

میرال
MIRAL

Miral Supplier User Manual

Supplier Portal – Response to Qualification

Document Control

Revision history

Version	Author	Date	Revision
1.0	EY	12-07-2021	

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About Miral

Miral was established in May 2011 with a mandate to help enable Abu Dhabi's entertainment and leisure vision for 2030. In line with this mandate, Miral conceives, develops, manages and promotes ambitious & diverse leisure, tourism and lifestyle experiences that positively impact people from around the world and the future of Abu Dhabi.

Today, Miral is responsible for the promotion of Yas Island and Saadiyat Island to global markets, the management of Yas Island's leisure and entertainment attractions, and the development of significant land banks on Yas Island and in Abu Dhabi that have been placed under its care.

In the medium-term, Miral has been tasked with the continued development of Yas Island's leisure and entertainment portfolio – including theme parks, hospitality and lifestyle assets – as well as destinations and strategic projects across Abu Dhabi.

In the longer-term Miral's ambition is to be the region's most impactful and influential leisure, tourism and lifestyle entity. Below is an indicative listing of some of the assets within Miral's portfolio.

Application Overview

In a bid to streamline our sourcing and supplier management activities as well as enhance collaboration between Miral and its supply chain, Miral 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 Miral Supplier Portal gives you access to a secure, integrated work area that provides full visibility to transactions and offers closed loop collaboration with Miral 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.

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

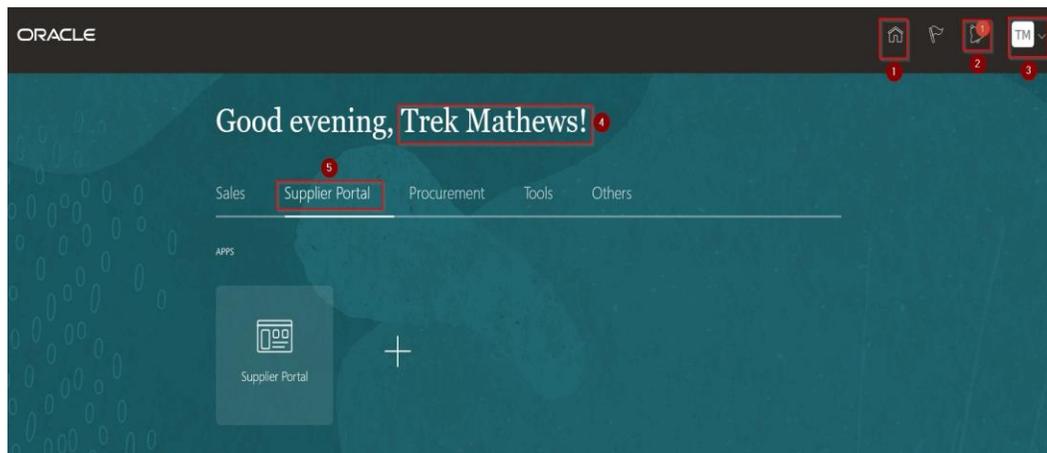
Select the option Forgot Password and **click on Submit button.**

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 default 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 User Name 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

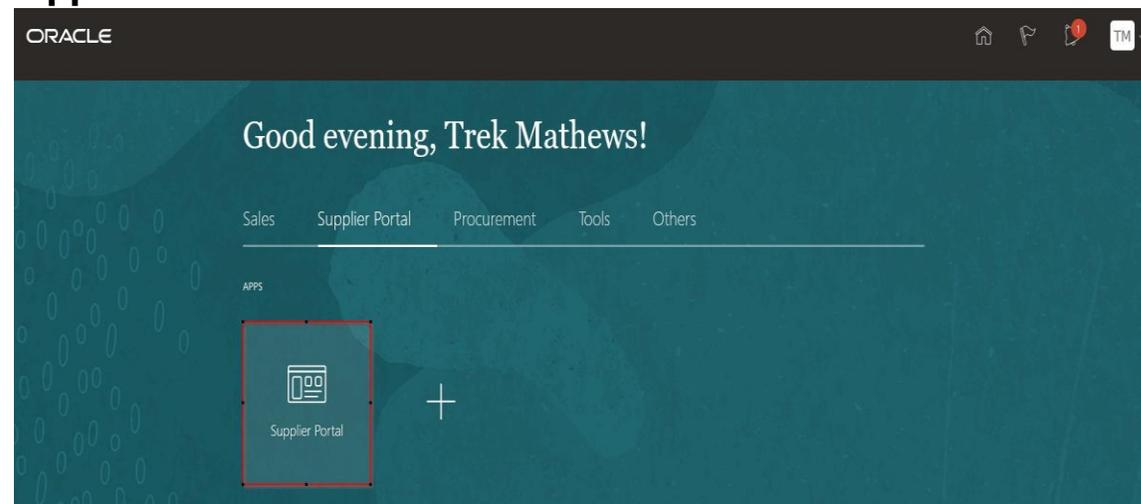


Illustration : Response to Pre-Qualification Initiative

1. To respond to the Qualification sent by Miral team, you will receive the notification on your registered email address and **click on 'Respond to Questionnaire'**

You Are Invited to Respond to Questionnaire Qualification For Food Services (FARAH-INITIATIVE-000025) - Profile 1 - Microsoft Edge

https://enpk-dev2.fa.em8.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=UTC&df=medium&dt=both&tf=short&lg=en&cy=US&bpm...

Edit

You Are Invited to Respond to Questionnaire Qualification For Food Services (FARAH-INITIATIVE-000025) [Dismiss](#)

Details

Assignee	Mohammad Faiz	Questionnaire Title	Qualification For Food Services	Supplier	Aati Contracts
From	Anubhav Mittal	Procurement BU	Farah Experiences LLC	Supplier Site	Abu Dhabi
Assigned Date	5/14/21 4:14 PM	Response Due Date		Supplier Contact	Mohammad Faiz
Expiration Date	6/13/21 4:14 PM				
Task Number	204664				

Recommended Actions

- [Respond to Questionnaire](#)

Invitation

Greetings,

You are receiving this notification from company Miral Enterprise because you are the contact for supplier Aati Contracts (Abu Dhabi). We have identified your company as one that our organization would like to further evaluate, and we hope you can provide us with information that will be useful in the evaluation process.

Access the questionnaire by following the recommended actions. We look forward to receiving your response.

Or Log in to Supplier Portal, click on the **'Manage Questionnaires'** task in the task column or **Click on 'Questionnaires' under 'Requiring Attention' dashboard.**

Supplier Portal

Search: Negotiations | Negotiation Number

Tasks

- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Auctions from Seller**
 - View Active Seller Auctions
 - Manage Seller Auction Bids
- Qualifications**
 - [Manage Questionnaires](#)
 - View Qualifications
- Company Profile**
 - Manage Profile

Requiring Attention

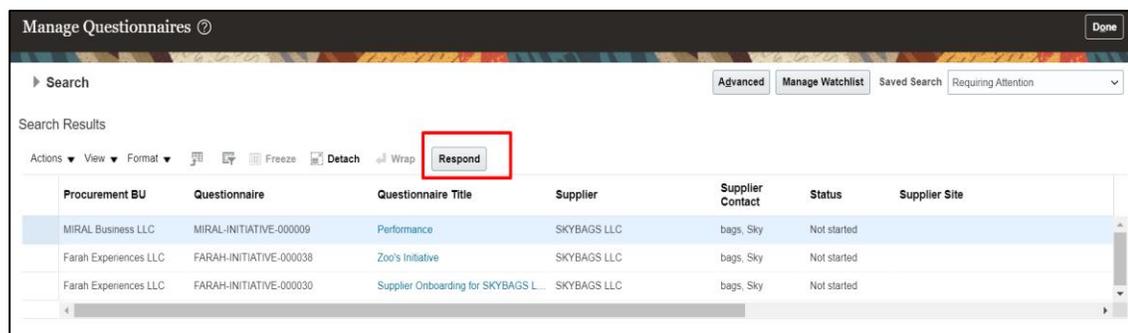
13

Series Questionnaires Value 3

Recent Activity
Last 30 Days
Negotiation responses awarded or rejected 13

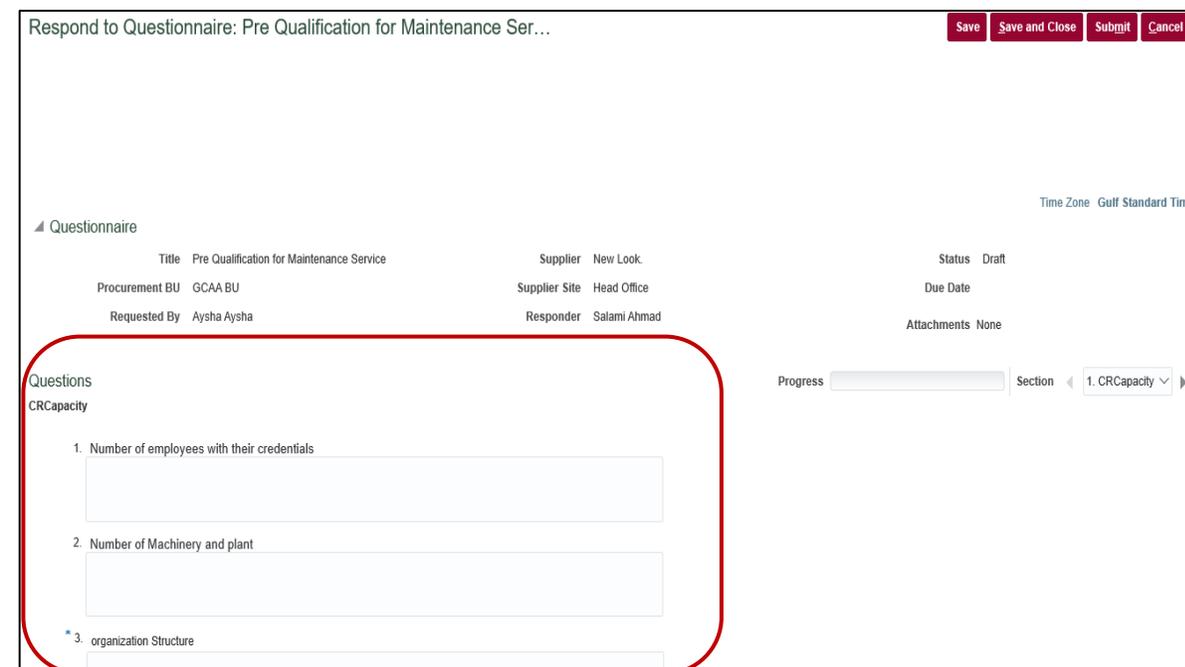
Supplier News
Dear Supplier Partner,

- On clicking the 'Manage Questionnaires' link
 - The below page will open, displaying all the questionnaires requiring attention
 - Select the questionnaire and then **click on 'Respond' button**



Once you **click on the 'Respond' button**, the questionnaire will open having multiple sections under it. Each section will have a set of questions, where response can be provided.

- Provide response to the questions
 - Fill in the questions and **click on 'Save' button**, to save the response
 - If required, you must attach the supporting document as part of response. Optionally (if allowed), provide any additional comments, you have in comments box



On completing each section, the **progress** status display will get updated

The screenshot shows the top part of a questionnaire interface. At the top, there are fields for Title (Qualification For Food Services), Supplier (Aati Contracts), Status (Draft), Procurement BU (Farah Experiences LLC), Supplier Site (Abu Dhabi), Due Date, Requested By (Anubhav Mittal), Responder (Mohammad Faiz), and Attachments (None). Below this, there is a 'Questions' section with a progress bar and a dropdown menu for 'Section' set to '2 SECTION-QUALITY ASSURANCE/CONTROL'. A red box highlights the progress bar.

4. To navigate to the other sections within the questionnaire, **click on section list**, and select the **'Section'**. On selecting the specific section, the page display will show the section and its associated questions

5. Provide response to the questions under the section

- Fill in the questions and **click on 'Save' button**, to save the response
- Select the remaining sections, and submit response for the questions in each section

The screenshot shows the questionnaire response form for Section 2. The top part includes fields for Requested By (Anubhav Mittal), Responder (Mohammad Faiz), and Attachments (None). Below this, there is a 'Questions' section with a progress bar and a dropdown menu for 'Section' set to '2 SECTION-QUALITY ASSURANCE/CONTROL'. A red box highlights the entire response form area. The form contains question 6: 'Please provide details of persons of responsible for quality / food safety:' with a table for Site Location, Name, Position, Qualification, and Tel Number. Below the table are fields for Response Attachments (None), Comments, and question 7: 'Do you have a supplier approval & performance monitoring process?' with radio buttons for Yes and No, and a field for Comments. Question 8: 'Do you regularly audit suppliers at their site?' with radio buttons for Yes and No is also visible.

6. Complete the response for all the sections, and **click on**

Respond to Questionnaire: Qualification For Food Services

Save Save and Close Submit Cancel

Time Zone Coordinated Universal Time
Last Saved 5/19/21 10:19 AM

Questionnaire

Title	Qualification For Food Services	Supplier	Aali Contracts	Status	Draft
Procurement BU	Farah Experiences LLC	Supplier Site	Abu Dhabi	Due Date	
Requested By	Anubhav Mittal	Responder	Mohammad Faiz	Attachments	None

Questions

SECTION-DELIVERIES Progress Section 3. SECTION-DELIVERIES

13. Are temperature controlled deliveries monitored?
If **yes**, please provide details of how this is managed and KPI that are applied to ensure your suppliers meet the required HACCP standards:

a. Yes
 b. No
 c. N/A

Response Attachments Attachment.txt

13 a.1. Provide details of how this is managed and KPI that are applied to ensure your suppliers meet the required HACCP standards.

7. On completing the questions in all the sections, the **'Progress'** status turns to complete, as shown below

Progress [Full Bar] Section

8. Review and click on **'Submit' button**

- On clicking the 'Submit' button, a message will appear, confirming the submission of response for the questionnaire

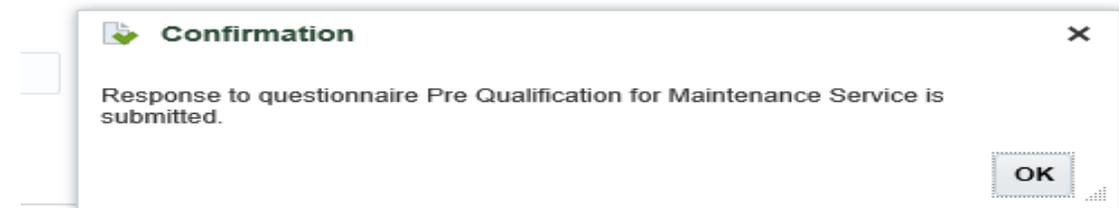


Illustration : View Qualification

1. To view the status of all the qualifications, which have been qualified by Miral, click on **'View Qualifications'**

Supplier Portal

Search

Tasks

- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Auctions from Seller**
 - View Active Seller Auctions
 - Manage Seller Auction Bids
- Qualifications**
 - Manage Questionnaires
 - View Qualifications**
- Company Profile**
 - Manage Profile

Requiring Attention

13

- Business Classifications Expiring: 1
- Negotiation Messages: 8
- Negotiation Responses: 1
- Questionnaires: 3

Recent Activity
Last 30 Days
Negotiation response:

Supplier News
Dear Supplier Partner,

2. The list of qualifications and assessments completed will be displayed. These reflect

- ❑ Our understanding of your organization's qualifications, capabilities, or performance based on currently available information
- ❑ Contact us if you have questions about these statuses or want to provide additional information

Qualifications

The following list of qualifications and assessments reflects our understanding of your organization's qualifications, capabilities, or performance based on currently available information. Contact us if you have questions about these statuses or want to provide additional details or corrections.

Assessments

View Status

Assessment Name	Assessment Outcome	Supplier Site	Status	Start Date	End Date	Note to Supplier
No data to display.						
Columns Hidden 3						

Qualifications

View Status

Qualification Name	Qualification Outcome	Supplier Site	Status	Start Date	End Date	Note to Supplier
Health, Safety & Environment Section	Accepted		Active	6/15/21		

Columns Hidden 3

Click on a qualification, to view the details of qualification outcome

3. On clicking the qualification, below page will open, and it will display the details of qualification outcome, status, response etc.

Qualification: YBA-QUAL-000006 (Health, Safety & Environ... Done

Qualification Name	Health, Safety & Environment Section	Supplier	SKYBAGS LLC
Qualification Outcome	Accepted	Supplier Site	
Qualification Start Date	6/15/21 9:01 AM	Supplier Contact	Sky bags
Qualification End Date		Procurement BU	YBA Business Unit
Status	Active	Note to Supplier	

Responses

View Detach

Question	Responder Type	Response	Response Date	Responder Comments	Response History
Do you have ISO 14001 certification? If so, please attach your certificate.	Supplier	No	6/15/21		
Do you Have an HSE Policy Document If Yes, please attach a copy	Supplier	N/A	6/15/21		
Do you follow-up audits and take necessary actions?	Supplier	N/A	6/15/21		
Do you Provide all necessary PPE to staff?	Supplier	Yes	6/15/21	Yes	
Do you assess risks and hazards in day-to-day operations?	Supplier	Yes	6/15/21	Yes	

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Thank you.

Miral HQ, Yas Island – Opp. Warner Bros.™ World Abu Dhabi
PO Box 147774, Abu Dhabi - United Arab Emirates
T +971 2 406 8888 F +971 2 4068899 E info@miral.ae

www.miral.ae