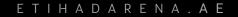


# Yas Bay Arena Supplier User Manual

Supplier Portal - Create Quote



Ref: SCM.MNL.02 Supplier Portal-Create Quote 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.

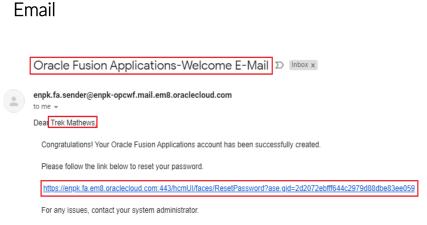
Using the power of Oracle Fusion, the Yas Bay Arena Supplier Portal gives you access to a secure, integrated work area that provides full visibility to transactions and offers closed loop collaboration with Yas Bay Arena and its associated entities.

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.



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.

	Sign In Oracle Applications Cloud
0	••••••

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).

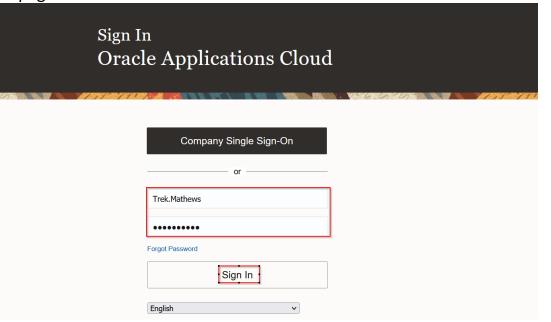
Select the option Forgot Password and click on Submit button.

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

### procurement@etihadarena.ae

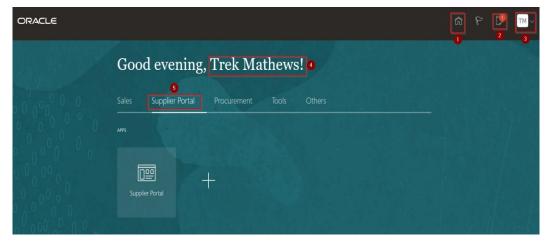
### System login and navigation to Supplier Portal

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



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)



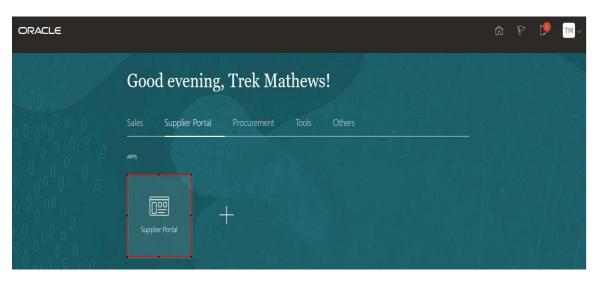
The above screen represents the Home page of the Yas Bay Arena Supplier Portal login.

- 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...

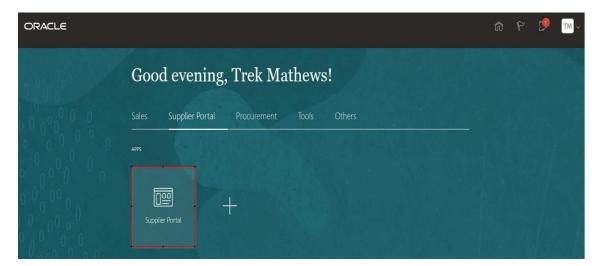
## Click on the Supplier Portal tab, then select the Supplier Portal app





### **Illustration : View Active Negotiations**

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. **Click on 'Supplier Portal' App to** access supplier portal landing page



1. To view active negotiations and to make any changes, you will need to click on the View Active Negotiations task in the task column:

**Click on the View 'Active Negotiations' task**. Alternatively, you can search for negotiations by selecting '**Negotiations'** in the first Search drop down and '**Negotiation Number'** in the second drop down then enter the required details in the search field.

Supplier Portal			
Search Negotiations Negotiation N	iumber V		
Tasks			0
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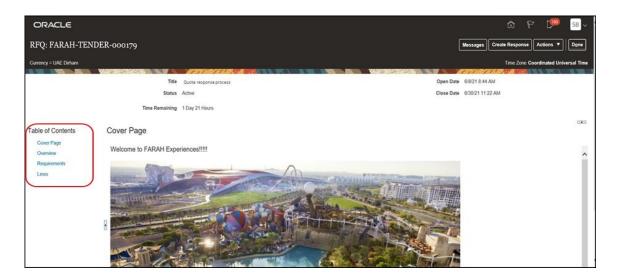


- 2. **RFQs** for which you are invited would be listed here, click on **Negotiation Number link** to see the details:
  - Click on 'Negotiation Number' link to check the details as shown in the screenshot below.
  - In case you want to see the public tenders, select 'Invitation Received' as 'No' and click on 'Search'.

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Active Negotiations									Dan
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	** fitte		Response	se Submitted No 🗸					
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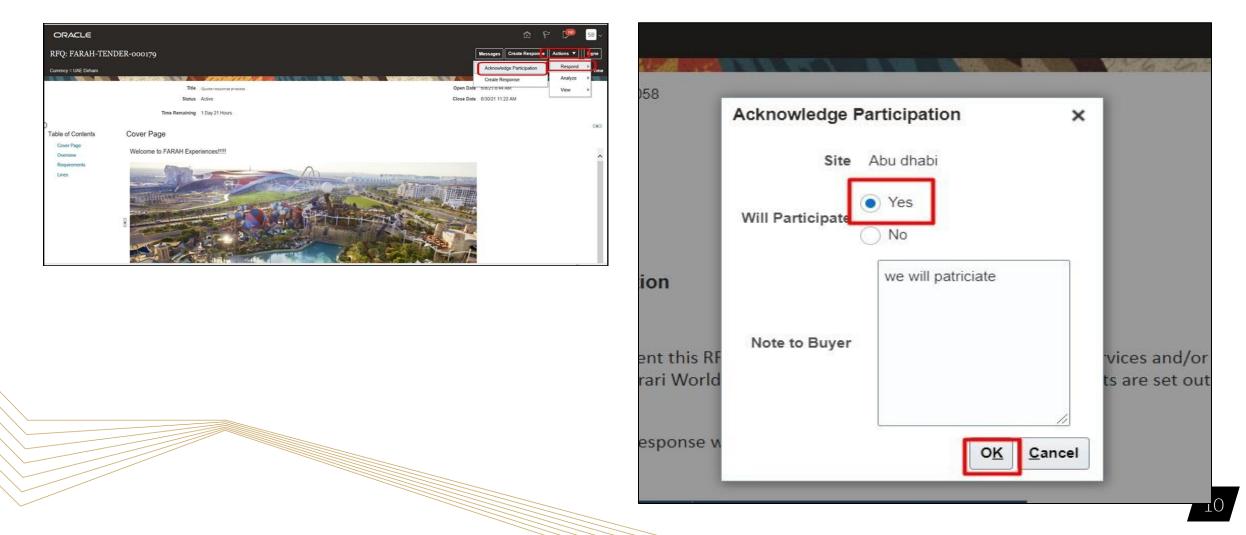
#### Illustration: Acknowledge Participation

- Review the RFQ before providing your acknowledgement by clicking on the links available under the table of contents, there are 3 major steps which are required to be detailed out as a part of response.
  - Overview: This section provides the response detailing covering the response date and any notes which you want to communicate with Miral
  - □ **Requirements**: This section enables you to provide your responses against the questionnaire provided by Miral
  - □ Lines: This section enables you to provide your price and promise delivery date





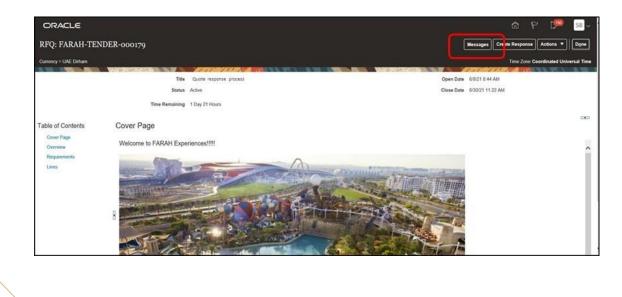
- To provide your acknowledgement against the tender please click on
   'Actions → Respond → Acknowledge Participation' to intimate
   Miral about your interest in participation.
- **3. Select 'Yes'** to confirm your participation, give comments as required and finally **click on 'Ok'** once done. This will send a notification to the Miral team informing them of your participation.



## Illustration: Messages Functionality

1. To get online clarifications on any RFQ/RFP requirements, you can utilize the **Messages** functionality. The **Messages** functionality can be utilized if you are unclear on any of the requirements or if you have any issue with detailing out the scope response'.

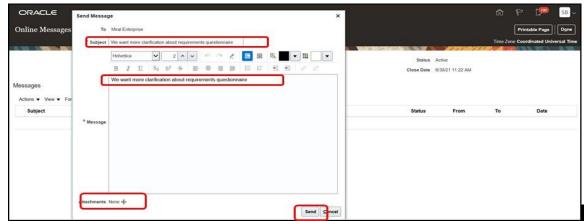
**Clicking on 'Messages'** will direct you to the negotiation's **Online Messages** page.



Click on the + 'icon' to open the Send Message window, a new message page will open where you will be able to detail your queries to Miral.

		P	rintable Page
	No.	Time Zone C	oordinated Universal Tim
Status	Active		
Close Date	6/30/21 11:22 AM		
Status	From	То	Date
	Close Date	Status Active Close Date 6/3021 11 22 AM Status From	Time Zone C Status Active Close Date 6/30/2111/22 AM

3. Fill in the 'Subject' and the Message body with your queries and add any attachments as required. Once done, submit your Message by clicking 'Send'.





 The submitted message will be displayed as per the below Online Messages summary page. Click on 'Done' to return to the previous page.



5. Once a response is received, you will get a notification which you can access by clicking the 'Bell' icon as previously explained. This will display your latest notifications. Selecting the appropriate message 'Subject link' will redirect you to the message.

	ľnľ	F )
otifications		Show All
Search		
FYI	11 :	seconds ago
Online Message for Negotiation RFQ FARAH –TENDER-000179 (RFQ FARAH-TENDER- Received	000179) Was	
Anubhav Mittal		Dismiss
	- 20	

 Additionally, you can view the Message on the Negotiation by clicking on the 'View Message Details' link or the 'View Negotiations' link respectively.

Details	3					
	Assignee	Mohammad Faiz	Company	Miral Enterprise	Preview Date	5/14/21 11:04 AM
	From	Miral Enterprise	Negotiation Title	Quote response process	Open Date	5/14/21 11:04 AM
	Assigned Date	5/14/21 11:30 AM	Negotiation	FARAH-TENDER-000179	Close Date	5/15/21 10:42 AM
	Expiration Date	6/13/21 11:30 AM				
	Task Number	204625				
Subject F Message _	ge Details Re: Give us more	Clarification MI UTC, Mohammad Faiz wrote		i		
P	lease provide us	more clarification about the bid				

## Illustration: Create Response Against RFP/RFQ

The Supplier Portal gives you the functionality to create your response against RFPs/RFQs while providing the required details on the portal itself.

There are 3 major steps which need to be detailed as a part of the response: The Overview, The Requirements, and The Lines.

To start, click on the 'Create Response' button.

**Overview**: Proceed to fill in the header details as per the below:

- □ Select the **'Response type'** as **'Primary'**.
- □ Specify the date on which the quote will be submitted in the **'Response Valid Until'** field.
- Add attachments if any by clicking on the '+' icon.
- (Optional) For any additional comment, you can fill in the 'Note to Buyer' field. For any query, you can send a message to Miral by clicking on the 'Messages' button.

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RFQ: FARAH-TENDER-000179	Messages Create Response Lictions V Done	OvervRequir Lines	Review
Currency = UAE Dirham	Time Zone Coordinated Universal Time	Create Response (Quote 22004): Overview ③	Messages Respond by Spreadsheet V Actions V Back Negt
Title Quote response process	Open Date 6/8/21 8:44 AM		Time
Status Active	Close Date 6/30/21 11:22 AM		
Time Remaining 1 Day 20 Hours		Title Quote response process	Close Date 6/30/21 11:22 AM
Table of Contents Cover Page	DO	Time Remaining 1 Day 20 Hours	
Cover Page Welcome to FARAH Experiences!!!!		General	
Constant Regresents Lines		Supplier SKYBAGS LLC Supplier Site Abu Dhabi Negotiation Currency AED Price Precision 2 Decimals Maximum Response Valid Until midiyy h.mm a	Response Type  Primary  Reference Number  Note to Buyer  Attachments None



### **Click on 'Next'** once all the details are entered

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	Title Quote response process		Close	e Date 6/30/21 11:2	2 AM		t and t and the
Time	Remaining 1 Day 20 Hours						
General							
Supplier	SKYBAGS LLC	Response Typ	Primary				
Supplier Site	Abu Dhabi		Alternate				
Negotiation Currency		Reference Numb		-			
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Response Valid Until	m/d/yy h.mm a 🛱	Attachment	s None 🕂				
	2 Decimals Maximum	Note to Buye	•				

- Requirements: Proceed to fill in the required fields in the Requirement step. In case you require any clarifications, you can click on 'Messages' and post your query explained in above section 'Messages' functionality:
  - Please provide your response against each section as per RFP/RFQ detailing.
  - Each section carries separate weightage, please provide details against each requirement.

		1 🛛	• • •		
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					Last Saved 6/28/21 3:25 PM Time Zone Coordinated Universal Time
	Time Remaining 1 Day 19 Hours			Close Date 6/30/21 11:22 AM	
Section 1	1. GENERAL				
1.	Please provide copies of your Business Continuity Policy and Program Attached				
	Response Attachments Company Policy -				
	Please provide a copy of your Health & Safety Policy Yes Response Attachments Note dp Comments				
	Provide a written statement of your understanding of the our requirements and the proposed approach in order to deliver these envices. Your statement should include the following: a) Method Statements (b) Equipment, Hondogies, product/chemicals, machineries used (where/if applicable) Statement Atached				
	Response Attachments Negritation ARAV-TENDER-R00001				,

## Click on 'Next' once all the requirements are answered to proceed.

	Overvi Regul Lines Review			
Create Response (Quote 22004): Requirements 💿		Messages Respond by Spreadsheet	Actions * Back Next Save * Submit Cancel	]
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Attached				
Response Attachments Company Policy				
2. Please provide a copy of your Health & Safety Policy Yes				
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<ul> <li>3. Provide a written statement of your understanding of the our requirements and the proposed approach in order to deliver these services. Your statement should include the following:         <ul> <li>a) Method statements</li> <li>b) (approach, technologies, product/chemicals, machinenes used (where/ I applicable)</li> </ul> </li> </ul>	0			
Statework Attached				
Response Attachments Negulation/ARAH-TENDER-000024-ф- Comments				



 Lines: In this section you need to provide details like 'Response Price' and 'Promised Delivery Date' attributes as shown in the below screenshot:

You can also create alternate line for response, example you can provide an alternate '**Response Price'** with a different '**Promised Delivery Date'** or '**Response Quantity'** (if the RFQ/RFP provisions the same)

### **Click on 'Next'** once all the details are entered

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Grand Totals						
All response lines except alternate lines are included. Response Amount 0.00						

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Refer to Sow attach 🕂 Services Misc Farah Ex	periences	1 11	ump Sum 7/7/21	m/d/yy 5g
(				>
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- 4. Review: Review the RFQ response before clicking on the 'Submit' button.
  - You can review the previous 3 steps (Overview, Requirements and Lines) by clicking on the step numbers on top of the page:
    - 1. Overview
    - 2. Requirements
    - 3. Line

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

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Review Response: Quote 22004 @	OverviRieguir Lites Review	Messages Respond by Spreadsheet V Actions V Back Negt Save V Subgit Cancel
Currency = UAE Dirham		Last Saved 6/28/21 3:34 PM Time Zone Coordinated Universal Time
Title Quote response process		Close Date 6/30/21 11:22 AM
Time Remaining 1 Day 19 Hours		
Overview Requirements Lines		
General		
Supplier SKYBAGS LLC	Response Type Primary	
Supplier Site Abu Dhabi	Reference Number	
Negotiation Currency AED	Note to Buyer	
Response Currency AED		
Price Precision 2 Decimals Maximum	Attachments None	
Response Valid Until 630/21 11:23 PM		

Once your response is submitted, you will no longer be able to edit it.

The system will inform you that your response has been submitted to Yas Bay Arena, **click on 'OK**' to finish the process.



**Note:** You will receive notifications, that you can see through clicking **'Bell' Icon** on your homepage, in case Yas Bay Arena requires additional details.

THE LANDMARK OF ENTERTAINMENT