

ETIHAD ARENA

YAS BAY ARENA SUPPLIER USER MANUAL
SUPPLIER PORTAL - SUPPLIER SELF REGISTRATION

Ref: scm.mnl.02 supplier portal-supplier self registration

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.

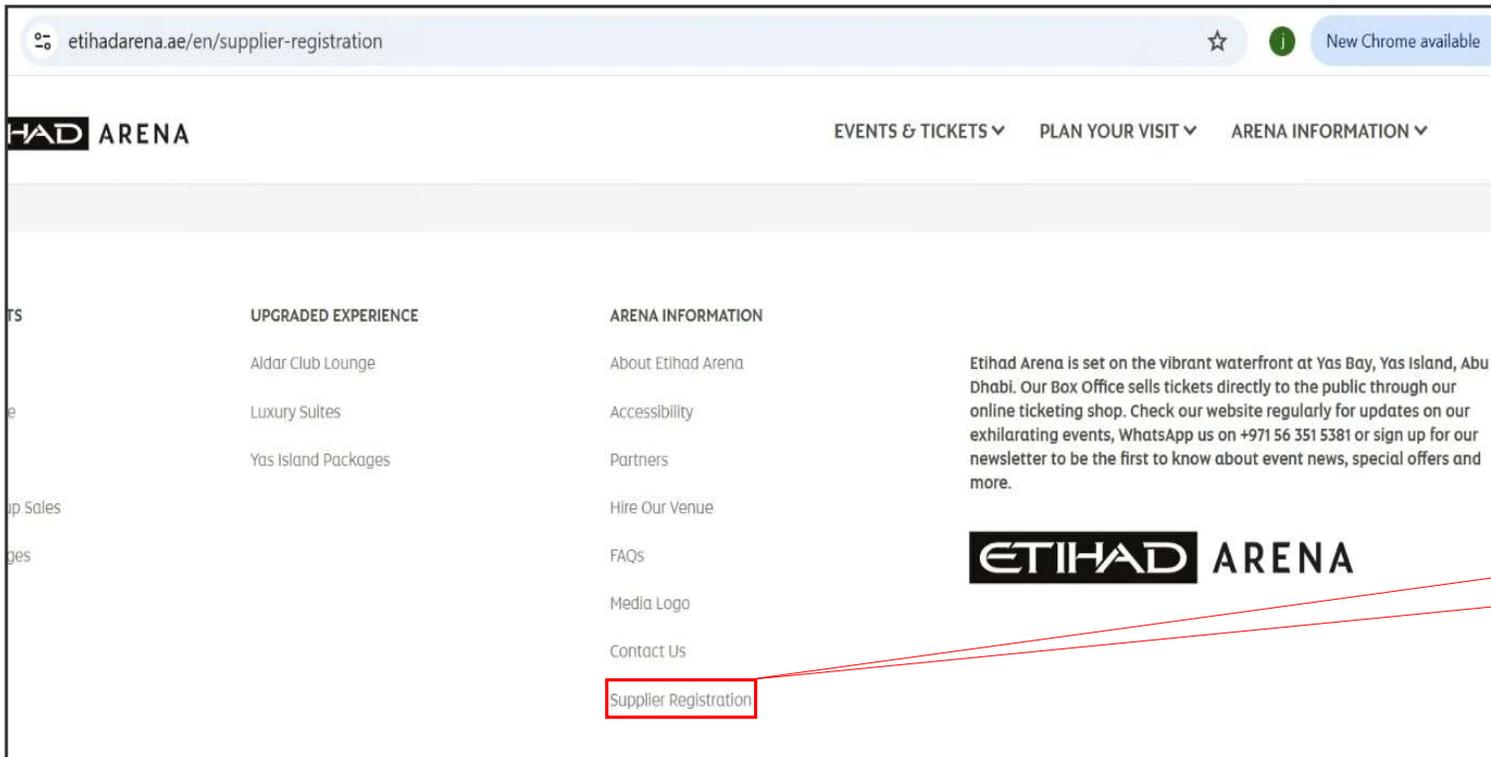
As a first stage, in this manual, we will be showing you the steps you will need to take to update your Company Profile details on the portal.

ETIHAD ARENA

New Supplier Registration

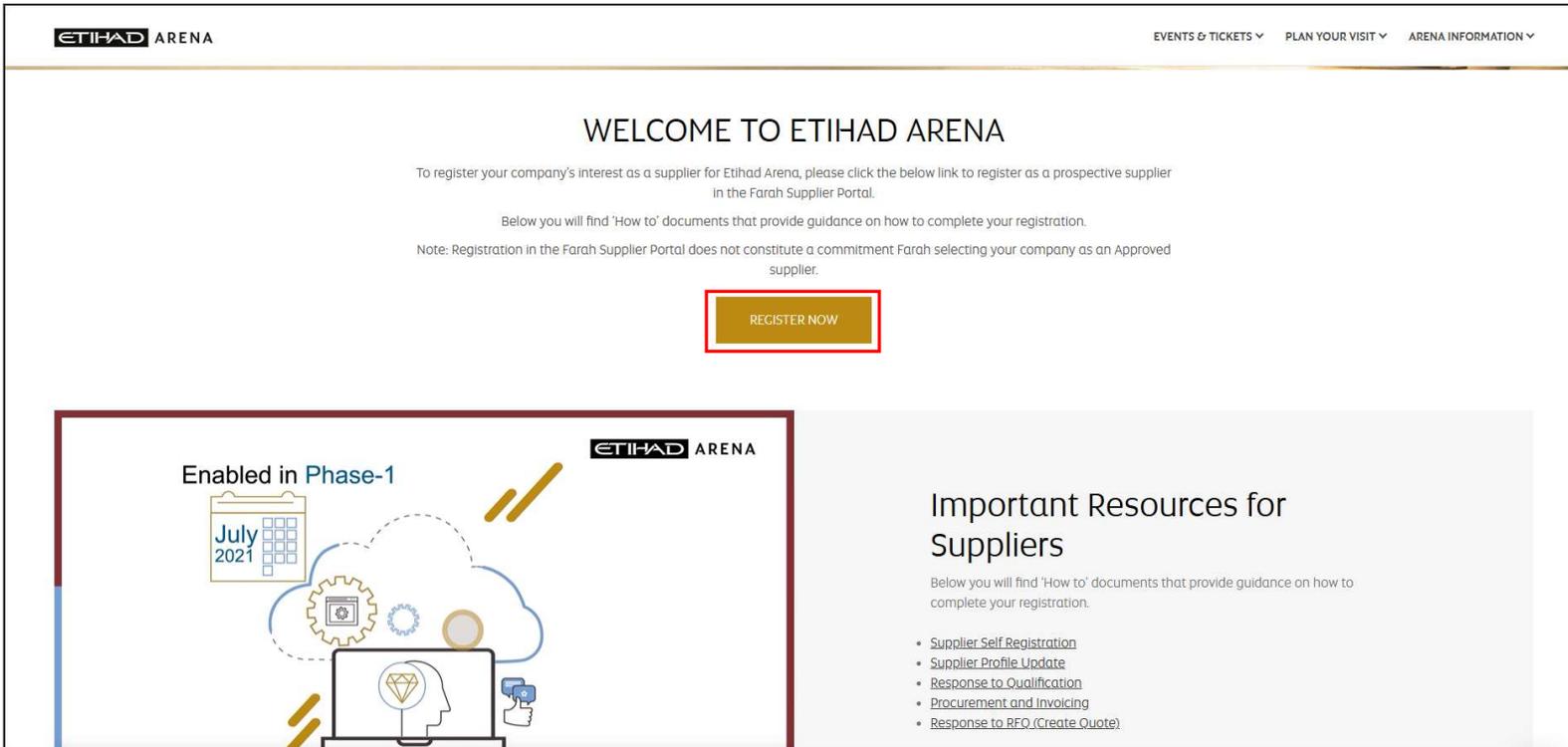
Step-1:

Navigate to etihadarena.ae website and click on Supplier Registration as shown in below image



Step-2:

Click on 'Register Now' as shown in below image



Step-3: Verify Email Address

Enter your company 'Email Address' and click on Send Access Code

Place company name here

Supplier Registration

Enter your email

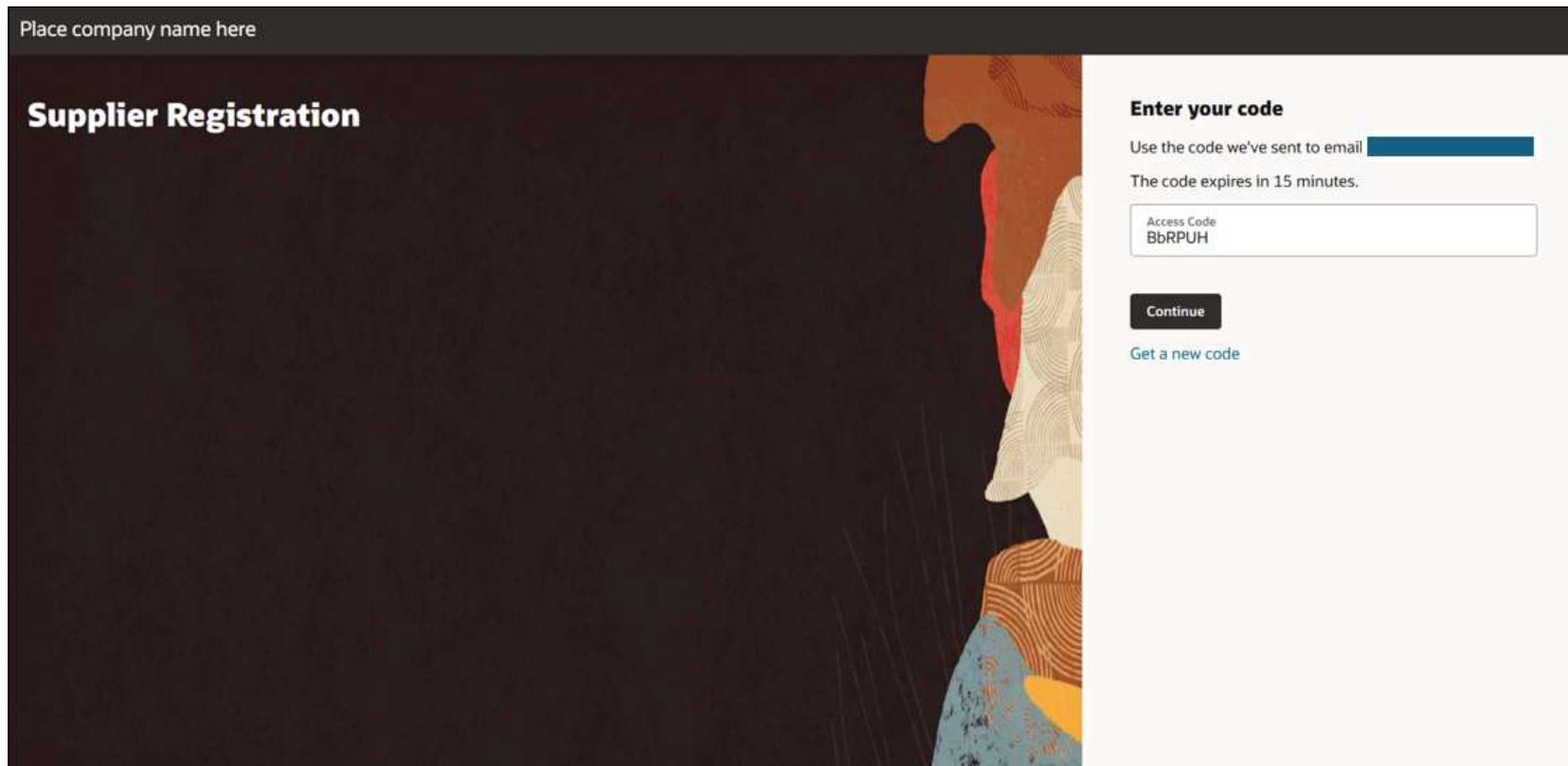
Get a one-time access code to start.

Required

Send Access Code

Step-3: Verify Email Address (Contd..)

Enter the code which you have received via 'Email Address' and click on Continue



Step-4: Company Details

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

- 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 (for suppliers registering from US/ Canada) 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
- Select Organization Type, Supplier Type. Supplier Type is optional.
- Attach tax, company profile and other documents

The screenshot displays the 'Supplier Registration' form, specifically the 'Company Details' section. The form is titled 'Supplier Registration' and 'Company Details'. It contains several input fields and dropdown menus, each with a red callout box pointing to it. The callouts are: 'Enter website Name' (points to the Website field), 'Enter Company Name' (points to the Company field), 'Enter Registration Certificate Number' (points to the Registration Certificate Number field), 'Select Organization Type' (points to the Organization Type dropdown), 'Select Country name' (points to the Country dropdown), 'Enter D-U-N-S Number' (points to the D-U-N-S Number field), 'Enter Tax Registration Number' (points to the Tax Registration Number field), 'Attach tax, company profile and other relevant documents' (points to the Drag and Drop area), and 'Click Continue' (points to the Continue button). The form fields contain the following data: Website: demo1.com, Company: Sankar Technologies, Country: United Arab Emirates, Registration Certificate Number: 39209090, Tax Registration Number: 789899099, D-U-N-S Number: 123456788, Organization Type: Corporation, and Supplier Type: Supplier. Below the form is a sidebar menu with the following items: Company Details (selected), Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Questionnaire. At the bottom of the form, there are 'Cancel', 'Save', and 'Continue' buttons.

Click on 'Continue' button, the system will navigate to the [Contacts](#) page

Step-5: Contacts

- Enter at least two Contact details
- Enter first contact details - First name, Last Name, email, Job Title, Mobile Number, Phone Number, Extension Number, Fax Number (Job Title, Fax Number and Extension number are optional).
- Administrative Contact and Contact need a user account buttons were defaulted as yes.

The screenshot shows the 'Supplier Registration' interface with a 'Contacts' section. The form contains the following fields and callouts:

- Enter Contact1 First Name**: Callout pointing to the 'First Name' field (Sankar).
- Enter Contact1 Last Name**: Callout pointing to the 'Last Name' field (wrwerer).
- Enter Contact1 Email**: Callout pointing to the 'Email' field (2017HT12914@wilp.bits-pilani.ac.in).
- Enter Contact1 Job**: Callout pointing to the 'Job Title' field (Engineer).
- Select Contact1 Country**: Callout pointing to the 'Country' dropdown (AE).
- Select Contact1 Country**: Callout pointing to the 'Country' dropdown (AE).
- Select Contact1 Mobile Number**: Callout pointing to the 'Mobile' field (+971 456 7 89102).
- Select Contact1 Fax Number**: Callout pointing to the 'Fax' field (+971 456 7 89102).
- Select Contact1 Phone Number**: Callout pointing to the 'Phone' field (+971 456 7 89102).
- Select Contact1 Extension Number**: Callout pointing to the 'Ext' field (456).
- Click Continue**: Callout pointing to the 'Continue' button at the bottom right.

Form content includes:

Supplier Registration

Contacts

Please add at least two contacts.

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name: Sankar | Last Name: wrwerer | Email: 2017HT12914@wilp.bits-pilani.ac.in

Job Title: Engineer | Country: AE | Mobile: +971 456 7 89102

Country: AE | Phone: +971 456 7 89102 | Ext: 456

Country: AE | Fax: +971 456 7 89102

Is this an administrative contact? Yes No
Administrative contact will receive general communications from us.

Does this contact need a user account? Yes No
User accounts will provide online access to supplier transactions and self-service tasks.

[+ Add Another Contact](#)

Updated just now

Buttons: Cancel, Save, Continue

Sidebar (2/7): Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, Questionnaire

Click on 'Add Another Contact' to enter second contact details

Step-5: Contacts (Contd..)

- Enter second contact details - First name, Last Name, email, Job Title, Mobile Number, Phone Number, Extension Number, Fax Number (Job Title, Fax Number and Extension number are optional).
- Administrative Contact and Contact need a user account buttons were defaulted as yes. If need can be changed to No as per requirement.

The screenshot displays the 'Contact 2' form with the following details:

- Form Fields:**
 - Does this contact need a user account? Yes No
 - Enter Contact2 First Name: [Empty]
 - Enter Contact2 Last Name: [Empty]
 - Enter Contact2 Email: [Empty]
 - Contact 2:
 - First Name: John
 - Last Name: Lever
 - Email: johnlever@demo1.com
 - Job Title: Purchase Manager
 - Country: AE
 - Mobile: +971 456 7 89104
 - Country: AE
 - Phone: +971 456 7 89104
 - Ext: 4356
 - Country: AE
 - Fax: +971 456 7 89104
 - Is this an administrative contact? Yes No
 - Does this contact need a user account? Yes No
- Buttons:** + Add Another Contact, Click Continue, Cancel, Save, Continue.
- Footer:** Last updated 8 minutes ago.
- Sidebar:** Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, Questionnaire.

Click 'Continue' button to redirect to Address Page

Step-6: Addresses

- Enter Address details. Address Line, Emirate, City, Email, Phone number, Extension Number , Fax number(Address Line, Email, Phone number, Extension Number , Fax number are optional). If Country is UAE, Emirate is Mandatory.
- Select Contacts associated to this Address as per requirement.

Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name: Office1

Country/Region: United Arab Emirates

Address Line 1 or P.O. Box: 34767

Address Line 2: King Road

Emirate: Dubai

City: Dubai

Email: abcd@gmail.com

Country: AE

Phone: +971 456 7 89012

Ext: 4536

Country: AE

Fax: +971 456 7 89012

What's this address used for? Select at least 2 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Which contacts are associated to this address?

<input checked="" type="checkbox"/>	John Lever	johnlever@demo1.com	Purchase Manager
<input checked="" type="checkbox"/>	Sankar wrwerer	2017HT12914@wilp.bits-pilani.ac.in	Engineer

Last updated 5 minutes ago

Cancel Save **Continue**

3 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

The Address name provided in the registration request is used as the site(location) name

Select all 3 options (Receive Purchase Orders, Receive Payments, Bid on RFQ's)

Choose country your company is located in from the list

Enter Address, Emirate if country is UAE

Enter the city

Enter Email, phone, Extension, Fax number for Office

Check the Contacts associated

Click Continue

Click 'Continue' button to redirect to Business Classifications Page

Step-7: Business Classifications

- Provide business classification details to enter all the required certification details example like Trade License with start date and expiry
- After entering certificate number , start date and expiry date , ensure to click check box to confirm certificate details entered to proceed to next screen

The screenshot shows the 'Enter business classification' form. It includes a list of required certificates for vendors inside and outside the UAE. The form fields are as follows:

- Business classification 1:** A dropdown menu showing 'ADDCC - Abu Dhabi Distribution Company Registration' and a 'Subclassification' dropdown.
- Certifying Agency:** A dropdown menu showing 'ADDCC' and an 'Other Certifying Agency' text input field.
- Certificate Number:** A text input field containing '32434'.
- Certificate Start Date:** A date picker showing '8-Jan-2025'.
- Certificate End Date:** A date picker showing '30-Jun-2025'.
- Notes:** A text area for additional information.
- Attach current certificates and supporting documents:** A 'Drag and Drop' area for file uploads and an 'Add URL' button.
- Bottom right:** 'Cancel', 'Save', and 'Continue' buttons.

Callouts on the form indicate the following actions:

- 'Click on check box to confirm certificate details entered' (points to the checkbox 'Ensure Certification Number, Certification Start Date, Certification End Date are entered.')
- 'Choose the classification from the list' (points to the 'Business classification 1' dropdown).
- 'Enter Certificate Number' (points to the 'Certificate Number' field).
- 'Enter Start and Expiry date of certificate' (points to the 'Certificate Start Date' and 'Certificate End Date' fields).
- 'Choose the certifying Agency from list if not showing any agency select others and enter Other certifying agency in next field' (points to the 'Certifying Agency' dropdown and 'Other Certifying Agency' field).
- 'Attach Certificate' (points to the 'Drag and Drop' area).
- 'Click Continue' (points to the 'Continue' button).

Click 'Continue' button to redirect to Next Page / Click Product and Services in Menu to go to Product and Services Page

Step-8: Products and Services

- Select category by Clicking Check box

Supplier Registration

Products and Services

Enter at least one products and services category.

Select the product category from the drop-down menu below, identical as listed on your business license.

Click the arrow to choose level 2 or 3.

Search by category or description

1 selected View Selected Clear Selected

Category	Description
<input checked="" type="checkbox"/> 3D Printing Building Construction Contracting	3D Printing Building Construction Contracting
<input type="checkbox"/> Advertising Billboards Contracting	Advertising Billboards Contracting
<input type="checkbox"/> Afforestation Contracting	Afforestation Contracting
<input type="checkbox"/> Agricultural Tools Trading	Agricultural Tools Trading
<input type="checkbox"/> Airports Contracting	Airports Contracting
<input type="checkbox"/> All Kind Building Projects Contracting	All Kind Building Projects Contracting
<input type="checkbox"/> All Kinds of Warehouses Contracting	All Kinds of Warehouses Contracting
<input type="checkbox"/> Area Cooling Stations Construction Contracting	Area Cooling Stations Construction Contracting
<input type="checkbox"/> Artificial Marble Manufacturing	Artificial Marble Manufacturing
<input type="checkbox"/> Asbestos-cement, Cellulose Fiber-cement and the Like Products Manufacturing	Asbestos-cement, Cellulose Fiber-cement and the Like Products Manufacturing
<input type="checkbox"/> Block Works	Block Works
<input type="checkbox"/> Bricks Trading	Bricks Trading
<input type="checkbox"/> Bricks & Name Contracting	Bricks & Name Contracting

Click Continue

Cancel Save Continue

6 | 7

Company Details
Contacts
Addresses
Business Classifications
Bank Accounts
Products and Services
Questionnaire

Last updated 20 minutes ago

Click 'Continue' button to redirect to Questionnaire Page

Step-9: Questionnaire

- Enter the questionnaire details as part of Miral Supplier registration process, you must provide details for below list of questions upload the required attachments wherever required. Supplier Information part, enter required details

Supplier Registration

Questionnaire

Supplier Information **YBA - Compliance to COVID 19 Regulations** Organization Structure YBA Non-Disclosure Agreement Power of Attorney (POA)

Section 1 of 5

1. Country where the company was originally formed?
Required
Dubai
Enter name of the country where company was originally formed

2. Names of associated companies, if any?
Sister company, parent company, etc.
Required
Dubai Consulting
Enter name of the country where company was originally formed
Add Attachments (1)

3. What is the Company Date of Incorporation?
Required
1-Jan-2021
Enter the date of company incorporation
Add Attachments (1)

4. Where is your company HQ located?
Required
Dubai
Enter the company Head Quarter Location
Add Attachments (0)

5. Location map (ie office, manufacturing/ yard area)
Required
Central

Updated just now

Cancel Save Submit

7/7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Scroll down to enter Supplier Information details

Step-9: (Questionnaire Contd..)

- After entering all details, Click Next Section button to enter details of YBA Compliance to Covid-19 regulations

The screenshot shows a registration questionnaire with the following sections and callouts:

- 5. Location map (for office, manufacturing/ yard area)**
Required
Text input: Central
Callout: Enter the Location Map
- 6. Geographical coverage of the company**
Required
Radio buttons: a. UAE (selected), b. GCC, c. Global
Callout: Enter geographical coverage of company
- 7. Please specify for which Miral Group entity you are registering:**
Required
Text input: (Please select one of the below subsidiaries the entity you were invited by / prefer to create business relation with)
Radio buttons: a. MIRAL LLC, b. Miral Experiences LLC, c. RILAM Corporate, d. YAS Asset Management, e. Yas Bay Arena (selected), f. Yas Village BU
Callout: Enter for which Miral Group you are registering
- 8. Please attach your Bank Letter**
Required
Text input: Attached
Callout: Attach Bank Letter for Account details
- End of Section 3 of 5**
Buttons: Previous Section, Next Section
Callout: Click Next Section

At the bottom right, there are buttons for Cancel, Save, and Submit. A sidebar on the right contains a navigation menu with items: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Questionnaire.

Click 'Next Section' button to enter details YBA Compliance to Covid-19 regulations

Step-9: (Questionnaire Contd..)

- After entering all details, Click Next Section button to enter details of Organization Structure

Click 'Next Section' button to enter details for Organization Structure

Step-9: (Questionnaire Contd..)

Enter Organization Structure details

The screenshot shows a web-based questionnaire interface. At the top, there are navigation tabs: 'Supplier Information', 'YBA - Compliance to COVID 19 Regulations', 'Organization Structure' (selected), 'YBA Non-Disclosure Agreement', and 'Power of Attorney (POA)'. The main content area is titled 'Section 3 of 5'. It contains three questions:

- 10. Provide an organization chart of your company** (Required). It has radio buttons for 'a. Yes' (selected) and 'b. No'. Below it is an 'Add Attachments (1)' button and a 'Comments' text area. A callout box points to the question text with the text 'Provide Organization Chart of your company'. Another callout box points to the 'Add Attachments (1)' button with the text 'Add attachment for Organization Chart'.
- 11. What is the total number of permanent employees?** (Required). It has a text input field containing '220' and an 'Add Attachments (0)' button.
- 12. Does your organization provide accommodation for your staff? If yes, provide details of the accommodation, numbers of staff and location** (Required). It has radio buttons for 'a. Yes' (selected) and 'b. No'. Below it is an 'Add Attachments (1)' button and a 'Comments' text area. A callout box points to the question text with the text 'Confirm whether your Organization will provide accommodation for staff'.

Below question 12, there is a text input field containing 'India' and an 'Add Attachments (0)' button. A callout box points to this field with the text 'Provide details Corporate global centers for excellence'. At the bottom of this section, there are 'Cancel', 'Save', and 'Submit' buttons.

The right sidebar contains a list of menu items: 'Company Details', 'Contacts', 'Addresses', 'Business Classifications', 'Bank Accounts', 'Products and Services', and 'Questionnaire'. The number '717' is displayed at the top of the sidebar.

The bottom screenshot shows the 'End of Section 3 of 5' area. It has a 'Previous Section' button and a 'Next Section' button. A callout box points to the 'Next Section' button with the text 'Click Next Section'. There are also 'Cancel', 'Save', and 'Submit' buttons at the bottom.

Click 'Next Section' button to enter details of YBA Non-Disclosure Agreement

Step-9: (Questionnaire Contd..)

- Download the NDA from the 'View question attachments' option
- Read completely and sign the document
- Attach the NDA
- After entering all required details, click Next section

Click 'Next Section' button to enter details of Power of Attorney

Step-8: (Questionnaire Contd..)

- Enter Power of Attorney details. Review the details entered in all previous sections and click on 'Submit'

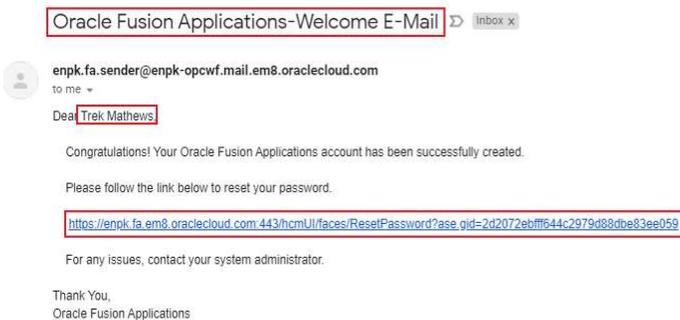
The screenshot displays the 'Supplier Registration Questionnaire' interface. The 'Power of Attorney (POA)' section is active, showing a question about the signatory's authority. Callouts provide instructions: 'Click Yes or No to upload correct document for POA' points to the radio buttons; 'If Yes add Attachment' points to the 'Add Attachments (1)' button; 'Review all your details and click on submit to submit your registration request' points to the 'Submit' button; and 'Click on Save button to save your registration details. Same can be queried and submitted to register in future.' points to the 'Save' button. A 'Success' message at the bottom states: 'Your registration request 3581059 was submitted.'

After submitting message will be populated as 'Success' with registration request number

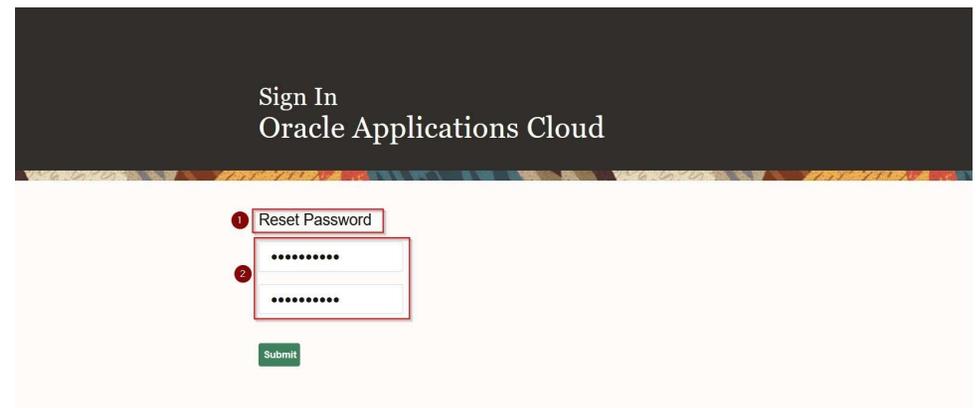
WELCOME EMAIL FROM MIRAL

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



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](#).

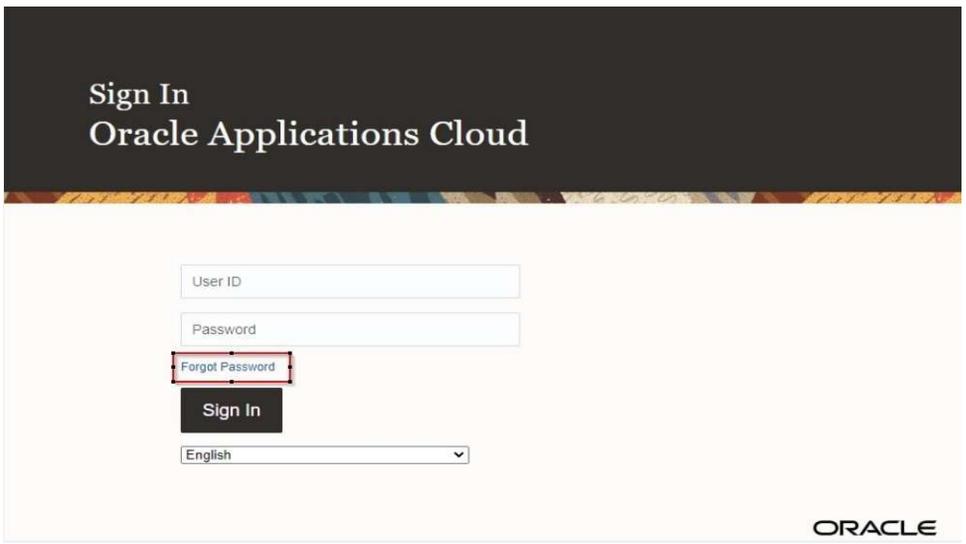
Note: Password must contain at least 8 characters length with at least one number in it.

As soon as you click on the Submit button, the Password will be changed, and you will receive the User Account to log into the Miral Supplier Portal.



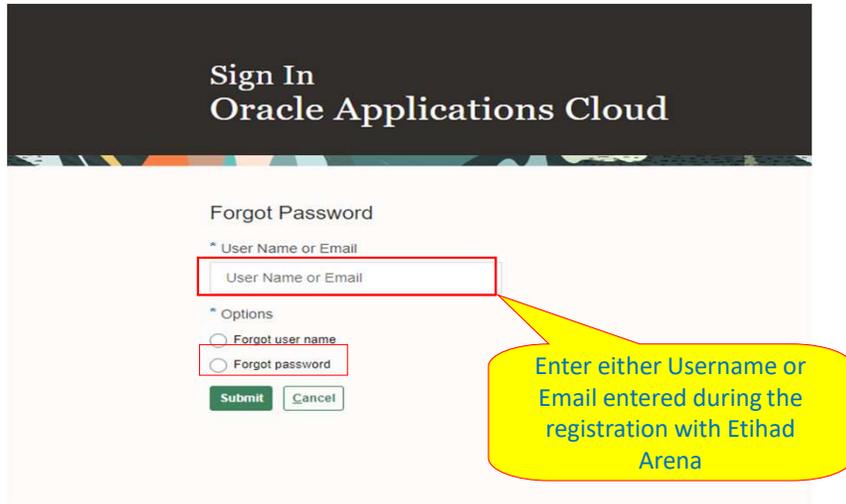
The above Email is the Password Reset Confirmation.

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 Miral.



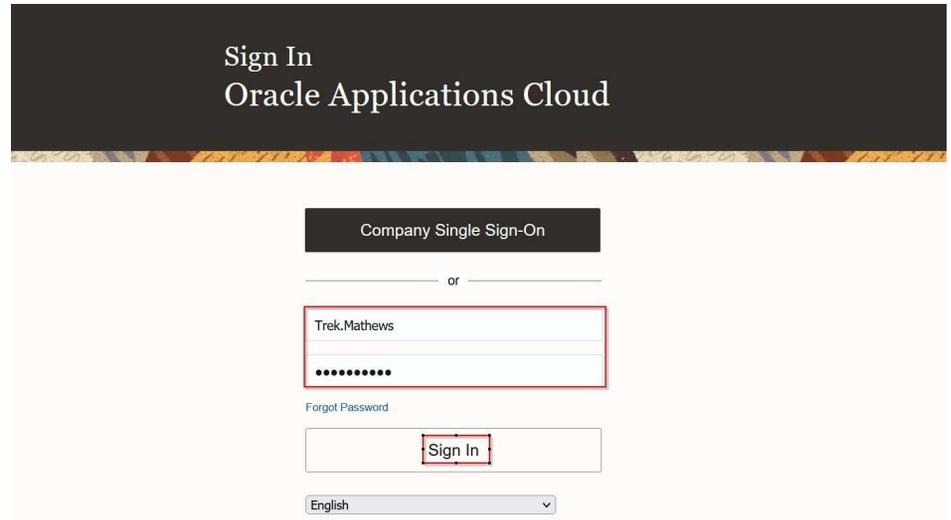
If you forget your Password, please use the below URL and click on [Forgot Password link](#) as shown in the above screen.

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



Enter the Username or Email (Email should be the same to where you received the Welcome mail from Miral).

Select the [Forgot Password](#) option and [click on Submit](#) button

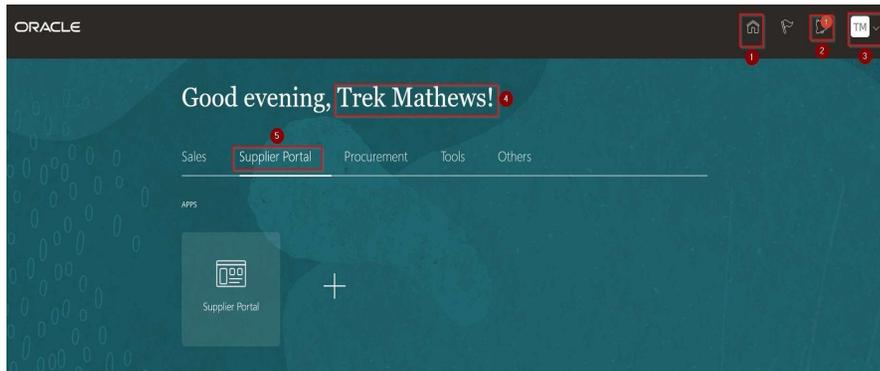


System Login and Navigation to Supplier Portal

To start, you'll need to log into the Miral 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 Miral Supplier Portal homepage.

Click on the [home icon](#) (highlighted in green below)



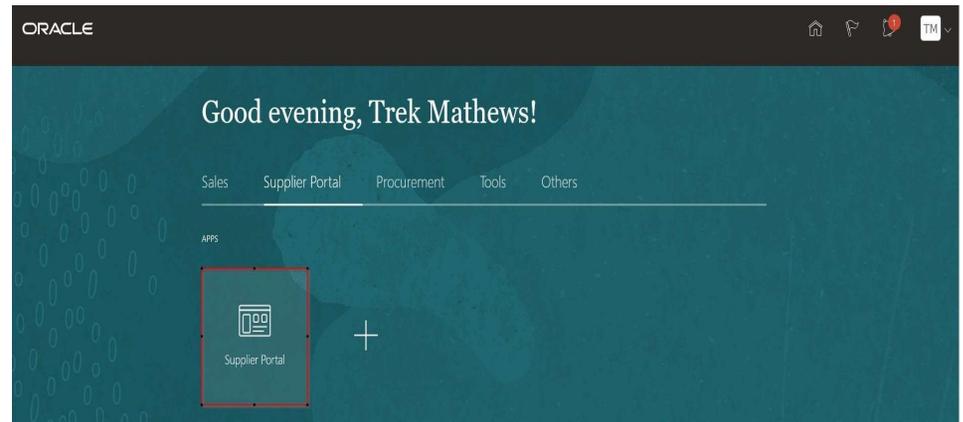
The above screen represents the Home page of the Miral Supplier Portal Login.

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 Miral and you can respond to us through the Portal.

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

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](#)



T H A N K Y O U

CONTACT DETAILS:

IF YOU HAVE ANY QUESTIONS,PLEASE REACH OUT TO THE CONTACT BELOW.
E PROCUREMENT@ETIHADARENA.AE