SUPPLIER USER MANUAL

Supplier Portal - Invoicing
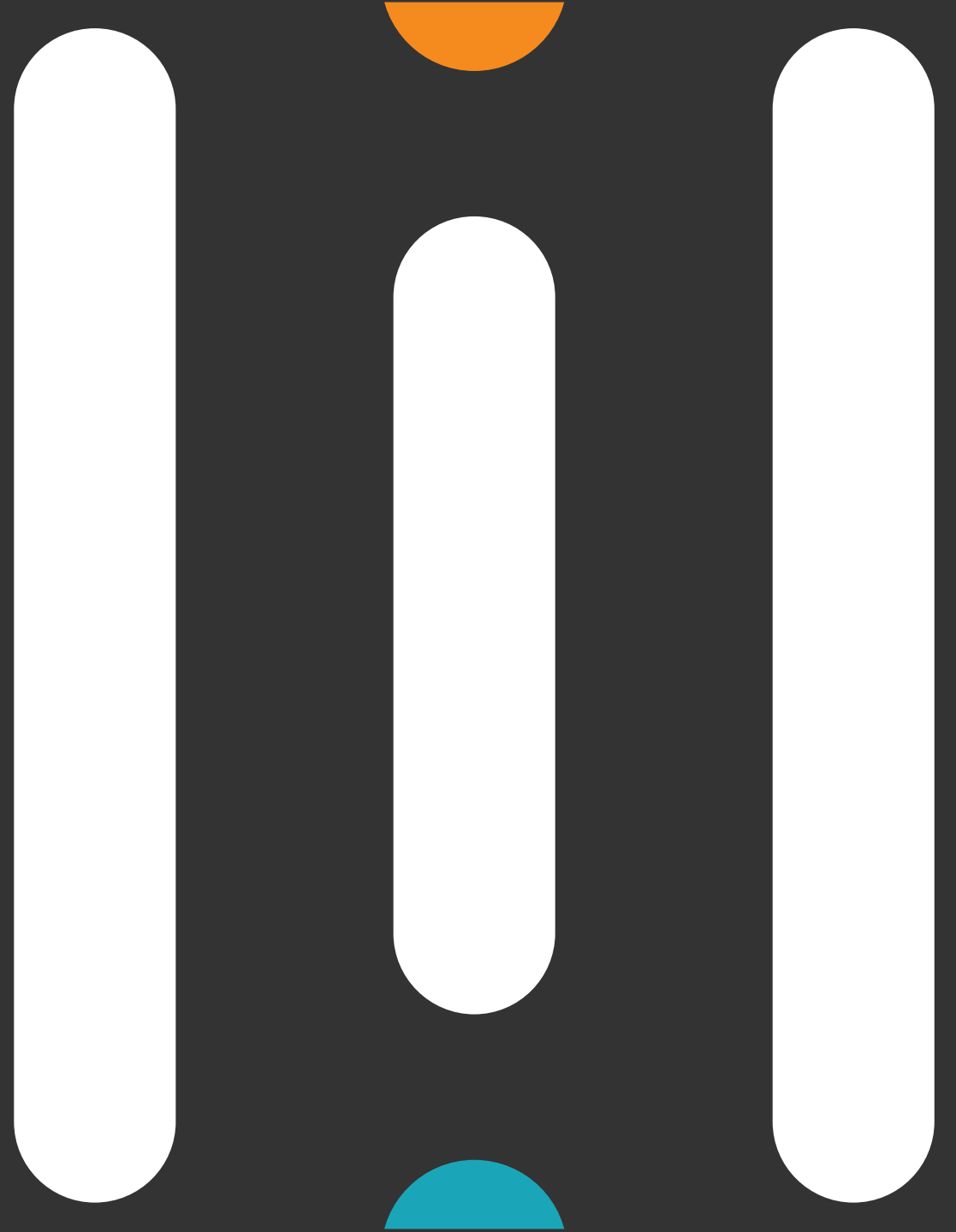
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01.

ABOUT MIRAL EXPERIENCES

MIRAL
Experiences

Miral Experiences LLC was established in 2008 to deliver unique, world-class entertainment experiences in the United Arab Emirates' capital, Abu Dhabi. Today, the company operates four award-winning theme parks – Ferrari World Yas Island, Abu Dhabi, the world's first Ferrari-branded theme park, Yas Waterworld Yas Island, Abu Dhabi, the UAE's unique Emirati waterpark, Warner Bros. World™ Abu Dhabi, the world's first-ever Warner Bros. branded indoor theme park and SeaWorld® Yas Island, Abu Dhabi, the region's first Marine Life Theme Park.

It also operates neighboring attractions including CLYMB™ Abu Dhabi, the UAE's ultimate adventure hub featuring the world's biggest indoor skydiving flight chamber and the world's tallest indoor climbing wall, and Qasr Al Watan, an enriching Palace experience that invites the world to share the UAE's culture, knowledge and inspiring journey.

The company and the parks have collectively been recognized across multiple prestigious industry awards, garnering over 200 accolades over the years, including most recently TripAdvisor's Best of the Best Awards, International Travel Awards, MENALAC and MENA Stevie Awards.

Miral Experiences is a wholly owned subsidiary of Abu Dhabi-based Miral LLC.

02.

APPLICATION OVERVIEW

In a bid to streamline our sourcing and supplier management activities as well as enhance collaboration between Miral Experiences 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 Experiences and its associated entities.

With the now-online Supplier Portal and procurement functionalities, you will be able to:
- Receive and respond to RFQs and RFPs
- View blanket and contract purchase agreements and purchase orders
- Review the status of Receipts
- Submit Invoices and check payment statuses

Guides on how to use the Portal are available on our theme park websites.

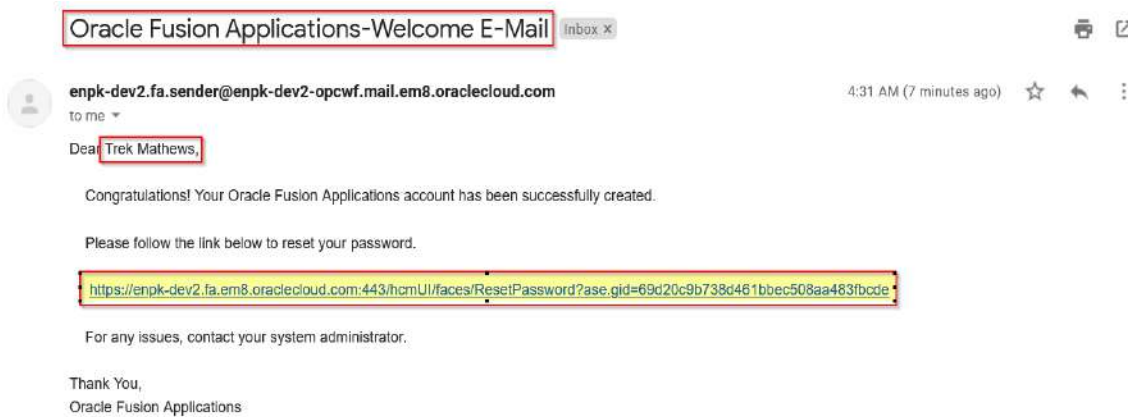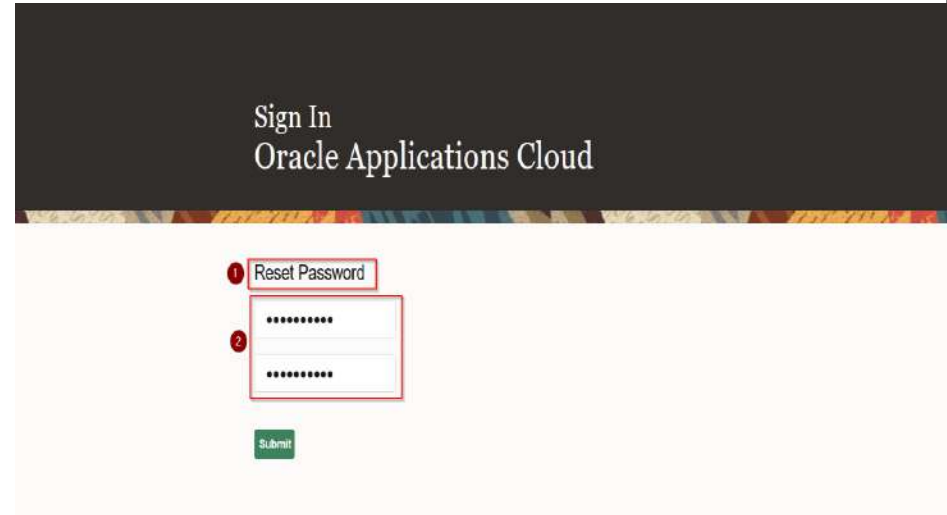Please click on below link for the Miral Supplier Portal log in page:

https://enpk.fa.em8.oraclecloud.com/

03. Welcome Email from Miral Experiences

As a Supplier Contact User, you will receive the below email notification upon the registration request approval. Please **click on the link** (highlighted in yellow) to reset the Password for your User Account.
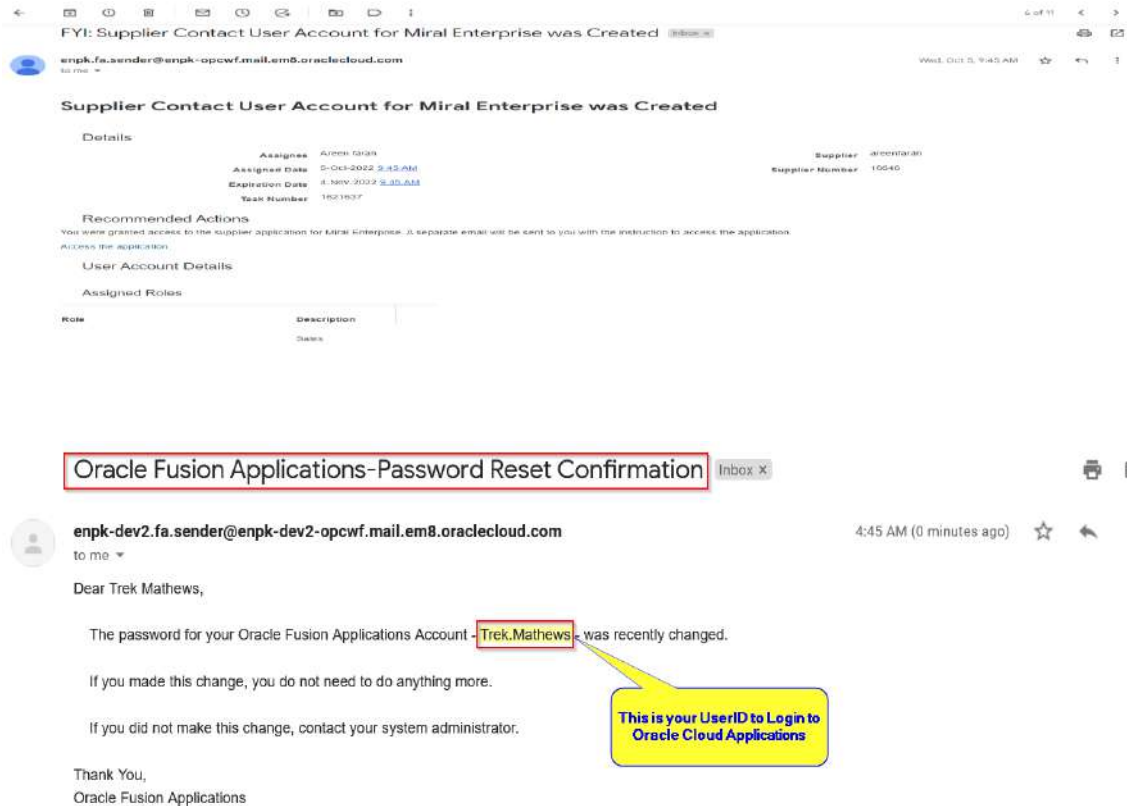
Email

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 email notifications confirming the User Account creation and the password reset .

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

Forgot Password

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 Experiences.
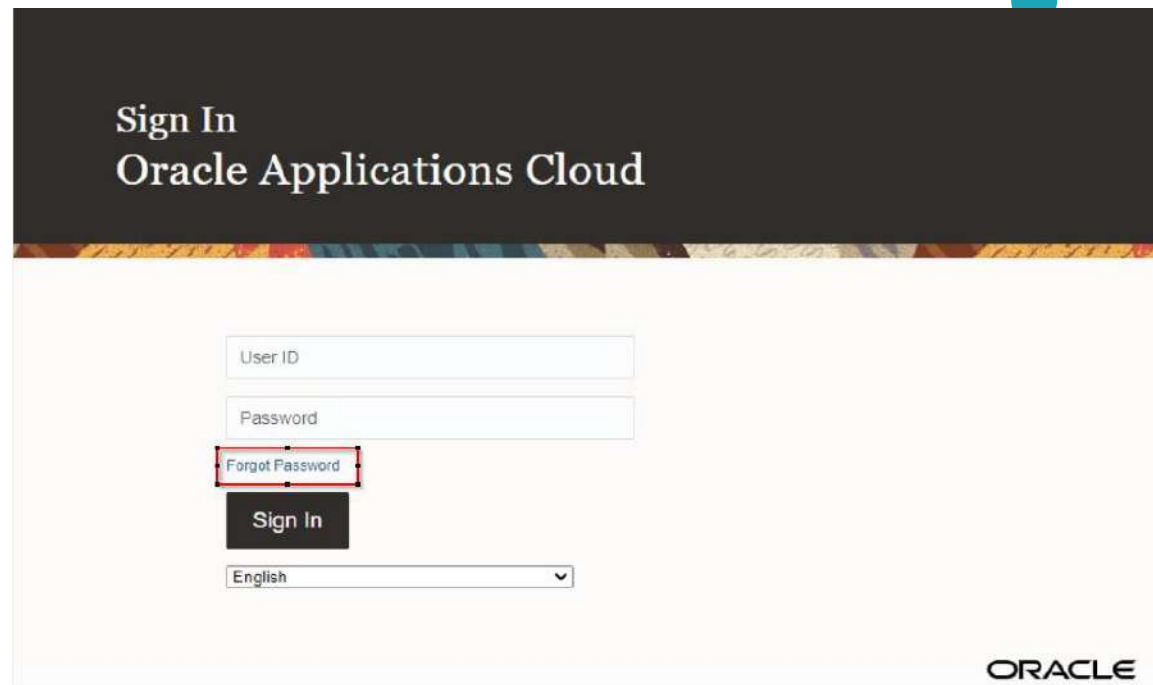
If you forget your Password, please use the below URL and **click on Forgot Password Button** as shown in the above screen.

https://enpk.login.em8.oraclecloud.com/

04. System login and navigation to Supplier Portal

To start, you'll need to log into the Miral Supplier Portal. Please use the credentials (username or email ID and the password you reset in previous step) .Enter them in the appropriate fields as shown in the below screen on the sign in page.

Enter the Username or email (email should be the same email ID you used to create the registration with).

Select the option Forgot Password and **click on Submit button**.
You will receive email notification of password reset confirmation similar to above.
If you are still facing any issues with Login, please contact Miral Experiences team:

srm-mx@miral.ae

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

Click on the home icon (highlighted in green below)
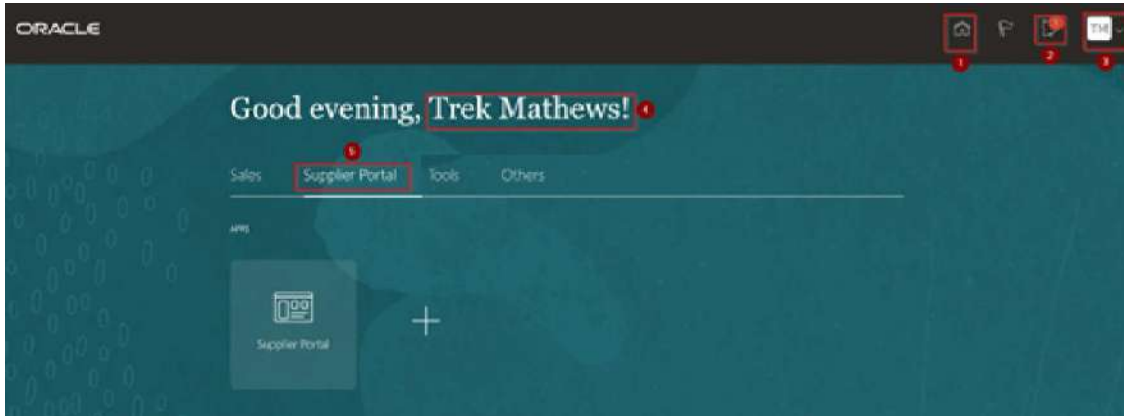
The above screen represents the Home page of the Miral Supplier Portal Login.

➢ 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 Experiences 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 Experiences.

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
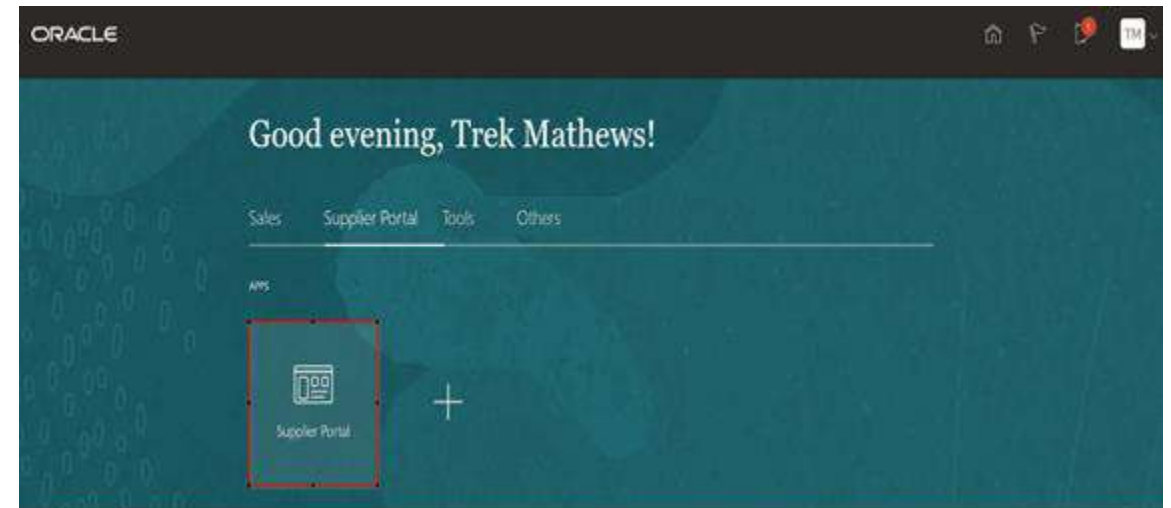
Clicking on the Supplier Portal app will take you to your personal supplier portal page where you can access all supplier relevant information and tasks

➤ **1. Search pane:** through this pane you can conduct quick searches for specific orders, agreements, invoices etc... to do so, click on the **Search** drop down and select the item type you wish to search for and then type in your search criteria in the search bar next to it

➤ **2. Tasks:** in this column, you will find all tasks that can be performed through the supplier portal – click on the hyperlink of the required task to navigate to relevant task page. This will be your go to menu to check on your various tasks and transactions and manage them

➤ **3. Requiring Attention:** this pie chart will show you a breakup of what action items need your action – for ease of access, move your mouse cursor over the number/ area for the displayed item and click on it. This will take you to the relevant page

➤ **4. Recent Activity:** your latest activities are listed here – you can click on the relevant hyperlink in this pane to navigate to the relevant page

➤ **5. Transaction Reports:** a quick summary to give you an overview of your latest transactions – click on **Transaction Reports** to get a customizable chart view of your chosen transactions.

05. Illustration: Create Invoice

Once Miral has received your shipment or received your services, you will be able to create an invoice against the purchase order

1. To do so, navigate to the Supplier Portal and scroll down to find the **Create Invoice** task – click on the same to proceed
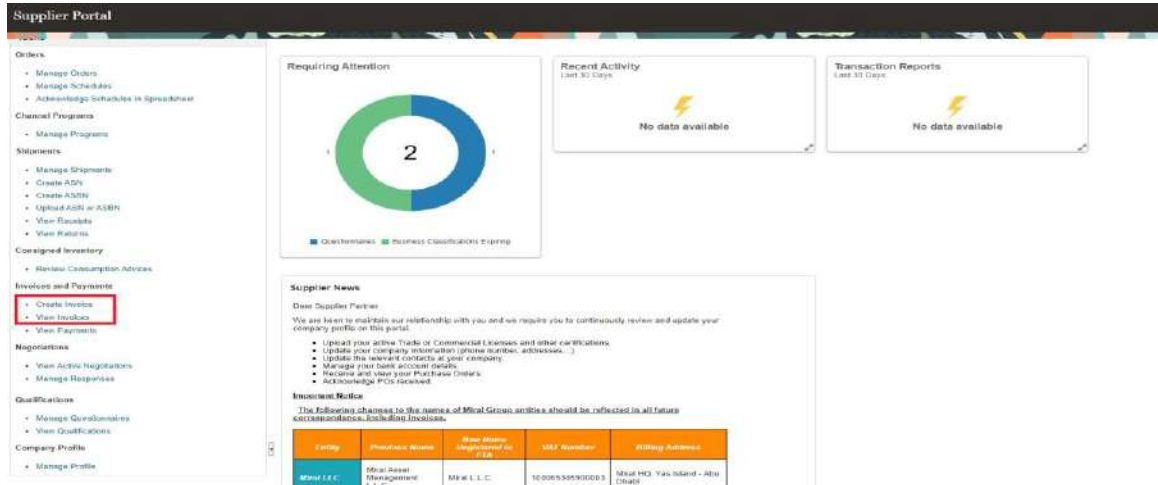
2. This will take you to the **Create Invoice** page where you can create your invoice against the received purchase order– to start you need to fill in the header information as shown below:

*** Note**: *If a PO with a service is not able to be invoiced, please confirm with the Requestor on the PO that the PO has been Received internally*

1. Select the **PO** against which the invoice will be created – this will auto – populate address, supplier site and customer taxpayer ID and invoice currency.

2. Fill in the unique invoice **Number & Date** when the invoice generated

3. Add your invoice in the **Attachment** filed , and any other attachments required by Miral, such as Delivery Note

On clicking the **Attachment** button, below window will pop up to attach your invoice. Click on "**Attach File**" to add your invoice.
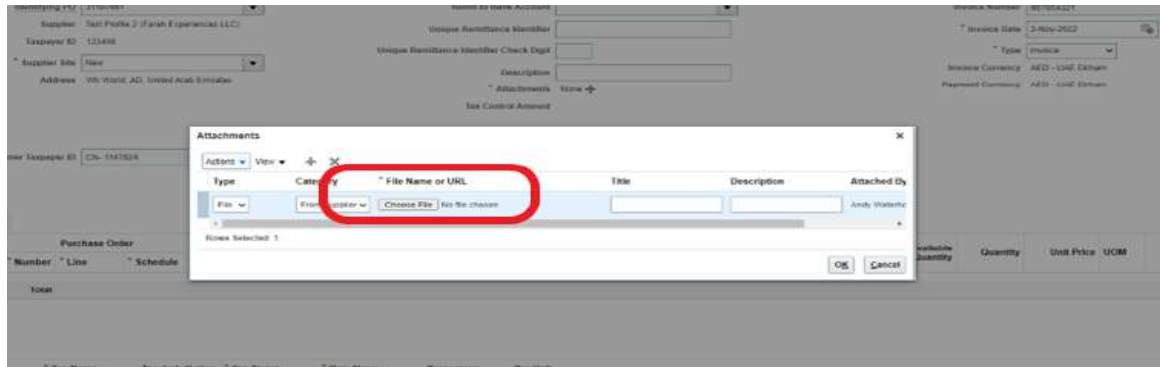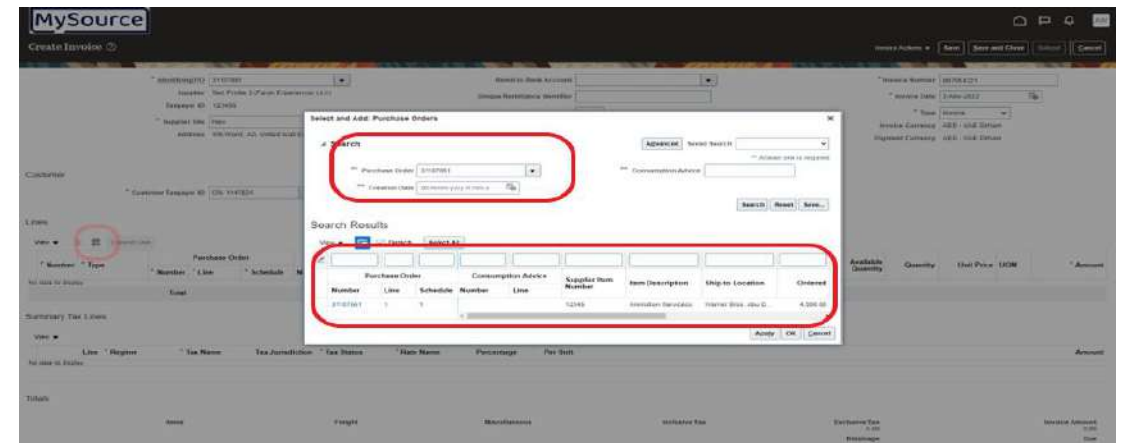

3. Add **purchase order line items** against your invoice in the "**lines section**".
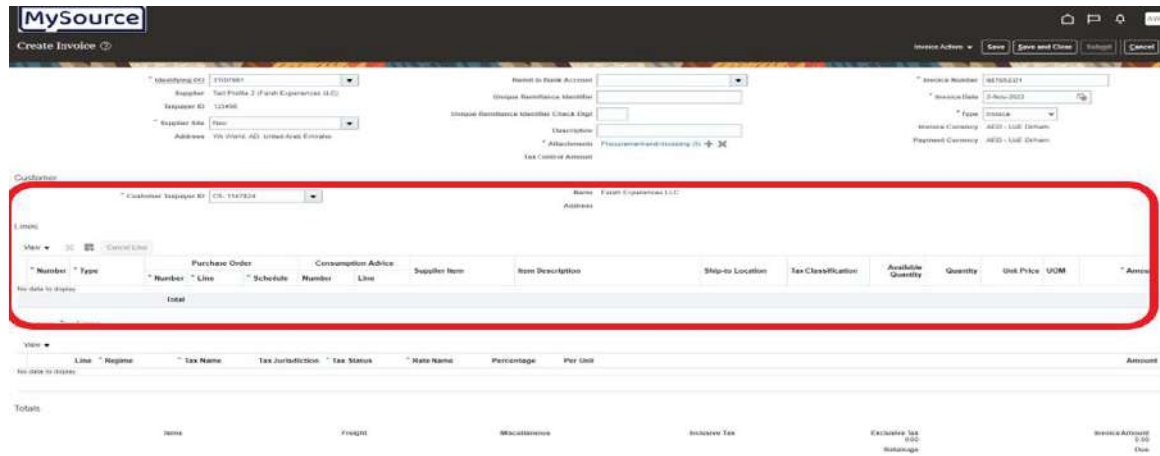
☐ Click on "**Select and Add**" icon ⊞ to add PO lines.
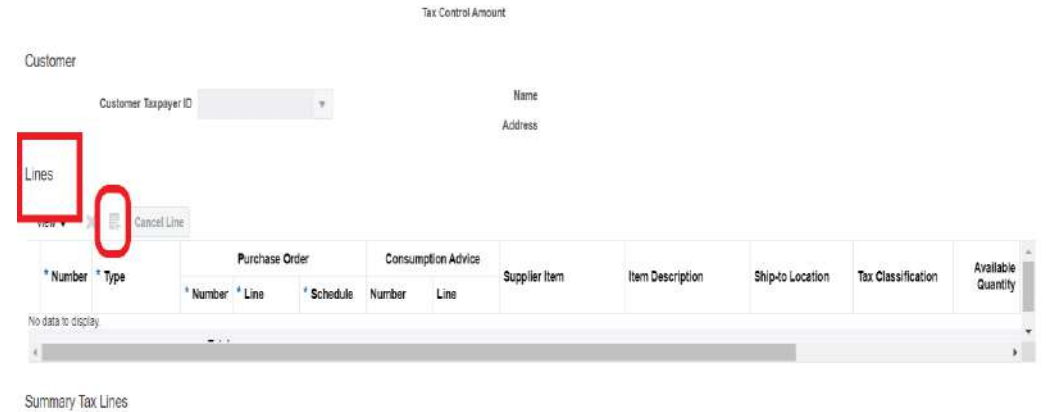
☐ On clicking the "**Select and Add**" icon, a window will open to **select PO lines.**

➢ Select the **PO number** against which the invoice will be matched – this will also allow you to match **multiple PO**

➢ **Lines** will appear , then you can select the line/ lines that linked to current invoice. You can select all lines by clicking on "**select all**" button.

Once you have done the above, click on **Apply** to create the line for the selected PO(you can see them in the background)

*Note: you can continue adding PO lines if there are **multiple POs** that need to be matched to this invoice*
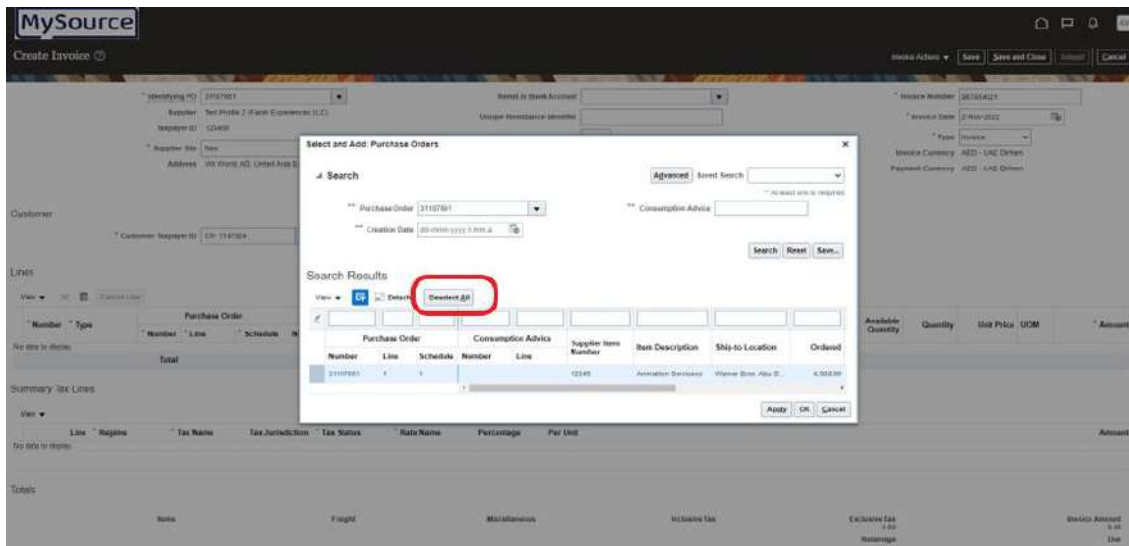
❑ Your PO lines for this invoice have now been listed

➢ Match the quantity shown with the quantity that has been received by Miral

➢ Match total amount with the required amount of your invoice.
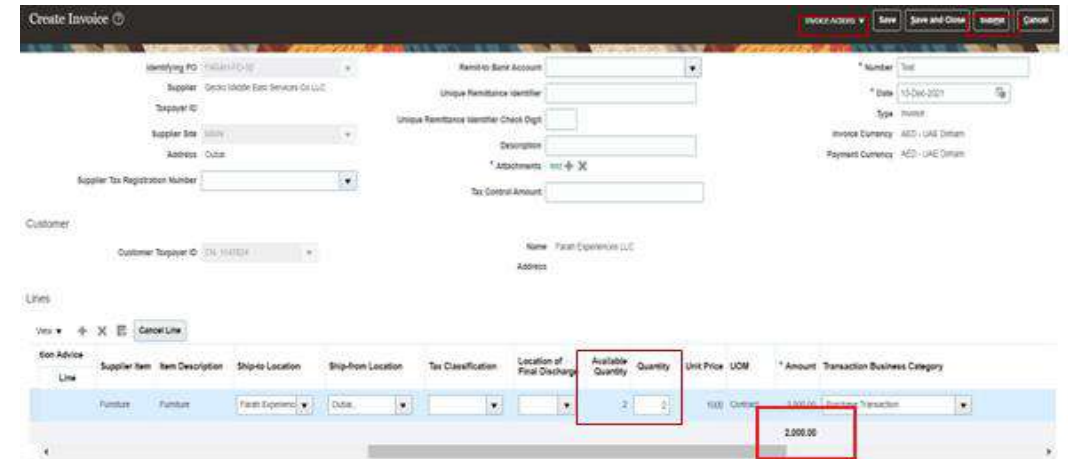
4. To **Add Tax** click on "**Invoice Actions**" button, then select **Calculate Tax from the dropdown** to automatically create the required tax lines.
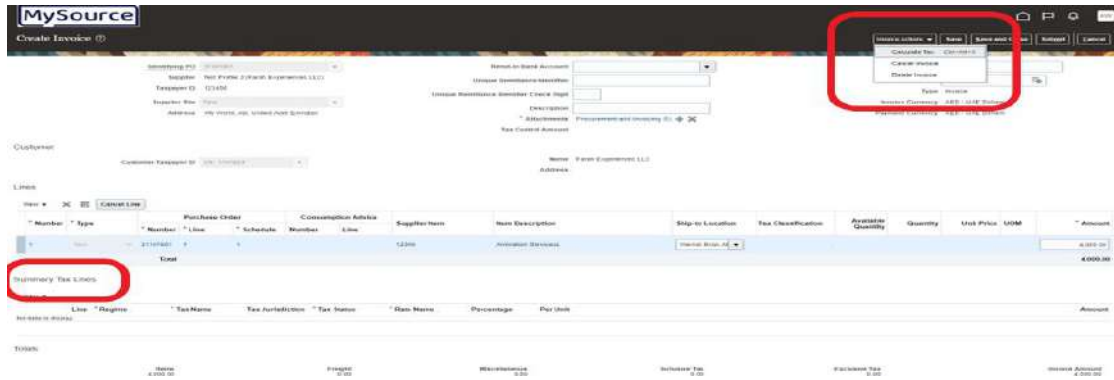
- ❑ **Summary Tax Lines** and **Total Invoice Amount** includes tax will be created.
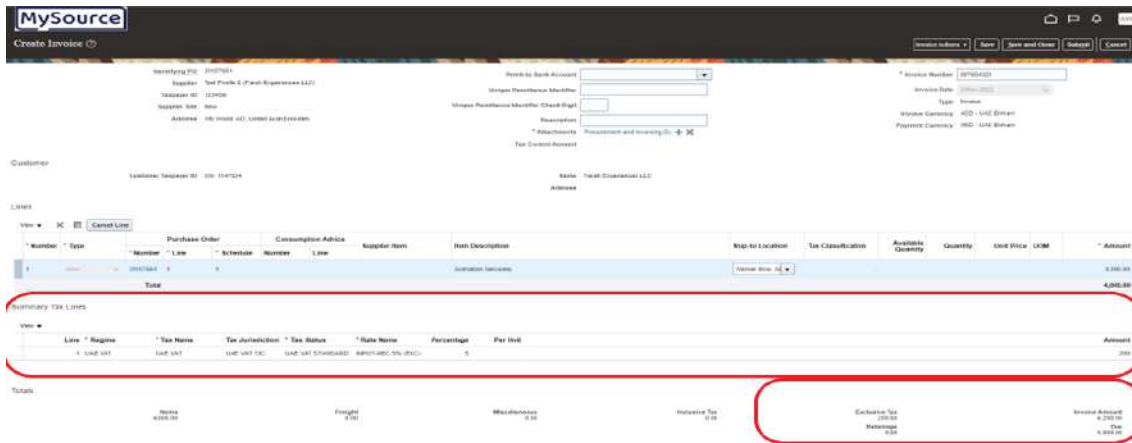
5. click on **Submit** to finish creating your Invoice to and send it to Miral.
Popup message confirms your invoice submission will appear.

Note : clicking on "Save and close" will only save your submission and will remain pending at your end

To return to your created invoice to complete /update it, log in again to your supplier portal, then go to "View Invoice". Where you can see all entered invoices.

06. Illustration: Review Invoices

To return to your created invoice to review it, log in again to your supplier portal, then go to "View Invoice".

On clicking "View Invoice" the View Window will open. You can search invoices using different search fields :

- ➢ **Invoice Number :** return a specific invoice.
- ➢ **Supplier Name :** return all created invoices
- ➢ **Purchase Order :** return all invoices created against specific PO

Your invoice will appear in the search result section, where you can see invoice **details and status.**

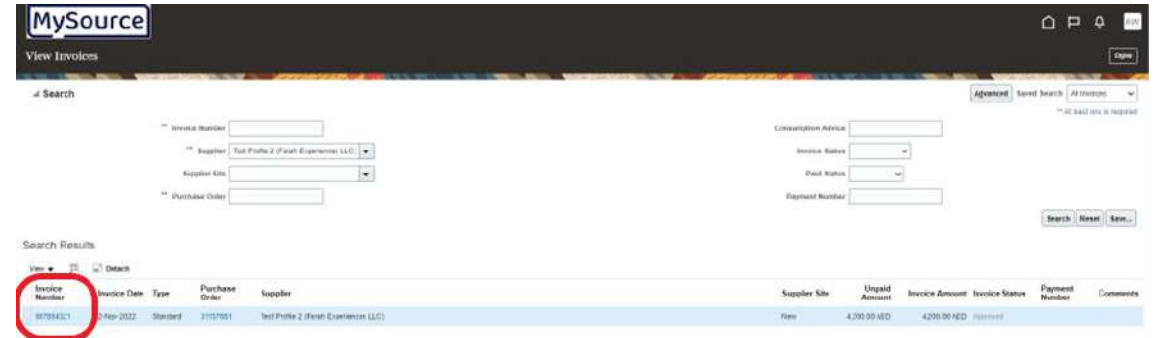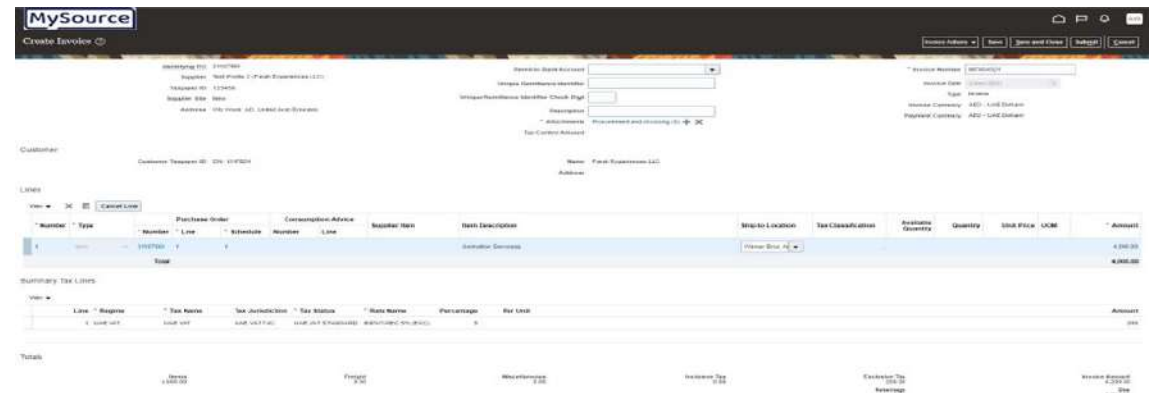Note: you can **Edit** "**Draft Invoices**" only.

07. Illustration: Edit Invoices

To return to your created invoice to complete /update it, log in again to your supplier portal, then go to "View Invoice".
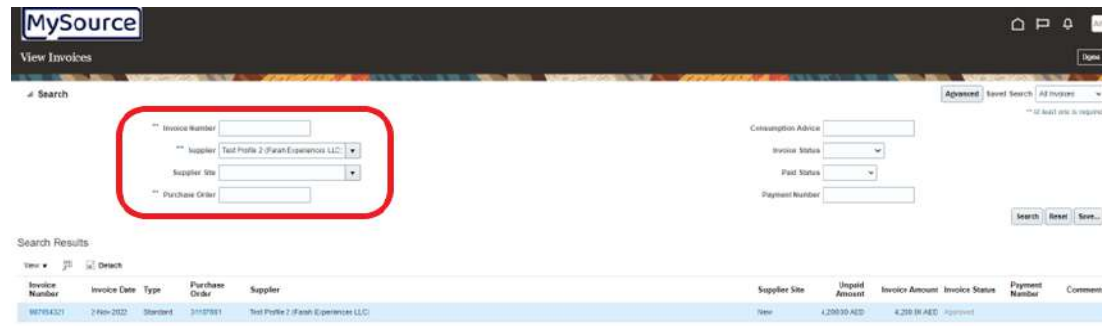

❑ Use the **Search fields** in "**View Invoices**" window to search your invoice.
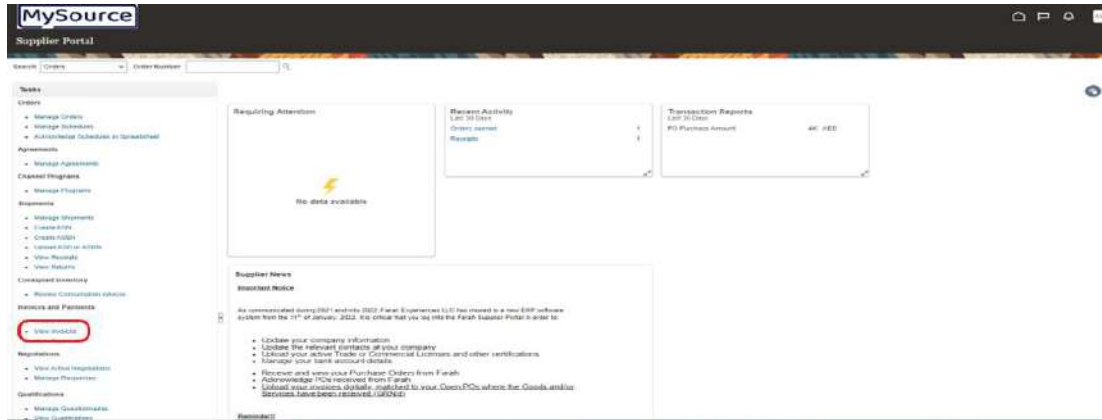
❑ Your invoice will appear in the search result section. Click on "**Invoice Number**" hyperlink.

❑ On clicking "**Invoice number**" the invoice page will open again where you can update your invoice and **submit** it.

THANK YOU!