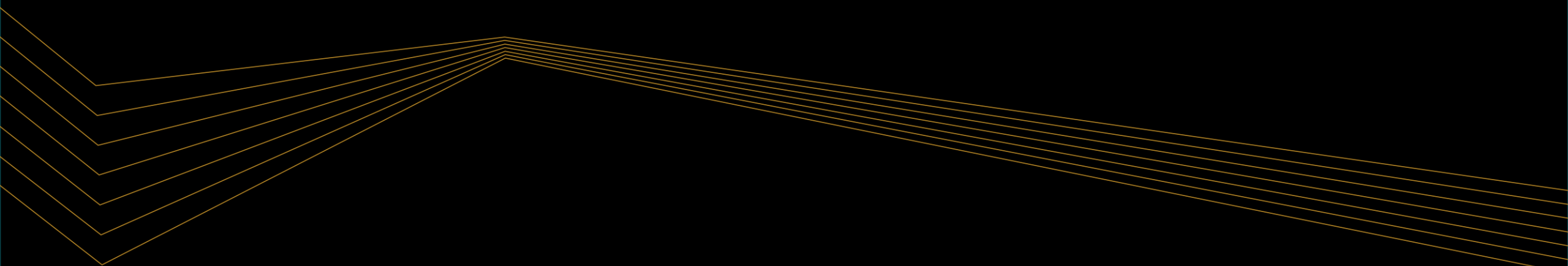


ETIHAD ARENA

Yas Bay Arena Supplier User Manual

Supplier Portal - Procurement and Invoicing



ETIHADARENA.AE

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About Yas Bay Arena

Yas Bay Arena is the UAE's landmark of entertainment, the region's largest multi-purpose indoor arena set on the stunning waterfront of Yas Bay, offering world-class event space and hospitality. Designed with sustainability at its core, the venue offers a dynamic event space that can be easily transformed to host a variety of events including large-scale international concerts, sports games, corporate events, private functions and local community celebrations.

Owned by Miral Asset Management and operated by Flash Entertainment, Yas Bay Arena is proudly positioned on Yas Island, the Middle East's premier leisure and entertainment destination, and will enhance Abu Dhabi's position as a global entertainment hub. Etihad Airways, the national airline of the UAE, is the proud naming rights partner for Yas Bay Arena (operating as Etihad Arena). Over the years to come, Etihad will fly many of the world-class entertainment acts and guests to the venue.

Application Overview

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

System login and navigation to Supplier Portal

To start, you'll need to log into the Yas Bay Arena 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

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)

If you forget the Password follow below process to reset

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

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

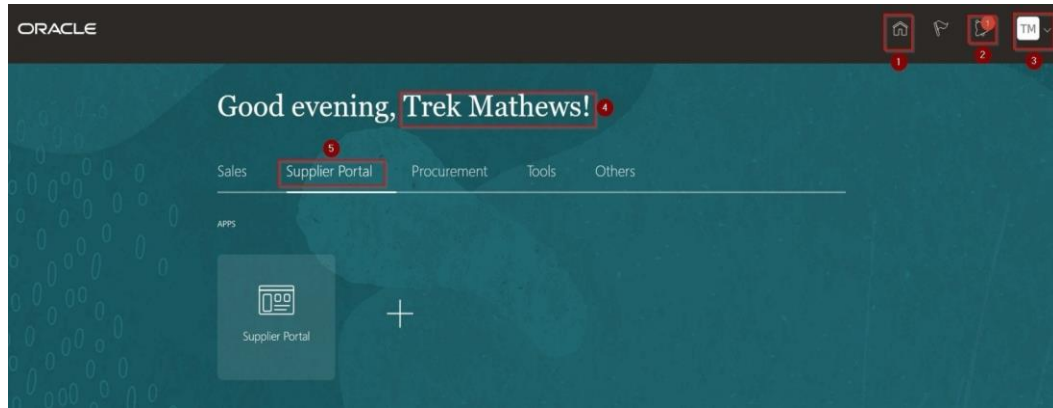
If you are still facing any issues with Login please contact Yas Bay Arena team:

procurement@etihadarena.ae

Getting Started

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

Click on the home icon (highlighted in green below)



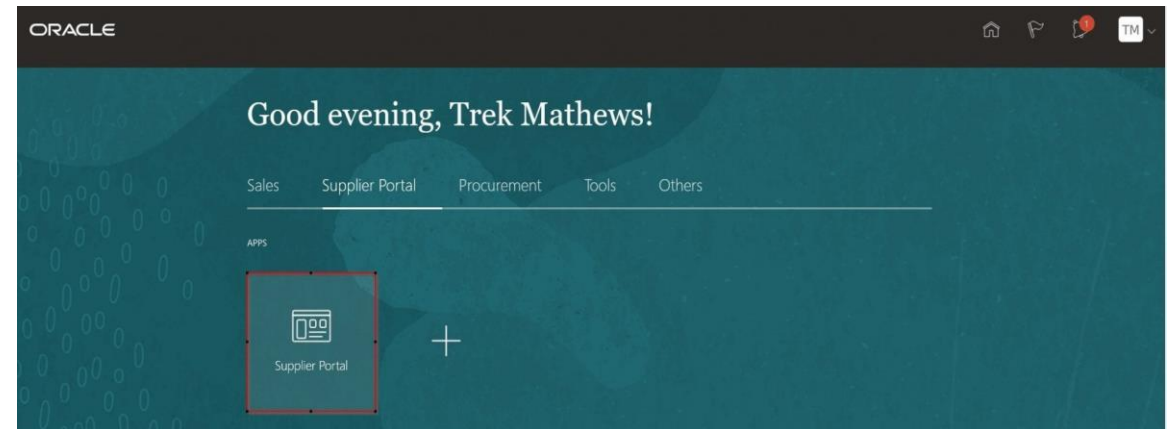
The above screen represents the Home page of the Yas Bay Arena Supplier Portal Login.

- 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 Yas Bay Arena and you can respond to us through the Portal.

- 3. Icon for User Accessibility, User Preference Settings also to Sign Out from Yas Bay Arena 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 Yas Bay Arena.

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

- **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.
- **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

The screenshot shows the Supplier Portal interface with the following components and callouts:

- 1:** Search pane with a dropdown menu set to 'Orders' and a search bar.
- 2:** Tasks sidebar menu with categories like Contract Manufacturing, Vendor-Managed Inventory, Orders, Agreements, and Shipments.
- 3:** 'Requiring Attention' section featuring a donut chart with a central '1' and a legend for 'Agreements to Acknowledge'.
- 4:** 'Recent Activity' table showing the last 30 days of activity.
- 5:** 'Transaction Reports' table showing the last 30 days of financial data.

| Activity | Count |
|----------------------------|-------|
| Agreements opened | 1 |
| Orders changed or canceled | 1 |
| Orders opened | 8 |
| Receipts | 6 |

| Report Item | Amount | Unit |
|-------------------------------|--------|------|
| PO Purchase Amount | 5975 | AED |
| Invoice Amount | 698 | AED |
| Invoice Price Variance Amount | | AED |

A. Blanket/Contract Purchase Agreement Acknowledgement

After logging in, you will need to navigate to the Supplier Portal and click on the **Manage Agreements** hyperlink in the task column on the left side of the page as shown below to access your agreements:

The screenshot shows the Supplier Portal interface. On the left, under the 'Agreements' section, the 'Manage Agreements' link is highlighted with a red box. The main content area features a 'Requiring Attention' gauge showing '1' agreement, a 'Recent Activity' table with 6 receipts, and a 'Transaction Reports' table.

1. This will take you to the Manage Agreements page where you can **Search** for your agreements and choose the required agreement through its **hyperlink**:

The screenshot shows the 'Manage Agreements' search results. The 'Manage Agreements' link in the left menu is highlighted with a red box. The search results table is as follows:

| Agreement | Description | Supplier Site | Buyer | Agreement Amount | Released Amount | Currency | Status | End Date | Change Order | Creation Date |
|-----------|-------------|---------------|----------------|------------------|-----------------|----------|--------|----------|--------------|---------------|
| 000025 | | MAIN | Merchant, Z... | 2,000,000.00 | 0.00 | AED | Open | 07-Dec- | | |
| 000024 | | MAIN | Ali, Wasim | 178.00 | 178.00 | AED | Open | 07-Dec- | | |

2. You will be directed to the selected agreement's page where you can see the status as **Pending Supplier Acknowledgement**. To begin acknowledging the agreement, click on the **Acknowledge** button on the top right of the screen:

The screenshot shows the details for Blanket Purchase Agreement 000025. The 'Acknowledge' button is highlighted with a red box. The status is 'Pending Supplier Acknowledgment'. The 'Lines' table is as follows:

| Line | Item | Description | Category Name | Supplier Item | UOM | Budgeted Price | Released Amount | Expiration Date | Status | Details | Type | Revis |
|------|------|------------------|---------------|---------------|-----|----------------|-----------------|-----------------|--------|---------|-------|-------|
| 1 | | Furniture - Test | Furniture set | | EA | 2,000,0... | 0.00 | | | | Goods | |

3. The acknowledgement page below will allow you to view the agreement details in the page itself or through PDF, as well as perform various activities :

Acknowledge Document (Blanket Purchase Agreement): 000025 View PDF Accept Reject Cancel

Main

General

| | | | | | |
|----------------|---------------------------------|----------------------|-----------------------------------|------------------------|------------------|
| Procurement BU | Farah Experiences LLC | Supplier | Gecko Middle East Services Co LLC | Start Date | |
| Agreement | 000025 | Supplier Site | MAIN | End Date | |
| Status | Pending Supplier Acknowledgment | Supplier Contact | Mo Morgan | Agreement Amount | 2,000,000.00 AED |
| Buyer | Merchant, Zehra | Communication Method | E-Mail | Minimum Release Amount | |
| Creation Date | 07-Dec-2021 | Email | mo.morgan@gecko-me.com | Description | |

Supplier Agreement

Terms Notes and Attachments

| | | | | |
|------------------------------|-------------|-----------------|---------|--------------------|
| Required Acknowledgment Date | Document | Payment Terms | 30 Days | — Pay on receipt |
| Acknowledgment Note | 12-Dec-2021 | Shipping Method | | — Confirming order |
| | | Freight Terms | FOB | |

Additional Information

PO Source Number Context Prompt

Lines

| Line | Description | Supplier Item | UOM | Budgeted Price | Expiration Date | Rejection Reason |
|------|------------------|---------------|-----|----------------|-----------------|----------------------|
| 1 | Furniture - Test | | EA | 2,000,000.00 | | <input type="text"/> |

Rows Selected 1 Columns Hidden 1

- Accept** by clicking on the **Accept** button
- Reject** by filling out the Acknowledgement Note field in the terms section and Rejection Reason field in the Schedules section and clicking on the **Reject** button
- Check** document Notes and Attachments

4. Once the document has been accepted the agreement status would be changed from **Pending Supplier Acknowledgement** to **Open** and you will be redirected to your Supplier Portal page

Purchase Orders can now be processed basis the acknowledged BPA (Blanket Purchase Agreement) or CPA (Contract Purchase Agreement)

Manage Agreements Done

Search

Procurement BU: Farah Experiences LLC
 Supplier Site:
 Agreement:

Status:
 Include Closed and Expired Documents:

Search **Reset** **Save...**

Search Results

| Agreement | Description | Supplier Site | Buyer | Agreement Amount | Released Amount | Currency | Status | End Date | Change Order | Creation Date |
|-----------|-------------|---------------|-------|------------------|-----------------|----------|--------|----------|--------------|---------------|
| 000025 | | MAIN | | 2,000,000.00 | 0.00 | AED | Open | | | 07-Dec-2021 |
| 000024 | | MAIN | | 178.00 | 178.00 | AED | Open | | | 07-Dec-2021 |

Columns Hidden: 30

You can navigate to the **Manage Agreements** page through the Supplier Portal page and search for your required agreement to check the released amount against the agreed amount

B. Blanket/Contract Purchase Agreement Change Order

1. To perform a change order to the acknowledged agreement, simply click on the **Actions** button on the top right of the selected Agreement page and click on **Edit** from the dropdown

Blanket Purchase Agreement: 000027

Actions: Acknowledge, View PDF, Actions, Done

General Information:

- Procurement BU: Farah Experiences LLC
- Supplier: Gecko Middle East Services Co LLC
- Start Date: 10-Dec-2021
- End Date: 15-Dec-2021
- Agreement: 000027
- Supplier Site: MAIN
- Status: Open
- Supplier Contact: Mo Morgan
- Buyer: Zahra Merchant
- Creation Date: 09-Dec-2021
- Supplier Agreement
- Communication Method: E-Mail
- Email: mo.morgan@gecko-me.com
- Agreement Amount: 10,000.00
- Minimum Release Amount
- Released Amount: 0.00 AED
- Description

Terms and Attachments:

- Required Acknowledgment: Document
- Shipping Method: — Requires signature
- Payment Terms: 30 Days
- Freight Terms: — Pay on receipt
- FOB: — Confirming order





Additional Information:

- PO Source Number
- Context Prompt

| Line Item | Description | Category Name | Supplier Item | UOM | Budgeted Price | Released Amount | Expiration Date | Status | Details | Type | Revision | Price Break Type | Allow Price Override | Minimum Release Amount |
|-----------|-------------|---------------|---------------|-----|----------------|-----------------|-----------------|--------|---------|-------|----------|------------------|----------------------|------------------------|
| 1 | Furniture | Furniture set | | EA | 10,000.00 | 0.00 | | Open | | Goods | | Cumulative | | |

This will trigger a change order and will direct you to the **Edit Change Order** page

2. On this change order's edit page, you will be able to:

- Change the line item's **Budgeted Price**
- Change the line item's **Expiration Date**
- Click on the  icon to **edit line details** and price breaks
- Click on the  icon to **add a line item**
- Click on the  icon to **Duplicate a line item**
- Click on the  icon to **Remove a line item**

Edit Change Order: 1

Change Order: 1

Description: [Red Box]

Creation Date: 09-Dec-2021

Status: Incomplete

Initiating Party: Supplier

Initiator: Mo Morgan

General Information:


- Procurement BU: Farah Experiences LLC
- Supplier: Gecko Middle East Services Co LLC
- Start Date: 10-Dec-2021
- End Date: 15-Dec-2022
- Agreement: 000027
- Supplier Site: MAIN
- Status: Open
- Supplier Contact: Morgan, Mo
- Buyer: Zahra Merchant
- Creation Date: 09-Dec-2021
- Supplier Agreement
- Agreement Amount: 10,000.00 AED
- Minimum Release Amount
- Released Amount: 0.00 AED
- Description

Terms and Attachments:

- Payment Terms: 30 Days
- Shipping Method: — Requires signature
- Freight Terms: — Pay on receipt
- FOB: — Confirming order

Additional Information:

- PO Source Number
- Context Prompt

| Line | Type | Edit Item | Description | Category Name | Supplier Item | UOM | Budgeted Price | Expiration Date | Change Reason |
|------|-------|---|-------------|---------------|---------------|-----|----------------|-----------------|---------------|
| 1 | Goods |  | Furniture | Furniture set | | EA | 10,000.00 | 09-mm-yyyy | [Red Box] |

Columns Hidden: 13

Once done with your changes, be sure to update the description for the change order on the top left of the page and the change reason on the bottom right and **Submit** to Yas Bay Arena for approval

3. Yas Bay Arena can also perform change orders on the agreement – upon doing so, you will receive a notification through the bell icon informing you of the same

| Agreement | Description | Supplier Site | Buyer | Agreement Amount | Released Amount | Currency | Status | End Date | Change Order | Creation Date |
|-----------|-------------|---------------|----------------|------------------|-----------------|----------|----------|----------|--------------|---------------|
| 000027 | | MAIN | Merchant, Z... | 10,000.00 | 0.00 | AED | Open | 15-Dec- | 2 | 09-Dec... |
| 000026 | | MAIN | Merchant, Z... | 5,000.00 | 0.00 | AED | Canceled | | | 09-Dec... |
| 000025 | | MAIN | Merchant, Z... | 2,000,000.00 | 0.00 | AED | Open | | | 07-Dec... |

You can similarly check the status of your change order by searching for your agreement in the **Manage Agreements** page once again – this will show you the Change Order that is pending approval or acknowledgement. Click on the **Change Order** number as shown above to proceed to the change order acknowledgment page

4. Once there you can see the change order details and perform the acknowledgement as shown previously for the initial agreement.

Change Order: 2

Creation Date: 08-Dec-2021 | Initiating Party: Buyer
 Description: Test agreement | Status: Pending Supplier Acknowledgment | Initiator: Zehra Merchant

Main

General

Procurement BU: Farah Experiences LLC | Supplier: Gecko Middle East Services Co LLC | Agreement Amount: 2,000,000.00 AED
 Agreement: 000025 | Supplier Site: MAIN | Minimum Release Amount
 Status: Open | Supplier Contact: Morgan, Mo | Released Amount: 0.00 AED
 Start Date | Supplier Agreement: Reference | Description
 End Date | Communication Method
 Buyer: Zehra Merchant | Email: mo.morgan@gecko-me.com
 Creation Date: 07-Dec-2021

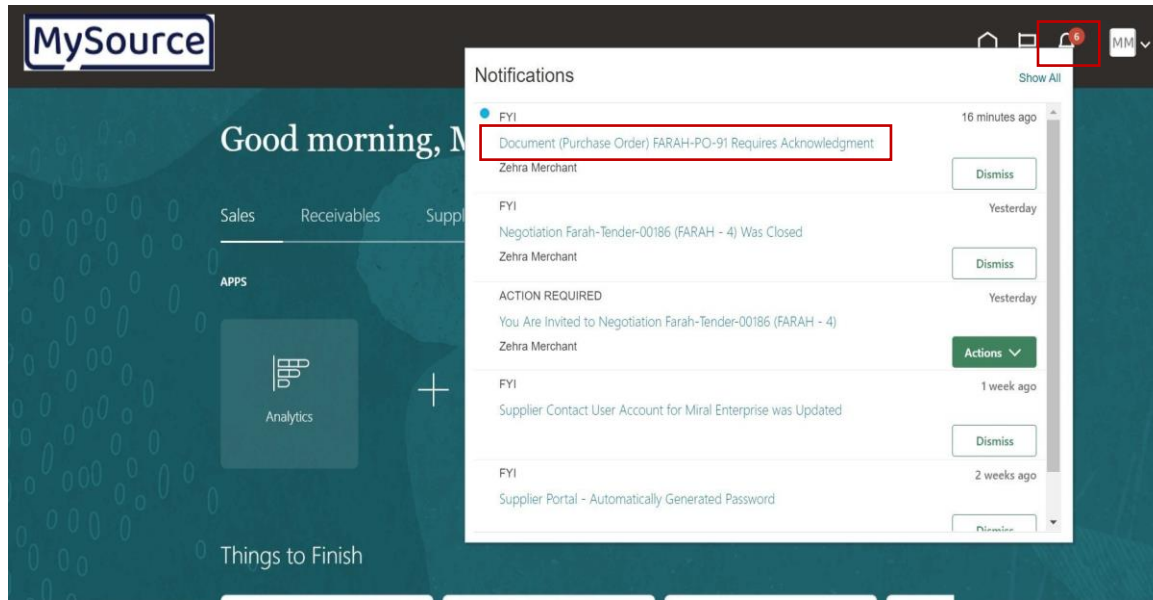
Terms | Notes and Attachments

Acknowledgment Due Date: 13-Dec-2021 | Shipping Method: — Requires signature
 Payment Terms: 30 Days | Freight Terms: — Pay on receipt
 FOB: — Confirming order

C. Purchase Order Acknowledgement

Upon logging in, you can click on the bell icon on the top right corner of your screen which will show you the pending action to acknowledge your Purchase Order:

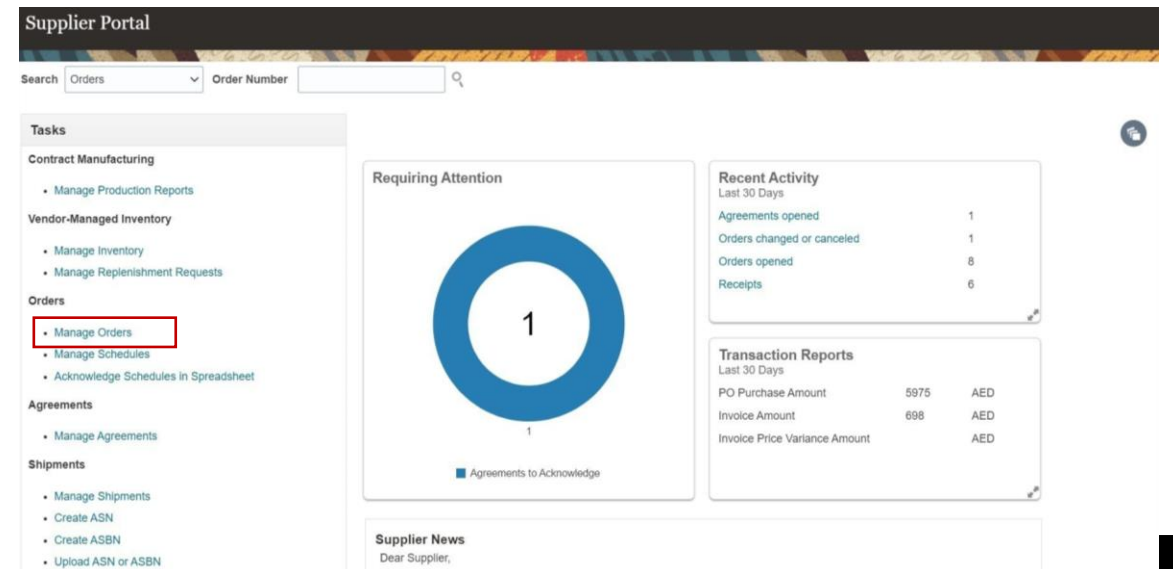
1. Click on the notification line hyperlink to open the document pop-up



2. In the pop up window, you will be able to see an overview of the Purchase order, select the **Review and Acknowledge** hyperlink as to proceed to the **Acknowledgement Document** page



You can also access the Acknowledge Document page by navigating to it through the **Manage Orders** hyperlink in the task column on the supplier portal page and searching for the Purchase Order – similarly to what was as shown in the Agreements example:



3. The acknowledgement page below will allow you to view the purchase order details in the page itself or through PDF, as well as perform various activities :

Acknowledge Document (Purchase Order): FARAH-PO-91 Accept Reject View PDF Cancel

Main

General

Sold-to Legal Entity: Farah Experiences LLC
 Order: FARAH-PO-91
 Status: Pending Supplier Acknowledgment
 Buyer: Merchant, Zehra
 Creation Date: 07-Dec-2021

Supplier: Gecko Middle East Services Co LLC
 Supplier Site: MAIN
 Supplier Contact: Mo Morgan
 Bill-to Location: Farah Experiences LLC
 Ship-to Location: Farah Experiences LLC

Ordered: 1,000.00 AED
 Description:
 Source Agreement:
 Supplier Order:
 Communication Method: E-Mail
 Email: mo.morgan@gecko-me.com

Terms Notes and Attachments

Required Acknowledgment Date: 17-Dec-2021
 Acknowledgment Note:

Payment Terms: 30 Days
 Shipping Method:
 Freight Terms: FOB

Additional Information
 PO Source Number: Context Prompt

Schedules

Actions View Format Freeze Detach Wrap

| Line | Description | Supplier Item | Quantity | UOM | Budgeted Price | Requested Delivery Date | Promised Delivery Date | Rejection Reason | Location |
|------|-------------|---------------|----------|-----|----------------|-------------------------|------------------------|------------------|-----------------|
| 1 | Office | | 1 | EA | 1,000.00 | 14-Dec-2021 | | | Farah Experi... |

Rows Selected 1 Columns Hidden 9

- Accept** by clicking on the **Accept** button
- Reject** by filling out the Acknowledgement Note field in the terms section and Rejection Reason field in the Schedules section and clicking on the **Reject** button
- Check** document Notes and Attachments

D. Advanced Shipment Notice

1. Once document has been accepted the Purchase Order status would be changed to Open and you will be redirected to your Supplier Portal page, click **Create ASN** (Advanced Shipment Notice) in the Tasks Column on the left side of the screen to navigate to the Create ASN page

Create ASN Done

Search Advanced Saved Search Purchase Order ** At least one is required

** Purchase Order:
 ** Supplier:
 Supplier Item:
 Due Date:

Search Reset Save...

Search Results

View **Create ASN**

| Item | Item Description | Supplier Item | Purchase Order | Purchase Order Line | Purchase Order Schedule | Due Date | Ordered Quantity | UOM Name |
|----------------------|------------------|---------------|----------------|---------------------|-------------------------|----------|------------------|----------|
| No search conducted. | | | | | | | | |

Search for the required Purchase Order, select it and click on **Create ASN** button to proceed to the **Create ASN Details**

Create ASN Done

Search Advanced Saved Search Purchase Order

Search Results

View **Create ASN**

| Item | Item Description | Supplier Item | Purchase Order | Purchase Order Line | Purchase Order Schedule | Due Date | Ordered Quantity | UOM Name |
|------|------------------|---------------|----------------|---------------------|-------------------------|-------------|------------------|----------|
| | Office | | FARAH-PO-91 | 1 | 1 | 14-Dec-2021 | 1 | EA |

2. Once on the **Create ASN Details** page, you will be able to fill out the required shipment details and submit it to Yas Bay Arena:

- ❑ Fill out the required fields as shown below
- ❑ You can also split shipments by selecting the **Actions** button and choosing **Split Line**

Create ASN Details Submit Cancel

Header

* Shipment: ASN_22102840_2

* Shipped Date: 07-Dec-2021 12:38 PM

* Expected Receipt Date: 30-Dec-2021 12:38 PM

Freight Terms: FEDERAL EXPRESS

Shipping Method: Air

Number of Supplier Packing Units:

Bill of Lading:

Waybill: ABCD123

Packing Slip:

Packaging Code:

Special Handling Code:

Tare Weight:

Tare Weight UOM:

Net Weight:

Net Weight UOM:

Comments:

Lines

Actions View Remove Line

| Item | Item Description | Supplier Item | Purchase Order | * Quantity | UOM Name | Ship-to Location | Ordered Quantity | Ordered Quantity UOM | Received Quantity |
|------|------------------|---------------|----------------|----------------------|----------|---------------------|------------------|----------------------|-------------------|
| ▶ | Office | FARAH-PO-91 | | <input type="text"/> | EA | Farah Experience... | 1 | EA | 0 |

Selecting **Split Line** from the **Actions** button drop down will allow you to duplicate the first line and split the shipment in case your items will be coming in separately.

Header

* Shipment: ASN_test

* Shipped Date: 07-Dec-2021 03:50 PM

* Expected Receipt Date: 14-Dec-2021 03:50 PM

Freight Terms: AIR

Shipping Method: Air

Number of Supplier Packing Units:

Bill of Lading: Test

Waybill: Test

Packing Slip:

Packaging Code:

Special Handling Code:

Tare Weight:

Tare Weight UOM:

Net Weight:

Net Weight UOM:

Comments:

Lines

Actions View Remove Line

| Item | Item Description | Supplier Item | Purchase Order | * Quantity | UOM Name | Ship-to Location | Ordered Quantity | Ordered Quantity UOM | Received Quantity |
|------|------------------|---------------|----------------|----------------------|----------|---------------------|------------------|----------------------|-------------------|
| ▶ | Furniture | Furniture | FARAH-PO-92 | <input type="text"/> | Contract | Farah Experience... | 2 | Contract | 0 |
| ▶ | Furniture | Furniture | FARAH-PO-92 | 1 | Contract | Farah Experience... | | Contract | 0 |

Be sure to specify the **Quantity** per line so that the **total** number allocated to the split lines matches the **Ordered Quantity** displayed in **Ordered Quantity** column – not doing so will result in an error and would require you to correct it

Click the **Submit** button on the upper right corner of the screen to submit your ASN and send a notification to Yas Bay Arena on the ASN and the incoming shipment(s) who can then receive the shipment through the system

3. You can check your shipment status by going to your Supplier Portal page and clicking on the **Manage Shipment** hyperlink in the Task Column, this will direct you to the Manage Shipments page below

Search Results

| Shipment | Supplier | Source Organization | Expected Receipt Date | Shipped Date | Waybill | Bill of Lading | Shipping Method |
|--------------------------|------------------------|---------------------|-----------------------|--------------------|---------|----------------|-----------------|
| FARAH_R1 | Gecko Middle East S... | | 06-Dec-2021 01:... | 06-Dec-2021 01:... | | | |

Click on the Shipment hyperlink to navigate to the **Edit Shipment** page where you can check if your shipment has been received or not

| Shipment Line | Item | Item Description | Quantity | | UOM Name | Line Status | Packing Slip |
|---------------|--------|------------------|----------|----------|----------|-------------|--------------|
| | | | Shipped | Received | | | |
| 1 | Office | | 1 | 0 | EA | Expected | 1 |

4. At any point before the shipment has been received by Yas Bay Arena, you can also cancel your shipment notice by:

- ❑ clicking on the **Cancel Shipment** button on the top right of the Edit Shipment page.
- ❑ You can also cancel shipment line by line if you have created split shipment lines by selecting the line you wish to cancel and clicking on the **Cancel Shipment Line** button

| Shipment Line | Item | Item Description | Quantity Shipped | Quantity Received | UOM Name | Line Status | Packing Slip | Purchase Order | Purchase Order Line |
|---------------|-----------|------------------|------------------|-------------------|----------|-------------|--------------|----------------|---------------------|
| 1 | Furniture | | 1 | 0 | Contract | Expected | 1 | FARAH-PO-92 | 1 |
| 2 | Furniture | | 1 | 0 | Contract | Expected | 2 | FARAH-PO-92 | 1 |

Note: Cancelling shipment or shipment line will notify Yas Bay Arena of the same and will remove the ASN or ASN line from your shipment log

E. Invoicing a received shipment

Once Yas Bay Arena has received your shipment, 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

Supplier Portal

- Contract Manufacturing
 - Manage Production Reports
- Vendor-Managed Inventory
 - Manage Inventory
 - Manage Replenishment Requests
- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments
 - Create Invoice**
 - Create Invoice Without PO
 - View Invoices
 - View Payments

Requiring Attention
No data available

Recent Activity
Last 30 Days

| | |
|--------------------------------|---|
| Agreements changed or canceled | 3 |
| Agreements opened | 4 |
| Orders changed or canceled | 1 |
| Orders opened | 8 |

Transaction Reports
Last 30 Days

| | | |
|-------------------------------|------|-----|
| PO Purchase Amount | 7975 | AED |
| Invoice Amount | 698 | AED |
| Invoice Price Variance Amount | | AED |

Supplier News
Dear Supplier,
1. Please maintain certifications up to date
2. Please ignore FARAH_NDA businesses classification. This is only for Internal purpose.

2. This will take you to the **Create Invoice** page where you can create your invoice against the received shipment and associated PO – to start you need to fill in the header information as shown below:

- Select the **PO** against which the invoice will be created – this will auto – populate address, supplier site and customer tax payer ID and invoice currency
- Specify the unique invoice **Number**
- Indicate the **Date** when the invoice must be registered
- Choose if the **Invoice** is standard or a credit memo
- Add any **Attachment** required by Yas Bay Arena, such as Delivery Note

Create Invoice

Identifying PO: FARAH-PO-92
Supplier: Gecko Middle East Services Co LLC
Taxpayer ID: [Empty]
Supplier Site: MAIN
Address: Dubai
Supplier Tax Registration Number: [Empty]


Remit-to Bank Account: [Empty]
Unique Remittance Identifier: [Empty]
Unique Remittance Identifier Check Digit: [Empty]
Description: [Empty]
Tax Control Amount: [Empty]

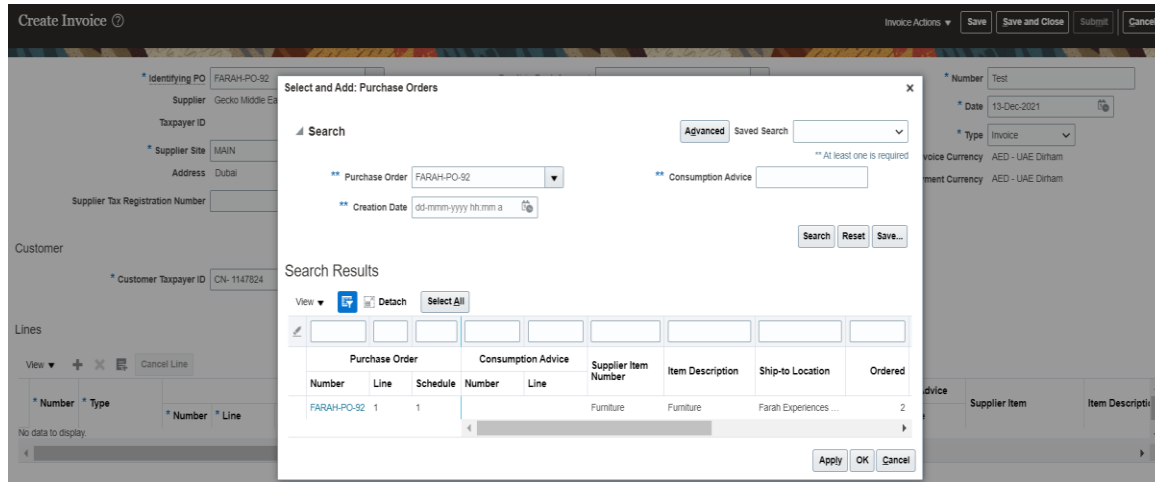
Number: Test
Date: 13-Dec-2021
Type: Invoice
Invoice Currency: AED - UAE Dirham
Payment Currency: AED - UAE Dirham

Customer Taxpayer ID: CN-1147824
Name: Farah Experiences LLC
Address: [Empty]

Lines

| * Number | * Type | * Number | * Line | * Schedule | Retainage | Retainage Remaining | Retained Invoice Number | Retained Invoice Line | Consumption Advice | Supplier Item | Item Description |
|--------------------|--------|----------|--------|------------|-----------|---------------------|-------------------------|-----------------------|--------------------|---------------|------------------|
| No data to display | | | | | | | | | | | |

3. Next you will be creating a line for the invoice in the **Lines** section, to do so click on the  icon



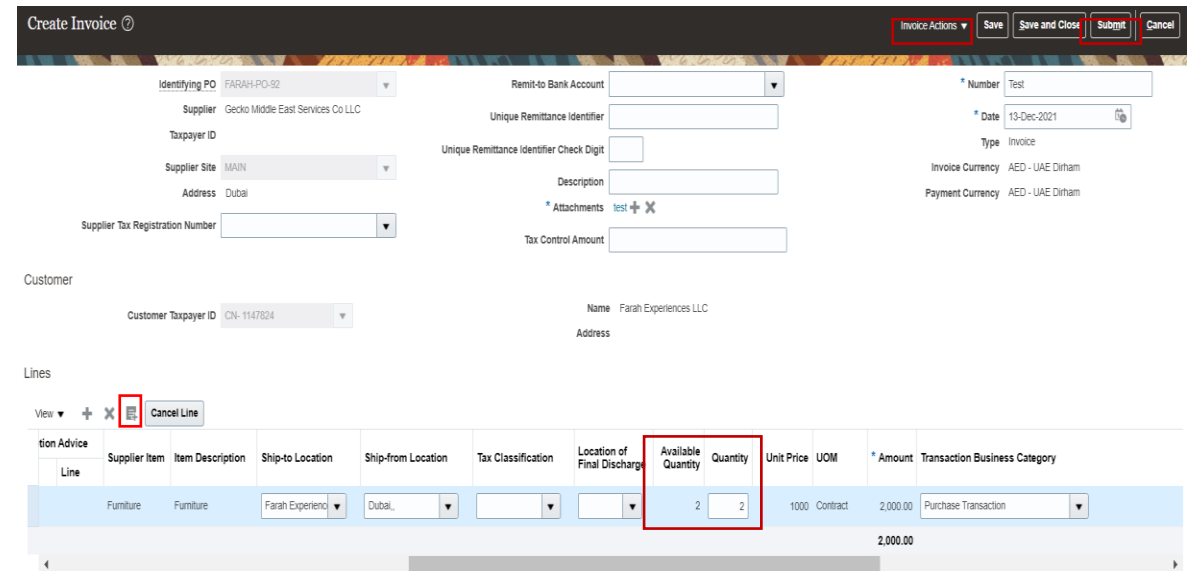
- Here you can specify the **PO** against which the invoice will be matched – this will also allow you to match **multiple PO**
- Specify the invoice line **Creation Date**
- Indicate **Consumption Advice**

Once you have done the above, click on **Apply** to create the line for the selected PO

Note: you can continue adding PO lines if there are **multiple POs** that need to be matched to this invoice

4. Your PO lines for this invoice have now been listed, and the quantity shown will be matching the quantity that has been received by Yas Bay Arena

- Click on the **Invoice Actions** button on the top right of the screen and then select on **Calculate Tax from the dropdown** to automatically create the required tax lines



Tax lines shown below cannot be modified

Summary Tax Lines

| Line | Regime | Tax Name | Tax Jurisdiction | Tax Status | Rate Name | Percentage | Per Unit | Amount |
|------|---------|----------|--------------------|------------------|--------------------|------------|----------|--------|
| 1 | UAE VAT | UAE VAT | UAE VAT - Juris... | Uae Vat Standard | Input-Rec 5% (Exc) | 5 | | 100 |

Click on **Submit** to finish creating your Invoice to and send it to Yas Bay Arena

ETIHAD ARENA



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