



SUPPLIER USER MANUAL

Supplier Portal - Supplier Self Registration

TABLE OF CONTENTS

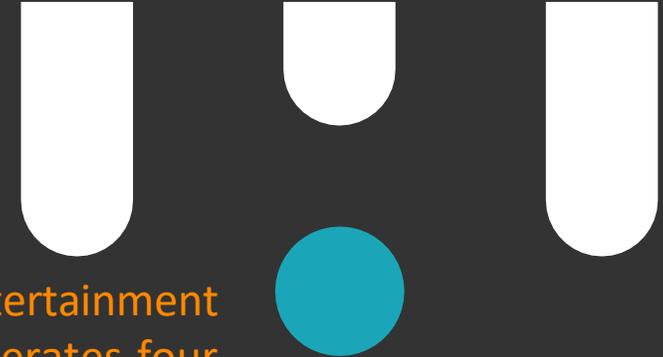
1. ABOUT MIRAL EXPERIENCES
2. APPLICATION OVERVIEW
3. ILLUSTRATION: SUPPLIER REGISTRATION
4. ILLUSTRATION: SUPPLIER MAILS AND NOTIFICATIONS
5. ILLUSTRATION: SAVE FOR LATER
6. ILLUSTRATION: REQUEST FOR INFORMATION



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.

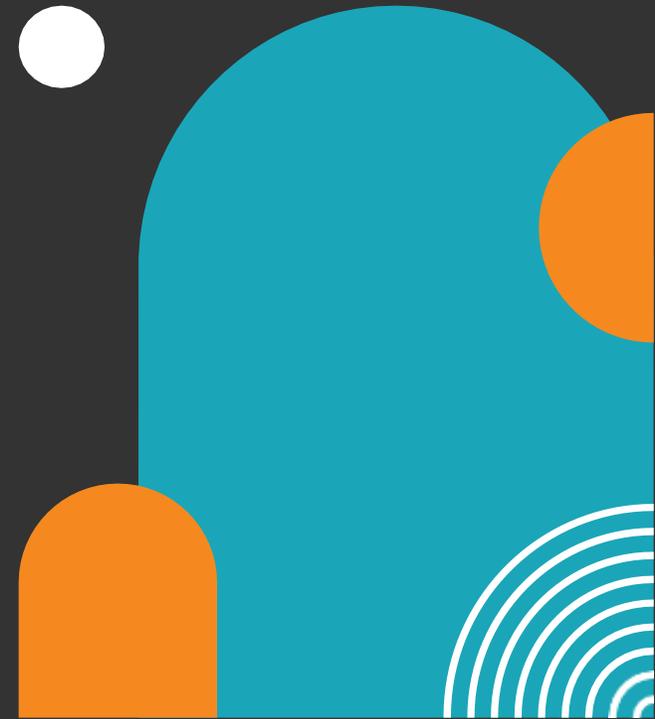
Using the power of Oracle Fusion, the Miral Supplier Portal gives you access to a secure, integrated work area that provides full visibility to transactions and offers closed loop collaboration with Miral Experiences and its associated entities.

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>



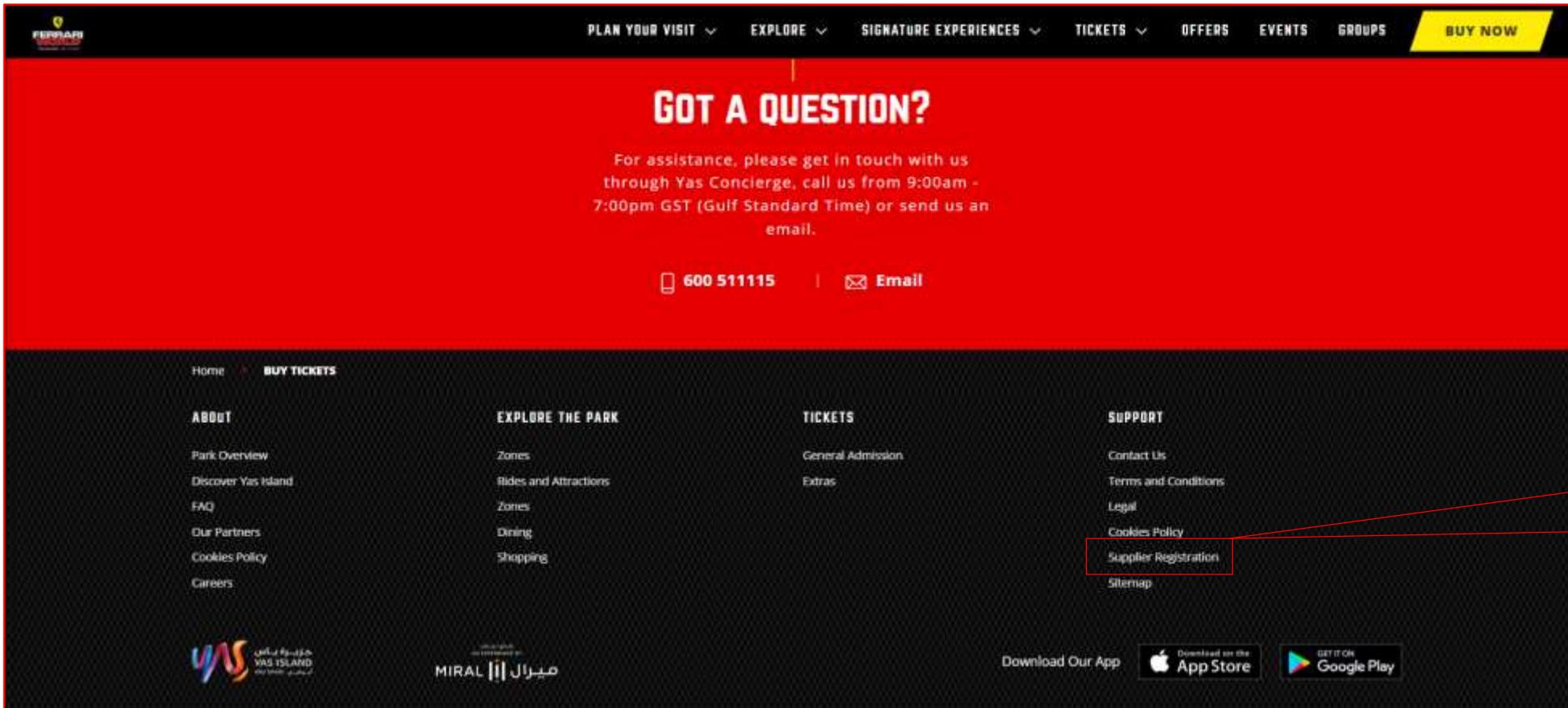
New Supplier Registration

Step-1:

Navigate to [Miral Experiences](https://www.miral.ae) website and click on Supplier Registration as shown in below image

Need help with your Registration ?

Please contact 'srm-mx@miral.ae' and one of the team will get back to you as soon as possible.



Click on
Supplier
Registration

Step-2:

Click on 'Register Now' as shown in below image

FERRARI
MIRAL EXPERIENCES

PLAN YOUR VISIT ▾ EXPLORE ▾ SIGNATURE EXPERIENCES ▾ TICKETS ▾ OFFERS EVENTS GROUPS BUY NOW

Below you will find 'How to' documents that provide guidance on how to complete your registration.

Note: Registration in the Miral Supplier Portal does not constitute a commitment Miral selecting your company as an Approved supplier.

REGISTER NOW

IMPORTANT RESOURCES FOR SUPPLIERS

Below you will find 'How to' documents that provide guidance on how to complete your registration.

- ✓ [Supplier Self Registration](#)
- ✓ [Supplier Profile Update](#)
- ✓ [Response to Qualification](#)
- ✓ [Respond to Tenders](#)
- ✓ [Invoicing](#)
- ✓ [MX HSE MAN Health and Safety Standards for contractors](#)

Click on this link to Register Your company as Supplier in Miral Experiences Group



Step-3: Verify Email Address

Enter your company 'Email Address' and click on Send Access Code

Place company name here

Supplier Registration

Enter your email

Get a one-time access code to start.

Required

Send Access Code



Step-3: Verify Email Address (Contd..)

Enter the code which you have received via 'Email Address' and click on Continue

Place company name here

Supplier Registration

Enter your code

Use the code we've sent to email

The code expires in 15 minutes.

Access Code
BbRPUH

Continue

[Get a new code](#)

Step-4: Company Details

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

- 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 (for suppliers registering from US/ Canada) 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
- Select Organization Type, Supplier Type. Supplier Type is optional.
- Attach tax, company profile and other documents

The screenshot shows the 'Supplier Registration' form with the 'Company Details' section active. The form includes the following fields and callouts:

- Enter website Name**: Callout for the 'Website' field (demo1.com).
- Enter Company Name**: Callout for the 'Company' field (Sankar Technologies).
- Enter Registration Certificate Number**: Callout for the 'Registration Certificate Number' field (39209090).
- Select Organization Type**: Callout for the 'Organization Type' dropdown (Corporation).
- Select Country name**: Callout for the 'Country' dropdown (United Arab Emirates).
- Enter D-U-N-S-Number**: Callout for the 'D-U-N-S Number' field (123456788).
- Enter Tax Registration Number**: Callout for the 'Tax Registration Number' field (789899099).
- Select Supplier Type**: Callout for the 'Supplier Type' dropdown (Supplier).
- Attach tax, company profile and other relevant documents**: Callout for the document upload area.
- Click Continue**: Callout for the 'Continue' button at the bottom right.

The form also features a 'Drag and Drop' area for file uploads, a 'URL' input field with an 'Add URL' button, and a 'No items to display' message. At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons. A sidebar on the right shows a progress indicator '1 | 7' and a list of steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, and Questionnaire.

Click on 'Continue' button, the system will navigate to the [Contacts](#) page



Step-5: Contacts

- Enter at least two Contact details
- Enter first contact details - First name, Last Name, Email, Job Title, Mobile number, Phone number, Extension number, Fax number (Job title , Fax Number and Extension Number are optional).
- Administrative Contact and Contact need a user account buttons were defaulted as yes.

The screenshot shows a web form titled "Supplier Registration" with a sub-section "Contacts". The form contains the following fields and options:

- Callouts:** "Enter Contact1 First Name", "Enter Contact1 Last Name", "Enter Contact1 Email", "Enter Contact1 Job", "Select Contact1 Country", "Select Contact1 Country", "Select Contact1 Country", "Select Contact1 Mobile Number", "Select Contact1 Fax Number", "Select Contact1 Phone Number", "Select Contact1 Extension Number", "Click Continue".
- Form Fields:** First Name (Sankar), Last Name (wrwerer), Email (2017HT12914@wilp.bits-pilani.ac.in), Job Title (Engineer), Country (AE), Mobile (+971 456 7 89102), Phone (+971 456 7 89102), Ext (456), Fax (+971 456 7 89102).
- Administrative Contact:** "Is this an administrative contact?" with radio buttons for Yes (selected) and No.
- User Account:** "Does this contact need a user account?" with radio buttons for Yes (selected) and No.
- Buttons:** "+ Add Another Contact", "Cancel", "Save", "Continue".
- Footer:** "Updated just now".
- Sidebar (2 | 7):** Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services, Questionnaire.

Click on 'Add Another Contact' to enter second contact details



Step-5: Contacts (Contd..)

- Enter second contact details - First name, Last Name, Email, Job Title, Mobile Number, Phone Number, Extension Number, Fax Number (Job Title, Fax Number and Extension number are optional).
- Administrative Contact and Contact need a user account buttons were defaulted as yes. If need can be changed to No as per requirement.

The screenshot shows a contact management form with the following elements and callouts:

- Form Header:** "Does this contact need a user account?" with radio buttons for "Yes" (selected) and "No". A note below reads: "User accounts will provide online access to supplier transactions and self-service tasks."
- Contact 2 Section:** Includes fields for First Name (John), Last Name (Lever), Email (johnlever@demo1.com), Job Title (Purchase Manager), Country (AE), Mobile (+971 456 7 89104), Phone (+971 456 7 89104), and Ext (4356). A trash icon is present on the right.
- Administrative Contact:** "Is this an administrative contact?" with radio buttons for "Yes" (selected) and "No". A note below reads: "Administrative contact will receive general communications from us."
- User Account Confirmation:** "Does this contact need a user account?" with radio buttons for "Yes" (selected) and "No".
- Buttons:** "+ Add Another Contact" (black), "Click Continue" (white), "Cancel", "Save", and "Continue" (white).
- Footer:** "Last updated 8 minutes ago".
- Callouts (Red Boxes):** "Enter Contact2 First Name", "Enter Contact2 Job Title", "Select Contact2 Country", "Select Contact2 Country", "Enter Contact2 Last Name", "Enter Contact2 Email", "Enter Contact2 Mobile Number", "Select Contact2 Country", "Enter Contact2 Phone Number", "Enter Contact2 Extension Number", and "Click Continue".

Click 'Continue' button to redirect to Address Page

Step-6: Address

- Enter Address details. Address Line, Emirate, City, Email, Phone number, Extension Number , Fax number (Address Line, Email, Phone number, Extension Number, Fax number are optional). If Country is UAE, Emirate is Mandatory.
- Select Contacts associated to this Address as per requirement.

Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name
Office1

What's this address used for? Select at least 2 purpose.
 Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
United Arab Emirates

Address Line 1 or P.O. Box
34767

Address Line 2
King Road

Emirate
Dubai

City
Dubai

Email
abcd@gmail.com

Country
AE

Phone
+971 456 7 89012

Ext
4536

Country
AE

Fax
+971 456 7 89012

Which contacts are associated to this address?

<input checked="" type="checkbox"/>	John Lever	johnlever@demo1.com	Purchase Manager
<input checked="" type="checkbox"/>	Sankar wrwerer	2017HT12914@wilp.bits-pilani.ac.in	Engineer

Click Continue

Cancel Save **Continue**

Last updated 3 minutes ago

3 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Choose country your company is located in from the list

Enter Address, Emirate if country is UAE

Enter the city

Enter Email, phone, Extension, Fax number for Office

Check the Contacts associated

The Address name provided in the registration request is used as the site(location) name

Select all 3 options (Receive Purchase Orders, Receive Payments, Bid on RFQ's)

Click 'Continue' button to redirect to Business Classifications Page



Step-7: Business Classifications

- Provide business classification details to enter all the required certification details example like Trade License with start date and expiry
- After entering certificate number, start date and expiry date, ensure to click check box to confirm certificate details entered to proceed to next screen

The screenshot shows a web form for entering business classification details. The form includes a list of required certificates, a checkbox to confirm details, and several input fields for classification, agency, certificate number, and dates. A sidebar on the right contains navigation links, and a bottom bar has 'Cancel', 'Save', and 'Continue' buttons.

Callout boxes and their instructions:

- Click on check box to confirm certificate details entered:** Points to the checkbox labeled "Ensure Certification Number, Certification Start Date, Certification End Date are entered."
- Enter Start and Expiry date of certificate:** Points to the "Certificate Start Date" and "Certificate End Date" fields.
- Choose the classification from the list:** Points to the "Classification" dropdown menu.
- Enter Certificate Number:** Points to the "Certificate Number" input field.
- Choose the certifying Agency from list if not showing any agency select others and enter Other certifying agency in next field:** Points to the "Certifying Agency" dropdown and the "Other Certifying Agency" text input.
- Attach Certificate:** Points to the "Drag and Drop" area for uploading files.
- Click Continue:** Points to the "Continue" button in the bottom right corner.

Click 'Continue' button to redirect to Next Page / Click Product and Services in Menu to go to Product and Services Page

Step-8: Products and Services

- Select category by Clicking Check box, Click the arrow to choose Level 2 or 3

Supplier Registration

Products and Services

Enter at least one products and services category.

Select the product category from the drop-down menu below, identical as listed on your business license.

Click the arrow to choose level 2 or 3.

Search by category or description

1 selected View Selected Clear Selected

Category	Description
<input checked="" type="checkbox"/> ▶ 3D Printing Building Construction Contracting	3D Printing Building Construction Contracting
<input type="checkbox"/> ▶ Advertising Billboards Contracting	Advertising Billboards Contracting
<input type="checkbox"/> ▶ Afforestation Contracting	Afforestation Contracting
<input type="checkbox"/> ▶ Agricultural Tools Trading	Agricultural Tools Trading
<input type="checkbox"/> ▶ Airports Contracting	Airports Contracting
<input type="checkbox"/> ▶ All Kind Building Projects Contracting	All Kind Building Projects Contracting
<input type="checkbox"/> ▶ All Kinds of Warehouses Contracting	All Kinds of Warehouses Contracting
<input type="checkbox"/> ▶ Area Cooling Stations Construction Contracting	Area Cooling Stations Construction Contracting
<input type="checkbox"/> ▶ Artificial Marble Manufacturing	Artificial Marble Manufacturing
<input type="checkbox"/> ▶ Asbestos-cement, Cellulose Fiber-cement and the Like Products Manufacturing	Asbestos-cement, Cellulose Fiber-cement and the Like Products Manufacturing
<input type="checkbox"/> ▶ Block Works	Block Works
<input type="checkbox"/> ▶ Bricks Trading	Bricks Trading
<input type="checkbox"/> ▶ Bricks & Tiles Contracting	Bricks & Tiles Contracting

Last updated 28 minutes ago

Cancel Save Continue

6 | 7

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

Click 'Continue' button to redirect to Questionnaire Page

Step-9: Questionnaire

- Enter the questionnaire details as part of Miral Supplier registration process, you must provide details for below list of questions upload the required attachments wherever required. Company Information section, enter required details

Supplier Registration

Questionnaire

Company Information ✓ Miral Experiences - Non-Disclosure Agreement ⌵ Miral Experiences/Destinations - POA ○ Ownership and Financials ○ Insurance Documents ○

Section 1 of 5

1. Is your company a member of a group of companies?

Hint: sister company, parent company, etc. Supporting documents are optional

Required

a. Yes

b. No

Comments

2. Please specify for which Miral Group entity you are registering:

Hint: (Please select on of the below subsidiaries the entity you were invited by / prefer to create business relation with)

Required

a. MIRAL LLC

b. Miral Experiences LLC

c. RILAM Corporate

d. YAS Asset Management

e. Yas Bay Arena

f. Yas Village BU

3. Is your company currently involved in any legal proceedings or arbitration related to your business activities?

Hint: If yes, please explain.

Required

...

Last updated 1 second ago

Cancel Save **Submit**

7/7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Scroll down to enter company information details

Step-9: Questionnaire (Contd..)

- After entering all required details, click Next section

The screenshot shows a questionnaire form with several sections. Red boxes and lines highlight specific elements:

- Section 3:** "3. Is your company currently involved in any legal proceedings or arbitration related to your business activities?" with a "Required" label. Radio buttons for "a. Yes" and "b. No" are shown, with "b. No" selected. A callout box points to the radio buttons with the text "Select Yes or No". Below is a "Comments" text area.
- Section 4:** "4. What is the Company Date of incorporation?" with a "Required" label. A date field contains "12-JAN-1999". A callout box points to the field with the text "Enter date of incorporation".
- Section 5:** "5. How many years of experience does your company have in its field?" with a "Required" label. A text field contains "12". A callout box points to the field with the text "Enter Years of experience". Below is a "Comments" text area.
- Section 6:** "6. How did you hear about Miral Experiences?" with a "Required" label. A text field contains "web". A callout box points to the field with the text "Enter how you hear about Miral Experience".
- Navigation:** At the bottom left, there are "Previous Section" and "Next Section" buttons. A callout box points to the "Next Section" button with the text "Click Next section".
- Footer:** "End of Section 1 of 5" and "Last updated 7 minutes ago" are visible.
- Right Sidebar:** A dark sidebar contains menu items: "Company Details", "Contacts", "Addresses", "Business Classifications", "Bank Accounts", "Products and Services", and "Questionnaire".
- Bottom Right:** "Cancel", "Save", and "Submit" buttons are present.

Click 'Next Section' button to enter details for Non-Disclosure Agreement section

Step-9: Questionnaire (Contd..)

- Download the NDA from the 'View question attachments' option
- Read completely and sign the document
- Attach the NDA
- After entering all required details, click Next section

Supplier Registration

Questionnaire

Company Information ✔ **Miral Experiences - Non-Disclosure Agreement** ⌵ Miral Experiences/Destinations - POA ○ Ownership and Financials ○ Insurance Documents ○

Section 2 of 5

7. To be considered as a Miral Experiences or Miral Destinations supplier, you must confirm acceptance & submit a signed copy (if you have comments, contact us via email with a marked-up version).

- The NDA should be signed by the authorized signatory mentioned in the certificate or by a notarized POA.
- The company name on the first page of the NDA should match the exact name registered on the certificate.
- The last page of the NDA includes a conflict-of-interest declaration, which should be answered by ticking one of the boxes according to the case.

ⓘ** Please download the form from the following link:
🔗 [View question attachments \(1\)](#)

Required

a. Yes → Select Yes

Required

→ Attach NDA

End of Section 2 of 5

→ Click Next section

Updated just now

Cancel Save **Submit**

7|7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Click 'Next Section' button to enter details for Miral Experiences / Destinations – POA section

Step-9: Questionnaire (Contd..)

- After entering all required details, click Next section

Supplier Registration

Questionnaire

Company Information Miral Experiences - Non-Disclosure Agreement Miral Experiences/Destinations - POA Ownership and Financials Insurance Documents

Section 3 of 5

B. A Power of Attorney (POA) identifies the authorized signatory for your company.

Does the designated signatory have the authorization to sign the NDA and contracts by being listed on the company's registration certificate, such as the Trade License or Certificate of Incorporation?

1) If YES: Please Re-attach the Trade License/Certificate of Incorporation...

2) If NO: Please attach a Notarized Power of Attorney (POA) OR a Notarized Authorization letter for the current signatory individual, granting them authority to sign on behalf of the registered company.

Required

a. Yes b. No

Required

End of Section 3 of 5

Updated just now

Cancel Save

7/7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Click 'Next Section' button to enter Ownership and Financials section

Step-9: Questionnaire (Contd..)

- After entering all required details, click Next section

Supplier Registration

Questionnaire

Company Information ✔ Miral Experiences - Non-Disclosure Agreement ✔ Miral Experiences/Destinations - POA ✔ **Ownership and Financials** ⌵ Insurance Documents ○

Section 4 of 5

9. Miral Experience's policies require a bank guarantee for any advance payments in excess of AED 250,000 (subject to change).

ⓘ This is not a request to submit one at this stage. It confirms your willingness to provide the guarantee whenever you request an advance payment that exceeds the threshold.

Required

a. Accept Click Accept as per willingness

10. Miral Experience's proposed payment terms are 30 calendar days credit from the end of the month of receipt of the original valid invoice. Is your company willing to extend this credit facility?

Required

a. Yes Select Yes or Alternative payment terms as per requirement

b. Alternative payment terms

Comments

11. Are any of your corporate officers, partners, or owners connected with Miral Experiences or any other theme parks' operators?
If yes, provide details.

Required

a. Yes Select Yes or No as per requirement

b. No

Comments

End of Section 4 of 5

Click Next Section

Updated just now

Cancel Save

7|7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Click 'Next Section' button to enter Insurance documents section

Step-9: Questionnaire (Contd..)

- Enter details in Insurance Documents Section. Review the details entered in all previous sections and click on 'Submit'

Supplier Registration

Questionnaire

Company Information ✓ Miral Experiences - Non-Disclosure Agreement ✓ Miral Experiences/Destinations - POA ✓ Ownership and Financials ✓ Insurance Documents ▼

Section 5 of 5

12. Provide the insurance documents below if applicable Required

a. Professional indemnity insurance cover

b. Employer's liability insurance cover

c. Public liability insurance cover

d. Product liability insurance cover

e. Workmen's compensation insurance cover

f. Contractor's all risk insurance cover

g. Not applicable

Required

13. We undertake that we will procure any required missing insurances should Miral Experiences engage our services Required

a. Agreed

Comments

End of Section 5 of 5

Updated just now

Cancel

7/7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Place company name here

Success

Your registration request 3581059 was submitted.

After submitting message will be populated as 'Success' with registration request number

WELCOME EMAIL FROM MIRAL



As a Supplier Contact User, you will receive the below Email notification. Please [click on the link](#) to reset the Password for your User Account.

Email



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

Enter a new Password in the relevant field as shown above, reenter the same Password again and [click on Submit button](#).

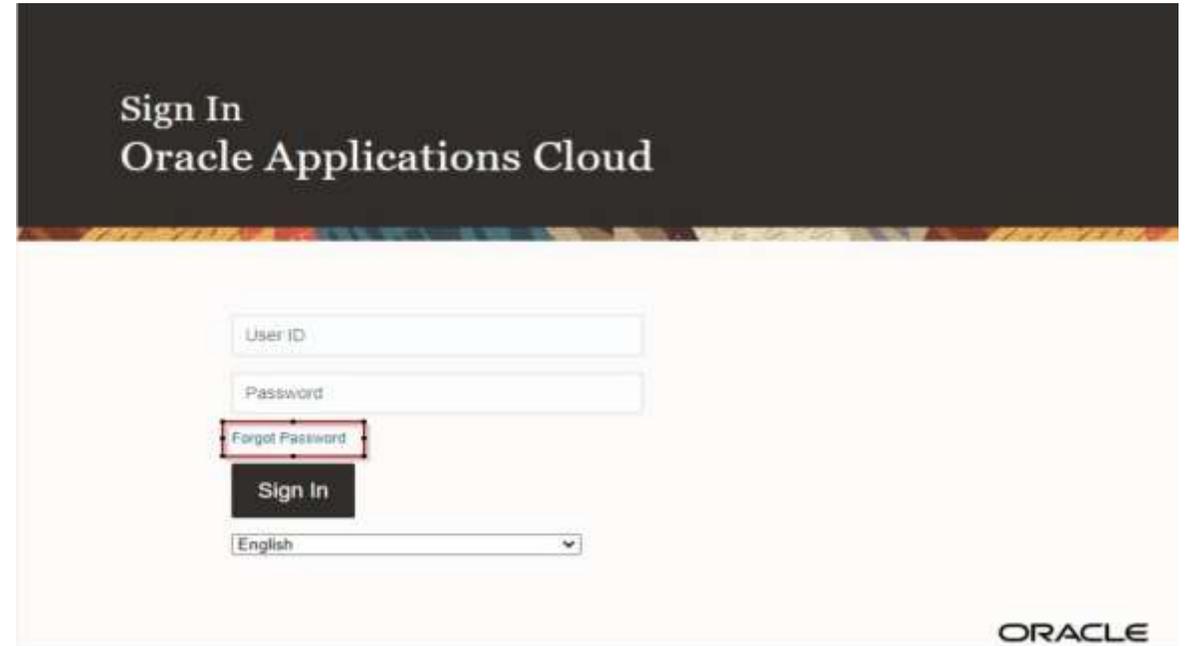
Note: Password must contain at least 8 characters length with at least one number in it.

As soon as you click on the Submit button, the Password will be changed, and you will receive the User Account to log into the Miral Supplier Portal.



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.



If you forget your Password, please use the below URL and click on [Forgot Password](#) link as shown in the above screen.

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



Sign In Oracle Applications Cloud

Forgot Password

* User Name or Email

* Options

Forgot user name

Forgot password

Enter either Username or Email entered during the registration with Miral Experiences LLC

Enter the Username or Email (Email should be the same to where you received the Welcome mail from Miral).

Select the [Forgot Password](#) option and [click on Submit button](#)

Sign In Oracle Applications Cloud

Company Single Sign-On

or

Trek.Mathews

Forgot Password

English

System Login and Navigation to Supplier Portal

To start, you'll need to log into the Miral 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

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

Click on the home icon (highlighted in green below)



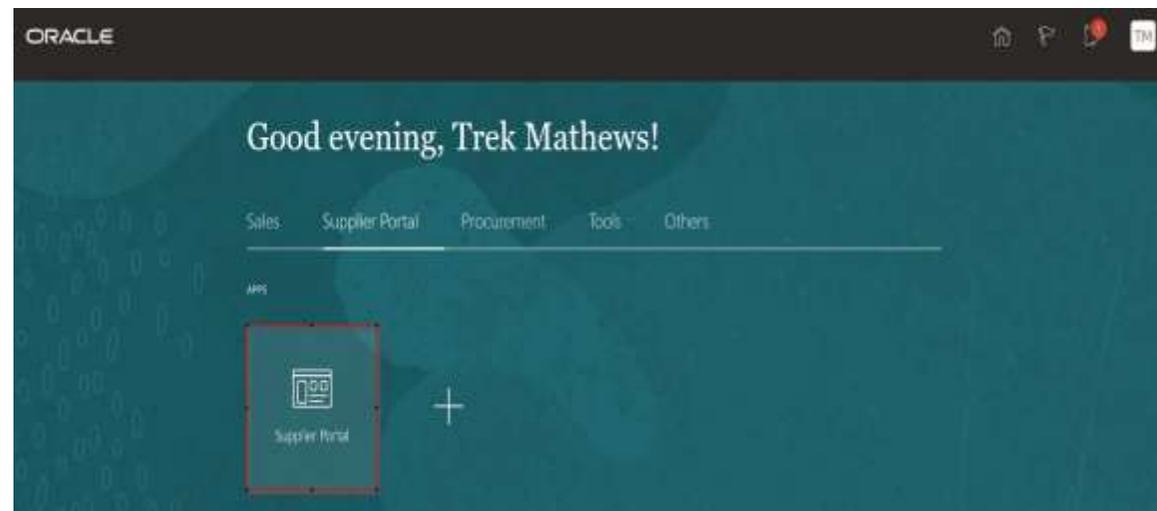
The above screen represents the Home page of the Miral Supplier Portal Login.

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 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.

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





THANK YOU!

Contact details

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

Supplier Relationship Management

E srm-mx@miral.ae

