

ETIHAD ARENA

Yas Bay Arena Supplier User Manual

Supplier Portal - Supplier Profile update

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.

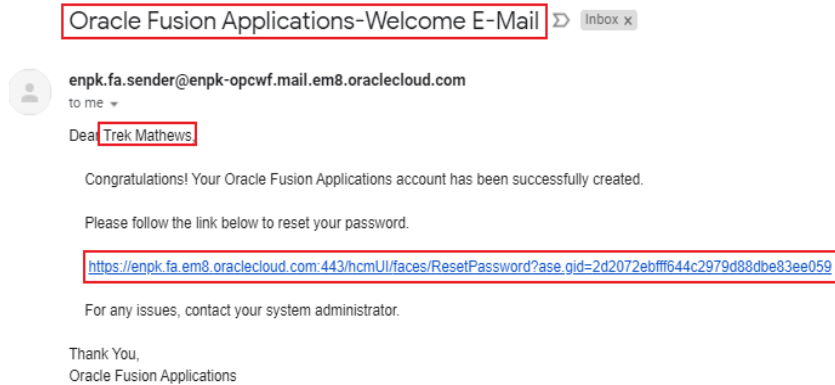
With the now-online supplier portal and sourcing functionalities, you will be able to update your company profile details, offerings, licenses, and certifications. You will also receive sourcing event invitations such as Requests For Quotations (RFQs) and Requests for Proposals (RFPs) and you will be 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.

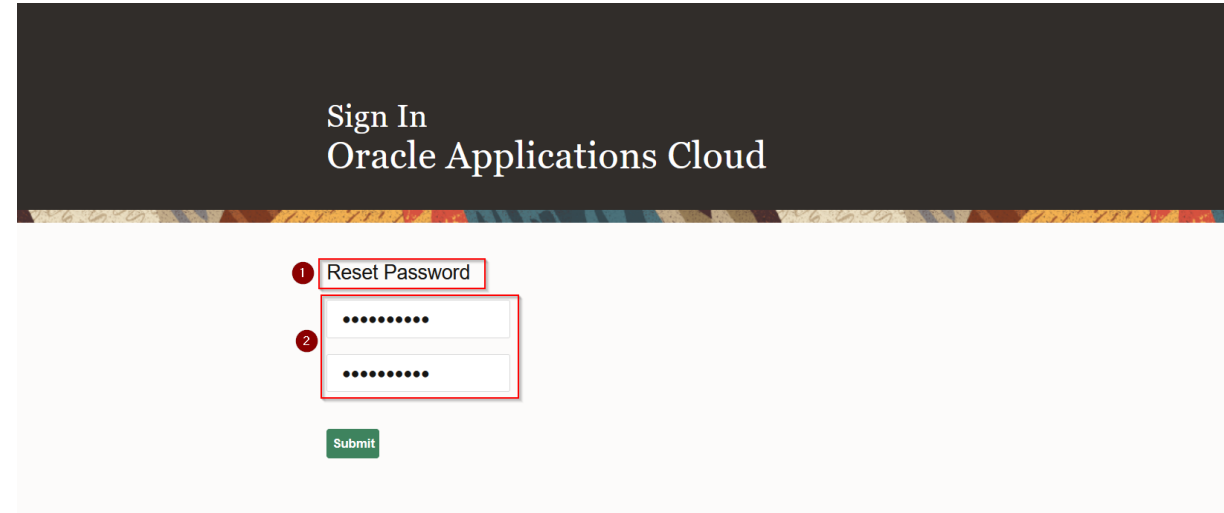
Welcome Email from Yas Bay Arena

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



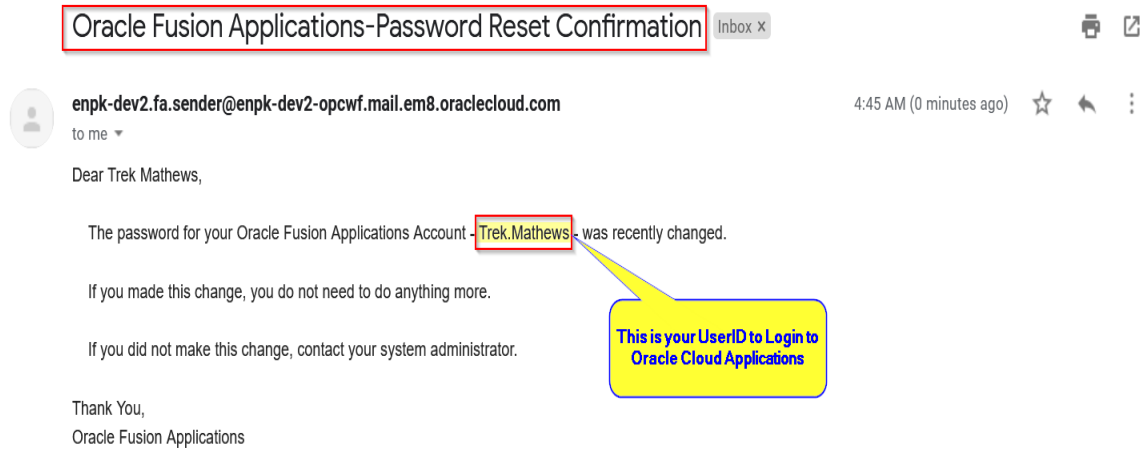
When you click on the above link, the Oracle Applications Cloud Reset Password page will be redirected as shown to the right.



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.

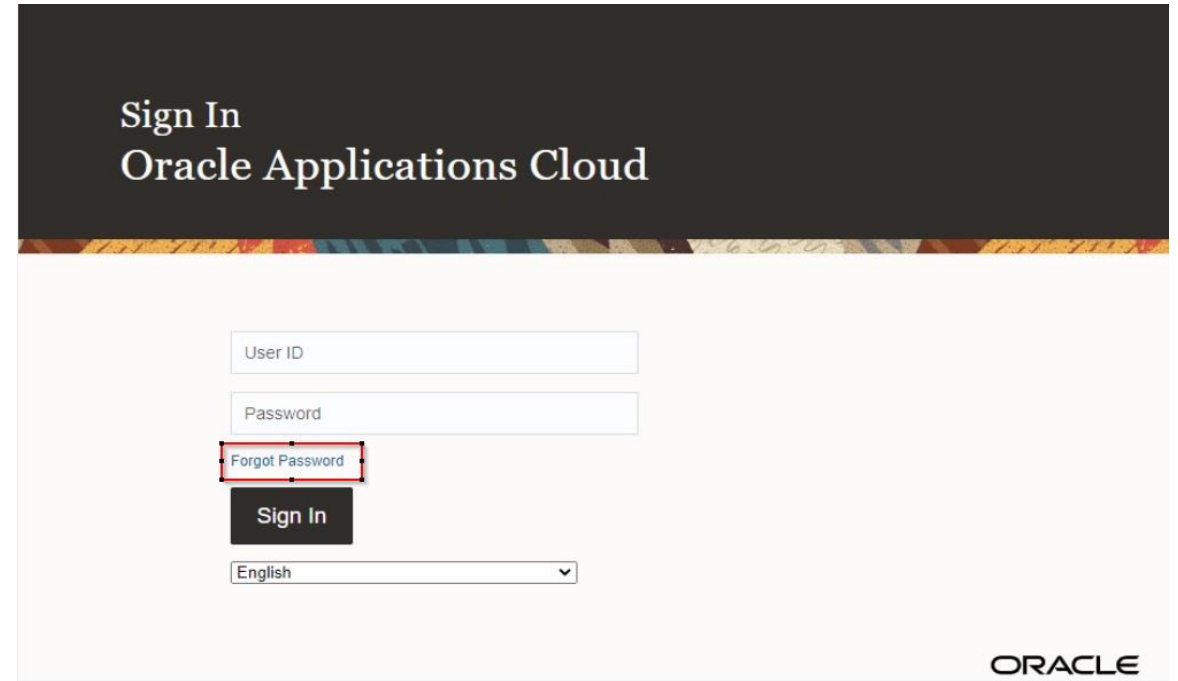
As soon as you click on the Submit button, the Password will be changed and you will receive the User Account to Login to the Yas Bay Arena Supplier Portal.



The above email is the Password Reset Confirmation.

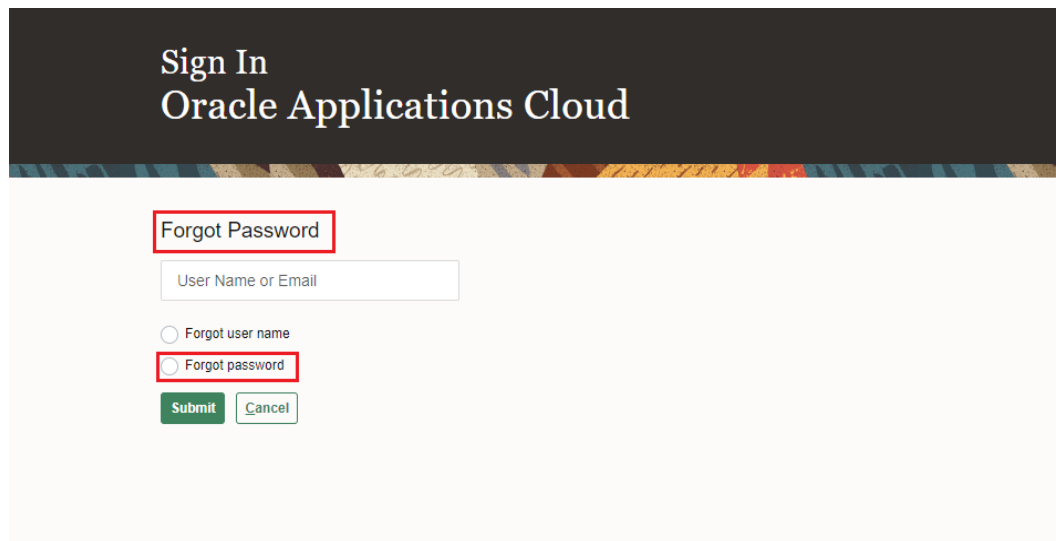
In the above screen, your User Account is highlighted in the red box. Similarly, any Users who perform the Reset Password task successfully will receive the confirmation email to their emails which was shared to Yas Bay Arena.

Forgot Password



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/>



Sign In
Oracle Applications Cloud

Forgot Password

User Name or Email

Forgot user name

Forgot password

Submit Cancel

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



Sign In
Oracle Applications Cloud

Company Single Sign-On

or

Trek.Mathews

.....

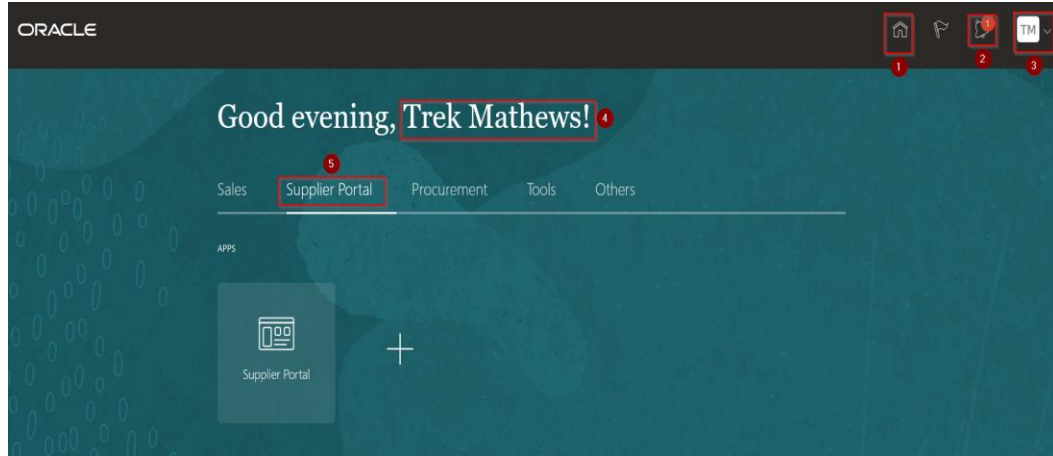
Forgot Password

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)



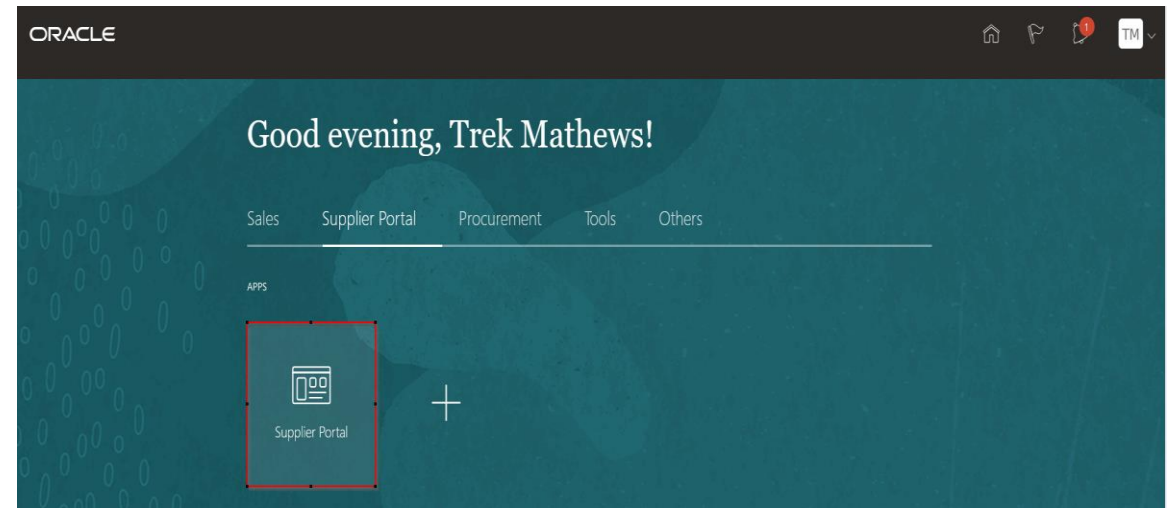
The above screen represents the Home page of the Yas Bay Arena Supplier Portal login.

- 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.

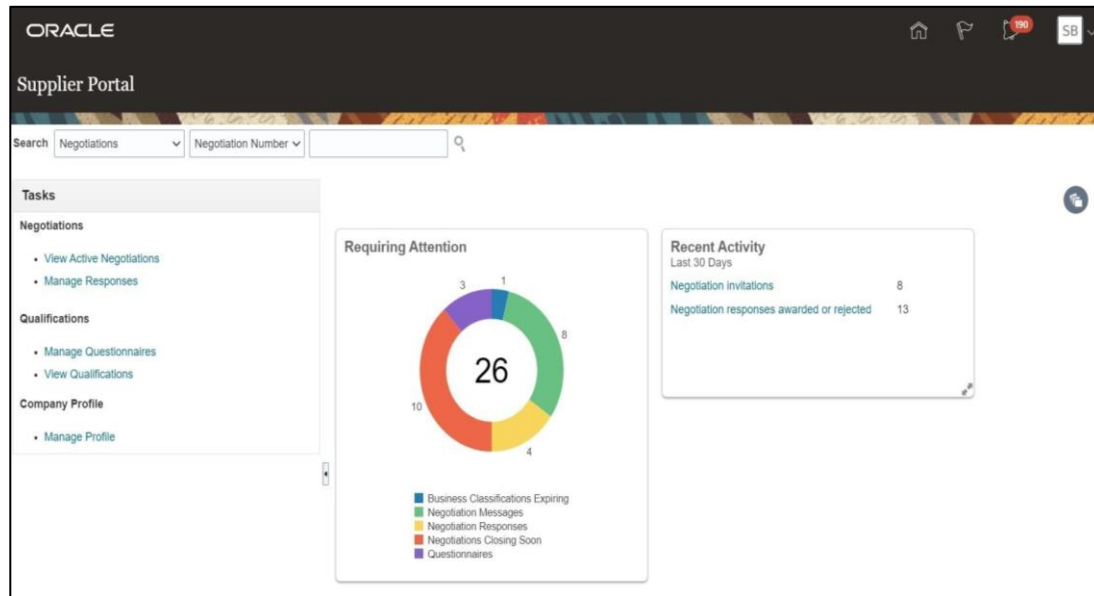
This navigation homepage is your personalized home page containing all accesses available to your company, such as Supplier Portal, Procurement etc...

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

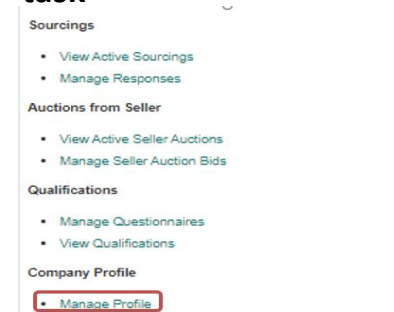


Managing Profile Updates

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



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.

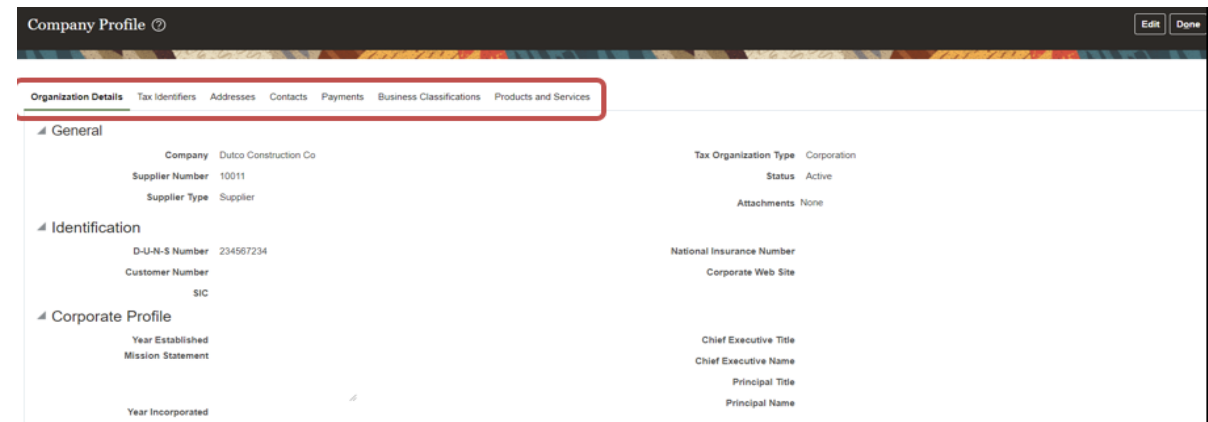
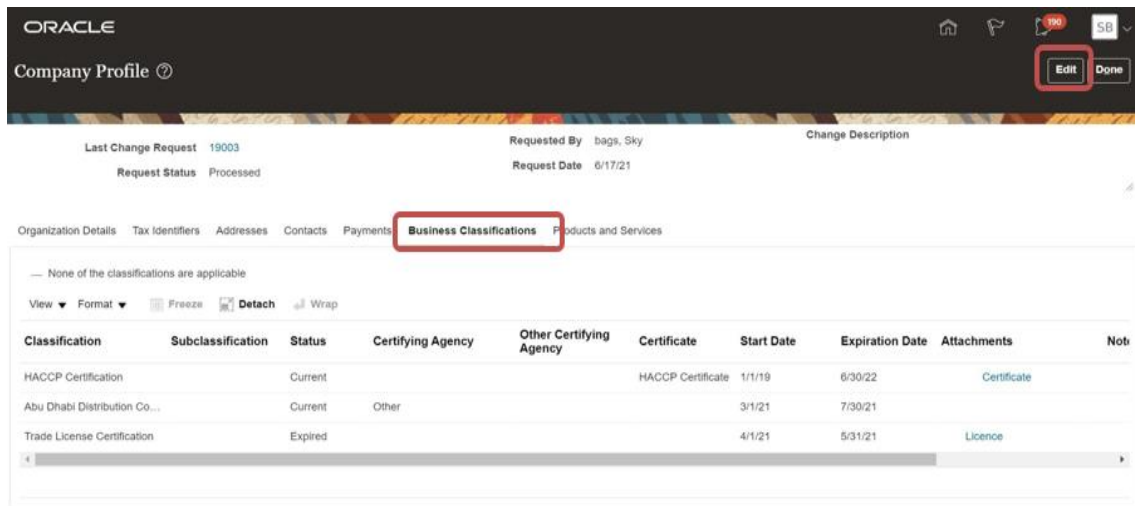


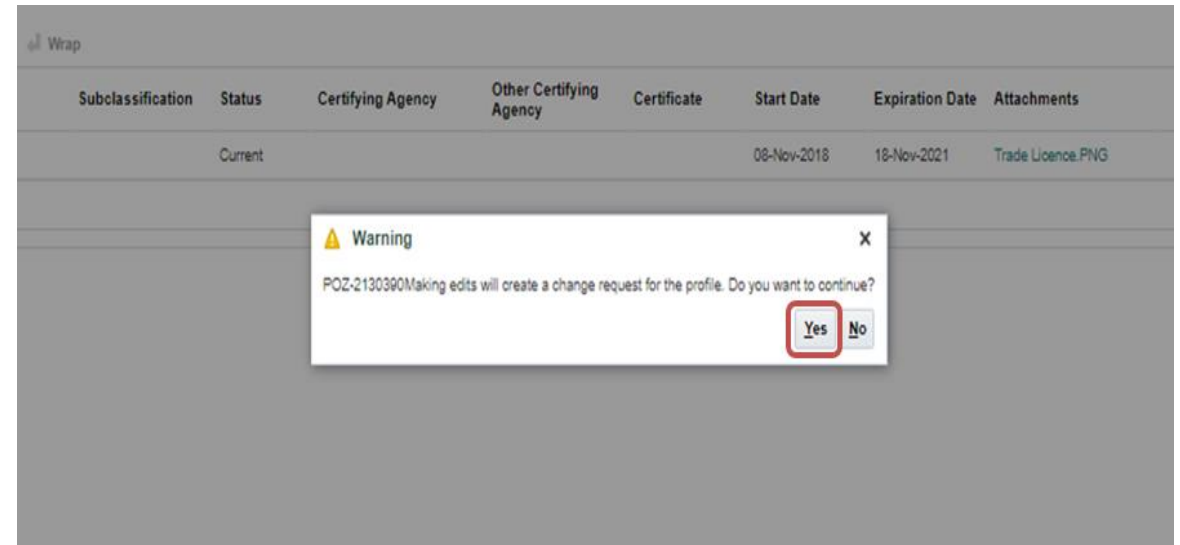
Illustration: Manage certifications

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

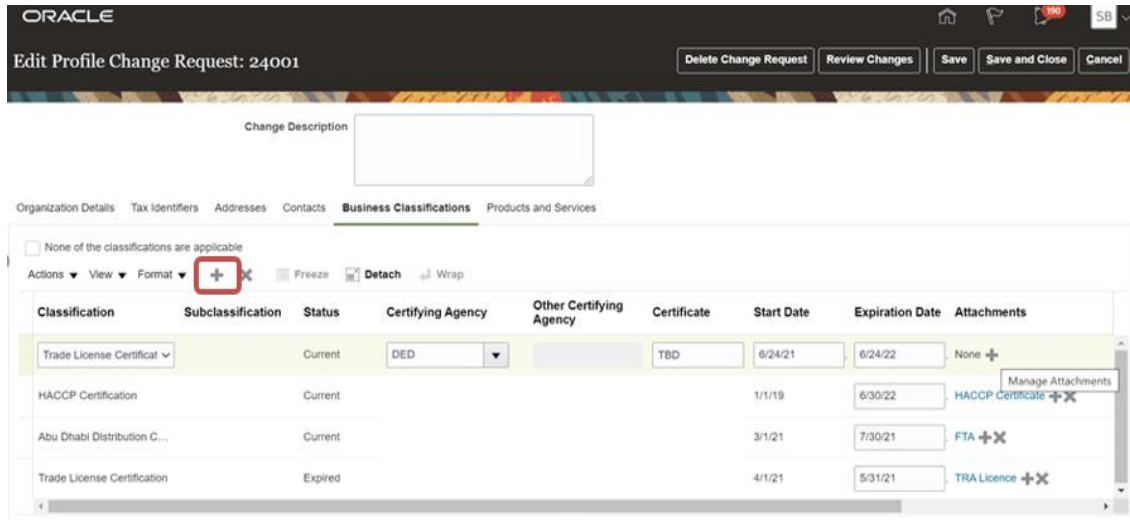


2. Once you **click on the 'Edit' button**, the system will prompt an issue a warning to inform you that this action is a change request, meaning that the changes will go for Yas Bay Arena approval. **Press 'Yes' to continue**

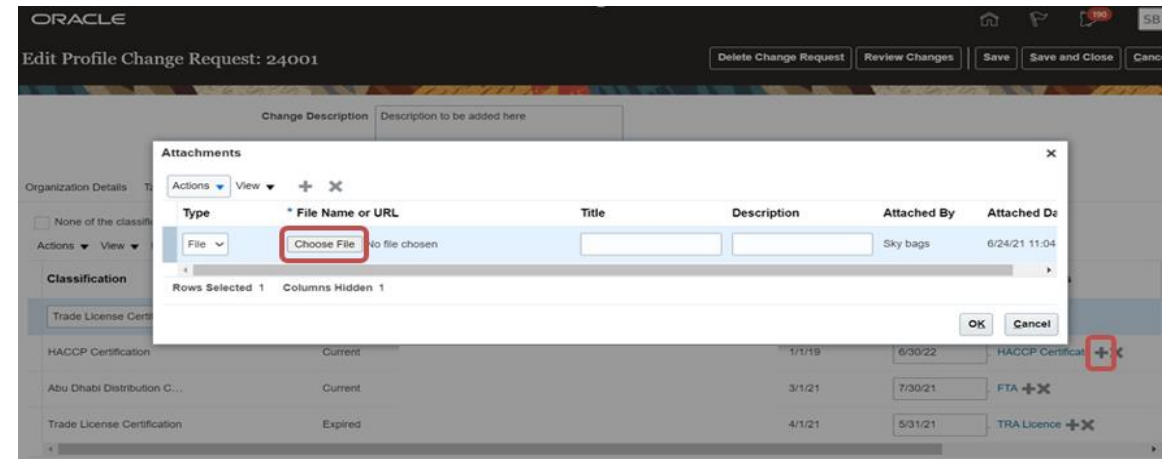
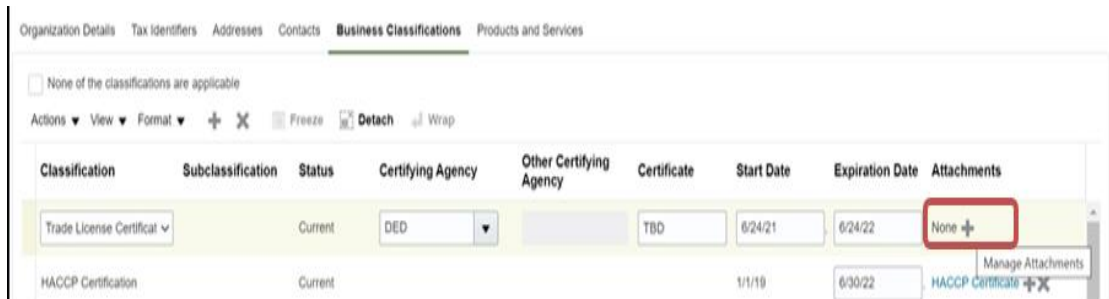


3. You are now in Edit mode, navigate to the 'Business Classifications' tab

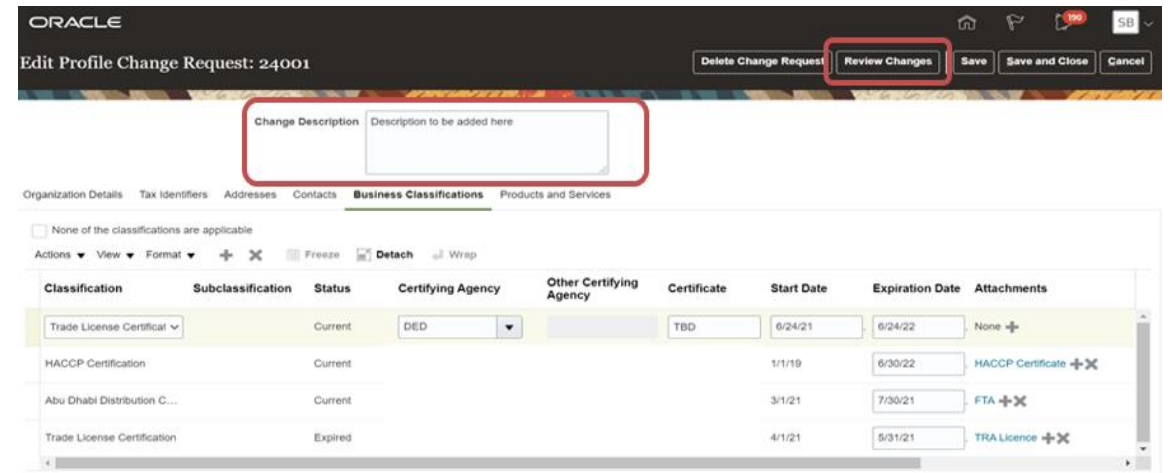
- ❑ Once there, you can **click on the '+' icon** to add a line which will contain a predefined dropdown of available classifications, a dropdown of the certifying agencies, and fields where you can update the certification number and dates
- ❑ You can also edit the already added classifications as shown below



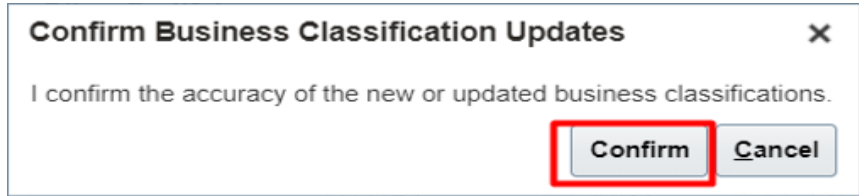
4. Please upload required attachments at the end of each line using the '+' icon



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.

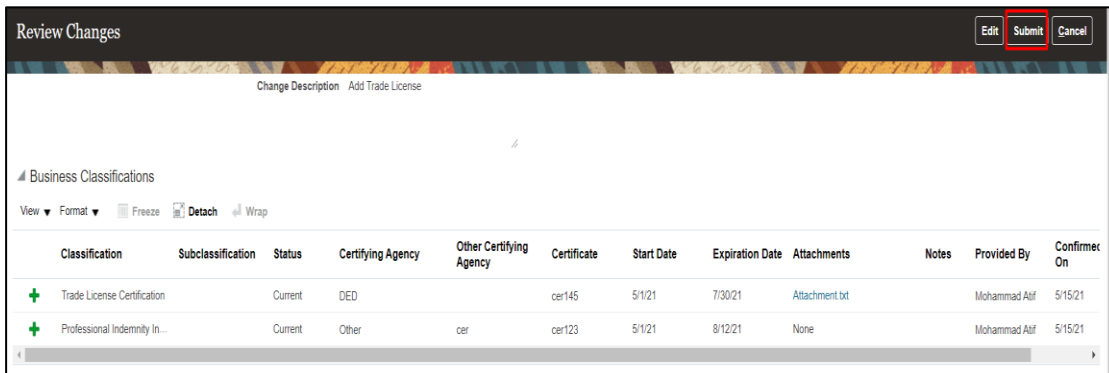


6. Once done, the system will ask for confirmation, **click on 'Confirm' to proceed.**

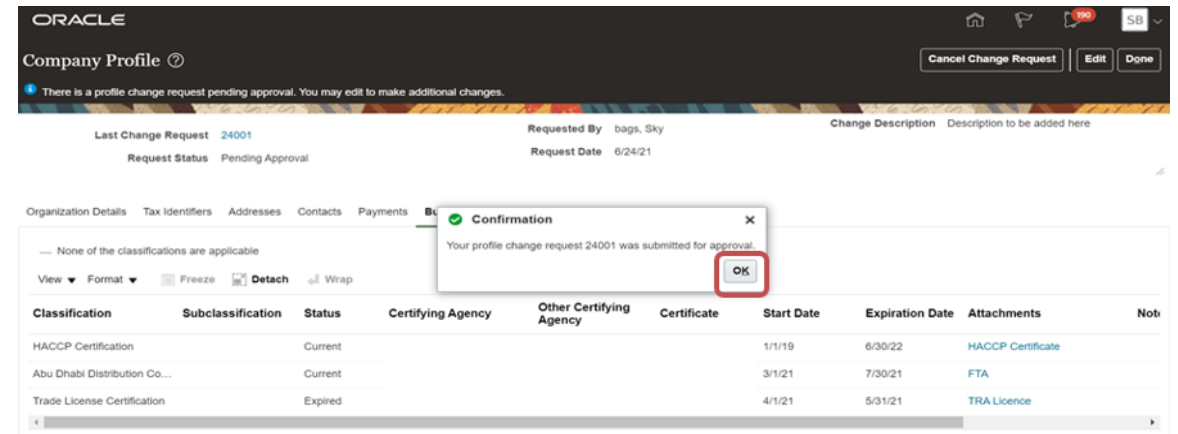


7. The 'Review Changes' page allows you to check the details that you have added/changed, you will have a summary of your changes and the option to 'Edit' or 'Submit' your 'Change Request'.

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



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.**



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.



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

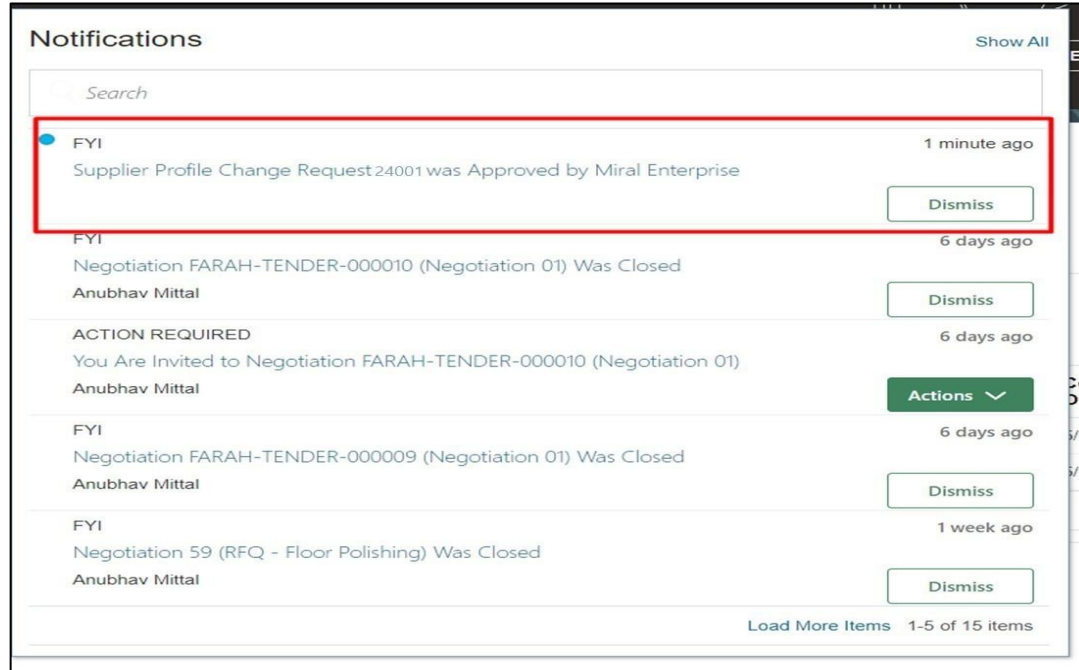
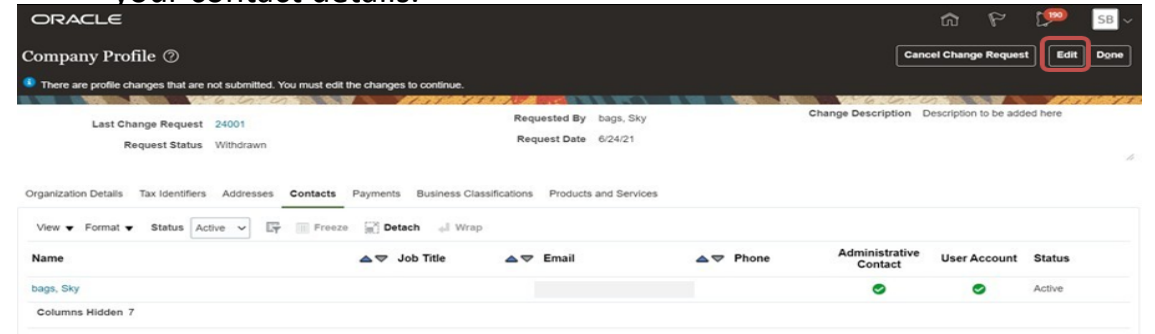


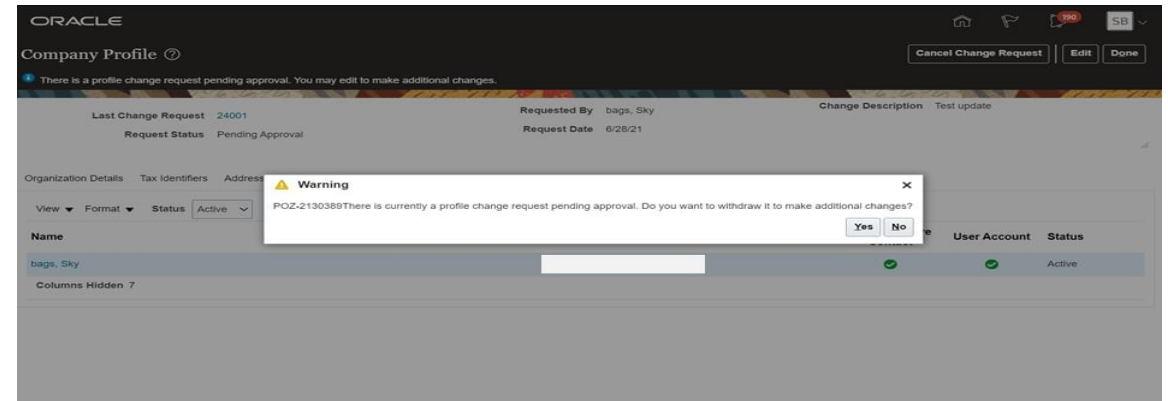
Illustration: Manage Contacts

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 your contact details.



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.

The screenshot shows the 'Edit Profile Change Request: 24001' page. The 'Contacts' tab is highlighted with a red box. The page contains several sections: 'General' with fields for Supplier Name (SKYBAGS LLC), Supplier Number (10082), Supplier Type (Services), Tax Organization Type (Corporation), and Status (Active); 'Additional Information' with Supplier Registration Entity (Farah Experiences LLC) and Internal Changes Entity; and 'Identification' with fields for D-U-N-S Number (142113131), National Insurance Number, Customer Number, Corporate Web Site (www.skybags.ae), and SIC.

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

The screenshot shows the 'Edit Profile Change Request: 24001' page with the 'Contacts' tab selected. A table lists contact information. The first row is highlighted with a blue background and has a red box around the name 'bags, Sky'. The table has columns for Name, Job Title, Email, Phone, Administrative Contact, User Account, and Status. The Administrative Contact and User Account columns have green checkmarks, and the Status column has the value 'Active'. Below the table, it says '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

The screenshot shows the 'Edit Contact: Sky bags' page. The contact details are: Salutation (Mr.), First Name (Sky), Middle Name, Last Name (bags), and Job Title. There are fields for Phone, Mobile, Fax, and Email, which are grouped together in a red box. The status is 'Active'. Below this is the 'Contact Addresses' section with a table. The first row is highlighted with a blue background and has a red box around the 'X' icon in the Actions column. The table has columns for Address Name, Address, Phone, Address Purpose, and Status. The first row has Address Name 'Abu Dhabi', Address '123566, Abu Dhabi, United Arab Emirates', Address Purpose 'Ordering, Remit to, RFQ or Bidding', and Status 'Active'. Below the table, it says 'Columns Hidden 5'. At the bottom is the 'User Account' section with Account Status (Active) and User Name (Sky.bags).

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

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

User Account

Account Status: Active

User Name: Sky.bags

Roles Data Access

Role	Description
MIRAL_Supplier Bidder Custom	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
MIRAL_Supplier Sales Representative Custom	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...

OK Cancel

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.

Edit Profile Change Request: 24001

Cancel Change Request Review Changes Save Save and Close Cancel

Change Description: Description to be added here

Organization Details Tax Identifiers Addresses **Contacts** Business Classifications Products and Services

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
bags, Sky				✓	✓	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.

ORACLE Review Changes

Edit Submit Cancel

Change Description Test update

Contacts

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
bags, Sky			+971 (05)11111111	✓	✓	Active	

Columns Hidden 7

Business Classifications

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.

ORACLE Company Profile

Cancel Change Request Edit Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request: 24001 Requested By: bags, Sky Change Description Test update

Request Status: Pending Approval Request Date: 6/28/21

Organization Details Tax Identifiers Addresses **Contacts** Payments B...

Confirmation

Your profile change request 24001 was submitted for approval.

OK

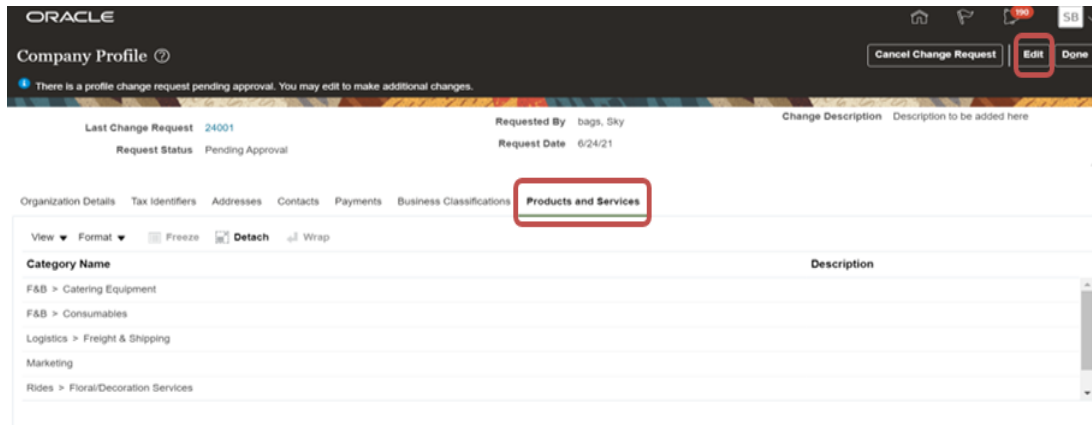
Name	Job Title	Administrative Contact	User Account	Status
bags, Sky		✓	✓	Active

Columns Hidden 7

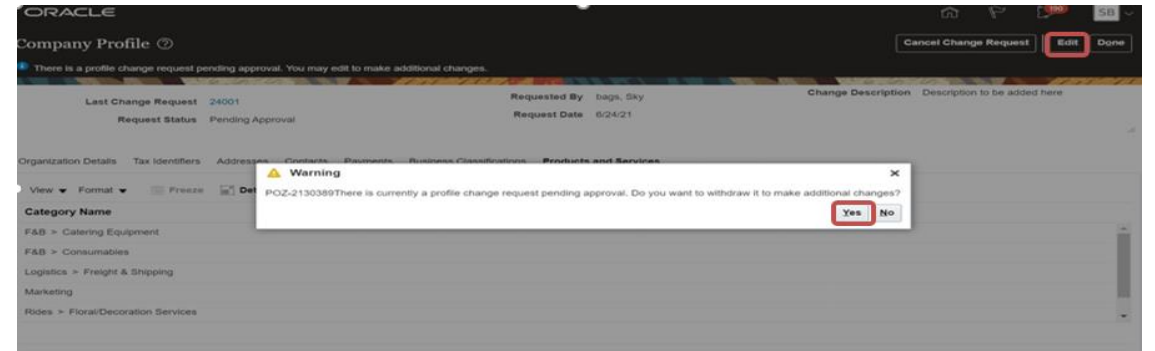
Illustration: Manage Products & Services update

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

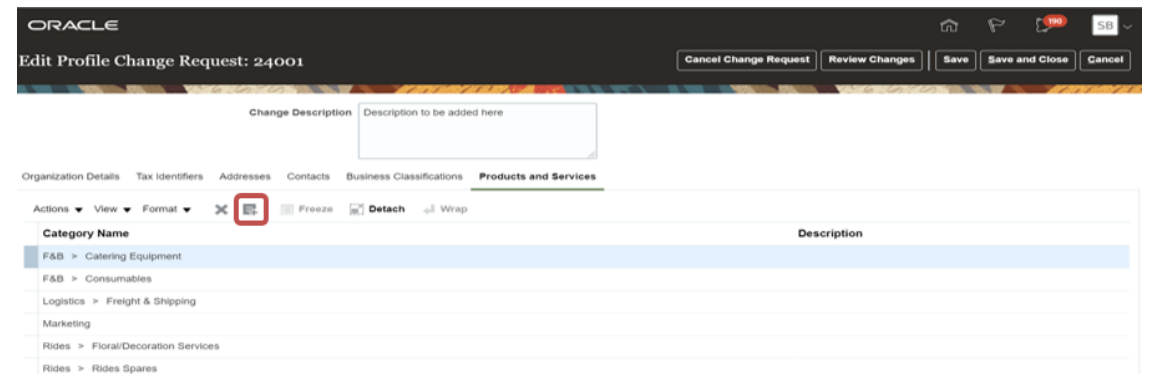


2. Click on the **'Edit' button** on the top right of the screen, the system will notify you that this is a 'Change Request'. **Click 'Yes' to proceed.**

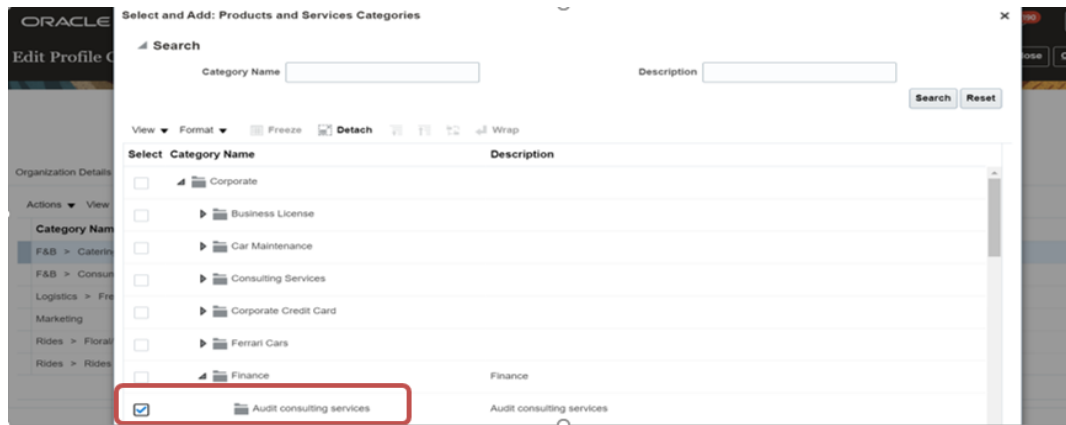


Note: In case any 'Change Request' is already sent for approval, the system will prompt you to withdraw the existing 'Change Request' and make additional changes to it as shown in the above screenshot.

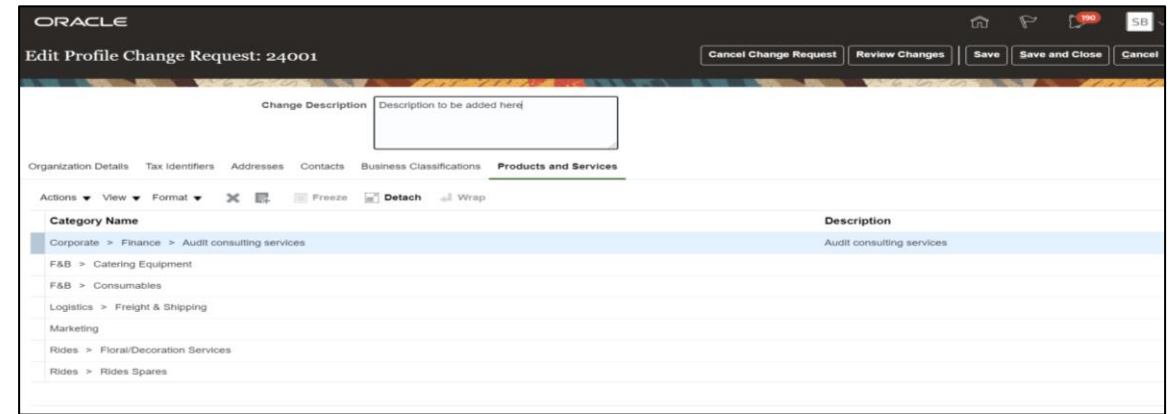
3. You are now in 'Edit mode', **click on the '+' icon** which will allow you to select the Products and/or Services that you offer Yas Bay Arena.



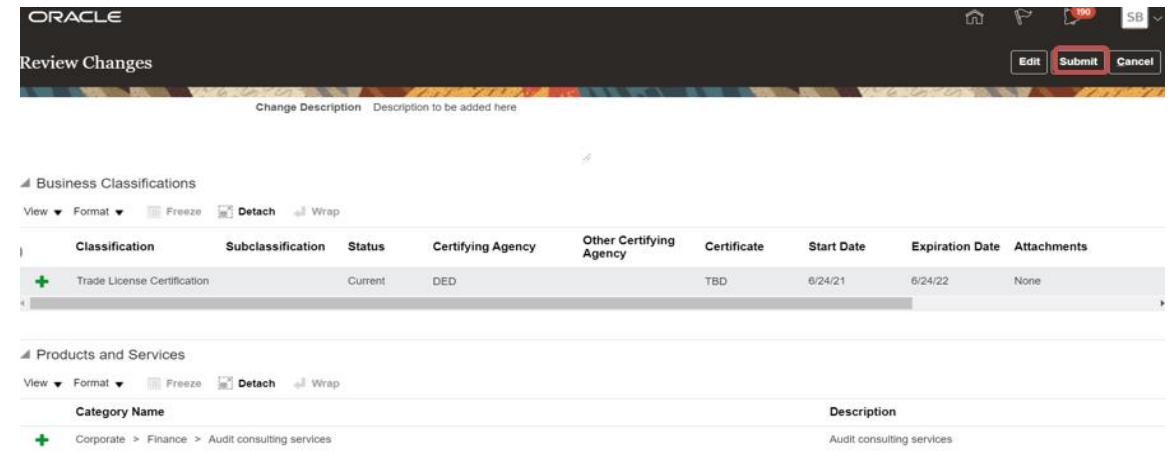
4. To select the Products and/or Services that you provide, **click on the category arrows** until you reach the **3rd category level**. Some categories only offer 2 category levels. **Once the lowest level category is visible, select the checkbox parallel to it** in order to select the category. Scroll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



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.



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.



ETIHAD ARENA



THE LANDMARK OF ENTERTAINMENT