

ETIHAD ARENA

Yas Bay Arena Supplier User Manual

Supplier Portal - Supplier Self Registration

ETIHADARENA.AE

Table of Contents

[1. ABOUT YAS BAY ARENA](#)

[2. APPLICATION OVERVIEW](#)

[3. ILLUSTRATION: SUPPLIER REGISTRATION](#)

[4. ILLUSTRATION: SUPPLIER MAILS AND NOTIFICATIONS](#)

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

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

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

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Supplier, Demo		demosupplier@gmail.com	✓	✓	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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

The screenshot shows the 'Edit Contact: Demo Supplier' page. The form includes fields for Salutation, First Name (Demo), Middle Name, Last Name (Supplier), and Job Title. There is a checkbox for 'Administrative contact' which is checked and highlighted with a red box. Below this is a 'User Account' section with a 'Create user account' checkbox. At the bottom, there is a 'Roles' section with a table of roles.

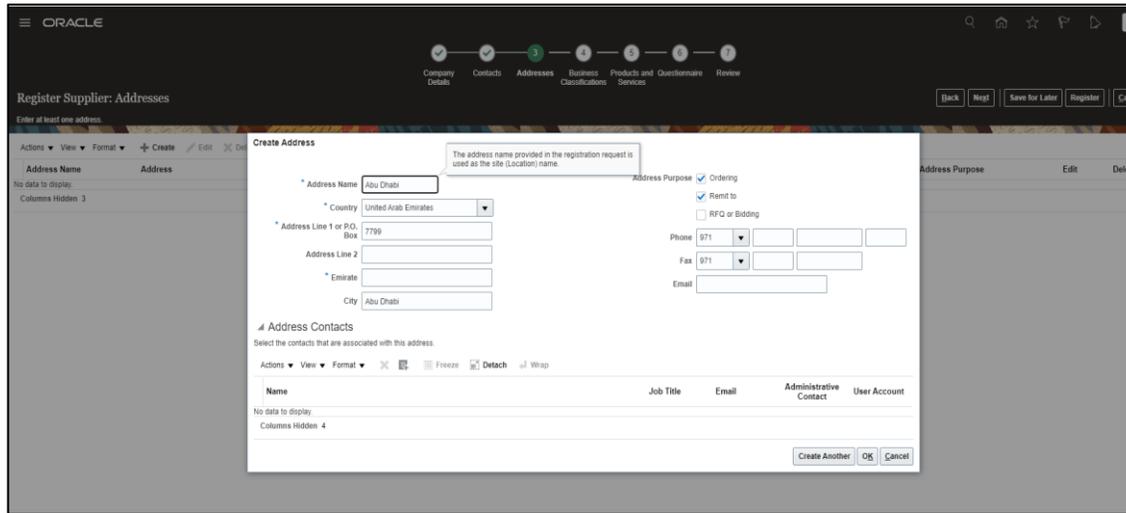
Role	Description
Supplier Bidder Custom	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests f...
Supplier Sales Representative Custom	Access Supplier Portal Summary Tab
Supplier Self Service Administrator	Manages the profile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

The screenshot shows the 'Register Supplier: Addresses' page. It features a table with columns for Address Name, Phone, Address Purpose, Edit, and Delete. The '+ Create' button is highlighted with a red box. The table currently contains no data.

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).

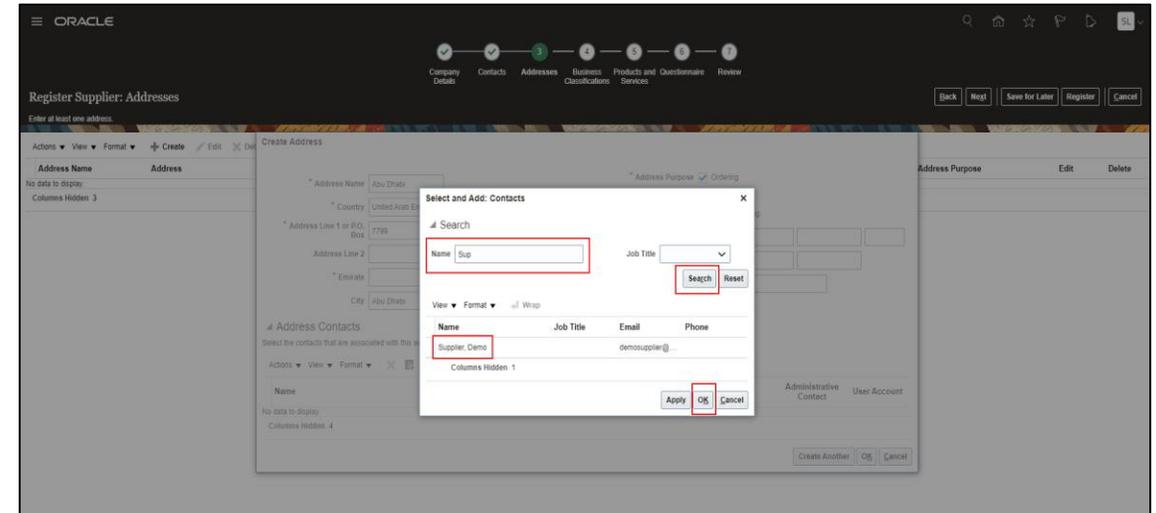


Note: Address purpose is mandatory to choose. You can choose one or all

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

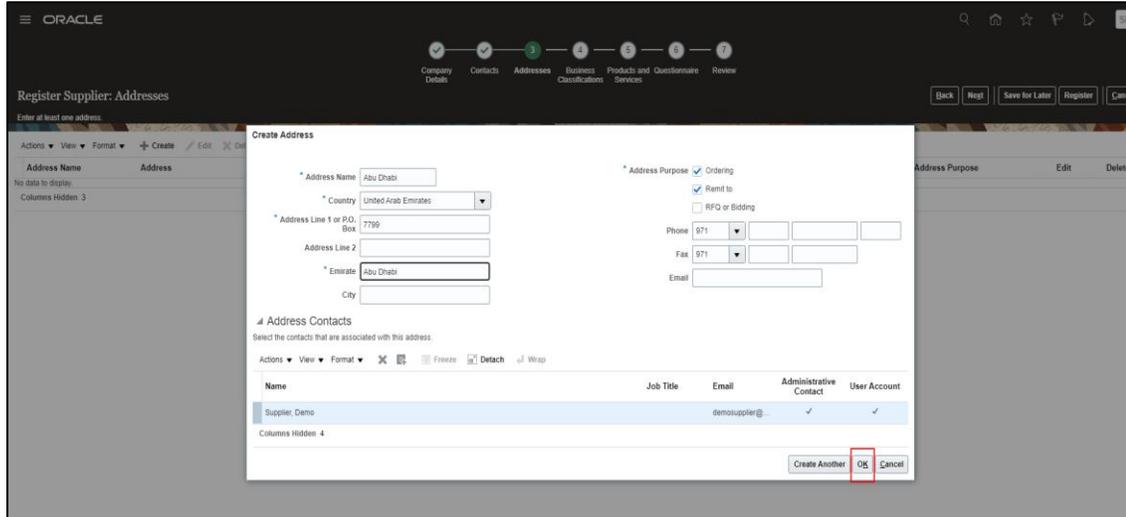
4. Associate contact to address:

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

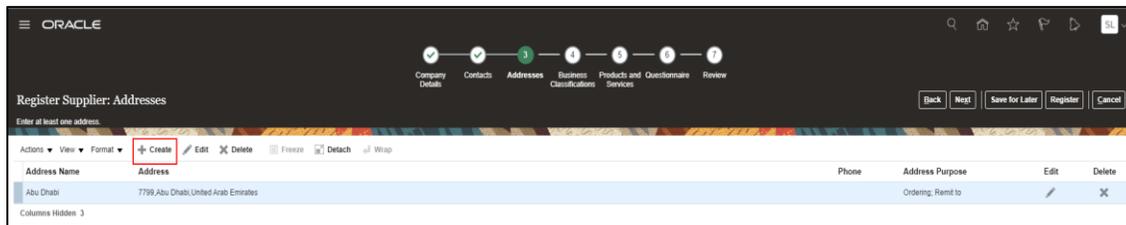


Click 'OK' button

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



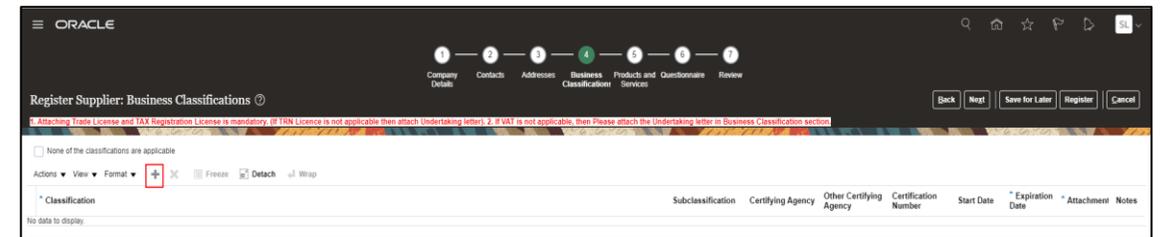
You can follow the same process, to create additional addresses



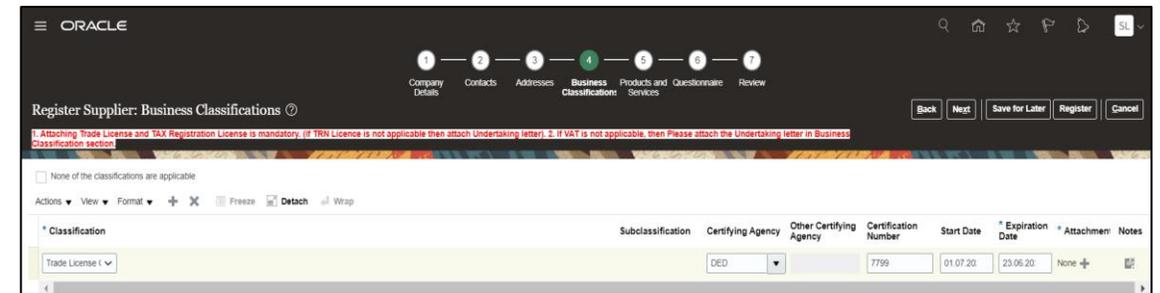
Click 'Next' button, to process to Business Classifications page

5. Provide business classification details

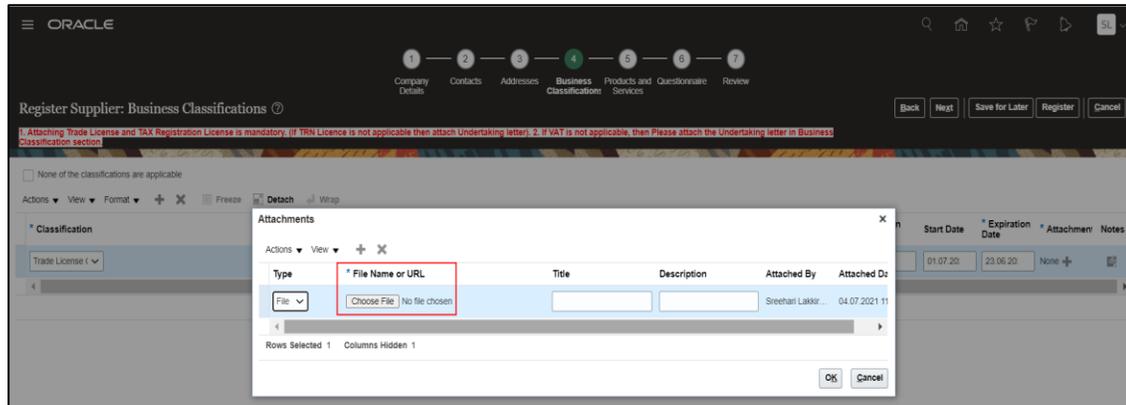
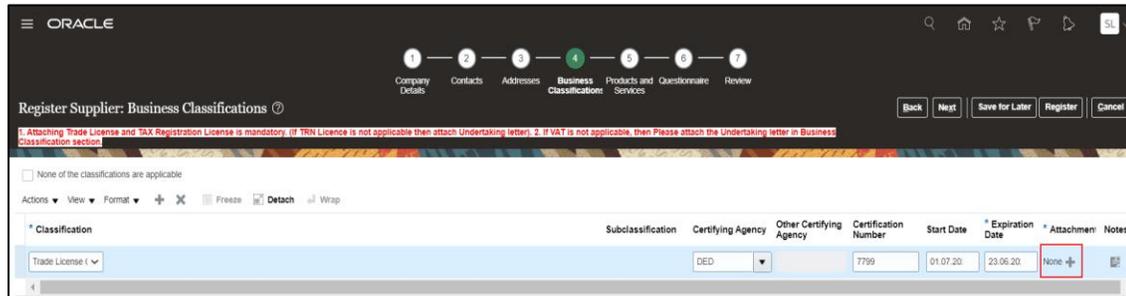
- ❑ Business classification page will allow you to enter all the required certification details.
- ❑ Let's take as an example that you wish to add your Trade License Certificate. To do so, **Click on '+' Icon** to add a line which will contain a predefined dropdown of available classifications, a dropdown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



Enter the details of the your licenses



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

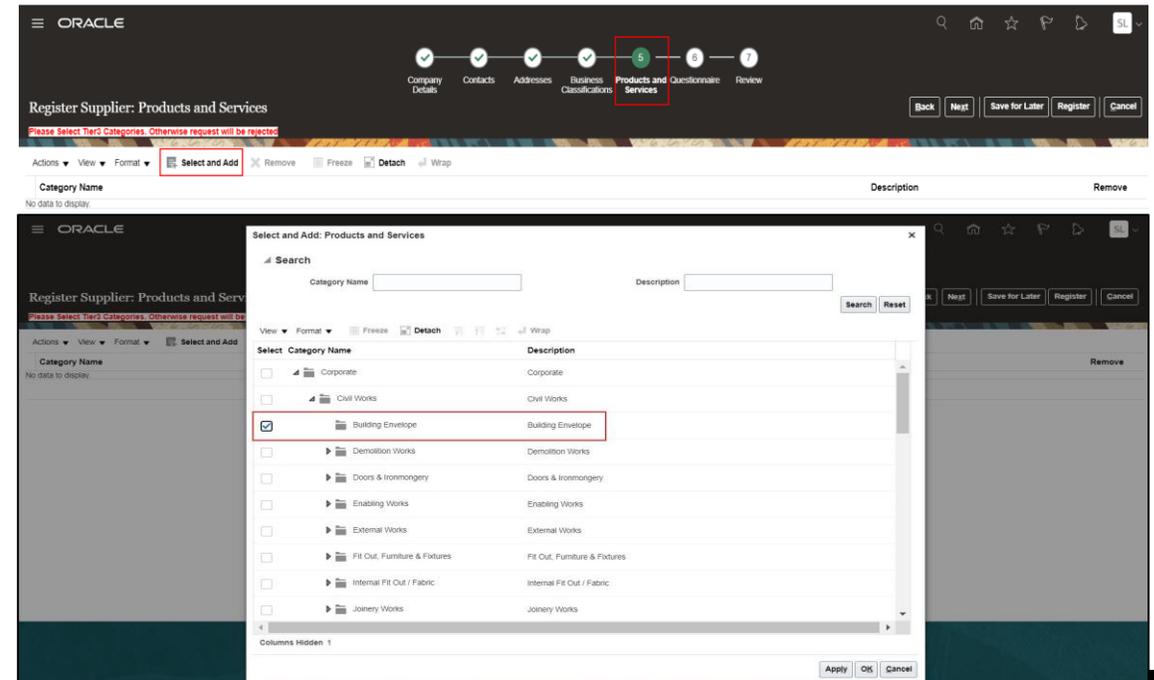


Similarly, you can add details of other licences that you have (e.g. Industrial Licence)

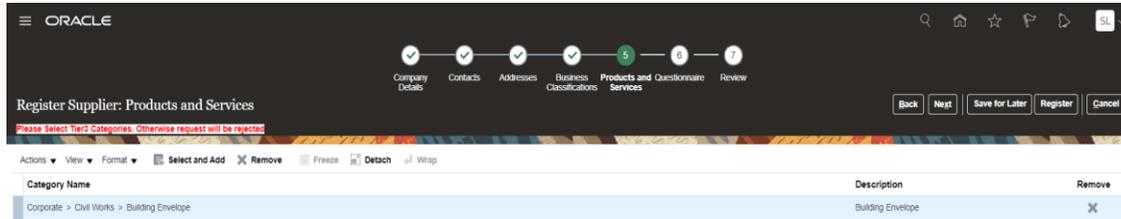
Click **'Next'** button, to proceed to **'Products and Services'** page

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



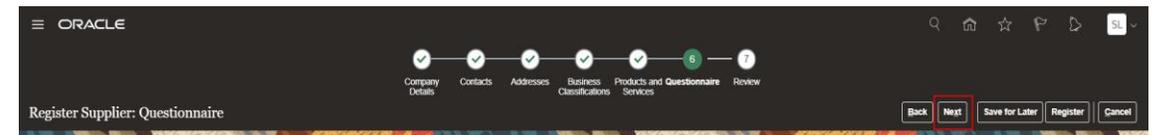
After selecting the category, click on the **'OK'** button, and the system will take you back to **'Products and Services'** page, where the added category will be listed



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



Attachments None

Section

- 1. Supplier Information
- 2. Farah - Compliance to COVID19 Regul...
- 3. Organization Structure
- 4. Farah - Non-Disclosure Agreement
- 5. Power of Attorney (POA)

Questions
Supplier Information (Section 1 of 5)

1. Suppliers are requested to provide detailed responses to all questions. Any sections not applicable to your business should be marked as "N/A" and be supported with reasoning as to why this is the case. Failing to provide reasoning will result in your submission being rejected.

Attachments in the form of brochures, procedures, etc., which may enhance your response, are acceptable. Ensure all dates, names & telephone, etc., are accurate as some/all references may be verified. Miral may require clarification of the answers provided or ask for additional information.

2. Miral reserves the rights to reject a POQ submission if

a) The Supplier has submitted insufficient or inaccurate information
 b) No reasoning has been provided to any responses marked "N/A"
 c) POQ submission has not been sent within the stipulated time, if applicable

If at any given point in time, it is found that the Supplier has provided false information or failed to declare all necessary information, Miral reserves the rights to discontinue any working relationships with the Supplier.

Please note that submission of this POQ does not guarantee that Miral will enter into business with your company.

* 3. Country where the company was originally formed?

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

8. Review the details entered in all previous sections

Review Supplier Registration: Demo Supplier

Company Details

Company: Demo Supplier

Tax Organization Type: Corporation

Supplier Type: Corporate Web Site

D-U-N-S Number: [Empty]

Tax Country: United Arab Emirates

Trade/Commercial License Number (or) Registered Company Number: 7799

Tax Registration Number: Note to Approver

Attachments

Type	File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					

Contacts

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Supplier, Demo		demosupplier@gmail.com	✓	✓	ⓘ

Click on 'Register' button, you will get below popup message. Click 'Ok' to complete your registration process as shown below

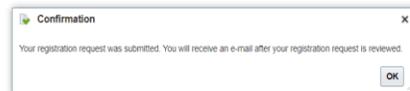


Illustration: Supplier mails and notifications

Upon approval of registration request, you will get following emails

1. Oracle Fusion Applications-Welcome email

Oracle Fusion Applications-Welcome E-Mail

enpk-dev2.fa.sender@enpk-dev2-opcwf.mail.em8.oraclecloud.com
To: Sreehari Reddy Lakkireddy

Sun 04-07-2021 19:25

Dear Demo Supplier,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

https://enpk-dev2.fa.em8.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase_gid=a482ddd774f34919815d0118143369af

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

2. FYI: Supplier Contact User Account-Creation email

miral@miral.ae <enpk-dev2.fa.sender@enpk-dev2-opcwf.mail.em8.oraclecloud.com>
To: Sreehari Reddy Lakkireddy

Sun 04-07-2021 19:25

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 supplier application for Miral Enterprise. A separate email will be sent to you with the instruction to access the application.

User Account Details

Assigned Roles

Role	Description
	Sales representative from a potential supplier responsible for

3. Supplier Registration Request-Approval email

Supplier Registration Request 53001 Was Approved

enpk-dev2.fa.sender@enpk-dev2-opcwf.mail.em8.oraclecloud.com
To: Sreehari Reddy Lakkireddy

Sun 04-07-2021 19:24

Miral Enterprise (Farah Experiences LLC)
Your Supplier Registration Request was Approved

Request Number	53001
Request Date	04 July 2021
Requested By	Supplier, Demo
Company	Demo Supplier

User account information will be sent in a separate email.

ETIHAD ARENA



THE LANDMARK OF ENTERTAINMENT