



University of Johannesburg

Oracle Cloud Supplier Registration Training Manual



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INTRODUCTION

University of Johannesburg is allowing suppliers to register themselves online so that they can take part in the tender activities. The below user guide will help and guide supplier to register themselves on UJ supplier portal and then take part in tender activities online.

1.1 Purpose

To Guide suppliers to register themselves in UJ supplier portal to take part in Tender activities

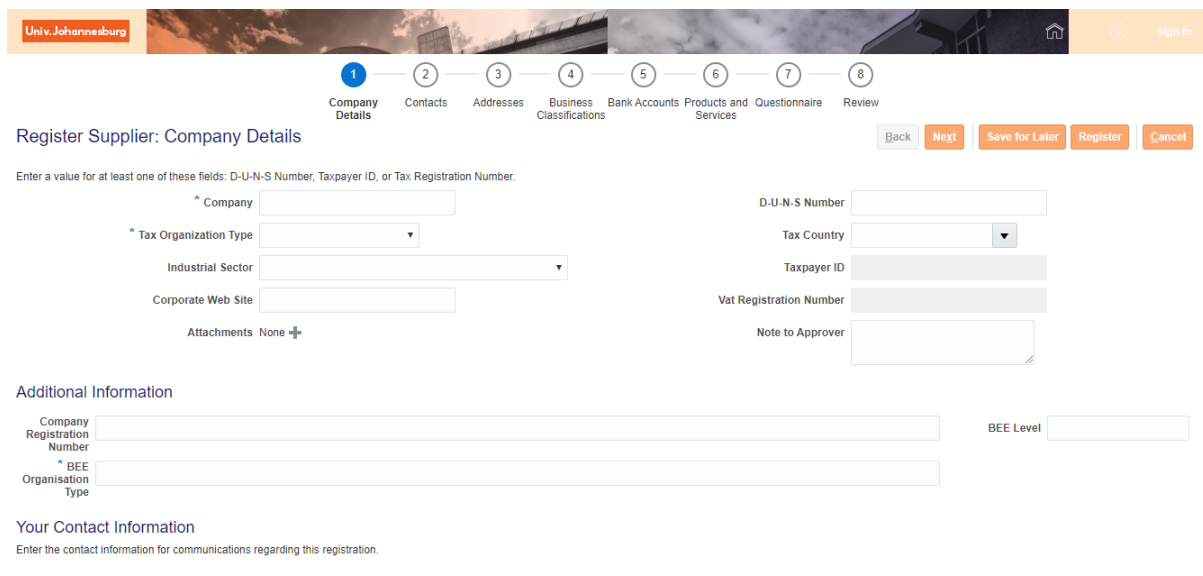
Supplier Registration:

The Supplier Registration link is available on the UJ website, Supplier who wish to register themselves in UJ portal can click on the link and start the registration process.

All the registrations will be reviewed by UJ supplier Management team and upon approval only, the supplier will get registered in UJ portal for further activities.

Registered Suppliers will receive the User Id and password to login on UJ portal for taking part in Tender process

Below are the process guide to register:



The screenshot shows the 'Register Supplier: Company Details' form. At the top, there is a progress bar with 8 steps: 1. Company Details (active), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Bank Accounts, 6. Products and Services, 7. Questionnaire, and 8. Review. Below the progress bar, the form title 'Register Supplier: Company Details' is followed by navigation buttons: 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. A note states: 'Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.' The form contains several input fields: 'Company' (text), 'Tax Organization Type' (dropdown), 'Industrial Sector' (dropdown), 'Corporate Web Site' (text), 'Attachments' (None with a plus icon), 'D-U-N-S Number' (text), 'Tax Country' (dropdown), 'Taxpayer ID' (text), 'Vat Registration Number' (text), and 'Note to Approver' (text area). Below these fields is the 'Additional Information' section with 'Company Registration Number' (text) and 'BEE Organisation Type' (text). At the bottom is the 'Your Contact Information' section with a note: 'Enter the contact information for communications regarding this registration.'

Copy the link → Paste on URL **2.1 Company Details**

The below window will appear after clicking on the link

Enter the below information:

1. Company information
2. Select Tax Organization Type
3. Select Industrial Sector

4. Tax Country-> The country in which the company is registered
5. Vat Registration number/Taxpayer ID/D-U-N-S Number-> Please note you need to enter either of Vat Registration number or Taxpayer ID or D-U-N-S Number(not all of them)
6. Enter the fields mentioned in Additional Information section

****Please add all the necessary documents line VAT registration document and all the certificate for Vetting**

Enter the contact details as below:

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name	Thabo
* Last Name	Mokoena
* Email	tjmkoena@gmail.com
* Confirm Email	tjmkoena@gmail.com

1. First name
2. Last Name
3. Email Address-> All the communication will be done in the email address mentioned here
4. Confirm Email address

Click **“Next”** to provide contact Information

2.2 Contact Information

Contact information will automatically populate from the information filled in previous step

Please click on update button to enter more information of contacts

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Company Details 2 Contacts 3 Addresses 4 Business Classifications 5 Bank Accounts 6 Products and Services 7 Questionnaire 8 Review

Register Supplier: Contacts

Back Next Save for Later Register Cancel

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Mokoena, Thabo		thabo.mokoena@tcs.com	✓	✓		

Columns Hidden: 7

Validate the contact details and enter

1. Mobile number
2. Job Details
3. Click on "Request user Account"

Create Contact

Salutation Mr. ▼

* First Name Thabang

Middle Name

* Last Name Mokoena

Job Title Manager

☒ Administrative contact

Phone

Mobile

Fax

* Email thabo.mokoena@tcs.com

User Account

☒ Request user account

Roles

Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...

Scroll to Bottom and Click "OK"

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

Register Supplier: Contacts

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

Enter at least one contact.

Actions: View, Format, Create, Edit, Delete, Freeze, Detach, Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Mokoena, Thabang	Manager	thabo.mokoena@tcs.com	✓	✓		
Mokoena, Thabo		tjmkoena@gmail.com	✓	✓		

Columns Hidden 7

Click **“Next”** Button to add Supplier Address

2.3 Address Information

Click **“Create +”** to create Suppliers Address

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

Register Supplier: Addresses

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

Enter at least one address.

Actions: View, Format, Create, Edit, Delete, Freeze, Detach, Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					

Columns Hidden 3

Enter the Below Information

1. Address Name
2. Country
3. Address line 1,2,3,4
4. City
5. Postal Code
6. Province
7. Phone number
8. Under Address Contact Click **“Select and Add”** Icon to add contacts associated with this address

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City or Town

* Postal Code

Province

* Address ☒ Ordering

Purpose ☐ Remit to

☐ RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Remove

Select and Add

Columns Hidden 4

Job Title	Email	Administrative Contact	User Account

Create Another OK Cancel

Select Contact click “Apply” → “OK” button to add contact.

Select and Add: Contacts

Search

Name

Job Title

Search Reset

View Format Wrap

Name	Job Title	Email	Phone
Mokoena, Thabang	Manager	thabo.mokoena...	
Mokoena, Thabo		tjmkoena@gmai...	

Columns Hidden 1

Apply OK Cancel

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City or Town

* Postal Code

Province

* Address ☒ Ordering

Purpose ☐ Remit to

☐ RFQ or Bidding

Phone

Fax

Email

Address Contacts

Select the contacts that are associated with this address.

Actions View Format X Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
Mokoena, Thabang	Manager	thabo.mokoena...	✓	✓

Columns Hidden 4

Create Another OK Cancel

Click **Next** Button to add Supplier's business classification

2.4 Business Classification

Click **+** to add business Classification

1. Select **Classification** from drop-down menu → Select **Certifying Agency** from drop down
2. Select the **Start date** and **End Date** for the certificates added
3. menu Click **Notes** to provide note about classification → Click **OK** button to complete notes addition

Progress: Company Details (✓) | Contacts (✓) | Addresses (✓) | **Business Classifications (4)** | Bank Accounts (5) | Products and Services (6) | Questionnaire (7) | Review (8)

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

☐ None of the classifications are applicable

Actions: View | Format | + | X | Freeze | Detach | Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Small Business		Other	Other		mm/dd/yy	mm/dd/yy	None +	

Create Note

Please add a note here

OK Cancel

Progress: Company Details (✓) | Contacts (✓) | Addresses (✓) | **Business Classifications (4)** | Bank Accounts (5) | Products and Services (6) | Questionnaire (7) | Review (8)

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

☐ None of the classifications are applicable

Actions: View | Format | + | X | Freeze | Detach | Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Small Business		Other	Supplier		mm/dd/yy	mm/dd/yy	None +	

Click **“Next”** button to add bank details

2.5 Banking Details

1. Click **“Create +”** to add bank account details
2. Select your **“Country”** from drop down menu
3. Select **“Bank Name”** from drop down menu
4. Select **“Branch Name”** from down menu
5. Enter **“Bank Account”** Number
6. Select **“Currency”** From drop down menu

Create Bank Account

* Country IBAN

Bank Currency

Branch

* Account Number

Additional Information

Account Name Agency Location Code

Alternate Account Name Account Type

Account Suffix Description

Check Digits

Comments

Note to Approver

[Create Another](#) [OK](#) [Cancel](#)

Click “OK”

Click “Next” Button to add products and services

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

Register Supplier: Bank Accounts [Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Enter at least one bank account.

Actions

Account Number	IBAN	Currency	Bank	Edit	Delete
542678219		ZAR	ABSA	<input type="text" value="Edit"/>	<input type="text" value="Delete"/>

Columns Hidden: 8

2.6 Product and Services

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

Register Supplier: Products and Services [Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Enter at least one products and services category.

Actions

Category Name	Description	Remove
ICT.AIRTIME, COMPUTER PERIPHERALS		<input type="text" value="Remove"/>

Press **“Select and Add Button”**

Provide **“Category Name”**-->click **“Search”** button to search for category

▲ Search

Category Name Description

Search Reset

View ▼ Format ▼ Freeze Detach Filter Sort Undo Wrap

Select	Category Name	Description
<input checked="" type="checkbox"/>	▶ ICT.AIRTIME, COMPUTER PERIPHERALS	
<input type="checkbox"/>	▶ ICT.COMMUNICATION INTERFACE	
<input type="checkbox"/>	▶ ICT.COMPUTER ACCESSORIES AND SUPPLIES	
<input type="checkbox"/>	▶ ICT.COMPUTER CONSULTANTS	
<input type="checkbox"/>	▶ ICT.COMPUTER FACILITIES MANAGEMENT	
<input type="checkbox"/>	▶ ICT.COMPUTER INTEGRATED SYSTEMS DESIGN	
<input type="checkbox"/>	▶ ICT.COMPUTER INTEGRATED SYSTEMS DESIGN/WE	
<input type="checkbox"/>	▶ ICT.COMPUTER INTEGRATED SYSTEMS DESIGNS	
<input type="checkbox"/>	▶ ICT.COMPUTER MAINTENANCE AND REPAIR	
<input type="checkbox"/>	▶ ICT.COMPUTER PRE-PRINTED FORMS	

Columns Hidden 1

Press **“Apply”**

Apply OK Cancel

Click **“Next”** Button to add questionnaire

✓ ✓ ✓ ✓ ✓ 6 7 8
 Company Details Contacts Addresses Business Classifications Bank Accounts **Products and Services** Questionnaire Review

Back Next Save for Later Register Cancel

Register Supplier: Products and Services

Enter at least one products and services category.

Actions ▼ View ▼ Format ▼ Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
ICT.AIRTIME, COMPUTER PERIPHERALS		✕

2.7 Questionnaire

Respond to each question in the questionnaire section.

Some of the question may require attachment to be attached for vetting.

To add attachments click **“Response Attachments Note +”** click Add Icon **“+”** → **“Choose File”** Button → Select file from your machine click **“Open”** Button to attach file --> Click **“OK”** to complete file attachment

✓ ✓ ✓ ✓ ✓ ✓ 7 8
 Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services **Questionnaire** Review

Back Next Save for Later Register Cancel

Register Supplier: Questionnaire

Attachments None

Section

✓ 1. Certification

Questions

Certification (Section 1 of 1)

* 1. Please select your ISO Certification level

☐ a. ISO 9001
 ☒ b. ISO 2001

* Response Attachments CR.txt +

Comments

* 2. Please select If you are a local or Foreign Supplier

☒ a. Local Supplier
 ☐ b. Foreign Supplier

* 3. EME level 4 supplier with no black ownership, please provide BEE development plan to be provided

Response Attachments None +

End of Section 1 of 1

Previous Section Next Section

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					
Columns Hidden 1					

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
Mokoena, Thabo		tjmkoena@gmail.com	✓	✓	
Mokoena, Thabang	Manager	thabo.mokoena@tcs.com	✓	✓	
Columns Hidden 7					

Addresses

View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Details
Cape Town	28 Long Street, Cape Town, 7151		Ordering	
Columns Hidden 3				

Business Classifications

None of the classifications are applicable

View Format Freeze Detach Wrap

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Small Business		Other	Other				None	

Bank Accounts

View Format Freeze Detach Wrap

Account Number	IBAN	Currency	Bank
542678219		ZAR	ABSA
Columns Hidden 8			

Products and Services

View Format Freeze Detach Wrap

Category Name	Description
ICT,AIRTIME, COMPUTER PERIPHERALS	

Questionnaire

[Questionnaire Details](#)

Click “Next” Button for registration overview

Overview all the information entered.

Review Supplier Registration: M-Tech

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

Back Next Save for Later Register Cancel

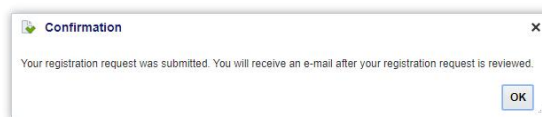
Company Details

Company	M-Tech	D-U-N-S Number	150483782
Tax Organization Type	Corporation	Tax Country	South Africa
Industrial Sector	ICT	Taxpayer ID	0005693876
Corporate Web Site		Vat Registration Number	4330182355
		Note to Approver	

Additional Information

Company Registration Number	ST983672	BEE Level	90
BEE Organisation Type	Profitable		

Click **“Register”** Button to Submit the Supplier Registration

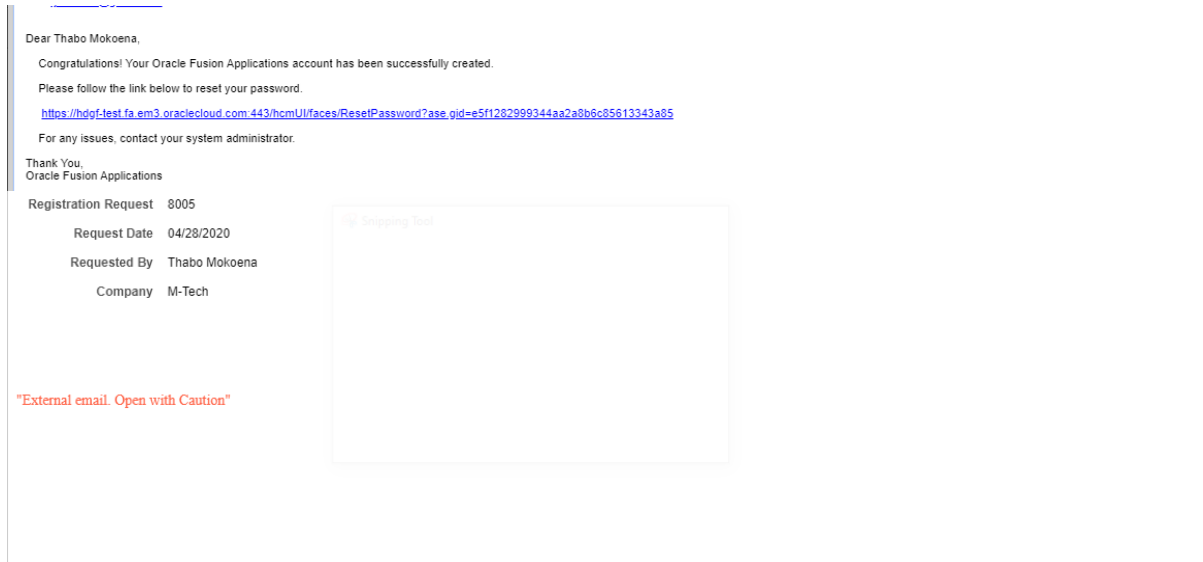


Click **“OK”** to complete the registration process

Please Note: The supplier registration will be submitted and will be routed to supplier management team for vetting and approval. If the registration request is approved, supplier will receive the email containing user id and password for UJ supplier portal login

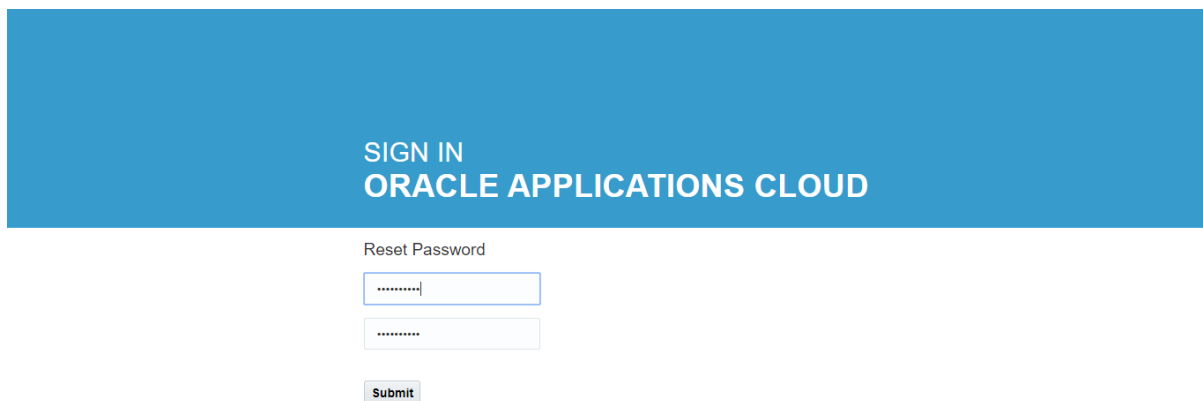
Supplier Approval and Password Reset:

After the supplier is approved by UJ vendor management team, the below mail is sent to the registered email address



Supplier will receive the below emails as a welcome kit with user name and password.

Click on the link mentioned in the email to generate password



SIGN IN
ORACLE APPLICATIONS CLOUD

Reset Password

.....|

.....

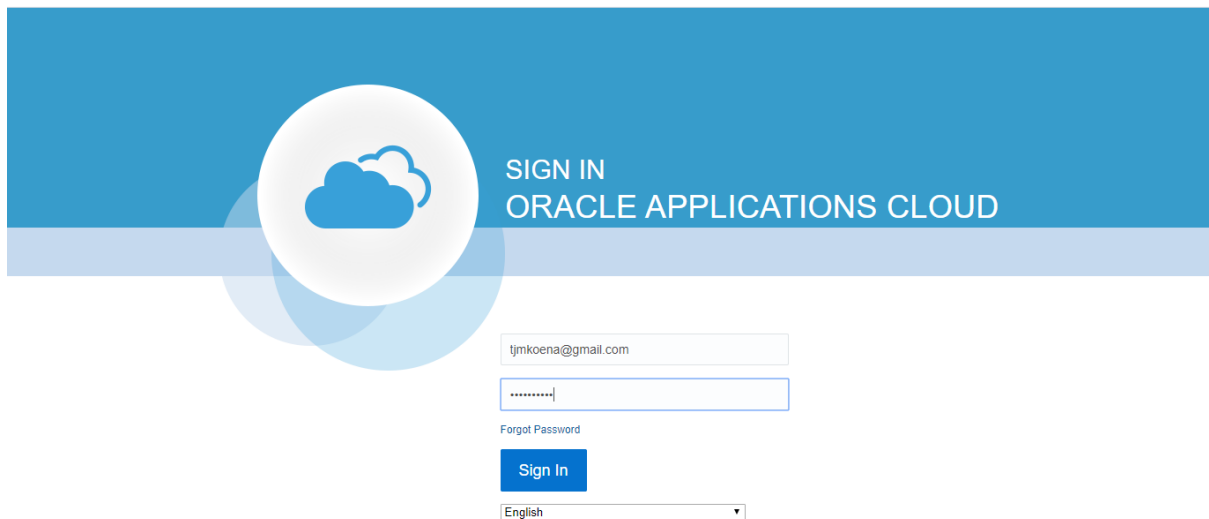
Submit

Provide password and confirm password

Click **“Submit”** Button to submit password

Once the password is reset, provide the registered email address as **“User name”** and **“password”**

Click **“Sign In”** Button to access Supplier Portal



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 cloud icon. Below the header, there are two input fields: the first contains the email address "tjmkoena@gmail.com" and the second contains a masked password "*****". Below the password field is a link for "Forgot Password". A blue "Sign In" button is positioned below the "Forgot Password" link. At the bottom, there is a language dropdown menu currently set to "English".

ORACLE

Welcome to UJ Supplier portal



Click “Notification” button to see the notifications.

Supplier Contact User Account for University of Johannesburg was Created - Google Chrome

hdgf-test.fa.em3.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=Africa%2FCairo&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=3d615...

Supplier Contact User Account for University of Johannesburg was Created

[Dismiss](#)

Details

Assignee	Thabo Mokoena	Supplier	M-Tech
Assigned Date	2020/04/28 12:41 PM	Supplier Number	10033
Expiration Date	2020/05/28 12:41 PM		
Task Number	257706		

Recommended Actions

You were granted access to the supplier application for University of Johannesburg. 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
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and pay...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for inform...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include tracking, ackn...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user...



To Sign out from the application please click on the mentioned area and then Click **“Sign Out”** to log out

Click **“Confirm”** to sign out from single sign off



SIGN IN
ORACLE APPLICATIONS CLOUD

Logout Consent

Confirm your Single Sign-On action

Confirm

ORACLE

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THANK YOU!!