



University of Johannesburg

Oracle Cloud Supplier Response User Training Manual



Revision History

Date	Version	Summary of Changes	Author	Company
14-April-2020	0.1	Initial Version	TCS	
22-Feb-2023	1.1	Amendments	UJ	

Signoff

Date	Version	Name	Designation	Signature

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1. INTRODUCTION

The 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 with a system based.

1.1 Purpose

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



2. Login to the 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, you can click on the following link and select forgot password

Existing Supplier already registered on Oracle Cloud, click on the following link:

https://hdgf.login.em3.oraclecloud.com/oam/server/obrareq.cgi?ECID-Context=1.005xLiHXAakE8TDLnA_AiZ0000YQ0002mC%3BkXjE

A screenshot of the Oracle Applications Cloud sign-in page. The page has a dark header with the text "Sign In Oracle Applications Cloud". Below the header is a light-colored form area containing a "User ID" input field, a "Password" input field, a "Forgot Password" link, a "Sign In" button, and a language dropdown menu currently set to "English".

Sign In
Oracle Applications Cloud

User ID

Password

Forgot Password

Sign In

English

Enter your user id:

Enter password:

Click the **“Sign In”** button

If you cannot remember your login and password credentials

Click on the Forgot Password link



Sign In ORACLE APPLICATIONS CLOUD

Forgot Password

 Forgot user name
 Forgot password

You will be able to reset your credentials and a notification e-mail will be send to your e-mail address registered on the Oracle Supplier Cloud system.

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

New Supplier Registration Link

https://hdgf.fa.em3.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002282157& afrLoop=53090698355699098& afrWindowMode=0& afrWindowId=null& adf.ctrl-state=cd2n6vu5a_107& afrFS=16& afrMT=screen& afrMFW=1280& afrMFH=609& afrMFDW=1280& afrMFDH=720& afrMFC=8& afrMFCI=0& afrMFM=0& afrMFR=144& afrMFG=0& afrMFS=0& afrMFO=0

1.

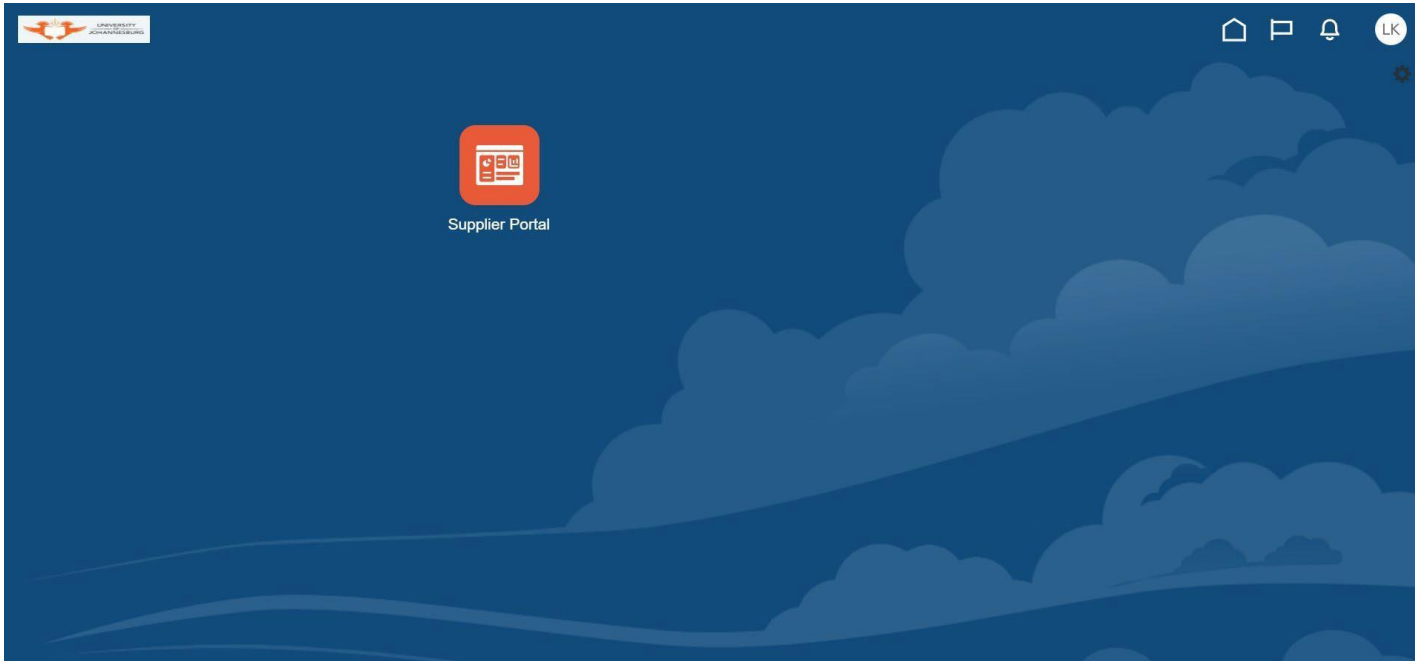
SIGN IN
ORACLE APPLICATIONS CLOUD

[Forgot Password](#)



2. Click the **“Sign In”** Button

Once you sign in, the Application will open.





3. Click on Supplier Portal

2. The following page will be displayed.

A screenshot of the Supplier Portal interface. At the top is a dark blue header with the University of Johannesburg logo on the left and navigation icons (home, list, notifications, user profile 'LK') on the right. Below the header, the page title "Supplier Portal" is displayed. A search bar contains "Negotiations" in a dropdown menu, "Negotiation Number" in another dropdown, and a search icon. On the left 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 main content area has two cards. The "Requiring Attention" card shows a blue donut chart with the number "1" in the center, representing "Negotiations Closing Soon". The "Recent Activity" card, titled "Last 30 Days", shows a lightning bolt icon and the text "No data available". A vertical scrollbar is visible on the right side of the page.



4. Tender Response Submission

1. Click on the "Negotiation Invitation" link Or "Requiring Attention" Blue Image

The screenshot shows 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 includes a search bar, a "Requiring Attention" widget with a blue circular icon containing the number "1", a "Recent Activity" widget showing "Negotiation invitations", and a "Transaction Reports" widget with a lightning bolt icon and the text "No data available".

Annotations on the screenshot include:

- A green callout box pointing to the blue circular icon in the "Requiring Attention" widget, containing the text: "Or Click here to view Tender details".
- A green callout box pointing to the "Negotiation invitations" link in the "Recent Activity" widget, containing the text: "Click Here".



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



RFQ: 76

Currency = Rand

Title Demo RFQ

Status Active (Locked)

Time Remaining 1 Day 1 Hour

Open Date 2020/04/20 1:56 PM

Close Date 2020/04/22 10:16 AM

Time Zone Eastern European Time

Messages Create Response Actions Done

Table of Contents

- Overview
- Requirements
- Lines
- Contract Terms

Overview

Title Demo RFQ

Synopsis

Unlocked By

Unlocked Date

Buyer Candice Raffle

Outcome Blanket Purchase Agreement

Unsealed By

Unsealed Date

Attachments None

Expand All

- General
- Terms

76_SUPPLIER (1).pdf

Show all

3. Click the "Accept" Button to accept Negotiation Terms and Conditions

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

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

- 5. Answer all the questionnaires of all sections mentioned on the tender page. Please note that some of the responses will require attachments to be attached as proof of the response

- 6. Click “Next” to respond to Negotiation lines

Fill in the 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 the “Next” Button to review the Response to the 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 the Supplier’s response to Negotiation Requirements and Lines.



Review Response: Quote 4004

Currency = Rand

Title Demo RFQ

Close Date 2020/04/22 10:16 AM

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 the “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

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 the “Lines” link to view the Supplier’s response to the Negotiation Line Items on the Invitation



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

Click **"Yes"** Button to submit

A screenshot of a software interface for reviewing a negotiation response. The interface includes a breadcrumb trail at the top with steps 1, 2, 3, and 4, where step 4 is highlighted. Below this, there are navigation buttons: 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". The main content area shows "Review Response: Quote 4004" and "Currency = Rand". It also displays "Title Demo RFQ", "Time Remaining 1 Day", and "Close Date 2020/04/22 10:16 AM". A "Warning" dialog box is open in the center, with the text "You can submit only one response for this negotiation. Do you want to continue? (PON-228)" and "Yes" and "No" buttons. A callout bubble points to the "Yes" button with the text "Click 'Yes' to submit". The interface also shows sections for "General" (Supplier: TS Corp, Negotiation Currency: ZAR, Response Currency: ZAR, Price Precision: 2 Decimals Maximum, Response Valid Until) and "Contract Terms" (Variables).

Click **"Yes"** Button to submit

Click **"Yes"** to submit

Click Submit Button



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

The screenshot shows the Oracle Supplier Portal interface for RFQ 76. A confirmation dialog box is open in the center, displaying the message: "The response 4004 to negotiation 76 was submitted." Below the message is an "OK" button. A green callout bubble with a blue arrow points to the "OK" button, containing the text "Click OK".

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

Messages Actions Done
20 1:56 PM
Close Date 2020/04/22 10:16 AM
Time Zone Eastern European Time

Table of Contents
Overview
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Overview
Title Demo RFQ
Synopsis
Unlocked By
Unlocked Date

Buyer Candice Raffle
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

The screenshot shows the Oracle Supplier Portal interface for RFQ 76. A "Settings and Actions" menu is open on the right side of the screen. The "Sign Out" button is highlighted in the top right corner of the menu. A green callout bubble with a blue arrow points to the "Sign Out" button, containing the text "Click here to Sign-out".

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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

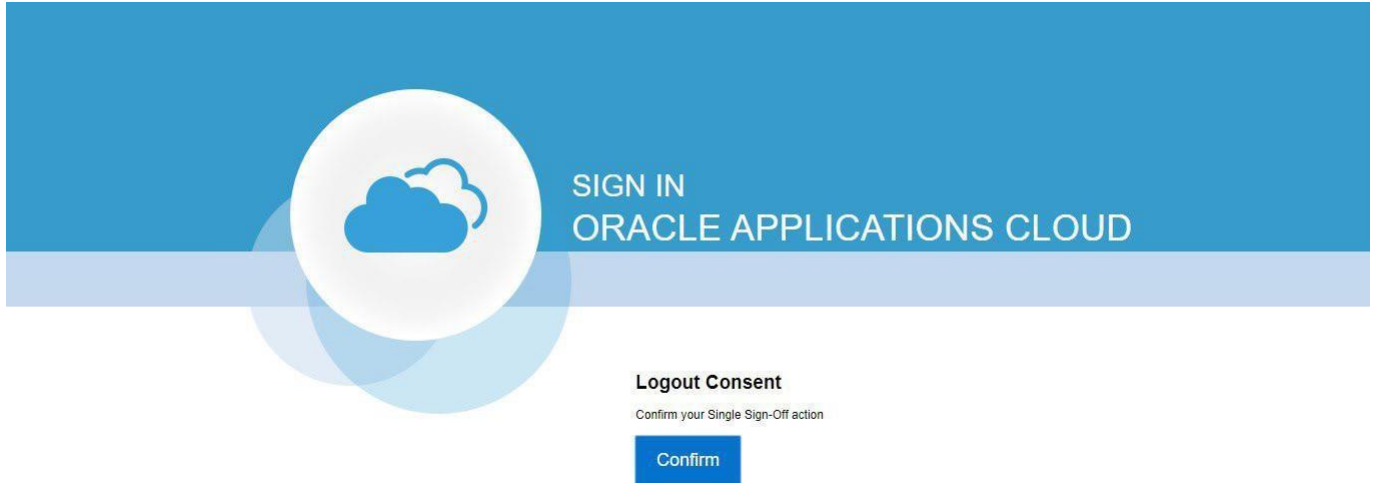
Unsealed By
Unsealed Date
Attachments None

Expand All
▶ General
▶ Terms

Click here to Sign-out



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



THANK YOU!!