



UNIVERSITY
OF
JOHANNESBURG

TATA CONSULTANCY SERVICES

University of Johannesburg

Oracle Cloud Contract Management User Training Manual



TATA CONSULTANCY SERVICES LTD.

Revision History

Date	Version	Summary Changes	of	Author	Company
14-April-2020	0.1	Initial Version		TCS	

Signoff

Date	Version	Name	Designation	Signature

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1. INTRODUCTION

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 to system based.

1.1 Purpose

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

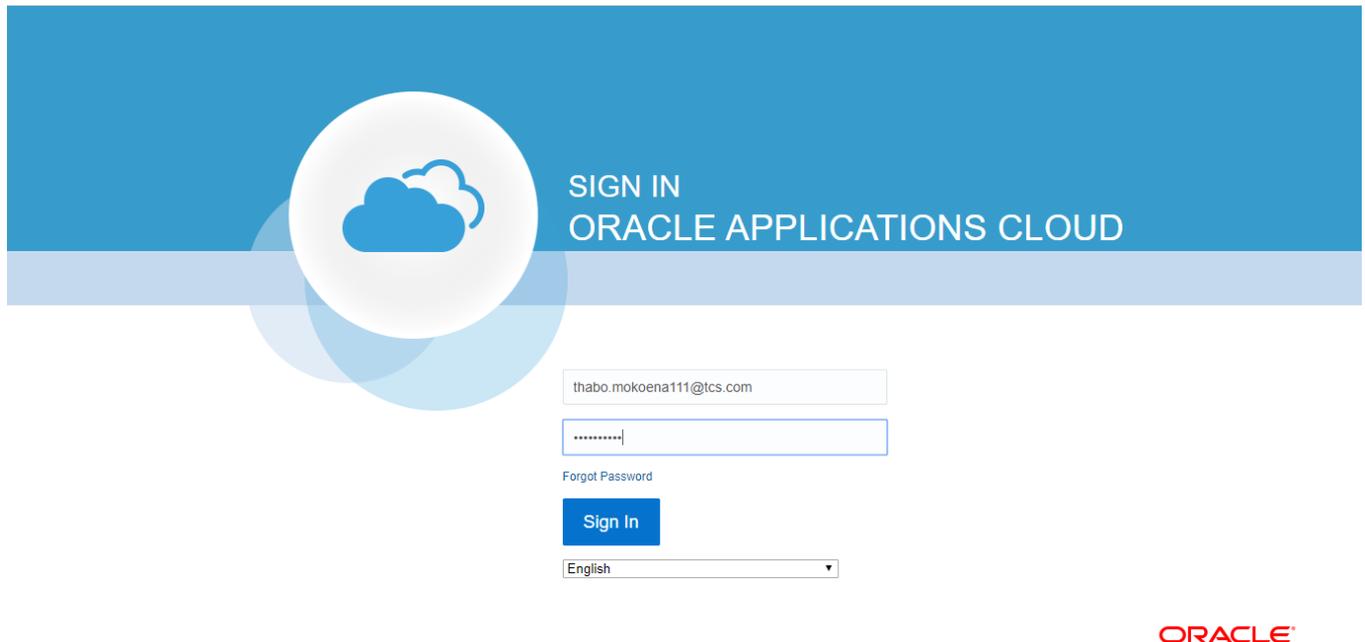
2. Login to Portal

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 kindly contact supplier management team of UJ.

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

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

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



SIGN IN
ORACLE APPLICATIONS CLOUD

thabo.mokoena111@tcs.com

.....

[Forgot Password](#)

Sign In

English

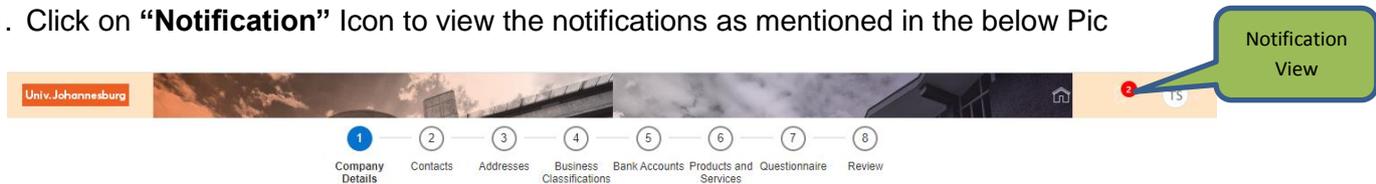
ORACLE

2. Click **"Sing In"** Button

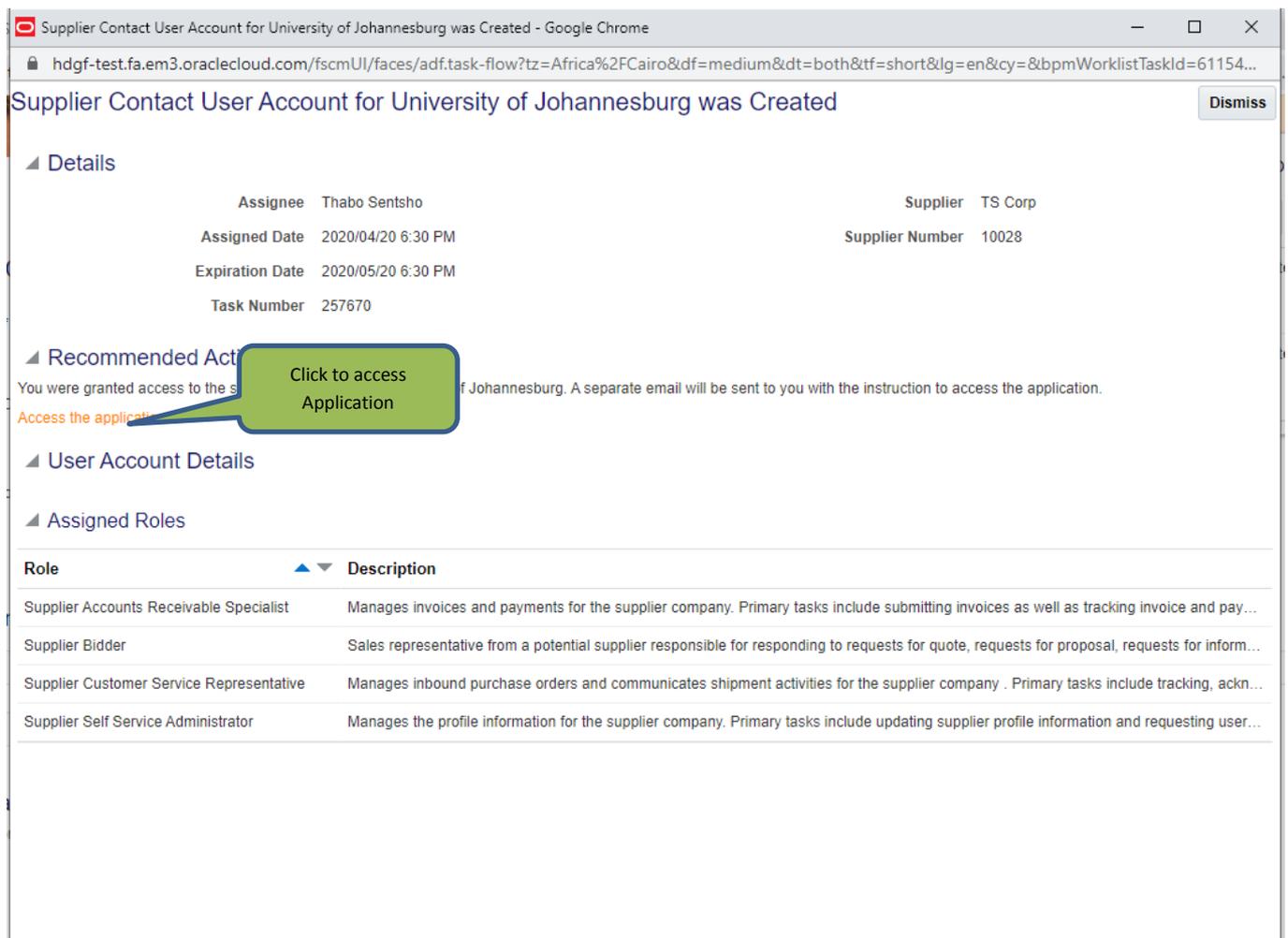
Once you sign in, Application will open.

3. View Notifications

1. Click on “**Notification**” Icon to view the notifications as mentioned in the below Pic



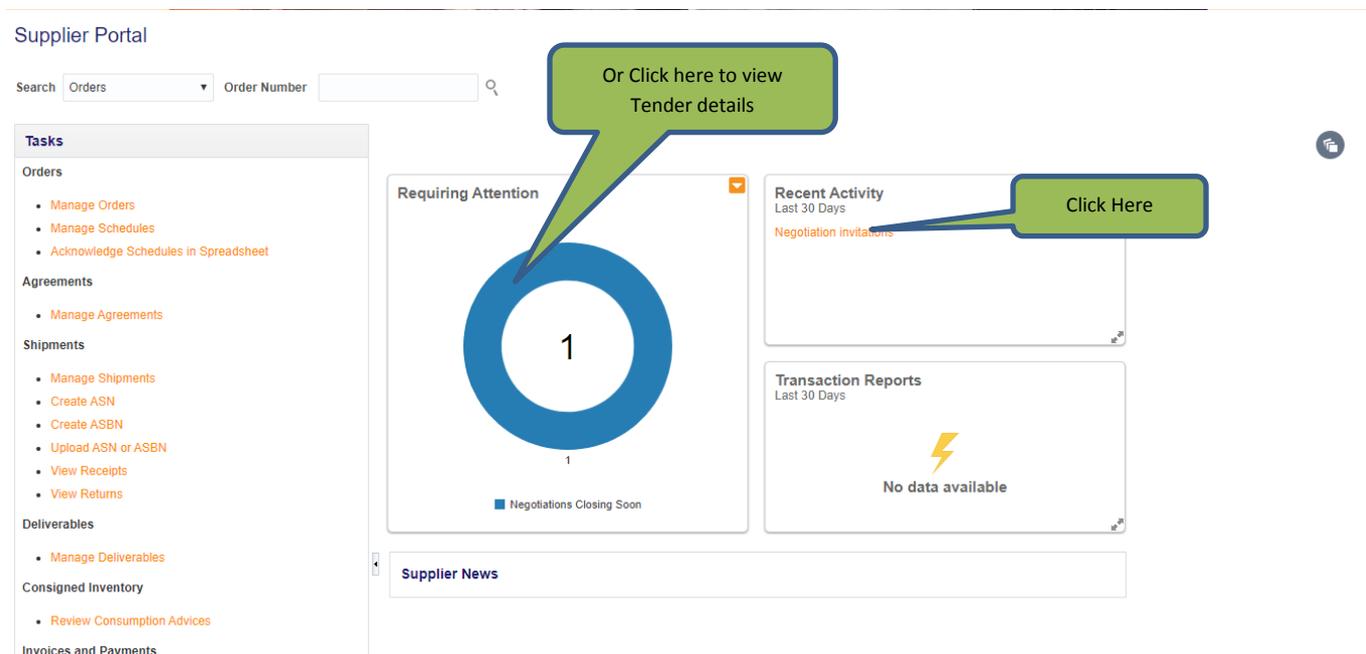
2. Click “Access the Application” link to apply for Negotiation from Notification



4. Tender Response Submission

Below Suppliers portal window will appear after Login in to Application. Suppliers uses the below window to respond to the Negotiations

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



The screenshot displays the Supplier Portal interface. At the top, there is a search bar with a dropdown menu set to 'Orders' and a search icon. Below this is a sidebar menu with categories: Tasks, Orders, Agreements, Shipments, Deliverables, Consigned Inventory, and Invoices and Payments. The main content area features several widgets: 'Requiring Attention' with a large blue circle containing the number '1' and a callout box pointing to it that says 'Or Click here to view Tender details'; 'Recent Activity' with a callout box pointing to the 'Negotiation invitations' link that says 'Click Here'; and 'Transaction Reports' showing 'No data available' with a lightning bolt icon. A 'Supplier News' section is visible at the bottom.



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

RFQ: 76

Currency = Rand

Time Remaining 1 Day 1 Hour

Time Zone Eastern European Time

Open Date 2020/04/20 1:56 PM
Close Date 2020/04/22 10:16 AM

Messages Create Response Actions Done

Table of Contents Overview

- Overview
- Requirements
- Lines
- Contract Terms

Expand All

- General
- Terms

Title Demo RFQ
Status Active (Locked)
Synopsis
Unlocked By
Unlocked Date

Buyer Candice Raffie
Outcome Blanket Purchase Agreement
Unsealed By
Unsealed Date
Attachments None

76_SUPPLIER (1).pdf Show all

3. Click "Accept" Button to accept Negotiation Terms and Condition

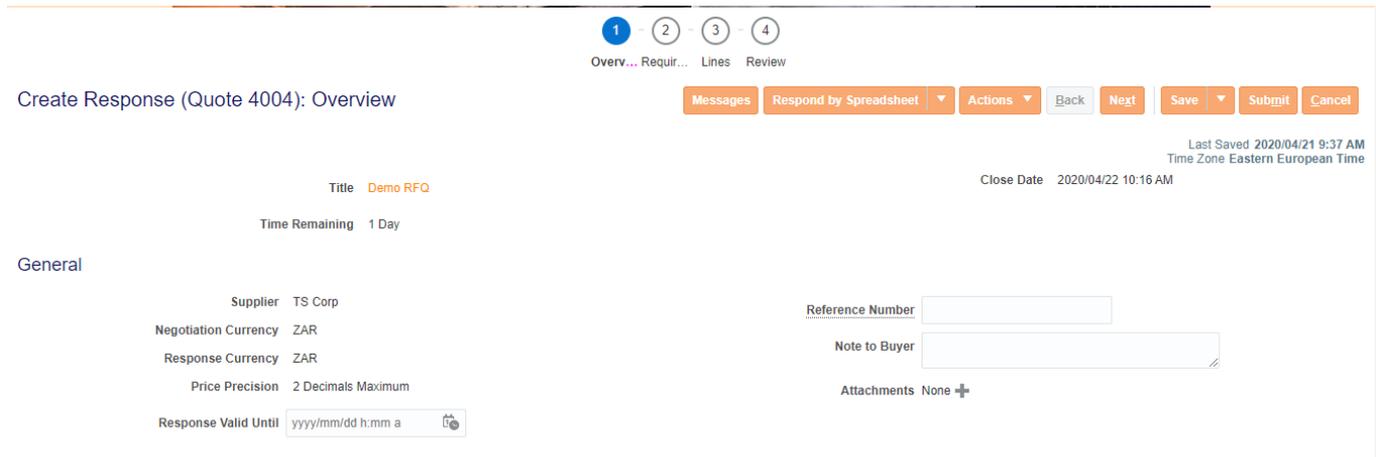
Accept Terms and Conditions

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

Accept Cancel

The below response overview window will appear

- Click "Next" Button to respond to the requirements



1 2 3 4
Overv... Requir... Lines Review

Create Response (Quote 4004): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Title Demo RFO

Close Date 2020/04/22 10:16 AM

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

Time Remaining 1 Day

General

Supplier TS Corp

Negotiation Currency ZAR

Response Currency ZAR

Price Precision 2 Decimals Maximum

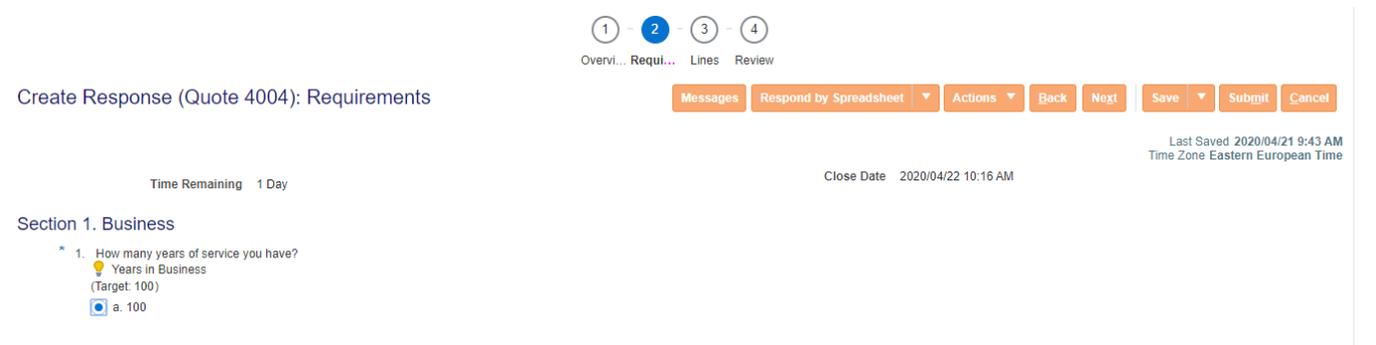
Response Valid Until yyyy/mm/dd h:mm a

Reference Number

Note to Buyer

Attachments None

- Answer all the questionnaire of all sections mention in the tender page. Please note that some of the response will require attachments to be attached as a proof of the response



1 2 3 4
Overvi... Requi... Lines Review

Create Response (Quote 4004): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Time Remaining 1 Day

Close Date 2020/04/22 10:16 AM

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

Section 1. Business

* 1. How many years of service you have?
Years in Business
(Target: 100)
a. 100

- Click "Next" to respond to Negotiation lines

Fill in response line to the Negotiation

7. Provide "Response Price"

1 - 2 - 3 - 4
 Overvi... Requir... Lines Review

Create Response (Quote 4004): Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

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

Time Remaining 1 Day

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 "Next" Button to review the Response to Negotiation

1 - 2 - 3 - 4
 Overvi... Requir... Lines Review

Create Response (Quote 4004): Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

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

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 Suppliers response to Negotiation Requirements and Lines.

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 "Requirements" link to view Supplier's Requirement response on the Invitation

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

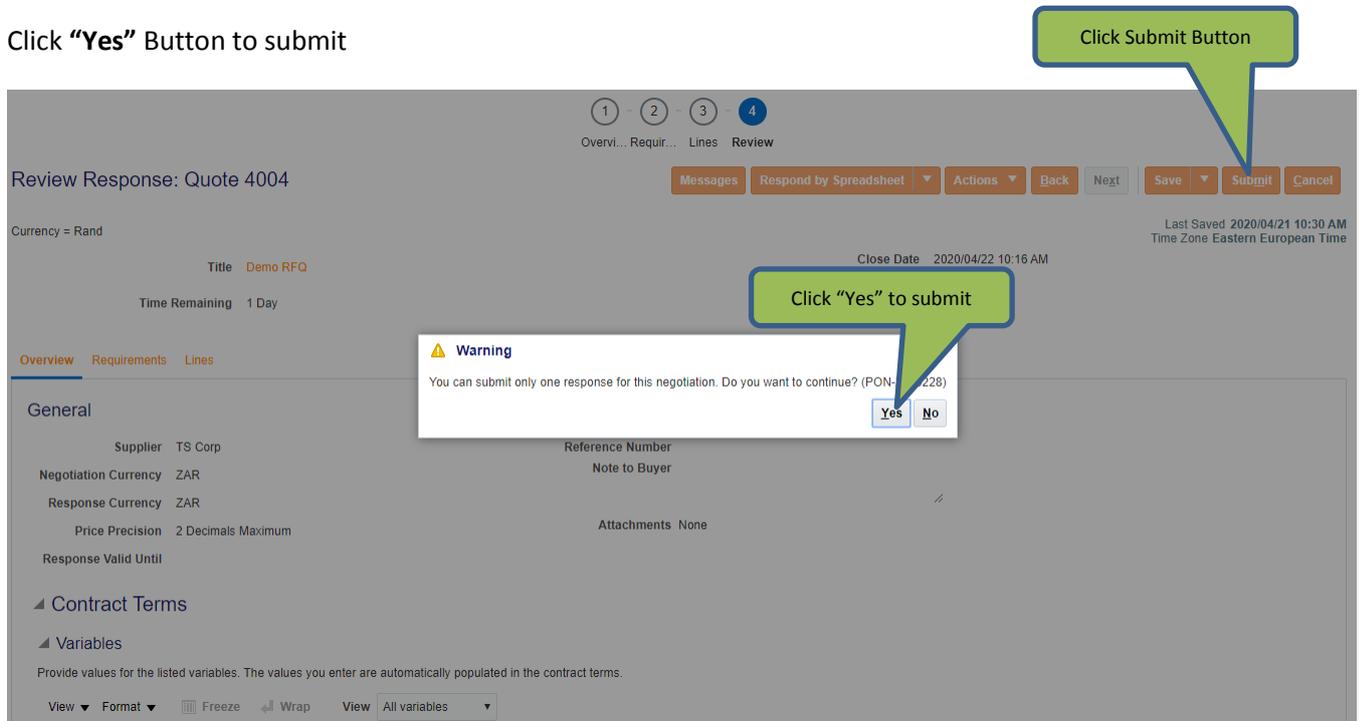
- * 1. How many years of service you have?
 - Years in Business (Target: 100)
 - a. 100

Requirements Response overview

10. Click "Lines" link to view the Suppliers response to the Negotiation Line Items on the Invitation

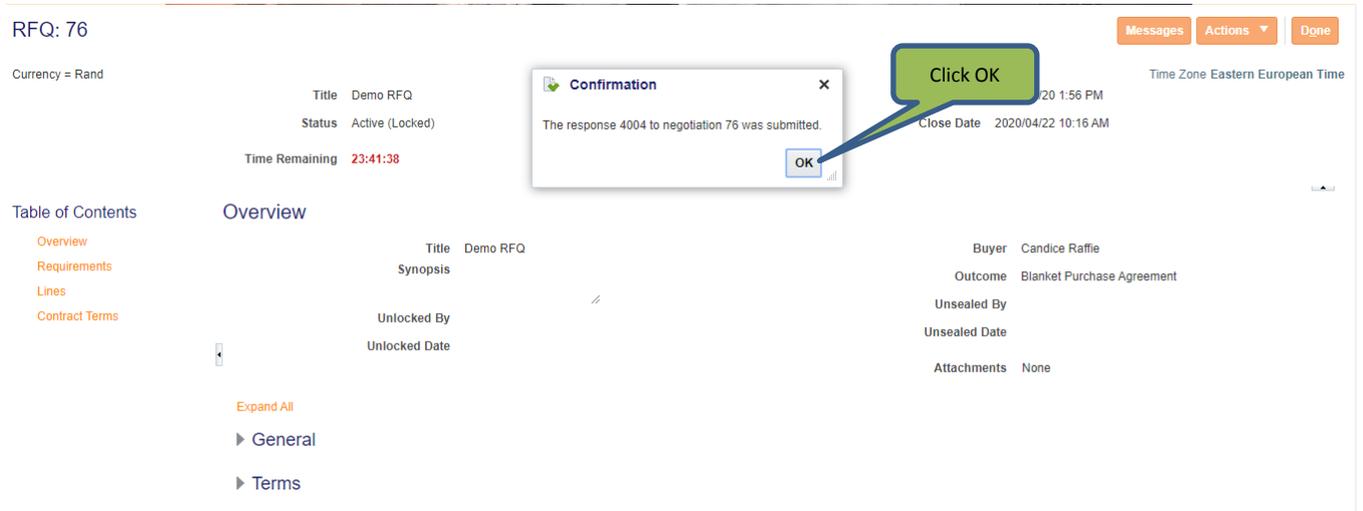
11. Click "Submit" Button to Submit Negotiation Response to Invitation

Click "Yes" Button to submit



The screenshot shows a software interface for reviewing a negotiation response. At the top, there are four numbered steps: 1, 2, 3, and 4. Step 4, 'Review', is currently active. Below the steps, the title 'Review Response: Quote 4004' is displayed. A toolbar contains buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. A callout bubble points to the 'Submit' button with the text 'Click Submit Button'. Below the toolbar, the 'Close Date' is '2020/04/22 10:16 AM' and 'Last Saved' is '2020/04/21 10:30 AM'. The 'Title' is 'Demo RFQ' and 'Time Remaining' is '1 Day'. A 'Warning' dialog box is open in the center, asking 'You can submit only one response for this negotiation. Do you want to continue? (PON-228)'. A callout bubble points to the 'Yes' button in the dialog with the text 'Click "Yes" to submit'. The main content area shows 'General' information: Supplier 'TS Corp', Negotiation Currency 'ZAR', Response Currency 'ZAR', Price Precision '2 Decimals Maximum', and Attachments 'None'. Below this is a 'Contract Terms' section with a 'Variables' subsection.

12. Click "Ok" Button to submission to respond to 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

Messages Actions Done

Table of Contents

- Overview
- Requirements
- Lines
- Contract Terms

Overview

Title Demo RFQ

Synopsis

Unlocked By

Unlocked Date

Buyer Candice Raffie

Outcome Blanket Purchase Agreement

Unsealed By

Unsealed Date

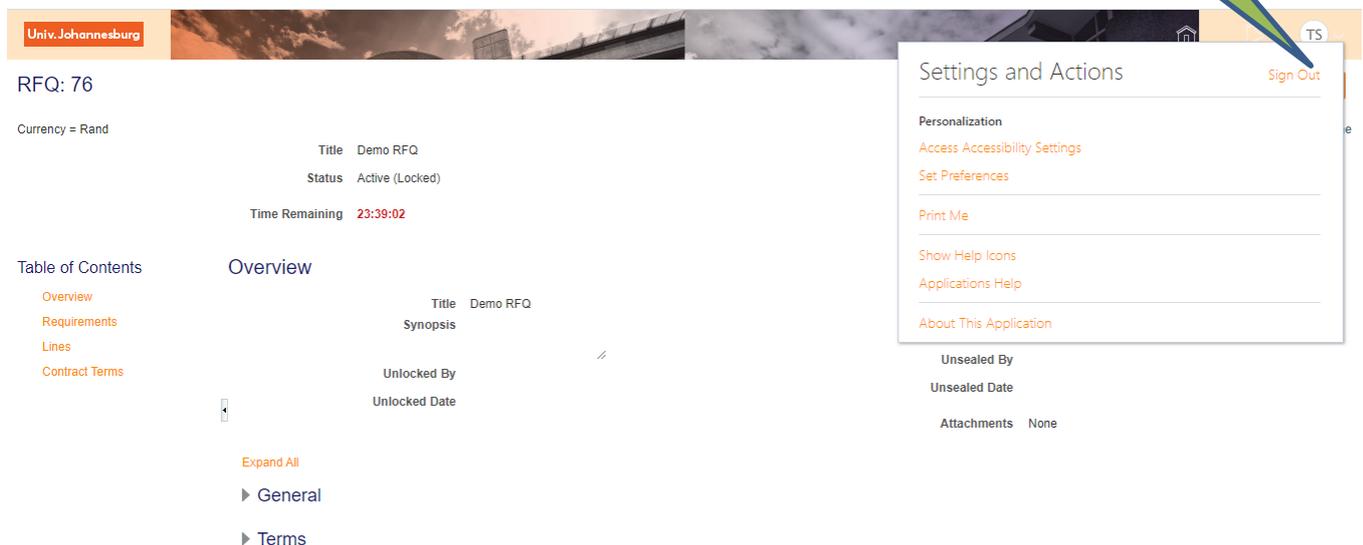
Attachments None

Expand All

- General
- Terms

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

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

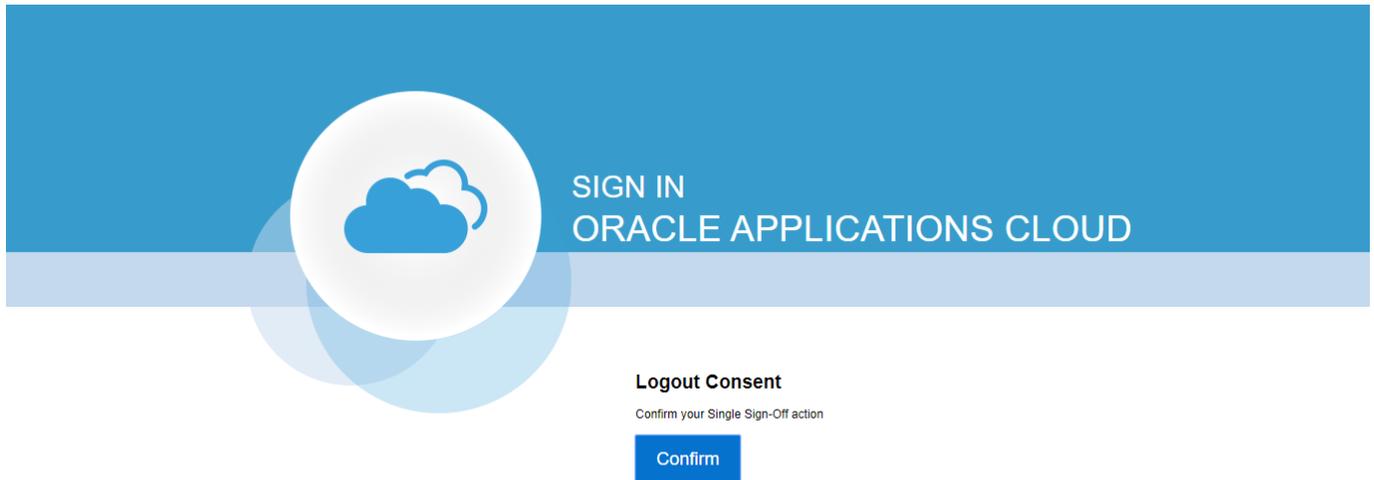
Attachments None

Expand All

- General
- Terms

Click here to Sign-out

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



The screenshot shows a blue header with a white circle containing a blue cloud icon. To the right of the icon, the text reads "SIGN IN ORACLE APPLICATIONS CLOUD". Below this, a "Logout Consent" dialog is displayed, asking to "Confirm your Single Sign-Off action". A blue "Confirm" button is visible at the bottom of the dialog.

THANK YOU!!