Supplier User Guide

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REGISTRATION STAGES





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

Guide Contents



1. Supplier Portal guide

- A. Logging into Supplier Portal
- B. <u>Navigating Around</u>
- C. <u>Update Account Profile</u>
- D. <u>Participation in Negotiations (Tenders)</u>
- E. <u>Invoicing</u>

2. Others

- I. <u>Help and Support</u>
- II. FAQ Account Setup/ Password /2FA Related
- III. <u>FAQ Negotiations</u>
- IV. <u>FAQ Invoicing</u>
- V. <u>How to reset my Password</u>



PART A : Logging Into Oracle Fusion



Logging into Oracle Fusion



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.







Part B : Navigating Around OF System









Home Screen



Watchlist shows key items

that you are tracking

MC

Good evening, Mei Chee Saw

pplier Portal Tools Others





Notification Bell







MC





MC

Home Screen Setting & Actions **1**6 \cap Settings and Actions Sign Out Personalization Access Accessibility Settings Set Preferences Print Me Hide Help Icons Applications Help About This Application 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				â	P	17	SM ~
Supplier Portal							
Search Orders V Order Number	0						
Tasks							F
Orders	Requiring Attention	Recent Activity					
Manage Orders	·····	Last 30 Days					
Manage Schedules		Negotiation responses awarded or rejected	4				
Acknowledge Schedules in Spreadsheet		Agreements changed or canceled	1				
Agreements		Agreements opened	10				
Manage Agreements		Orders opened	6				
Shipments	14						
Manage Shipments		Transaction Reports					
Create ASN		Last 30 Days					
Create ASBN		Invoice Amount 1738	SGD				
Upload ASN or ASBN	14	Invoice Price Variance Amount	SGD				
View Receipts	14						-
View Returns	Schedules Overdue or Due Today						(i)
Deliverables			e				
Manage Deliverables							



Home Screen – Supplier Portal

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Supplier Portal							
Search Orders Order Number Shortcut Bar	Q						
Tasks	Overdue POs	Recent activity					F
Orders	Requiring Attention	Recent Activity					
Manage Orders	Requiring Attention	Last 30 Days					
Manage Schedules Acknowledge Schedules in Spreadcheet		Negotiation responses awarded or rejected	4				
		Agreements changed or canceled	1				
Agreements		Orders opened	6				
Manage Agreements							
Shipments	14		K				
Manage Shipments		Transaction Reports					
Create ASN Create ASPN		Invoice Amount 1738	SGD				
Upload ASN or ASBN		Invoice Price Variance Amount	SGD				
View Receipts	14						
View Returns	Schedules Overdue or Due Today	Invoice Summa	ry				(i)
Deliverables			e ⁿ				
Manage Deliverables	Cumpling Naug						



'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





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



Agreements

Shipments

 Create ASN Create ASBN

 View Receipts View Returns

Consigned Inventory

Invoices and Payments

Create Invoice

View Invoices

View Payments

 View Active Negotiations Manage Responses

Negotiations

Review Consumption Advices

'View Responses' – Manage any previously created Responses.



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











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.

← → C 🔒 er	mft-dev1.fa.ap2.oraclecloud.com/fscmUI/faces/Fuse	eWelcome?_afrLoop=6759624998194549&_afrWindowMode=0&_afrWindowId=8xp3x453d&_a 🗣 🕻	🕸 @ 🖈 🕑 :
Deliverables		No data available	
Manage Deliverat Consigned Inventor	Supp	blier News	
Review Consum	ORACLE [®]		P [13 A] ~
Review Consign Review Consign	Company Profile	Make required changes in any of the necessary fields	Edit D <u>o</u> ne
Invoices and Payme			
Create Invoice	Organization Details Tax Identifiers Addresses (Contacts Payments Business Classifications Products and Services	
Create Invoice	⊿ General		
View Payments	Company Balaji Engineering	Tax Organization Type Corporation	
Negotiations	Supplier Number 1000450	Status Active	
 View Active Nector 	Supplier Type Supplier	Attachments None	
Manage Respons	ses		
Qualifications		🛕 Warning	×
Manage Question View Qualification	nnaires 1s	POZ-2130390Making edits will create a change request for the profile. Do you wa	int to continue?
Company Profile			<u>Y</u> es <u>N</u> o
Manage Profile	\supset		



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 F	Request: 3001	Delete Change Re	quest Review Changes	Save	<u>Save and Close</u>	<u>C</u> ancel
	Change Description					
Organization Details Tax Ider	ntifiers Addresses Contacts Payme	ents Business Classifications Products and Services				
General						
* Supplier Name	Balaji Engineering	Tax Organization Type	Corporation	•		
Supplier Number	1000450	Status	Active			
Supplier Type	Supplier •	Attachments	None 🗕			
Identification						
D-U-N-S Number		National Insurance Number				
B-0-11-0 Humber						
Customer Number		Corporate Web Site				
810						





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

ORACLE				ĥ) P 🕻	3 AJ ~	
Review Changes					Edit	mit <u>C</u> ancel	
	Change Description					-	
Addresses	All changes wil	l be rou	ited to PSA for a	pproval]		
View Format Free	eze 🐳 Wrap						
Address Name	Address	Phone	Address Purpose	Fax	Status	Details	
 New Panvel 	Off-Tulsi Prerara, A-610, Sec-1, Kharda Colon		Ordering; Remit to		Active	제	
Columns Hidden 3	ORACLE [.]				Â	P (13	AJ
	Company Profile				Cancel Chang	e Request Edit	D <u>o</u> ne
	There is a profile change request pending approval. You may	edit to make additio	nal changes.				
	Last Change Request 3001		Requested By J, Anand	De	Change escription		
	Request Status Pending Approval		Request Date 1/19/20				
	Organization Details Tax Identifiers Addresses Contac	ts Pay 🕑 Co	nfirmation	×			
	✓ General	Your prot	file change request 3001 was submitted for a	approval.			
	Company Balaji Engineering			Corporation			



PART D: PARTICIPATION IN NEGOTIATIONS (TENDERS)

1. How to search for a Negotiation

- Public Tender
- <u>Invited Tender/ Auction / RFI</u>

2. <u>How to access Tender Documents</u>

3. <u>Responding to Negotiations</u>

- <u>Create Response</u>
 - Enter Prices via Direct Input
 - Enter Prices via File Import
- <u>Submit Alternative Item/Service</u>
- <u>Submit Response</u>
- <u>Revise/ Update Response</u>
- <u>Acknowledge Amendment</u>

4. <u>Checking Negotiation Outcome</u>



Type of Negotiations

1. Request for Quotes (RFQ)

a. Public Tender

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

b. Invited Tender

PSA <u>invites suppliers</u> (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.







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

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

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



Public Tender (2)







2 Suppliers can login to OF directly to participate in the tender.

In your home page, click on "supplier portal".

Good eve	ening, Mei Chee Saw	
Supplier Portal		
APPS 2 Upplier Portal		



Public Tender (4)

Manage Profile



3 Click "View Active Negotiations" in the task panel. In the "Invitation Received" field select <u>"No"</u> 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	1													_
Consigned Inventory		Active Negot	iations											D <u>o</u> ne
Review Consumption Advices												Time Zone	Coordinated	l Universal Time
Review Consigned Inventory		Search									Manage Watchlist	Saved Search	Open Invit	ations 🗸 🗸
Review Consigned Inventory Transactions			_				_					-	** At least	one is required
Invoices and Payments			[** Negotiation 4000253	1					** Invitation Receive	d No 🗸			
Create Invoice				** Title						Response Submitte	d No 🗸			
View Invoices			** Negot	tiation Close By m/d/vv		10				Negotiation Open Sinc	e m/d/vv	10		
View Payments			nogo	auton blobb by		-•				nogodation open ente	in dryy			
Negotiations	М											S	Search Re	set Save
View Active Negotiations		Search Results										_		
 Manage Responses 	V	Actions 👻 View	▼ Format ▼	Freeze 🔄 Detac	h 📣 Wrap	Accept Terms	Acknowledge	Participation	Create Response					
Auctions from Seller		Neveticieu	T:41-				Negotiation	Time	Class Data	Your	Will	Unread		Response
View Active Seller Auctions		Negotiation	l itie				Туре	Remaining	Close Date	Responses	Participate	Messages	VIEW PDF	Spreadsheet
Manage Seller Auction Bids		4000253	Purchase of Spa	are Parts For Yard Crane			RFQ	15 Days 23 H	Hours 11/24/20 7:38	8 AM 0		0	PDF	严
Qualifications		Columns Hidden	4											(i)
Manage Questionnaires														
View Qualifications														
Company Profile														



Invited Tender/ Auction / RFI (1)



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



Supplier Portal Dashboard

ORACLE			â	P	2
Supplier Portal					
Search Orders V Order Number	Q				
Tasks					
Orders Manage Orders	Requiring Attention	Recent Activity			
Manage Schedules Acknowledge Schedules in Spreadsheet		Negotiation invitations 1			
Agreements					
Manage Agreements	_				
Shipments	4	<u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u>			
Manage Shipments	No data available	Transaction Reports			
Create ASN Create ASBN		Last 30 Days			
Upload ASN or ASBN		Z			
View Receipts		7			
View Returns		No data available			
Deliverables					



Invited Tender/ Auction / RFI (2)





Notification bell at the Top Right Corner of Dashboard

	n р 🖓 нт)~	
Pending Notifications <	More Details	\$	
Enter search terms	9		
 Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts) 	1 minute ago		Suppliers will be able to
RODRIGUES SHAWN IGNATIUS	Actions 🔻		"Accept / Decline
FYI: Supplier Contact User Account for Setup	Accept Invitation	V	invitation " under Action
Enterprise was Created	Decline Invitation		Please state reason for
			non-participation





Invitation Mail Sent to Supplier's Email Address

🔲 ☆ RODRIGUES SHAWN IGN.	Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts) - Negotiation 4000141_SUPP	n In 21:04
Action Require	ed: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts) 💷 🔹 🔹	
RODRIGUES SHAWN IG	GNATIUS <emft-dev1.fa.sender@workflow.mail.ap2.cloud.oracle.com> C 21:04 (17 minutes ago)</emft-dev1.fa.sender@workflow.mail.ap2.cloud.oracle.com>	
	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	



Invited Tender/ Auction / RFI (4)



2 Accessing the Negotiation

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At the home page, select "Supplier Portal".

Negotiations invitations should appear the "**Recent Activity**" panel. Click on link to access the negotiation

Good evenina. N	ORACLE			â	P	2	HT ~
Supplier Portal Tools (Supplier Portal Search Orders	0,					
APPS	Tasks Orders • Manage Orders • Manage Schedules • Acknowledge Schedules in Spreadsheet Agreements • Manage Agreements	Requiring Attention	Recent Activity Last 30 Days Negotiation invitations	1)		6
	Shipments Manage Shipments Create ASN Create ASBN	No data available	Transaction Reports Last 30 Days				

Invited Tender/ Auction / RFI (5)



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	Active Negotiation	าร									
Review Consumption Advices										Time Zone (Coordinated L
Review Consigned Inventory	▲ Search								Manage Watchlist	Saved Search	Open Invitati
Review Consigned Inventory Transactions									_		** At least o
Invoices and Payments		** Negotiation					(** Invitation Receive	ed Yes 🗸		
Create Invoice		** Title						Response Submitte	ed No 🗸		
View Invoices	\$	* Negetietien Oleen De	and differen	the second se				1		1	
View Payments		Negotiation Close By	m/d/yy	Ľ©			1	vegotiation Open Sin	ce m/d/yy		
	Search Results Actions View For	mat 👻 🏢 Freeze	📰 Detach 🚽 Wrap	Accept Term	as Acknowledge	Participation Crea	ate Response			S	earch
View Active Seller Auctions	Negotiation Title				Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	/iew PDF s
Manage Seller Auction Bids	4000210-2 urcha	ise of Spare Parts and Mai	intenance Work		RFQ	5 Days 22 Hours	10/30/20 9:52	AM 0		0	POF
Qualifications	Columns Hidden 4										
Manage Questionnaires											
View Qualifications											
Company Profile											
Manage Profile											

Accessing Tender Documents (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				ŵ	P 📁	HT ~
RFQ: 4000210-2			Me	ssages Create Respons	e Actions v	D <u>o</u> ne
	Title Status Time Remaining	Purchase of Spare Parts and Maintenance Work Active 5 Days 22 Hours		Time Zone Open Date 10/24/20 11: Close Date 10/30/20 9:5	e Coordinated Uni :29 AM 52 AM	iversal Time
Table of Contents Cover Page Overview Requirements Lines Contract Terms	Overview	Title Purchase of Spare Parts and Maintenance Work Synopsis	Buyer RODRIGUES SHAWN IGNATIUS Outcome Blanket Purchase Agreement Attachments Terms and Conditions.pdf (4 more)			
	GeneralTerms	 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 R	esponse Action	s ▼ D <u>o</u> ne	
							Tir	me Zone Coordinate	ed Universal Time
	Attachmen	its	Title Purchase of Share I	Parte and Maintenance Work			Onen Date 10/2	Δ/20 11·20 ΔΜ ×	
Table of ContentsCover PageOverviewRequirementsLinesContract Terms	Actions View V								
	Туре		* File Name or URL		Title	Description	Attached By	Attached Da	-
	File		Form Of Tender.pdf		Form Of Tender.pdf	Form Of Tender	RODRIGUES S	10/25/20 9:33	
	File		Particulars Of Tenderer.pdf		Particulars Of Tenderer.pdf	Particulars of Tenderer	RODRIGUES S	10/25/20 9:33	
	File		Technical Specifications.pdf		Technical Specifications.pdf	Technical Specifications	RODRIGUES S	10/25/20 9:33	
	File		Appendix - Diagrams.pdf		Appendix - Diagrams.pdf	Appendix	RODRIGUES S	10/25/20 9:33	
	4							E E	
	Rows Sele	ected 1	Columns Hidden 1						
								ο <u>κ</u>	
									()

Responding to Negotiations (1)



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

ORACLE				6 P	р нт) ~
RFQ: 4000210-2			Ν	Aessages Create Response	Actions ▼ D <u>o</u>	ine
				Time Zone Cor	ordinated Universal	Time
	Title	Purchase of Spare Parts and Maintenance Work		Open Date 10/24/20 11:29 A/	N	
	Status	Active		Close Date 10/30/20 9:52 AN	I	
	Time Remaining	5 Days 22 Hours				
Table of Contents	Overview					•
Cover Page		Title Purchase of Spare Parts and Maintenance Work	Buyer	RODRIGUES SHAWN IGNATIUS		
Overview Requirements Lines Contract Terms	• Expand All	Synopsis	Outcome	Blanket Purchase Agreement		
		11	Attachments	Terms and Conditions.pdf (4 more)	
	General					
	► Terms					



Responding to Negotiations (2) - Overview



Pill 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					ŝ	P	£ <mark>3</mark>	HT ~
Create Response (Quote 2	21041): Overview ⑦	1 - 2 - Overv Requir Messages	3 - 4 Lines Review Respond by Spreadsheet ▼	Actions V Back	Ne <u>x</u> t S	ave 🔻	Sub <u>m</u> it	<u>C</u> ancel
				Time Z	Last one Coor	Saved 10/1 dinated Uni	/20 7:03 AM versal Time	
			Close Date	10/2/20 12:59 PM	И			
Time	Remaining 1 Day 5 Hours							
General								
Supplier	Hot Rod Pte Ltd		Reference Number					
Negotiation Currency	SGD		Note to Buyer					
Response Currency	SGD		Note to Bujer				- 11	
Price Precision	2 Decimals Maximum		Attachments	None 🕂				
Response Valid Until	m/d/yy h:mm a							

Responding to Negotiations (3) – Requirements



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.




Responding to Negotiations (4) – Lines by Direct Input

(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".

				(1) Over Lir	2 3 nes Review									
Create Resp	onse (Quote 26047):	Lines (?)		1	Messages	Respond by	y Spreadsheet	▼ A	ctions 🔻	<u>B</u> ack	Ne <u>x</u> t	Save	Sub <u>m</u> it	<u>C</u> ancel
	Time Rema	aining 5 Days 21 Hours							Close Date	10/30/2	Tii 0 9:52 AM	Last me Zone Co I	Saved 10/24 ordinated Ur	/20 12:49 PM iversal Time
Actions 🔻 View	🔻 Format 👻 🥒 🕂 🗙	Freeze 📰 Detach	幕積離	📣 Wrap	Revert Re	duce Price								
Line	Description	* Alternate Line Creat Description Alterna	e <u>Required</u> te <u>Details</u>	Category Nam	ne Respon	se Price	Estimated Quantity	UOM		Line Amo	unt Es	timated To Amou	tal Note to	Buyer
1	Spare Parts (Engine)	+		Equipment Spare	e P.	670.00	720	EACH		482,40	0.00			1,
2	Maintenance For 1 Year	+		Outsource Labo	ur()		50	HOUR						1
Rows Selected	1 Columns Hidden 7													



Responding to Negotiations (5) – Lines by File Import



You may choose to export and upload your Response Prices if there are too many line items. An upload training video is also available <u>here</u> for reference.

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

Cr	eate Resp	e Dollar	222616): Line	S ⑦	łours	0verview	2 Lines		3 Review Messages	Respond by Spro	eadsheet	Actions	Back
	Actions 🔻 View	v 🔻 Format 👻 🥖	* + × 💷 •	reeze 📄 Detach	TE 🗈 📣 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								11
	2		Test Line DEG		20 EACH			쳅					11



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



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

6

Export Spreadsheet ×	
Response Template O Requirements and lines	
Rich style spreadsheet	
 Light-weight style spreadsheet 	
O Lines only	
O <u>K</u> <u>C</u> ancel]



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



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.

7

$\leftarrow \rightarrow \checkmark \uparrow$ \checkmark Downloads \checkmark C Search	n Downloads	C D	> Do	wnloads	s >	Negotiat	tion401	4940-Respons	eLines (1)	
Organize 🔻 New folder	≣ ▾ 😮								1	
V SA MEI CHEE - PSA Name	Date modified	<u> </u>		B	Î	↑↓ So	ort ~	\equiv View $\scriptstyle{\scriptstyle \scriptstyle \vee}$	👩 Extract all	•••
> Apps / Vast week				^		-	-			
> 늘 Attachments 🍋 Negotiation4014941-2-ResponseLines (1)	18-Dec-24 4:31 PM	Name					lype			
> Desktop	18-Dec-24 4:28 PM	🔊 Negoti	ation40149	40-Respo	onseLine	es N	Microsof	t Excel Comma S	Separated Values Fil	е
Negotiation4014941-Award	18-Dec-24 4:03 PM									
Negotiation4014940-ResponseLines	18-Dec-24 3:13 PM	•								
> Microsoft lear		/								
File name: Negotiation4014940-ResponseLines (1)	V									
Save as type: Compressed (zipped) Folder	~									
A Hide Folders	ave Cancel									



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.

$\begin{bmatrix} Calibri & 11 & A^{*} & A^{*} \\ Paste & & \\ &$
A1 \cdot f_x For Supplier Guide A B C D E F G H I J 1 For Supplier Guide I I I I I I
A B C D E F G H I J 1 For Supplier Guide Image: Second Seco
1 For Supplier Guide
2
3 Negotiatio RFQ 4014940 Company PSA
4 Close Date ######## Buyer SAW MEI CHEE
5 Negotiatio SGD Phone
6 Response (SGD Email sawmc@globalpsa.com
7 Price Precise 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 re-
11 Line Item Revision Supplier It Manufactu Manufactu Start Price UOM Negotiatio * Respons
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.

				1	2	3									
				Overview	Lines	Review	_								
Create Response (Quote 22	22615): O	verview	?		Messages	Respond by Spreadsheet	•	Actions	•	<u>B</u> ack	Ne <u>x</u> t	Sav	ve 🔻	Sub <u>m</u> it	<u>C</u> ancel
Title For Supplier Guide						Export Import							Last Sa Time	ived 23/12/2 Zone Hong	Kr i
	Title	For Supplier	Guide				٦	Time Rem	ainin	g 7 Da	ays 22 Hou	urs			
Close Date 31/12/24 PM 02:56			02:56												$\overline{}$
General															
Supplier	TEST-SG-IMF	PLEMENTAT	ION			Response Type	e 🕥	Primarv							
Negotiation Currency	SGD						\bigcirc	Alternate							
Response Currency	SGD														
Price Precision	2 Decimals M	aximum				Reference Number	r								
Response Valid Until	dd/mm/yy a hl	h:mm	Ĩø			Note to Buyer	r							11	



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".





5. Responding to Negotiations (12) – Import Error Message 🔊 PSA

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

Based on the Error Message, it states that the value entered for row 12th 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.

12

Response Lines Import Errors (Quote 221597) ⑦		D <u>o</u> ne
Correct the errors indicated in your spreadsheet and import again.		
File Name Negotiation4014931-ResponseLines.csv		
Errors		
Processed Rows 16	Rows with Errors 1	
Errors Found 7		
Actions View View Format View Format Karap		
Spreadsheet Value 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								
				Overview	Lines	Review								
Create Respo	onse (Quote	e 222616): Line	es 🕐		Messages	Respond by Spreads	heet T Ad	tions 🔻	<u>B</u> ack	Ne <u>x</u> t	Save		Sub <u>m</u> it	<u>C</u> ancel
Currency = Singapore	Dollar	Time Remaining 5 Da	ays 4 Hours		Pri su	ce importec ccessfully	ł	Close Dat	e 31/1	2/24 PM 0	L 02:56	ast Sav Time Z	ved 26/12/ Zone Hong	24 AM 10:21 Kr i me
Actions v View	▼ Format ▼	/ + X 💷 P	reeze 📓 Detach	東市 論 🤞	Wrap									
Line	Item No.	Description	* Alternate Line Description	Response Quantity	UOM	Un Onse Price	Line Amour	t Require Details	ed Su	upplier Ite	em	Manuf	acturer	Manuf Part N
1		Test Line ABC		10	EACH	100.00	1,000.0	0 📮						
2		Test Line DEG		20	EACH	200.00	4,000.0	0 📮						
•														•



5. Responding to Negotiations (14) – Create Alternate Item 🔊 PSA

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

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

					1 Over	2 3 Lines Revi	ew							
Create Respon	se (Quote 26047):	Lines ⑦				Messag	es Respo	ond by Spreadsheet	•	Actions 🔻	Back Ne	e <u>x</u> t Save Y	Sub <u>m</u> it	<u>C</u> ancel
												Last Time Zone Co	Saved 10/24/2 ordinated Uni	20 12:49 PM versal Time
	Time Rema	aining 5 Days 21 Ho	urs							Close Date	10/30/20 9:	52 AM		
Actions View	Format 🗸 🖌 🔸 🗙	Freeze	Detach 🕴	1 11 12	📣 Wrap	Revert	Reduce Pr	rice						
Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category N	ame Res	sponse Pric	e Estimated Quantity	UOM	I	Line Amount	Estimated To Amou	al Note to I	Buyer
1	Spare Parts (Engine)		+		Equipment S	pare P	670.00) 720	EACH	I	482,400.00			1
2	Maintenance For 1 Year		+		Outsource La	abour (:		50	HOUR	R				1
Rows Selected 1	Columns Hidden 7													



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

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".

15

ORACLE					â	P	1 0	HT ~
Lines: Edit Alternate Line: 1-	-2 (Quote 26047)	Messages	 ┫ 1-2: 	~ >	Save	<u>S</u> ave ar	nd Close	<u>C</u> ancel
						Last Sav	ed 10/24/2	0 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 Mor	nths				
Start Price								
* Response Price	610.00	Attachments	None 🗕					
Estimated Quantity	720							
* UOM	EACH							



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

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

16





5. Responding to Negotiations (17) – Submit Response



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".

ORACLE				â	P	4	HT ~	
		$\begin{array}{c c} 1 & - & 2 & - & 3 & - & 4 \end{array}$						
Review Response	e: Quote 22001	Messages Respond by Spreadsheet Actions	ns ▼ <u>B</u> ack	Ne <u>x</u> t	Save 💌	Sub <u>m</u> i	it <u>C</u> ancel	
		View	ew Negotiation	F	Last Zone Coord	Sa C din U)/1/20 8:30 AM Iniversal Time	
	Title Pantry Items	Close D	lidate					
Time Rer	maining 20 Days 23 Hou							
Overview Requirements	Lines				•		7	
General		Confirmation X	le Confir	mation				×
Supplier	Hot Rod Pte Ltd		The response	22001 to n	egotiation	400015	4 was submitte	ed.
Negotiation Currency	SGD	Response 22001 to negotiation 4000154 was validated without errors.			genater			
Response Currency	SGD							ĸ
Price Precision	2 Decimals Maximum	ок						
Response Valid Until								

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.





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 Resp	onses					
	Search						
S	earch Results Revising a draft respor	nse automatically lock	s it.				
	Actions ▼ View ▼	Format ▼ 月	Freeze 🛒	Detach 📣 Wrap	Accept Terms	Revise	
	Response	Response Status	Negotiation	Negotiation Title			
	228622	Active	4014992,1	Demo Negotiation Ame	endment		
	Columns Hidden 7						



Actions ▼	<u>B</u> ack	Ne <u>x</u> t	Save	<u> </u>	Sub <u>m</u> it	<u>C</u> ancel



5. Responding to Negotiations (20) – Acknowledge Amendment



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.

No	otifications	Show All
Q	Search	
(FYI	1 minute ago
L	Amendment 1 for Negotiation 4014992 (Demo Negotiation Amendment) Requires Your	Attention
L	SAW MEI CHEE	Dismiss

20

Amendment 1 for Negotiation 4014992 (Demo Negotiation Amendment) Requires Your Attention								
					Time Zone Hong Kon	g Time		
Details								
Assignee	Mei Chee Saw	Supplier	TEST-SG-IMPLEMENTATION	Preview Date				
From	SAW MEI CHEE	Company	PSA	Open Date	16/05/25 PM 05:13			
Assigned Date	16/05/25 PM 05:13	Negotiation Title	Demo Negotiation Amendment	Close Date	31/05/25 PM 05:11			
Expiration Date	31/05/25 PM 05:11	Negotiation	4014992,1					
Task Number	18076747							
 Acknowledge amendme Acknowledge amendme Amendment Deta Amendment Data Amendment Description 	CLIONS nt and resubmit your response. IIIS 16/05/25 PM 05:13 Amendment 1 with revised line item							
 Related Links Acknowledge Amendme View Negotiation: 40145 	nts: 4014992,1 192,1		Α.					

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								
					Time Zone Hong Ko	ng Time		
Details								
Assignee	Mei Chee Saw	Supplier	TEST-SG-IMPLEMENTATION	Preview Date				
From	SAW MEI CHEE	Company	PSA	Open Date	16/05/25 PM 05:13			
Assigned Date	16/05/25 PM 05:13	Negotiation Title	Demo Negotiation Amendment	Close Date	31/05/25 PM 05:11			
Expiration Date	31/05/25 PM 05:11	Negotiation	4014992.1					
Task Number	18076747							
 Recommended A Acknowledge amendme Amendment Deta Amendment Date Amendment Description 	ctions nt and resubmit your response. ills 16/05/25 PM 05:13 Amendment 1 with revised line item							
 Related Links Acknowledge Amendme View Negotiation: 40149 	nts: 4014992,1 192,1			<i>h</i>				



5. Responding to Negotiations (22) – Acknowledge Amendment



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) ⑦			View Original	Negotiation	ub <u>m</u> it <u>C</u> ancel
Currency = Singapore Dollar Select each amendment to review and acknowledge the changes.				Time Zone	e Hong Kong Time
View 🔻 Format 👻 🧻 Freeze 📺 Detach 🚽 Wrap					
Amendment Title	Published	Date Status	Acknowledged Ack	knowledgment e	Acknowledged By
Amendment 1 Demo Negotiation Amendment	16/05/25 PI	1 05: Active			
Columns Hidden 3					
Amendment 1: Details					-
Acknowledgment i have reviewed the changes Amendment Description Amendment 1 with revised line	and I acknowledge amendment 1 for negotiation 4014992. tem				

Confirmation	×
The selected amendments to negotiation 4014992 were ack	nowledged.
	о <u>к</u>



5. Responding to Negotiations (23) – Acknowledge Amendment



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			[Messages Create Response Actions V
Currency = Singapore Dollar				Time Zone Hong Kong Time
	Title Demo Nego	otiation Amendment	Open Da	ate 16/05/25 PM 05:13
	Status Active		Close Da	ate 31/05/25 PM 05:11
	Time Remaining 14 Days 23	Hours		_
Table of Contents	Overview			
Overview	Title	Demo Negotiation Amendment	Buyer SAW N	MEI CHEE
Lines	Synopsis		Outcome Blanke	et Purchase Agreement
Contract Terms	Amendment Description	Amendment 1 with revised	Unsealed By	
		line item	Unsealed Date	
	Unlocked By		Attachments None	
	Unlocked Date			



6. Checking Negotiation Outcome (1)

Manage Profile



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

Deliverables									
Manage Deliverables									
Consigned Inventory	ORACLE							6 P	GL ~
Review Consumption Advices	Manage Resp	oonses							D <u>o</u> ne
Review Consigned Inventory								Time Zone Coordin	ated Universal Time
Review Consigned Inventory Transactions	4 Search				Advance	Manage Watchlist	Saved Search	Active or Draft Res	
Invoices and Payments	Jearch				Auvance	Manage Watchinst	Saveu Search	** At l	east one is required
Create Invoice		** Nego	tiation Title		** Response Status	Awarded	~		
View Invoices		**	Negotiation		Line Description	Active			
View Payments		**				Active or draft Awarded	_		
Negotiations			Response			Disqualified Draft			
View Active Negotiations						Rejected		Search	Reset Save
Manage Responses	Search Results					Resubmission require	ed		
Auctions from Seller	Revising a draft respo	onse automatically I	ocks it.						
	Actions View	🗸 Format 🔻 🛛	Freeze Deta	ch 🚽 Wrap Accept Terms Revise					
View Active Seller Auctions Manage Seller Auction Bids	Response	Response Status	Negotiation	Negotiation Title		Negotiation Tir Type Re	me emaining	Unread Messages	Monitor
Qualifications	21040	Awarded	4000142	Supply and install fire alarm		RFQ 0.5	Seconds	0	~
Manage Questionnaires	19008	Awarded	4000112	From Agreement Test		RFQ 0.5	Seconds	0	
View Qualifications	21036	Awarded	4000138	Supply and install fire alarm		RFQ 0.5	Seconds	0	~ 0
Company Profile	12006	Awarded	4000067	Test new item RFQ & combine PR		RFQ 0 S	Seconds	0	U



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



Creating Invoices



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



Creating Invoices (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							ŵ	P 📁	SM ~
Create Invoice ⑦							Invoice Action	s ▼ Sub <u>m</u> it	<u>C</u> ancel
* <u>Identifying PO</u> Supplier Taxpayer ID * Supplier Site Address Supplier Tax Registration Number	PSAC2000685 BK PTE LTD 11112222 HQ-PAY 123, Harbour Drive PSA Horizons, Singapore 627124		mit-to Bank Accour Unique Remittanc Identifie Unique Remittanc dentifier Check Dig Descriptio Attachment	A1234567	-	P	* Number INV12 * Date 10/22/ * Type Invoic Invoice Currency SGD - ayment Currency SGD -	3 20 e v Singapore Dollar Singapore Dollar	1.
Customer Taxpayer ID 1997062292									
* Number * Type	Purchase (* Number * Line	Order * Schedule	Consumptio	n Advice ine	Supplier Item	Item Description	Ship-to Location	Tax Classificatio	on â
No data to display.	T-4-1								*

Creating Invoices (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".

Selec	ct and Add: Pu	irchase C	Orders						×
	Search						Advanced Sav	ed Search	~
								** At leas	st one is required
	** Purch	ase Order	PSAC2000	685	•		** Consumption Advice	2	
	** Crea	ation Date	m/d/yy h:mr	n a	tio				
								Search	eset Save
Sea	arch Result	ts							
Vie	ew 👻 🔄 🗑) Detach	Select A	н					
_									
	Purc	hase Ord	er	Consum	ption Advice	Supplier Item			
	Number	Line	Schedule	Number	Line	Number	Item Description	Ship-to Location	Ordered
	PSAC2000685	1	1				service 1	PSA BLDG #35	3
				•					×.
								App <u>l</u> y	OK <u>C</u> ancel

Creating Invoices (4)



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

ORACLE							9 6	5 SM ~
Create Invoice ⑦							Invoice Actions 🔻	Sub <u>m</u> it <u>C</u> ancel
<u>Identifying PO</u> Supplier Taxpayer ID Supplier Site Address Supplier Tax Registration Number	PSAC2000685 BK PTE LTD 11112222 HQ-PAY 123, Harbour Drive PSA Horizons, Singapore 6	Un 627124	Remit-to Bank Account Unique Remittance Identifier ique Remittance Identifier Check Digit Description Attachments	A1234567		* Number * Date Type Invoice Currency Payment Currency	INV123 10/22/20 É Invoice SGD - Singapore Dollar SGD - Singapore Dollar	
Customer Customer Taxpayer ID Lines View v + X Cancel Line	199706229Z		Name Address	PSA Corporation Limited			_	
* Number * Type * Number	Purchase Order 4	Consumption Advice	Supplier Item Item De	scription Ship-to	o Location Tax Classificat	ion Availabe Quantity	Jnit Price UOM	* Amount
3 Item ~ PSAC2000685	1 1		service 1	PSA BI	BLDG #35 ▼ STANDARD 7	• 2 1	200 PIECE	200.00



Creating Invoices (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".

Create Invoice ⑦							** PJ	Please proceed Calculate Tax (Invoice Action	s v Sub <u>m</u> it	<u>C</u> ancel
Identifying PO	PSAC2000685		 Rer 	mit-to Bank Accoun	t A1234567	7	, Calo	Iculate Tax	Ctrl+Alt+X		
Supplier	BK PTE LTD			Unique Remittance			Cancel invoice				ria.
Taxpayer ID		Identifier Unique Remittance			Delete Invoice			туре штоке			
Supplier Site							li	Singapore Dollar			
Address	123, Harbour Drive F Singapore 627124	PSA Horizons,	Attachments None								
Supplier Tax Registration Number											
Customer Taxpayer ID 199706229Z I 199706229Z Address Lines											
View 🔻 🕂 🔀 Cancel Line											
* Number * Type		Purchase Order		Consumptio		Advice		tom Description	Shin to Location	Tax Classification	
number Type	* Number	* Line	* Schedule	Number L	ine	Supplier Relli	item L	Description			,11
1 Item ~	PSAC2000685	1	1				service	e 1	PSA BLDG #35 🔻	STANDARD 7	•
	Total										

Creating Invoices (6)



П

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

Line	S													
Vi	ew 🗸 🕂	×	E Canc	el Line										
* Number	^t Number	* Туро		* Number	Purchase Or	Purchase Order		nption Advice	Supplier Itom	Item Description	Ship to Logation	Tax Classification	Available	Quantity
	Number	Type			* Line	* Schedu	e Number	Line	Supplier Rein	item Description	Ship-to Location		Quantity	/ Quantity
	I	Item	~	PSAC2000685	1	1				service 1	PSA BLDG #35 💌	STANDARD 75		0
:	3	Item	~	PSAC2000685	1	1				service 1	PSA BLDG #35 🔻	STANDARD 7		2
				Tota	al									0
Sum	ımary Tax ew ▼	k Lines												
		Line	Regime	* Tax N	lame T	ax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit				Amount
		1 \$	SG_GST_RE	GIME SG_GS	T S	G_GST_JUD	SG_GST_STAT	STANDARD 7%	_IN 7					28
Tota	ls													
			lten 400.	ns 00		Freight 0.00		Miscellaneous 0.00		Inclusive Tax 0.00	Exclusive Ta 28.0	x 0	Ir	nvoice 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						â	P 😰 SM -			
Create Invoice ⑦						Invoice Acti	ions v Sub <u>m</u> it <u>C</u> ancel			
Identifying PO Supplier Taxpayer ID Supplier Site Address Supplier Tax Registration Number	PSAC2000226 BK PTE LTD 11112222 HQ-PAY 123, Harbour Drive 627124	PSA Horizons, Singap	Remit-to Banl Unique Ro Unique Ro Identifier Cl ore De	k Account A1234567 emittance Identifier emittance heck Digit escription	0004 has been submit	 * Number * Date Type Invoice Currency Payment Currency s 	NV10004 10/1/20 nvoice SGD - Singapore Dollar SGD - Singapore Dollar			
Customer Taxpayer ID 199706229Z Name PSA Corporation Limited Address										
* Number * Type	* Number	Purchase Order	* Schedule Numl	onsumption Advice ber Line	Supplier Item	Item Description	Ship-to Location			
1 Item 🗸	PSAC2000226	1	1			TOILET RENTAL & S	ERVI PSA BLDG #38 🔻			

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	٩						
Tuaka							
Orders							
	Requiring Attenti	on	Recent Activity		Transaction Reports		
Manage Orders			Last 30 Days		Last 30 Days		
Manage Schedules		1	Orders opened	5	Invoice Amount	1300 SGI	D
 Acknowledge Schedules in Spreadsheet 					Invoice Price Variance Amount	SGI	D I
Agreements							
Manage Agreements							
Shipments		14					
Manage Shipments							
Create ASN							
Create ASBN							
Upload ASN or ASBN							
View Receipts		13					
View Returns							
Deliverables	Schedules Over	lue or Due Today 📕 Invoices Overdue					
Denterobes							
Manage Deliverables							
Consigned Inventory	Supplier News						
	Welcome t	o the new iSupplier	Portal of PSA Group				
Review Consumption Advices	 Please ens 	sure vour supplier pr	ofile is up-to-date				
Review Consigned Inventory	- 110000 011	ale year eapplier pr	onio lo up to uuto				
Review Consigned Inventory Transactions		the letter of the second set of the					
Invoices and Payments	PSA Webs	ite https://www.globa	alpsa.com				
Create Invoice							
Create Invoice Without PO							
View Invoices							
View Payments							
Negotiations							
-							





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



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.



FAQ - Account Setup/ Password /2FA Related



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* <u>https://myapps.microsoft.com</u>.



FAQ - Account Setup/ Password /2FA Related



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.



FAQ - Negotiation



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 <u>51</u> 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 <u>38</u> to 46.





IV. FAQ - Invoicing



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 <u>sg-aphub@globalpsa.com</u>

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.



FAQ - Invoicing



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.



FAQ - Invoicing



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 <u>received and processed by PSA on a timely basis</u>, 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.

PSA	
Sign in	
Email, phone, or Skype	
Can't access your account?	
	Next
WARNING: Access to inform and network is restricted to only. Any unauthorised user prosecution under the Com Cybersecurity Act (Cap 50A)	ation on this machine authorised personnel is subject to criminal puter Misuse and



Thank You

