ETIHAD ARENA

Yas Bay Arena Supplier User Manual

Supplier Portal - Response to Qualification
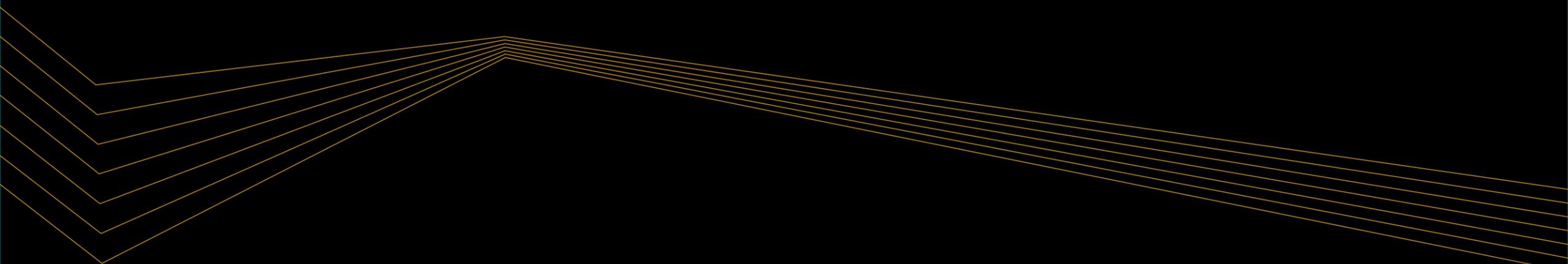
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ETIHAD ARENA

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

If you forgot the Password, please follow the below steps
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

Upon successful log-in, you will be directed to the default Yas Bay Arena Supplier Portal homepage.
Click on the home icon (highlighted in green below)
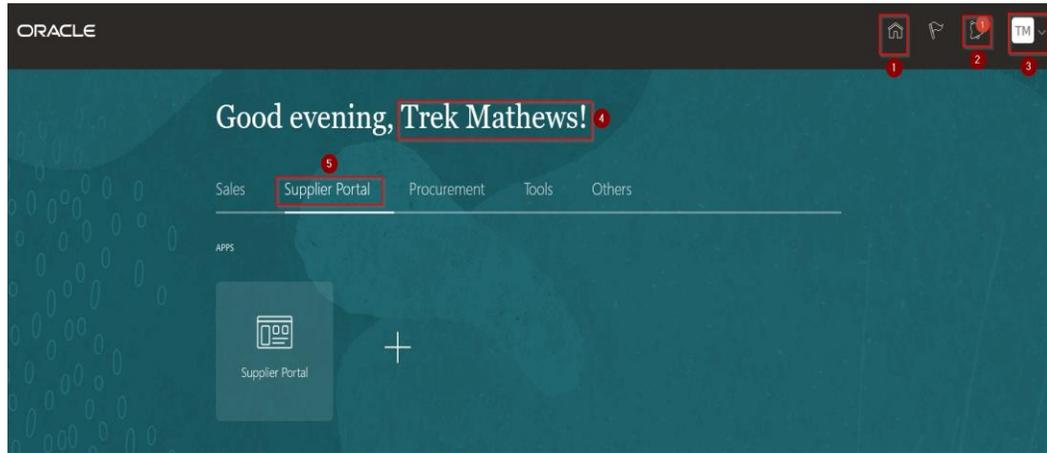
The above screen represents the Home page of the Yas Bay Arena Supplier Portal login.

➢ 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
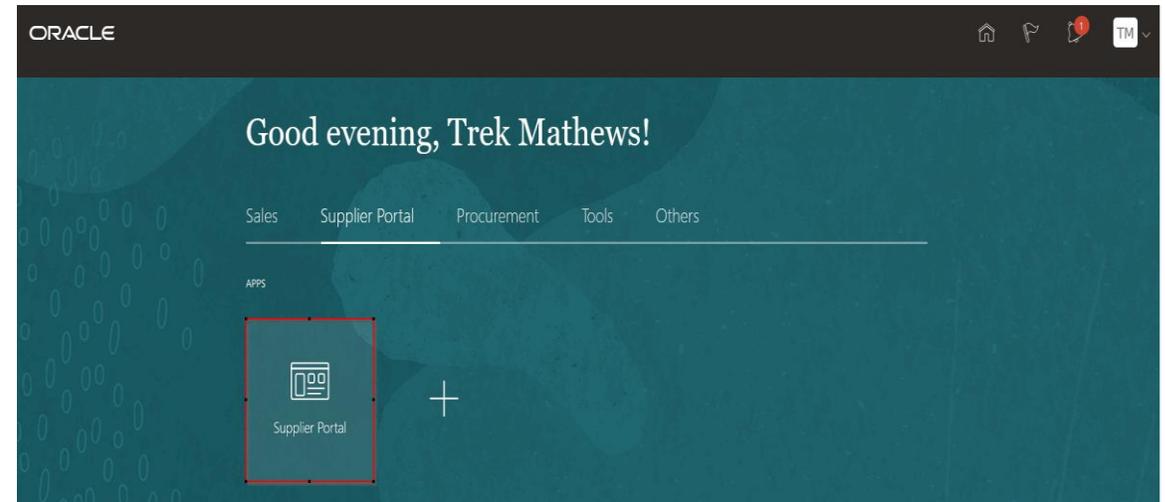
Illustration : Response to Pre-Qualification Initiative

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

Or Log in to Supplier Portal, click on the **'Manage Questionnaires'** task in the task column or **Click on 'Questionnaires' under 'Requiring Attention' dashboard**.
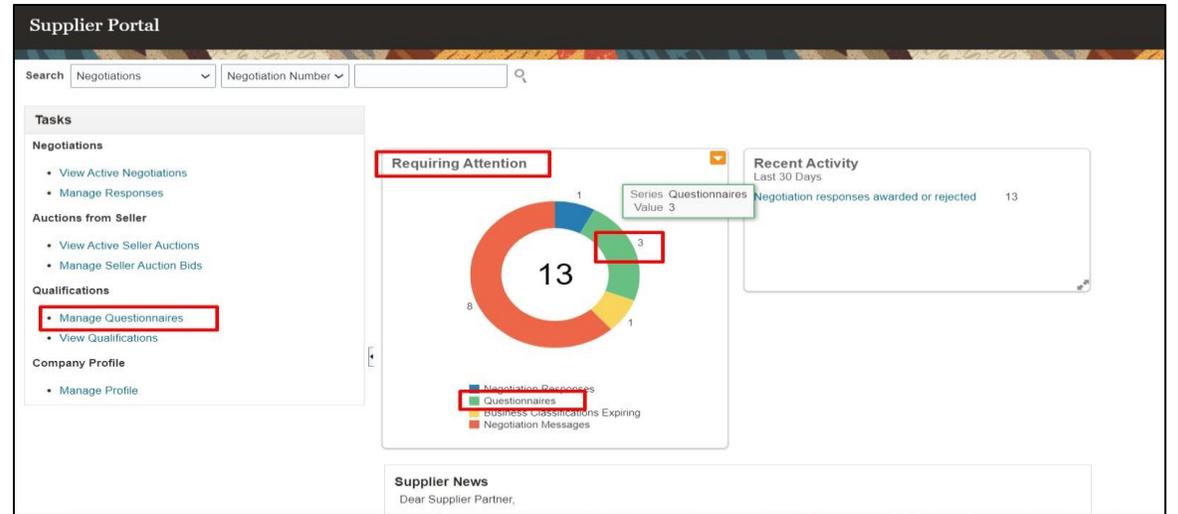
2. On clicking the 'Manage Questionnaires' link
- ❑ The below page will open, displaying all the questionnaires requiring attention
- ❑ Select the questionnaire and then **click on 'Respond' button**

3. 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
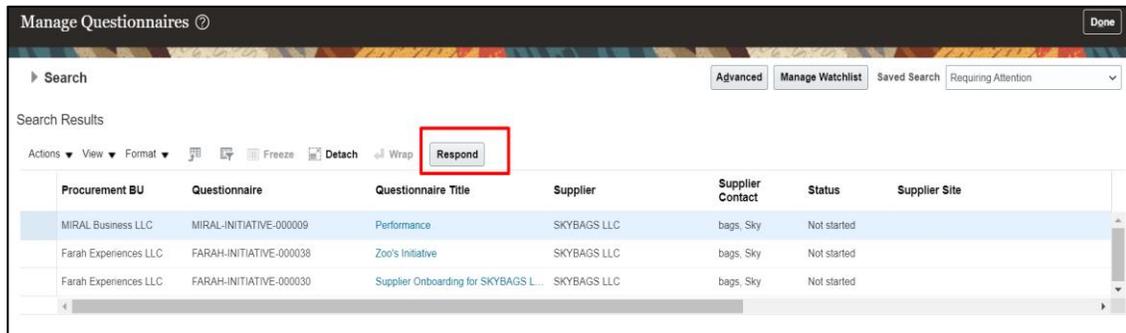
Once you **click on the 'Respond' button**, the questionnaire will open having multiple sections under it. Each section will have a set of questions, where response can be provided.
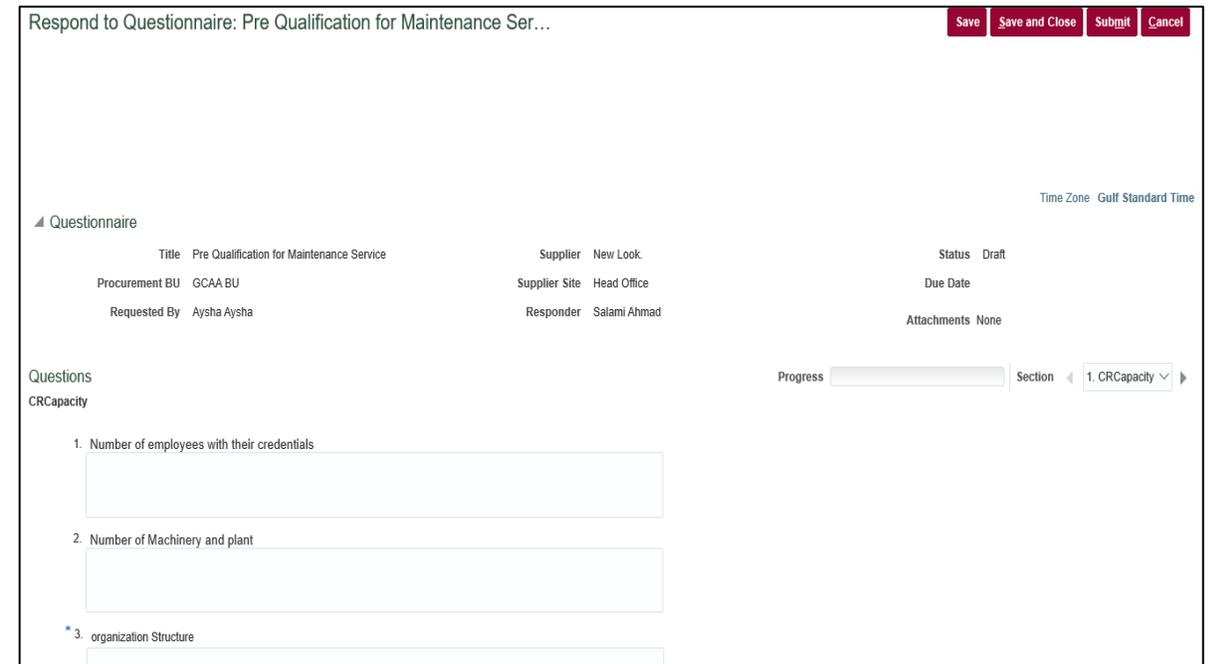
On completing each section, the **progress** status display will get updated

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

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

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

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 Yas Bay Arena, click on **'View Qualifications'**

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

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.

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THE LANDMARK OF ENTERTAINMENT