



South Asia Gateway Terminals (Pvt) Ltd



GAIN INSIGHTS INTO OUR CUTTING-EDGE FACILITIES

Supplier Portal (ISP) User Reference Manual

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KPMG

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1. Introduction

Welcome to SAGT Supplier Portal

As a Service Provider of SAGT, you can now submit invoices, quotations, and bid using the Internet Supplier Portal module of Oracle Fusion Cloud directly at your convenience. Our expectation is to get you onboard with the new technology to speed up our sourcing process and payment settlements in a more effective way.

Supplier Portal module of Oracle Fusion Cloud can be accessed by the Suppliers who are given access to create an invoice, quotation for RFQ, bid for auctions and inquire about the statuses of orders, negotiations and payments.

If you don't have access yet and would like to register, please contact the Manager who engaged your services or send a request to nilusha.jayamaha@sagt.com.lk including your supplier name, supplier number, contact person's name and details. Our dedicated SAGT Supplier Management Program administrator will assist you.

2. Sign into Supplier Portal User Account

2.1 PC Setting and Browser Version

2.1.1 Operating system

It is recommended to use Windows 7, Windows 8 or later version, Mac OS 10.9, Mac OS 10.10, iOS 8, OS 4.0.2

2.1.2 Recommended browsers

Either Mozilla Firefox or Google Chrome internet browsers can be used. Mozilla Firefox is highly recommended by Oracle to use Oracle Fusion Cloud.

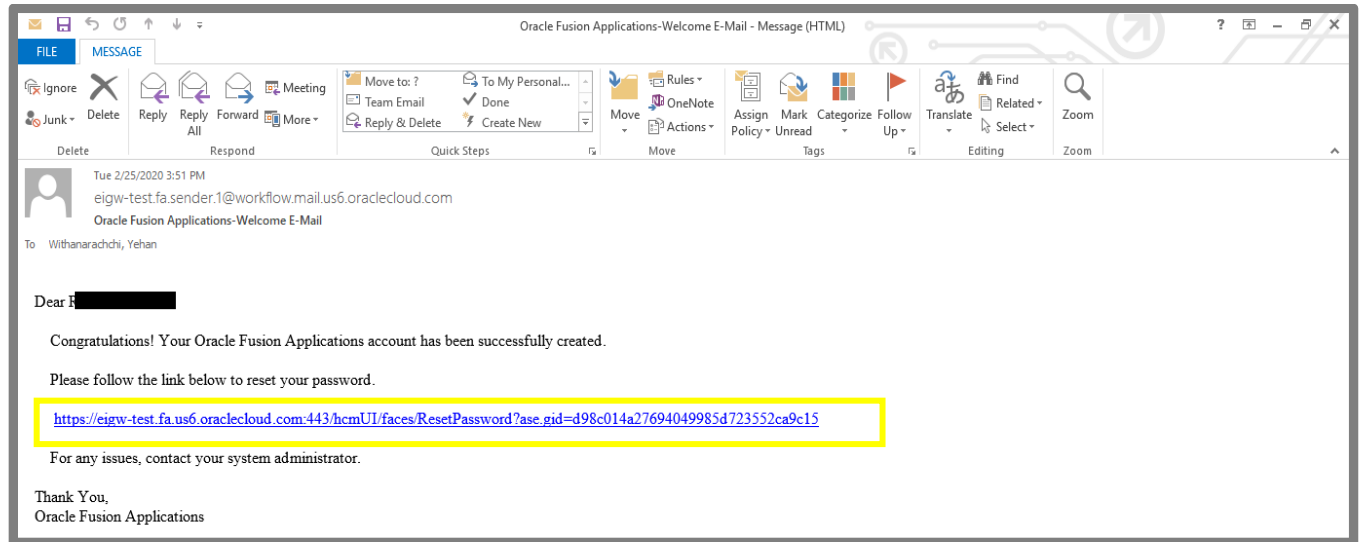
You can also use Apple Safari 11, Google Chrome 60+, Microsoft Edge 40+.

2.2 User login and Access

Once the supplier registration has been completed and the supplier user account has been created, the supplier contact person will receive the following email with the reset password link from SAGT.

From the email address: eigw.fa.sender.1@workflow.mail.us6.oraclecloud.com

If the email is not in your Inbox, please check the spams and move it to inbox. Add the email address to address book. If you have not received any email please contact us.



You are required to create a password to access the system by click on the link in the received email. Give a password that contains a minimum of 8 characters, including a number according to globally accepted password security policies. Re-enter the same password in the second field and submit.

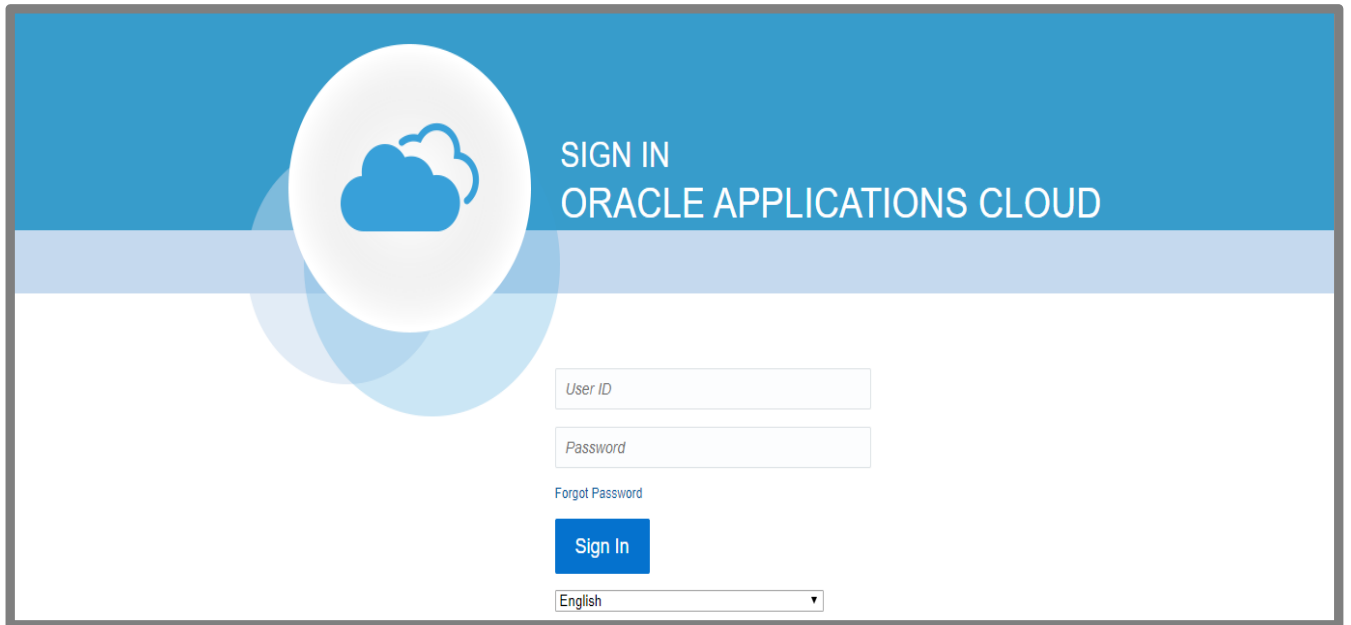
SIGN IN ORACLE APPLICATIONS CLOUD

Reset Password

Once the password is reset, the cloud application is ready to use. Use the **supplier contact email address** (email address which received the Oracle Fusion Applications: Welcome E-mail) as the **User ID** and enter the created **password** to login to the supplier portal.

Please use the below URL to login SAGT Supplier Portal.

Oracle Fusion URL: <https://eigw.login.us6.oraclecloud.com/>

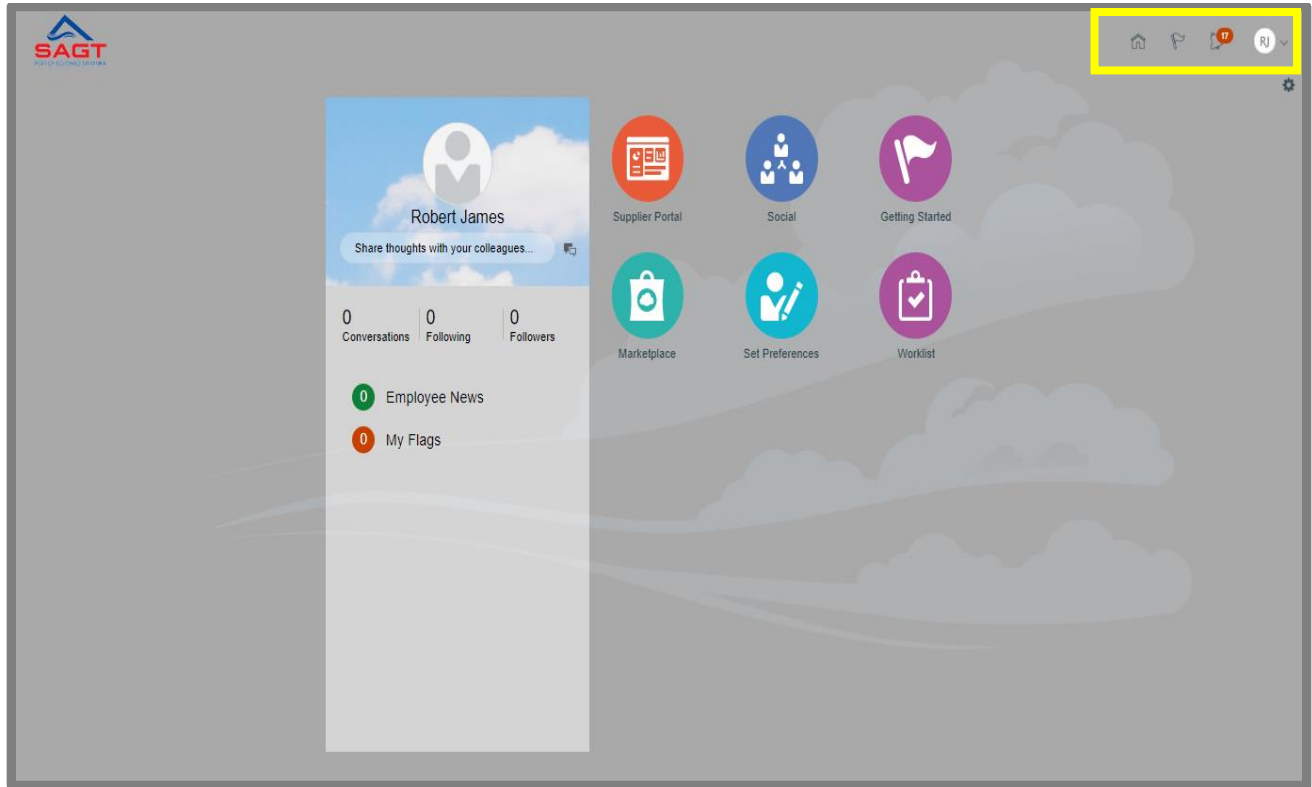


Please bookmark the login page or else you can add a shortcut in the desktop.

2.3 Supplier portal Homepage

Once logged in, you will be taken to Home Page.

Please note that the home page background colour can differ from the screenshot provided here.



The home page can be returned to at any time by clicking the **“home”** icon.



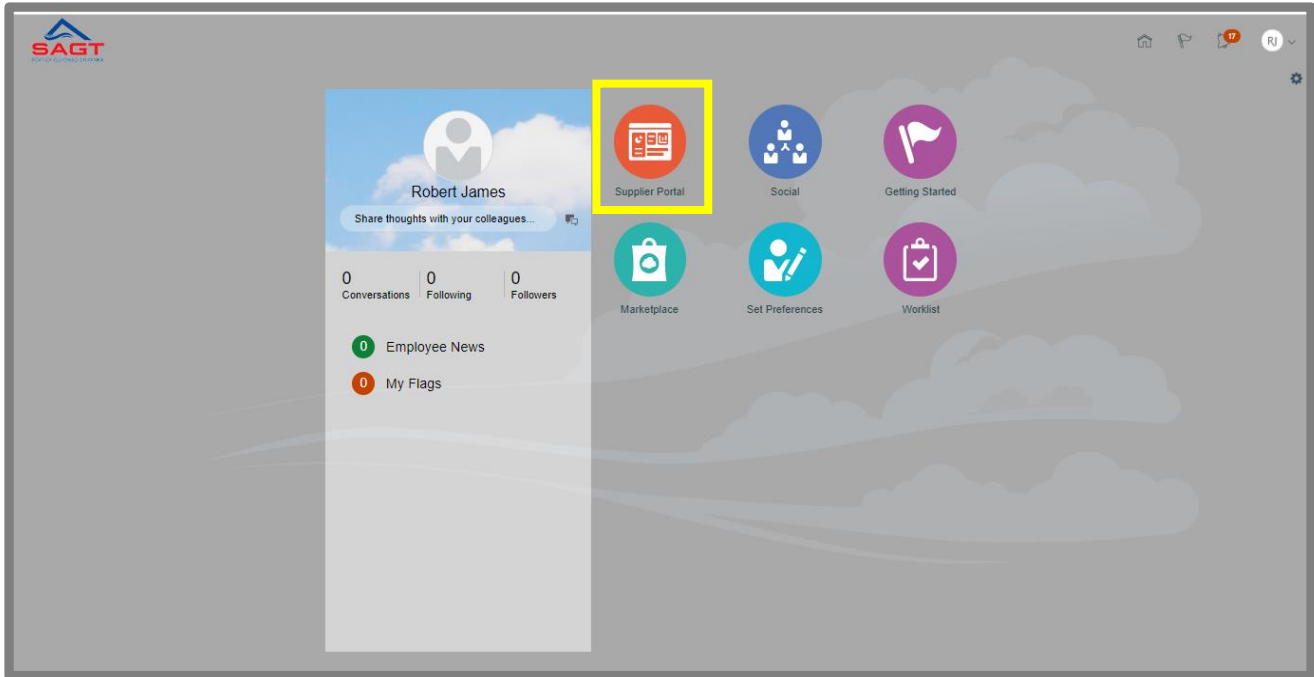
All notifications and pending notification (which required action) can be viewed. This will navigate you to the source document if clicked the task in this **“bell”** icon drop-down list.



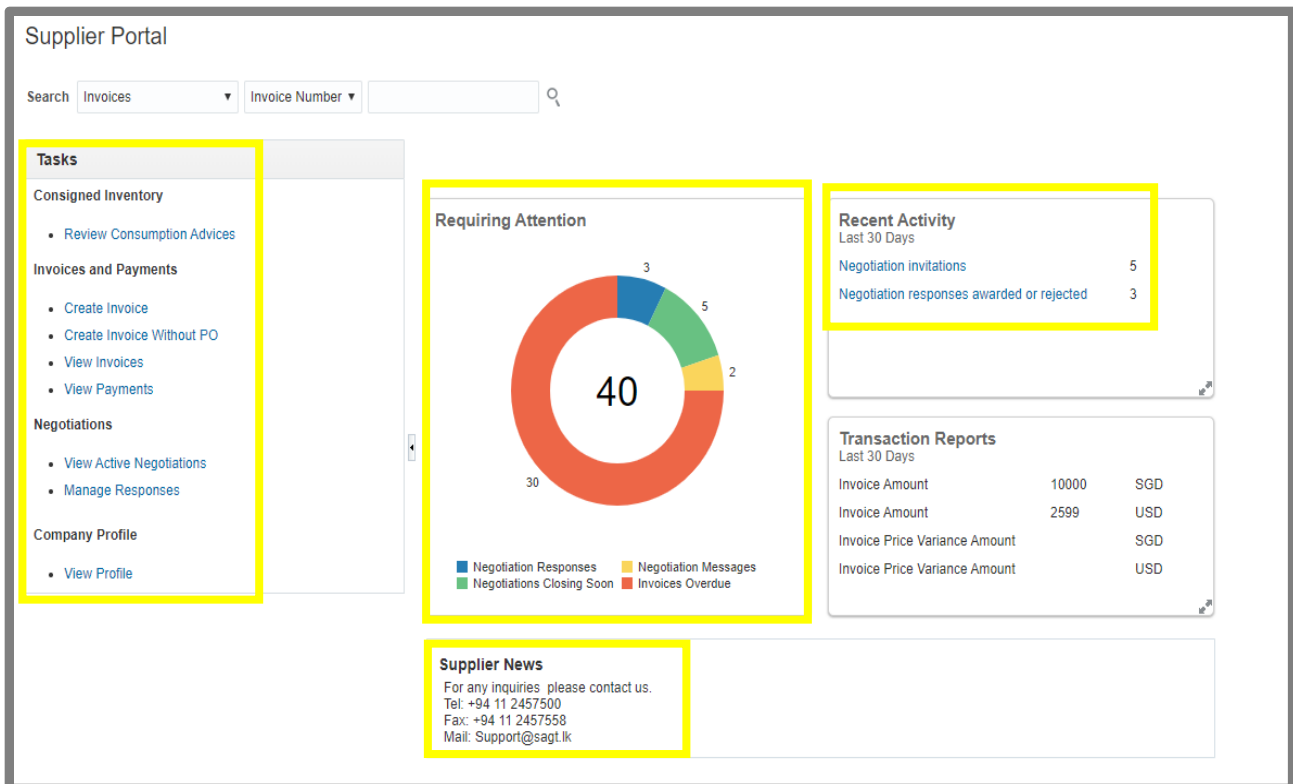
To sign out from the supplier portal, click **“settings and actions”** icon > click **sign out** > and then **confirm**.

2.3.1 Supplier Portal

Click on the **Supplier Portal icon**, which will direct you to create, view, and manage > invoices, response for RFQ and auction tasks screen.



You will land on the below screen once you are in the Supplier Portal.



Click on the required task (tasks with a blue hyperlink in the left pane) to navigate to the page you want to perform the job or inquire.

OR

Use **infolets** “Requiring Attention”, “Recent activities”, and “transaction Reports” for convenience and fast navigation.

Supplier News

Supplier users can view any relevant news that is posted for suppliers. For example, server downtime, upgrade notices, and so on by SAGT.

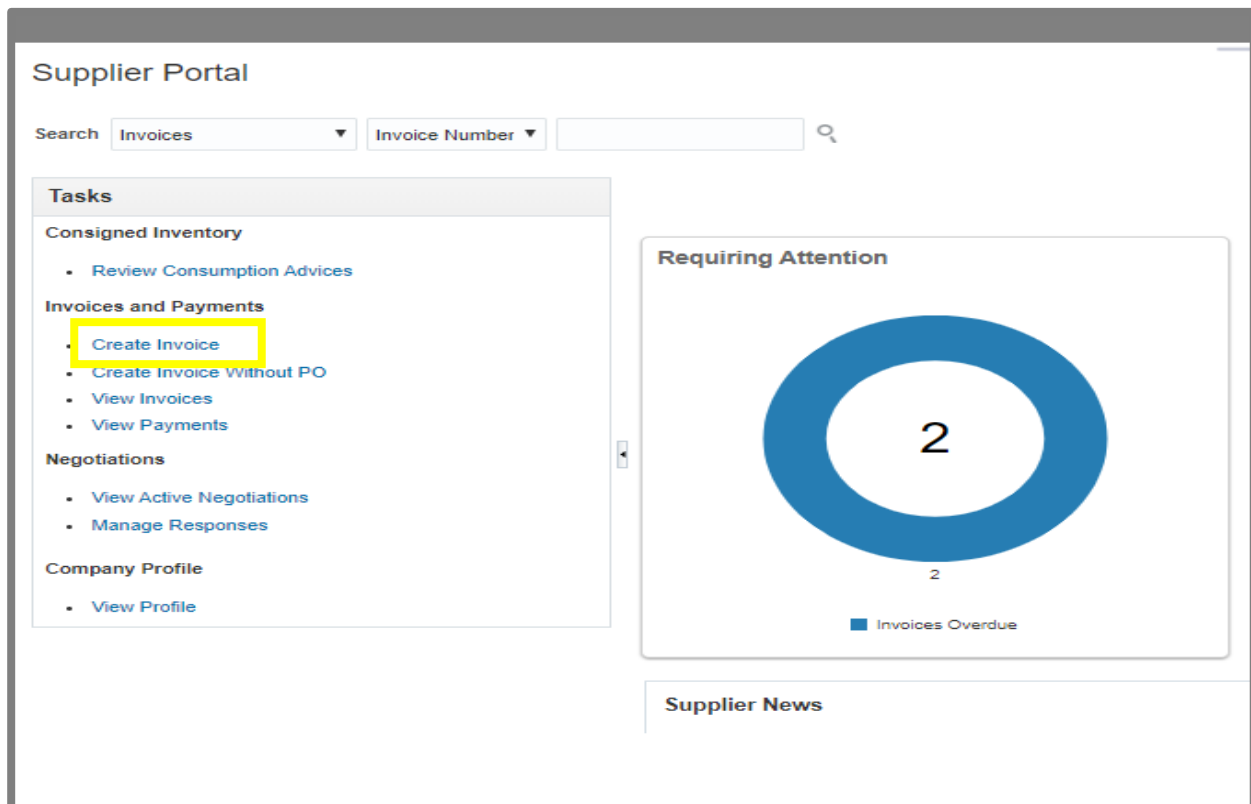
If you have any purchase orders, blanket agreements, invoice related queries please contact your SAGT contact person or our purchasing manager. If you need to inquire a payment related matter please contact accounts payable manager.

3. [Supplier Invoice](#)

3.1 Create Invoice (With Purchase Order)

Create an invoice for one or more open, approved, and not fully billed purchase orders. The invoice is immediately visible to the buying company for further processing. You cannot edit an invoice after submitting it.

Navigation > Homepage > Supplier Portal > Create Invoice



Invoice fields explained;

Identifying PO: Enter PO number for which the invoice is to be processed

Supplier site: Supplier Address from which the invoice is being prepared

Number: This is the Invoice Number of the invoice you will be submitting to SAGT for processing

Date: This is the Invoice Date

Type: Invoice

Description: Enter a brief description of the invoice

Attachment: Attach an Invoice Image (Attachments: Click on + sign beside Attachments to attach a document, text or URL that is relevant for the invoice e.g. invoice copy, courier invoice, etc.)

Fill in the required fields as below instructions;

* (asterisk marked fields are mandatory)

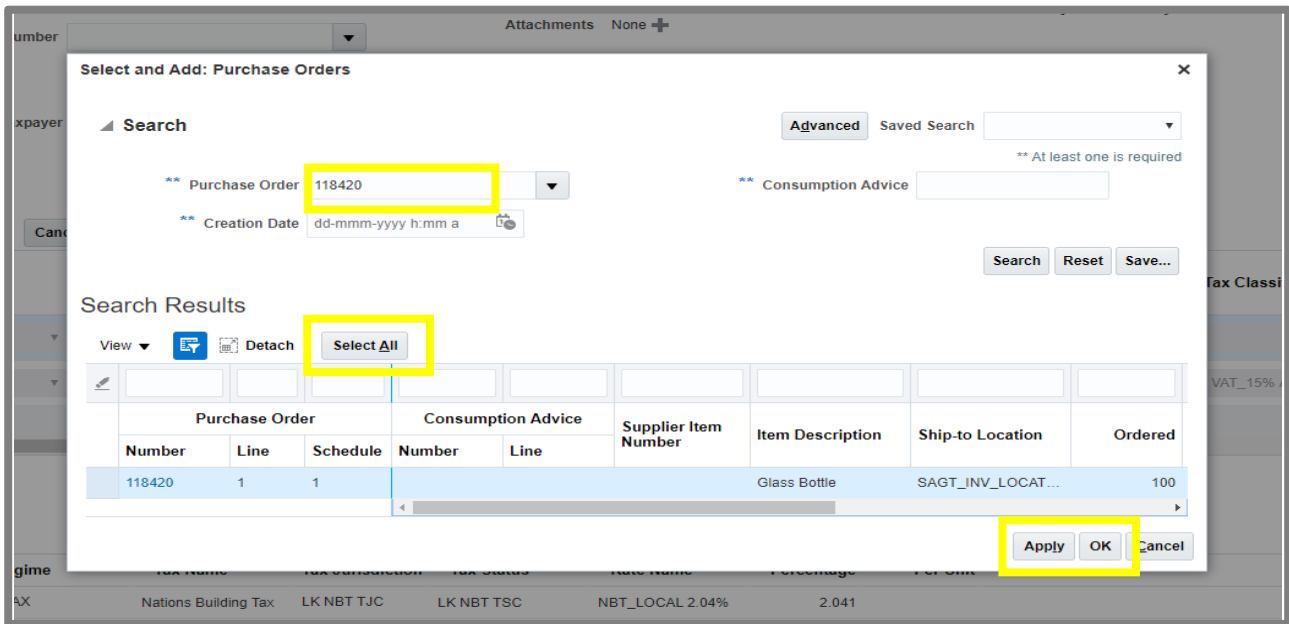
The screenshot shows a 'Create Invoice' form with the following fields and callouts:

- 1**: * Identifying PO (118527)
- 2**: * Supplier Site (OFFICE)
- 3**: * Number (2020-1-7733)
- 4**: * Date (20-Mar-2020)
- 5**: * Type (Invoice)
- 6**: Invoice Currency (LKR - Sri Lanka Rupee) and Payment Currency (LKR - Sri Lanka Rupee)
- 7**: Attachments (ASPL000060.pdf)
- 8**: Lines table

Customer Name: South Asia Gateway Terminals (Pvt) Ltd.

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
		* Number	* Line	* Schedule	Number	Line						
No data to display.												

1. Select the PO number from the drop-down list, and the system automatically picks the supplier name.



The Purchase Order you have entered on the Create Invoice screen appears automatically on the pop-up window.

Select the PO line (Line should turn blue if selected) which matches the item description of the goods/service you have provided Or Click on the **Select ALL** button to select all the lines in the pop-up window.

Once the line has been selected click on the **Apply** button, the selected line will disappear from the pop-up window.

If there is a requirement to add another PO to the same invoice, search the PO from the **Purchase Order** drop-down list and select the line and click **Apply**.

Once you have selected all the lines you want to invoice for, please Click on **OK**.

Selected PO Lines will appear under **Lines**.

2. Select the supplier site.
3. Enter the **Invoice Number**
4. Select or enter **Invoice Date**
5. Type: **Invoice**
6. **Currency** (Automatically populates)
7. Attach an Invoice Image/PDF or any other important document ([Refer attachments section](#))

Special Note: In accordance with Inland Revenue Department requirements it is mandatory for us to produce the supplier tax invoice. Hence we kindly request you to send us the original tax invoice as before. But sending the invoice through supplier portal will speed up the payment process.

8. Click the **Select and Add** button to select the purchase order Line

Invoice Actions: Save, Save and Close, Submit, Cancel

Supplier: Identifying PO: 118527, Supplier: [Redacted], Taxpayer ID: [Redacted], Supplier Site: OFFICE, Address: 123, Galle Road, Colombo 03, LK, Supplier Tax Registration Number: [Redacted]

Customer: Customer Taxpayer ID: SYS11976, Name: South Asia Gateway Terminals (Pvt) Ltd., Address: [Redacted]

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
1	Item	118527	1	1				Leave Recognition Gift Vou...	SAGT_INV_LO	VAT_15% ANE	36	36
Total												

In case if tax is not calculated in the PO, select the tax code from the **tax classification** drop-down. ([Refer tax codes section](#)).

Calculate tax in invoice

Once the Header and the line of the invoice are completed Click on **Calculate tax** in the **Invoice Actions** button to populate the tax amounts (Shortcut keys: **ctrl + alt + X** on your keyboard).

Invoice tax lines will be displayed in Summary Tax Lines (Please note that below just an e.g.)

Summary Tax Lines

View ▾

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
2	LK TAX	Sri Lanka Value Added	LK VAT TJC	LK VAT TSC	VAT_LOCAL 15%	15		1,530.61
3	LK TAX	Nations Building Tax	LK NBT TJC	LK NBT TSC	SVAT_LOCAL 15%	0		0
1	LK TAX	Nations Building Tax	LK NBT TJC	LK NBT TSC	NBT_LOCAL 2.04%	2.041		0

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
10,000.00	0.00	0.00	0.00	1,530.61	11,530.61

The Summary Tax Lines are updated with tax amounts. Also, the **Total Invoice** amount gets updated at the bottom right corner.

If all the information entered is 100% accurate and ready for submission, scroll to the top and click on the **Submit** button on the top right corner of the page. If the invoice is not complete for submission, you can click on **Save**, the saved invoice will be available for editing in [view invoices](#). You can simply click on **Cancel** if you want to delete the entered invoice (cancellation should be done before saving the invoice for the first time).

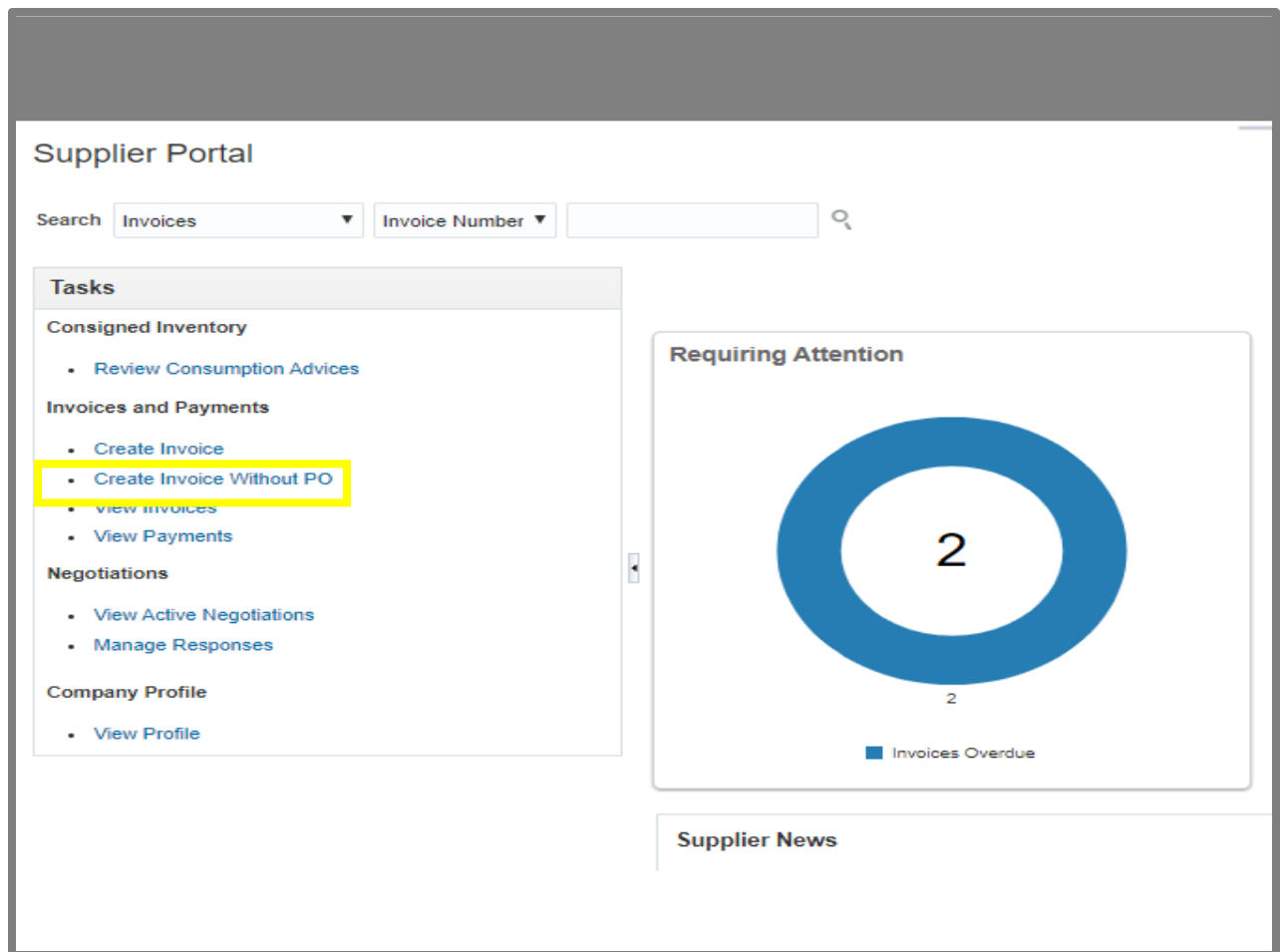
Once invoice is submitted you cannot use the same invoice number to create a new invoice, even if there is a correction to be done. So make sure to submit the accurate invoice and if you have any doubt do not

submit and please contact our Accounts Payable manager for assistance. Contact details are available in the supplier portal main screen.

3.2 Create Invoice Without PO (Invoice Request)

An invoice without a purchase order that is submitted through Oracle Fusion Supplier Portal is only visible to the buying company for further processing is after approval from the buyer, i.e. from SAGT. You cannot edit an invoice after submitting it.

Navigation > Homepage > Supplier Portal > Create Invoice without PO



Invoice fields explained;

Supplier site: Address from which the invoice is being prepared

Number: This is the Invoice Number on the invoice you will be submitting to SAGT for processing

Date: Date of the Invoice

Type: Invoice

Requester Email: Enter Requester Email (Your SAGT contact person will inform you the email address to be entered).

Most of the time head of the department (HOD) that you provided the service will be the requester and this invoice will go to that particular department head as an invoice request. Once the invoice request is approved by the department head, it will go to finance and will be available for payments. If any other SAGT employee email address entered invoice will be auto-rejected by the system.

Attachment: Attach an Invoice Image/PDF (Attachments: Click on + sign beside Attachments to attach a document, text or URL that is relevant for the invoice e.g. invoice copy, courier invoice, etc.)

* (asterisk marked fields are mandatory)

Fill in the required fields as below instructions;

The screenshot shows a web form titled "Create Invoice Without PO". The form is divided into several sections: Supplier, Remit-to Bank Account, Customer, and Lines. Numbered callouts (1-8) point to specific fields: 1. Supplier Site (OFFICE); 2. Invoice Number (2020-1-90339); 3. Invoice Date (22-Mar-2020); 4. Invoice Type (Invoice); 5. Invoice Currency (LKR - Sri Lanka Rupee); 6. Requester Email (William@sagt.com.lk); 7. Attachments (+ sign); 8. Add Line (+ sign). The form also includes fields for Taxpayer ID, Unique Remittance Identifier, Description, and a table for invoice lines.

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
No data to display.						
Total						

1. Supplier Site
2. Enter the Invoice **Number**
3. Invoice **Date**
4. **Type** as **Invoice**
5. Select the **Invoice Currency** from the drop-down list
6. **Requester Email** (Your SAGT contact person will inform you the email address to be entered)
7. Attach an Invoice Image ([Refer attachments](#))
8. Click the '+' sign to add a good/service line

Click the + sign under the lines section to add an item, freight or miscellaneous line type.

Under the **Type** drop-down you can select the following:

Item: Use the line types as item for the goods/services provided.

Freight: Any freight charges if applicable to bring the goods or services to the SAGT site.

Miscellaneous: Use the miscellaneous line if there are any charges apart from **Item** and **Freight**.

Create Invoice Without PO

Supplier [] Taxpayer ID [] Supplier Site OFFICE Address 498, Galle Road, Colombo 03, LK Supplier Tax Registration Number [] Remit-to Bank Account [] Unique Remittance Identifier [] Unique Remittance Identifier Check Digit [] Description [] Attachments None

Invoice Currency LKR - Sri Lanka Rupee Payment Currency LKR - Sri Lanka Rupee

Customer

Customer Taxpayer ID SYS11976 Name South Asia Gateway Terminals (Pvt) Ltd. Address [] Requester Email Ashen.Wijesiri@sagt.com.lk Requester Name Wijesiri, Ashen Randika

Lines

View + - X Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	* Amount	Description
1	Item	[]	[]	VAT_15% AND NBT	[]	100.00	Electric Kettle
2	Freight	[]	[]	[]	[]	30.00	Delivery charges
3	Miscellaneous	[]	[]	[]	[]	12.00	Packaging
Total						142.00	

Select the **Type** as **Item** for goods or services provided, and if the line is a tax-related line select the tax code from the **Tax Classification** drop-down. ([Refer tax codes](#))

Enter the line **Amount** and **Description**, if there are any **Freight** or **Miscellaneous** charges create a new line by clicking the + sign and selecting the relevant line **Type** from the drop-down.

Once the Header and the line of the invoice are completed Click on **Calculate tax** from the **Invoice Action** button to populate the tax amounts (For Shortcut please use ctrl + alt + X on your keyboard).

The Summary Tax Lines are updated with tax amounts. Also, the **Total Invoice** amount gets updated at the bottom right corner.

Summary Tax Lines

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	LK TAX	Nations Building Tax	LK NBT TJC	LK NBT TSC	NBT_LOCAL 2.04%	2.041		2.04
2	LK TAX	Sri Lanka Value Added	LK VAT TJC	LK VAT TSC	VAT_LOCAL 15%	15		15.31

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
100.00	30.00	12.00	0.00	17.35	159.35

Create Invoice Without PO

Supplier: [Redacted] Taxpayer ID: [Redacted] Supplier Site: OFFICE Address: 123, Galle Road, Colombo 03, LK Supplier Tax Registration Number: [Redacted]

Remit-to Bank Account: [Redacted] Unique Remittance Identifier: [Redacted] Unique Remittance Identifier Check Digit: [Redacted] Description: [Redacted] Attachments: None

Invoice Actions: Save Save and Close Submit Cancel

* Number: 2020-01-121332 Date: 08-Apr-2020 Type: Invoice Invoice Currency: LKR - Sri Lanka Rupee Payment Currency: LKR - Sri Lanka Rupee

Customer: Customer Taxpayer ID: SYS11976 Name: South Asia Gateway Terminals (Pvt) Ltd. Address: [Redacted] Requester Email: William@sagt.com.lk Requester Name: William, AB

Lines

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
1	Item			VAT_15% ANE	100.00	Electric Kettle
2	Freight				30.00	Delivery Charges
3	Miscellaneous				12.00	Packaging

If all the information entered is 100% accurate and ready for submission, scroll to the top and click on the **Submit** button on the top right corner of the page. If the invoice is not complete for submission, you can click on **Save**, the saved invoice will be available for editing in [view invoices](#). You can simply click on **Cancel** if you want to delete the entered invoice. (Cancellation should be done before saving the invoice for the first time).

Once invoice is submitted you cannot use the same invoice number to create a new invoice, even if there is a correction to be done. So make sure to submit the accurate invoice and if you have any doubt do not submit and please contact our Accounts Payable manager for assistance. Contact details are available in the supplier portal main screen.

Special Note: In accordance with Inland Revenue Department requirements it is mandatory for us to produce the supplier tax invoice. Hence we kindly request you to send us the original tax invoice as before. But sending the invoice through supplier portal will speed up the payment process.

3.3 Create credit Memo

A credit memo is a commercial document issued by a seller to a buyer. Credit memo act as a source document for the sales return.

Navigation > Homepage > Supplier Portal > Create invoices

Identifying PO: PO to which the credit memo is to be processed

Supplier site: Address from which the invoice is being prepared

Number: This is the number on the credit memo you will be submitting to SAGT for processing

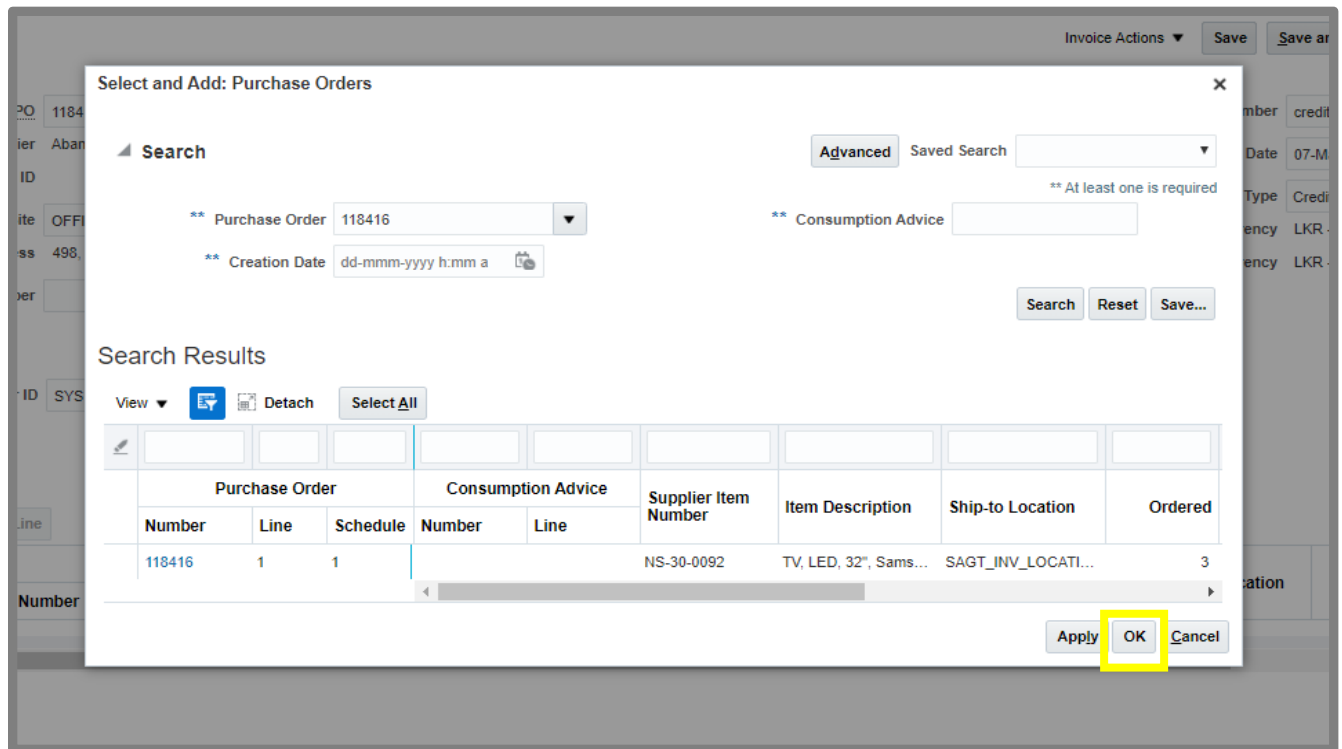
Date: This is the credit memo Date

Type: **Credit memo**

* (asterisk marked fields are mandatory)

Attachments: Click on + sign beside Attachments to attach a document, text or URL that is relevant for the credit memo e.g. credit memo copy, courier invoice, etc. ([Refer attachments](#))

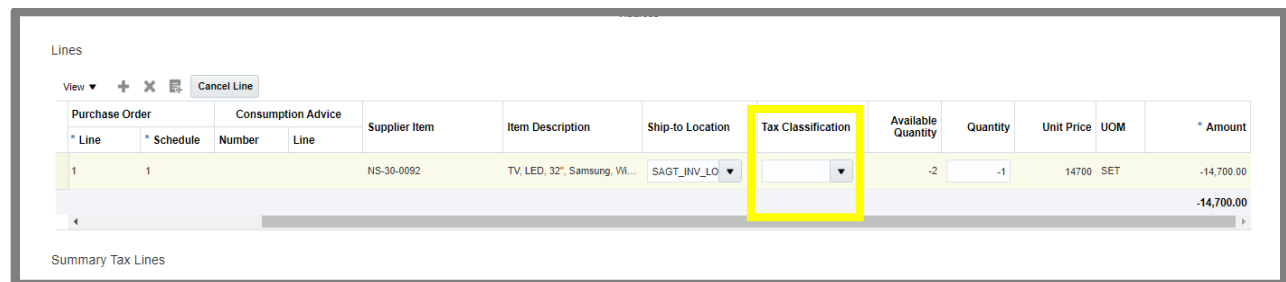
Click the **Select and Add** button to select the purchase order line.



The Purchase Order you have entered on the Create Invoice screen appears automatically on the pop-up window.

Select the PO line (Line should turn blue if selected) which matches the item description of the goods/service you have provided Or Click on the **Select ALL** button to select all the lines in the pop-up window.

Once the line has been selected click on the **Apply** button, the selected line will disappear from the pop-up window



The line item of the purchase order will appear on the invoice with the purchase order number and quantity. Enter the quantity of the credit memo (always negative).

If this is a tax-related line, select the tax code from the tax classification drop-down. ([Refer tax codes](#))

Summary Tax Lines

View ▾

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	LK TAX	Nations Building Tax	LK NBT TJC	LK NBT TSC	NBT_LOCAL 2.04%	2.041		-734.89
2	LK TAX	Sri Lanka Value Added	LK VAT TJC	LK VAT TSC	VAT_LOCAL 15%	15		-5,510.2

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
-36,000.00	0.00	0.00	0.00	-6,244.89	-42,244.89

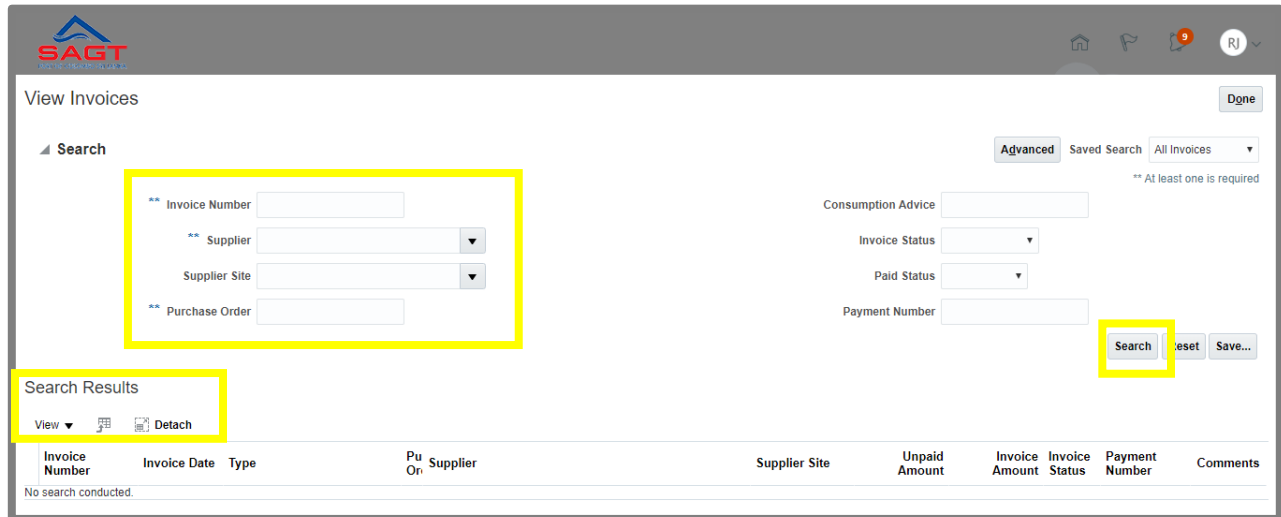
Once all the required information is entered click on the invoice action button on top of the page and select calculate tax from the drop-down. The **Total Invoice** amount and the tax summary will be available at the end of the page as shown above.

If all the information entered is 100% accurate and ready for submission, scroll to the top and click on the **Submit** button on the top right corner of the page. If the invoice is not complete for submission, you can click on **Save**, the saved invoice will be available for editing in [view invoices](#). You can simply click on **Cancel** if you want to delete the entered invoice.

3.4 View Invoices

Navigation > Homepage > Supplier Portal > View Invoices

You will be navigated to the below inquiry screen.



The screenshot shows the 'View Invoices' interface. The search section includes the following fields and controls:

- Search Section:** A yellow box highlights the search criteria fields: **** Invoice Number** (text input), **** Supplier** (dropdown), **Supplier Site** (dropdown), and **** Purchase Order** (text input).
- Advanced Search:** Includes 'Advanced', 'Saved Search', and 'All Invoices' (dropdown). A note states: **** At least one is required**.
- Additional Filters:** Consumption Advice (text input), Invoice Status (dropdown), Paid Status (dropdown), and Payment Number (text input).
- Search Action:** A yellow box highlights the **Search** button, along with **Reset** and **Save...** buttons.
- Search Results:** A yellow box highlights the 'Search Results' section, which includes a 'View' dropdown and a 'Detach' button.
- Table Header:** Columns include Invoice Number, Invoice Date, Type, Pu On, Supplier, Supplier Site, Unpaid Amount, Invoice Amount, Invoice Status, Payment Number, and Comments.
- Table Content:** The table currently displays 'No search conducted.'

Enter any search criteria and click on the search button. ****** (Double asterisk, At least one of these search criteria must be filled).

Invoice Number: This is the number on the Invoice or credit memo.

Supplier: Select the supplier name from the drop-down

Supplier Site: Select the supplier Site from the drop-down

Purchase Order: Purchase order number related to the invoice or credit memo

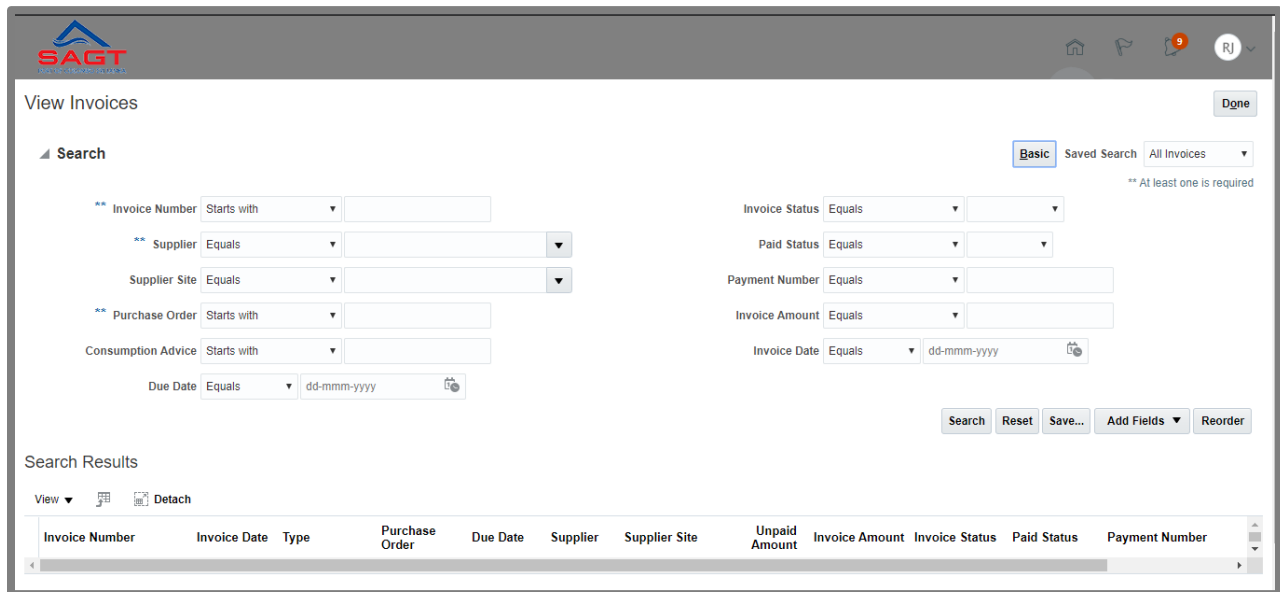
Invoice Status: Current status of the invoice where it is Approved, Rejected, Incomplete, etc.

Search Results can be modified for how data is displayed. ([Refer Search Results](#))

By default, it is set to open the search in the basic, to narrow the search results with additional search criteria, click on the Advanced button.



The additional search criteria will appear as follows,



Enter any search criteria and click on the search button. ** (Double asterisk, At least one of these search criteria must be filled).

Users can search based on additional search criteria values such as starts with, Equals, Ends with, etc.

Invoice Number: This is the number on the Invoice or credit memo

Supplier: Select the supplier name from the drop-down

Supplier Site: Select the supplier Site from the drop-down

Purchase Order: Purchase order number related to the invoice or credit memo

Due Date: Date in which the invoice becomes due for payment after the credit period ends

Paid status: The current Payment status of the invoice, i.e. whether the invoice is unpaid, partially paid or fully paid

Payment Number –Document number of the check or electronic payment

Invoice Amount: Total amount of the invoice

Invoice Date: Date of the Invoice or Credit memo

3.5 View Payments

Navigation > Homepage > Supplier Portal > View Payments

To view payments that have been made on the system, select **View Payments** from the home page. The below view will appear. Searches can be made based on any criteria with a **. (At least one of these boxes must be completed).

The payment number will provide full details on the payment (date paid and bank account remit), drill-down detail to the invoices and PO. (Search results with the blue hyperlink can be drilled down)

The screenshot shows the SAGT 'View Payments' page. At the top left is the SAGT logo. The page title is 'View Payments'. There are navigation icons (Home, Profile, Notifications with '19' badge, and User 'RJ') in the top right. Below the title is a 'Done' button. A search section is visible with a 'Search' button and a dropdown menu set to 'All Payments'. There are search filters for Payment Number, Payment Status, Payment Amount, Supplier (set to 'Abans PLC'), Supplier Site, and Payment Date (format: dd-mmm-yyyy). A note says '** At least one is required'. Search, Reset, and Save... buttons are at the bottom right of the search section. A 'Search Results' section is highlighted with a yellow box, containing a 'View' dropdown and a 'Detach' button. Below this is a table of payment results.

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
106675	18-Oct-2019	Manual	PO-116280	Abans PLC	OFFICE	160,000.00 LKR	Cleared	
106577	04-Oct-2019	Payment Process Re...	PO-115887	Abans PLC	OFFICE	25,000.00 LKR	Cleared	
106407	23-Sep-2019	Manual	PO-115354	Abans PLC	OFFICE	21,652.00 LKR	Cleared	
106385	19-Sep-2019	Payment Process Re...	PO-115354	Abans PLC	OFFICE	21,652.00 LKR	Voided	
501242	18-Sep-2019	Quick	PO-115613	Abans PLC	OFFICE	280,000.00 LKR	Cleared	
106192	27-Aug-2019	Payment Process Re...	PO-114952	Abans PLC	OFFICE	34,000.00 LKR	Cleared	

Search Results can be modified for how data is displayed. ([Refer Search Results](#))

4. Supplier Response for Negotiation

Negotiation can be an Auction, Request for Quotation (RFQ) or Request for Information (RFI). The outcome of a negotiation can be a Purchase order or an Agreement.

To respond to negotiations to which you have been specifically invited, view the Open Invitations section of the Negotiations Home page. To respond to a negotiation, click the negotiation number. Use the Search Negotiations fields to search for a particular negotiation.

Responding to an Auction and RFQ is almost similar. Proxy bidding and mass price reduction are the additional features available to the supplier when responding to Auctions.

Negotiation	Title	Negotiation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Will Participate	Monitor	Your Responses	Unread Message	View PDF	Response Spreadsheets
72	Quotation for bulbs.	RFQ	OFCAdmin		23 Days 1 Hour	31-Mar-2020 11:56 AM	Blind	Yes		2	0		
70,1	Vacuum cleaner	Auction	OFCAdmin	OFFICE	17 Days	25-Mar-2020 11:44 AM	Blind			0	0		

Search Results can be modified for how data is displayed. ([Refer Search Results](#))

Negotiation: The document number of the negotiation

Title: Title of the Negotiation

Negotiation type: Type of the negotiation, whether the negotiation is an auction or RFQ

Buyer: Name of the buyer from SAGT procurement department

Supplier Site: Address name of the supplier invited for the negotiation

Time remaining: Number of days and hours remaining for the negotiation to get close

Close date: Date in which the negotiation gets closed, Suppliers cannot respond after the close date

All responses: Total number of responses from all suppliers to the negotiation, this is not available when the response visibility is blind or sealed.

Will participate: Negotiations where the supplier Acknowledged participation

Monitor: The supplier can monitor the negotiations in real-time only if granted permission

Your responses: number of responses the supplier responded for the specific negotiation if allowed

Unread messages: number of unread messages by the supplier for the specific negotiation

View PDF- Suppliers can also print a .pdf copy of the negotiation document for offline reviewing

Response by spreadsheet: Suppliers can Respond to the negotiation by downloading an excel spreadsheet template ([Refer Respond by spreadsheet](#))

4.1 RFQ

After you have viewed the details of the negotiation document, you can determine the best response to create.

Navigation > Homepage > Supplier Portal > View Active Negotiations >

The screenshot shows the SAGT Active Negotiations page. At the top, there is a search bar with fields for Negotiation, Title, and Negotiation Close By. To the right, there are filters for Invitation Received, Response Submitted, and Negotiation Open Since. Below the search bar, there is a table of search results. The table has columns for Negotiation, Title, Negotiation Type, Buyer, Supplier Site, Time Remaining, Close Date, All Responses, Will Participate, Monitor, Your Responses, Unread Messages, View PDF, and Response Spreadsheets. The first row is highlighted, showing a negotiation with ID 72, titled 'Quotation for bulbs', of type RFQ, with 23 days and 1 hour remaining, and a close date of 31-Mar-2020 11:56 AM. A yellow box highlights the 'Create Response' button above the table.

Select the line with the negotiation type as RFQ and click on create response. The response document generated will help you provide a complete response by providing all necessary information

4.1.1 Overview

The screenshot shows the 'Create Response (Quote 2022): Overview' form. At the top, there are navigation tabs: Overview (selected), Requirements, Lines, and Review. Below the tabs, there are buttons for Messages, Respond by Spreadsheet, Actions, Back, Next, Save, Submit, and Cancel. The form displays the following information: Title: Quotation for bulbs., Close Date: 31-Mar-2020 11:56 AM, Time Remaining: 26 Days 16 Hours. Under the 'General' section, there are fields for Supplier (redacted), Negotiation Currency: USD, Response Currency: USD, Price Precision: 2 Decimals Maximum, and Response Valid Until: 04-Apr-2020 11:57 AM. On the right side, there are radio buttons for Response Type: Primary (selected) and Alternate. Below that, there are input fields for Reference Number and Note to Buyer. At the bottom right, there is an Attachments section showing 'None' with a plus sign.

Response currency: Currency in which the supplier quote

Response valid until: The date after which the response is no longer valid.

Reference number: The Supplier can assign a reference number to track internally

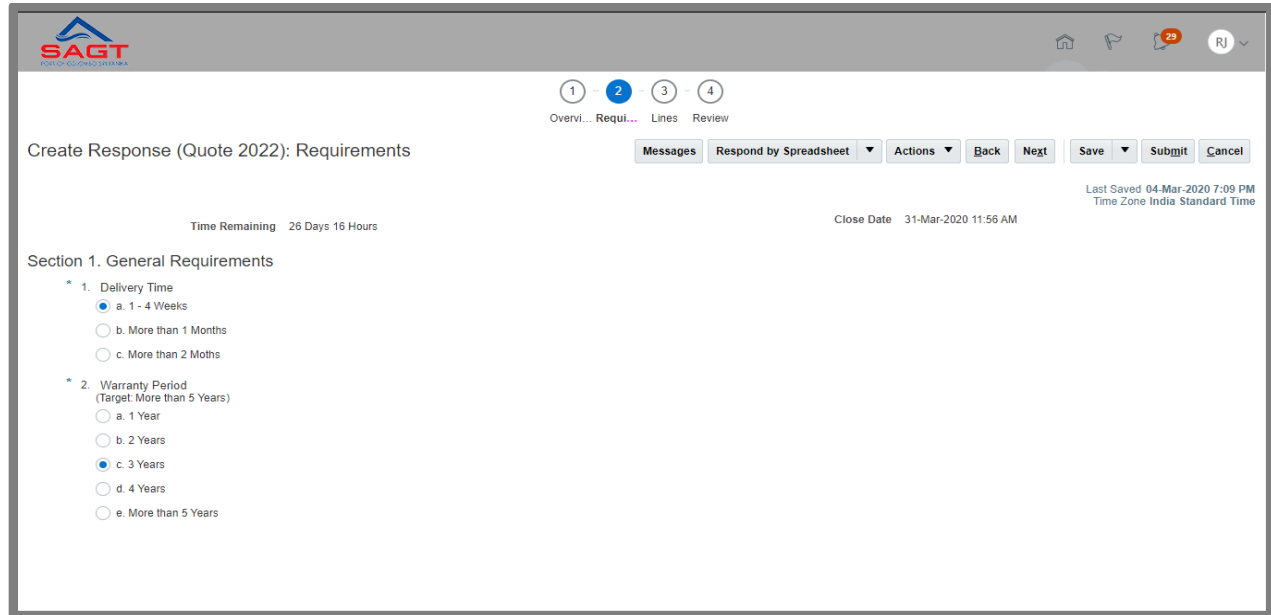
Note to buyer: A text note of any additional information to the buyer in SAGT about this negotiation

Once the required information is filled click on the Next button

4.1.2 Requirements

The negotiation may include questions soliciting information about your company or your practices. Such questions are called requirements. The Category Manager may have defined such requirements. If they are defined, a box labeled Requirements appears in the chain of train stops. If responses are required, you must provide an answer. Your responses to requirements may be used along with all other response information when evaluating your response.

These are the general requirement the supplier need to respond, requirements can vary between negotiations.



The screenshot shows a web interface for SAGT. At the top left is the SAGT logo. The main header area contains a progress indicator with four steps: 1, 2 (highlighted), 3, and 4. Below the progress indicator are tabs for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The page title is 'Create Response (Quote 2022): Requirements'. On the right side, it shows 'Last Saved 04-Mar-2020 7:09 PM Time Zone India Standard Time' and 'Close Date 31-Mar-2020 11:56 AM'. The main content area is titled 'Section 1. General Requirements' and contains two sections:

- 1. Delivery Time
 - a. 1 - 4 Weeks
 - b. More than 1 Months
 - c. More than 2 Moths
- 2. Warranty Period (Target: More than 5 Years)
 - a. 1 Year
 - b. 2 Years
 - c. 3 Years
 - d. 4 Years
 - e. More than 5 Years

Click on the Next button once all the requirement has been completed.

4.1.3 Line

The line might be an item or a service that SAGT asks the suppliers to respond.

Click on the required details of each line to respond to the additional information that requires the supplier's feedback

1 2 3 4
 Overview Requir... Lines Review

Create Response (Quote 2022): Lines

Currency = US Dollar

Time Remaining 26 Days 16 Hours

Close Date 31-Mar-2020 11:56 AM

Last Saved 04-Mar-2020 7:27 PM
 Time Zone India Standard Time

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Line	Description	Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Best Response Price	Best Response Score	Response Price	Total Score	Estimate Quantit
1	Bulb, Screw, 40W, £		+		CONSUMABLES.EI		No response	No response			5,00

Columns Hidden 6

Grand Totals

All response lines except alternate lines are included.
 Response Amount 0.00

4.1.4 Additional Line Information and Attributes

Line attributes typically ask for additional details about the product or service you are offering. Your responses to line attributes are used along with line and line price information when evaluating your response.

Response price: The Suppliers price for each item considering the quantity and the type of outcome (purchase order, blanket purchase agreement)

Target value: For each attribute, SAGT can define a target value. This is the value that is most desirable for this attribute.

Response Value: For each attribute, suppliers must provide a response value.

* (asterisk marked fields are mandatory)

SAGT

Lines: Edit Line: 1 (Quote 2022)

Currency = US Dollar

Item 26-10-1001

Revision

Description Bulb, Screw, 40W, E27,240V for RTG

Category Name CONSUMABLES ELECTRICAL.BULB/LAMP

Best Response Price No response

Best Response Score No response

Start Price

* Response Price 100.00

Total Score

Estimated Quantity 5,000

UOM EACH

Rank No response

Close Date 31-Mar-2020 11:56 AM

Target Minimum Release Amount

Response Minimum Release Amount

Note to Buyer

Attachments None

Save Save and Close Cancel

Attributes

Attribute	Target Value	Response Value
Technical Information		
Brand	Parker	Parker
Part Number (If any change, mention the reason for change)		SA1903332
Country of manufacturing		German
Genuineness certificate from OEM		Available

SAGT

1 - 2 - 3 - 4
Overview Requirements Lines Review

Review Response: Quote 1003

Currency = US Dollar

Title **Bulbs screw** Close Date 30-Apr-2020 5:47 PM

Time Remaining 17 Days 22 Hours

Overview Requirements Lines

General

Supplier	[REDACTED]	Response Type	Primary
Supplier Site	OFFICE	Reference Number	
Negotiation Currency	USD	Note to Buyer	
Response Currency	USD	Attachments	None
Price Precision	2 Decimals Maximum		
Response Valid Until			

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 12-Apr-2020 7:23 PM
Time Zone India Standard Time

Once the response is completed suppliers can review their response for requirements and lines before submitting them to SAGT.

Suppliers can **save** the response and submit later. (Navigation > Homepage > Supplier Portal > Manage Responses.

4.2 Auction

After you have viewed the details of the negotiation document, you can determine the best response to create.

Navigation > Homepage > Supplier Portal > View Active Negotiations >

Negotiation	Title	Negotiation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Will Participate	Monitor	Your Responses	Unread Messages	View PDF	Response Spreads
72	Quotation for bulbs	RFQ	OFCAdmin		23 Days 1 Hour	31-Mar-2020 11:56 AM	Blind	Yes		2	0		
70.1	Vacuum cleaner	Auction	OFCAdmin	OFFICE	17 Days	25-Mar-2020 11:44 AM	Blind			0	0		

Select the line with the negotiation type as RFQ and click on create response. The response document generated will help you provide a complete response by providing all necessary information

4.2.1 Overview

Create Response (Bid 2025): Overview

Title: Vacuum cleaner
Close Date: 25-Mar-2020 11:44 AM
Time Remaining: 17 Days

General

Supplier: [Redacted]
Supplier Site: OFFICE
Negotiation Currency: USD
Response Currency: USD
Price Precision: 2 Decimals Maximum
Response Valid Until: 29-Apr-2020 11:45 AM

Response Type: Primary Alternate
Reference Number: [Redacted]
Note to Buyer: [Redacted]
Attachments: None

Response currency: Currency in which the supplier quote

Response valid until: The date after which the response is no longer valid.

Reference number: The Supplier can assign a reference number to track internally

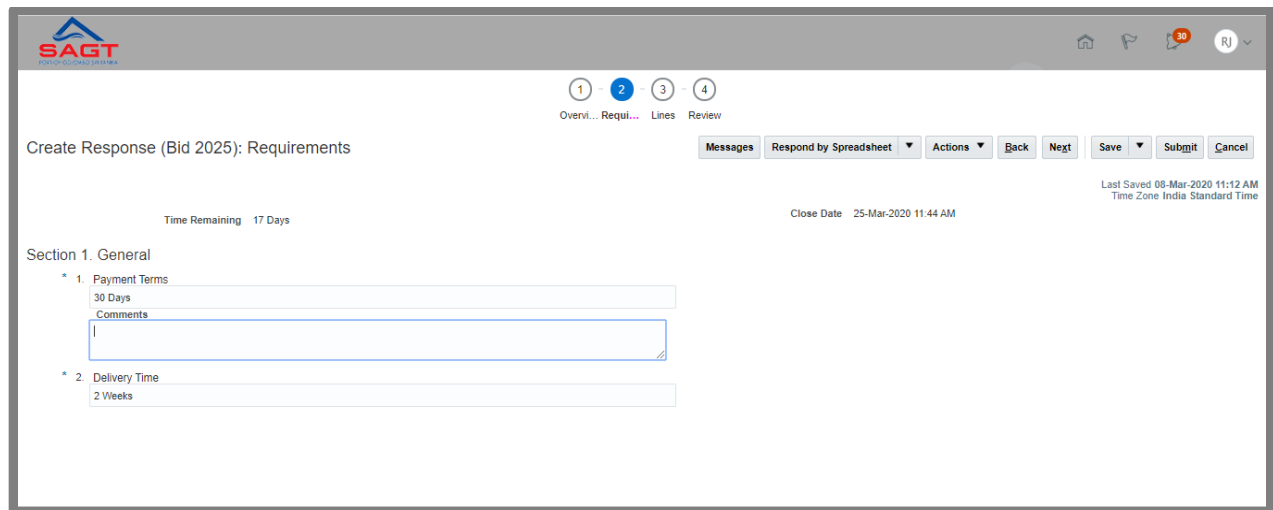
Note to buyer: Any additional information to the buyer in SAGT about this negotiation

Once the required information is filled click on the Next button

4.2.2 Requirements

The negotiation may include questions soliciting information about your company or your practices. Such questions are called requirements. The Category Manager may have defined such requirements. If they are defined, a box labeled Requirements appears in the chain of train stops. If responses are required, you must provide an answer. Your responses to requirements may be used along with all other response information when evaluating your response

These are the general requirement the supplier need to respond, requirements can vary between negotiations.

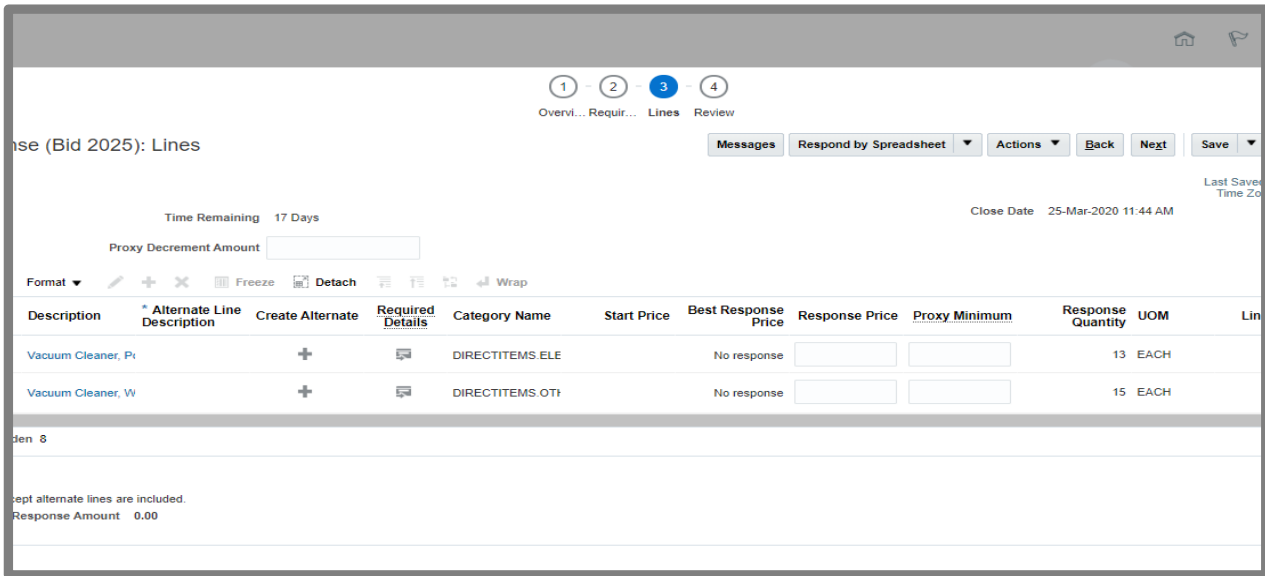


The screenshot shows the SAGT bid response interface. At the top left is the SAGT logo. The top right contains navigation icons (home, search, notifications with a '30' badge, and a user profile 'RJ'). Below the logo is a progress bar with four steps: 1. Overview, 2. Requirements (highlighted in blue), 3. Lines, and 4. Review. The main heading is 'Create Response (Bid 2025): Requirements'. To the right of the heading are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. Below the heading, it shows 'Time Remaining 17 Days' and 'Close Date 25-Mar-2020 11:44 AM'. On the right side, it says 'Last Saved 08-Mar-2020 11:12 AM' and 'Time Zone India Standard Time'. The main content area is titled 'Section 1. General' and contains two required items:

- * 1. Payment Terms: 30 Days. Below this is a 'Comments' text area with a blue border and a small icon in the bottom right corner.
- * 2. Delivery Time: 2 Weeks.

4.2.3 Line

The line might be an item or a service that SAGT asks the suppliers to respond. Click on the required details of each line to respond to the additional information that requires the supplier's feedback



4.2.4 [Additional Line Information and Attributes](#)

Line attributes typically ask for additional details about the product or service you are offering. Your responses to line attributes are used along with line and line price information when evaluating your response.

Response price: The Suppliers price for each item considering the quantity and the type of outcome (purchase order, blanket purchase agreement)

Target value: For each attribute, SAGT can define a target value. This is the value which is most desirable for this attribute

Response Value: For each attribute, suppliers must provide a response value.

* (asterisk marked fields are mandatory)

Lines: Edit Line: 1 (Bid 2025) Messages | 1: Vacuum Cleaner, Portabl... | Save | Save and Close | Cancel

Currency = US Dollar Close Date 25-Mar-2020 11:44 AM | Last Saved 08-Mar-2020 11:25 AM

Item NS-20-0275
Revision
Description Vacuum Cleaner, Portable, Brand: KARCHER, NT 35 / 1 Tact
Location SAGT_INV_LOCATION
Category Name DIRECTITEMS.ELECTRICAL.NONE
Requested Delivery Date
Best Response Price No response
Promised Delivery Date dd-mmm-yyyy
Note to Buyer
Start Price
* Response Price 100.00
Attachments None
Proxy Minimum
Target Quantity 13
Response Quantity 13
UOM EACH
Rank No response

Attributes

View Format Freeze Detach Wrap

Attribute	Target Value	Response Value
General		
Tank Capacity	4 Liter	5 Liters
Energy consumption		1400 w

Lines: Edit Line: 2 (Bid 2025) Messages | 2: Vacuum Cleaner, Wet & D... | Save | Save and Close | Cancel

Currency = US Dollar Close Date 25-Mar-2020 11:44 AM | Last Saved 08-Mar-2020 11:25 AM

Item NS-90-0933
Revision
Description Vacuum Cleaner, Wet & Dry, P/N: DRVC01W, Brand: Damro
Location SAGT_INV_LOCATION
Category Name DIRECTITEMS.OTHER.NONE
Requested Delivery Date
Best Response Price No response
Promised Delivery Date dd-mmm-yyyy
Note to Buyer
Start Price
* Response Price 200.00
Attachments None
Proxy Minimum
Target Quantity 15
Response Quantity 15
UOM EACH
Rank No response

Attributes

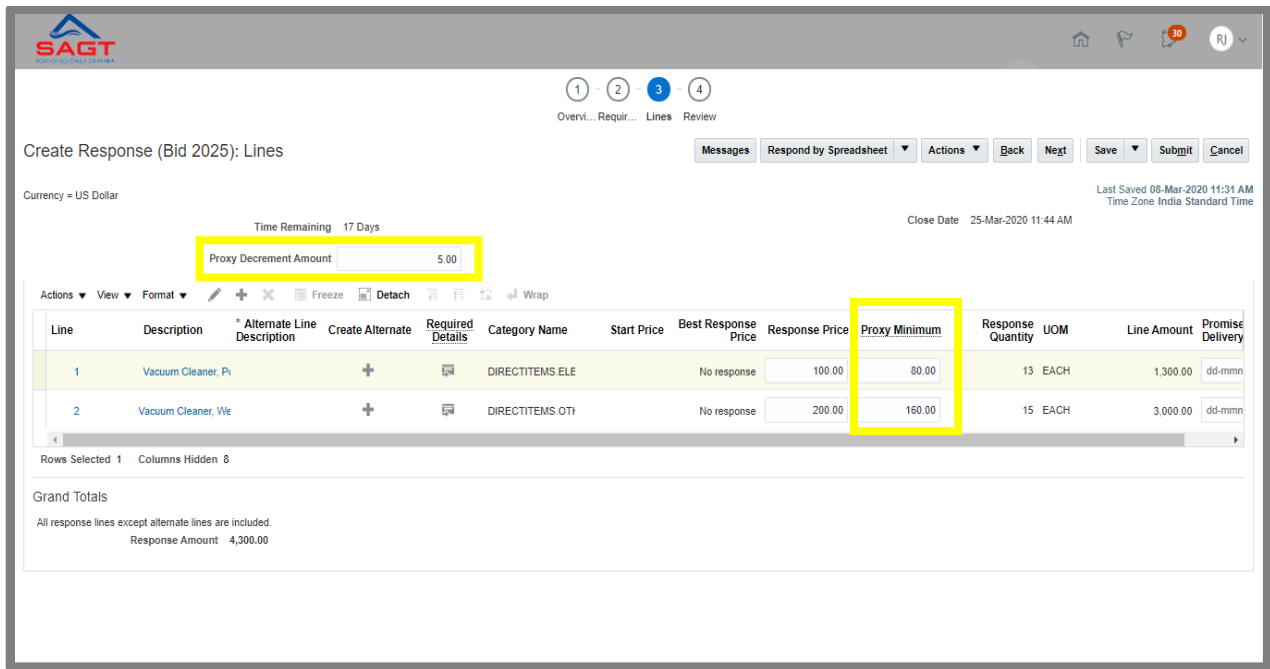
View Format Freeze Detach Wrap

Attribute	Target Value	Response Value
General		
Energy consumption		2400 W
Tank Capacity -		3 Liters

If required, Suppliers can enter a proxy minimum and proxy decremental amount.

Proxy bidding enables the application to automatically rebid for you when a competitor submits a lower winning bid. The application automatically rebids with a lower price when a competitor submits a winning bid. When you submit your initial bid, you specify a value (percentage of the initial price offered or a flat amount) and the minimum price you are willing to offer. On any subsequent rebids, the offer price is reduced by a value that you can specify. This happens automatically until you reach your minimum price.

(Access is completely restricted for SAGT to view both proxy decremental amount and proxy minimum)



Proxy Decrement

The proxy decrement is the value/Percentage (SAGT considers this as either a fixed amount or as a percentage) by which the application will underbid any competing bid which beats your bid. The negotiation author specifies whether the proxy decrement value you enter is considered a flat amount or a percentage of the current best bid. If the value is being used as a percentage, a percent sign appears at the end of the entry field.

Proxy minimum

The proxy minimum is the amount at which the application ceases proxy bidding on your behalf. The application will not proxy bid for you if the resulting bid would be less than the proxy minimum you specify.

Proxy Bidding Scenario

In the following example, your initial bid is \$1000 with a proxy decrement value of 10% and a proxy minimum amount of \$500.

The following table shows how a proxy bid is updated during the course of a negotiation.

Competing Bid	Your Proxy Bid
\$995	\$895.5 (\$995 reduced by 10%)
\$763	\$686.7 (\$763 reduced by 10%)
\$660	\$594 (\$660 reduced by 10%)
\$540	Proxy bids no longer submitted because they would drop below your proxy minimum of \$500.

Review Response: Bid 2025

Currency = US Dollar

Title Vacuum cleaner

Close Date 25-Mar-2020 11:44 AM

Time Remaining 16 Days 22 Hours

Overview Requirements Lines

Proxy Decrement Amount 5.00

View Format Freeze Detach Wrap

Line	Description	Alternate Line Description	Details	Category Name	Projected Rank	Best Response Price	Response Price	Proxy Minimum	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Attachment
1	Vacuum Cleaner, P1			DIRECTITEMS.ELE	1	No response	100.00		13	EACH	1,300.00		
2	Vacuum Cleaner, W1			DIRECTITEMS.OT1	1	No response	200.00		15	EACH	3,000.00		

Columns Hidden 8

Grand Totals

All response lines except alternate lines are included.
Response Amount 4,300.00

Once the response is completed suppliers can review their response for requirements and lines before submitting them to SAGT. Suppliers can save the response and submit later. (Navigation > Homepage > Supplier Portal > Manage Responses).

5. [Attachments and excel upload](#)

5.1 Online Messages

Throughout a negotiation, there may be times when you need to communicate with SAGT to provide additional information or request clarification. You can use online messaging for these communications. You create messages on the Online Messages page. Once you access the negotiation, you can navigate to the Online Messages page from any page by selecting the Messages button.

Review Response: Quote 2022

Currency = US Dollar

Title Quotation for bulbs.

Close Date 31-Mar-2020 11:56 AM

Time Remaining 26 Days 16 Hours

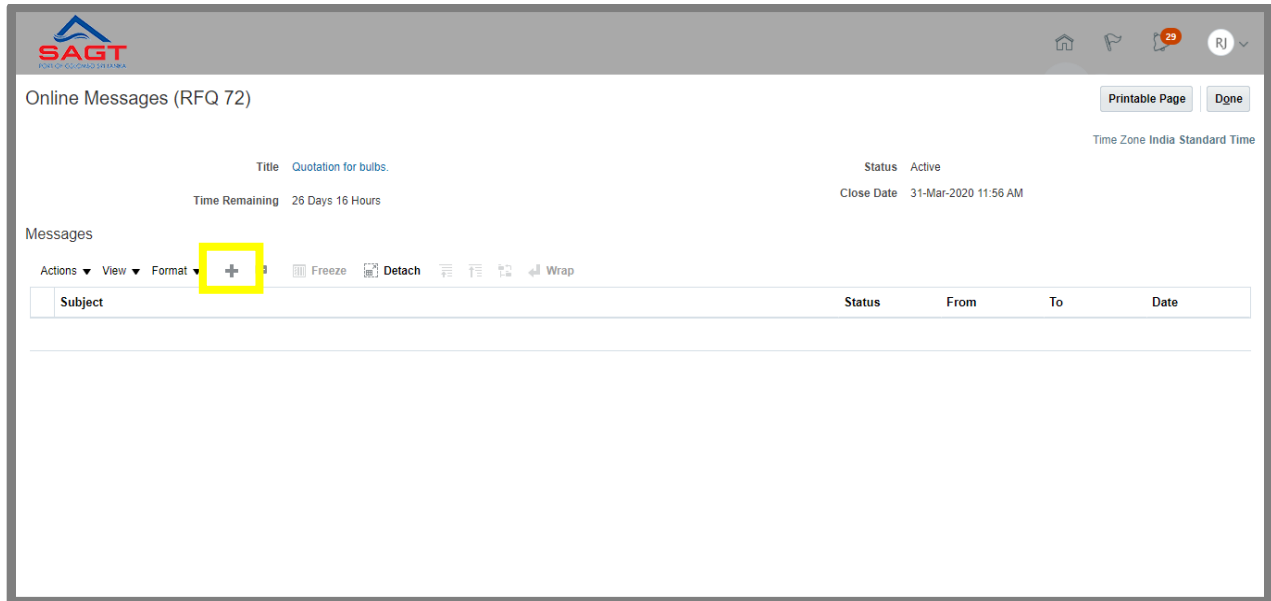
Overview Requirements Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

General

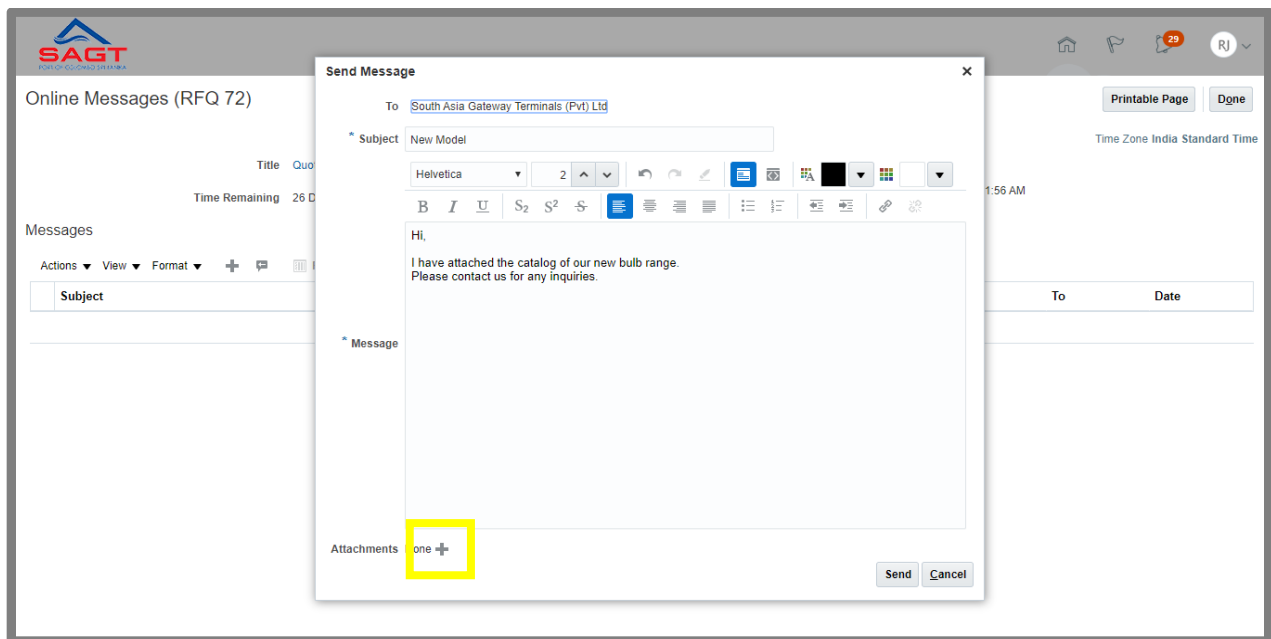
Supplier	Abans PLC	Response Type	Primary
Negotiation Currency	USD	Reference Number	
Response Currency	USD	Note to Buyer	
Price Precision	2 Decimals Maximum		
Response Valid Until	04-Apr-2020 11:57 AM	Attachments	None

Click on + sign under messages to create a new message.



Type the message you want to send it to SAGT.

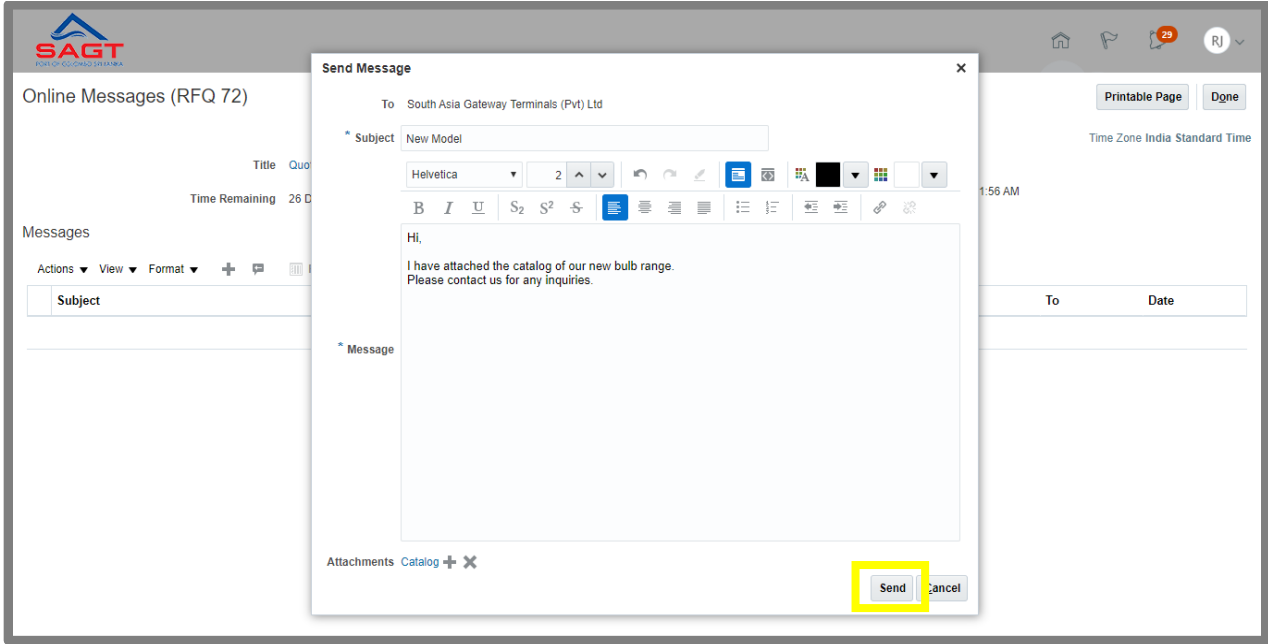
If there is a requirement to attach a document to this message



Click on + sign beside attachments ([Refer attachments](#)).

When the message is ready to send, click on the **send** button.

The messages will be sent in real-time.



5.2 Upload an Attachment

Supporting documents can be attached to an invoice, Quote, Bid, etc. in the form of file, text, or an URL.

Click on + sign beside **Attachments**

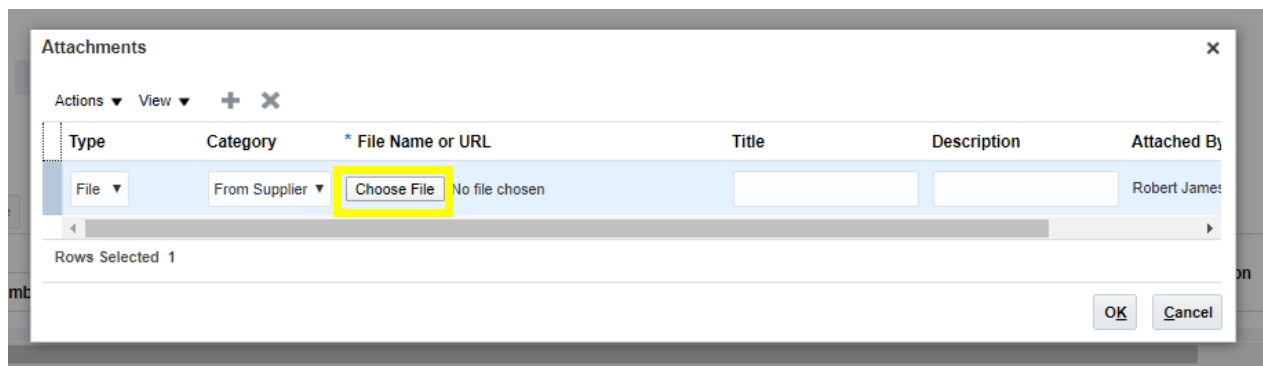


Under the **Type** drop-down you can select the following:

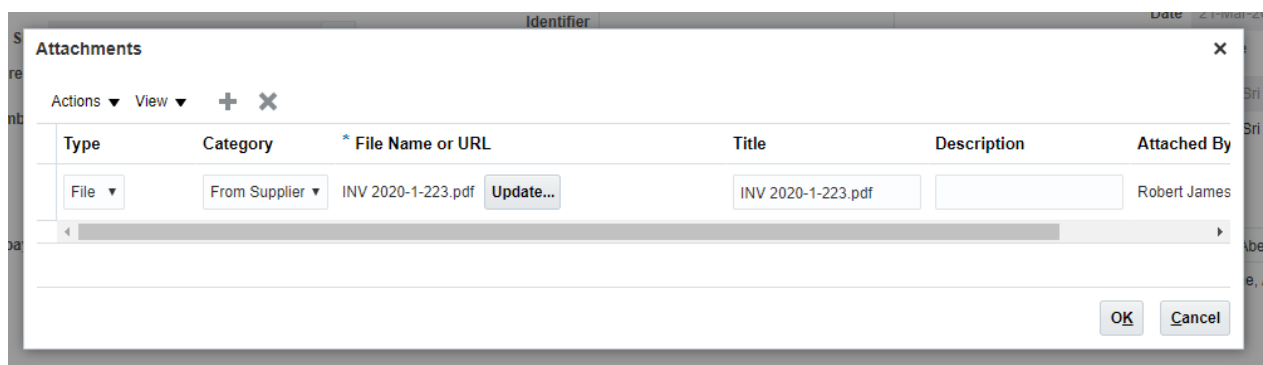
File: Any type of file format can be attached from a location in the Device.

Text: Any message can be entered using letters as well as digits.

URL: Refer the attachment file to an Internet site. (scheme://domain:port/path).



Files can be uploaded in the form of PDF, Word, Image, etc. To upload a file from a device, select the **Type** as **File**, then select the **category** as **From Supplier** and click on **Choose** File to Browse the file location in the device.



Once the relevant attachment is uploaded You will see the document attached under the **File Name or URL tab**.

You will also see the **Title** auto-populates the file name.

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	INV 2020-1-223.pdf	INV 2020-1-223.pdf		Robert James
Text	From Supplier	Please pay this invoice within 14 days.			Robert James
URL	From Supplier	https://www.oracle.com/technetwork/documentation/cc			Robert James

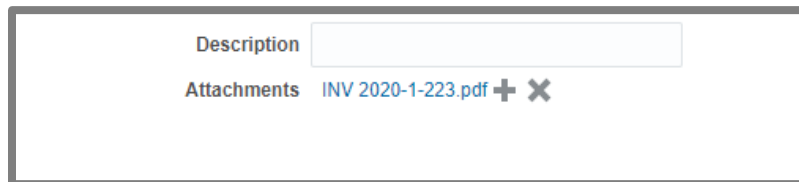
To add more than one attachment click on the ‘+’ sign above **Category**.

Text can be a message or any type of detail that is relevant to the document.

URL can be attached to refer a file from the internet. The viewer of the attachment will see a hyperlink under the attachment. e.g. <https://www.oracle.com/index.html>

To delete an attachment, select the line and click on ‘X’ sign above **Category**.

Once the relevant documents are attached click on the **OK** button.

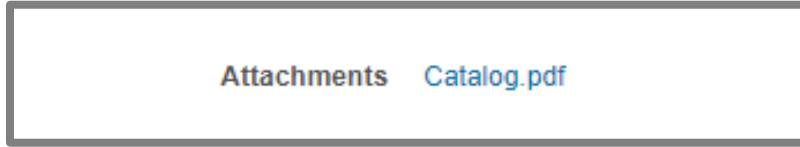


The attached document will be visible next to the **Attachments** in blue font.

5.3 View an Attachment

Documents can be attached to an Invoice, RFQ, Auction, etc. in the form of file, text, or an URL.

To view an attachment, click on the file name next to the **Attachments**



Once the file name is clicked the attachment will be downloaded and be available to be viewed.

5.4 Respond by spreadsheet

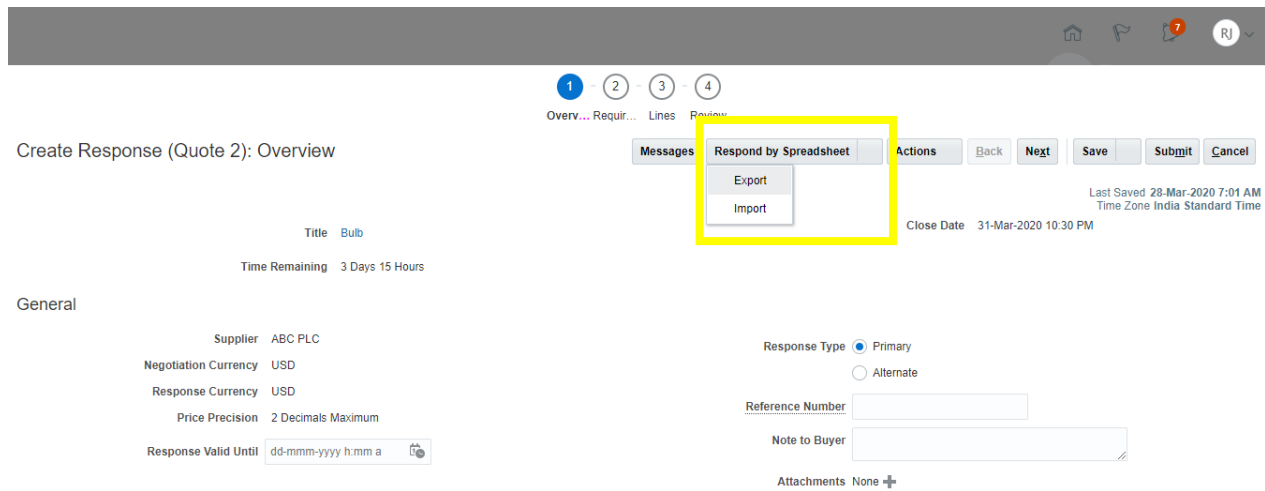
As an alternative to responding online, or if the negotiation contains many requirements or lines to which to respond, you may choose to use the spreadsheet method of responding.

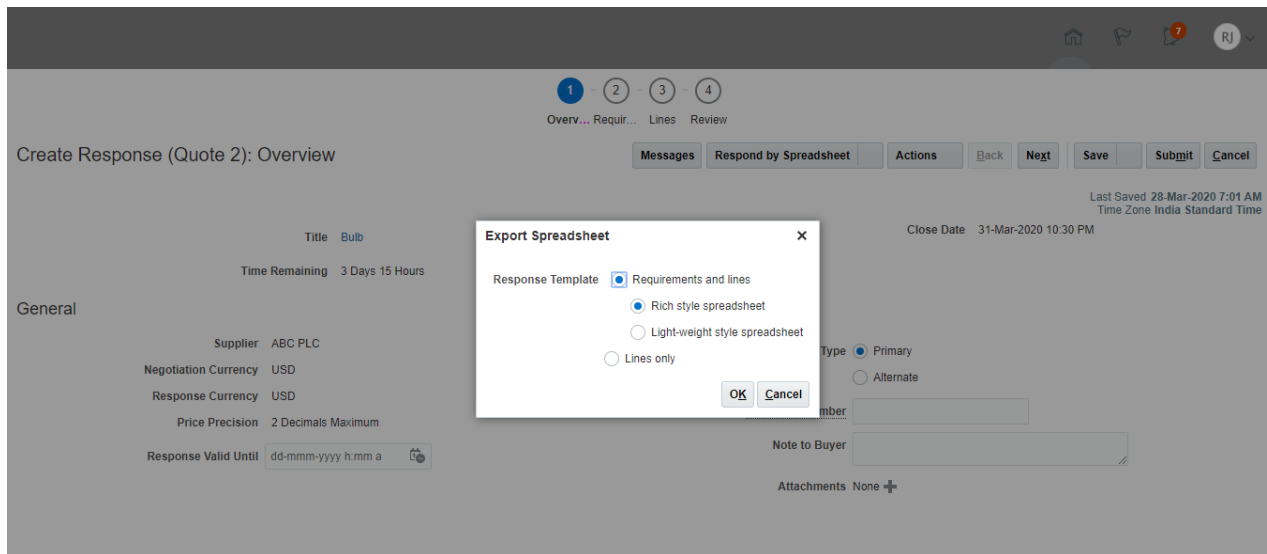
With this method, you export a spreadsheet from the application, completing it offline by entering your response information into the spreadsheet. When completed, you import the spreadsheet back to the application. If there are any errors, you are notified immediately so you can correct them import again.

Suppliers can respond to Auction and RFQ through an uploadable spreadsheet (XML).

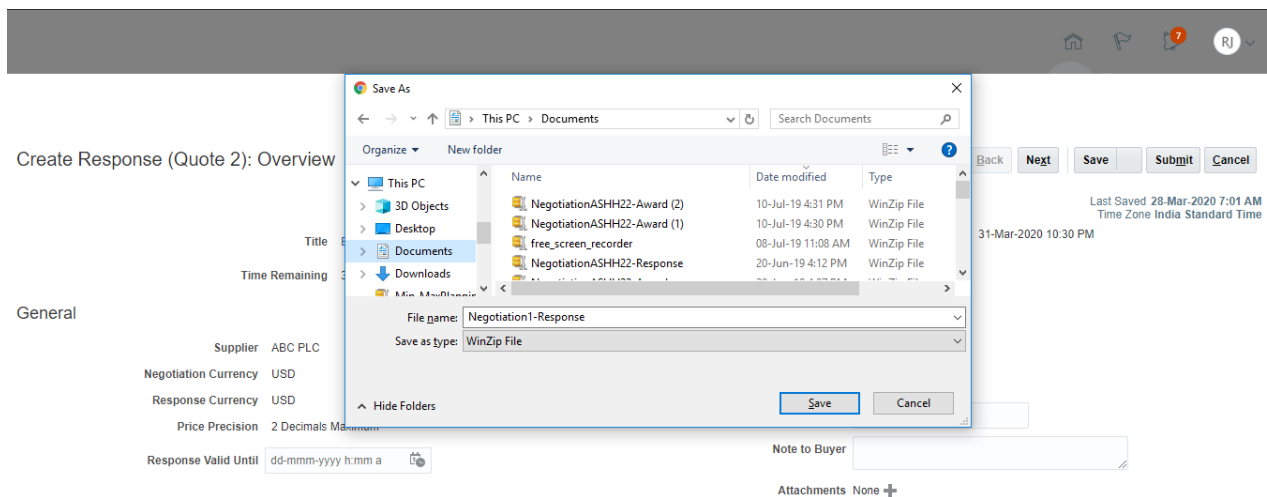
Navigation > Homepage > Supplier Portal > View Active Negotiations >

Search the negotiation that you need to respond by spreadsheet, in the search results table click on Create Response button. From the menu Respond by Spreadsheet select the Export option.

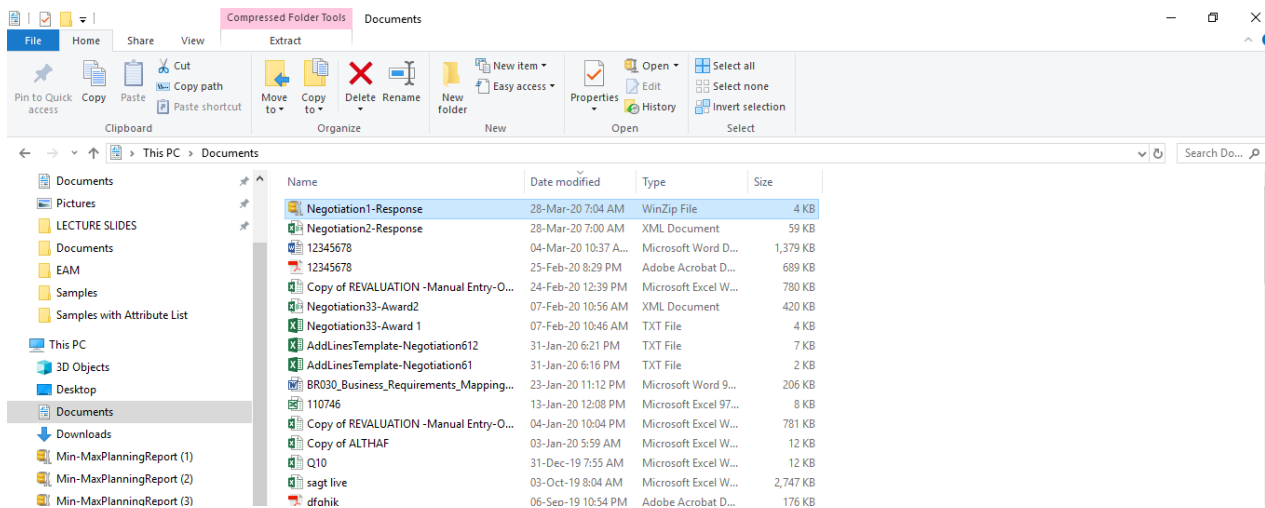




The user has the option to Export the spreadsheet template with both requirements and lines, or only lines.

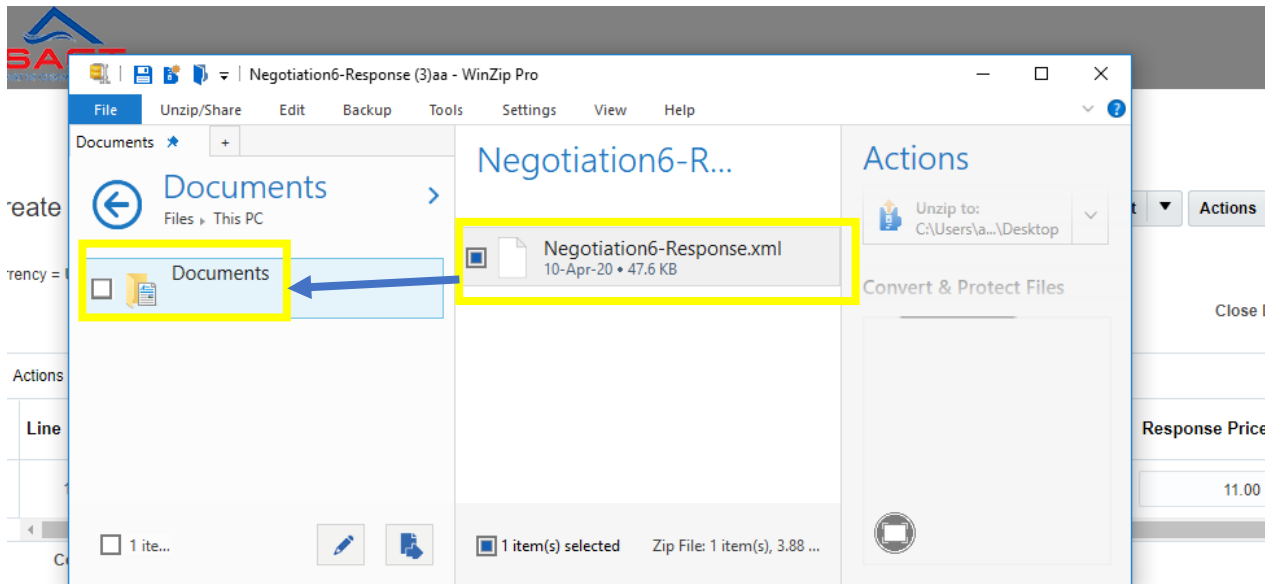


Select a location in the device of your choice to save the Spreadsheet zip file.



There are many ways to unzip a zip file.

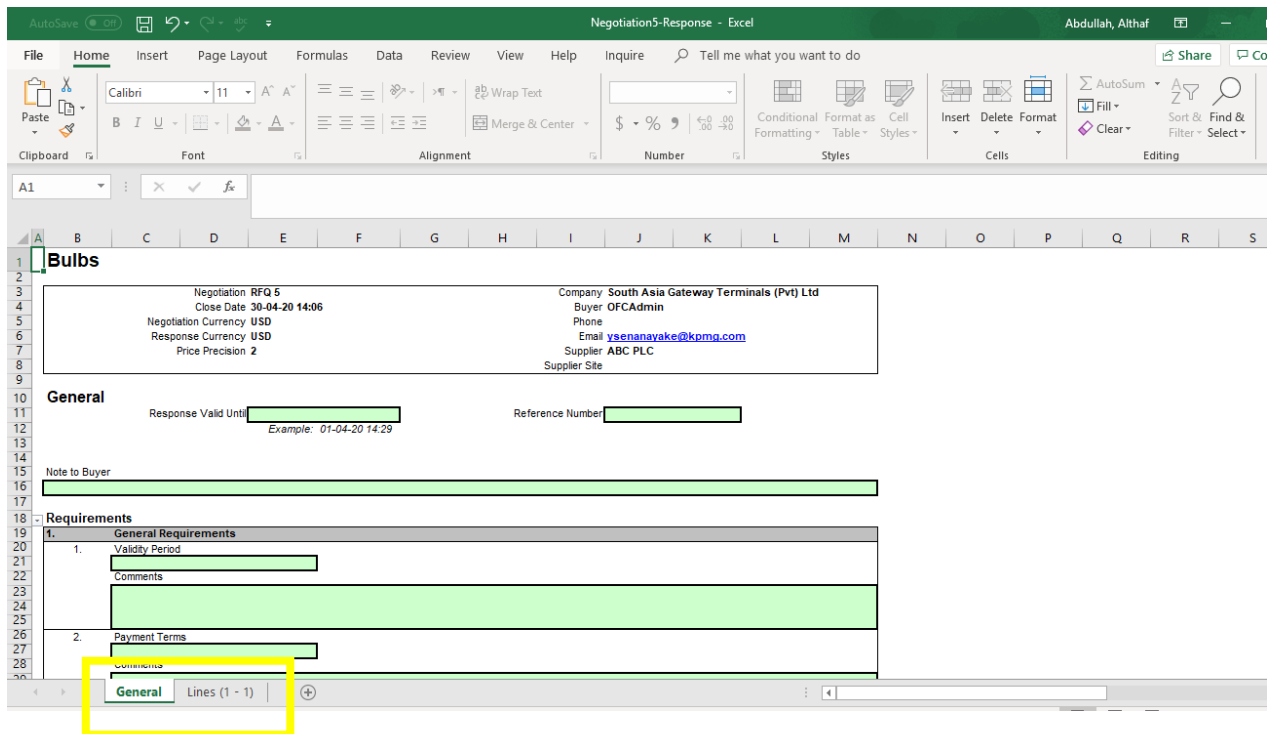
Double-click the zipped folder to open it. Then, drag or copy the item from the zipped folder to a new location of your choice.



Grand Totals

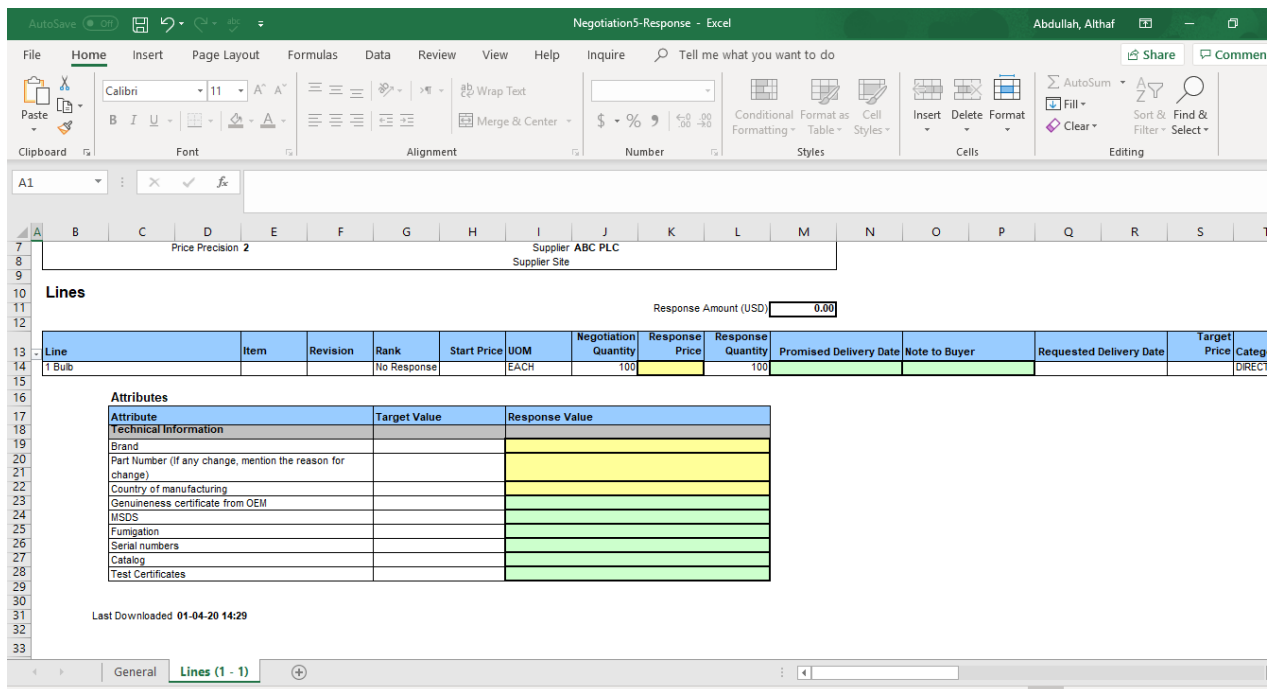
All response lines except alternate lines are included.

Open the location from the file task in the left and drag the XML file to the location

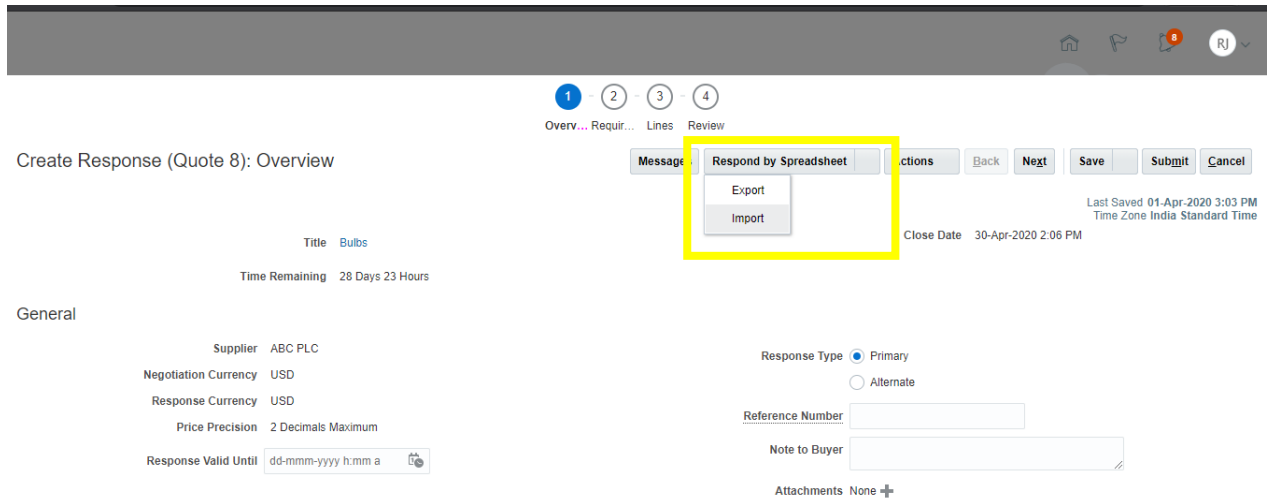


Once you open the saved spreadsheet document, you will see multiple sheets. Users are required to fill in all the relevant values in the cells that are highlighted either in green (low priority) or yellow (High priority).

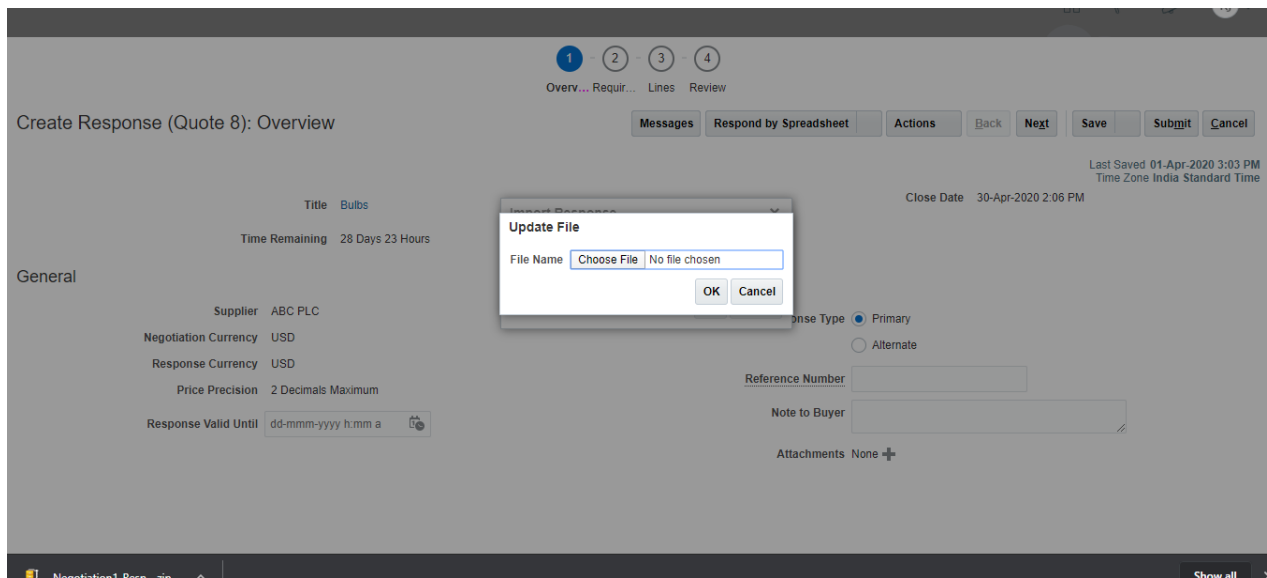
Please note that the system will not allow the user to upload a sheet where the yellow cells are blank.



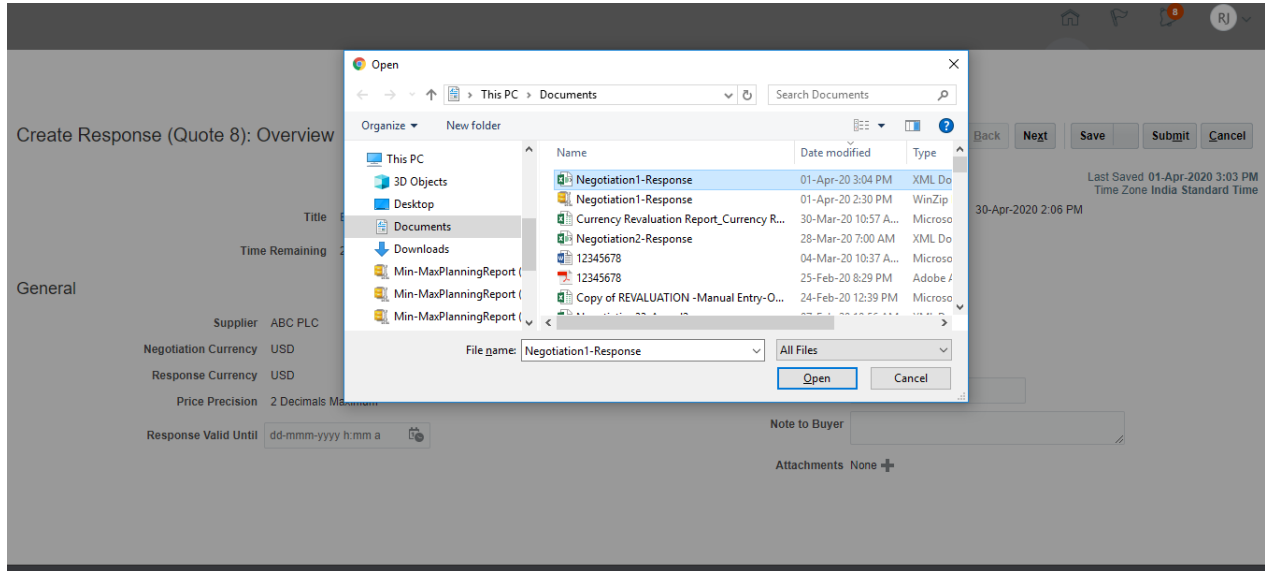
Once you have completed your spreadsheet, save it to the location of your choice. Your spreadsheet must be saved as an XML spreadsheet file.



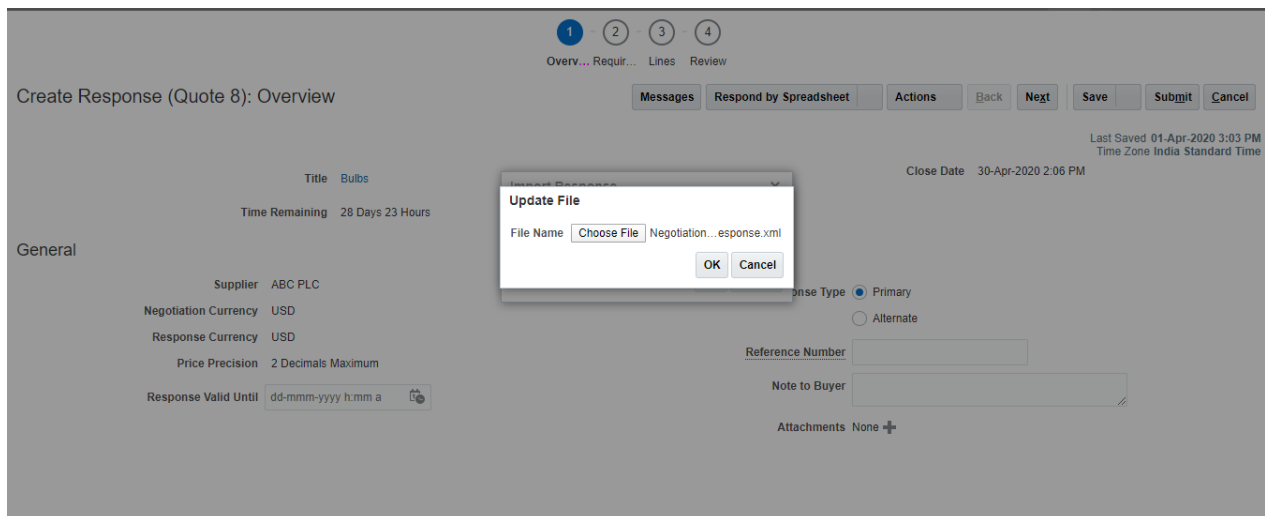
To upload the spreadsheet to your negotiation, navigate to the Negotiations Response, From the menu Respond by Spreadsheet select the Import option.







Click on the choose file from the update file pop-up



Browse to the location where you saved your completed spreadsheet. Select the completed spreadsheet file and import back to the application



The name and format of the imported file will appear here.

1 -
 2 -
 3 -
 4

Overvi... Requir... Lines Review


Review Response: Quote 8

Currency = US Dollar Last Saved 01-Apr-2020 3:20 PM
Time Zone India Standard Time

Title **Bulbs** Close Date 30-Apr-2020 2:06 PM

Time Remaining 28 Days 22 Hours

Overview Requirements **Lines**

Line	Description	Alternate Line Description	Details	Category Name	Projected Rank	Best Response Price	Response Price	Response Quantity	UOM Name	Line Amount	Promised Delivery Date	Att
1	Bulb			DIRECTITEMS.ELE	1	No response	10.00	100	EACH	1,000.00		

Columns Hidden 8

Grand Totals

All response lines except alternate lines are included.

Response Amount 1,000.00

The application validates your entries and imports the data to the system. You receive messages if any errors found. If there were any errors, the application backs out any updates it has done. This enables you to simply correct the spreadsheet and reimport.

5.5 Search Results

You can modify how search results are displayed to suit your needs and perform actions on an individual or multiple documents returned in a search.

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number
2020-01-121332	08-Apr-2020	Standard invoic...			ABC PLC	OFFICE	LKR	159.35 LKR	Incomplete	Unpaid	
Credit 349092	08-Apr-2020	Credit memo	118527	08-Apr-2020	ABC PLC	OFFICE	0.00 LKR	0.00 LKR	Canceled	Unpaid	
aaa	06-Apr-2020	Standard invoic...		06-May-2020	ABC PLC	OFFICE	1,303.72 LKR	1,303.72 LKR	Rejected	Unpaid	
ABC123	05-Apr-2020	Standard		05-May-2020	ABC PLC	OFFICE	20.00 USD	100.00 USD	Approved	Partially paid	104906
Test1	31-Mar-2020	Standard		30-Apr-2020	ABC PLC	OFFICE	1,150.00 USD	1,150.00 USD	In process	Unpaid	

5.5.1 View

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number
2020-01-121332	08-Apr-2020	Standard invoic...			ABC PLC	OFFICE	LKR	159.35 LKR	Incomplete	Unpaid	
Credit 349092	08-Apr-2020	Credit memo	118527	08-Apr-2020	ABC PLC	OFFICE	0.00 LKR	0.00 LKR	Canceled	Unpaid	
aaa	06-Apr-2020	Standard invoic...		06-May-2020	ABC PLC	OFFICE	1,303.72 LKR	1,303.72 LKR	Rejected	Unpaid	
ABC123	05-Apr-2020	Standard		05-May-2020	ABC PLC	OFFICE	20.00 USD	100.00 USD	Approved	Partially paid	104906
Test1	31-Mar-2020	Standard		30-Apr-2020	ABC PLC	OFFICE	1,150.00 USD	1,150.00 USD	In process	Unpaid	

Users can hide or show more columns, Reorder columns, view details of a transaction, etc. by clicking the **view** button and selecting the relevant task.

To show more columns in the search results table, do the following:

Select **View** then **Columns**. A listing of all available columns is displayed. Enabled columns have a blue check beside the name. By default, all are enabled.

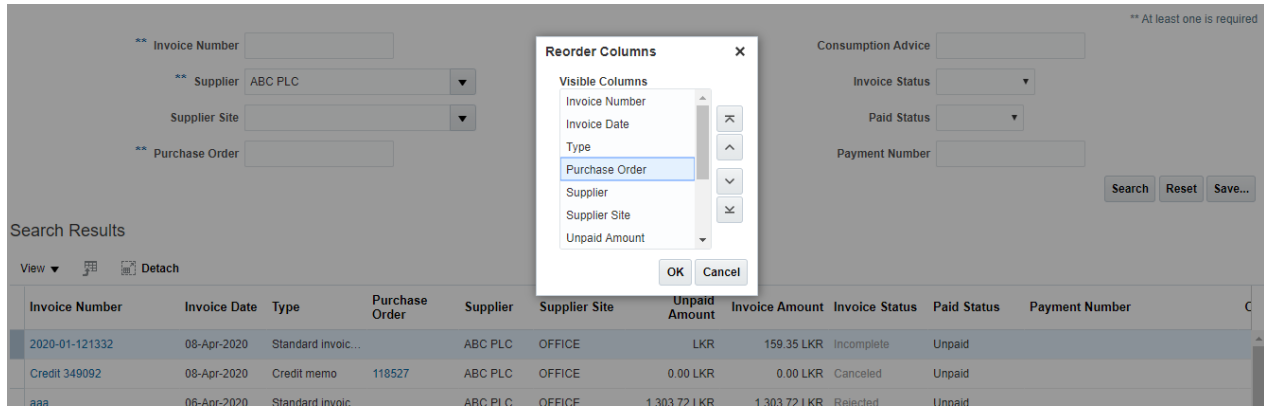
Click the name of the disabled column you want to show in the listing to enable it. The page refreshes and the columns are shown. Alternately, you can select: **View** then **Columns** then **Show All** to view all available columns in the table.

To hide columns, repeat the steps but select the enabled column you want Hide. The column is disabled and the page refreshes to display the column.

To Reordering Columns in the search results table, do the following:

You can change the order of columns in a results table to make it easier to compare information in one of two ways. One way is by clicking the column header and dragging the column to the preferred location in the search results table. Alternately, to change column order, do the following:

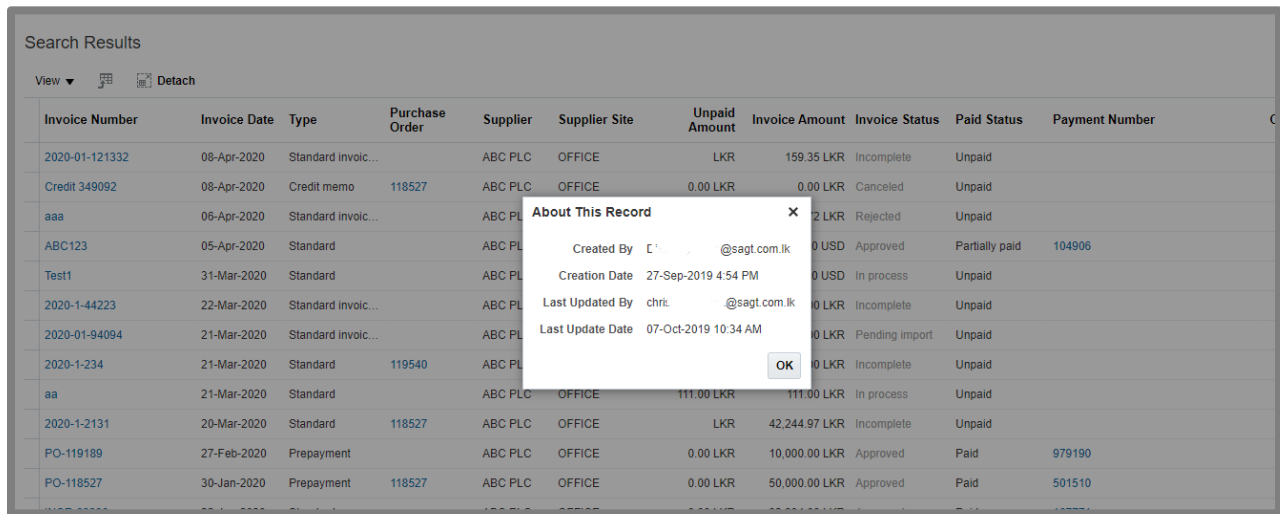
In the search results table of a search tab, select **View** then Reorder **Columns**. The Reorder Columns Page is displayed.



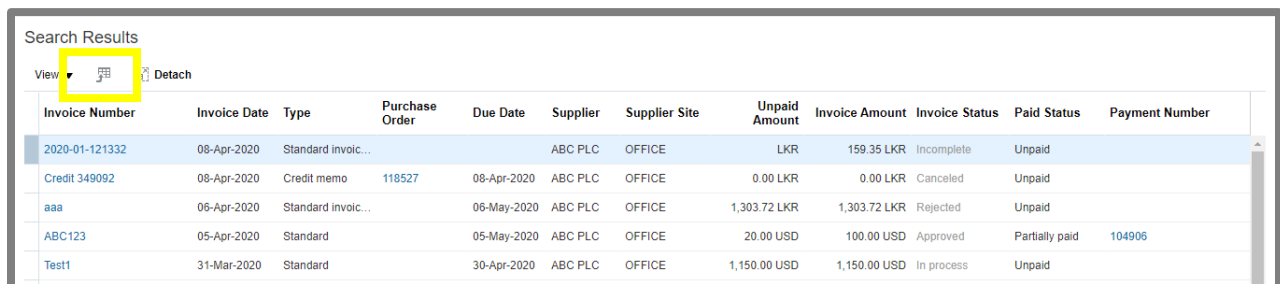
Select the column or columns you would like to move and click the up or down arrow to reposition the column in the display order. Multiple columns can be selected and moved at the same time.

Click OK. The Reorder Columns Page closes and the page refreshes to display the search results table with the columns in the new order.

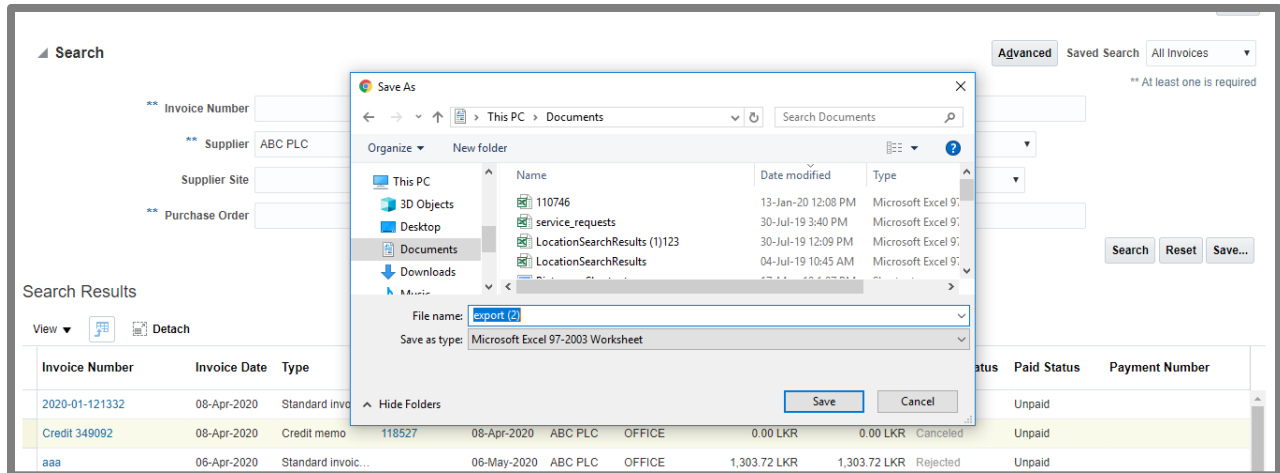
Users can view more information about a transaction record such as created by or last modified by click **view** then **About this Record**.



5.5.2 Export to excel



Users can export the search result to an excel sheet by clicking on the **Export to Excel** button.



Choose a file destination in the device to save the document.

5.6 Tax Codes

The tax codes are applicable for local suppliers. Based on your tax invoice please select the tax classification code accordingly when creating the invoice.

Note: If the tax is entered in the Purchase Order you will not be required to select the tax classification code. Also if no tax applicable, do not select any tax code and leave blank the Tax Classification field.

Below are the tax codes available in the system

EXEMPT	EXEMPT
NBT_LOCAL 2.04%	NBT_LOCAL 2.04%
SVAT_15% AND NBT_2.04%	SVAT_15% AND NBT_2...
SVAT_LOCAL 15%	SVAT_LOCAL 15%
VAT_LOCAL 8%	VAT_LOCAL 8%
SVAT_LOCAL 8%	SVAT_LOCAL 8%
VAT_15% AND NBT_2.04%	VAT_15% AND NBT_2.0...
VAT_IMP 15	VAT_IMP 15
VAT_LOCAL 15%	VAT_LOCAL 15%

6. Glossary

A

Abstract

An Abstract is a form which summarizes negotiation details. Abstracts are published to external web sites and can be viewed by suppliers without having to log into the system.

Agreement Terms (Blanket or Contract Purchase Agreement only)

Agreement terms are optional and apply only when you have selected "blanket purchase agreement" as the auction outcome.

- **Agreement Amount** - Specifies the currency amount over the course of a blanket purchase agreement. It is the maximum amount that can be issued against a blanket purchase agreement as long as the Amount Limit on the blanket purchase agreement is not increased beyond the Total Agreement Amount. Total Agreement Amount applies only to RFQs or auctions with blanket purchase agreement outcomes.

Approved Supplier List (ASL)

All procurement organizations maintain lists that associate the items and services they buy with the companies who supply them, either formally or informally. Data stored in a controlled, global repository containing relevant details about each ship-from/ship-to/item relationship, is known as an Approved Supplier List (ASL). This repository includes information about all suppliers with business statuses including Approved, Debarred, or New.

Attachments (Attachment URL)

Attachments contain additional descriptive information about items, such as technical specifications or engineering drawings.

Attachments can be an attached file, a URL address of a file, a short or long text message, or an existing document from the system document catalog. For each attachment negotiation creators select, they identify the class of accessor by assigning the attachment a category value. Depending on the category value assigned, only the appropriate users can view the attachment.

The file size limit for attachments is 10 MB. For attachment files larger than 10 MB, use an attachment URL. Post the attachment file to an Internet site and enter the full URL (for example: <http://www.mysite.com/filename.doc>) at which the attachment can be accessed.

B

Best Price (Best Quote/Bid Price)

The best price quote/bid is the quote/bid that includes the lowest price for an RFQ/Auction item.

Bid/Quote Price

The total per-unit price offered by the supplier after all cost factors have been included. The bid/quote price represents the actual per-unit cost. Bid/quote price is calculated as follows:

$$\frac{(((\text{line price} * \text{any percentage of line cost factor(s)}) + \text{any per-unit cost factor(s)}) * \text{bid/quote quantity}) + \text{any fixed amount cost factor(s)}}{\text{bid quote quantity}}$$

Bid Ranking

See Quote/Bid Ranking

Bid Start Price

See Quote/Bid Start Price

Billing Address (Bill-To Address)

The address to which bills for purchased items is sent. You can enter multiple billing addresses.

Blanket Purchase Agreement

See RFQ/Auction Outcome.

Blind (Negotiation Style)

See Negotiation Style.

Buyer's Auction

An auction to purchase items or services that are clearly defined such as office furniture or memory chips. Buyers can tailor each auction to control who can see bids during the auction, whether multiple rounds of bidding are possible, and whether partial bids are allowed. Also called a reverse auction.

C

Collaboration Team

A group of buyers from the same purchasing organization who can collaborate on the creation and management of a sourcing document. Collaboration team members can be any user within the same organization to which the creator belongs. Members can be restricted to read only access meaning they can view but not update any information. Other members can be assigned specific tasks and given deadlines by which these tasks must be completed. Finally, some members can be designated approvers. Approvers must OK the document content before it can be published.

Cost Factor

Cost factors allow a buyer to identify additional costs associated with a particular negotiation item. Such costs could include services such as training or consulting, or discrete costs such as shipping fees. Buyers can specify when they create the RFQ or auction how much they are willing to pay for these additional costs. These costs can then be negotiated between a buyer and supplier just like the line price.

Cost Factor List

See Reusable Cost Factor Lists.

Current Price

The current price represents the assessed value, relative value, or regular "list" price of a negotiation item. The current price can be used to analyze negotiation performance. Suppliers cannot view the current price.

D

E

Estimated Quantity (blanket and contract purchase agreements only)

The organization's best estimate of demand for the item over the life of the blanket agreement. Note that this field is optional for blanket purchase agreements and cannot be scored.

The rate used to convert values between currencies.

Exchange Rate Date

The date on which the currency exchange rate is taken from the operating unit's currency exchange rate table.

Exchange Rate Type

When creating a multi-currency negotiation, the buyer selects the exchange rate type:

- **System exchange rates** - Exchange rates that have been bulk loaded into the system's exchange rate table for a particular date. There can be many different system exchange rates defined.
- **User-Defined Rates** - Exchange rates the buyer enters when defining response currencies for a negotiation.

F

G

Global Agreements

Global agreements are a type of blanket or contract purchase agreement. Global agreements can be used by multiple organizations within a company. The agreement is owned and maintained by the creator's organization, but the agreement can be accessed by any of the authorized organizations. When an organization processes a release against the global agreement, the terms and conditions (for example, the

ship-to address and billing information) that are applicable to that organization are used even though they may be different from the terms and conditions of the owning organization. Releases against a global agreement are processed as standard purchase orders.

H

I

J

K

L

Ledger Currency (Negotiation Currency)

The currency in which an operating unit conducts business on the system. For example, if an operating unit's currency is USD, then USD is the default currency that appears whenever a user from that operating unit creates a new sourcing document.

Line Types

A negotiation line item's line type determines whether the line item refers to goods or services (other line types can also be defined).

Lots

Collections of lines giving a hierarchical structure to the sourcing document. Lines may be organized into lots to obtain the most competitive bid. Suppliers are required to evaluate the entire lot and place a bid at the lot level. They may optionally provide lot line-level bids as well.

M

Minimum Bid Decrement

The minimum amount by which bids must decrease This is set in the auction's response controls. You can enter either a straight amount or a percentage by which bids must improve.

Note: A bid decrement amount will always be applied to a bidder's **current** bid price. If you specify your bid decrement amount as a percentage, the decrement percentage will be calculated based on a bidder's **original** bid price but will be applied to the bidder's **current** bid price. For example:

Auction #1234; bid decrement = \$100 Bidder A's original bid = \$1,000 Bidder A's second bid = \$900 Bidder A's third bid = \$800 **Auction #2234; bid decrement = 20%** Bidder B's original bid = \$1,000 Bidder B's second bid = \$800 Bidder B's third bid = \$600

Minimum Release Amount

Specifies the smallest currency amount for any single release of goods during the life of a blanket or contract purchase agreement. It is the minimum amount that can be issued against a blanket purchase agreement header or blanket purchase agreement line or both.

Minimum release amount applies only to RFQs or auctions with blanket purchase agreement outcomes.

N

Negotiation Dates

Depending on the type of negotiation, buyers set four dates for each negotiation (*indicates a required field):

- **Preview Date (RFxs, auctions)** - During the preview period, all eligible suppliers may view the RFx/auction but not submit responses.
- ***Open Date** - The date and time the negotiation opens.
- ***Close Date** - The date and time the negotiation closes. Once closed, no further responses may be accepted.
- **Award Date (RFQs and auctions)** - The date and time by which RFQ/auction will be awarded. While buyers are encouraged to honor their award dates, the system does not enforce these dates.

Negotiation Style

The style determines who will be able to see the quotes/bids and when. The three styles are:

- **Open (RFIs and auctions only)** - All suppliers can see the quotes/bids, though the responding supplier's identity is concealed.
- **Blind** - Only the buyer can see the quotes/bids.
- **Sealed** - The buyer can see the responses when the negotiation is unlocked. Both the buyer and suppliers can see the responses when they are unsealed.

O

P

Percentage (with AutoIncrease)

See Minimum Bid Decrement.

Power Quote/Bid

Power Quote/Bid allows you to expedite your rebidding when you have bid on several items in the same auction. When you use power bid, all of your bids (losing and winning) in an auction are improved by the percentage you enter in the Power Bid field. Power bidding cannot be used if any of the auction items contain cost factors.

Price Breaks

See

Price Tiering.

Price Differential

A multiplier applied under certain circumstances to a rate-based labor cost, for example, vacation or overtime pay rates

Price Precision

The number of decimal places allowed for per-unit prices entered in the RFX/Auction currency. The precision you set doesn't apply to per-unit prices entered in a currency other than the RFX/Auction currency no does it apply to currency amounts such as Bid Total or the bid value of Fixed-Amount price elements. While you can set the precision for unit-prices entered in a non-RFX/Auction currency when you define your currency list, the precision for amounts is automatically governed by the standards defined by the ISO (International Organization for Standardization). The ISO standards are used automatically by Sourcing.

Price Tiering

Price tiering allows buyers and suppliers to negotiate multiple prices for the same item. Price tiering can be based on Quantity, Ship-To address, and Effective Date. The type of tiering available depends on the document outcome. Standard purchase orders can only use tiering on the quantity. Blanket and contract purchase orders can use tiering on location, quantity and effective date.

Price to Total Score Ratio

In an RFQ or auction using Multi-Attribute Weighted Scoring, the price to total score ratio is determined by dividing the Quote/Bid price for an item by the total score for that item. The price to total score ratio is then used to rank competing quotes/bids. For more information see, Basing Award Decisions on Line Attributes

Pricing Basis

The method used when using a cost factor to calculate the Quote/Bid price:

- **Per-Unit** - The value is added to the item price.
- **Fixed Amount** - The value is divided by the quantity of units Quote/Bidd and added to the item price.
- **% of Item Price** - The value is divided by 100, then multiplied by the item price, and the result added to the item price.

Proxy Bid

By activating proxy bid in an auction, you allow the system to automatically rebid on your behalf whenever a competing bid price beats your bid price. See Using Proxy Bidding.

Proxy Bid Decrement

The exact amount by which you want each of your proxy rebids to decrease. The proxy bid decrement amount applies to all items on which you submit proxy bids in a single auction.

You cannot change your decrement amount after you submit it.

Proxy Bid Minimum Bid

The lowest price you are willing to proxy bid for any auction item. Whenever your bid price is higher than a competing bid price, the system will continue to automatically rebid (by the proxy bid increment/decrement amount you specify) until your proxy minimum bid price is met.

After you have submitted your proxy minimum bid amount, you cannot change this amount unless the minimum amount is met in the auction bidding.

Q

Quote/Bid Ranking

Quote/Bid Ranking method determines how bids and quotes are ranked. When creating a sourcing document, the buyer can choose between two methods, Price Only or Multi-Attribute Weighted Scoring. In a Price Only negotiation the lowest price Quote/Bid receives the best rank. In a Multi-Attribute Weighted Scoring negotiation, the buyer can select attributes other than price to be included in the best rank calculation. The bids and quotes are ranked with the lowest price to total score ratio receiving the best rank. The buyer can choose to display the scoring criteria to the suppliers.

Quote/Bid Start Price

The price at which Quoting/Bidding for an item must begin. A Start Price is not required, but if the buyer specifies one, all quotes/bids in an RFQ or auction must be equal to or below the Start Price.

R

Rank Indicator

The rank indicator specifies how response rankings are displayed. If allowed by the system administrator, you can choose from three different indicators. Win/Lose displays "Win" for the best ranked Quote/Bid and "Lose" for all others. "1,2,3..." displays "1" for the best Quote/Bid and sequentially numbers the remaining bids in order of rank. "None" displays no ranking indicator.

Response Currency

If a buyer allows responses in currencies other than the negotiation currency (the currency of the buyer who created the negotiation), the buyer must define the currencies in which responses are accepted.

Response Visibility

Response visibility controls when suppliers can see information from competing responses.

Open - in an open negotiation, suppliers can see competing response information while the negotiation is active.

Blind - in a blind negotiation, suppliers can only see the best bid value (if allowed).

Sealed - in a sealed negotiation, buyers cannot see any responses until they are unlocked, and suppliers cannot see any competing response information until the responses are unsealed.

Reusable Cost Factor Lists

Reusable Cost Factor Lists allow you to group several cost factors which are related or are typically used together. Once you have created a cost factor list, you can apply that cost factor list to any negotiations (RFQs or auctions) containing items to which those cost factors are applicable.

RFI (Request for Information)

RFI's are used to qualify suppliers and their goods and services for subsequent procurement activities. RFIs are used more for gathering information on goods and service provided by a supplier than to lock in particular price information. Therefore, one unique feature of an RFI is that buyers can choose to define negotiation line items without price and quantity and specify lists of criteria to which suppliers must respond. RFIs can be taken to multiple rounds until the buyer has enough information to identify supplier(s) with which to deal. At the conclusion of the RFI cycle, the information contained in the RFI can be copied into an RFQ or buyer's auction.

RFQ (Request for quotes)

RFQs enable buyers to collect quotes from suppliers for complex and hard-to-define items or services such as made-to-order manufacturing or construction projects. Once suppliers have submitted an initial round of quotes, the buyer has the power to fine-tune the RFQ and initiate detailed negotiations as necessary. The process may go through multiple rounds of negotiations and quote before completion.

RFQ/Auction Outcome

The outcome of an auction or an RFQ can be:

- **Standard Purchase Order** - A one-time purchase, after which the buyer is not committed to any future purchases.
- **Blanket Purchase Agreement** - The buyer commits to a contract for future purchases and can enter agreement terms.

S

Score

(In Multi-Attribute Weighted Scoring only). A number between 0 and 100 assigned to each acceptable Quote/Bid response. The score is multiplied by the weight assigned to the attribute to calculate the weighted score for the attribute. The sum of all weighted scores is the bid or quote's total score which is used to determine the rank of the response.

Security Level

You can create a sourcing document having a security level of Public, Private, or Hierarchy. Each level of security restricts access to the document.

- **Public** - Any user in the company has access to public sourcing documents. The actions users can perform is determined by their functional security. Buyers can define an additional collaboration team for a public document, but access is not restricted only to members of the team. Actions collaboration team members can perform is determined on their functional security and whether they are identified as view-only.
- **Private** Only the document owner and the members of the collaboration team can access the document. The actions the collaboration team members can perform is determined by their functional security and their view-only status values.
- **Hierarchy** - Only the document owner, the members of the collaboration team (if any), and individuals who are higher in the security hierarchy than the document owner can access the document. Any subsequent approvers can also access the document.

Standard Purchase Order

See Auction Outcome.

Supplier Master

A repository of information about suppliers from whom you purchase goods and services. Set up in Oracle Purchasing using the Suppliers window. For each supplier there may be multiple supplier sites.

T

Tab-Delimited Text File

In tab-delimited text (.txt) files, fields are separated by the tab character, but without any special formatting characters. Spreadsheet applications are recommended to open tab-delimited text files.

Target Price

The price a buyer hopes to pay for one unit of an auction item

Time Zone

You can select the time zone in which you will conduct your system transactions. Click "Edit Personal Information" from the Sourcing **Welcome** page to set your time zone preference.

Total Agreement Amount

Total Score

(Multi-Attribute Weighted Scoring) The score calculated for a bid or quote based on a supplier's responses to an item's weighted attributes. For more information, see Basing Award Decisions on Line Attributes

U

V

Value Type

The type of value that suppliers should enter for item attributes:

- **Characters** - (letters/words)
- **Numbers** - (digits)
- **Dates** - (numbers in date format)
- **URL** - (using the format <http://www.oracle.com>)

Text is the most flexible value type. If you select Text, buyers can enter letters as well as digits. If you select Numbers, buyers can only enter digits; if you select Dates, buyers can only enter digits in date format.

W

Weight

(Multi-Attribute Weighted Scoring only) On a scale on 1 to 100, the weight of a scored attribute as compared to other attributes. Weights for scored attributes must total 100 and each scored attribute must have a weight of at least 1.

Winning Quote/Bid

The winning quote/bid is the response which most correctly meets the requirements of the negotiation. A response's acceptability is generally based on price, however, the quantity available, availability date, may also be important. The winning response is selected by the buyer.

X

Y

Z



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