



# **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

### *Terms and Conditions of Use*

The contents of this document are confidential and may not be disclosed, copied, modified, or transmitted (in full or in part) without the express authorization of the University of Johannesburg Management or the document.

## Contents

1. INTRODUCTION .....	4
1.1 Purpose.....	4
2. Login to the Portal.....	5
3. Click on Supplier Portal .....	8
4. Tender Response Submission.....	9
5. Supplier Response.....	15
6. Submit the Tender .....	16
7. Sign Out Application .....	18
8. Logout Consent .....	19
THANK YOU!! .....	19

## 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

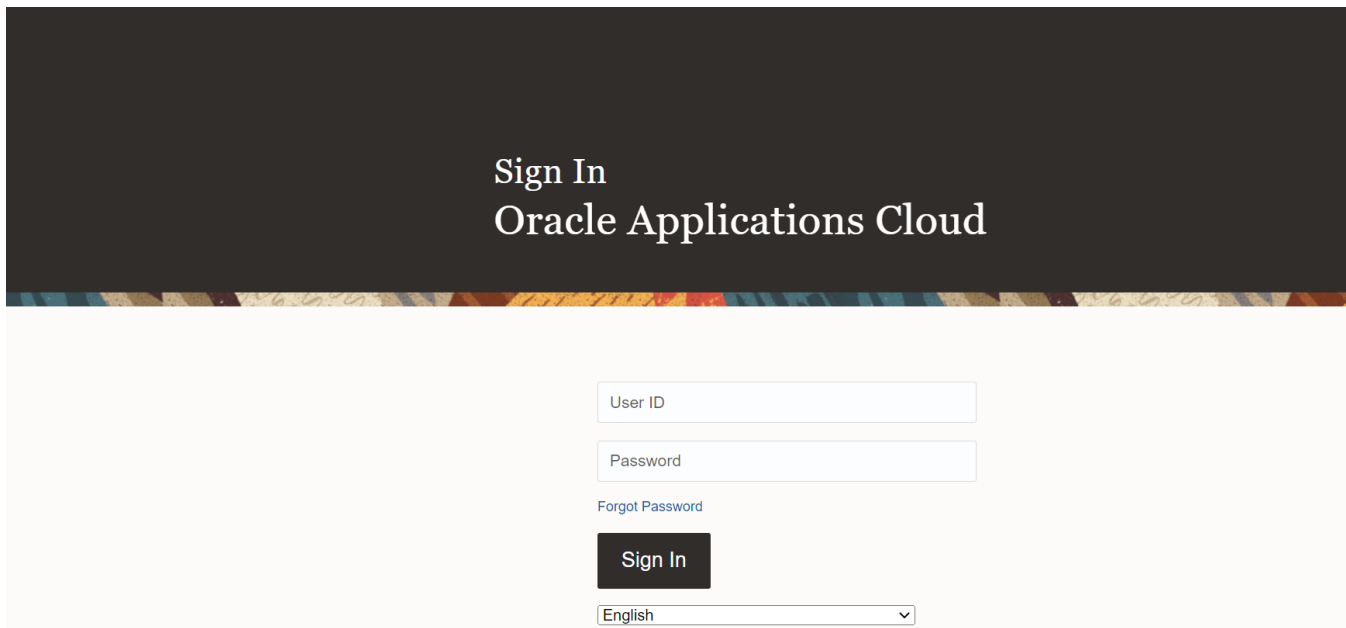
The Purpose of the document is to educate and guide suppliers to submit tender quotes online via the UJ Tender portal.

## 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=1.005xLiHXAakE8TDLnA\\_AiZ0000YQ0002mC%3BkXjE](https://hdgf.login.em3.oraclecloud.com/oam/server/obrareq.cgi?ECID-Context=1.005xLiHXAakE8TDLnA_AiZ0000YQ0002mC%3BkXjE)

The image shows the Oracle Applications Cloud Sign In page. It features a dark header with the text "Sign In Oracle Applications Cloud". Below the header, there is a light gray background with a login form. The form includes two input fields: "User ID" and "Password". Below the "Password" field is a link labeled "Forgot Password". A dark gray "Sign In" button is positioned below the "Forgot Password" link. At the bottom of the form is a language selection dropdown menu currently set to "English".

Sign In  
Oracle Applications Cloud

User ID

Password

[Forgot Password](#)

Sign In

English

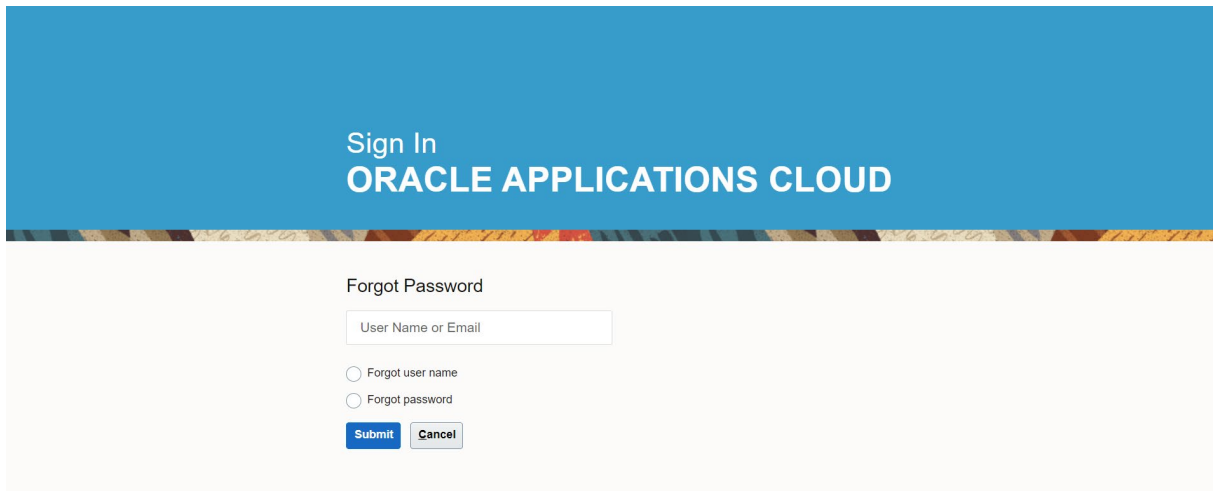
Enter your user id:

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

User Name or Email

☐ Forgot user name  
☐ Forgot password

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

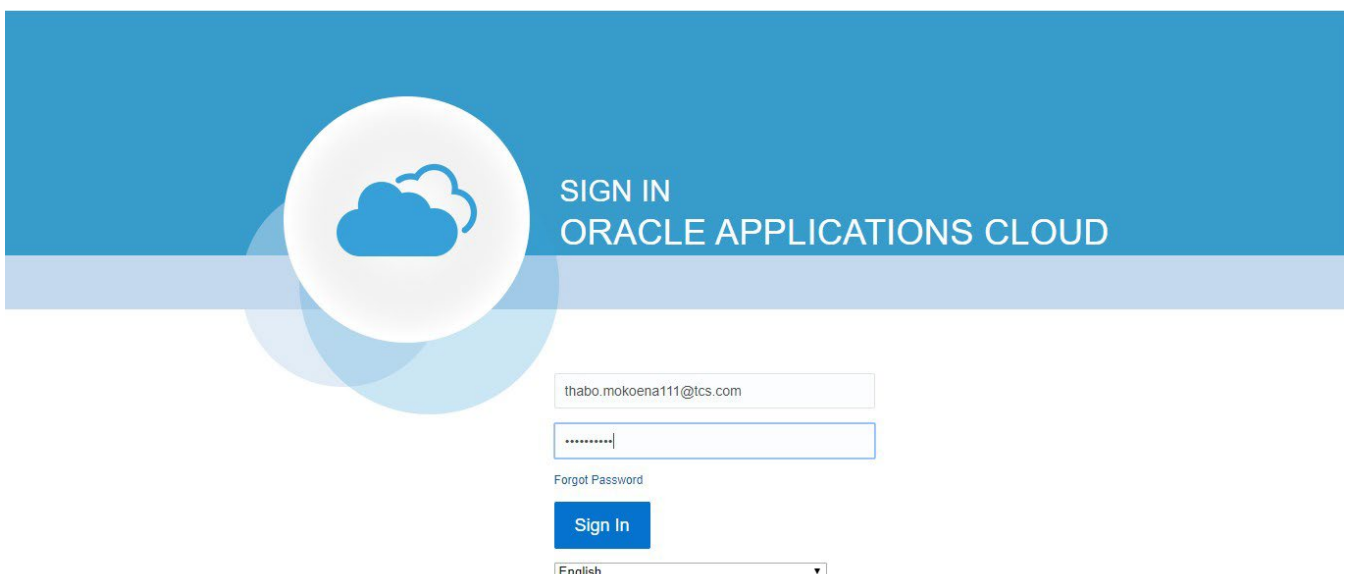
If you are a new supplier i.e., you are not registered to the UJ supplier Portal, kindly register on the UJ supplier portal by clicking on the registration link available on the UJ website.

**New Supplier Registration Link**

[https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002282157&\\_afLoop=53090698355699098&\\_afWindowMode=0&\\_afWindowId=null&\\_adf.ctrl-state=cd2n6vu5a\\_107&\\_afFS=16&\\_afMT=screen&\\_afMFW=1280&\\_afMFH=609&\\_afMFDW=1280&\\_afMFDH=720&\\_afMFC=8&\\_afMFCI=0&\\_afMFM=0&\\_afMFR=144&\\_afMFG=0&\\_afMFS=0&\\_afMFO=0](https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002282157&_afLoop=53090698355699098&_afWindowMode=0&_afWindowId=null&_adf.ctrl-state=cd2n6vu5a_107&_afFS=16&_afMT=screen&_afMFW=1280&_afMFH=609&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCI=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0)

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

1. Provide the Username and Password for the already registered Supplier.



SIGN IN  
**ORACLE APPLICATIONS CLOUD**

thabo.mokoena111@tcs.com

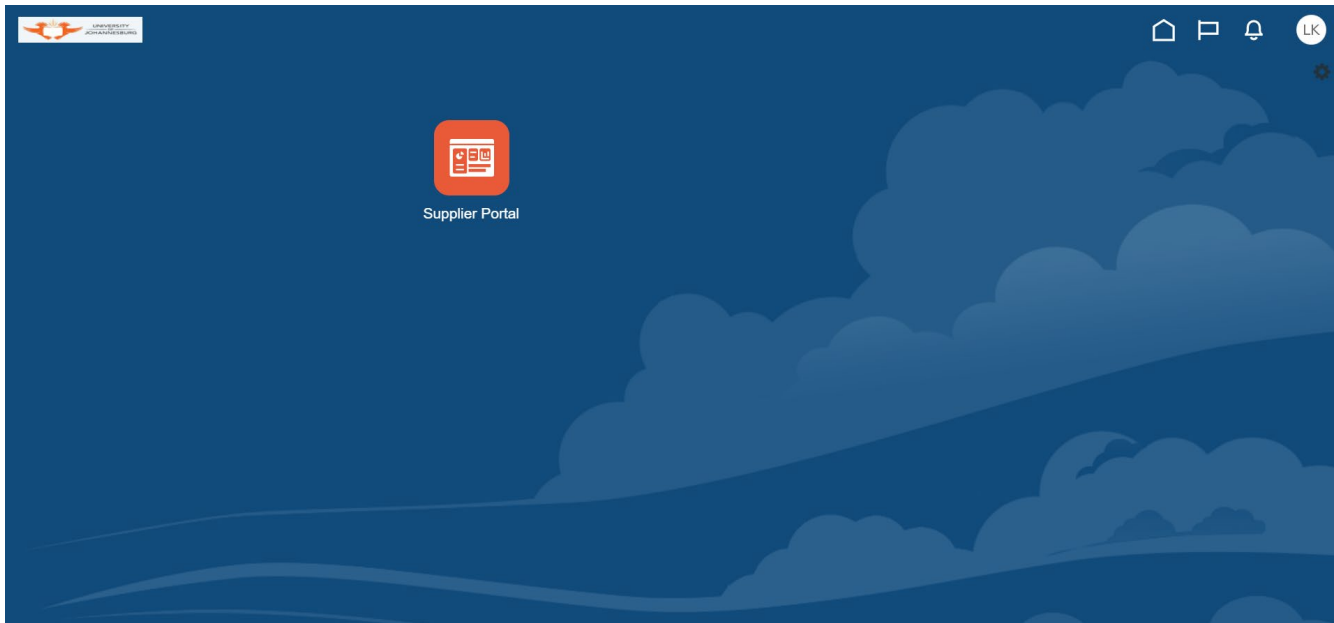
\*\*\*\*\*

Forgot Password

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.



LK

#### Supplier Portal

Search
Negotiations
Negotiation Number

**Tasks**

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Negotiations**

- View Active Negotiations
- Manage Responses

**Auctions from Seller**

- View Active Seller Auctions
- Manage Seller Auction Bids

**Requiring Attention**


1

1

Negotiations Closing Soon

**Recent Activity**

Last 30 Days



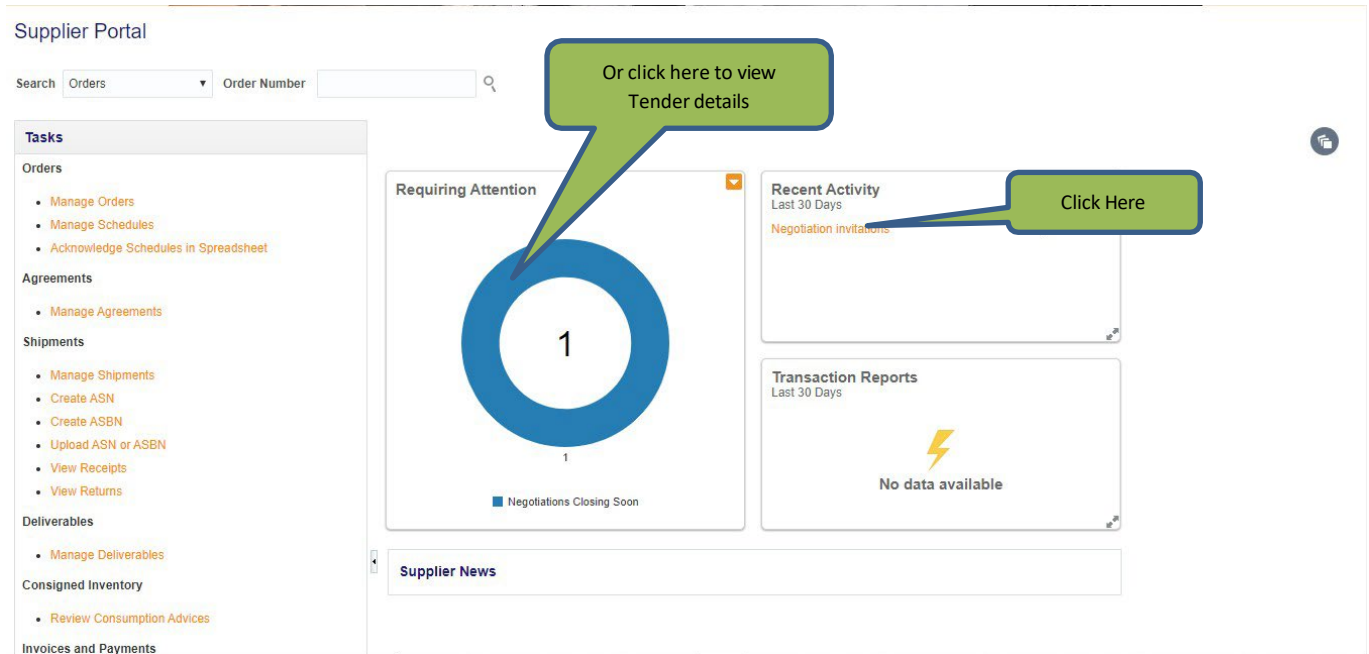
No data available

Page 8 of 19



## 4. Tender Response Submission

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



Supplier Portal

Search Orders Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Deliverables
  - Manage Deliverables
- Consigned Inventory
  - Review Consumption Advices
- Invoices and Payments

**Requiring Attention**

1

■ Negotiations Closing Soon

Or click here to view Tender details

**Recent Activity**  
Last 30 Days

Negotiation invitations

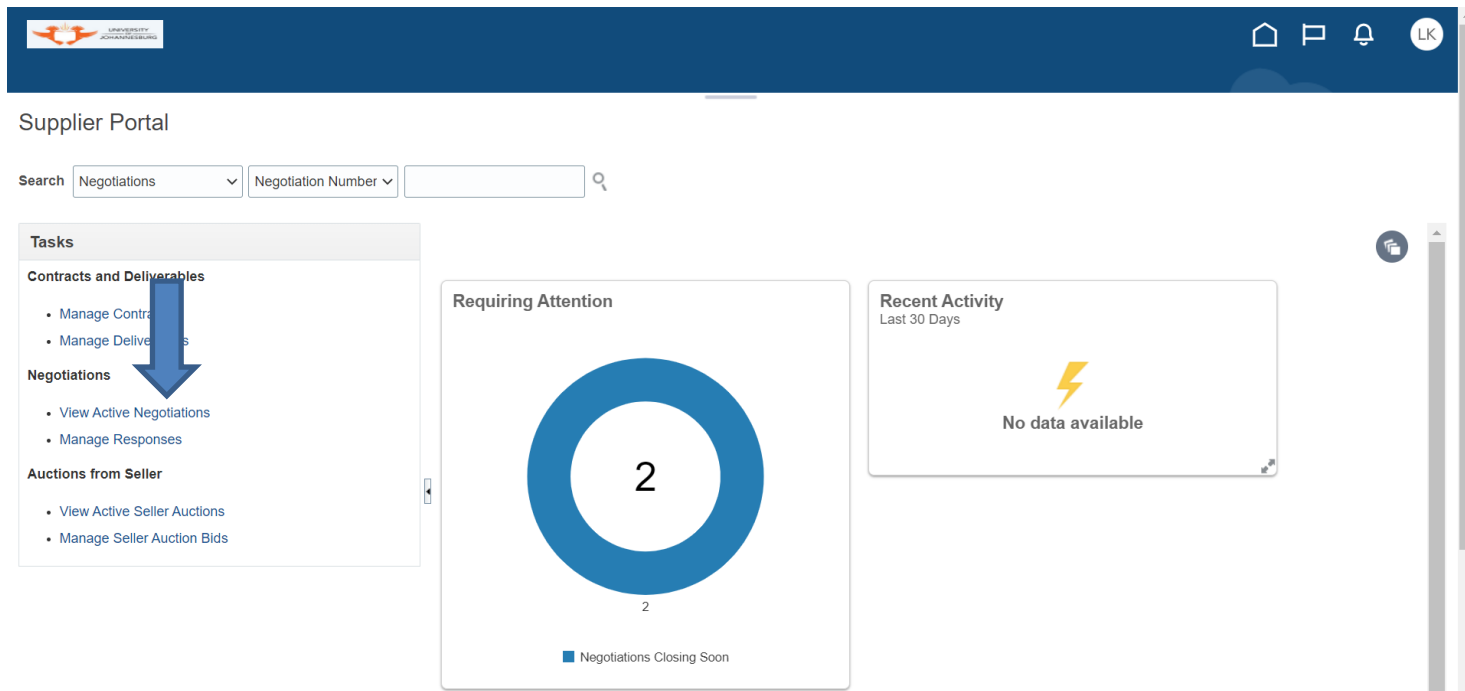
Click Here

**Transaction Reports**  
Last 30 Days

No data available

**Supplier News**

You can navigate to Negotiations  
Click on View Active Negotiations



Supplier Portal

Search Negotiations Negotiation Number

**Tasks**

- Contracts and Deliverables
  - Manage Contracts
  - Manage Deliverables
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Auctions from Seller
  - View Active Seller Auctions
  - Manage Seller Auction Bids

**Requiring Attention**


2





■ Negotiations Closing Soon

**Recent Activity**  
Last 30 Days

No data available

The following page will open with the default search criteria.



### Active Negotiations Done

Time Zone Eastern European Time

Search

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By

Manage Watchlist

Saved Search Open Invitations

\*\* At least one is required

\*\* Invitation Received Yes

Response Submitted No

Negotiation Open Since

Search Reset Save...

Search Results


Actions View Format Freeze Detach Wrap





Accept Terms Acknowledge Participation Create Response

Columns Hidden 4

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
[Empty Table Body]									

Tenders that you were directly invited to, will be visible t on the Search Results.  
Change the Invitation Received from Yes to No to view all tenders advertised on the supplier portal (arrow showing in blue).



### Active Negotiations Done

Time Zone Eastern European Time

Search

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By

Manage Watchlist

Saved Search Open Invitations

\*\* At least one is required

\*\* Invitation Received No

Response Submitted No

Negotiation Open Since

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Accept Terms Acknowledge Participation Create Response

Columns Hidden 4

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
[Empty Table Body]									

Click on the search button

## Active Negotiations

Done

Time Zone **Eastern European Time**

► Search

Manage Watchlist

Saved Search

Open Invitations ▼

### 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
47	RFP UJ 10/2023	RFQ	21 Days 4 Hours	2023/04/06 12:0...	0		0		
46,1	RFP UJ 15/2023 PROCUREMENT OF TWO (2) 16 000L D...	T Tender	1 Day 4 Hours	2023/03/17 12:0...	0		0		
45,2	RFP UJ 01/2023: Appointment of a Panel of Chairpersons f...	T Tender	8 Days 4 Hours	2023/03/24 12:0...	0		0		

Columns Hidden 4

All available tenders will be visible on the list.  
Click on the Negotiation number to respond to a tender.

2. Click the “Create Response” button to respond to the tender.








RFQ: 47

Messages
Create Response
Actions
Done

Currency = Rand

Title RFP UJ 10/2023
Status Active
Time Remaining 21 Days 4 Hours

Open Date 2023/03/15 4:03 PM
Close Date 2023/04/06 12:00 PM

Time Zone Eastern European Time

Table of Contents

Overview
Requirements
Lines
Contract Terms

Title RFP UJ 10/2023
Synopsis SUPPLY AND INSTALLATION OF A FULL

Buyer Mojabeng Malebo
Outcome Purchase Order
Attachments RFP UJ 10 2023 - TENDER PACK.z

Expand All
General
Terms

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

### Accept Terms and Conditions

AcceptCancel

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

asdfgd

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

Answer all the questions of all sections mentioned on the requirements page, this will form part of the analysis and evaluation process. Please note that some of the responses will require proof of documentation, so please attach it.

1 2 3 4  
 Overview Requirements Lines Review

Create Response (Quote 6001): Requirements ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 2023/03/17 12:16 PM  
 Time Zone Eastern European Time

Time Remaining 14 Days 1 Hour

Close Date 2023/03/31 1:43 PM

Section 1. Pre-Qualification

Section 1. Pre-Qualification

\* 1. Are you a registered company or entity?

☐ a. Yes

☐ b. No

\* 2. DO YOU HAVE A VALID TAX COMPLIANCE STATUS CERTIFICATE?

☒ a. Yes

☐ b. No

\* 2.a.1. Please enter the Tax Clearance Number

1234545

\* Response Attachments FNDWRR 512732 before change.pdf

\* 2.a.2. Please enter Tax clearance Expiry Date

2023/08/17

5. Click “Next” to respond to Negotiation lines.

Fill in the response line to the Negotiation.

## 6. Provide "Response Price"

[Home](#)
[Flag](#)
[Bell](#)
LD

1
2
3
4

Overview   Requirements   **Lines**   Review

Create Response (Quote 6002): Lines ?

Currency = Rand

Time Remaining 6 Days 23 Hours

Last Saved 2023/03/17 1:12 PM  
Time Zone Eastern European Time

Close Date 2023/03/24 12:45 PM

Actions ▾ View ▾ Format ▾

+ × Freeze Detach Filter Sort Wrap

Line	Description	* Alternate Line Description	Create Alternate	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount
1	test		+	COMPUTERS..40€						100.00

Columns Hidden 6

**Grand Totals**

All response lines except alternate lines are included.

Response Amount 0.00

Enter your response price

## 7. 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

Time Remaining 1 Day

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

Close Date 2020/04/22 10:16 AM

Actions ▾ View ▾ Format ▾

+ × Freeze Detach Filter Sort 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**

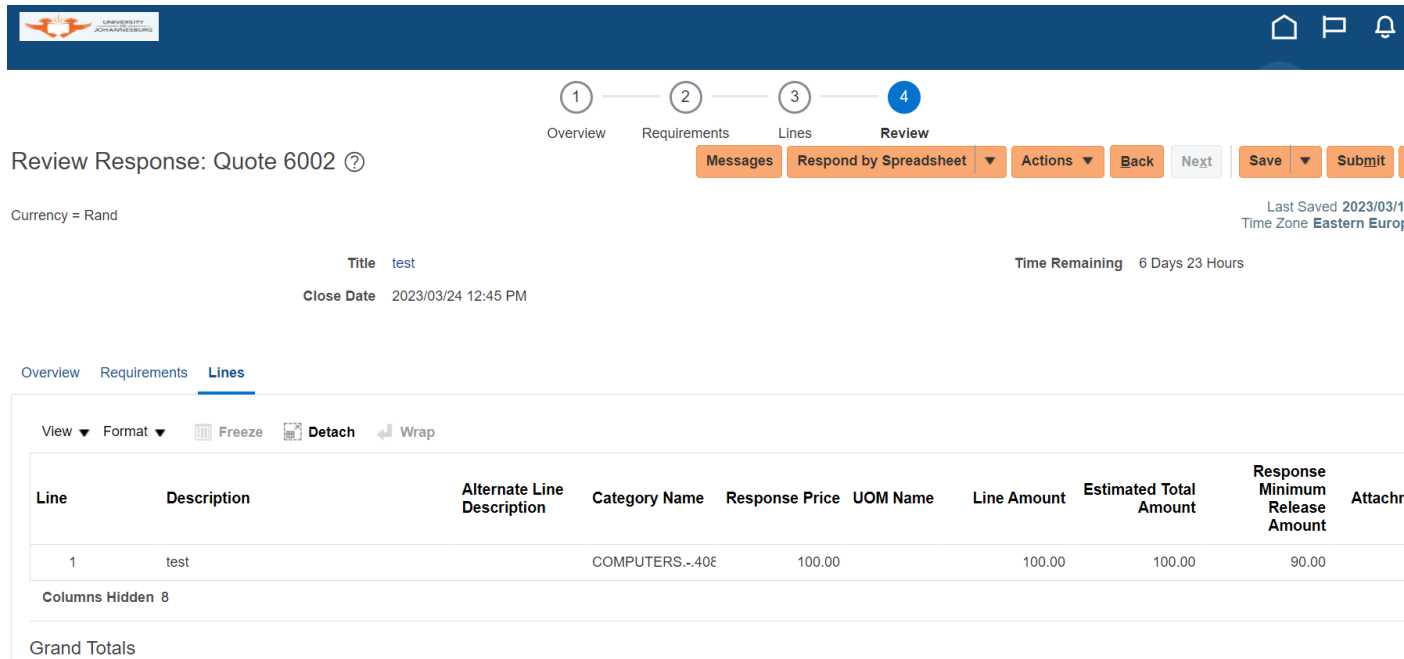
All response lines except alternate lines are included.

Response Amount 1,100.00

## 5. Supplier Response

8. The review tab on the Supplier Response window will outline the overview of the Supplier's responses to Tenders Requirements and Lines.

Click on the Lines to view your submitted line response



Review Response: Quote 6002 ?

Currency = Rand

Title test

Close Date 2023/03/24 12:45 PM

Time Remaining 6 Days 23 Hours

Last Saved 2023/03/17 1:18 PM  
Time Zone Eastern European Time

Overview Requirements **Lines**

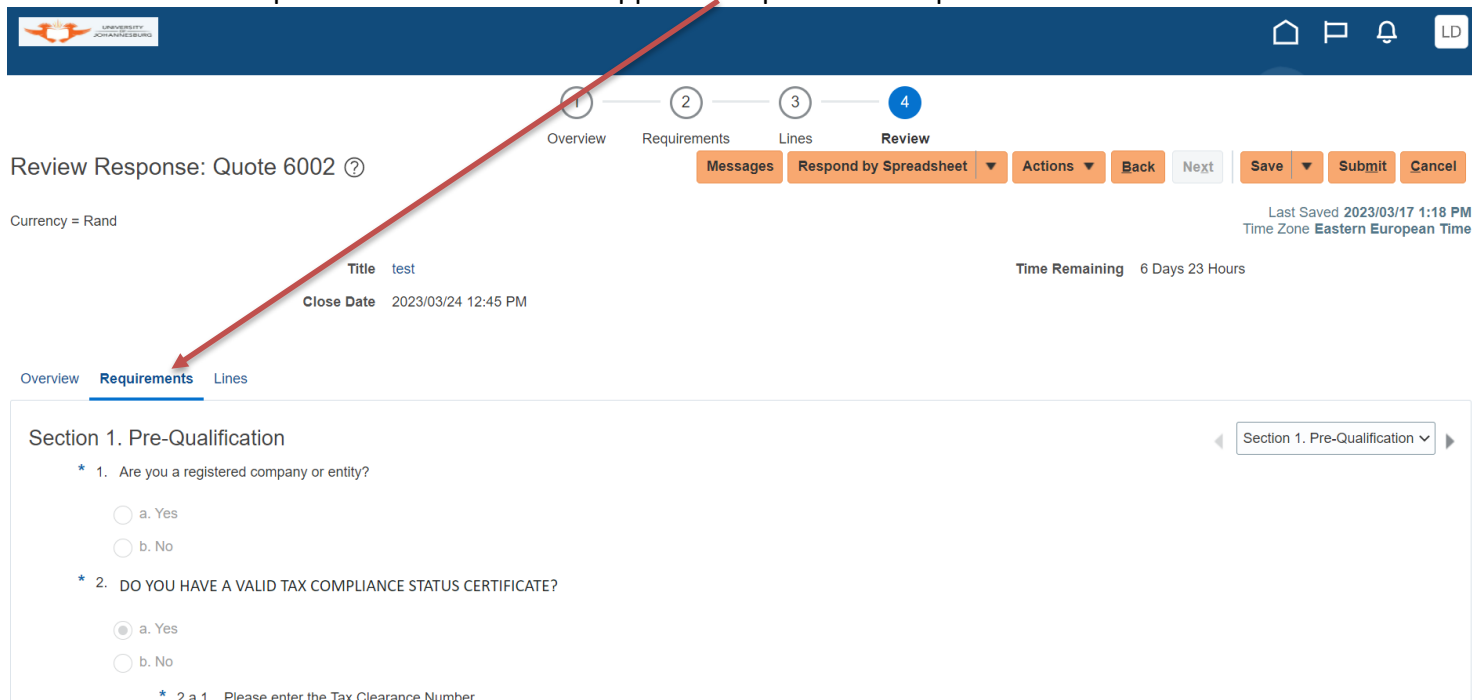
View Format Freeze Detach Wrap

Line	Description	Alternate Line Description	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Attachments
1	test		COMPUTERS--40€	100.00		100.00	100.00	90.00	

Columns Hidden 8

Grand Totals

9. Click the "Requirements" link to view Supplier's Requirement response to the Invitation.



Review Response: Quote 6002 ?

Currency = Rand

Title test

Close Date 2023/03/24 12:45 PM

Time Remaining 6 Days 23 Hours

Last Saved 2023/03/17 1:18 PM  
Time Zone Eastern European Time

Overview **Requirements** Lines

Section 1. Pre-Qualification

\* 1. Are you a registered company or entity?

☐ a. Yes

☐ b. No

\* 2. DO YOU HAVE A VALID TAX COMPLIANCE STATUS CERTIFICATE?

☒ a. Yes

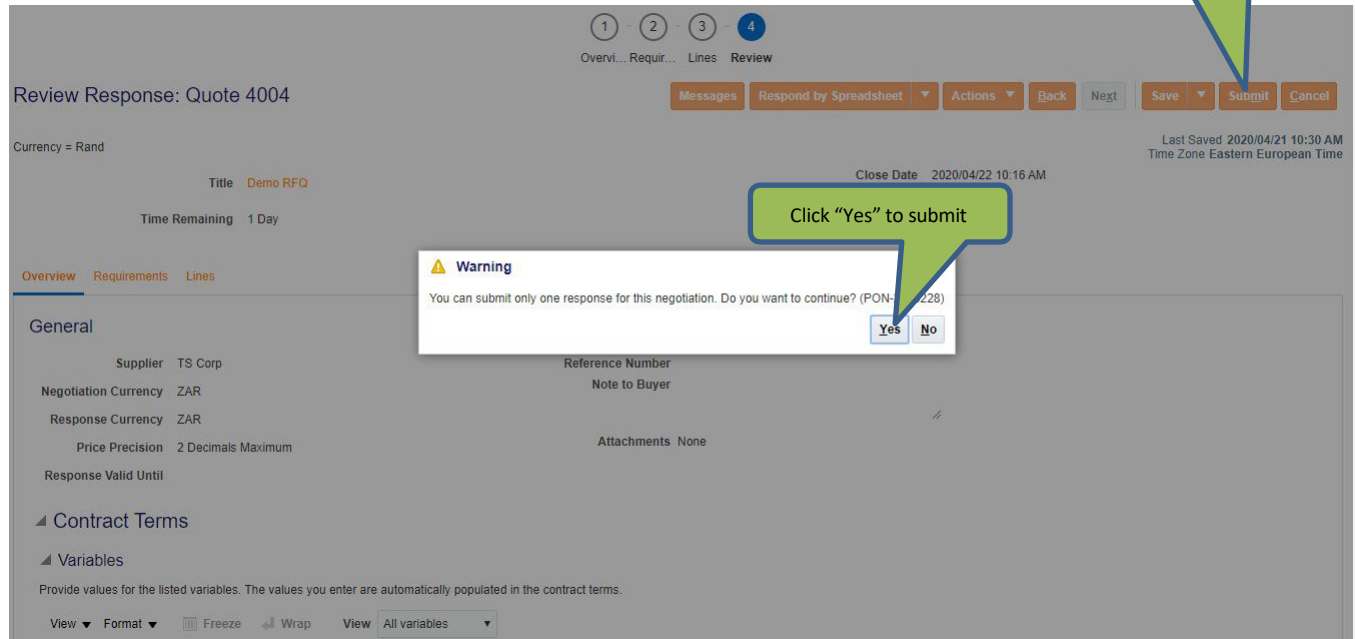
☐ b. No

\* 2.a.1. Please enter the Tax Clearance Number

## 6. Submit the Tender

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


Click “Yes” Button to







The screenshot shows the 'Review Response: Quote 4004' interface. At the top, there are four numbered steps: 1 (Overview), 2 (Requirements), 3 (Lines), and 4 (Review), with step 4 being the active one. Below the steps 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'. On the left, the 'General' section is expanded, showing fields for 'Supplier' (TS Corp), 'Negotiation Currency' (ZAR), 'Response Currency' (ZAR), 'Price Precision' (2 Decimals Maximum), and 'Response Valid Until'. Below this is the 'Contract Terms' section, which includes a 'Variables' subsection. A green callout bubble points to the 'Yes' button in a warning dialog box with the text 'Click “Yes” to submit'. The warning dialog box has a yellow warning icon and the text: 'Warning: You can submit only one response for this negotiation. Do you want to continue? (PON-228)'. The 'Yes' button is highlighted. At the bottom, there are 'View' and 'Format' dropdown menus, and a 'View' button with a dropdown menu set to 'All variables'.



11. Click the “Ok” Button to confirm submission to respond to the Negotiation.





P Tender: 69

Currency = Rand

**Title** test

**Status** Active (Locked)

**Time Remaining** 6 Days 23 Hours

**Open Date** 2023/03/03 12:46 PM

**Close Date** 2023/03/24 12:45 PM

Time Zone **Eastern European Time**

**Messages** **Actions** **Done**

**Table of Contents**

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

**Cover Page**

**Confirmation**

The response 6002 to negotiation 69 was submitted.

**OK**

To confirm submission to negotiation

**University of Johannesburg**

The **University of Johannesburg (UJ)** is a [public university](#) located in [Johannesburg, South Africa](#), with four campuses, namely, Auckland Park, Bunting Road, Doornfontein and Soweto.


Our vision is to be "an international University of choice, anchored in Africa, dynamically shaping the future" and our mission can be described as follows: "Inspiring its community to transform and serve humanity through innovation and the collaborative pursuit of knowledge".





The role of Finance in the achievement of UJ 2025 (GES 4.0) objectives above is that of a **world-class empowered strategic partner** striving for excellence and stature.

The following are the strategic goals for Finance 2025:

## 7. Sign Out Application

Click "Sign out" To sign out from Oracle Supplier Portal



RFQ: 47

Currency = Rand

Title RFP UJ 10/2023

Status Active

Time Remaining 21 Days 4 Hours

Table of Contents

- Overview
- Requirements
- Lines
- Contract Terms

Overview

Title RFP UJ 10/2023

Synopsis SUPPLY AND INSTALLATION OF A FULL

Expand All

- General
- Terms

Outcome Purchase Order

Attachments RFP UJ 10 2023 - TENDER PACK.z

Settings and Actions

Sign Out

Personalization

Access Accessibility Settings

Set Preferences

Print Me

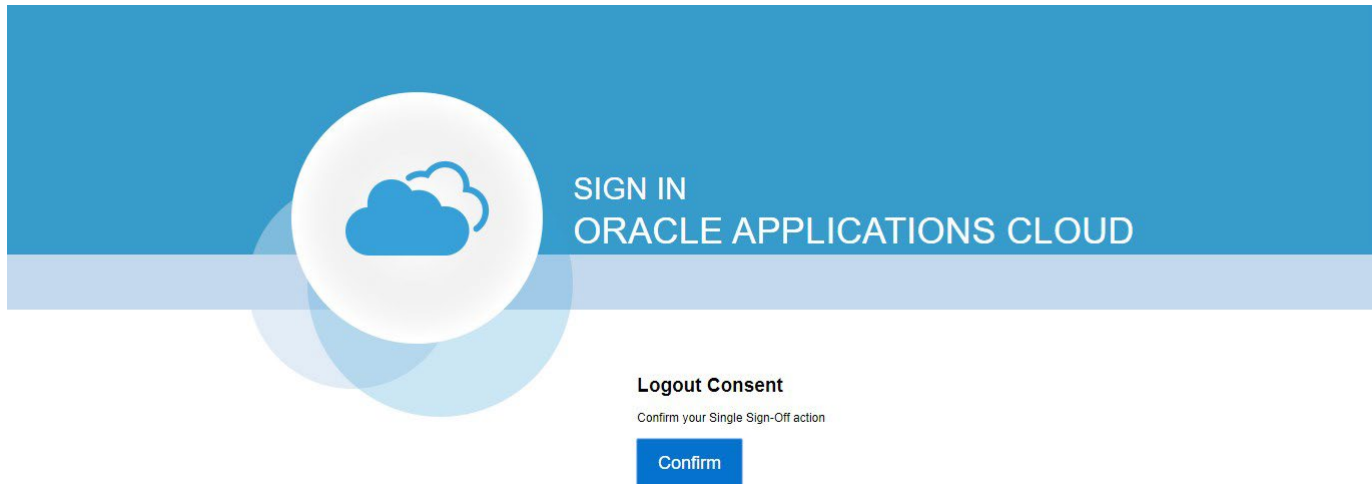
Hide Help Icons

Applications Help

About This Application

## 8. Logout Consent

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



**THANK YOU!!**