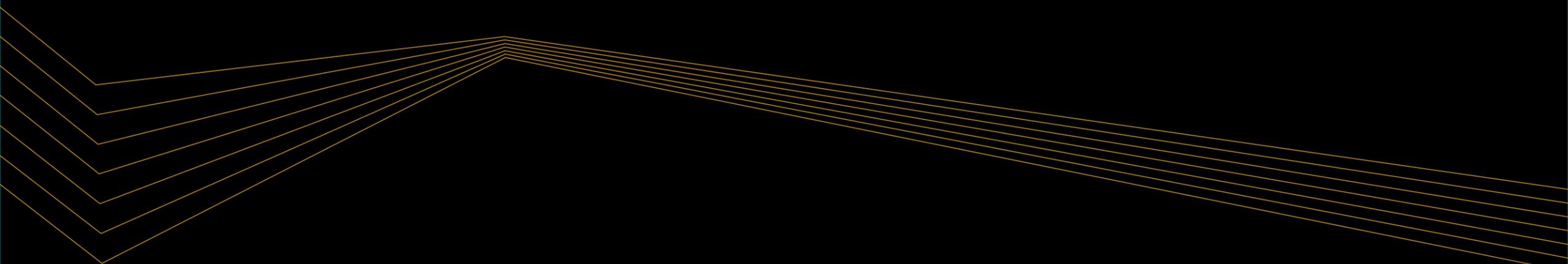


ETIHAD ARENA

Yas Bay Arena Supplier User Manual

Supplier Portal - Response to Qualification



ETIHADARENA.AE

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About Yas Bay Arena

Yas Bay Arena is the UAE's landmark of entertainment, the region's largest multi-purpose indoor arena set on the stunning waterfront of Yas Bay, offering world-class event space and hospitality. Designed with sustainability at its core, the venue offers a dynamic event space that can be easily transformed to host a variety of events including large-scale international concerts, sports games, corporate events, private functions and local community celebrations.

Owned by Miral Asset Management and operated by Flash Entertainment, Yas Bay Arena is proudly positioned on Yas Island, the Middle East's premier leisure and entertainment destination, and will enhance Abu Dhabi's position as a global entertainment hub. Etihad Airways, the national airline of the UAE, is the proud naming rights partner for Yas Bay Arena (operating as Etihad Arena). Over the years to come, Etihad will fly many of the world-class entertainment acts and guests to the venue.

Application Overview

In a bid to streamline our sourcing and supplier management activities as well as enhance collaboration between Yas Bay Arena and its supply chain, Yas Bay Arena has embarked on a journey to create an online environment where visibility and efficiency are at the forefront of procurement operations.

Using the power of Oracle Fusion, the Yas Bay Arena Supplier Portal gives you access to a secure, integrated work area that provides full visibility to transactions and offers closed loop collaboration with Yas Bay Arena and its associated entities.

With the now-online supplier portal and sourcing functionalities, you will be able to update your company profile details, offerings, licenses, and certifications. You will also receive sourcing event invitations such as Requests For Quotations (RFQs) and Requests for Proposals (RFPs) and you will be able to place bids as well as track event progress.

As a first stage, in this manual, we will be showing you the steps you will need to take to update your Company Profile details on the portal.

System login and navigation to Supplier Portal

To start, you'll need to log into the Yas Bay Arena Supplier Portal. Please use the credentials provided to you as part of the welcome email and enter them in the appropriate fields as shown in the below screen on the sign in page

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

Trek.Mathews

.....

Forgot Password

Sign In

English

Sign In
Oracle Applications Cloud

Forgot Password

User Name or Email

Forgot user name

Forgot password

Submit Cancel

Enter either Username or Email (Same email where you received the Welcome letter from Farah Experiences)

If you forgot the Password, please follow the below steps
Enter the Username or email (email should be the same to where you received the Welcome mail from Yas Bay Arena).

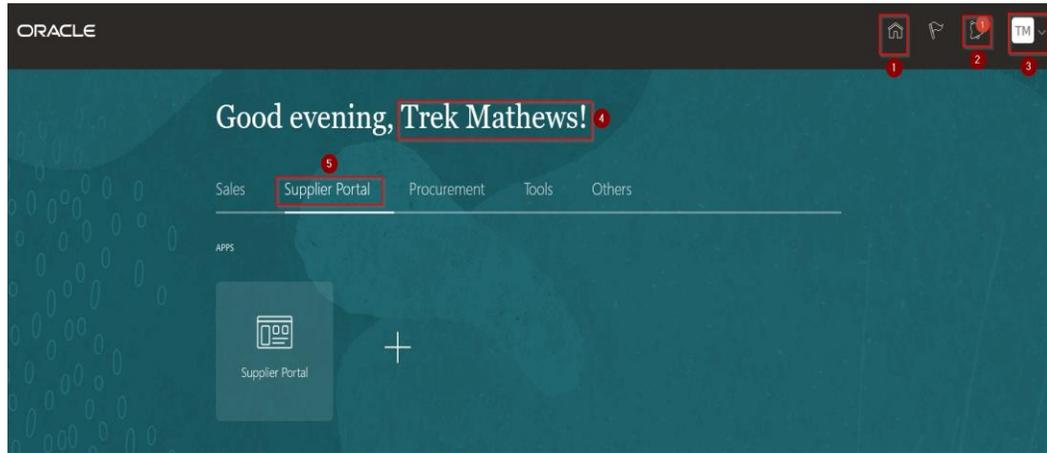
Select the option Forgot Password and **click on Submit button.**

If you are still facing any issues with Login please contact Yas Bay Arena team:

procurement@etihadarena.ae

Upon successful log-in, you will be directed to the default Yas Bay Arena Supplier Portal homepage.

Click on the home icon (highlighted in green below)



The above screen represents the Home page of the Yas Bay Arena Supplier Portal login.

- 1. Icon for Home page, you can navigate to Home whenever required by clicking on Home icon.
- 2. Icon for Active Notifications where you have not taken any action represented by the 'Bell' icon. Here you can see Qualification requests, Negotiation events (RFQ, Auction and RFI's) from Yas Bay Arena and you can respond to us through the Portal.

- 3. Icon for User Accessibility, User Preference Settings also to Sign Out from Yas Bay Arena Supplier Portal.
- 4. The User Name under which you are logged in is displayed.
- 5. Tab for the Supplier Portal module where users can access and respond to Yas Bay Arena.

This navigation homepage is your personalized home page containing all accesses available to your company, such as Supplier Portal, Procurement etc...

Click on the Supplier Portal tab, then select the Supplier Portal app

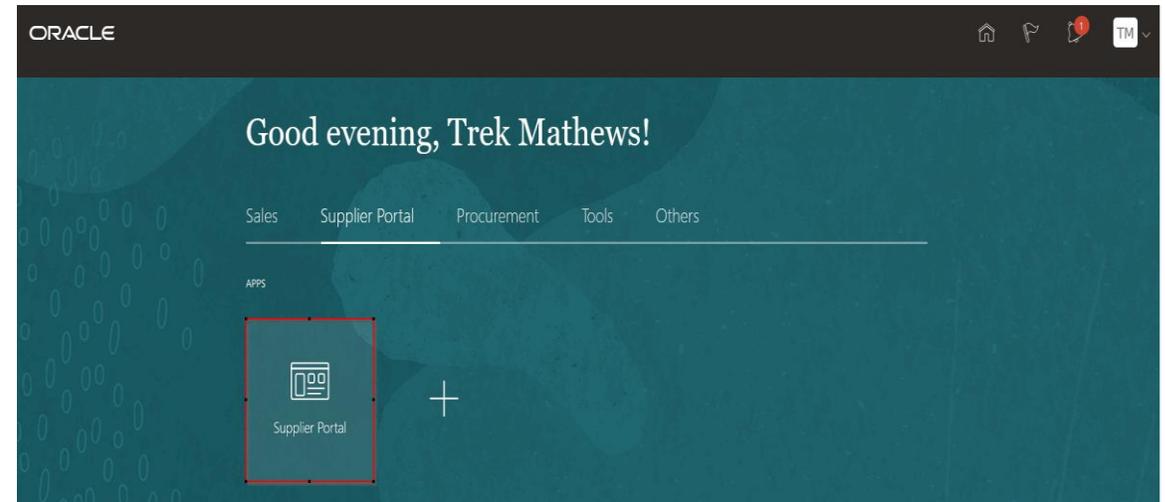
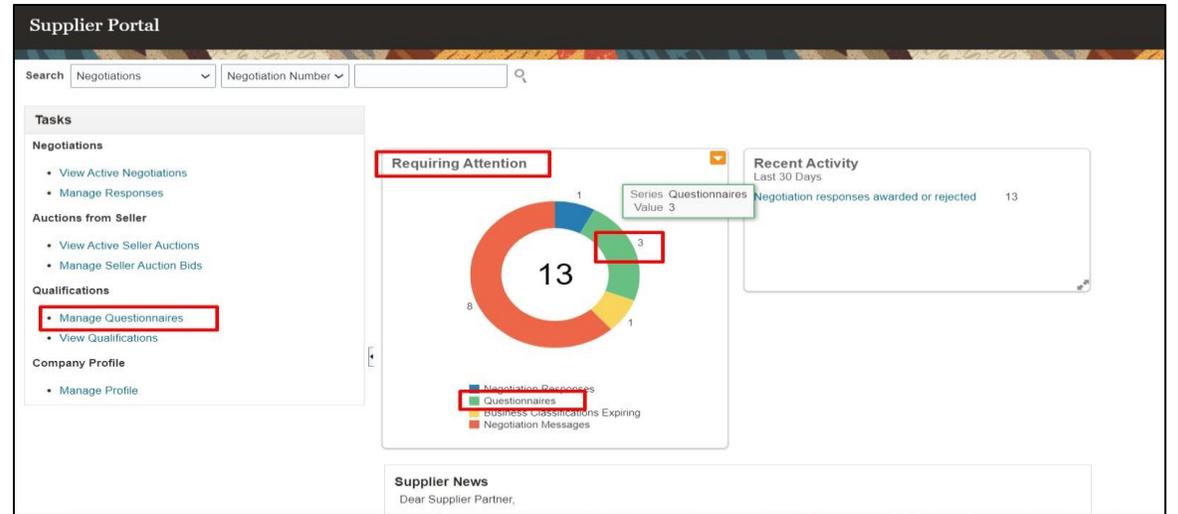


Illustration : Response to Pre-Qualification Initiative

1. To respond to the Qualification sent by Yas Bay Arena team, you will receive the notification on your registered email address and **click on 'Respond to Questionnaire'**

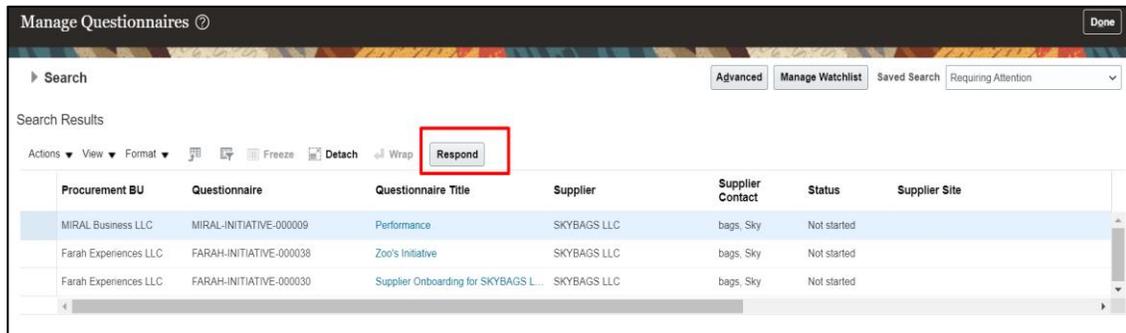


Or Log in to Supplier Portal, click on the **'Manage Questionnaires'** task in the task column or **Click on 'Questionnaires' under 'Requiring Attention' dashboard.**



2. On clicking the 'Manage Questionnaires' link

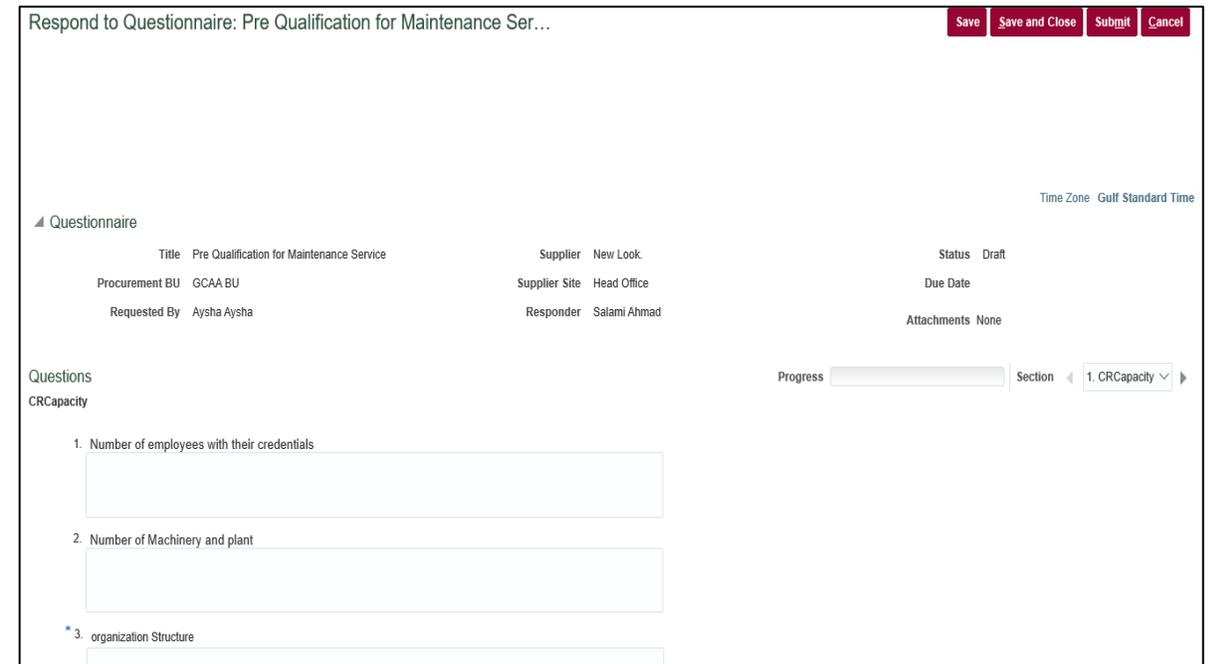
- ❑ The below page will open, displaying all the questionnaires requiring attention
- ❑ Select the questionnaire and then **click on 'Respond' button**



Once you **click on the 'Respond' button**, the questionnaire will open having multiple sections under it. Each section will have a set of questions, where response can be provided.

3. Provide response to the questions

- ❑ Fill in the questions and **click on 'Save' button**, to save the response
- ❑ If required, you must attach the supporting document as part of response. Optionally (if allowed), provide any additional comments, you have in comments box



On completing each section, the **progress** status display will get updated

The screenshot shows a questionnaire interface with the following details:

- Title:** Qualification For Food Services
- Supplier:** Atati Contracts
- Status:** Draft
- Procurement BU:** Farah Experiences LLC
- Supplier Site:** Abu Dhabi
- Due Date:**
- Requested By:** Anubhav Mittal
- Responder:** Mohammad Faiz
- Attachments:** None

Below the header, there is a 'Questions' section titled 'SECTION-QUALITY ASSURANCE/CONTROL'. A 'Progress' bar is shown, and a 'Section' dropdown menu is set to '2. SECTION-QUALITY ASSURANCE/CONTROL'. A table for question 6 is visible:

| Site Location | Name | Position | Qualification | Tel Number |
|---------------|------|----------|---------------|------------|
| | | | | |

4. To navigate to the other sections within the questionnaire, **click on section list**, and select the **'Section'**. On selecting the specific section, the page display will show the section and its associated questions

5. Provide response to the questions under the section

- Fill in the questions and **click on 'Save' button**, to save the response
- Select the remaining sections, and submit response for the questions in each section

The screenshot shows the response form for section 2. The header includes 'Requested By: Anubhav Mittal', 'Responder: Mohammad Faiz', and 'Attachments: None'. The 'Progress' bar is updated, and the 'Section' dropdown is set to '2. SECTION-QUALITY ASSURANCE/CONTROL'. The form contains the following questions:

* 6. Please provide details of persons of responsible for quality / food safety:

| Site Location | Name | Position | Qualification | Tel Number |
|---------------|------|----------|---------------|------------|
| | | | | |

Response Attachments: None

Comments:

* 7. Do you have a supplier approval & performance monitoring process?
If **yes**, please provide details.
If **no**, please explain why you feel this is not necessary

a. Yes

b. No

Comments:

* 8. Do you regularly audit suppliers at their site?
If **yes**, please provide details

a. Yes

6. Complete the response for all the sections, and click on save

The screenshot shows a web interface for responding to a questionnaire. At the top, there are buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'. Below these, the questionnaire details are displayed: Title (Qualification For Food Services), Supplier (Aali Contracts), Status (Draft), Procurement BU (Farah Experiences LLC), Supplier Site (Abu Dhabi), Due Date, Requested By (Anubhav Mittal), Responder (Mohammad Faiz), and Attachments (None). The main section is titled 'Questions' and 'SECTION-DELIVERIES'. A progress bar is shown next to the section name. The first question is: '13. Are temperature controlled deliveries monitored? If yes, please provide details of how this is managed and KPI that are applied to ensure your suppliers meet the required HACCP standards:'. The options are: a. Yes (selected), b. No, and c. NA. There is a 'Response Attachments' field with an 'Attachment.txt' file. Below this is a sub-question '13 a.1. Provide details of how this is managed and KPI that are applied to ensure your suppliers meet the required HACCP standards.' with a text input field.

7. On completing the questions in all the sections, the 'Progress' status turns to complete, as shown below

This close-up shows the 'Progress' bar, which is now a solid blue bar indicating 100% completion. To its right is a dropdown menu labeled 'Section' with a left-pointing arrow, currently showing '3. SECTION-DELIVERIES'.

8. Review and click on 'Submit' button

- On clicking the 'Submit' button, a message will appear, confirming the submission of response for the questionnaire



Illustration : View Qualification

1. To view the status of all the qualifications, which have been qualified by Yas Bay Arena, click on 'View Qualifications'

The screenshot shows the Supplier Portal interface. On the left, there is a 'Tasks' sidebar with categories: Negotiations, Auctions from Seller, Qualifications, and Company Profile. Under 'Qualifications', the 'View Qualifications' link is highlighted with a red box. In the center, a 'Requiring Attention' donut chart shows a total of 13 items, broken down into: Business Classifications Expiring (1), Negotiation Messages (8), Negotiation Responses (1), and Questionnaires (3). Below the chart is a 'Supplier News' section with the text 'Dear Supplier Partner,'.

2. The list of qualifications and assessments completed will be displayed. These reflect

- Our understanding of your organization's qualifications, capabilities, or performance based on currently available information
- Contact us if you have questions about these statuses or want to provide additional information

The screenshot shows the 'Qualifications' table in the Supplier Portal. The table has columns: Qualification Name, Qualification Outcome, Supplier Site, Status, Start Date, End Date, and Note to Supplier. A red box highlights the 'Qualification Name' 'Health, Safety & Environment Section' and its corresponding 'Status' 'Active'. The table also shows a 'Done' button in the top right corner.

| Qualification Name | Qualification Outcome | Supplier Site | Status | Start Date | End Date | Note to Supplier |
|--------------------------------------|-----------------------|---------------|--------|------------|----------|------------------|
| Health, Safety & Environment Section | Accepted | | Active | 6/15/21 | | |

Click on a qualification, to view the details of qualification outcome

3. On clicking the qualification, below page will open, and it will display the details of qualification outcome, status, response etc.

Qualification: YBA-QUAL-000006 (Health, Safety & Environ... Done)

| | | | |
|---------------------------------|--------------------------------------|-------------------------|-------------------|
| Qualification Name | Health, Safety & Environment Section | Supplier | SKYBAGS LLC |
| Qualification Outcome | Accepted | Supplier Site | |
| Qualification Start Date | 6/15/21 9:01 AM | Supplier Contact | Sky bags |
| Qualification End Date | | Procurement BU | YBA Business Unit |
| Status | Active | Note to Supplier | |

Responses

View Detach

| Question | Responder Type | Response | Response Date | Responder Comments | Response History |
|---|----------------|----------|---------------|--------------------|------------------|
| Do you have ISO 14001 certification? If so, please attach your certificate. | Supplier | No | 6/15/21 | | // |
| Do you Have an HSE Policy Document If Yes, please attach a copy | Supplier | N/A | 6/15/21 | | // |
| Do you follow-up audits and take necessary actions? | Supplier | N/A | 6/15/21 | | // |
| Do you Provide all necessary PPE to staff? | Supplier | Yes | 6/15/21 | Yes | // |
| Do you assess risks and hazards in day-to-day operations? | Supplier | Yes | 6/15/21 | Yes | // |

ETIHAD ARENA



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