

# Yas Bay Arena Supplier User Manual

Supplier Portal - Supplier Self Registration

E T I H A D A R E N A . A E

Ref: SCM.MNL.02 Supplier Portal-Supplier Self Registration



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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.

### **Illustration: New Supplier Registration**

Upon clicking the registration link, you will be directed to below page, to initiate the registration process

- 1. Enter your company details, as well as the name and email address of the person submitting the registration:
  - Enter either D-U-N-S number or Trade/Commercial License Number or Registered Company Number or Tax Registration Number
  - □ Use official e-mail ID and the same would be used as the username for creating user login to supplier portal

#### 2a. Enter contact details

- Contacts page will allow you to enter your contact details for each address / site you are operating, and these contact persons are responsible to provide quotations for a bid from supplier portal
- Click on 'Edit', To Review, Edit and add additional Contact Information

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* Company	Demo Supplier	D-U-N-S Number	r					
* Tax Organization Type	Corporation 🗸	Tax Country	United Arab Emirates	•				
Supplier Type	~	Trade/Commercial License Number (or) Registered Company Number	98563679					
Corporate Web Site		Tax Registration Number	96792799					
Attachments	None 🛨	Note to Approve	r					
Your Contact Information (Note:Email Address w Enter the contact information for communications regarding this registrati	ill be your user name) <sup>ion.</sup>							
* First Name	Demo							
* Last Name	Supplier							
* Email	demosupplier@gmai.com							
* Confirm Email	demosupplier@gmai.com							

Click on 'Next' button, the system will navigate to the Contacts

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page

2b. On clicking the 'Edit' button, the Edit Contact page will open

- **Update the Phone/Mobile/Fax Number**
- Select 'Administrative Contact' if this contact would be responding to Yas Bay Arena for certain Official Communications (e.g. Pre-Qualification).

3a. Create address:

- Address page will allow you to enter your company addresses details and the business functions performed at that address
- □ Click on '+ Create', to create address

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	Role	Description		- 11				
	Supplier Bidder Custom Supplier Sales Representative Custom	Sales representative from a potential supplier re Access Supplier Portal Summary Tab	sponsible for responding to requests for quote, requests for proposal, requests f.	- 1				
	Supplier Self Service Administrator	Manages the profile information for the supplier	company. Primary tasks include updating supplier profile information and request					
			OR C	ancel				

You can add one or more contact in similar manner

- 3b. On clicking the '+ Create' button, the **Create Address** page will open
  - **Update the Phone/Mobile/Fax Number**
  - Select 'Administrative Contact' if this contact would be responding to Yas Bay Arena for certain Official Communications (e.g. Pre-Qualification).

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	Name No data to display. Columns Hidden 4		Job Title Email Administrative Contact	

Note: Address purpose is mandatory to choose. You can choose

one or all

	Ordering	Address/Site from where Suppliers would be fulfilling the Purchase Agreement/Order
	Remit To	Address/Site where Suppliers would receive Payment
-	RFQ or Bidding	Address/Site from where Suppliers would be Negotiating/Bidding
Ĩ		

4. Associate contact to address:

- □ Click on '+', to search and select contact to be associated with the address
- **Select contact name**, and then **click on 'Ok'** button



### Click 'Ok' button

On clicking the 'Ok' button, the below page will open, confirming the association of contact with the address

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You can follow the same process, to create additional addresses

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Click 'Next' button, to process to Business Classifications page

- 5. Provide business classification details
  - Business classification page will allow you to enter all the required certification details.
  - □ Let's take as an example that you wish to add your Trade License Certificate. To do so, Click on '+' Icon to add a line which will contain a predefined dropdown of available classifications, a dropdown of the certifying agencies, and fields where you can update the certification number and dates.

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1. Attaching Trade License and TAX Registration License is mandatory. (II TRN Licence is not applicable then attach Undertaking letter).	. If VAT is not applicable, then Please attach the Undertaking	letter in Business Classification sec	tion.			6 6 7 0		NAD.
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#### Enter the details of the your licenses

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1. Attaching Trade License and TAX Registration License is mandatory. (if TRN Licence is not app Classification section.)	licable then attach Undertai	iking letter). 2. I	f VAT is not app	licable, then Please a	ttach the Undertaking	letter in Business					
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Trade License ( 🗸					DED		7799	01.07.20	23.06.20	None +	12

Required attachments can also be uploaded at the end of each line by **clicking the '+' icon**, and then pressing the **'Choose File'** button in the attachments window

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Similarly, you can add details of other licences that you have (e.g. Industrial Licence)

Click 'Next' button, to proceed to 'Products and Services' page

#### 6. Select Products and Services category

- To select the Products and/or Services that you provide, Click On 'Select and Add'
- Click on the category arrows until you reach the 3rd category level. Some categories only offer 2 category levels. Once the lowest level category is visible, select the checkbox parallel to it in order to select the category. Scroll to the bottom of the list where you can click 'Apply' and then 'OK' to incorporate your changes

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After selecting the category, **click on the 'OK'** button, and the system will take you back to **'Products and Services'** page, where the added category will be listed



#### Click 'Next' button, to proceed to 'Questionnaire' page

#### 7. Enter the questionnaire details

As part of Yas Bay Arena Supplier registration process, you must provide details for below list of questions and also upload the required attachments wherever required

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Regi	ster Supplier: Questionnaire	Company Contacts Addresses Basiness Products and Questionnaire Review Details	Back	•xt [	Save for Later	Register	Gane
tachn	ments None			R.I.			
		Questions					
	Section	Supplier Information (Section 1 of 5)					
2	1. Supplier Information	<ol> <li>Suppliers are requested to provide detailed responses to all questions. Any sections not applicable to your business should be marked as 'NiA' and be supported with reasoning as to wity this is the case. Failing to</li> </ol>					
0	2. Farah - Compliance to COVID19 Regul	provide reasoning will result in your submission being rejected.					
0	3. Organization Structure	Ensure all dates, names, & lelephone, etc., are accurate as someriall references may be verified.					
0	4. Farah - Non-Disclosure Agreement	Miral may require clarification of the answers provided or ask for additional information					
0	5. Power of Attorney (POA)						
_		2. Miral reserves the rights to reject a PQQ submission if:					
		a) The Suppler has submitted numEner or macurate information b) for rearring has been provided any registreme matter that? c) PO3 submission has not be sent within the stipulated time, if applicable					
		If at any given point in time, it is found that the supplier has provided take immination of taken to declare all necessary information. Miral reserves the rights to discontinue any working relationships with the Supplier.					
		Predate note that southinission or units Proce ones not guarantee that while while their IRID Dustriess With Your company.					
		* 3. Country where the company was originally formed?					
		Dubai					

**Click 'Next'** button, to proceed to **'Review'** page

### 8. Review the details entered in all previous sections

Ormgany       Oracics       Addresses       Description       Products       Review         Review Supplier Registration: Demo Supplier ®       Company       Demo Supplier       Registrations       Review       Registration       Registra				ବ <b>ଜ</b> ୁ ୪	5 P D	SL ~
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**Click on 'Register'** button, you will get below popup message. Click 'Ok' to complete your registration process as shown below

	Seconfirmation	×
	Your registration request was submitted. You will receive an e-mail after your registration request is in	reviewed.
		ОК
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### Illustration: Supplier mails and notifications

Upon approval of registration request, you will get following emails

### 1. Oracle Fusion Applications-Welcome email



### 3. Supplier Registration Request-Approval email



### 2. FYI: Supplier Contact User Account-Creation email

miral@miral.ae <enpk-dev2.fa.sender< th=""><th>@enpk-dev2-opcwf.mail.em8.oraclecloud.com&gt;</th><th></th><th>S Reply</th><th>Septy All</th><th>→ Forward</th><th></th></enpk-dev2.fa.sender<>	@enpk-dev2-opcwf.mail.em8.oraclecloud.com>		S Reply	Septy All	→ Forward			
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<ol> <li>If there are problems with how this message is displayed, clic</li> </ol>	k here to view it in a web browser.							
Details								
Assignee	Demo Supplier	Supplier	Demo Supplier			-		
Assigned Date	7/4/21 1:54 PM	Supplier Number	17367					
Expiration Date	8/3/21 1:54 PM							
Task Number	212301							
Recommended Actions								
You were granted access to the supplication for Miral Enterprise. A separate email will be sent to you with the instruction to access the application. Access the application.								
User Account Details								
Assigned Roles								
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THE LANDMARK OF ENTERTAINMENT