



# Supplier Onboarding Guide

# REGISTRATION STAGES



## STAGE 1

Complete and submit online  
[Registration Form](#)

## STAGE 2

Receive Okta  
registration email

## STAGE 3

Follow steps in email  
to setup Okta and  
get your login  
password

## STAGE 4

Login to access your  
Supplier Account  
[here](#).

## STAGE 5

Download specs or  
submit a quote in  
Supplier Portal

For detailed steps for each stage please refer to the relevant sections of the Guide.

## 1. Supplier Portal guide

- A. [Okta Account Setup](#)
- B. [Logging into Supplier Portal](#)
- C. [Navigating Around](#)
- D. [Update Account Profile](#)
- E. [Participation in Negotiations \(Tenders\)](#)
- F. [Invoicing](#)

## 2. Others

- I. [Help and Support](#)
- II. [FAQ – Negotiations](#)
- III. [FAQ - Invoicing](#)
- IV. [How to reset my Password](#)

## **PART A : ACCOUNT SETUP**



- 1) Oracle Fusion - 1 Emails
- 2) OKTA Activation - 1 Email

**OKTA will be required when logging into Oracle Fusion system**

**Please wait for OKTA activation email to set up your account – [okta](#) activation link expires in 7 days.**

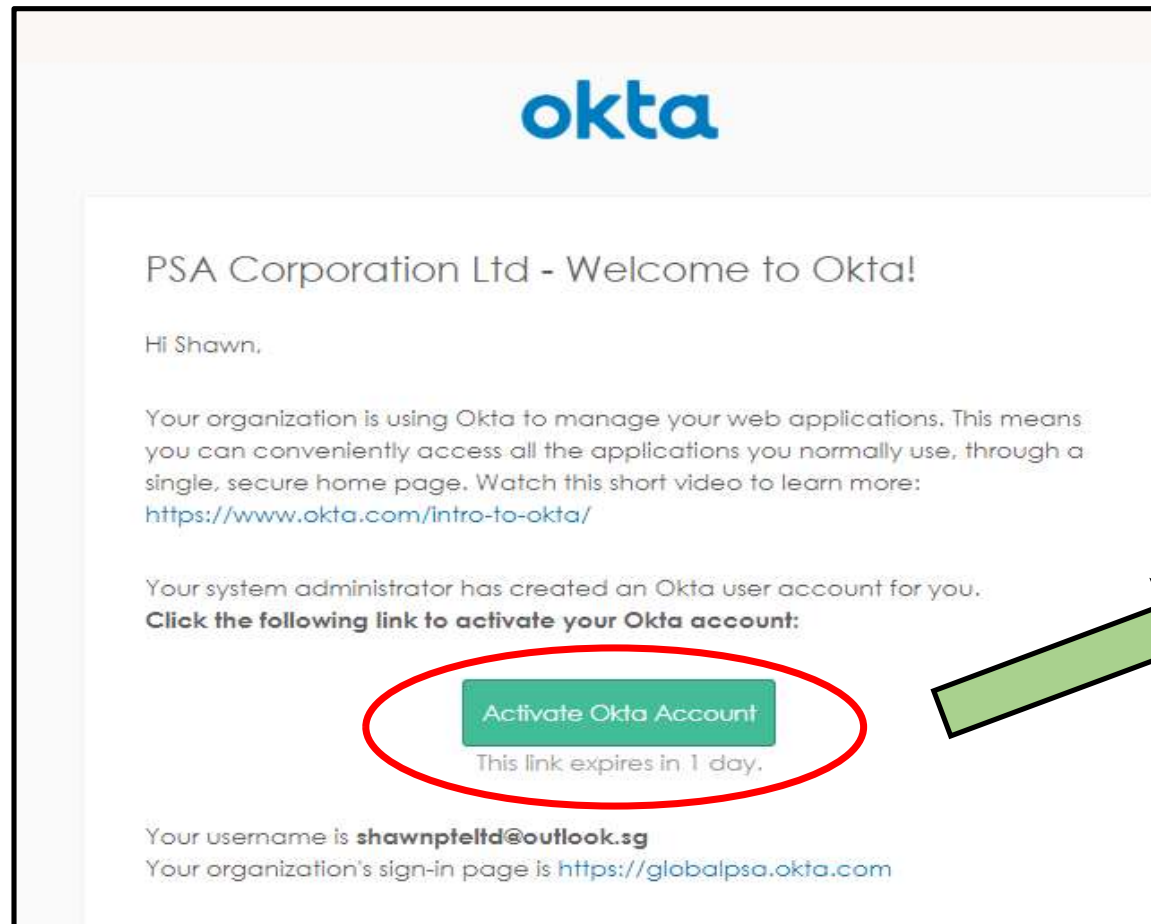
**Do contact your contract/tender Procurement Officer if you did not receive this mail / if the link has expired.**

**Only 1 user account created for every service provider.**



# Account Setup - OKTA (2)

## 1 Receive OKTA account activation email



Click "Activate Okta"




# Account Setup - OKTA (3)



## 2 Follow steps to create account

Welcome to PSA Corporation Ltd, Shawn!  
Create your PSA Corporation Ltd account

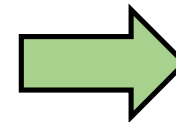
 Enter new password

.....


Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username. Your password cannot be any of your last 4 passwords. At least 2 day(s) must have elapsed since you last changed your password.


Repeat new password

.....




## 3 Set up Multifactor Authentication


  
The World's Port of Call




Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account.

 **Okta Verify**  
Use a push notification sent to the mobile app.  
[Setup](#)

 **Google Authenticator**  
Enter single-use code from the mobile app.  
[Setup](#)

 **SMS Authentication**  
Enter a single-use code sent to your mobile phone.  
[Setup](#)



# Account Setup - OKTA (4)



## 4 Set up the following 2 authentication methods to proceed;

### A SMS Authentication

The screen displays the PSA logo at the top. Below it is a circular icon with a blue speech bubble containing the text "SMS". The text "Receive a code via SMS to authenticate" is centered. Below this is a dropdown menu showing "United States". Underneath is a "Phone number" label followed by a text input field with a "+1" icon on the left and a blue "Send code" button on the right. At the bottom left is a link that says "Back to factor list".

### B Mobile App : Okta Verify\*

The screen displays the PSA logo at the top. Below it is a circular icon with a blue checkmark. The text "Setup Okta Verify" is centered. Below this is the text "Select your device type" followed by two radio button options: "iPhone" (which is selected) and "Android". Below these options is a link that says "Download Okta Verify from the App Store onto your mobile device." with a small app icon. At the bottom is a large blue "Next" button. At the bottom left is a link that says "Back to factor list".

\* You will need to install 'Okta Verify' app on your mobile phone.





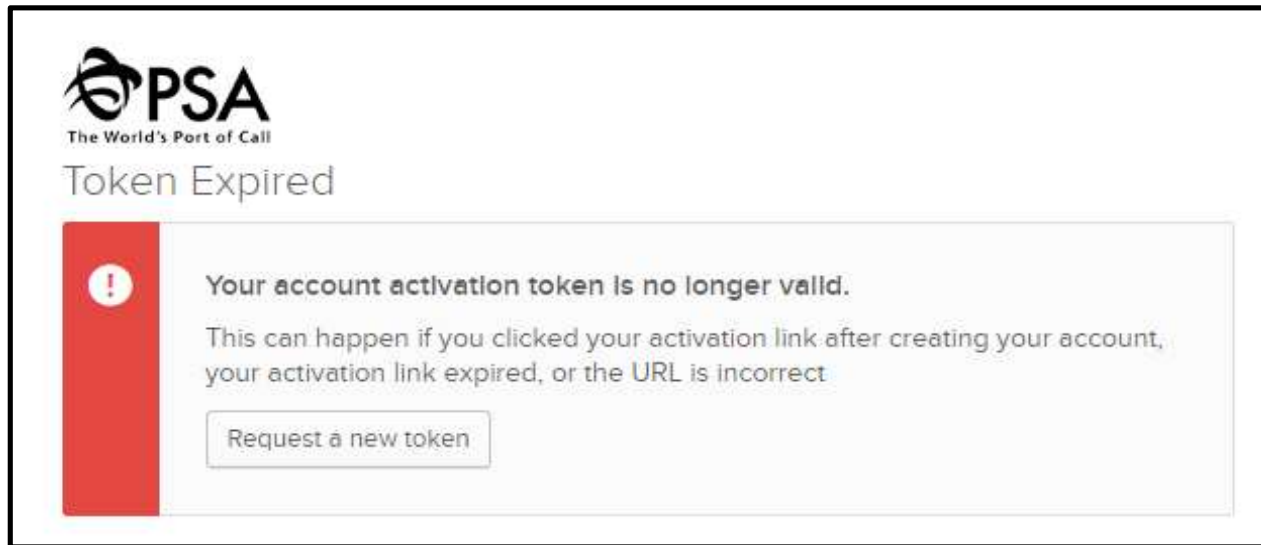
- 5 Your OKTA setup is now complete and you can close the window.



# Account Setup - OKTA Activation Link Expiry



**The OKTA activation token is only valid for a limited time. After which the activation token will expire.**



Please contact your Procurement Officer if you encounter the above message.



## Slide 10

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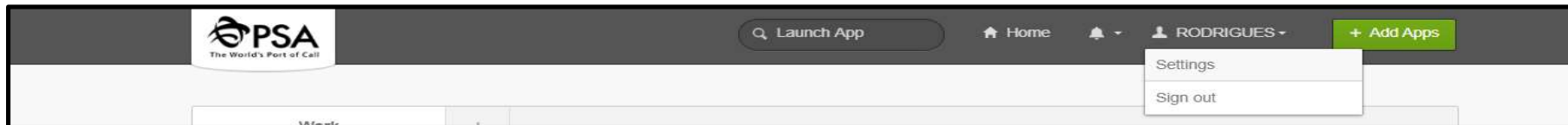
**LRHC1** Supplier should contact System to settle directly to get new activation link  
LIM RI HAO, CIPD, 5/12/2022

# Change Password (Every 3 months) - OKTA



Your password expires every **3 months**. You need to change your password before it expires.

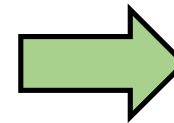
- 1 **Login to <https://globalpsa.okta.com/>**
- 2 **Click on your name at the top right corner and there will be a drop down displayed. Select Settings to take you to your profile page**



# Change Password - OKTA (2)



- 3 To change password, click on the Edit Profile at the top right corner of the page. Enter your password and click "Verify".

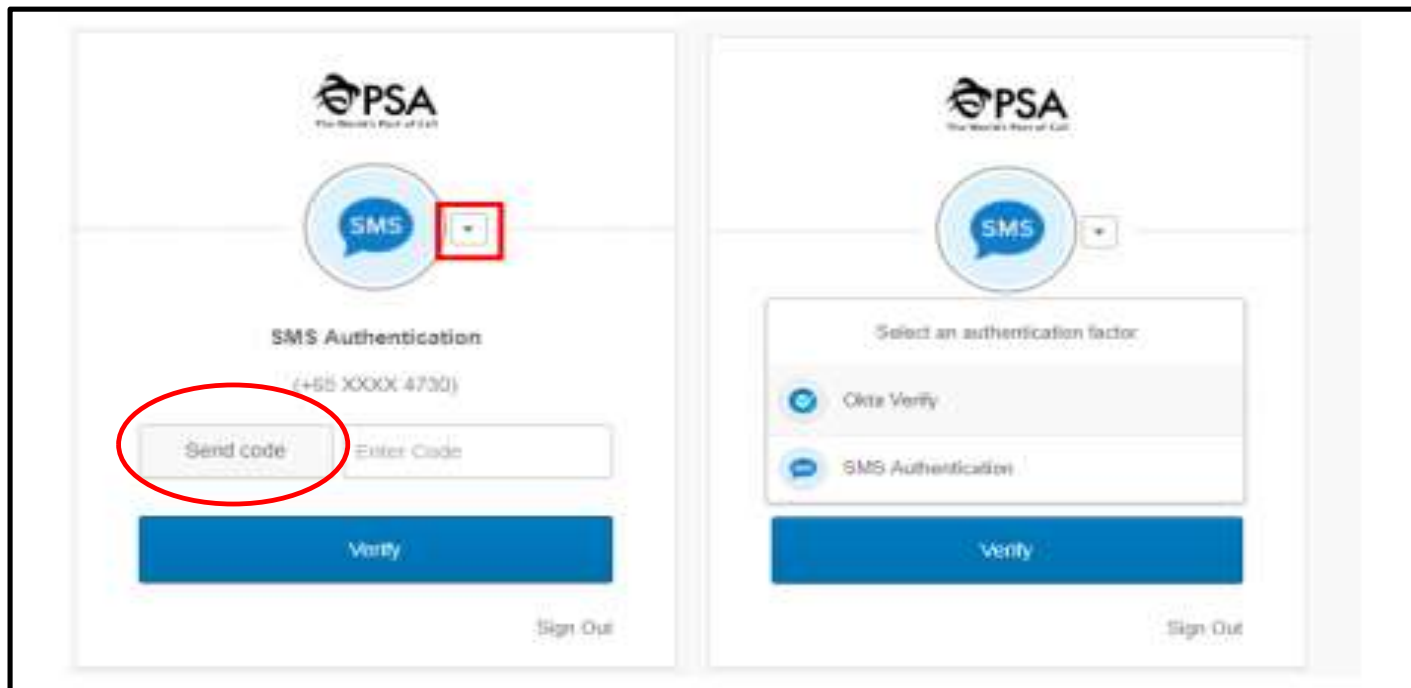
A screenshot of the PSA "Account" page. The page has a dark header with the PSA logo and navigation links. The main content area is titled "Account" and contains two sections: "Personal Information" and "Change Password". The "Edit Profile" button in the top right corner of the "Account" section is highlighted with a red rectangle. The "Personal Information" section displays fields for First name, Last name, OKta username, Primary email, and Secondary email. The "Change Password" section includes a "Change Password" button and a "Forgotten Password Question" section.A screenshot of the PSA "Verify" page. The page has a dark header with the PSA logo and navigation links. The main content area is titled "Please verify your password" and contains a "Password" input field and a "Verify" button. The "Verify" button is highlighted with a red rectangle.

# Change Password - OKTA (3)

4

You will be asked for "SMS Authentication". But if you click on the drop down list beside the image, you have the option to authenticate via "Okta Verify" application (if it was set up previously).

Reminder : Click "Send Code" for SMS code to be generated!



The image displays two side-by-side screenshots of the PSA authentication interface. Both screens feature the PSA logo at the top, which includes the text "The World's Port of Call".

The left screenshot shows the "SMS Authentication" screen. It displays a phone number "(+65 XXXX 4730)" and a "Send code" button, which is circled in red. A red box highlights a dropdown arrow next to the SMS icon. Below the "Send code" button is an "Enter Code" input field. At the bottom, there is a large blue "Verify" button and a "Sign Out" link.

The right screenshot shows the "Select an authentication factor" screen. It lists two options: "Okta Verify" (selected with a blue checkmark) and "SMS Authentication". Below the list is a large blue "Verify" button and a "Sign Out" link.



# Change Password - OKTA (4)



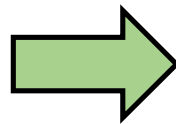
A

## SMS Authentication

Click "Send Code" and a SMS will be sent to your mobile

Enter the code number from the SMS that has been sent to you into the text box provided and click "Verify".

You will be able to change your password now.

The screenshot shows the "SMS Authentication" screen. At the top is the PSA logo. Below it is a blue circular button with "SMS" and a dropdown arrow. The text "SMS Authentication" and a phone number "(+65 XXXX 4730)" are displayed. There are two input fields: "Send code" (highlighted with a red border) and "Enter Code". Below these is a large blue "Verify" button. At the bottom right is a "Sign Out" link.The screenshot shows the "Change Password" screen. It has a dark header with a lock icon and the text "Change Password". Below the header, it lists password requirements: "at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username". There are three input fields: "Enter current password", "Enter new password", and "Repeat new password". At the bottom right is a "Change Password" button.

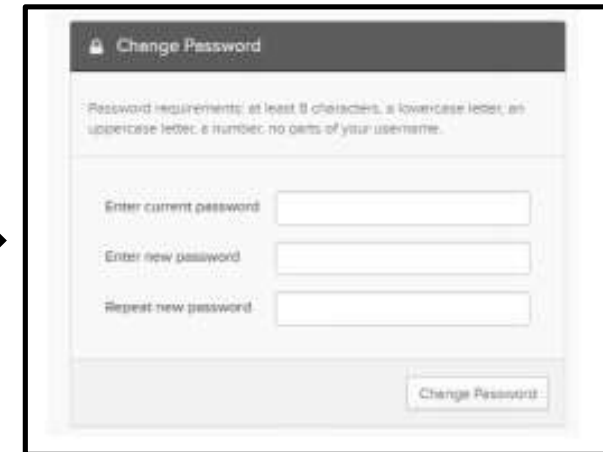
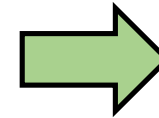
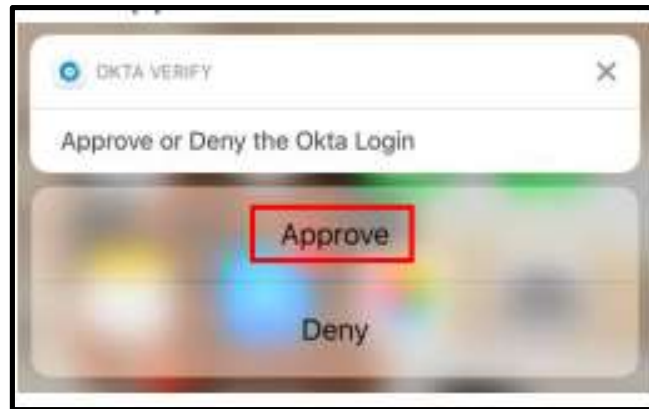
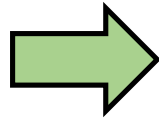
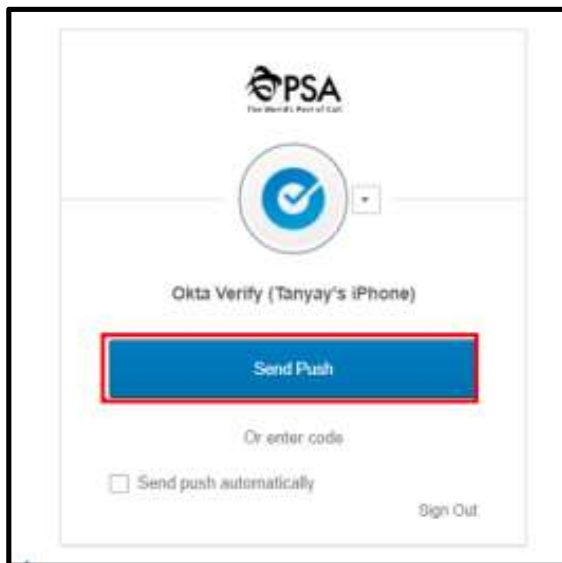
# Change Password - OKTA (5)

B

## Okta Verify

Click on "Send push". On your mobile device, you will be given a prompt. Click "Approve".

You will be able to change your password now





# Change Password - OKTA (6)



- 5 Follow the instructions and click “Change Password”. Make sure you remember your new password and that your password meets all the requirements.

After you are done, a prompt will show that you have successfully changed your password

Change Password

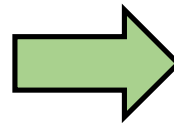
Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username.

Enter current password

Enter new password

Repeat new password

Change Password



Change Password

Password changed successfully.



## **PART B : LOGGING INTO ORACLE FUSION**



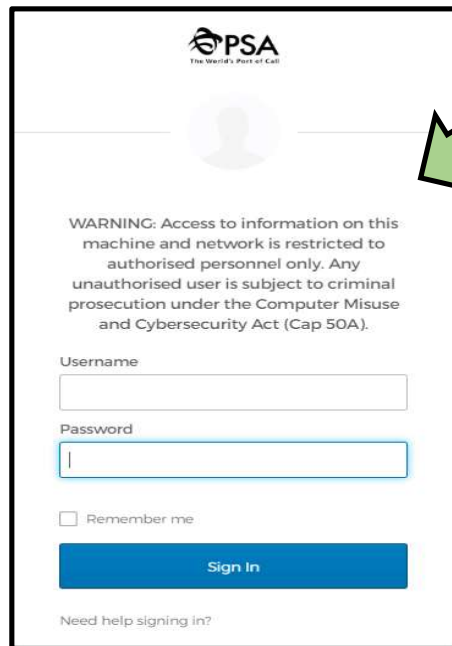
# Logging into Oracle Fusion



- 1 After OKTA has been setup, key in the following IP address via Google Chrome.

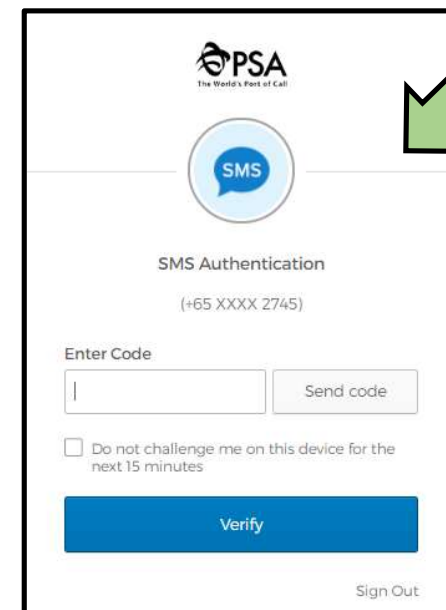
**<<https://emft.fa.ap2.oraclecloud.com>>**

You will be directed to the OKTA log in page. Log in using OKTA username & password. Multifactor authentication will be required as well.



The OKTA login page features the PSA logo at the top. Below it is a warning message: "WARNING: Access to information on this machine and network is restricted to authorised personnel only. Any unauthorised user is subject to criminal prosecution under the Computer Misuse and Cybersecurity Act (Cap 50A)." The page includes input fields for "Username" and "Password", a "Remember me" checkbox, and a blue "Sign In" button. A link for "Need help signing in?" is at the bottom.

OKTA login



The Multifactor Authentication page shows the PSA logo and an "SMS" icon. It displays "SMS Authentication" with a phone number "(+65 XXXX 2745)". There is an "Enter Code" input field, a "Send code" button, and a checkbox for "Do not challenge me on this device for the next 15 minutes". A large blue "Verify" button is prominent, and a "Sign Out" link is at the bottom right.

Multifactor Authentication



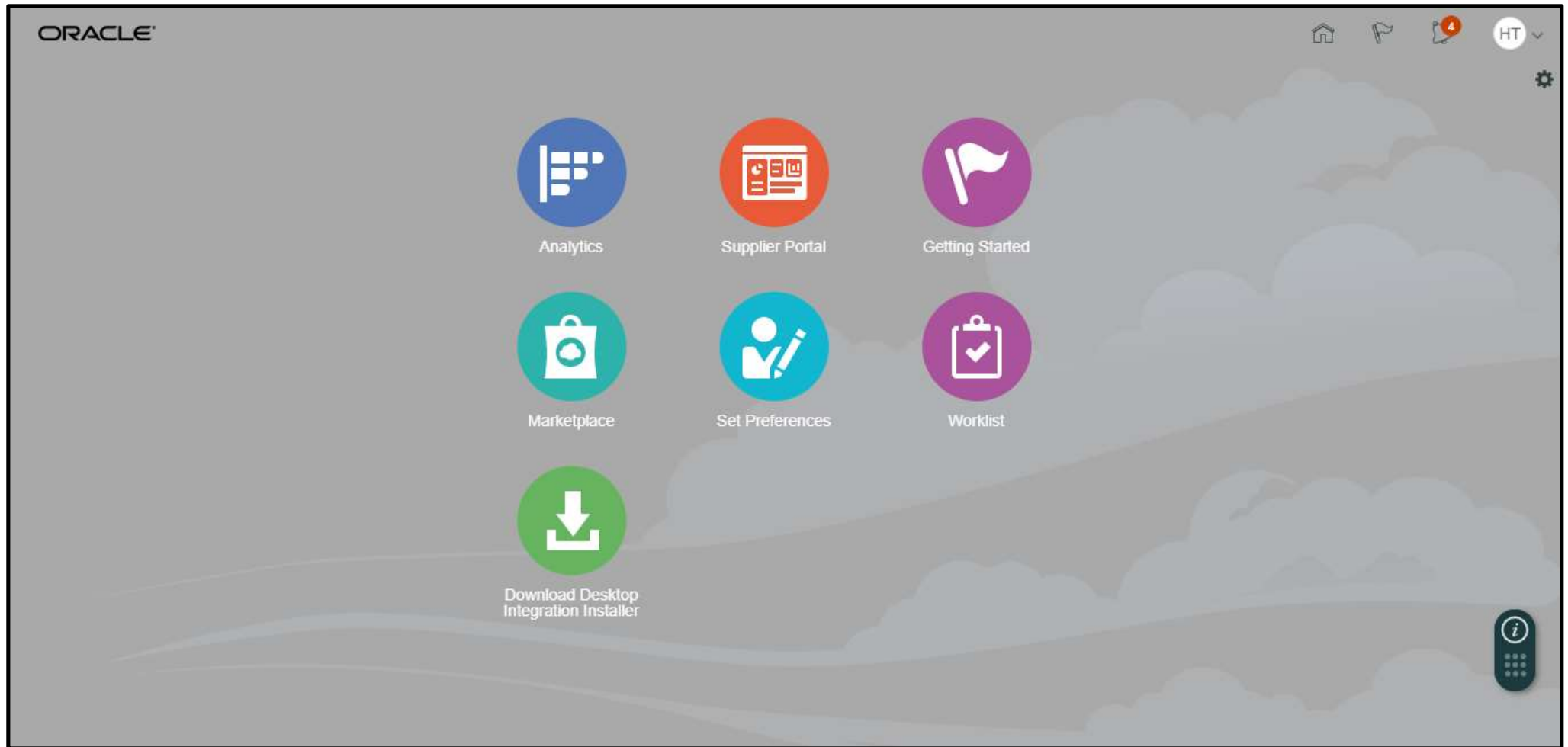
## **Part C : Navigating Around OF System**



# Navigating Around OF System



## Home Screen

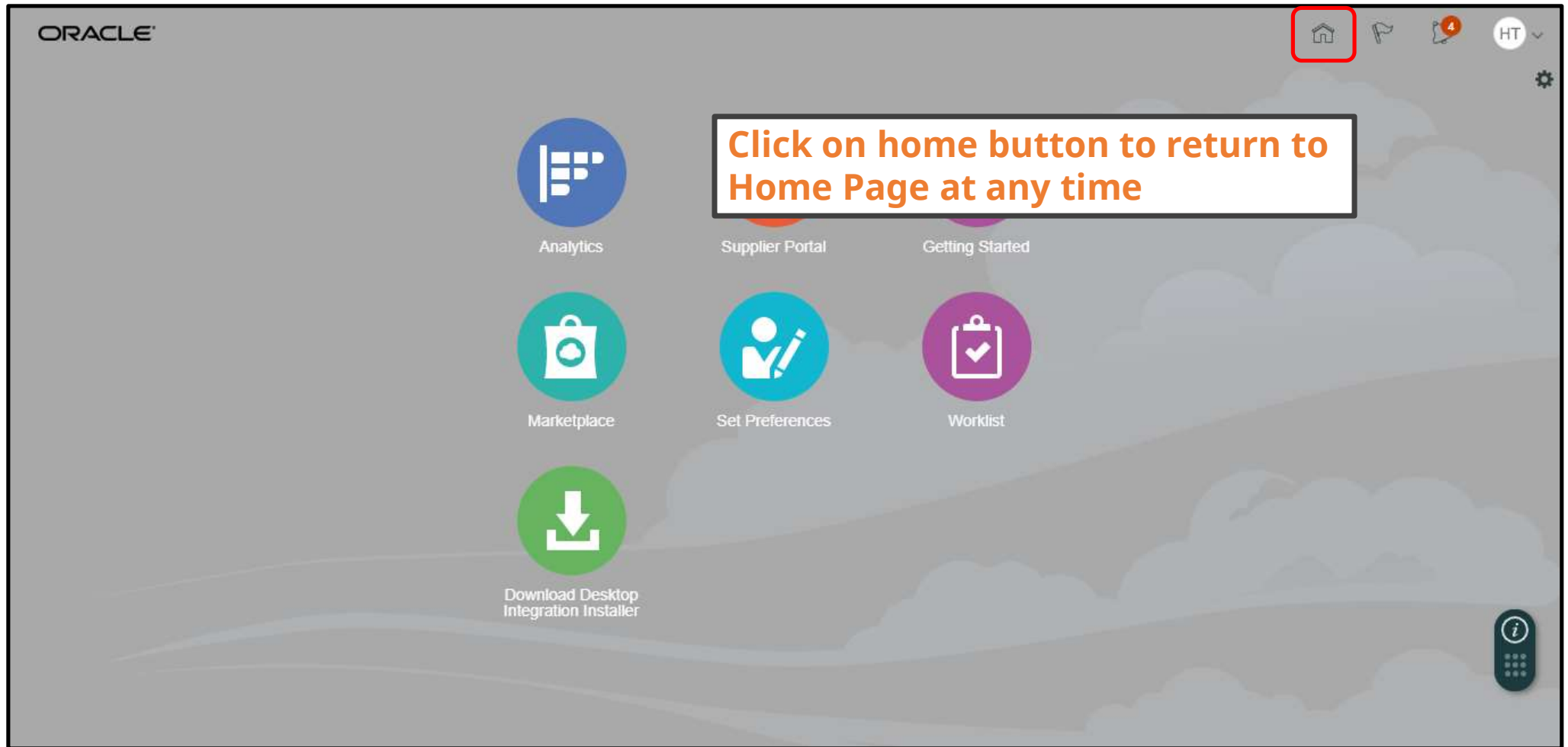


# Navigating Around OF System



## Home Screen

Home Button



# Navigating Around OF System



## Home Screen

### Watchlist

The screenshot shows the Oracle OF System Home Screen. The background is a light gray with a subtle landscape pattern. In the top left corner, the 'ORACLE' logo is visible. The top right corner features a navigation bar with a home icon, a notification bell with a red '10' badge, a user profile icon labeled 'HT', and a settings gear icon. A red box highlights the watchlist icon in the top right corner. The main area contains several large, circular icons for 'Analytics', 'Marketplace', 'Download Desktop Integration Installer', and 'Demo\_VBCS'. A white 'Watchlist' overlay is positioned in the center-right, displaying a list of items categorized by type and status.

**Watchlist**

- Agreements**
  - Changed or canceled in the last 7 days (0)
  - Expiring (0)
  - Opened in the last 7 days (0)
  - Pending acknowledgment (0)
  - Pending authoring (0)
- Negotiations**
  - Closing in next 7 days (1)
  - Closing today (0)
  - Open invitations (1)
- Orders**
  - Changed or canceled in the last 7 days (0)
  - Opened in the last 7 days (0)
  - Pending acknowledgment (0)
- Questionnaires**
  - Overdue and due within 7 days (0)
  - Requiring attention (0)
  - Responses requiring resubmission (0)
- Responses**
  - Disqualified (0)
  - Drafts (1)
  - Resubmission required (0)
- Schedules**
  - Overdue and due today (0)

Watchlist shows key items that you are tracking



# Navigating Around OF System



## Home Screen

### Notification Bell

The screenshot displays the Oracle Home Screen. On the left, there are five circular icons: Analytics (blue), Supplier Portal (red), Marketplace (teal), Set Preferences (light blue), and Download Desktop Integration Installer (green). On the right, there is a 'Notification Bell' icon with a red circle containing the number '4'. A dropdown menu is open, showing 'Pending Notifications'. The menu includes a search bar and a list of notifications. A text box at the bottom right states: 'View messages that you must attend to, and tasks that require your action'.

ORACLE

Analytics

Supplier Portal

Marketplace

Set Preferences

Download Desktop Integration Installer

Notifications

Pending Notifications

Enter search terms

Action Required: You Are Invited to Negotiation 4000154 (Pantry Items) 5 days ago

RODRIGUES SHAWN IGNATIUS

Actions

Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts) 1 week ago

RODRIGUES SHAWN IGNATIUS

Actions

Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts) 1 week ago

RODRIGUES SHAWN IGNATIUS

Actions

FYI: Supplier Contact User Account for Setup Enterprise was Created 1 week ago

View messages that you must attend to, and tasks that require your action



# Navigating Around OF System



## Home Screen

### Setting & Actions

ORACLE

Analytics Supplier Portal Getting Started

Marketplace Set Preferences Worklist

Settings and Actions Sign Out

- Personalization
- Accessibility
- Set Preferences
- Print Me
- Hide Help Icons
- Applications Help
- About This Application

**Set preferences. Select regional and language preferences relevant to you.**

**Set time zone : (UTC +8.00) Hong Kong / Shanghai**

**You can also sign out from here**

# Navigating Around OF System



## Home Screen – Supplier Portal



# Navigating Around OF System



## Home Screen – Supplier Portal

ORACLE

Supplier Portal

Search 

Orders

 Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Requiring Attention

14

14

Schedules Overdue or Due Today

Recent Activity

Last 30 Days

Negotiation responses awarded or rejected	4
Agreements changed or canceled	1
Agreements opened	10
Orders opened	6

Transaction Reports

Last 30 Days

Invoice Amount	1738	SGD
Invoice Price Variance Amount		SGD

Supplier News

# Navigating Around OF System



## Home Screen – Supplier Portal

ORACLE

Supplier Portal

Search

Orders

▼

Order Number

🔍

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Requiring Attention

14

14

Schedules Overdue or Due Today

Recent Activity

Last 30 Days

Negotiation responses awarded or rejected	4
Agreements changed or canceled	1
Agreements opened	10
Orders opened	6

Transaction Reports

Last 30 Days

Invoice Amount	1738	SGD
Invoice Price Variance Amount		SGD

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# Navigating Around OF System



## Home Screen – Supplier Portal

ORACLE

Supplier Portal

Search  Order Number

**Shortcut Bar**

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Shipments**

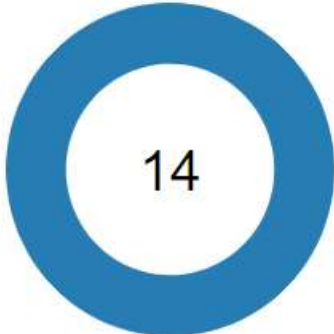
- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

**Deliverables**

- Manage Deliverables

**Overdue POs**

**Requiring Attention**



14

14

■ Schedules Overdue or Due Today

**Recent activity**

**Recent Activity**  
Last 30 Days

Negotiation responses awarded or rejected	4
Agreements changed or canceled	1
Agreements opened	10
Orders opened	6

**Transaction Reports**  
Last 30 Days

Invoice Amount	1738	SGD
Invoice Price Variance Amount		SGD

**Invoice Summary**

Supplier News

# Navigating Around OF System



‘View Active Negotiations’ – Search for Negotiations to download tender docs and/or submit your response.

- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

No data available

No data available

Transaction Reports  
Last 30 Days

No data available

Supplier News

Welcome to the new iSupplier Portal of PSA Group  
Please ensure your supplier profile is up-to-date

Vendors are to inform Buyer-in-Charge of tender if interested in participating in any public tender. This is to ensure that you are informed on any important updates for the tender.

PSA Website <https://www.globalpsa.com>



# Navigating Around OF System



‘View Responses’ – Manage any previously created Responses.

- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

No data available

No data available

Transaction Reports  
Last 30 Days

No data available

Supplier News

Welcome to the new iSupplier Portal of PSA Group  
Please ensure your supplier profile is up-to-date

Vendors are to inform Buyer-in-Charge of tender if interested in participating in any public tender. This is to ensure that you are informed on any important updates for the tender.

PSA Website <https://www.globalpsa.com>



## **PART D – UPDATING PROFILE**

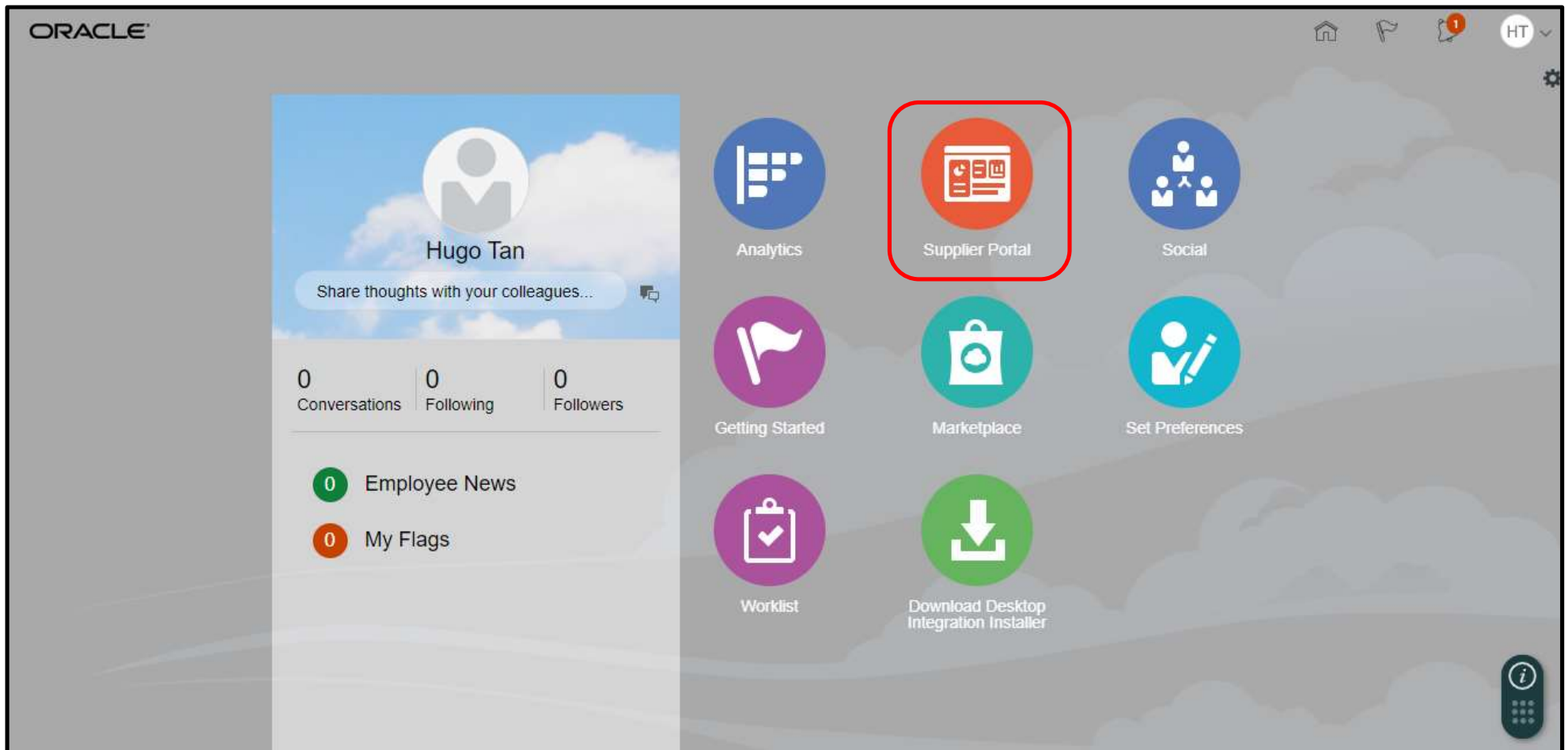




# Update Profile



## 1 Click "Supplier Portal"



# Update Profile



- 2 From the Task List under the “Company Profile” section, select “Manage Profile”. Click “Edit”. A warning message will be displayed. Click “Yes” to continue.

The screenshot displays the Oracle FSCM UI for managing a company profile. The left sidebar shows the 'Company Profile' section with the 'Manage Profile' link highlighted. The main content area shows the 'Company Profile' details for 'Balaji Engineering' with tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. A red box highlights the 'Edit' button in the top right corner. A green arrow points to the 'Manage Profile' link in the sidebar. Another green arrow points to the 'Warning' message box at the bottom, which states: 'POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?'. The 'Warning' box has 'Yes' and 'No' buttons, with 'Yes' highlighted by a red box.



# Update Profile



- 3 Modify the necessary information. Fill in change description reason. Once done, click "Review Changes" to ensure that any changes made were updated.

Edit Profile Change Request: 3001

[Delete Change Request](#) [Review Changes](#) [Save](#) [Save and Close](#) [Cancel](#)

Change Description

[Organization Details](#) [Tax Identifiers](#) [Addresses](#) [Contacts](#) [Payments](#) [Business Classifications](#) [Products and Services](#)

General

\* Supplier Name  Tax Organization Type

Supplier Number  Status

Supplier Type  Attachments

Identification

D-U-N-S Number  National Insurance Number

Customer Number  Corporate Web Site

SIC



# Update Profile



- 4 Review changes. Once confirmed, click "Submit". A confirmation message will be displayed. Click "OK" > "Done".

**Review Changes**

Change Description

All changes will be routed to PSA for approval

Addresses

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
New Panel	Off-Tulsi Prerara, A-610, Sec-1, Kharda Colon...		Ordering; Remit to		Active	

Columns Hidden 3

**Company Profile**

Cancel Change Request Edit **Done**

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 3001 Requested By J. Anand Change Description

Request Status Pending Approval Request Date 1/19/20

Organization Details Tax Identifiers Addresses Contacts Pay

General

Company Balaji Engineering Corporation

**Confirmation**

Your profile change request 3001 was submitted for approval.

OK



## PART E: PARTICIPATION IN NEGOTIATIONS (TENDERS)

1. [How to search for a Negotiation](#)
  - [Public Tender](#)
  - [Invited Tender/ Auction / RFI](#)
2. [How to access Tender Documents](#)
3. [Responding to Negotiations](#)
4. [Checking Negotiation Outcome](#)



# 1. Type of Negotiations



## 1. Request for Quotes (RFQ)

### a. Public Tender

Tender is open to all suppliers (that meet the eligibility criteria) for participation. Tender notice will be published online.

### b. Invited Tender

PSA invites suppliers (with relevant experience) to participate

## 2. Request for Information

RFIs are typically used to gather information, qualify suppliers and their goods and services for subsequent procurement activities.

## 3. Auction (New)

Auction may be used to solicit bids for standard goods / services.



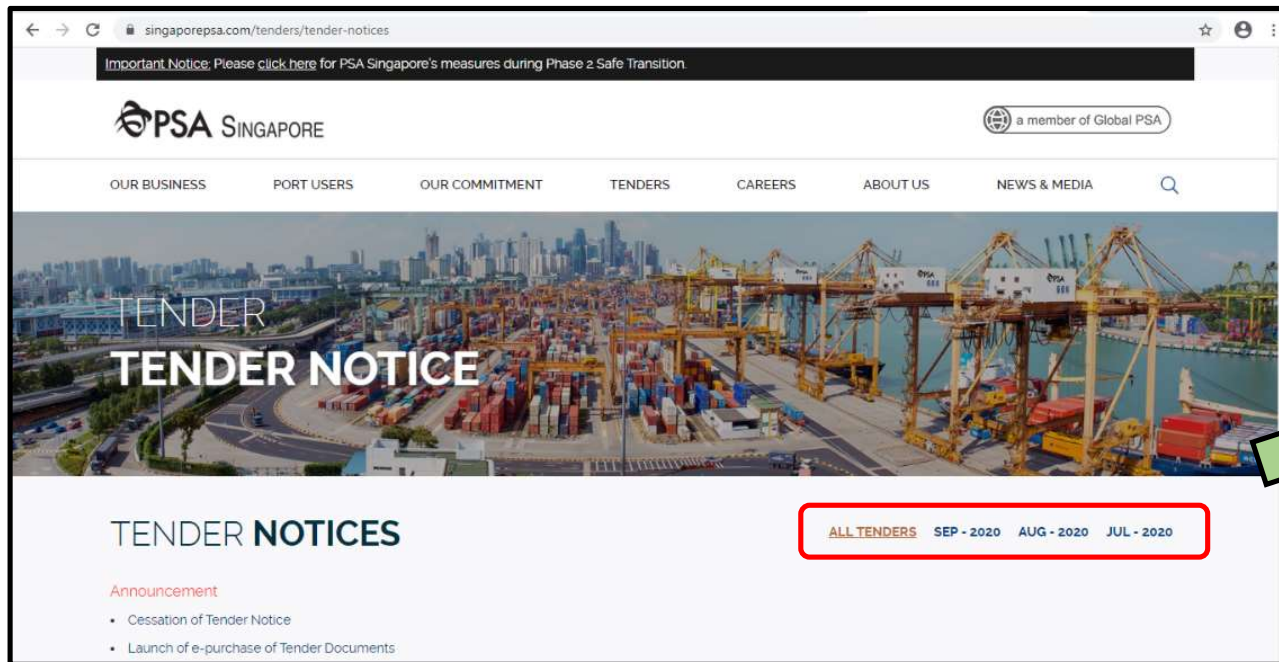
## 2. Public Tender (1)



For public tenders, tender notices will continue to be posted on PSA's tender notice website every Friday

PSA Tender Notice Website : <https://www.singaporepsa.com/tenders/tender-notices>

Suppliers are encouraged to visit the website periodically to be updated of new tender postings



Click "ALL TENDERS" to view all tender notices published

or

Click by month (i.e "SEP -2020") to view tender notices published in that month



## 2. Public Tender (2)



### 1 Browse Tender Notices on PSA Website

#### 220415 -A -ENGINEERING SPARES

REFERENCE NUMBER - 2022/MEP/TS/PSAC/4007618

2022/MEP/TS/PSAC/4007618

##### TENDER DESCRIPTION

TERM CONTRACT FOR THE SUPPLY AND DELIVERY OF TROLLEY RAILS AND ACCESSORIES FOR 2 YEARS

##### ELIGIBILITY/HEAD REFERENCE

Open to vendors with relevant experience

##### COLLECTION DETAILS

Please **Login** to your account

If you do not have an PSA Supplier Account, click [here](#) to register.

Please contact the Procurement Officer/s using the **CONTACT INFORMATION** if you have further questions.

##### SUBMISSION DETAILS

As stated in the tender document.

##### TENDER STATUS

OPEN

##### TENDER CLOSING DATE / TIME

09 MAY 2022 12:00 PM

##### TENDER DOCUMENT FEE

N/A

##### TENDER CONTACT INFORMATION

PLEASE EMAIL / CALL MR BENJAMIN TANG AT TBEN@GLOBALPSA.COM OR TELEPHONE NO. 6279 4005 OR MR LUK GIIN HUEI AT GHLUK@GLOBALPSA.COM OR TELEPHONE NO. 6279 4958

Take note of the 7 digit Negotiation Number

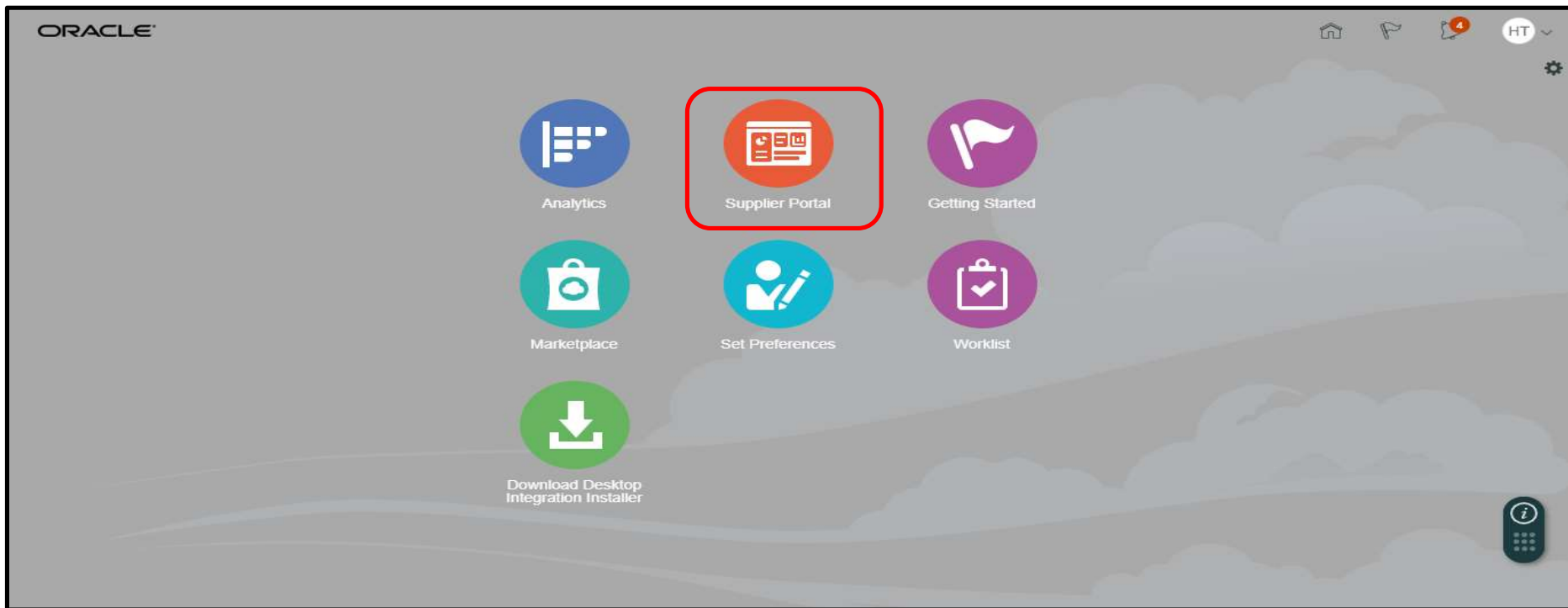
Click to navigate to Oracle Login page





## 2. Public Tender (3)

- 2 Suppliers can login to OF directly to participate in the tender.  
In your home page, click on “supplier portal”.



## 2. Public Tender (4)



- 3 Click “View Active Negotiations” in the task panel. In the “Invitation Received” field select “No” and enter the Negotiation number in the “Negotiation” field.

Click “Search”, negotiation will appear. Click on the negotiation number to view tender details.

**Deliverables**

- Manage Deliverables

**Consigned Inventory**

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

**Invoices and Payments**

- Create Invoice
- View Invoices
- View Payments

**Negotiations**

- View Active Negotiations
- Manage Responses

**Auctions from Seller**

- View Active Seller Auctions
- Manage Seller Auction Bids

**Qualifications**

- Manage Questionnaires
- View Qualifications

**Company Profile**

- Manage Profile

**Active Negotiations**

Time Zone Coordinated Universal Time

Search

Manage Watchlist Saved Search Open Invitations

\*\* At least one is required

\*\* Negotiation 4000253

\*\* Title

\*\* Invitation Received No

Response Submitted No

\*\* Negotiation Close By m/d/yy

Negotiation Open Since m/d/yy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
4000253	Purchase of Spare Parts For Yard Crane	RFQ	15 Days 23 Hours	11/24/20 7:38 AM	0		0		

Columns Hidden 4

### 3. Invited Tender/ Auction / RFI (1)



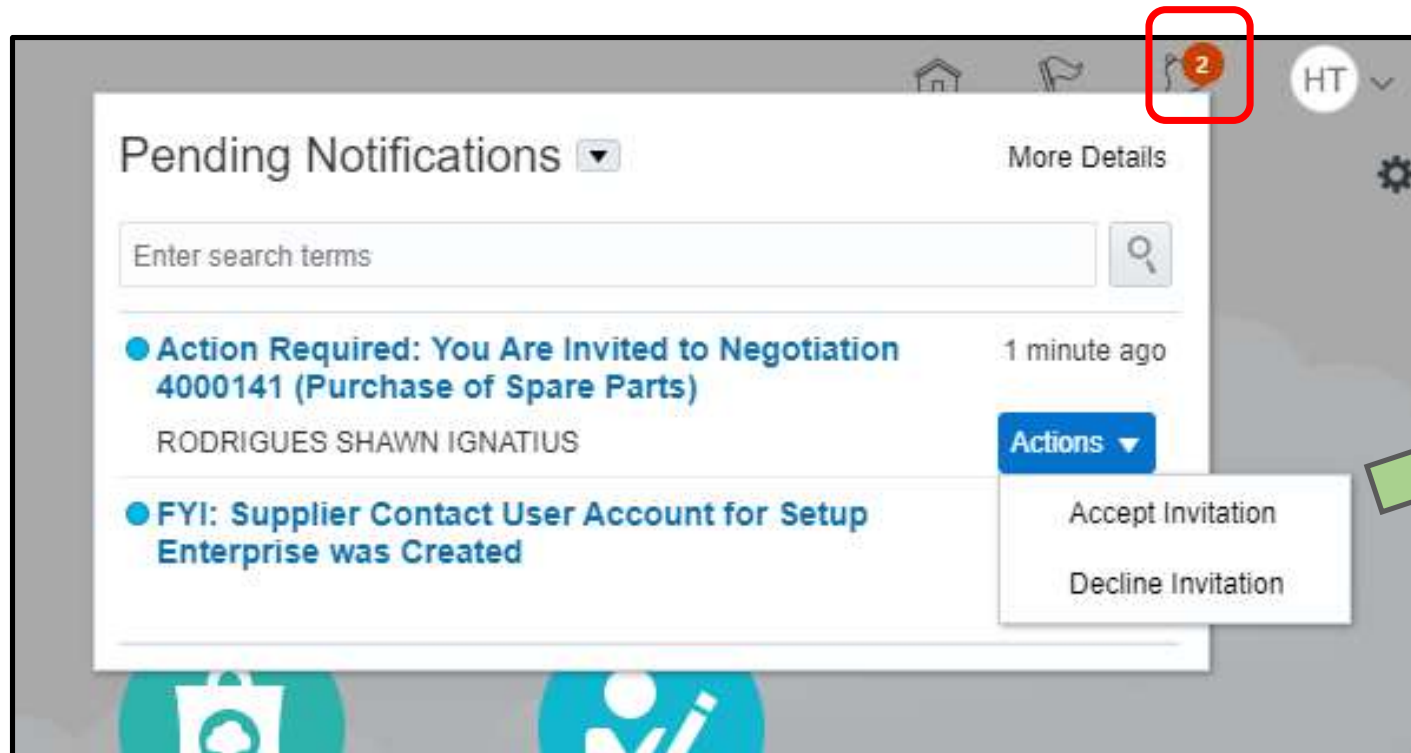
- 1 For invited tenders, Suppliers will be alerted of the invitation in the following ways:

#### A Supplier Portal Dashboard

The screenshot displays the Oracle Supplier Portal dashboard. The top header includes the Oracle logo and navigation icons. The main content area is titled 'Supplier Portal' and features a search bar with a dropdown menu set to 'Orders' and a search icon. On the left, a sidebar lists navigation categories: 'Tasks' (Orders, Agreements, Shipments, Deliverables), 'Orders' (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), 'Agreements' (Manage Agreements), 'Shipments' (Manage Shipments, Create ASN, Create ASBN, Upload ASN or ASBN, View Receipts, View Returns), and 'Deliverables'. The main content area is divided into three sections: 'Requiring Attention' (No data available), 'Recent Activity' (Last 30 Days) with 'Negotiation invitations' highlighted in a red box showing a count of 1, and 'Transaction Reports' (Last 30 Days) (No data available).

### 3. Invited Tender/ Auction / RFI (2)

#### **B** Notification bell at the Top Right Corner of Dashboard



*Suppliers will be able to  
"Accept / Decline invitation"  
under Action*

*Please state reason for non-  
participation*





### 3. Invited Tender/ Auction / RFI (3)







#### Invitation Mail Sent to Supplier's Email Address

☐  RODRIGUES SHAWN IGN. Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts) - Negotiation In... 21:04

 4000141\_SUPP...

Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts) Inbox x  

 **RODRIGUES SHAWN IGNATIUS** <emft-dev1.fa.sender@workflow.mail.ap2.cloud.oracle.com>  
to me ▾ 21:04 (17 minutes ago)   

Negotiation Invitation

**Purchase of Spare Parts  
Setup Enterprise**

From **RODRIGUES SHAWN IGNATIUS**  
RFQ **4000141**  
Opens 9/24/20 1:03 PM  
Closes 10/2/20 12:59 PM

Accept Invitation

Decline Invitation

Supplier Hot Rod Pte Ltd  
Supplier Contact Hugo Tan



### 3. Invited Tender/ Auction / RFI (4)



#### 2 Accessing the Negotiation

- A At the home page, select "Supplier Portal". Negotiations invitations should appear the "Recent Activity" panel. Click on link to access the negotiation

The screenshot shows the Oracle Supplier Portal home page. On the left, a navigation menu contains several icons: Analytics, Supplier Portal (highlighted with a red box), Social, Getting Started, Marketplace, Set Preferences, Worklist, and Download Desktop Integration Installer. A green arrow points from the Supplier Portal icon to the main content area. The main content area is titled "Supplier Portal" and includes a search bar with a dropdown menu set to "Orders" and a search button. Below the search bar, there are three main sections: "Tasks", "Requiring Attention", and "Recent Activity". The "Tasks" section lists "Manage Orders", "Manage Schedules", and "Acknowledge Schedules in Spreadsheet". The "Requiring Attention" section shows "No data available" with a lightning bolt icon. The "Recent Activity" section, titled "Last 30 Days", shows a table with one entry: "Negotiation invitations" with a count of "1". This entry is highlighted with a red box. Below the "Recent Activity" section is a "Transaction Reports" section, also titled "Last 30 Days".

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN

Requiring Attention

No data available

Recent Activity  
Last 30 Days

Negotiation invitations	1
-------------------------	---

Transaction Reports  
Last 30 Days

### 3. Invited Tender/ Auction / RFI (5)



- B** Click “View Active Negotiations” in the task panel. In the “Invitation Received” select **“Yes”** and click Search. List of invitations will appear. Select relevant negotiation by clicking on the Negotiation number in blue.

Deliverables

Manage Deliverables

Consigned Inventory

Review Consumption Advices

Review Consigned Inventory

Review Consigned Inventory Transactions

Invoices and Payments

Create Invoice

View Invoices

View Payments

Negotiations

View Active Negotiations

Manage Responses

Auctions from Seller

View Active Seller Auctions

Manage Seller Auction Bids

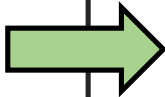
Qualifications

Manage Questionnaires

View Qualifications

Company Profile

Manage Profile



Active Negotiations

Search

\*\* Negotiation

\*\* Title

\*\* Negotiation Close By

m/d/yy

Manage Watchlist

Saved Search

Open Invitation

\*\* Invitation Received

Yes

Response Submitted

No

Negotiation Open Since

m/d/yy

Search

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Accept Terms

Acknowledge Participation

Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF
4000210-2	Purchase of Spare Parts and Maintenance Work	RFQ	5 Days 22 Hours	10/30/20 9:52 AM	0		0	<a href="#">PDF</a>

Columns Hidden 4



## 4. Accessing Tender Documents (1)



1

Upon clicking into the negotiation, you will access the RFQ home page. In the left-hand panel, under "Table of Contents" click "Overview". Click on "Attachment" field link to access tender docs.



## 4. Accessing Tender Documents (2)



### 2 Download tender documents by clicking on the individual files

RFQ: 4000210-2

Messages Create Response Actions Done

Time Zone Coordinated Universal Time

Title: Purchase of Spare Parts and Maintenance Work Open Date: 10/24/20 11:20 AM

**Attachments**

Actions View

Type	* File Name or URL	Title	Description	Attached By	Attached Da
File	<a href="#">Form Of Tender.pdf</a>	Form Of Tender.pdf	Form Of Tender	RODRIGUES S...	10/25/20 9:33
File	<a href="#">Particulars Of Tenderer.pdf</a>	Particulars Of Tenderer.pdf	Particulars of Tenderer	RODRIGUES S...	10/25/20 9:33
File	<a href="#">Technical Specifications.pdf</a>	Technical Specifications.pdf	Technical Specifications	RODRIGUES S...	10/25/20 9:33
File	<a href="#">Appendix - Diagrams.pdf</a>	Appendix - Diagrams.pdf	Appendix	RODRIGUES S...	10/25/20 9:33

Rows Selected 1 Columns Hidden 1

OK

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

Information icon



## 4. Accessing Tender Documents (3)



- 3 Under “Table of Contents” click “Overview” to access Tender documents. Tender documents can be found under “Attachments”.

Overview Manage Negotiations x RFQ: 4008266,1 x

RFQ: 4000210-2 ? ★

Currency = Singapore Dollar

Time Zone Hong Kong Time

Title PROVISION OF MANAGED HCI APPLICANCES WITH 3 YEARS MAINTENANCE

Status Active (Locked)

Open Date 10/06/22 AM 08:00

Close Date 03/07/22 PM 12:00

Time Remaining 8 Days 20 Hours

Messages Actions Done

Table of Contents Overview

Cover Page

Overview

Lines

Contract Terms

Suppliers

Title PROVISION OF MANAGED HCI APPLICANCES WITH 3 YEARS MAINTENANCE

Synopsis The objective of this tender is for Tenderers to bid for the Design, Updated Chapter 3.

Amendment Description

Negotiation Style Standard Negotiation

Unlocked By

Unlocked Date

Buyer LIM RI HAO

Procurement BU PSAC

Outcome Blanket Purchase Agreement

Unsealed By

Unsealed Date

Attachments 2022-CIP-CC-PSAC-4008266.zip



## 5. Responding to Negotiations (1)



1 After going through the tender document, click “Create Response” to respond to negotiation.

The screenshot displays the Oracle Procurement Cloud interface for RFQ 4000210-2. The top navigation bar includes the Oracle logo, a home icon, a flag icon, a notification bell with 10 alerts, and a user profile icon labeled HT. The main header shows the RFQ number 4000210-2 and a toolbar with buttons for Messages, Create Response (highlighted with a red box), Actions, and Done. Below the header, the RFQ details are shown: Title (Purchase of Spare Parts and Maintenance Work), Status (Active), Time Remaining (5 Days 22 Hours), Open Date (10/24/20 11:29 AM), and Close Date (10/30/20 9:52 AM). The Time Zone is set to Coordinated Universal Time. On the left, a Table of Contents lists Cover Page, Overview, Requirements, Lines, and Contract Terms. The Overview section is expanded, showing a Synopsis and a list of sections: General and Terms. On the right, the Buyer is identified as RODRIGUES SHAWN IGNATIUS, the Outcome is Blanket Purchase Agreement, and Attachments include Terms and Conditions.pdf (4 more...).

ORACLE

RFQ: 4000210-2

Messages **Create Response** Actions Done

Time Zone Coordinated Universal Time

Title Purchase of Spare Parts and Maintenance Work

Status Active

Time Remaining 5 Days 22 Hours

Open Date 10/24/20 11:29 AM

Close Date 10/30/20 9:52 AM

Table of Contents

Cover Page

Overview

Requirements

Lines

Contract Terms

Expand All

► General

► Terms

Title Purchase of Spare Parts and Maintenance Work

Synopsis

Buyer RODRIGUES SHAWN IGNATIUS

Outcome Blanket Purchase Agreement

Attachments Terms and Conditions.pdf (4 more...)

## 5. Responding to Negotiations (2)



- 2 Fill in necessary info in the Overview Page. Click "Attachments" to attach docs. Form of Tender/Particulars of Tenderers doc (to be duly signed/stamped) to be attached here. Click "Next"

ORACLE

Home Flag 3 HT

1 2 3 4  
Overv... Requir Lines Review

Create Response (Quote 21041): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/1/20 7:03 AM  
Time Zone Coordinated Universal Time

Title Purchase of Spare Parts  
Close Date 10/2/20 12:59 PM  
Time Remaining 1 Day 5 Hours

General

Supplier Hot Rod Pte Ltd  
Negotiation Currency SGD  
Response Currency SGD  
Price Precision 2 Decimals Maximum  
Response Valid Until m/d/yy h:mm a

Reference Number  
Note to Buyer  
Attachments None +

i

## 5. Responding to Negotiations (3)



3 “Requirements” Page. Provide responses to questions. Click “Next”

ORACLE

1 - 2 - 3 - 4

Overvi Requi... Lines Review

Create Response (Quote 22001): Requirements ?

Messages

Respond by Spreadsheet ▼

Actions ▼

Back

Next

Save ▼

Submit

Cancel

Last Saved 10/1/20 8:03 AM

Time Zone Coordinated Universal Time

Time Remaining 20 Days 23 Hours

Close Date 10/22/20 7:41 AM

Section 1. Safety

\* 1. Bizsafe level

☐ a. L3

☐ b. L4

☐ c. Star



## 5. Responding to Negotiations (4)



4 In “Lines” page, enter the “Response Price” and other fields as required.

To attach docs such as item specification/catalogue, Select specific item line and click on the pencil icon


1 2 3  
Over Lines Review

Create Response (Quote 26047): Lines ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/24/20 12:49 PM  
Time Zone Coordinated Universal Time

Time Remaining 5 Days 21 Hours Close Date 10/30/20 9:52 AM

Actions View Format  + X Freeze Detach Revert Reduce Price

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Note to Buyer
1	Spare Parts (Engine)		+		Equipment Spare P	670.00	720	EACH	482,400.00		
2	Maintenance For 1 Year		+		Outsource Labour		50	HOUR			

Rows Selected 1 Columns Hidden 7



## 5. Responding to Negotiations (5)



- 5 Docs can be submitted for PSA review in the “Attachment” field. After complete, Click “Save and Close”.

Lines: Edit Line: 1 (Quote 26047)

Messages | 1: Spare Parts (Engine) | Save | Save and Close | Cancel

Last Saved 10/24/20 1:03 PM

Item	Close Date	10/30/20 9:52 AM
Revision	Target Minimum Release Amount	
Description	Response Minimum Release Amount	
Category Name	Note to Buyer	Warranty 2 Years.
Start Price		
* Response Price		670.00
Estimated Quantity		720
UOM		EACH

Attachments Item Specifications.pdf + X



## 5. Responding to Negotiations (6)



6

To submit an alternative quote, click on the + icon. Fill up the necessary fields in the edit alternative line page. After complete, Click "Save and Close".

1 2 3  
Over Lines Review

Create Response (Quote 26047): Lines ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/24/20 12:49 PM  
Time Zone Coordinated Universal Time

Time Remaining 5 Days 21 Hours Close Date 10/30/20 9:52 AM

Actions View Format Freeze Detach Required Details Wrap Revert Reduce Price

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Note to Buyer
1	Spare Parts (Engine)		+		Equipment Spare P	670.00	720	EACH	482,400.00		
2	Maintenance For 1 Year		+		Outsource Labour		50	HOUR			

Rows Selected 1 Columns Hidden 7

ORACLE

Lines: Edit Alternate Line: 1-2 (Quote 26047)

Messages 1-2 Save Save and Close Cancel

Last Saved 10/24/20 12:31 PM

Negotiation Line 1

Description Spare Parts (Engine)

\* Alternate Line Description Brand 2

Category Name Equipment Spare Parts.Aircon.Crane

Start Price

\* Response Price 610.00

Estimated Quantity 720

\* UOM EACH

Close Date 10/30/20 9:52 AM

Target Minimum Release Amount

Response Minimum Release Amount

Note to Buyer Made in USA. Warranty 9 Months

Attachments None +





## 5. Responding to Negotiations (7)



7

Add additional alternate lines as required. When done, click "Next"

123

OverLines Review

Create Response (Quote 26047): Lines ?

MessagesRespond by Spreadsheet ▼Actions ▼BackNextSave ▼SubmitCancel

Last Saved 10/24/20 12:49 PM  
Time Zone Coordinated Universal Time

Time Remaining 5 Days 21 HoursClose Date 10/30/20 9:52 AM

Actions ▼View ▼Format ▼✎+×FreezeDetachFilterTWrapRevertReduce Price

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Note to Buyer
1	Spare Parts (Engine)		+		Equipment Spare P	670.00	720	EACH	482,400.00		
↔ 1-1		Brand A			Equipment Spare P	500.00	720	EACH ▼	360,000.00		Made in Sweden Warranty 1 Year
↔ 1-2		Brand 2			Equipment Spare P	610.00	720	EACH ▼	439,200.00		Made in USA. Warranty 9
2	Maintenance For 1 Year		+		Outsource Labour (		50	HOUR			

Rows Selected 1Columns Hidden 7

i

## 5. Responding to Negotiations (8)



8

In the Review Tab, click “Actions” followed by “Validate” to validate.

If there is no error or missing responses, a “Confirmation” pop up will be displayed. Click “OK”.

Click “Submit”. Confirmation” pop up will be displayed. Click “OK”.

ORACLE

1 - 2 - 3 - 4  
Overview Requirements Lines Review

Review Response: Quote 22001 ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

View Negotiation  
View Response PDF  
Validate

Close Dialog

Last Saved 10/1/20 8:30 AM  
Time Zone Coordin Universal Time

Title [Pantry Items](#)

Time Remaining 20 Days 23 Hours

Overview Requirements Lines

General

Supplier Hot Rod Pte Ltd

Negotiation Currency SGD

Response Currency SGD

Price Precision 2 Decimals Maximum

Response Valid Until

Confirmation

Response 22001 to negotiation 4000154 was validated without errors.

OK

Confirmation

The response 22001 to negotiation 4000154 was submitted.

OK

## 6. Checking Negotiation Outcome (1)



Click “Manage Responses” in the task panel. In the drop down select relevant response status and click “Search”

Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Auctions from Seller

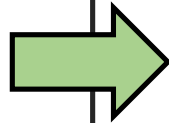
- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile



ORACLE

Manage Responses

Done

Time Zone Coordinated Universal Time

Advanced Manage Watchlist Saved Search Active or Draft Responses

\*\* At least one is required

\*\* Negotiation Title

\*\* Negotiation

\*\* Response

\*\* Response Status

Line Description

Active

Active or draft

Awarded

Disqualified

Draft

Pending award

Rejected

Resubmission required

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
21040	Awarded	4000142	Supply and install fire alarm	RFQ	0 Seconds	0	
19008	Awarded	4000112	From Agreement Test	RFQ	0 Seconds	0	
21036	Awarded	4000138	Supply and install fire alarm	RFQ	0 Seconds	0	
12006	Awarded	4000067	Test new item RFQ & combine PR	RFQ	0 Seconds	0	



## 6. Checking Negotiation Outcome (2)

Response Status	Negotiation Outcome
Active	Negotiation (Tender) is ongoing and yet to close
Pending award	Negotiation (Tender) has closed. Evaluation in progress
Awarded	Supplier has been awarded the tender
Rejected / Disqualified	Supplier was not awarded

**If negotiation outcome is unclear, please check with the procurement officer in charge.**



## PART F – INVOICING



# Creating Invoices



- 1 From the Task List under 'Invoices and Payments' section, click on 'Create invoice'

Supplier Portal

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

Requiring Attention

Recent Activity  
Last 30 Days

Orders opened 5

Transaction Reports  
Last 30 Days

Invoice Amount	1300	SGD
Invoice Price Variance Amount		SGD

Supplier News

Welcome to the new iSupplier Portal of PSA Group  
Please ensure your supplier profile is up-to-date

PSA Website <https://www.globalpsa.com>



# Creating Invoices (2)



- 2 Enter 'Identifying PO' number . Information will get populated  
Enter the Invoice number in the Number field and the invoice Date. Select bank account for receipt of payment.  
In the Lines section, click "Select and Add."

ORACLE

Create Invoice ?

Invoice Actions Submit Cancel

\* Identifying PO PSAC2000685

Supplier BK PTE LTD

Taxpayer ID 11112222

\* Supplier Site HQ-PAY

Address 123, Harbour Drive PSA Horizons, Singapore 627124

Supplier Tax Registration Number

Remit-to Bank Account A1234567

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

\* Number INV123

\* Date 10/22/20

\* Type Invoice

Invoice Currency SGD - Singapore Dollar

Payment Currency SGD - Singapore Dollar

Customer

\* Customer Taxpayer ID 199706229Z

Name PSA Corporation Limited

Address

Lines

View + - Cancel Line

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



# Creating Invoices (3)



- 3 The Purchase Order Lines should have been auto-populated. If it does not appear after clicking "Search", the PO might not have been receipted/ have been matched previously.  
Highlight the PO row, click "OK".

Select and Add: Purchase Orders

Search

Advanced Saved Search

\*\* At least one is required

\*\* Purchase Order PSAC2000685

\*\* Consumption Advice

\*\* Creation Date m/d/yy h:mm a

Search Reset Save...

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PSAC2000685	1	1				service 1	PSA BLDG #35	3

Apply OK Cancel





# Creating Invoices (4)



4 The quantity to be billed will be auto-populated. Amend accordingly if required.

ORACLE

Create Invoice ?

Invoice Actions Submit Cancel

Identifying PO PSAC2000685  
Supplier BK PTE LTD  
Taxpayer ID 11112222  
Supplier Site HQ-PAY  
Address 123, Harbour Drive PSA Horizons, Singapore 627124  
Supplier Tax Registration Number

Remit-to Bank Account A1234567  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Description  
Attachments None +

\* Number INV123  
\* Date 10/22/20  
Type Invoice  
Invoice Currency SGD - Singapore Dollar  
Payment Currency SGD - Singapore Dollar

Customer  
Customer Taxpayer ID 199706229Z  
Name PSA Corporation Limited  
Address

Lines

View + x Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line									
3	Item	PSAC2000685	1	1				service 1	PSA BLDG #35	STANDARD 7	2	1		200 PIECE	200.00



# Creating Invoices (5)



5

Select the appropriate "Tax Classification" (STANDARD 7% IN/ ZERO-RATED IN/ OUT OF SCOPE)

Click on "Attachments" to upload your invoice.

Click "Calculate Tax".

ORACLE

Create Invoice ?

Invoice Actions Submit Cancel

Identifying PO PSAC2000685

Supplier BK PTE LTD

Taxpayer ID 11112222

Supplier Site HQ-PAY

Address 123, Harbour Drive PSA Horizons, Singapore 627124

Supplier Tax Registration Number

Remit-to Bank Account A1234567

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

Customer

Customer Taxpayer ID 199706229Z

Name PSA Corporation Limited

Address

Invoice Currency SGD - Singapore Dollar

Payment Currency SGD - Singapore Dollar

Lines

View + X Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
1	Item	PSAC2000685	1	1				service 1	PSA BLDG #35	STANDARD 7%

Total

# Creating Invoices (6)



## 6 Check that the tax computed and total invoice amount is correct

Lines

View ▾ + × Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
		* Number	* Line	* Schedule	Number	Line						
1	Item ▾	PSAC2000685	1	1				service 1	PSA BLDG #35 ▾	STANDARD 7% ▾		0
3	Item ▾	PSAC2000685	1	1				service 1	PSA BLDG #35 ▾	STANDARD 7% ▾		2
Total												

Summary Tax Lines

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	SG_GST_REGIME	SG_GST	SG_GST_JUD	SG_GST_STAT	STANDARD 7%_IN	7		28

Totals

Items	400.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	28.00	Invoice Amount	428.00
-------	--------	---------	------	---------------	------	---------------	------	---------------	-------	----------------	--------



# Creating Invoices (7)



7

Click "Submit" to submit the Invoice for Finance approval  
A confirmation message will be displayed. Click Done

ORACLE

Create Invoice ?

Identifying PO PSAC2000226  
Supplier BK PTE LTD  
Taxpayer ID 11112222  
Supplier Site HQ-PAY  
Address 123, Harbour Drive PSA Horizons, Singapore 627124  
Supplier Tax Registration Number

Remit-to Bank Account A1234567  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Description

Invoice Actions **Submit** Cancel

\* Number INV10004  
\* Date 10/1/20  
Type Invoice  
Invoice Currency SGD - Singapore Dollar  
Payment Currency SGD - Singapore Dollar

Customer  
Customer Taxpayer ID 199706229Z  
Name PSA Corporation Limited  
Address

Lines

View + x Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location
		* Number	* Line	* Schedule	Number	Line			
1	Item	PSAC2000226	1	1				TOILET RENTAL & SERVI...	PSA BLDG #38

Invoice INV10004 has been submitted.

# Viewing Invoices



8

The submitted invoice can be viewed from “View Invoices”  
Please note that invoices cannot be amended/ cancelled after clicking “Submit”

Supplier Portal

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices**
- View Payments

Negotiations

Requiring Attention

Recent Activity  
Last 30 Days  
Orders opened 5

Transaction Reports  
Last 30 Days  
Invoice Amount 1300 SGD  
Invoice Price Variance Amount SGD

Supplier News  
Welcome to the new iSupplier Portal of PSA Group  
Please ensure your supplier profile is up-to-date  
PSA Website <https://www.globalpsa.com>



Write in to [KARENH@globalpsa.com](mailto:KARENH@globalpsa.com) for support in:

- *Account creation*

Write in to [PSAI-GFS-SUPPORT@globalpsa.com](mailto:PSAI-GFS-SUPPORT@globalpsa.com) if you require assistance with:

- *System issues*

For tender related queries do continue to liaise directly with the procurement officer in charge.

For Okta or password related issues, please refer to the following FAQ section.



## II. FAQ – Negotiations



## Account Setup/ Password /OKTA Related

**Qn. 1. When will my company be receiving my account log in details?**

*Ans : Account set up details will be sent to your email account usually within 3 working days.*

**Qn. 2 . What should I do if I do not receive the log in details & emails ?**

*Ans : Please allow for up to 3 working days after you submit your application. Otherwise, contact your contract/tender's Procurement Officer for assistance.*

**Qn. 3 . Do I need to pay any fees to use the Oracle Fusion account?**

*Ans : Each company will only be issued with 1 free account. Please write to your contract/tender's Procurement Officer to request for additional accounts. There will be fee of \$120/year (exclusive of GST) for each additional approved account.*





## Account Setup/ Password /OKTA Related

**Qn. 4 . I cannot remember which email account was used for account creation?**

*Ans : Please contact your contract/tender's Procurement Officer for assistance.*

**Qn. 5. Will my account get inactivated if there is no activity over a period of time?**

*Ans : The password will expire if there is no activity for 3 months. Suppliers should log in to their account regularly to avoid their password being inactivated. Please contact your contract/tender's Procurement Officer if help is required.*

**Qn.6 : Can OKTA be set up for multiple mobile numbers?**

*Ans : No, for security reasons, OKTA can only be set up for one mobile number. You can change the registered mobile number under profile settings via <https://globalpsa.okta.com/>.*



## Account Setup/ Password /OKTA Related

**Qn. 7 : If I create the account using one email address, am I able to change it later?**

*Ans : You can then change the email address in the supplier portal subject to PSA's approval. New OKTA setup will be required for the new email. **We strongly encourage suppliers to use a common email address to minimise downtime due to changes.***

**Qn. 8 : Do we need to have separate accounts for Procurement and Finance transactions?**

*Ans : No. With one account, you will be able to perform all the necessary transactions with PSA. However, we understand that each company operational requirement is unique as such we are open for company to have more than 1 account but there is a charge of \$120/year (exclusive of GST) for each additional account.*



## Account Setup/ Password /OKTA Related

***Qn.9 : Can OKTA authentication code be sent via email instead?***

*Ans : No. Email verification is not a method allowed for OKTA multifactor authentication.*

***Qn. 10 : Can we use an external email address instead of company email address so that it is easier for multiple users?***

*Ans : We strongly encourage the use of your company email address to minimize the risk of data and security breaches.*



## Negotiation

**Qn. 1 : Will I still be allowed to submit my response to Negotiation (RFQ / Tender) via email/hardcopy?**

*Ans : No. You must submit your response via the Oracle Fusion platform. Responses in other forms will not be considered unless otherwise stated in the tender documents/or otherwise informed by the procurement officer in-charge.*

**Qn. 2 : If I have submitted a wrong quotation, am I allowed to submit another one?**

*Ans : Yes, provided that it was submitted before the negotiation closing date and time. PSA will only consider the latest offer received before the negotiation closing date/time.*

**Qn. 3 : What is the maximum file size for attachment?**

*Ans : There is no limit to file size for attachment.*



## Negotiation

***Qn. 4 : Can I change the currency stated in the Negotiation to other currency of my choice?***

*Ans : Please only quote in the currency specified in the negotiation.*

***Qn. 5 : Where can I indicate any notes / comments, e.g. replacement model, to my offer for each item?***

*Ans : You can indicate them in the 'Note To Buyer' field. The max no. of characters is 240.*



## Negotiation

***Qn. 6 : Where do we indicate the delivery date / lead time ?***

*Ans : You can indicate the delivery date / lead time and other information in the "Note To Buyer" at each line.*

***Qn. 7 : For items that I am unable to quote, how should I indicate in my offer?***

*Ans : For tenders/negotiations where quoting of all items is not compulsory you can leave the "Response Price" blank if you are unable to offer. Please also indicate in the "Note To Buyer" field that you are unable to quote for the line item(s).*



## Negotiation

**Qn. 9 : Will both PSAM and PSAC tenders be via this platform?**

*Ans : Yes, all PSAM, PSAI and PSAC tenders will be via this platform.*

**Qn. 10 : Will we be alerted to Negotiations only after we have logged in to Oracle Fusion?**

*Ans : For invited tender, you will be alerted to Negotiations both via your registered email address and also in Oracle Fusion after logging in.*

**Qn. 11: Is the supplier able to view a history of its offers? If so, what is the duration period that the data is stored?**

*Ans : Yes, the supplier can search the history at the task bar on the left, "Negotiations", "Manage Negotiations". Refer to slide 29 to 30. At this moment, all records are kept and can be retrieved.*



## Negotiation

***Qn. 13 : Does the system allow the supplier to upload different types of files, e.g. PDF, JPG,?***

*Ans : The system accepts PDF, office docs and jpg formats.*

***Qn. 14 : For suppliers who accept jobs through Portnet (SUMS), is the process still valid, or will it be migrated to Oracle Fusion?***

*Ans : There is no change to the current process for jobs that are accepted through Portnet. Payments will still be via SUMS.*

*However, suppliers are to note that all tender participations will be via Oracle Fusion.*





## Negotiation

***Qn. 16 : Do we continue to receive Purchase Orders via email?***

*Ans : Yes. You can also view the Purchase Order at the Supplier Portal in Oracle Fusion.*

***Qn. 17 : Can we upload commercial information in the attachment link of Overview Section?***

*Ans : Yes, you can do so by clicking the "+" sign under "Attachment" [refer to slide 59].*



## II. FAQ - Invoicing



## Invoicing

For Invoice related queries please email to [sg-aphub@globalpsa.com](mailto:sg-aphub@globalpsa.com)

***Qn.1 : Do we still need to provide hardcopy invoice?***

*Ans: No. However, soft copy invoices should be attached in the supplier portal during creation of invoice. This is for GST reporting purposes.*

***Qn.2 : How do we apply for self-invoicing?***

*Ans : For more details, please email to [sg-aphub@globalpsa.com](mailto:sg-aphub@globalpsa.com)*



## Invoicing

***Qn. 3 : For self-invoicing, will PSA automatically raise an invoice internally based on receipt of goods and email the report to us, and / or do we still need to create invoice once we have confirmation of delivery?***

***Ans: For vendors on the self-invoicing scheme, invoices would be generated on a weekly basis and emailed to the respective vendors. There is no need for vendors to create any invoices.***

***Qn. 4 : Is it a must to enrol for self-invoicing scheme?***

***Ans : Self-invoicing is not mandatory but we encourage you to be on this scheme for ease of invoicing and faster payment to you.***



## Invoicing

***Qn. 5 : For self-invoicing, though PSA will be generating the invoice for us, we still need to generate our own invoice for internal purpose. We need to ensure that GST tallies when we received the payment from PSA. How do we check on this?***

***Ans : The invoices generated by PSA will follow the agreed prices in the Purchase Orders and applicable GST will be calculated accordingly. Should there be any discrepancies, suppliers can feedback to us, email [doreenl@globalpsa.com](mailto:doreenl@globalpsa.com), and credit / debit notes can be generated when necessary.***



## Invoicing

***Qn. 6 : Currently, we are already on self-invoicing scheme, do we still need to take action in the new Oracle Fusion system?***

*Ans : Vendors currently on the SELF-invoicing scheme would be ported over to Oracle Fusion as well. No further action is required by the vendor. No, no action is required on your part.*

***Qn. 7: Do we need to attach the Delivery Order to the invoice?***

*Ans : No, you do not need to attach the Delivery Order. Payment will be based on the receipt updated in PSA's system.*



## Invoicing

***Qn. 8 : We are currently on e-invoice to PSA, meaning our invoice is generated by our system and automatically emailed to PSA. Is it mandatory to use the portal for invoice submission to PSA?***

*Ans : It is not mandatory. Vendors can continue with the current procedure of emailing soft copy invoices to the Finance personnel in-charge. However, to ensure that the invoices are received and processed by PSA on a timely basis, we encourage the submission of invoices via Supplier Portal/ joining the SELF-invoicing scheme.*



## Invoicing

***Qn. 9 : If my invoice comprises of GST and non-GST chargeable items, do I need to separate into 2 invoices or 2 different line items?***

***Ans : It can be within the same invoice, separated into 2 different line items. Do ensure that the appropriate tax code is selected for each line item.***





## **III. How to reset Password**



# Reset Password



You can reset your password using the 'password reset' function in the Okta login page.

Click on 'Need help signing in?' to see more options

If you try to login too many times, your account will be locked out. Please refer to [slide 92](#) on how to unlock your account.

A screenshot of the PSA login page. At the top is the PSA logo. Below it is a circular placeholder for a user profile picture with a question mark. A warning message states: "WARNING: Access to information on this machine and network is restricted to authorised personnel only. Any unauthorised user is subject to criminal prosecution under the Computer Misuse and Cybersecurity Act (Cap 50A)." Below the warning are two input fields: "Username" with the value "abc@hotmail.com" and "Password" which is empty. A red error message "Please enter a password" is displayed below the password field. There is a "Remember me" checkbox which is unchecked. A blue "Sign In" button is located below the checkboxes. At the bottom, the text "Need help signing in?" is circled in red.

# Reset Password



Click on 'Forgot password?' to start the reset password process.

Need help signing in?

[Forgot password?](#)

Unlock account?

WARNING: Access to information on this machine and network is restricted to authorised personnel only. Any unauthorised user is subject to criminal prosecution under the Computer Misuse and Cybersecurity Act (Cap 50A).


[Help](#)



# Reset Password



Select your authentication and reset method.



The World's Part of Call

Reset Password

Email or Username

SMS or Voice Call can only be used if a mobile phone number has been configured.

Reset via SMS

Reset via Voice Call

Reset via Email

[Back to sign in](#)



# Supplier Account 'locked out'



Supplier account will 'locked out' after 10 unsuccessful login tries and you will need to 'unlock' your account before you can reset your password. System will auto-prompt you to unlock your account if your account is 'locked'.

## Method 1: Unlock Okta account via sent SMS

Step 1:

Type email address and click 'Send SMS'.

A screenshot of the PSA 'Unlock account' web form. At the top is the PSA logo with the tagline 'The World's Port of Call'. Below the logo is the heading 'Unlock account'. There is a text input field labeled 'Email or Username' with a cursor inside. Below the input field is a message: 'SMS or Voice Call can only be used if a mobile phone number has been configured.' There are three blue buttons stacked vertically: 'Send SMS', 'Voice Call', and 'Send Email'. At the bottom left is a link that says 'Back to sign in'.

# Supplier Account 'locked out'



Step 2:

Enter the 6-digits code sent via SMS

A screenshot of the PSA 'Answer Unlock Account Challenge' form. At the top is the PSA logo with the tagline 'The World's Part of Call'. Below it is a circular image of a globe. The form title is 'Answer Unlock Account Challenge'. The question is 'What is the food you least liked as a child?'. There is a text input field with the placeholder 'Answer'. Below the input field is a checkbox labeled 'Show'. At the bottom is a large blue button labeled 'Unlock Account'. In the bottom right corner, there is a link that says 'Back to sign in'.

Step 3:

You can go back to sign-in page to login Okta again.



# Supplier Account 'locked out'



## Method 2: Unlock Okta account via email

Step 1:

Type email address and click 'Send Email'.

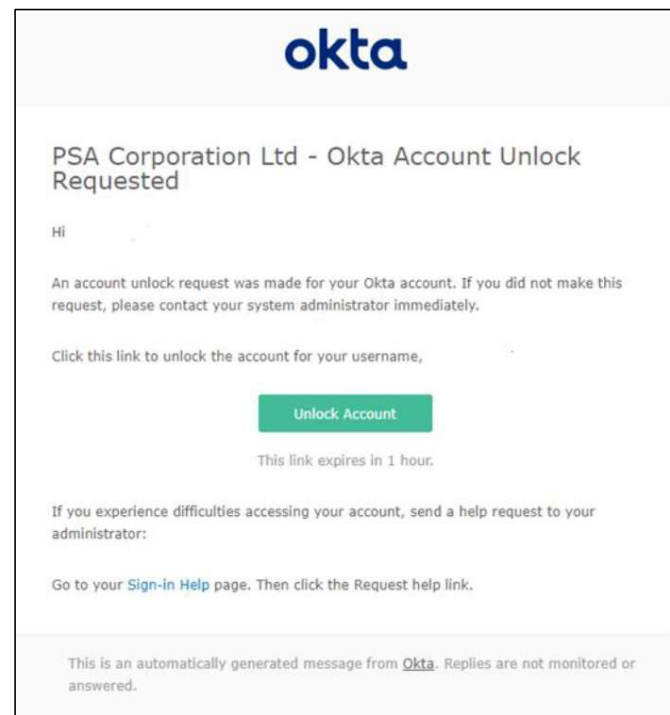
A screenshot of the PSA 'Unlock account' form. At the top is the PSA logo with the tagline 'The World's Port of Call'. Below the logo is the heading 'Unlock account'. There is a text input field labeled 'Email or Username' with a cursor inside. Below the input field is a note: 'SMS or Voice Call can only be used if a mobile phone number has been configured.' There are three blue buttons stacked vertically: 'Send SMS', 'Voice Call', and 'Send Email'. At the bottom left is a link that says 'Back to sign in'.

# Supplier Account 'locked out'



## Step 2:

Go to your mailbox and use the link in the mail to unlock your account. Please note that link is only valid for 1 hour.



## Step 3:

You can go back to sign-in page to login Okta again.





**Thank You**

