



University of Johannesburg

Oracle Cloud Supplier Response User Training Manual

Revision History

Date	Version	Summary of Changes	Author	Company
14-April-2020	0.1	Initial Version	TCS	
22-Feb-2023	1.1	Amendments	UJ	

Signoff

Date	Version	Name	Designation	Signature

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1. INTRODUCTION

The University of Johannesburg will now be publishing the tender online which will require the supplier to submit the quotes via UJ online portal which will help the organization and the supplier to track the Tender easily and make the process faster. This will replace the existing manual Sourcing process with a system based.

1.1 Purpose

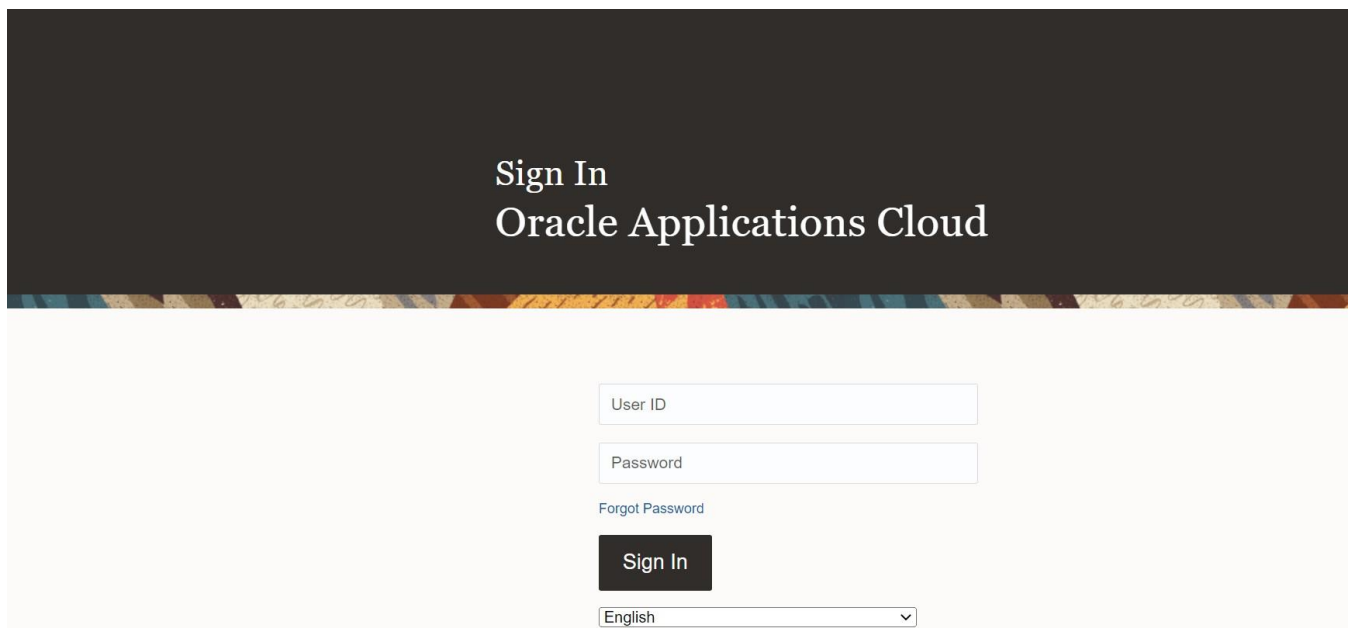
The Purpose of the document is to educate and guide suppliers to submit tender quotes online via the UJ Tender portal.

2. Login to the Portal

Each Vendor should have a user id and password for the application, If you are not having the user id and password for the application, you can click on the following link and select forgot password

Existing Supplier already registered on Oracle Cloud, click on the following link:

https://hdgf.login.em3.oraclecloud.com/oam/server/obrareq.cgi?ECID-Context=1.005xLiHXAakeE8TDLnA_AiZ0000YQ0002mC%3BkXjE



Enter your user id:

Enter password:

Click the **“Sign In”** button

If you cannot remember your login and password credentials

Click on the Forgot Password link

Sign In ORACLE APPLICATIONS CLOUD

Forgot Password

☐ Forgot user name☐ Forgot password

You will be able to reset your credentials and a notification e-mail will be send to your e-mail address registered on the Oracle Supplier Cloud system.

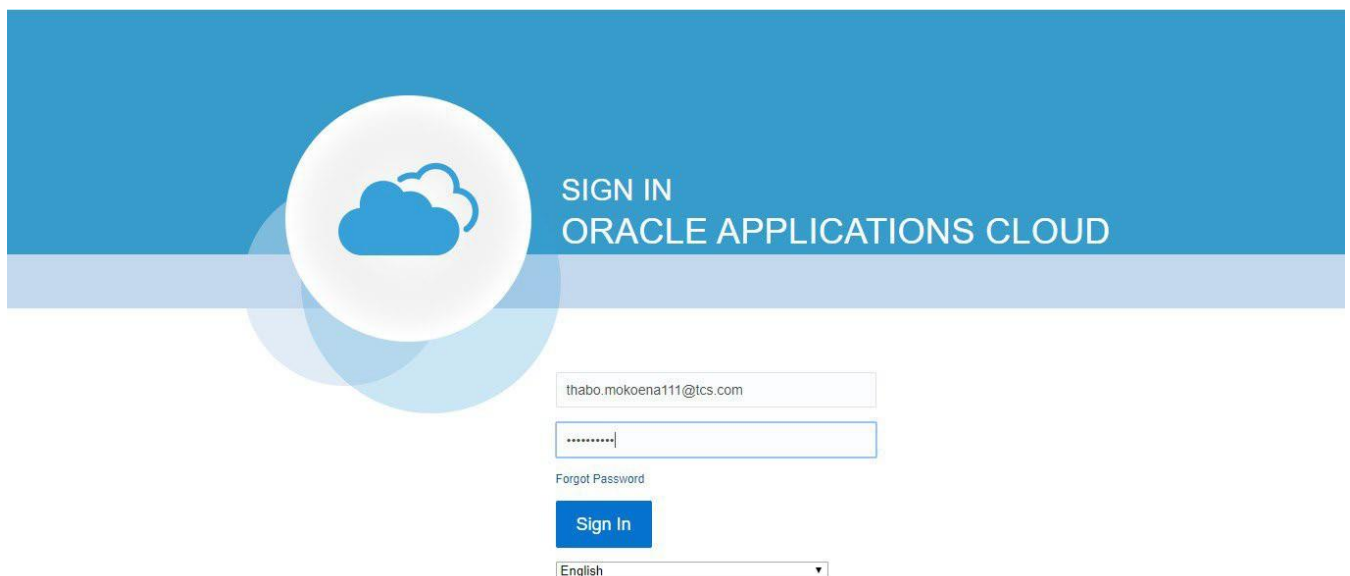
If you are a new supplier i.e. you are not registered to the UJ supplier Portal, Kindly register on the UJ supplier portal by clicking on the registration link available at the UJ website

New Supplier Registration Link

https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000002282157&_afrLoop=53090698355699098&_afrWindowMode=0&_afrWindowId=null&_adf.ctrl-state=cd2n6vu5a_107&_afrFS=16&_afrMT=screen&_afrMFW=1280&_afrMFH=609&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=0

Please follow the below process to complete the tender response submission.

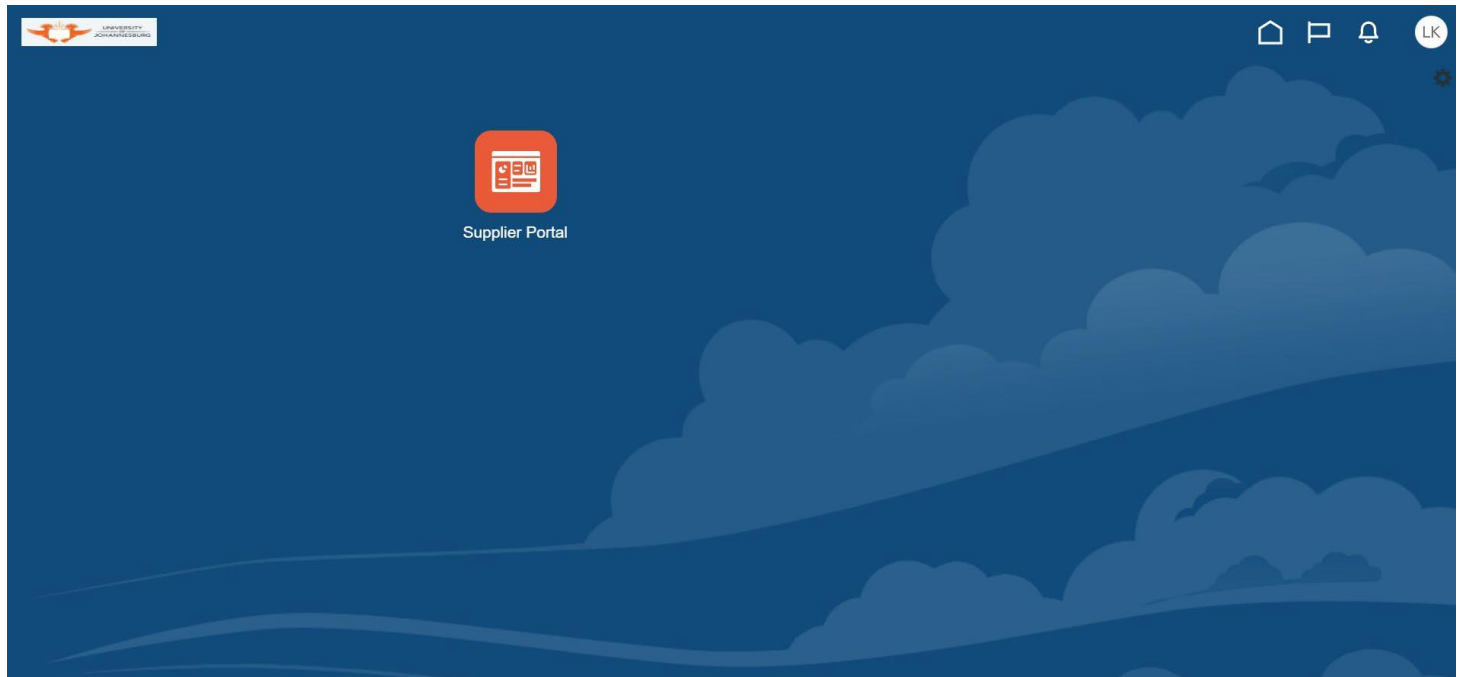
1. Provide the User name and Password for the already registered Supplier.



The image shows the Oracle Applications Cloud sign-in page. It features a blue header with the text "SIGN IN ORACLE APPLICATIONS CLOUD" and a large white cloud icon. Below the header, there is a form with a text input field containing "thabo.mokoena111@tcs.com", a password input field with masked characters, a "Forgot Password" link, a "Sign In" button, and a language dropdown menu set to "English".

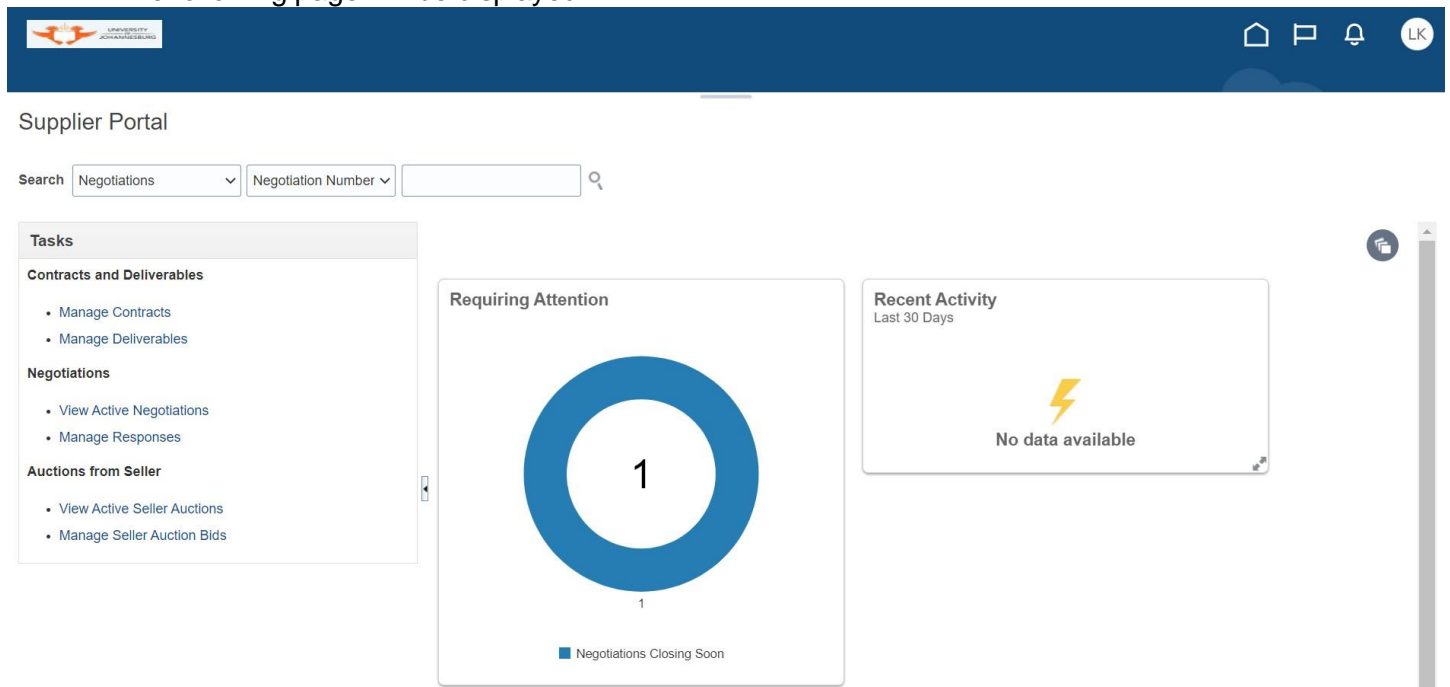
2. Click the **“Sign In”** Button

Once you sign in, the Application will open.



3. Click on Supplier Portal

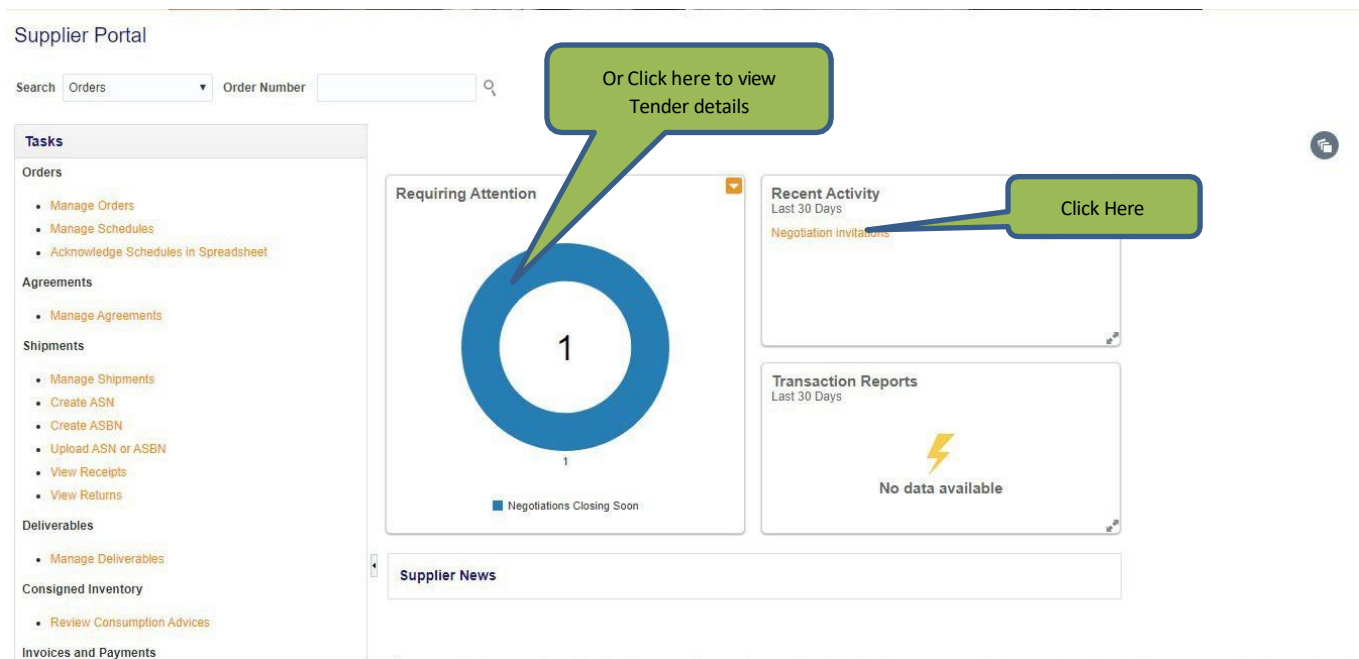
2. The following page will be displayed.



The screenshot displays the Supplier Portal interface. At the top, there is a dark blue header bar containing the University of Johannesburg logo on the left and navigation icons (home, flag, bell, and a user profile icon labeled 'LK') on the right. Below the header, the page title 'Supplier Portal' is visible. A search bar is located below the title, with a dropdown menu set to 'Negotiations' and a text input field for 'Negotiation Number'. To the left of the main content area is a sidebar titled 'Tasks' with three sections: 'Contracts and Deliverables' (containing 'Manage Contracts' and 'Manage Deliverables'), 'Negotiations' (containing 'View Active Negotiations' and 'Manage Responses'), and 'Auctions from Seller' (containing 'View Active Seller Auctions' and 'Manage Seller Auction Bids'). The main content area features two cards. The first card, titled 'Requiring Attention', displays a large blue donut chart with the number '1' in the center, indicating one negotiation closing soon. Below the chart is a legend with a blue square and the text 'Negotiations Closing Soon'. The second card, titled 'Recent Activity' with a subtitle 'Last 30 Days', shows a yellow lightning bolt icon and the text 'No data available'.

4. Tender Response Submission

1. Click on the “Negotiation Invitation” link Or “Requiring Attention” Blue Image



The screenshot displays the Supplier Portal interface. On the left is a sidebar menu with categories: Tasks, Orders, Agreements, Shipments, Deliverables, Consigned Inventory, and Invoices and Payments. The main content area features a search bar at the top, a 'Requiring Attention' section with a large blue circle containing the number '1' and a callout bubble saying 'Or Click here to view Tender details', a 'Recent Activity' section with a link to 'Negotiation invitations' and a callout bubble saying 'Click Here', and a 'Transaction Reports' section showing 'No data available'. A 'Supplier News' section is at the bottom.

2. Click "Create Response" Button to respond to the Negotiation

RFQ: 76

Currency = Rand

Time Remaining 1 Day 1 Hour

Table of Contents

- Overview
- Requirements
- Lines
- Contract Terms

Overview

Title Demo RFQ

Status Active (Locked)

Synopsis

Unlocked By

Unlocked Date

Expand All

- General
- Terms

Open Date 2020/04/20 1:56 PM

Close Date 2020/04/22 10:16 AM

Time Zone Eastern European Time

Buyer Candice Raffie

Outcome Blanket Purchase Agreement

Unsealed By

Unsealed Date

Attachments None

Messages Create Response Actions Done

76_SUPPLIER (1).pdf

Show all

3. Click the "Accept" Button to accept Negotiation Terms and Conditions

Accept Terms and Conditions

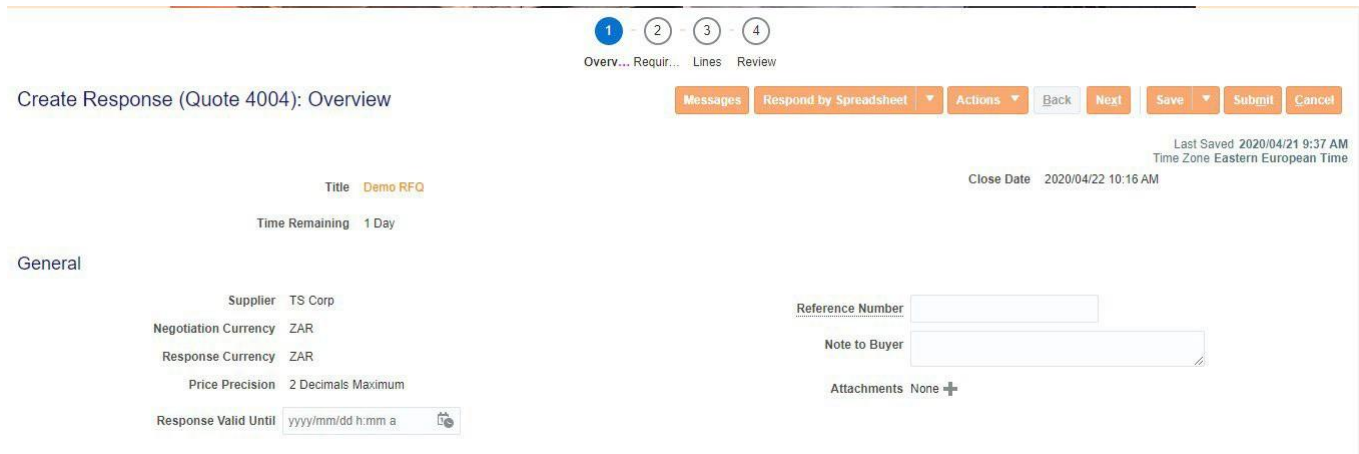
Accept the following terms and conditions before responding to this negotiation.

asdfgd

Accept Cancel

The below response overview window will appear

4. Click the “Next” Button to respond to the requirements



1 - 2 - 3 - 4
Overview... Requirements... Lines Review

Create Response (Quote 4004): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 2020/04/21 9:37 AM
Time Zone Eastern European Time

Title Demo RFQ

Close Date 2020/04/22 10:16 AM

Time Remaining 1 Day

General

Supplier TS Corp

Negotiation Currency ZAR

Response Currency ZAR

Price Precision 2 Decimals Maximum

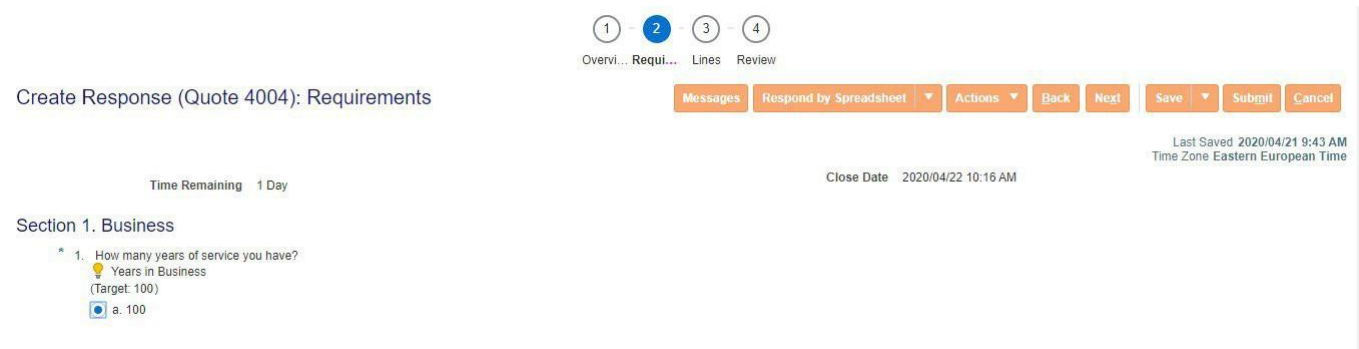
Response Valid Until yyyy/mm/dd h:mm a

Reference Number

Note to Buyer

Attachments None +

5. Answer all the questionnaires of all sections mentioned on the tender page. Please note that some of the responses will require attachments to be attached as proof of the response



1 - 2 - 3 - 4
Overview... Requirements... Lines Review

Create Response (Quote 4004): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 2020/04/21 9:43 AM
Time Zone Eastern European Time

Time Remaining 1 Day

Close Date 2020/04/22 10:16 AM

Section 1. Business

* 1. How many years of service you have?

Years in Business

(Target: 100)

a. 100

6. Click “Next” to respond to Negotiation lines

Fill in the response line to the Negotiation

7. Provide "Response Price"






1 - 2 - 3 - 4
 Overview... Requirements... **Lines** Review

Create Response (Quote 4004): Lines

Currency = Rand

Last Saved 2020/04/21 9:46 AM
Time Zone Eastern European Time

Time Remaining 1 Day

Actions View Format   Freeze Detach    Wrap

Description	* Alternate Line Description	Create Alternate	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
Business Furniture		+	OFFICE REFRESH						1,200.00	

Columns Hidden 6

Grand Totals

All response lines except alternate lines are included.

Response Amount 0.00

Fill in the response price of each line

8. Click the "Next" Button to review the Response to the Negotiation

1 - 2 - 3 - 4
 Overview... Requirements... **Lines** Review






Create Response (Quote 4004): Lines

Currency = Rand

Last Saved 2020/04/21 9:46 AM
Time Zone Eastern European Time

Time Remaining 1 Day

Close Date 2020/04/22 10:16 AM

Actions View Format   Freeze Detach    Wrap

Description	* Alternate Line Description	Create Alternate	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
Business Furniture		+	OFFICE REFRESH		1,100.00			1,100.00	1,200.00	1,100.00

Rows Selected 1 Columns Hidden 6

Grand Totals

All response lines except alternate lines are included.

Response Amount 1,100.00

The review tab on the Supplier Response window will outline the overview of the Supplier's response to Negotiation Requirements and Lines.

1 2 3 4
 Overview Requirements Lines Review

Review Response: Quote 4004

Currency = Rand

Title Demo RFQ

Close Date 2020/04/22 10:16 AM

Last Saved 2020/04/21 10:03 AM
Time Zone Eastern European Time

Time Remaining 1 Day

Overview Requirements **Lines**

Click here to overview Line response

Line	Description	Alternate Line Description	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Attachments
1	Business Furniture		OFFICE REFRESH	1,100.00		1,100.00	1,200.00	1,100.00	

Columns Hidden 8

Grand Totals

All response lines except alternate lines are included.

Response Amount 1,100.00

9. Click the “Requirements” link to view Supplier's Requirement response on the Invitation

1 2 3 4
 Overview Requirements Lines Review

Review Response: Quote 4004

Currency = Rand

Title Demo RFQ

Close Date 2020/04/22 10:16 AM

Last Saved 2020/04/21 10:03 AM
Time Zone Eastern European Time

Time Remaining 1 Day

Overview **Requirements** Lines

Click here to overview Requirements response

Section 1. Business

* 1. How many years of service you have?

Years in Business
(Target: 100)

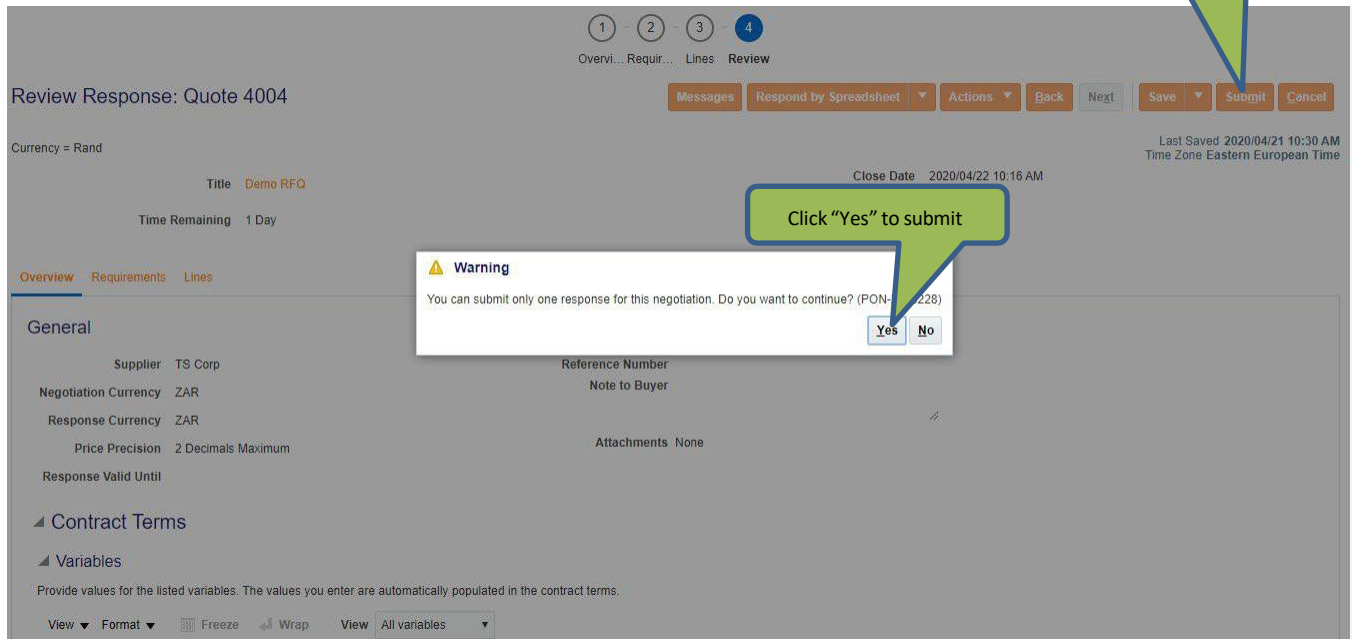
a. 100

Requirements Response overview

10. Click the “Lines” link to view the Supplier's response to the Negotiation Line Items on the Invitation

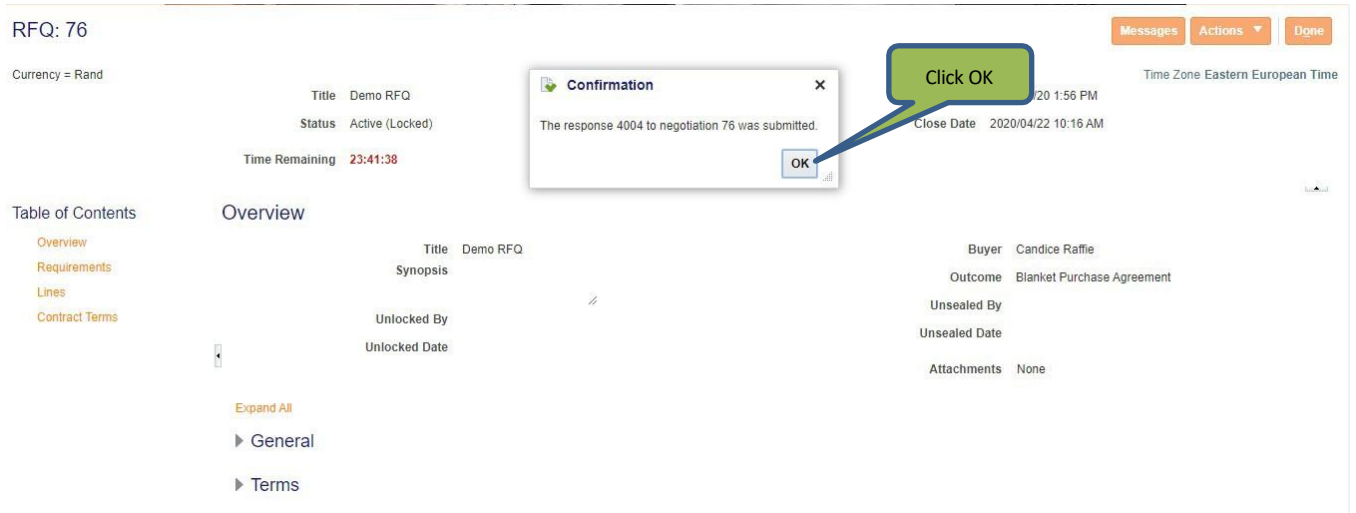
11. Click the “Submit” Button to Submit a Negotiation Response to the Invitation

Click **“Yes”** Button to submit



The screenshot shows the 'Review Response: Quote 4004' interface. At the top, there are four numbered tabs: 1 (Overview), 2 (Requirements), 3 (Lines), and 4 (Review), with the 'Review' tab selected. Below the tabs, there are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. A green callout bubble points to the 'Submit' button with the text 'Click Submit Button'. Below the buttons, there is a 'Warning' dialog box that says: 'You can submit only one response for this negotiation. Do you want to continue? (PON-228)'. The dialog has 'Yes' and 'No' buttons. A green callout bubble points to the 'Yes' button with the text 'Click “Yes” to submit'. The main content area shows 'Currency = Rand', 'Title Demo RFQ', 'Time Remaining 1 Day', 'Close Date 2020/04/22 10:16 AM', and 'Last Saved 2020/04/21 10:30 AM Time Zone Eastern European Time'. The 'General' section includes 'Supplier TS Corp', 'Negotiation Currency ZAR', 'Response Currency ZAR', 'Price Precision 2 Decimals Maximum', and 'Response Valid Until'. The 'Contract Terms' section is expanded, showing 'Variables' and a note: 'Provide values for the listed variables. The values you enter are automatically populated in the contract terms.' At the bottom, there are buttons for 'View', 'Format', 'Freeze', 'Wrap', and 'View All variables'.

12. Click the “Ok” Button to submission to respond to the Negotiation



RFQ: 76

Currency = Rand

Title Demo RFQ

Status Active (Locked)

Time Remaining 23:41:38

Confirmation

The response 4004 to negotiation 76 was submitted.

OK

Click OK

Close Date 2020/04/22 10:16 AM

Time Zone Eastern European Time

Table of Contents

- Overview
- Requirements
- Lines
- Contract Terms

Overview

Title Demo RFQ

Synopsis

Unlocked By

Unlocked Date

Expand All

- General
- Terms

Buyer Candice Raffle

Outcome Blanket Purchase Agreement

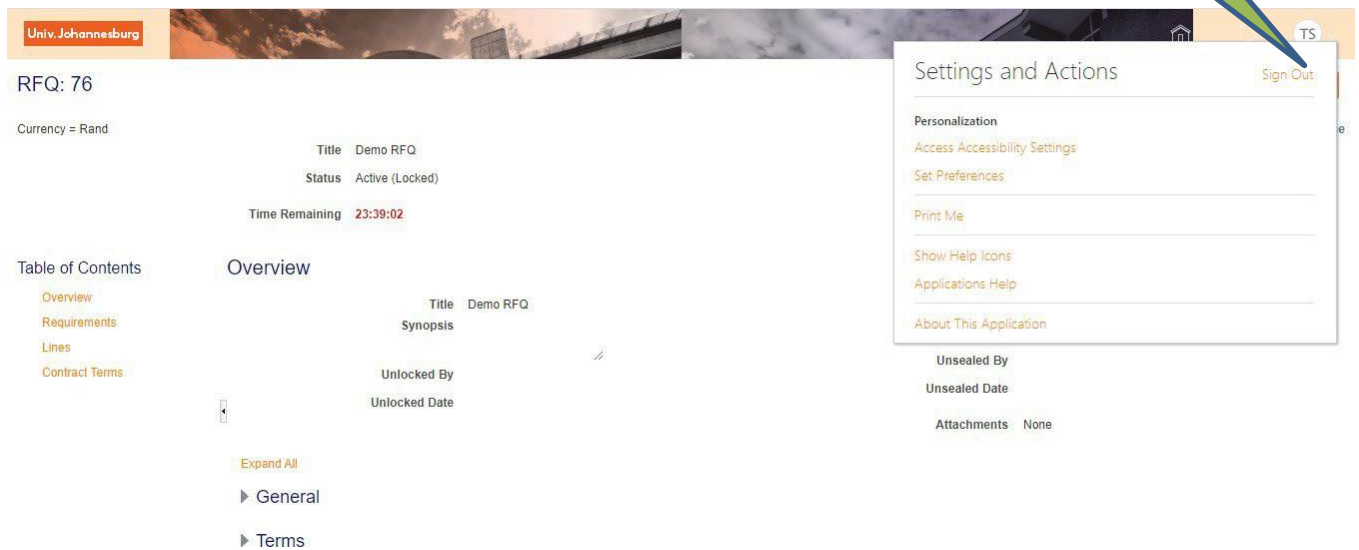
Unsealed By

Unsealed Date

Attachments None

5. Sign Out Application

Click “Sign out” To sign out from Oracle Supplier Portal



Univ. Johannesburg

RFQ: 76

Currency = Rand

Title Demo RFQ

Status Active (Locked)

Time Remaining 23:39:02

Table of Contents

- Overview
- Requirements
- Lines
- Contract Terms

Overview

Title Demo RFQ

Synopsis

Unlocked By

Unlocked Date

Expand All

- General
- Terms

Settings and Actions

Sign Out

Personalization

- Access Accessibility Settings
- Set Preferences

Print Me

Show Help Icons

Applications Help

About This Application

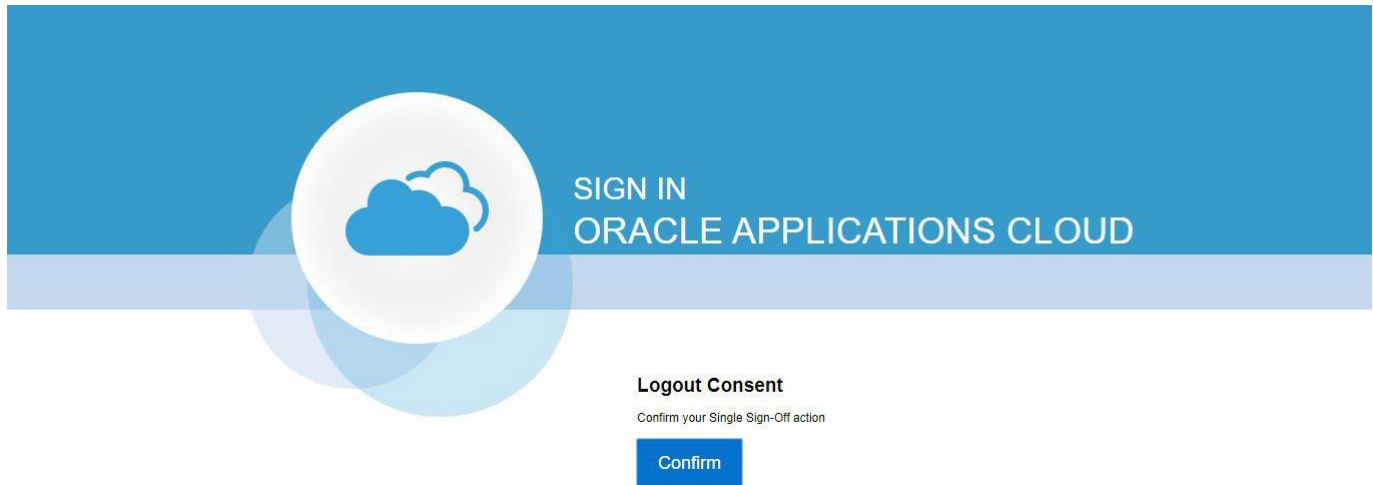
Unsealed By

Unsealed Date

Attachments None

Click here to Sign-out

Click the **“Confirm”** Button to confirm the single sign-off action



THANK YOU!!