



University of Johannesburg

Oracle Cloud Contract Management User Training Manual

Revision History

Date	Version	Summary of Changes	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.

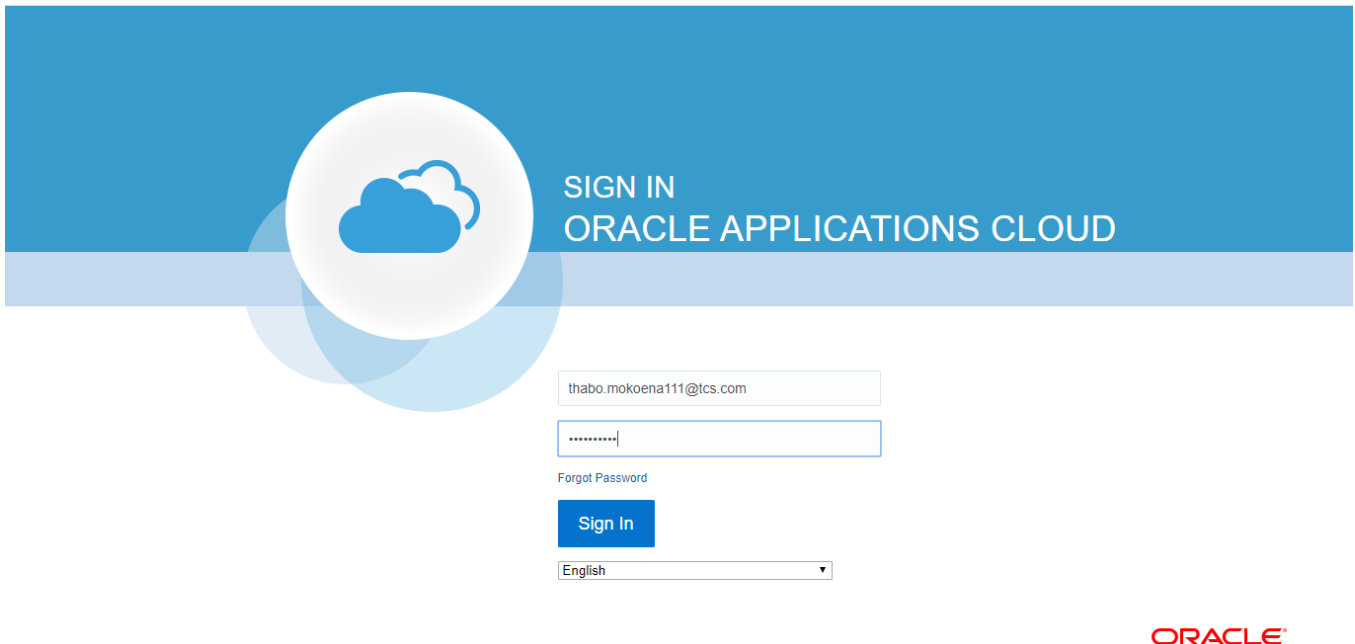
2. Login to Portal

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.

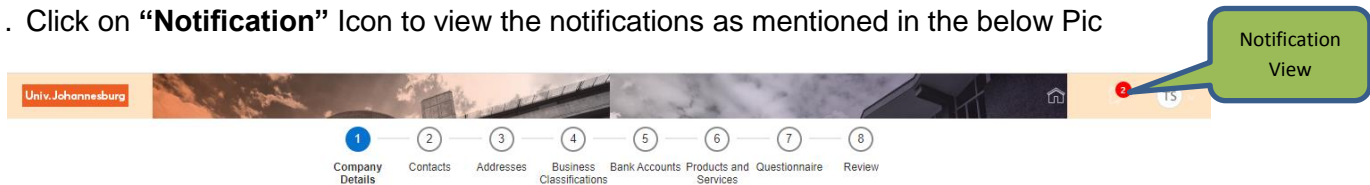


2. Click **"Sing In"** Button

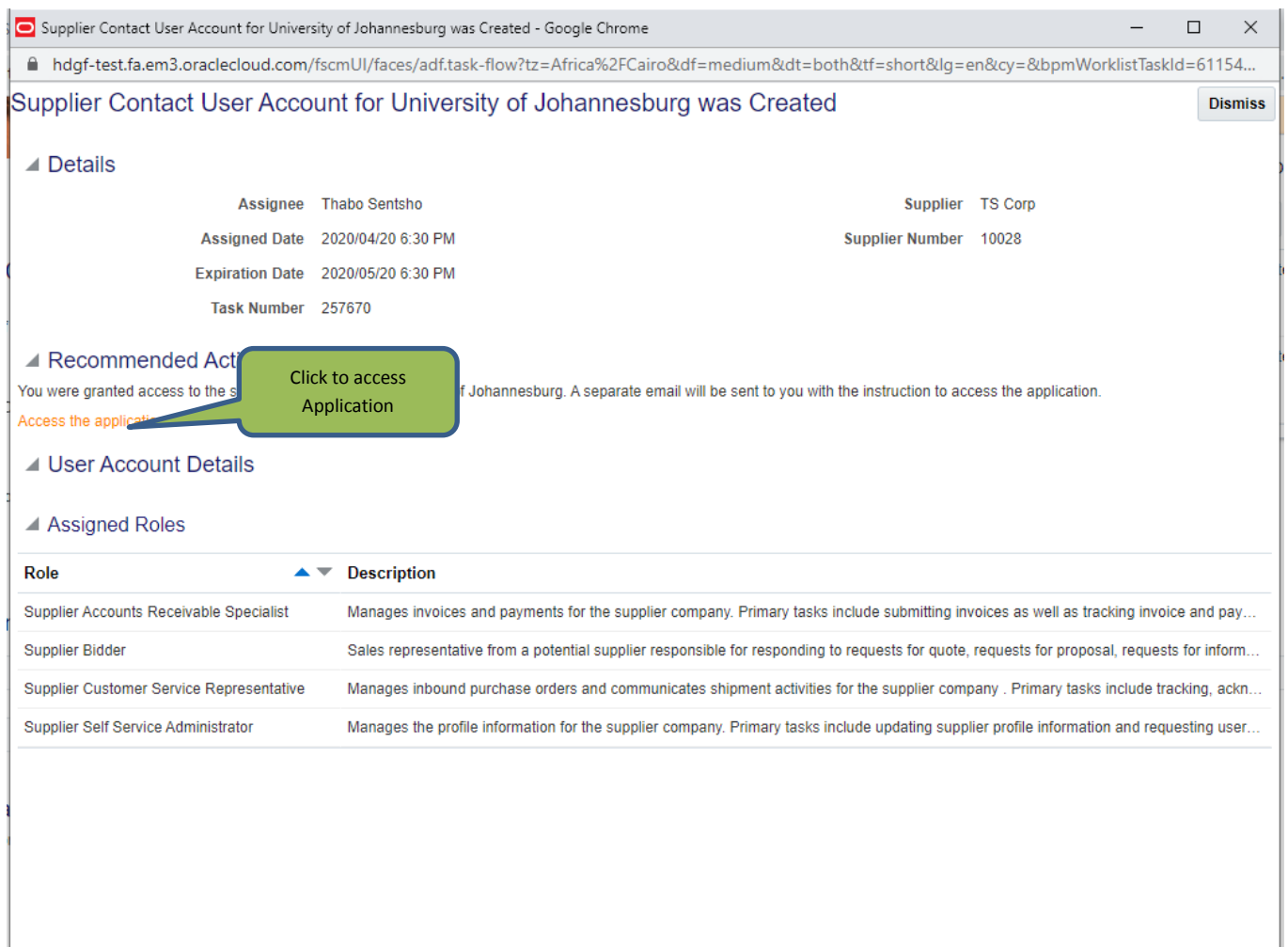
Once you sign in, Application will open.

3. View Notifications

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



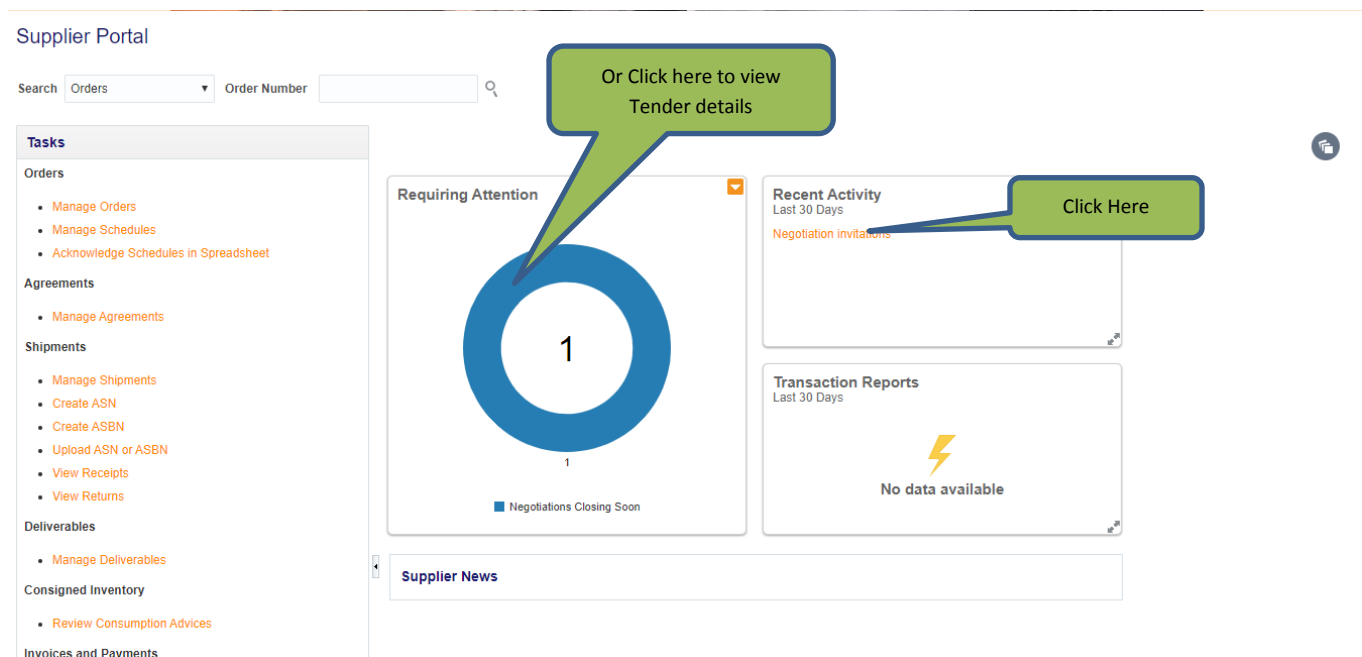
2. Click “Access the Application” link to apply for Negotiation from Notification



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. 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 with a dropdown set to 'Orders' and an 'Order Number' input field. Below the search bar, the 'Requiring Attention' section is highlighted with a large blue circular icon containing the number '1'. A green callout bubble points to this icon with the text 'Or Click here to view Tender details'. To the right of this section is a 'Recent Activity' box showing 'Negotiation invitations' with a green callout bubble saying 'Click Here'. Below these are 'Transaction Reports' (showing 'No data available') and a 'Supplier News' section at the bottom.

Click Create
Response

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)

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

76_SUPPLIER (1).pdf

Show all

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

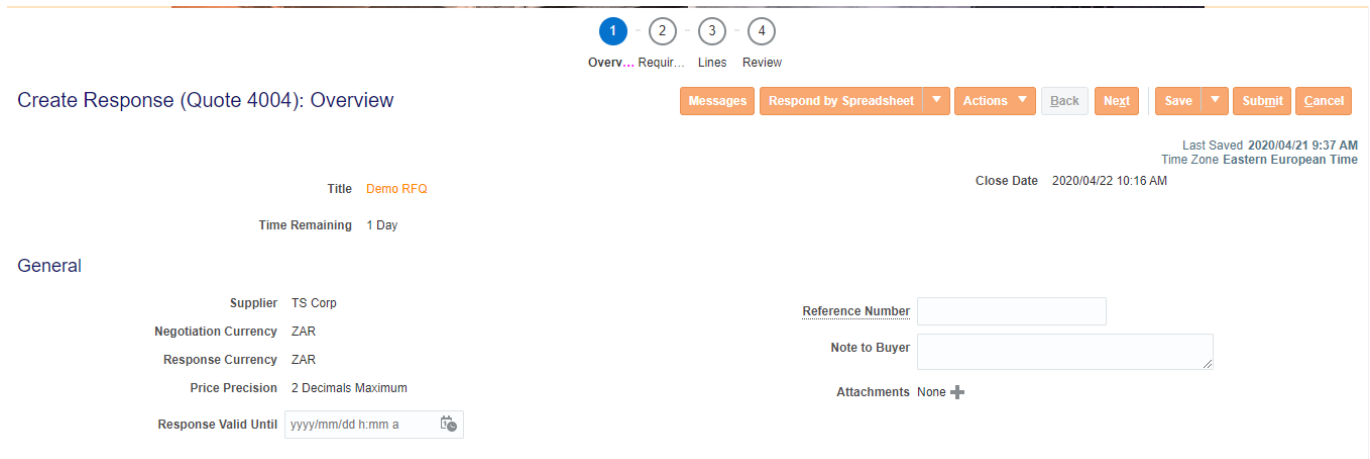
Accept Terms and Conditions

Accept Cancel

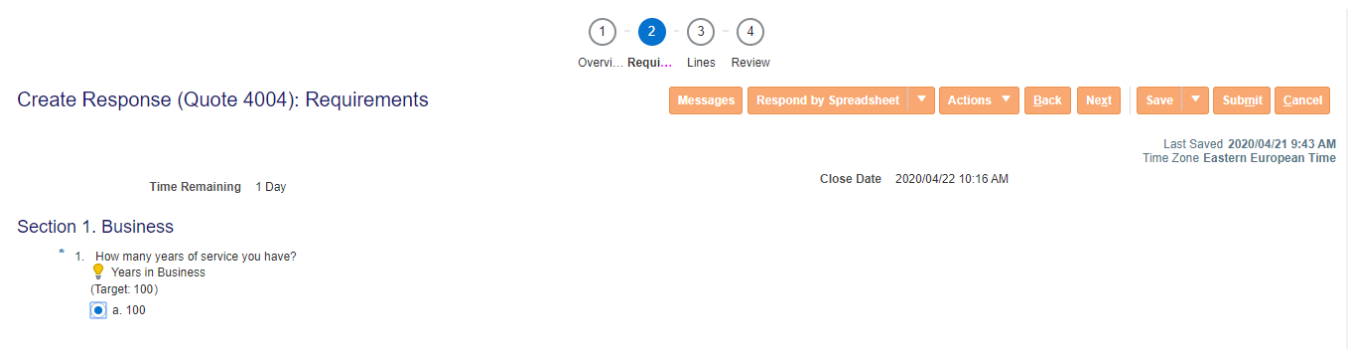
Accept the following terms and conditions before responding to this negotiation.
asdfgd

The below response overview window will appear

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



5. 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



6. Click “Next” to respond to Negotiation lines

Fill in response line to the Negotiation

7. Provide "Response Price"

1 - 2 - 3 - 4
Overview Requir... 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

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Fill in the response price of each line

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

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

1 - 2 - 3 - 4
Overview Requir... 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

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

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

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	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)

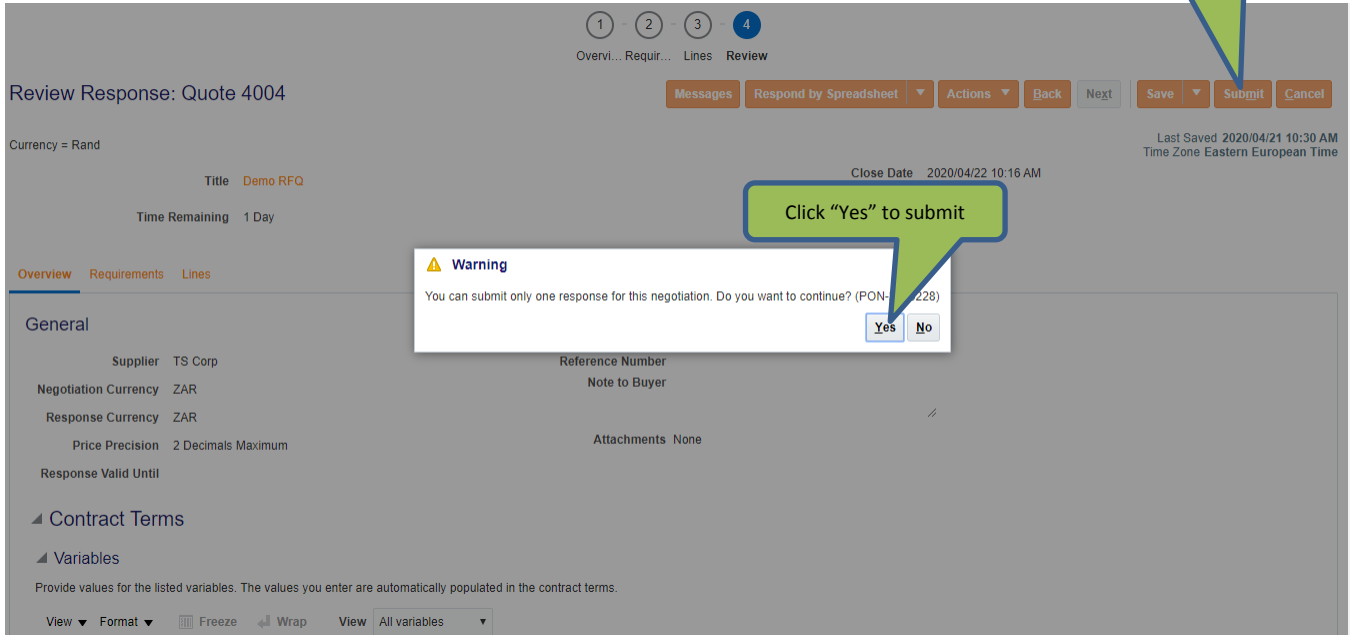
a. 100

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 the 'Review Response: Quote 4004' interface. At the top, there are four numbered steps: 1. Overview, 2. Requirements, 3. Lines, and 4. Review (which is the active step). Below the steps, 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 details for the negotiation, including 'Supplier: TS Corp', 'Negotiation Currency: ZAR', 'Response Currency: ZAR', 'Price Precision: 2 Decimals Maximum', and 'Response Valid Until'. There is also a 'Contract Terms' section with a 'Variables' subsection.

Review Response: Quote 4004

Currency = Rand

Title Demo RFQ

Close Date 2020/04/22 10:16 AM

Time Remaining 1 Day

Last Saved 2020/04/21 10:30 AM
Time Zone Eastern European Time

Overview Requirements Lines

General

Supplier TS Corp

Negotiation Currency ZAR

Response Currency ZAR

Price Precision 2 Decimals Maximum

Response Valid Until

Reference Number

Note to Buyer

Attachments None

Contract Terms

Variables

Provide values for the listed variables. The values you enter are automatically populated in the contract terms.

View Format Freeze Wrap View All variables

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

RFQ: 76

Currency = Rand

Time Remaining **23:41:38**

Table of Contents

- Overview
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Overview

Title Demo RFQ

Status Active (Locked)

Unlocked By

Unlocked Date

Expand All

- General
- Terms

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

Buyer Candice Raffie

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

Time Remaining **23:39:02**

Table of Contents

- Overview
- Requirements
- Lines
- Contract Terms

Overview

Title Demo RFQ

Status Active (Locked)

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

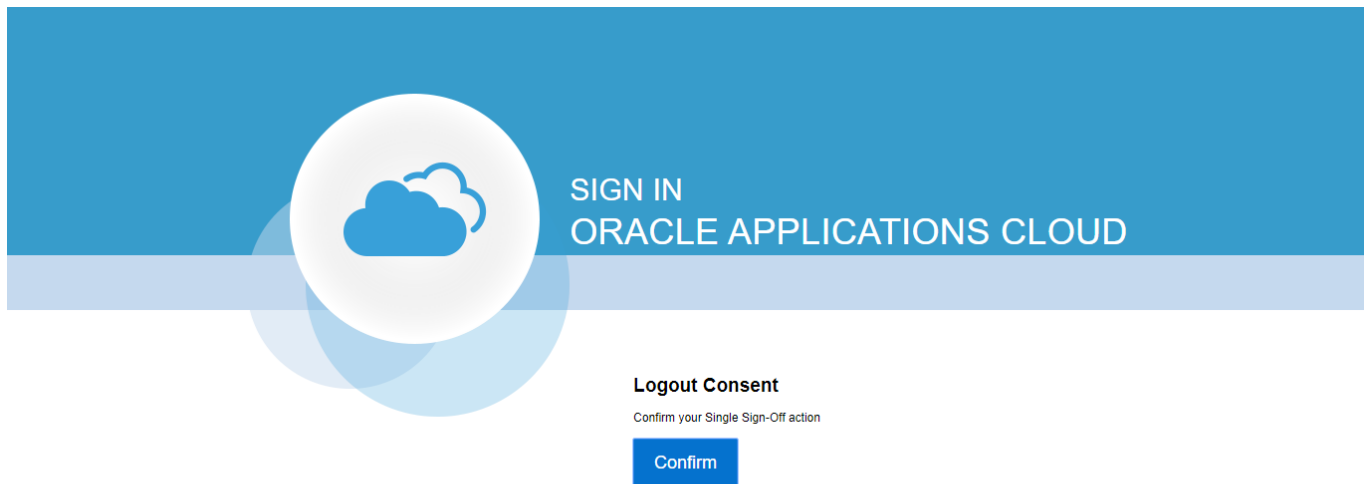
Unsealed By

Unsealed Date

Attachments None

Click here to Sign-out

Click **"Confirm"** Button to confirm the single sign off action



THANK YOU!!