ياس لإدارة الأصول
Yas Asset Management

YAM Supplier User Manual

YAM Supplier Portal User Manual - Supplier acknowledgement of PO, Agreement & Invoicing v1.2

• Document Control

Revision history

Version	Author	Date	Revision
1.0	**EY**	05-12-2021	
1.1	**EY**	06-12-2021	**Added content and formatting changes**
1.2	**EY**	13-01-2022	**Adjusted wording and slide format**

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About YAM

About Yas Asset Management

Yas Asset Management LLC (YAM) operates and manages a portfolio of vibrant destinations including F&B, retail, marina and leisure properties based on Yas Island, Abu Dhabi.

The company's portfolio includes:
- Yas Marina
- Yas Marina Dry Stack
- Yas Bay
- The Fountains at Yas Mall
- West Yas Plaza
- Cipriani Yas Island
- MAD Nightclub
- West Yas Plaza Health Club
- Yas Arcade

We are located on Yas Island, Abu Dhabi's leisure and entertainment hub and one of the fastest-growing destinations in the world.

Yas Asset Management is a subsidiary of YAM.

Application Overview

In a bid to streamline our sourcing and supplier management activities as well as enhance collaboration between YAM and its supply chain, YAM has embarked on a journey to create an online environment where visibility and efficiency are at the forefront of procurement operations.

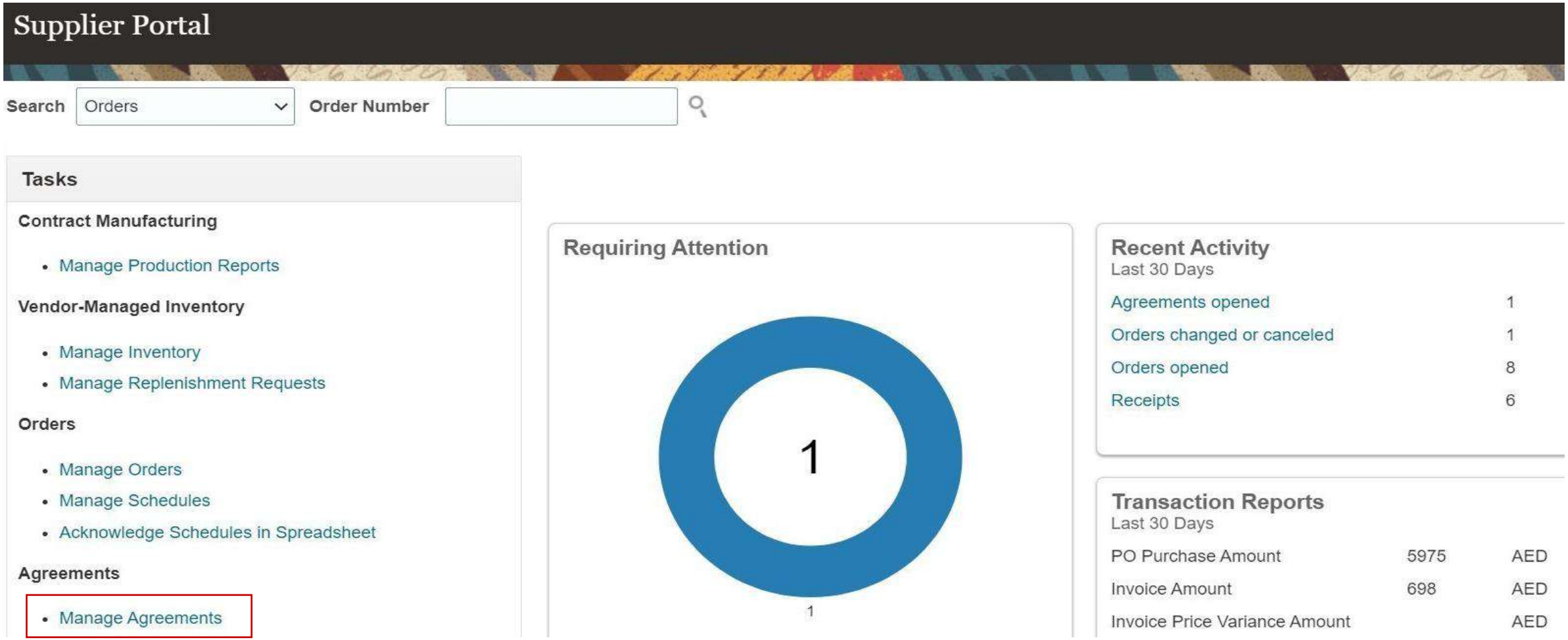
Using the power of Oracle Fusion, the YAM Supplier Portal gives you access to a secure, integrated work area that provides full visibility to transactions and offers closed loop collaboration with YAM and its associated entities.

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.

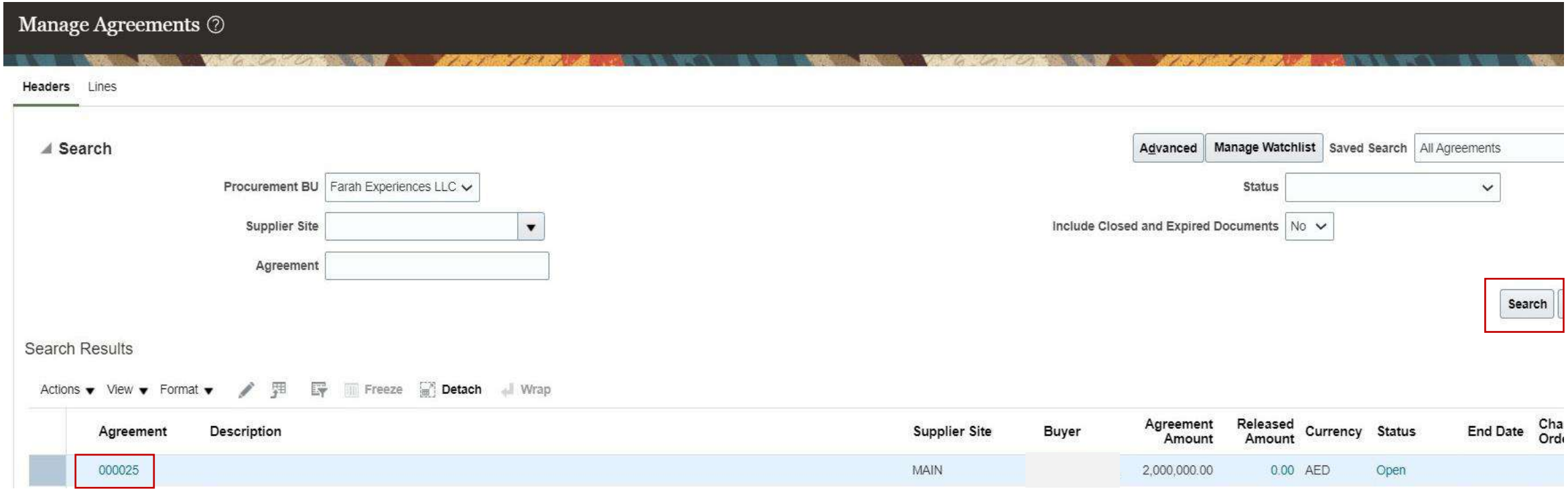
As a first stage, in this manual, we will be showing you the steps you will need to take to update your Company Profile details on the portal.

A. Blanket/Contract Purchase Agreement Acknowledgement

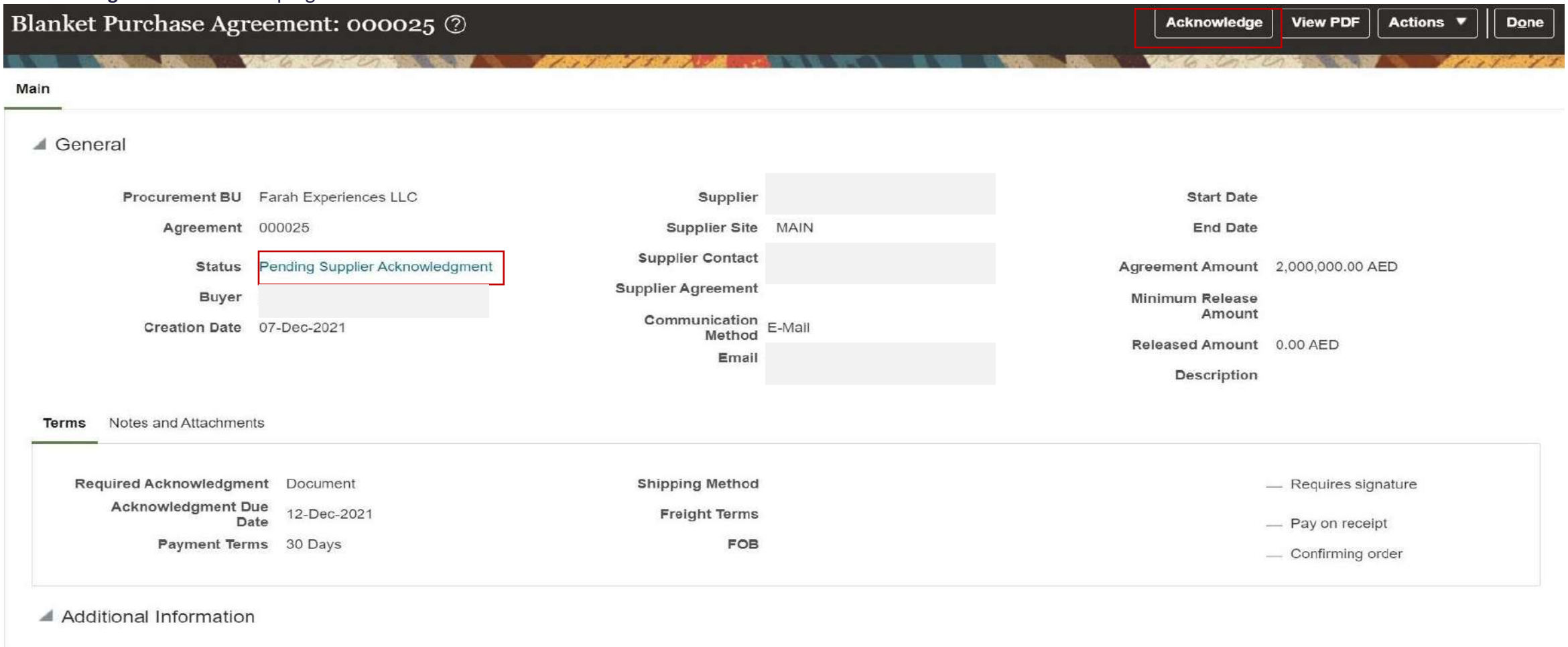
After logging in, you will need to navigate to the Supplier Portal and click on the **Manage Agreements** hyperlink in the task column on the left side of the page as shown below to access your agreements:



1. This will take you to the Manage Agreements page where you can **Search** for your agreements and choose the required agreement through its **hyperlink:**

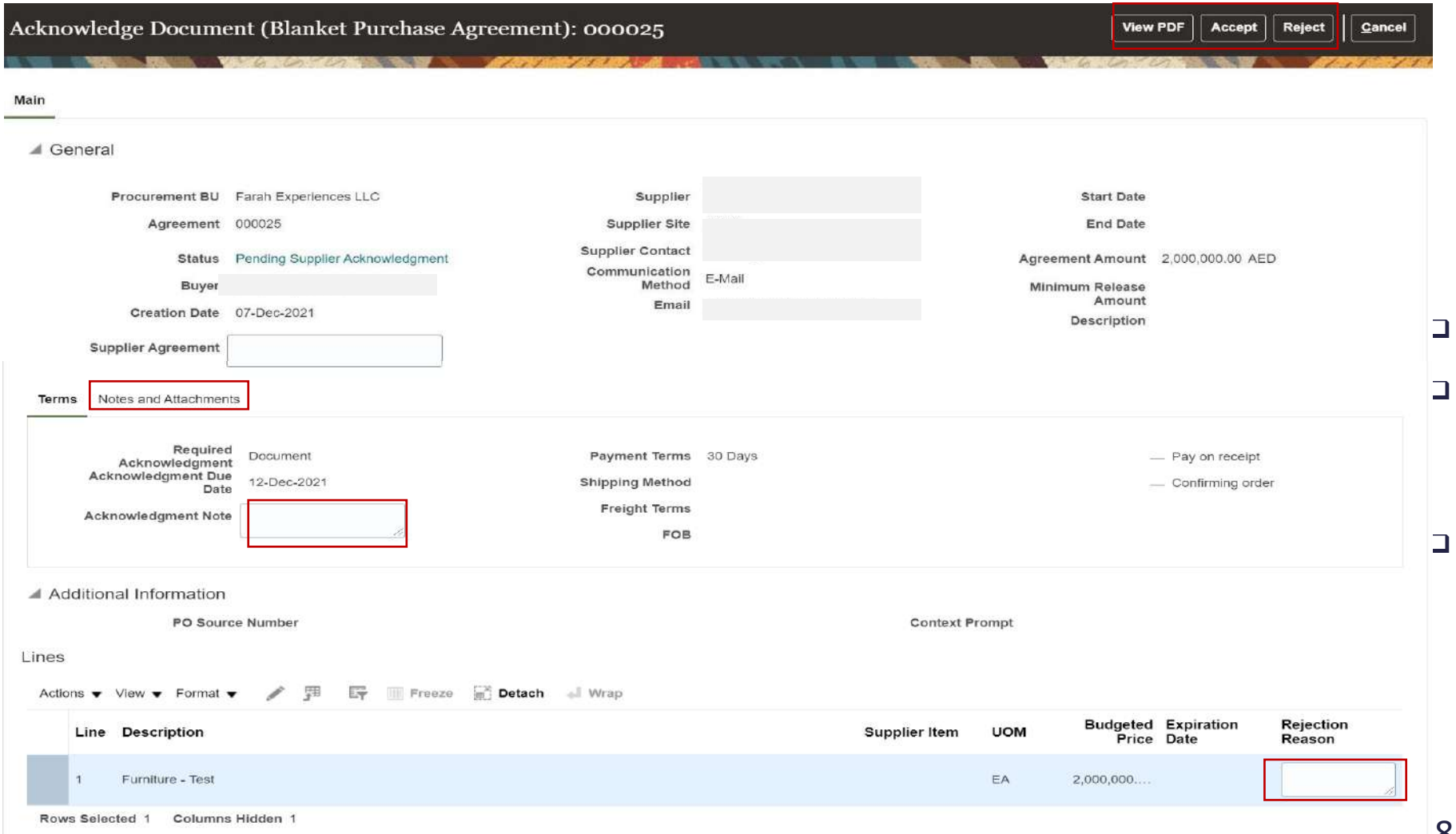


2. You will be directed to the selected agreement's page where you can see the status as **Pending Supplier Acknowledgement**. To begin acknowledging the agreement, click on the **Acknowledge** button on the top right of the screen



Note: *this page can also be accessed through the home screen by clicking on the bell icon on the top right corner of your screen which will show you the pending action to acknowledge the agreement – click on the notification hyperlink to get redirected to the Agreement Acknowledgement screen*

3. The acknowledgement page below will allow you to view the agreement details in the page itself or through PDF, as well as perform various activities :



- **Accept** by clicking on the **Accept** button
- **Reject** by filling out the Acknowledgement Note field in the terms section and Rejection Reason field in the Schedules section and clicking on the **Reject** button
- **Check** document Notes and Attachments

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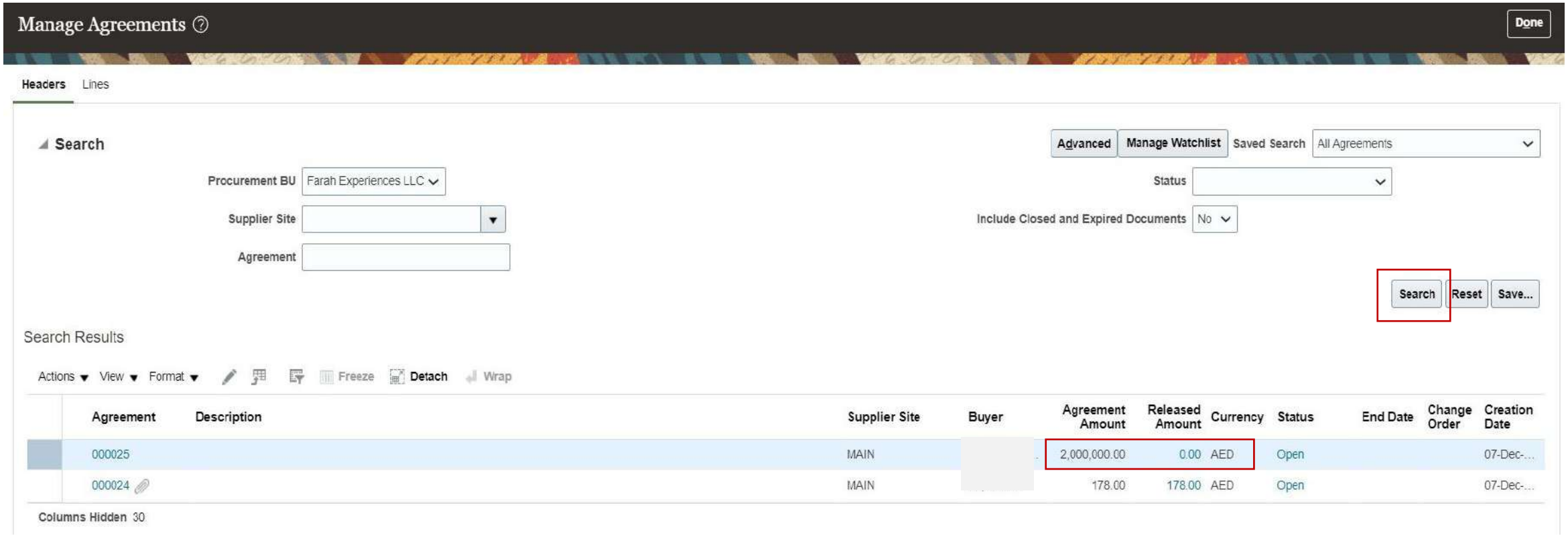
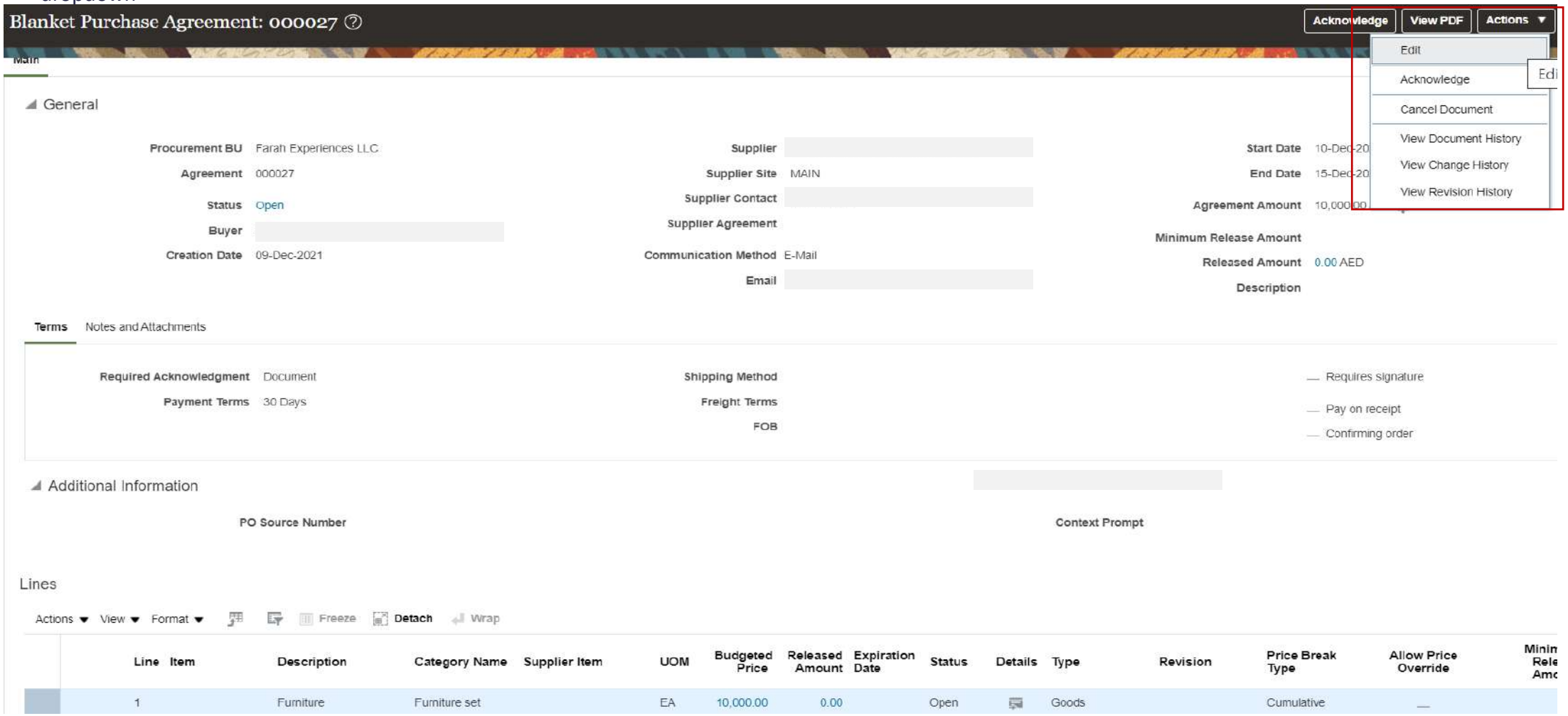
4. Once the document has been accepted the agreement status would be changed from **Pending Supplier Acknowledgement** to **Open** and you will be redirected to your Supplier Portal page
Purchase Orders can now be processed basis the acknowledged BPA (Blanket Purchase Agreement) or CPA (Contract Purchase Agreement)



You can navigate to the **Manage Agreements** page through the Supplier Portal page and search for your required agreement to check the released amount against the agreed amount

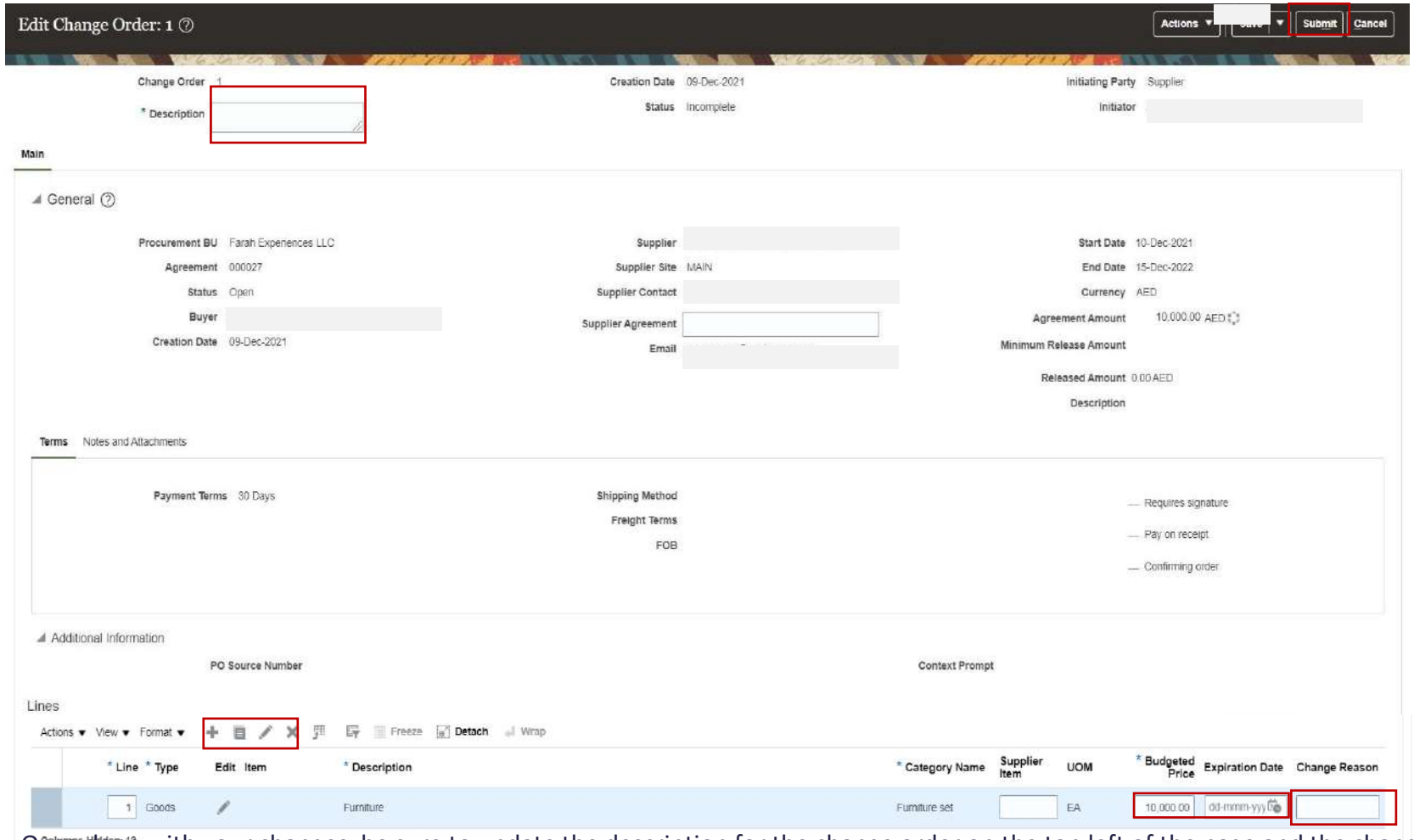
B. Blanket/Contract Purchase Agreement Change Order

1. To perform a change order to the acknowledged agreement, simply click on the **Actions** button on the top right of the selected Agreement page and click on **Edit** from the dropdown



This will trigger a change order and will direct you to the **Edit Change Order** page

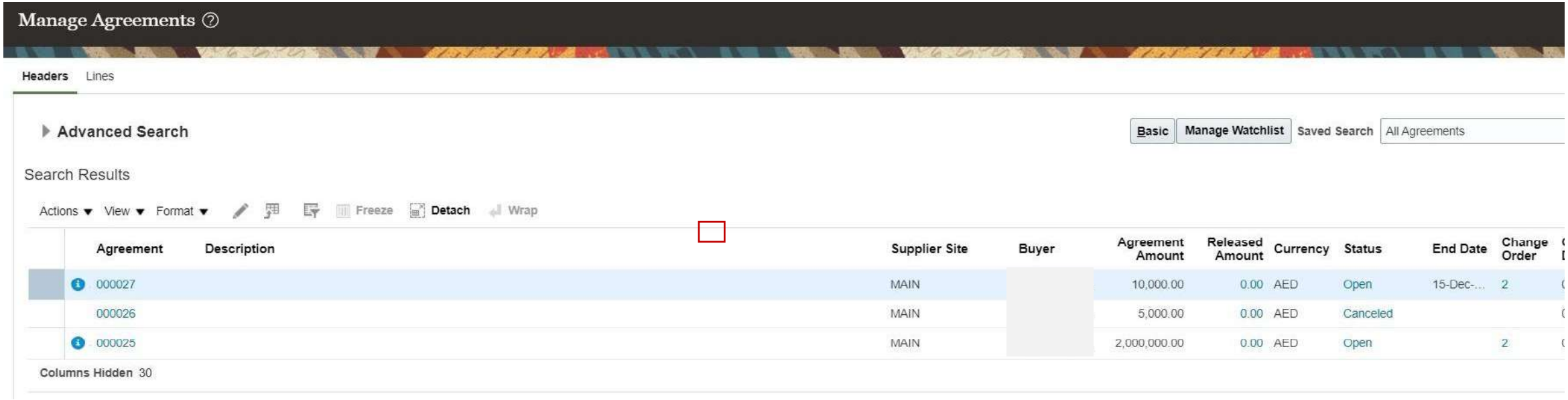
2. On this change order's edit page, you will be able to:



- ❑ Change the line item's **Price**
- ❑ Change the line item's **Expiration Date**
- ❑ Click on the ' icon to **edit line** details and price breaks
- ❑ Click on the '**+**' icon to **add a line** item
- ❑ Click on the ' icon to **Duplicate a line** item
- ❑ Click on the '**X**' icon to **Remove a line** item

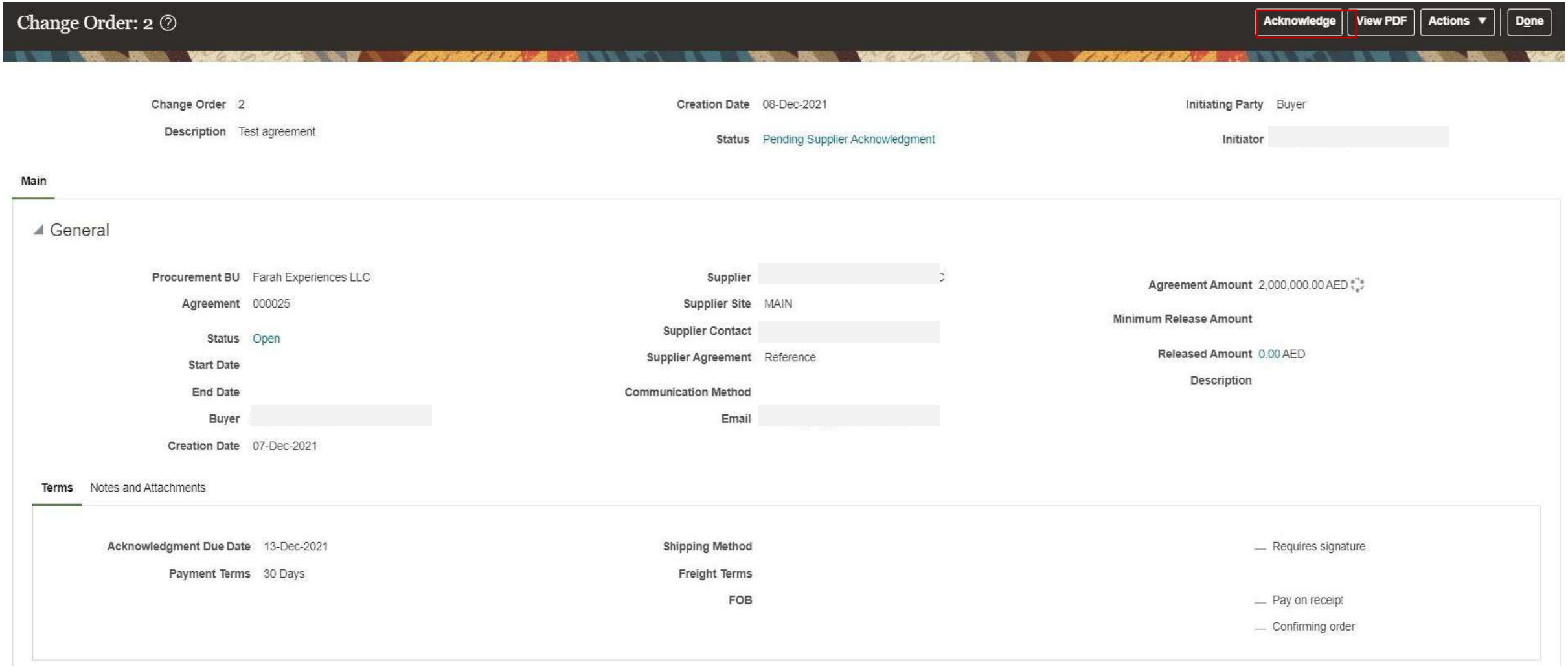
Once done with your changes, be sure to update the description for the change order on the top left of the page and the change reason on the bottom right and **Submit** to YAM for approval

3. YAM can also perform change orders on the agreement – upon doing so, you will receive a notification through the bell icon informing you of the same



You can similarly check the status of your change order by searching for your agreement in the **Manage Agreements** page once again – this will show you the Change Order that is pending approval or acknowledgement. Click on the **Change Order** number as shown above to proceed to the change order acknowledgment page

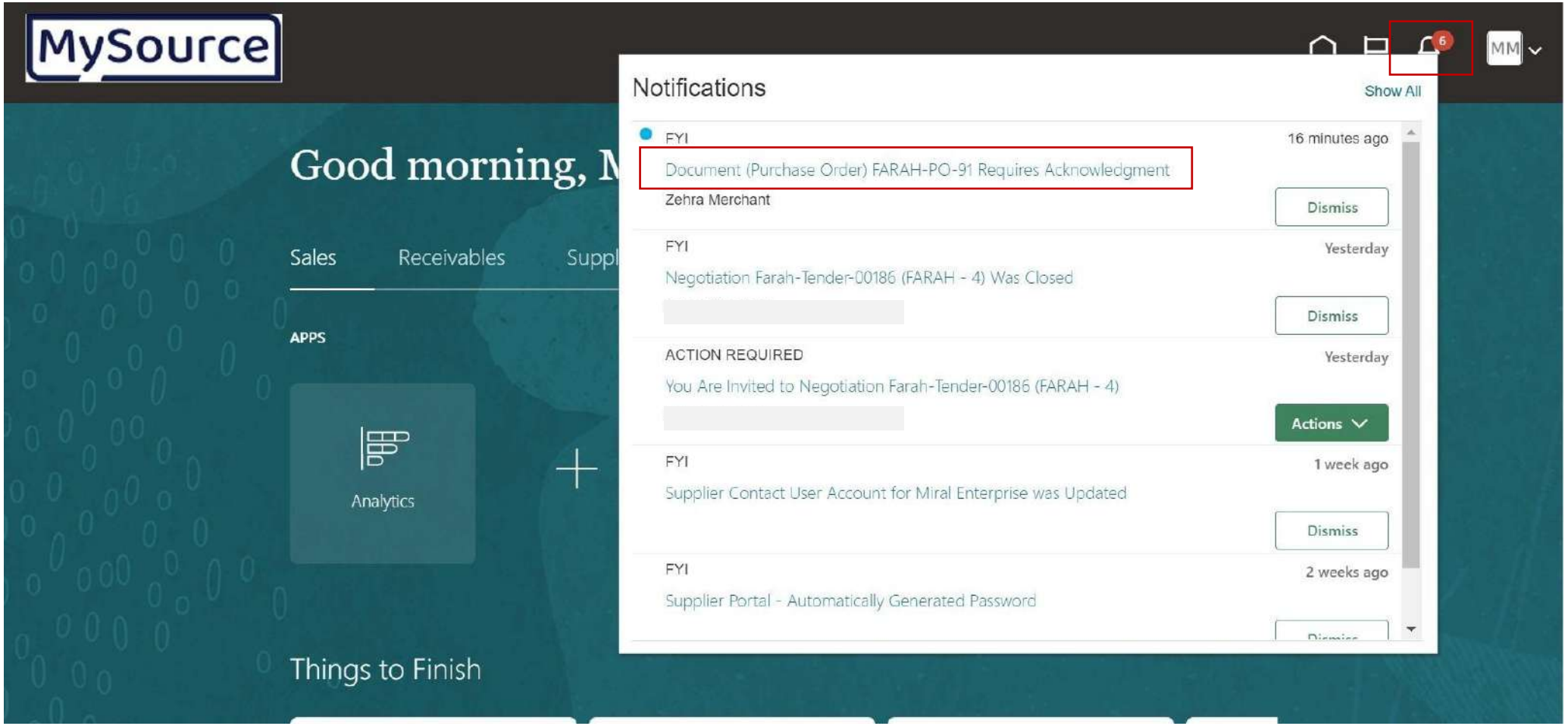
4. Once there you can see the change order details and perform the acknowledgement as shown previously for the initial agreement.



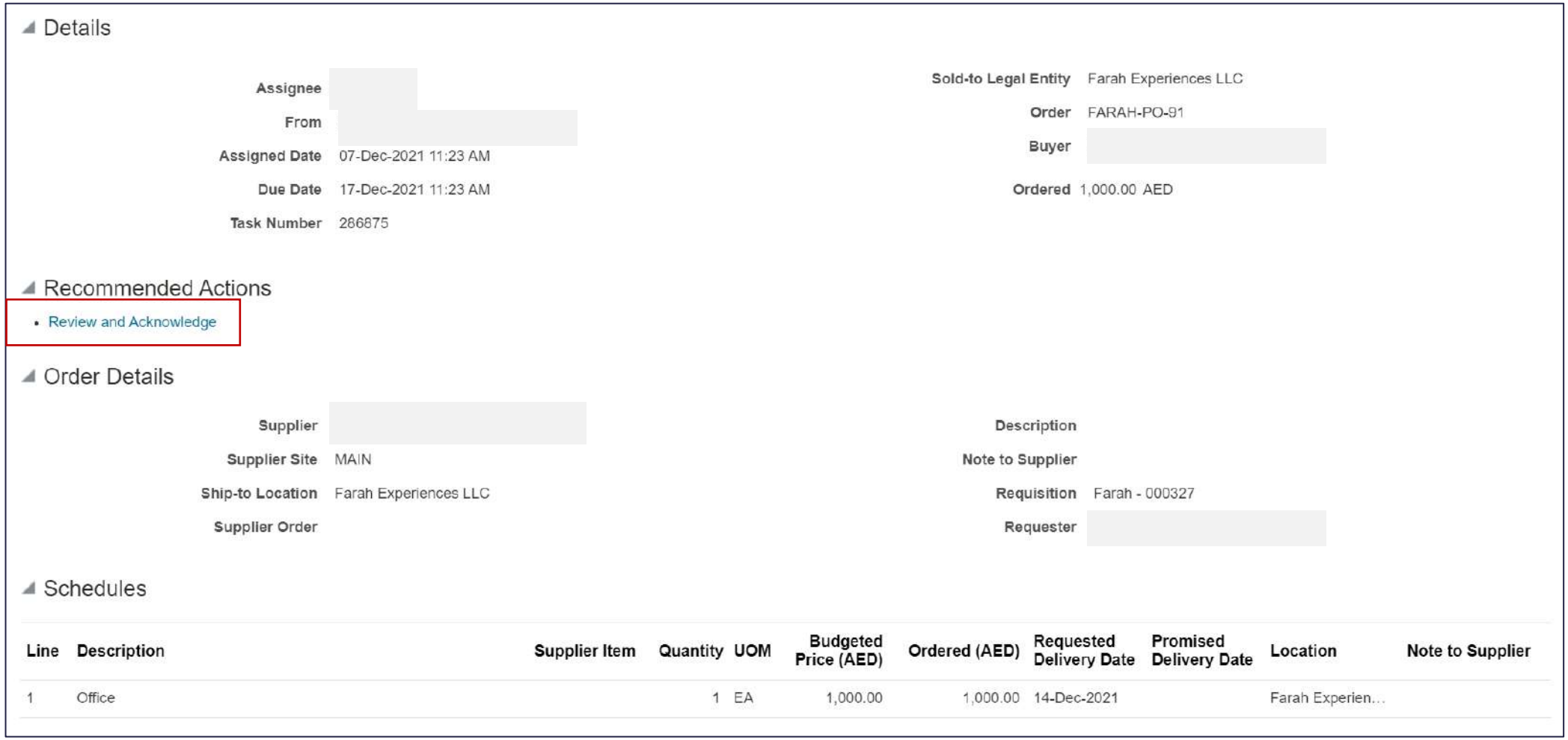
C. Purchase Order Acknowledgement

Upon logging in, you can click on the bell icon on the top right corner of your screen which will show you the pending action to acknowledge your Purchase Order:

1. Click on the notification line hyperlink to open the document pop-up



2. In the pop-up window, you will be able to see an overview of the Purchase order, select the **Review and Acknowledge** hyperlink as to proceed to the **Acknowledgement Document** page



Details

Assignee		**Sold-to Legal Entity**	Farah Experiences LLC
From		**Order**	FARAH-PO-91
Assigned Date	07-Dec-2021 11:23 AM	**Buyer**	
Due Date	17-Dec-2021 11:23 AM	**Ordered**	1,000.00 AED
Task Number	286875		

Recommended Actions

- Review and Acknowledge

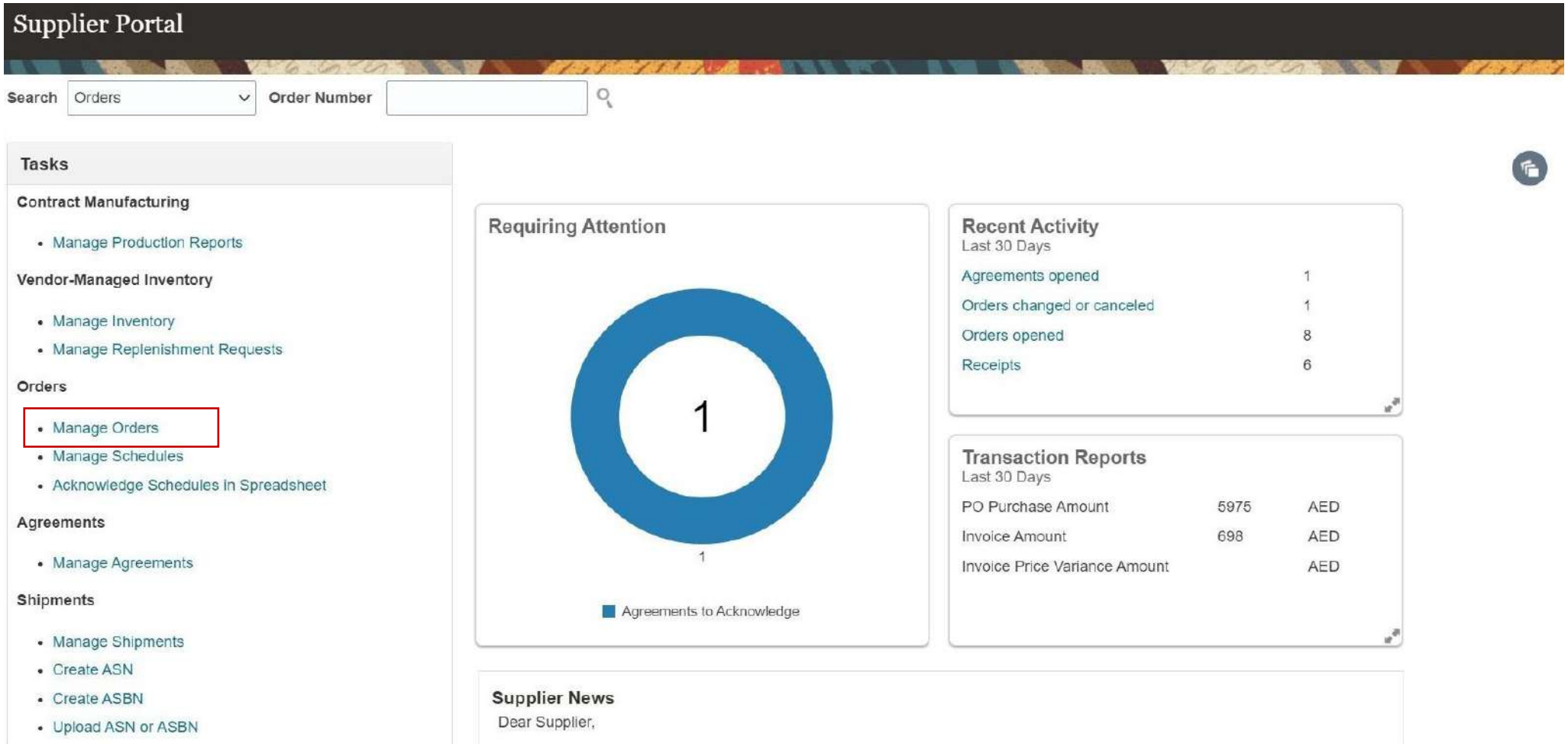
Order Details

Supplier		**Description**	
Supplier Site	MAIN	**Note to Supplier**	
Ship-to Location	Farah Experiences LLC	**Requisition**	Farah - 000327
Supplier Order		**Requester**	

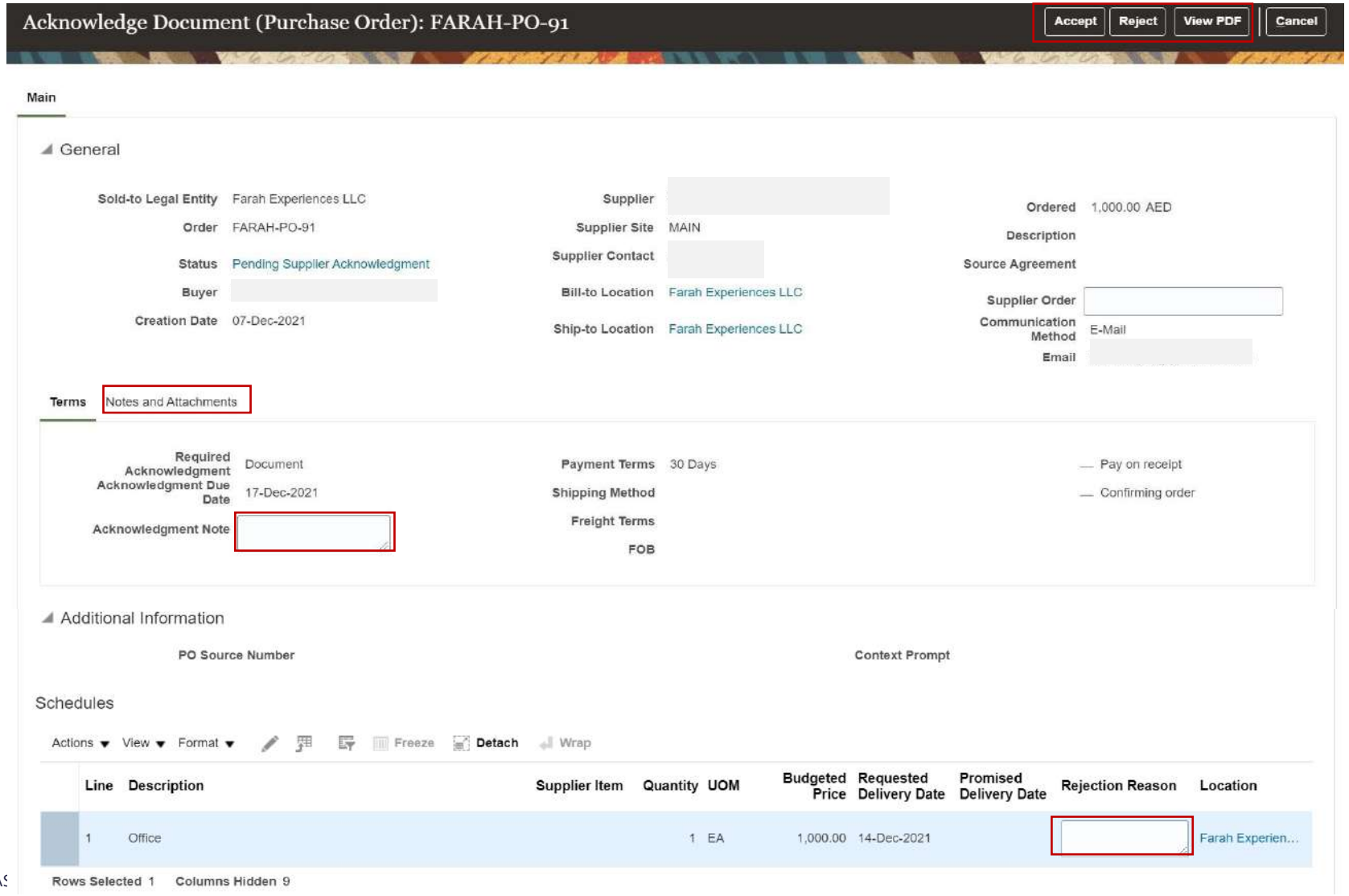
Schedules

Line	Description	Supplier Item	Quantity	UOM	Budgeted Price (AED)	Ordered (AED)	Requested Delivery Date	Promised Delivery Date	Location	Note to Supplier
1	Office		1	EA	1,000.00	1,000.00	14-Dec-2021		Farah Experien...	

You can also access the Acknowledge Document page by navigating to it through the **Manage Orders** hyperlink in the task column on the supplier portal page and searching for the Purchase Order – similarly to what was as shown in the Agreements example:



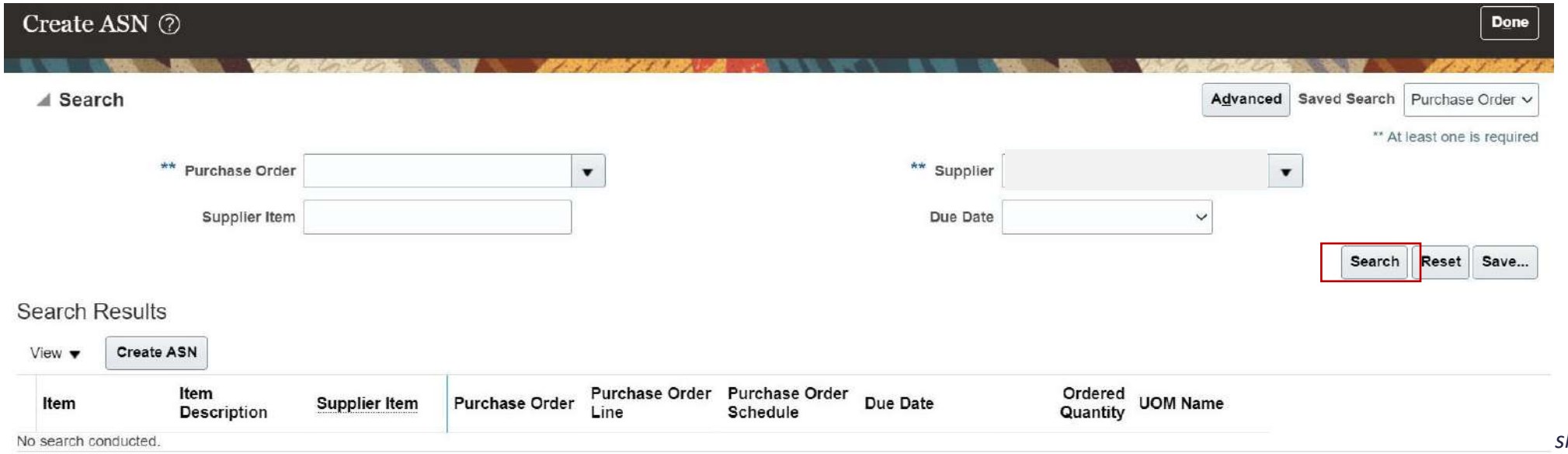
3. The acknowledgement page below will allow you to view the purchase order details in the page itself or through PDF, as well as perform various activities:



- ❑ **Accept** by clicking on the **Accept** button
- ❑ **Reject** by filling out the Acknowledgement Note field in the terms section and Rejection Reason field in the Schedules section and clicking on the **Reject** button
- ❑ **Check** document Notes and Attachments

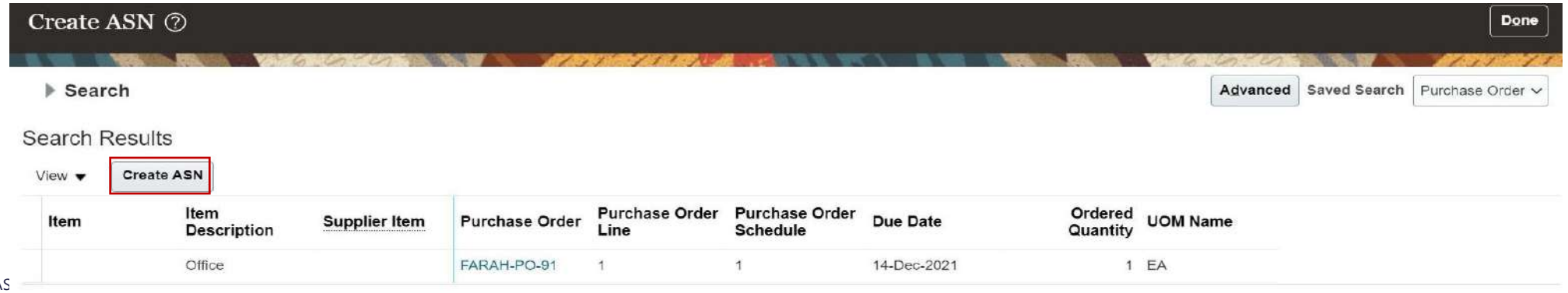
D. Advanced Shipment Notice

1. Once document has been accepted the Purchase Order status would be changed to Open and you will be redirected to your Supplier Portal page, click **Create ASN** (Advanced Shipment Notice) in the Tasks Column on the left side of the screen to navigate to the Create ASN page, you can also create advanced payment requests (BPA or non BPA) through this task: as well



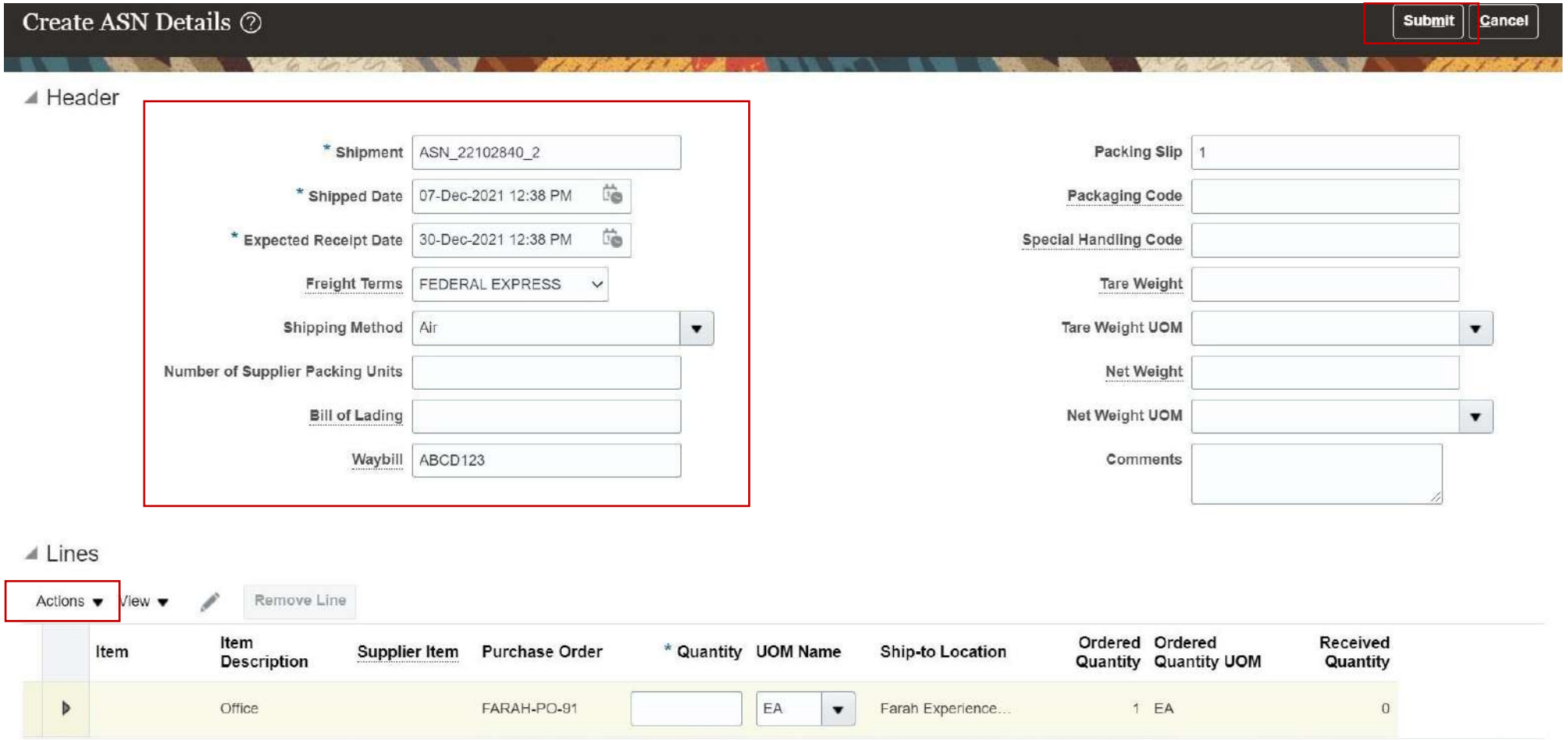
shipment has been received

Search for the required Purchase Order, select it and click on **Create ASN** button to proceed to the **Create ASN Details**



2. Once on the **Create ASN Details** page, you will be able to fill out the required deliverable/shipment details and submit it to YAM:

- ❑ Fill out the required fields as shown below
- ❑ You can also split deliverable/shipments by selecting the **Actions** button and choosing **Split Line**



Selecting **Split Line** from the **Actions** button drop down will allow you to duplicate the first line and split the deliverable/shipment in case your items will be coming in separately

Header

* Shipment	ASN_test	Packing Slip	
* Shipped Date	07-Dec-2021 03:50 PM	Packaging Code	
* Expected Receipt Date	14-Dec-2021 03:50 PM	Special Handling Code	
Freight Terms	AIR	Tare Weight	
Shipping Method	Air	Tare Weight UOM	
Number of Supplier Packing Units		Net Weight	
Bill of Lading	Test	Net Weight UOM	
Waybill	Test	Comments	

Lines

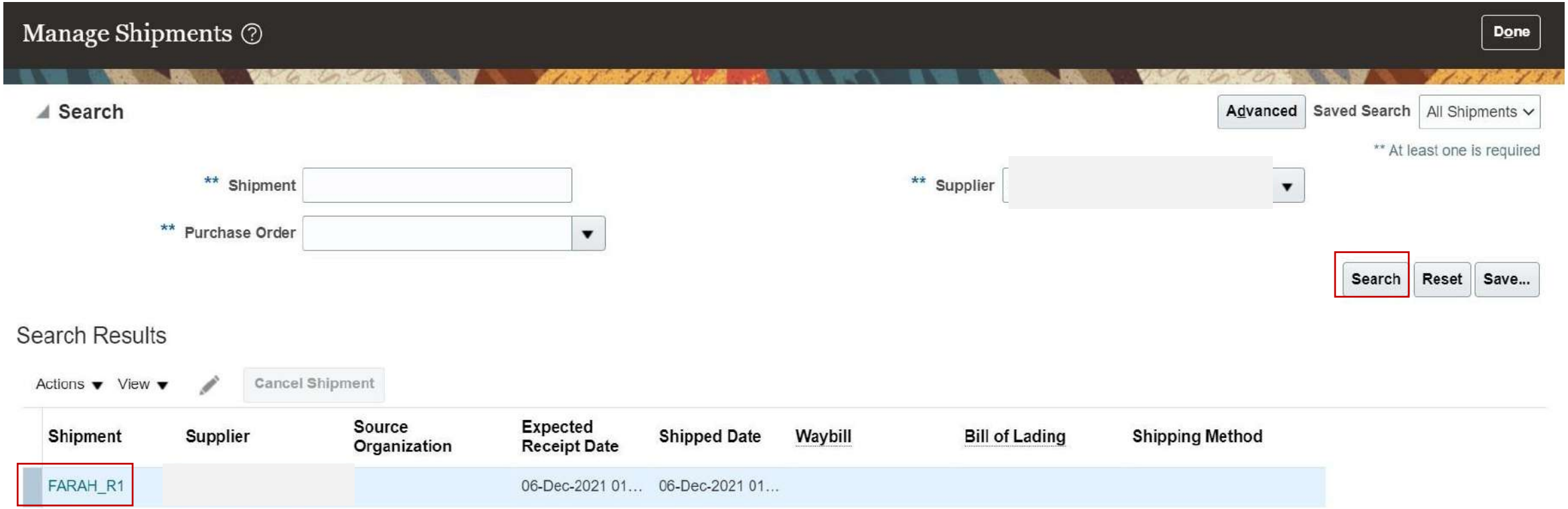
Actions | View | Remove Line

	Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
▶		Furniture	Furniture	FARAH-PO-92	1	Contract	Farah Experience...	2	Contract	0
▶		Furniture	Furniture	FARAH-PO-92	1	Contract	Farah Experience...	2	Contract	0

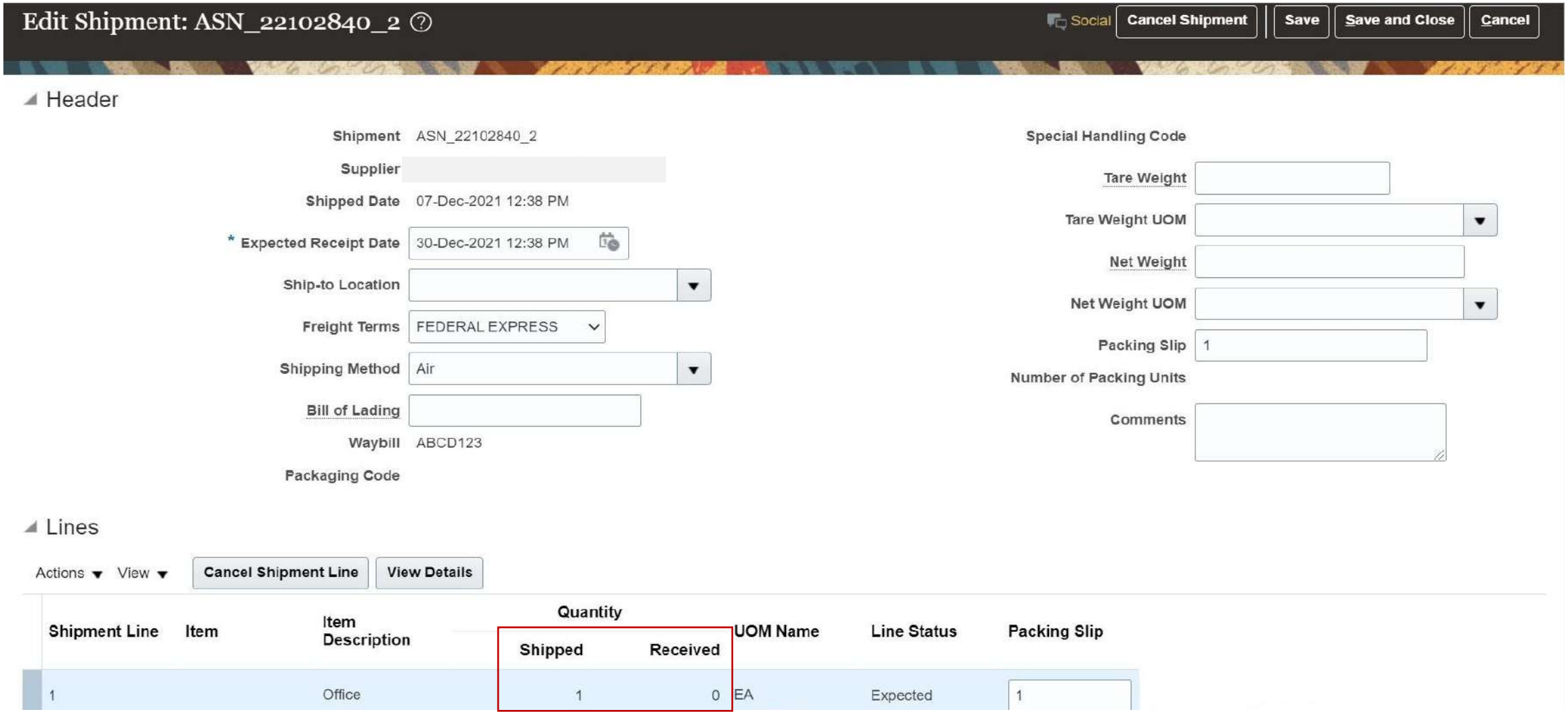
Be sure to specify the **Quantity** per line so that the **total** number allocated to the split lines matches the **Ordered Quantity** displayed in **Ordered Quantity** column – not doing so will result in an error and would require you to correct it

Click the **Submit** button on the upper right corner of the screen to submit your ASN and send a notification to YAM on the ASN and the incoming deliverable/shipment(s) who can then receive the deliverable/shipment through the system

3. You can check your deliverable/shipment status by going to your Supplier Portal page and clicking on the **Manage Shipment** hyperlink in the Task Column, this will direct you to the Manage Shipments page below

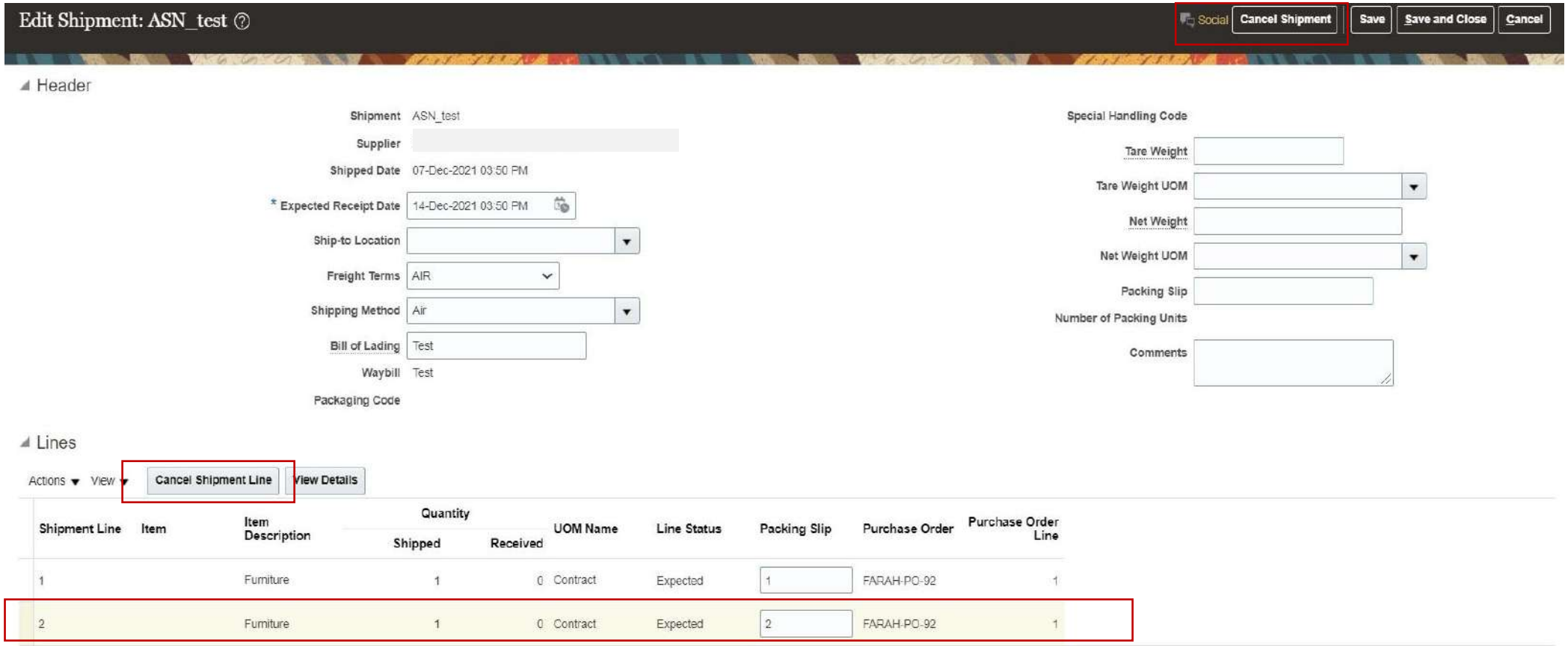


Click on the deliverable/shipment hyperlink to navigate to the **Edit Shipment** page



Here you can check if the deliverable/shipment has been flagged as received by YAM team

4. At any point before the deliverable/shipment has been received by YAM, you can also cancel your deliverable/shipment notice by:
   - ❑ clicking on the **Cancel Shipment** button on the top right of the Edit Shipment page.
   - ❑ You can also cancel deliverable/shipment line by line if you have created split deliverable/shipment lines by selecting the line you wish to cancel and clicking on the **Cancel Shipment Line** button

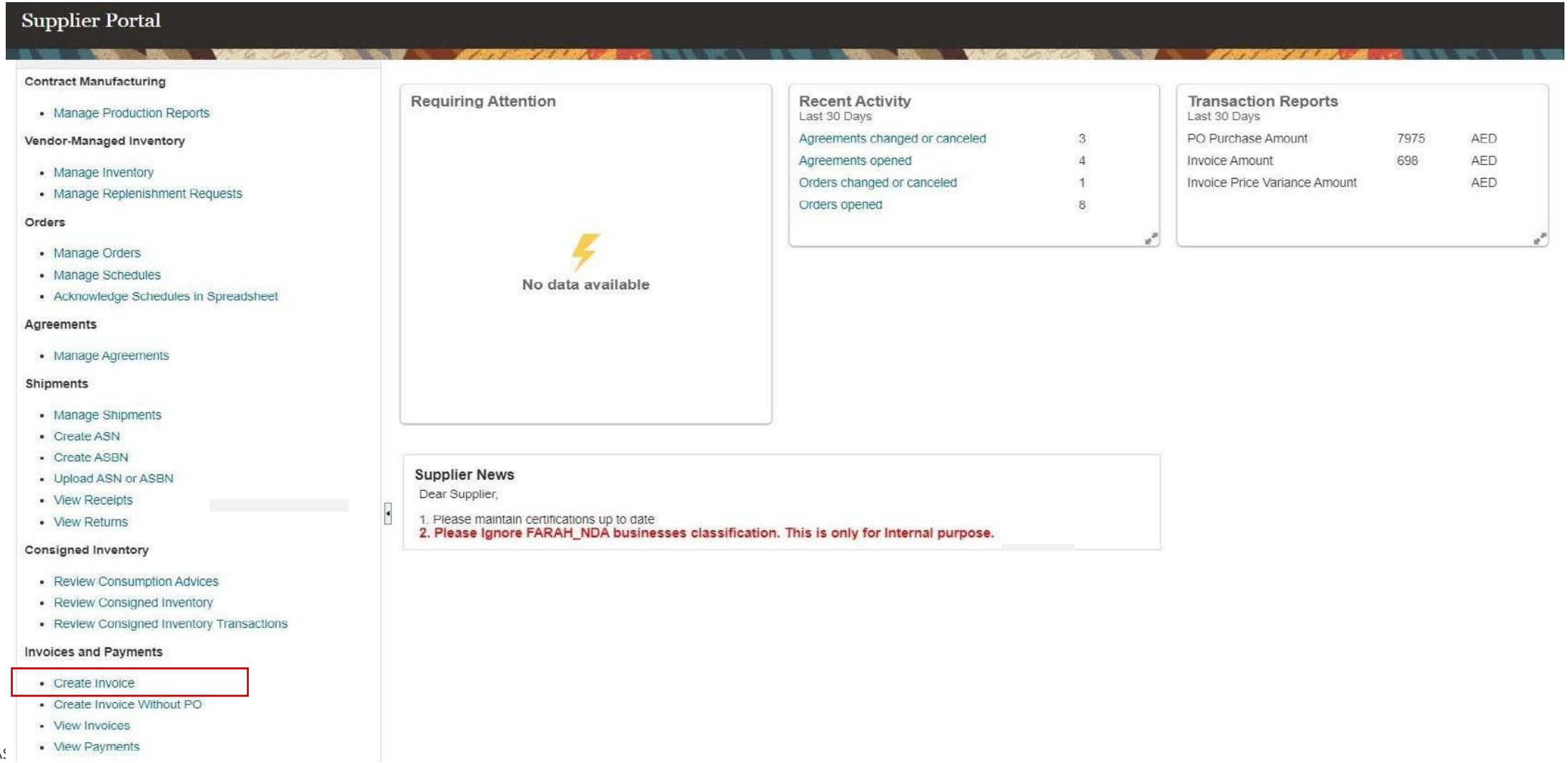


Note: *Cancelling deliverable/shipment or deliverable/shipment line will notify YAM of the same and will remove the ASN or ASN line from your deliverable/shipment log*

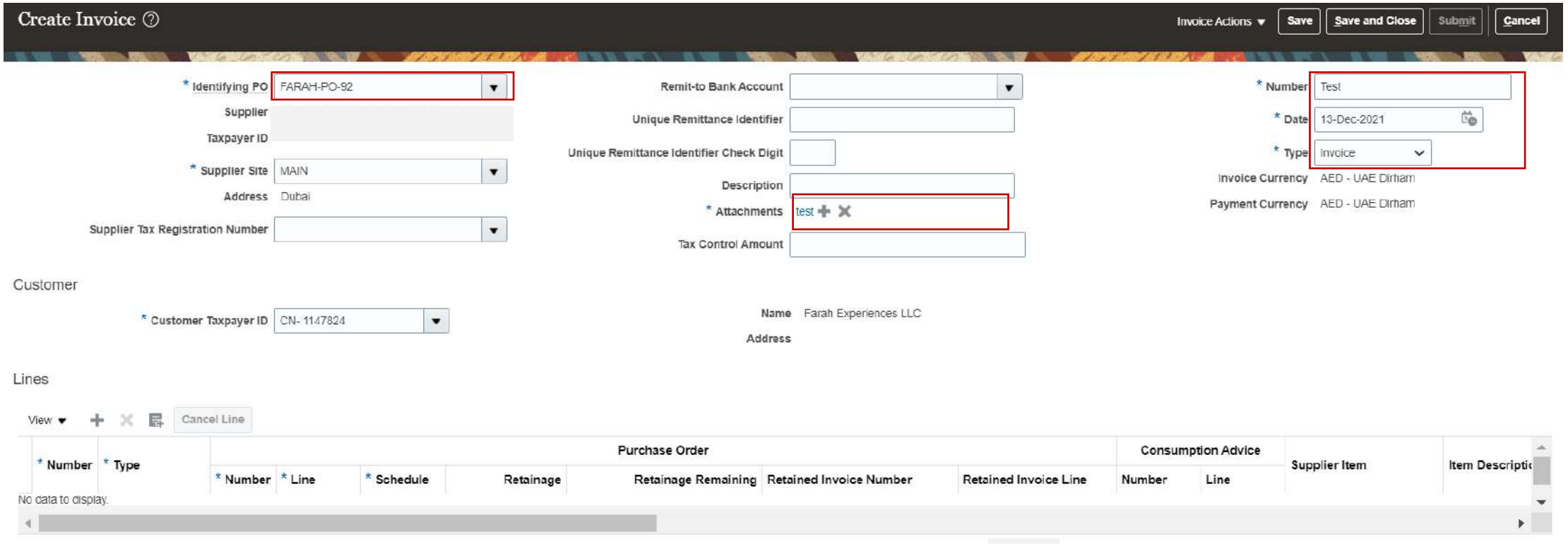
E. Invoicing a received shipment

Once YAM has received your deliverable/shipment, you will be able to create an invoice against the purchase order

1. To do so, navigate to the Supplier Portal and scroll down to find the **Create Invoice** task – click on the same to proceed

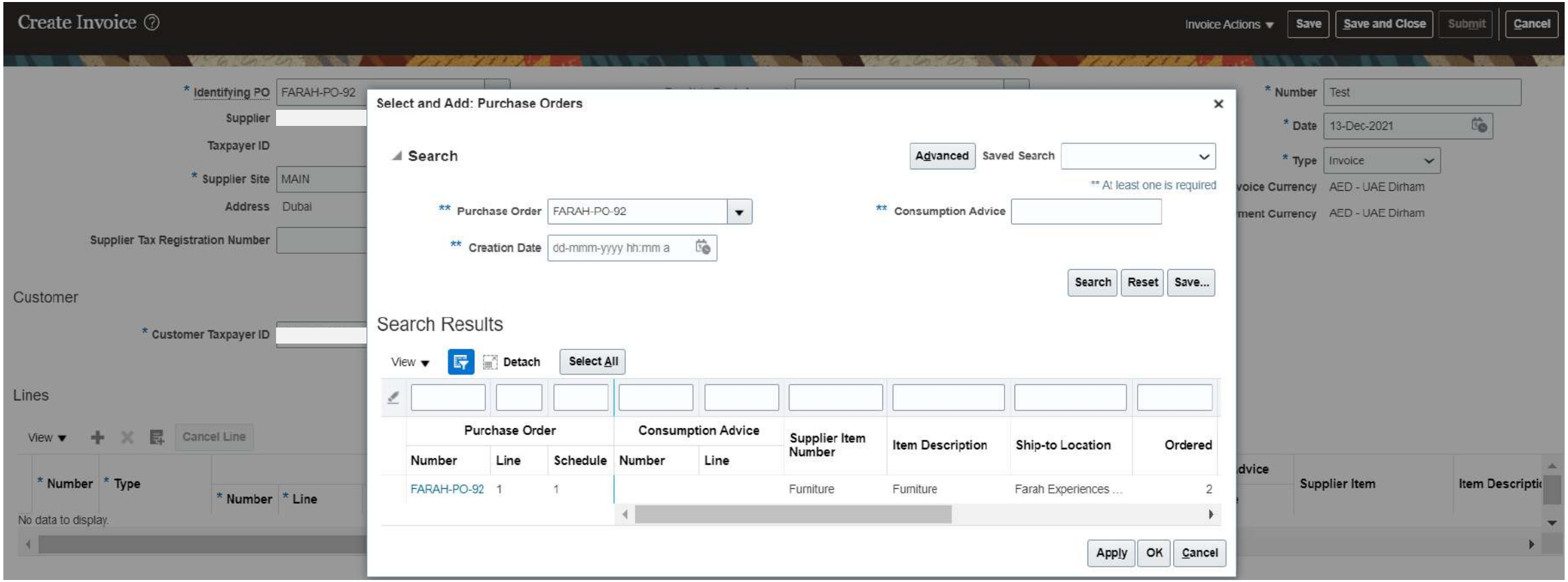


2. This will take you to the **Create Invoice** page where you can create your invoice against the received deliverable/shipment and associated PO – to start you need to fill in the header information as shown below:



- ❑ Select the **PO** against which the invoice will be created – this will auto – populate address, supplier site and customer tax payer ID and invoice currency
- ❑ Specify the unique invoice **Number**
- ❑ Indicate the **Date** when the invoice must be registered
- ❑ Choose if the **Invoice** is standard or a credit memo
- ❑ Add any **Attachment** required by YAM, such as Delivery Note

3. Next you will be creating a line for the invoice in the **Lines** section, to do so click on the ‘ ‘ i



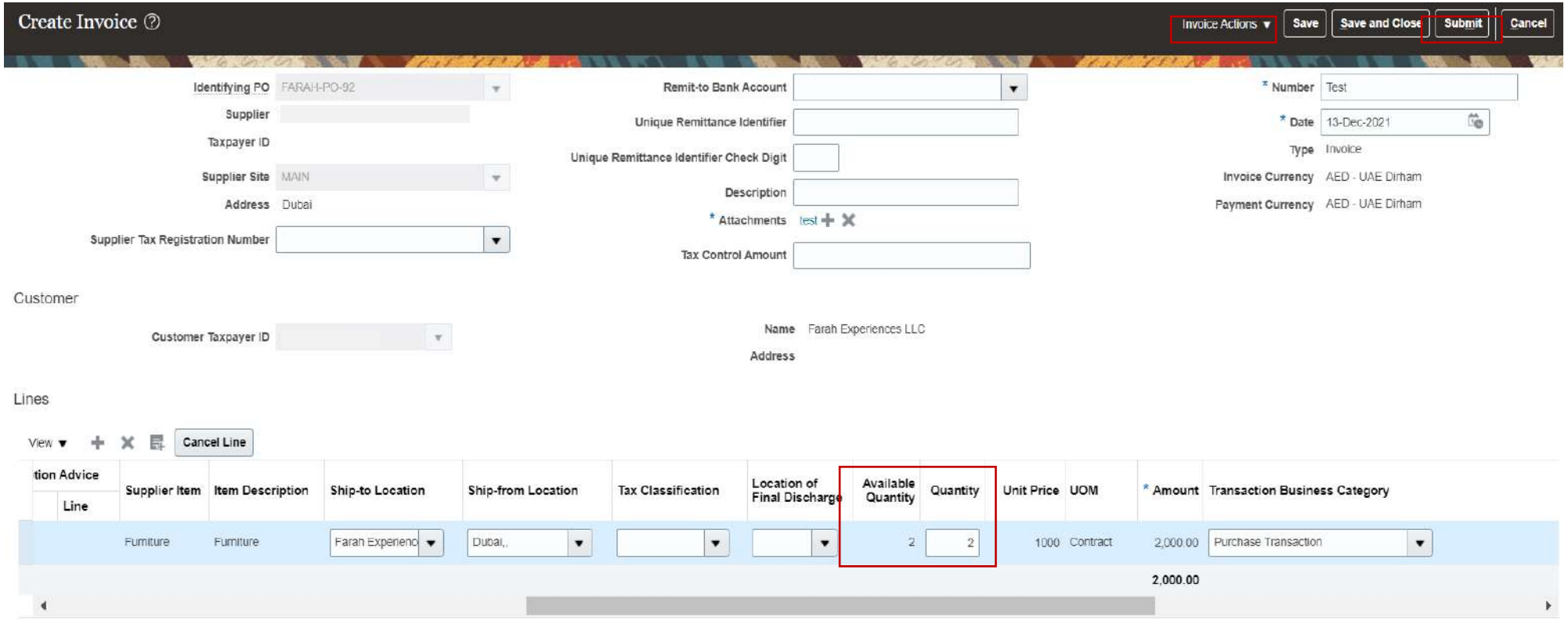
- ❑ Here you can specify the **PO** against which the invoice will be matched – this will also allow you to match **multiple PO**
- ❑ Specify the invoice line **Creation Date**
- ❑ Indicate **Consumption Advice**

Once you have done the above, click on **Apply** to create the line for the selected PO

Note: *you can continue adding PO lines if there are **multiple POs** that need to be matched to this invoice*

4. Your PO lines for this invoice have now been listed, and the quantity shown will be matching the quantity that has been received by YAM

- ❑ Click on the **Invoice Actions** button on the top right of the screen and then select on **Calculate Tax from the dropdown** to automatically create the required tax lines



Tax lines shown below cannot be modified

Click on **Submit** to finish creating your Invoice to and send it to YAM

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Yas Asset Management

Thank You