



ياس لإدارة الأصول
Yas Asset Management

Supplier User Manual

Supplier Portal - Supplier Self Registration

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 Miral.

Overview of the supplier management system

In a bid to streamline our sourcing and supplier management activities as well as enhance collaboration between YAM and its suppliers, 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.

In this manual, we will be covering the process and steps to be followed for new supplier registration

Please click the link below for Supplier Registration with YAM:

<https://enpk.fa.em8.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000010675587>

Illustration: New Supplier Registration

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

1. 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 or Trade/Commercial License Number or Registered Company Number or Tax Registration Number
- ❑ Use an official e-mail ID which will also be the username for creating a user login to the YAM Supplier Portal

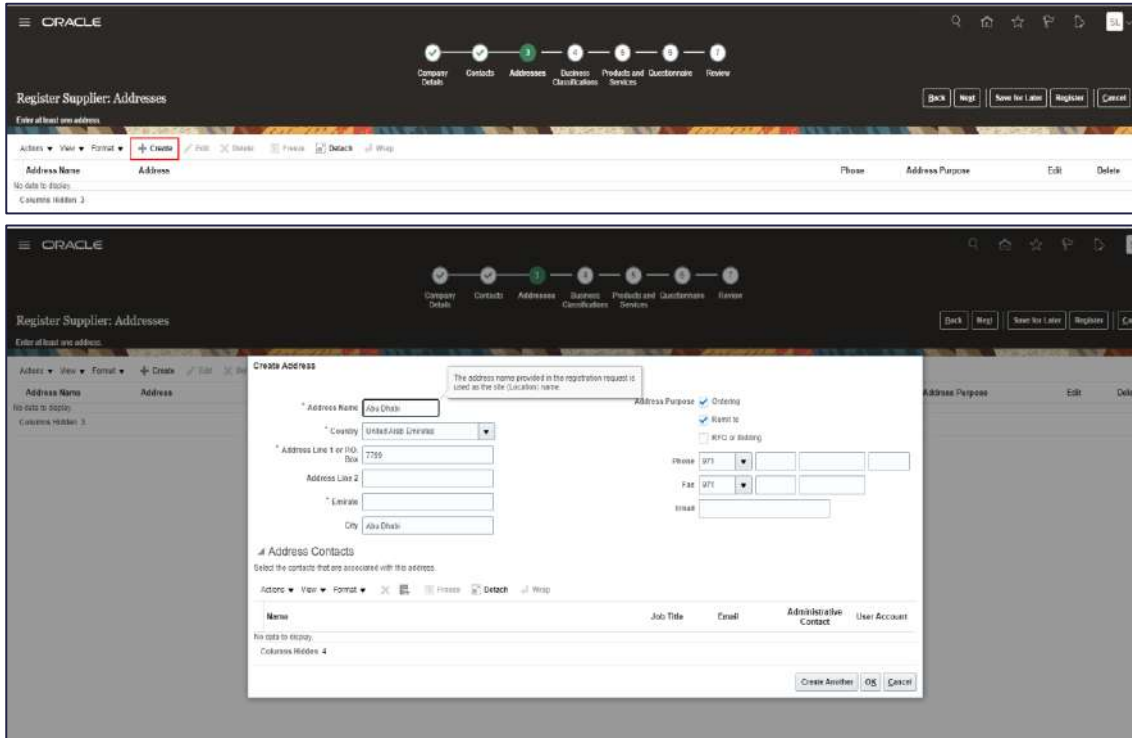
Click on 'Next' button, the system will navigate to the **Contacts** page

2. Enter contact details

- ❑ Contacts page will allow you to enter your contact details and these contact persons are responsible to provide quotations for a bid from supplier portal
- ❑ Click on 'Edit', To Review, Edit and add additional Contact
- ❑ Update the Phone/Mobile/Fax Number
- ❑ Select '**Administrative Contact**' if this contact would be responding to YAM for certain Official Communications (e.g. Pre-Qualification).

3. Create address:

- ❑ Address page will allow you to enter your company addresses details and the business functions performed at that address
- ❑ Click on '+ Create', to create address

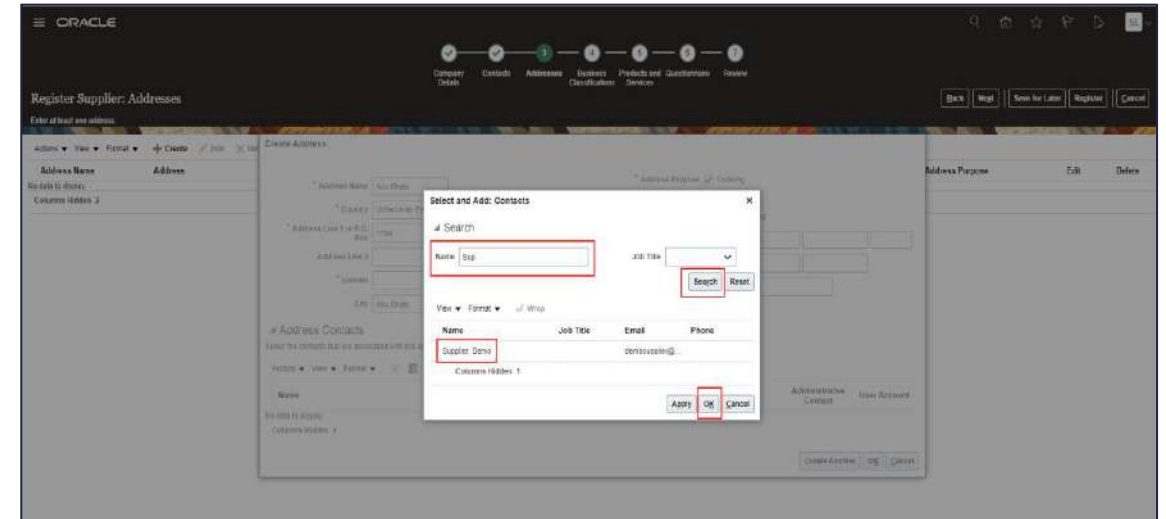


Note: Address purpose is mandatory to choose. You can choose one or all

Ordering	Address/Site from where Suppliers would be fulfilling the Purchase Agreement/Order
Remit To	Address/Site where Suppliers would receive Payment
RFQ or Bidding	Address/Site from where Suppliers would be Negotiating/Bidding

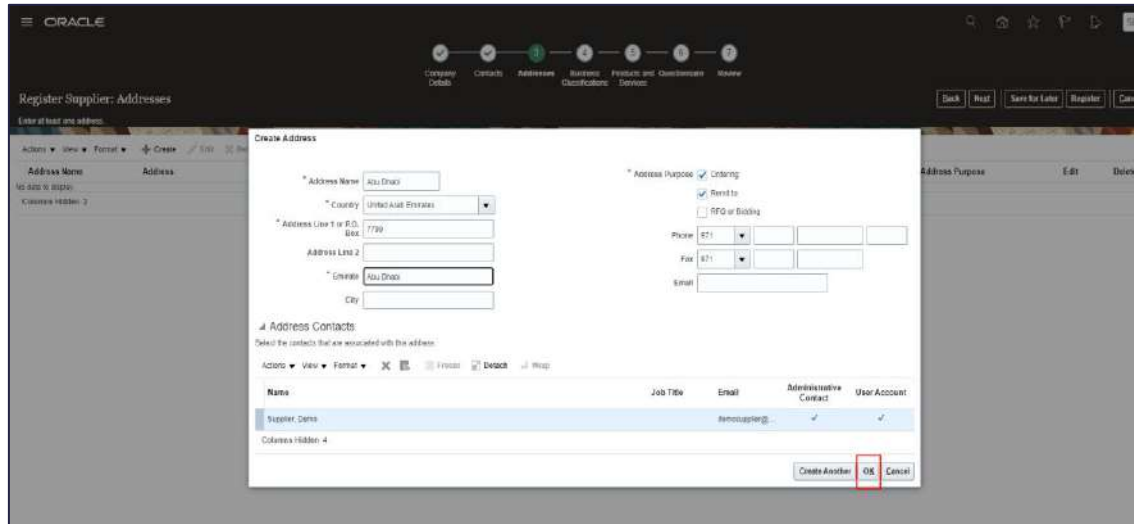
4. Associate contact to address:

- ❑ Click on '+', to search and select contact to be associated with the address
- ❑ Select contact name, and then click on 'Ok' button



Click 'Ok' button

On clicking the 'Ok' button, the below page will open, confirming the association of contact with the address



You can follow the same process to create additional addresses



Click 'Next' button, to move to Business Classifications page

5. Provide Business Classification details

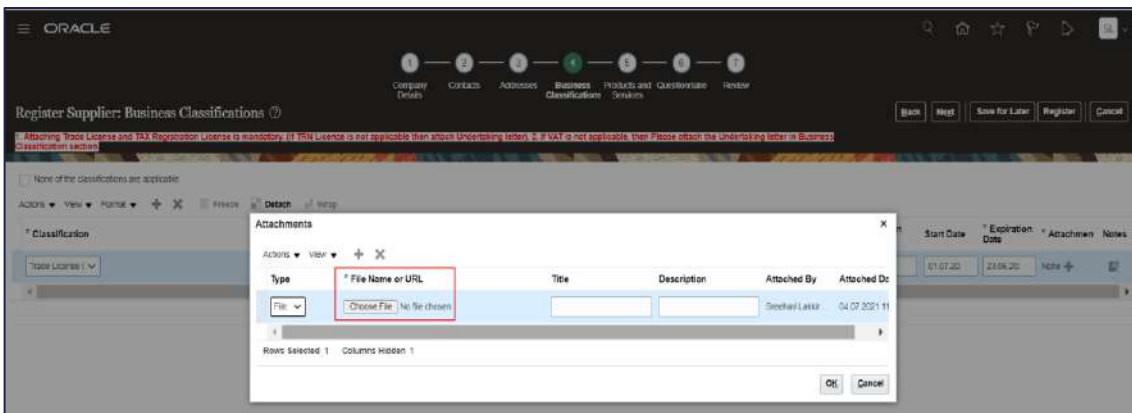
- ❑ Business Classification page will allow you to enter all the required certification details.
- ❑ Let's take as an example that you wish to add your Trade License Certificate. To do so, **Click on '+' Icon** to add a line which will contain a predefined dropdown of available classifications, a dropdown of the certifying agencies, and fields where you can update the certification number and dates.



Enter the details of the your licenses



Required attachments can also be uploaded at the end of each line by clicking the **‘+’ icon**, and then pressing the **‘Choose File’** button in the attachments window

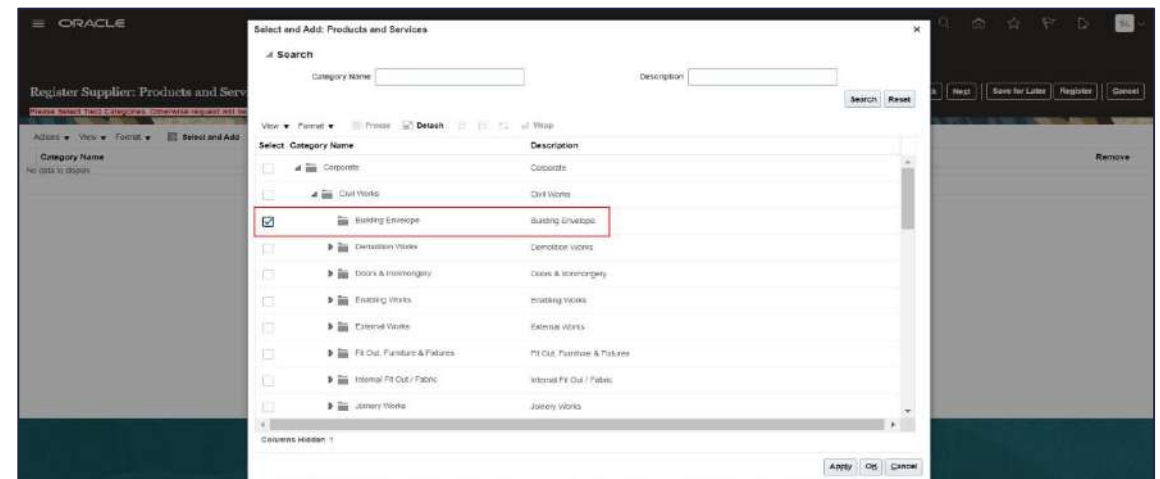
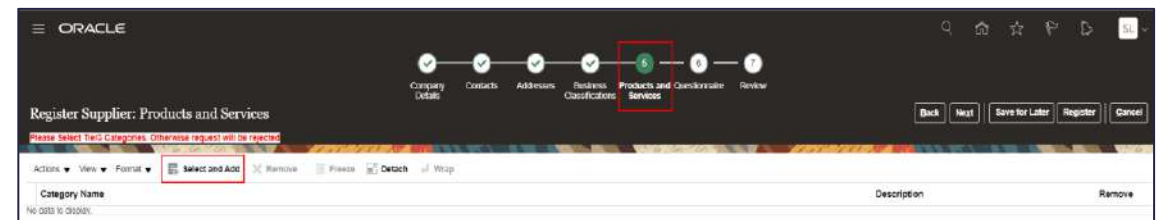


Similarly, you can add details of other licences that you have (e.g. Industrial Licence)

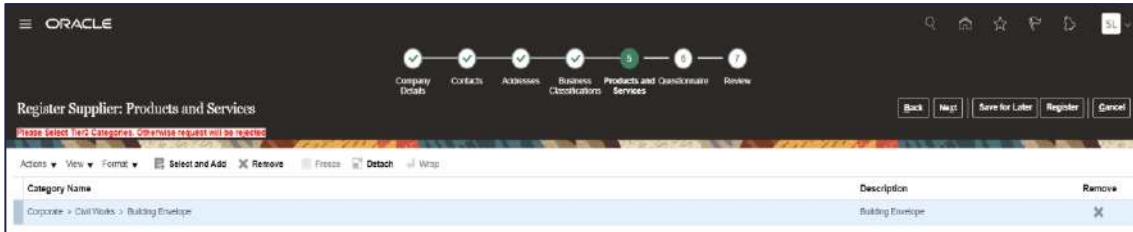
Click **‘Next’** button, to proceed to **‘Products and Services’** page

6. Select **Products and Services** category

- ❑ To select the Products and/or Services that you provide, Click On **‘Select and Add’**
- ❑ 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



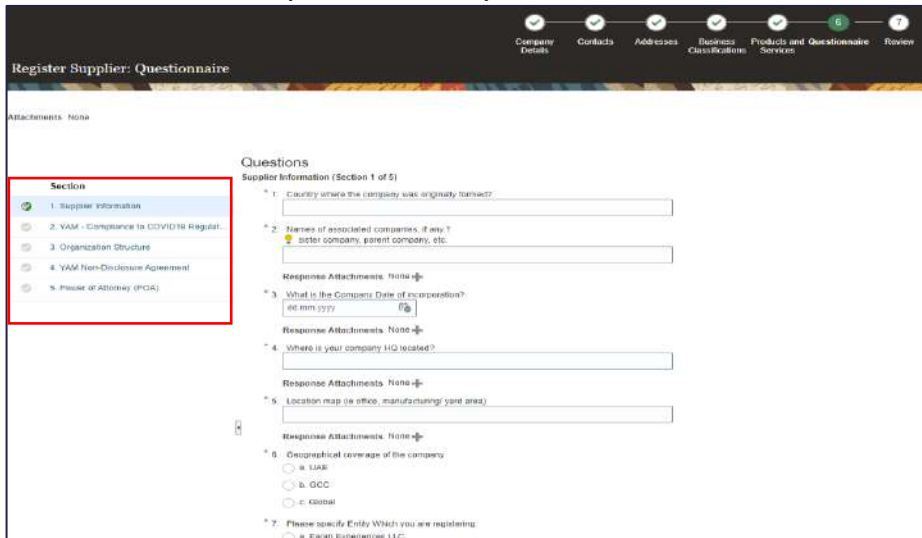
After selecting the category, click 'OK' button, and the system will take you to 'Products and Services' page, where added category will be listed



Click 'Next' button, to proceed to 'Questionnaire' page

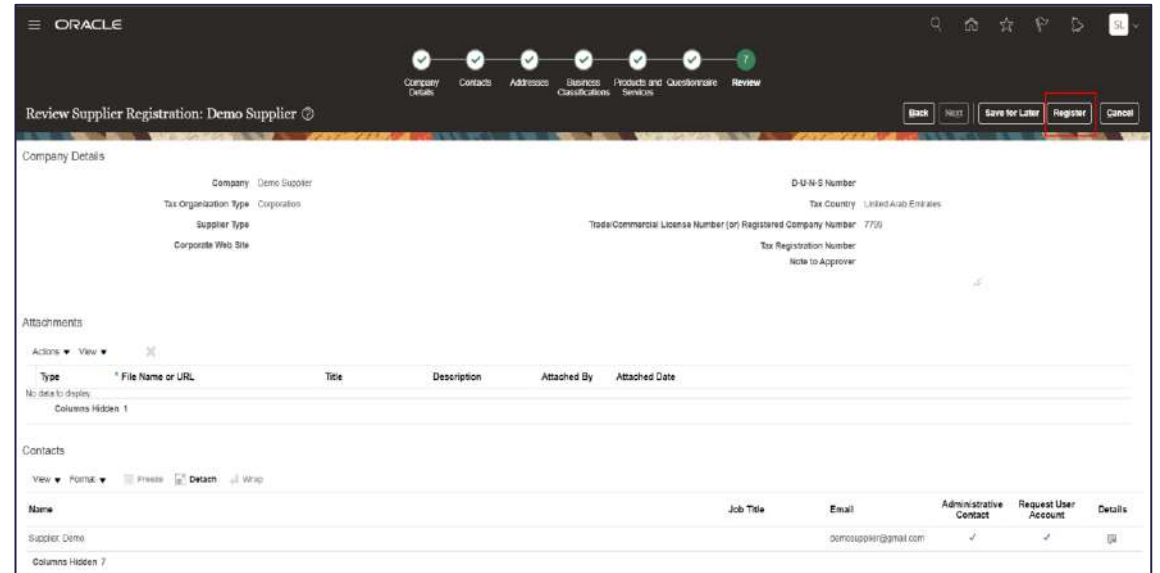
7. Enter the questionnaire details

- As part of YAM Supplier registration process, you must provide details for below list of questions and also upload the required attachments wherever required



Click 'Next' button, to proceed to 'Review' page

8. Review the details entered in all previous sections



Click on 'Register' button, you will get below popup message. Click 'Ok' to complete your registration process

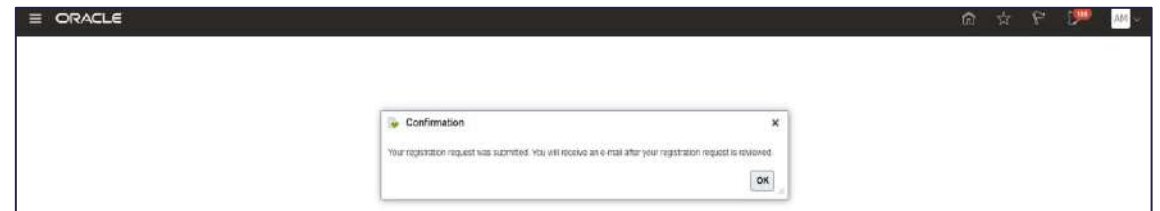
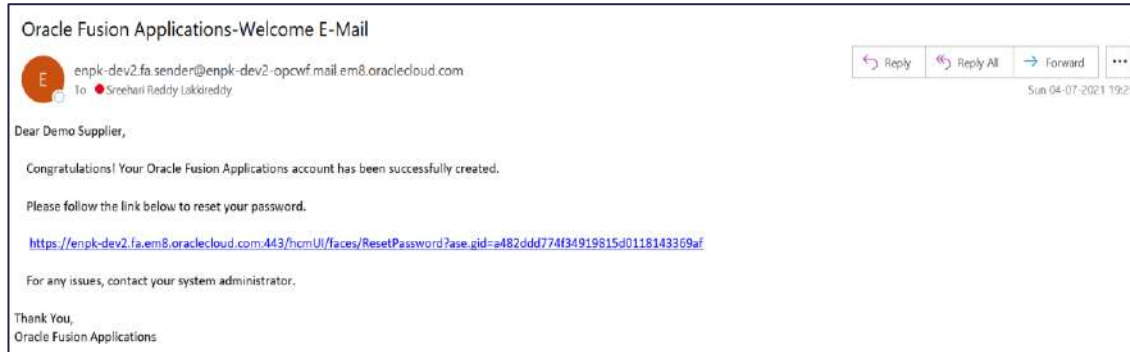


Illustration: Supplier mails and notifications

Upon approval of registration request, you will get following emails

A. Oracle Fusion Applications-Welcome email



Oracle Fusion Applications-Welcome E-Mail

enpk-dev2.fa.sender@enpk-dev2-opcwf.mail.em8.oraclecloud.com
To: Sreehari Reddy Lakkireddy

Sun 04-07-2021 19:25

Dear Demo Supplier,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password.

https://enpk-dev2.fa.em8.oraclecloud.com:443/hcmUI/faces/ResetPassword?_afid=a482ddd774f34919815d0118143369af

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

C. Supplier Registration Request-Approval email



Supplier Registration Request 53001 Was Approved

enpk-dev2.fa.sender@enpk-dev2-opcwf.mail.em8.oraclecloud.com
To: Sreehari Reddy Lakkireddy

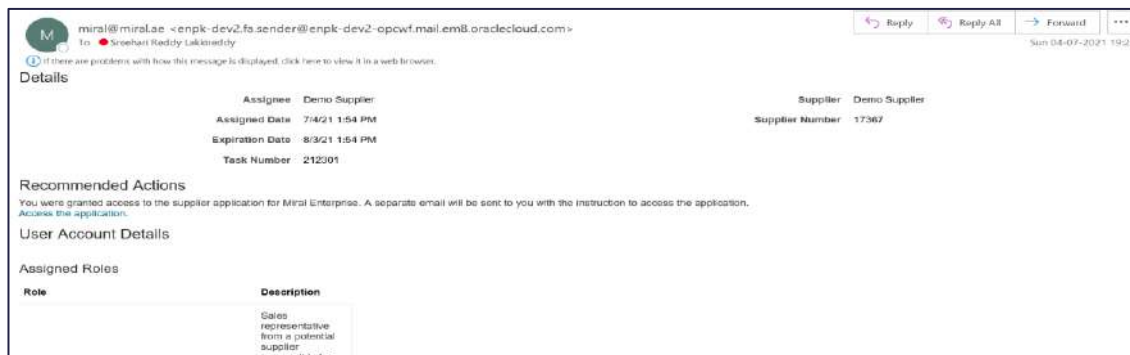
Sun 04-07-2021 19:24

Miral Enterprise (Yas Asset Management)
Your Supplier Registration Request was Approved

Request Number	53001
Request Date	04 July 2021
Requested By	Supplier, Demo
Company	Demo Supplier

User account information will be sent in a separate email.

B. FYI: Supplier Contact User Account-Creation email



miral@miral.ae <enpk-dev2.fa.sender@enpk-dev2-opcwf.mail.em8.oraclecloud.com>
To: Sreehari Reddy Lakkireddy

Sun 04-07-2021 19:25

If there are problems with how this message is displayed, click here to view it in a web browser.

Details

Assignee	Demo Supplier	Supplier	Demo Supplier
Assigned Date	7/4/21 1:54 PM	Supplier Number	17367
Expiration Date	8/3/21 1:54 PM		
Task Number	212301		

Recommended Actions

You were granted access to the supplier application for Miral Enterprise. A separate email will be sent to you with the instruction to access the application. Access the application.

User Account Details

Assigned Roles

Role	Description
	Sales representative from a potential supplier responsible for



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Thank you.