

USER MANUAL

SUPPLIER REGISTRATION

Company:Cleveland Clinic Abu DhabiSubject:Supplier Registration and Profile ChangesVersionV1.0



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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	Supplier Registration

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@123com
	Send Access Code
	Enter Authorized E-Mail to get the access code

> Access Code

FW: Access Code for Your Supplier Registration	The code expires in 15 minutes.
Check your E-mail for access code	Access Code 4VhdhBQL
Here's the access code you requested.	Continue
4VhdhBQL Enter Access Code	Get a new code
The code expires in 15 minutes.	

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 <u>Trade License Number (for UAE companies)</u>
- 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

The Apple unitt70	Website	United Arab Emirates	• 1 7
Taxpayer ID CN-657687	Tax Registration Number	D-U-N-S Number	
Organization Type Corporation	 Supplier Type Education or Research Company 	•	Company Details
Note to Approver			Contacts
dditional Information			Addresses
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 NA	o", justify w Business Classifications
Business Unit CCAD	 Agree to comply with M42 Business Partner Code Yes 	•	Bank Accounts
142 Business Partner Code of Conduct	7		Products and Services
ttach tax, insurance, and other relevant docu	ments		Questionnaire

> 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.

Pankaj		Last Name Rumde		Email pankaj.rumde@mastek.com		
lob Title		Country AE	• Mobile +971]	
ountry AE	Phone +971		Ext		c	ompany Details
iountry AE	Fax +971				•	ontacts
this an administrative mnistrative contact will receive	contact? general communications from	💿 Yes 🔘 No			A	ddresses
es this contact need a	user account?	and salf-service tasks	s O No		в	lusiness Classifications
What user roles do	is this contact need?				в	lank Accounts
Assign at least 1 user role	o specify the responsibilities of	f the contact.			Р	roducts and Services
	ounts Receivable Speci	alist Custom upplier company. Primary task	s include submitting invoic	ces as well as tracking invoice and payment status.		uestionnaire
Supplier Acc Manages invo	ces and payments for the s					

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.



Addresses Enter at least one address Address 1 Addres: CCAD SITE	S.	What's this address used	for? Select at least 1 purpose. ers Z Receive Paym	ents	Bid on RFQs			団	3 ₇	
Country/Region United Arab Emirates								-	Company Details	
P.O. Box		Address Line 1 aBU DHABI			Address Line 2				Contacts	
Emirates Abu Dhabi								•	Addresses	
Email		Country AE	Phone +971			Ext			Business Classification	
Country AE	Fax +971								Bank Accounts	
Which contacts are assoc	ciated to this address?								Products and Services	
	Pankaj Rumde	pank	aj.rumde@mastek.com						Questionnaire	
+ Add Another Address Last updated 2 minutes ago]					ancel Sav	ve Contir	ue		•

> Step 5: Complete Business Classification Section

 Tr Ce Ce Ce Ce 	ade License (F rtificate of Corp rtificate Number rtificate Start E ertificate End D	or UAE Supplier) poration (For Overs er Date ate	eas supplier)	1			
Note: It is mand usiness Classificat er at least one business classificat mandatory for Suppliers to select a E Suppliers - Trade/Commercial Li erseas Suppliers - Certificate of Inc	atory for Sup ONS on or select none appli <i>V applicable Business Cl</i> cense, VAT Certificate a orporation or Tax Regis	cable. assifications (Certificates) nd In-Country Value (ICV) status tration Certificate.	applicable E	3usine:	ss Classifications (Certi	ficates)	4 7
iness classification 1 lassification RADE_LICENSE				•	Subclassification	<u>ل</u> ب	
ertifying Agency	•	Other Certifying Agency			Certificate Number		Company Details
ertificate Start Date	Ē	Certificate End Date		曲			Contacts
lotes							Addresses
				h			Business Classifications
ach current certificates and supporting d	ocuments						Bank Accounts
Drag and Drop Select or drop files here.							Products and Services

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.

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.

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.				5 7
Bank account 1			団	,
Country United Arab Emirates				
Bank FAB Bank	Bank Branch FAB Bank Branch Test	Account Number 3547657687		
IBAN AE570030000589798709809	Currency UAE Dirham	Account Type Savings	•	Company Details
Account Holder The Apple unit60				Contacts
Attach supporting documents Required				Addresses
Drag and Drop				Business Classifications
Select or drop files here.				Bank Accounts
URL	Add URL			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 ther at least one products and services category. ease select appropriate category for which you are licer	nsed.	
1 selected View Selected Clear Selected		
Category	Description	Company Details
INDIRECT	INDIRECT	
MEDICAL CONSUMABLES	MEDICAL CONSUMABLES	Contacts
	MEDICAL ENGINEERING	Addresses
D PHARMACY	PHARMACY	Pusiness Classifications
	WAREHOUSING AND LOGISTICS	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

Questionnai	re							/ 17	
Conflict of Interest 🖉	General 오	Legal Proceedings 오	Company's Authorized Business Signatories 🖉	Bank Supporting Document 🖉	Other Info	rmation 🕑	>		
Section 1 of 8									
. Do you or someone in yo Required	our company have	any relative working at Cleve	land Clinic Abu Dhabi?						
) a. Yes								Company D	etails
) b. No									
. Do you know anyone wo	rking at Cleveland	Clinic Abu Dhabi, who has an	y financial interest?					Contacts	
equired								Addresses	
) a. Yes								Aduresses	
J D. NO								Business Cl	assifications
Do you have other poten	tial conflicts of Inf	terest?							
) a. Yes								Bank Accou	nts
) b. No								Products ar	ıd Services
nd of Section 1 of 8								Questionna	ire
ast updated 2 minutes ago					Cancel	Save	Submit		
	Attachments	-							

Click the **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	団
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 Subm	nit	omit
------------------	-----	------

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.

کلینك أبوظبي Cleveland Clinic Brought to you by M42	کلیفلاند Abu Dhabi	Approver request for
Dear Supplier,		more information
Your supplier registre	ation request 60001 requires additional information.	
Please provide the s	ame and resubmit your registration request using the lin	k provided in this email.
Comments	Please attach updated bank letter	
Request Number	60001	
Request Date	Please attach updated bank letter	
Requested By	dambatti@solutionsplus.ae	
Company	The Apple Unit38	
Recommended	d Action	
Please Update voi	ur supplier registration request with additional inform	nation requested.
		······································
Thank you,		
Vendor Manageme	nt	

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

Supplier Registration Request 66001 Was Approved
to Suraj
You forwarded this message on 2/19/2025 3:03 PM.
If there are problems with how this message is displayed, click here to view it in a web browser.
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
کلیفادند کلینک أبوطیس Cleveland Clinic Abu Dhabi Brought to you by M42
Dear Supplier,
Your supplier registration request 66001, for Cleveland Clinic Abu Dhabi (CCAD), was Approved.
Request Number 66001
Request Date
Requested By suraj @mastek.com
Company The Apple Unit47
Your user account information will follow in a separate email.
Thank you,
Vendor Management

> Welcome E-mail to reset password

ONCHUB
Dear Supplier,
Welcome to the oneHUB Supplier Portal.
It is critical that you access and update your details in this portal, as and when required.
Failure to update your details in the portal will impact our ability to invite you to future tendering opportunities.
User Account Details User name: surai Rohilla@mastek.com Use the link to reset the Password
Please follow the link below to reset your password. https://fa-ewmp-test-saasfaprod1 fa.ocs.oraclecloud.com:443/hcmUlifaces/ResetPassword?ase.gid=e23193cad65a468290/30589ede11fe0
For issues with Bank details or any financial document attachment and update, please contact
Cleveland Clinic Abu Dhabi
Accounts Payable: <u>Accountspayable@ClevelandClinicAbuDhabi.ae</u> Other Issues: <u>suppliersupport@ClevelandClinicAbuDhabi.ae</u>
M42 Other Issues: suppliersupport@M42.ae
Thank You,
Supplier Support-oneHUB

6. Supplier Portal

- 1. Open Browser
- 2. Enter URL: https://login-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

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

	Good after	noon, Taba	isum Begi	um		
<	Product Managemen	t Supplier Portal	Projects	Cash Management	Fixed Assets	- >
	APPS					
	Suppler Portal	Negotiations User Manual	Supplier Qualification User Manual	Procurement Process User Manual	Invoices and Payments User Manual	
	Supplier Profile Change User Manual	+				

Step1: Navigate to "Manage Profile"

Navigate Task > Company Profile > Manage Profile

Company Profile

Organization Details update

Click "Edit" to initiate profile change request

ONCHUB	
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services	Edit Done
✓ General	
Company The Apple Unit47	Tax Organization Type Corporation
Supplier Number 13683	Status Active
Supplier Type Supplier	Attachments link png
✓ Identification	attachments
D-U-N-S Number	National Insurance Number
Customer Number	Corporate Web Site
SIC	
✓ Corporate Profile	
Year Established	Chief Executive Title
Mission Statement	Chief Executive Name
	Principal Title

System will give a warning message for profile change request.

Attach Marning	X
POZ-2130390Making edits will create a change request for the profile. Do you want to	continue?
Ĭ	s <u>N</u> o

Change the details as required

Note: In case of <u>Bank Changes</u>, 'Change Description' and 'Bank Attachment' are <u>mandatory</u>

ONEHUB					ſ ₽ ♀ Ļ ^ı ₂ sr
Edit Profile Change Request: 96002	2		Del	ete Change Request Review Changes	s Save Save and Close Cancel
Organization Details Tax Identifiers Addresses C	* Change Description	a stifications Products and Services			
⊿ General					
* Supplier Name The App	le Unit47		Tax Organization Type Corporation	~	
Supplier Number 13683			Status Active		Add Bank
Supplier Type Supplier	~		Attachments link.png 🕂 🗙		attachments
Additional Information				, 「	attaohinento
Number of Full Time 8	Employees		* If response is "Yes", type "NA". If response is "No", justify with reason		
* Agree to comply with UAE Government rules and r	egulations Yes	•	* Business Unit Both	•	
Identification					
D-U-N-S Number			National Insurance Number		
Customer Number			Corporate Web Site		
SIC					

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
ſ	Both	
	CCAD	Cleveland Clinic Abu Dhabi
I	M42	Entities
Ī	Search	

Address Details Update

Click on "+"	to add new	address or	click on	pencil icon to	o edit the	existing a	address de	tails.

ONCHUB			0 P ¢	37 TB
Edit Profile Change Request: 107003	De	lete Change Request Review Changes	Save <u>S</u> ave and Close	e <u>C</u> ancel
* Change Description Test				
Actions View View Format View Status Active Format 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

ONCHUB					ΔP	<u></u> , ¹² SR
Edit Profile Change Request: 96002			Delete Change Reques	st Review Changes	Save <u>S</u> ave :	and Close <u>C</u> ancel
* Change Description	k		₽			
Name	▲ 🗢 Job Title	▲ ▼ Email	▲	Administrative Contact	User Account	Status
Rohilla, Suraj		suraj.F.	nastek.com	0	0	Active
Columns Hidden 7						

	Edit Contact: Suraj Roh	illa			×	
	Salutation	~	Phone			
st: 96002	* First Name	Surai	Mobile	· · · · · · · · · · · · · · · · · · ·		e Request Review Changes
	Middle Name		Fax			
	* Last Name	Robilla	Email	rurai Robilla@amail.com		
	Lob Title					
decessor Contacts Reymonts	500 110		3.4.05	ACTIVE		
Contacts Payments	A Contact Address	Administrative contact				
🥒 💥 Status Active 🛩	Actions View Form	nat 👻 🗮 📖 Freeze 🖃	Detach Al Wrap			
	Address Name	Address	Phone	Address Purpose	Status	Administrative Contact
	CCAD SITE	Dubai, Dubai		Ordering; Remit to; RFQ or Bidding	Active	•
	Columns Hidden 5					
		t Status Astivo				
	Use	er Name surai Rohilla				
	Roles Data Access					
	Actions View View F	ormat - X F. Freeze	(m) Detach ⊸l Wrap			
	Role Supplier Assounts Per	Description	and normants for the supplier company. Brims	ani taske include submitting invoices as well	as tracking in	
	Supplier Bidder Custo	m Sales represe	ntative from a potential supplier responsible for res	ponding to requests for guote, requests for a	proposal, req	
	Supplier Customer Se	rvice Representative Manages inbo	ound purchase and communicates shipment	activities for the supplier company . Primary	tasks includ	
					O <u>K</u> <u>C</u> ancel	

Bank Details Update

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

a. Update Bank Details

Existing bank details can be updated by clicking on " 🖉 " icon.

ONCHUB			ΔF	ם Ĉ Ĉ	2 SR
Edit Profile Change Request: 96002	Cancel Change Request	Review Changes	Save §	ave and Close	Cancel
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services					
Payment Methods Bank Accounts					
Actions 💌 View 💌 Format 💌 🕂 🥒 🔉 🧊 Freeze 🐢					
Primary Account Number	IBAN	Currency	Bank Na	me	
0000589 ********	11231 0000000001 001 00000	AED	FAB Bank		
Columns Hidden 8					

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

reate Bank Account	
nter account number or IBAN unless account number is marked as required.	
Country United Arab Emirates	From Date 22-Feb-2025
Account Number	Inactive On dd-mmm-yyyy
* Bank Name Abu Dhabi Commercial Bank	IBAN
* Bank Branch ADCBAEAA - Ajman 🗸	* Currency AED 🔻
Allow international payments	* Attachments None 🕂
Additional Information	
Account Name	Check Digits
Alternate Account Name	Account Type
Account Suffix	Description

c. 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 do	cuments when you edit country, account numb	er, bank name, branch name, IB	SAN, or currency.									ian	ne
* Country	United States	•	_	From Date	06-Oct-2024	_							
* Account Number	3456789			Inactive On	dd-mmm-yyyy	Ċò							_
* Bank Name	Bank of America - USA	•		IBAN		<	March		~	2025	^ .	~ 3	>
* Bank Branch	BOFAUS3N - 121000358	-		* Currency	USD 🔻	SUI	N MON	TUE	WED	THU	FRI	SAT	
Dank Drahon		•	A	ttachments	export (38).xls 🕂 🚞 🗙	23	24	25	26	27	28	1	
	Allow international payments					2	3	4	5	6	7	8	
Additional Information	tion					9	10	11	12	13	14	15	
Account Name	Smoke123		C	heck Digits		16	17	18	19	20	21	22	
016	[23	24	25	26	27	28	29	
Alternate Account Name			AC	count type	~	30	31	1	2	3	4	5	
Account Suffix			I	Description								_	
									0 <u>K</u>	<u>C</u> a	ncel		

Business Classification Update

Steps to add New or Update Existing Business Classifications:

Click on + to add new business classification details or update existing details; and add business certificate attachments (mandatory)

ONEHUB								Þ Ô Ĉ	SP
dit Profile Change Request: 96002						Cancel Change Request F	leview Changes Sav	e <u>S</u> ave and Close	e <u>C</u> ancel
* Change De	scription AA	<i>k</i>							
Organization Details Tax Identifiers Addresses Contacts Payments Business Cla	ssifications Products and Services								
□ None of the classifications are annicable Actions ▼ View ▼ Format ▼ + X □ Freeze ⊡ Detach ↓ Wrap									
Classification	Subclassification State	us Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date Attachments		۸dd	
	~	v			dd-mmm-yyy 🗟	dd-mmm-yyy 🕼 None 🕇	atta	ichmer	nts
CERTIFICATE_OF_INCORPORATION	_								
COMMERCIAL_LICENSE									
ICV_CERTIFIED									
ICV_IN_PROCESS									
ICV_NOT_APPLICABLE									
ICV_NOT_CERTIFIED									
OTHER_CERTIFICATE									
TAX_REGISTRATION_CERTIFICATE									
TRADE_LICENSE									

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**".

ONCHUB						ጔ _ር , ¹² SR
Edit Profile Change Request: 96002			Cancel Chang	ge Request Review Changes	Save <u>Save an</u>	d Close <u>C</u> ancel
Organization Details Tax Identifiers Addresses Contacts Payments	Select and Add: Products and Services Categories Search Category Name	Description	×			
Actions - View - Format - X R Freeze Detach Category Name	View ▼ Format ▼ III Freeze 📓 Detach 🗐 🎫 😒	¢∥ Wrap	Search Reset	Description		
INDIRECT	Select Category Name	Description		INDIRECT		
		INDIRECT				
	E MEDICAL CONSUMABLES	MEDICAL CONSUMABLES				
	HEDICAL ENGINEERING	MEDICAL ENGINEERING				
_	D PHARMACY	PHARMACY				
	WAREHOUSING AND LOGISTICS	WAREHOUSING AND LOGISTICS				
	Columns Hidden 1					
			Apply OK Cancel			

Review and Submit Profile Change Request

Steps to Review Changes and Submit Request

ONEHUB			ſ Þ ₽ ₽ ₽ ₽				
Edit Profile Change Request: 96002	Cancel Change Request Review Changes Save Save and Close Cance						
* 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.

ONCHUB					۵	ΩΡ	С ³⁷ ТВ
Review Changes						Edit Su	omit <u>C</u> ai cel
Change Description	Test						
		1.					
✓ Contacts							
View 🔻 Format 👻 🦷 Freeze 📓 Detach 🚽 Wrap							
Name	▲ 🗢 Job Title	▲マ Email	▲ マ Phone	Administrative Contact	User Account	Status	Details
Begum, Tabasum1		tabasumnisabe	egum@gmail.com	0	0	Active	<pre>Plant</pre>
Columns Hidden 7							

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

OUGHOB			Ρ	Ĉ31	ТВ
Company Profile ⑦				Edit	Done
Last Change Request Request Status	t 106002 Requested By Begum, Tabasum Change Description to Processer Request Date 03-Apr-2025	əst			1,
Organization Details Tax Identifiers	Addresses Contacts Payments Business Classifications Products and Services				
▲ General					
Company	Smoke test5 Tax Organization Type Corporation				
Supplier Number	13633 Status Active				
Supplier Type	Vendor Attachments export (20) xls				
Identification					
D-U-N-S Number	National Insurance Number				
Customer Number	Corporate Web Site				
SIC					
Corporate Profile					
Year Established	Chief Executive Title				
Mission Statement	Chief Executive Name				

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

Note: While doing the supplier registration for a group company or sister company, supplier should <u>not enter the Tax registration number</u>, if any one of the group companies is already registered with M42 group or CCAD. (As shown in below screenshot)

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	** Suppliar	** Supplier Type	~	** At least one is	req
	ouppier	Supplier Type			
*	* Taxpayer ID	** Tax Organization Type	~		
** Tax Regist	ration Number 100002141800003	** Business Classification		·	
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Company Details							
Company The Apple Unit40	Website	Country United Arab Emirates					
Taxpayer ID CN-647569	Tax Registration Number Enter 50 or fewer characters.	D-U-N-S Number					
Organization Type Corporation	Supplier Type Supplier						
Note to Approver							