



Miral Supplier User Manual

Supplier Portal – Supplier Profile Update

Document Control

Revision history

Version	Author	Date	Revision
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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.

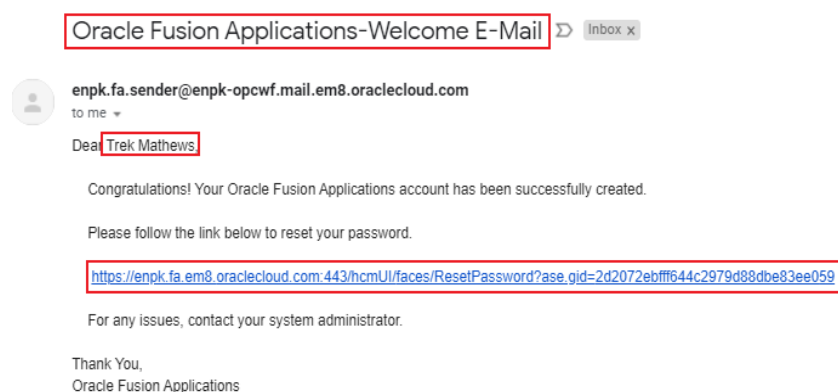
With the now-online supplier portal and sourcing functionalities, you will be able to update your company profile details, offerings, licenses, and certifications. You will also receive sourcing event invitations such as Requests For Quotations (RFQs) and Requests for Proposals (RFPs) and you will be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

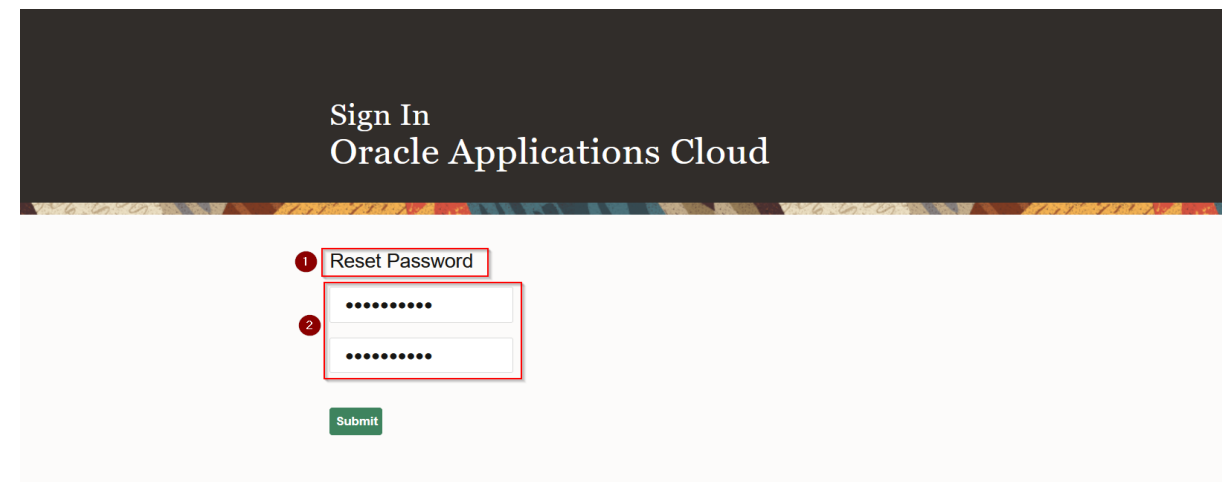
Welcome Email from Miral

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



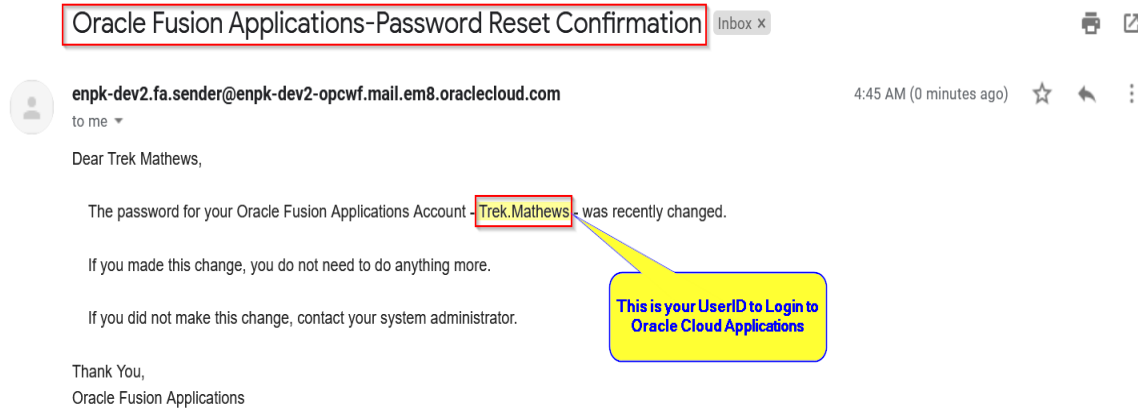
When you click on the above link, the Oracle Applications Cloud Reset Password page will be redirected as shown to the right.



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 Login to 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.

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/>

Sign In
Oracle Applications Cloud

Forgot Password

User Name or Email

☐ Forgot user name
☒ Forgot password

Submit Cancel

Enter either Username or Email (Same email where you received the Welcome letter from Farah Experiences)

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

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

Trek.Mathews

.....

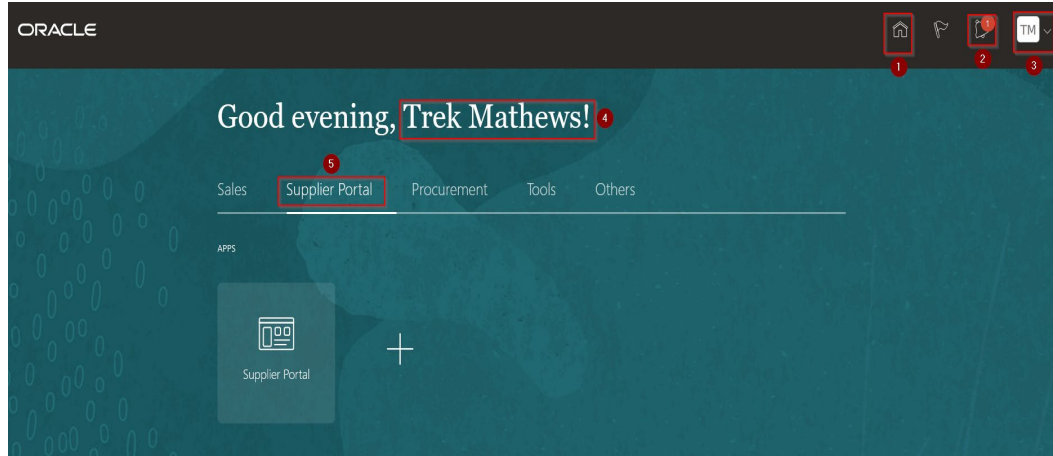
Forgot Password

Sign In

English

Upon successful log-in, you will be directed to the default Miral Supplier Portal homepage.

Click on the home icon (highlighted in green below)



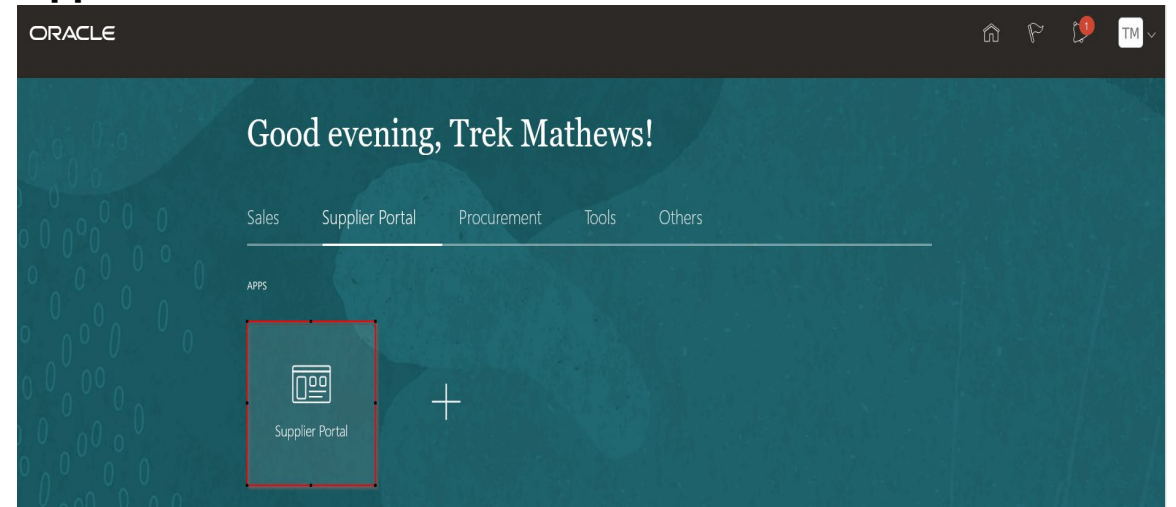
The above screen represents the Home page of the Miral Supplier Portal login.

- 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.

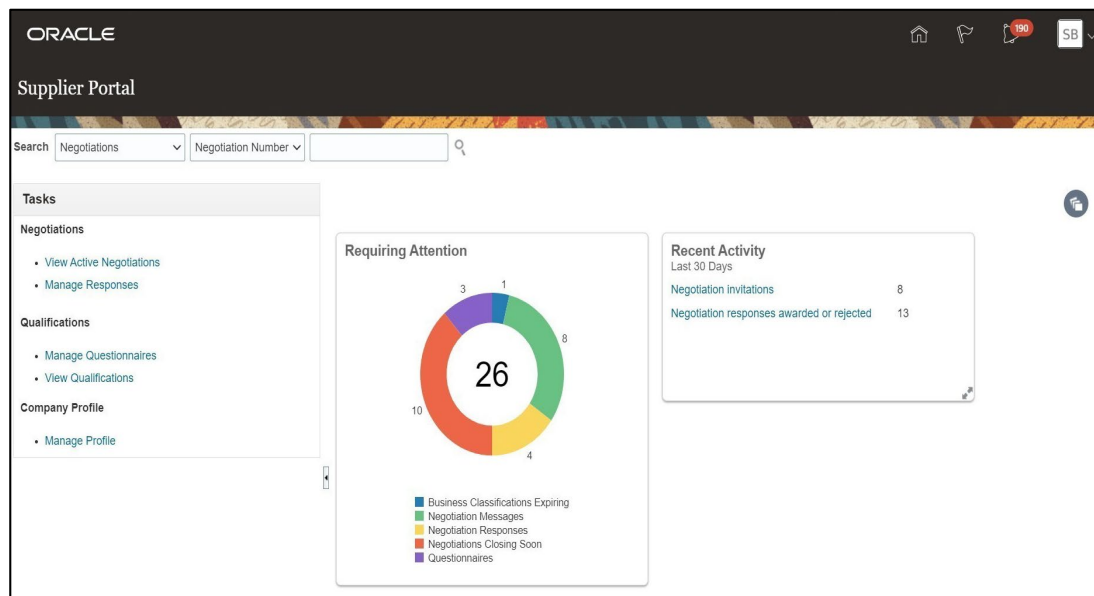
This navigation homepage is your personalized home page containing all accesses available to your company, such as Supplier Portal, Procurement etc...

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

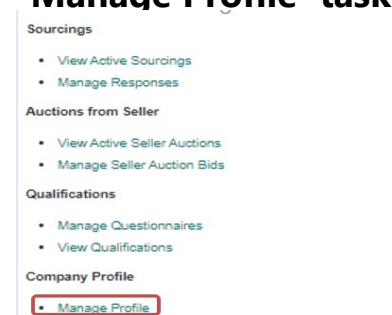


Managing Profile Updates

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.

Company Profile

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

General

Company: Dutco Construction Co

Supplier Number: 10011

Supplier Type: Supplier

Tax Organization Type: Corporation

Status: Active

Attachments: None

Identification

D-U-N-S Number: 234567234

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

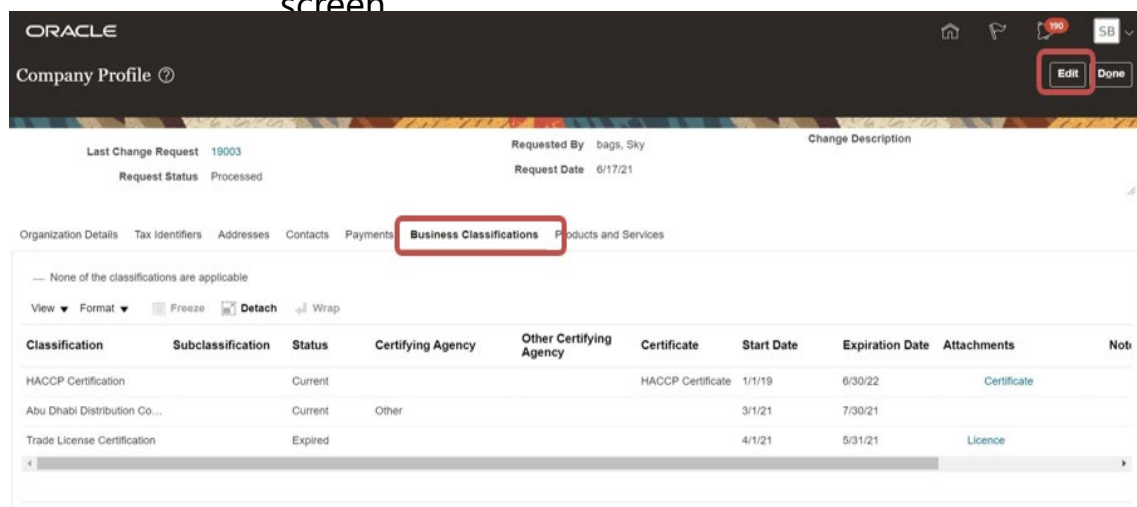
Principal Title

Principal Name

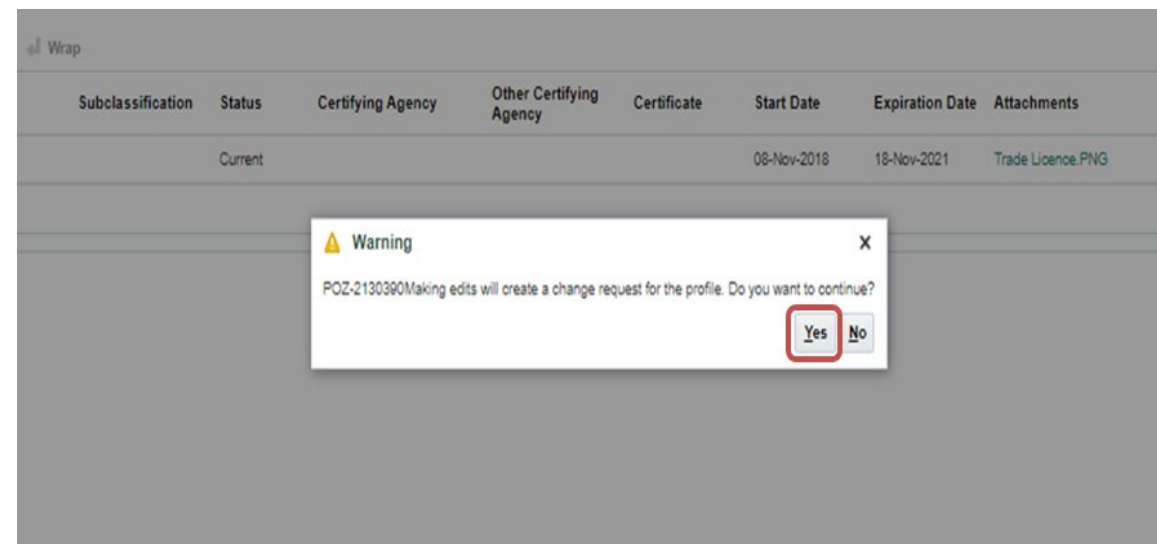
Illustration: Manage certifications

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 Miral'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

ORACLE

Edit Profile Change Request: 24001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format + Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments
Trade License Certificat		Current	DED		TBD	6/24/21	6/24/22	None +
HACCP Certification		Current				1/1/19	6/30/22	HACCP Certificate +X
Abu Dhabi Distribution C...		Current				3/1/21	7/30/21	FTA +X
Trade License Certification		Expired				4/1/21	5/31/21	TRA Licence +X

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

Organization Details Tax Identifiers Addresses Contacts **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format + Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments
Trade License Certificat		Current	DED		TBD	6/24/21	6/24/22	None +
HACCP Certification		Current				1/1/19	6/30/22	HACCP Certificate +X

ORACLE

Edit Profile Change Request: 24001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description Description to be added here

Attachments

Actions View + X

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File			Sky bags	6/24/21 11:04

Rows Selected 1 Columns Hidden 1

OK Cancel

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.**

ORACLE

Edit Profile Change Request: 24001

Delete Change Request **Review Changes** Save Save and Close Cancel

Change Description Description to be added here

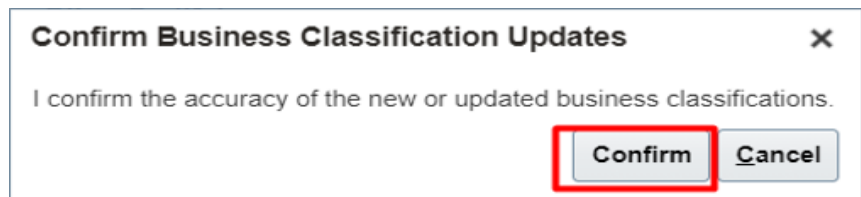
Organization Details Tax Identifiers Addresses Contacts **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Format + Freeze Detach Wrap

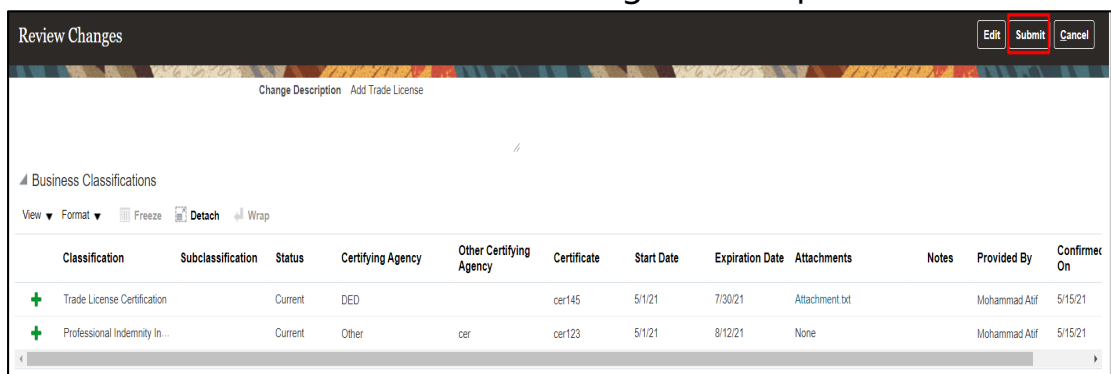
Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments
Trade License Certificat		Current	DED		TBD	6/24/21	6/24/22	None +
HACCP Certification		Current				1/1/19	6/30/22	HACCP Certificate +X
Abu Dhabi Distribution C...		Current				3/1/21	7/30/21	FTA +X
Trade License Certification		Expired				4/1/21	5/31/21	TRA Licence +X

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

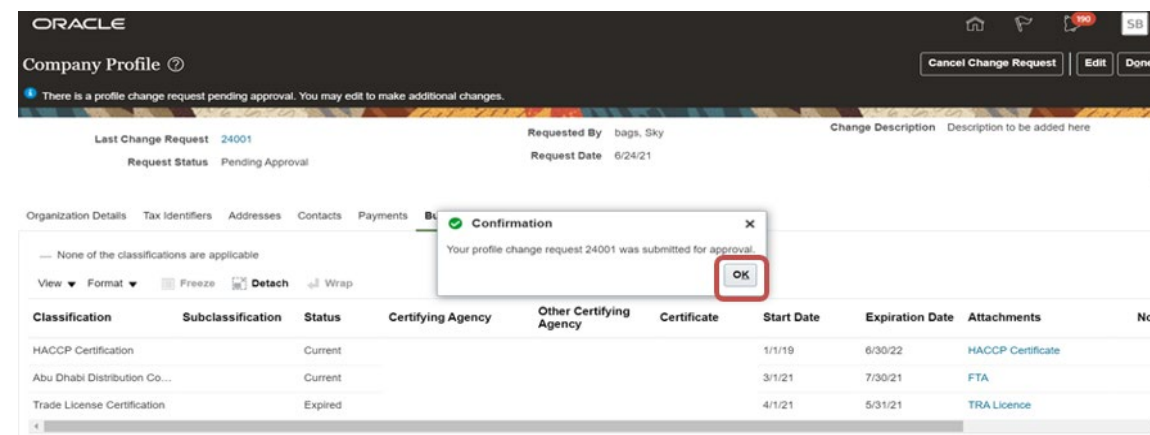


7. The 'Review Changes' page allows you to check the details that you have added/changed, you will have a summary of your changes and the option to 'Edit' or 'Submit' your 'Change Request'.

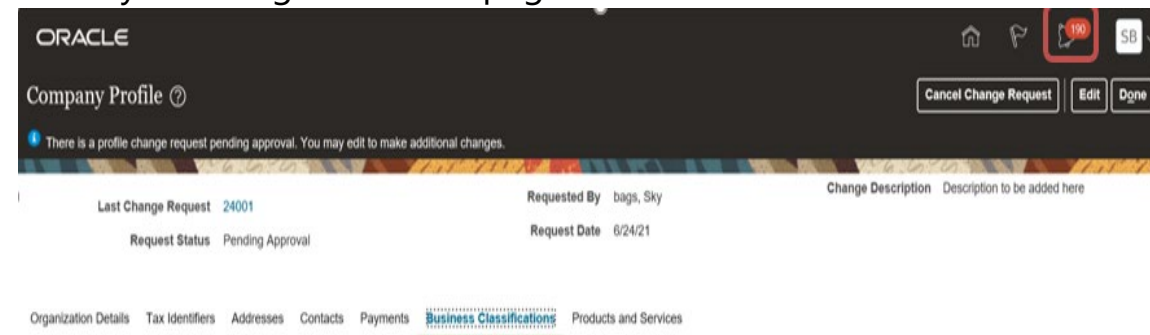
Click on 'Submit' if no further changes are required.



8. The system will show a notification confirming that your 'Change Request' has been submitted for approval to Miral. The change request will be routed for approval to Miral. **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 navigation homepage.



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

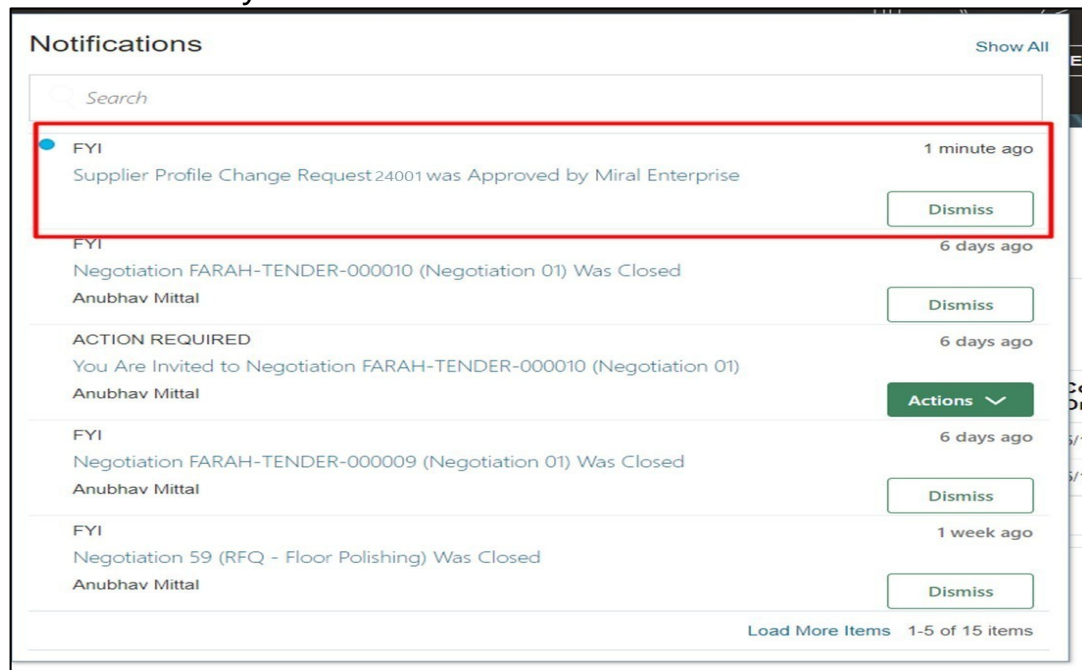
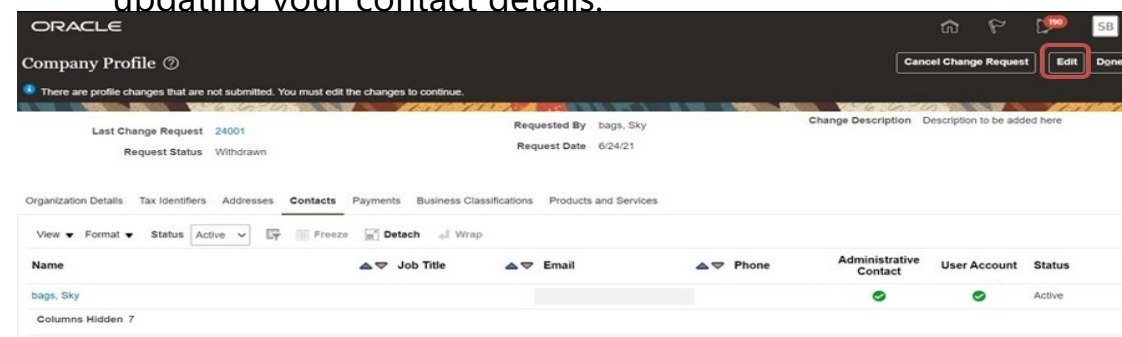


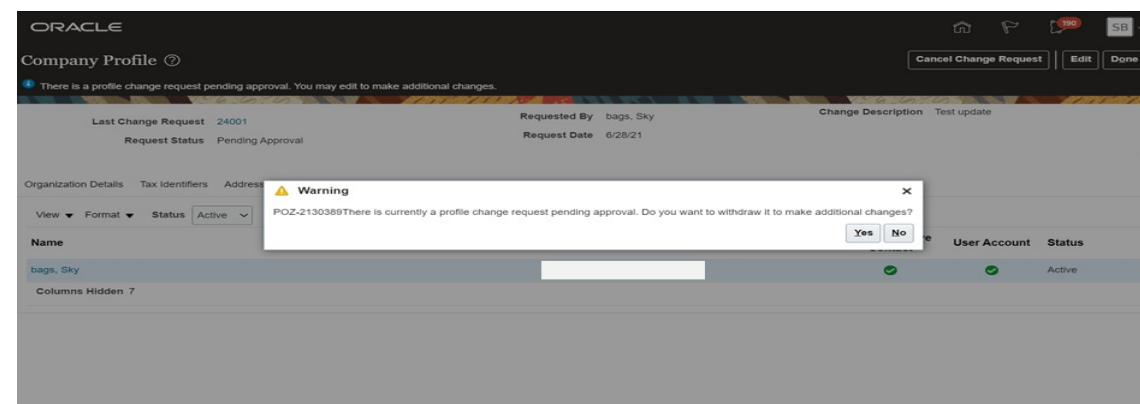
Illustration: Manage Contacts

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 Miral'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.

Change Description: Description to be added here

Organization Details Tax Identifiers Addresses **Contacts** Business Classifications Products and Services

General

Supplier Name: SKYBAGS LLC Tax Organization Type: Corporation
Supplier Number: 10082 Status: Active
Supplier Type: Services Attachments: None

Additional Information

Supplier Registration Entity: Farah Experiences LLC Internal Changes Entity:

Identification

D-U-N-S Number: 142113131 National Insurance Number:
Customer Number: Corporate Web Site: www.skybags.ae
SIC:

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

Change Description: Description to be added here

Organization Details Tax Identifiers Addresses **Contacts** Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
bags, Sky				✓	✓	Active

Columns Hidden 7

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

Salutation: Mr. First Name: Sky Middle Name: Last Name: bags Job Title:

Phone: Mobile: Fax: Email: Status: Active

Administrative contact

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
Abu Dhabi	123566, Abu Dhabi, United Arab Emirates		Ordering, Remit to, RFQ or Bidding	Active

Columns Hidden 5

User Account

Account Status: Active User Name: Sky.bags

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

Address Name	Address	Phone	Address Purpose	Status
Abu Dhabi	123566,Abu Dhabi,United Arab Emirates		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

Account Status: Active

User Name: Sky.bags

Roles Data Access

Role	Description
MIRAL Supplier Bidder Custom	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
MIRAL_Supplier Sales Representative Custom	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...

OK Cancel

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.

Edit Profile Change Request: 24001

Cancel Change Request Review Changes Save Save and Close Cancel

Change Description: Description to be added here

Organization Details Tax Identifiers Addresses **Contacts** Business Classifications Products and Services

Actions View Format Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
bags, Sky				✓	✓	Active

Columns Hidden 7

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.

ORACLE

Review Changes

Edit Submit Cancel

Change Description Test update

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
bags, Sky			+971 (05)11111111	✓	✓	Active	

Columns Hidden 7

Business Classifications

View Format Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments
Trade License Certification		Current	DED		TBD	6/24/21	6/24/22	None

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

ORACLE

Company Profile

Cancel Change Request Edit Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request: 24001 Requested By: bags, Sky Change Description Test update

Request Status: Pending Approval Request Date: 6/28/21

Organization Details Tax Identifiers Addresses **Contacts** Payments B

View Format Status Active Freeze Detach Wrap

Confirmation

Your profile change request 24001 was submitted for approval.

OK

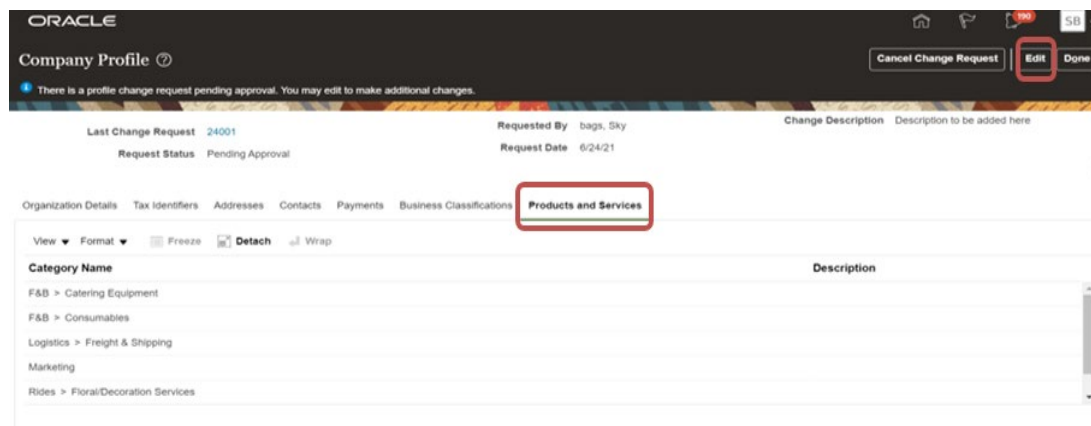
Name	Job Title	Administrative Contact	User Account	Status
bags, Sky		✓	✓	Active

Columns Hidden 7

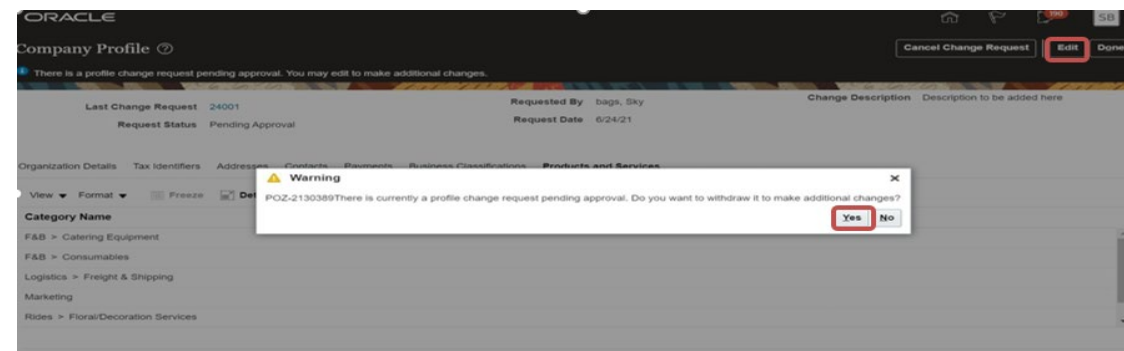
Illustration: Manage Products & Services update

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 Miral.

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

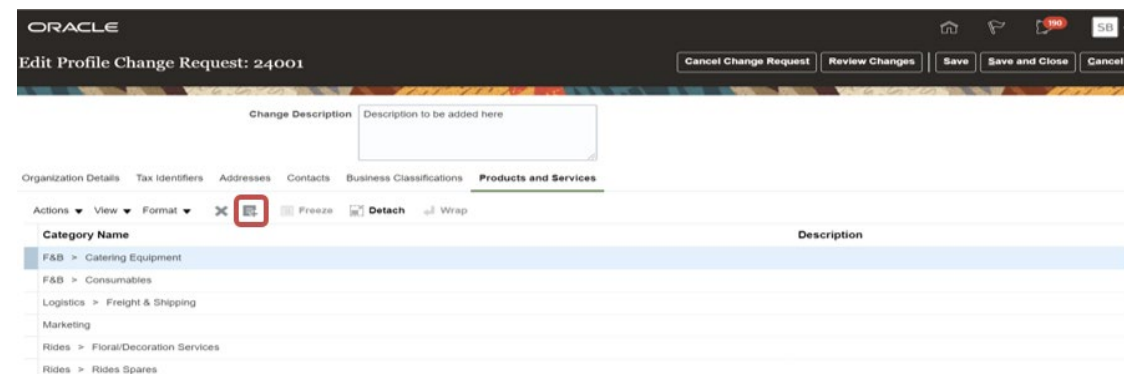


2. **Click on the 'Edit' button** on the top right of the screen, the system will notify you that this is a 'Change Request'. **Click 'Yes' to proceed.**

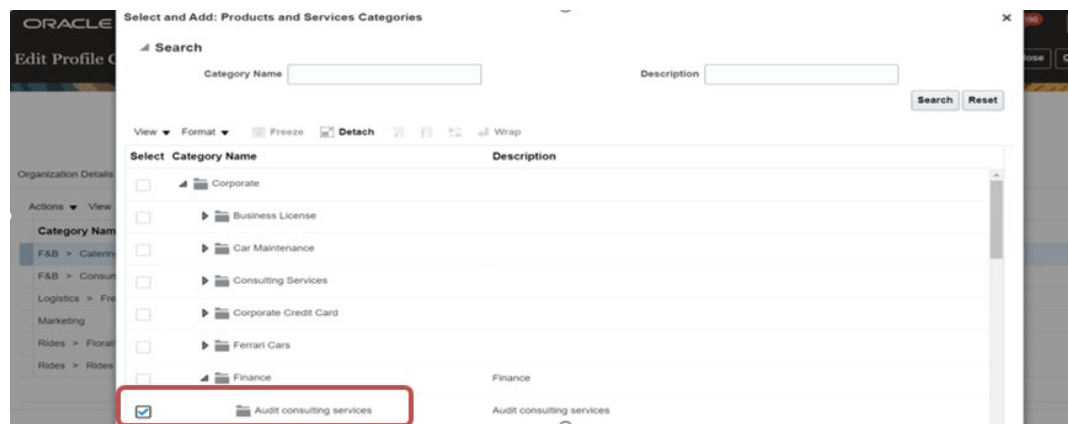


Note: In case any 'Change Request' is already sent for approval, the system will prompt you to withdraw the existing 'Change Request' and make additional changes to it as shown in the above screenshot.

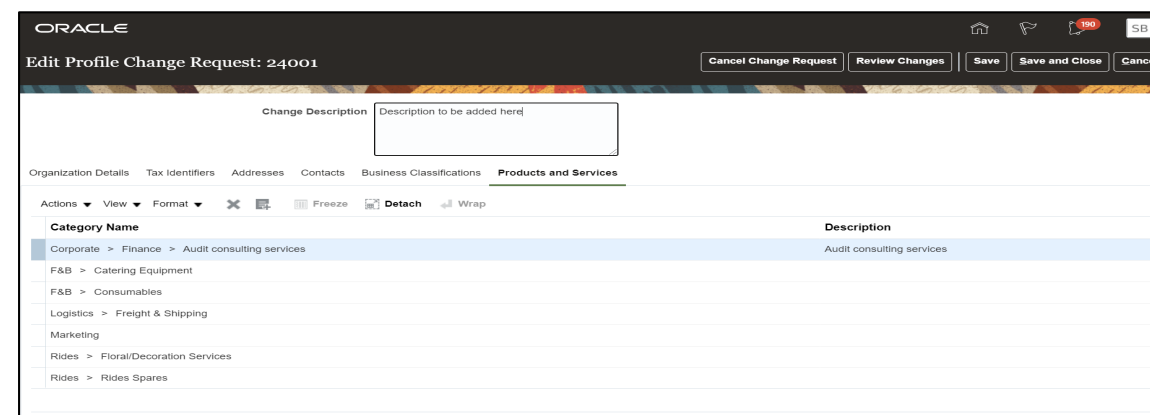
3. You are now in 'Edit mode', **click on the '+' icon** which will allow you to select the Products and/or Services that you offer Miral.



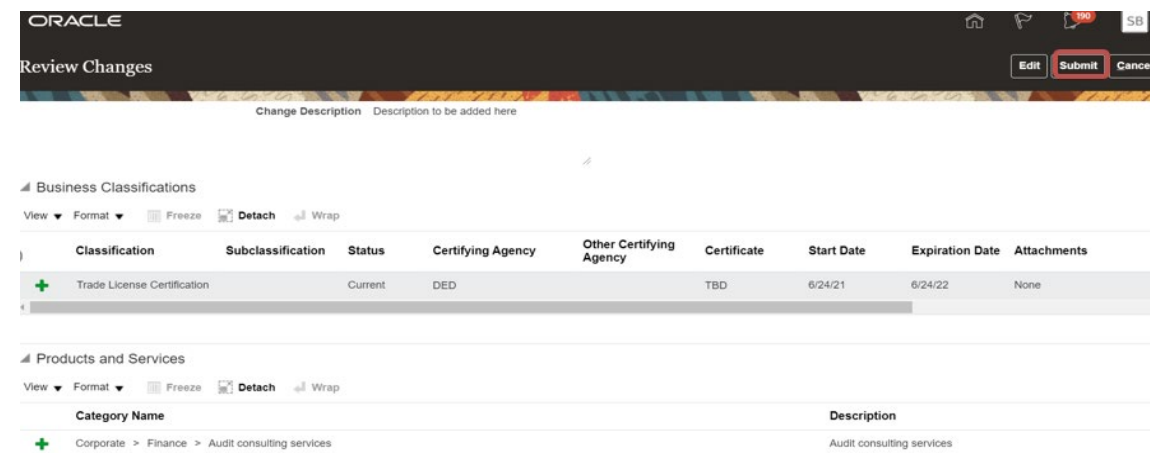
4. To select the Products and/or Services that you provide, **click on the category arrows** until you reach the **3rd category level**. Some categories only offer 2 category levels. **Once the lowest level category is visible, select the checkbox parallel to it** in order to select the category. Scroll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





Thank you.

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