

# USER MANUAL

## SUPPLIER REGISTRATION

Company: Cleveland Clinic Abu Dhabi  
Subject: Supplier Registration and Profile Changes  
Version: V1.0

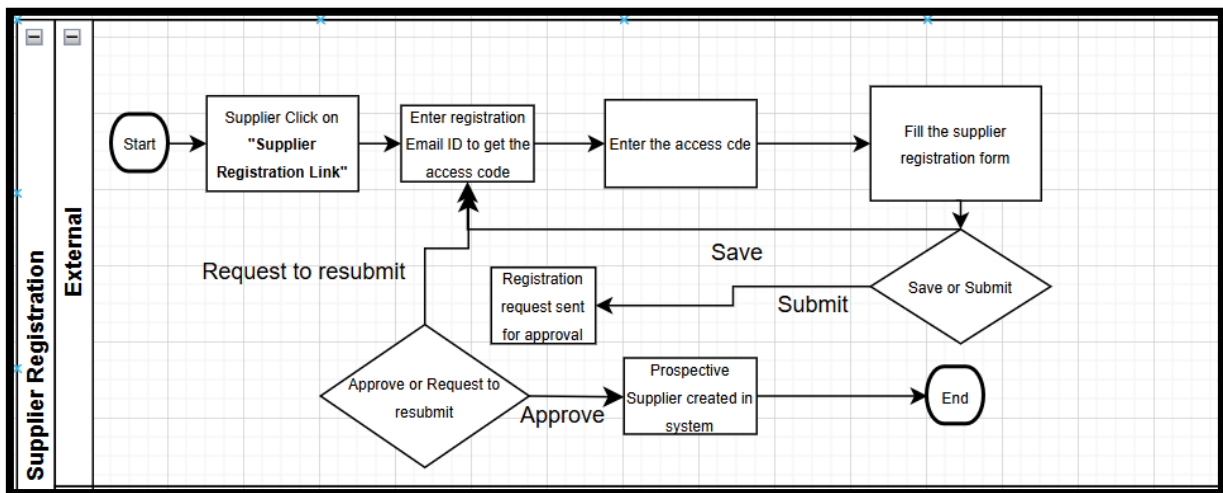
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## 1. Introduction & Purpose

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

## 2. Supplier Registration Process Flow



### 3. 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>

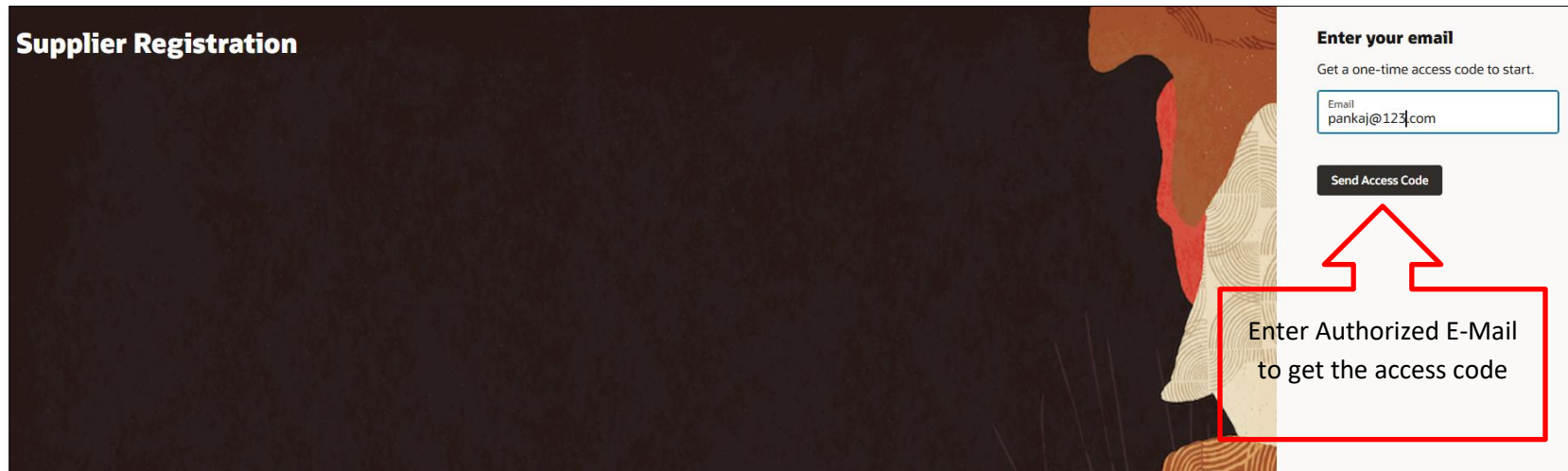
While registering as a Prospective Supplier, Supplier will click on the above link and the Supplier Registration Form will open as shown herein.

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>

➤ **Step 1: Email Validation**



**Supplier Registration**

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

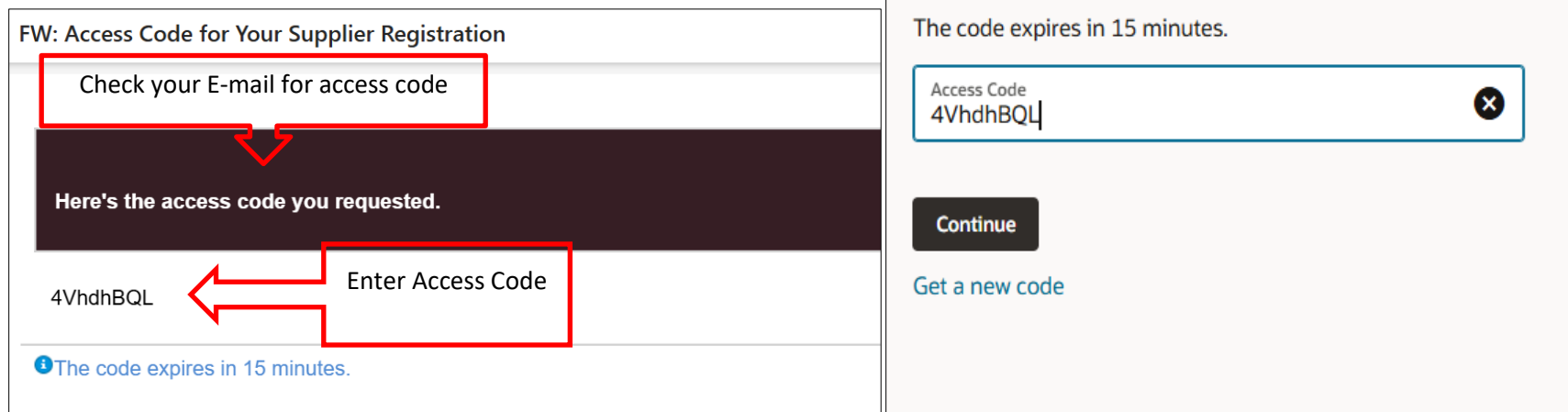
Email  
pankaj@123.com

Send Access Code

Enter Authorized E-Mail to get the access code

The form is titled 'Supplier Registration'. It has a dark header with the title. Below the header, there's a light gray box containing the 'Enter your email' section. This section includes a text input field with the email 'pankaj@123.com' and a 'Send Access Code' button. A red box highlights the email input field with the text 'Enter Authorized E-Mail to get the access code' and an arrow pointing to the button.

➤ **Step1: 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.

Access Code  
4VhdhBQL

Continue

Get a new code

The code expires in 15 minutes.

The form is titled 'FW: Access Code for Your Supplier Registration'. It has a light gray header. Below the header, there's a dark gray box with the text 'Here's the access code you requested.' and the code '4VhdhBQL'. A red box highlights the code with the text 'Enter Access Code' and an arrow pointing to the code. Below the code, there's a blue link 'The code expires in 15 minutes.' To the right of the code, there's a light gray box with the text 'The code expires in 15 minutes.' and an 'Access Code' input field with the code '4VhdhBQL'. Below the input field, there's a 'Continue' button and a blue link '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?  
Administrative contact will receive general communications from us. ☒ Yes ☐ No

Does this contact need a user account?  
User accounts will provide online access to supplier transactions and self-service tasks. ☒ 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

2 | 7

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

+ Add Another Contact

Last updated 2 minutes ago

CancelSaveContinue

➤ **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

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 Start Date

Certificate End Date

Notes

**Drag and Drop**

Select or drop files here.

URL

Add URL

Certificate Number

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.

A screenshot of a web interface. At the top, there is a dark grey button with a white plus sign and the text "+ Add Another Business Classification". This button is highlighted with a red rectangular border. Below the button, on the left, is the text "Last updated 45 seconds ago". On the right side, there are three buttons: "Cancel", "Save", and "Continue". The "Continue" button is highlighted with a light blue border.

+ 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  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.

1 selected

View SelectedClear Selected

Category	Description
<input checked="" type="checkbox"/> ▶  INDIRECT	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

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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

The screenshot displays a web interface for a questionnaire. At the top, a horizontal navigation bar contains eight tabs: 'Conflict of Interest', 'General', 'Legal Proceedings', 'Company's Authorized Business Signatories', 'Bank Supporting Document', and 'Other Information'. Each tab has a green checkmark icon. The 'Conflict of Interest' tab is currently selected and highlighted with a red rectangular border. Below the tabs, the main content area is titled 'Section 1 of 8'. It contains three questions, each with a 'Required' label and two radio button options: 'a. Yes' and 'b. No'. The first question asks if the user or someone in their company has any relative working at Cleveland Clinic Abu Dhabi. The second question asks if the user knows anyone working at Cleveland Clinic Abu Dhabi who has any financial interest. The third question asks if the user has other potential conflicts of interest. In all three cases, the 'b. No' option is selected. At the bottom of the section, it says 'End of Section 1 of 8' and 'Last updated 2 minutes ago'. On the right side of the form, there is a dark sidebar with a list of menu items: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', 'Products and Services', and 'Questionnaire'. The 'Questionnaire' item is highlighted with a red rectangular border. At the bottom right of the form, there are three buttons: 'Cancel', 'Save', and 'Submit'.

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

Company Details

Contacts

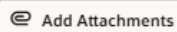
Addresses

Business Classifications

Bank Accounts


Products and Services



Questionnaire

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)

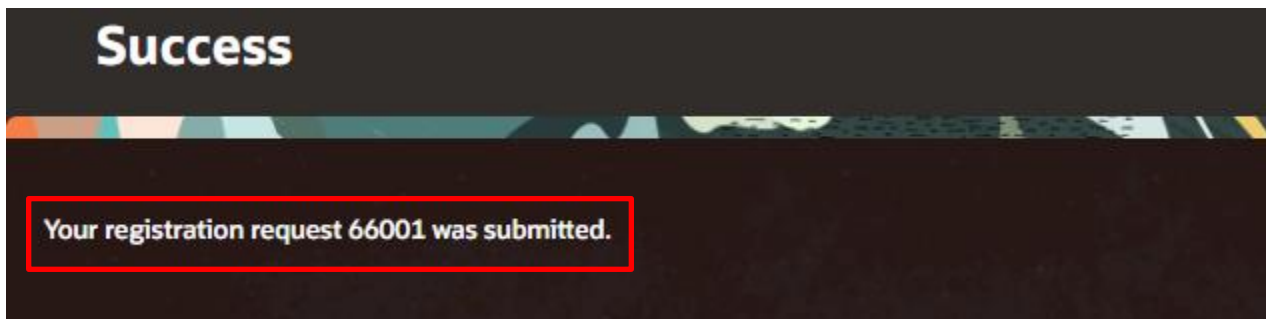
 **Some issues need your attention** 

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.

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





## 4. 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

Approver request for  
more information

### Recommended Action

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

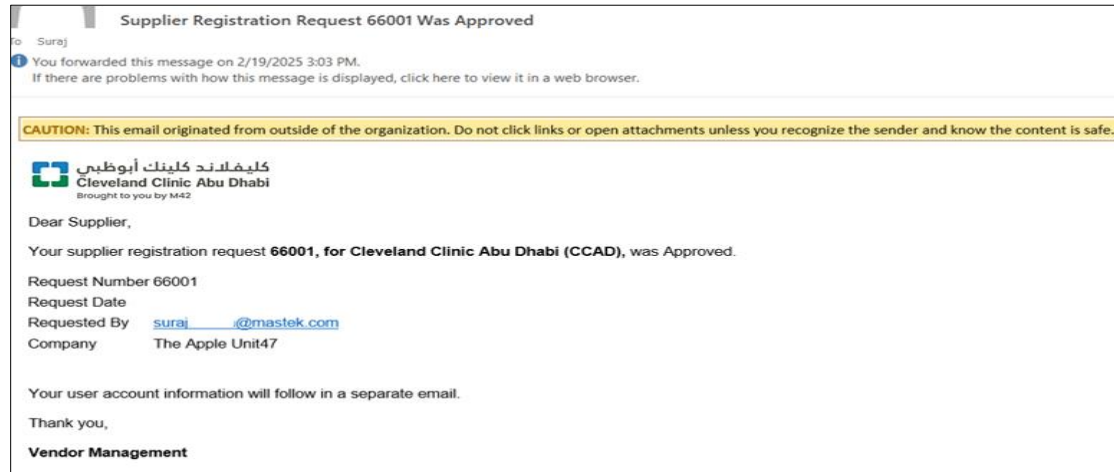
Thank you,

Vendor Management

**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**



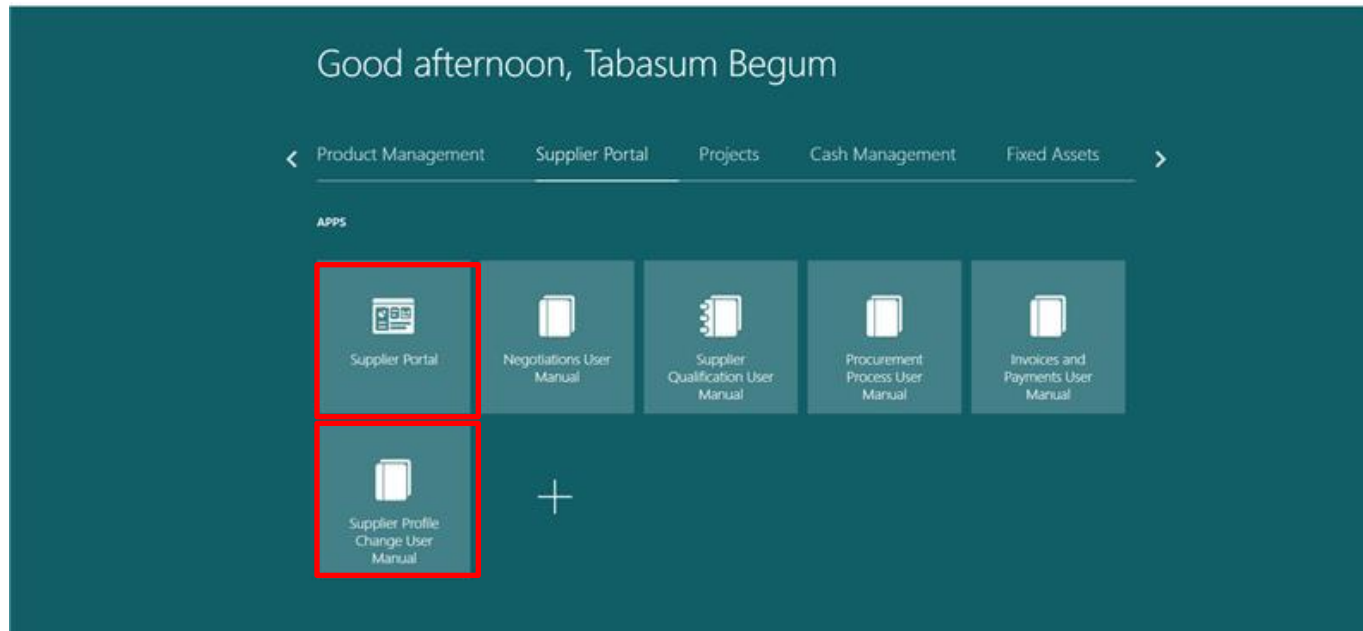
## 5. Supplier Portal

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

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

### Requiring Attention



### Recent Activity

Last 30 Days

Negotiation invitations	13
Negotiation responses awarded or rejected	11

### Transaction Reports

Last 30 Days

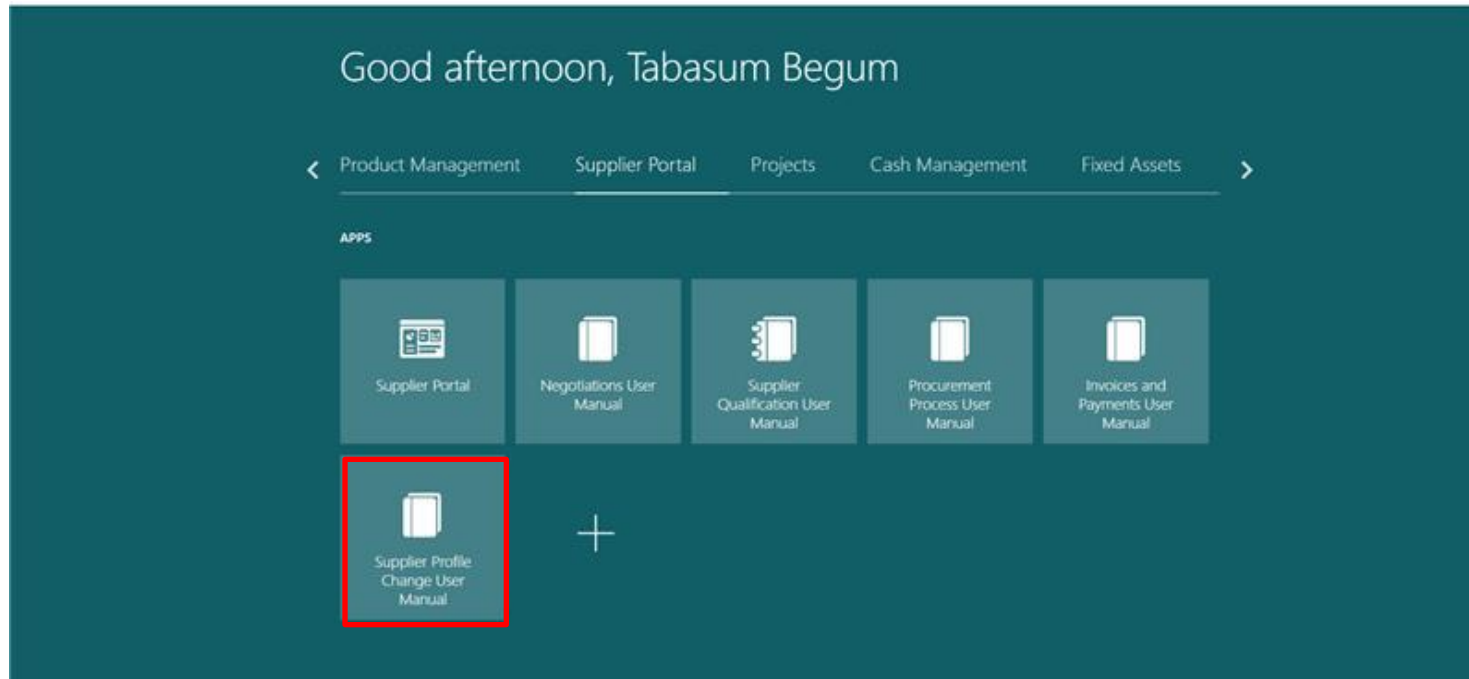
No data available

### Important Supplier Updates

### 3. 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](#)**

**Company Profile**

- [Manage Profile](#)



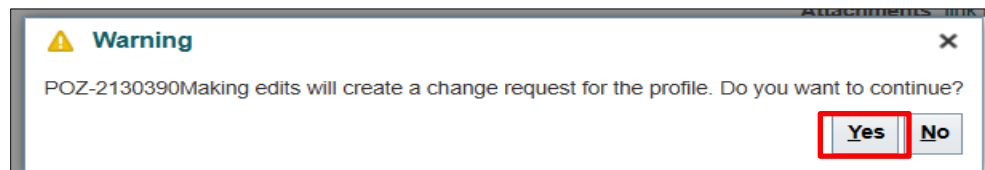
## Organization Details update

Step 2: Click “Edit” to initiate profile change request

The screenshot shows the 'oneHUB' interface for 'Company Profile'. The 'Edit' button in the top right corner is highlighted with a red arrow. A red box around the 'Attachments' link points to a text box that says 'Add any other attachments'. The profile details are as follows:

Section	Field	Value
General	Company	The Apple Unit47
	Supplier Number	13683
	Supplier Type	Supplier
Identification	D-U-N-S Number	
	Customer Number	
	SIC	
Corporate Profile	Year Established	
	Mission Statement	
	Tax Organization Type	Corporation
Status	Active	
National Insurance Number		
Corporate Web Site		
Chief Executive Title		
Chief Executive Name		
Principal Title		

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

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 The Apple Unit47

Supplier Number 13683

Supplier Type Supplier

Tax Organization Type Corporation

Status Active

Attachments link.png + X

Add Bank attachments

Additional Information

Number of Full Time Employees

\* Agree to comply with UAE Government rules and regulations Yes

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

\* Business Unit Both

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

**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

Both

CCAD Cleveland Clinic Abu Dhabi

M42 Entities

Search...





## Address Details Update

Click on “+” to add new address or click on pencil icon to edit the existing address details.

oneHUB

Edit Profile Change Request: 107003

Delete Change RequestReview ChangesSaveSave and CloseCancel

\* Change Description

Test

Organization DetailsTax Identifiers**Addresses**ContactsPaymentsBusiness ClassificationsProducts and Services

ActionsViewFormat

+

✕

StatusActive


FreezeWrap

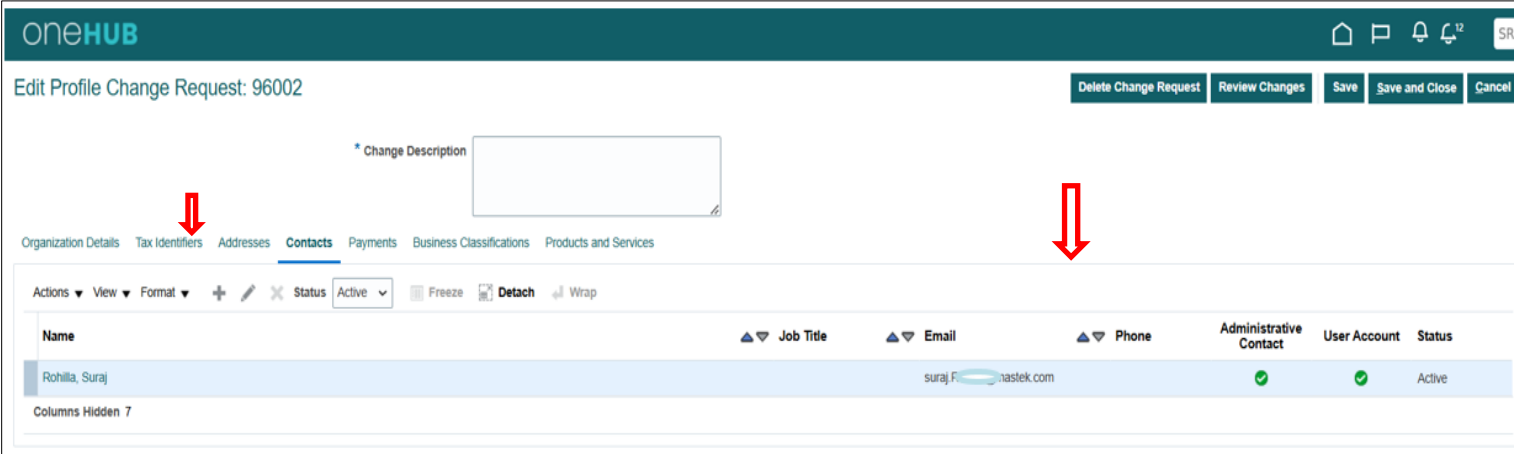
Address Name	Address	Phone	Address Purpose	Fax	Status
CCAD SITE	rtyu,Abu Dhabi		Ordering, Remit to, RFQ or Bidding		Active

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



oneHUB

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

Actions View Format + ✕ Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Rohilla, Suraj		suraj.F. @nastek.com		✓	✓	Active

Columns Hidden 7

st: 96002

AddressesContactsPayments

StatusActive

Salutation

\* First NameSuraj

Middle Name

\* Last NameRohilla

Job Title

Administrative contact

Phone

Mobile

Fax

Emailsuraj.Rohilla@gmail.com

StatusActive

Contact Addresses

ActionsViewFormatFreezeDetachWrap

Address Name	Address	Phone	Address Purpose	Status
CCAD SITE	Dubai,Dubai		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

Account StatusActive

User Namesuraj.Rohilla

RolesData Access

ActionsViewFormatFreezeDetachWrap

Role	Description
Supplier Accounts Receivable Specialist Cu...	Manages invoice and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder Custom	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, req...
Supplier Customer Service Representative ...	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks includ...

OKCancel

## 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.

**oneHUB**

Edit Profile Change Request: 96002

\* Change Description AA

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

Payment Methods Bank Accounts

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

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

ADCB AEAA - 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

**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 documents when you edit country, account number, bank name, branch name, IBAN, or currency.

\* CountryUnited States▼

\* Account Number3456789

\* Bank NameBank of America - USA▼

\* Bank BranchBOFAUS3N - 121000358▼

☐ Allow international payments

Additional Information

Account NameSmoke123

Alternate Account Name

Account Suffix

From Date06-Oct-2024

Inactive Ondd-mmm-yyyy📅

IBAN

\* CurrencyUSD▼

Attachmentsexport (36).xls+🗑️✕

Check Digits

Account Type▼

Description

<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

OKCancel



## 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)

The screenshot shows the oneHUB interface for editing a profile change request (96002). The 'Business Classifications' tab is active. A table lists business classifications with columns: Classification, Subclassification, Status, Certifying Agency, Other Certifying Agency, Certificate, Start Date, Expiration Date, and Attachments. A dropdown menu is open for the 'Classification' column, showing options like 'CERTIFICATE\_OF\_INCORPORATION', 'COMMERCIAL\_LICENSE', etc. A red box highlights the '+' icon in the 'Attachments' column of the first row, with an arrow pointing to it and the text 'Add attachments'.

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments
<div>CERTIFICATE_OF_INCORPORATION COMMERCIAL_LICENSE ICV_CERTIFIED ICV_IN_PROCESS ICV_NOT_APPLICABLE ICV_NOT_CERTIFIED OTHER_CERTIFICATE TAX_REGISTRATION_CERTIFICATE TRADE_LICENSE</div>						dd-mm-yy	dd-mm-yy	None +



## Product and Services Update

### Steps to Add Products and Services:

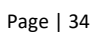
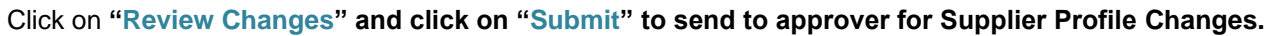
1. In **Product and Services**, system will show options to supplier, to **“Select and add”**.

The screenshot displays the oneHUB application interface for editing a profile change request (96002). The main window has tabs for Organization Details, Tax Identifiers, Addresses, Contacts, and Payments. A table with columns 'Category Name' and 'Description' is visible, with 'INDIRECT' listed under 'Category Name'. A red arrow points to the 'Category Name' column header. A modal dialog titled 'Select and Add: Products and Services Categories' is open, featuring a search bar and a list of categories:

Select	Category Name	Description
<input type="checkbox"/>	INDIRECT	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

The dialog also includes buttons for Search, Reset, Apply, OK, and Cancel.

## Steps to Review Changes and Submit Request



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

The screenshot displays the 'Company Profile' page in the OneHUB system. At the top, the 'Request Status' is highlighted with a red box and shows 'Processed'. Other details include 'Last Change Request' 106002, 'Requested By' Begum, Tabasum, 'Request Date' 03-Apr-2025, and 'Change Description' test. The page is divided into sections: 'General' (Company: Smoke test5, Supplier Number: 13633, Supplier Type: Vendor, Tax Organization Type: Corporation, Status: Active, Attachments: export (20).xls), 'Identification' (D-U-N-S Number, Customer Number, SIC, National Insurance Number, Corporate Web Site), and 'Corporate Profile' (Year Established, Mission Statement, Chief Executive Title, Chief Executive Name). Navigation tabs at the top include Organization Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services.

## 8. 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 not enter the Tax registration number, if any one of the group companies is already registered with M42 group or CCAD. (As shown in below screenshot)

Overview **Manage Suppliers** x

### Manage Suppliers ?

**Advanced Search**

**\*\* Supplier**   
**\*\* Taxpayer ID**   
**\*\* Tax Registration Number**   
**\*\* Creation Date** Between  -

**\*\* Supplier Type**   
**\*\* Tax Organization Type**   
**\*\* Business Classification**   
**\*\* Products and Services**

Saved Search

\*\* At least one is required

**Search Results**

Supplier	Supplier Number	Alt Bu Parent Na Re Suppl	Creation Date	Inactive Since	Tax Registration Number	Tax
UARE PROPERTIES LLC	12557	S...	20-May-2024		100002141800003	
PROPERTIES 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