



SUPPLIER USER MANUAL

Supplier Portal - Supplier Self Registration

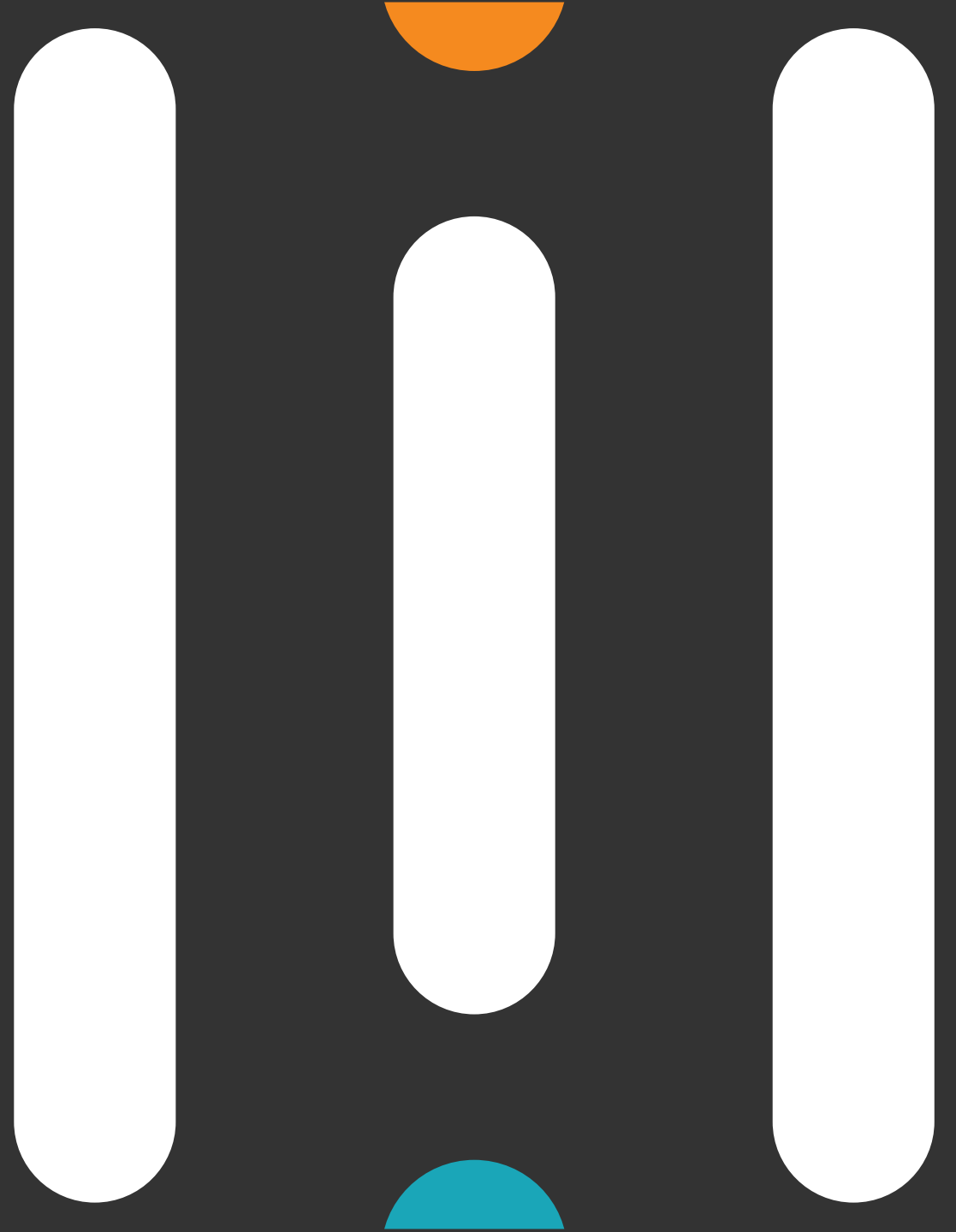
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01.

ABOUT 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 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.

In this manual, we will be covering the process and steps to be followed for new supplier registration

Please click on below Supplier Registration Link for Miral Experiences:

<https://www.ferrariworldabudhabi.com/en/supplier-registration>



03.Illustration: New Supplier Registration

Upon clicking the registration link, you will be directed to below page to initiate the registration process:

- **Next & Back:** to navigate to between sections
- **Save for later:** save your progress and finish it later (contact's email will receive email from the portal with a link to return to the registration window)
- **Register:** to submit request.

MySource

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Trade/Commercial License Number (or) Registered Company Number, or Tax Registration Number

* Company

* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None

D-U-N-S Number

Tax Country

Trade/Commercial License Number (or) Registered Company Number

Tax Registration Number

Note to Approver

Your Contact Information (Note: Email Address will be your user name)
Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email

Back Next Save for Later Register Cancel

Section 1. Company Details

- **Enter** your company details as well as the name and e-mail address of the person submitting the registration
- **Enter** the Trade/Commercial License Number or Registered Company Number or Tax Registration Number.

Alternatively, you can enter the D-U-N-S number

Note: For the Contact Information Name, Use an official e-mail ID. This will be the username for login to the Miral Supplier Portal
Click on '**Next**' button, the system will navigate to the **Contacts** section

Section 2. Contact

contact details are defaulted based on the contact details entered in the previous section

- **Edit** allows you to modify your contact details
- **Create** allows you to add additional contacts

MySource

Register Supplier: Contacts

Enter at least one contact.

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

| Saluta Name | First Name | Last Name | Job Title | Email | Phone | Mobile | Fax | Ad Co | Request l. Account |
|-----------------|------------|-----------|-----------|------------------------------|-------|--------|-----|-------|--------------------|
| Al Assad, Areen | Areen | Al Assad | | aasasad@farahexperiences.com | | | | ✓ | ✓ |

Columns Hidden 1

Click on 'Edit' icon to review and edit contact information

Below Edit Contact page will open

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

Salutation

* First Name Areen

Middle Name

* Last Name Al Asaad

Job Title

Administrative contact

User Account

Request user account

Roles

| Role | Description |
|--|--|
| Global Supplier Customer Service Represen... | Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include... |
| Global Supplier Sales Representative | 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... |

Click 'Ok' button

You can add more contacts in a similar manner

Click 'Next' button, to move to **Addresses** section

Section 3: Addresses

The **Address** section will allow you to enter your company address details and the business functions performed at that address (Ordering, RFQ,...etc.)

MySource

Company Details | Contacts | **Addresses** | Business Classifications | Bank Accounts | Products and Services | Questionnaire | Review

Register Supplier: Addresses

Enter at least one address.

Back Next Save for Later Register Cancel

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

| Address Name | Phone | Address Purpose | Edit | Delete |
|--------------|-------|-----------------|------|--------|
| Address | | | | |

Columns Hidden 3

By clicking the '+ Create' button, the Create Address page will open

- **Update** the company's address Phone/Mobile/Fax Number
- **Address purpose' options(Ordering, Remit to, RFQ)** Select the function will be performed by this site

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

| | |
|----------------|---|
| Ordering | Address from where Suppliers would be fulfilling the Purchase Agreement/Order |
| Remit To | Address where Suppliers would receive Payment |
| RFQ or Bidding | Address from where Suppliers would be Negotiating/Bidding |

1 Address Name, Country, Address Line 1 or P.O. Box, Address Line 2, Emirate, City, Source LDC Value

2 Address Purpose (Ordering, Remit to, RFC or Bidding), Phone (971), Fax (971), Email

3 Address Contacts table with columns: Name, Job Title, Email, Administrative Contact, User Account, Mobile

- **Associate contact to address:** Click on 'select and Add', to search and select contact from the one entered at step 2 to be associated with the address

Select contact name, and then click on 'OK' button

You can choose one / multiple contacts to be associated with each site.

Select and Add: Contacts

Name: _____ Job Title: _____

| Name | Job Title | Email | Phone |
|--------------|-----------|-----------------|-------|
| Asaad, Areen | | asaad@tarah... | |
| Asaad, Areen | | areen.asaad@... | |

Buttons: Apply, OK, Cancel

You can follow the same process to create additional addresses

Click 'Next' button, to move to **Business Classification** section

Section 4: Business Classification

As a supplier you are required to provide your registration certificate e.g. Trade/ Commercial License, Certificate of Incorporation...etc. and a tax registration certificate e.g. VAT Certificate, W9 ...etc.

This section allows you to enter all the required company's registration certificates.

Progress bar: 1 Company Details, 2 Contacts, 3 Addresses, **4 Business Classifications**, 5 Bank Accounts, 6 Products and Services, 7 Questionnaire, 8 Review

Buttons: Back, Next, Save for Later, Register, Cancel

1. Attaching Trade License and TAX Registration License is mandatory. (If TRN Licence is not applicable then attach Undertaking letter). 2. If VAT is not applicable, then Please attach the Undertaking letter in Business Classification section.

None of the classifications are applicable

| * Classification | Subclass | Certifying Agency | Other Certifying Agency | Certification Number | Start Date | * Expiration Date | * Attachments | Notes |
|---------------------|----------|-------------------|-------------------------|----------------------|------------|-------------------|---------------|-------|
| No data to display. | | | | | | | | |

- 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.

- Upload** required attachments 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 licenses that you have (e.g. Industrial License)

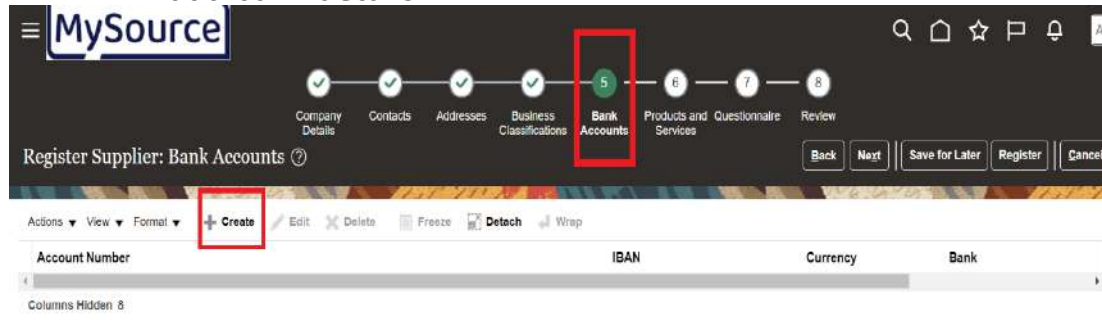
Click 'Next' button, to proceed to **Bank Accounts** section

Section 5: Bank Accounts

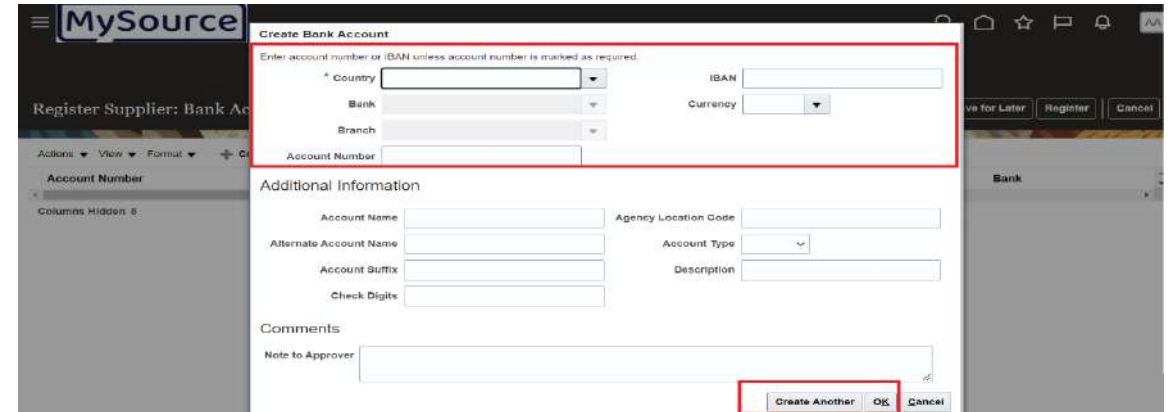
Bank accounts section allows you to add your bank accounts details.

Note: You will be asked to re-update this section after the registration and to attach a letter issued from the bank dated to no more than 12 months.

- Click “+ Create” button to open a new window where you can add bank details



- Choose your **country** name, **bank** name and **branch** from the drop-down list.
- **Add Account Number** and **IBAN**
- Choose account **Currency** from the list



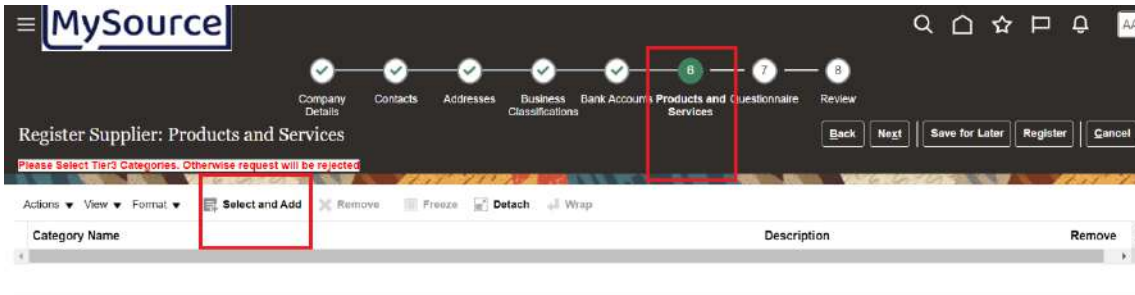
Similarly, you can add details of other accounts that you have by clicking on “**Create Another**” button or click “**ok**” to save details.

Click ‘**Next**’ button, to proceed to **Products and Services** section

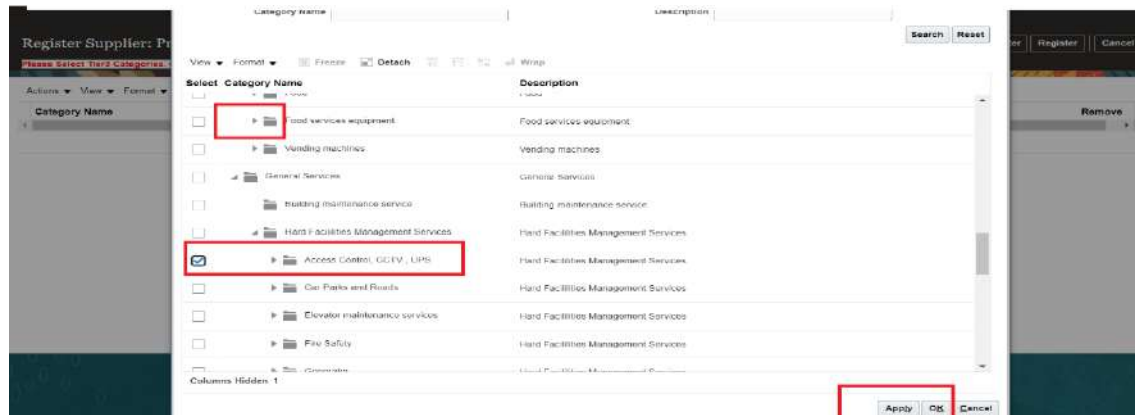
Section 6 : Products and Services

Products and services section allows you to add the products you provide.

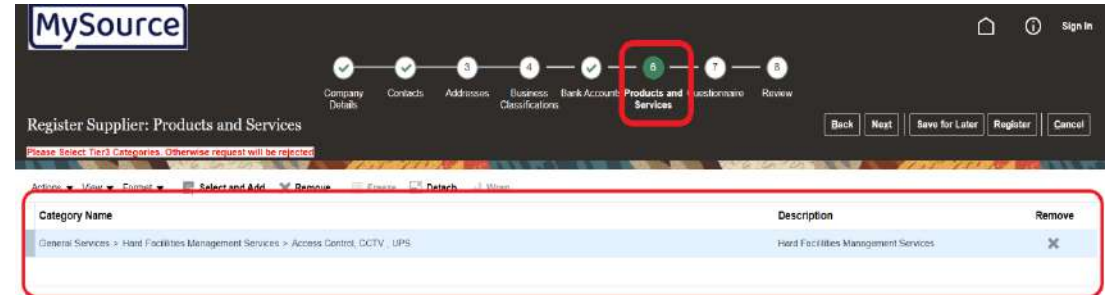
- Click On ‘**Select and Add To**’ to select the Products and/or Services that you provide from the list shown on the opened window.



- Click on the category arrows until you reach the 3rd category level. Some categories only offer 2 categories 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



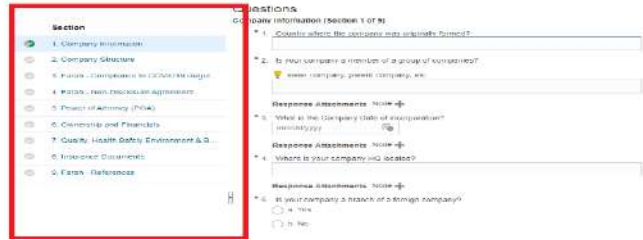
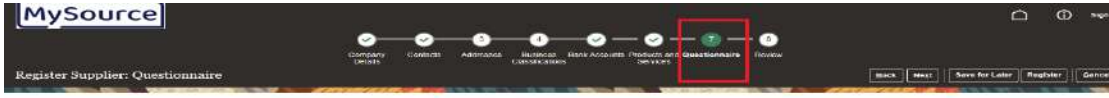
- After selecting the category, click on the 'OK' button, and the system will take you back to **Products and Services** section, where the added category will be listed



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

Section 7 : Questionnaire

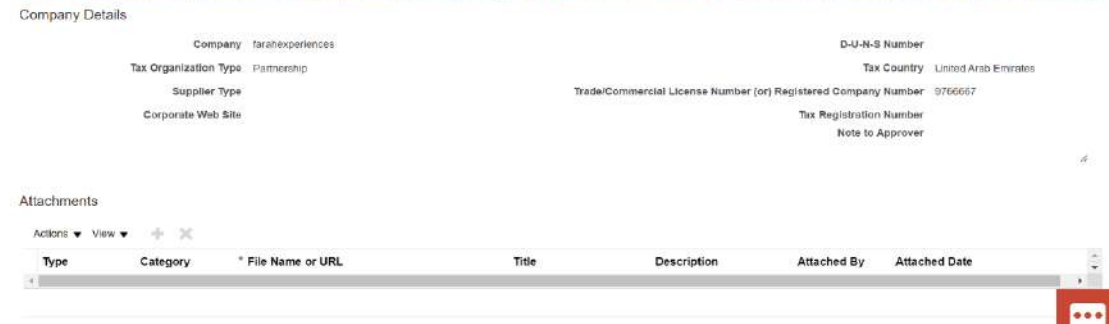
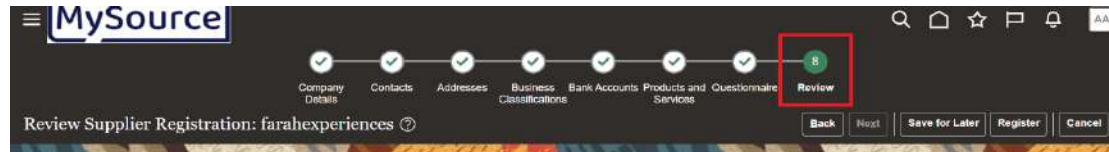
As part of Miral **Supplier Registration** process, you must provide details for below list of questions and upload the relevant attachments where required



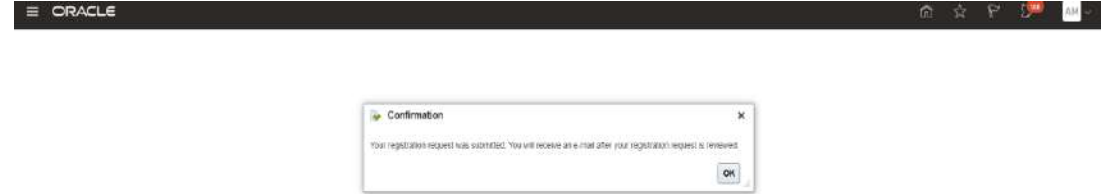
Click 'Next' button, to proceed to Review section

Section 8 : Review

Review the details entered in all previous sections



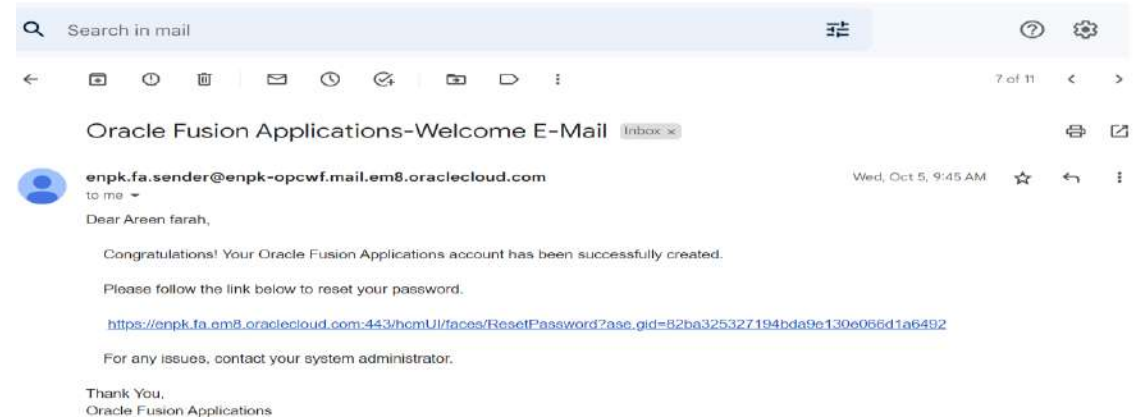
Click on the 'Register' button, you will get below popup message.
Click 'Ok' to complete your registration process



4.Illustration: Supplier Mails and Notifications

Upon approval of registration request, you will get following e-mails

1. Oracle Fusion Applications-Welcome email confirms the Contact User Account-Creation. And contains link to reset your password.



2. Supplier Registration Request-Approval email

Search in mail

Supplier Registration Request 1686011 Was Approved

enpk.fa.sender@enpk-opcwf.mail.em8.oraclecloud.com
to areen.alasaad, me

Wed, Oct 5, 9:44 AM

Miral Enterprise (Miral Experiences LLC)
Your Supplier Registration Request was Approved

| | |
|----------------|-----------------|
| Request Number | 1686011 |
| Request Date | 02 October 2022 |
| Requested By | Areen |
| Company | areenfarah |

Note:

Once registration is approved by Miral Supplier Relationship Management Team, users would be able to perform profile updates, quotation submissions, and respond to qualifications

3. FYI: Supplier Contact User Account-Creation email

miral@miral.ae <enpk-dev2.fa.sender@enpk-dev2-opcwf.mail.em8.oraclecloud.com>
To: Seetha Reddy Lakkincherry

Details

| | | | |
|-----------------|----------------|-----------------|---------------|
| Assignee | Demo Supplier | Supplier | Demo Supplier |
| Assigned Date | 7/4/21 1:54 PM | Supplier Number | 17567 |
| Expiration Date | 8/3/21 1:54 PM | | |
| Task Number | 212301 | | |

Recommended Actions
You were granted access to the supplier application for Miral Enterprise. A separate email will be sent to you with the instruction to access the application.
[Access the application.](#)

User Account Details

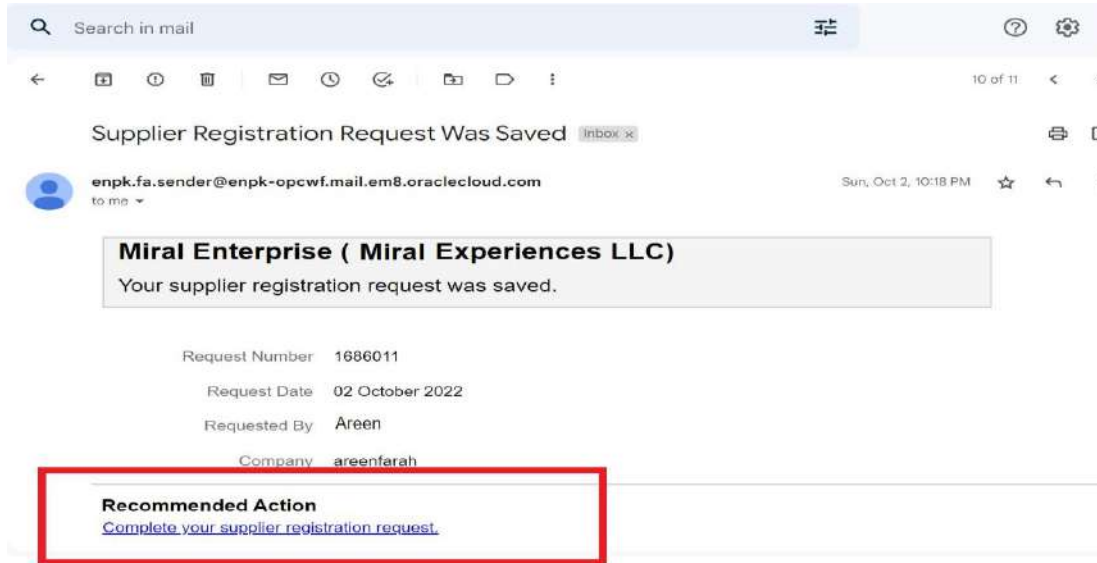
Assigned Roles

| Role | Description |
|------|--|
| | Sales representative from a potential supplier |

5. Illustration : Save for Later

If you wish to save your progress and finish it later, you may click on “**save for later**” button.
you will get following e-mail that contains a link to direct you again to your current submission to from where you stopped.

Note all entered data are saved except for the registration No./Tax registration No./ DUNES No. on the first section, thus make sure to fill in these fields again before clicking on “register” button.

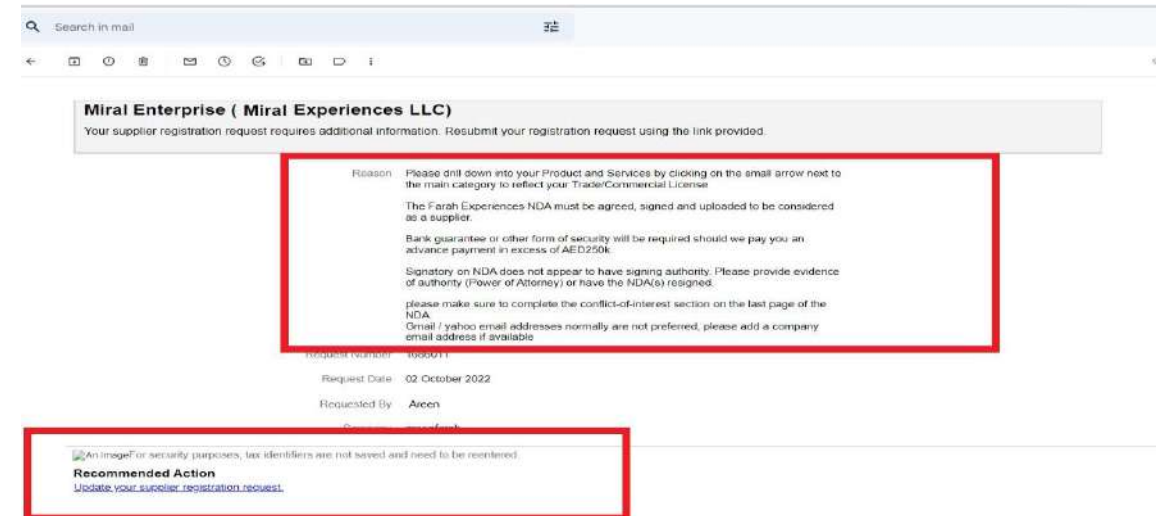


6. Illustration: Request for Information

Upon checking your registration request by the SRM team, they might return your request for more information.

If your request is incomplete /needs more information / data needs update and modification, you will get following e-mail that contains:

- **Reason:** provide you with the required updates.
- **Link :** direct you again to the current submission for updates and completion.





THANK YOU!

Contact details

If you have any questions, please reach out to the contact below.

Supplier Relationship Management

E srm-mx@miral.ae

