

ETIHAD ARENA

Yas Bay Arena Supplier User Manual

Supplier Portal - Create Quote

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.

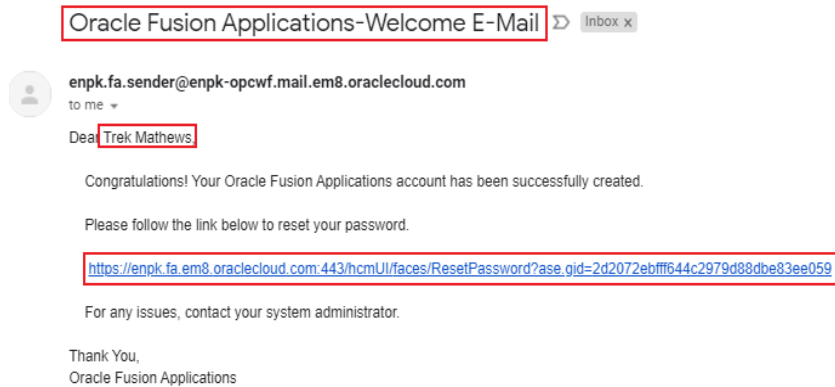
With the now-online supplier portal and sourcing functionalities, you will be able to update your company profile details, offerings, licenses, and certifications. You will also receive sourcing event invitations such as Requests For Quotations (RFQs) and Requests for Proposals (RFPs) and you will be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

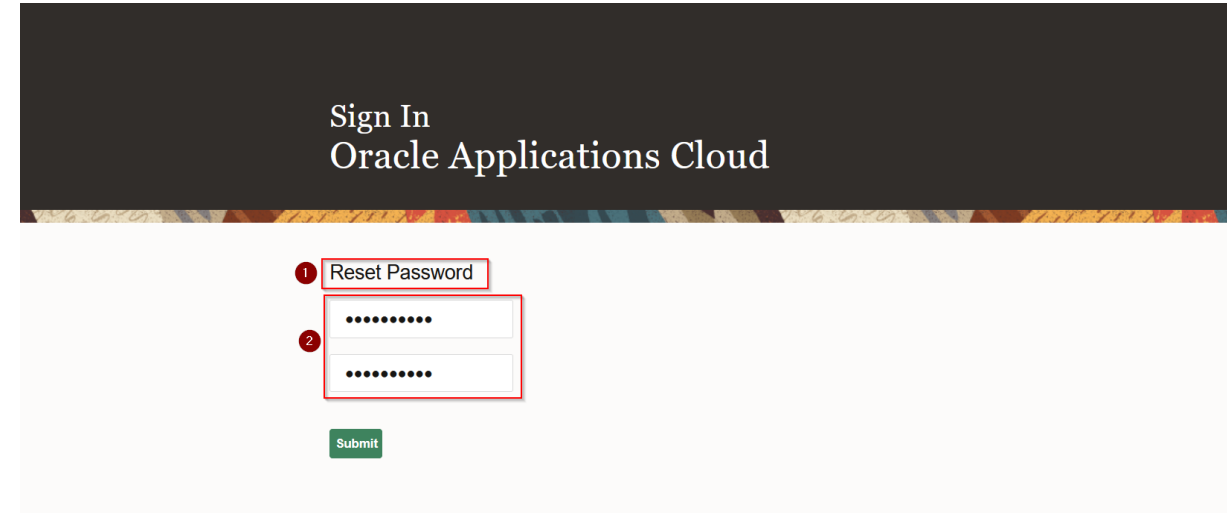
Welcome Email from Yas Bay Arena

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



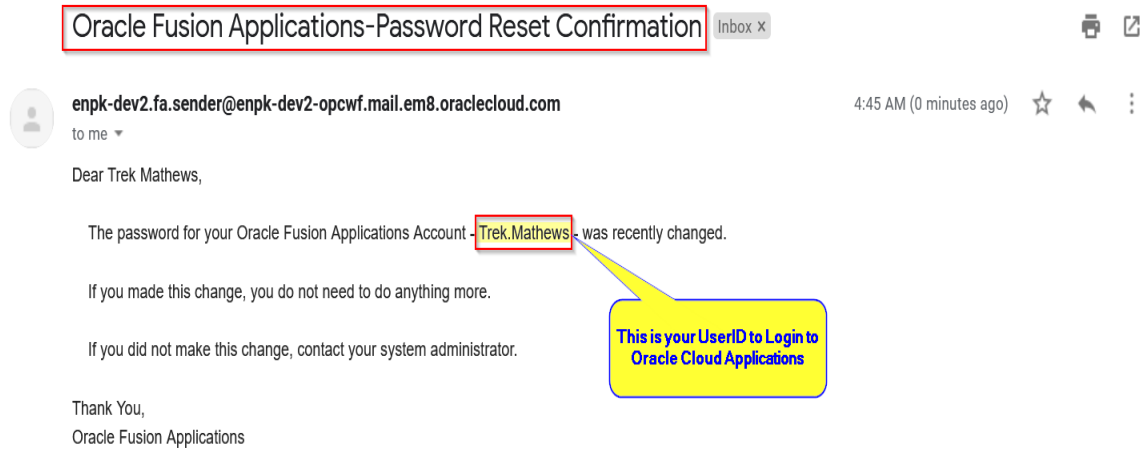
When you click on the above link, the Oracle Applications Cloud Reset Password page will be redirected as shown to the right.



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.

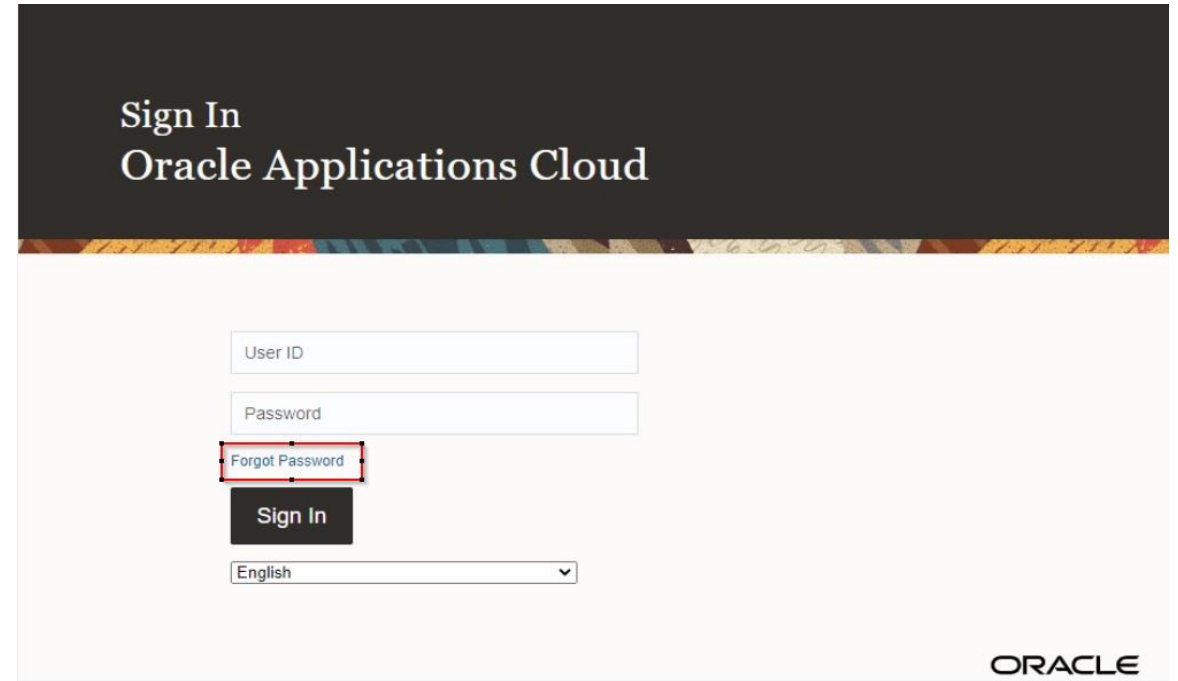
As soon as you click on the Submit button, the Password will be changed and you will receive the User Account to Login to the Yas Bay Arena Supplier Portal.



The above email is the Password Reset Confirmation.

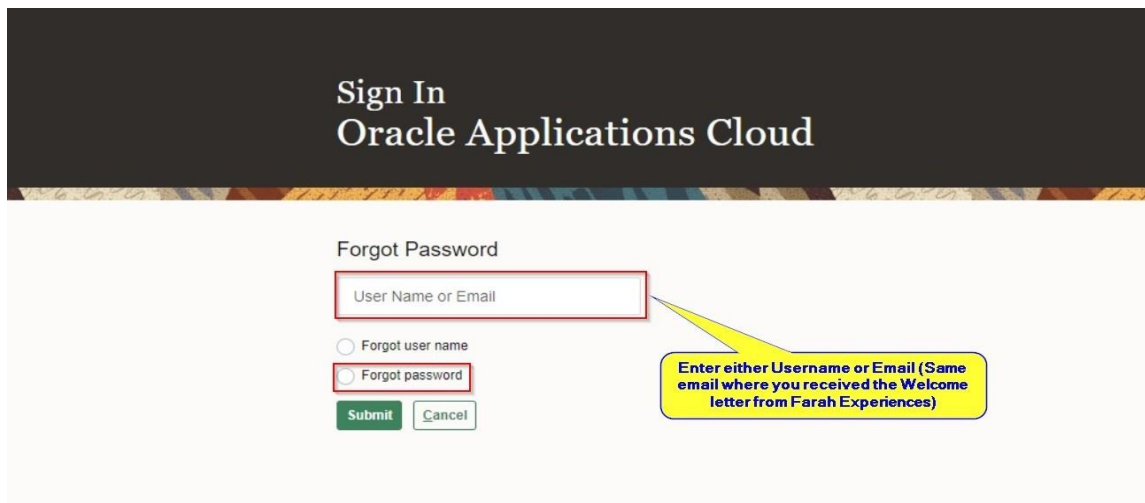
In the above screen, your User Account is highlighted in the red box. Similarly, any Users who perform the Reset Password task successfully will receive the confirmation email to their emails which was shared to Yas Bay Arena.

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/>



Enter the Username or email (email should be the same to where you received the Welcome mail from Yas Bay Arena).

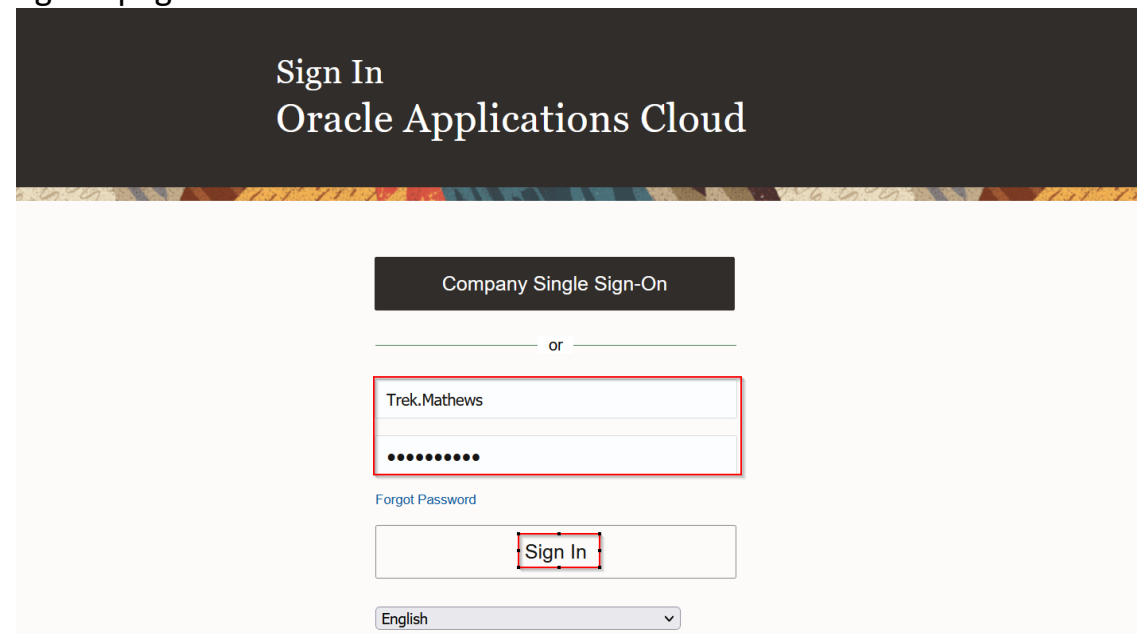
Select the option Forgot Password and **click on Submit button.**

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

procurement@etihadarena.ae

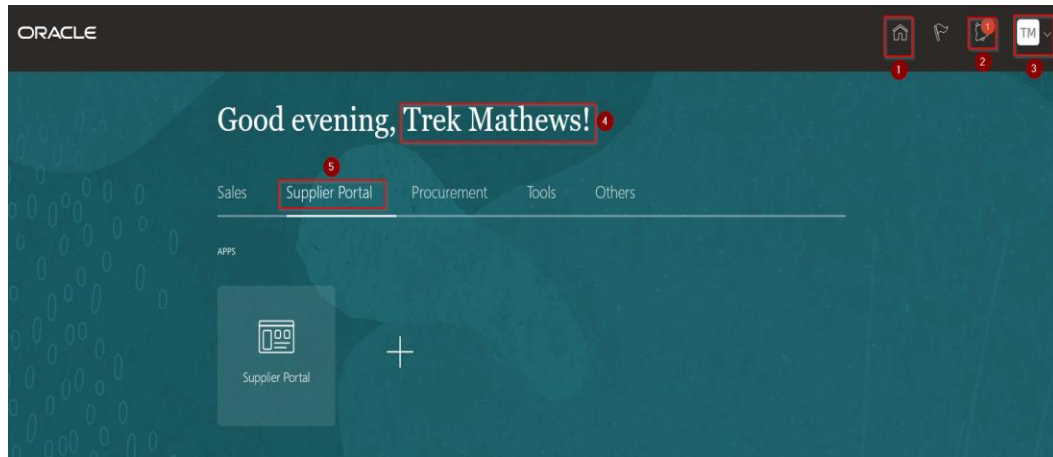
System login and navigation to Supplier Portal

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

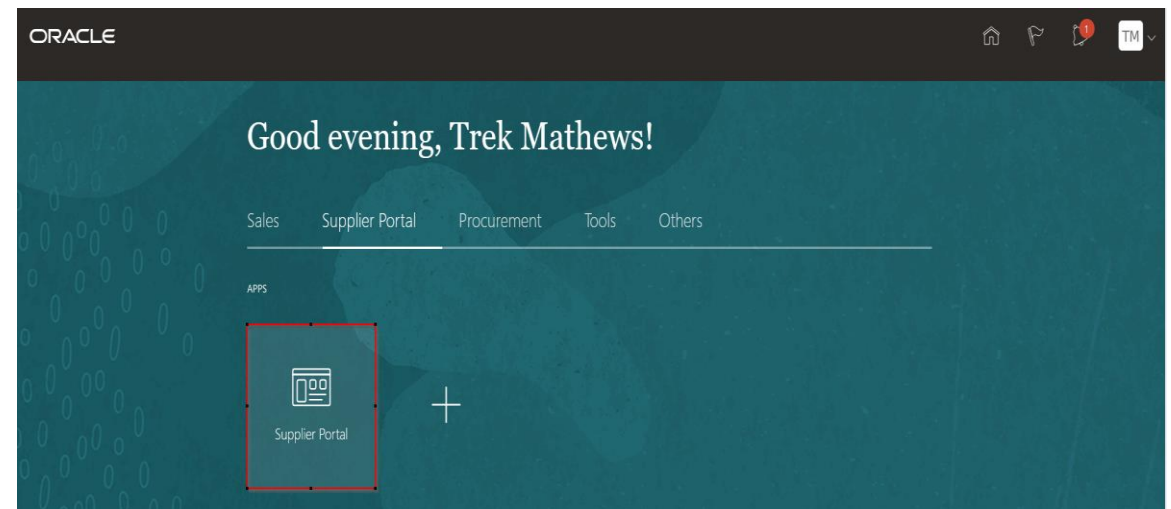
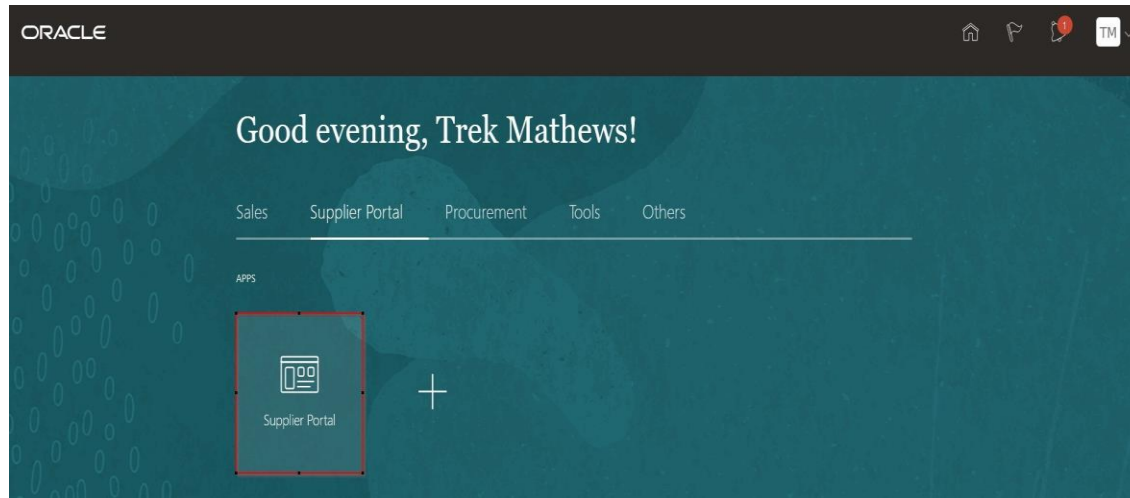


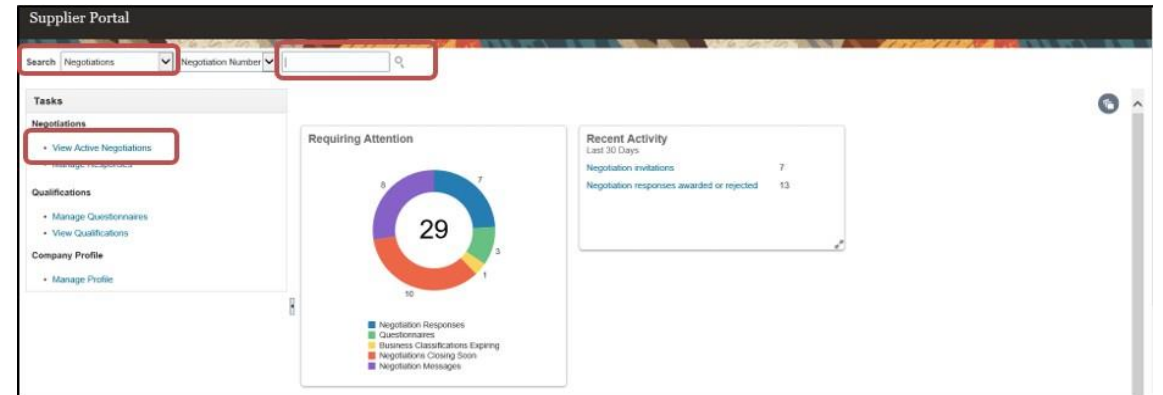
Illustration : View Active Negotiations

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.



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'**.

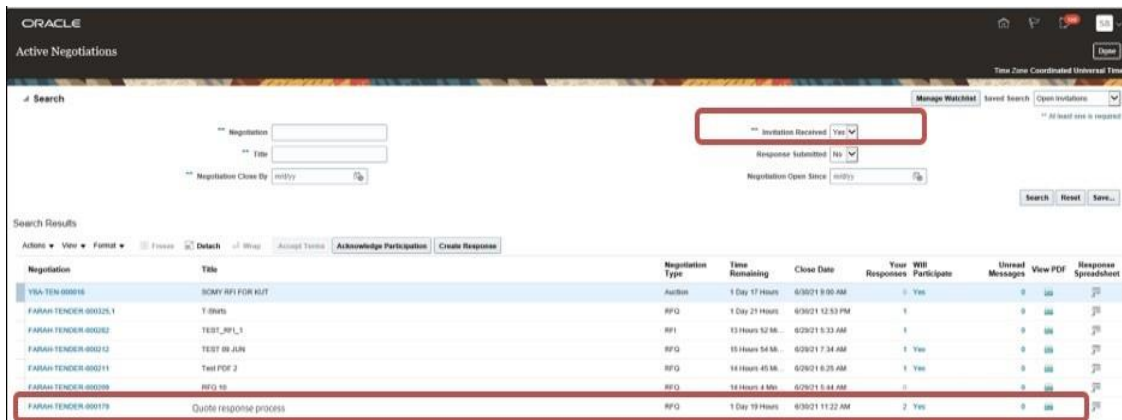
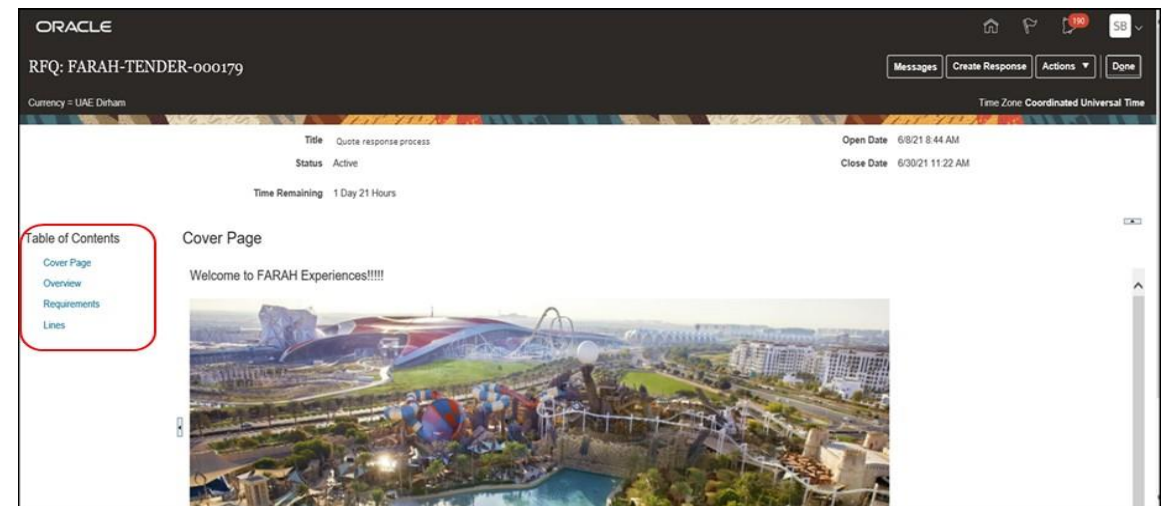


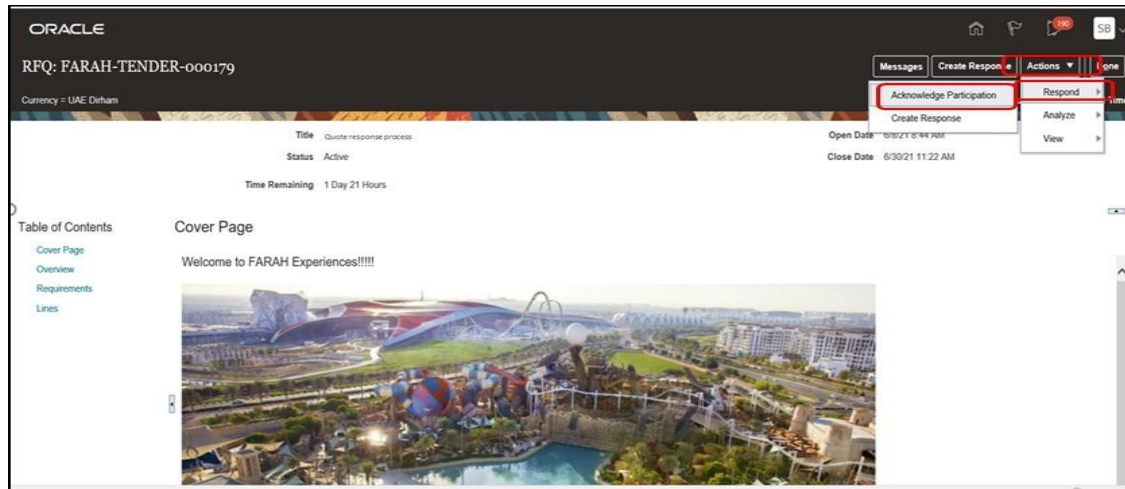
Illustration: Acknowledge Participation

1. **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



2. 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.

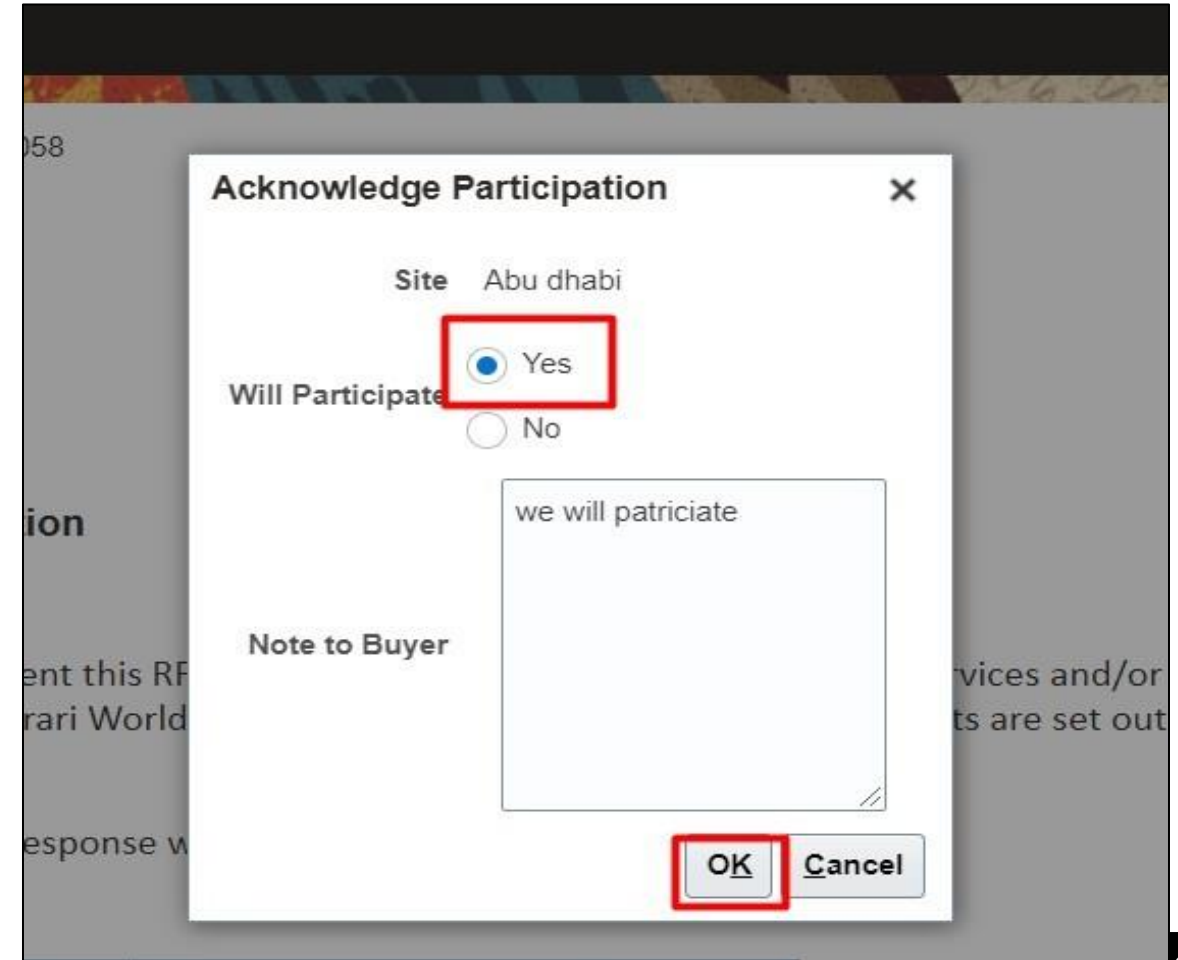
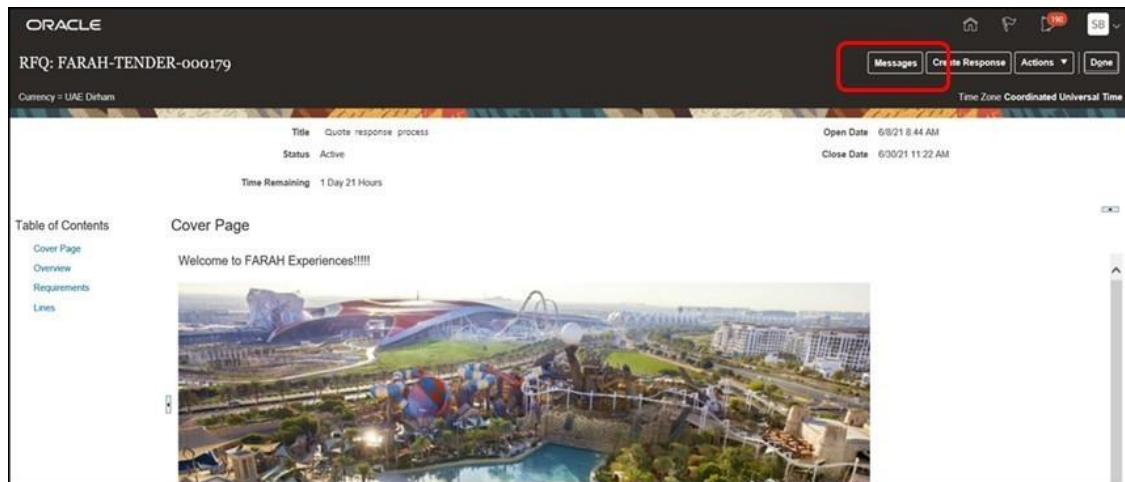


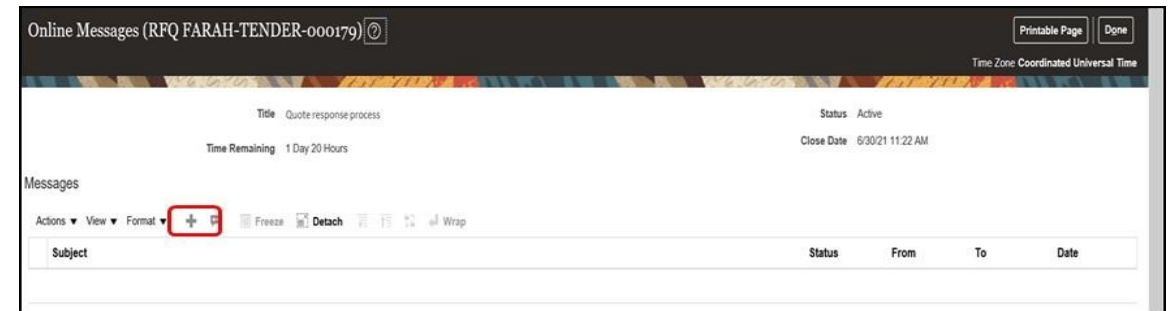
Illustration: Messages Functionality

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'.

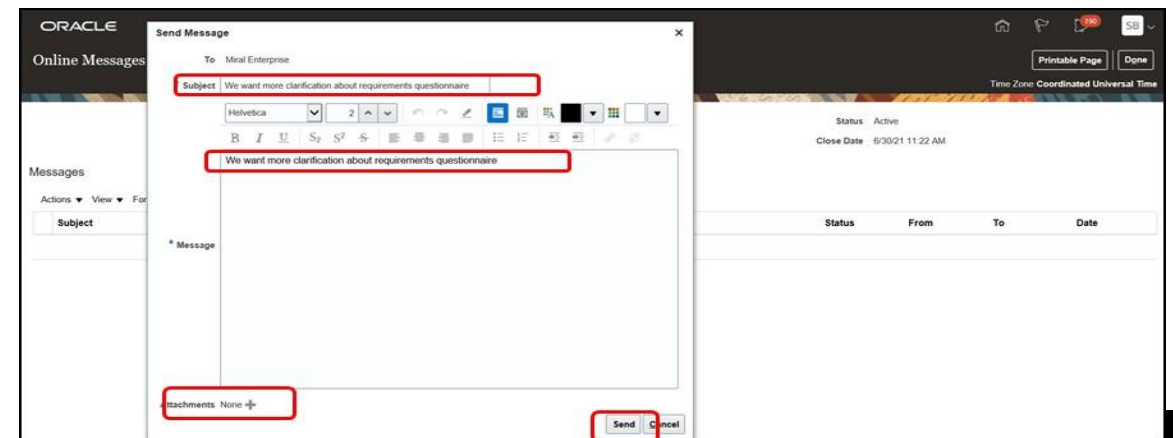
Clicking on 'Messages' will direct you to the negotiation's **Online Messages** page.



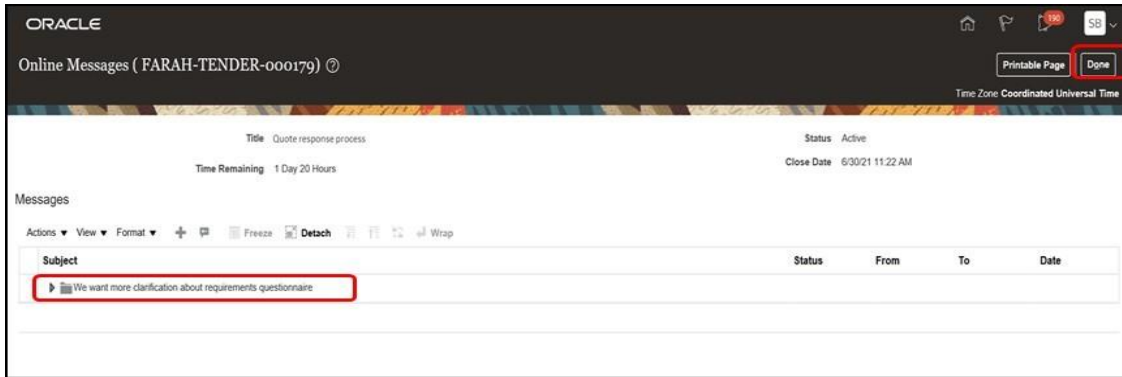
2. Click on the + 'icon' to open the **Send Message** window, a new message page will open where you will be able to detail your queries to Miral.



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.



- 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.



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

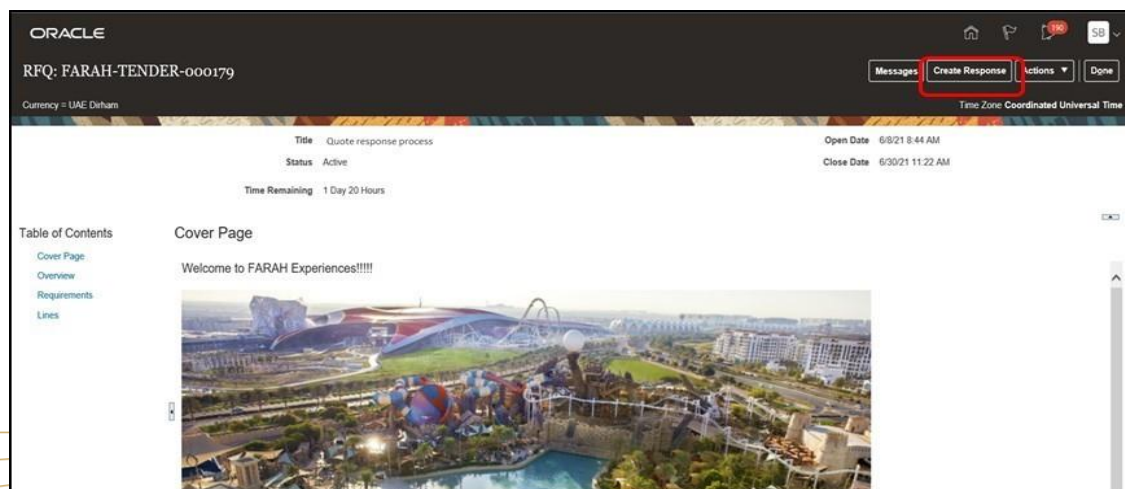


Illustration: Create Response Against RFP/RFQ

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

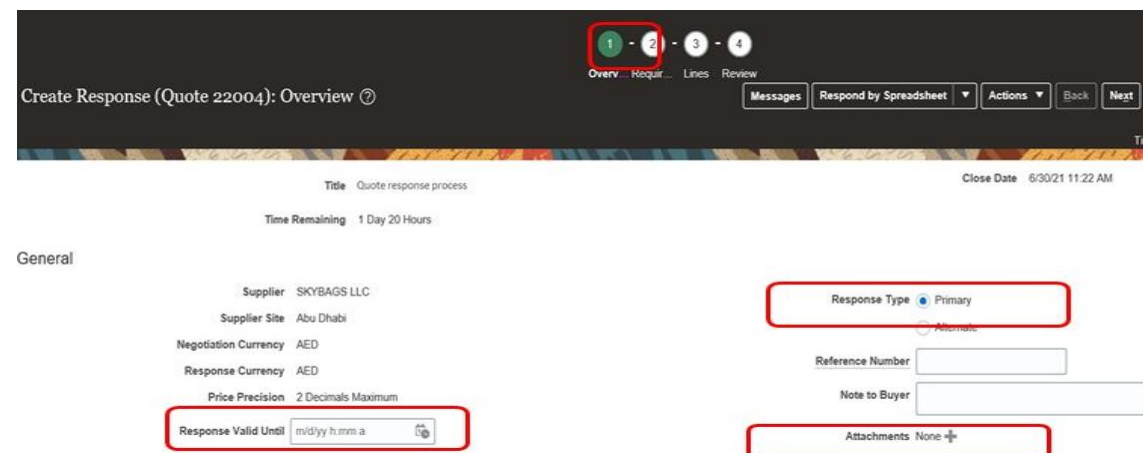
There are 3 major steps which need to be detailed as a part of the response: The Overview, The Requirements, and The Lines.

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.



Click on 'Next' once all the details are entered

The screenshot shows the Oracle 'Create Response (Quote 22004): Overview' page. At the top, there are four numbered steps: 1 (Overview), 2 (Requirements), 3 (Lines), and 4 (Review). Below the steps, there are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The 'Next' button is highlighted with a red circle. The main content area shows 'General' information including Supplier (SKYBAGS LLC), Supplier Site (Abu Dhabi), Negotiation Currency (AED), Response Currency (AED), Price Precision (2 Decimals Maximum), and Response Valid Until (m/d/yyyy h:mm a).

2. **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:**

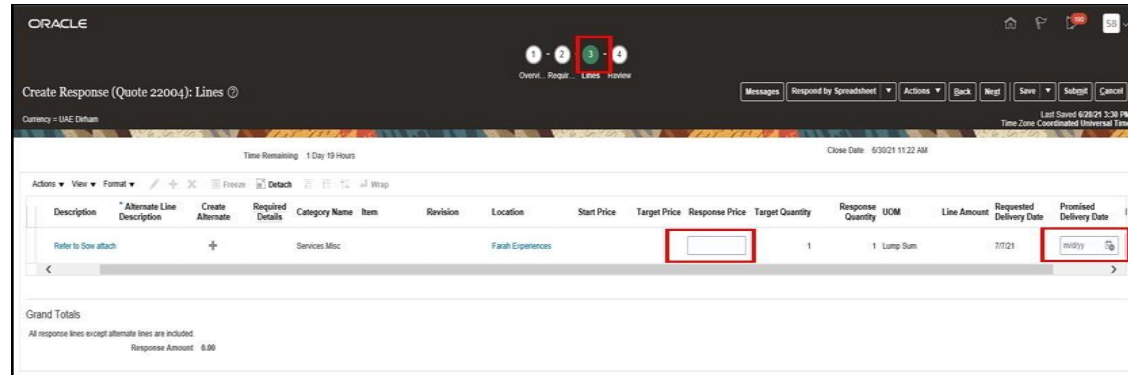
- Please provide your response against each section as per RFP/RFQ detailing.
- Each section carries separate weightage, please provide details against each requirement.

The screenshot shows the Oracle 'Create Response (Quote 22004): Requirements' page. At the top, there are four numbered steps: 1 (Overview), 2 (Requirements), 3 (Lines), and 4 (Review). Below the steps, there are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The 'Next' button is highlighted with a red circle. The main content area shows 'Section 1. GENERAL' with three requirements: 1. Please provide copies of your Business Continuity Policy and Program; 2. Please provide a copy of your Health & Safety Policy; 3. Provide a written statement of your understanding of the our requirements and the proposed approach in order to deliver these services. Each requirement has a 'Response Attachments' field and a 'Comments' field.

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

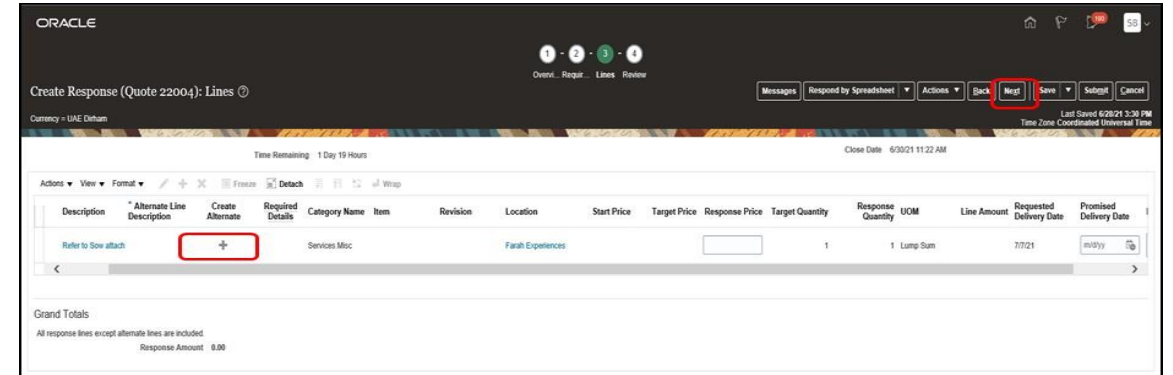
This screenshot is identical to the previous one, showing the Oracle 'Create Response (Quote 22004): Requirements' page. The 'Next' button in the top navigation bar is highlighted with a red circle. The main content area shows 'Section 1. GENERAL' with three requirements: 1. Please provide copies of your Business Continuity Policy and Program; 2. Please provide a copy of your Health & Safety Policy; 3. Provide a written statement of your understanding of the our requirements and the proposed approach in order to deliver these services. Each requirement has a 'Response Attachments' field and a 'Comments' field.

3. **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)

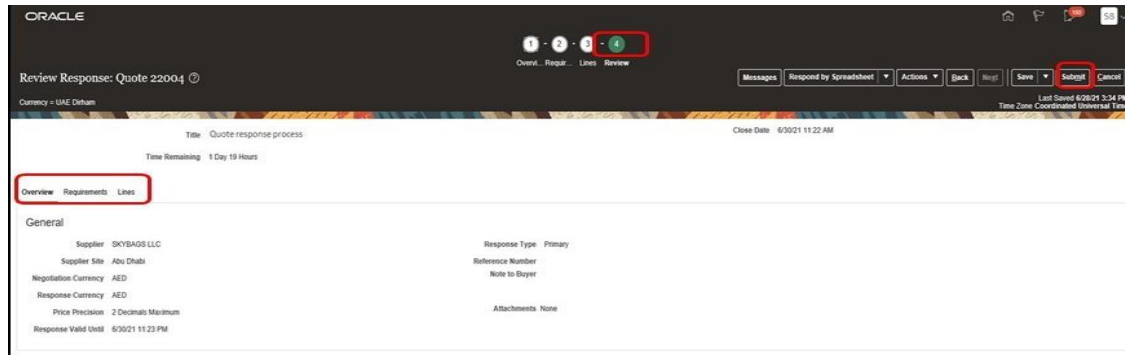
☐ Click on **'Next'** once all the details are entered



4. Review: Review the RFQ response before **clicking on the ‘Submit’ button.**

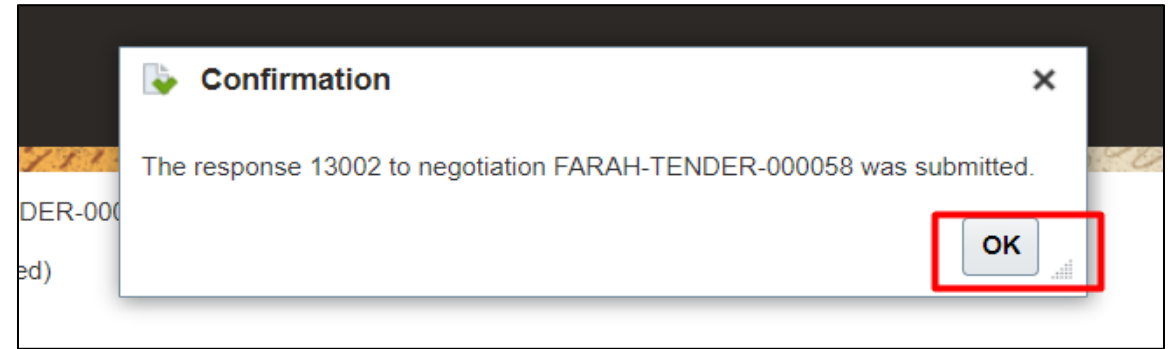
- ❑ You can review the previous 3 steps (Overview, Requirements and Lines) by clicking on the step numbers on top of the page:
 1. Overview
 2. Requirements
 3. Line

- ❑ Click on **‘Submit’** if no further changes are required.



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.

ETIHAD ARENA



THE LANDMARK OF ENTERTAINMENT