



**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:

Univ. Johannesburg

1 2 3 4 5 6 7 8  
Company Details Contacts Addresses Business Bank Accounts Products and Questionnaire Review

### Register Supplier: Company Details

Back Next Save for Later Register Cancel

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

\* Company

\* Tax Organization Type

Industrial Sector

Corporate Web Site

Attachments None +

D-U-N-S Number

Tax Country

Taxpayer ID

Vat Registration Number

Note to Approver

#### Additional Information

Company Registration Number

\* BEE Organisation Type

BEE Level

#### Your Contact Information

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	<input type="text" value="Thabo"/>
* Last Name	<input type="text" value="Mokoena"/>
* Email	<input type="text" value="tjmkoena@gmail.com"/>
* Confirm Email	<input type="text" value="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



Univ. Johannesburg Sign in

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

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone  ▼

Mobile  ▼

Fax  ▼

\* Email

▾ **User Account**

Request user account

**Roles**

Actions ▼ View ▼ Format ▼ ✕ Freeze Detach Wrap

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”**

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



### 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, Thabang	Manager	thabo.mokoena@tcs.com	✓	✓	<a href="#">Edit</a>	<a href="#">Delete</a>
Mokoena, Thabo		tjmkoena@gmail.com	✓	✓	<a href="#">Edit</a>	<a href="#">Delete</a>

Columns Hidden 7

## 2.3 Address Information

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

Register Supplier: Addresses

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

	Job Title	Email	Administrative Contact	User Account
Remove				
Select and Add				

Columns Hidden 4

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    Freeze  Detach  Wrap

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

Columns Hidden 4

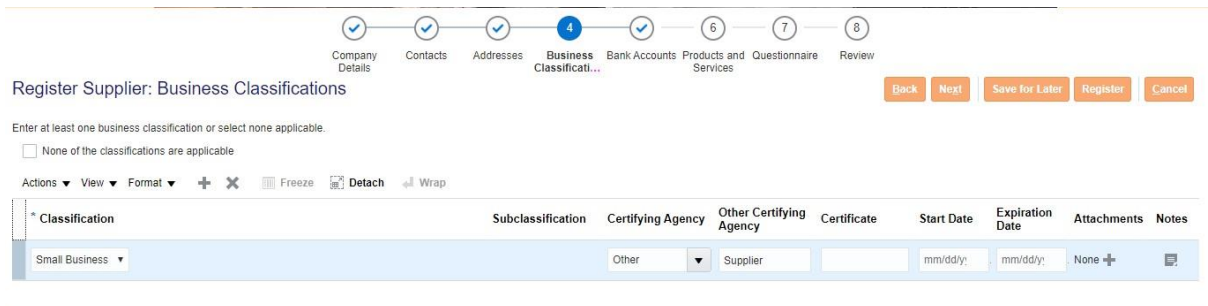
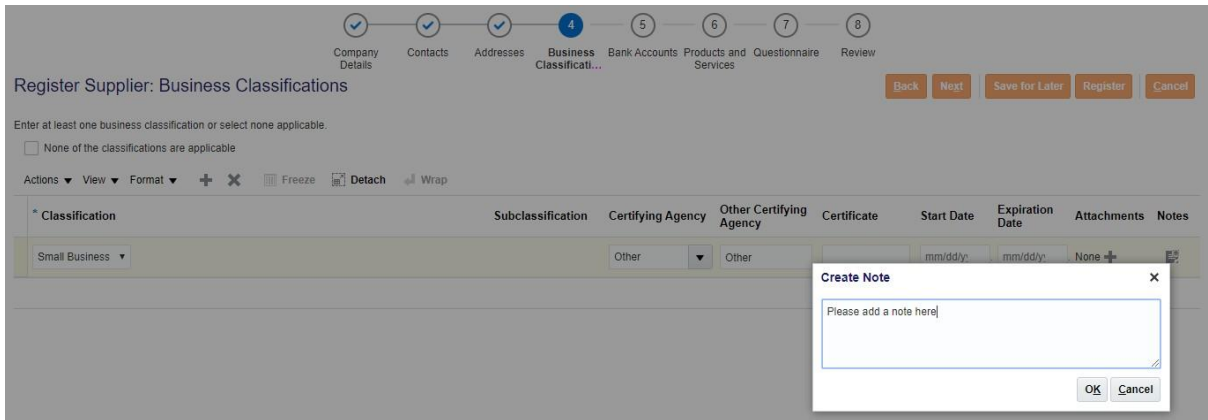
Create Another  OK  Cancel

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



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: South Africa (dropdown) IBAN:

Bank: ABSA (dropdown) Currency: ZAR (dropdown)

Branch: ALL BRANCHES (dropdown)

\* Account Number: 542678219

### 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

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

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

Enter at least one bank account.

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

Account Number	IBAN	Currency	Bank	Edit	Delete
542678219		ZAR	ABSA		

Columns Hidden: 8

## 2.6 Product and Services

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

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

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		



Press **“Select and Add Button”**

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

**Search**

Category Name  Description

View ▾ Format ▾ Freeze Detach Filter Sort Refresh 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”**

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



Register Supplier: Products and Services

Back Next Save for Later Register Cancel

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		X

## 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



Register Supplier: Questionnaire

Back Next Save for Later Register Cancel

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.txl +

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



Click **“Next”** Button for registration overview

**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](#)

Overview all the information entered.



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

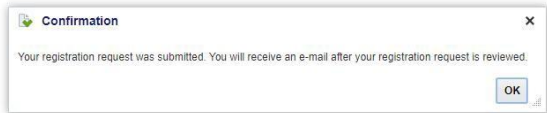
Review Supplier Registration: M-Tech

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

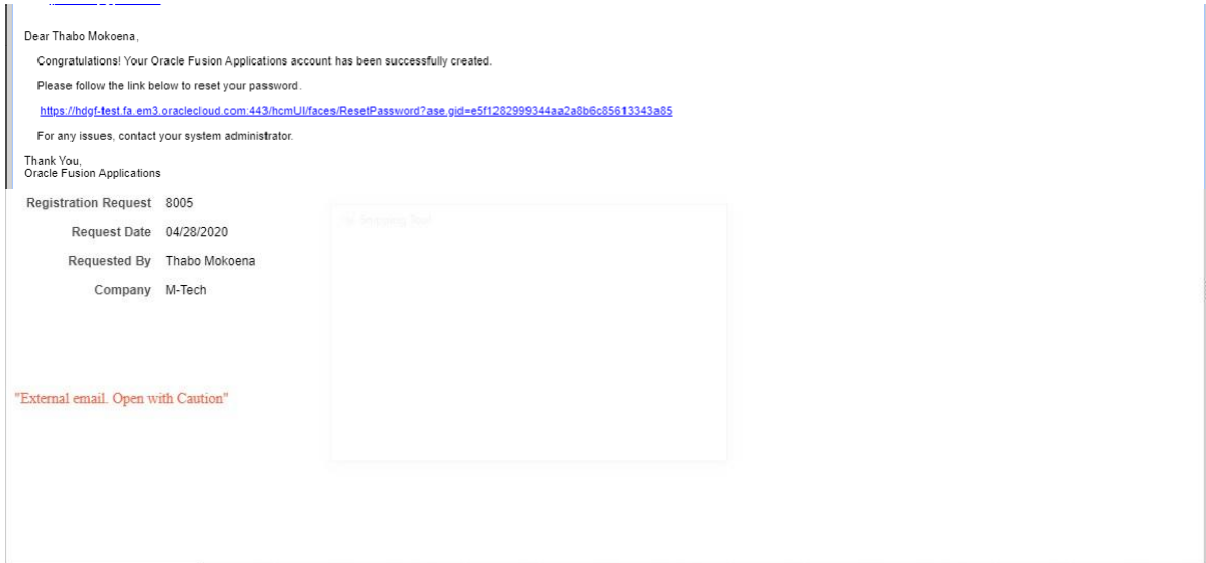
**Please Note:** The supplier registration will be submitted and will be routed to supplier management team for vetting and approval. If the registration request is approved, supplier will receive the email containing user id and password for UJ supplier portal login

### 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.

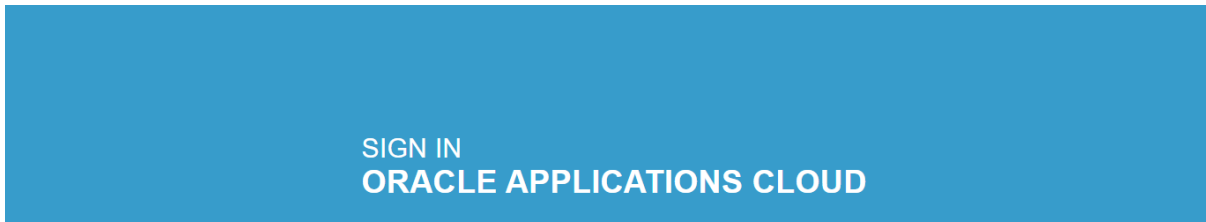




Click on the link mentioned in the email to generate password

Provide password and confirm password

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

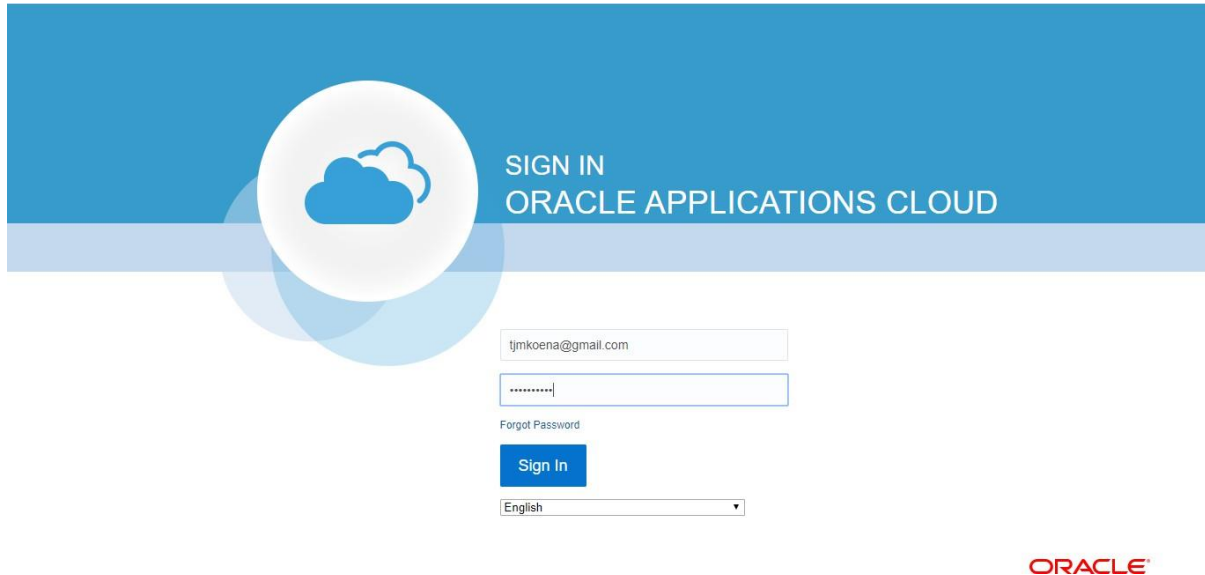


Reset Password

Submit



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



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



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

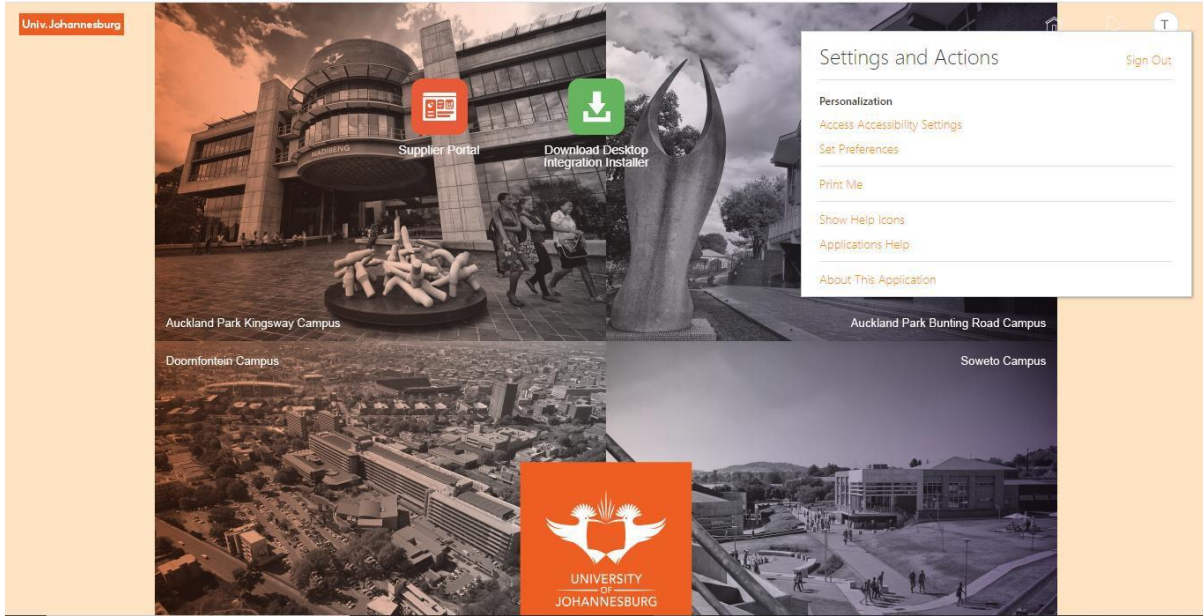
You were granted access to the supplier application for University of Johannesburg. A separate email will be sent to you with the instruction to access the application.

[Access the application.](#)

▲ User Account Details

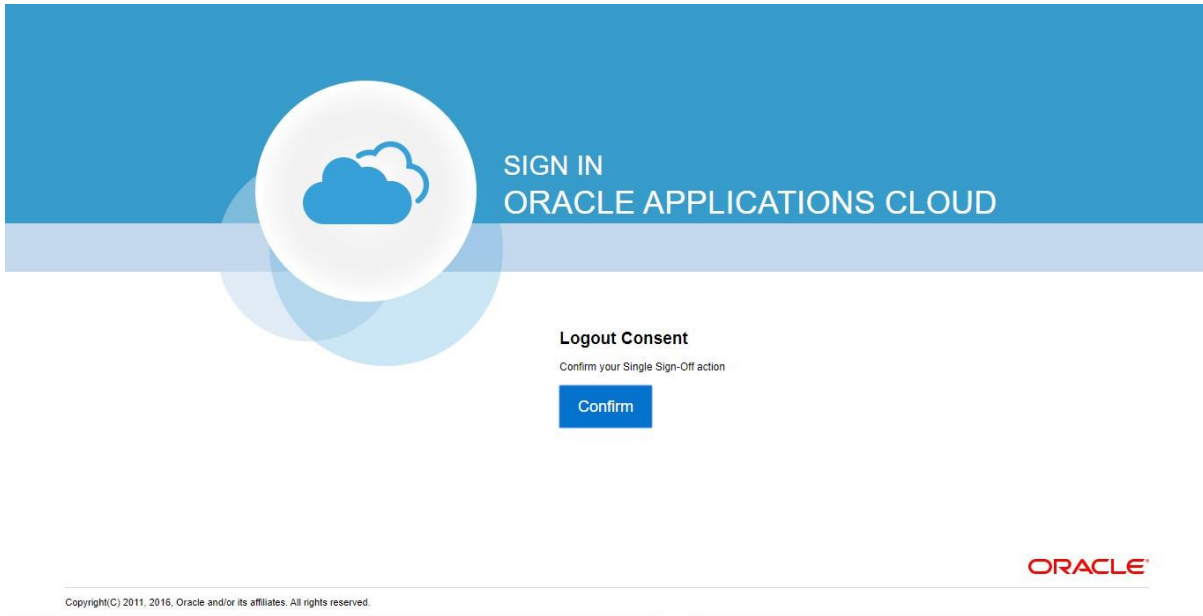
▲ Assigned Roles

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



**THANK YOU!!**