



Supplier User Guide

REGISTRATION STAGES



STAGE 1

Complete and
submit online
Registration Form

STAGE 2

Receive 2FA
registration email

STAGE 3

Follow steps in email
to reset your
password and setup
your 2FA

STAGE 4

Login to access your
Supplier Account

STAGE 5

Download specs or
submit a quote in
Supplier Portal

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

1. Supplier Portal guide

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

2. Others

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

PART A : Logging Into Oracle Fusion



Logging into Oracle Fusion

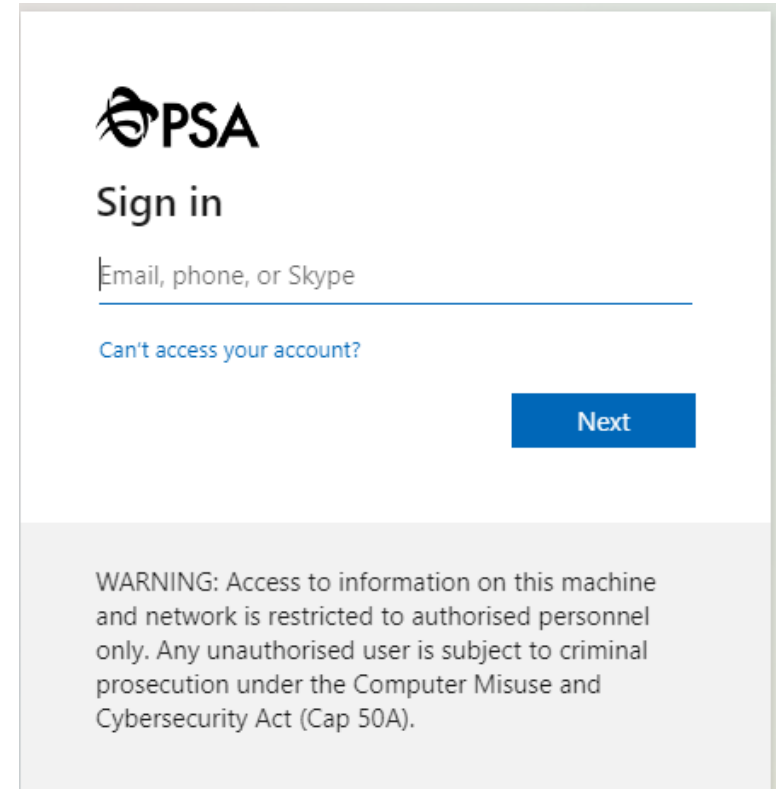
- 1 After your 2FA has been setup, key in the following IP address via Google Chrome.

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

You will be directed to the 2FA login page.

Log in using your username 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, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". At the bottom of the page, there 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)."



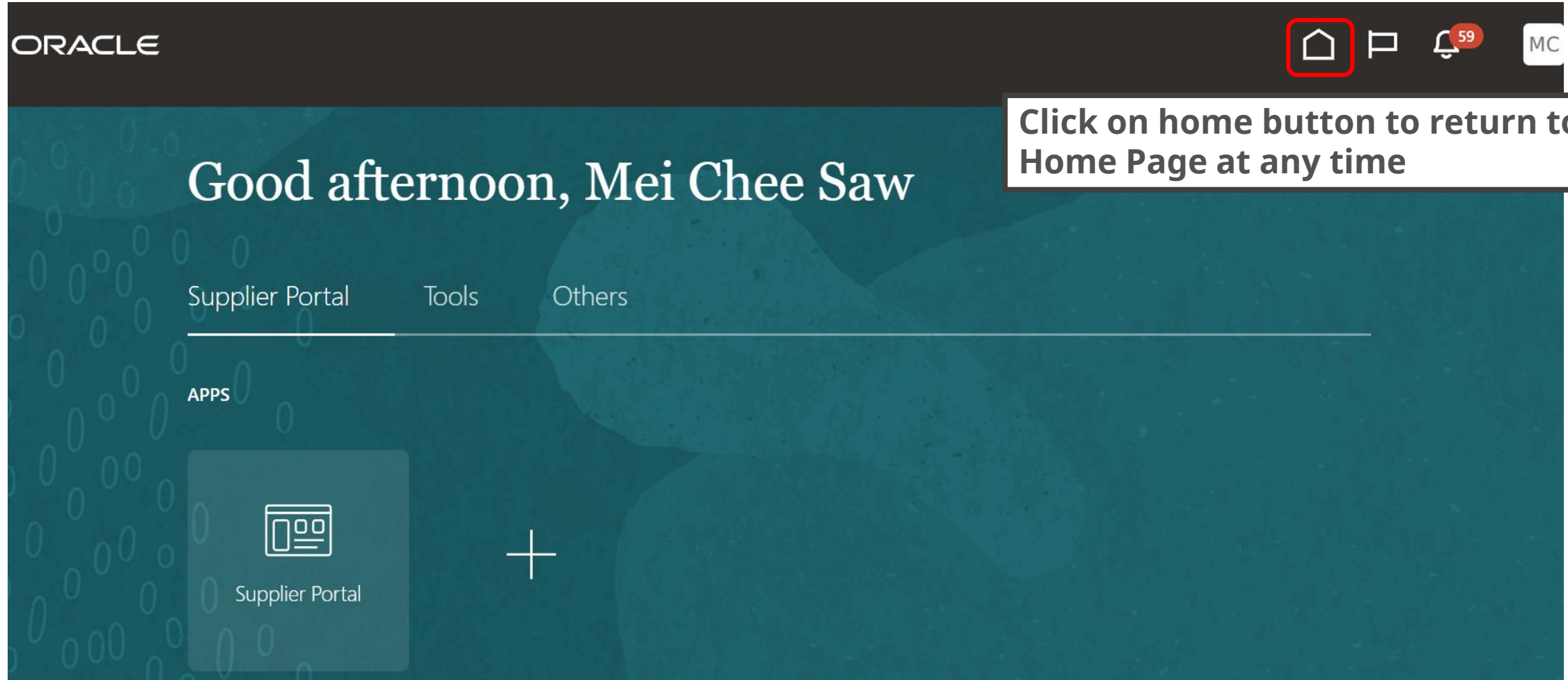
Part B : Navigating Around OF System



Navigating Around OF System

Home Screen

Home Button



Home Screen

ORACLE

Watchlist





59

MC

Good afternoon, Mei Chee Saw

Supplier Portal

Tools

Others

APPS



Supplier Portal

+

Watchlist shows key items that you are tracking



Home Screen

Notification Bell

ORACLE



MC

Good afternoon, Mei Chee Sa

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

Supplier PortalToolsOthers

APPS



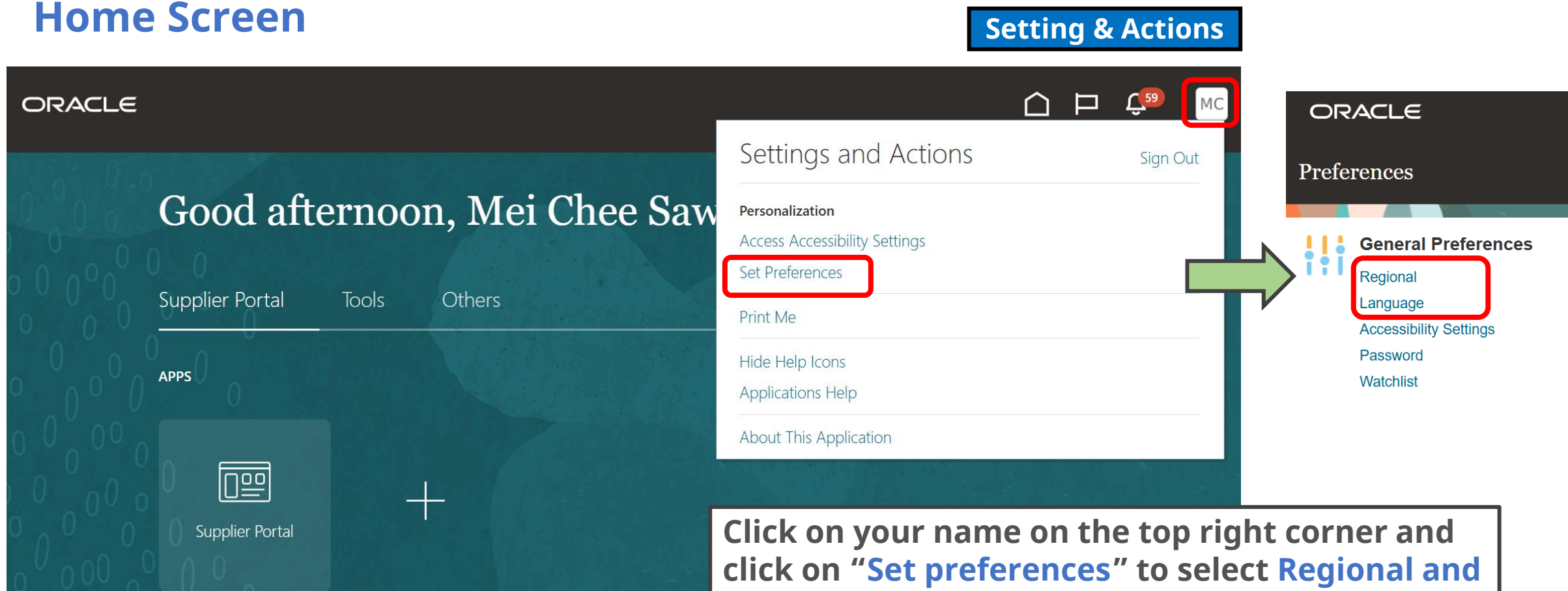
Supplier Portal

+



Navigating Around OF System

Home Screen



The screenshot shows the Oracle Home Screen. At the top right, the user's name 'MC' is highlighted with a red box. A blue box labeled 'Setting & Actions' points to a dropdown menu. In this menu, 'Set Preferences' is highlighted with a red box. A green arrow points from 'Set Preferences' to a 'Preferences' panel on the right. This panel has a red box around 'Regional Language'.

Setting & Actions

Sign Out

Personalization

- Access Accessibility Settings
- Set Preferences**
- Print Me
- Hide Help Icons
- Applications Help
- About This Application

Preferences

General Preferences

- Regional Language**
- Accessibility Settings
- Password
- Watchlist

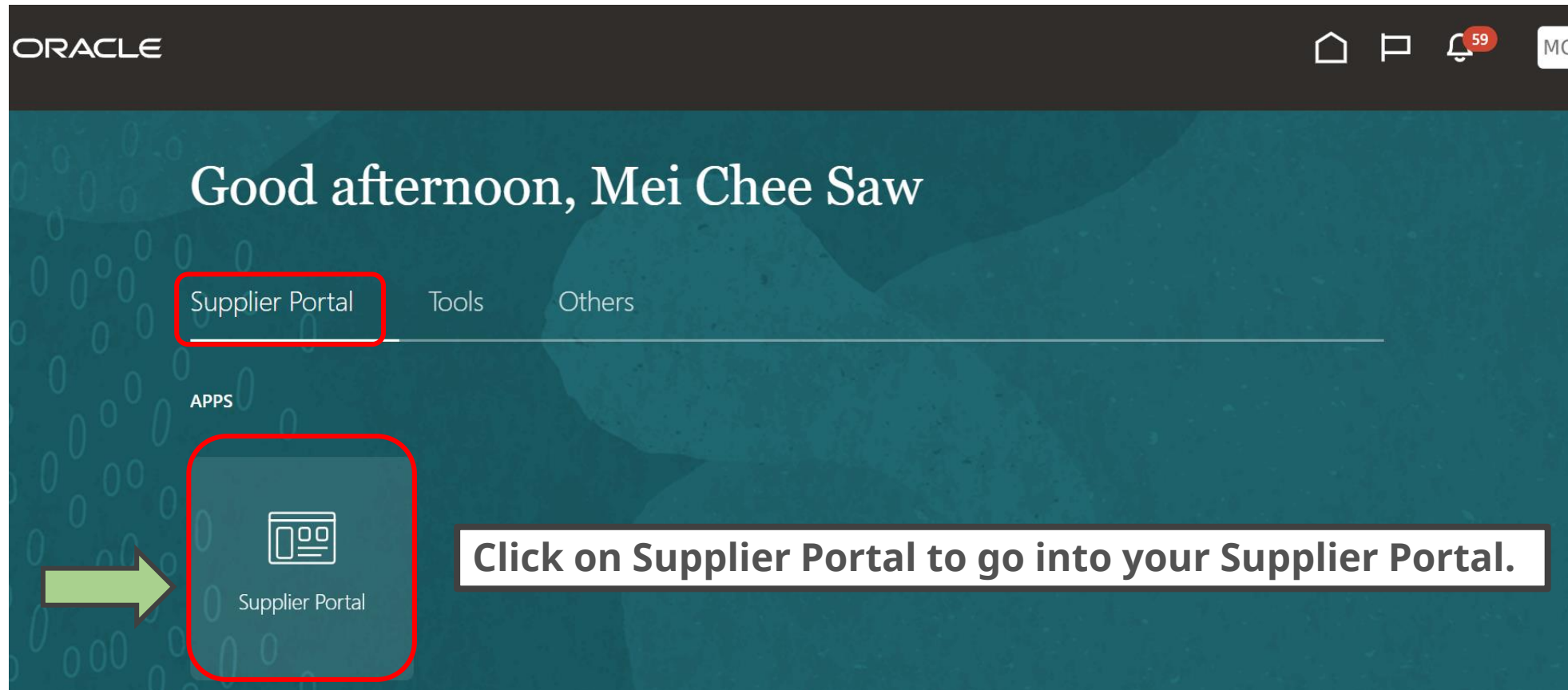
Click on your name on the top right corner and click on “**Set preferences**” to select **Regional and Language** preferences relevant to you.

You can also sign out from here.



Navigating Around OF System

Home Screen – Supplier Portal



Home Screen – Supplier Portal

ORACLE

Supplier Portal

Search

Orders

 Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

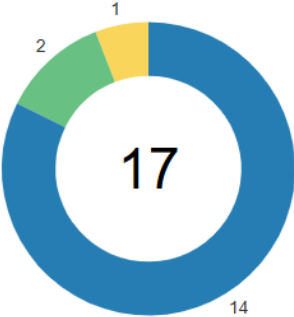
Shipments

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

Contracts and Deliverables

Requiring Attention

17



Schedules Overdue or Due Today

Negotiation Responses

Negotiation Messages

Recent Activity

Last 30 Days

Negotiation invitations

1

Agreements changed or canceled

1

Transaction Reports

Last 30 Days

No data available





Home Screen – Supplier Portal

ORACLE

Supplier Portal

Search Orders Order Number

Tasks

Tasks List

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

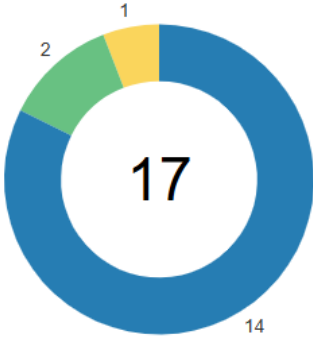
Shipments

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

Contracts and Deliverables

Tasks needing attention

Requiring Attention



Category	Count
Schedules Overdue or Due Today	14
Negotiation Responses	2
Negotiation Messages	1

Recent activity

Recent Activity

Last 30 Days

Negotiation invitations	1
Agreements changed or canceled	1

Invoice Summary

Transaction Reports

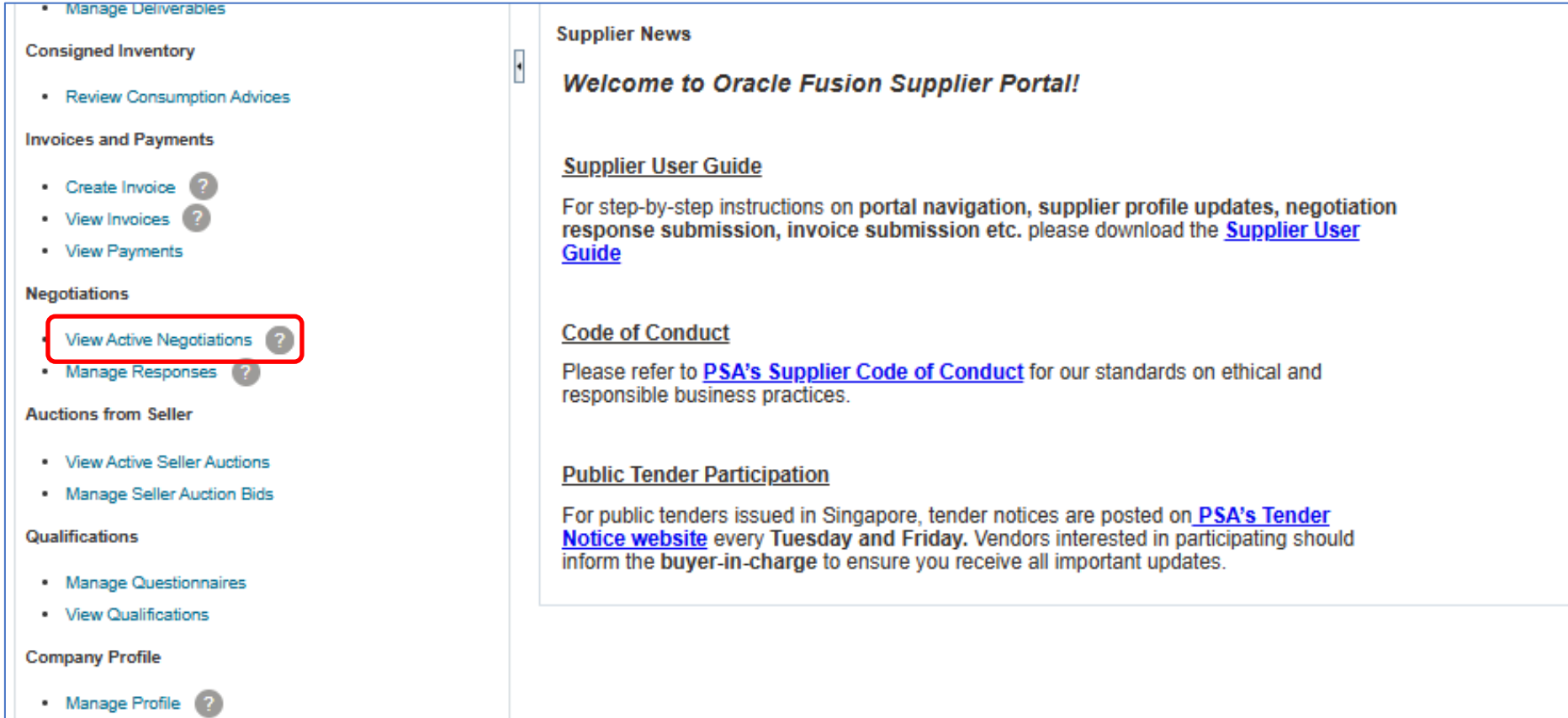
Last 30 Days

No data available



Navigating Around OF System

In the Tasks List, select '[View Active Negotiations](#)' to find negotiations where you can download tender documents and/or submit your response.



Manage Deliverables

Consigned Inventory

- Review Consumption Advices

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 ?

Supplier News

Welcome to Oracle Fusion Supplier Portal!

Supplier User Guide

For step-by-step instructions on portal navigation, supplier profile updates, negotiation response submission, invoice submission etc. please download the [Supplier User Guide](#)

Code of Conduct

Please refer to [PSA's Supplier Code of Conduct](#) for our standards on ethical and responsible business practices.

Public Tender Participation

For public tenders issued in Singapore, tender notices are posted on [PSA's Tender Notice website](#) every Tuesday and Friday. Vendors interested in participating should inform the buyer-in-charge to ensure you receive all important updates.



Navigating Around OF System

In the Tasks List, select '**Manage Responses**' to manage any previously created Responses.

- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)

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](#) ?

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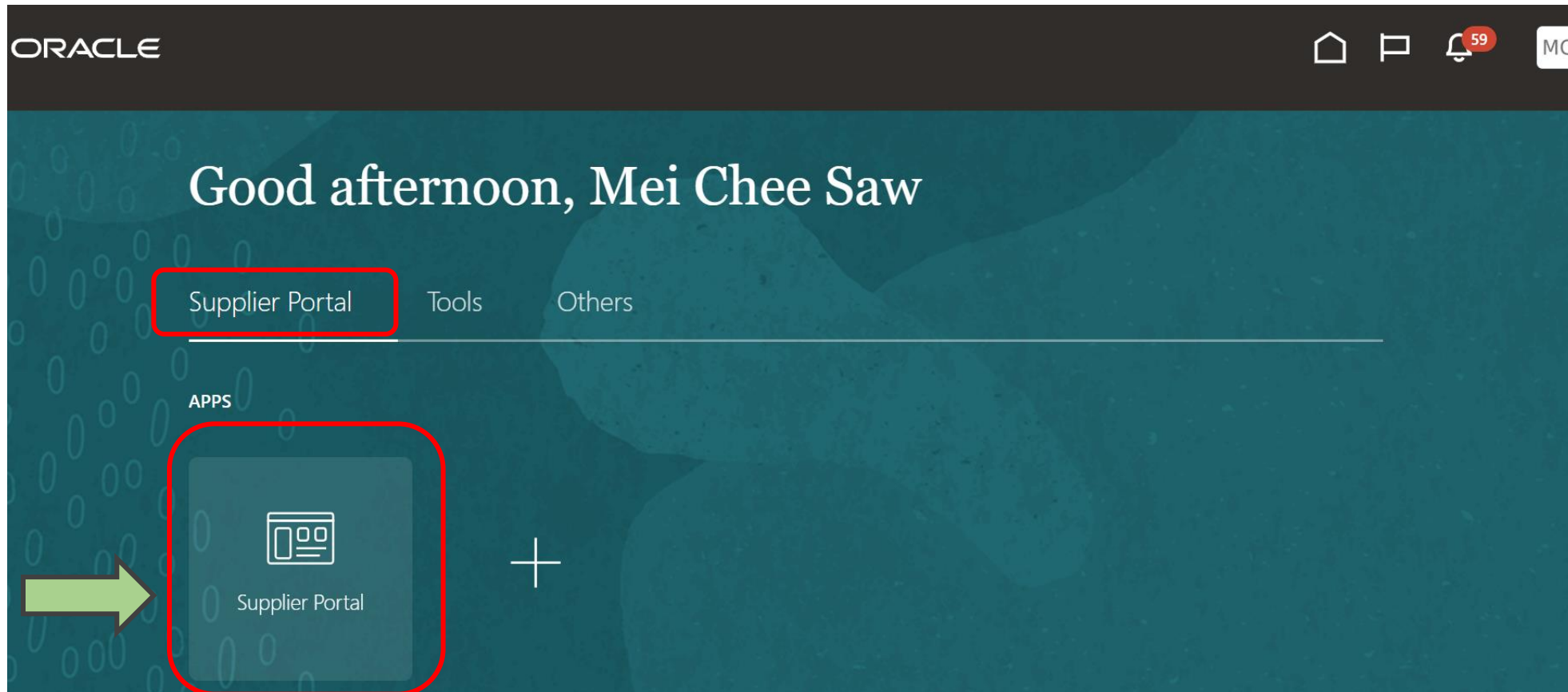


PART C – Update and View Profile

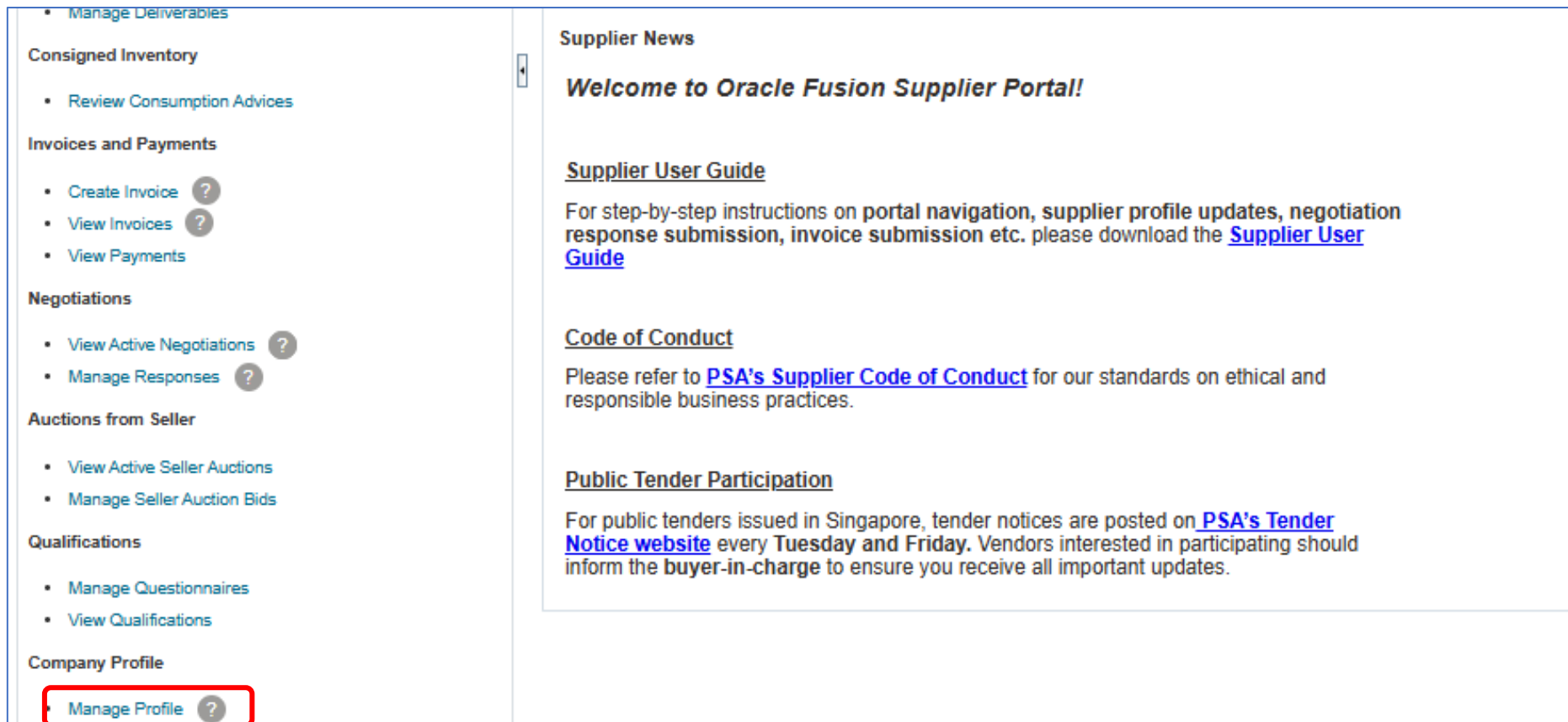


Update and View Profile

1 Select “Supplier Portal”



- 2 From the Task List, under the “**Company Profile**” section, select “**Manage Profile**”.



The screenshot displays the Oracle Fusion Supplier Portal interface. On the left, a sidebar contains a list of navigation items. The 'Company Profile' section is highlighted with a red box, and the 'Manage Profile' link within it is also highlighted. The main content area on the right displays a welcome message and several informational links.

Manage Deliverables

Consigned Inventory

- Review Consumption Advices

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 ?**

Supplier News

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Update and View Profile



3

Click “Edit” if you want to edit company profile.

A warning message will be displayed. Click “Yes” to continue.



ORACLE

Company Profile ?

Edit

Done

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

General

CompanyTEST-SGP-IMPLEMENTATION

Supplier Number1033651

Supplier TypeVendor

Identification

D-U-N-S Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Tax Organization TypeCorporation

StatusActive

AttachmentsNone

Principal Title

Principal Name

Warning

POZ-2130390Making edits will create a change request for the profile. Do you want to continue?

Yes

No

If you are not making any edits, you can view your account profile here by navigating to the relevant tab.



4

Fill in the Change Description for approval information.
Based on the profile change request, navigate to the appropriate tab and update the required information.

Below example illustrates how to update company address and request for additional user account within one change request submission.

First, fill in the “Change Description”.

Edit Profile Change Request: 4066114

Change Description

Update of company address & request for additional user account

Organization Details

Tax Identifiers

Addresses

Contacts

Business Classifications

Products and Services

Actions

View

Format

+

✎

✕

Status

Active

Freeze

Wrap

Address Name	Address
SG-TEST-SGP-IMP	1 Harbour Dr, 03-00 PSA Horizons TEST,Singapore 117352

Columns Hidden 3



Update Profile - Example Scenario

- 5 Navigate to “**Addresses**”, select the relevant address row and click the pencil icon to edit.

The **Edit Address box** will pop out.
Make the necessary amendments and click “**OK**” to proceed.



Change Description: Update of Company Address and request for additional user account

Organization Details Tax Identifiers **Addresses** Contacts Business Classifications Products and Services

Actions View Format + [Pencil Icon] Status Active Freeze Wrap

Address Name	Address
SG-TEST-SGP-IMP	1 Harbour Dr, 03-00 PSA Horizons TEST, Singapore 117352

Edit Address: SG-TEST-SGP-IMP

* Address Name: SG-TEST-SGP-IMP

* Country: Singapore

* Block or House Number: 1 Harbour Dr, 03-00 PSA Horizons

Street Name: TEST 123

Level - Unit Number:

Building Name:

Postal Code: 117352

Language:

* Address: ☒ Ordering

Purpose: ☒ Remit to ☒ RFQ or Bidding

Phone:

Fax:

Email:

Inactive Date: m/d/yy

Status: Active

OK Cancel



Update Profile - Example Scenario



- 6 Next, navigate to “**Contacts**”, where you can view all active contacts and identify which of them have a User Account for Oracle Fusion access.



Organization Details Tax Identifiers Addresses Contacts Business Classifications Products and Services					
Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap					
Name	Job Title	Email	User Account		Status
Akkermans, Dries	"Sales"	Dries.oracle@gmail.com	✓		Active
POH, SHI HUI		shihui1@hotmail.com	✓		Active
Saw, Mei Chee		meichee.saw@gmail.com	✓		Active
Test, Supplier Manager		test@abc.com	✓		Active

To add a contact, go to “**Actions**” and click “**Create**”.
The Create Contact box will pop out.

Organization Details Tax Identifiers Addresses Contacts Business Classifications Products and Services					
Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap					
Create Edit Delete POH, SHI HUI Saw, Mei Chee					



7 Complete all required contact details.

Please note that **email address** is mandatory when applying for a user account to access Oracle Fusion.

Create Contact ×

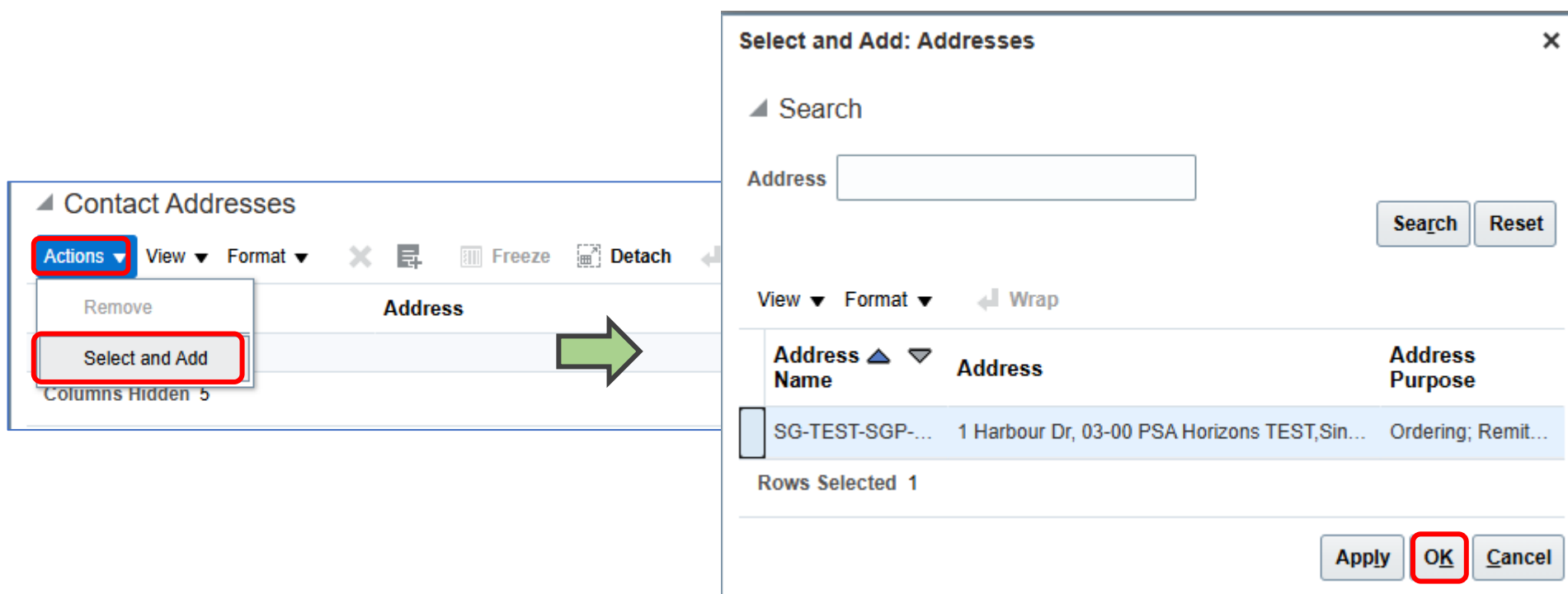
Salutation	▼	Phone	▼	6880	
* First Name	First Name	Mobile	65	▼	
Middle Name		Fax	▼		
* Last Name	Last Name	Email	testabc@gmail.com		
Job Title		Status	Active ▼		
☐ Administrative contact					



Update Profile - Example Scenario

8

Next, under the “**Contact Addresses**”, go to “**Actions**” and click “**Select and Add**”. Select the relevant address row and click “**OK**” to proceed.



The screenshot illustrates the process of selecting an address to add to a profile. On the left, the 'Contact Addresses' table is shown with the 'Actions' menu open, highlighting the 'Select and Add' option. A green arrow points from this option to the 'Select and Add: Addresses' dialog box on the right.

Contact Addresses Table:

Address
SG-TEST-SGP-...

Select and Add: Addresses Dialog:

Search

Address

Search Reset

View Format Wrap

Address Name	Address	Address Purpose
SG-TEST-SGP-...	1 Harbour Dr, 03-00 PSA Horizons TEST,Sin...	Ordering; Remit...

Rows Selected 1

Apply **OK** Cancel



9

Lastly, under the “User Account”, select “Request user account” and click “OK” to proceed.

User Account

☒ Request user account

RolesData Access

ActionsViewFormatXFreezeDetachWrap

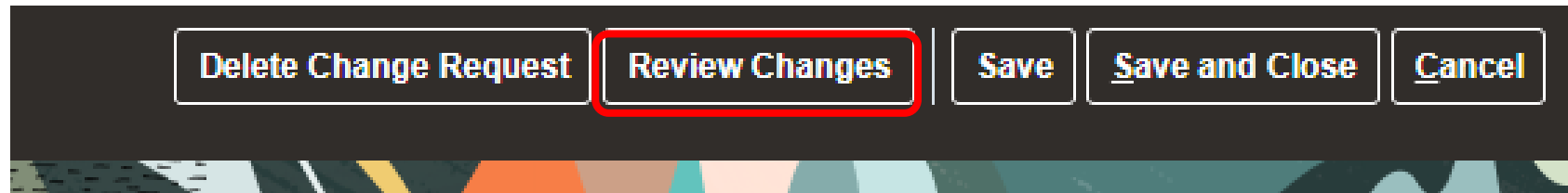
Role	Description
PSA Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
PSA Supplier Customer Service Representa...	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include ...
PSA Supplier Invoice Entry PO	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...

Create AnotherOKCancel



10

Once done, click “**Review Changes**” on your top right to ensure that any changes made were updated.



Update Profile - Example Scenario



11

Once confirmed, click “**Submit**” and a confirmation message will be displayed. Click “**OK**” and the change request will be routed to PSA for approval.

Review Changes

Edit **Submit** Cancel

Change Description Update of company address & request for additional user account

Addresses

View Format Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
SG-TEST-SGP-IMP	1 Harbour Dr, 03-00 PSA Horizons TEST,Singapore 117352		Ordering; Remit to; RFQ or Bidding		Active	

Columns Hidden 3

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Test, Supplier Manager		test@abc.com				Active	

Columns Hidden 7

✓ Confirmation

Your profile change request 4066114 was submitted for approval.

OK



12

Once the change request has been processed, you will be notified accordingly for your information or follow-up action (if any).

Supplier Profile Change Request 4066114 Was Approved by PSA

Dismiss

Details

Assignee	Mei Chee Saw	Request	4066114	Supplier	TEST-SGP-IMPLEMENTATION
From	KAREN HENG	Request Date	10/28/25	Supplier Number	1033651
Assigned Date	10/28/25 2:48 AM	Requested By	Saw, Mei Chee		
Expiration Date	11/27/25 2:48 AM	Change Description	Update of company address & request for additional user account		
Task Number	24634117				

Action Details

Action	Approved
Action Date	10/28/25 2:48 AM



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.

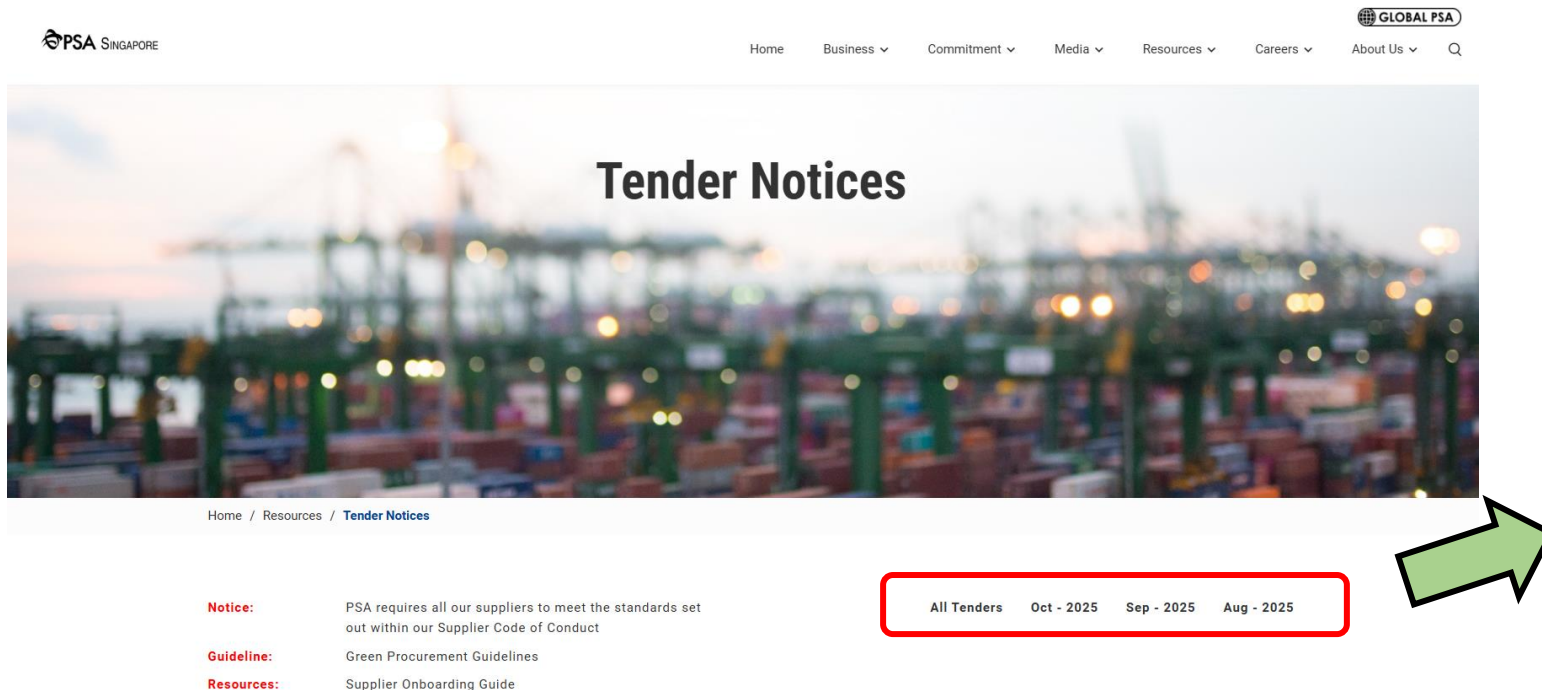


Public Tender (1)

For public tenders issued in Singapore, tender notices will continue to be posted on PSA's tender notice website [every Tuesday and Friday](https://www.singaporepsa.com/tenders/tender-notices)

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., "Oct -2025") to view tender notices published in that month

Public Tender (2)

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

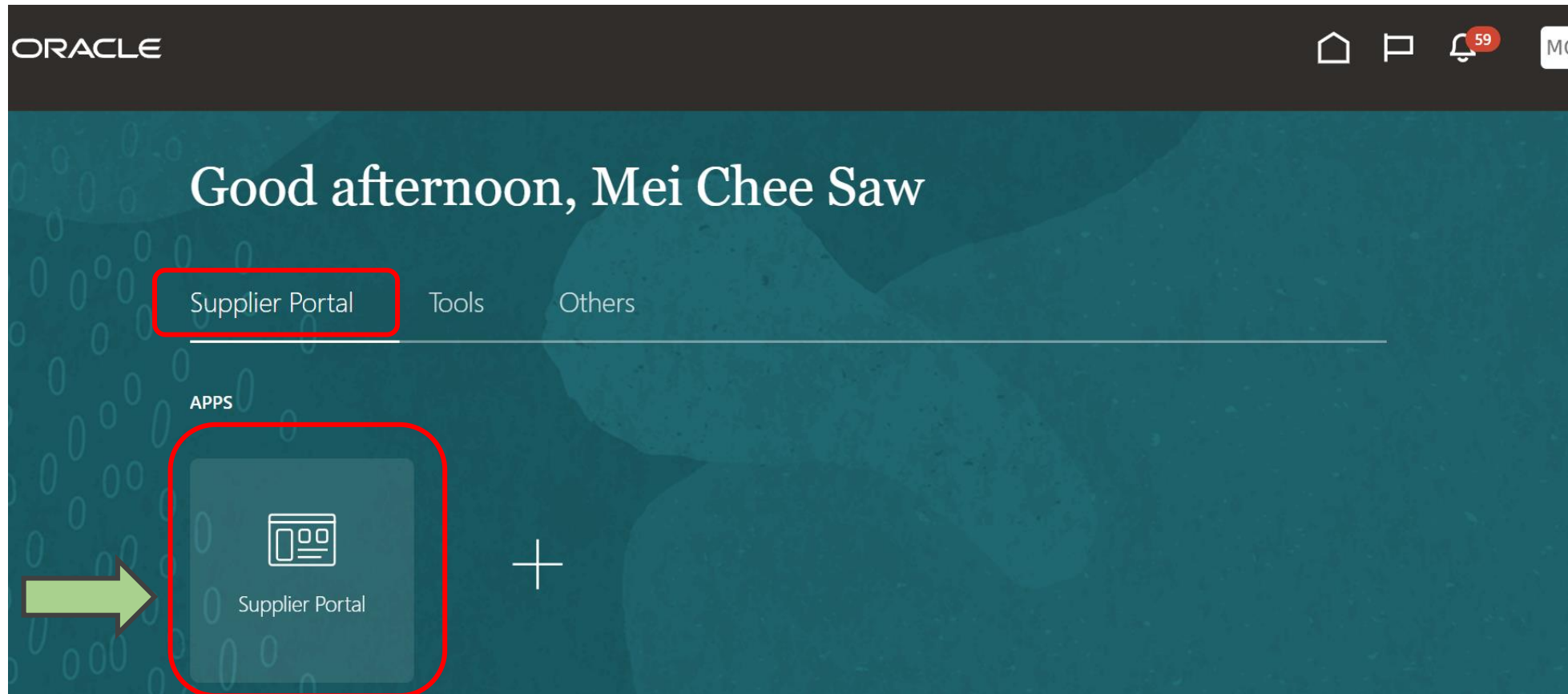
Take note of the 7 digit Negotiation Number

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**”.



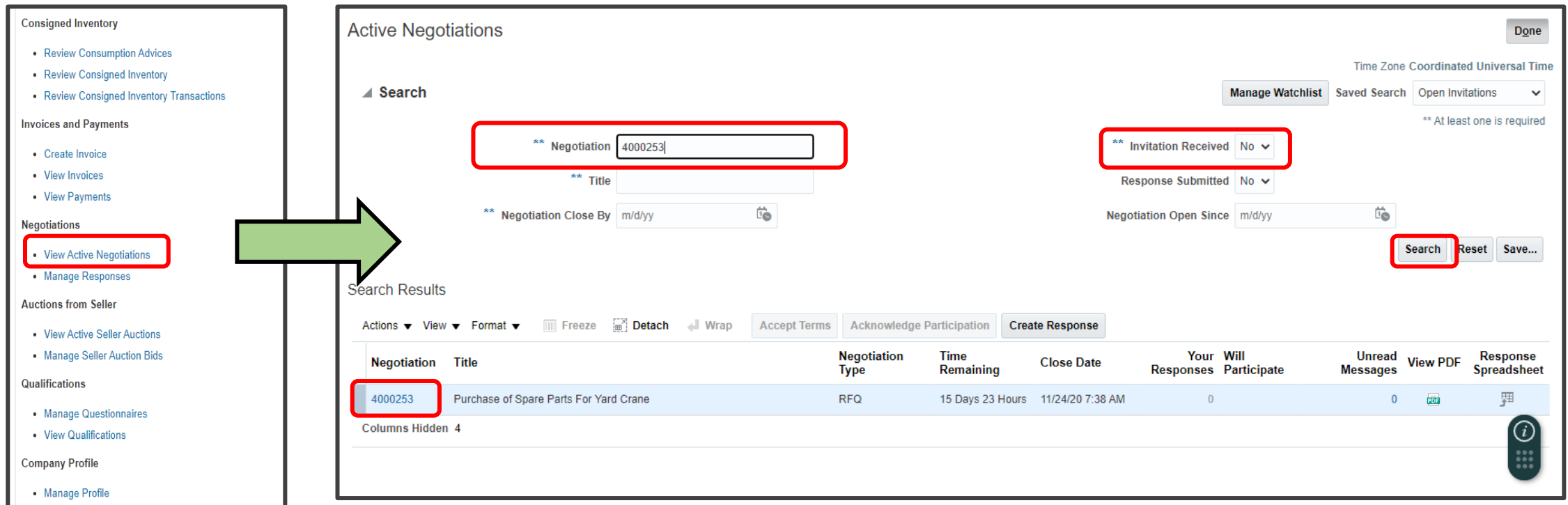
3

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**”, list of negotiation will appear.

Click on the negotiation number to view tender details.



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

Time Zone Coordinated Universal Time

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

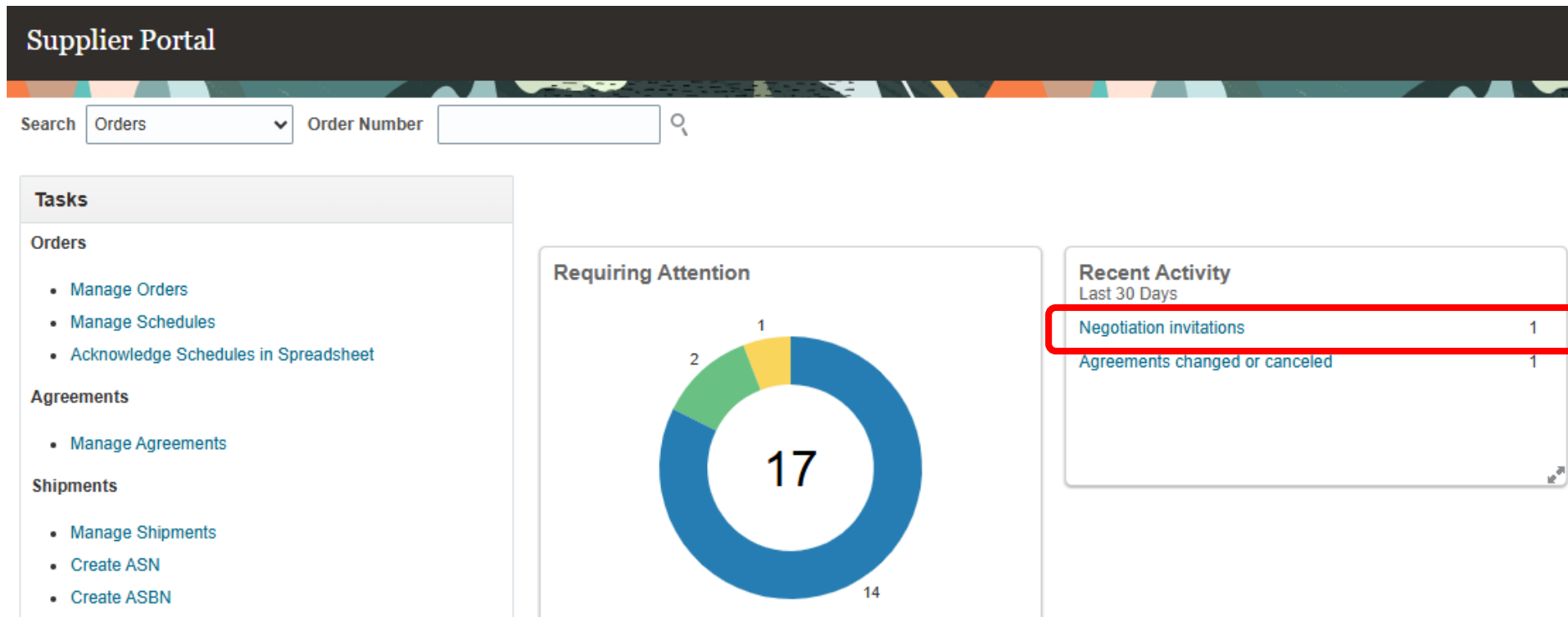
Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

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		

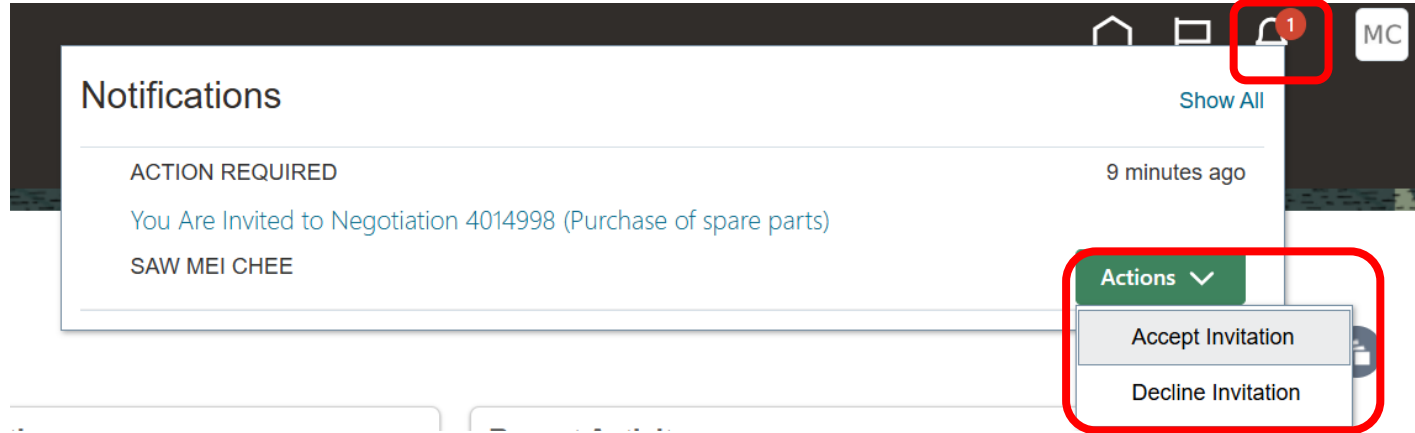
Columns Hidden 4

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

A Supplier Portal Dashboard

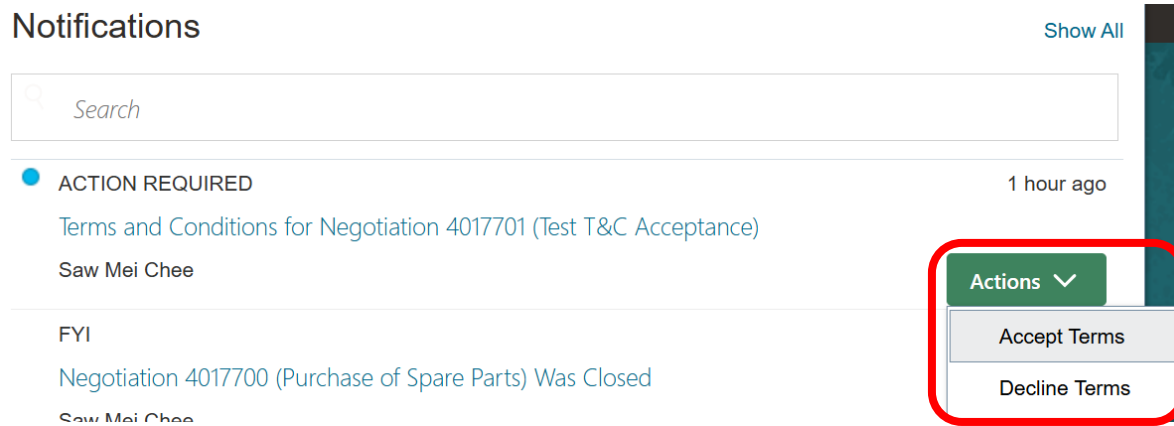


B Notification bell at the Top Right Corner of Dashboard



Suppliers will be able to
“**Accept / Decline invitation**”
under Actions

Please state reason for **non-participation**



For some negotiations issued
in Singapore, suppliers are
required to “**Accept / Decline
Terms**” under Actions before
viewing the tender details.

Please state reason for **terms
rejection**



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

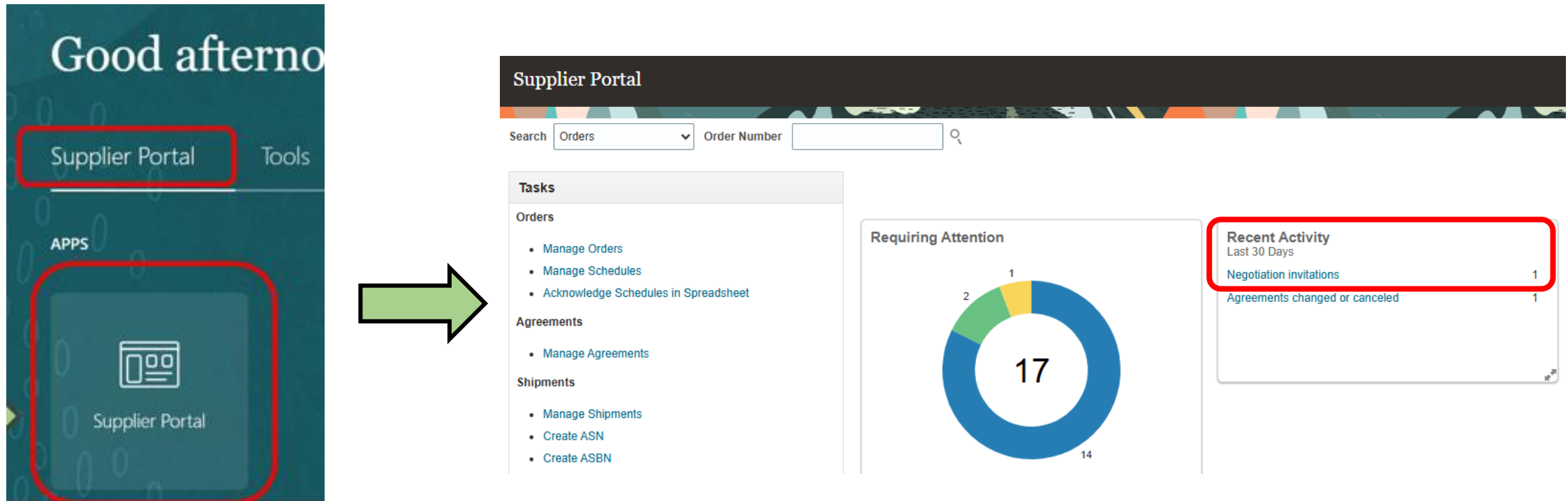
Decline Invitation

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 the link to access the negotiation



The image shows a two-step process for accessing the negotiation. On the left, a home page with a dark blue background and binary code patterns. It features a 'Good afternoon' greeting, a 'Supplier Portal' link highlighted with a red rectangle, and a 'Tools' link. Below this is an 'APPS' section with a 'Supplier Portal' icon also highlighted with a red rectangle. A large green arrow points from this page to the right. On the right, the 'Supplier Portal' interface is shown. It has a dark header with the title 'Supplier Portal'. Below the header is a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field. The main content area is divided into three sections: 'Tasks' on the left, 'Requiring Attention' in the center, and 'Recent Activity' on the right. The 'Recent Activity' panel is highlighted with a red rectangle and shows a table of activity for the last 30 days. The table has two rows: 'Negotiation invitations' with a count of 1, and 'Agreements changed or canceled' with a count of 1. The 'Requiring Attention' section features a donut chart with a total count of 17, divided into three segments: a large blue segment (14), a green segment (2), and a small yellow segment (1).

Good afternoon

Supplier Portal Tools

APPS

Supplier Portal

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN

Requiring Attention

17

Recent Activity

Last 30 Days

Negotiation invitations	1
Agreements changed or canceled	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.

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

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	

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.

RFQ: 4017698

Currency = Singapore Dollar

Time Zone Coordinated Universal Time

MessagesCreate ResponseActionsDone

TitlePurchase of Spare Parts

StatusActive

Time Remaining87 Days 23 Hours

Open Date11/4/25 6:18 AM

Close Date1/31/26 6:11 AM

Table of Contents

Overview

Requirements

Lines

Contract Terms

TitlePurchase of Spare Parts

Synopsis

Unlocked By

Unlocked Date

BuyerSaw Mei Chee

OutcomeBlanket Purchase Agreement

Unsealed By

Unsealed Date

AttachmentsAppendix.pdf (2 more...)

Expand All



Accessing Tender Documents (2)

2

Download tender documents by clicking on the individual files.

RFQ: 4017698

Currency = Singapore Dollar

Time Zone Coordinated Universal Time

Messages Create Response Actions Done

Table of Contents Overview

Overview Requirements Lines Contract Terms

Expand All

Attachments

Actions View

Type	* File Name or URL	Title	Description	Attached By	Attached Da
File	Appendix.pdf	Appendix.pdf	Appendix	Saw Mei Chee	11/4/25 6:14 A
File	Technical Specifications.pdf	Technical Specifications.pdf	Technical Specifications.	Saw Mei Chee	11/4/25 6:14 A
File	Form of Tender.pdf	Form of Tender.pdf	Form of Tender	Saw Mei Chee	11/4/25 6:14 A

Rows Selected 1 Columns Hidden 1

OK



1

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

RFQ: 4017698

Currency = Singapore Dollar

Time Zone Coordinated Universal Time

Messages | **Create Response** | Actions | Done

Title Purchase of Spare Parts

Status Active

Time Remaining 87 Days 23 Hours

Open Date 11/4/25 6:18 AM

Close Date 1/31/26 6:11 AM

Table of Contents

Overview

Requirements

Lines

Contract Terms

Title Purchase of Spare Parts

Synopsis

Unlocked By

Unlocked Date

Buyer Saw Mei Chee

Outcome Blanket Purchase Agreement

Unsealed By

Unsealed Date

Attachments Appendix.pdf (2 more...)

Expand All



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

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OverviewRequirementsLinesReview

Create Response (Quote 264749): Overview ?

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Last Saved 11/4/25 6:22 AM
Time Zone Coordinated Universal Time

TitlePurchase of Spare Parts

Time Remaining87 Days 23 Hours

Close Date1/31/26 6:11 AM

General

SupplierTEST-SGP-IMPLEMENTATION

Negotiation CurrencySGD

Response CurrencySGD

Price Precision2 Decimals Maximum

Response Valid Untilm/d/yy h:mm a

Reference Number

Note to Buyer

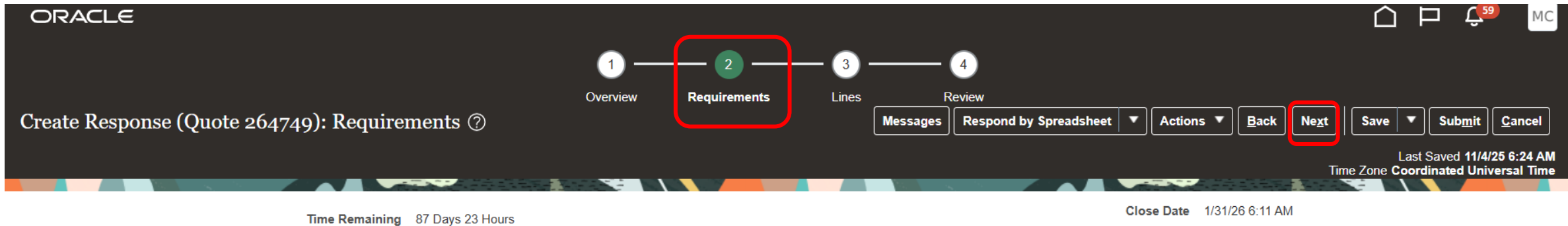
AttachmentsNone+



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.



Section 1. 1. Submission of Tender Documents

1. Kindly ensure that the following documents are duly completed and included in your submission:

- Chapter 3 – Schedule of Quotations (in both Excel and PDF formats)
- Chapter 4 – Form of Tender
- Chapter 5 – Particulars of Tenderer
- Audited financial reports for the past three (3) years

Please note that failure to submit any of the above document may result in your quotation being disqualified from consideration by PSA.

* Response Attachments None Comments	 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**”.

ORACLE

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OverviewRequirements**Lines**Review

Create Response (Quote 264749): Lines ?

Currency = Singapore Dollar

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

ExportImport

Last Saved 11/4/25 6:26 AM
Time Zone Coordinated Universal Time

Time Remaining 87 Days 23 Hours

Close Date 1/31/26 6:11 AM

ActionsViewFormatFreezeDetachWrap

Line	Item No.	Description	* Alternate Line Description	UOM	Unit Response Price	Line Amount	Required Details	Supplier Item	Manufacturer	Manufacturer Part Number	Note to Buyer	Rank	Create Alter
1		Test Line 1		EACH								Sealed	+



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

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

ORACLE

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OverviewRequirementsLinesReview

Create Response (Quote 264749): Lines ?

Currency = Singapore Dollar

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

ExportImport

Last Saved 11/4/25 6:26 AM
Time Zone Coordinated Universal Time

Time Remaining 87 Days 23 Hours

Close Date 1/31/26 6:11 AM

ActionsViewFormatFreezeDetachWrap

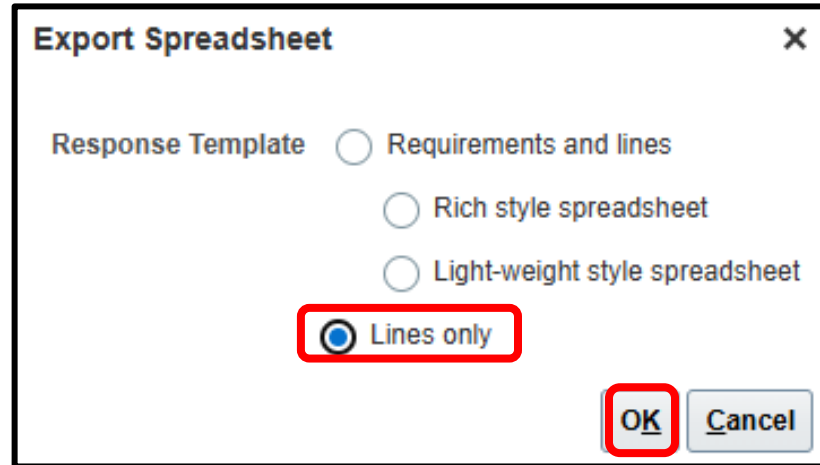
Line	Item No.	Description	* Alternate Line Description	UOM	Unit Response Price	Line Amount	Required Details	Supplier Item	Manufacturer	Manufacturer Part Number	Note to Buyer	Rank	Create Alter
1		Test Line 1		EACH								Sealed	+



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*

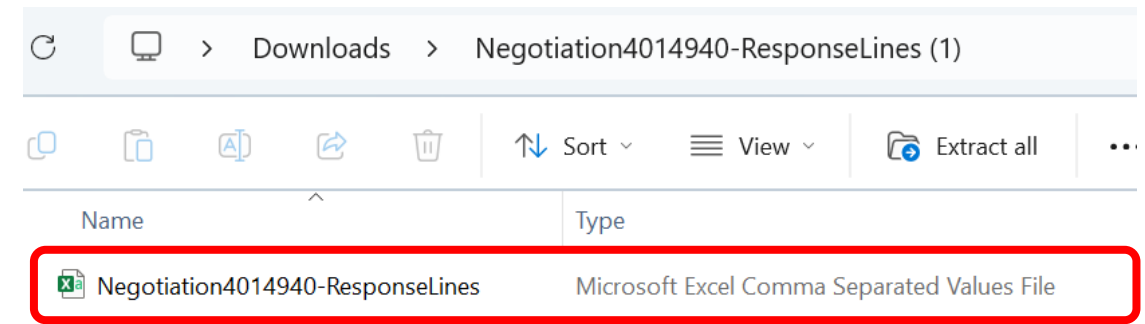
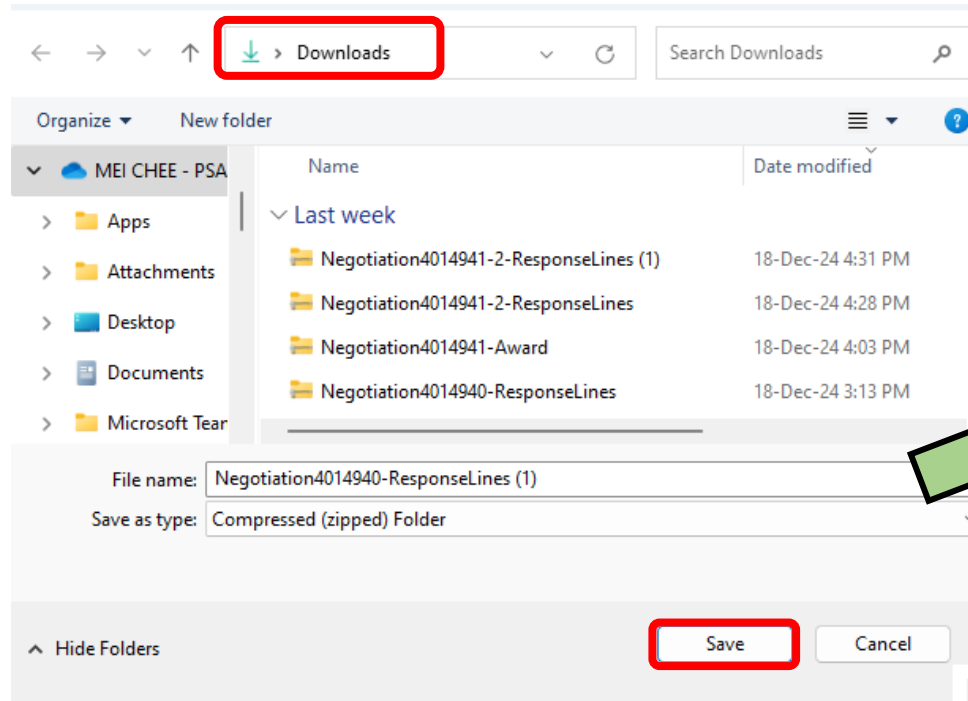


The image shows a dialog box titled "Export Spreadsheet" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Response Template" followed by four radio button options: "Requirements and lines", "Rich style spreadsheet", "Light-weight style spreadsheet", and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

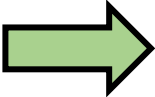
File Home Insert Page Layout Formulas Data Review View Automate Help										
Clipboard		Font			Alignment		Number		Styles	
Paste		Calibri	11	A ⁺	A ⁻		General		Conditional Formatting	
		B	I	U			\$	%	Format as Table	
							0.00	0.00	Cell Styles	
A1		For Supplier Guide								
	A	B	C	D	E	F	G	H	I	J
1	For 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:

1. **DO NOT** delete/ add any columns/ row to the original file
2. **DO NOT** amend any existing information in the file
 - E.g. Update of line description or nego quantity
3. **DO NOT** amend the File Type (CSV) when you save the file
4. File Import **DO NOT** support alternative item/service upload
 - Please input alternative item/ service directly into system if any
5. Columns with “*” is mandatory  Leaving them blank will cause upload error
6. 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.

ORACLE

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OverviewRequirementsLinesReview

Create Response (Quote 264749): Lines

Currency = Singapore Dollar

Time Remaining 87 Days 23 Hours

Close Date 1/31/26 6:11 AM

MessagesRespond by SpreadsheetExportImport

ActionsBackNextSaveSubmitCancel

Last Saved 11/4/25 6:26 AM
Time Zone Coordinated Universal Time

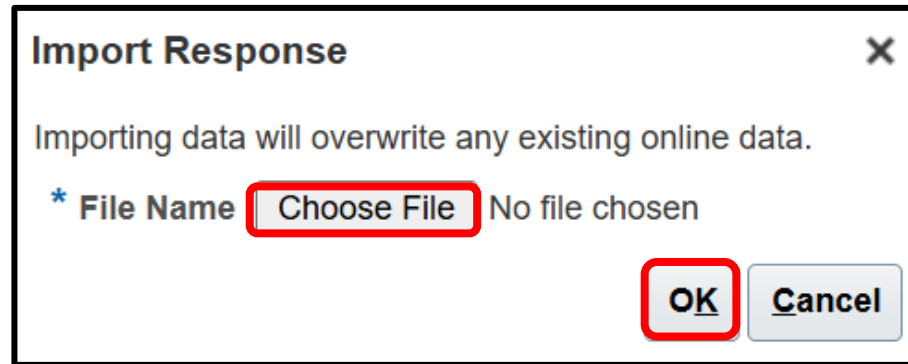
ActionsViewFormatFreezeDetachWrap

Line	Item No.	Description	* Alternate Line Description	UOM	Unit Response Price	Line Amount	Required Details	Supplier Item	Manufacturer	Manufacturer Part Number	Note to Buyer	Rank	Create Alter
1		Test Line 1		EACH								Sealed	+

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.



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

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 Name Negotiation4014931-ResponseLines.csv

Errors

Processed Rows 16

Errors Found 7

Rows with Errors 1

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

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



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



13

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

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OverviewRequirementsLinesReview

Create Response (Quote 264749): Lines ?

Currency = Singapore Dollar

Price imported successfully

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Last Saved 11/4/25 6:26 AM
Time Zone Coordinated Universal Time

Time Remaining 87 Days 23 Hours

Close Date 1/31/26 6:11 AM

ActionsViewFormatFreezeDetach

Line	Item No.	Description	* Alternate Line Description	UOM	Unit Response Price	Line Amount	Required Details	Supplier Item	Manufacturer	Manufacturer Part Number	Note to Buyer	Rank	Create Alter
1		Test Line 1		EACH	100.00	100.00						Sealed	+

Rows Selected 1



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

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

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

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OverviewRequirementsLinesReview

Create Response (Quote 264749): Lines ?

MessagesRespond by SpreadsheetActionsBackNextSa

Currency = Singapore DollarTime Zon

Time Remaining87 Days 23 HoursClose Date1/31/26 6:11 AM

ActionsViewFormat✎+✕FreezeDetach⌵⌶⌷⌸Wrap

Line	Item No.	Description	* Alternate Line Description	UOM	Unit Response Price	Line Amount	Required Details	Note to Buyer	Rank	Create Alternate	Estimated Quantity	Es
1		Test Line 1		EACH	100.00	100.00			Sealed	+	1	



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**”.

Lines: Edit Alternate Line: 1-1 (Quote 264749)

Currency = Singapore Dollar

Last Saved 11/4/25 6:33 A

Messages | 1-1: | Save | **Save and Close** | Cancel

Negotiation Line 1

Close Date 1/31/26 6:11 AM

Description Test Line 1

Target Minimum Release Amount

* Alternate Line Description Brand 2

Response Minimum Release Amount

Category Name Buildings & Infrastructure.Civil.Additions & Alterations

* Response Price 150.00

Note to Buyer Made in USA. Warranty 12 months

Estimated Quantity 1

Supplier Item

* UOM EACH

Manufacturer

Manufacturer Part Number

Attachments None +



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

16

You will be able to see the alternate line entry.
Click “Next” to proceed.

1

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OverviewRequirementsLinesReview

Create Response (Quote 264749): Lines ?

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Currency = Singapore DollarLast Saved 11/4/25 6:35 AMTime Zone Coordinated Universal Time

Time Remaining 87 Days 23 HoursClose Date 1/31/26 6:11 AM

ActionsViewFormatFreezeDetachWrap

Line	Item No.	Description	* Alternate Line Description	UOM	Unit Response Price	Line Amount	Required Details	Note to Buyer	Rank	Create Alternate	Estimated Quantity	Estimated Total Amount	Target Release
1		Test Line 1		EACH	100.00	100.00			Sealed	+	1		
	1-1		Brand 2	EACH	150.00	150.00		Made in USA. Warranty 12			1		

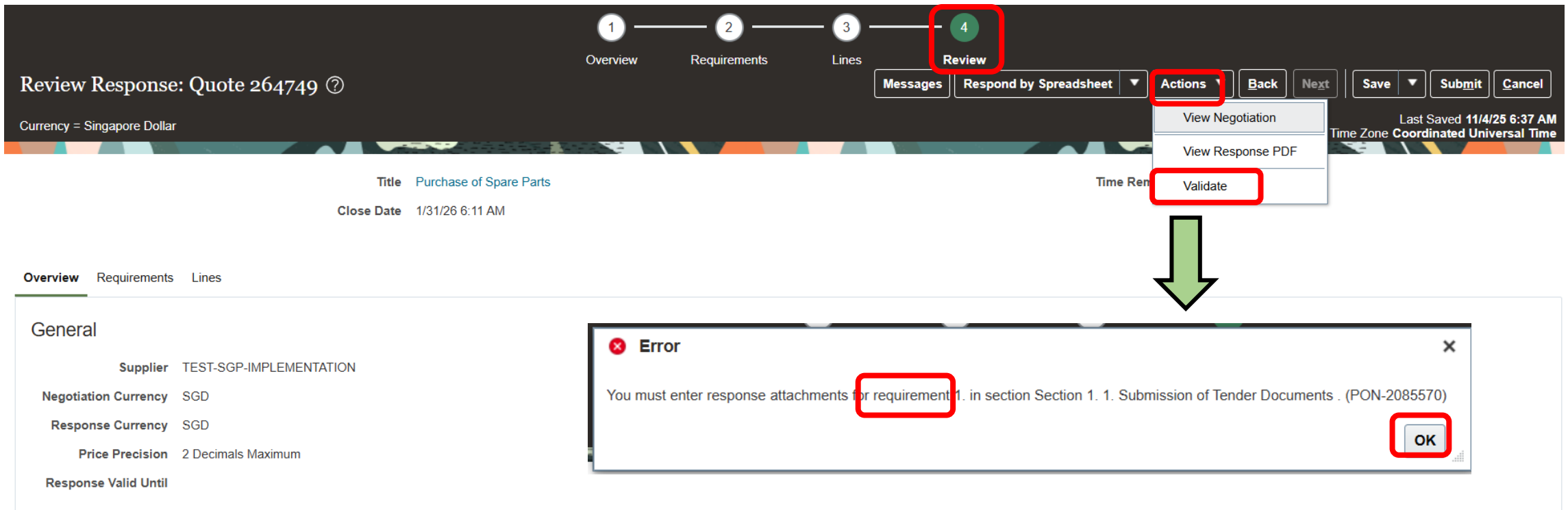


5. Responding to Negotiations (17) – Submit Response

17

In the Review Tab, click “**Actions**” followed by “**Validate**” to validate.
If there is any error detected, please follow the instruction for rectification.

The below example shows that there is a mandatory field in Requirements tab is missing response.

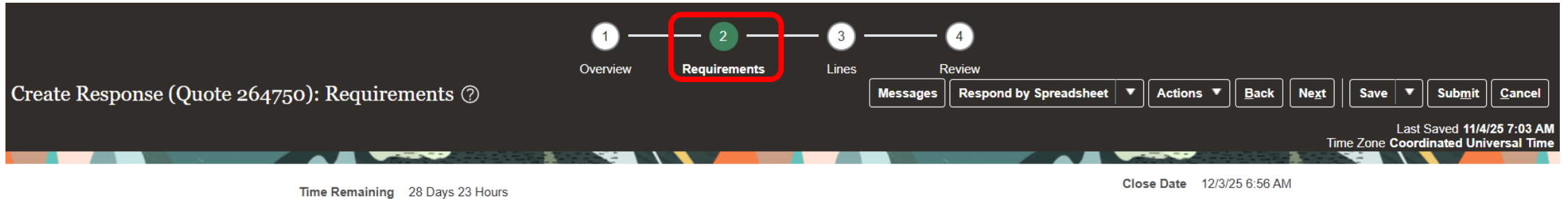


The screenshot displays the PSA system interface for reviewing a response. At the top, a navigation bar shows four tabs: 1 Overview, 2 Requirements, 3 Lines, and 4 Review. The 'Review' tab is selected and highlighted with a red box. Below the navigation bar, the title 'Review Response: Quote 264749' is displayed, along with the currency 'Singapore Dollar'. A dropdown menu is open under the 'Actions' button, showing options: 'View Negotiation', 'View Response PDF', and 'Validate'. The 'Validate' option is highlighted with a red box. A green arrow points from the 'Validate' button to an error message box. The error message box has a red 'x' icon and the title 'Error'. The message text reads: 'You must enter response attachments for requirement 1. in section Section 1. 1. Submission of Tender Documents . (PON-2085570)'. The word 'requirement' is highlighted with a red box. An 'OK' button is located at the bottom right of the error message box, also highlighted with a red box. Below the navigation bar, the 'Overview' tab is selected, showing a 'General' section with fields: 'Supplier' (TEST-SGP-IMPLEMENTATION), 'Negotiation Currency' (SGD), 'Response Currency' (SGD), 'Price Precision' (2 Decimals Maximum), and 'Response Valid Until'.

5. Responding to Negotiations (18) – Error Message

18 To rectify this, navigate to Requirements tab and check for any mandatory fields marked with an asterisk (*) to provide response accordingly.

In the example below, the error occurs because the required ***Response Attachments** field is missing. Depending on the settings, some error may also be due to a **missing response in a text box field**. Please check all fields that marked with * and rectify accordingly.



Section 1. 1. Submission of Tender Documents

*** 1** Kindly ensure that the following documents are duly completed and included in your submission:

- Chapter 3 – Schedule of Quotations (in both Excel and PDF formats)
- Chapter 4 – Form of Tender
- Chapter 5 – Particulars of Tenderer
- Audited financial reports for the past three (3) years

Please note that failure to submit any of the above document may result in your quotation being disqualified from consideration by PSA.

as per attached

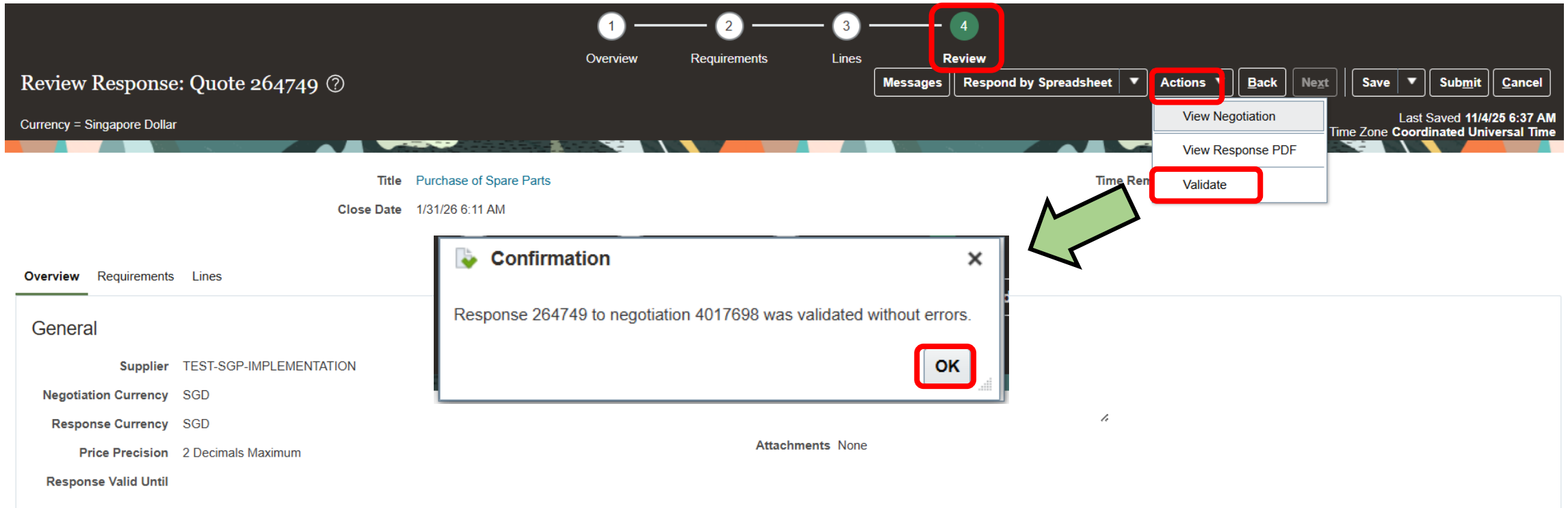
*** Response Attachments** None +
Comments



5. Responding to Negotiations (19) – Submit Response

19

Once the error been rectified, click “**Actions**” followed by “**Validate**” to validate again. If there is no further error detected, a **Confirmation** pop up will be displayed. Click “**OK**” to proceed.



Review Response: Quote 264749 ?

Currency = Singapore Dollar

Overview Requirements Lines **Review**

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

View Negotiation

View Response PDF

Validate

Last Saved 11/4/25 6:37 AM
Time Zone Coordinated Universal Time

Title Purchase of Spare Parts

Close Date 1/31/26 6:11 AM

Overview Requirements Lines

General

Supplier TEST-SGP-IMPLEMENTATION

Negotiation Currency SGD

Response Currency SGD

Price Precision 2 Decimals Maximum

Response Valid Until

Attachments None

Confirmation

Response 264749 to negotiation 4017698 was validated without errors.

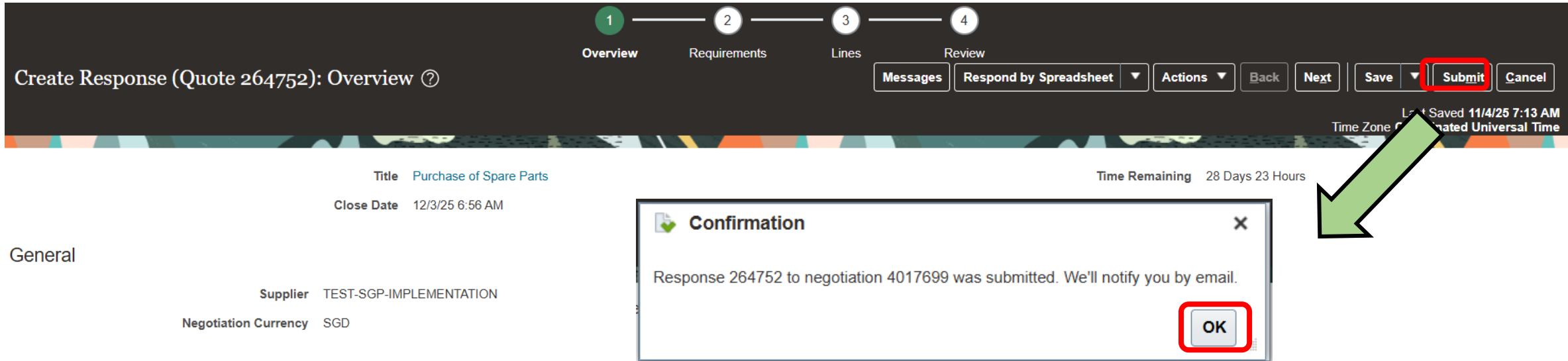
OK

5. Responding to Negotiations (20) – Submit Response

20

Click “**Submit**” to submit your response.

A Confirmation pop-up will appear, click “**OK**” to proceed.



The screenshot shows the 'Create Response (Quote 264752): Overview' page. At the top, there is a progress bar with four steps: 1. Overview (active), 2. Requirements, 3. Lines, and 4. Review. Below the progress bar, there are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit' (highlighted with a red box), and 'Cancel'. A green arrow points from the 'Submit' button to a confirmation pop-up. The pop-up has a title 'Confirmation' and a message: 'Response 264752 to negotiation 4017699 was submitted. We'll notify you by email.' The 'OK' button in the pop-up is also highlighted with a red box. In the background, the 'General' section of the response form is visible, showing fields for 'Title' (Purchase of Spare Parts), 'Close Date' (12/3/25 6:56 AM), 'Supplier' (TEST-SGP-IMPLEMENTATION), and 'Negotiation Currency' (SGD). The 'Time Remaining' is 28 Days 23 Hours. The page footer shows 'Last Saved 11/4/25 7:13 AM' and 'Time Zone Coordinated Universal Time'.

Create Response (Quote 264752): Overview ?

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 11/4/25 7:13 AM
Time Zone Coordinated Universal Time

Title Purchase of Spare Parts
Close Date 12/3/25 6:56 AM

General

Supplier TEST-SGP-IMPLEMENTATION
Negotiation Currency SGD

Time Remaining 28 Days 23 Hours

Confirmation

Response 264752 to negotiation 4017699 was submitted. We'll notify you by email.

OK

5. Responding to Negotiations (21) – Revise/Update Response

21

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

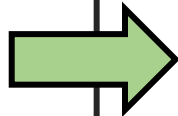
- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

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



22

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 (23) – Acknowledge Amendment

23

There may be 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



5. Responding to Negotiations (24) – Acknowledge Amendment



24

To acknowledge an amendment, simply click on “[Acknowledge Amendments](#)” from your received notification.

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

Dismiss

Time Zone Hong Kong Time

Details

Assignee

Mei Chee Saw

From

SAW MEI CHEE

Assigned Date

16/05/25 PM 05:13

Expiration Date

31/05/25 PM 05:11

Task Number

18076747

Supplier

TEST-SG-IMPLEMENTATION

Company

PSA

Negotiation Title

Demo Negotiation Amendment

Negotiation

[4014992,1](#)

Preview Date

Open Date

16/05/25 PM 05:13

Close Date

31/05/25 PM 05:11

Recommended Actions

- Acknowledge amendment and resubmit your response.

Amendment Details

Amendment Date

16/05/25 PM 05:13

Amendment Description

Amendment 1 with revised line item

Related Links

Acknowledge Amendments: [4014992,1](#)

View Negotiation: [4014992,1](#)

5. Responding to Negotiations (25) – Acknowledge Amendment



25

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 (26) – Acknowledge Amendment



26

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 the amended negotiation.**

RFQ: 4014992,1

Messages **Create Response** Actions Done

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 ContentsOverview

OverviewLinesContract 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



6. Checking Negotiation Outcome (1)



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

Consigned Inventory

Review Consumption Advices

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

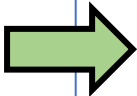
Qualifications

Manage Questionnaires

View Qualifications

Company Profile

Manage Profile



Manage Responses

Time Zone Coordinated Universal Time

Done

Search

AdvancedManage WatchlistSaved SearchActive or Draft Responses

** At least one is required

** Negotiation Title

** Negotiation

** Response

** Response Status

Active or draft

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.

ActionsViewFormatFreezeDetachWrapAccept TermsRevise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
264752	Active	4017699	Purchase of Spare Parts	RFQ	28 Days 23 Hours	0	
264751	Active	4017699	Purchase of Spare Parts	RFQ	28 Days 23 Hours	0	
264750	Active	4017699	Purchase of Spare Parts	RFQ	28 Days 23 Hours	0	
263749	Active	4017697	Test Requirements	RFQ	56 Days 18 Hours	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

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>



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

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

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.										

Totals

📱

🏠

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

Home

Flag

13

SM

Create Invoice ?

Invoice Actions

Submit

Cancel

Identifying PO PSAC2000685

Supplier BK PTE LTD

Taxpayer ID 11112222

Supplier Site HQ-PAY

Address 123, Harbour Drive PSA Horizons, Singapore 627124

Supplier Tax Registration Number

Remit-to Bank Account A1234567

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

* Number INV123

* Date 10/22/20

Type Invoice

Invoice Currency SGD - Singapore Dollar

Payment Currency SGD - Singapore Dollar

Customer

Customer Taxpayer ID 199706229Z

Name PSA Corporation Limited

Address

Lines

View + Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	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” to proceed.

ORACLE

Create Invoice ?

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

Submit

Cancel

Invoice Actions

✓ Invoice INV10004 has been submitted.

Customer

Customer Taxpayer ID 199706229Z

Name PSA Corporation Limited

Address

Lines

View + X Cancel Line

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

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 opened5

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>. For a visual walkthrough on how to change your registered device, you may also refer to the bite-sized video linked [here](#).



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

PSA

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

