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

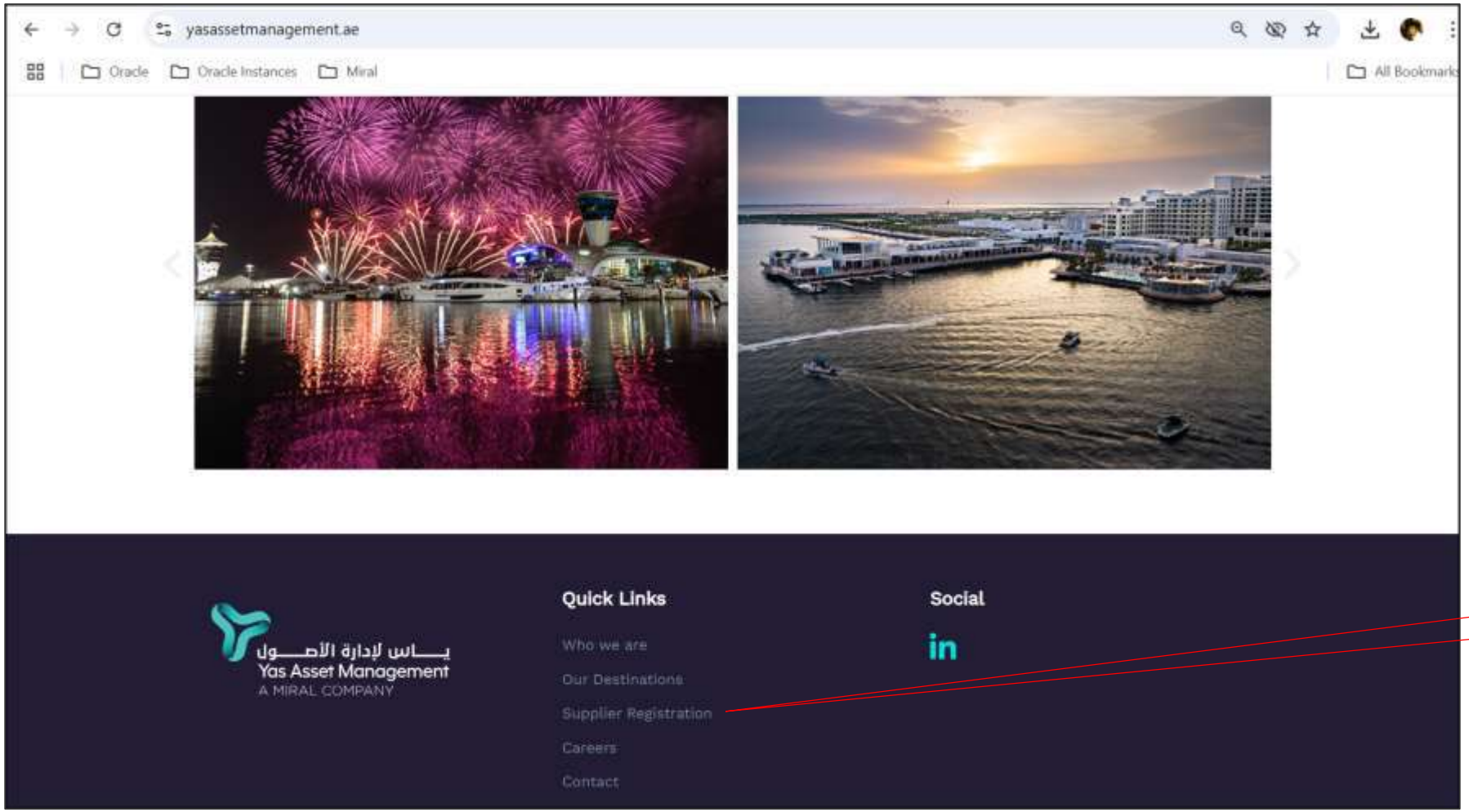
Please click the link below for Supplier Registration with YAM:

https://enpk.fa.em8.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=8ha5FoLEoVuu7vNp3fBTTd%2FwXjPRhXJrKJ45hG6DvJakSY9PSglXe9k6GA%3D%3D

## New Supplier Registration

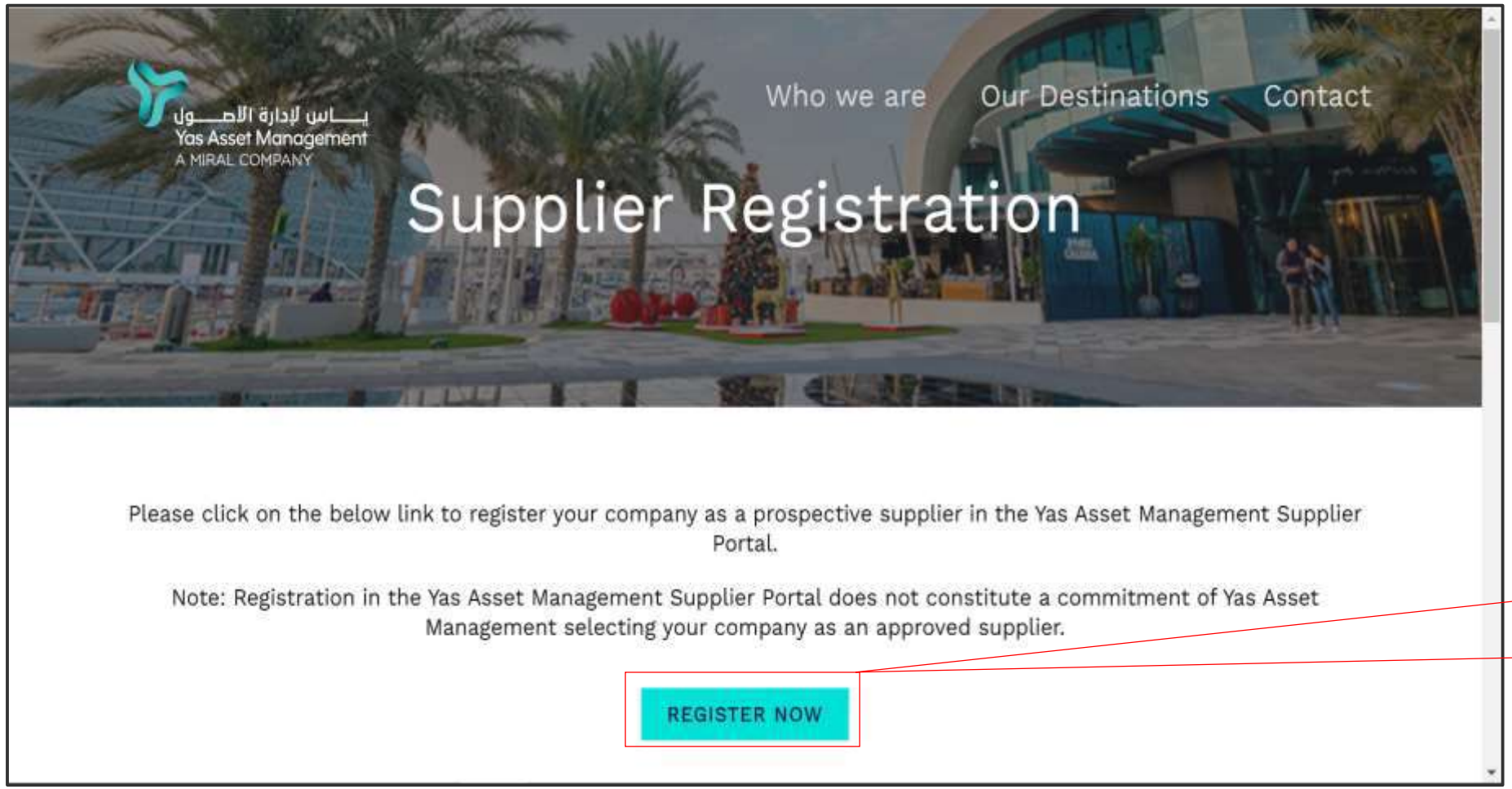
### Step-1:

Navigate to Yas Asset Management website and click on Supplier Registration as shown in below image



## Step-2:

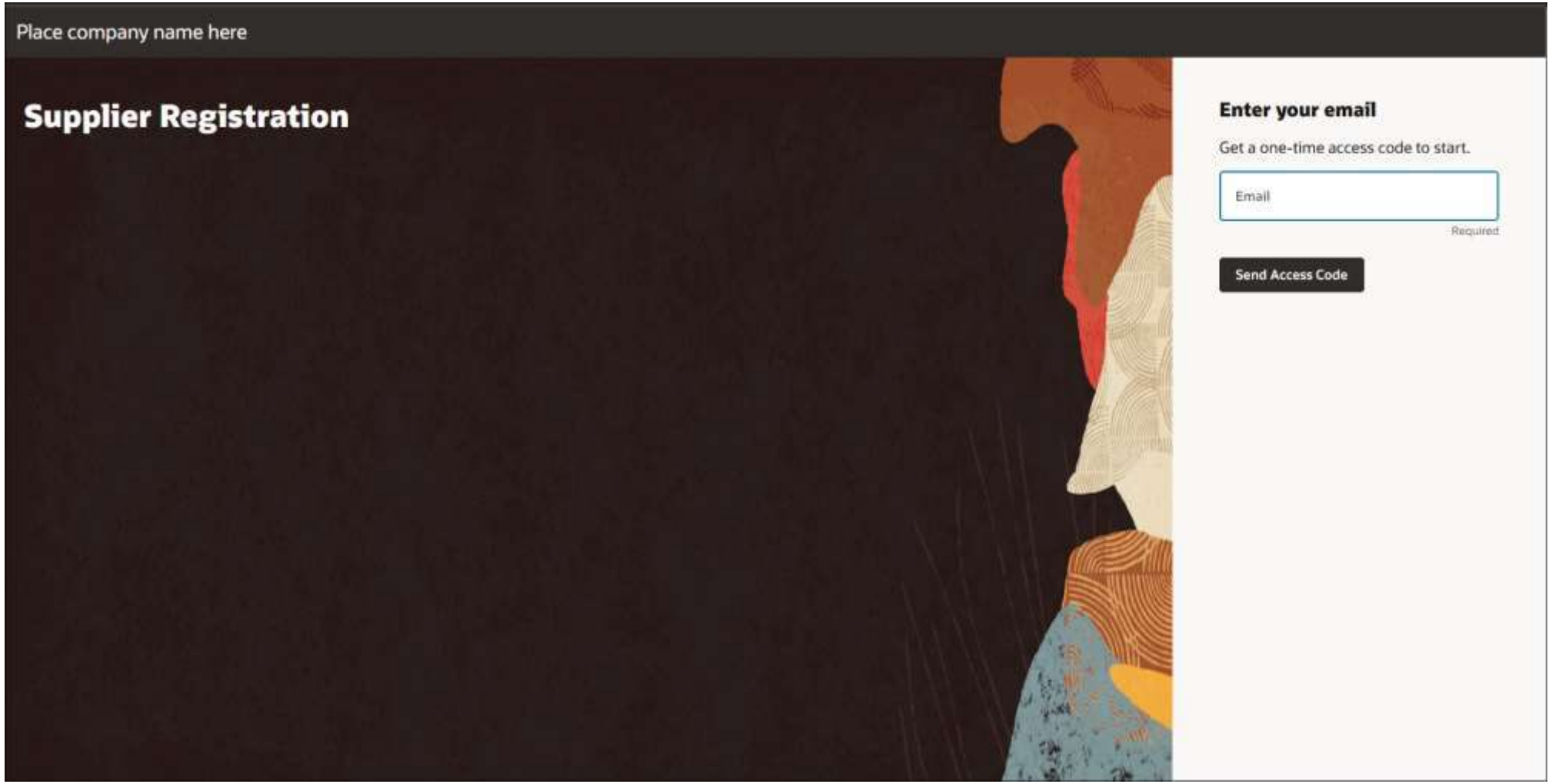
**Click on ‘Register Now’ as shown in below image**




Click on this link to Register Your company as Supplier in Yas Asset Management Group

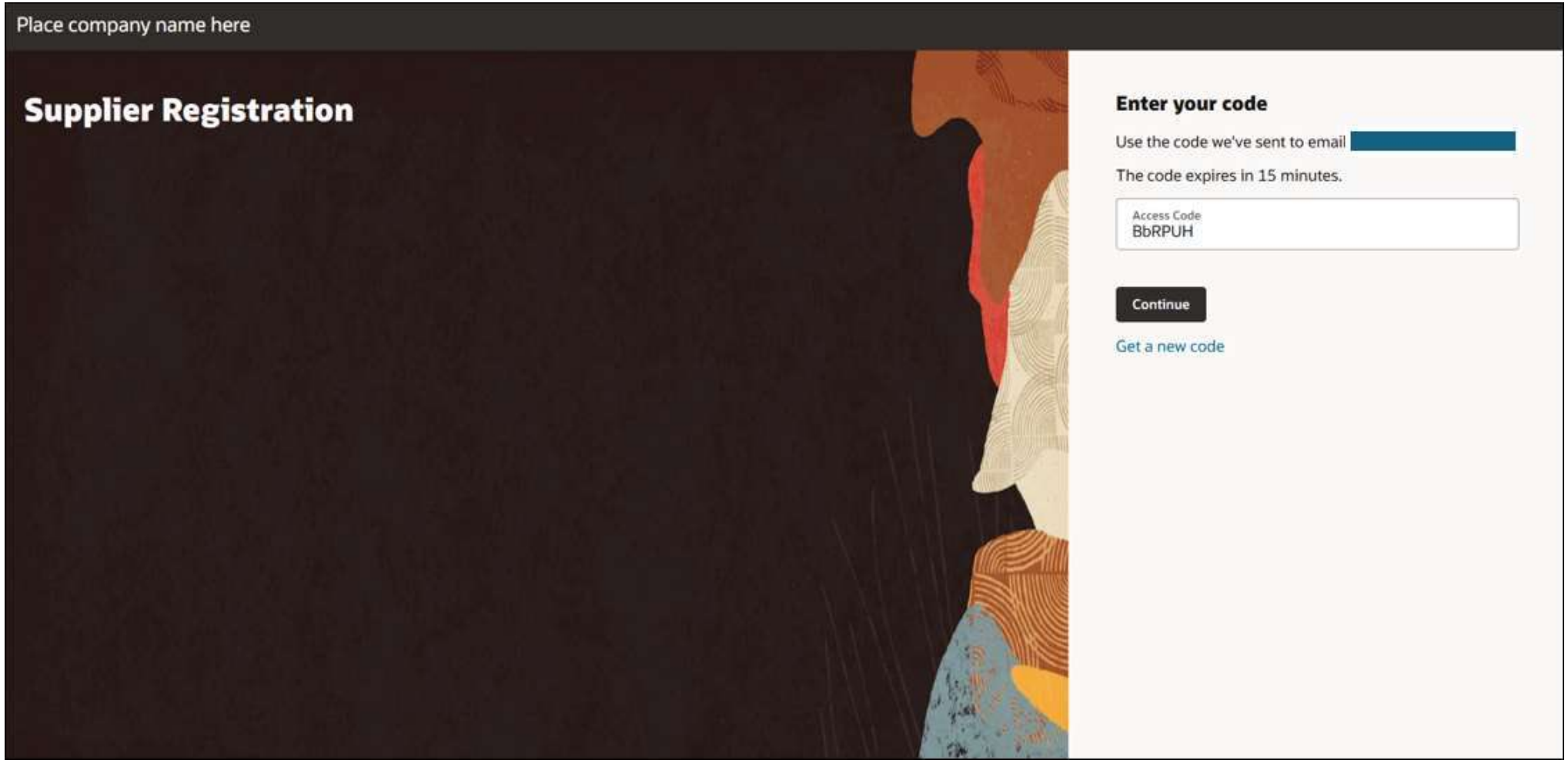
## Step-3: Verify Email Address

Enter your company ‘Email Address’ and click on Send Access Code



## Step-3: Verify Email Address (Contd..)

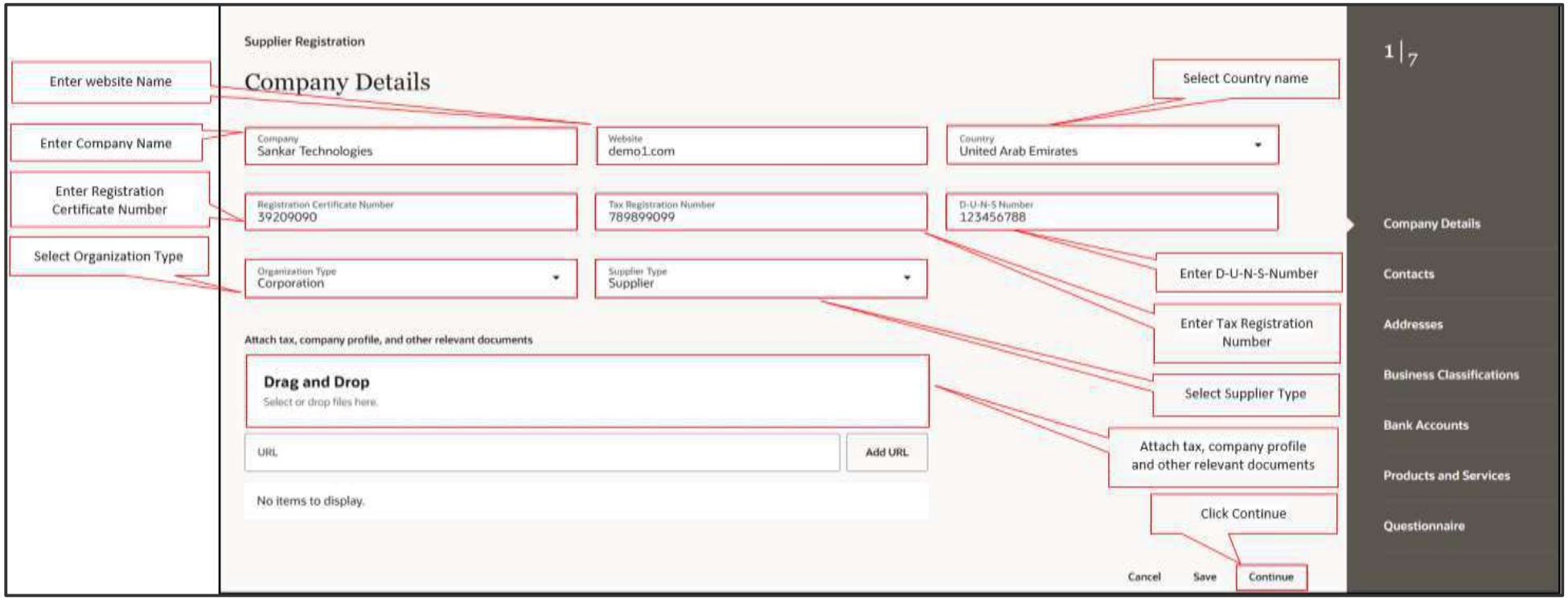
Enter the code which you have received via Email and click on Continue



## Step-4: Company Details

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

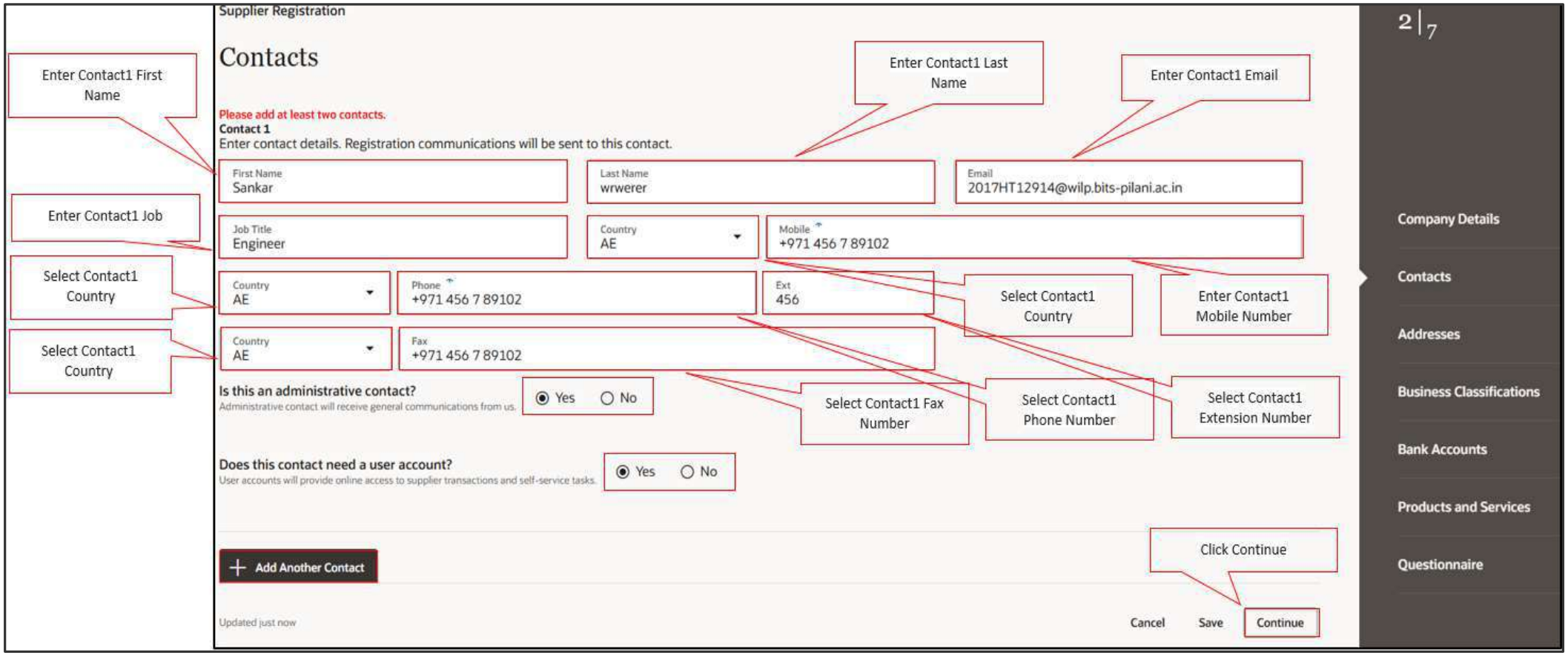
- Enter your company details, as well as the name and email address of the person submitting the registration:
- Enter either D-U-N-S number (for suppliers registering from US/ Canada) or Trade/Commercial License Number or Registered Company Number or Tax Registration Number
- Use official e-mail ID and the same would be used as the username for creating user login to supplier portal
- Select Organization Type, Supplier Type. Supplier Type is optional.
- Attach tax, company profile and other documents




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

## Step-5: Contacts

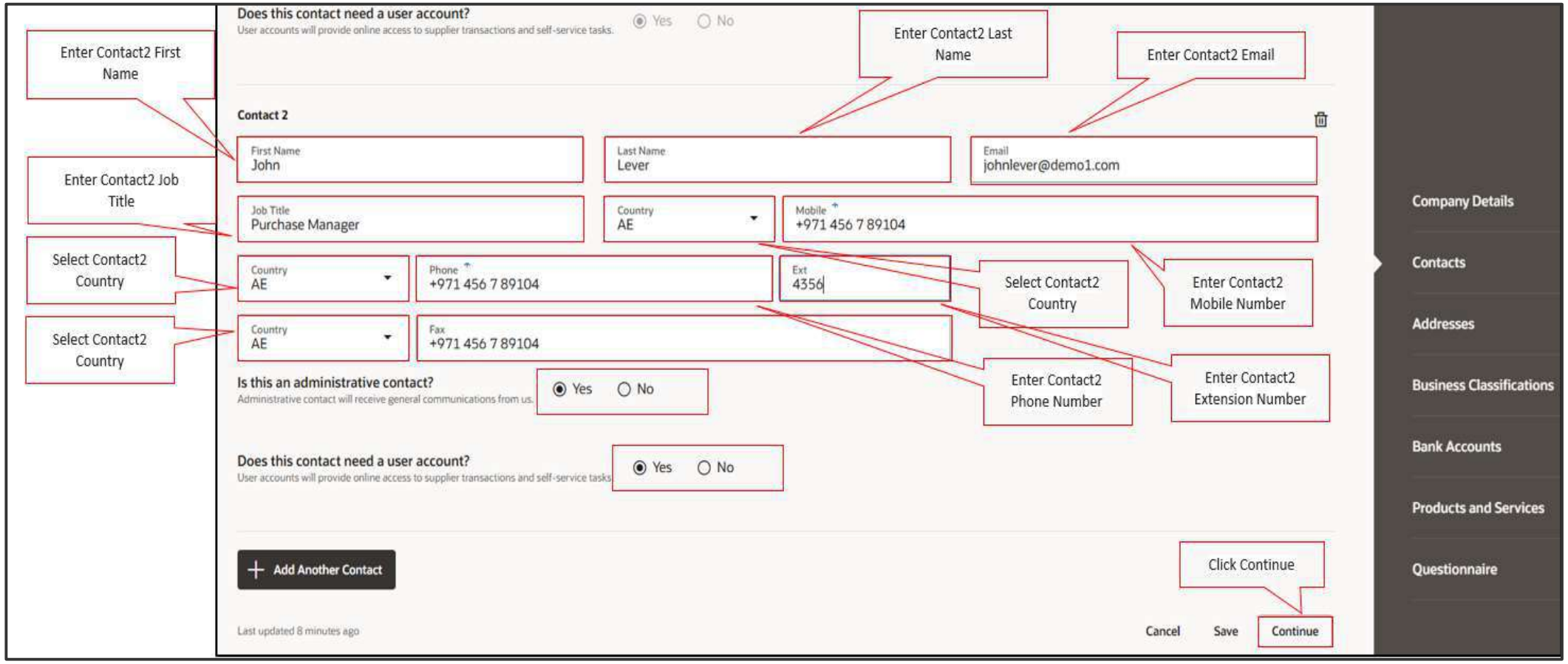
- Enter at least two Contact details
- Enter first contact details - First name, Last Name, email, Job Title, Mobile Number, Phone Number, Extension Number, Fax Number (Job Title, Fax Number and Extension number are optional).
- Administrative Contact and Contact need a user account buttons were defaulted as yes.




**Click on 'Add Another Contact' to enter second contact details**

## Step-5: Contacts (Contd..)

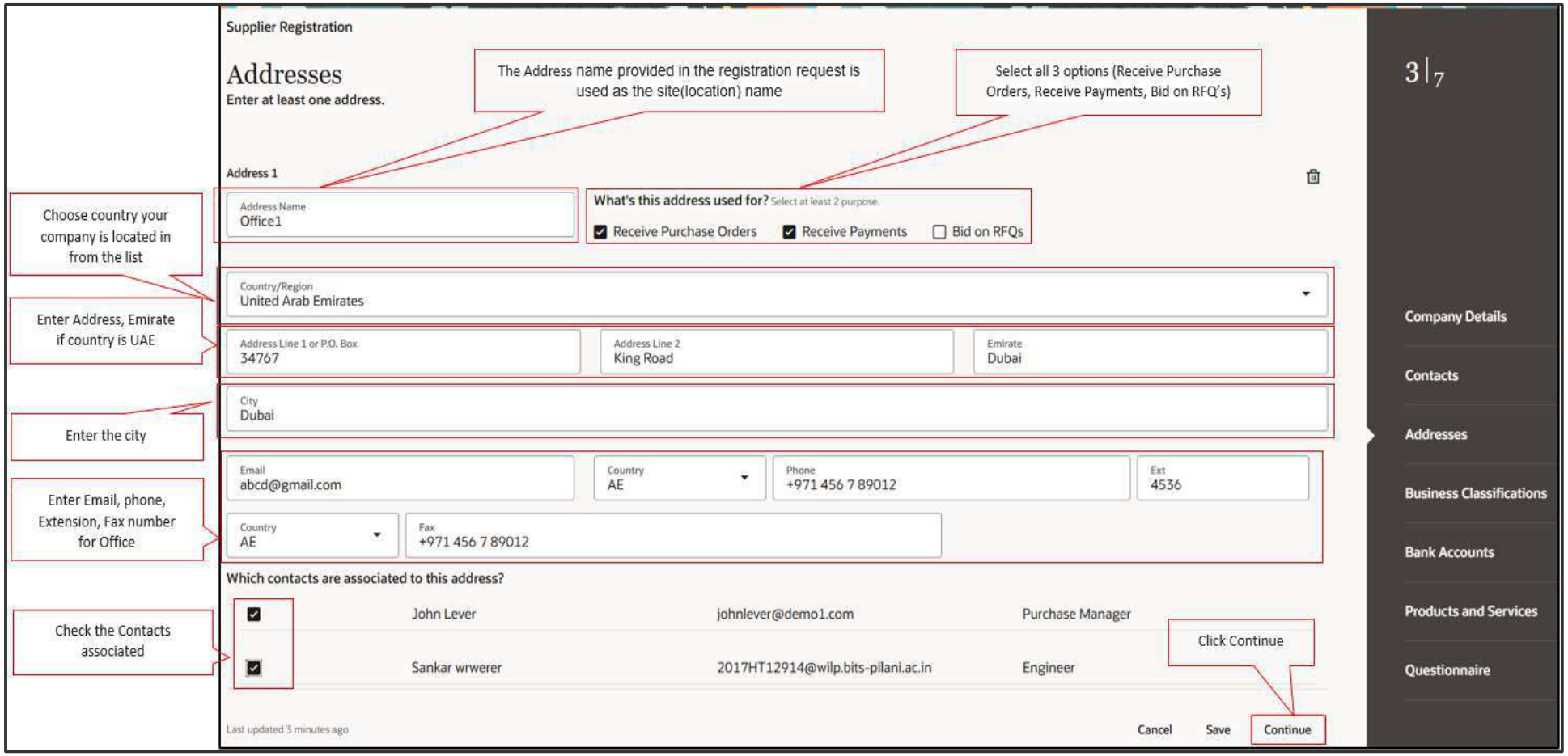
- Enter second contact details - First name, Last Name, Email, Job Title, mobile number, Phone Number, Extension Number, Fax Number (Job Title, Fax Number and Extension Number are optional).
- Administrative Contact and Contact need a user account buttons were defaulted as yes. If need can be changed to No as per requirement.




Click 'Continue' button to redirect to Address Page

## Step-6: Address

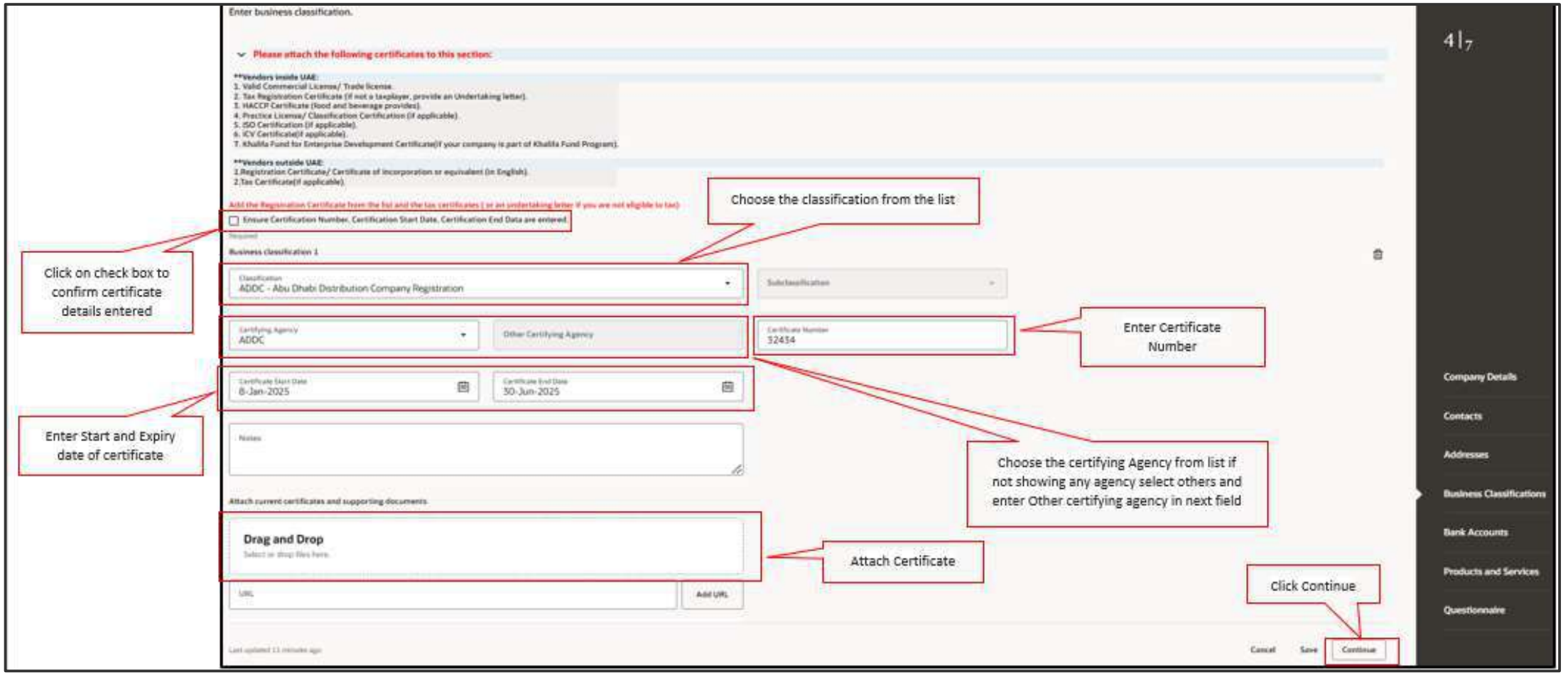
- Enter Address details. Address Line, Emirate, City, Email, Phone number, Extension Number , Fax number(Address Line, Email, Phone number, Extension Number , Fax number are optional). If Country is UAE, Emirate is Mandatory.
- Select Contacts associated to this Address as per requirement.




**Click 'Continue' button to redirect to Business Classifications Page**

## Step-7: Business Classifications

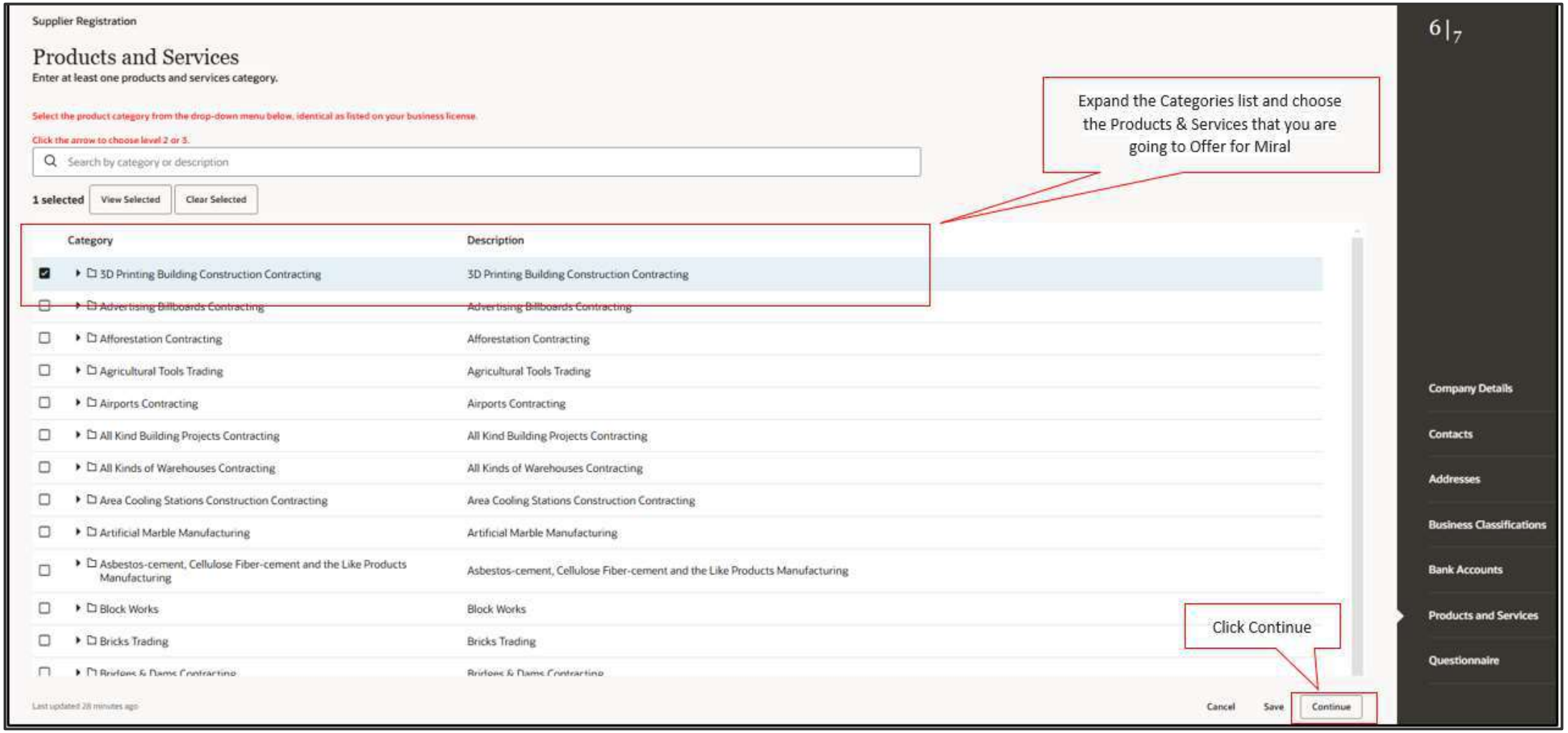
- Provide business classification details to enter all the required certification details example like Trade License with start date and expiry
- After entering certificate number , start date and expiry date , ensure to click check box to confirm certificate details entered to proceed to next screen




**Click 'Continue' button to redirect to Next Page / Click Product and Services in Menu to go to Product and Services Page**

## Step-8: Products and Services

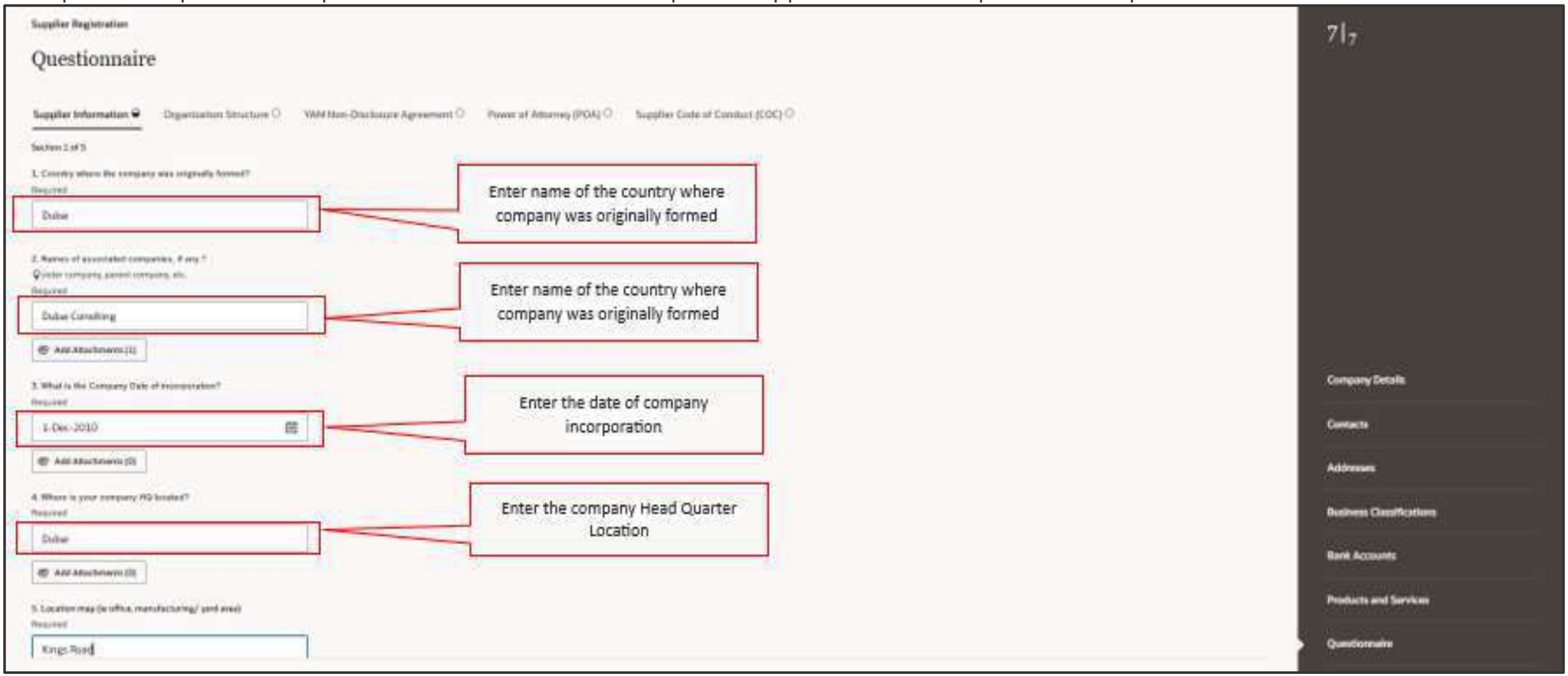
- Select category by Clicking Check box




Click 'Continue' button to redirect to Questionnaire Page

## Step-9: Questionnaire

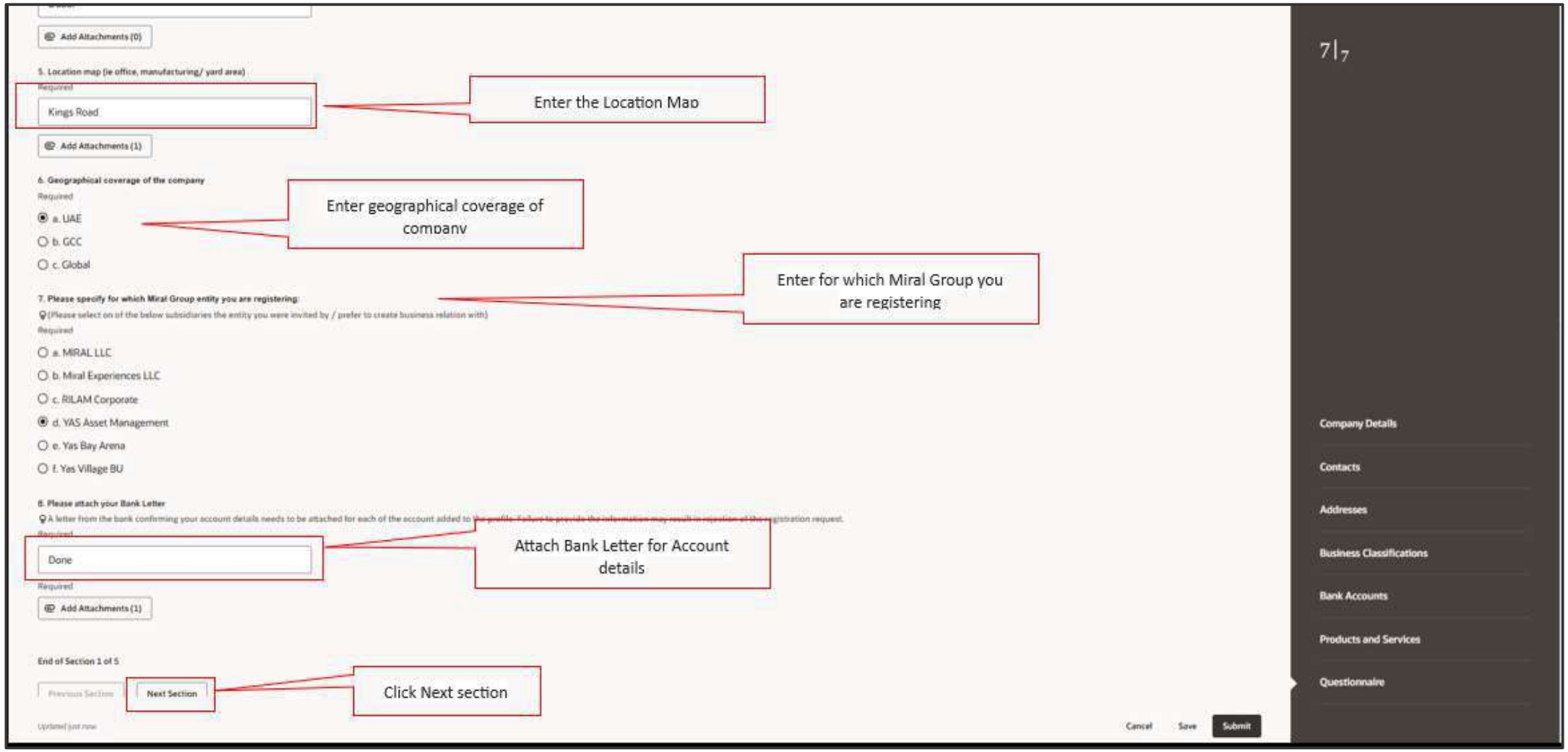
- Enter the questionnaire details as part of Miral Supplier registration process, you must provide details for below list of questions upload the required attachments wherever required. Supplier Information part, enter required details




**Scroll down to enter details for Supplier Information**

## Step-9: Questionnaire (Contd..)

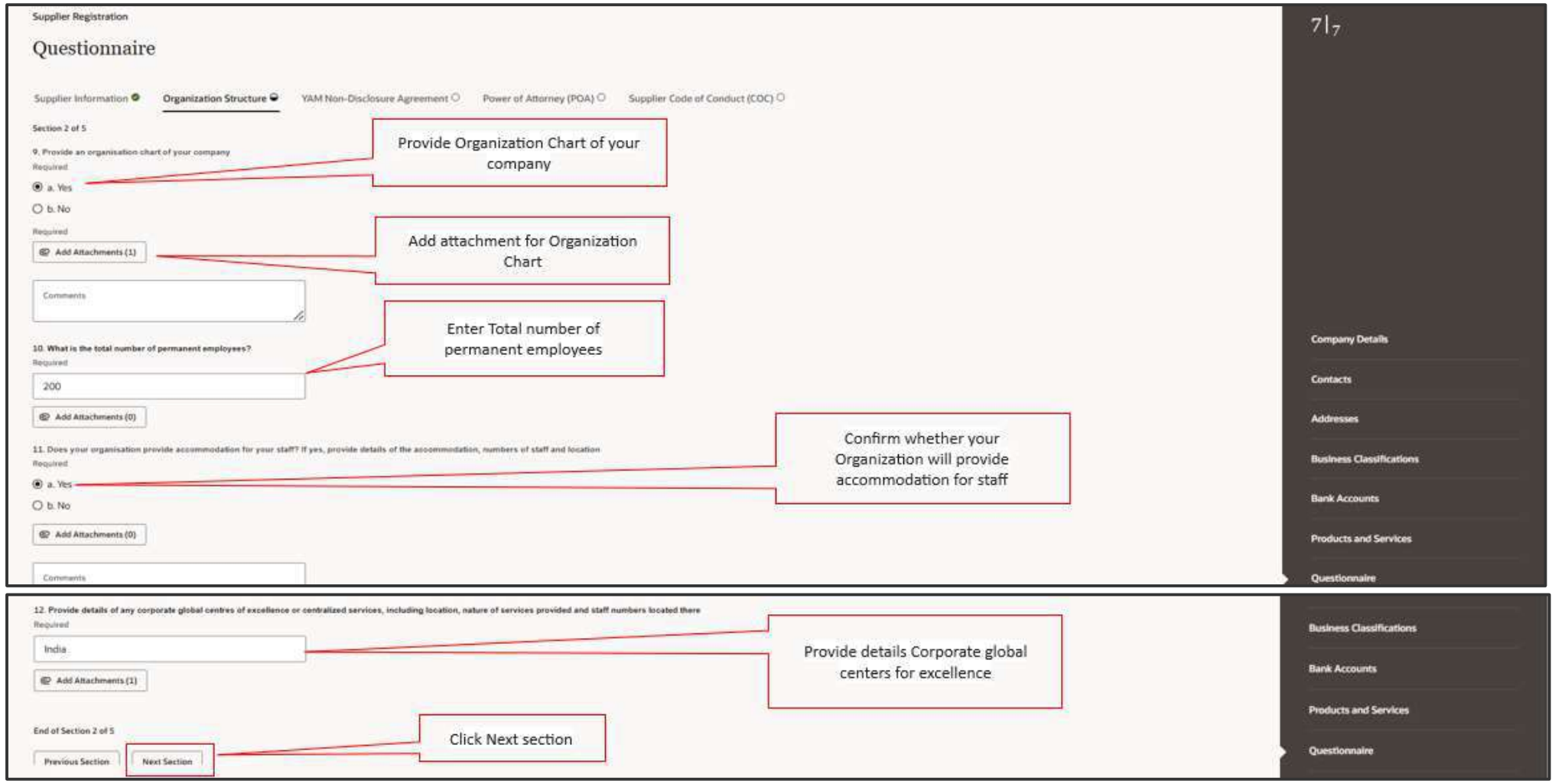
- Enter all required Supplier Information details




**Click 'Next Section' button to enter details for Organization Structure**

## Step-9: Questionnaire (Contd..)

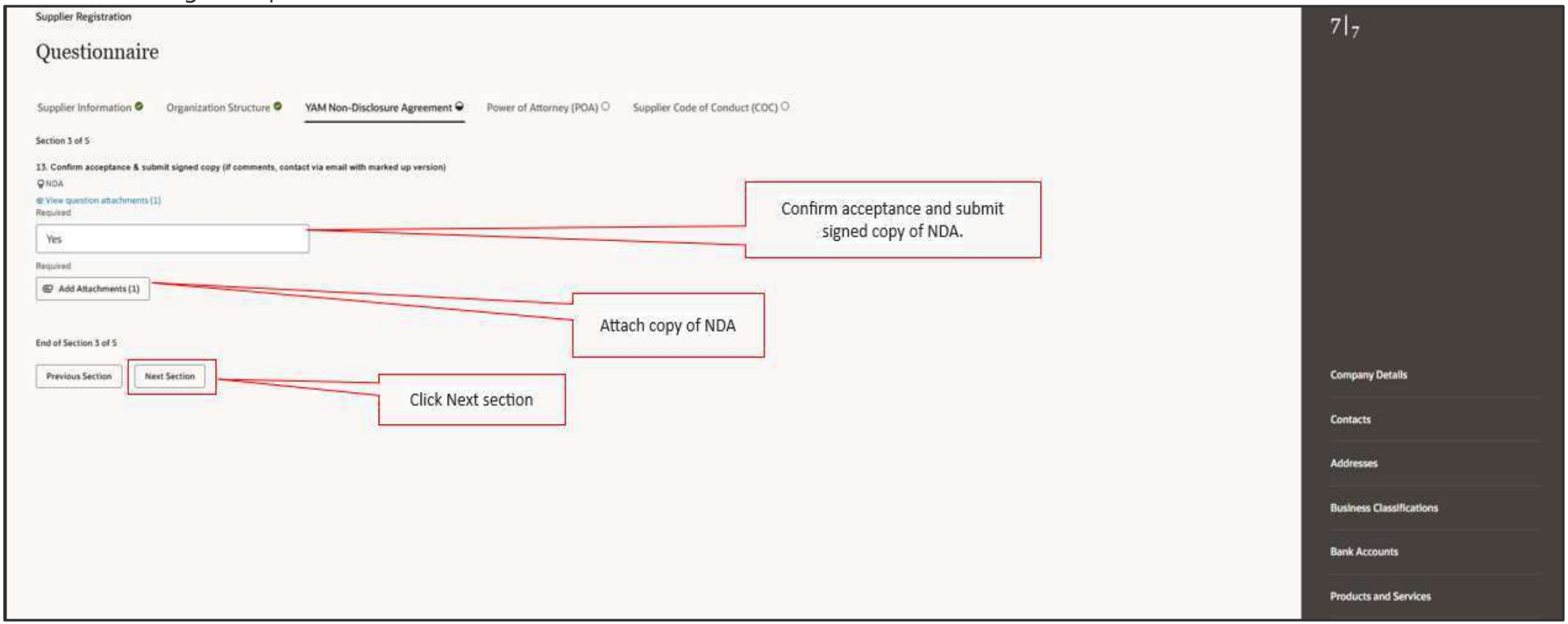
- Enter all required details for Organization Structure




Click 'Next Section' button to enter details for YAM Non-Disclosure Agreement

## Step-9: Questionnaire (Contd..)

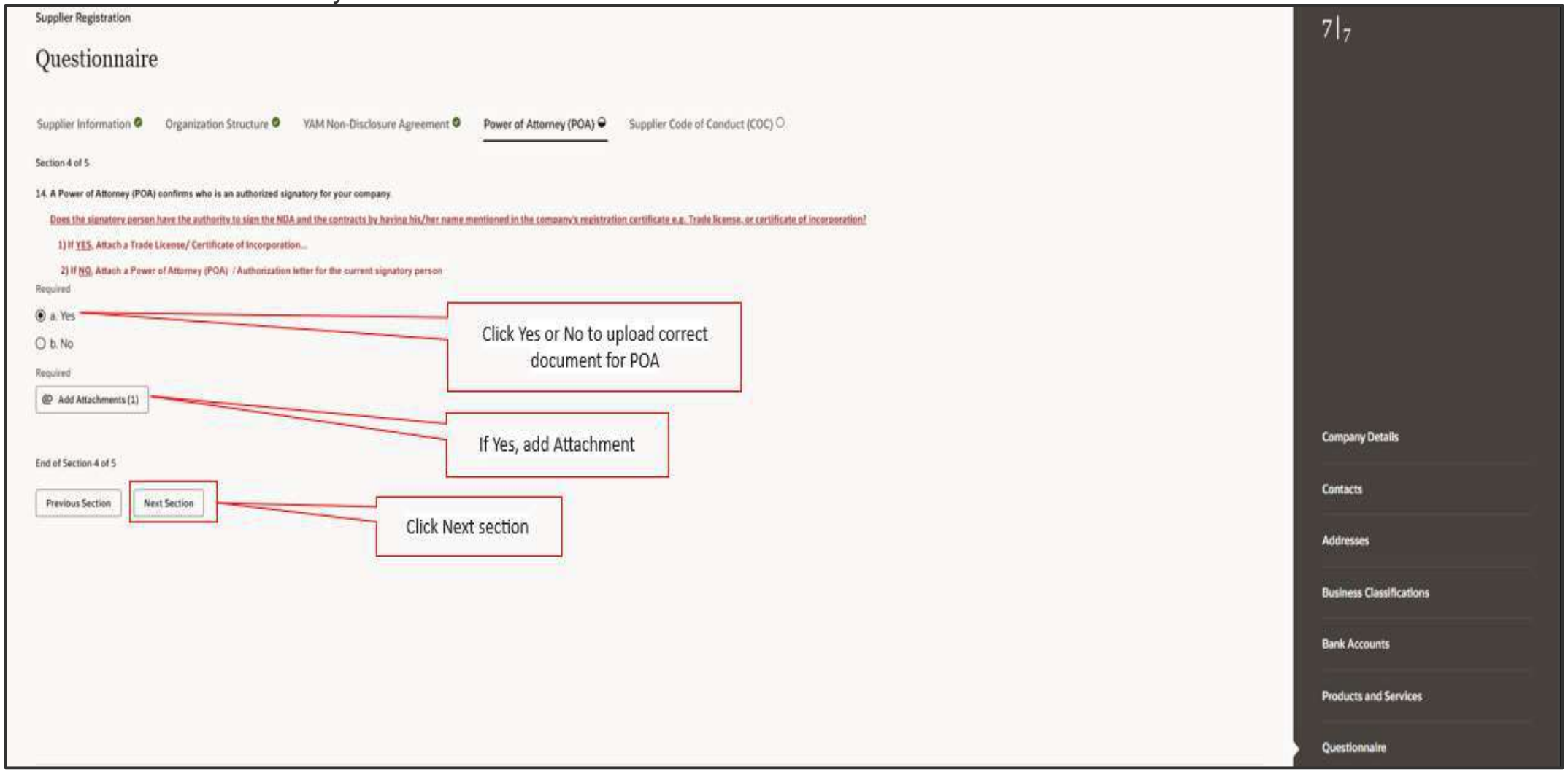
- Download the NDA from the 'View question attachments' option
- Read completely and sign the document
- Attach the NDA
- After entering all required details, click Next section




Click 'Next Section' button to enter details of Power of Attorney

## Step-9: Questionnaire (Contd..)

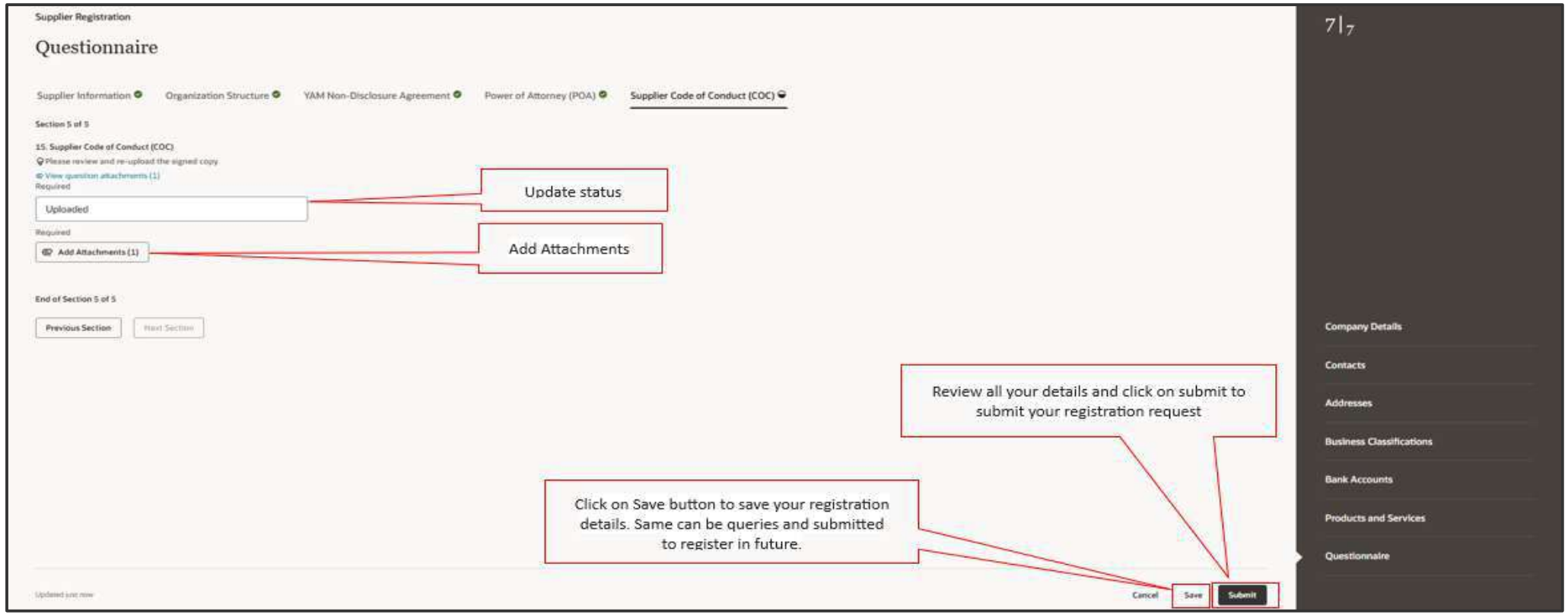
- Enter Power of Attorney details

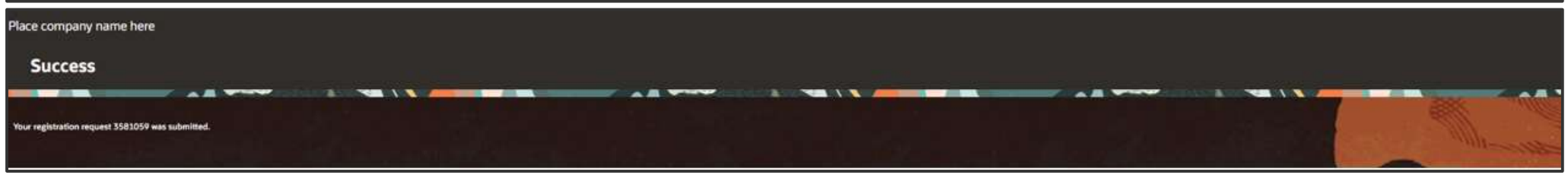



Click 'Next Section' button to enter details of Supplier Code of Conduct

## Step-9:Questionnaire (Contd..)

- Enter Supplier Code of Conduct details. Review the details entered in all previous sections and click on '**Submit**'



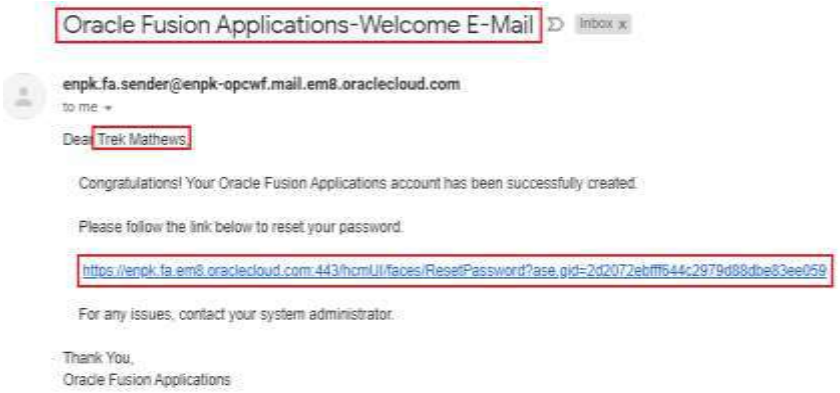




After submitting message will be populated as **'Success' with registration request number**

# WELCOME EMAIL FROM MIRAL

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.

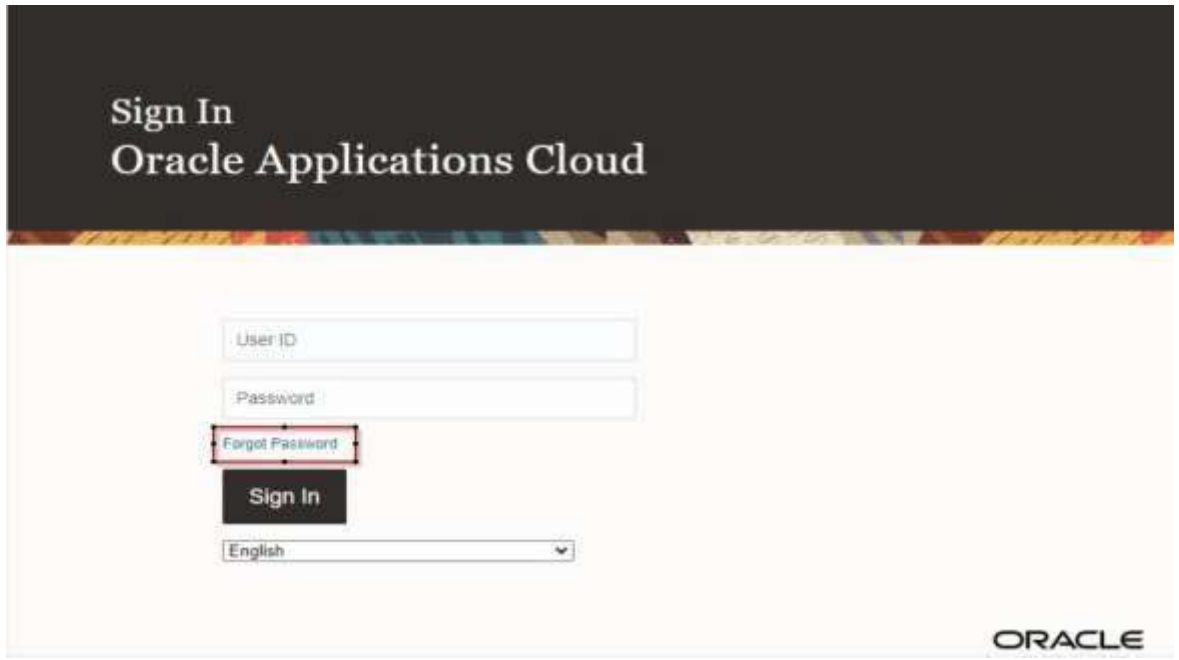
Enter a new Password in the relevant field as shown above, reenter the same Password again and click on Submit button.

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 log into the Miral Supplier Portal.

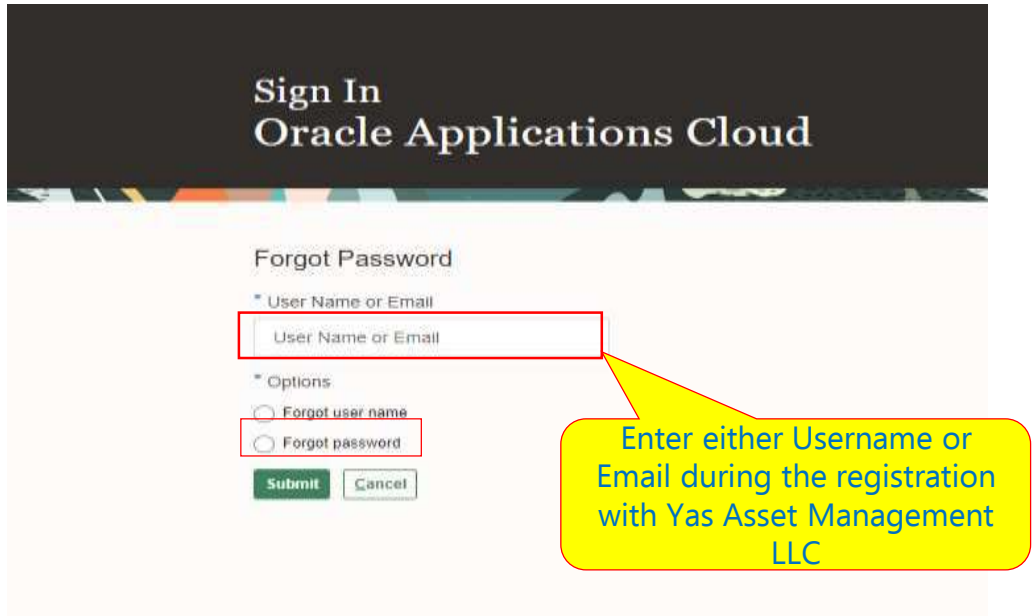
The above Email is the Password Reset Confirmation.

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 Miral.




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 Miral).

Select the Forgot Password option and click on Submit button

## System Login and Navigation to Supplier Portal

To start, you'll need to log into the Miral 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 Miral Supplier Portal homepage.
Click on the home icon (highlighted in green below)

The above screen represents the Home page of the Miral 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 Miral and you can respond to us through the Portal.
3. Icon for User Accessibility, User Preference Settings also to Sign Out from Miral Supplier Portal.
4. The Username under which you are logged in is displayed.
5. Tab for the Supplier Portal module where users can access and respond to Miral.

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

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# Thank you.