SUPPLIER PORTAL USER MANUAL
(Supplier Registration)

SUPPLY CHAIN MANAGEMENT

مشيرب العقارية
MSHEIREB PROPERTIES

Supplier registration

The registration document contains the following:

1. **Company Details**: Captures identifying information about the company as well as the name and email address of the person submitting the registration.

2. **Contacts**: Captures the contact details for those individuals that would be involved in supporting the customer relationship.

3. **Addresses**: Captures the supplier addresses and the business functions performed at that address.

4. **Business Classifications**: Captures the certification details of any applicable supplier diversity classifications (for example, minority owned, small business, and so on).

5. **Bank Accounts**: Captures the bank account details where the company would like to receive payments.

6. **Products and Services**: Captures the details of the types of products and services supplied by the company.

7. **Questionnaire**: Captures responses to additional registration questions.
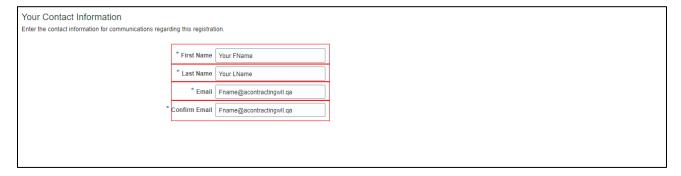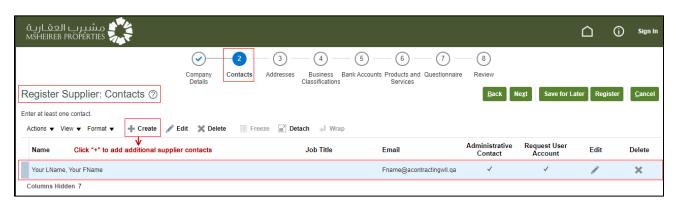
8. **Review**: Review the data before submission.

Steps to Register

Step 1 : Browse to https://www.msheirebproperties.com/

Step 2 : Click on **Suppliers** on top right corner

Step 3 : Click the **Supplier Registration** button

Step 4 : Enter Company and Contact Details
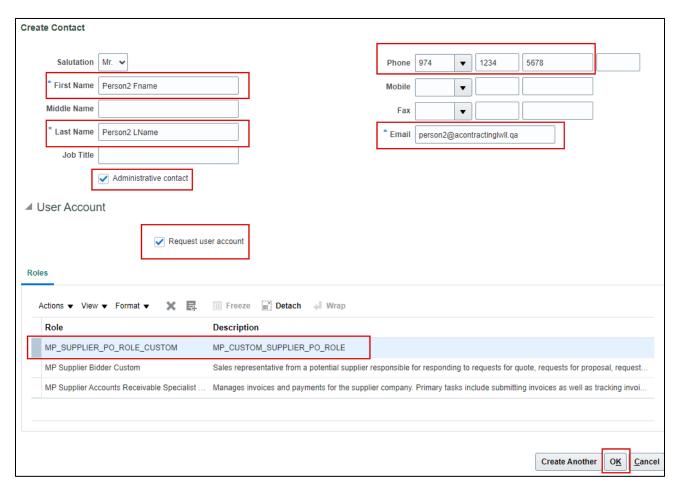

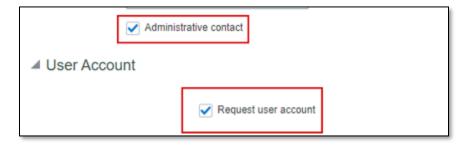**Step 5 :** Click **Next** and click "**+ Create**" to add additional contacts (Optional).

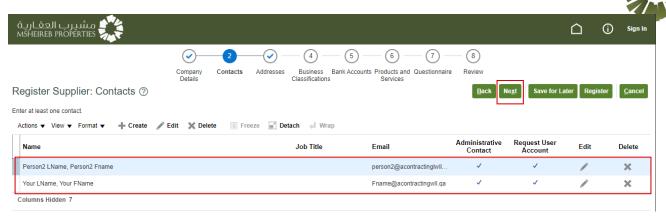**Step 6 :** Enter the contact details of the additional contact.

Select at least one **Administrative contact** within your company

Check the **Request User Account** box to allow specific contact access into the supplier portal.
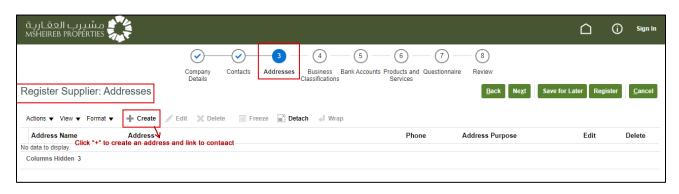

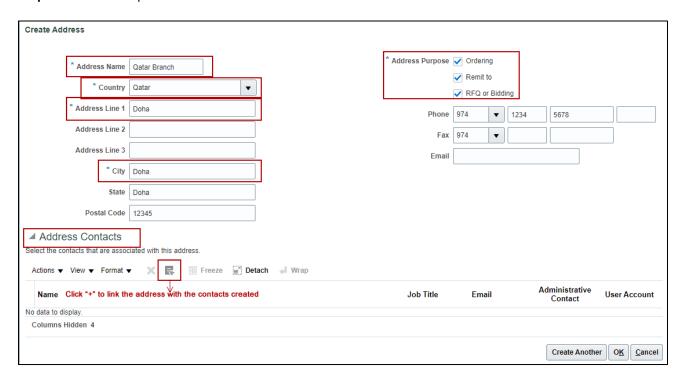**Step 7 :** check the contact details and click **"Next"**
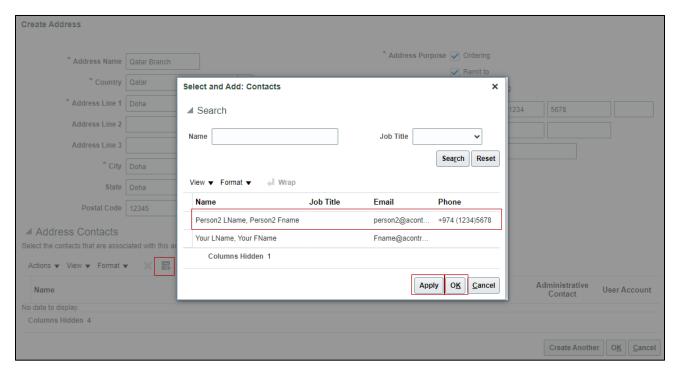
Step 8 : click "**+ Create**" to add Address.
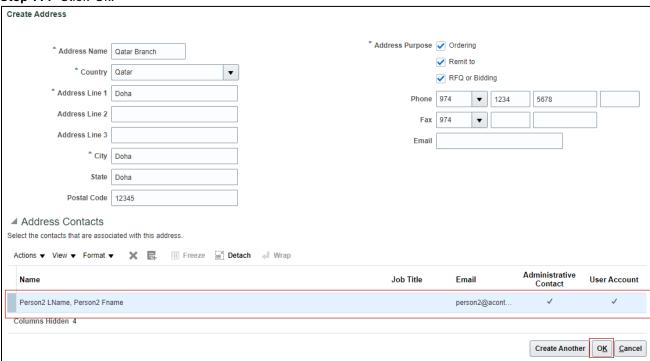

Step 9 : Fill in the required information.

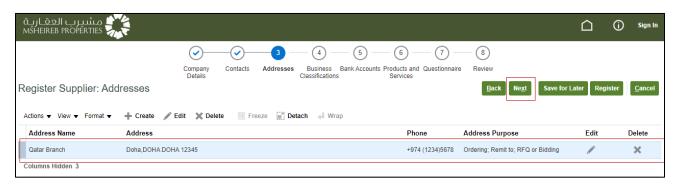**Step 10 :** Click Search and Select Contact → Apply→ Ok
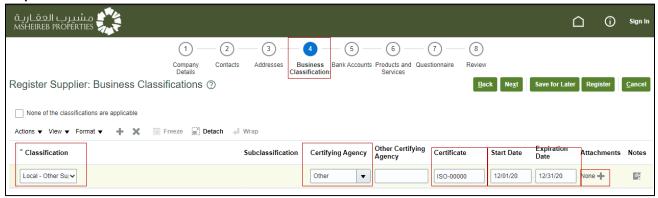

Step 11 : Click Ok.

Step 12 : Check the details → Click Next.

Step 13 : Click "+" to choose business classifications

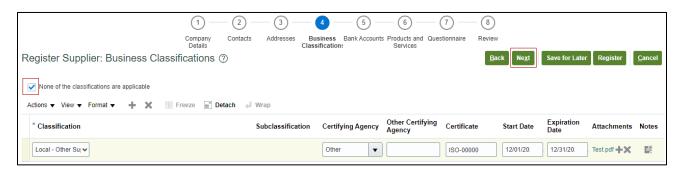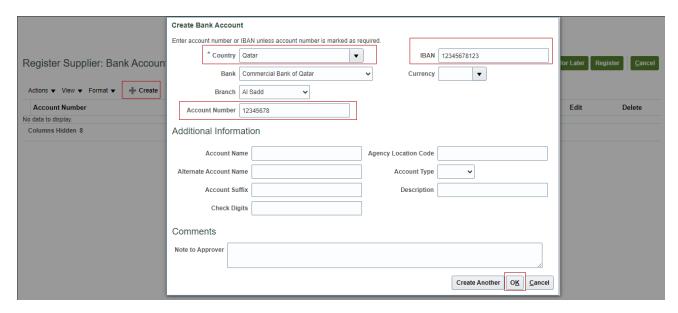**Step 14 :** Click "+" to add attachments → Click "OK"

Step 15 : Enable the check box if classification not applicable → Click "Next:
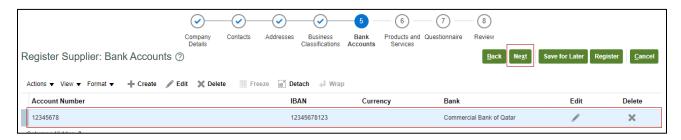

Step 16 : Click "+" to create the bank account

Step 17 : Enter the required details → Click "Ok."
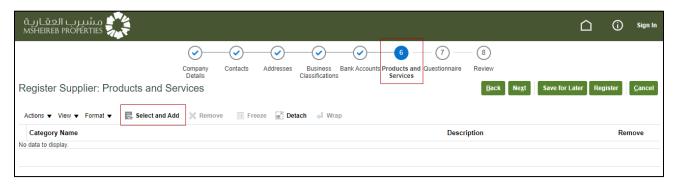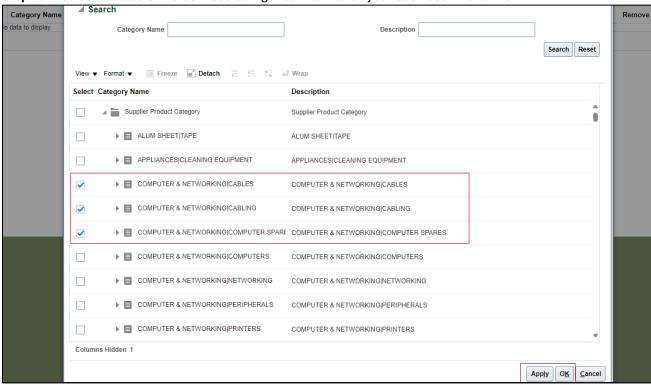
Step 18 : Check the details→ Click "Next."

Step 19 : Check the details→ Click "Next."

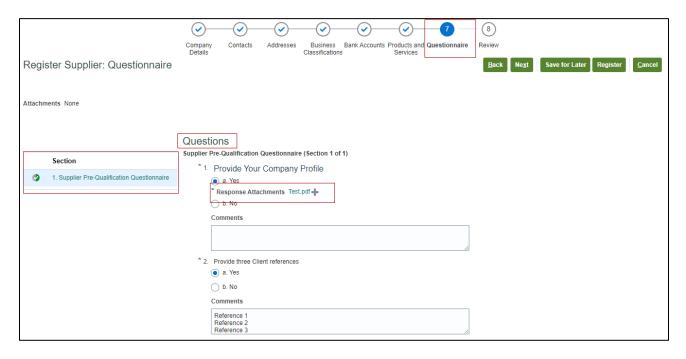**Step 20 :** Select Products and Services Categories that match your business→ Click "OK."

Step 21 : Check the details → Click "Next."

Step 22 : Check the Questions → Click the radio button to choose correct answer
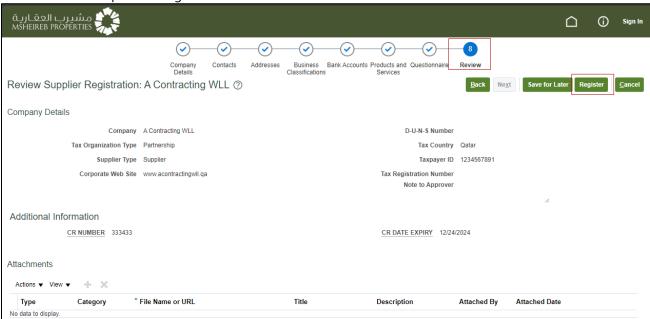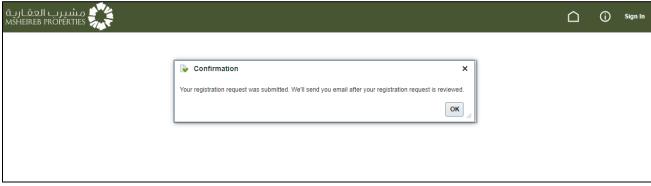
Step 23 : Click "Next" to review the details.

Step 24 : Once the information is complete, select Register. If edits are required, select Back to navigate to the section that requires changes.

Step 25 : Click "Ok" to end the process.

Note: Once the registration is reviewed the Supplier login details will be sent to the Registered mail id. Supplies are requested to check the registered mail inbox and spam for the confirmation email.