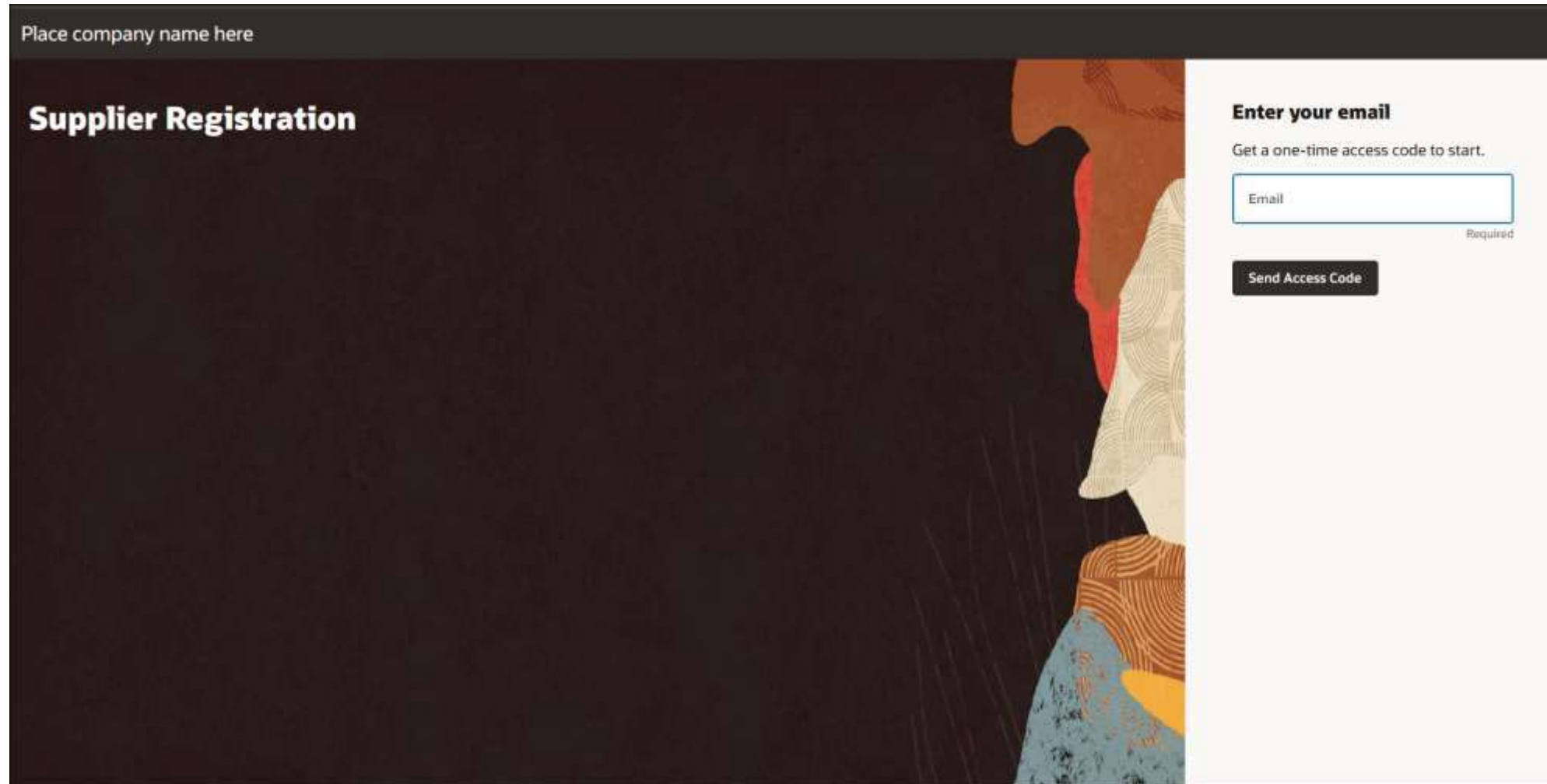
Place company name here

Supplier Registration

Enter your email
Get a one-time access code to start.

Required

Send Access Code

The image shows a web form for 'Supplier Registration'. The form is split into two main sections. The left section has a dark background with a stylized illustration of a person's profile in shades of brown, orange, and blue. The right section is white and contains the registration steps. At the top left of the form, there is a placeholder text 'Place company name here'. Below that, the title 'Supplier Registration' is displayed in a large, bold font. The main heading for this step is 'Enter your email', followed by the instruction 'Get a one-time access code to start.'. There is a text input field with the placeholder text 'Email'. To the right of the input field, the word 'Required' is written in a smaller font. Below the input field is a dark button with the text 'Send Access Code' in white.

Step-3: Verify Email Address (Contd..)

Enter the code which you have received via 'Email Address' and click on Continue

Place company name here

Supplier Registration

Enter your code

Use the code we've sent to email

The code expires in 15 minutes.

Access Code
BbRPUH

[Continue](#)

[Get a new code](#)

Step-4: Company Details

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

- 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
- Select Organization Type, Supplier Type. Supplier Type is optional.
- Attach tax, company profile and other documents

The screenshot shows a web form titled "Supplier Registration" with a sub-section "Company Details". The form contains several input fields and dropdown menus. Red callout boxes point to specific fields with labels: "Enter website Name" (empty), "Enter Company Name" (filled with "Sankar Technologies"), "Enter Registration Certificate Number" (filled with "39209090"), "Select Organization Type" (dropdown showing "Corporation"), "Select Country name" (dropdown showing "United Arab Emirates"), "Enter D-U-N-S-Number" (filled with "123456788"), "Enter Tax Registration Number" (filled with "789899099"), "Select Supplier Type" (dropdown showing "Supplier"), and "Attach tax, company profile and other relevant documents" (a drag-and-drop area). At the bottom right, there are "Cancel", "Save", and "Continue" buttons. A sidebar on the right shows a navigation menu with "Company Details" selected. The page number "1 | 7" is visible in the top right corner.

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

Step-5: Contacts

- Enter at least two Contact details
- Enter first contact details - First name, Last Name, email, job title, Job Title, Mobile Number, Phone Number, Extension Number, Fax Number (Job Title , Fax Number and Extension number are optional).
- Administrative Contact and Contact need a user account buttons were defaulted as yes

The screenshot shows the 'Supplier Registration' interface with a 'Contacts' section. The form is titled 'Supplier Registration' and 'Contacts'. It includes a red warning: 'Please add at least two contacts.' and a sub-section for 'Contact 1' with the instruction: 'Enter contact details. Registration communications will be sent to this contact.'

Form fields and callouts:

- Enter Contact1 First Name:** Points to the 'First Name' field containing 'Sankar'.
- Enter Contact1 Last Name:** Points to the 'Last Name' field containing 'wrwerer'.
- Enter Contact1 Email:** Points to the 'Email' field containing '2017HT12914@wilp.bits-pilani.ac.in'.
- Enter Contact1 Job:** Points to the 'Job Title' field containing 'Engineer'.
- Select Contact1 Country:** Points to the 'Country' dropdown menu set to 'AE'.
- Enter Contact1 Mobile Number:** Points to the 'Mobile' field containing '+971 456 7 89102'.
- Select Contact1 Country:** Points to the 'Country' dropdown menu set to 'AE'.
- Enter Contact1 Mobile Number:** Points to the 'Ext' field containing '456'.
- Select Contact1 Fax Number:** Points to the 'Fax' field containing '+971 456 7 89102'.
- Select Contact1 Phone Number:** Points to the 'Phone' field containing '+971 456 7 89102'.
- Select Contact1 Extension Number:** Points to the 'Ext' field containing '456'.
- Is this an administrative contact?:** Radio buttons for 'Yes' (selected) and 'No'.
- Does this contact need a user account?:** Radio buttons for 'Yes' (selected) and 'No'.
- + Add Another Contact:** A button at the bottom left.
- Click Continue:** A callout pointing to the 'Continue' button at the bottom right.

At the bottom right, there are buttons for 'Cancel', 'Save', and 'Continue'. The status 'Updated just now' is shown at the bottom left.

On the right sidebar, the 'Contacts' section is highlighted, with other sections including 'Company Details', 'Addresses', 'Business Classifications', 'Bank Accounts', 'Products and Services', and 'Questionnaire'. The page number '2 | 7' is displayed at the top right of the sidebar.

Click on 'Add Another Contact' to enter second contact details

Step-5: Contacts (Contd..)

- Enter second contact details - First name, Last Name, email, Job Title, Mobile Number, Phone Number, Extension Number, Fax Number (Job Title, Fax Number and Extension number are optional).
- Administrative Contact and Contact need a user account buttons were defaulted as yes. If need can be changed to No as per requirement.

The screenshot shows a web form for adding a contact. The form is titled "Contact 2" and includes several sections:

- Does this contact need a user account?** (Defaulted to Yes)
- Contact 2** section with fields for:
 - First Name: John
 - Last Name: Lever
 - Email: johnlever@demo1.com
 - Job Title: Purchase Manager
 - Country: AE
 - Mobile: +971 456 7 89104
 - Phone: +971 456 7 89104
 - Ext: 4356
 - Fax: +971 456 7 89104
- Is this an administrative contact?** (Defaulted to Yes)
- Does this contact need a user account?** (Defaulted to Yes)
- Buttons:** "+ Add Another Contact", "Click Continue", "Cancel", "Save", "Continue".

Red callout boxes highlight the following elements:

- Enter Contact2 First Name
- Enter Contact2 Job Title
- Select Contact2 Country
- Select Contact2 Country
- Enter Contact2 Last Name
- Enter Contact2 Email
- Select Contact2 Country
- Enter Contact2 Mobile Number
- Enter Contact2 Phone Number
- Enter Contact2 Extension Number
- Click Continue

A sidebar on the right contains navigation links: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Questionnaire.

Click 'Continue' button to redirect to Address Page

Step-6: Address

- Enter Address details. Address Line, Emirate, City, Email, Phone number, Extension Number , Fax number (Address Line, Email, Phone number, Extension Number , Fax number are optional). If Country is UAE, Emirate is Mandatory.
- Select Contacts associated to this Address as per requirement.

The screenshot shows the 'Supplier Registration' page with the 'Addresses' section. The page title is 'Supplier Registration' and the sub-section is 'Addresses'. Below the title, it says 'Enter at least one address.' There are several callouts pointing to different parts of the form:

- 'Choose country your company is located in from the list' points to the 'Country/Region' dropdown menu.
- 'Enter Address, Emirate if country is UAE' points to the 'Address Line 1 or P.O. Box' and 'Emirate' fields.
- 'Enter the city' points to the 'City' field.
- 'Enter Email, phone, Extension, Fax number for Office' points to the 'Email', 'Country', 'Phone', 'Ext', 'Country', and 'Fax' fields.
- 'Check the Contacts associated' points to the 'Which contacts are associated to this address?' section.
- 'The Address name provided in the registration request is used as the site(location) name' points to the 'Address Name' field.
- 'Select all 3 options (Receive Purchase Orders, Receive Payments, Bid on RFQ's)' points to the 'What's this address used for?' section.
- 'Click Continue' points to the 'Continue' button at the bottom right.

The form fields are as follows:

- Address Name: Office1
- Country/Region: United Arab Emirates
- Address Line 1 or P.O. Box: 34767
- Address Line 2: King Road
- Emirate: Dubai
- City: Dubai
- Email: abcd@gmail.com
- Country: AE
- Phone: +971 456 7 89012
- Ext: 4536
- Country: AE
- Fax: +971 456 7 89012

The 'Which contacts are associated to this address?' section shows two contacts:

Contact	Email	Role
<input checked="" type="checkbox"/> John Lever	johnlever@demo1.com	Purchase Manager
<input checked="" type="checkbox"/> Sankar wrwerer	2017HT12914@wilp.bits-pilani.ac.in	Engineer

At the bottom right, there are buttons for 'Cancel', 'Save', and 'Continue'. The 'Continue' button is highlighted with a red box and a callout.

Click 'Continue' button to redirect to Business Classifications Page

Step-7: Business Classifications

- Provide business classification details to enter all the required certification details example like Trade License with start date and expiry
- After entering certificate number , start date and expiry date , ensure to click check box to confirm certificate details entered to proceed to next screen

The screenshot shows a web form titled "Enter business classification." with a progress indicator "4 | 7" in the top right. The form includes instructions for vendors inside and outside the UAE, a list of required certificates, and a section for "Business classification 1".

Key callouts and actions:

- Click on check box to confirm certificate details entered:** Points to the checkbox labeled "Ensure Certification Number, Certification Start Date, Certification End Data are entered."
- Choose the classification from the list:** Points to the "Classification" dropdown menu.
- Enter Certificate Number:** Points to the "Certificate Number" input field containing "32434".
- Enter Start and Expiry date of certificate:** Points to the "Certificate Start Date" (8-Jan-2025) and "Certificate End Date" (30-Jun-2025) fields.
- Choose the certifying Agency from list if not showing any agency select others and enter Other certifying agency in next field:** Points to the "Certifying Agency" dropdown (ADDCC) and the "Other Certifying Agency" text input.
- Attach Certificate:** Points to the "Drag and Drop" area for uploading files.
- Click Continue:** Points to the "Continue" button at the bottom right.

Additional form elements include a "Notes" field, a "URL" field, and a "Cancel Save Continue" button bar at the bottom.

Click 'Continue' button to redirect to Next Page / Click Product and Services in Menu to go to Product and Services Page

Step-8: Products and Services

- Select category by Clicking Check box, click the arrow to choose Level 2 or 3

Supplier Registration

Products and Services

Enter at least one products and services category.

Select the product category from the drop-down menu below, identical as listed on your business license.

Click the arrow to choose level 2 or 3.

Search by category or description

1 selected View Selected Clear Selected

Category	Description
<input checked="" type="checkbox"/> ▶ 3D Printing Building Construction Contracting	3D Printing Building Construction Contracting
<input type="checkbox"/> ▶ Advertising Billboards Contracting	Advertising Billboards Contracting
<input type="checkbox"/> ▶ Afforestation Contracting	Afforestation Contracting
<input type="checkbox"/> ▶ Agricultural Tools Trading	Agricultural Tools Trading
<input type="checkbox"/> ▶ Airports Contracting	Airports Contracting
<input type="checkbox"/> ▶ All Kind Building Projects Contracting	All Kind Building Projects Contracting
<input type="checkbox"/> ▶ All Kinds of Warehouses Contracting	All Kinds of Warehouses Contracting
<input type="checkbox"/> ▶ Area Cooling Stations Construction Contracting	Area Cooling Stations Construction Contracting
<input type="checkbox"/> ▶ Artificial Marble Manufacturing	Artificial Marble Manufacturing
<input type="checkbox"/> ▶ Asbestos-cement, Cellulose Fiber-cement and the Like Products Manufacturing	Asbestos-cement, Cellulose Fiber-cement and the Like Products Manufacturing
<input type="checkbox"/> ▶ Block Works	Block Works
<input type="checkbox"/> ▶ Bricks Trading	Bricks Trading
<input type="checkbox"/> ▶ Bricks & Tiles Contracting	Bricks & Tiles Contracting

Last updated 28 minutes ago

Cancel Save Continue

6 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Click 'Continue' button to redirect to Questionnaire Page

Step-9: Questionnaire

- 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. Supplier Information part, enter required details

Supplier Registration

Questionnaire

Supplier Information **▼** Organization Structure **○** Non-Disclosure Agreement **○** Power of Attorney (POA) **○**

Section 1 of 4

1. Country where the company was originally formed?
Required
Dubai
Enter name of the country where company was originally formed

2. Names of associated companies, if any? ▼ sister company, parent company, etc.
Required
Dubai consulting
Enter name of the country where company was originally formed
Add Attachments (1)

3. What is the Company Date of incorporation?
Required
1-Jan-2025
Enter the date of company incorporation
Add Attachments (0)

4. Where is your company HQ located?
Required
Dubai
Enter the company Head Quarter Location
Add Attachments (0)

5. Location map (ie office, manufacturing/ yard area)
Required
Kings Road
Enter the Location Map
Add Attachments (1)

717

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire

Last updated 9 seconds ago

Cancel Save Submit

Scroll down to enter supplier information details

Step-9: Questionnaire (Contd..)

- After entering all details, Click Next Section button to enter details of Organization Structure

The screenshot shows a registration questionnaire form with several sections and callouts:

- 5. Location map (ie office, manufacturing/ yard area)**
Required
Text input: Kings Road
- 6. Geographical coverage of the company**
Required
Radio buttons: a. UAE, b. GCC, c. Global
Callout: Enter geographical coverage of company
- 7. Please specify for which Miral Group entity you are registering:**
Required
Dropdown: (Please select one of the below subsidiaries the entity you were invited by / prefer to create business relation with)
Radio buttons: a. MIRAL LLC, b. Miral Experiences LLC, c. RILAM Corporate, d. YAS Asset Management, e. Yas Bay Arena, f. Yas Village BU
Callout: Enter for which Miral Group you are registering
- B. Please attach your Bank Letter**
Required
Text input: attached
Callout: Attach Bank Letter for Account details
- End of Section 1 of 4**
Buttons: Previous Section, Next Section
Callout: Click Next Section

At the bottom right, there are buttons for Cancel, Save, and Submit. A sidebar on the right shows a progress indicator (7/7) and a list of sections: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Questionnaire.

Click 'Next Section' button to enter details for Organization Structure

Step-9: Questionnaire (Contd.)

- Enter Organization Structure details

The screenshot shows a web form titled "Organization Structure" under the "Supplier Information" tab. It is "Section 2 of 4". The form contains several questions with callouts:

- 8. Provide an organization chart of your company:** A required question with radio buttons for "a. Yes" (selected) and "b. No". A callout box says "Provide Organization Chart of your company". Below it is an "Add Attachments (1)" button with a callout "Add attachment for Organization Chart" and a "Comments" text area.
- 10. What is the total number of permanent employees?:** A required question with a text input field containing "120". A callout box says "Enter number of permanent employees". Below it is an "Add Attachments (0)" button.
- 11. Does your organization provide accommodation for your staff? If yes, provide details of the accommodation, numbers of staff and location:** A required question with radio buttons for "a. Yes" (selected) and "b. No". A callout box says "Confirm whether your Organization will provide accommodation for staff". Below it is an "Add Attachments (0)" button and a "Comments" text area.
- 12. Provide details of any corporate global centres of excellence or centralized services, including location, nature of services provided and staff numbers located there:** A required question with a text input field containing "india". A callout box says "Provide details Corporate global centers for excellence". Below it is an "Add Attachments (1)" button.

At the bottom of the form, there are "Cancel", "Save", and "Submit" buttons. A sidebar on the right lists navigation options: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Questionnaire. The "Questionnaire" option is highlighted.

The second screenshot shows the "End of Section 2 of 4" screen. It has a "Previous Section" button and a "Next Section" button. A callout box points to the "Next Section" button with the text "Click Next Section". There are also "Cancel", "Save", and "Submit" buttons at the bottom.

Click 'Next Section' button to enter details of Non-Disclosure Agreement

Step-9: Questionnaire (Contd..)

- Download the NDA from the 'View question attachments' option
- Read completely and sign the document
- Attach the NDA
- After entering all required details, click Next section

The screenshot displays the 'Supplier Registration' questionnaire interface. The current section is 'Section 3 of 4', titled '13. Confirm acceptance & submit signed copy (if comments, contact via email with marked up version)'. The section includes a 'Required' field for 'NDA' with a value of 'yes'. Below this is an 'Add Attachments (1)' button. At the bottom of the section are 'Previous Section' and 'Next Section' buttons. A sidebar on the right contains navigation options: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Questionnaire. The 'Questionnaire' option is currently selected. The interface also shows a 'Cancel', 'Save', and 'Submit' button at the bottom right.

Supplier Registration

Questionnaire

Supplier Information ✔ Organization Structure ✔ **Non-Disclosure Agreement** ⌵ Power of Attorney (POA) ⊙

Section 3 of 4

13. Confirm acceptance & submit signed copy (if comments, contact via email with marked up version)

NDA

View question attachments (1)

Required

yes

Required

Add Attachments (1)

End of Section 3 of 4

Previous Section Next Section

Click Next Section

Confirm acceptance and submit signed copy of NDA.

Attach copy of NDA

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Updated just now

Cancel Save Submit

Click 'Next Section' button to enter details of Power of Attorney

Step-9: Questionnaire (Contd..)

- Enter Power of Attorney details. Review the details entered in all previous sections and click on 'Submit'

Supplier Registration

Questionnaire

Supplier Information ● Organization Structure ● Non-Disclosure Agreement ● Power of Attorney (POA) ●

Section 4 of 4

14. A Power of Attorney (POA) confirms who is an authorized signatory for your company.

Does the signatory person have the authority to sign the NDA and the contracts by having his/her name mentioned in the company's registration certificate e.g. Trade license, or certificate of incorporation?

1) If **YES**, Attach a Trade License/ Certificate of Incorporation...

2) If **NO**, Attach a Power of Attorney (POA) / Authorization letter for the current signatory person

Required

a. Yes

b. No

Required

End of Section 4 of 4

Cancel

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Updated just now

Place company name here

Success

Your registration request 3581059 was submitted.

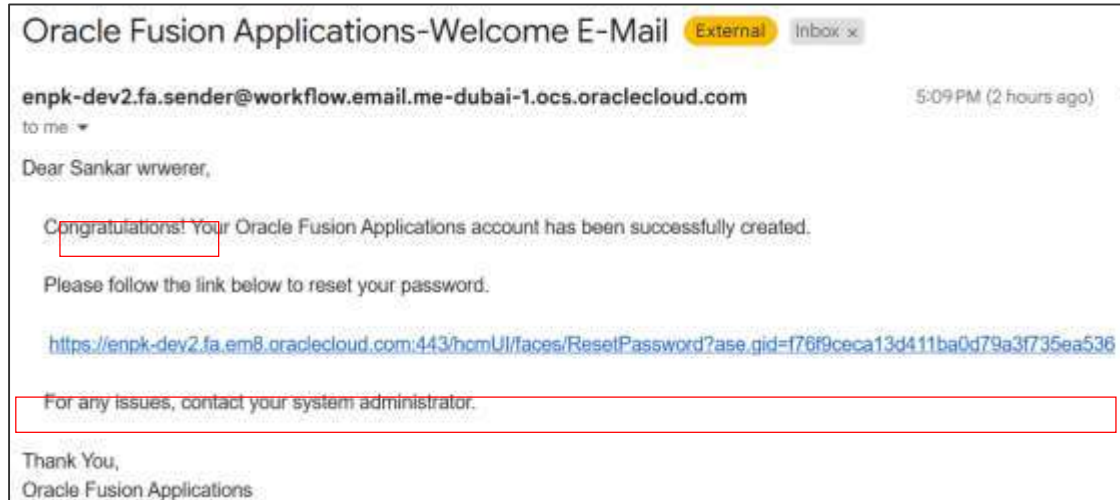
After submitting message will be populated as 'Success' with registration request number

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



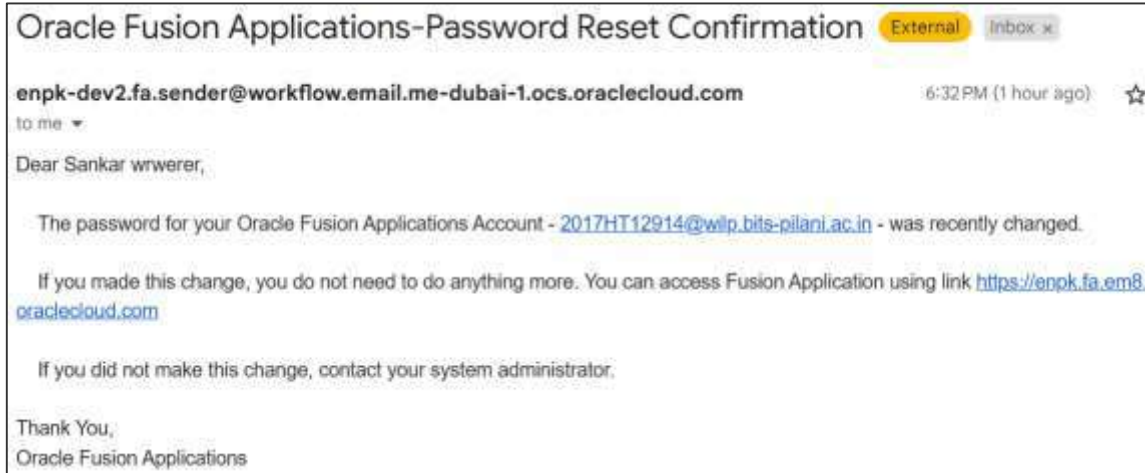
When you click on the above link, the Oracle Applications Cloud Reset Password page will be redirected as shown to the right.



Enter a new Password in the relevant field as shown above, reenter the same Password again and [click on Submit button](#).

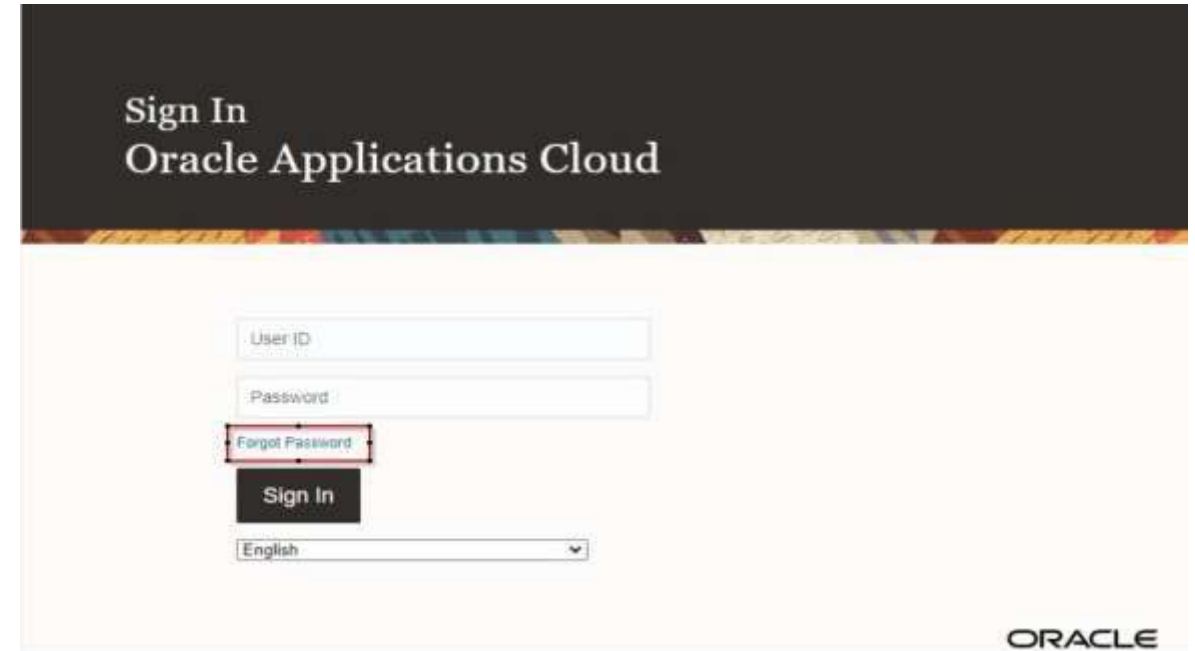
Note: Password must contain at least 8 characters length with at least one number in it.

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](https://enpk.login.em8.oraclecloud.com/) 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).

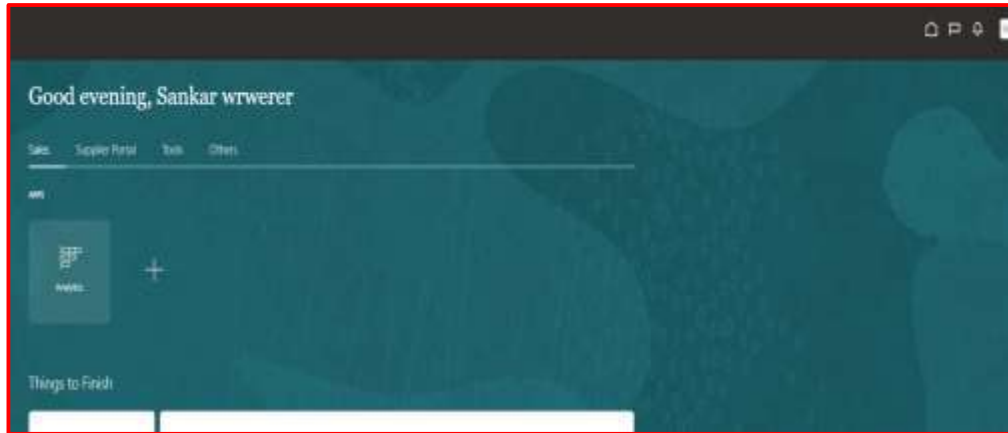
Select the **Forgot Password** option and **click on Submit** button

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)



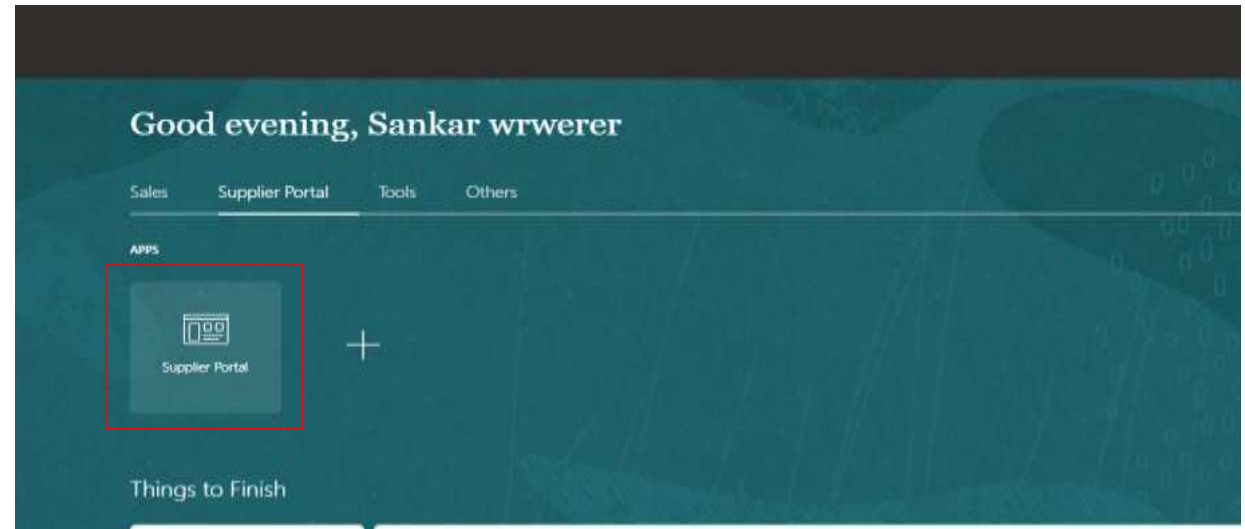
The above screen represents the Home page of the Miral Supplier Portal Login.

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

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



[Our Portfolio](#)