



ياس لإدارة الأصول
Yas Asset Management

Yas Asset Management Supplier User Manual

Supplier Portal - Supplier Profile update

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01. About Yas Asset Management

Yas Asset Management LLC 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
- Coming soon West Yas Plaza Health Club
- Coming soon Yas Arcade

The company is 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.

02. Application Overview

Yas Asset Management has embarked on a digital transformation journey to enhance efficiency, transparency and visibility of end-to-end procurement process.

One of the most critical aspects for success of this digital transformation journey is collaboration with our suppliers. Going forward all supplier interactions for registration, supplier profile update, RFPs/ RFQs/ tender release and bid submission will be through a web-based portal.

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

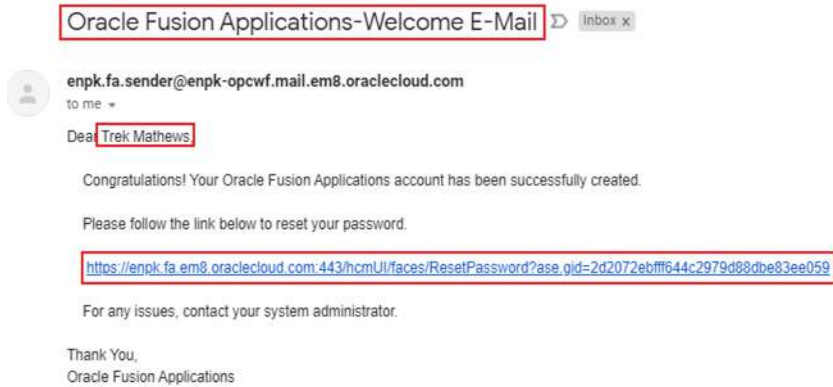
With the now-online supplier portal and sourcing functionalities, you will be able to update your company profile details, offerings, licenses, and certifications. You will also receive sourcing event invitations such as Requests For Quotations (RFQs) and Requests for Proposals (RFPs) and you will be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

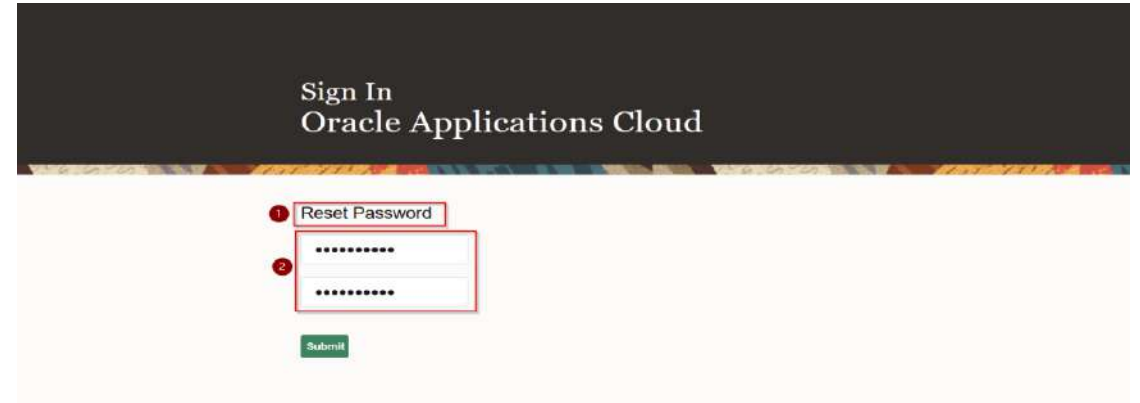
03. Welcome Email from Yas Asset Management

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. Your user ID will also be shared

Email



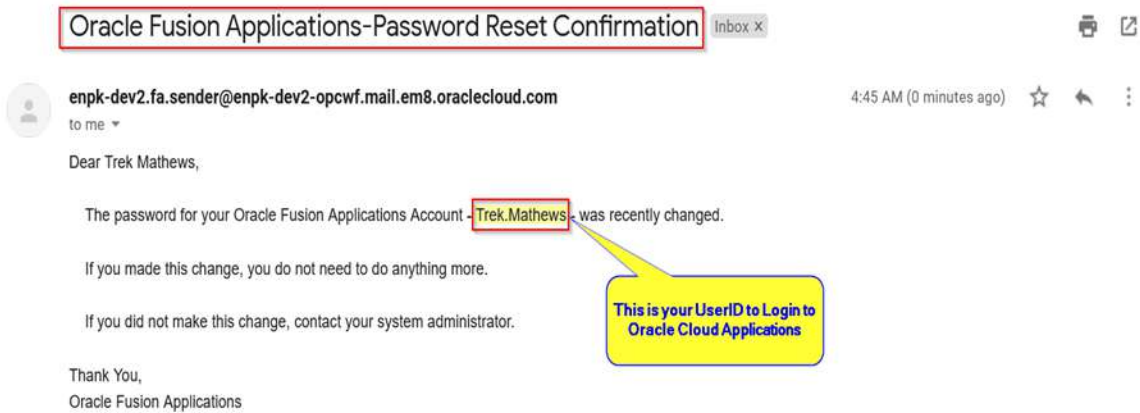
When you click on the above link, the Oracle Applications Cloud Reset Password page will be redirected as shown to the right.



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.

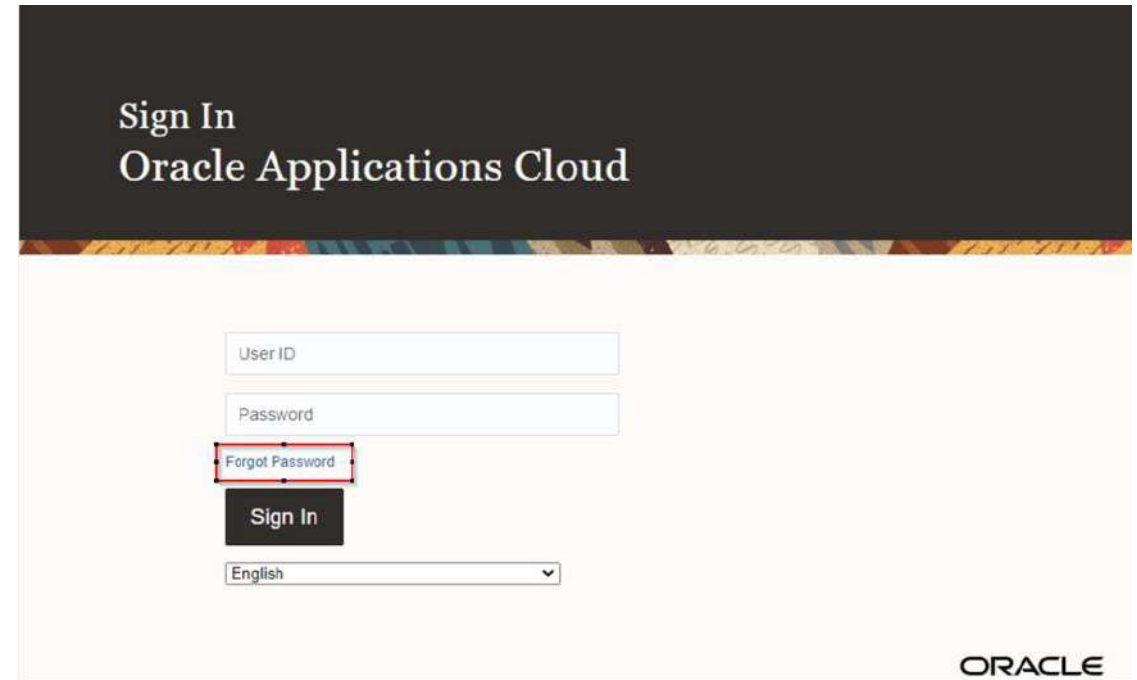
As soon as you click on the Submit button, the Password will be changed and you will receive the User Account to Login to the Yas Asset Management Supplier Portal.



The above email is the Password Reset Confirmation.

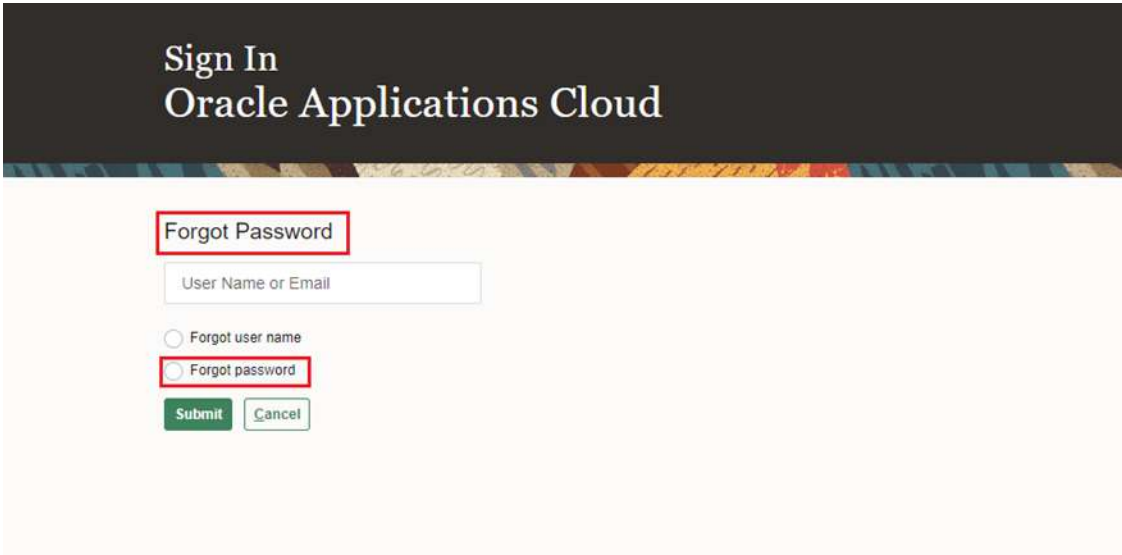
In the above screen, your User Account is highlighted in the red box. Similarly, any Users who perform the Reset Password task successfully will receive the confirmation email to their emails which was shared to Yas Asset Management.

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 Asset Management).

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

If you are still facing any issues with Login please contact Yas Asset Management team:

procurement@yasassetmanagement.ae

04. System login and navigation to Supplier Portal

To start, you'll need to log into the Yas Asset Management 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 Asset Management Supplier Portal homepage.

Click on the home icon (highlighted in green below)



The above screen represents the Home page of the Yas Asset Management 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 Asset Management and you can respond to us through the Portal.

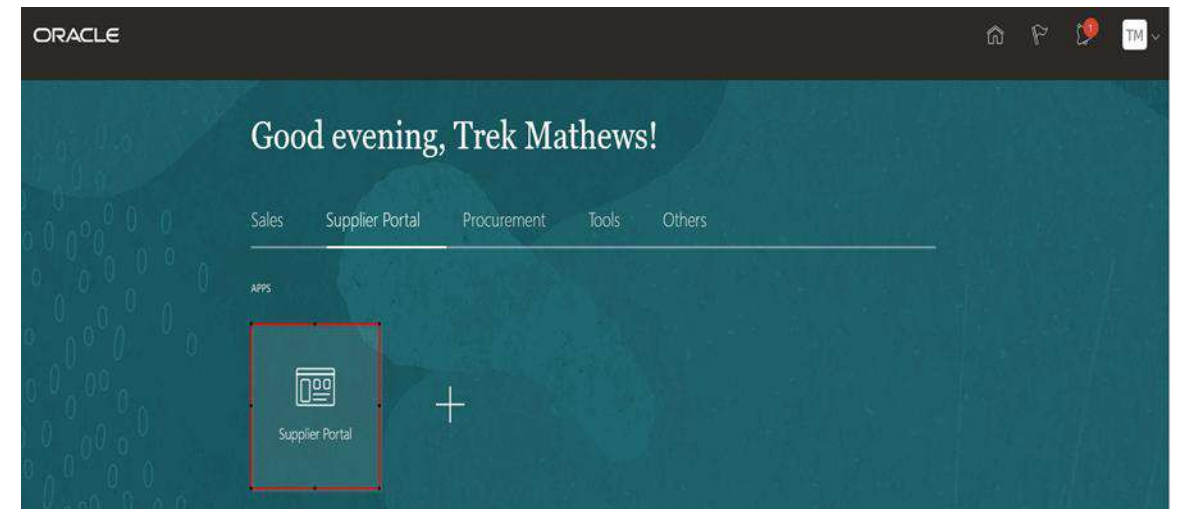
3. Icon for User Accessibility, User Preference Settings also to Sign Out from Yas Asset Management Supplier Portal.

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 Asset Management.

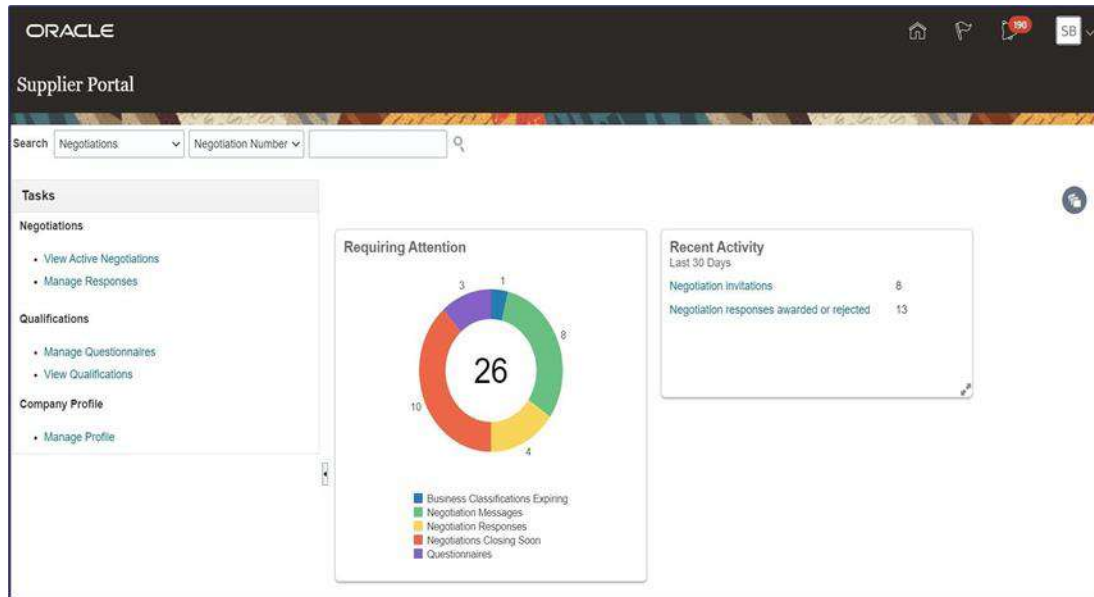
This navigation homepage is your personalized home page containing all accesses available to your company, such as Supplier Portal, Procurement etc...

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

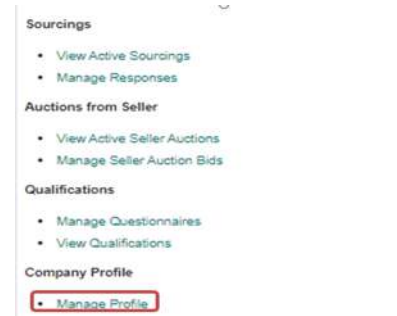


05. Managing Profile Updates

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

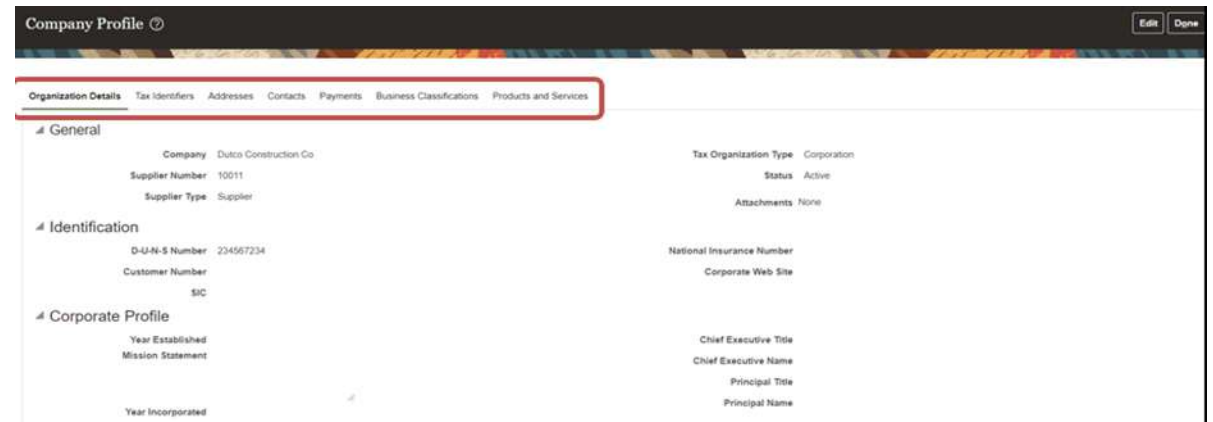


To view your profile and to make any changes, you will need to click on the manage profile task in the task column: **Click on the 'Manage Profile' task**



The Company Profile summary page contains the following tabs: Organization Details, Tax identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services.

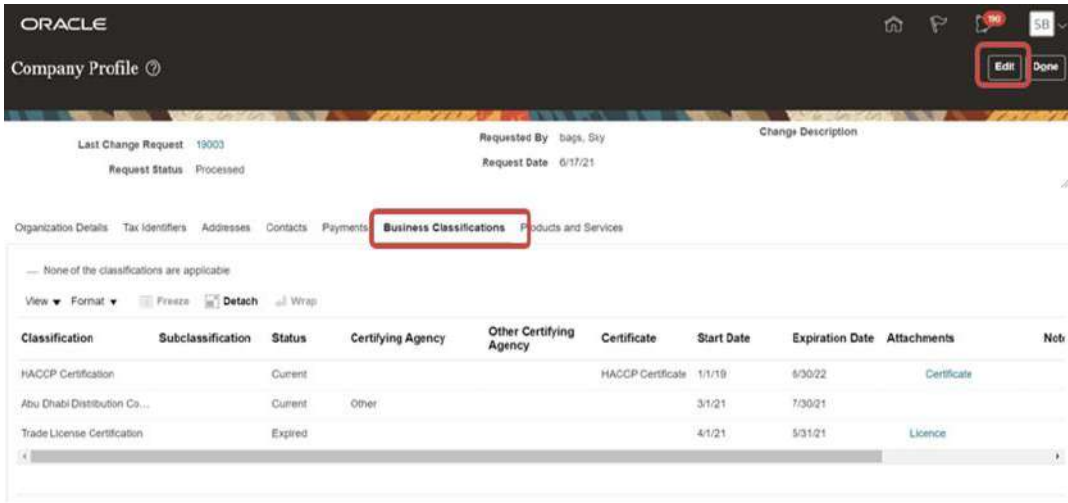
Any of these can be viewed or updated by navigating to the respective tab.



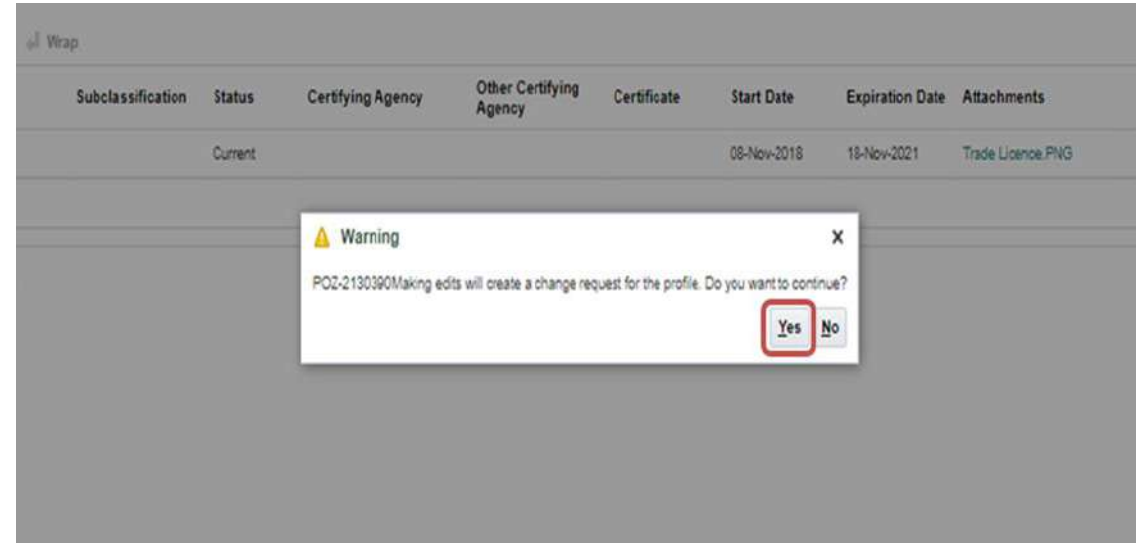
06.Illustration: Manage certifications

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



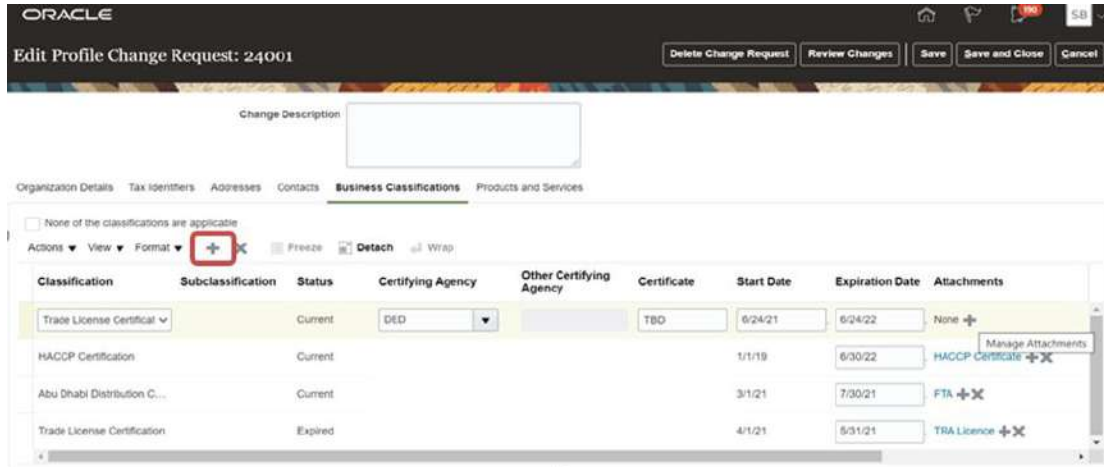
2. Once you **click on the 'Edit' button**, the system will prompt an issue a warning to inform you that this action is a change request, meaning that the changes will go for Yas Asset Management's approval. **Press 'Yes' to continue**



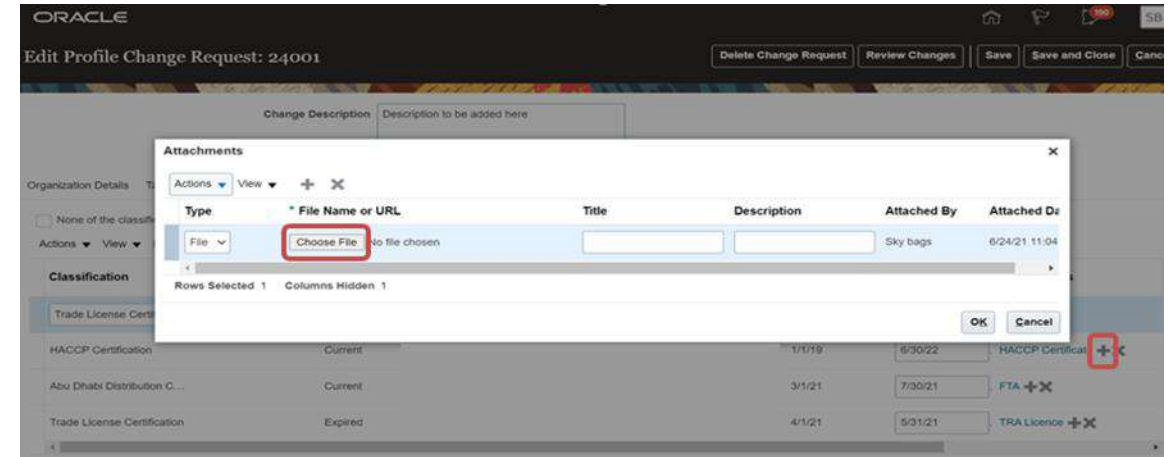
3. You are now in Edit mode, navigate to the 'Business Classifications' tab

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

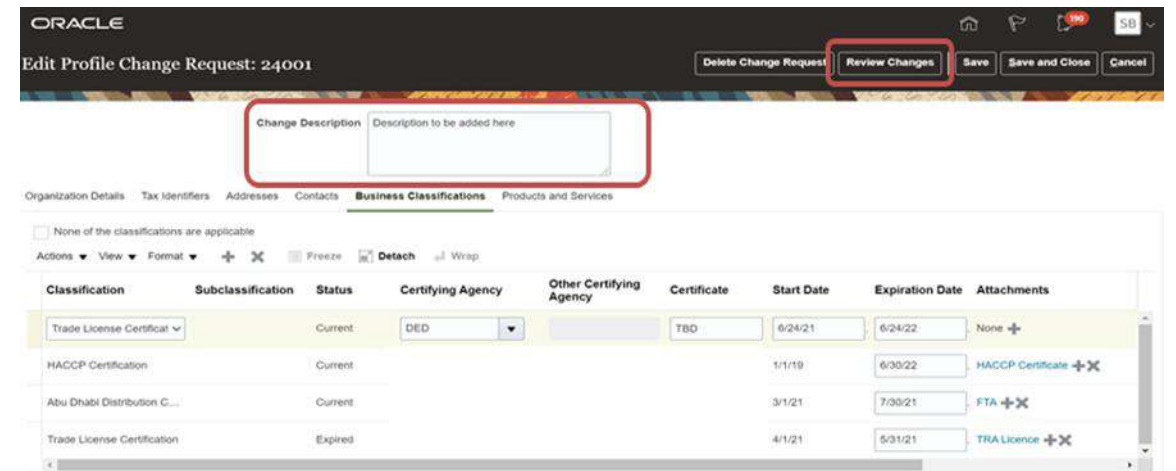
You can also edit the already added classifications as shown below



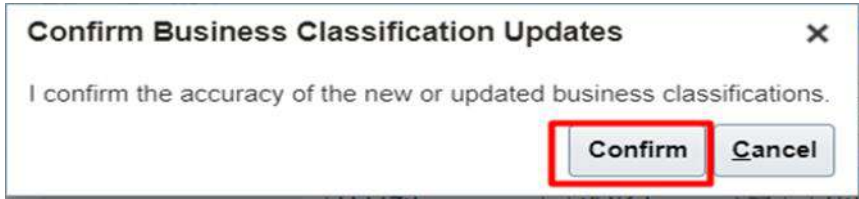
4. Please upload required attachments at the end of each line using the '+' icon



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**.

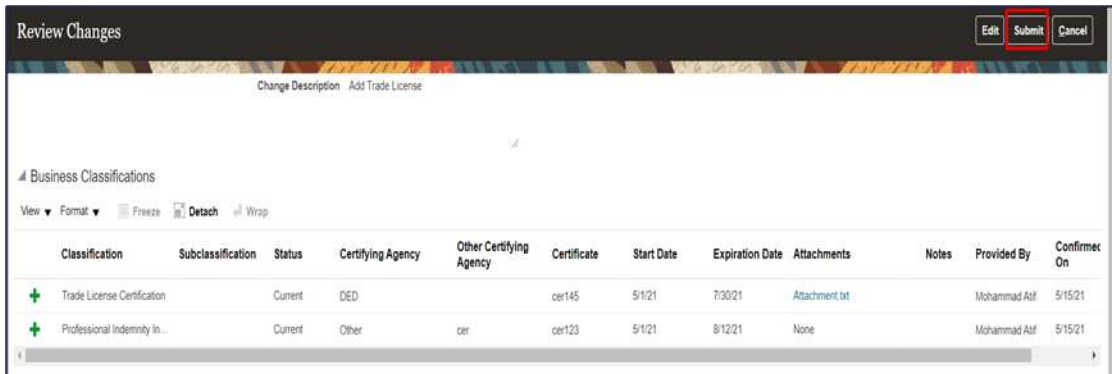


6. Once done, the system will ask for confirmation, **click on 'Confirm' to proceed.**

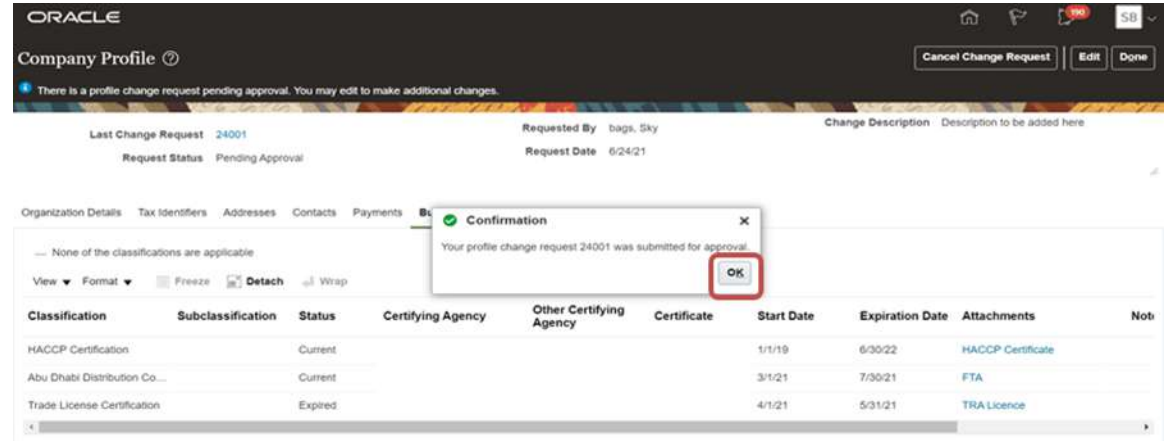


7. The 'Review Changes' page allows you to check the details that you have added/changed, you will have a summary of your changes and the option to 'Edit' or 'Submit' your 'Change Request'.

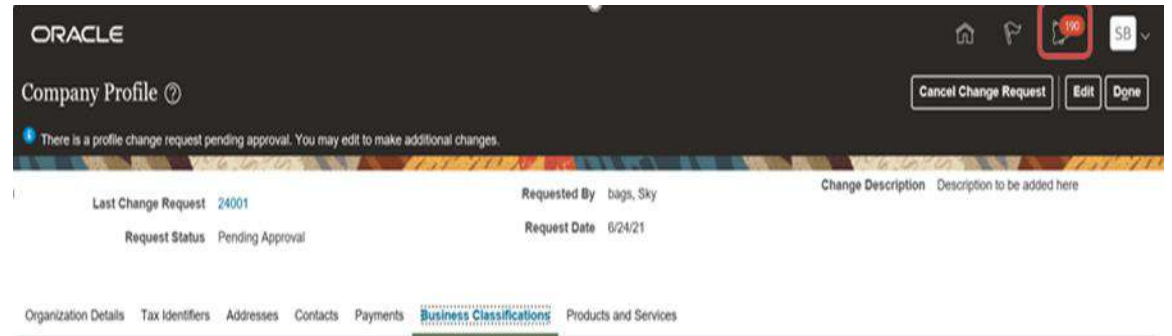
Click on 'Submit' if no further changes are required.



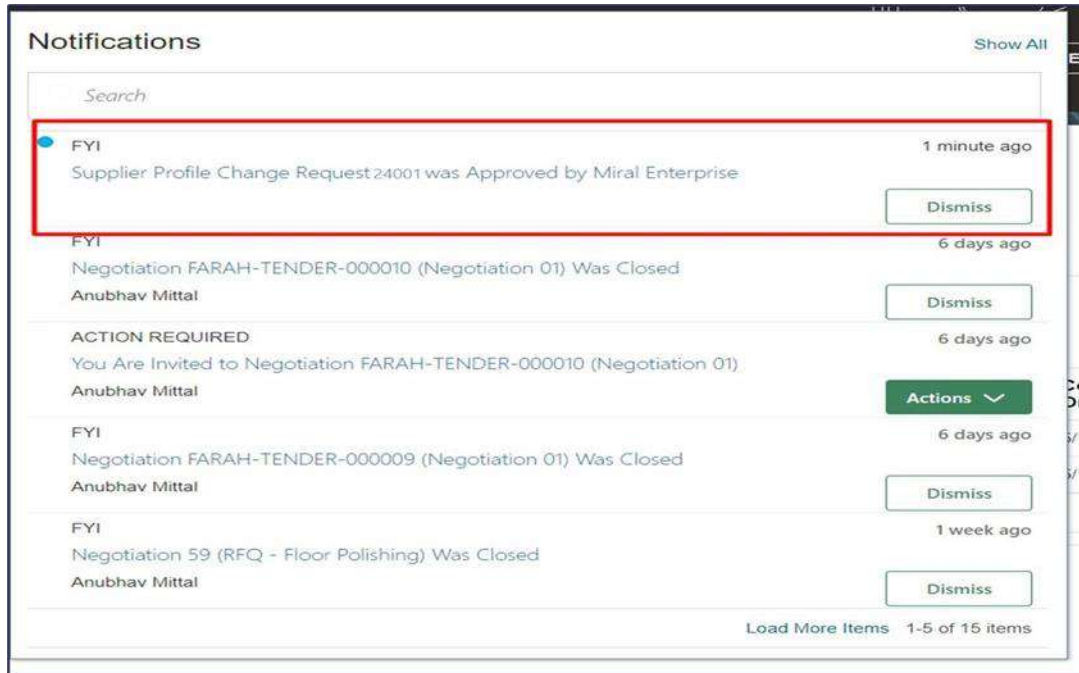
8. The system will show a notification confirming that your 'Change Request' has been submitted for approval to Yas Asset Management. The change request will be routed for approval to authorized supplier management team of Yas Asset Management. **Click 'OK' to proceed.**



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



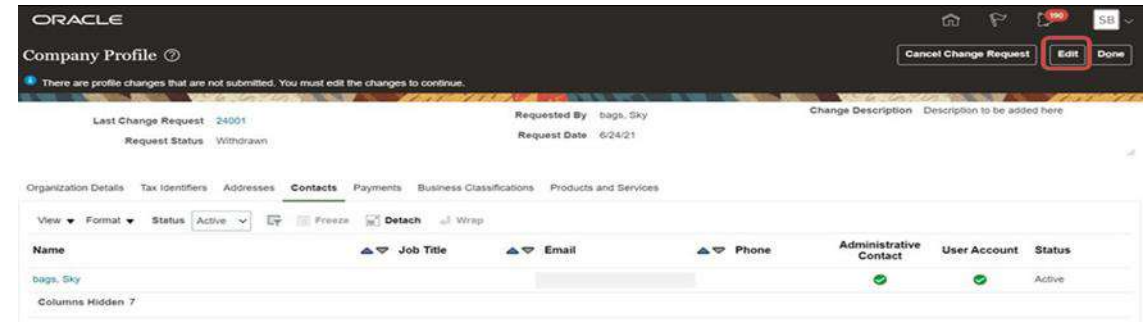
10. **Clicking on the link** will take you to the Change Request summary



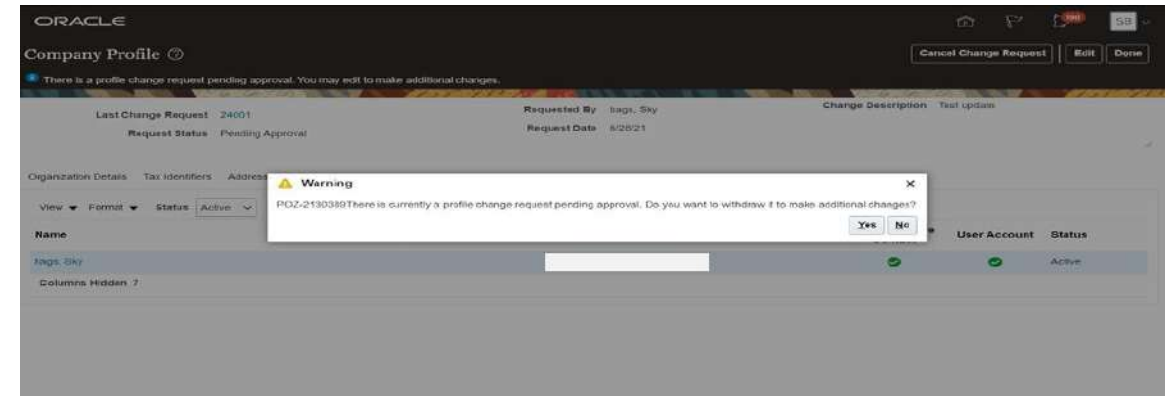
07. Illustration: Manage Contacts

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.

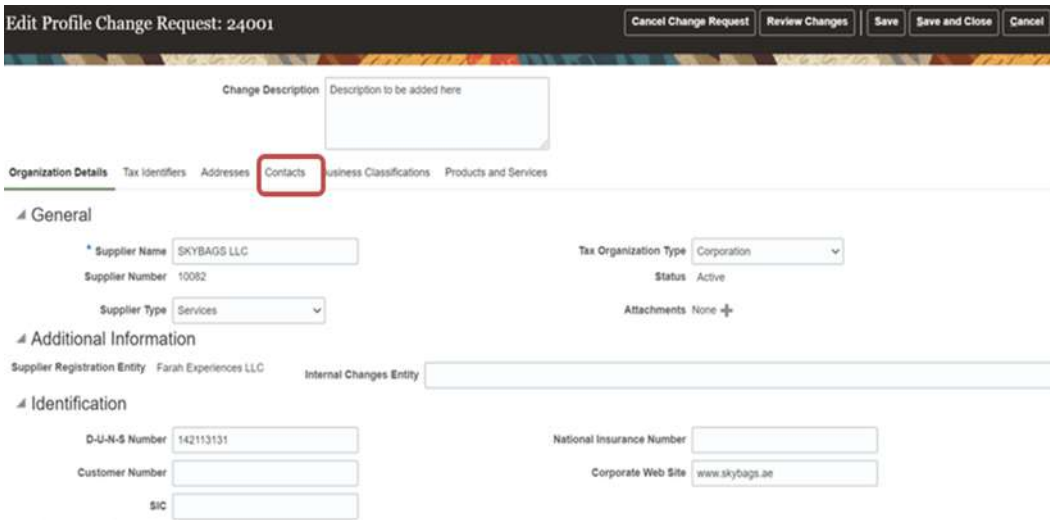


2. Once done the system will notify you that this is a 'Change Request', meaning that once the changes are submitted, the request would go for Yas Asset Management's approval. **Click 'Yes' to proceed.**

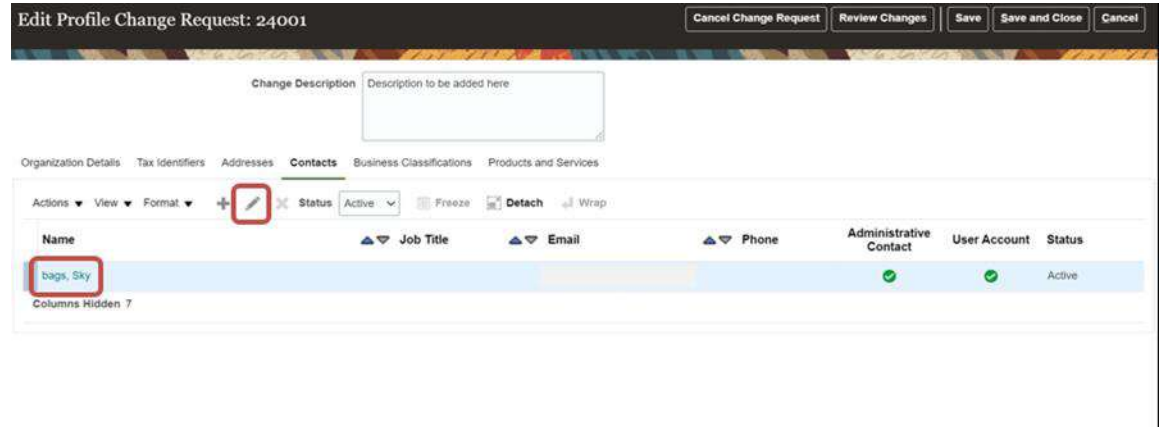


Note: In case any 'Change Request' is already sent for approval, the system will prompt you to withdraw the existing 'Change Request' and make additional changes to it as shown in the above screenshot.

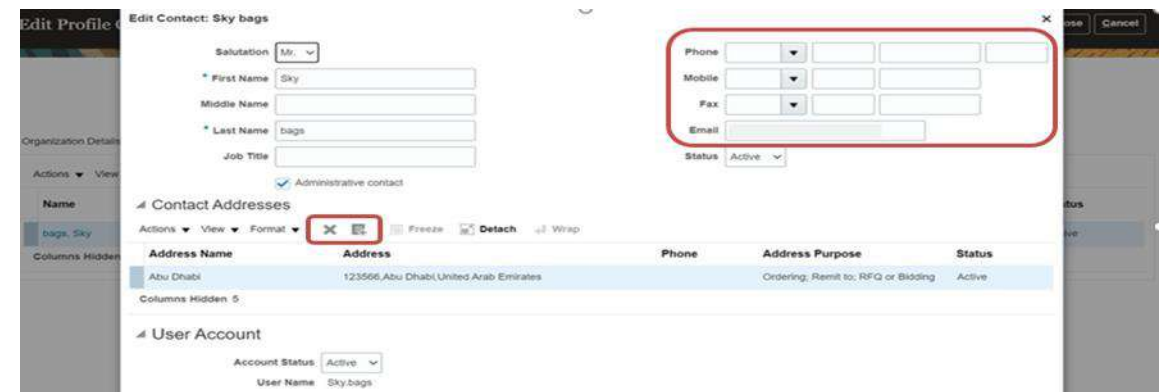
3. Click on the 'Contacts tab' to begin updating your contact details.



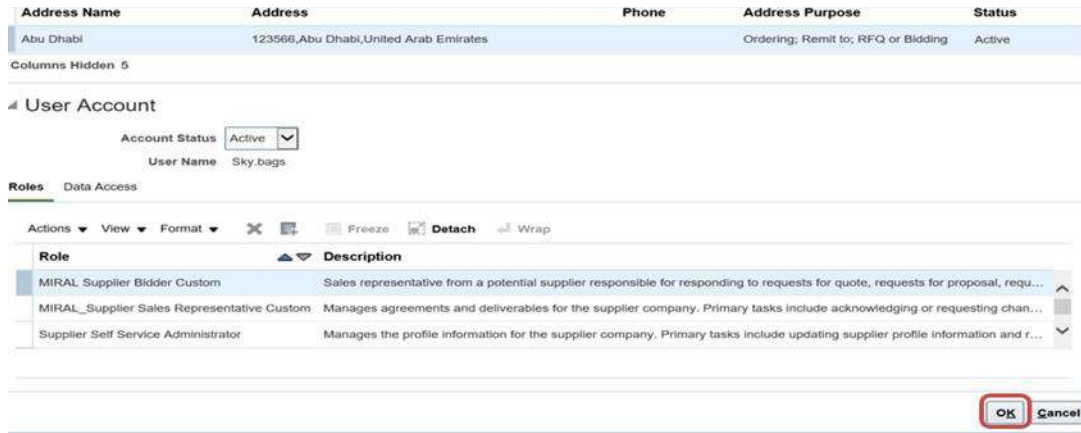
4. Click on the link for the contact line you wish to update to access the contact details edit page



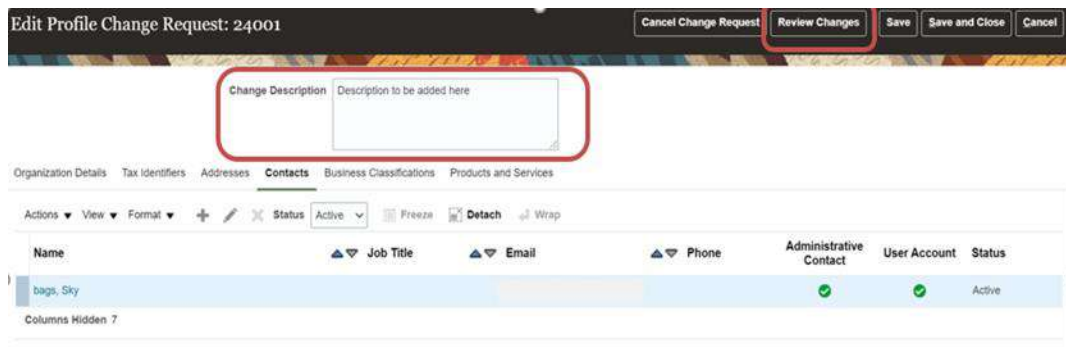
5. In the 'Edit Contact' page, you can **update contact details** like (phone/mobile/email/name etc...), you can also **delete the current address and select a new address from 'Contact Addresses' section** as shown below



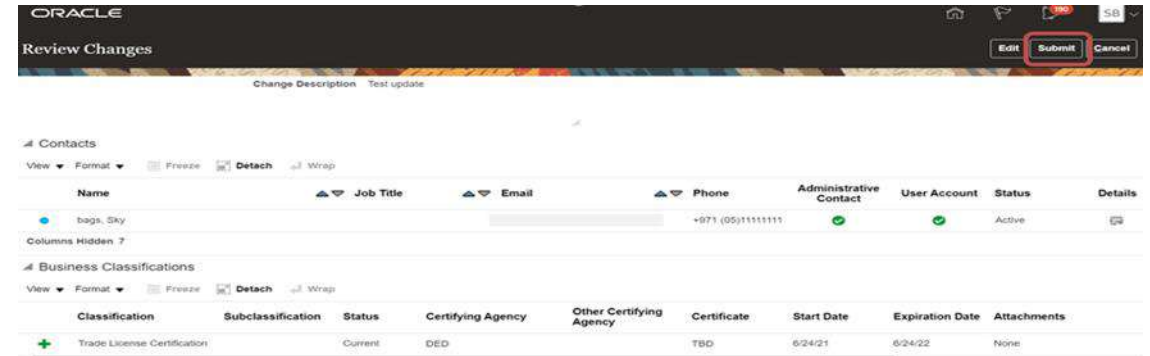
6. Click 'OK' once the contact details are updated to reflect the same in the 'Contacts tab'.



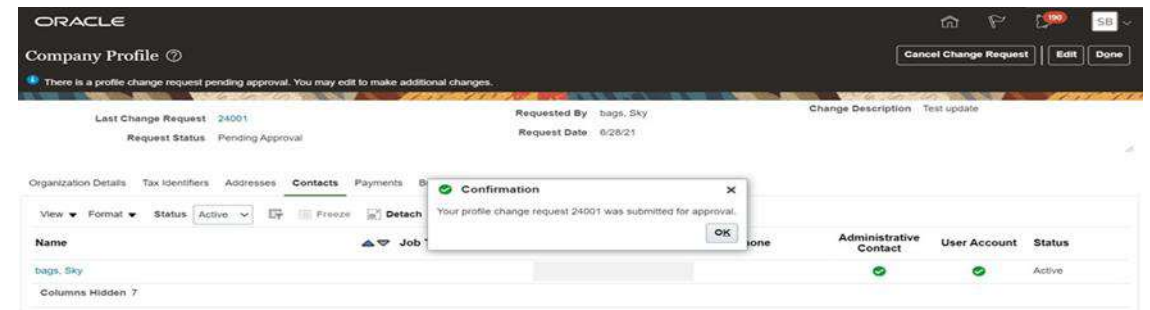
7. This will take you back to the 'Contacts tab' where you can update the 'Change Description' and then press the 'Review Changes' button if no further updates are required.



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.



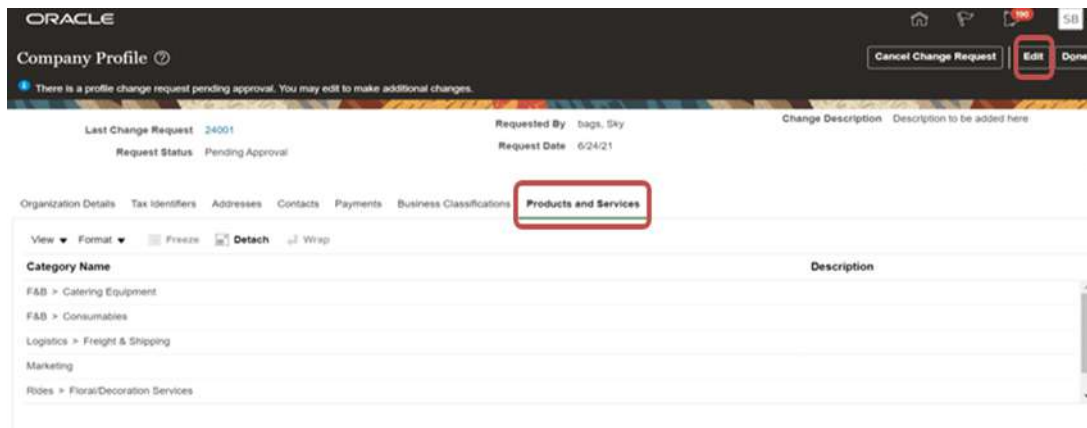
9. You will receive a confirmation that the Change Request has been submitted for approval.



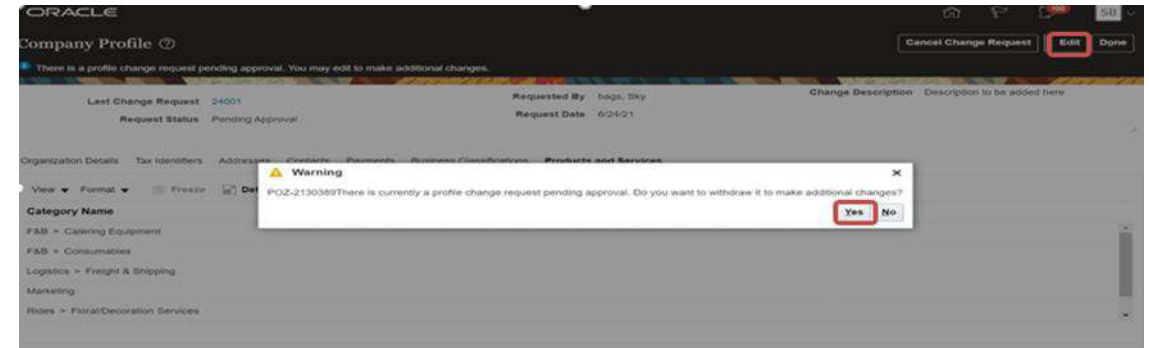
08. Illustration: Manage Products & Services update

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 Asset Management.

1. **Click on the Products and Services tab** in your Company Profile page

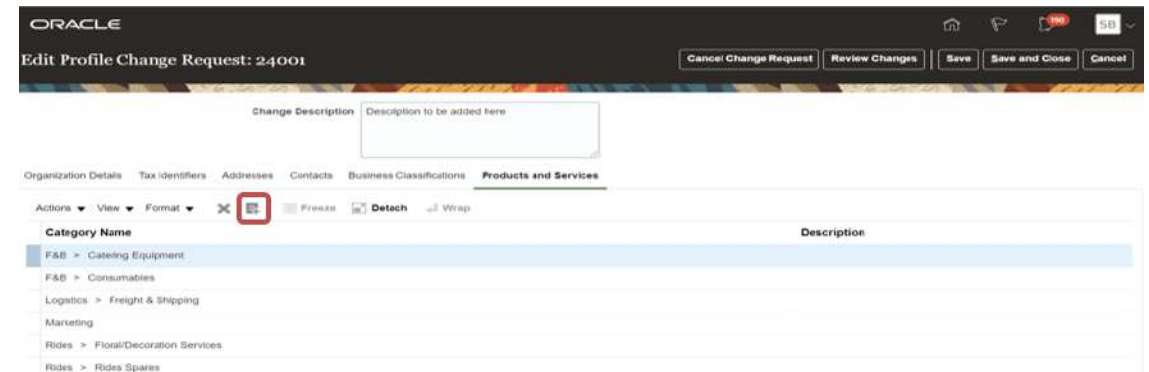


2. **Click on the 'Edit' button** on the top right of the screen, the system will notify you that this is a 'Change Request'. **Click 'Yes' to proceed.**

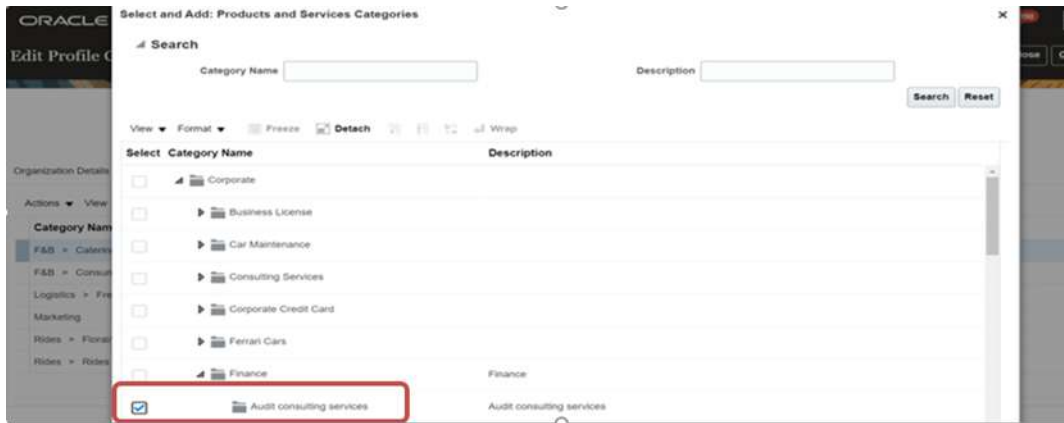


Note: In case any 'Change Request' is already sent for approval, the system will prompt you to withdraw the existing 'Change Request' and make additional changes to it as shown in the above screenshot.

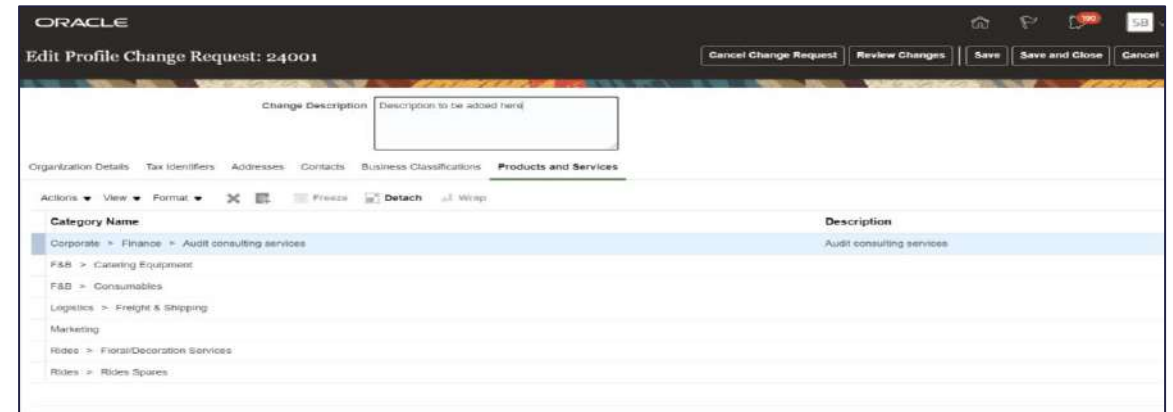
3. You are now in 'Edit mode', **click on the '+' icon** which will allow you to select the Products and/or Services that you offer Yas Asset Management



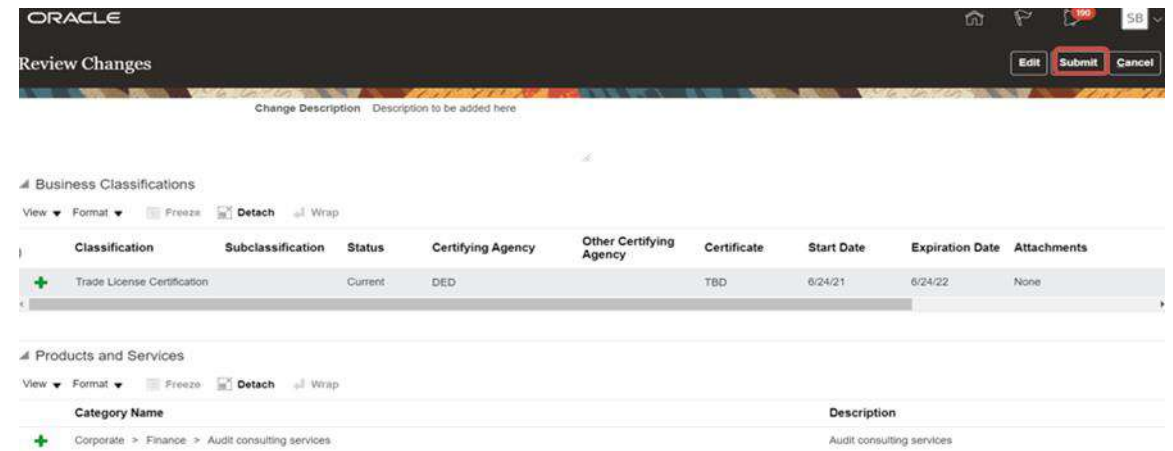
4. To select the Products and/or Services that you provide, **click on the category arrows** until you reach the **3rd category level**. Some categories only offer 2 category levels. **Once the lowest level category is visible, select the checkbox parallel to it** in order to select the category. Scroll 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 Asset Management.





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Thank you.

For more information
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