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MIRAL

Miral Supplier User Manual

Supplier Portal – Supplier Self Registration

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.

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 official e-mail ID and the same would be used as the username for creating user login to supplier portal

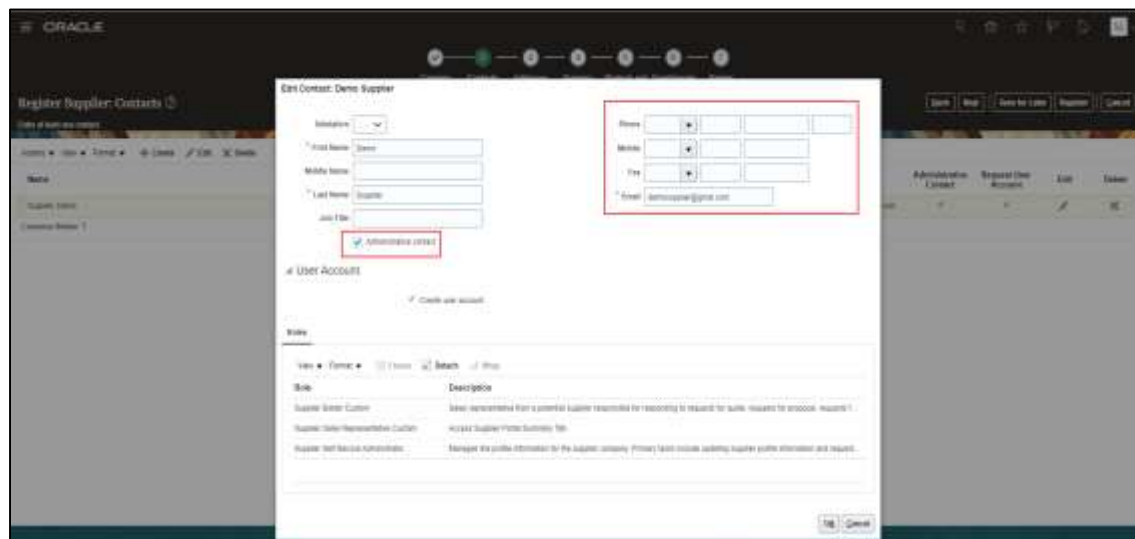
Click on **'Next'** button, the system will navigate to the **Contacts** page

2a. Enter contact details

- Contacts page will allow you to enter your contact details for each address / site you are operating, 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 Information

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Sudhakar, Suresh		suresh.sudhakar@miral.com			<input type="checkbox"/>	<input type="checkbox"/>

- 2b. On clicking the **'Edit'** button, the **Edit Contact** page will open
- Update the Phone/Mobile/Fax Number
 - Select **'Administrative Contact'** if this contact would be responding to Miral for certain Official Communications (e.g. Pre-Qualification).



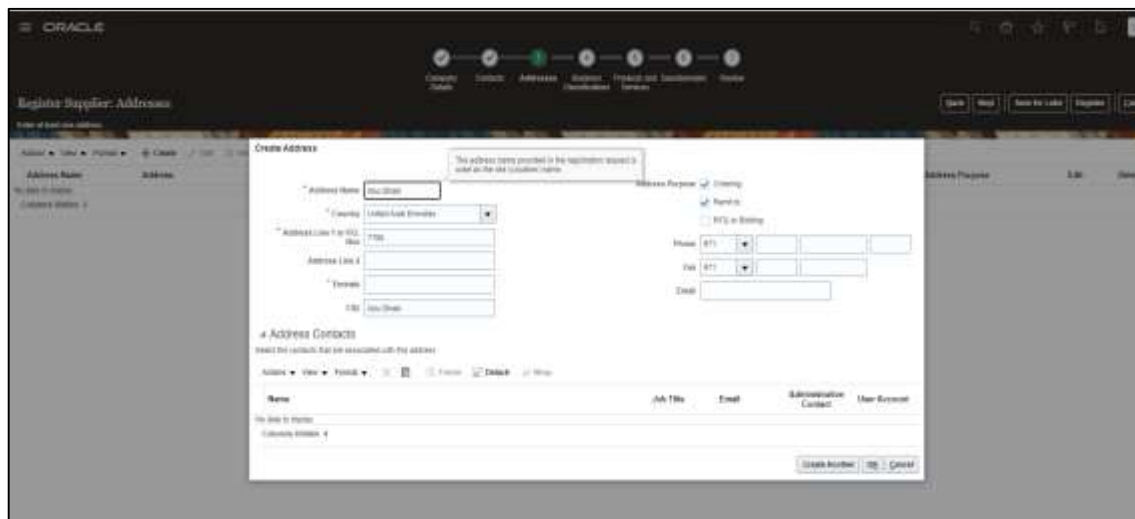
You can add one or more contact in similar manner

- 3a. 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



3b. On clicking the '+ Create' button, the **Create Address** page will open

- Update the Phone/Mobile/Fax Number
- Select '**Administrative Contact**' if this contact would be responding to Miral for certain Official Communications (e.g. Pre-Qualification).

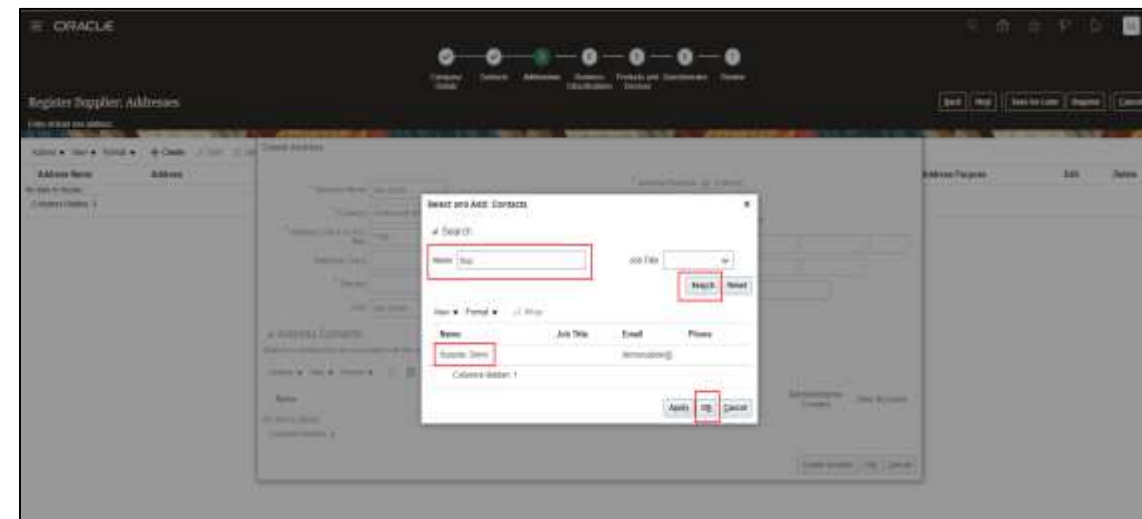


Note: Address purpose is mandatory to choose. You can choose one or all

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

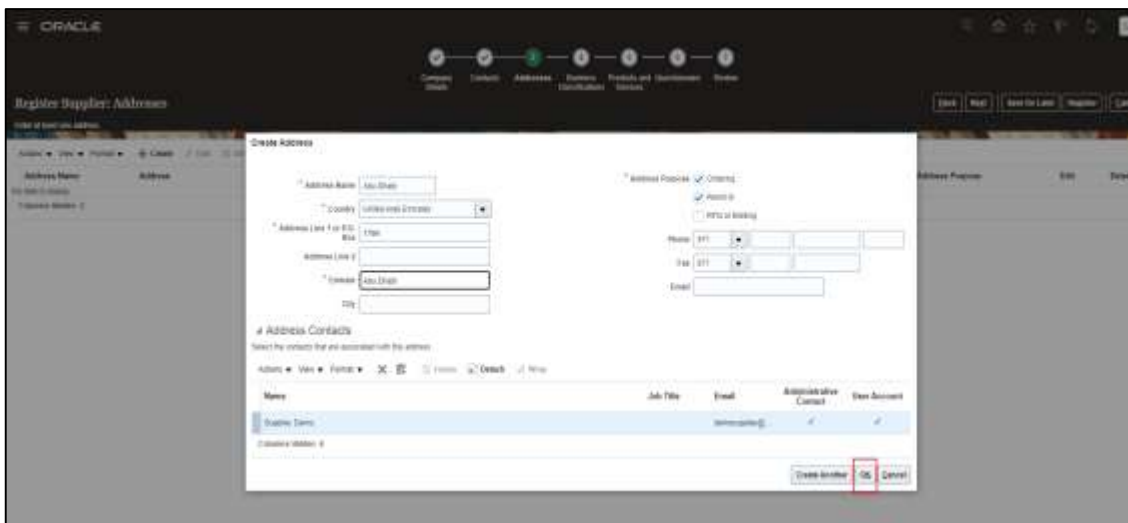
4. Associate contact to address:

- 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 process to Business Classifications page

5. Provide business classification details

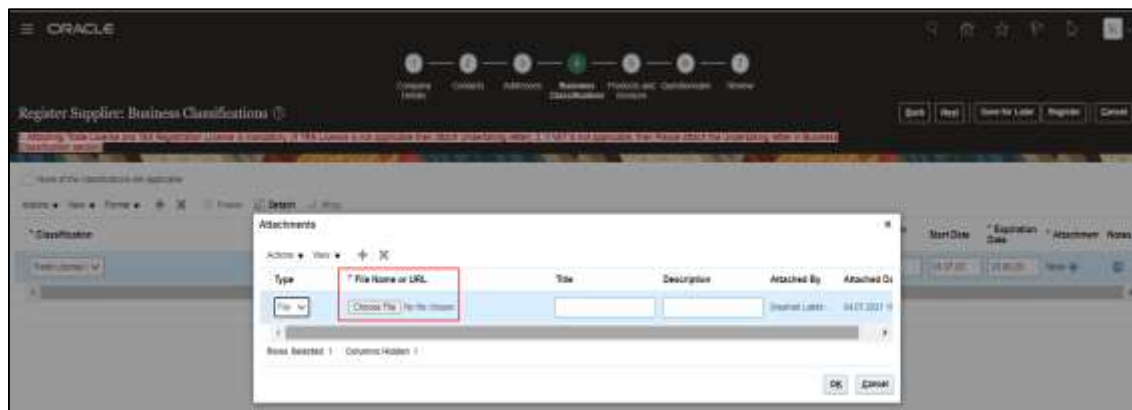
- ❑ Business classification page will allow you to enter all the required certification details.
- ❑ Let's take as an example that you wish to add your Trade License Certificate. To do so, **Click on '+' Icon** to add a line which will contain a predefined dropdown of available classifications, a dropdown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

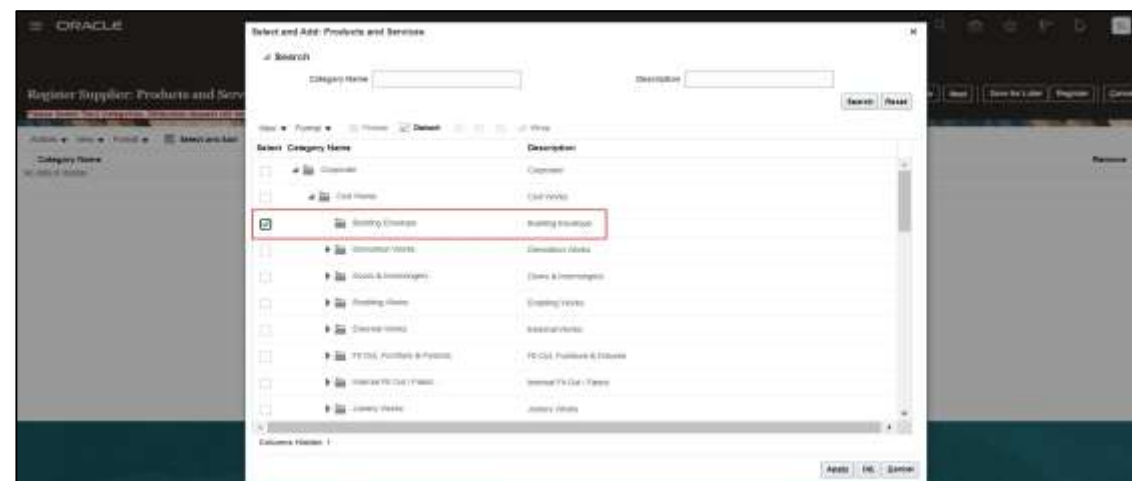


Similarly, you can add details of other licences that you have (e.g. Industrial Licence)

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 on the **'OK'** button, and the system will take you back to **'Products and Services'** page, where the added category will be listed



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

7. Enter the questionnaire details

- As part of Miral 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

Review Supplier Registration: Demo Supplier

Company Details:

Company: Demo Supplier

The Organization Type: Corporation

Supplier Type: Corporate Web Site

DUNS Number:

Tax Country: United Arab Emirates

State/Commercial License Number (or Registered Company Number): 7700

Tax Registration Number:

Note to Approver:

Attachments:

Type	File Name or URL	Title	Description	Attached By	Attached Date
No files to display.					

Contacts:

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Supplier Demo		demo.supplier@oracle.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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

1. Oracle Fusion Applications-Welcome email



2. FYI: Supplier Contact User Account-Creation email



3. Supplier Registration Request-Approval email



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Thank you.

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