

Yas Bay Arena Supplier User Manual

Supplier Portal - Supplier Profile update

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

Ref: SCM.MNL.02 Supplier Portal-Supplier Profile update v3



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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.

Welcome Email from Yas Bay Arena

As a Supplier Contact User, you will receive the below email notification. Please **click on the link** to reset the Password for your User Account.

Email

Oracle Fusion Applications-Welcome E-Mail D Inbox x
enpk.fa.sender@enpk-opcwf.mail.em8.oraclecloud.com to me + Deal Trek Mathews
Congratulations! Your Oracle Fusion Applications account has been successfully created.
Please follow the link below to reset your password.
https://enpk.fa.em8.oraclecloud.com:443/hcmUl/faces/ResetPassword?ase.gid=2d2072ebfff644c2979d88dbe83ee059

For any issues, contact your system administrator.

Thank You, Oracle Fusion Applications

When you click on the above link, the Oracle Applications Cloud Reset Password page will be redirected as shown to the right.

Enter a new Password in the relevant field as shown above, reenter the same Password again and **click on Submit button**.

Note: Password must contain at least 8 characters length with at least one number in it.

As soon as you click on the Submit button, the Password will be changed and you will receive the User Account to Login to the Yas Bay Arena Supplier Portal.

Oracle Fusion Applications-Password Reset Confirmation

Interx
Interx

enpk-dev2.fa.sender@enpk-dev2-opcwf.mail.em8.oraclecloud.com
to me *
Dear Trek Mathews,
The password for your Oracle Fusion Applications Account - Trek.Mathews,
was recently changed.
If you made this change, you do not need to do anything more.
If you did not make this change, contact your system administrator.
Thank You,
Oracle Fusion Applications

The above email is the Password Reset Confirmation.

In the above screen, your User Account is highlighted in the red box. Similarly, any Users who perform the Reset Password task successfully will receive the confirmation email to their emails which was shared to Yas Bay Arena.

Forgot Password Sign In **Oracle Applications Cloud** User ID Password Forgot Password Sign In English ~ ORACLE

<u>If you forget your Password</u>, please use the below URL and **click on Forgot Password link** as shown in the above screen.

https://enpk.login.em8.oraclecloud.com/



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

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



Compa	any Single Sign-C	n
	or	
Trek.Mathews		
•••••		
Forgot Password		
	Sign In	
English		~

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





Managing Profile Updates

The Supplier Portal tab will take you to the landing page which displays your available tasks and dashboards showing your pending items, recent activities, and latest Supplier News

ORACLE			â	Р	p	SB ~
Supplier Portal						
Search Negotiations	٩		677	9 9 V	10	1 11
Tasks						0
Negotiations View Active Negotiations Manage Responses Qualifications Manage Questionnaires View Qualifications Company Profile Manage Profile	Requiring Attention	Recent Activity Last 30 Days Negotiation invitations Negotiation responses awarded or rejected.	8 13	*		

To view your profile and to make any changes, you will need to click on the manage profile task in the task column: **Click on the 'Manage Profile' task**



The **Company Profile summary page** contains the following tabs: Organization Details, Tax identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services.

Any of these can be viewed or updated by navigating to the respective tab.





Illustration: Manage certifications

- 1. Let's take as an example that you want to add/update your Trade License Certificate. To do so:
 - **Click on the Business Classifications tab** to access the required information and fields
 - Then **click on Edit button** on the top right of the screen

ompany Profile	0							Į	Edit Dor
	-								
Last Change	e Request 19003			Requested By bags,	Sky	CI	hange Description		
	est Status Processed			Request Date 6/17/2	21				
	ations are applicable	Contacts P	ayments Business Classif	ications Poducts and S	Services				
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— None of the classific /lew	ations are applicable Presze (20) Subclassification	el Wrap Status Current	Certifying Agency	Other Certifying	Certificate	1/1/19	6/30/22		

2. Once you **click on the 'Edit' button**, the system will prompt an issue a warning to inform you that this action is a change request, meaning that the changes will go for Yas Bay Arena approval. Press 'Yes' to continue



Classifications' tab

- Once there, you can **click on the '+' lcon** 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
- **•** You can also edit the already added classifications as shown below



it Profile Change Request: 240	001				Delete C	hange Request	Review Changes	Save S	ave and Close	Car
		ALCON MAL	11.10	-	-		-	-	-	
Chang	e Description									
				10						
anization Details Tax Identifiers Addresses	Contacts Bus	iness Classifications	Produ	cts and Services						
None of the classifications are applicable			-							
None of the classifications are applicable	Freeze D	Detach J Wrap	_							
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<u> </u>		Detach 🚽 Wrap Certifying Age	ncy	Other Certifying Agency	Certificate	Start Date	Expiration Date	e Attachr	nents	
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ctions • View • Format • + + + + + + + + + + + + + + + + + +	n Status	Certifying Age	iline)					None +		
ctions View Format + + C Classification Subclassification Trade License Certificat V	n Status Current	Certifying Age	iline)			6/24/21	6/24/22	None +	Manage Attac Certificate	
ctions V View V Format V + + + + + + + + + + + + + + + + + +	n Status Current Current	Certifying Age	iline)			6/24/21	6/24/22	None +	Manage Attac Certificate	

4. Please upload required attachments at the end of each line using the '+' icon

anization Details Tax Ider	tifiers Addresses C	ontacts Bus	iness Classifications Produc	ts and Services				
None of the classification								
ctions • View • Forma Classification	Subclassification	Freeze (g)	Detach el Wrap Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments
Trade License Certificat 🗸		Current	DED		TBD	6/24/21	6/24/22	None -
HACCP Certification		Current				1/1/19	6/30/22	Manage Attachm HACCP Certificate



5. Update the change description and verify If you are done with your changes. If no further change is required **press on the 'Review Changes' button.**

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t Profile Change	Request: 2400	1				Delete C	hange Request	teview Changes	Save Save and Close	Can
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	Change C	Description [Description to be added	l here						
nization Details Tax Iden	tifiers Addresses C	ontacts Busi	iness Classifications	Produ	icts and Services					
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6. Once done, the system will ask for confirmation, **click on 'Confirm' to proceed.**



7. The 'Review Changes' page allows you to check the details that you have added/changed, you will have a summary of your changes and the option to 'Edit' or 'Submit' your 'Change Request'.

Click on 'Submit' if no further changes are required.

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88		C	hange Descript	ion Add Trade License							C PH I B B B	
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	Format 👻 🔟 Freeze			Certifying Agency		Certificate	Start Date 5/1/21	Expiration Date	Attachments Attachment.bt	Notes	Provided By Mohammad Atif	
	Format Freeze Classification	Subclassification	Status							Notes		On

8. The system will show a notification confirming that your 'Change Request' has been submitted for approval to Yas Bay Arena. The change request will be routed for approval to authorized supplier management team of Yas Bay Arena. **Click 'OK' to proceed.**

mpany Profile	0						Cano	el Change Request	Edit Dg
here is a profile change			o make additional changes.						
Last Change	Request 24001		11310011100	Requested By bags	s, Sky	CI	hange Description	escription to be added h	ere
Reque	st Status Pending Appro	wal		Request Date 6/24	/21				
	Identifiers Addresses	Contacts Pa	Your profile ch			×			
- None of the classifica		contacts Pa	Confirm	nation ange request 24001 was		al.			
- None of the classifica	tions are applicable		Confirm		submitted for approv	al.	Expiration Date	Attachments	
- None of the classifica ew ▼ Format ▼ sssification	tions are applicable	ell Wrap	Your profile ch	other Certifying	s submitted for approv	al,	Expiration Date 6/30/22	Attachments HACCP Certificate	
 None of the classifica 	tions are applicable Freeze in Detach Subclassification	ما Wrap Status	Your profile ch	other Certifying	s submitted for approv	al.			1

9. Once approved or rejected, you will receive a notification on the same. You can check this by **clicking on the 'Bell' Icon** in your navigation homepage.

ORACLE		0		r 🕫 🔛 🕫
Company Profile ⊘			[Cancel Change Request
There is a profile change request profile	ending approval. You may edit to ma	ike additional changes.		
Last Change Request	24001	Requested By bag	is, Sky Change Description	Description to be added here
Request Status	Pending Approval	Request Date 6/24	4/21	

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Service

10. Clicking on the link will take you to the Change Request summary

Search	
FYI	1 minute age
Supplier Profile Change Request 24001 was Approved by Miral Enterprise	
	Dismiss
FYI	6 days ago
Negotiation FARAH-TENDER-000010 (Negotiation 01) Was Closed	
Anubhav Mittal	Dismiss
ACTION REQUIRED	6 days ago
You Are Invited to Negotiation FARAH-TENDER-000010 (Negotiation 01)	
Anubhav Mittal	Actions 🗸
FYI	6 days ago
Negotiation FARAH-TENDER-000009 (Negotiation 01) Was Closed	
Anubhav Mittal	Dismiss
FYI	1 week age
Negotiation 59 (RFQ - Floor Polishing) Was Closed	
Anubhav Mittal	Dismiss

Illustration: Manage Contacts

The Supplier Portal gives you access and responsibility to update your contact details from your company profile tab. In the Company Profile tab you can **click on Edit and select Contacts tab** for updating contact details. Below is the illustration on how to update contact details

1. Click on the 'Edit' button to enter 'Edit mode' and start updating

<u>your contact d</u>	etails.									
ORACLE									C !!!!	SB ~
Company Profile ⊘						[Cancel Chan	ge Reques	t Edit	Done
There are profile changes that are not submitted. You must	edit the changes to continue.									
Last Change Request 24001 Request Status Withdrawn			ed By bags, Sky t Date 6/24/21			Change Descriptio	n Descriptio	n to be add	ed here	7 1
rganization Details Tax Identifiers Addresses Contact	ts Payments Business Class	sifications P	roducts and Services							
Name	▲マ Job Title	▲ ♥ En	nail	▲▽	Phone	Administrati Contact	ve User	Account	Status	
bags, Sky						0		0	Active	
Columns Hidden 7										

2. Once done the system will notify you that this is a 'Change Request', meaning that once the changes are submitted, the request would go for Yas Bay Arena approval. **Click 'Yes' to proceed.**



Note: In case any 'Change Request' is already sent for approval, the system will prompt you to withdraw the existing 'Change Request' and make additional changes to it as shown in the above screenshot.

3. Click on the 'Contacts tab' to begin updating your contact details.

Edit Profile Change R	•		Cancel Char	ige Request	Review Changes	Save Save and Close Car	incel
	Change Description Descri	iption to be added here					71
Organization Details Tax Identif	ers Addresses Contacts Jusines	s Classifications Products and Services					
∡ General							
* Supplier Name	SKYBAGS LLC		Tax Organization Type	Corporation	¥		
Supplier Number	10082		Status	Active			
Supplier Type	Services ~		Attachments	None 🕂			
Additional Information	tion						
Supplier Registration Entity Far	ah Experiences LLC Internal Ch	anges Entity					
Identification							
D-U-N-S Number	142113131	,	ational Insurance Number				
Customer Number			Corporate Web Site	www.skybags	ae		
SIC							

4. **Click on the link** for the contact line you wish to update to access the contact details edit page

lit Profile Change Reques	1. 24001			Cancel Change Request	Review Changes	Save Save a	nd Close Cano
		ALATS BORT			146.650		ATATN MEN
	Change Description	Description to be added	i here				
ganization Details Tax Identifiers Add	resses Contacts B	lusiness Classifications	Products and Services				
Name		▲ マ Job Title	▲♥ Email	▲マ Phone	Administrative Contact	User Account	Status
bags, Sky					0	۲	Active
Columns Hidden 7							

5. In the 'Edit Contact' page, you can **update contact details** like (phone/mobile/email/name etc....), you can also **delete the current address and select a new address from 'Contact Addresses' section** as shown below

t Profile (Edit Contact: Sky bags		\sim		×	ose Gancel
	Salutation	Mr. ~	Phone	•		1.530.93
	* First Name	Sky	Mobile	•		
	Middle Name		Fax	•		
ization Details	* Last Name	bags	Email			
szabon Decam	Job Title		Status Ac	tive 🗸		
lions 👻 View	Contact Address	Administrative contact				itus
ags, Sky	Actions • View • Form		P			ive
lumns Hidden	Address Name	Address	Phone	Address Purpose	Status	
_	Abu Dhabi	123566, Abu Dhabi, United Arab Emirates		Ordering: Remit to; RFQ or Bidding	Active	
	Columns Hidden 5					
	Juser Account					
		r Name Sky,bags				

6. **Click 'OK'** once the contact details are updated to reflect the same in the 'Contacts tab'.

bu Dhabi					
	123566,Abi	Dhabi,United Arab Emirates		Ordering; Remit to; RFQ or Bidding	Active
lumns Hidden 5					
User Account					
Account Status	s Active 🗸				
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es Data Access	, ,				
Actions 👻 View 👻 Format 🕇	· × E	🔲 Freeze 📓 Detach 🚽 Wrap			
Role	▲▽	Description			
MIRAL Supplier Bidder Custor	n	Sales representative from a potential su	pplier responsible for respo	nding to requests for quote, requests for p	roposal, requ 🔨
MIRAL_Supplier Sales Repres	sentative Custom	Manages agreements and deliverables	for the supplier company. P	rimary tasks include acknowledging or req	uesting chan
Supplier Self Service Administ	rator	Manages the profile information for the	supplier company. Primary t	tasks include updating supplier profile infor	rmation and r 💙
					O <u>K</u> <u>C</u> anc

7. This will take you back to the 'Contacts tab' where you can **update the 'Change Description'** and **then press the 'Review Changes' button** if no further updates are required.

			Via Secondaria		
	Change Description Description to be added here)			
anization Details Tax Identifiers Addres	Status Active V Products and Services	▲マ Phone	Administrative Contact	User Account	Status
bags, Sky			0	0	Active
Columns Hidden 7					

8. As shown in the *Manage Certifications* illustration, you can review the changes in the 'Review Changes' page and **Click 'Submit'** if no further adjustments are required.

OR/	ACLE							ŝ	P 💯	SB 🗸
Revie	w Changes								Edit	Cancel
100		Change Desc	ription Test upda	ate	ALL NOT D			670 P		15 15
					4					
d Cont	acts									
View 👻	Format 👻 📄 Freeze	👷 Detach 🚽 Wr	ар							
	Name		Job Title	▲ 🗢 Email	A 7	Phone	Administrative Contact	User Account	Status	Details
•	bags, Sky					+971 (05)11111111	0	0	Active	53
Column	s Hidden 7									
# Busi	ness Classifications									
View -	Format 👻 📄 Freeze	🙀 Detach 🚽 Wr	ap							
	Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	
+	Trade License Certification		Current	DED		TBD	6/24/21	6/24/22	None	

9. You will receive a confirmation that the Change Request has been submitted for approval.

DRACLE									C.000	SB
mpany Profile ⑦						c	ancel Change	Request	Edit	Dor
There is a profile change request pending approval. Yo	ou may edit to make additio	nal changes.								
Last Change Request 24001		The second	ted By bags, Sky			Change Description	Test update			
Request Status Pending Approval		Request	st Date 6/28/21							
		Request	st Date 6/28/21							
	ontacts Payments B	Request	5728/21	×	1					
inization Details Tax Identifiers Addresses										
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anization Details Tax Identifiers Addresses CC	ontacts Payments B	Confirmation		d for approval.	ione		^e User Ac		Status	

Illustration: Manage Products & Services update

You have access to manage your Products and Services details from your Company Profile tab. In your Company Profile screen **click on Edit** and select the Products and Services tab for updating the list. Below is the illustration on how to update you company Products and Services with Yas Bay Arena.

1. Click on the Products and Services tab in your Company Profile

page

DRACLE		r 🖓 🔛
ompany Profile ⊘		Cancel Change Request
There is a profile change request pending approval. You may edit to make add	itional changes.	
Last Change Request 24001 Request Status Pending Approval	Requested By bags, Sky Request Date 6/24/21	Change Description Description to be added here
ganization Details Tax Identifiers Addresses Contacts Payments t View ♥ Format ♥ Freeze Detach ⇔il Wrap	Business Classifications Products and Services	
Category Name		Description
5&B ≥ Catering Equipment		
č&B ≻ Consumables		
.ogistics > Freight & Shipping		
Aarketing		

2. Click on the 'Edit' button on the top right of the screen, the system will notify you that this is a 'Change Request'. Click 'Yes' to proceed.



Note: In case any 'Change Request' is already sent for approval, the system will prompt you to withdraw the existing 'Change Request' and make additional changes to it as shown in the above screenshot.

3. You are now in 'Edit mode', **click on the '+' Icon** which will allow you to select the Products and/or Services that you offer Yas Bay Arena.

ORACLE	n P 🥦 💿
lit Profile Change Request: 24001	Cancel Change Request Review Changes Save and Close Ca
Change Description Description to be added here	
rganization Details Tax Identifiers Addresses Contacts Business Classifications Prod	ducts and Services
Actions 👻 View 👻 Format 👻 🐹 💷 Freeze 🔛 Detach 🚚 Wrap	
Category Name	Description
F&B > Catering Equipment	
F&B > Consumables	
F&B > Consumables Logistics > Freight & Shipping	
Logistics > Freight & Shipping	

4. To select the Products and/or Services that you provide, **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.

ORACLE	Select and Add: Products and Services Categories	č	× 🗭 👔
Edit Profile (✓ Search Category Name	Description	iose Ca Search Reset
	View - Format - 📰 Freeze 🔛 Detach 🦷 🍸	⊇ oli Wrap	
	Select Category Name	Description	
Organization Details	Corporate		1 I I I I I I I I I I I I I I I I I I I
Actions View Category Nam	Business License		
F&B > Caterin	Car Maintenance		- 1 - 1
F&B > Consun Logistics > Fre	Consulting Services		
Marketing	Corporate Credit Card		
Rides > Floral/	Ferrari Cars		
Rides > Rides	Finance	Finance	
	Audit consulting services	Audit consulting services	

5. After you click on 'OK' on the above screen, you will be brought back to the 'Change Request' page for your 'Products and Services' where the added category has been listed. **Fill in the 'Change Description'** and then **click the 'Review Changes' button** to proceed.

DRACLE	n P 💯
lit Profile Change Request: 24001	Cancel Change Request Review Changes Save and Close
Change Description Description to be added here	
ganization Details Tax Identifiers Addresses Contacts Business Classifications Products and Service	ices
Actions 🕈 View 🕈 Format 👻 🐹 📰 Freeze 📓 Detach 🚽 Wrap	
Actions View Format X R Prezz Detach al Wrap Category Name	Description
	Description Audit consulting services
Category Name	
Category Name Corporate > Finance > Audit consulting services	
Category Name Corporate > Finance > Audit consulting services F&B > Catering Equipment	
Category Name Corporate > Finance > Audit consulting services F&B > Catering Equipment F&B > Consumables	
Category Name Corporate > Finance > Audit consulting services F&B > Catering Equipment F&B > Consumables Logistics > Freight & Shipping	

6. **Click on 'Submit' button** once you have reviewed the addition/changes. The change request will be routed for approval to authorized supplier management team of Yas Bay Arena.

OR,	ACLE							â	P 💯	SB ~	
Revie	w Changes								Edit Submit	Cancel	
		Change Descrip	tion Descrip	ation to be added here				670	W Y	1999	
					4						
a Busi	ness Classifications										
View •	Format • Freeze	Detach 🚽 Wrap									
6	Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments		
+	Trade License Certification		Current	DED		TBD	6/24/21	6/24/22	None		
5										,	
I Prod	lucts and Services										
View 🔻	Format 👻 🕅 Freeze	👷 Detach 🚽 Wrap									
	Category Name Description										
+	Corporate > Finance > Audit consulting services					Audit consulting services					

THE LANDMARK OF ENTERTAINMENT