



MIRAL SUPPLIER USER MANUAL

Supplier Portal - Create Quote

RELEVANT USER MANUALS

Document Name	Document Used
Miral Supplier Portal User Manual - Supplier Self Registration	During Supplier's Registration
Miral Supplier Portal User Manual - Supplier Profile Update	During Supplier's profile update like Bank Accounts, Contacts, Addresses, Products & Services
Miral Supplier Portal User Manual - PO Acknowledgement and Invoice Creation by Supplier	During Supplier's Acknowledgement of Purchase Order & Creation of Invoice
Miral Supplier Portal User Manual - Create Quote	While participating in Negotiations (Submitting Response to RFPs/ RFQs)
Miral Supplier Portal User Manual - Supplier Qualification	While participating in qualification (Submitting Responses to Registration Questions)



This User Manual

APPLICATION OF USER MANUALS

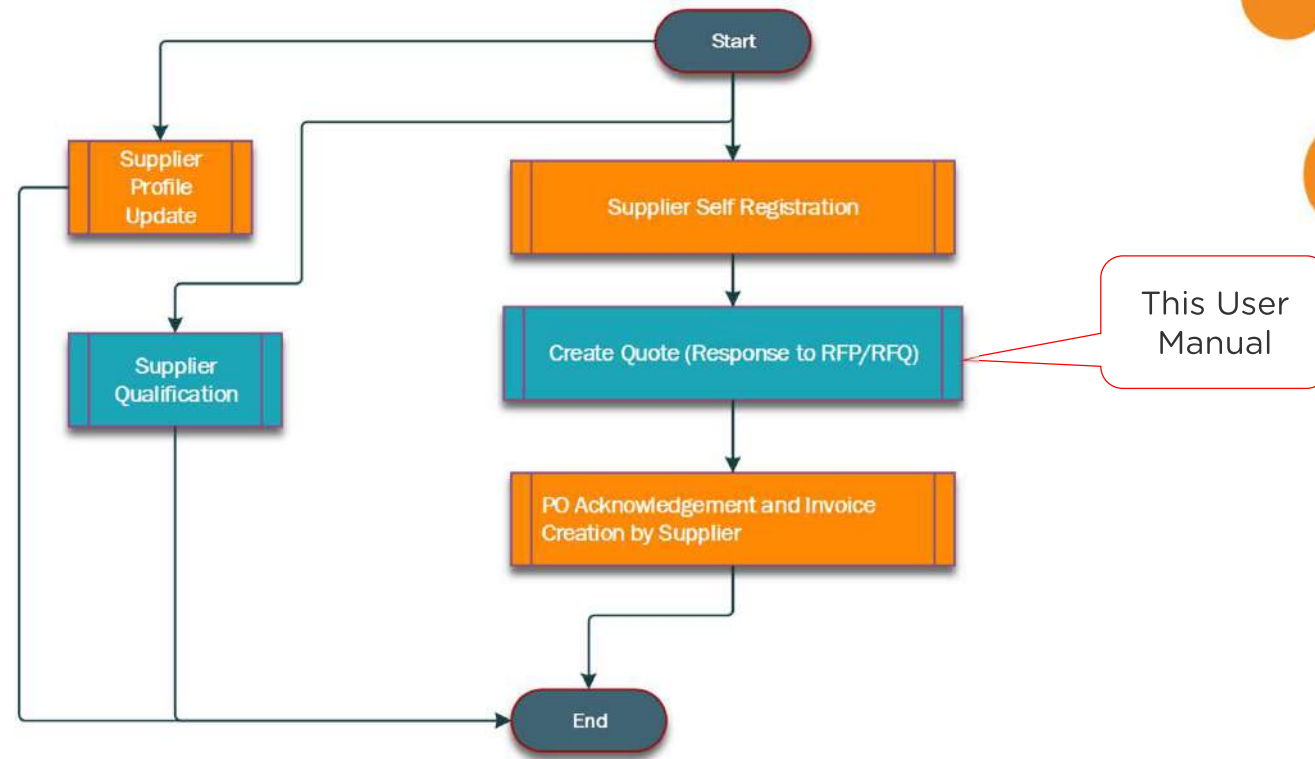


TABLE OF CONTENTS

1. RESET PASSWORD (refer to slide 18 to 22 of user manual for Supplier Self Registration)
2. VIEW ACTIVE NEGOTIATIONS
3. ACKNOWLEDGE PARTICIPATION
4. NEGOTIATION MESSAGES
5. CREATE RESPONSE AGAINST RFP/RFQ





View Active Negotiations

The Supplier Portal tab will take you to the landing page which displays your available tasks and dashboards showing your pending items, recent activities, and latest Supplier News. **Click on 'Supplier Portal' App** to access supplier portal landing page. You will receive an email notification if you were invited for a Negotiation.

MySource

Good morning, Adam Sakia

Sales Supplier Portal Tools Others

APPS

Supplier Portal

Supplier Portal

Search Negotiations Negotiation Number

Click on Search icon to view all negotiations that your company is invited

Click on View Active Negotiation

Tasks

- Negotiations
 - View Active Negotiations
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile

Requiring Attention

29

- Negotiation Responses: 10
- Questionnaires: 7
- Business Classifications Expiring: 3
- Negotiations Closing Soon: 1
- Negotiation Messages: 8

Recent Activity
Last 30 Days

Negotiation invitations	7
Negotiation responses awarded or rejected	13



Search

** Negotiation
** Title
** Negotiation Close By

Choose 'Yes' in invitation received and click on search

[Manage Watchlist](#) [Saved Search](#) [Open Invitations](#) **** At least one is required**
** Invitation Received
Response Submitted
Negotiation Open Since
[Search](#) [Reset](#) [Save...](#)

Search Results

Actions View Format Freeze Detach Wrap [Accept Terms](#) [Acknowledge Participation](#) [Create Response](#)

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
M-TENDER-24-	Brand Extension RFP	1 Stage RFP	8 Days 3 Hours	13-Feb-2024 15...	1		0		

Columns Hidden 4



Acknowledge Participation

Review the RFQ before providing your acknowledgement by clicking on the links available under the table of contents, there are 3 major steps which are required to be detailed out as a part of response which are Overview, Requirements and Lines.

MySource

1 Stage RFP: M-TENDER-24-000358

Currency = UAE Dirham

Messages **Create Response** **Actions** **Done**

Acknowledge Participation **Respond**

Create Response **Analyze** **View**

Title Brand Extension RFP

Status Active (Locked)

Time Remaining 8 Days 3 Hours

Open Date 4-Jan-2024 11:57

Previous Close Date 31-Jan-2024 15:00

New Close Date 13-Feb-2024 15:00

Extension Period 13 Days

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines

Cover Page

Miral LLC

RFQ for Brand Extension

Miral is the leading creator of immersive destinations and experiences that contribute to the growth of the leisure & entertainment industry and Abu Dhabi's economic diversification.

□ We conceive, create, develop, operate and manage immersive destinations and experiences that attract visitors from across the world to create unforgettable memories.



Select 'Yes' to confirm your participation, give comments as required and finally click on 'Ok' once done. This will send a notification to the Miral team informing them of your participation.

058

Acknowledge Participation X

Site Abu Dhabi

Will Participate Yes No

Select 'Yes' to confirm your participation to Negotiation

Note to Buyer

we will patriciate

OK Cancel



Negotiation Messages

1. The **Messages** functionality can be utilized if you are unclear on any of the requirements or any questions about negotiation or if you have any issue with detailing out the scope response’.
2. Clicking on **‘Messages’** will direct you to the negotiation’s **Online Messages** page.

MySource

1 Stage RFP: M-TENDER-24-000358

Currency = UAE Dirham

Time Zone Gulf Standard Time

Messages Create Response Actions Done

Title Brand Extension RFP

Status Active (Locked)

Time Remaining 8 Days 3 Hours

Open Date 4-Jan-2024 11:57

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Miral LLC

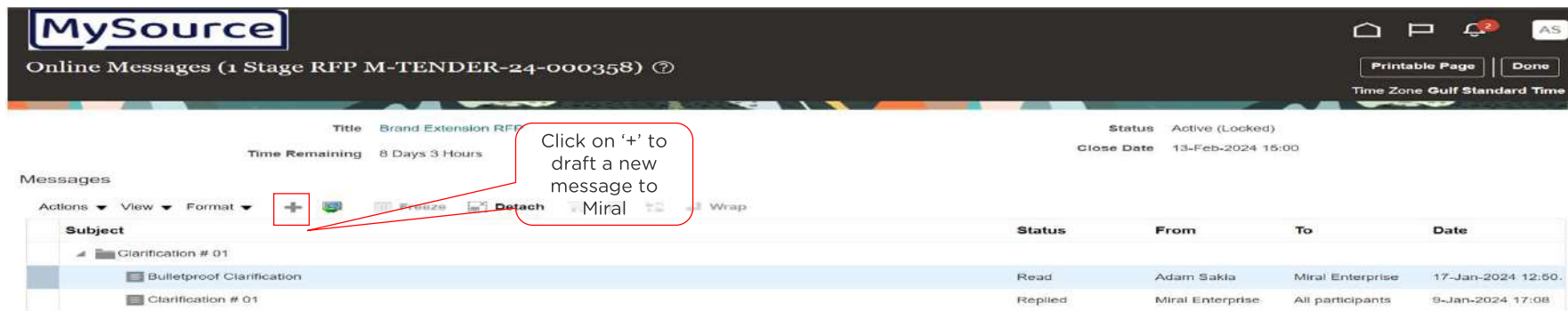
RFQ for Brand Extension

Miral is the leading creator of immersive destinations and experiences that contribute to the growth of the leisure & entertainment industry and Abu Dhabi's economic diversification.

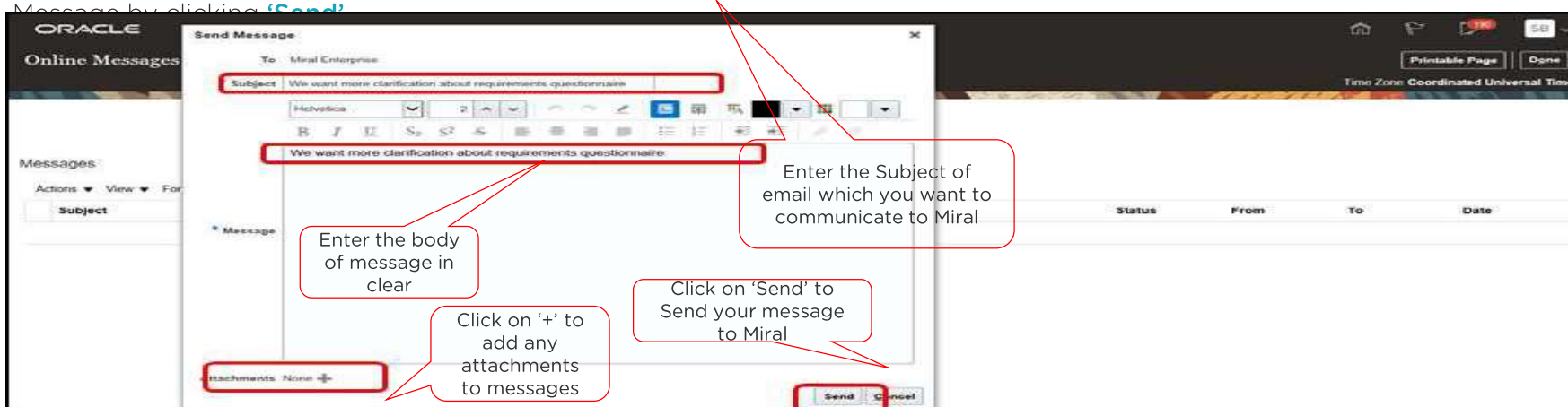
📄 We conceive, create, develop, operate and manage immersive destinations and experiences that attract visitors from across the world to create unforgettable memories.



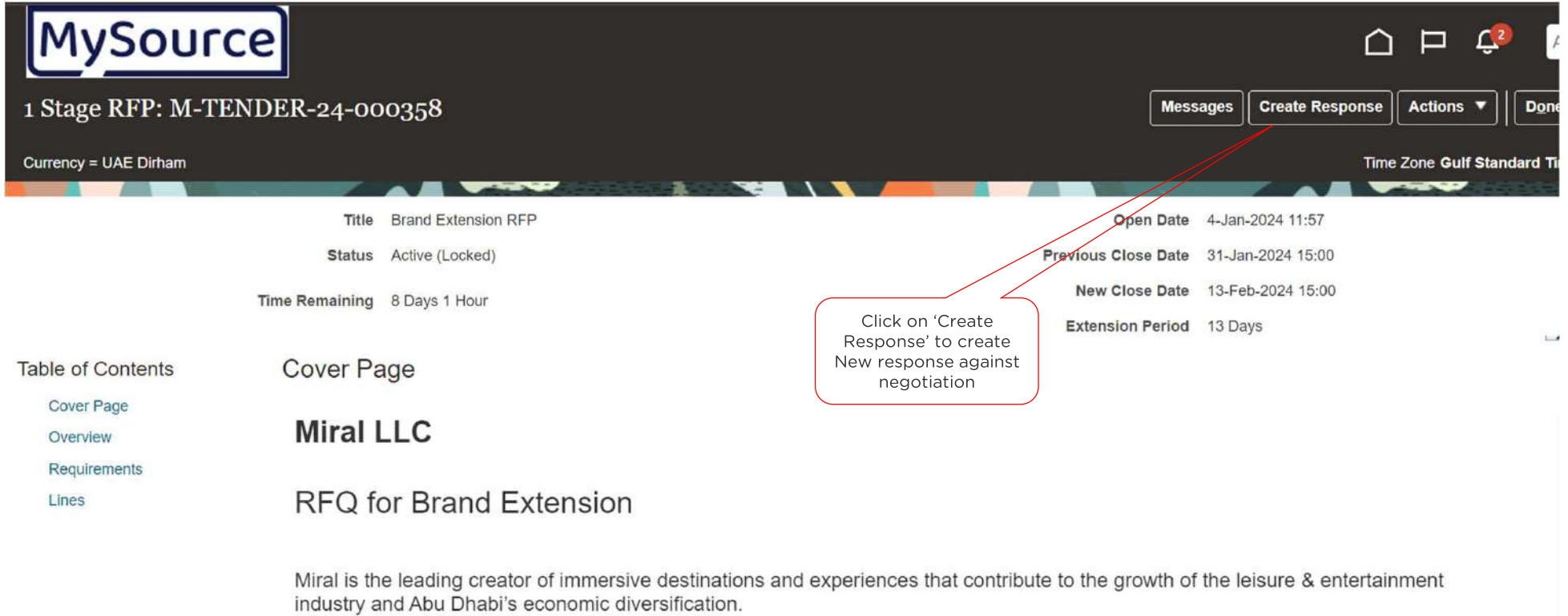
2. Click on the + 'icon' to open the **Send Message** window



3. Fill in the **'Subject'** and the Message body with your queries and add any attachments as required. Once done, submit your Message by clicking **'Send'**



Create Response Against RFP/RFQ



The screenshot shows the MySource interface for a 1 Stage RFP: M-TENDER-24-000358. The currency is UAE Dirham and the time zone is Gulf Standard Time. The RFP details are as follows:

Title	Brand Extension RFP	Open Date	4-Jan-2024 11:57
Status	Active (Locked)	Previous Close Date	31-Jan-2024 15:00
Time Remaining	8 Days 1 Hour	New Close Date	13-Feb-2024 15:00
		Extension Period	13 Days

The interface includes a 'Table of Contents' on the left with links to Cover Page, Overview, Requirements, and Lines. The main content area displays the 'Cover Page' for 'Miral LLC' with the title 'RFQ for Brand Extension'. A red callout box points to the 'Create Response' button in the top right, with the text: 'Click on 'Create Response' to create New response against negotiation'.



MySource Home | Flag | 2 | AS

1 — 2 — 3 — 4
Overview — Requirements — Lines — Review

Create Response (Quote 453987): Overview ?

Last Saved 5-Feb-2024 13:59
Time Zone Gulf Standard Time

Messages Respond by Spreadsheet ▾ Actions ▾ Back Next Save ▾ Submit Cancel

Title Brand Extension RFP
Close Date 13-Feb-2024 15:00

Time Remaining 8 Days 1 Hour

General

Do not attach any price information or related attachments in this section. Attach such information to the corresponding 'Requirements' section. Attaching any commercial information here may result in disqualification from tendering.

Supplier Bulletproof Design Limited
Supplier Site Head Office
Negotiation Currency AED
Response Currency AED
Price Precision 2 Decimals Maximum
Response Valid Until

Leave this field blank as the response will valid until the negotiation close date

Response Type Primary
 Alternate

Reference Number

Note to Buyer



Time Remaining 8 Days

Close Date 13-Feb-2024 15:00

Section 1. Technical Submission

1. Technical Proposal

All Technical attachments shall be attached to this section

Please submit the following under this schedule:

- Unpriced Technical Proposal
 - Execution Statement
- a. Please attach here the requested documentation
- Please provide a brief description of similar Brand Extension Services which you have provided to UAE based clients. Please include details such as scope, value and timeline of the services.
 - A good understanding of the Scope of Services to be delivered is fundamental for the success of this program. Please provide an overview of your understanding of the key tasks to be performed as part of the Scope of Services of this RFP.
 - Please provide the profile of your proposed team, including that of the account managers put forward for managing Miral's account. Suggested team profile and their area of specialism to be identified.

Respond to all the questions and attach any documents if required

Time Remaining 8 Days

Close Date 13-Feb-2024 15:00

Section 2. Commercial Submission

1. Commercial Proposal

- Please submit your proposal entirely in U.A.E. Dirhams.
- Your Proposal shall be for the whole of the services described in the Scope of Services.
- Unless otherwise stated elsewhere in the RFQ documents, the Contract does not include a price adjustment clause and, rates and prices quoted by the Bidder shall be firm for the duration of the Contract.
- The rates and prices used by the Bidder in its Proposal shall remain fixed for the term of the bid Validity Period.
- Please detail your payment terms.

Click on Messages to send or view any messages from Miral

Click on Next

a. Attach here the Commercial

Response Attachments None

Attach documents for questions



Provide details like 'Response Price' and 'Promised Delivery Date' attributes as shown in the below screenshot:

MySource

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 453987): Lines

Currency = UAE Dirham

Time Remaining 8 Days Close Date 13-Feb-2024 15:00

Line	Description	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Brand extension RFP	Filming/Videography		<input type="text"/>				dd-mmm-yy

Grand Totals
All response lines are included.
Response Amount 0.00

Enter the Response Price (this will be your quotation price)

Enter the Promised Delivery date



Review: Review the RFQ response before **clicking on the 'Submit' button.**

Review Response: Quote 453987 ?

Currency = UAE Dirham

1 Overview 2 Requirements 3 Lines 4 Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 5-Feb-2024 14:15 Time Zone Gulf Standard Time

Title Brand Extension RFP
Close Date 13-Feb-2024 15:00

Time Remaining 8 Days

Click on 'Submit' to Submit the response

Overview Requirements Lines

Review Overview, Requirements & Lines before Submit

General

Supplier Buletproof Design Limited
Supplier Site Head Office
Negotiation Currency AED
Response Currency AED
Price Precision 2 Decimals Maximum
Response Valid Until

Response Type Primary
Reference Number
Note to Buyer
Attachments None

Confirmation

The response 453987 to negotiation M-TENDER-24-000358 was submitted.

Confirmation message will be displayed once the response is submitted

OK



THANK YOU!



GET IN TOUCH

Miral HQ, Yas Island - Abu Dhabi,
PO BOX 147774 | www.miral.ae
Visit us [here](#)

