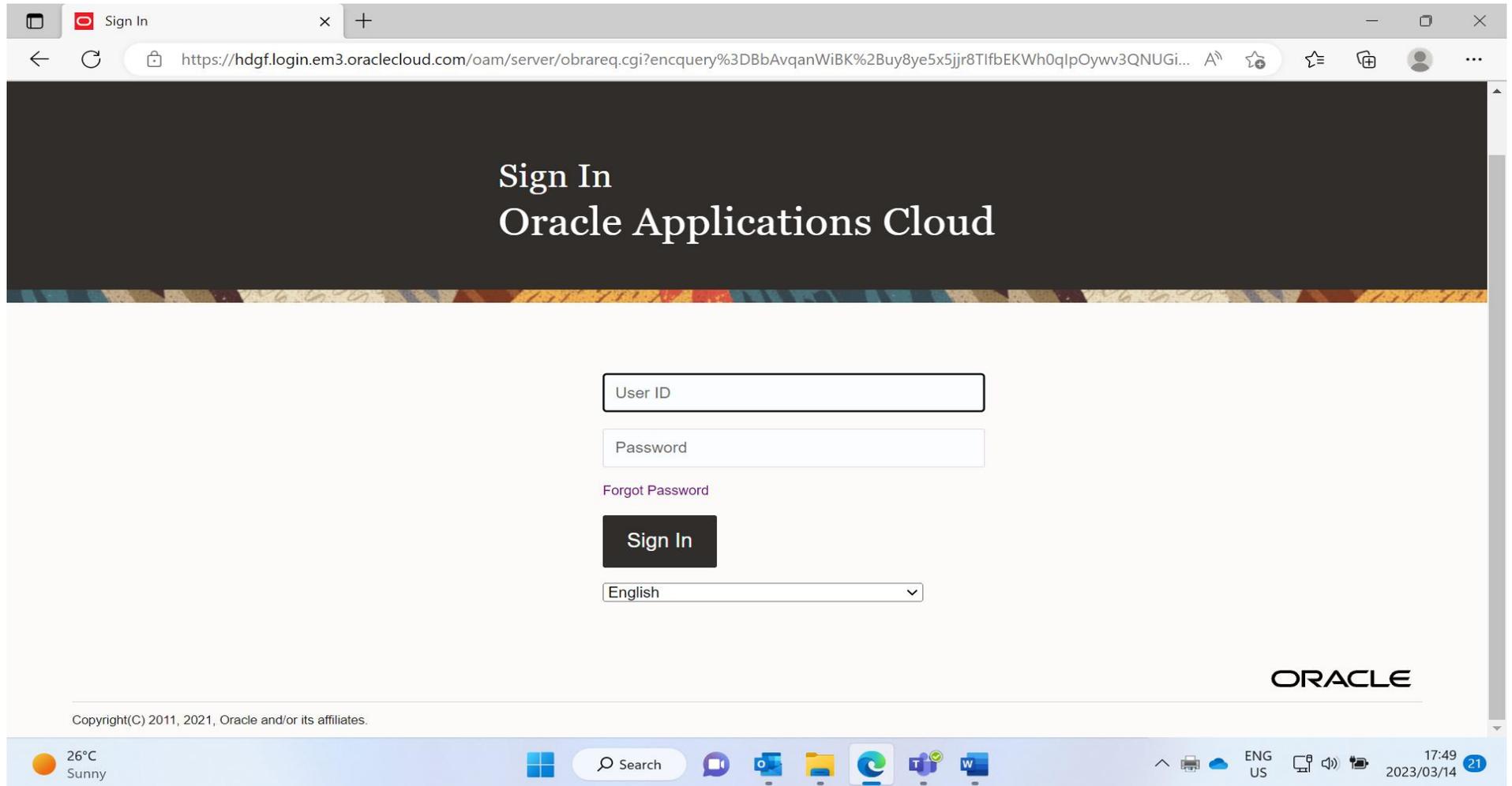


# ORACLE CLOUD – HOW TO ACCESS THE TENDER PACK AND TO UPLOAD YOUR SUBMISSION

Please follow this process:

## LOGIN

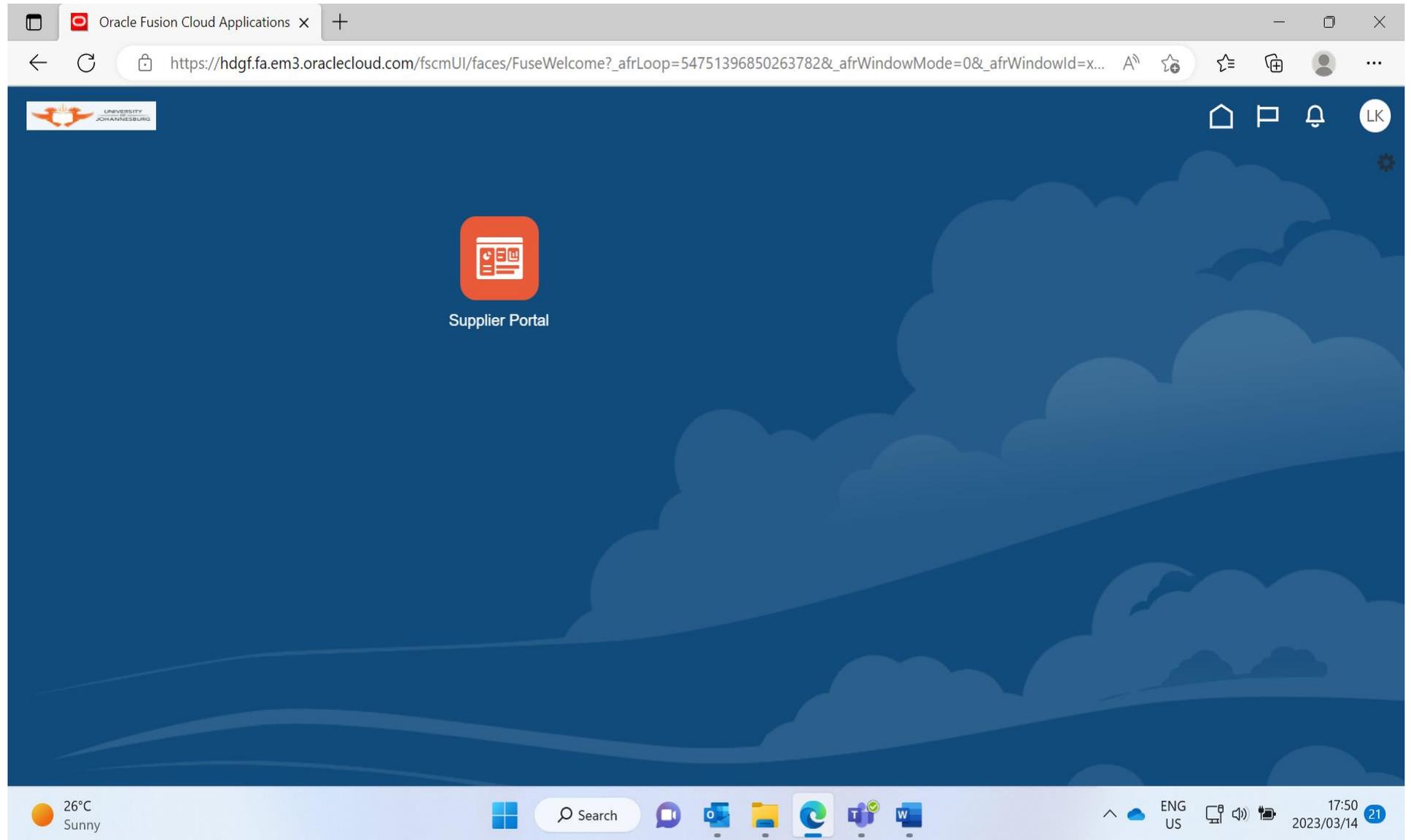


The screenshot shows a web browser window with the following elements:

- Browser Tab:** "Sign In" with a close button (x) and a plus sign (+).
- Address Bar:** "https://hdgf.login.em3.oraclecloud.com/oam/server/obrareq.cgi?encquery%3DBbAvqanWiBK%2Buy8ye5x5jir8TIfbEKWh0qlpOyww3QNUGi..."
- Page Header:** "Sign In Oracle Applications Cloud" in white text on a dark background.
- Form Fields:**
  - 
  -
- Links:** "Forgot Password" (purple text)
- Buttons:** "Sign In" (black button with white text)
- Language:** "English" (dropdown menu)
- Footer:** "ORACLE" logo and "Copyright(C) 2011, 2021, Oracle and/or its affiliates."

The Windows taskbar at the bottom shows the system tray with the date "2023/03/14", time "17:49", and a notification icon "21". The taskbar also includes icons for the Start menu, Search, and various applications like Teams and Word.

# SUPPLIER PORTAL



Oracle Fusion Cloud Applications

https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=54751396850263782&\_afWindowMode=0&\_afWindowId=x...

UNIVERSITY OF JOHANNESBURG

Supplier Portal

26°C Sunny

Search

ENG US

17:50 2023/03/14

## Accessing tenders advertised

- Click on the circle.
  - The circle will indicate the tenders (negotiations) advertised.
  - The circle will indicate the tenders (negotiations) closing soon.

## IF THE RING DOES NOT APPEAR

On the left under tasks

- Click View Active Negotiations – (GO TO NEXT PAGE OF THIS DOCUMENT)

The screenshot displays the Oracle Supplier Portal interface. At the top, there is a search bar with 'Negotiations' selected and a search icon. Below the search bar, there is a 'Tasks' sidebar with three sections: 'Contracts and Deliverables' (Manage Contracts, Manage Deliverables), 'Negotiations' (View Active Negotiations, Manage Responses), and 'Auctions from Seller' (View Active Seller Auctions, Manage Seller Auction Bids). The 'View Active Negotiations' link is highlighted in yellow. The main content area features a 'Requiring Attention' donut chart with a total of 4 items. The chart is divided into three segments: a blue segment (1), a green segment (3), and a white segment (0). A legend below the chart identifies the blue segment as 'Negotiation Responses' and the green segment as 'Negotiations Closing Soon'. To the right of the chart is a 'Recent Activity' section titled 'Last 30 Days' which displays 'No data available' with a lightning bolt icon. The bottom of the screen shows a Windows taskbar with the date 2023/03/14, time 17:51, and temperature 26°C Sunny.

Category	Count
Negotiation Responses	1
Negotiations Closing Soon	3
Other	0
<b>Total</b>	<b>4</b>

continue

- **Invitations Received – MAKE IT NO**
- **Saved Search – MAKE IT OPEN INVITATIONS**
- **Then press Search**

View Active Negotiations - Suppl x

https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=54751396850263782&\_afWindowMode=0&\_afWindowId=x...

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Active Negotiations Done

Time Zone **Eastern European Time**

**Search** Manage Watchlist Saved Search Open Invitations \*\* At least one is required

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By

\*\* 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
Columns Hidden 4									

26°C Sunny

Search

ENG US

17:52 2023/03/14

Click on the Negotiation (Tender) interested in

View Active Negotiations - Suppl x +

https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=54751396850263782&\_afWindowMode=0&\_afWindowId=x... A

UNIVERSITY JOHANNESBURG

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
46,1	RFP UJ 15/2023 PROCUREMENT OF TWO (2) 16 000L D...	T Tender	2 Days 18 Hours	2023/03/17 12:0...	1		0		
45,1	RFP UJ 01/2023: Appointment of a Panel of Chairpersons f...	T Tender	5 Days 18 Hours	2023/03/20 12:0...	0		0		
44,1	T UJ 01/2023: PROCUREMENT OF KITCHEN EQUIPME...	T Tender	5 Days 18 Hours	2023/03/20 12:0...	0		0		

Columns Hidden 4 2023/03/20 12:00 PM

26°C Sunny Search ENG US 17:52 2023/03/14 21

Check Table of Content (on the left)

Check Accept Terms and Conditions on the right – you must accept to continue.

The tender pack will be under Overview.

View Active Negotiations - Suppl x +

https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afrLoop=54751396850263782&\_afrWindowMode=0&\_afrWindowId=x...

UNIVERSITY OF JOHANNESBURG

T Tender: 44,1

Currency = Rand

Title T UJ 01/2023: PROCUREMENT OF KITCHEN EQUIPMENT FOR JBS PARK

Status Active (Locked)

Time Remaining 5 Days 18 Hours

Open Date 2023/03/06 4:05 PM

Close Date 2023/03/20 12:00 PM

Time Zone Eastern European Time

Messages Create Response Actions Done

Table of Contents

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

Cover Page

## 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:

- Ensure **financial viability, stability and sustainability** to support the GES 4.0 drive;

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Search

ENG US

17:52 2023/03/14

Tender Pack – under attachments

When ready to submit, click on Create Response on the right.

### TABLE OF CONTENT – OVERVIEW

View Active Negotiations - Suppl x +

https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=54751396850263782&\_afWindowMode=0&\_afWindowId=x...

UNIVERSITY OF JOHANNESBURG

T Tender: 44,1

Currency = Rand

Messages Create Response Actions Done

Time Zone Eastern European Time

**Title** T UJ 01/2023: PROCUREMENT OF KITCHEN EQUIPMENT FOR JBS PARK  
**Status** Active (Locked)  
**Open Date** 2023/03/06 4:05 PM  
**Close Date** 2023/03/20 12:00 PM  
**Time Remaining** 5 Days 18 Hours

Table of Contents

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

Overview

**Title** T UJ 01/2023: PROCUREMENT OF KITCHEN EQUIPMENT FOR JBS PARK  
**Synopsis** PROCUREMENT OF KITCHEN EQUIPMENT FOR JBS PARK  
**Amendment Description** TENDER PACK ATTACHED.  
**Unlocked By**  
**Unlocked Date**

**Buyer** Mojabeng Malebo  
**Outcome** Purchase Order  
**Unsealed By**  
**Unsealed Date**  
**Attachments** T UJ 01 2023 TENDER PACK 02.zi

Expand All

- General
- Terms

26°C Sunny Search ENG US 17:54 2023/03/14 21

# TABLE OF CONTENT – REQUIREMENTS

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

## Instructions

### Summary

[Preview Requirement Questionnaire](#)

View Format Freeze Detach Wrap

Requirement	Requirement Text	Scoring Team	Attachments
1. Pre-Qualification		T UJ 01/2023 Scorir	
1. A copy of the certificate of incorp	A copy of the certificate of incorporation or summary of proof of registration with National Treasury's Central Supplier Database (CSD) with an active status.		
2. A valid SARS Tax Compliance S	A valid SARS Tax Compliance Status (certificate / pin)		
3. Completed Pricing Schedule (Ar	Completed Pricing Schedule (Annexure A)		
4. A valid B-BBEE Contribution Lev	A valid B-BBEE Contribution Level Certificate / sworn affidavit		
5. Tender Document	Tender Document		
6. Mandatory Annexure G - UJ STC	Mandatory Annexure G - UJ STCs		
7. Mandatory UJ Supply Agreeemer	Mandatory UJ Supply Agreement		

Columns Hidden 8

26°C Sunny

**TABLE OF CONTENT – LINES**

View Active Negotiations - Suppl x +

https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=54751396850263782&\_afWindowMode=0&\_afWindowId=x...

UNIVERSITY OF JOHANNESBURG

Home, Notifications, LK

T Tender: 44,1

Messages Create Response Actions Done

Currency = Rand

Time Zone Eastern European Time

Title T UJ 01/2023: PROCUREMENT OF KITCHEN EQUIPMENT FOR JBS PARK

Open Date 2023/03/06 4:05 PM

Status Active (Locked)

Close Date 2023/03/20 12:00 PM

Time Remaining 5 Days 18 Hours

Table of Contents

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

Lines

Summary

View Format Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Location	Requested Delivery Date	Start Price	Allow Alternate Lines	Attachment
1		Kitchen Equipment.	CUTLERY&UTE	1	Each	APK Campus			Yes	

Columns Hidden 3

# TABLE OF CONTENT – CONTRACT TERMS

View Active Negotiations - Suppl x +

https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=54751396850263782&\_afWindowMode=0&\_afWindowId=x...



Home, Flag, Bell, LK

T Tender: 44,1

Messages Create Response Actions Done

Currency = Rand Time Zone Eastern European Time

**Title** T UJ 01/2023: PROCUREMENT OF KITCHEN EQUIPMENT FOR JBS PARK  
**Status** Active (Locked)  
**Open Date** 2023/03/06 4:05 PM  
**Close Date** 2023/03/20 12:00 PM  
**Time Remaining** 5 Days 18 Hours

Table of Contents Contract Terms

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

There are no contract terms.

26°C Sunny Search ENG US 17:54 2023/03/14 21

**WHEN READY TO SUBMIT, THEN PRESS CREATE RESPONSE,**

View Active Negotiations - Suppl x +

https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=54751396850263782&\_afWindowMode=0&\_afWindowId=x...

UNIVERSITY OF JOHANNESBURG

1 - 2 - 3 - 4

Overview **Requirements** Lines Review

Create Response (Quote 9027): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 2023/03/14 5:54 PM  
Time Zone Eastern European Time

Title T UJ 01/2023: PROCUREMENT OF KITCHEN EQUIPMENT FOR JBS PARK  
Close Date 2023/03/20 12:00 PM  
Time Remaining 5 Days 18 Hours

General

Supplier Leotest  
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 +

26°C Sunny  
Search  
ENG US  
17:55 2023/03/14



### Create Response (Quote 9027): Requirements ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 2023/03/14 5:56 PM  
Time Zone Eastern European Time

Time Remaining 5 Days 18 Hours

Close Date 2023/03/20 12:00 PM

#### Section 1. Pre-Qualification

\* 1. A copy of the certificate of incorporation or summary of proof of registration with National Treasury's Central Supplier Database (CSD) with an active status.

- a. Yes
- b. No

Comments

\* 2. A valid SARS Tax Compliance Status (certificate / pin)

- a. Yes
- b. No

Comments

### Create Response (Quote 9027): Requirements

Overview **Require** Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 2023/03/14 5:56 PM  
Time Zone Eastern European Time

Time Remaining 5 Days 18 Hours

Close Date 2023/03/20 12:00 PM

#### Section 1. Pre-Qualification

\* 1. A copy with an

a. Yes

\* R

b. No

Comm

\* 2. A valid

a. Yes

\* Response Attachments None +

b. No

Comments

\* 3. Completed Pricing Schedule (Annexure A)

a. Yes

b. No

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By
------	----------	--------------------	-------	-------------	-------------

OK Cancel

- Section 1. Pre-Configuration
- \* 1. A copy of the response with an attached file.
    - a. Yes
    - \* R
    - b. No
  - \* 2. A valid response.
    - a. Yes
    - \* R
    - b. No
  - \* 3. Completed Pricing Schedule (Annexure A)
    - a. Yes
    - b. No

**Attachments** [X]

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	At
File	From Supplier	Choose File No file chosen			Leo Kleinhans	20

Rows Selected 1

OK Cancel

Comments

Create Response (Quote 9027): Lines ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = Rand

Last Saved 2023/03/14 6:01 PM  
 Time Zone Eastern European Time

Time Remaining 5 Days 17 Hours

Close Date 2023/03/20 12:00 PM

Actions View Format Freeze Detach Wrap

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promi Delive
1	Kitchen Equipment.		+		CUTLERY&UTENS				Each		yyyy/n

Columns Hidden 8

Grand Totals  
 All response lines except alternate lines are included.  
**Response Amount 0.00**



### Lines: Edit Alternate Line: 1-1 (Quote 9027)

Messages | 1-1: Kitchen Equipment | Save Save and Close Cancel

Currency = Rand

Last Saved 2023/03/14 6:02 PM

Negotiation Line 1

Close Date 2023/03/20 12:00 PM

Description Kitchen Equipment

Location APK Campus

\* Alternate Line Description Kitchen Equipment

Requested Delivery Date

Category Name CUTLERY&UTENSILS.DEFAULT.34300

Promised Delivery Date 2023/06/20

\* Response Price 20,000.00

Note to Buyer as soon as award is made

Target Quantity 1

\* Response Quantity 1

Attachments 5. Acceptance Agreement.docx + X

\* UOM Each



# Review Response: Quote 9027 ?

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

Currency = Rand

Last Saved 2023/03/14 6:03 PM  
Time Zone Eastern European Time

**Title** T UJ 01/2023: PROCUREMENT OF KITCHEN EQUIPMENT FOR JBS PARK  
**Close Date** 2023/03/20 12:00 PM

**Time Remaining** 5 Days 17 Hours

## General

**Supplier** Leotest  
**Negotiation Currency** ZAR  
**Response Currency** ZAR  
**Price Precision** 2 Decimals Maximum  
**Response Valid Until** 2023/06/20 12:00 PM

**Reference Number** T UJ 01/2023  
**Note to Buyer** Thank you  
**Attachments** None

Overview **Review**

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Review Response: Quote 9027 ?

Currency = Rand Last Saved 2023/03/14 6:13 PM  
Time Zone Eastern European Time

Title T UJ 01/2023: PROCUREMENT OF KITCHEN EQUIPMENT FOR JBS PARK Time Remaining 5 Days 17 Hours

Close Date 2023/03/20 12:00 PM

Overview **Requirements** Lines

### Section 1. Pre-Qualification

- \* 1. A copy of the certificate of incorporation or summary with an active status.
  - a. Yes
    - \* Response Attachments 2. RFP Tender Document.docx
  - b. No
- \* 2. A valid SARS Tax Compliance Status (certificate / pin)
  - a. Yes
    - \* Response Attachments 1. Tender Document.docx
  - b. No
- \* 3. Completed Pricing Schedule (Annexure A)
  - a. Yes
    - \* Response Attachments 2. RFP Tender Document.docx

**Warning** X

You can submit only 1 response for this negotiation. Do you want to continue? (PON-2085228)

Yes No



### Create Response (Quote 9027): Requirements ?

**Error**

You must respond to all lines in the negotiation. (PON-2085207)

OK

Actions Back Next Save Submit Cancel

Last Saved 2023/03/14 6:14 PM  
Time Zone Eastern European Time

Time Remaining 5 Days 17 Hours

Close Date 2023/03/20 12:00 PM

### Section 1. Pre-Qualification

\* 1. A copy of the certificate of incorporation or summary of proof of registration with National Treasury's Central Supplier Database (CSD) with an active status.

a. Yes

\* Response Attachments 2. RFP Tender Document.docx +

b. No

Comments

\* 2. A valid SARS Tax Compliance Status (certificate / pin)

a. Yes

\* Response Attachments 1. Tender Document.docx +

b. No

Comments



: 44,1

Currency = Rand

**Title** T UJ 01/2023  
**Status** Active (Locke  
**Time Remaining** 5 Days 17 Ho

**Error**

Messages for this page are listed below.

- Another user has changed the row with primary key oracle.jbo.Key[300000013169496 1].
- java.lang.NullPointerException
- The response 9027 to negotiation 44,1 was submitted.

OK

Messages Actions Done

Time Zone Eastern European Time

**Open Date** 2023/03/06 4:05 PM  
**Close Date** 2023/03/20 12:00 PM

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