

## USER MANUAL

# SUPPLIER REGISTRATION

**Company:** Cleveland Clinic Abu Dhabi  
**Subject:** Supplier Registration and Profile Changes  
**Version** V3.0 – 02/06/2026

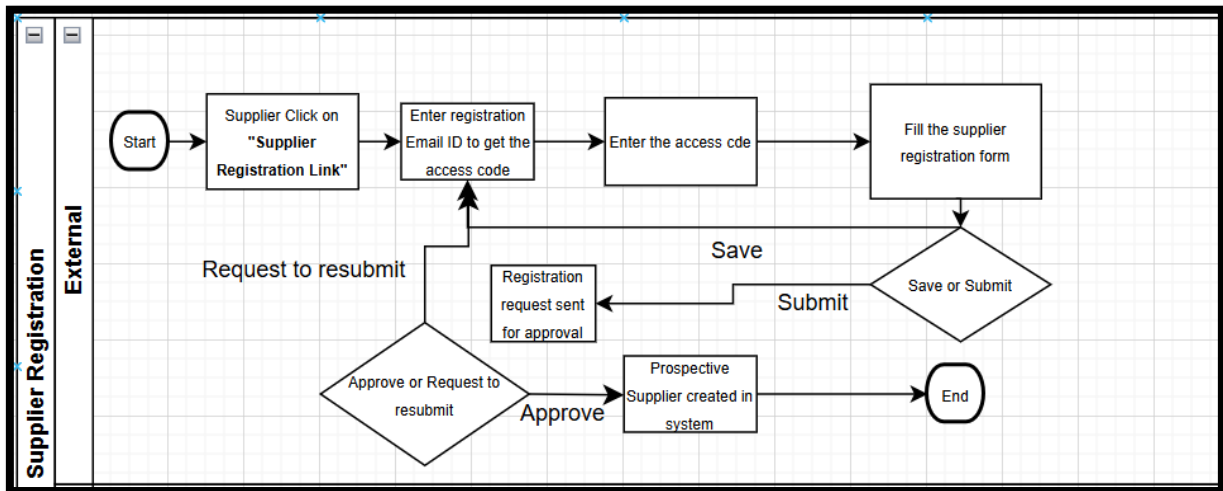
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## 2. Introduction & Purpose

This document is the User Manual for the ERP Cloud Application OneHUB, covering all process steps pertaining to **Supplier Registration** and **Profile Changes**.

## 3. Supplier Registration Process Flow



## 4. External Supplier Registration

Use below link to proceed with supplier registration with respect to Cleveland Clinic Abu Dhabi (CCAD)

### Prospective Supplier Registration

Business Unit	Prospective Supplier Registration Link
CCAD BU	<a href="#">Supplier Registration</a>

While registering as a Prospective Supplier, Supplier will click on the above link and the Supplier Registration Form will open as shown herein.

Prospective suppliers need to provide all the required and mandatory information, following the steps below, to be able to successfully complete and submit their registration request.

The link for Supplier Registration is also available on CCAD's Website:

<https://www.clevelandclinicabudhabi.ae/en/generic-pages/supply-chain-management>

## Supplier Registration

### Enter your email

Get a one-time access code to start.

Email  
pankaj@123.com

Send Access Code

Enter Authorized E-Mail  
to get the access code

### ➤ Access Code

FW: Access Code for Your Supplier Registration

Check your E-mail for access code

Here's the access code you requested.

4VhdhBQL

Enter Access Code

 The code expires in 15 minutes.

The code expires in 15 minutes.

Access Code  
4VhdhBQL

Continue

[Get a new code](#)

### ➤ Step 2: Complete [Company Details](#) Section

Click the **Company Details** icon and enter the below listed and highlighted mandatory details

- Company Name
- Country
- Taxpayer ID or Trade License Number (for UAE companies)
- Tax Registration Number (Note: "Group Companies" may refer to guidelines under section 8 herein)
- Organization Type
- Supplier Type
- Business Unit
- Agrees to Comply with M42 Code of conduct
- Agrees to Comply with UAE Government rules and regulation

**Note:** Mandatory fields for UAE Suppliers include: Trade license Number (enter under "Tax Payer ID") & Tax Registration Number

Mandatory Fields For UAE Suppliers: Trade License Number (enter under "Tax Payer ID") and Tax Registration Number

Company The Apple unitt70	Website	Country United Arab Emirates
Taxpayer ID CN-657687	Tax Registration Number	D-U-N-S Number
Organization Type Corporation	Supplier Type Education or Research Company	
Note to Approver		
Additional Information		
Number of Full Time Employees	Agree to comply with UAE Government rules and r... Yes	If response is "Yes", type "NA". If response is "No", justify w... NA
Business Unit CCAD	Agree to comply with M42 Business Partner Code ... Yes	
M42 Business Partner Code of Conduct		
Attach tax, insurance, and other relevant documents		
Drag and Drop		

1 | 7

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

**Note:** The text within fields under "Additional Information" section can be seen completely, when the text view is zoomed at 250% 

➤ **Step 3: Complete Contact Details Section**

Click the **Contacts** icon and enter below listed and highlighted mandatory details:

- First Name
- Last Name
- Email ID
- Job title
- Mobile Number
- Extension
- Any one admin Contact
- User role specific to listed Roles and Privileges

Click on **“Add another Contact”**. In case of multiple user contact and multiple user account request.

**Contacts**

**Contact 1**  
Enter contact details. Registration communications will be sent to this contact.

First Name: Pankaj | Last Name: Rumde | Email: pankaj.rumde@mastek.com

Job Title: | Country: AE | Mobile: +971

Country: AE | Phone: +971 | Ext: | Country: AE | Fax: +971

Is this an administrative contact?  
 Yes  No

Does this contact need a user account?  
 Yes  No

What user roles does this contact need?  
Assign at least 1 user role to specify the responsibilities of the contact.

- Supplier Accounts Receivable Specialist Custom  
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- Supplier Customer Service Representative Custom  
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities

+ Add Another Contact

Last updated 2 minutes ago | Cancel | Save | Continue

➤ **Step 4: Complete Addresses Section**

Click the **Addresses** icon and enter the below listed mandatory details:

- Address Name: Enter “**CCAD SITE**”
- What’s this address used for?
- Country
- Address line 1, Address Line 2 **Note: Enter Supplier Address/es in fields of ‘Address Line 1’ and ‘Address Line 2’**
- Emirates (Only for UAE Supplier)

**Note: Address format can be specific to Country.**

Click on “**+ Add Another Address**” to add multiple address

**Addresses**  
Enter at least one address.

Address 1

Address: CCAD SITE

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region: United Arab Emirates

P.O. Box: Address Line 1: aBU DHABI Address Line 2:

Emirates: Abu Dhabi

Email: Country: AE Phone: +971 Ext:

Country: AE Fax: +971

Which contacts are associated to this address?

Pankaj Rumde pankaj.rumde@mastek.com

**+ Add Another Address**

Last updated 2 minutes ago

Cancel Save **Continue**

3 | 7

Company Details

Contacts

**Addresses**

Business Classifications

Bank Accounts

Products and Services

Questionnaire

➤ **Step 5: Complete Business Classification Section**

Click the **Business Classifications** icon and enter the below listed mandatory details:

- Trade License (For UAE Supplier)
- Certificate of Corporation (For Overseas supplier)
- Certificate Number
- Certificate Start Date
- Certificate End Date

**Note: It is mandatory for Suppliers to select all applicable Business Classifications (Certificates)**

**Business Classifications**  
Enter at least one business classification or select none applicable.

*It is mandatory for Suppliers to select all applicable Business Classifications (Certificates)*  
• UAE Suppliers - Trade/Commercial License, VAT Certificate and In-Country Value (ICV) status details  
• Overseas Suppliers - Certificate of Incorporation or Tax Registration Certificate.

Business classification 1

Classification: TRADE\_LICENSE | Subclassification: [ ]

Certifying Agency: [ ] | Other Certifying Agency: [ ] | Certificate Number: [ ]

Certificate Start Date: [ ] | Certificate End Date: [ ]

Notes: [ ]

Attach current certificates and supporting documents

Drag and Drop  
Select or drop files here.

URL: [ ] | Add URL: [ ]

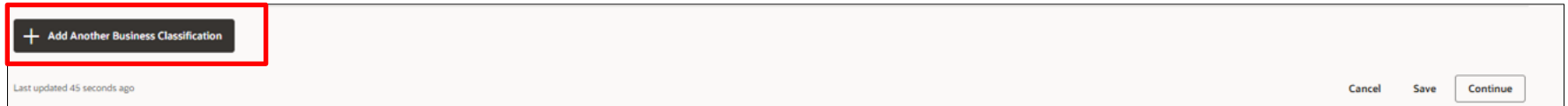
4 | 7

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

**Mandatory Business Classification/s for: UAE Suppliers -Trade/Commercial License, VAT Certificate and In-Country Value (ICV) status details**

**Overseas Suppliers -Certificate of Incorporation or Tax Registration Certificate.**

Click on “+ Add Another Business Classification” to add multiple business certificates.



+ Add Another Business Classification

Last updated 45 seconds ago

Cancel Save Continue

➤ **ICV Status Clarification**

- a. **ICV\_CERTIFIED** – In this supplier needs to add details if he is ICV certified
- b. **ICV\_IN\_PROCESS** – In this case, supplier can provide additional comments in Notes.
- c. **ICV\_NOT\_APPLICABLE** – For Overseas Suppliers
- d. **ICV\_NOT\_CERTIFIED** - In this case, supplier can provide additional comments in Notes.

**All other Business Classifications can be selected, as applicable, with respect to the Supplier’s country.**

## Step 6: Complete **Bank Details** Section

Click the **Bank Accounts** icon and enter the below listed mandatory details:

- Country
- Bank Name
- Bank Branch
- Account Number
- IBAN (For UAE Supplier)
- Currency
- Account Holder Name
- Bank Letter and Bank supporting document attachment

Multiple Bank Accounts can be added by Clicking on “+ Add Another Bank Account”

**Note: Please note that the request may be denied if all the above mandatory details are not provided.**

### Bank Accounts

Enter at least one bank account.

Bank account 1 🗑️

Country United Arab Emirates	Bank FAB Bank	Bank Branch FAB Bank Branch Test	Account Number 3547657687
IBAN AE570030000589798709809	Currency UAE Dirham	Account Type Savings	
Account Holder The Apple unit60			

Attach supporting documents  
Required

**Drag and Drop**  
Select or drop files here.

URL

5 | 7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts**
- Products and Services

+ Add Another Bank Account

Last updated 18 minutes ago

Cancel Save Continue

➤ **Step 7: Complete Products & Services Section**

Click the **Products and Services** icon

Enter below listed mandatory details:

- **Select any higher-level category**

**Note: To get the lower-level category details, please expand the higher-level category.**

## Products and Services

Enter at least one products and services category.

Please select appropriate category for which you are licensed.

🔍 Search by category or description

1 selected View Selected Clear Selected

Category	Description
<input checked="" type="checkbox"/> ▶ <b>INDIRECT</b>	INDIRECT
<input type="checkbox"/> ▶ MEDICAL CONSUMABLES	MEDICAL CONSUMABLES
<input type="checkbox"/> ▶ MEDICAL ENGINEERING	MEDICAL ENGINEERING
<input type="checkbox"/> ▶ PHARMACY	PHARMACY
<input type="checkbox"/> ▶ WAREHOUSING AND LOGISTICS	WAREHOUSING AND LOGISTICS

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

**Products and Services**

Questionnaire

**Category Guidelines:**

- **INDIRECT:** Marketing & Communication, Consulting Services, Construction and Renovation, Operations, Storage, etc. are few examples of Indirect categories. Click on “ ▶ ” to see all the lower-level categories under Indirect.
- **MEDICAL CONSUMABLES:** Allergy, Anesthesia, Breathing and respiration .... etc. are few examples of medical consumables categories. Click on “ ▶ ” to see all the lower-level categories under Medical Consumables.
- **MEDICAL ENGINEERING:** Medical Equipment, Spare parts and accessories etc. are few examples of Medical Engineering Categories. Click on “ ▶ ” to see all the lower-level categories under Medical Engineering.
- **PHARMACY:** The clinical goods that are stored in a pharmacy can be categorised under the Pharmacy Category. Click on “ ▶ ” to see all the lower-level categories under Pharmacy.
- **WAREHOUSE AND LOGISTICS:** Movable equipment of warehouse can be categorised under this Category. Click on “ ▶ ” to see all the lower-level categories under Warehouse and Logistics.

➤ **Step 8: Complete Questionnaire Section**

**Enter below listed mandatory details:**

- All Questionnaire sections must be fully completed.
- ICV status should have been selected under “Business Classifications”, to get the ICV related questionnaire

## Questionnaire

**Conflict of Interest** ✓    General ✓    Legal Proceedings ✓    Company's Authorized Business Signatories ✓    Bank Supporting Document ✓    Other Information ✓    >

Section 1 of 8

1. Do you or someone in your company have any relative working at Cleveland Clinic Abu Dhabi?

Required

- a. Yes  
 b. No

2. Do you know anyone working at Cleveland Clinic Abu Dhabi, who has any financial interest?

Required

- a. Yes  
 b. No

3. Do you have other potential conflicts of Interest?

Required

- a. Yes  
 b. No

End of Section 1 of 8

Last updated 2 minutes ago

Cancel    Save    **Submit**

7/17

Company Details

Contacts

Addresses


Business Classifications

Bank Accounts

Products and Services

**Questionnaire**

 Add Attachments

Click the  icon to add attachments, as required in some of the questions

Drag and Drop option is available to add attachments or through URL.

**Note: Based on ICV status selected under “Business Classifications”, list of Questions will default in the ICV questionnaire section**

**Note: In case any mandatory section or questionnaire is skipped (except Bank Account details) or left incomplete, the system will give an error message to provide the incomplete information or details as shown below.**

Bank account 1 🗑️

**Some issues need your attention** ✖

You must enter 23 characters in the IBAN field. (CE-660080)

---

**Some issues need your attention** ✖

Respond to question 9 in the Company's Authorized Business Signatories section of the questionnaire. ←

Once the required details are filled, Supplier can click on **“Save”** to revalidate the data or proceed to **“Submit”** the registration request.

Cancel Save Submit

Once the final submission is done, with no errors, system will automatically share the **Registration Request Number** for Supplier’s reference.

**Success**

Your registration request 66001 was submitted.

## 5. External Supplier Registration Status Tracking

Once the supplier submits the registration request, system will automatically share the **Registration Request Number** for Supplier's reference. Supplier can keep this reference number for further clarification (If needed).

**Step 1:** If Approver returns the registration request for more information (If any), then supplier will get the notification as shown below.

FW: Action Required: Supplier Registration Request 60001 Requires Additional Information



Dear Supplier,

Your supplier registration request **60001** requires additional information.

Please provide the same and resubmit your registration request using the link provided in this email.

Comments	Please attach updated bank letter
Request Number	60001
Request Date	Please attach updated bank letter
Requested By	<a href="mailto:dambatti@solutionsplus.ae">dambatti@solutionsplus.ae</a>
Company	The Apple Unit38

### Recommended Action

[Please Update your supplier registration request with additional information requested.](#)

Thank you,

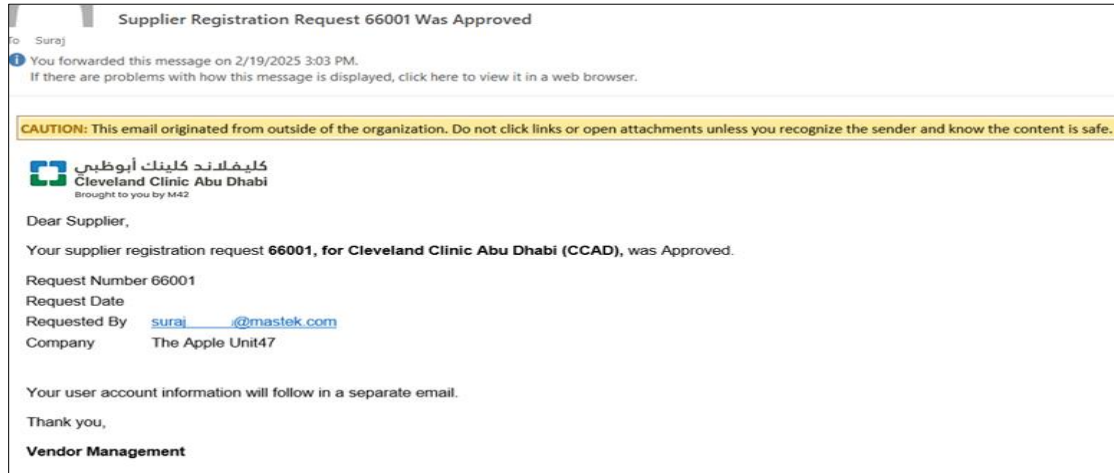
**Vendor Management**

Approver request for  
more information

**Step 2:** Approver approves the registration request.

Once the registration request is approved, then the supplier should receive the following system generated emails as shown below.

➤ **Approval Confirmation**



➤ **Welcome E-mail to reset password**



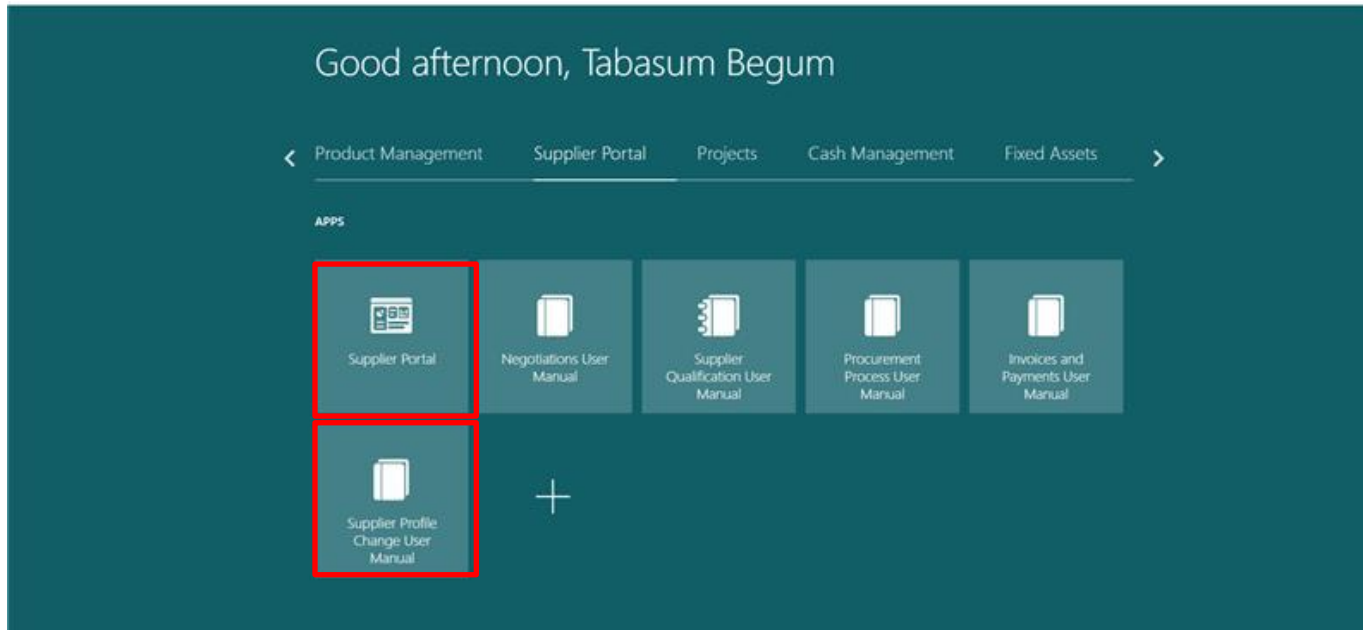
## 6. Supplier Portal

1. Open Browser
2. Enter URL : <https://fa-ewmp-saasfaprod1.fa.ocs.oraclecloud.com>
3. Enter Credentials & Click on Sign In

### Navigation: Home >> Supplier Portal >> Supplier Portal

Click on "Supplier Portal" and refer to the user manuals with respect to specific tasks as highlighted below

- **Task:** Tasks list links are included for activities you can perform in Supplier Portal, including **manage profile (change/update supplier profile)**. Refer to the **Supplier Profile Change User Manual** in Supplier Portal – refer below screenshot).
- **Search:** search for specific items such as orders, agreements, and shipments
- **Requiring Attention:** Provides broad visibility into the most urgent matters
- **Recent Activity:** Provides an overview of important information about ongoing activities
- **Transaction Report:** Purchasing, Payment and Invoice amount related information



# Supplier Portal

Search  Order Number

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



### Recent Activity Last 30 Days

Negotiation invitations	13
Negotiation responses awarded or rejected	11

### Transaction Reports Last 30 Days

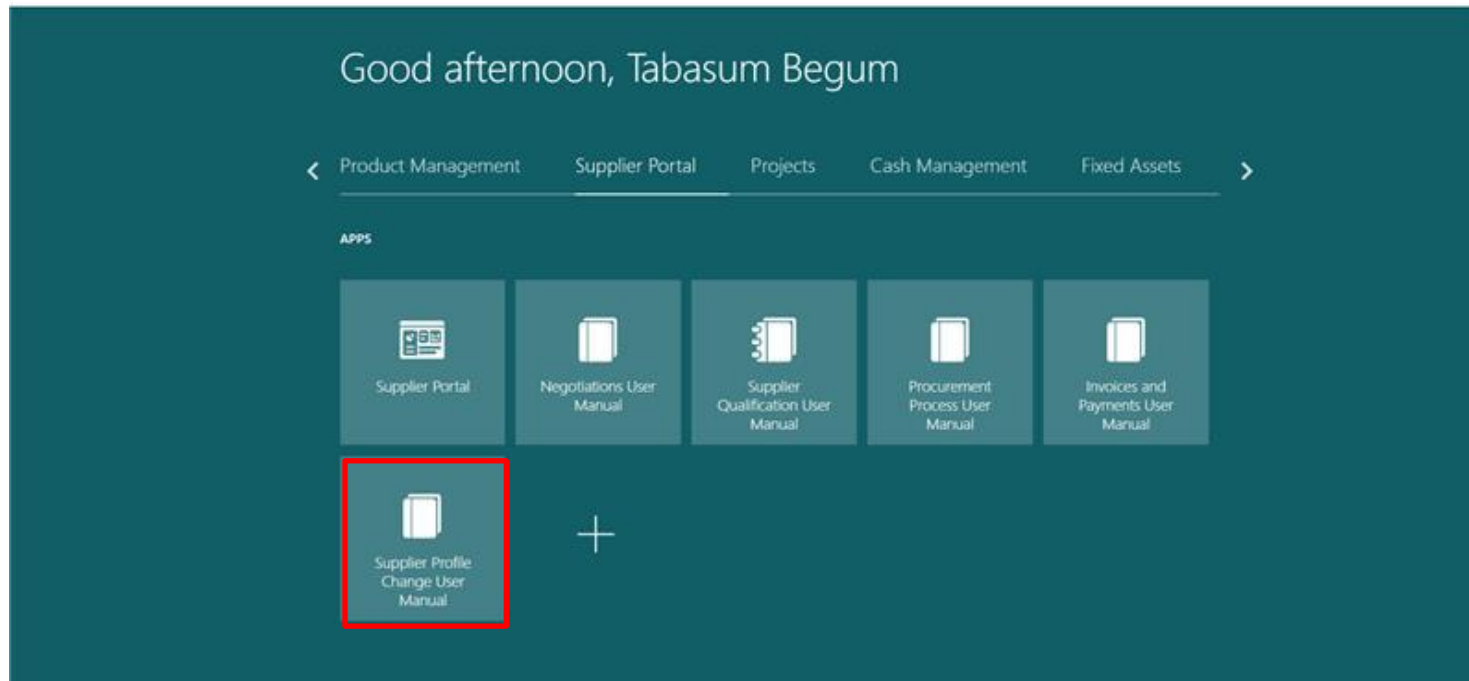
No data available

### Important Supplier Updates

## 7. Manage Supplier Profile

Supplier can view or update any information like Organization details, Contacts, Payment or Bank Account details, Business Classifications, Address, Product and Services, etc., through the Supplier portal; and add attachments of Business Certificates and other relevant documents.

**Navigation:** Home >> Supplier Portal >> [Supplier Portal](#)



**Step1: Navigate to “Manage Profile”**

Navigate Task > Company Profile > [Manage Profile](#)

Click on **Manage Profile**

- View Returns

#### Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

#### 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**

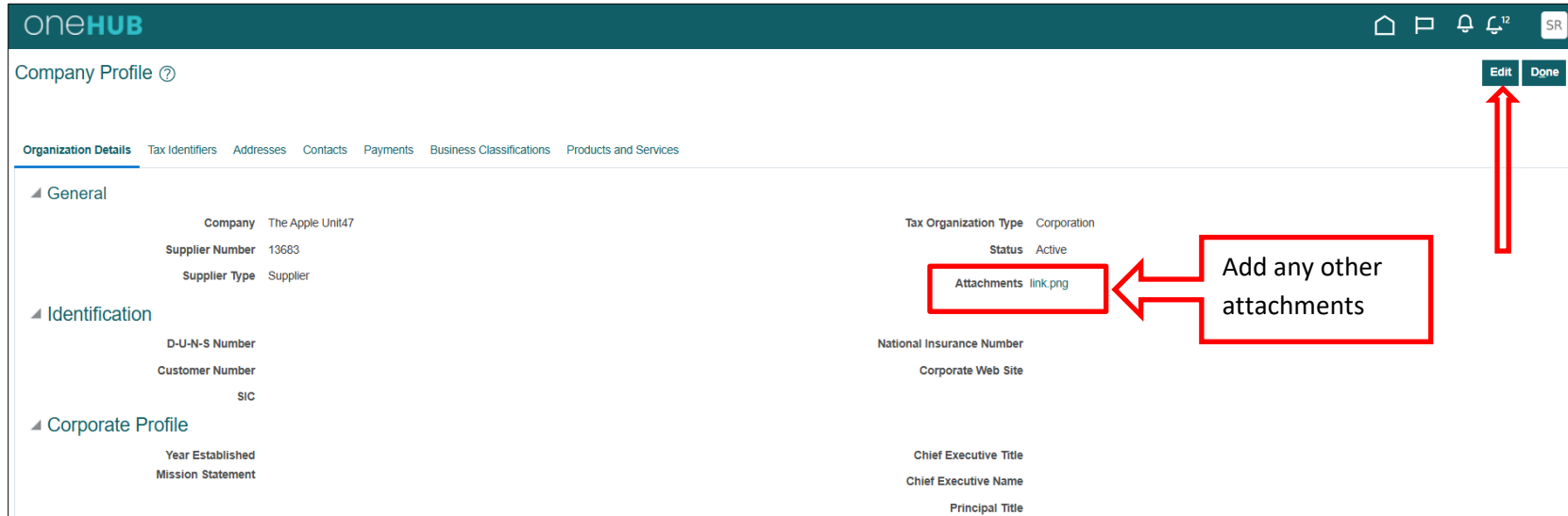
#### Important Supplier Updates

**Register your “Products and Services” in order to be considered for tenders with us**

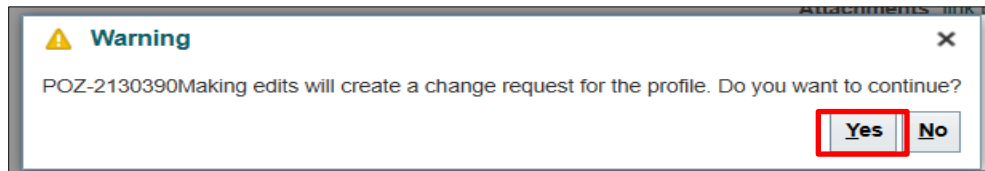
Suppliers interested in receiving invitations to suitable negotiations, are encouraged to complete the “**Products and Services**” section in their Supplier profile, indicating the categories of products and services the company is eligible to offer.

# Organization Details Update

Click "Edit" to initiate profile change request



System will give a warning message for profile change request.



Change the details as required

**Note: In case of Bank Changes, 'Change Description' and 'Bank Attachment' are mandatory**

oneHUB Home, Notifications, SR

Edit Profile Change Request: 96002 Delete Change Request | Review Changes | Save | Save and Close | Cancel

\* Change Description

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

**General**

\* Supplier Name:   
 Supplier Number: 13683  
 Supplier Type:

Tax Organization Type:   
 Status: Active  
 Attachments:  + X

**Additional Information**

Number of Full Time Employees:   
 \* Agree to comply with UAE Government rules and regulations:

\* If response is "Yes", type "NA". If response is "No", justify with reason:   
 \* Business Unit:

**Identification**

D-U-N-S Number:   
 Customer Number:   
 SIC:   
 National Insurance Number:   
 Corporate Web Site:

Add Bank attachments

**Important:** In Organisational Details > Additional Information > **Business Unit**

- If Supplier is doing business with CCAD, the Business unit should be selected from drop down options as **CCAD**
- If Supplier is doing business with M42, then Business unit should be selected from drop down options as **M42**
- If Supplier is doing business with CCAD and M42 both, then Business unit should be selected from drop down options as **Both**

\* Business Unit:

Both | CCAD | M42 | Search...

Cleveland Clinic Abu Dhabi  
Entities

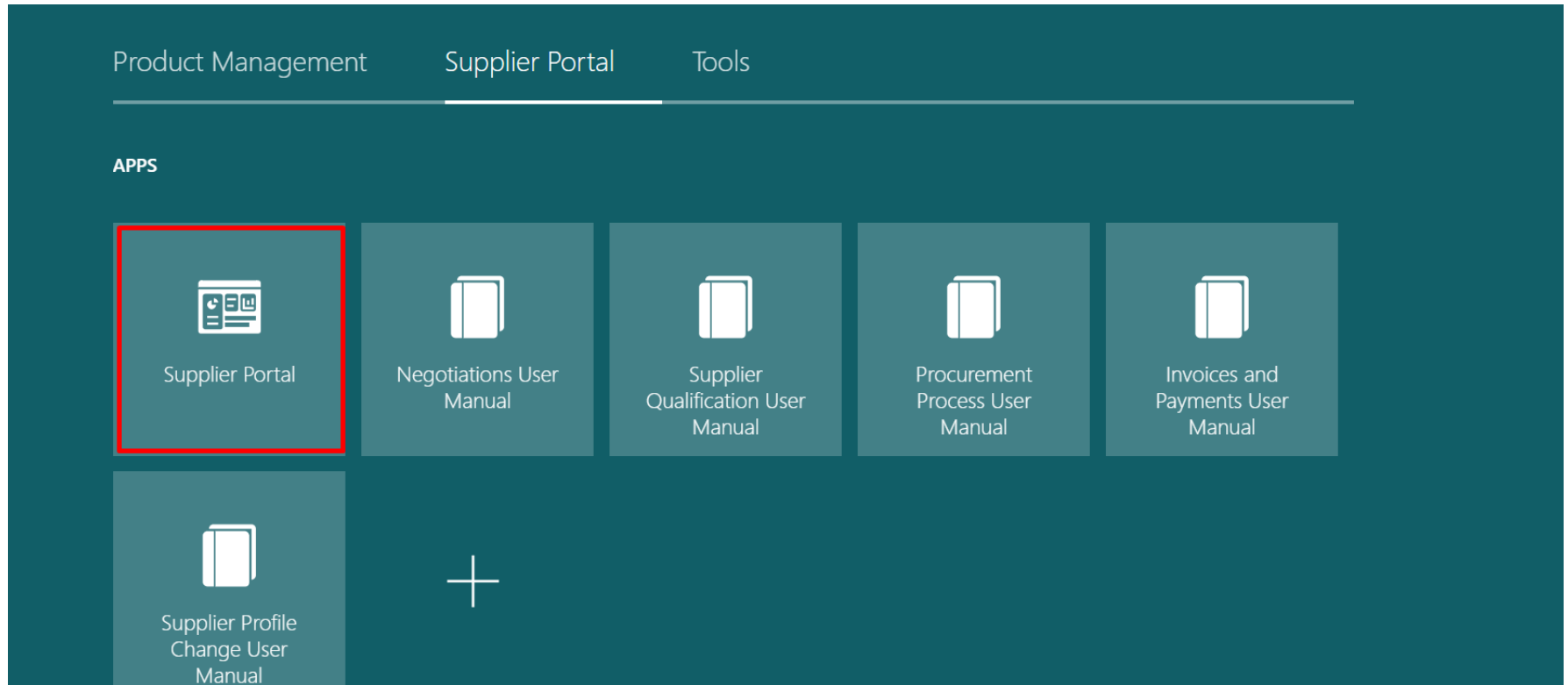
## Organization Name Update

Follow the steps herein to change the organization name via Supplier Portal

**\*\*Note\*\*:** In case of organization name change, the request must be supported with attachments of the following documents:

- Updated Trade/Commercial License (Valid for 6 months) or equivalent (e.g., Certificate of Incorporation)
- Certificate of Registration for VAT.
- Relevant regulatory certificates (e.g., MOH certificate, Food Control Authority Certificate, Exclusive Distributor Appointment Letter).
- Evidence of authorized signatory(ies) (e.g., Board resolution, Power of Attorney).
- Copy of residency in the country of operation as per the Commercial/Trade License.
- Copy of ICV Certificate (for UAE-based companies, if available).
- *Bank Letter – A recent letter issued by the bank confirming the required financial information. Please ensure the letter includes the relevant dates and is stamped by the bank.*
- *Company Letter Confirming Bank Account – An official letter issued and stamped by the company, confirming the bank account details issued, including dates and bank stamp”*
- Bank Clearance Letter – A letter issued by the previous bank confirming the closure or clearance of the old bank account.

**Step 1 : Click on Supplier Portal**



## Step 2: Click “Manage Profile”

• View Receipts

- View Returns

### Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

### 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

### Important Supplier Updates

**Register your “Products and Services” in order to be considered for tenders with us**

Suppliers interested in receiving invitations to suitable negotiations, are encouraged to complete the “**Products and Services**” section in their Supplier profile, indicating the categories of products and services the company is eligible to offer.

### Step 3 : Click "Edit"

The screenshot shows the 'oneHUB' interface for a 'Company Profile'. The page has a dark teal header with the 'oneHUB' logo and navigation icons. Below the header, the title 'Company Profile' is followed by 'Edit' and 'Done' buttons. A red arrow points to the 'Edit' button. The main content area is divided into sections: 'Organization Details' (with sub-tabs for Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services), 'General', 'Identification', and 'Corporate Profile'. Each section contains various fields and their values, such as 'Company: The Apple Unit47', 'Supplier Number: 13683', 'Supplier Type: Supplier', 'Tax Organization Type: Corporation', 'Status: Active', 'Attachments: link.png', 'D-U-N-S Number', 'Customer Number', 'SIC', 'Year Established', 'Mission Statement', 'National Insurance Number', 'Corporate Web Site', 'Chief Executive Title', 'Chief Executive Name', and 'Principal Title'.

### Step 4 : Enter the "Change Description" and updated "Supplier Name"

The screenshot shows the 'Edit Profile Change Request' form for request ID 678012. The top navigation bar includes buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. A red arrow points to the 'Review Changes' button. The form contains several sections: 'Change Description' (with a text area containing 'Testing'), 'Organization Details' (with sub-tabs for Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services), 'General' (with fields for 'Supplier Name' containing 'DTC Committee', 'Supplier Number' containing '16927', 'Supplier Type' dropdown, 'Tax Organization Type' dropdown containing 'Corporation', and 'Status' containing 'Active'), 'Attachments' (containing 'None'), 'Additional Information' (with fields for 'Number of Full Time Employees' and a dropdown for '\* Agree to comply with UAE Government rules and regulations' containing 'Yes'), and a note '\* If response is "Yes", type "NA". If response is' followed by a text area containing 'NA'.

**Step 5 : Click “Review Changes”**

oneHUB

Review Changes

Change Description Testing


Organization Details

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Supplier Name	DTC Committee	DTC Committee 01

**Step 6 : Click “Submit”**

## Address Details Update

Click the “+” icon to add a new address or  icon to edit the existing address details


oneHUB

Edit Profile Change Request: 107003

Delete Change Request Review Changes Save Save and Close Cancel

\* Change Description Test

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


Actions View Format **+**  Status Active Freeze Wrap

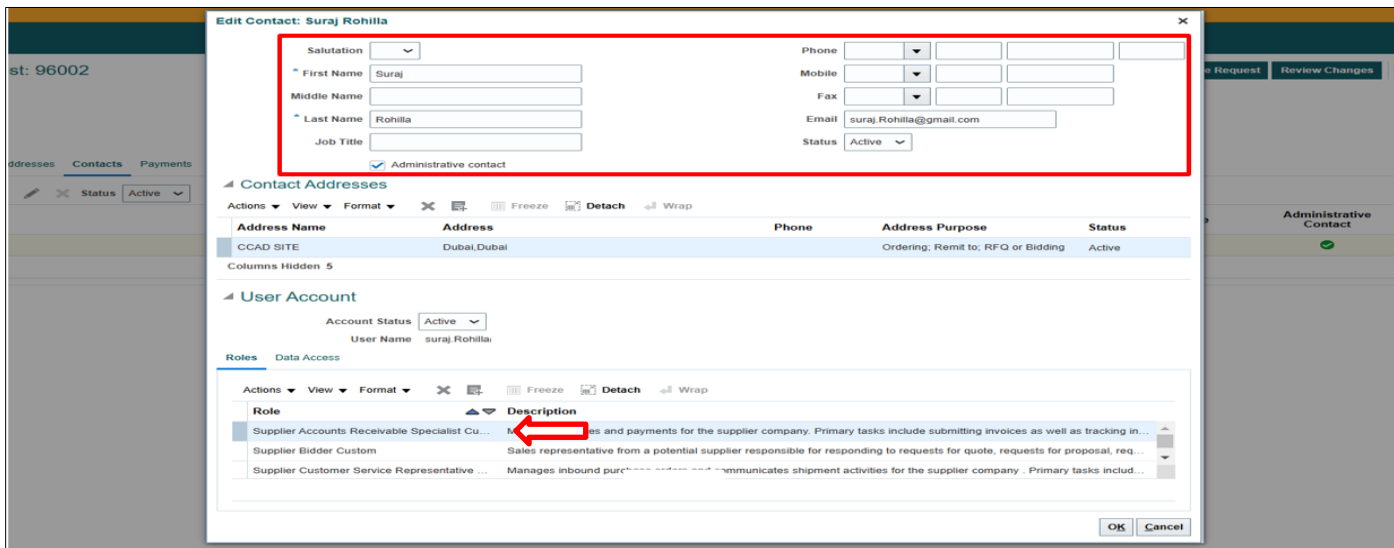
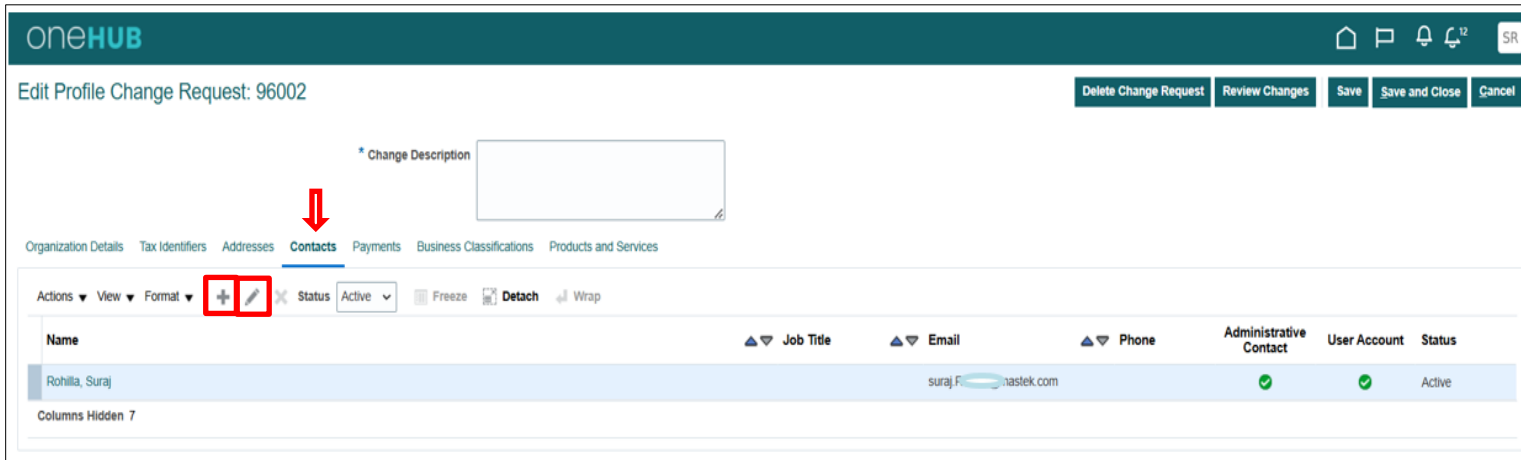
Address Name	Address	Phone	Address Purpose	Fax	Status
CCAD SITE	rtyu, Abu Dhabi		Ordering, Remit to, RFQ or Bidding		Active

Columns Hidden 3

# Contacts Update

## Steps to add or update the existing Contact

1. Click the “Contacts” Tab
2. Click the “+” icon to add a new contact or  icon to edit an existing contact

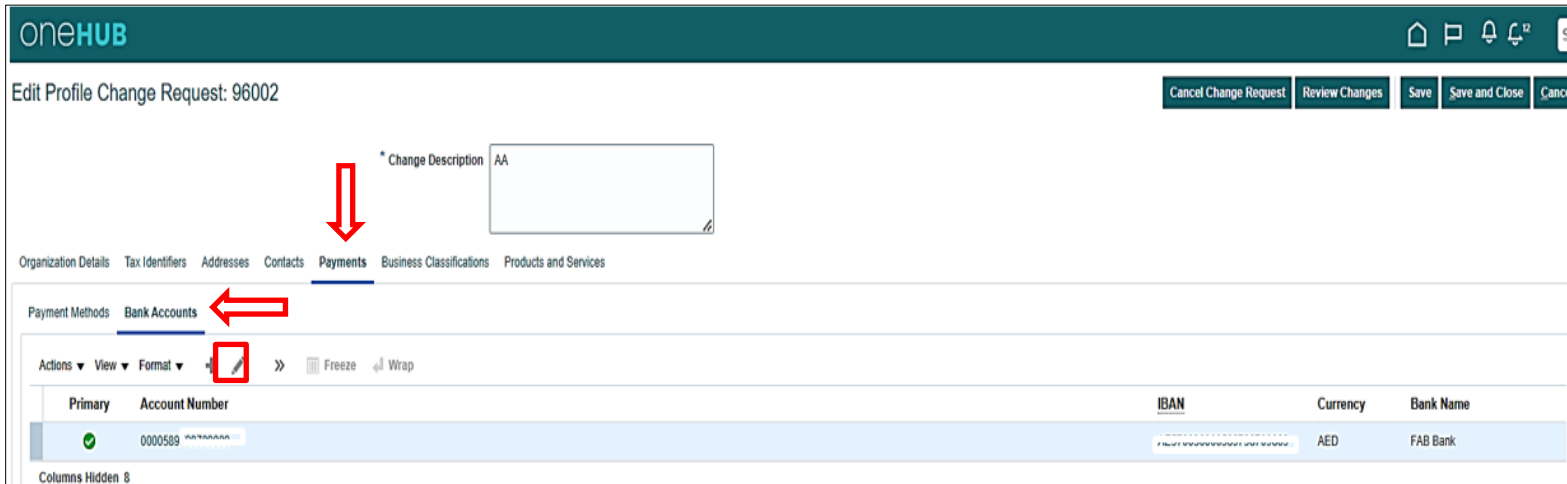


# Bank Details Update

Steps to update bank details, add new bank accounts and Inactivate the existing bank details under 'Payments' section:

## 1. Update Bank Details

Existing bank details can be updated by clicking on “” icon.



oneHUB


Edit Profile Change Request: 96002

Cancel Change Request Review Changes Save Save and Close Cancel

\* Change Description AA

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


Payment Methods **Bank Accounts**

Actions View Format  Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	0000589		AED	FAB Bank

Columns Hidden 8

## 2. Add new Bank Accounts:

Click  to add details

Enter below listed mandatory details:

- Country
- Bank Name
- Bank Branch
- Account Number
- IBAN (For UAE Supplier)
- Currency
- Account Holder Name
- Bank Letter and Bank supporting document attachment

**\*\*Note\*\*:** The request may be denied if all the above mandatory details are not provided.

### Create Bank Account

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

**\* Country** United Arab Emirates


**Account Number**

**\* Bank Name** Abu Dhabi Commercial Bank

**\* Bank Branch** ADCBAEAA - Ajman


Allow international payments

**From Date** 22-Feb-2025

**Inactive On** dd-mmm-yyyy 

**IBAN**

**\* Currency** AED

**\* Attachments** None 

**Additional Information**

**Account Name**

**Alternate Account Name**

**Account Suffix**

**Check Digits**

**Account Type**

**Description**

Create Another **OK** Cancel

### 3. Inactivate the existing bank account:

Existing bank details can be updated by clicking on “” icon. Enter the Inactive date

**Edit Bank Account 3456789**

It's required to attach supporting documents when you edit country, account number, bank name, branch name, IBAN, or currency.

**\* Country** United States


**\* Account Number** 3456789

**\* Bank Name** Bank of America - USA

**\* Bank Branch** BOFAUS3N - 121000358




Allow international payments

**From Date** 06-Oct-2024

**Inactive On** dd-mmm-yyyy 

**IBAN**

**\* Currency** USD

**Attachments** export (36).xls   

**Additional Information**

**Account Name** Smoke123

**Alternate Account Name**

**Account Suffix**

**Check Digits**

**Account Type**

**Description**

Calendar: March 2025

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

OK Cancel

# Business Classification Update

## Steps to add New or Update Existing Business Classifications:

Click the “+” icon to add new business classification or update existing details; and add business certificate attachments (mandatory\*\*)

oneHUB

Edit Profile Change Request: 96002

Cancel Change Request Review Changes Save Save and Close Cancel

\* Change Description AA

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	Certificate	Start Date	Expiration Date	Attachments
<input type="text" value=""/>						dd-mm-yy	dd-mm-yy	None +

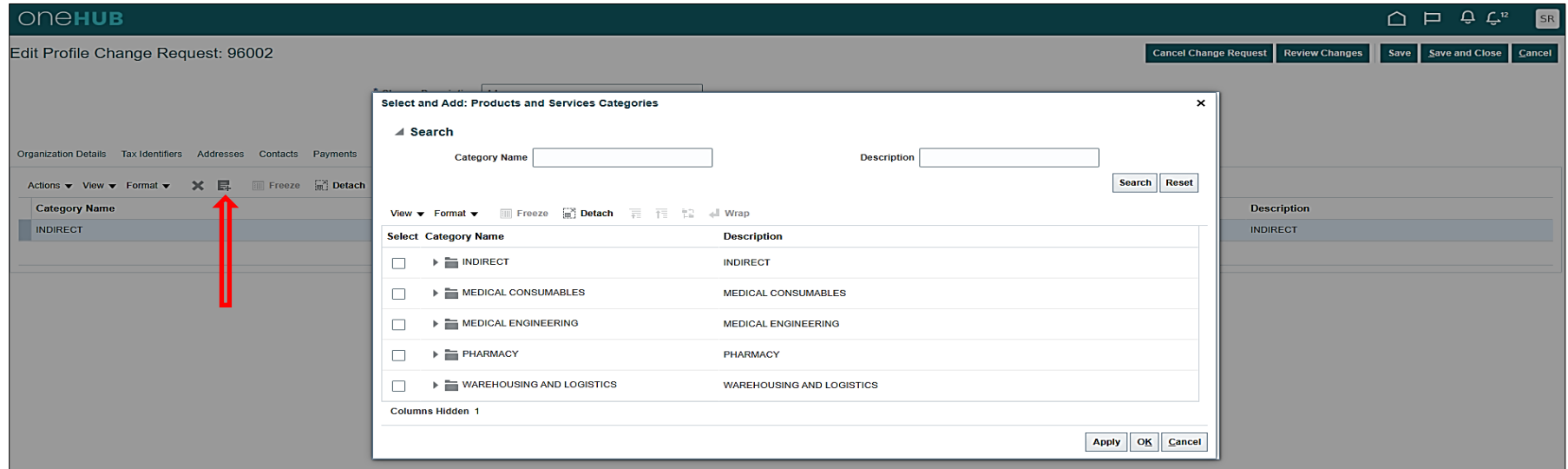
CERTIFICATE\_OF\_INCORPORATION  
COMMERCIAL\_LICENSE  
ICV\_CERTIFIED  
ICV\_IN\_PROCESS  
ICV\_NOT\_APPLICABLE  
ICV\_NOT\_CERTIFIED  
OTHER\_CERTIFICATE  
TAX\_REGISTRATION\_CERTIFICATE  
TRADE\_LICENSE

Add attachments

# Product and Services Update

## Steps to Add Products and Services:

1. In **Product and Services**, system will show options to supplier, to **“Select and add”**.



# Review and Submit Profile Change Request

## Steps to Review Changes and Submit Request

oneHUB

Edit Profile Change Request: 96002

Cancel Change Request **Review Changes** Save Save and Close Cancel

\* Change Description AA

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

Payment Methods **Bank Accounts**

Actions View Format + >> Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	0000589		AED	FAB Bank

Columns Hidden 8

Click on “Review Changes” and click on “Submit” to send to approver for Supplier Profile Changes.

oneHUB

Review Changes

Edit **Submit** Cancel

Change Description Test

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Begum, Tabasum1		tabasumnisabegum@gmail.com		✓	✓	Active	

Columns Hidden 7

Once the profile changes have been approved, the status of the Profile Change Request will change from “**Pending Approval**” to “**Processed**”

The screenshot shows the OneHub interface for a 'Company Profile'. At the top, there are navigation icons and a user profile 'TB'. The main header is 'Company Profile' with 'Edit' and 'Done' buttons. Below this, a summary section displays: 'Last Change Request' 106002, 'Requested By' Begum, Tabasum, 'Change Description' test, and 'Request Date' 03-Apr-2025. A red box highlights the 'Request Status' which is 'Processed'. A horizontal menu below includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Organization Details' section is expanded, showing three sub-sections: 'General', 'Identification', and 'Corporate Profile'. The 'General' section includes 'Company' (Smoke test5), 'Supplier Number' (13633), 'Supplier Type' (Vendor), 'Tax Organization Type' (Corporation), 'Status' (Active), and 'Attachments' (export (20).xls). The 'Identification' section includes 'D-U-N-S Number', 'Customer Number', 'SIC', 'National Insurance Number', and 'Corporate Web Site'. The 'Corporate Profile' section includes 'Year Established', 'Mission Statement', 'Chief Executive Title', and 'Chief Executive Name'.

## 8. Supplier Registration with same Tax Registration Number (Applicable only for Group Companies)

**\*\* Note \*\*** When registering a group company or sister company, if any one of the group companies is already registered with M42 group or CCAD, supplier should not enter the Tax registration number (as shown in below screenshot)

Overview **Manage Suppliers** x

### Manage Suppliers ?

**Advanced Search** Basic Manage Watchlist Saved Search All Suppliers v \*\* At least one is required

\*\* Supplier

\*\* Taxpayer ID

\*\* Tax Registration Number

\*\* Creation Date Between dd-mmm-yyyy - dd-mmm-yyyy

\*\* Supplier Type

\*\* Tax Organization Type

\*\* Business Classification

\*\* Products and Services

Search Reset Save... Add Fields v Reorder

Search Results

Actions v View v Format v + Freeze Detach Wrap **Register Supplier**

Supplier	Supplier Number	Alt Na	Bu Re	Parent Suppli	Creation Date	Inactive Since	Tax Registration Number	Tax
UARE PROPERTIES LLC	12557	S...			20-May-2024		100002141800003	
ROPERTIES LLC	12940	S...			10-Jun-2024		100002141800003	CN-
INVESTMENT COMPANY LLC	12789	S...			20-May-2024		100002141800003	CN-

## Company Details

Mandatory Fields for UAE Suppliers: Trade Licence Number and Tax Registration number (as applicable)

Company

Website

Country

Taxpayer ID

**Tax Registration Number**

Enter 50 or fewer characters.

D-U-N-S Number

Organization Type

Supplier Type

Note to Approver