



# EMAAR Supplier Portal

Add / Change Address Details

Add / Change Contact Details

Add / Change Bank Accounts

Respond to Supplier  
Qualification Questionnaire

# Best Practices for Browser Settings

Oracle Cloud Infrastructure supports the following browsers and versions:

- Google Chrome 69 or later
- Safari 12.1 or later
- Firefox 62 or later

a. Navigate within the browser, e.g. Chrome > Settings > Show advanced settings > Privacy > Content Settings > Pop-ups > Manage exceptions

b. Add these exceptions:

[\*].oracle.com

[\*].oraclecloud.com

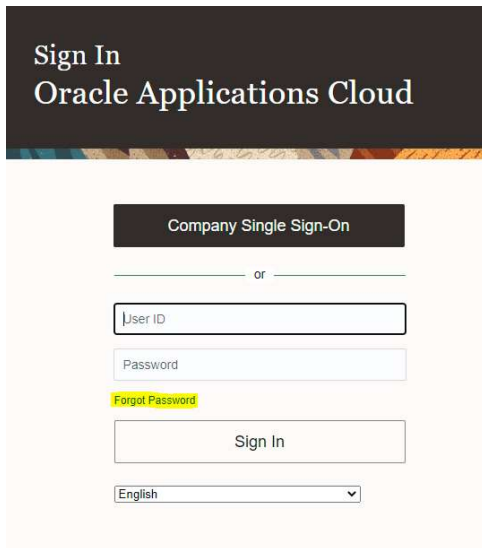
[\*].oracleoutsourcing.com

Use the short URL bookmarks without session information. Here are some examples of valid URLs which can be bookmarked, after removing the session Id and infrastructure context details:

All Fusion Applications should be accessed using a consolidated URL, see the naming pattern below:

<https://fa..oraclecloud.com/>.

# Supplier Portal Password Reset



Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

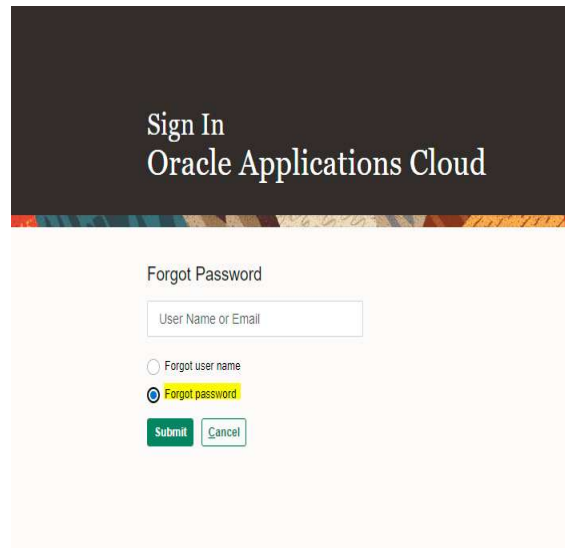
User ID

Password

[Forgot Password](#)

Sign In

English



Sign In  
Oracle Applications Cloud

Forgot Password

User Name or Email

Forgot user name

[Forgot password](#)

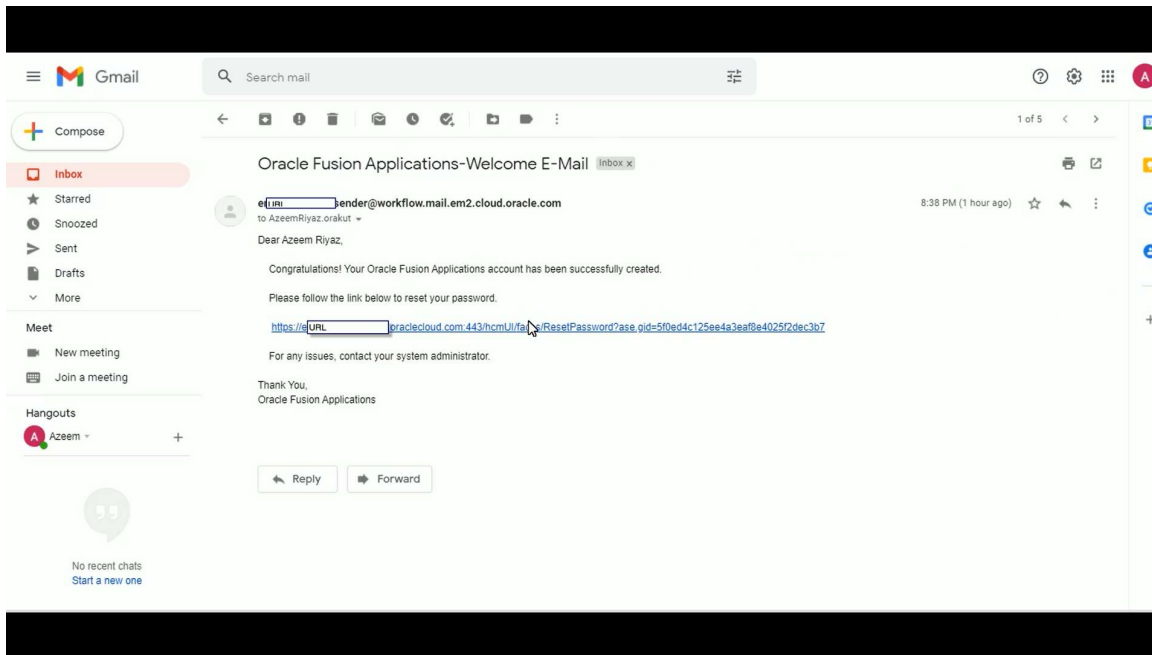
Submit Cancel

Oracle Fusion Application can be accessed from the following link:

<https://emhm.fa.em2.oraclecloud.com/>

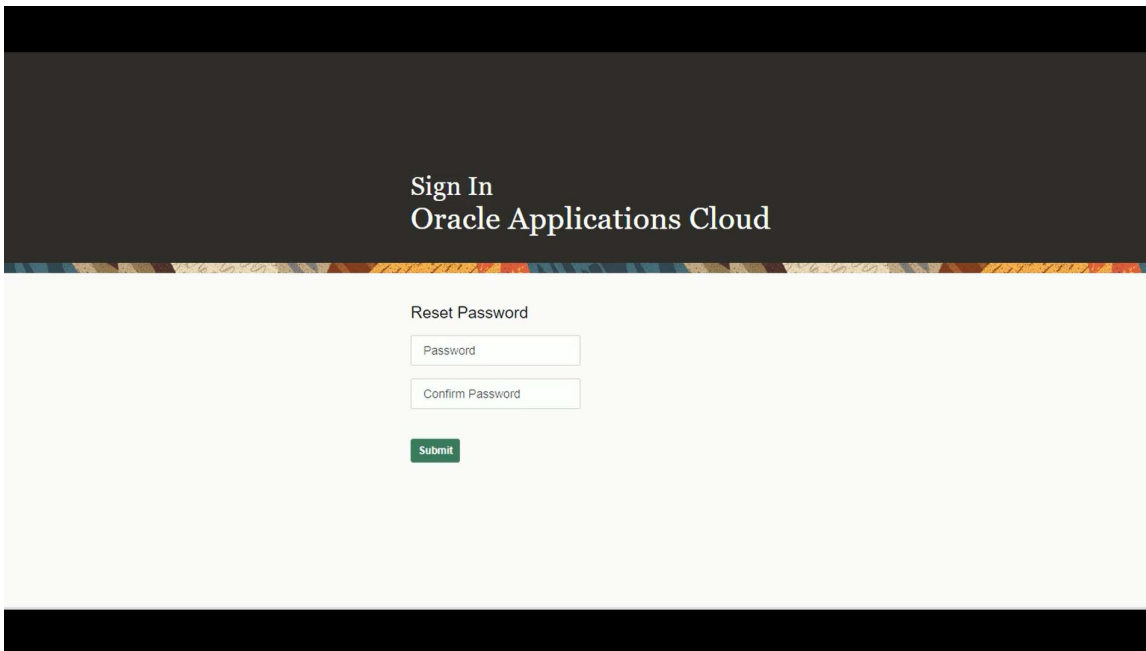
- Click on the Link
- The Link will direct to the Oracle Fusion “Sign In Page”
- Click on “**Forgot Password**”, this will redirect to the Forgot Password Page
- Enter the registered email address (this will be provided by the EMAAR Vendor Management Team) and Click “**Submit**”

# Password Reset Email Notification



An email will be sent to reset the password for the EMAAR Supplier Portal. Click on the link provided in the email to reset the password.

# Password Reset Steps



The screenshot shows the Oracle Applications Cloud sign-in page. At the top, it says "Sign In Oracle Applications Cloud". Below that, there is a "Reset Password" section with two input fields: "Password" and "Confirm Password". A green "Submit" button is located below the input fields.

The password reset link will redirect to Oracle Fusion Password Reset window. Please input the desired password and confirm the same password in the next tab.

## Password Requirements:

1. Password should be alphanumeric- a combination of words and numbers
2. Password should start with an Uppercase letter
3. Password should contain a special character, (!,@,#,\$,&)

# Supplier Portal Log in

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

AzeemRiyaz.orakut@gmail.com

.....

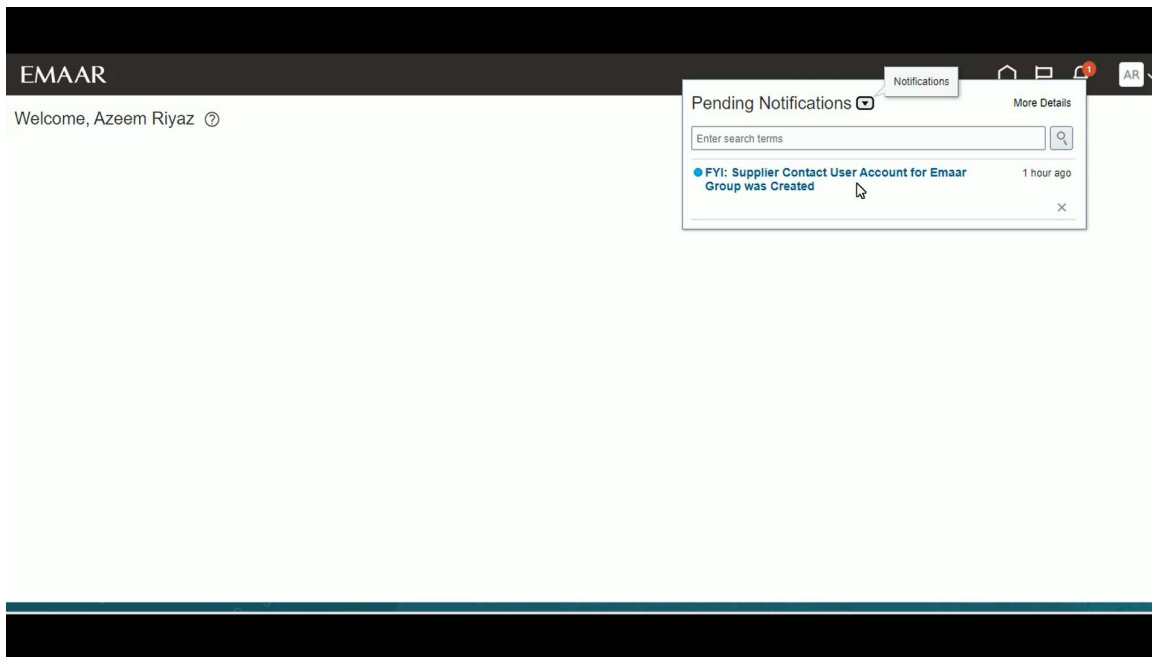
[Forgot Password](#)

Sign In

English

Once the Password has been reset, log in the EMAAR Supplier Portal with the registered email and the new password

# Supplier Portal Log in



The Login window redirects to the Supplier Portal  
Click on the notification bell icon and a Supplier Contact User Account Creation message will be displayed

Click on the on the notification for review.

# Supplier Portal Log in

EMAAR  
Welcome, Azeem R

Supplier Contact User Account for Emaar Group was Created

Dismiss

Details

Assignee: Azeem Riyaz  
Assigned Date: 23-Oct-2021 8:38 PM  
Expiration Date: 22-Nov-2021 8:38 PM  
Task Number: 349210

Supplier: Universal Consulting Services LLC  
Supplier Number: 101626

Recommended Actions

You were granted access to the supplier application for Emaar Group. A separate email will be sent to you with the instruction to access the application.  
Access the application.

User Account Details

Assigned Roles

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and pay...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, ackn...
Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreem...

Review the Company and user account details in the notification.

Click on the **“Access the application”** link to access the Supplier Portal

# Supplier Portal Dashboard View

EMAAR

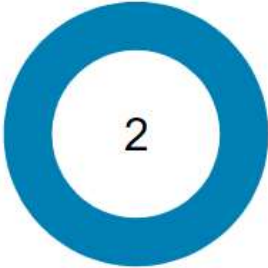
Supplier Portal

Search Orders Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Contracts and Deliverables
  - Manage Contracts
  - Manage Deliverables

**Requiring Attention**



2

2

Tender Messages

**Recent Activity**  
Last 30 Days

No data available

**Transaction Reports**  
Last 30 Days

No data available

**Supplier News**

# Supplier Portal Dashboard View

The screenshot displays the Supplier Portal Dashboard. On the left is a sidebar menu with the following sections and items:

- Manage Contracts
- Manage Deliverables
- Consigned Inventory
  - Review Consumption Advices
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Tenders
  - View Active Tenders
  - Manage Responses
- Auctions from Seller
  - View Active Seller Auctions
  - Manage Seller Auction Bids
- Qualifications
  - Manage Questionnaires
  - View Qualifications
- Company Profile
  - **Manage Profile**

The main content area features a "Supplier News" section with the following text:

## WE SHAPE LIFESTYLES

Emaar Properties is one of the world's most valuable and admired real estate development companies. With proven competencies in properties, shopping malls & retail and hospitality & leisure, Emaar shapes new lifestyles with a focus on design excellence, build quality and timely delivery.

"WE ARE SHARPENING OUR STRATEGY TO BE ONE OF THE WORLD'S MOST VALUABLE, MOST INNOVATIVE AND MOST ADMIRABLE COMPANIES"

<https://www.emaar.com>

Click on **“Manage Profile”** link under Company Profile Tab to edit/update Company details

# Supplier Portal Dashboard View

The screenshot displays the EMAAR Supplier Portal dashboard. At the top, the EMAAR logo is on the left, and navigation icons (home, flag, notifications with a red '8' badge, and a user profile 'AR') are on the right. Below the logo is a 'Company Profile' link with a help icon. Two buttons, 'Edit' and 'Done', are positioned on the right side of the header. The main content area shows a summary of a change request: 'Last Change Request 13002', 'Request Status Processed', 'Requested By Riyaz, Azeem', and 'Request Date 24-Oct-2021'. A 'Change Description' field is also present. Below this is a horizontal menu with tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Organization Details' tab is active, showing a 'General' section with the following information: Company: Universal Consulting Services LLC; Supplier Number: 101626; Supplier Type: Vendor; Tax Organization Type: Corporation; Status: Active; Attachments: Bank Confirmation Letter (1 more...). Below this is an 'Identification' section with fields for D-U-N-S Number, Customer Number, SIC, National Insurance Number, and Corporate Web Site (www.universal-consultants.com). At the bottom is a 'Corporate Profile' section with fields for Year Established, Mission Statement, Chief Executive Title, and Chief Executive Name.

“**Manage Profile**” link redirects to the Company Profile Page. On this page, review the organization details plus the mandatory attachments such TRN Certificate and Bank Confirmation letter. If any information or document needs to be edited or added, click on the “**Edit**” button on the top right corner and update it accordingly. **Please note that Bank Confirmation Letter and TRN Certificate are mandatory documents and need to be uploaded under Attachments.**

Once information and documents have been updated, please click “**Done**” and proceed to next section There are seven sections to be reviewed, which are displayed as column tabs on the screen.

1. Organization Details
2. Tax Identifiers
3. Addresses
4. Contacts
5. Payments
6. Business Classifications
7. Product and Services

# Supplier Portal Dashboard View

Under “**Tax Identifiers**” section, review the tax details, such as **Tax Registration Country** and **Tax Registration Number**. If the information needs to be updated, **Click “Edit”** and update the details accordingly

The screenshot displays the Oracle Supplier Portal dashboard for company EMAAR. The top navigation bar includes the company name, a home icon, a flag icon, a notification bell with a red '8', and a user profile dropdown labeled 'AR'. Below the navigation bar, the 'Company Profile' section is visible, featuring 'Edit' and 'Done' buttons. The main content area shows a summary of a change request: 'Last Change Request 13002', 'Request Status Processed', 'Requested By Riyaz, Azeem', and 'Request Date 24-Oct-2021'. A horizontal menu below this includes 'Organization Details', 'Tax Identifiers' (which is selected), 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Tax Identifiers' section is expanded to show 'Income Tax' and 'Transaction Tax' details. Under 'Income Tax', fields include 'Taxpayer Country', 'Taxpayer ID' (with a dropdown for 'Federal reportable' and 'State reportable'), 'Federal Income Tax Type', 'Tax Reporting Name', 'Name Control', 'Verification Date', 'Use withholding tax' (with a dropdown), and 'Withholding Tax Group'. Under 'Transaction Tax', fields include 'Tax Registration Country' (United Arab Emirates) and 'Tax Registration Number' (AE1234567890), with a 'Tax Registration Type' field also present.

# Supplier Portal Dashboard View

Under “Addresses” section, review the **Address Name, Address, Phone and Address Purpose**.  
If the information needs to be updated, Click “Edit” and update the details accordingly

EMAAR Company Profile ? Edit Done

Last Change Request: 13002 Requested By: Riyaz, Azeem Change Description  
Request Status: Processed Request Date: 24-Oct-2021

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

View Format Status Active Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
DXB-HO	JAFZA Main Gate #5,Dubai	+971 (4)1234567	Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

# Supplier Portal Dashboard View

Under “**Contacts**” section, review the **Name, Job Title, Email and Phone Number**. If the information needs to be updated, **Click “Edit”** and update the details accordingly

EMAAR

Company Profile [?](#) Edit Done

Last Change Request 13002 Requested By Riyaz, Azeem Change Description

Request Status Processed Request Date 24-Oct-2021

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

View   Active

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Arif, Syed	Finance Head	SyedArif.orakut@gmail.com	+971 (4)1234567	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
Chandrasekar, Rangaraj		crangaraj@gmail.com	(95000)89619	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
Chandrasekar, Rangaraj		ranforsan@gmail.com	(95000)89619	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
Riyaz, Azeem		AzeemRiyaz.orakut@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active

# Supplier Portal Dashboard View

Under “**Payments**” section, review the Bank Account Details of your Organization, such as **Bank Account Country, Bank Name, Branch, Account Number, IBAN Number and Currency.**

Note: Bank Details can’t be edited, if Bank Details needs to be updated, delete the previous details and Add new Bank Account

Company Profile ? Edit Done

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Last Change Request 13002 Requested By Riyaz, Azeem Change Description  
Request Status Processed Request Date 24-Oct-2021

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

Payment Methods **Bank Accounts**

View ▼ Format ▼ Freeze Detach Wrap

Primary <span>▲▼</span>	Number	IBAN	Currency	From Assignment Date	Assignment Inactive On
<span>✔</span>	XXXXXXXX5689	XXXXXXXXXX...	AED	23-Oct-2021	

Columns Hidden 7



# Supplier Portal Dashboard View

Under “Business Classifications” ensure that all mandatory attachments and Details such as, **Owner Passport Details, Owner Emirates ID, UAE Commercial Trade License etc**, are uploaded and updated.

Company Profile ? Edit Done

Last Change Request 13002 Requested By Riyaz, Azeem Change Description  
Request Status Processed Request Date 24-Oct-2021

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

— None of the classifications are applicable

View ▼ Format ▼ Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provid
Owner Passport Details		Current	Other	India	IND123456	01-May-2020	30-Apr-2030	<a href="#">Owner Passport Copy</a>		
Owner Emirates ID Details		Current	Other	United Arab Emirates	784-1234-1234...	20-Oct-2021	19-Oct-2023	<a href="#">Owner Emirates ID Copy</a>		
UAE Commercial Trade L...		Current	Department of Economic ...		AE12345	20-Oct-2021	19-Oct-2022	<a href="#">UAE Trade License</a>		
HACCP Certificate		Current	Other	Safety Authority	WED-12345678	01-Sep-2021	31-Aug-2022	<a href="#">HACCP Certificate</a>		
ISO Certificate		Current	International Organization...		AGC-123456	09-Feb-2021	08-Feb-2022	<a href="#">ISO Certificate_2021</a>		

# Supplier Portal Dashboard View

Under “**Products and Services**” ensure that the relevant Categories are chosen as per the Company’s Trade License

## Company Profile

[Edit](#) [Done](#)

Last Change Request **13002**

Request Status **Processed**

Requested By **Riyaz, Azeem**

Request Date **24-Oct-2021**

[Change Description](#)

[Organization Details](#) [Tax Identifiers](#) [Addresses](#) [Contacts](#) [Payments](#) [Business Classifications](#) **[Products and Services](#)**

View  Format   Freeze  Detach  Wrap

Category Name	Description
Advertising, Marketing & Media	Advertising, Marketing & Media
Food & Beverage	Food & Beverage

# Supplier Portal Dashboard View

Once all the details have been verified, click **“Done”** on the top right corner.

It will redirect back to the Supplier Portal Dashboard

The screenshot displays the Oracle Supplier Portal interface. At the top, the 'Company Profile' header includes an 'Edit' button and a 'Done' button. Below this, a table shows change request details: Last Change Request (13002), Requested By (Riyaz, Azeem), Request Status (Processed), Request Date (24-Oct-2021), and Change Description. The main content area is divided into sections: Organization Details (General, Identification, Corporate Profile), Tasks (Orders, Agreements, Shipments, Contracts and Deliverables), and a 'Requiring Attention' widget showing 2 Tender Messages. Other widgets include 'Recent Activity' and 'Transaction Reports', both showing 'No data available'.

Field	Value
Last Change Request	13002
Requested By	Riyaz, Azeem
Request Status	Processed
Request Date	24-Oct-2021
Change Description	

**Company Profile** (Edit Done)

**EMAAR Supplier Portal** (Home, Notifications, AR)

Search: Orders Order Number

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

**General**

Company	Universal Consulting Services LLC	Tax Organization Type	Corporation
Supplier Number	101626	Status	Active
Supplier Type	Vendor	Attachments	Bank Confirmation Letter (1 more...)

**Identification**

D-U-N-S Number		National Insurance Number	
Customer Number		Corporate Web Site	www.universal-consultants.com
SIC			

**Corporate Profile**

Year Established		Chief Executive Title	
Mission Statement		Chief Executive Name	
		Principal Title	

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Contracts and Deliverables

**Requiring Attention**

2 Tender Messages

**Recent Activity** (Last 30 Days)

No data available

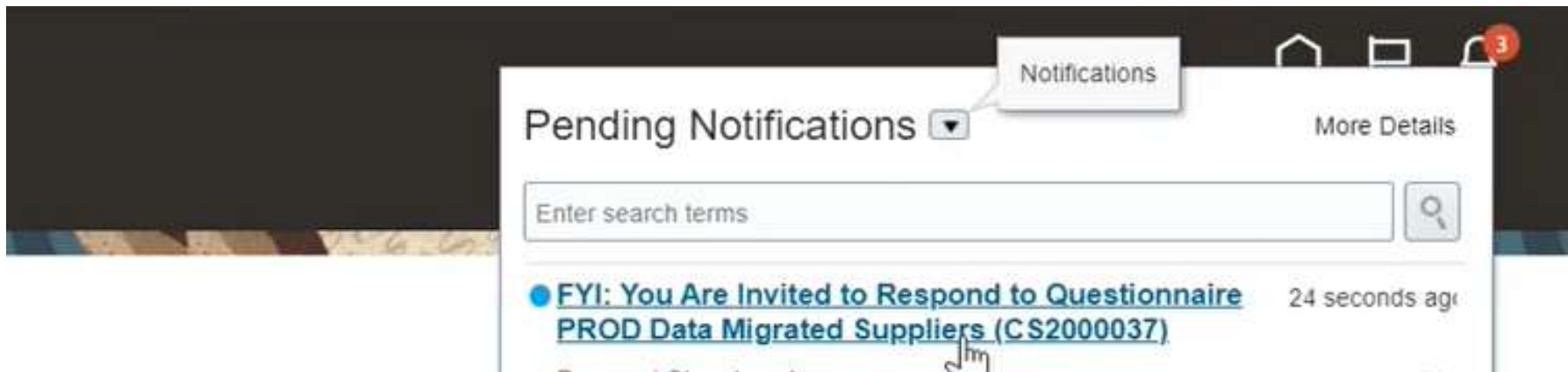
**Transaction Reports** (Last 30 Days)

No data available

# Supplier Portal Dashboard View

## Responding to Supplier Qualification Questionnaire

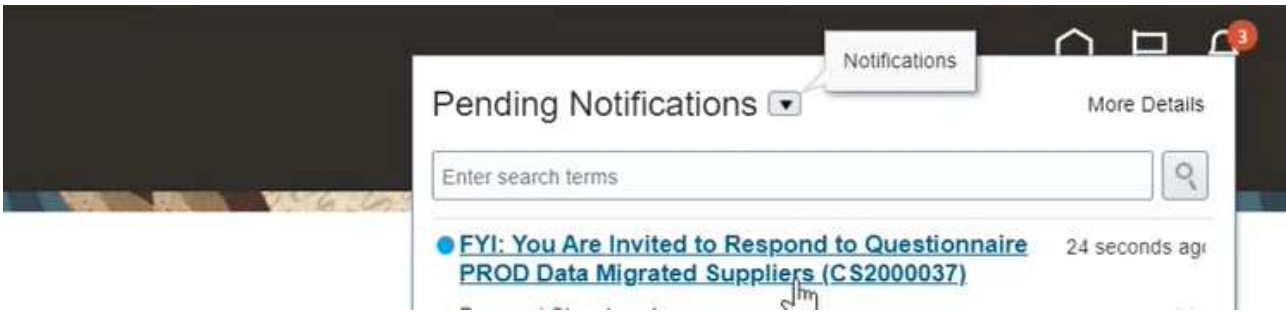
- Click on the Bell icon (Notifications)
- Click on the message displayed to respond to the questionnaire



# Supplier Portal Dashboard View

## Responding to Supplier Qualification Questionnaire

- Click on the Bell icon (Notifications)
- A message will be displayed about the questionnaire



### Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

- Under Qualifications > Click Manage Questionnaires to Access the Supplier Qualification Questionnaire

# Supplier Portal Dashboard View

## Responding to Supplier Qualification Questionnaire

The List of Questionnaires will be displayed on the screen.

- Click on the questionnaire
- Click on the **“Respond”** Tab

\*Please note that all questionnaires assigned will be displayed in the below window and all have to be responded



The screenshot shows a dashboard with a toolbar at the top containing buttons for 'Actions', 'View', 'Format', 'Freeze', 'Detach', 'Wrap', and 'Respond'. Below the toolbar is a table with the following columns: 'Questionnaire', 'Questionnaire Title', 'Supplier Site', 'Status', 'Response Due Date', and 'View PDF'. The table contains three rows of data. The first row is highlighted in blue. An arrow points from the text 'Click on the questionnaire' to the first row. Another arrow points from the text 'After Clicking the questionnaire >Click on Respond Tab to answer the questions' to the 'Respond' button in the toolbar.

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
CS2000037	PROD Data Migrated Suppliers		Not started		
CS2000036	PROD Data Migrated Suppliers		Not started		
CS2000020	Kone Initiativ 2		Not started		

Click on the questionnaire

After Clicking the questionnaire >Click on Respond Tab to answer the questions

# Supplier Portal Dashboard View

## Responding to Supplier Qualification Questionnaire

After Clicking the “Respond” Tab, the Question page will be displayed.

\*All Questions need to be answered

### Questions

#### CS - IT RELATED VENDORS

- \* 1. In order to comply with the following legal requirements under General Data Protection Regulation (GDPR), Emaar must ensure that any person (whether individually or on behalf of an organization) processing personal data on Emaar's behalf (a data processor) can provide sufficient guarantees in respect of the technical and organizational security measures governing the processing to be carried out and take reasonable steps to ensure compliance with those measures. Any data processor who has access (directly or indirectly) to personal data held by Emaar must complete the attached questionnaire and where directed, provide evidence showing how they meet the necessary security standards for protecting personal data against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Persons processing data on behalf of Emaar which will not have access to personal data (a third party), may still be required to complete the questionnaire if they have access to sensitive business information or business critical systems.

- a. Yes  
 b. No

#### Comments

- \* 2. In order to comply with the following legal requirements under General Data Protection Regulation (GDPR), Emaar must ensure that any person (whether individually or on behalf of an organization) processing personal data on Emaar's behalf (a data processor) can provide sufficient guarantees in respect of the technical and organizational security measures governing the processing to be carried out and take reasonable steps to ensure compliance with those measures.

- a. Yes  
 b. No

Progress

Section

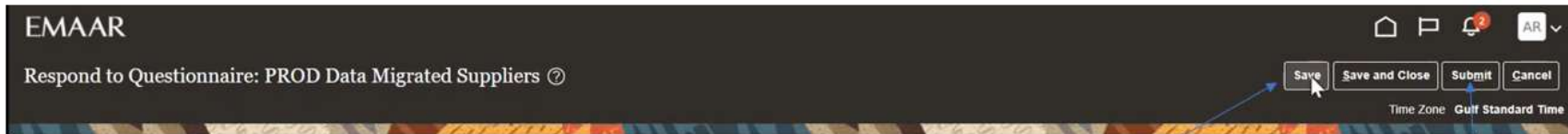
1. CS - IT RELATED VENDORS

# Supplier Portal Dashboard View

## Responding to Supplier Qualification Questionnaire

After responding to all the questions, Click **“Save”** and **“Submit”**.

\*Please ensure that all questionnaires are responded before Submitting



Click “Save” upon Completion

Click “Submit” once all questionnaires are responded

# Q&A

