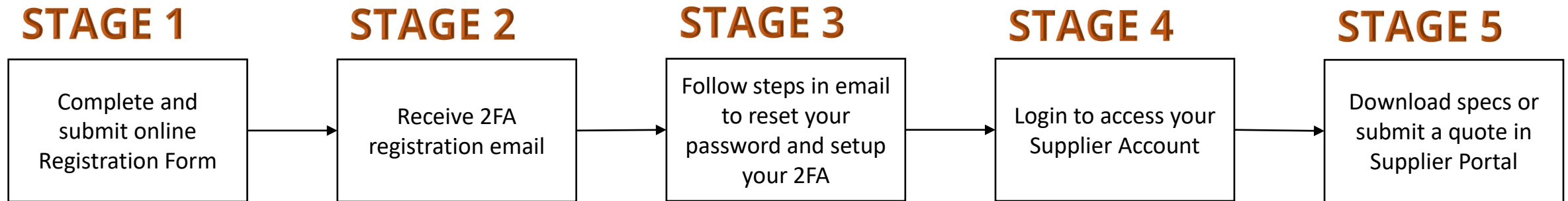




Supplier User Guide

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

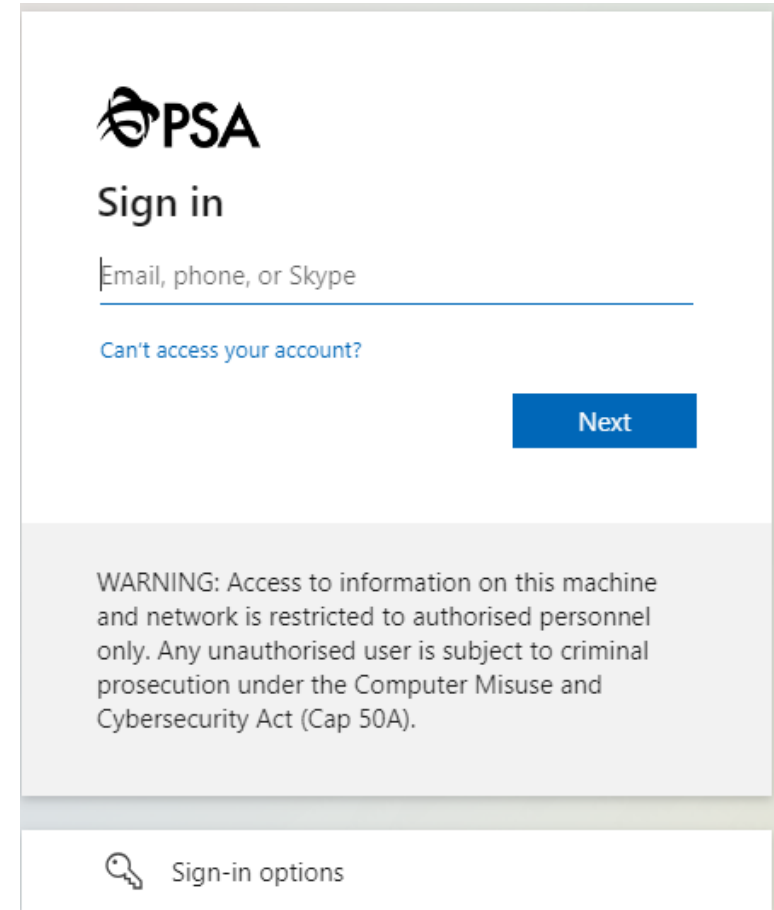
- 1 After your 2FA has been setup, key in the following IP address via Google Chrome.

[*https://emft.fa.ap2.oraclecloud.com/fscmUI/faces/AtkHomePageWelcome*](https://emft.fa.ap2.oraclecloud.com/fscmUI/faces/AtkHomePageWelcome)

You will be directed to the 2FA login page.

Log in using your username and 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". At the bottom of the page, there 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)." Below the warning message is a section titled "Sign-in options" with a key icon.

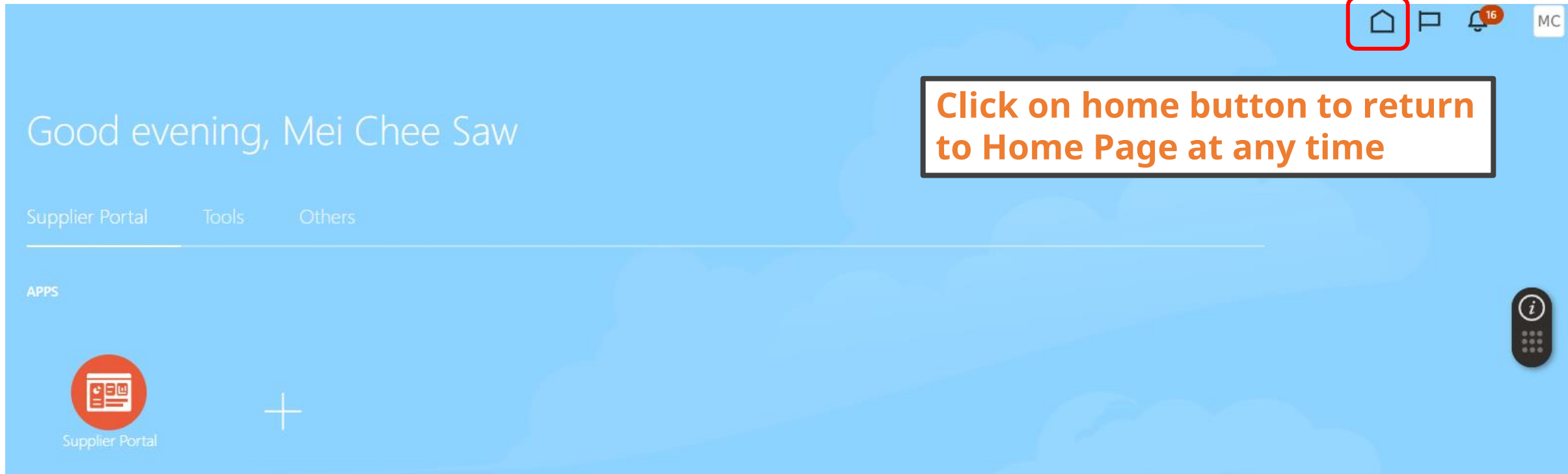


Part B : Navigating Around OF System

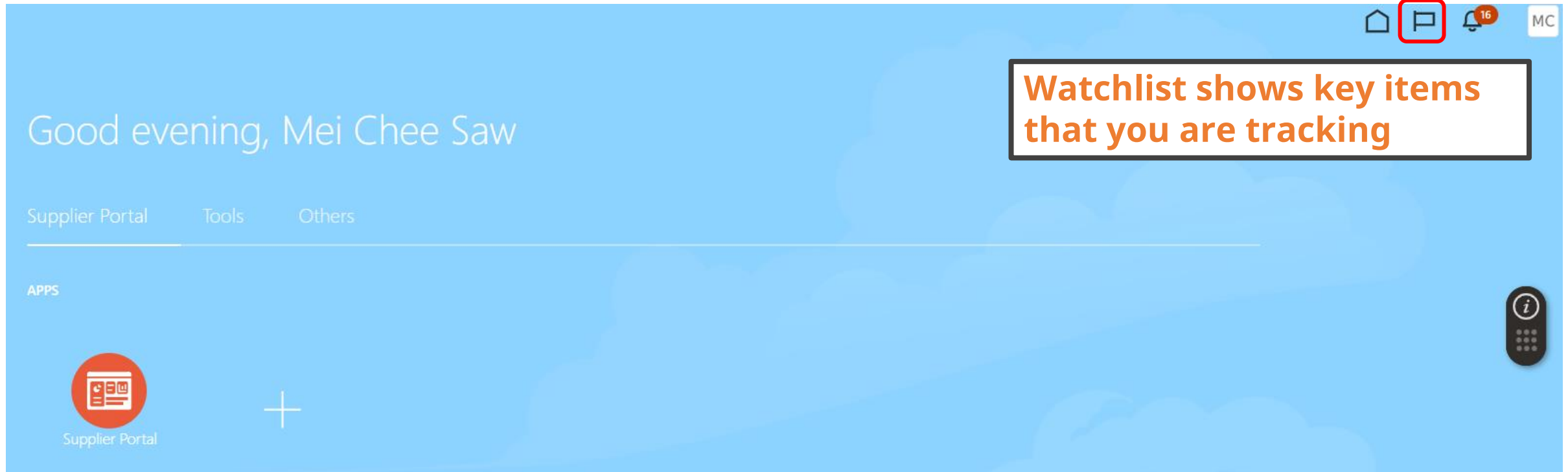


Home Screen

Home Button

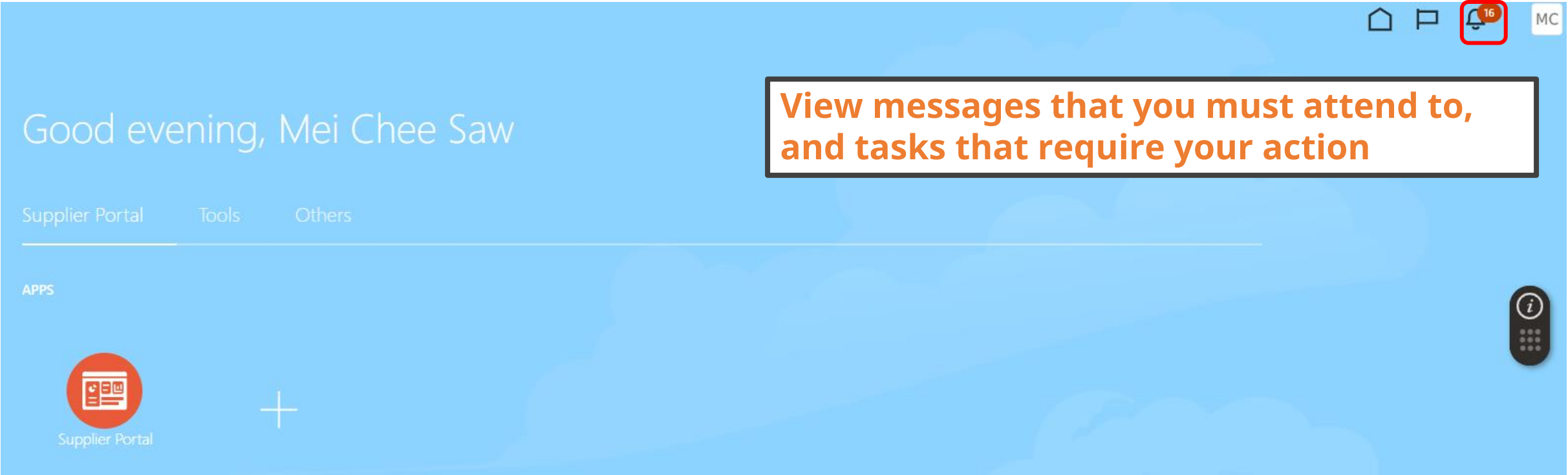


Home Screen



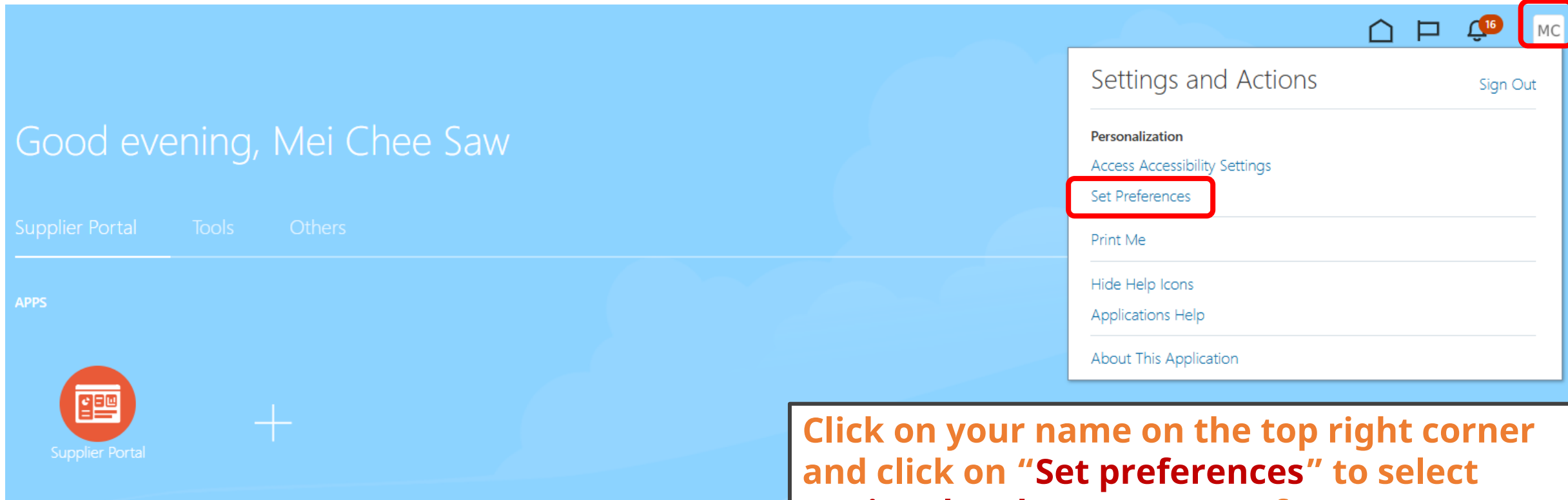
Home Screen

Notification Bell



Navigating Around OF System

Home Screen



The screenshot displays 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 dropdown menu is open, showing the title "Settings and Actions" and a "Sign Out" link. The menu contains several options: "Personalization", "Access Accessibility Settings", "Set Preferences" (highlighted with a red box), "Print Me", "Hide Help Icons", "Applications Help", and "About This Application". On the left side of the screen, there is a large white text area that says "Good evening, Mei Chee Saw". Below this, there are three tabs: "Supplier Portal", "Tools", and "Others". Under the "Supplier Portal" tab, there is a section labeled "APPS" with a red circular icon containing a white document symbol and the text "Supplier Portal" below it. A white plus sign is also visible next to the icon.

Click on your name on the top right corner and click on "Set preferences" to select Regional and Language preferences relevant to you.

You can also sign out from here.



Home Screen – Supplier Portal



Good evening, Mei Chee Saw

Supplier Portal Tools Others

APPS

Supplier Portal





Supplier Portal

Tips: Click on "+" to customize/ hide unused segments



Home Screen – Supplier Portal

ORACLE



Supplier Portal

Search

Orders

▼

Order Number

🔍

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

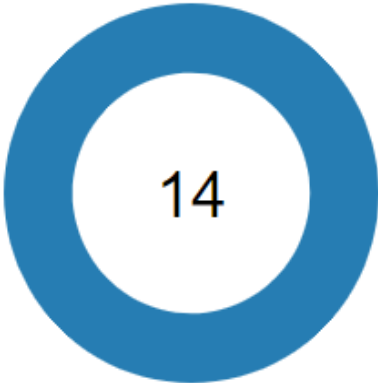
Shipments

- 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



Navigating Around OF System



Home Screen – Supplier Portal

ORACLE

Home

Flag

17

SM

Supplier Portal

Search

Orders

Order Number

Q

Shortcut Bar

Tasks

Orders

Manage Orders

Manage Schedules

Acknowledge Schedules in Spreadsheet

Agreements

Manage Agreements

Shipments

Manage Shipments

Create ASN

Create ASBN

Upload ASN or ASBN

View Receipts

View Returns

Deliverables

Manage Deliverables

Overdue POs

Requiring Attention

14

14

Schedules Overdue or Due Today

Recent activity

Recent Activity

Last 30 Days

Negotiation responses awarded or rejected

4

Agreements changed or canceled

1

Agreements opened

10

Orders opened

6

Transaction Reports

Last 30 Days

Invoice Amount

1738

SGD

Invoice Price Variance Amount

SGD

Invoice Summary

Supplier News

Navigating Around OF System

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

- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

Agreements

- [Manage Agreements](#)

Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

Contracts and Deliverables

- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)


No data available


No data available

Transaction Reports

Last 30 Days


No data available

Supplier News

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

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

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



Navigating Around OF System

‘View Responses’ – Manage any previously created Responses.

- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

Agreements

- [Manage Agreements](#)

Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

Contracts and Deliverables

- [Manage Deliverables](#)

Consigned Inventory


- [Review Consumption Advices](#)

Invoices and Payments


- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)




No data available



No data available

Transaction Reports
Last 30 Days



No data available

Supplier News

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

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

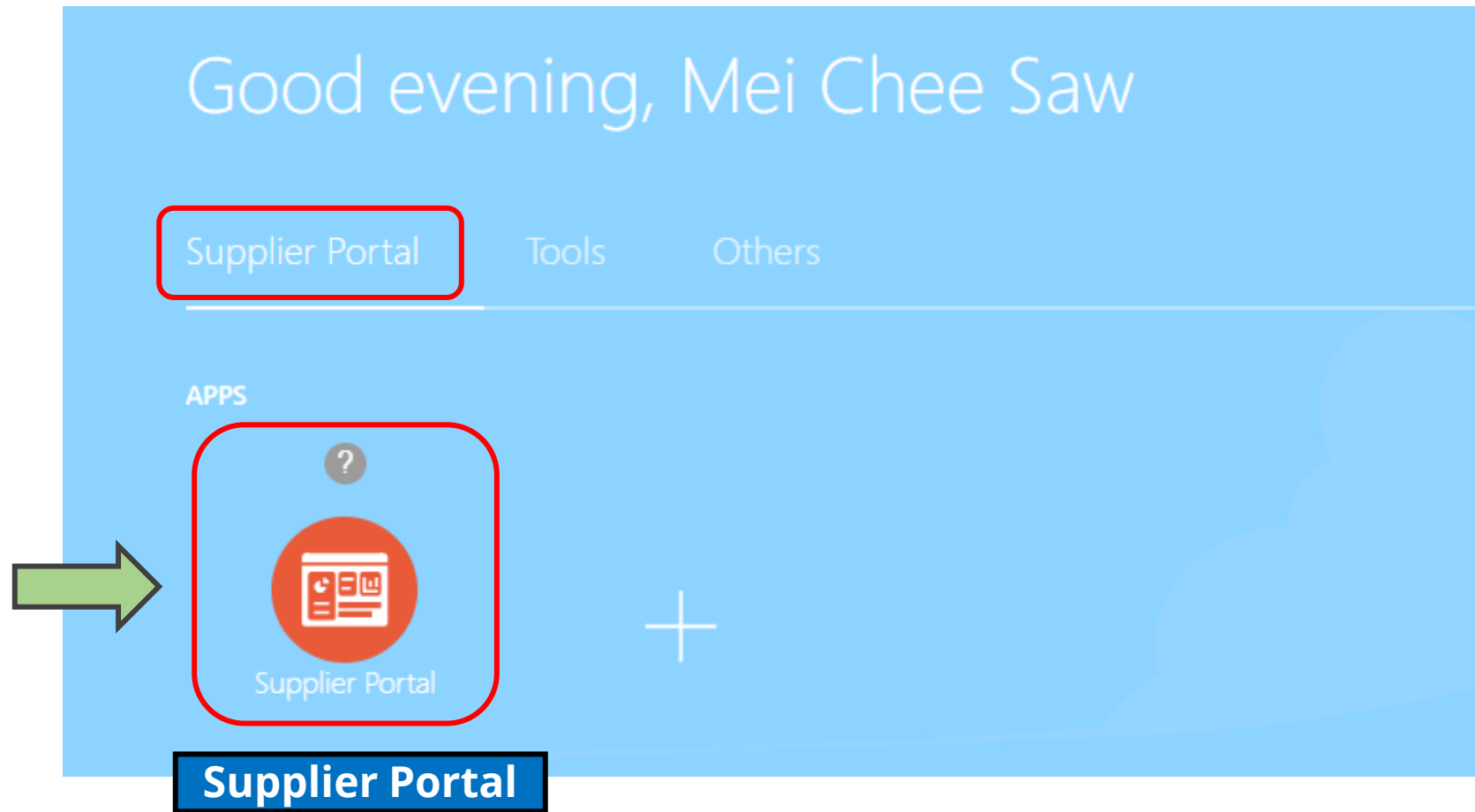
PSA Website <https://www.globalpsa.com>



PART C – Updating Profile

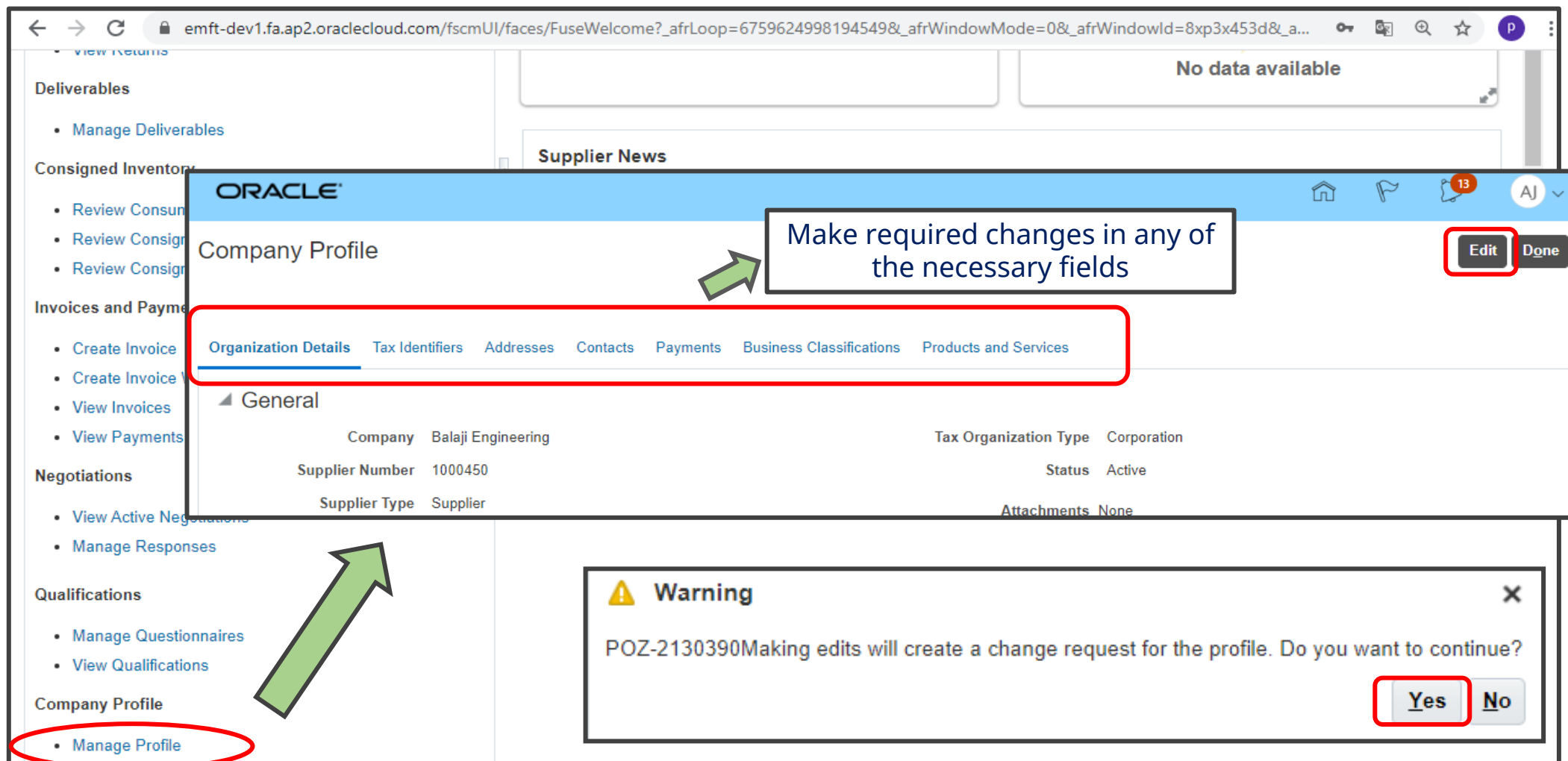


1 Click "Supplier Portal"



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 "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 at the bottom of the page. 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



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

ORACLE

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

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

For tenders issued in **Singapore**, a public tender may be initiated. The tender notice will be published online. This tender is accessible to all suppliers who fulfil the eligibility requirements.

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

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

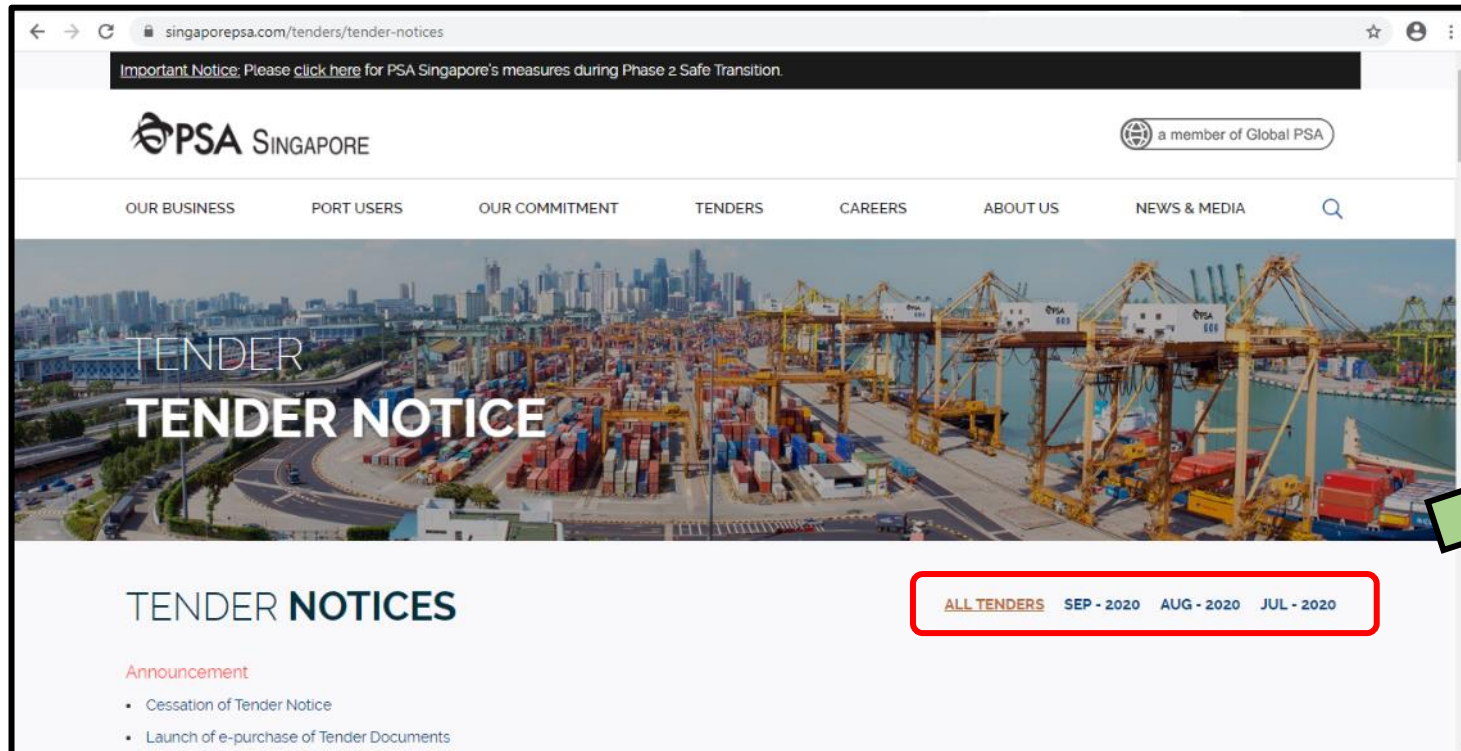


Public Tender (1)

For public tenders issued in Singapore, tender notices will continue to be posted on PSA's tender notice website every Tuesday and 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 "JUL -2025") to view tender notices published in that month



1 Browse Public 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

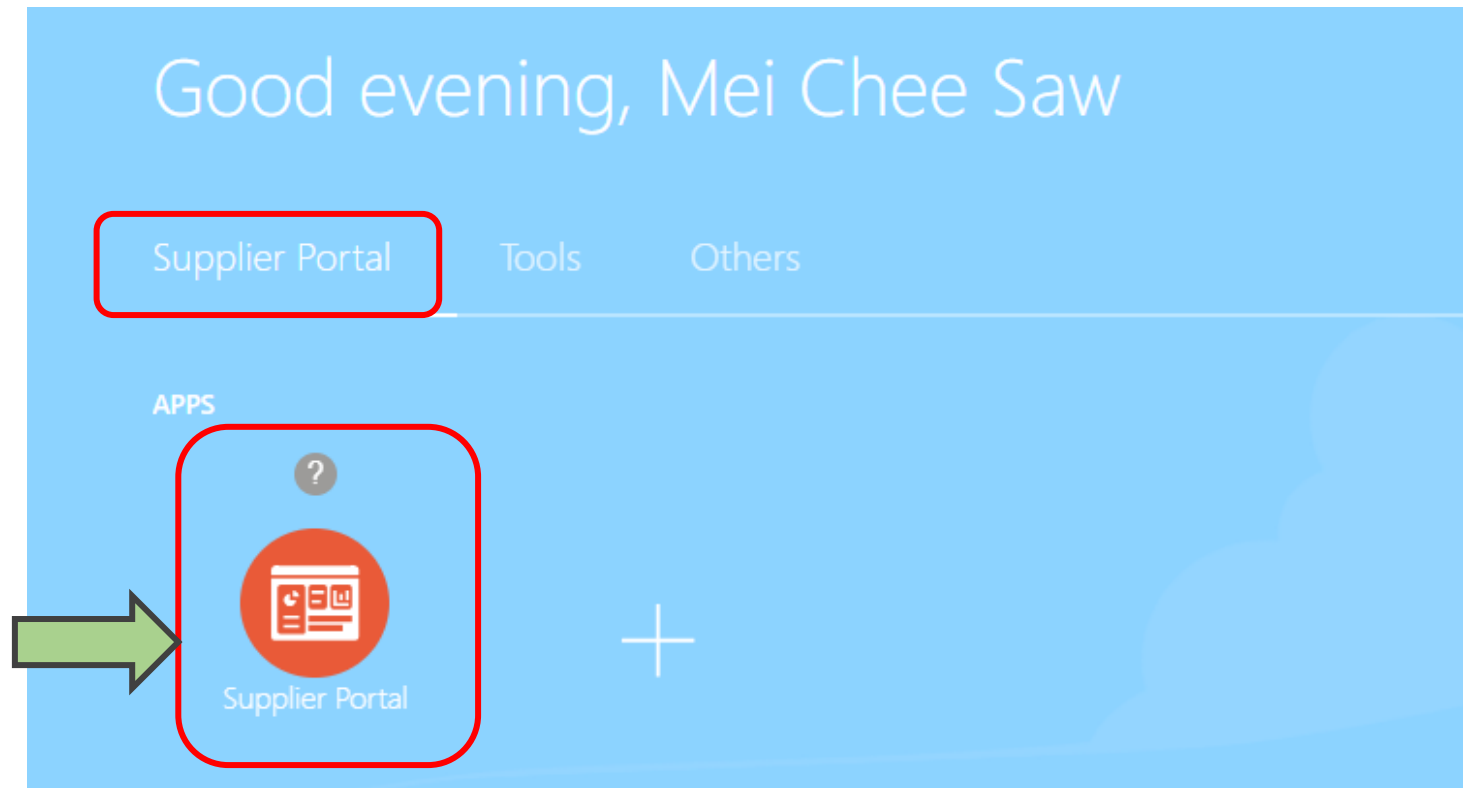
PLEASE EMAIL / CALL MR BENJAMIN TANG AT TBEN@GLOBALPSA.COM OR TELEPHONE NO. 6279 4005 OR MR LUK GIIN HUEI AT GHLUK@GLOBALPSA.COM OR TELEPHONE NO. 6279 4956

Take note of the 7 digit Negotiation Number

Click to navigate to Oracle Login page



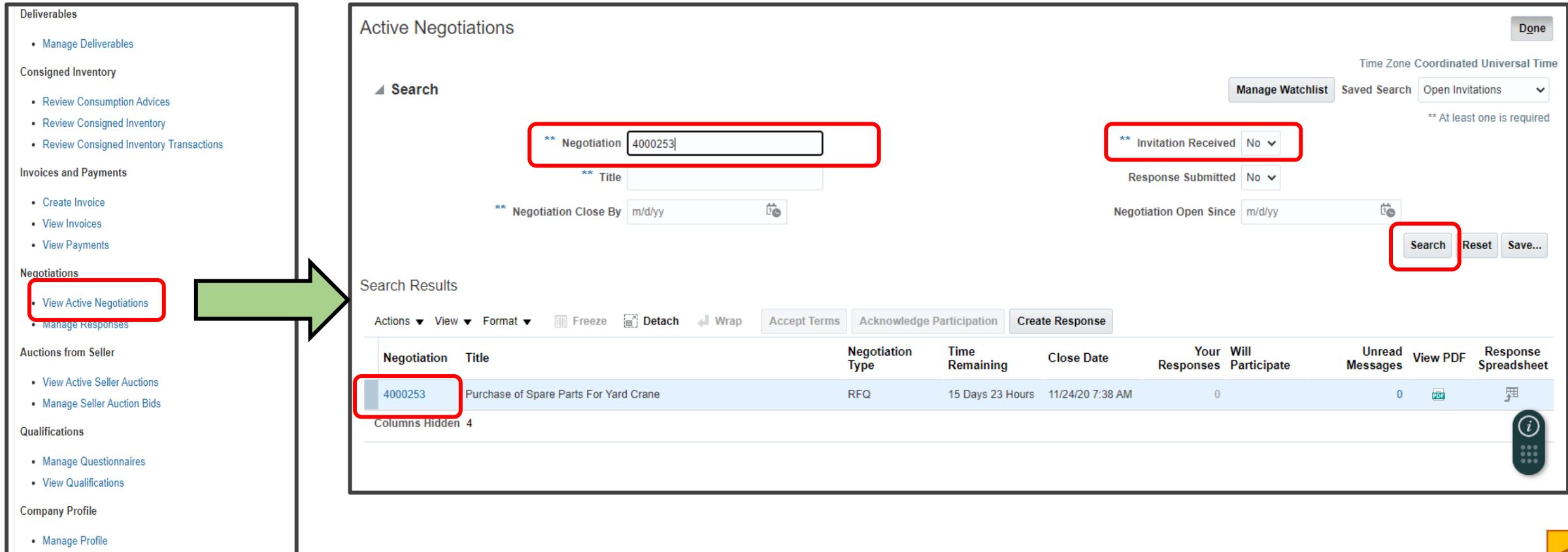
- 2 Suppliers can login to OF directly to participate in the tender.
In your home page, click on **“Supplier Portal”**.



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 to search for public tender published in Singapore. Click **“Search”**, negotiation will appear. Click on the negotiation number to view tender details.



Deliverables

- Manage Deliverables

Consigned Inventory

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

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations**
- Manage Responses

Auctions from Seller

- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Active Negotiations

Time Zone Coordinated Universal Time

Search

Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation 4000253

** Title

** Invitation Received No

Response Submitted No

** Negotiation Close By m/d/yy

Negotiation Open Since m/d/yy

Search Reset Save...

Search Results

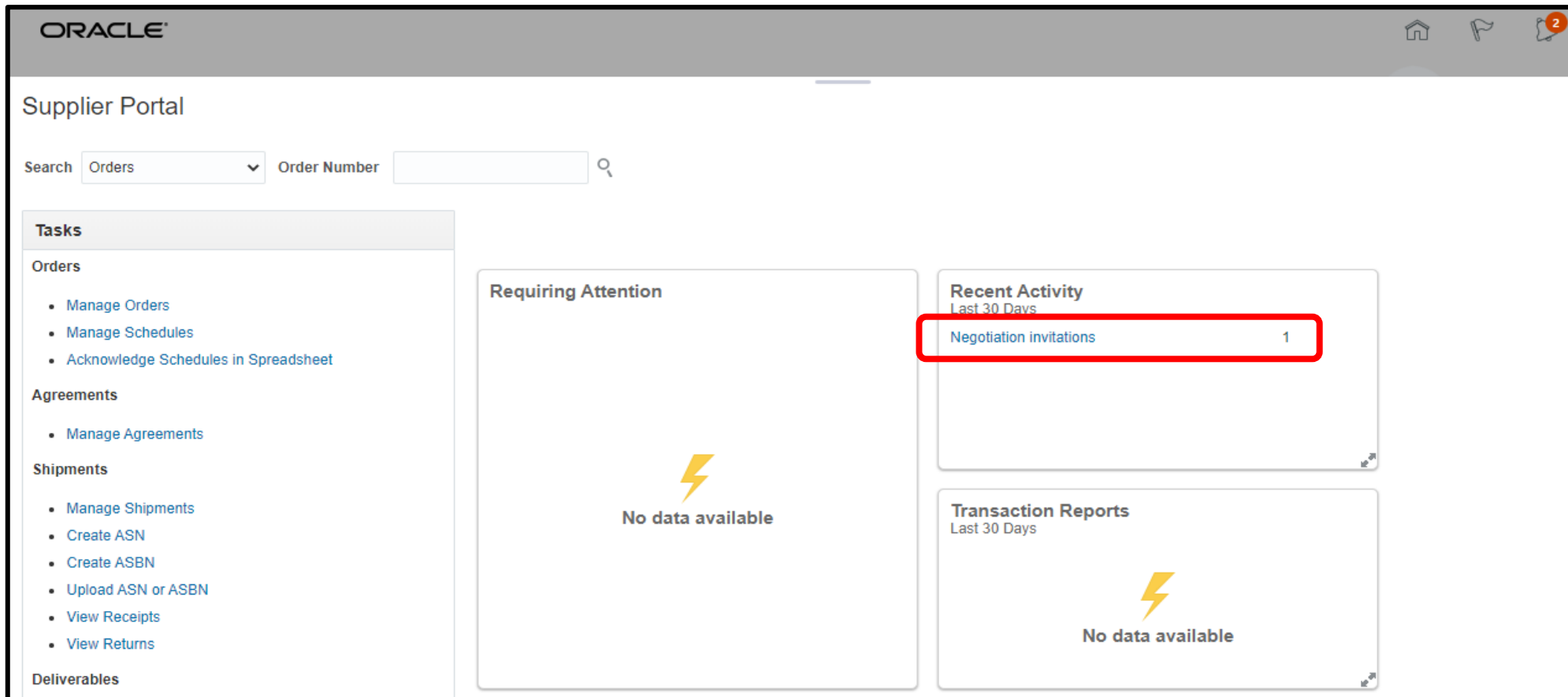
Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

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

Columns Hidden 4

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

A Supplier Portal Dashboard



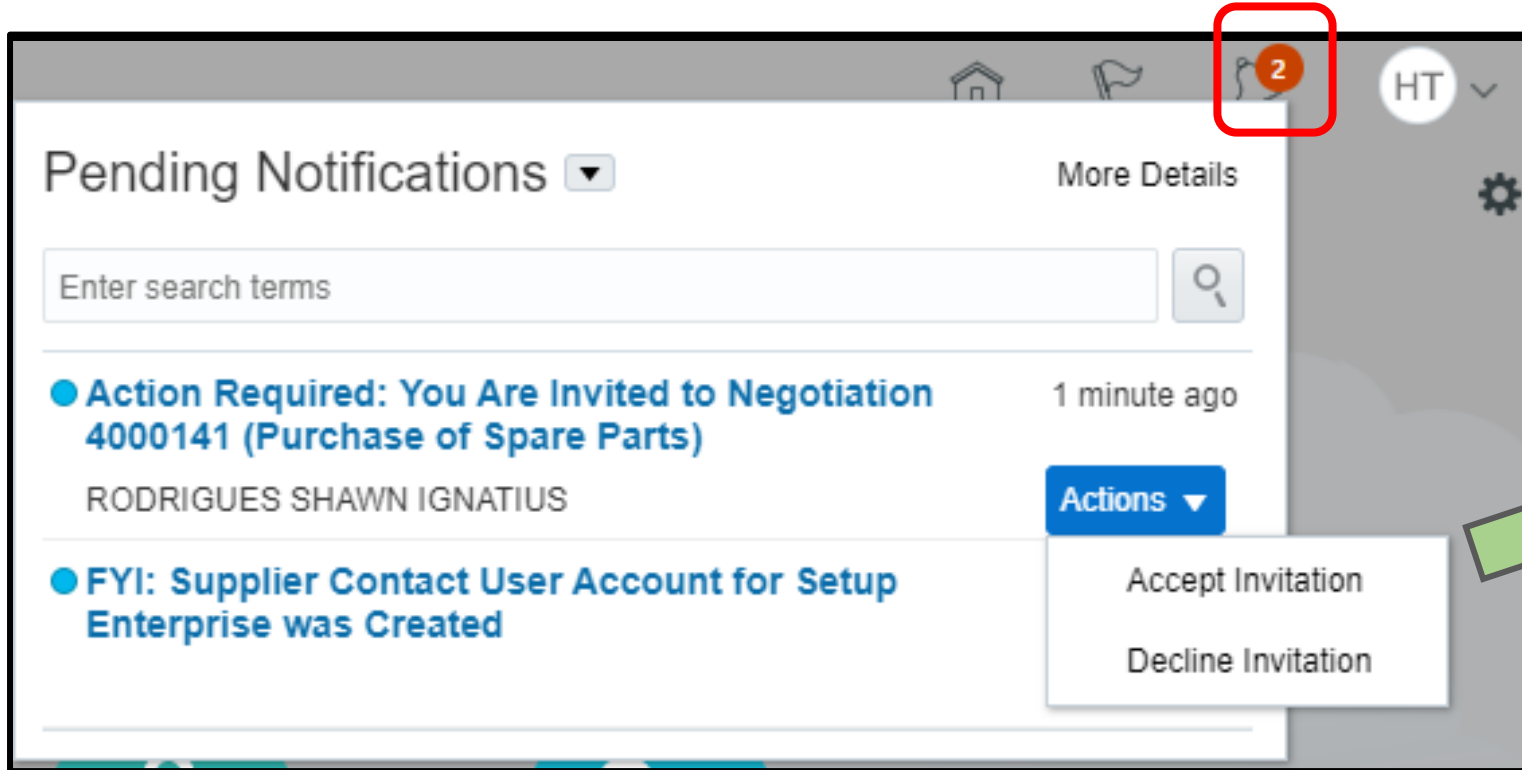
The screenshot displays the Oracle Supplier Portal dashboard. The top navigation bar includes the Oracle logo and icons for home, flags, and a notification bell with a red badge showing the number 2. Below the navigation bar, the page title "Supplier Portal" is followed by a search section with a dropdown menu set to "Orders" and a text input field for "Order Number".

The main content area is divided into three sections:

- Tasks:** A sidebar menu on the left containing sections for "Orders" (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), "Agreements" (Manage Agreements), "Shipments" (Manage Shipments, Create ASN, Create ASBN, Upload ASN or ASBN, View Receipts, View Returns), and "Deliverables".
- Requiring Attention:** A large central box with a yellow lightning bolt icon and the text "No data available".
- Recent Activity:** A box titled "Recent Activity" with the subtitle "Last 30 Days". It contains a table with one row: "Negotiation invitations" with a value of "1". This row is highlighted with a red rectangular border.
- Transaction Reports:** A box titled "Transaction Reports" with the subtitle "Last 30 Days". It contains a yellow lightning bolt icon and the text "No data available".



B Notification bell at the Top Right Corner of Dashboard



Pending Notifications ▼ More Details

Enter search terms 🔍

- **Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts)**
RODRIGUES SHAWN IGNATIUS
1 minute ago
Actions ▼
 - Accept Invitation
 - Decline Invitation
- **FYI: Supplier Contact User Account for Setup Enterprise was Created**

*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

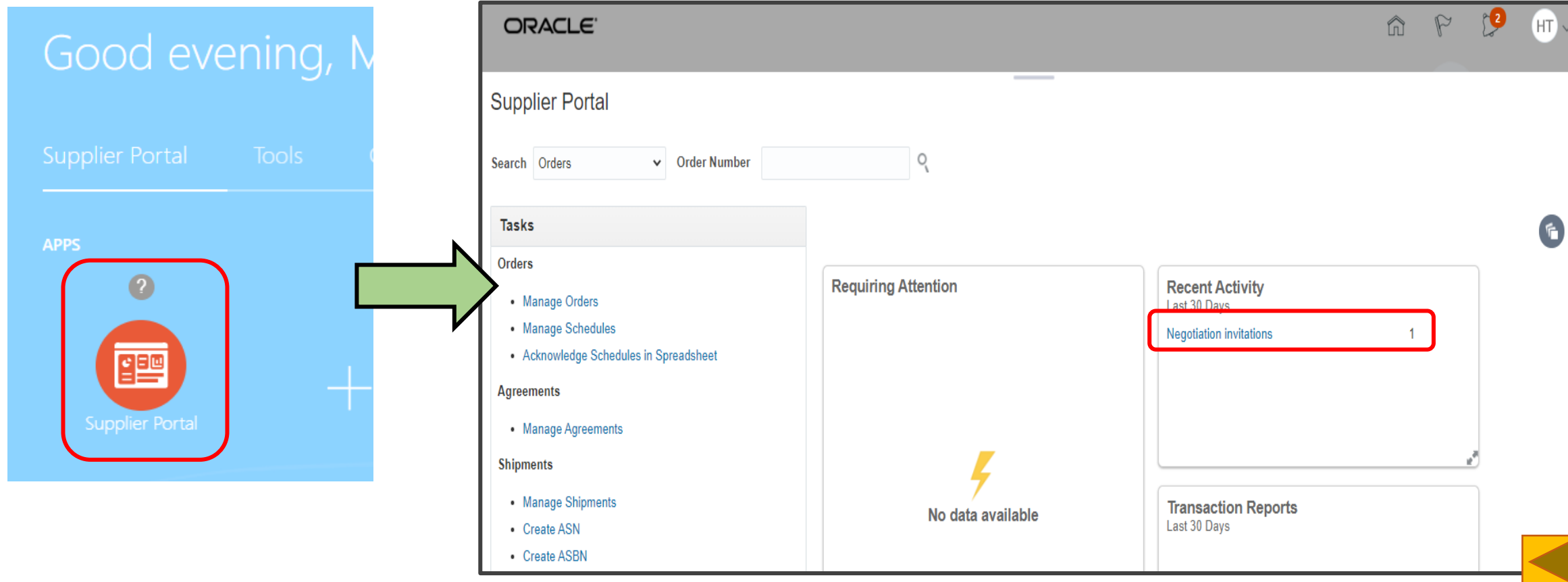
Supplier Contact

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 a 'Supplier Portal' link, which is highlighted with a red box and a green arrow pointing to the main content area. The main content area is titled 'Supplier Portal' and features a search bar, a 'Tasks' sidebar, and a 'Recent Activity' panel. The 'Recent Activity' panel shows a table with one entry: 'Negotiation invitations' with a count of 1. This entry is highlighted with a red box. The 'Tasks' sidebar lists various actions like 'Manage Orders', 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'. The 'Requiring Attention' panel shows 'No data available' with a lightning bolt icon. The 'Transaction Reports' panel shows 'Last 30 Days'.

Recent Activity	
Last 30 Days	
Negotiation invitations	1

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
4000210-2	Purchase of Spare Parts and Maintenance Work	RFQ	5 Days 22 Hours	10/30/20 9:52 AM	0		0	PDF

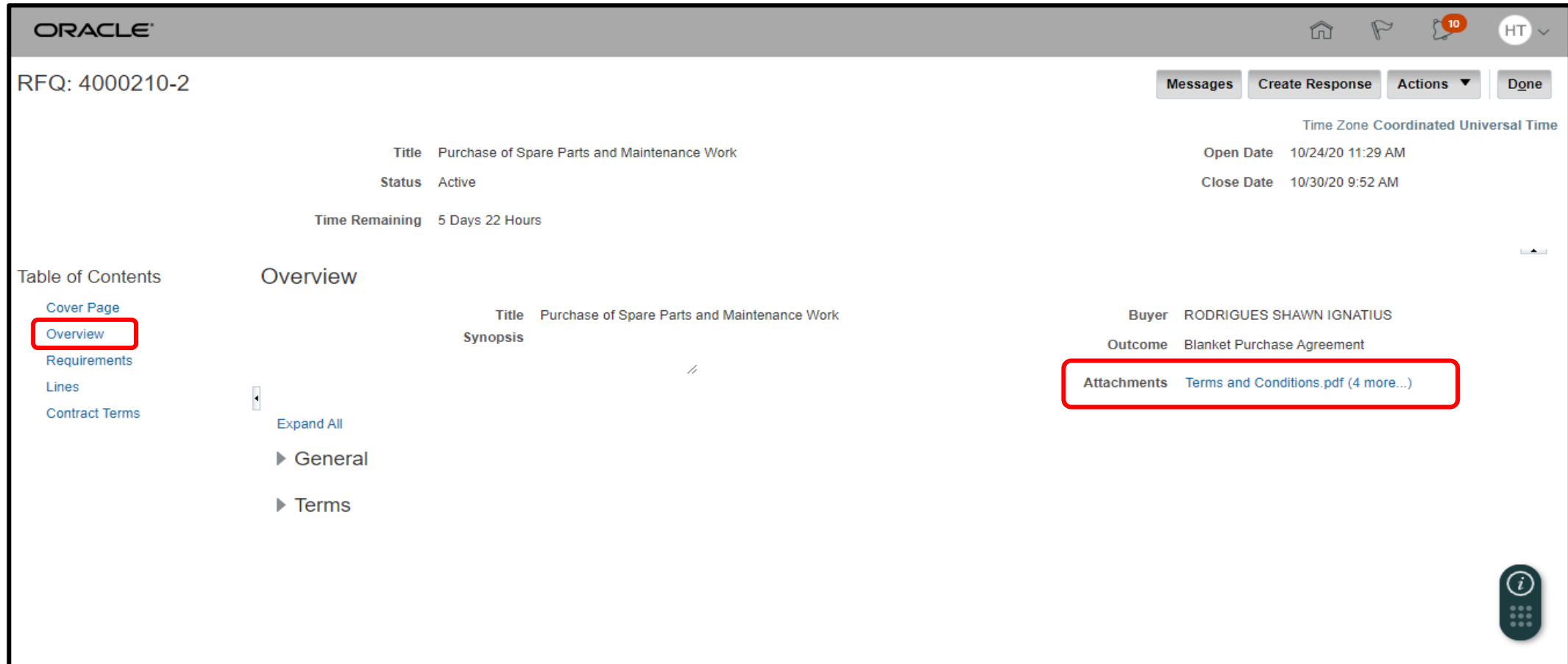
Columns Hidden 4



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 “Attachments” field link to access tender documents.



ORACLE

RFQ: 4000210-2

Messages Create Response Actions Done

Time Zone Coordinated Universal Time

Title Purchase of Spare Parts and Maintenance Work

Status Active

Open Date 10/24/20 11:29 AM

Close Date 10/30/20 9:52 AM

Time Remaining 5 Days 22 Hours

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...)

Expand All

- General
- Terms

i

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	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

Rows Selected 1 Columns Hidden 1

OK

Table of Contents





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

i

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

TitlePurchase of Spare Parts and Maintenance Work

Open Date10/24/20 11:29 AM

StatusActive

Close Date10/30/20 9:52 AM

Time Remaining5 Days 22 Hours

Table of Contents

Overview

Cover Page

Overview

Requirements

Lines

Contract Terms

Expand All

General

Terms

TitlePurchase of Spare Parts and Maintenance Work

Synopsis

//

BuyerRODRIGUES SHAWN IGNATIUS

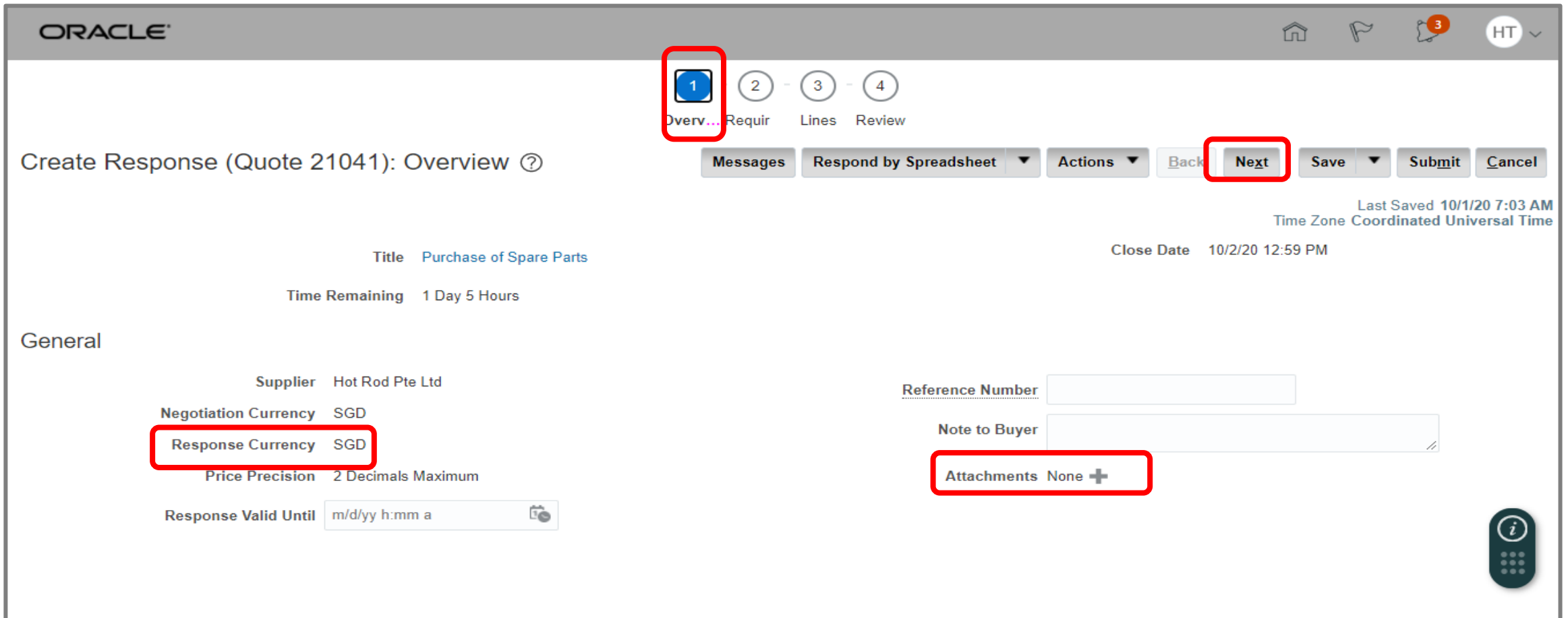
OutcomeBlanket Purchase Agreement

AttachmentsTerms and Conditions.pdf (4 more...)



Responding to Negotiations (2) - Overview

- 2 In Overview page, please take note suppliers should submit responses in the currency specified under “**Response Currency**”. A drop-down currency selection may be available. Click “**Attachments**” to attach docs. Click “**Next**” to continue.



ORACLE

1 2 3 4
Overview Requirements Lines Review

Create Response (Quote 21041): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

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

Title Purchase of Spare Parts
Close Date 10/2/20 12:59 PM

Time Remaining 1 Day 5 Hours

General

Supplier Hot Rod Pte Ltd

Negotiation Currency SGD

Response Currency SGD

Price Precision 2 Decimals Maximum

Response Valid Until m/d/yy h:mm a

Reference Number

Note to Buyer

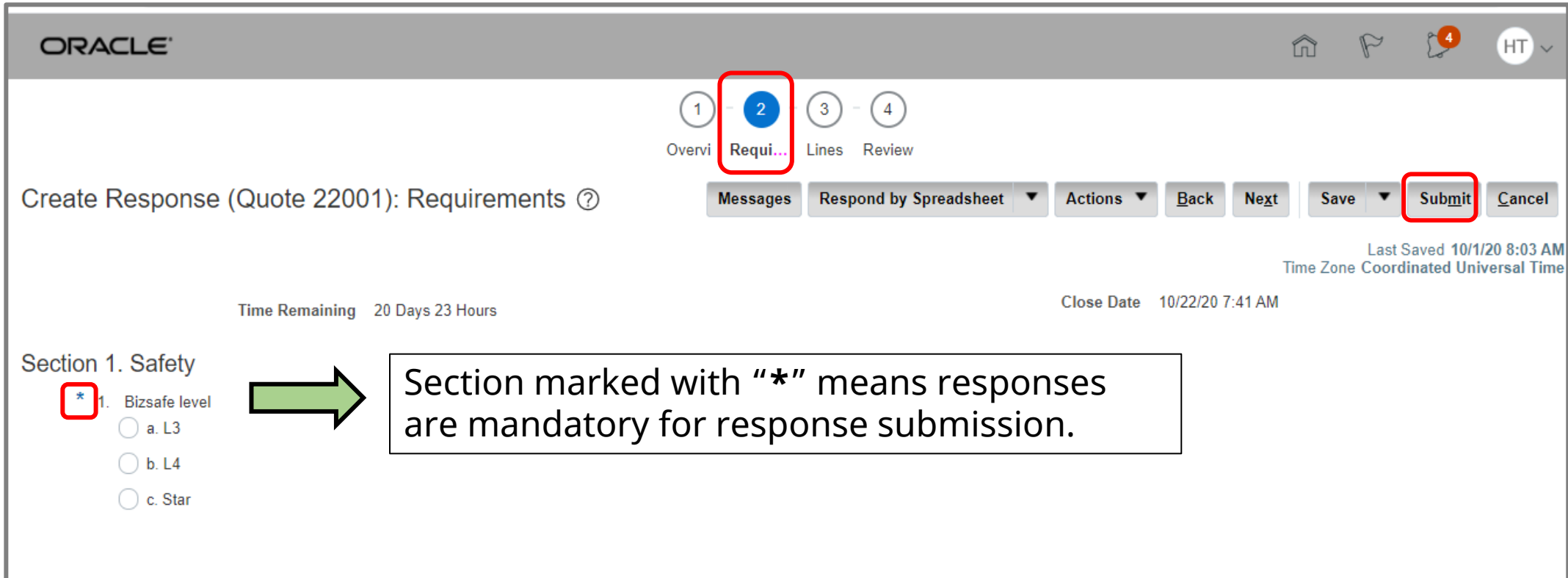
Attachments None +

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 or attachments. Click “Next” to proceed once completed.



The screenshot shows the Oracle Requirements page for a negotiation. The page title is "Create Response (Quote 22001): Requirements". The navigation bar includes tabs for Overview, Requirements (selected), Lines, and Review. The Requirements tab is highlighted with a red box. The page shows a progress bar with four steps: 1. Overview, 2. Requirements (selected), 3. Lines, and 4. Review. The Requirements step is highlighted with a red box. The page also displays a "Time Remaining" of 20 Days 23 Hours and a "Close Date" of 10/22/20 7:41 AM. The "Next" button is highlighted with a red box. The "Submit" button is also highlighted with a red box. The page content shows "Section 1. Safety" with a red box around the asterisk (*) next to the section title. Below the section title is a list of options: "1. Bizsafe level", "a. L3", "b. L4", and "c. Star". A green arrow points from the asterisk to a text box that says "Section marked with “*” means responses are mandatory for response submission."

ORACLE

1 2 3 4
Overvi Requi... Lines Review

Create Response (Quote 22001): Requirements ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/1/20 8:03 AM
Time Zone Coordinated Universal Time

Time Remaining 20 Days 23 Hours Close Date 10/22/20 7:41 AM

Section 1. Safety

* 1. Bizsafe level

a. L3

b. L4

c. Star

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 “Unit Response Price”.

1

2

3

Overview

Lines

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

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							
2		Test Line DEG		20	EACH							



5 You may choose to export and upload your Response Prices if there are too many line items. An upload training video is also available [here](#) for reference.

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

1

2

3

Overview

Lines

Review

Create Response (Quote 222616): Lines ?

Currency = Singapore Dollar

Time Remaining 5 Days 3 Hours

Messages

Respond by Spreadsheet ▼

Actions ▼

Back

Export

Import

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	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>						<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>
2		Test Line DEG		20	EACH	<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>						<div style="border: 1px solid #ccc; width: 60px; height: 20px;"></div>

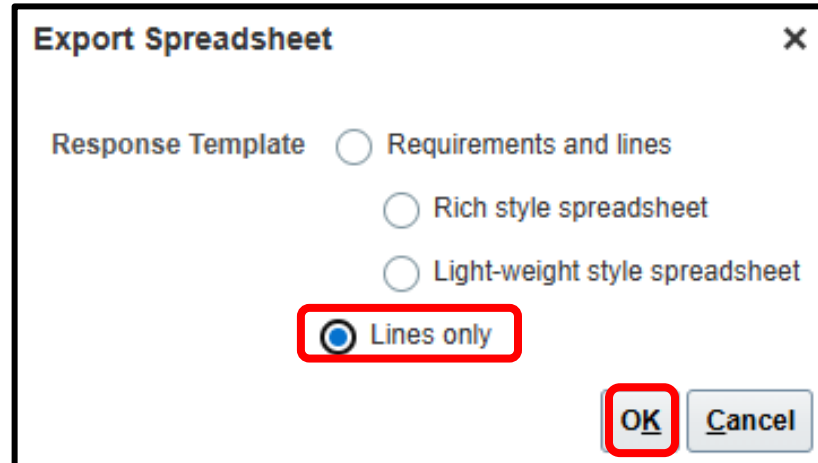


5. Responding to Negotiations (6) – Lines by File Import

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*



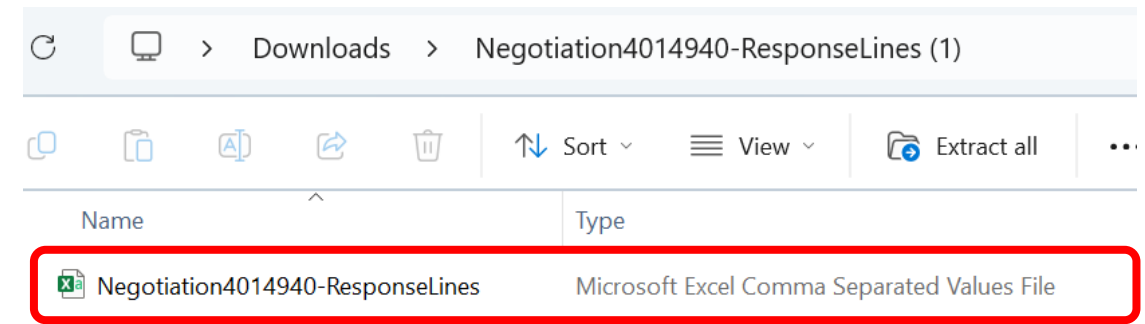
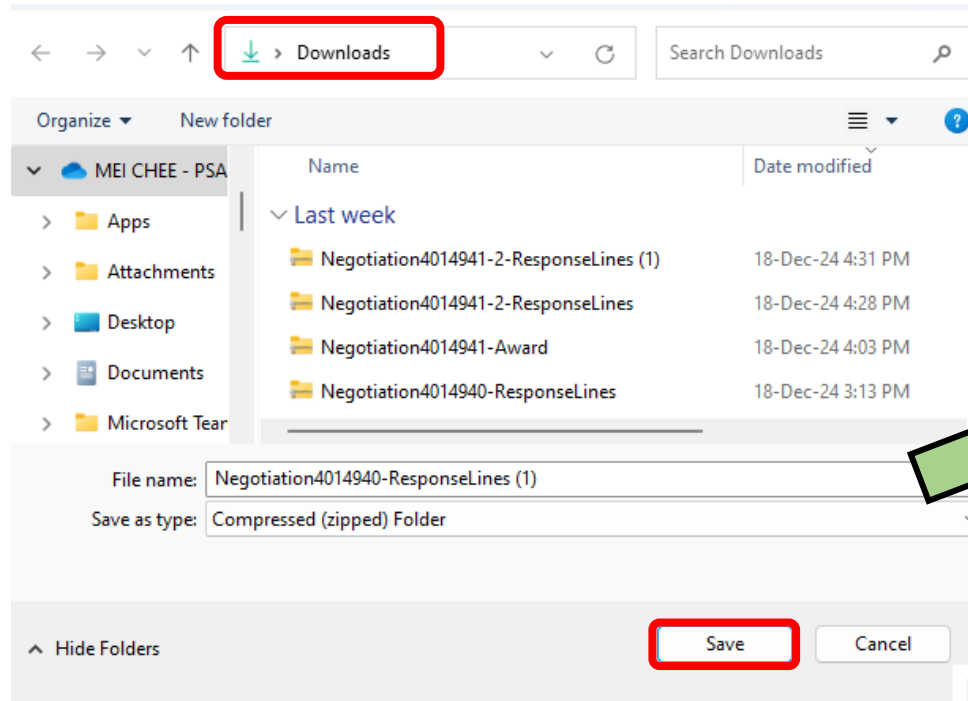
The image shows a dialog box titled "Export Spreadsheet" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Response Template" followed by four radio button options: "Requirements and lines", "Rich style spreadsheet", "Light-weight style spreadsheet", and "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

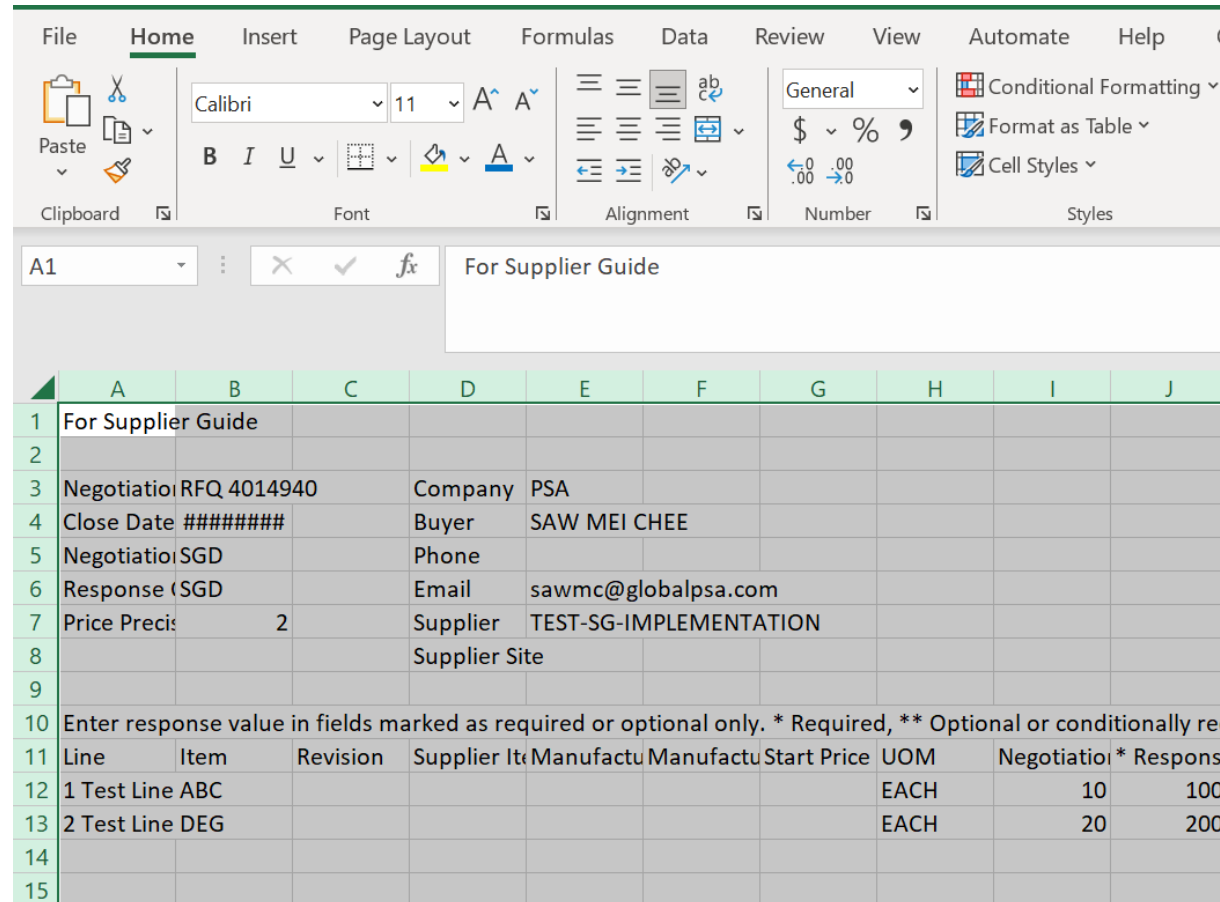
The below pop up will appear for download. The CSV file will be saved in a zipped folder. Once it is saved, you can go to the folder and open the CSV file.



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. Below the ribbon, the active cell is A1, and the formula bar contains 'For Supplier Guide'. The data table below is as follows:

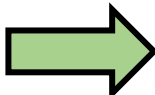
	A	B	C	D	E	F	G	H	I	J
1	For Supplier Guide									
2										
3	Negotiation	RFQ 4014940		Company	PSA					
4	Close Date	#####		Buyer	SAW MEI CHEE					
5	Negotiation	SGD		Phone						
6	Response	SGD		Email	sawmc@globalpsa.com					
7	Price Preci	2		Supplier	TEST-SG-IMPLEMENTATION					
8				Supplier Site						
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	Negotiation	* 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

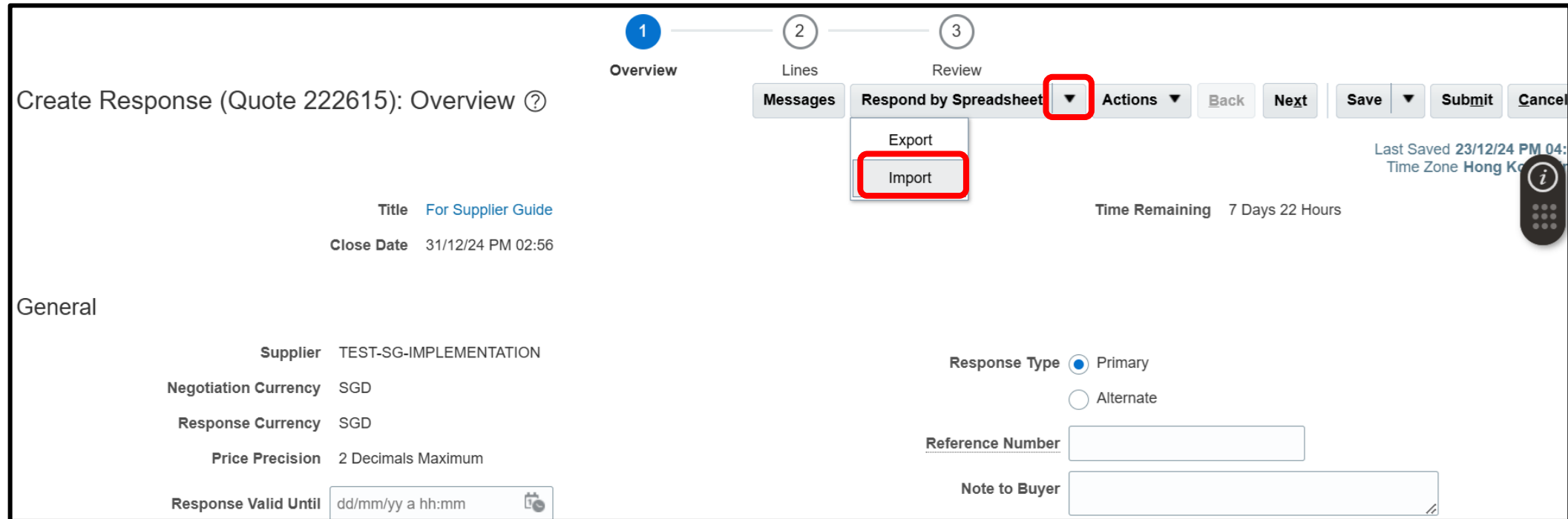


5. Responding to Negotiations (10) – Lines by File Import

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.



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

Title For Supplier Guide

Close Date 31/12/24 PM 02:56

General

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

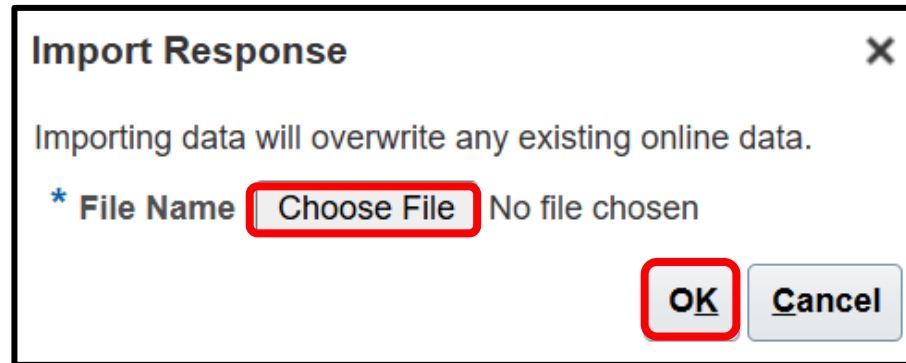
Reference Number

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 button labeled "Choose File" and the text "No file chosen". The "Choose File" button 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 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.

Response Lines Import Errors (Quote 221597) ?

Done

Correct the errors indicated in your spreadsheet and import again.

File NameNegotiation4014931-ResponseLines.csv

Errors

Processed Rows16

Errors Found7

Rows with Errors1

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

ActionsViewFormatFreezeDetachRequired 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 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"**.

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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 if required. When done, click “Next” to proceed

123

OverLinesReview

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			

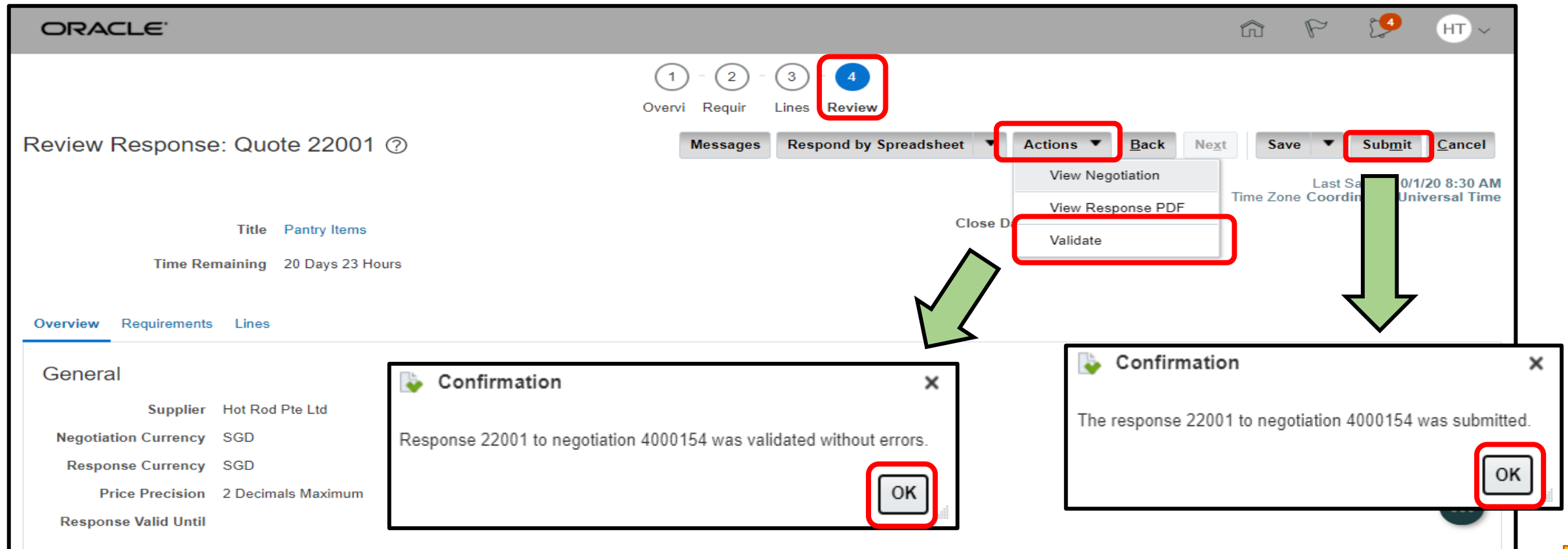
Rows Selected 1Columns Hidden 7

i



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 Negotiation Response interface. At the top, the Oracle logo is visible. Below it, a navigation bar shows four tabs: 1 Overview, 2 Requir, 3 Lines, and 4 Review (highlighted with a red box). The main content area is titled "Review Response: Quote 22001" and includes a "Pantry Items" title and a "Time Remaining" of 20 Days 23 Hours. A toolbar at the top right contains buttons for Messages, Respond by Spreadsheet, Actions (highlighted with a red box), Back, Next, Save, Submit (highlighted with a red box), and Cancel. A dropdown menu for the Actions button is open, showing options: View Negotiation, View Response PDF, and Validate (highlighted with a red box). A green arrow points from the Validate option to a "Confirmation" pop-up window. This pop-up displays the message: "Response 22001 to negotiation 4000154 was validated without errors." and has an "OK" button highlighted with a red box. Another green arrow points from the Submit button in the toolbar to a second "Confirmation" pop-up window. This pop-up displays the message: "The response 22001 to negotiation 4000154 was submitted." and has an "OK" button highlighted with a red box. The bottom left of the interface shows a "General" section with fields for Supplier (Hot Rod Pte Ltd), Negotiation Currency (SGD), Response Currency (SGD), Price Precision (2 Decimals Maximum), and 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.

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

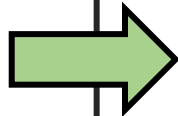
- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

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 [Accept Terms](#) [Revise](#)

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



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

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 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

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

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 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

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

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

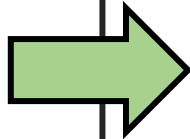
Qualifications

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

Line Description

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

**Please note that only applicable business units require suppliers to upload and submit invoices in Oracle Fusion.
Please contact your local PSA Finance department for more information.**



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

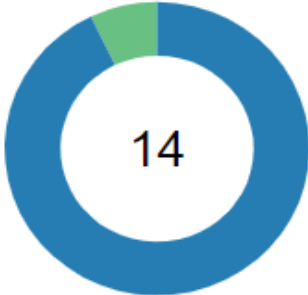
Supplier Portal

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 ?

* 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

Invoice Actions

Submit

Cancel

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



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

Agreements

Shipments

Deliverables

Consigned Inventory

Invoices and Payments

Negotiations

Manage Orders

Manage Schedules

Acknowledge Schedules in Spreadsheet

Manage Agreements

Manage Shipments

Create ASN

Create ASBN

Upload ASN or ASBN

View Receipts

View Returns

Manage Deliverables

Review Consumption Advices

Review Consigned Inventory

Review Consigned Inventory Transactions

Create Invoice

Create Invoice Without PO

View Invoices

View Payments

Requiring Attention

1

14

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

Please note that this FAQ session applies only to business units that require suppliers to upload and submit invoices in Oracle Fusion. Please contact your local PSA Finance department for more information.



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 contact your local PSA Finance department.

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



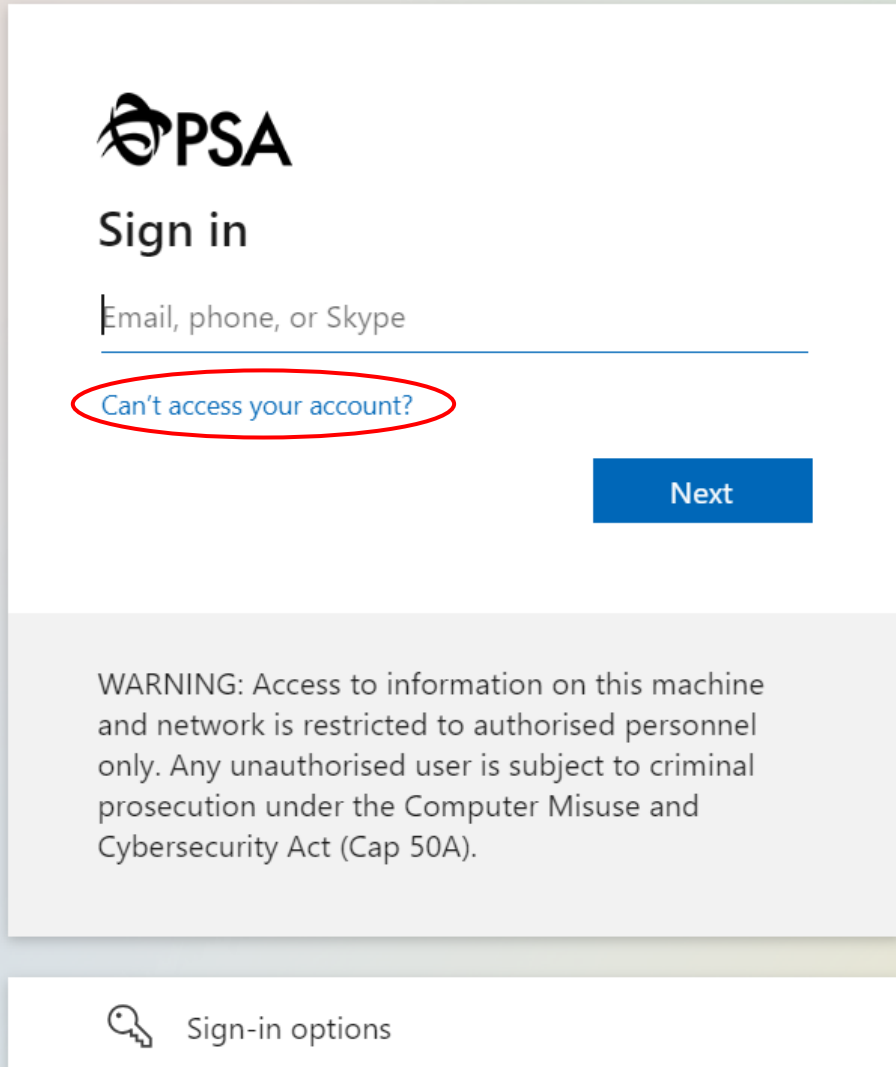
Reset Password




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. At the top 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?' which is circled in red. To the right of the link is a blue button labeled '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'.



Sign in

Email, phone, or Skype

[Can't access your account?](#)

Next

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).

 Sign-in options



Thank You

