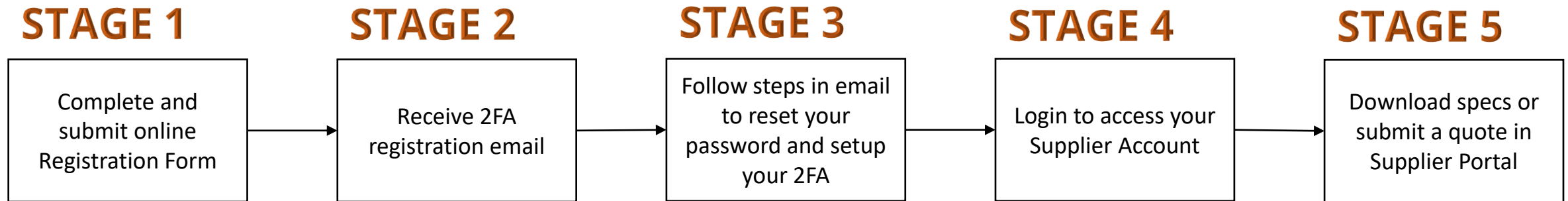




# Supplier User Guide

# REGISTRATION STAGES



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

## 1. Supplier Portal guide

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

## 2. Others

- I. [Help and Support](#)
- II. [FAQ – Account Setup/ Password /2FA Related](#)
- III. [FAQ – Negotiations](#)
- IV. [FAQ - Invoicing](#)
- V. [How to reset my Password](#)

## **PART A : Logging Into Oracle Fusion**

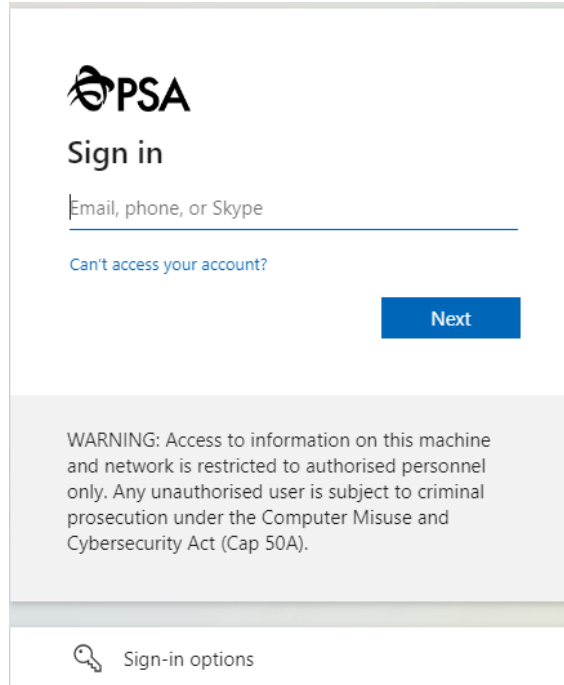


# Logging into Oracle Fusion

- 1 After your 2FA has been setup, key in the following IP address via Google Chrome.

<https://emft.fa.ap2.oraclecloud.com/fscmUI/faces/AtkHomePageWelcome>

You will be directed to the 2FA login page. Log in using your username & password. 2FA authentication will be required as well.



The image shows a web page for signing in to a system. At the top left is the PSA logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". Below the input field and the "Next" button 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)." At the bottom of the page is a section titled "Sign-in options" with a key icon.

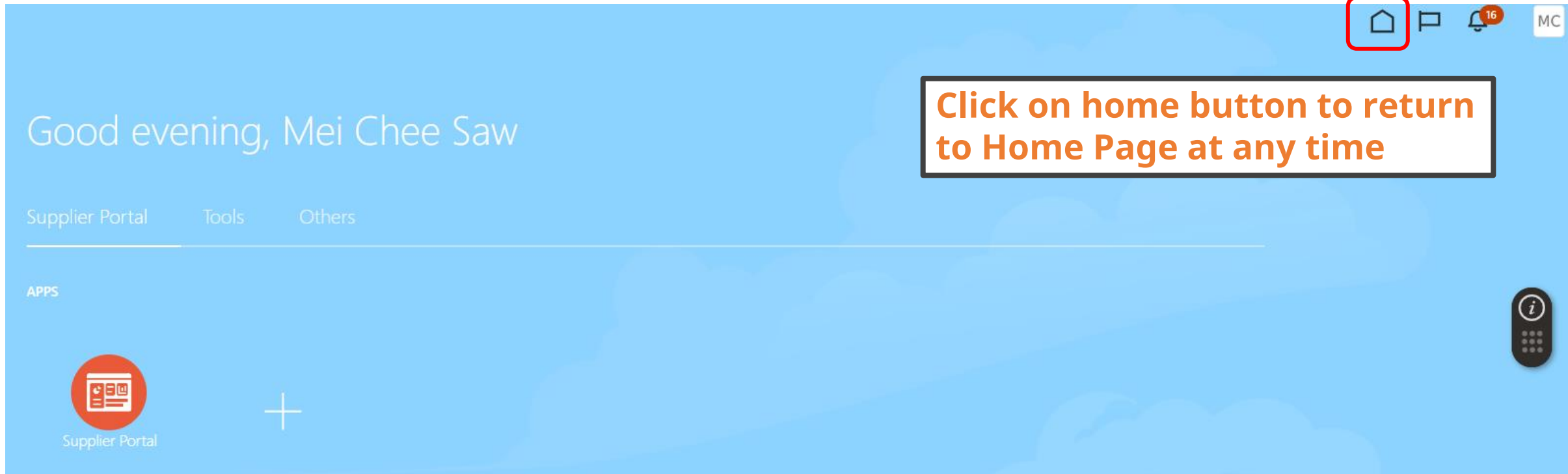


## **Part B : Navigating Around OF System**

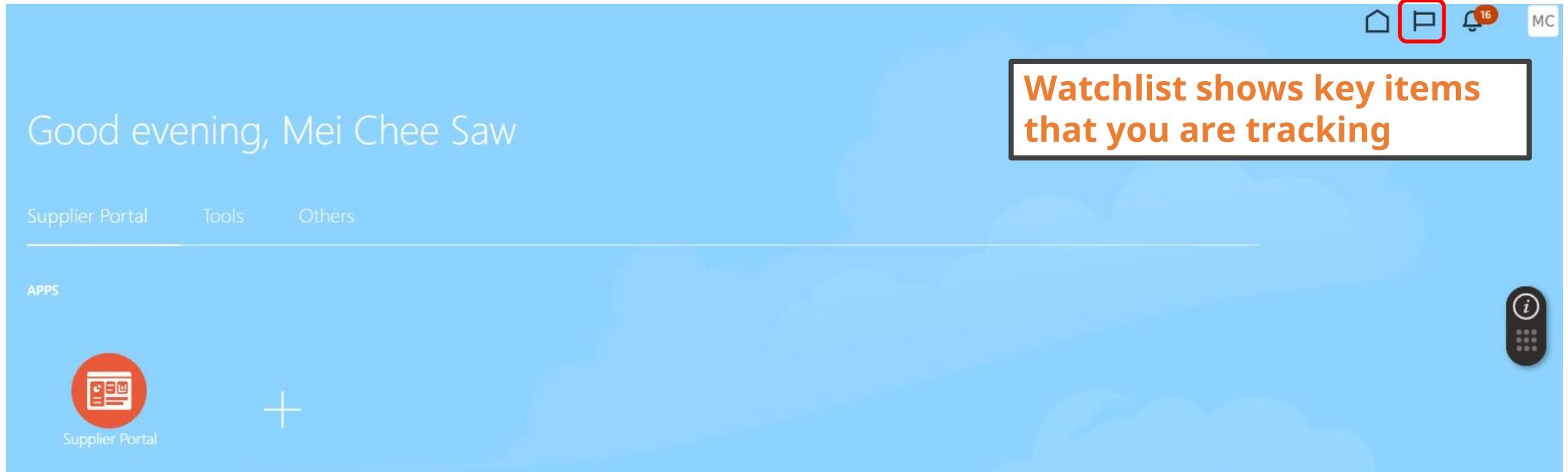


## Home Screen

Home Button



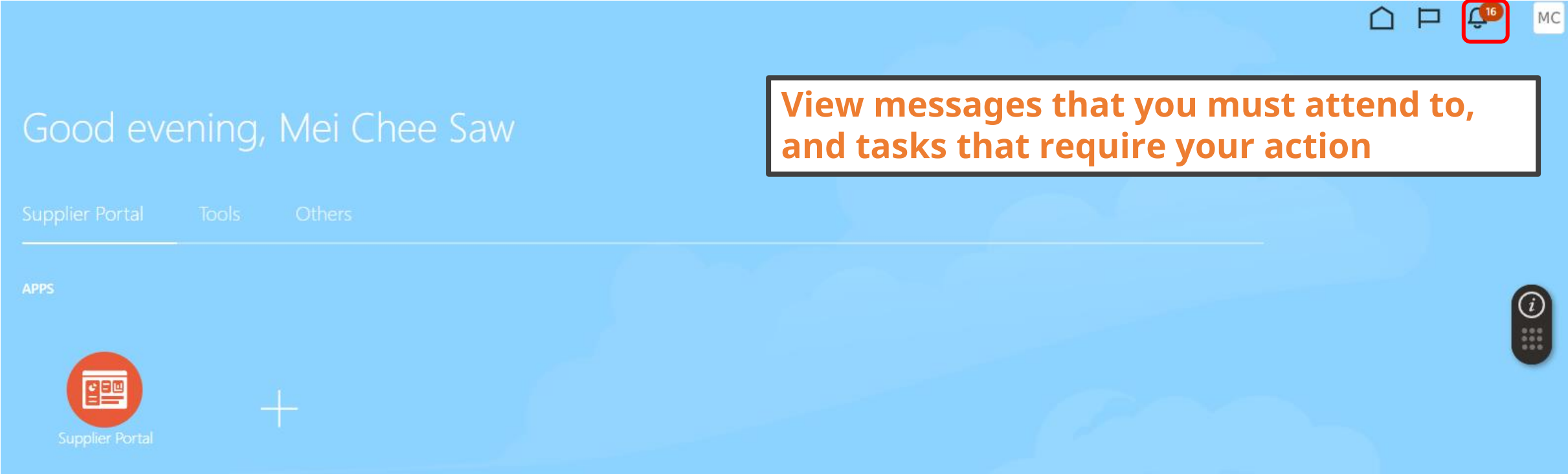
## Home Screen





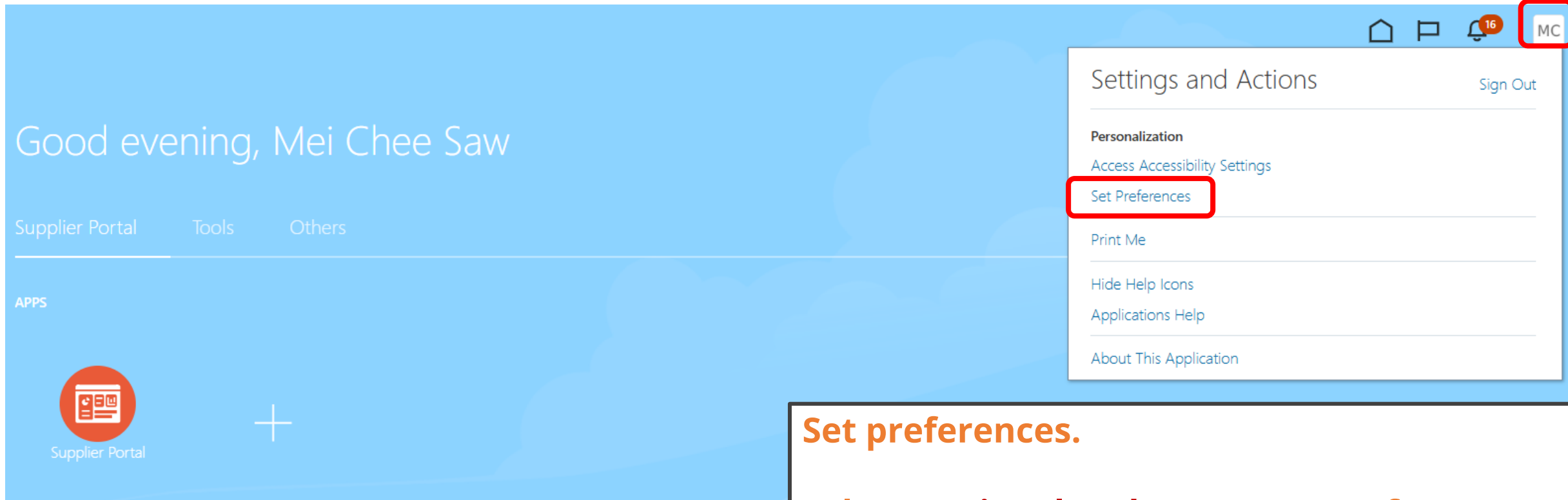
## Home Screen

Notification Bell



# Navigating Around OF System

## Home Screen



The screenshot shows the Home Screen of the OF System. The background is a light blue gradient with a faint cloud pattern. At the top right, there is a blue button labeled "Setting & Actions". Below this, a user profile icon with the initials "MC" is visible. The main content area displays a greeting "Good evening, Mei Chee Saw" and three navigation links: "Supplier Portal", "Tools", and "Others". Under the "APPS" section, there is a red circular icon for "Supplier Portal" and a white plus sign. A "Settings and Actions" dropdown menu is open, showing options like "Personalization", "Access Accessibility Settings", "Set Preferences" (highlighted with a red box), "Print Me", "Hide Help Icons", "Applications Help", and "About This Application". A "Sign Out" link is also present in the top right of the dropdown.

**Set preferences.**

**Select Regional and Language preferences relevant to you.**

**You can also sign out from here**







## Home Screen – Supplier Portal



## Home Screen – Supplier Portal

ORACLE



Supplier Portal

Search

Orders

▼

Order Number

🔍

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

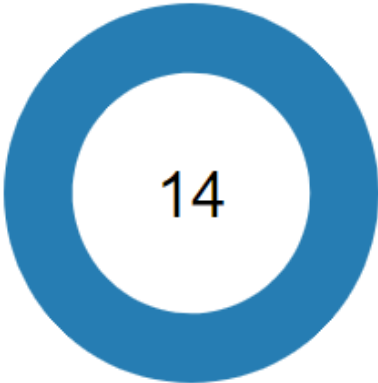
Shipments

- 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



## 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

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>

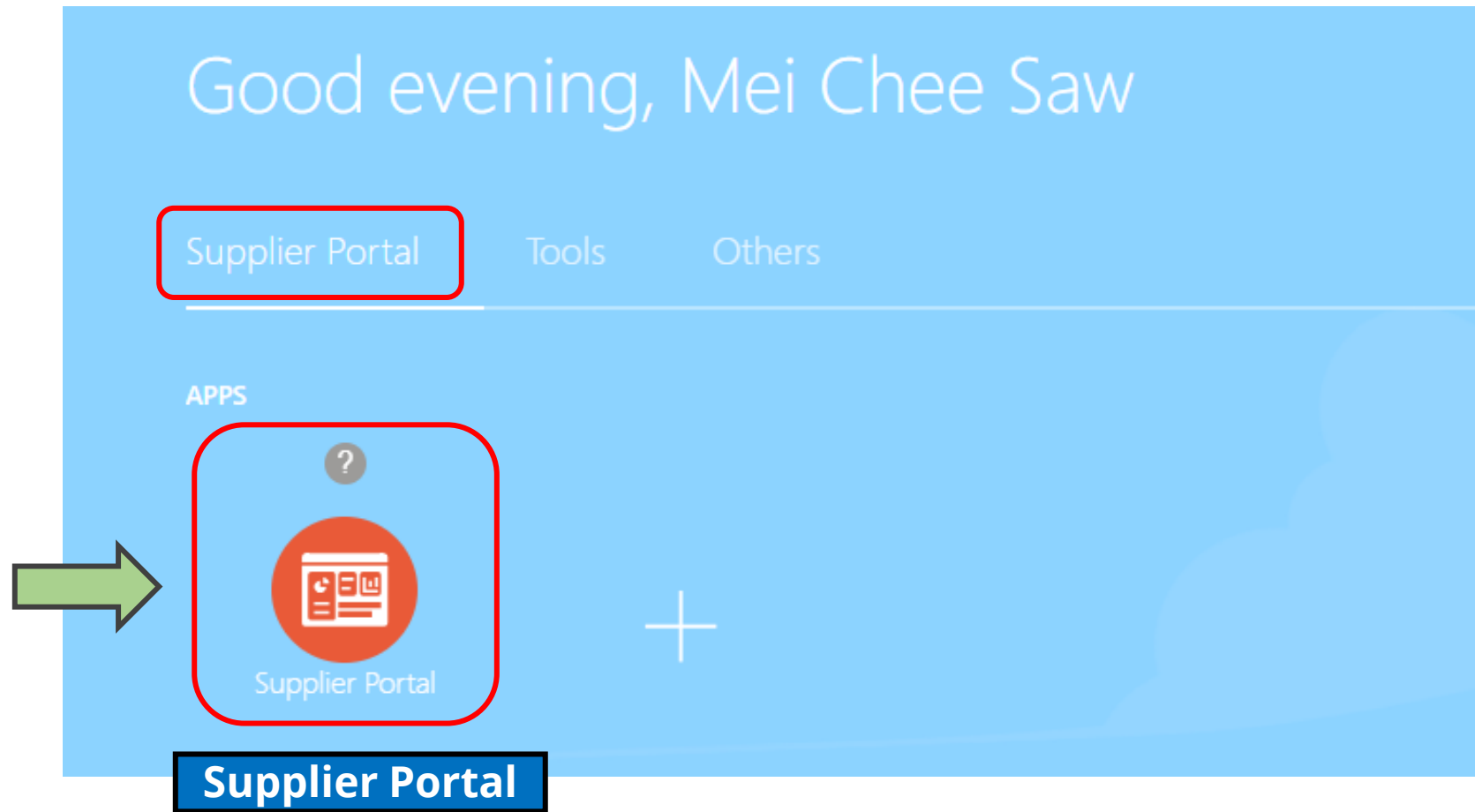


## **PART C – Updating Profile**



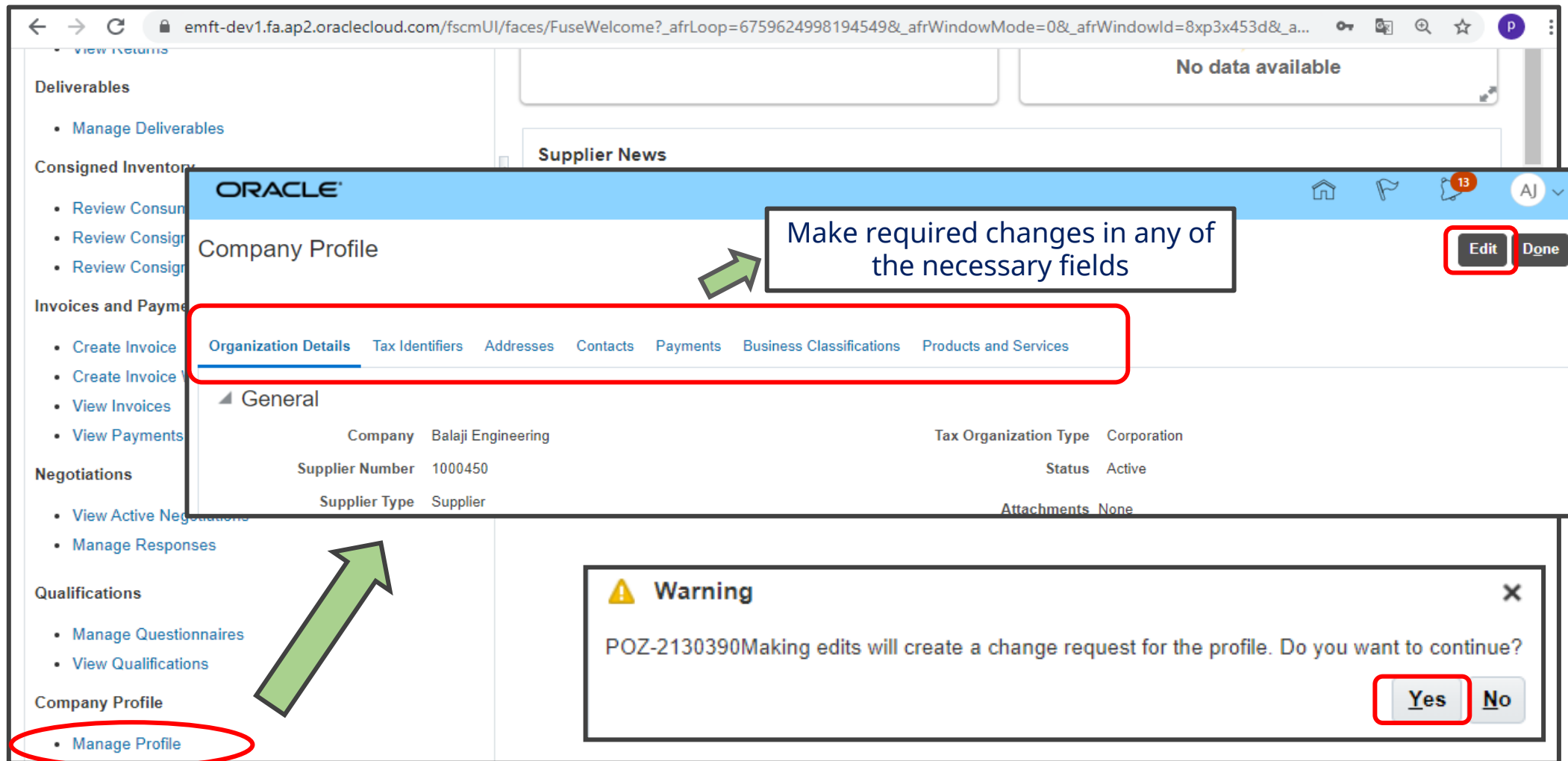


## 1 Click "Supplier Portal"



# 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 SCM Cloud interface for the "Company Profile" section. The left sidebar shows the "Company Profile" section with the "Manage Profile" link circled in red. A green arrow points from this link to the "Edit" button in the top right corner of the "Company Profile" section. Another green arrow points from the "Edit" button to a warning message box at the bottom. The warning message states: "Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?" with "Yes" and "No" buttons. The "Yes" button is circled in red. The "Company Profile" section has tabs for "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The "General" tab is selected, showing details for Balaji Engineering, Supplier Number 1000450, and Supplier Type Supplier.



- 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

Balaji Engineering

Supplier Number

1000450

Supplier Type

Supplier

Tax Organization Type

Corporation

Status

Active

Attachments

None

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site



# Update Profile



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

ORACLE

13

AJ

Review Changes

EditSubmitCancel

Change Description

All changes will be routed to PSA for approval

Addresses

ViewFormatFreezeWrap

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

Columns Hidden 3

ORACLE

13

AJ

Company Profile

Cancel Change RequestEditDone

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

Last Change Request3001

Request StatusPending Approval

Requested ByJ, Anand

Request Date1/19/20

Change Description

Organization DetailsTax IdentifiersAddressesContactsPay

General

CompanyBalaji Engineering

Confirmation

Your profile change request 3001 was submitted for approval.

OK



1. **How to search for a Negotiation**
  - [Public Tender](#)
  - [Invited Tender/ Auction / RFI](#)
2. **How to access Tender Documents**
3. **Responding to Negotiations**
  - [Create Response](#)
    - [Enter Prices via Direct Input](#)
    - [Enter Prices via File Import](#)
  - [Submit Alternative Item/Service](#)
  - [Submit Response](#)
  - [Revise/ Update Response](#)
  - [Acknowledge Amendment](#)
4. **Checking Negotiation Outcome**



## 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.

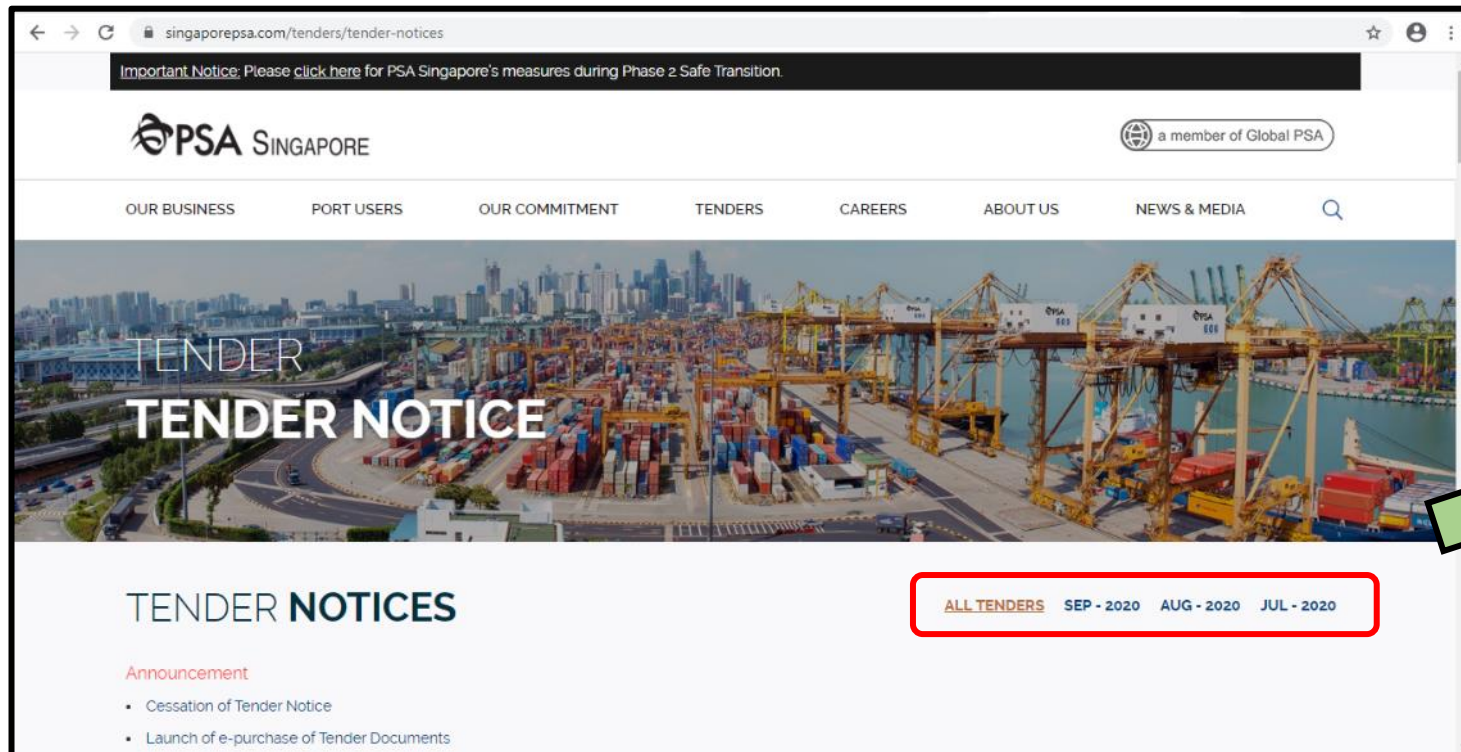


# Public Tender (1)

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

## 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 view details

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 4956

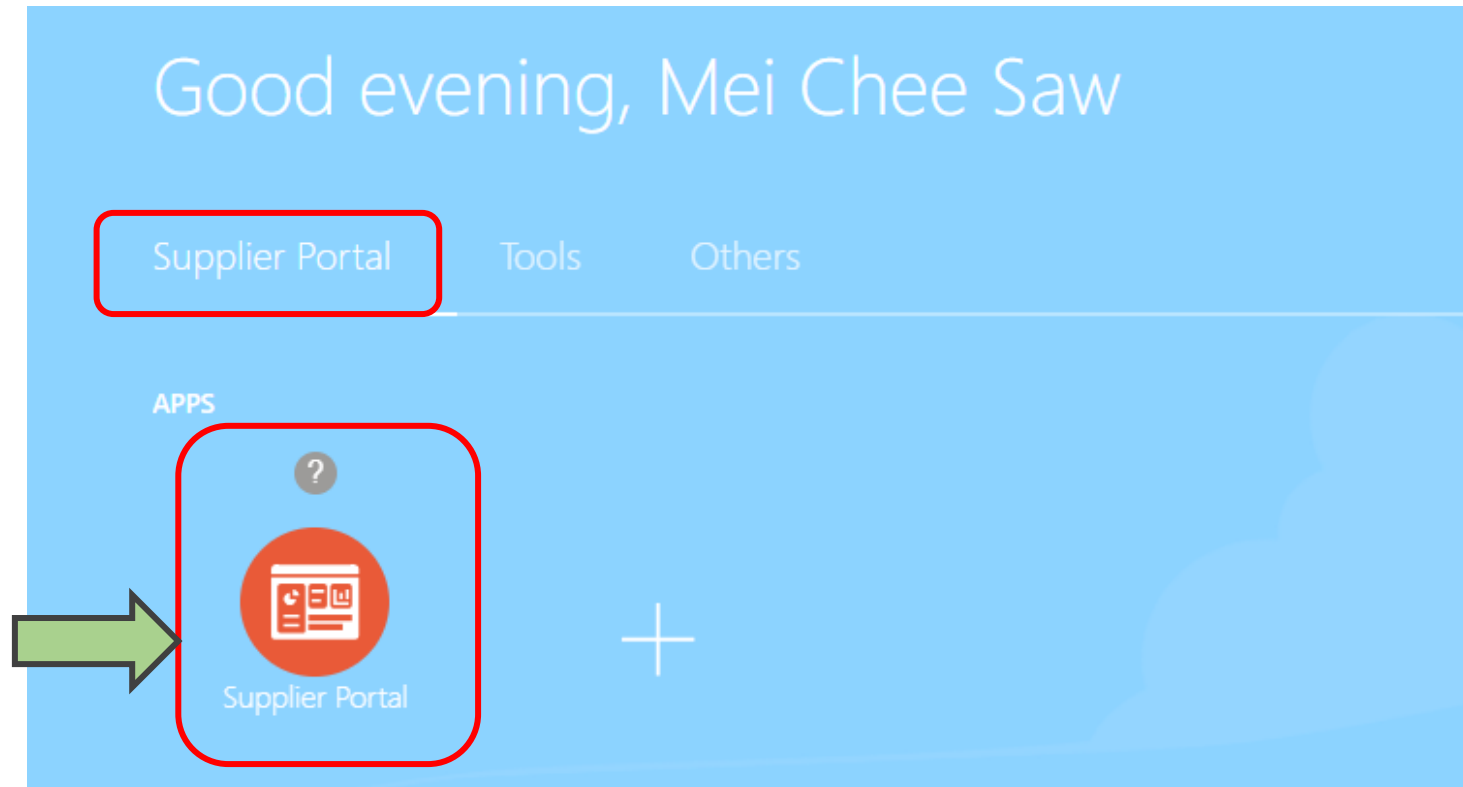
Take note of the 7 digit Negotiation Number

Click to navigate to Oracle Login page





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



# 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

Done

Time Zone Coordinated Universal Time

Manage Watchlist Saved Search Open Invitations

\*\* At least one is required

\*\* Negotiation 4000253

\*\* Title

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

\*\* Invitation Received No

Response Submitted No

Negotiation Open Since m/d/yy

Search Reset Save...

Search Results

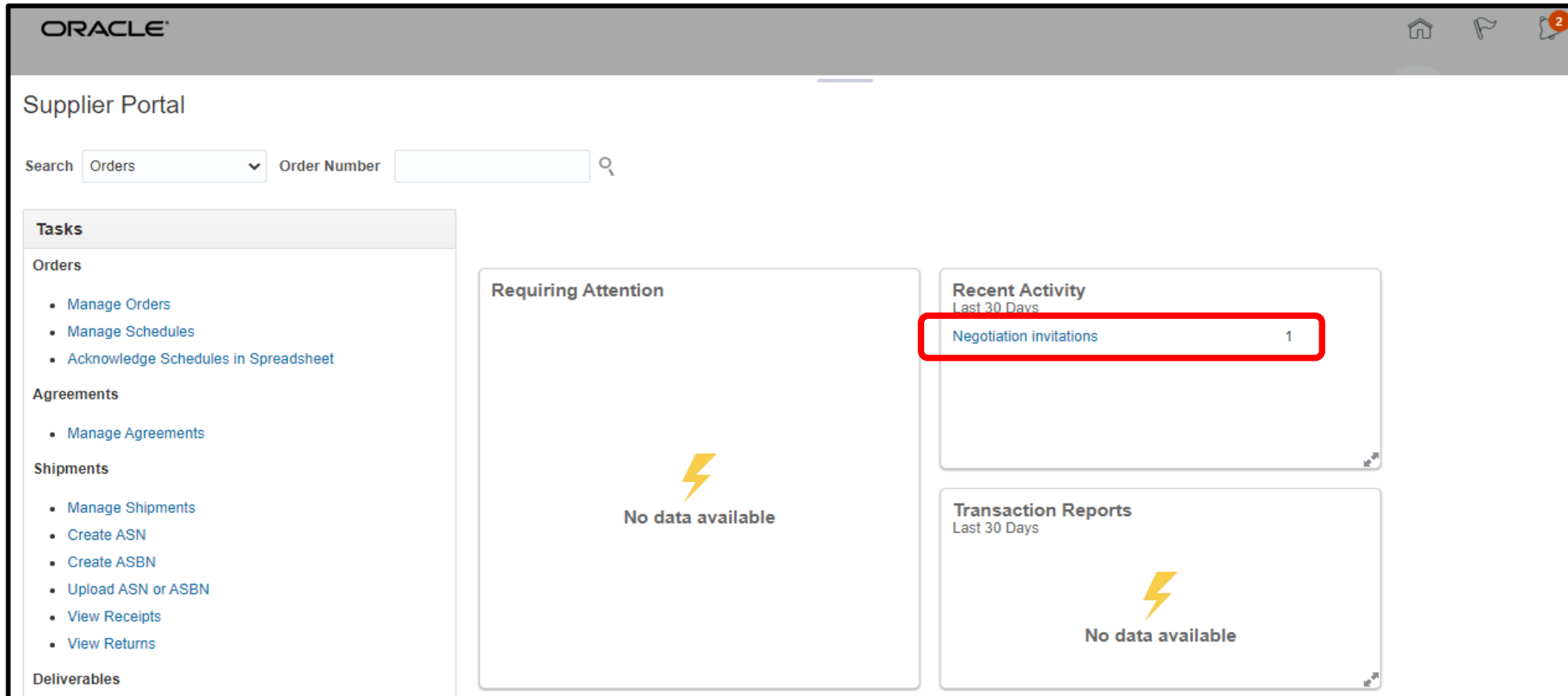
Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

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

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

## A Supplier Portal Dashboard

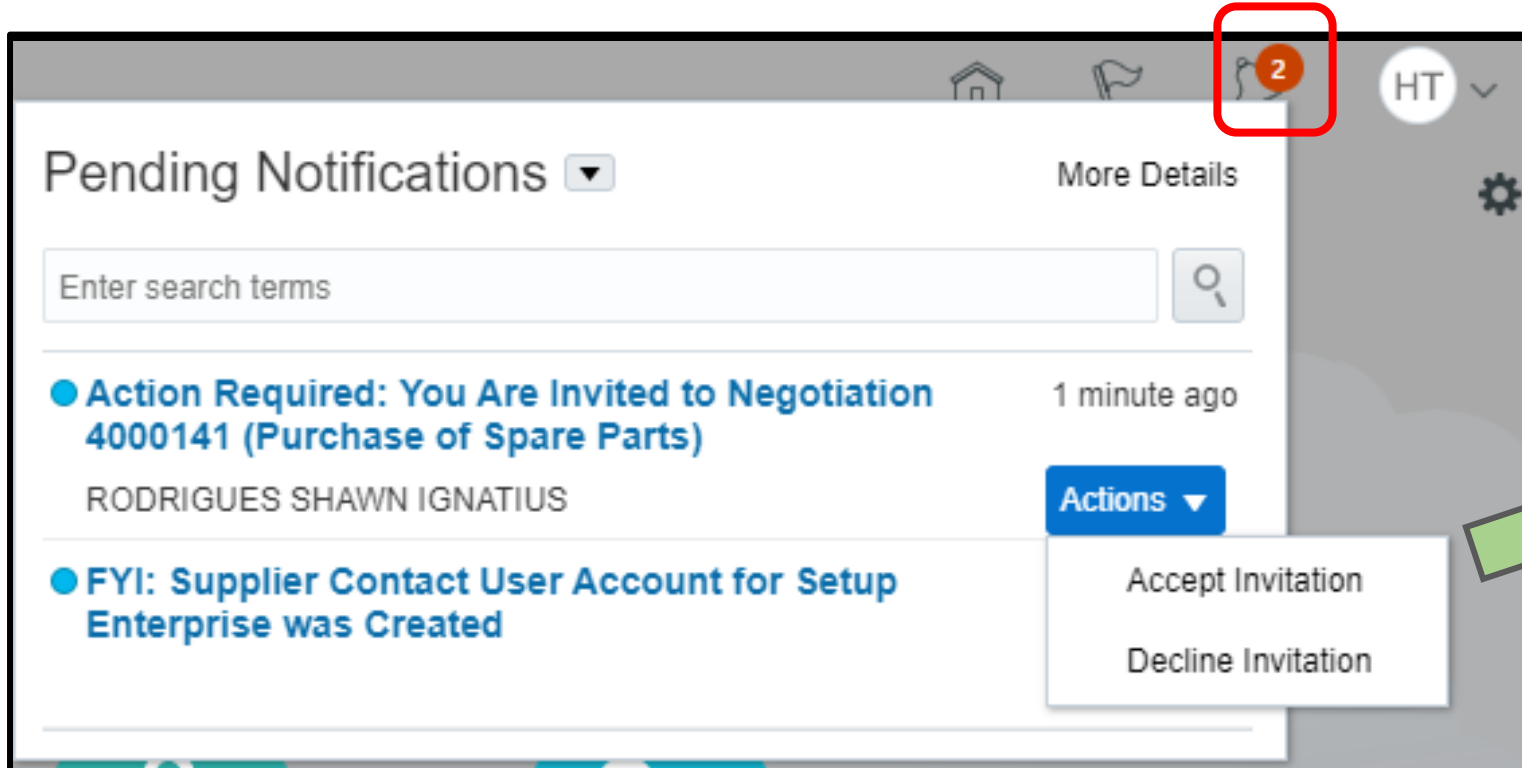


The screenshot displays the Oracle Supplier Portal dashboard. The top navigation bar includes the Oracle logo, a home icon, a flag icon, and a notification bell with a red circle containing the number 2. Below the navigation bar, the page title "Supplier Portal" is followed by a search bar with a dropdown menu set to "Orders" and a search icon. The main content area is divided into three sections. On the left is a sidebar menu with categories: "Tasks" (containing "Orders" with sub-items "Manage Orders", "Manage Schedules", and "Acknowledge Schedules in Spreadsheet"), "Agreements" (containing "Manage Agreements"), "Shipments" (containing "Manage Shipments", "Create ASN", "Create ASBN", "Upload ASN or ASBN", "View Receipts", and "View Returns"), and "Deliverables". The central area contains three widgets. The "Requiring Attention" widget shows "No data available" with a yellow lightning bolt icon. The "Recent Activity Last 30 Days" widget is highlighted with a red rectangle and contains a single entry: "Negotiation invitations" with a count of "1". The "Transaction Reports Last 30 Days" widget shows "No data available" with a yellow lightning bolt icon.

Recent Activity Last 30 Days	Count
Negotiation invitations	1



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



Notification bell icon (highlighted with a red box) in the top right corner of the dashboard, showing 2 notifications.

**Pending Notifications**

Enter search terms

**Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts)**  
RODRIGUES SHAWN IGNATIUS  
1 minute ago

**FYI: Supplier Contact User Account for Setup Enterprise was Created**

**Actions**

- Accept Invitation
- Decline Invitation

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

*Please state reason for  
non-participation*



## C 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

PDF

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

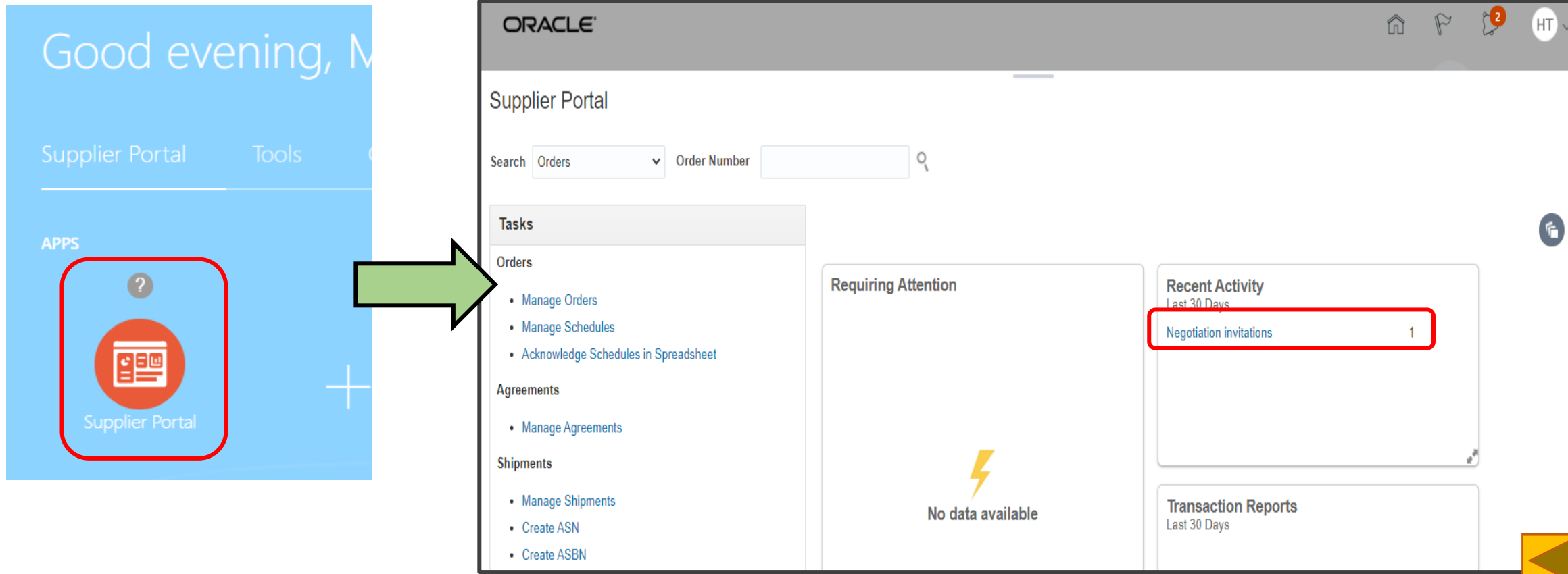
Supplier Contact

Hugo Tan



## 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 image shows a screenshot of the Oracle Supplier Portal interface. On the left, a blue sidebar contains the text "Good evening, M" and "Supplier Portal Tools". Below this, under the "APPS" section, is a red circular icon with a white document symbol, labeled "Supplier Portal", which is highlighted with a red rounded rectangle. A green arrow points from this icon to the main content area. The main content area has a grey header with the "ORACLE" logo and navigation icons. Below the header, the "Supplier Portal" title is followed by a search bar with a dropdown menu set to "Orders" and a text input for "Order Number". A "Tasks" sidebar lists categories: "Orders" (with links for Manage Orders, Manage Schedules, and Acknowledge Schedules in Spreadsheet), "Agreements" (with a link for Manage Agreements), and "Shipments" (with links for Manage Shipments, Create ASN, and Create ASBN). The main content area is divided into three panels: "Requiring Attention" (showing "No data available" with a lightning bolt icon), "Recent Activity" (showing "Last 30 Days" and a red box around "Negotiation invitations" with a count of "1"), and "Transaction Reports" (showing "Last 30 Days").

# 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**

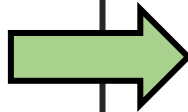
- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

**Qualifications**

- [Manage Questionnaires](#)
- [View Qualifications](#)

**Company Profile**

- [Manage Profile](#)



**Active Negotiations**

**Search**

**\*\* Negotiation**

**\*\* Title**

**\*\* Negotiation Close By**

**\*\* Invitation Received** **Yes** ▼

**Response Submitted** **No** ▼

**Negotiation Open Since**

**Search**

**Reset**

**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
<a href="#">4000210-2</a>	Purchase of Spare Parts and Maintenance Work	RFQ	5 Days 22 Hours	10/30/20 9:52 AM	0		0	<a href="#">PDF</a>

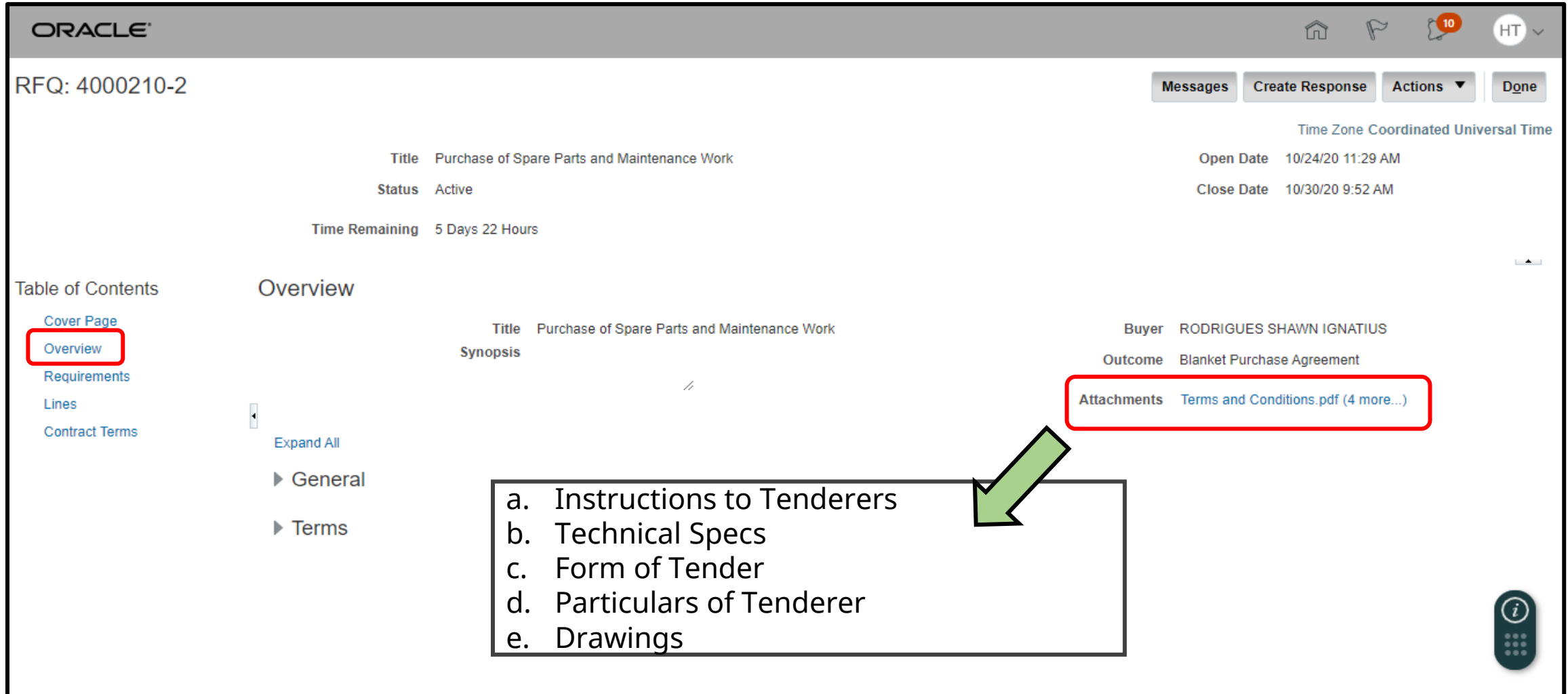
**Columns Hidden** 4



# 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.



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...)

a. Instructions to Tenderers

b. Technical Specs

c. Form of Tender

d. Particulars of Tenderer

e. Drawings



# 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 11:29 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

i

# Responding to Negotiations (1)

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

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

Overview

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...)



- 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



HT

1

2

3

4

Overv... RequirLinesReview

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

TitlePurchase of Spare Parts

Close Date10/2/20 12:59 PM

Time Remaining1 Day 5 Hours

General

SupplierHot Rod Pte Ltd

Negotiation CurrencySGD

Response CurrencySGD

Price Precision2 Decimals Maximum

Response Valid Untilm/d/yy h:mm a

Reference Number

Note to Buyer

AttachmentsNone +

i

# Responding to Negotiations (3) – Requirements

3

In “Requirements” Page, provide responses to questions (If any). Please note that for some negotiations it might be mandatory “\*” to provide responses/ attachments. Click “Next” to proceed once completed.



The screenshot shows the Oracle Requirements page for a negotiation. The top navigation bar includes the Oracle logo, a home icon, a flag icon, a notification bell with a red '4', and a user profile icon labeled 'HT'. Below the navigation bar is a progress indicator with four steps: 1 (Overview), 2 (Requirements), 3 (Lines), and 4 (Review). Step 2 is currently selected. The main heading is 'Create Response (Quote 22001): Requirements'. To the right of the heading are buttons for 'Messages', 'Respond by Spreadsheet' (with a dropdown arrow), 'Actions' (with a dropdown arrow), 'Back', 'Next' (highlighted with a red box), 'Save' (with a dropdown arrow), 'Submit', and 'Cancel'. Below the heading, the 'Time Remaining' is 20 Days 23 Hours, and the 'Close Date' is 10/22/20 7:41 AM. The 'Last Saved' time is 10/1/20 8:03 AM, and the 'Time Zone' is Coordinated Universal Time. The section title is 'Section 1. Safety'. A red box highlights an asterisk (\*) next to the section title. A green arrow points from the asterisk to a text box that says 'Section marked with “\*” means responses are mandatory for response submission.' Below the section title, there are three radio button options: 'a. L3', 'b. L4', and 'c. Star'.

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

\* Bizsafe level

a. L3

b. L4

c. Star

Section marked with “\*” means responses are mandatory for response submission.

4 In “Lines” page, you can either enter Response Prices directly into system or via file import.

To enter prices directly into system, input your prices under “Response Price”.

123

OverLinesReview

Create Response (Quote 26047): Lines ?

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

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

ActionsViewFormatFreezeDetachWrapRevertReduce 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 1Columns Hidden 7



5 You may choose to export and upload your Response Prices if there are too many line items.

To download the respond file, please click the arrow icon beside “Respond by spreadsheet” and select “Export”

1

Overview

2

Lines

3

Review

Create Response (Quote 222616): Lines ?

Currency = Singapore Dollar

Time Remaining 5 Days 3 Hours

Messages

Respond by Spreadsheet ▼

Export

Import

Actions ▼

Back

Close Date 31/12/24 PM 02:56

Actions ▼

View ▼

Format ▼

+

×

Freeze

Detach

≡

≡

≡

Wrap

Line	Item No.	Description	* Alternate Line Description	Response Quantity	UOM	Unit Response Price	Line Amount	Required Details	Supplier Item	Manufacturer	Manufacturer Part Number	Note to Buyer
1		Test Line ABC		10	EACH			<span>⌵</span>				<span>✎</span>
2		Test Line DEG		20	EACH			<span>⌵</span>				<span>✎</span>

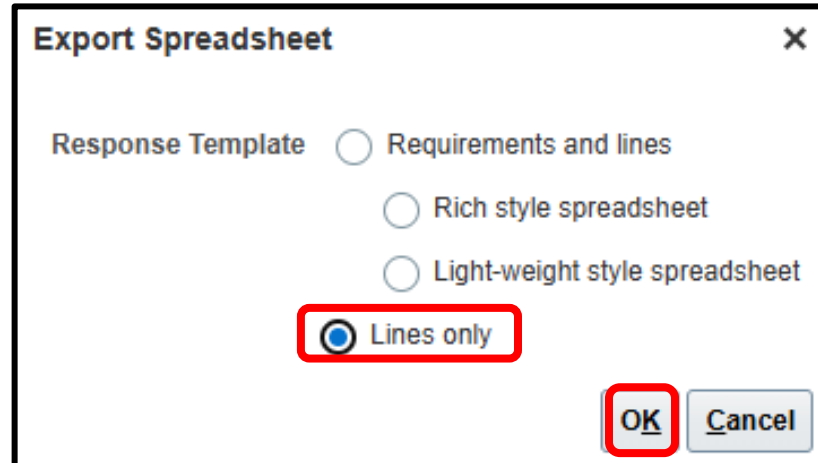


## 5. Responding to Negotiations (6) – Lines by File Import

6

The below pop up will be displayed, please select “Lines only” and click “OK”.

*\*Please do ensure that you allow for pop-ups from Oracle to enable the download*



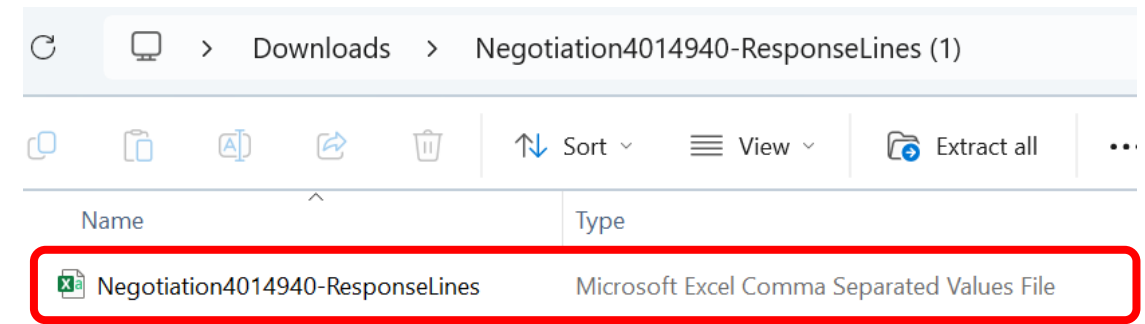
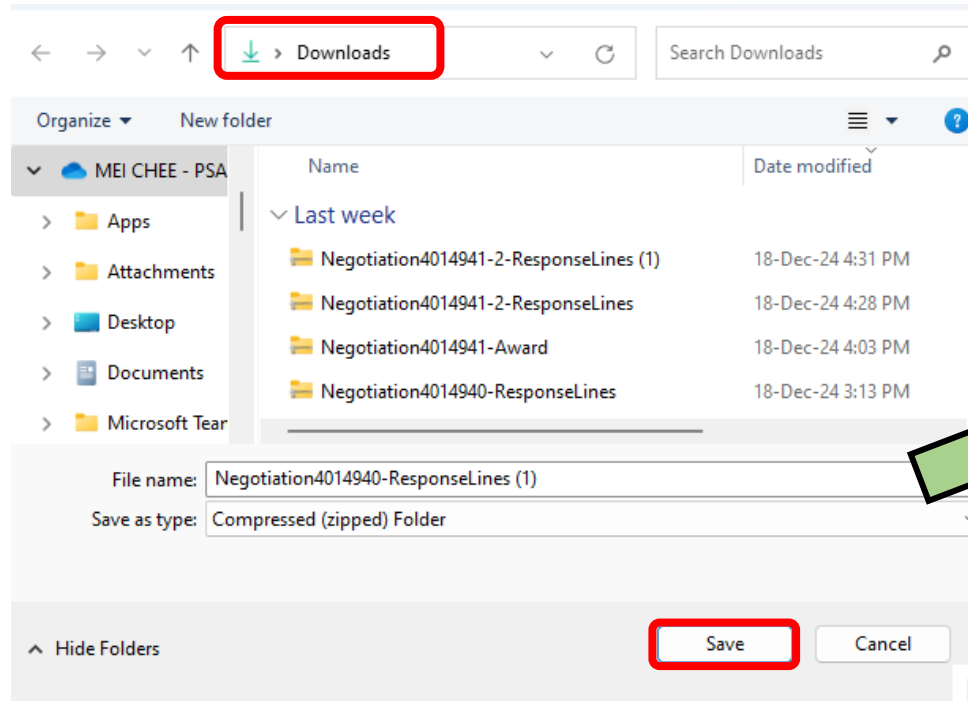
The image shows a dialog box titled "Export Spreadsheet" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Response Template" followed by four radio button options: "Requirements and lines", "Rich style spreadsheet", "Light-weight style spreadsheet", and "Lines only". The "Lines only" option is selected, indicated by a blue dot in the radio button, and is highlighted with a red rectangular box. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel". The "OK" button is also highlighted with a red rectangular box.



## 5. Responding to Negotiations (7) – Lines by File Import

7

The below pop up will appear for download. The CSV file will be saved in a zipped folder. Once it is saved, you can go to the folder and open the CSV file.

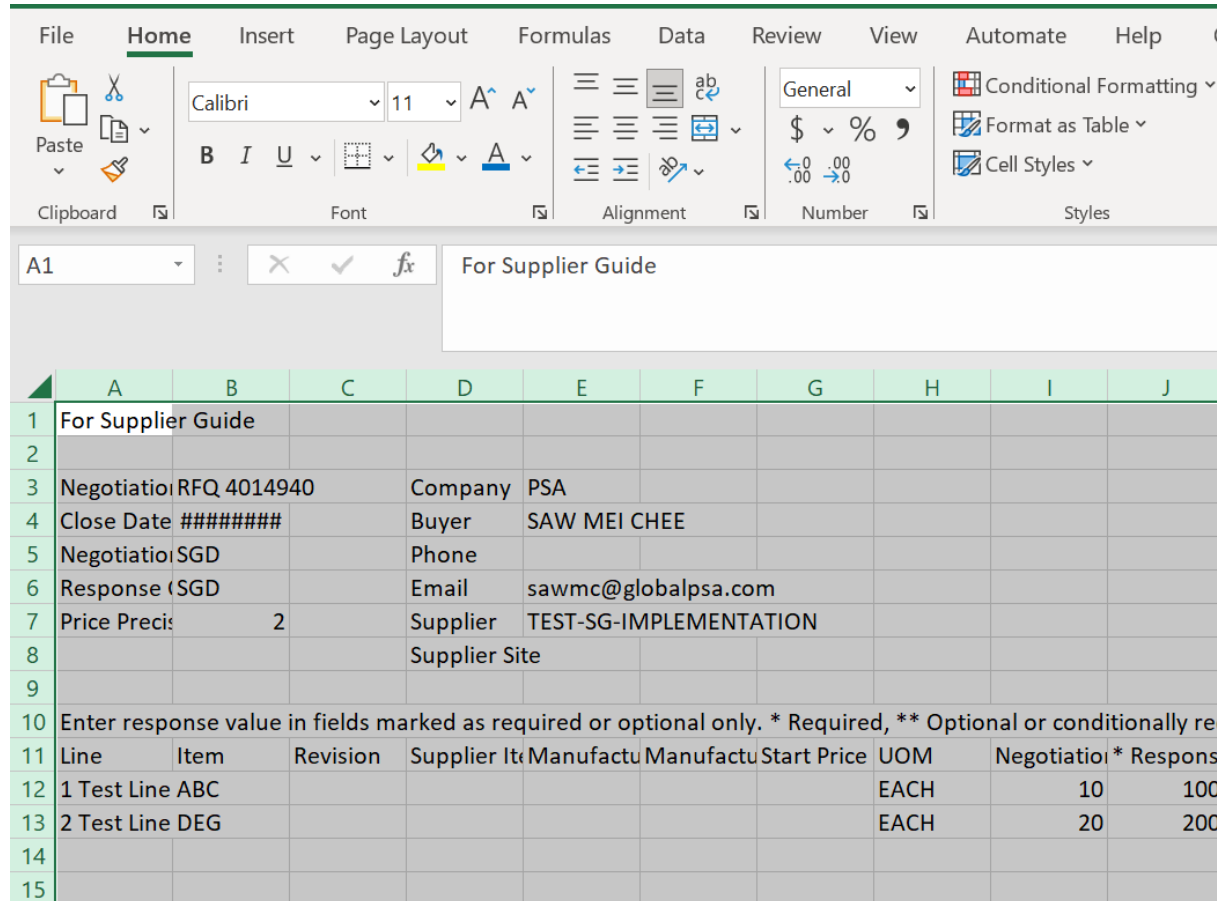




## 5. Responding to Negotiations (8) – Lines by File Import

8

Once the respond file (in CSV format) is opened, please adjust and enlarge all the columns width accordingly for easy reading and input.



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, and Styles. The spreadsheet data is as follows:

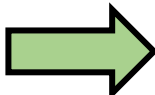
	A	B	C	D	E	F	G	H	I	J
1	For Supplier Guide									
2										
3	Negotiation	RFQ 4014940		Company	PSA					
4	Close Date	#####		Buyer	SAW MEI CHEE					
5	Negotiation	SGD		Phone						
6	Response	SGD		Email	sawmc@globalpsa.com					
7	Price Precision	2		Supplier	TEST-SG-IMPLEMENTATION					
8				Supplier Site						
9										
10	Enter response value in fields marked as required or optional only. * Required, ** Optional or conditionally required									
11	Line	Item	Revision	Supplier Item	Manufacturer	Manufacturer	Start Price	UOM	Negotiation	* Response
12	1	Test Line ABC						EACH	10	100
13	2	Test Line DEG						EACH	20	200
14										
15										



## 5. Responding to Negotiations (9) – Lines by File Import

9

When entering respond in CSV file, please adhere the following guidelines to prevent upload error:

- a) **DO NOT** delete/ add any columns/ row to the original file
- b) **DO NOT** amend any existing information in the file
  - E.g. Update of line description or nego quantity
- c) **DO NOT** amend the File Type (CSV) when you save the file
- d) File Import **DO NOT** support alternative item/service upload
  - Please input alternative item/ service directly into system if any
- e) Columns with “\*” is **mandatory**  Leaving them blank will cause upload error
- f) Columns with “\*\*” is optional or conditionally required
  - E.g. Note to Buyer\*\* -> You can leave it blank if there isn't any note for buyer

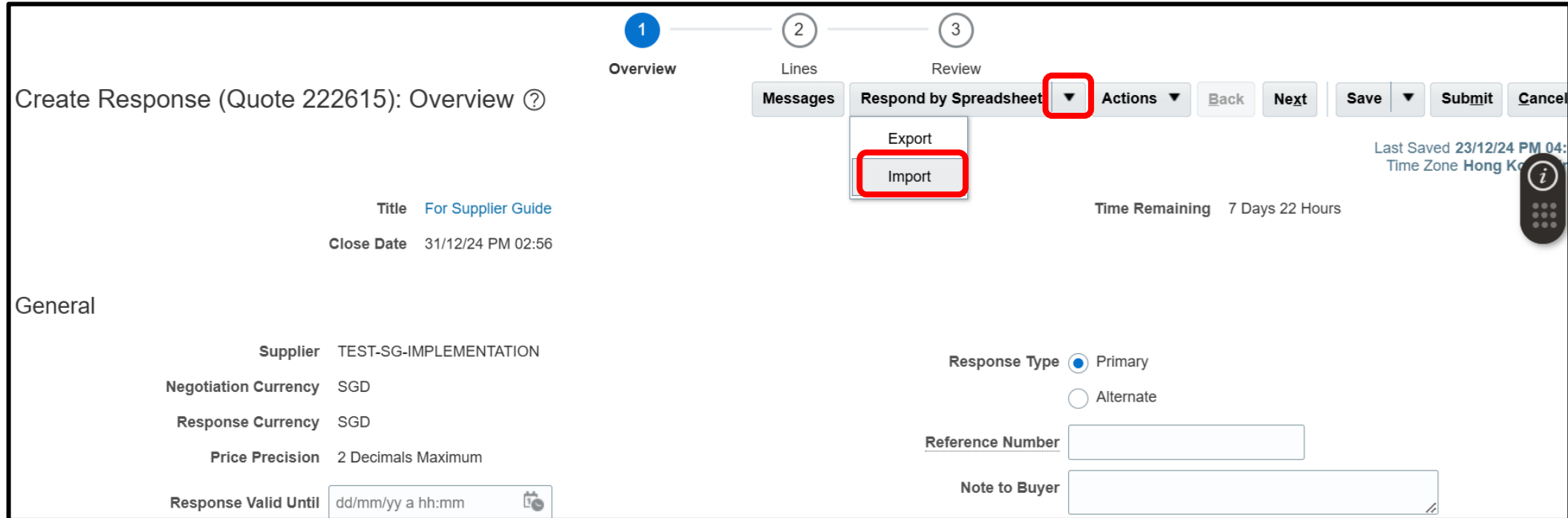


## 5. Responding to Negotiations (10) – Lines by File Import

10

Once all the required fields are filled and saved, the file is ready to be uploaded.

Similarly to file export, click the arrow icon beside “Respond by spreadsheet” and select “Import” to upload the respond file.



Create Response (Quote 222615): Overview ?

1 Overview 2 Lines 3 Review

Messages Respond by Spreadsheet ▼ Actions ▼ Back Next Save ▼ Submit Cancel

Export  
Import

Last Saved 23/12/24 PM 04:00  
Time Zone Hong Kong

Time Remaining 7 Days 22 Hours

General

Title For Supplier Guide

Close Date 31/12/24 PM 02:56

Supplier TEST-SG-IMPLEMENTATION

Negotiation Currency SGD

Response Currency SGD

Price Precision 2 Decimals Maximum

Response Valid Until dd/mm/yy a hh:mm

Response Type ☒ Primary ☐ Alternate

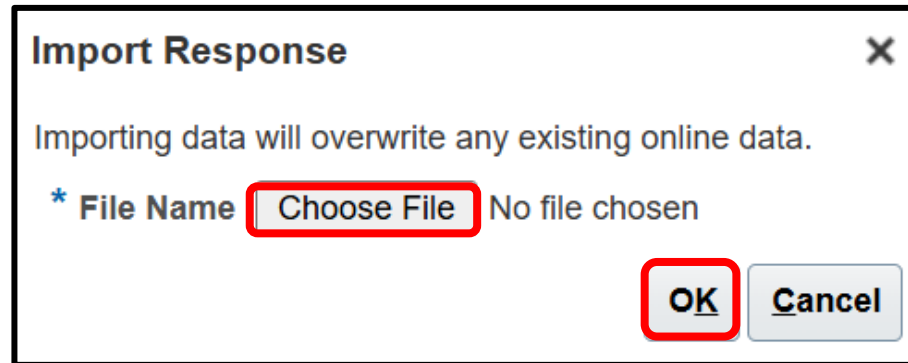
Reference Number

Note to Buyer

## 5. Responding to Negotiations (11) – Lines by File Import

11

The below pop up will appear, click “Choose File” to locate your saved CSV file and click “OK”.



The image shows a dialog box titled "Import Response" with a close button (X) in the top right corner. The text inside the dialog box reads: "Importing data will overwrite any existing online data." Below this, there is a label "\* File Name" followed by a text input field containing "Choose File" and the text "No file chosen". The "Choose File" text is highlighted with a red rectangle. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is also highlighted with a red rectangle.



12

Below is an error example for guidance (if you encountered any):

Based on the Error Message, it states that the value entered for row 12<sup>th</sup> under column field name of “Line Price” isn’t valid as “\$” is not required for price input.

To rectify, simply remove “\$” and reupload the file.

Response Lines Import Errors (Quote 221597) ?

Done

Correct the errors indicated in your spreadsheet and import again.

File Name    Negotiation4014931-ResponseLines.csv

Errors

Processed Rows    16

Errors Found    7

Rows with Errors    1

Actions ▾   View ▾   Format ▾   Freeze   Detach   Wrap

Spreadsheet Row Number	Value	Error Message	
12	Line Price	\$105	The value that was entered isn't valid when the value of the Line Price attribute is \$105.



# 5. Responding to Negotiations (13) – Import Revised File



13

If the file is uploaded successfully, there will be no import error message showed with all the responses imported successfully.

1

2

3

OverviewLinesReview

Create Response (Quote 222616): Lines ?

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Currency = Singapore Dollar

Last Saved 26/12/24 AM 10:21  
Time Zone Hong Kong

Time Remaining 5 Days 4 Hours

Close Date 31/12/24 PM 02:56

Price imported successfully

ActionsViewFormatFreezeDetachWrap

Line	Item No.	Description	* Alternate Line Description	Response Quantity	UOM	Unit Price	Line Amount	Required Details	Supplier Item	Manufacturer	Manuf Part N
1		Test Line ABC		10	EACH	100.00	1,000.00				
2		Test Line DEG		20	EACH	200.00	4,000.00				



14

For some negotiations, suppliers may be allowed to submit an alternative item/service.

To submit an alternative quote, click on the “+” icon.

123

OverLinesReview

Create Response (Quote 26047): Lines ?

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

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

ActionsViewFormat+XFreezeDetachRequired DetailsWrapRevertReduce 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 1Columns Hidden 7



## 5. Responding to Negotiations (15) – Create Alternate Item



15

Fill up the necessary fields indicated with "\*" in the edit alternative line page.

Detailed description/ difference of the alternative item/service should be indicated clearly under "**Alternate Line Description**".

Any additional information could also be shared under "**Note to Buyer**".

After complete, Click "Save and Close".

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	Close Date	10/30/20 9:52 AM
Description	Spare Parts (Engine)	Target Minimum Release Amount	
* Alternate Line Description	Brand 2	Response Minimum Release Amount	
Category Name	Equipment Spare Parts.Aircon.Crane	Note to Buyer	Made in USA. Warranty 9 Months
Start Price		Attachments	None +
* Response Price	610.00		
Estimated Quantity	720		
* UOM	EACH		



# 5. Responding to Negotiations (16) – Create Alternate Item

**16** Add additional alternate lines as required. When done, click “Next”

123

Over Lines 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 ▼✎+✕FreezeDetach⌵⌴⌵⌵WrapRevertReduce Price

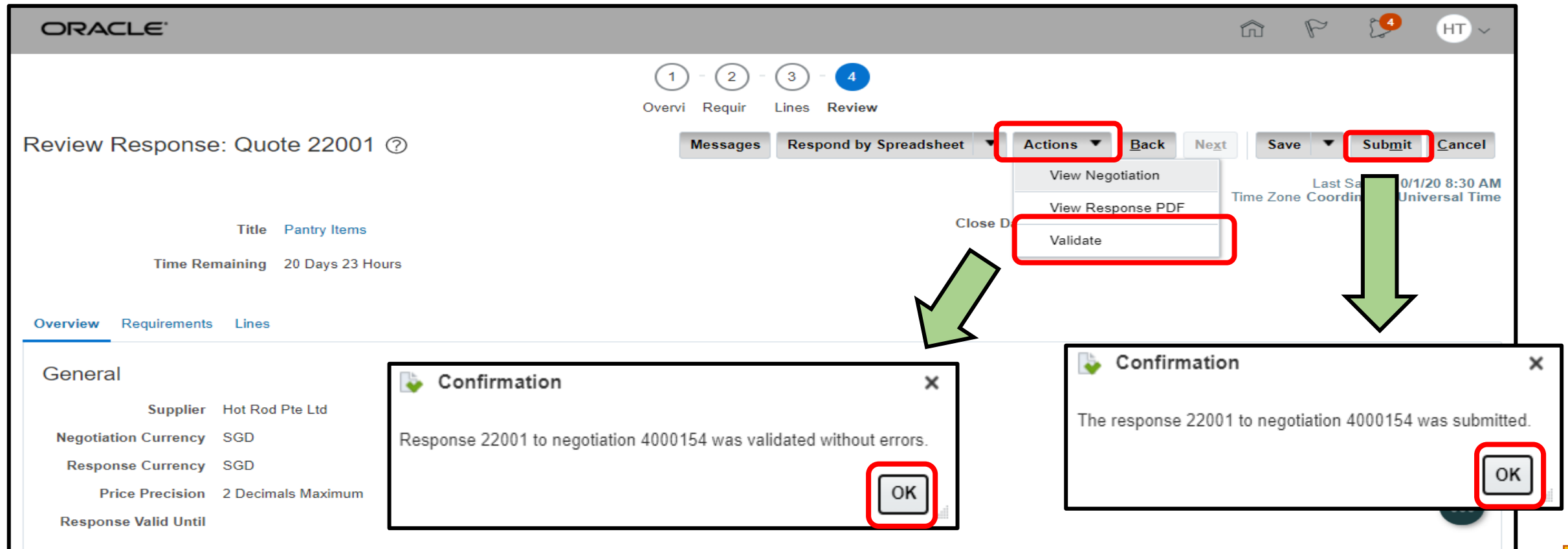
Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Note to Buyer
1	Spare Parts (Engine)		+		Equipment Spare P.		720	EACH	482,400.00		
↔ 1-1		Brand A			Equipment Spare P.	500.00	720	EACH ▼	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



## 5. Responding to Negotiations (17) – Submit Response

- 17 In the Review Tab, click “Actions” followed by “Validate” to validate. If there is no error detected, a Confirmation pop up will be displayed. Click “OK” followed by “Submit” to submit. Confirmation” pop up will be displayed. Click “OK”.



The screenshot displays the Oracle PSA interface for reviewing a negotiation response. The top navigation bar shows the 'Review' tab selected. The main area displays the 'Review Response: Quote 22001' with a title of 'Pantry Items' and a time remaining of '20 Days 23 Hours'. The 'Actions' menu is open, showing options like 'View Negotiation', 'View Response PDF', and 'Validate'. A green arrow points from the 'Validate' option to a 'Confirmation' pop-up window. Another green arrow points from the 'Submit' button to a second 'Confirmation' pop-up window. Both pop-up windows have an 'OK' button highlighted with a red box.

**Confirmation**

Response 22001 to negotiation 4000154 was validated without errors.

**OK**

**Confirmation**

The response 22001 to negotiation 4000154 was submitted.

**OK**

## 5. Responding to Negotiations (18) – Revise/Update Response



18

To access your response for revision or updates, navigate to “Manage Responses” and select the response you wish to retrieve.

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

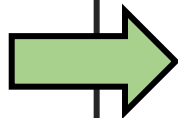
- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

Company Profile

- [Manage Profile](#)



### Manage Responses

► Search

#### Search Results

Revising a draft response automatically locks it.

Actions ▼ View ▼ Format ▼ Freeze Detach ◀ Wrap

Response	Response Status	Negotiation▲▼	Negotiation Title
227594	Draft	4014969	For Demo - Upload Price Function
227595	Active	4014969	For Demo - Upload Price Function



# 5. Responding to Negotiations (19) – Revise/Update Response



19

After you have clicked on the response, click on the “**Revise**” button to make any required changes or updates. Keep in mind that the revise button is only visible prior to the closing of the Negotiation.

Remember to “**Submit**” your revised or updated response when you have completed your changes.

Manage Responses

► Search

Search Results

Revising a draft response automatically locks it.

Actions ▼ View ▼ Format ▼ Freeze Detach ◀ Wrap Accept Terms **Revise**

Response	Response Status	Negotiation	Negotiation Title
228622	Active	4014992,1	Demo Negotiation Amendment

Columns Hidden 7

↓

Actions ▼ Back Next Save ▼ **Submit** Cancel



## 5. Responding to Negotiations (20) – Acknowledge Amendment

20

There maybe circumstances that buyer create Amendment to negotiation.  
You will be notified for such amendment with amendment description as follows.

It is important to **acknowledge** the amendment, **review** and **resubmit** a new response even your response remains unchanged.



Amendment 1 for Negotiation 4014992 (Demo Negotiation Amendment) Requires Your Attention

Dismiss

Time Zone Hong Kong Time

Details

AssigneeMei Chee Saw

SupplierTEST-SG-IMPLEMENTATION

Preview Date

FromSAW MEI CHEE

CompanyPSA

Open Date16/05/25 PM 05:13

Assigned Date16/05/25 PM 05:13

Negotiation TitleDemo Negotiation Amendment

Close Date31/05/25 PM 05:11

Expiration Date31/05/25 PM 05:11

Negotiation4014992,1

Task Number18076747

Recommended Actions

- Acknowledge amendment and resubmit your response.

Amendment Details

Amendment Date16/05/25 PM 05:13

Amendment DescriptionAmendment 1 with revised line item

Related Links

- Acknowledge Amendments: 4014992,1
- View Negotiation: 4014992,1

# 5. Responding to Negotiations (21) – Acknowledge Amendment



21

To acknowledge an amendment, simply click on “Acknowledge Amendments” from your received notification.

Amendment 1 for Negotiation 4014992 (Demo Negotiation Amendment) Requires Your Attention

Dismiss

Time Zone Hong Kong Time

Details

Assignee

Mei Chee Saw

From

SAW MEI CHEE

Assigned Date

16/05/25 PM 05:13

Expiration Date

31/05/25 PM 05:11

Task Number

18076747

Supplier

TEST-SG-IMPLEMENTATION

Company

PSA

Negotiation Title

Demo Negotiation Amendment

Negotiation

4014992,1

Preview Date

Open Date

16/05/25 PM 05:13

Close Date

31/05/25 PM 05:11

Recommended Actions

Acknowledge amendment and resubmit your response.

Amendment Details

Amendment Date

16/05/25 PM 05:13

Amendment Description

Amendment 1 with revised line item

Related Links

Acknowledge Amendments: 4014992,1

View Negotiation: 4014992,1

# 5. Responding to Negotiations (22) – Acknowledge Amendment



22

The below screen will pop out with Amendment Description and details listed in the page. Upon finished reviewing, tick on Acknowledgment and click on “Submit”. Confirmation box will pop out, click “OK”.



Acknowledge Amendments (RFQ 4014992) ?

View Original Negotiation

Submit

Cancel

Currency = Singapore Dollar  
Select each amendment to review and acknowledge the changes.

Time Zone Hong Kong Time

View Format Freeze Detach Wrap

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	Demo Negotiation Amendment	16/05/25 PM 05:...	Active			

Columns Hidden 3

Amendment 1: Details

Acknowledgment

☒

I have reviewed the changes and I acknowledge amendment 1 for negotiation 4014992.

Amendment Description

Amendment 1 with revised line item

Confirmation

The selected amendments to negotiation 4014992 were acknowledged.

OK



23

You may now then click on “**Create Response**” to submit your response for this amended Negotiation (i.e. same RFQ# with suffix of “,1” or “,2” ..)

**Reminder:** Even if your submitted response has no changes, you are still required to **create and resubmit a response** under this new RFQ# with the amendment.

RFQ: 4014992,1

MessagesCreate ResponseActionsDone

Currency = Singapore DollarTime Zone Hong Kong Time

Title Demo Negotiation AmendmentOpen Date 16/05/25 PM 05:13

Status ActiveClose Date 31/05/25 PM 05:11

Time Remaining 14 Days 23 Hours

Table of Contents

Overview

Overview

Lines

Contract Terms

Title Demo Negotiation Amendment

Synopsis

Amendment Description Amendment 1 with revised line item

Unlocked By

Unlocked Date

Buyer SAW MEI CHEE

Outcome Blanket Purchase Agreement

Unsealed By

Unsealed Date

Attachments None

i





# 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

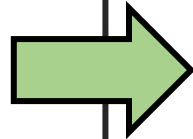
Qualifications

Manage Questionnaires

View Qualifications

Company Profile

Manage Profile



ORACLE

Manage Responses

Done

Advanced

Manage Watchlist

Saved Search

Active or Draft Responses

\*\* Negotiation Title

\*\* Negotiation

\*\* Response

\*\* Response Status

Awarded

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 E – INVOICING**



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

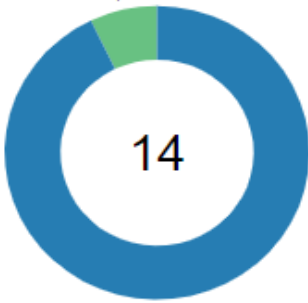
Supplier Portal

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
- 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



14

13

1

Schedules Overdue or Due Today Invoices Overdue

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. Site and bank 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

Home

Flag

13

SM

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 show in the pop-up. If it does not appear after clicking “Search”, the PO might have already been invoiced previously. Highlight the PO row/s to be invoiced and click “OK”.

Select and Add: Purchase Orders

Search

Advanced

Saved Search

\*\* Purchase Order

PSAC2000685

\*\* Consumption Advice

\*\* Creation Date

m/d/yy h:mm a

\*\* At least one is required

Search

Reset

Save...

Search Results

View

Detach

Select All

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 

+ -

 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 9% IN/ ZERO-RATED IN/ OUT OF SCOPE)

Click on “Attachments” to upload your invoice.

Click “Calculate Tax”.

ORACLE

13

SM

Create Invoice ?

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 +

Invoice Actions

Submit

Cancel

\*\* Please proceed Calculate Tax ONLY before you click Submit button

Calculate Tax

Ctrl+Alt+X

Cancel Invoice

Delete 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

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
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# Creating Invoices (7)



7

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

ORACLE

Create Invoice

Invoice Actions

Submit

Cancel

Identifying PO PSAC2000226

Supplier BK PTE LTD

Taxpayer ID 1112222

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

\* 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

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.

8

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

Supplier Portal

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

Consigned Inventory

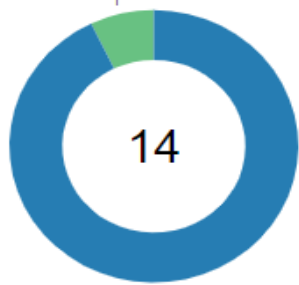
- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

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

Negotiations

Requiring Attention



14

1

13

Schedules Overdue or Due Today Invoices Overdue

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>



For Oracle Fusion account administration related queries do continue to liaise directly with your local **PSA Supplier Administrator**.

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

For Invoice related queries please contact your local **PSA Finance department**.

For 2FA or password related issues, please refer to the following FAQ section.



## **II. FAQ – Account Setup/ Password /2FA Related**



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

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

***Qn. 2 . What should I do if I do not receive any email?***

*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 : There is no fee for accounts currently, but PSA reserves the right to introduce charges for additional accounts. This will be communicated if applicable.*

***Qn. 4 . I cannot remember my username.***

*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?**

*Ans : Your account will get inactivated if there is no activity for 18 months. Please contact your contract/tender's Procurement Officer if help is required.*

**Qn. 6. Will my account password get expired?**

*Ans : Your account password will expire every 3 months. System will prompt you to change if it has expired or within 15 days before expiry. Please contact your contract/tender's Procurement Officer if help is required.*

**Qn.7 : Can 2FA be set up for multiple mobile devices?**

*Ans : No, for security reasons, 2FA can only be set up for one mobile device. You can change the registered device under profile settings via <https://myapps.microsoft.com>.*



***Qn. 8 : If I create the account using one email address, am I able to change it later?***

*Ans : You can change your contact email address in the supplier portal subject to PSA's review. New 2FA 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. 9 : 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.*

***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.*





## **III. FAQ – Negotiations**



***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, you can review and amend any submission 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.*



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

*Ans : Please only quote in the currency/currencies 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.*

***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 or following instructions of your buyer.*

***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.*



***Qn. 8 : 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 in Oracle Fusion after logging in.*

***Qn. 9 : 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, you can search the history under “Manage Response”. Refer to Slide [51](#) to 52 for more information. At this moment, all records are kept and can be retrieved.*

***Qn. 10 : 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. 11 : 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. 12 : How can we upload commercial information for a tender?***

*Ans : In your response, click on the “+” sign under “Attachment” in the Overview tab.*

***Qn.13 : How do I change my user-account holder to another Contact?***

*Ans: Please contact your local PSA Supplier Administrator.*

***Qn. 14 : Can we upload our response as there are many lines?***

*Ans : Yes, you can download and upload your response via file import. refer to Slide [38](#) to 46.*



## **IV. FAQ - Invoicing**



***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)*

***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.*

***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, contact your local PSA Finance Dept, and credit / debit notes can be generated when necessary.*

***Qn. 6: 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.*





***Qn. 7 : 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.*

***Qn. 8 : 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.*



# **V. How to reset Password**



# Reset Password



You can reset your password using the 'password reset' function in the 2FA login page.

Click on '**Can't access your account?**' and follow the onscreen instructions.

If you try to login too many times, your account will be locked out. Please wait and try again 10 minutes later.

A screenshot of the PSA Sign in page. The page has a white background with the PSA logo at the top left. Below the logo is the text 'Sign in'. Underneath is a text input field with the placeholder text 'Email, phone, or Skype'. Below the input field is a link that says 'Can't access your account?' which is circled in red. To the right of the link is a blue button with the text 'Next'. At the bottom of the page is a grey box containing 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)'. At the very bottom is a white bar with a key icon and the text 'Sign-in options'.

**Thank You**

