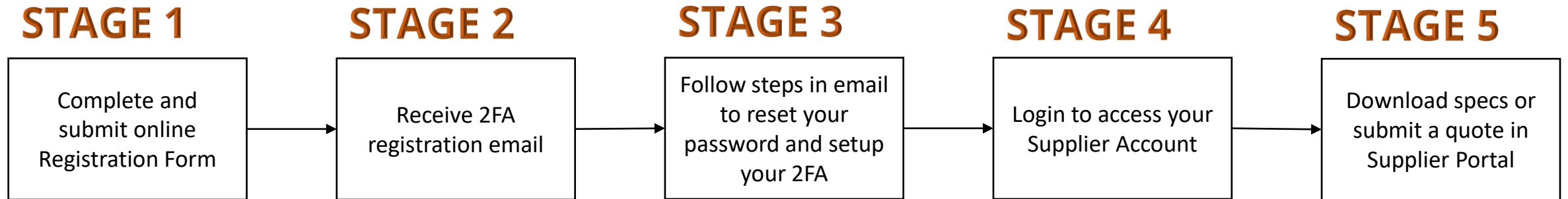




Supplier User Guide

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 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

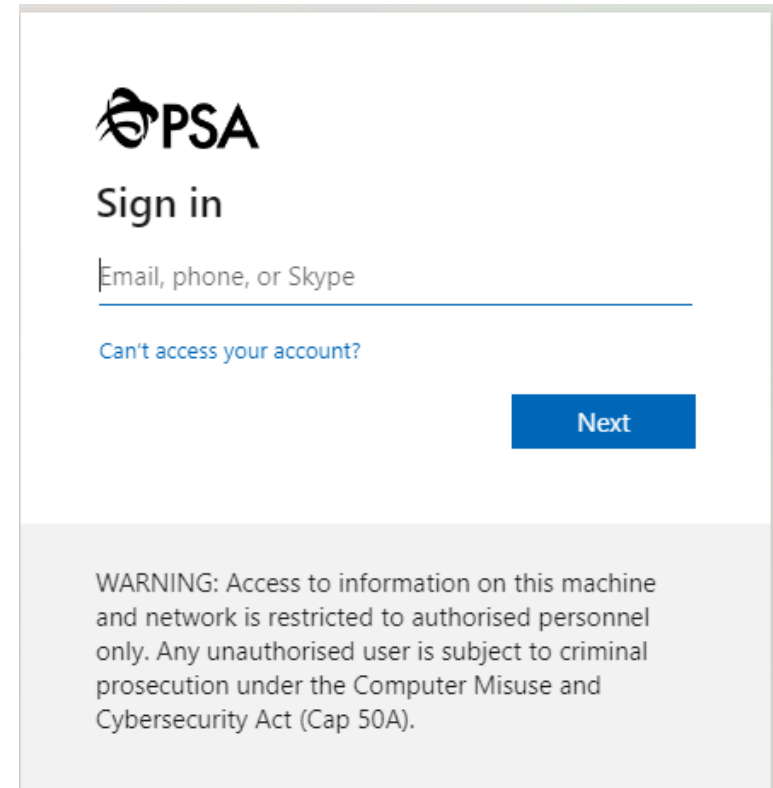
1 After your 2FA has been setup, key in the following IP address via Google Chrome.

<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 screenshot shows the PSA Sign in page. 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 blue 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)."

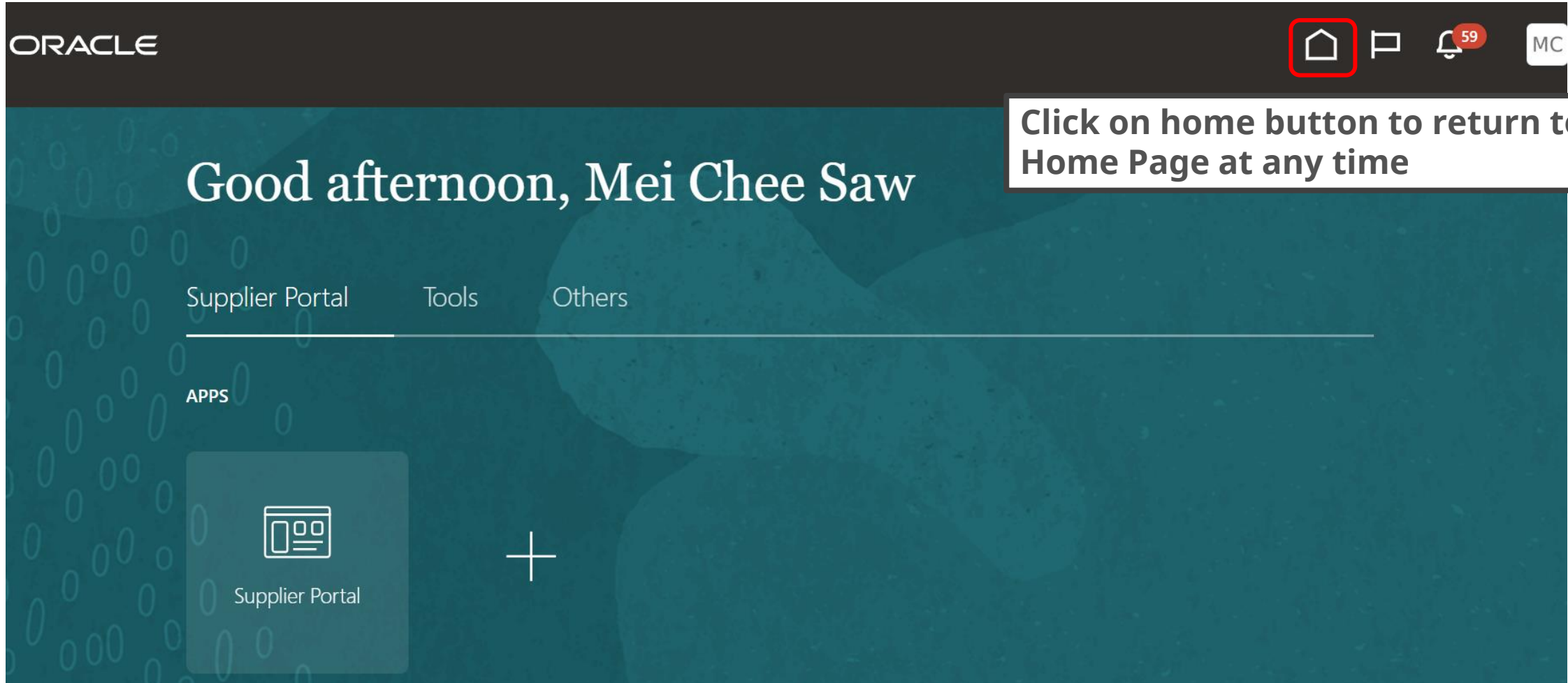


Part B : Navigating Around OF System



Home Screen

Home Button



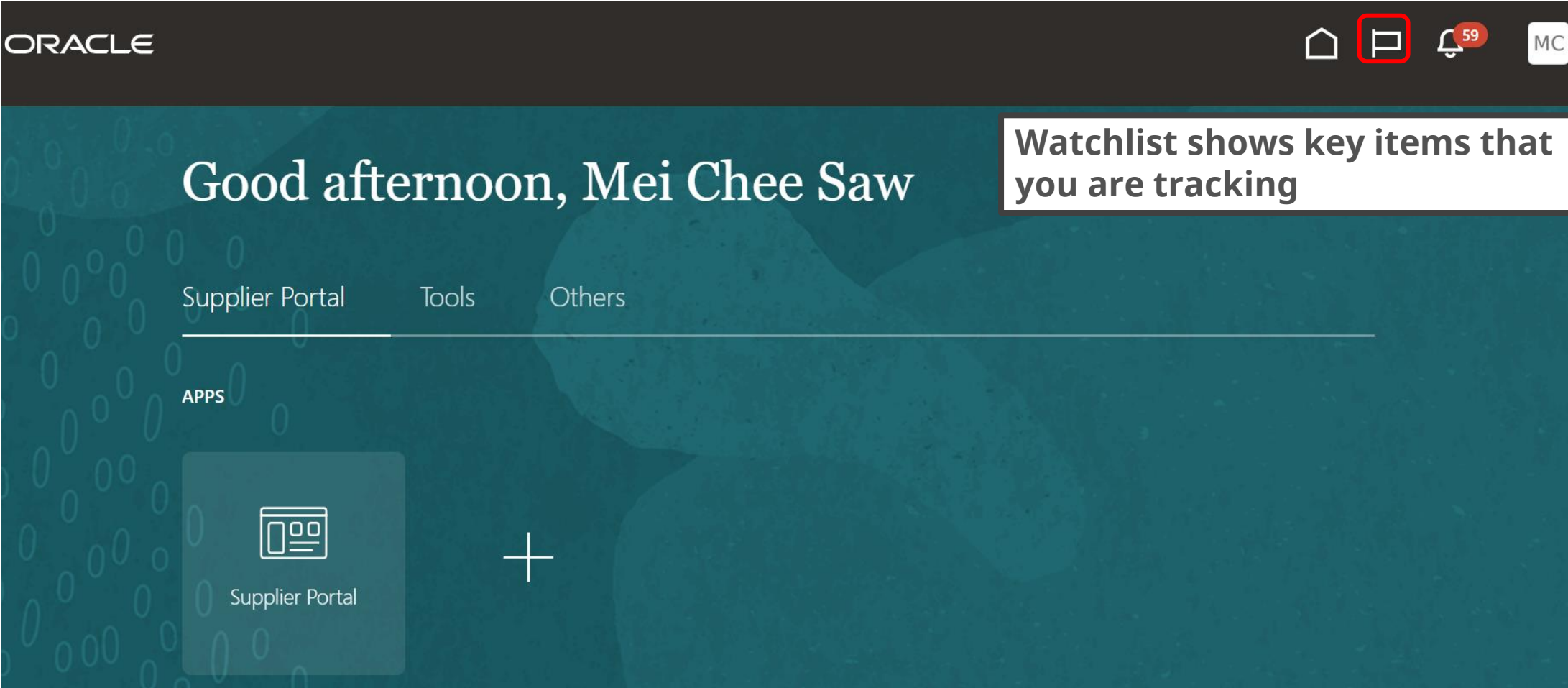
The screenshot shows the Oracle OF System Home Screen. At the top left is the 'ORACLE' logo. On the right side of the top navigation bar, there is a home button (house icon) highlighted with a red square, a flag icon, a notification bell icon with a red '59' badge, and a user profile icon labeled 'MC'. Below the navigation bar, the main content area has a dark teal background with a pattern of binary code. It displays a personalized greeting: 'Good afternoon, Mei Chee Saw'. Underneath the greeting are three menu items: 'Supplier Portal', 'Tools', and 'Others'. A horizontal line separates these from the 'APPS' section below. In the 'APPS' section, there is a large, semi-transparent teal button with a white icon of a document with a magnifying glass and the text 'Supplier Portal'. To the right of this button is a white plus sign (+).

Click on home button to return to Home Page at any time



Home Screen

Watchlist



The screenshot shows the Oracle Home Screen interface. At the top left is the 'ORACLE' logo. On the top right, there is a navigation bar with icons for Home, Watchlist (highlighted with a red box), Notifications (with a '59' badge), and a user profile 'MC'. Below the navigation bar, a large teal banner displays the greeting 'Good afternoon, Mei Chee Saw'. Underneath the banner are three menu items: 'Supplier Portal', 'Tools', and 'Others'. A horizontal line separates these from the 'APPS' section below. In the 'APPS' section, there is a 'Supplier Portal' app icon (a document with a grid) and a plus sign (+) to its right.

Watchlist shows key items that you are tracking



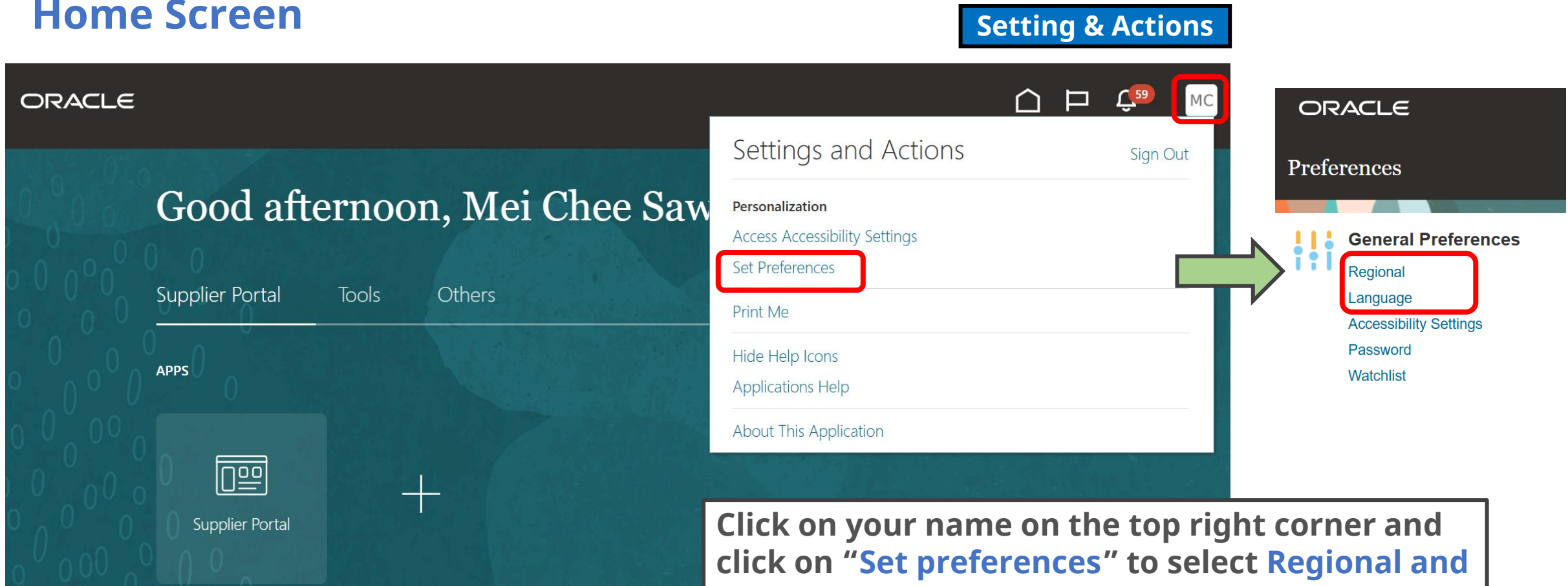
Home Screen

Notification Bell

The screenshot shows the Oracle Home Screen interface. At the top left is the 'ORACLE' logo. On the top right, there are navigation icons: a home icon, a flag icon, a notification bell icon with a red circle containing the number '59', and a user profile icon labeled 'MC'. Below the navigation bar, the main content area has a dark teal background with a pattern of binary code. It features a large white greeting: 'Good afternoon, Mei Chee Sa'. To the right of the greeting is a white callout box with a black border containing the text: 'View messages that you must attend to, and tasks that require your action'. Below the greeting, there are three menu items: 'Supplier Portal', 'Tools', and 'Others'. Underneath these is a horizontal line. Below the line, the word 'APPS' is displayed. A large, semi-transparent teal card is visible, containing a white icon of a document with a grid and the text 'Supplier Portal' below it. To the right of this card is a white plus sign (+). The overall layout is clean and professional.



Home Screen



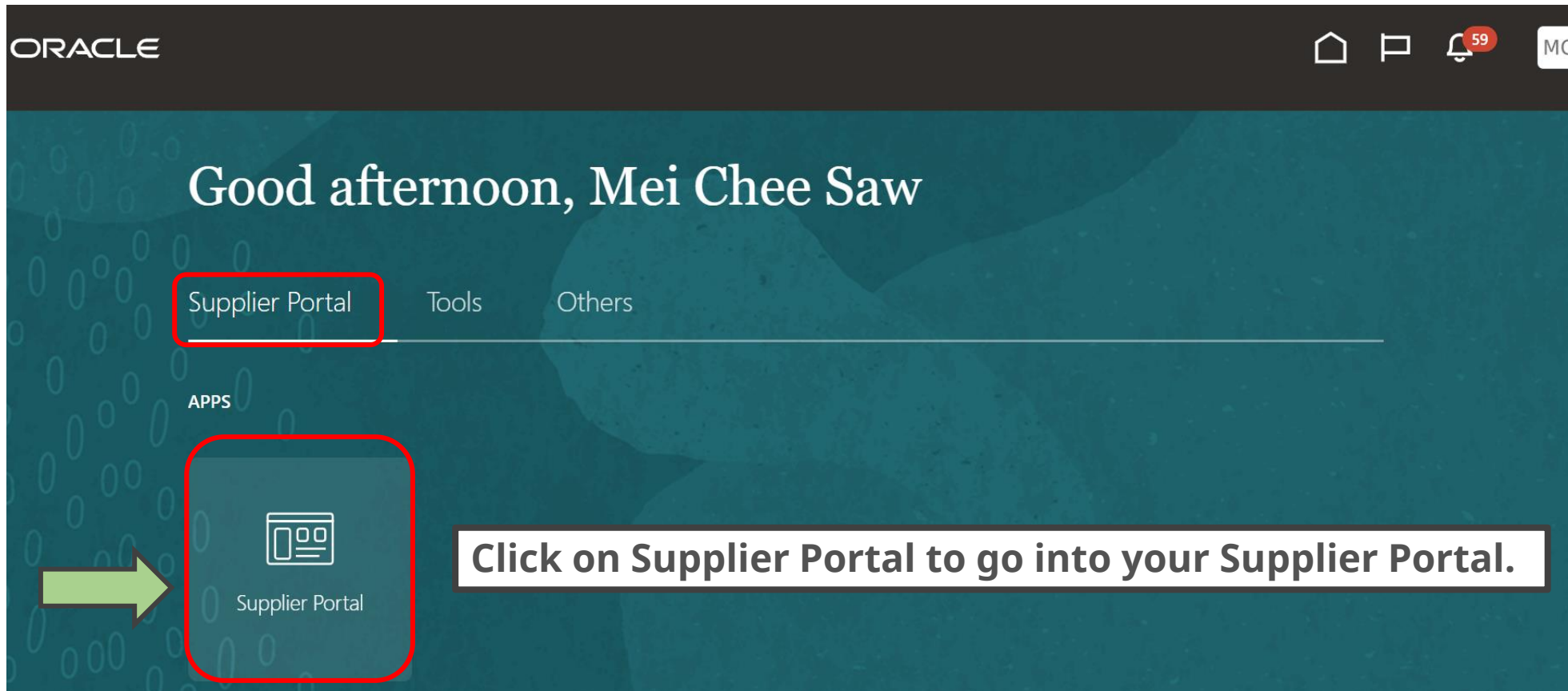
The screenshot displays the Oracle Home Screen. At the top left is the 'ORACLE' logo. The main heading reads 'Good afternoon, Mei Chee Saw'. Below this are navigation links for 'Supplier Portal', 'Tools', and 'Others'. A section labeled 'APPS' contains a 'Supplier Portal' icon. In the top right corner, there is a user profile icon with the initials 'MC' and a notification bell with '59' alerts. A blue box labeled 'Setting & Actions' highlights the user profile icon. A white dropdown menu is open, listing options: 'Settings and Actions' (with 'Sign Out' to the right), 'Personalization', 'Access Accessibility Settings', 'Set Preferences' (highlighted with a red box), 'Print Me', 'Hide Help Icons', 'Applications Help', and 'About This Application'. A green arrow points from the 'Set Preferences' option to a 'Preferences' panel on the right. This panel, titled 'ORACLE Preferences', lists 'General Preferences' including 'Regional Language' (highlighted with a red box), 'Accessibility Settings', 'Password', and '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.



Home Screen – Supplier Portal



ORACLE

Good afternoon, Mei Chee Saw

Supplier Portal Tools Others

APPS

Supplier Portal

Click on Supplier Portal to go into your Supplier Portal.



Navigating Around OF System



Home Screen – Supplier Portal

ORACLE Home, Flag, Notifications (65), Profile

Supplier Portal

Search 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

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

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 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

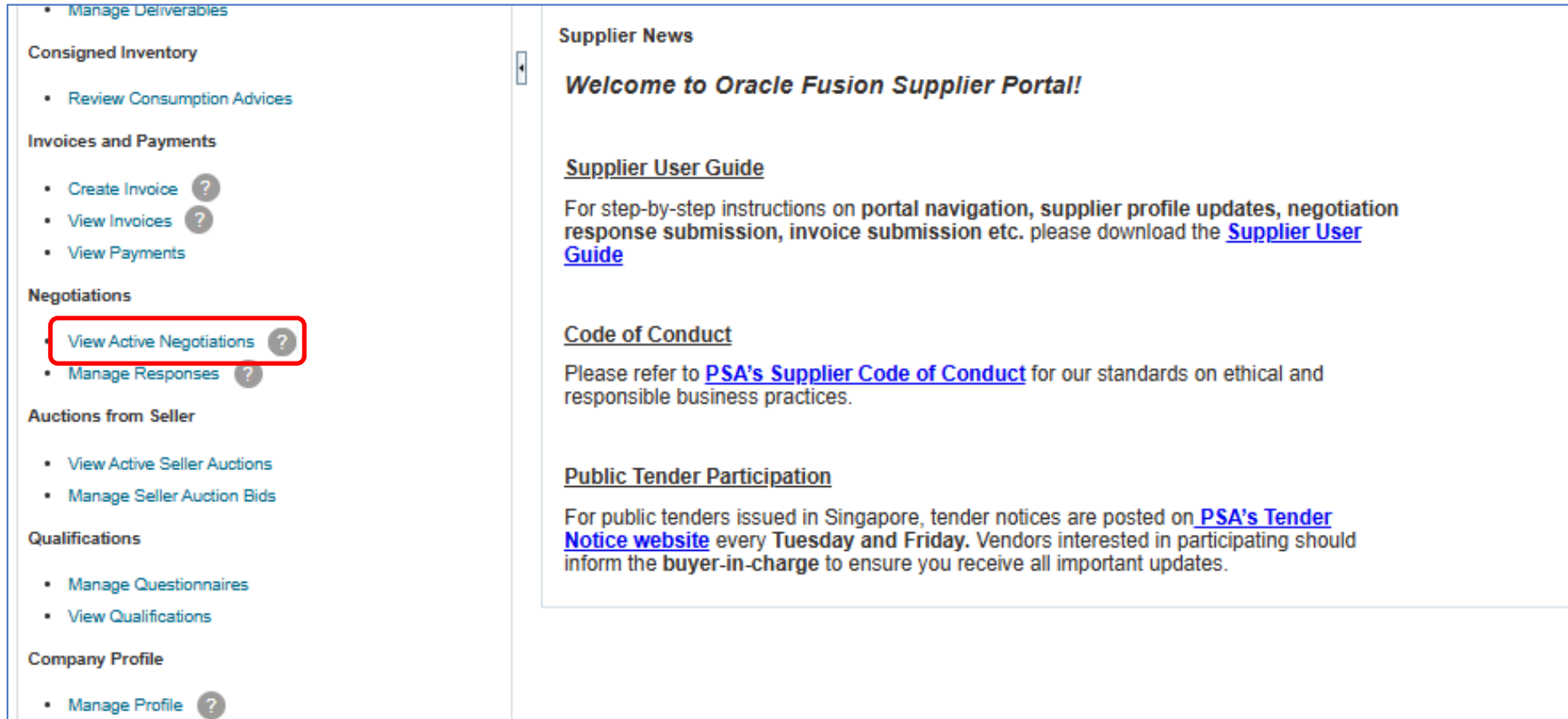
Last 30 Days

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.



The screenshot shows the Oracle Fusion Supplier Portal interface. On the left is a navigation menu with the following sections:

- Manage Deliverables
- Consigned Inventory
 - Review Consumption Advices
- Invoices and Payments
 - Create Invoice ?
 - View Invoices ?
 - View Payments
- Negotiations
 - View Active Negotiations ?** (highlighted with a red box)
 - Manage Responses ?
- Auctions from Seller
 - View Active Seller Auctions
 - Manage Seller Auction Bids
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile ?

The main content area on the right is titled "Supplier News" and contains the following information:

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](#)

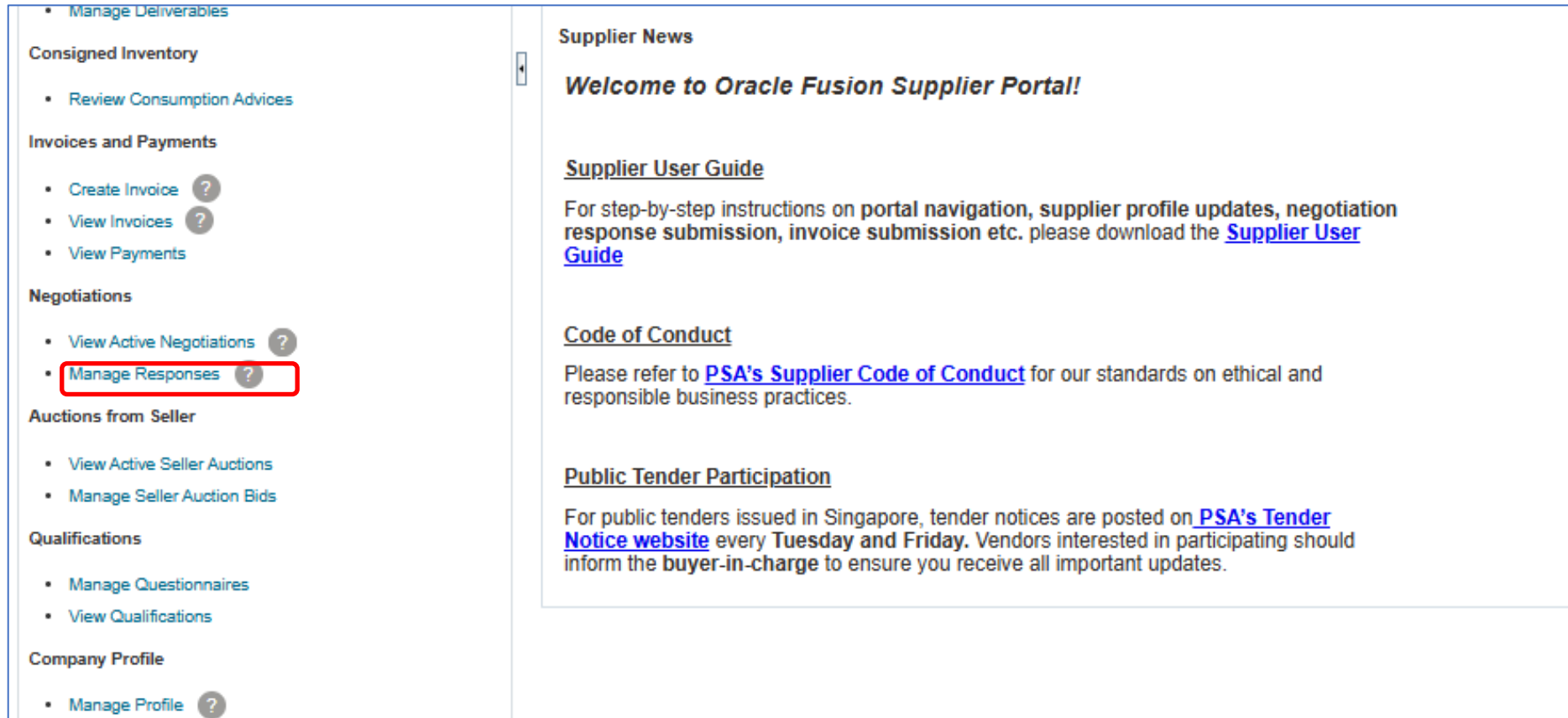
Code of Conduct
Please refer to [PSA's Supplier Code of Conduct](#) for our standards on ethical and responsible business practices.

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.



The screenshot displays the Oracle Fusion Supplier Portal interface. On the left is a navigation menu with several categories: Manage Deliverables, Consigned Inventory, Invoices and Payments, Negotiations, Auctions from Seller, Qualifications, and Company Profile. The 'Manage Responses' option under the 'Negotiations' category is highlighted with a red rectangular box. The main content area on the right is titled 'Supplier News' and contains a welcome message, a link to the 'Supplier User Guide', a section for the 'Code of Conduct', and a section for 'Public Tender Participation'.

- [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](#)

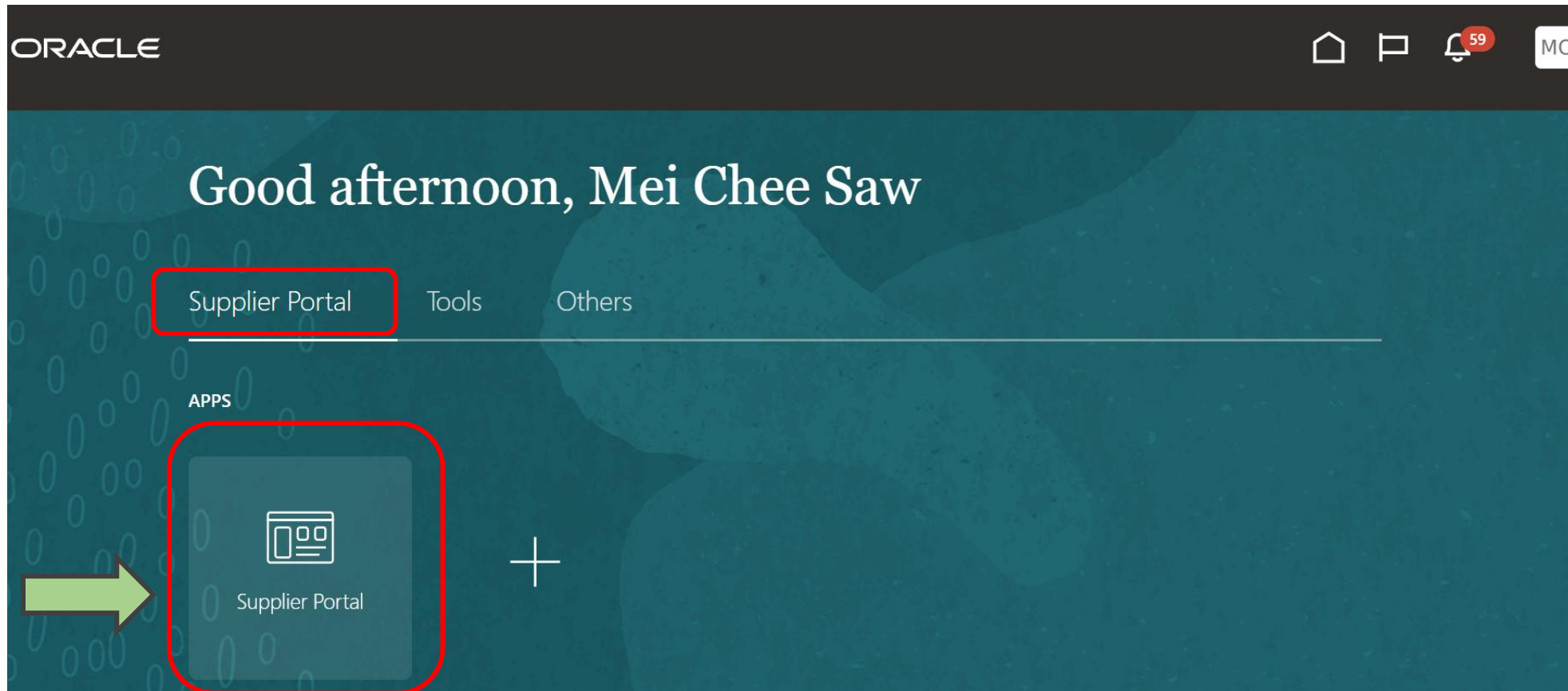
For public tenders issued in Singapore, tender notices are posted on [PSA's Tender Notice website](#) every Tuesday and Friday. Vendors interested in participating should inform the **buyer-in-charge** to ensure you receive all important updates.



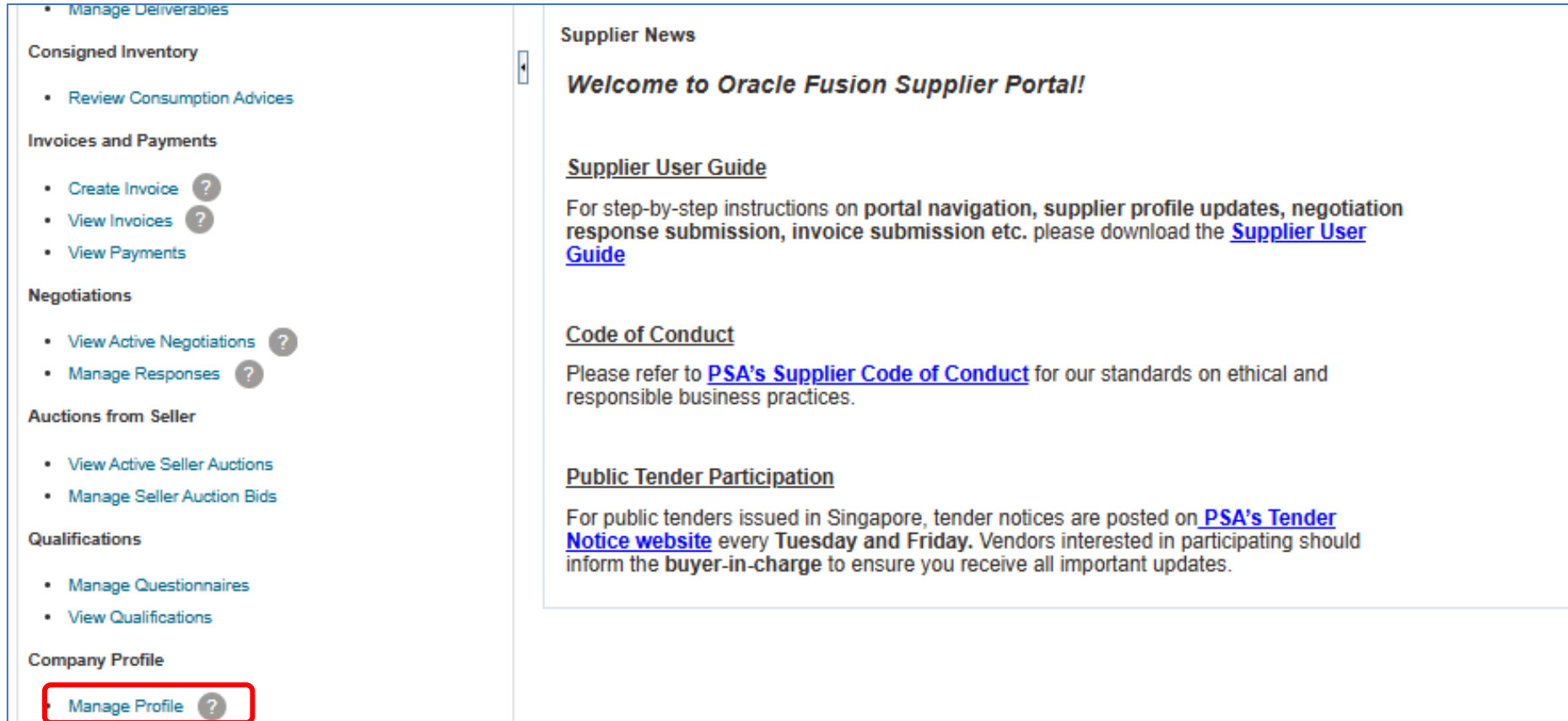
PART C – Update and View Profile



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 navigation menu lists various tasks under different categories. The 'Company Profile' category at the bottom is highlighted, and the 'Manage Profile' option is circled in red. The main content area on the right shows 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

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](#)

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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.



Update and View Profile



3

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

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

The screenshot shows the Oracle PSA 'Company Profile' page. At the top right, there are navigation icons and a user profile 'MC'. Below the header, there are two buttons: 'Edit' and 'Done', both highlighted with red boxes. A green arrow points to the 'Organization Details' tab in the navigation menu, which is also highlighted with a red box. A blue callout box contains the text: 'If you are not making any edits, you can view your account profile here by navigating to the relevant tab.' The main content area shows various profile fields under sections like 'General', 'Identification', and 'Corporate Profile'. A warning dialog box is overlaid in the center, with a yellow warning icon and the text: 'Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?'. The dialog has 'Yes' and 'No' buttons, with the 'Yes' button highlighted by a red box.

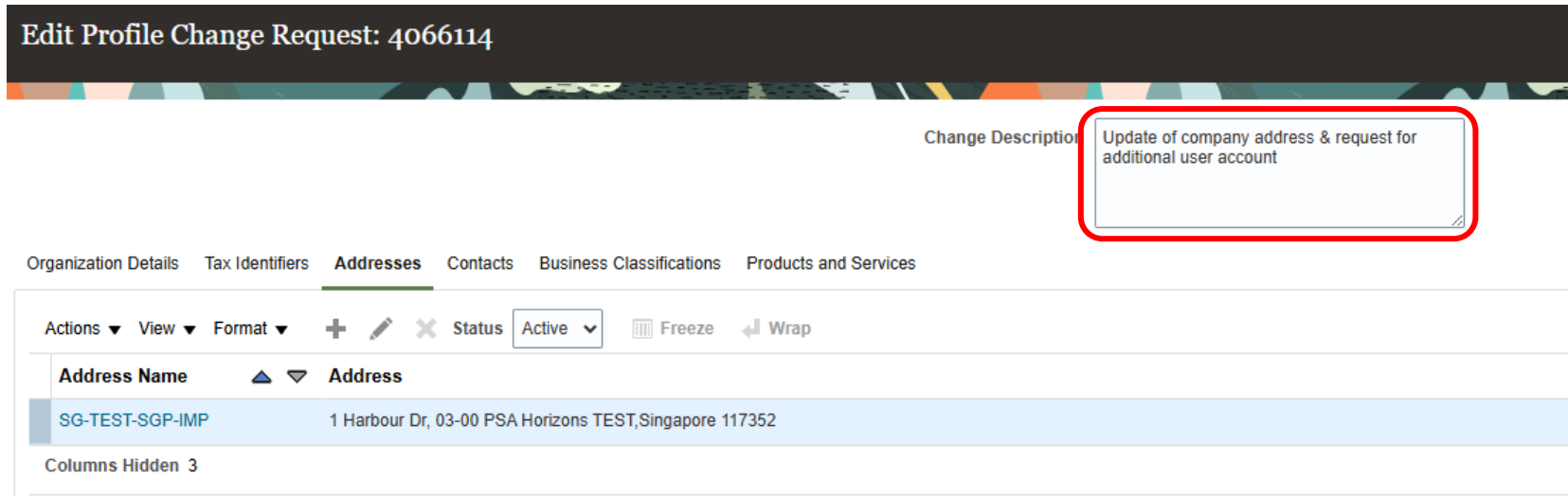


4

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

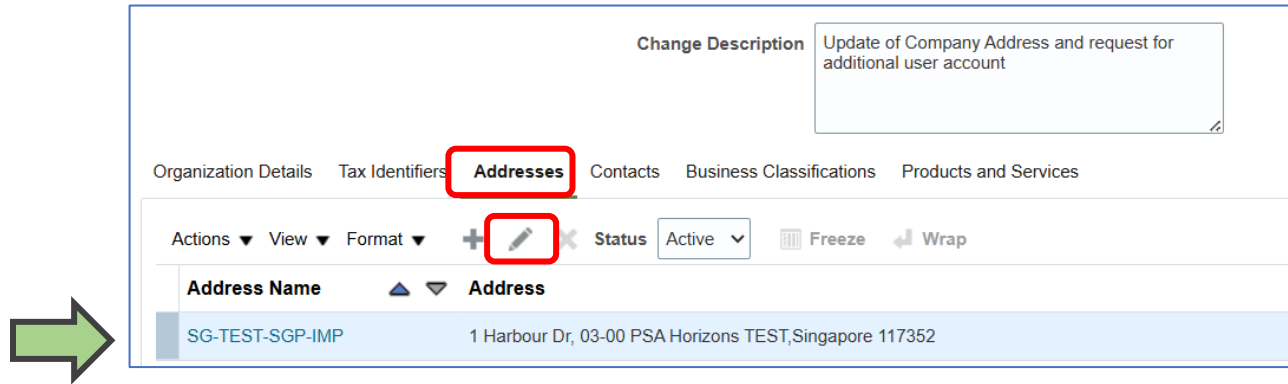
Columns Hidden 3



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.

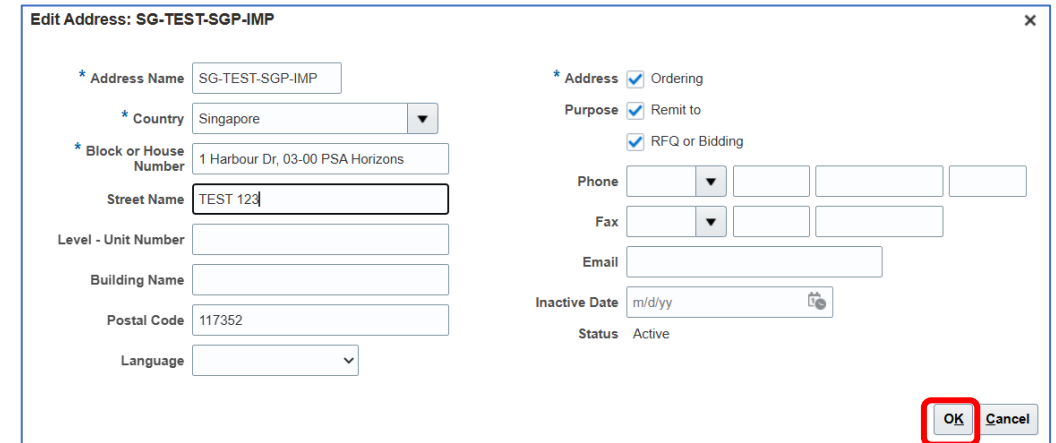


Change Description: Update of Company Address and request for additional user account

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.



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.

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



7 Complete all required contact details.

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

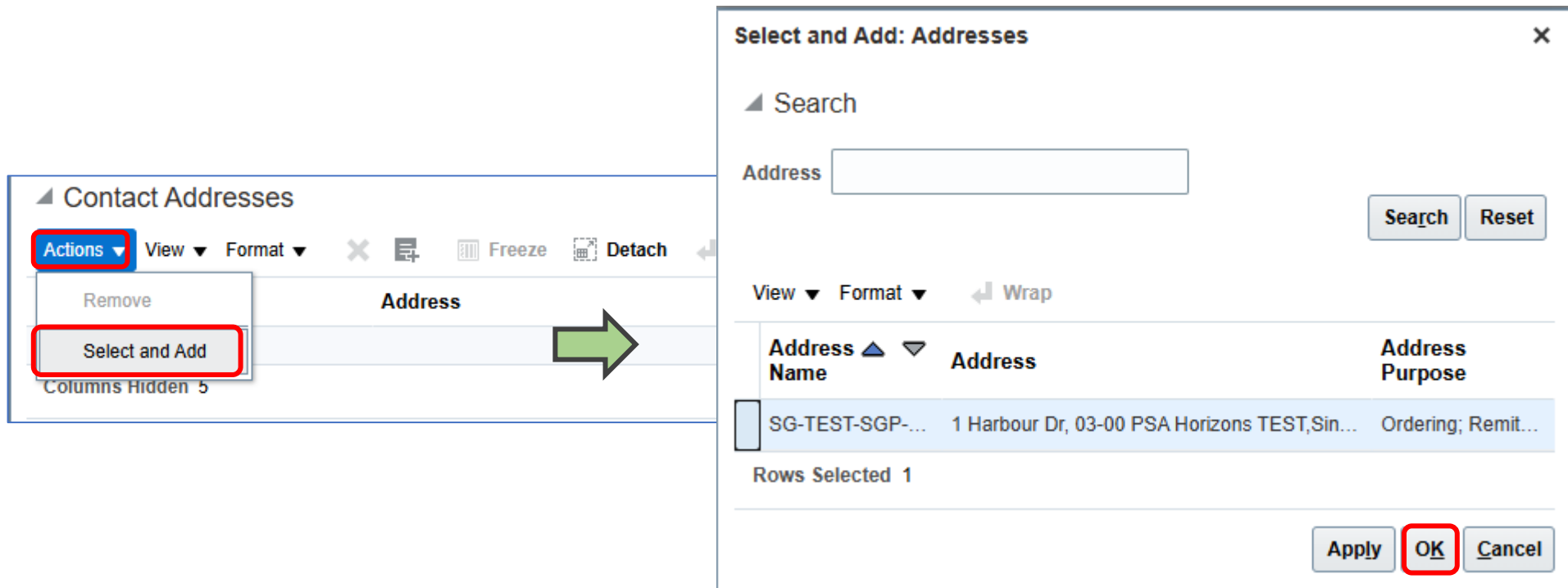
Create Contact ✕

Salutation	<input type="text"/>	Phone	<input type="text"/>	<input type="text"/>	<input type="text" value="6880"/>	<input type="text"/>
* First Name	<input type="text" value="First Name"/>	Mobile	<input type="text" value="65"/>	<input type="text"/>	<input type="text"/>	
Middle Name	<input type="text"/>	Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Last Name	<input type="text" value="Last Name"/>	Email	<input type="text" value="testabc@gmail.com"/>			
Job Title	<input type="text"/>	Status	<input type="text" value="Active"/>			
<input type="checkbox"/> 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. The dialog box contains a search field, a table of addresses, and buttons for 'Apply', 'OK', and 'Cancel'.

Contact Addresses

Actions View Format Freeze Detach

Remove Address

Select and Add

Columns Hidden 5

Select and Add: Addresses

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






Update Profile - Example Scenario

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

▲ User Account

Request user account

Roles Data Access

Actions ▾ View ▾ Format ▾ ✕  Freeze  Detach  Wrap

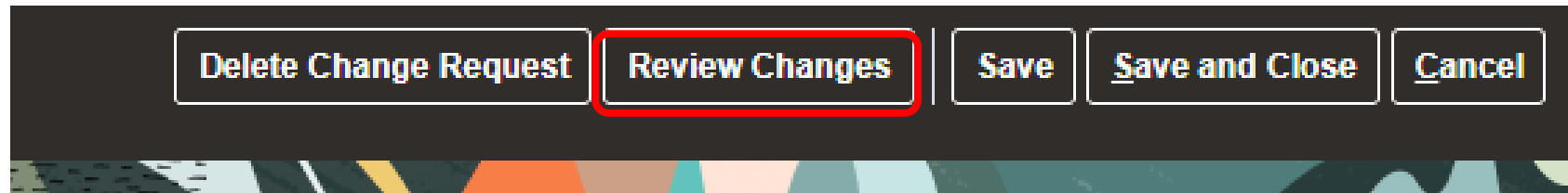
Role	Description
PSA Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
PSA Supplier Customer Service Representa...	Manages inbound purchase orders and communicates shipment activities for the supplier company . 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 Another **OK** Cancel



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.

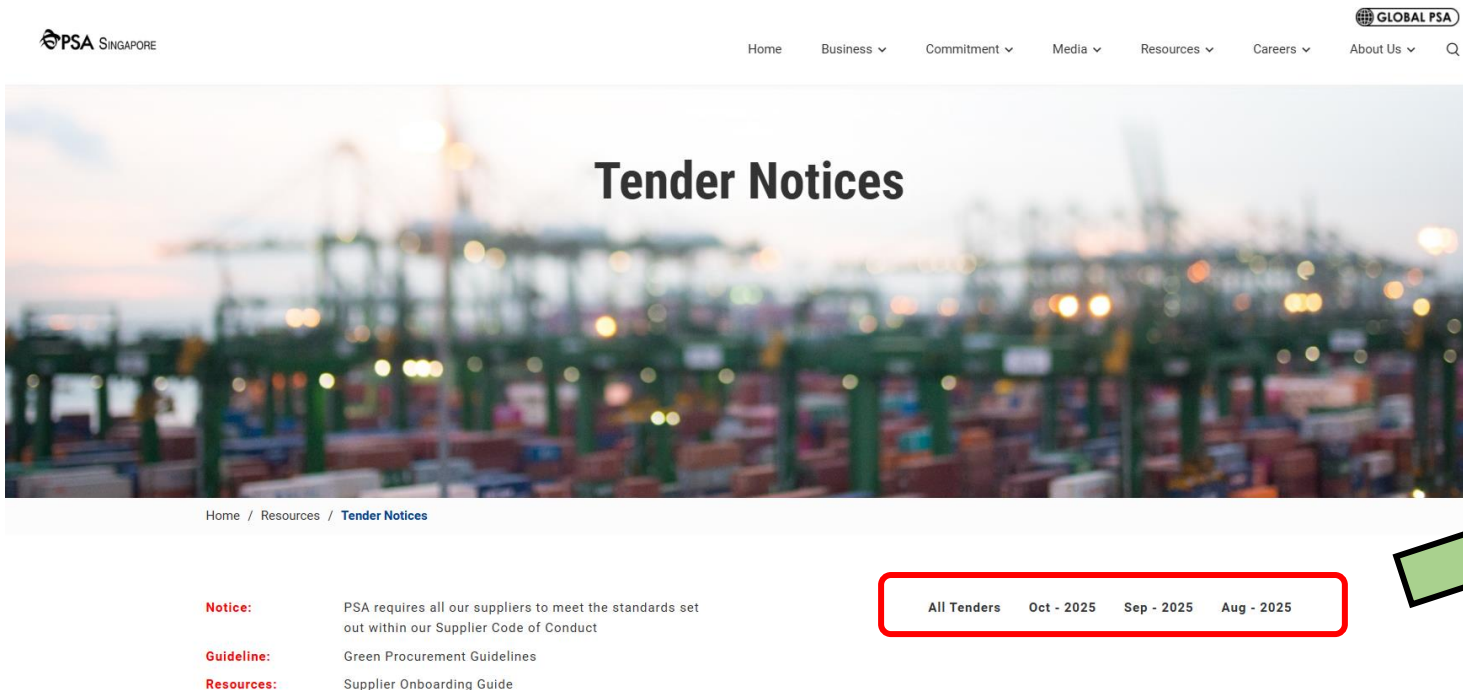


Public Tender (1)

For public tenders issued in Singapore, tender notices will continue to be posted on PSA's tender notice website every Tuesday and Friday

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



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

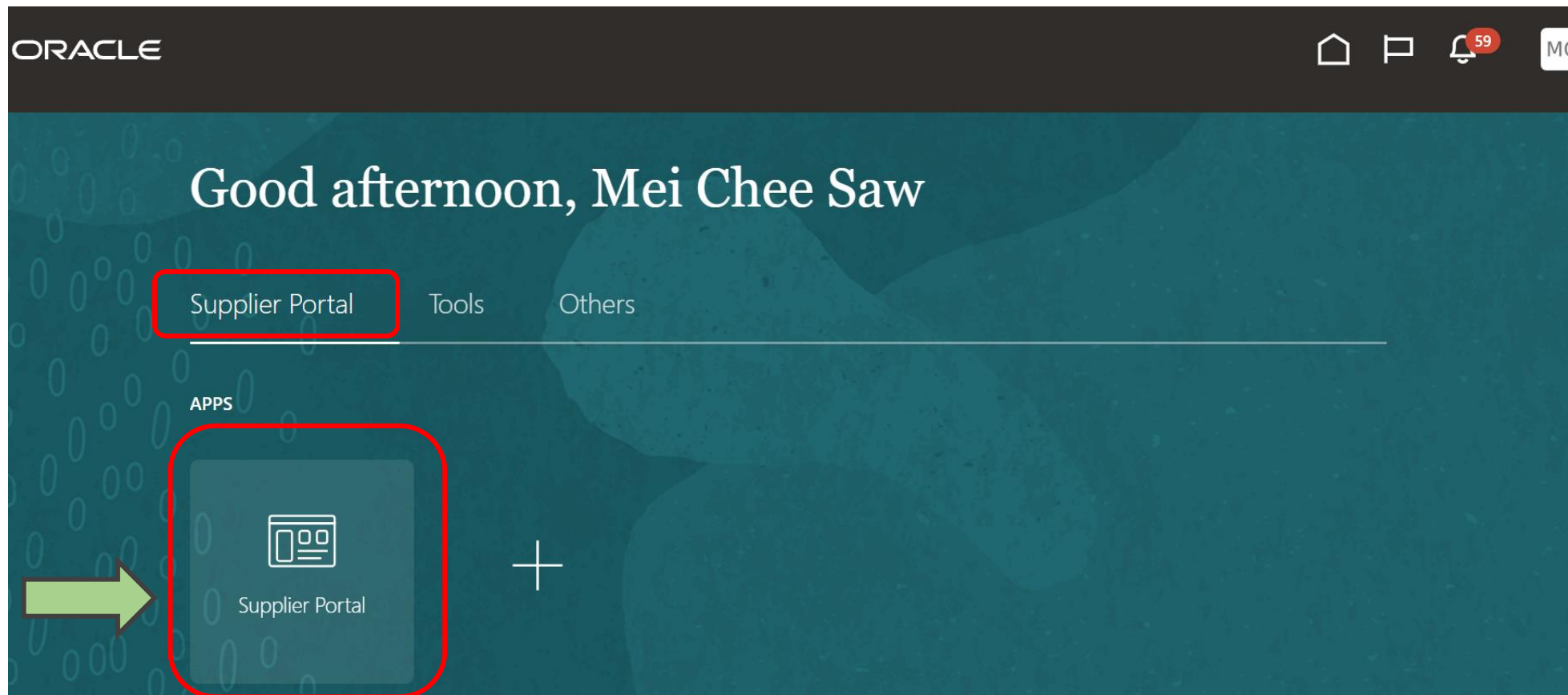
PLEASE EMAIL / CALL MR BENJAMIN TANG AT TBEN@GLOBALPSA.COM OR TELEPHONE NO. 6279 4005 OR MR LUK GIIN HUEI AT GHLUK@GLOBALPSA.COM OR TELEPHONE NO. 6279 4958

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”**.



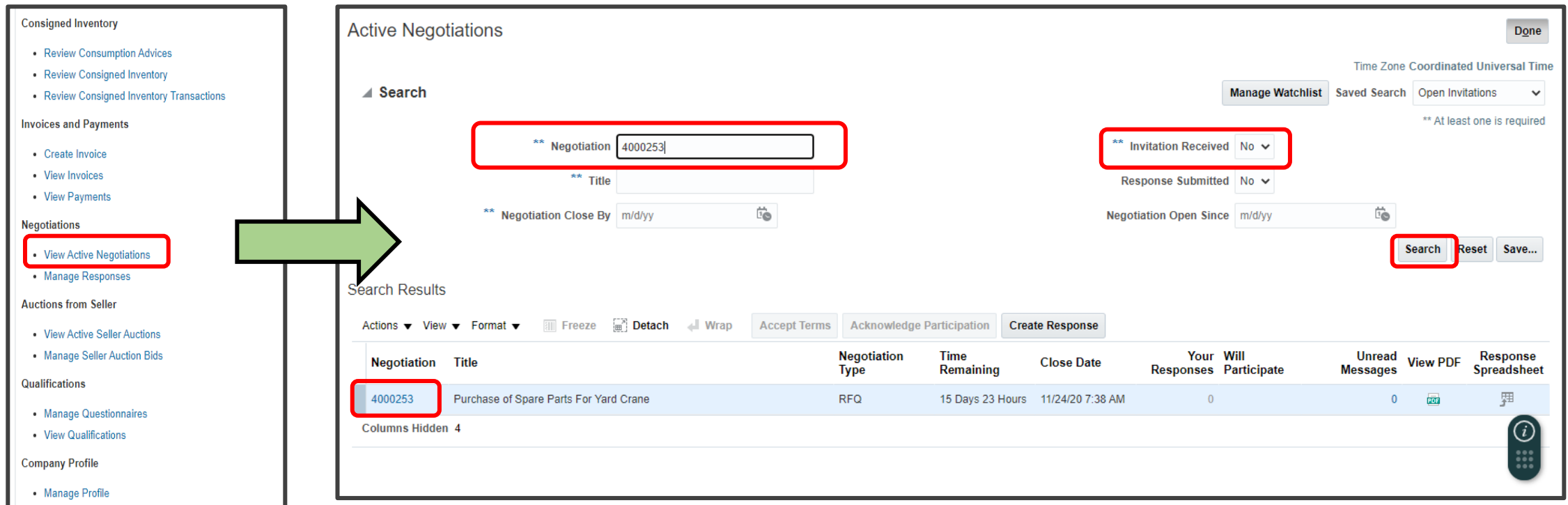
3

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

Done

Time Zone Coordinated Universal Time

Search

Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation 4000253

** Invitation Received No

** Title

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

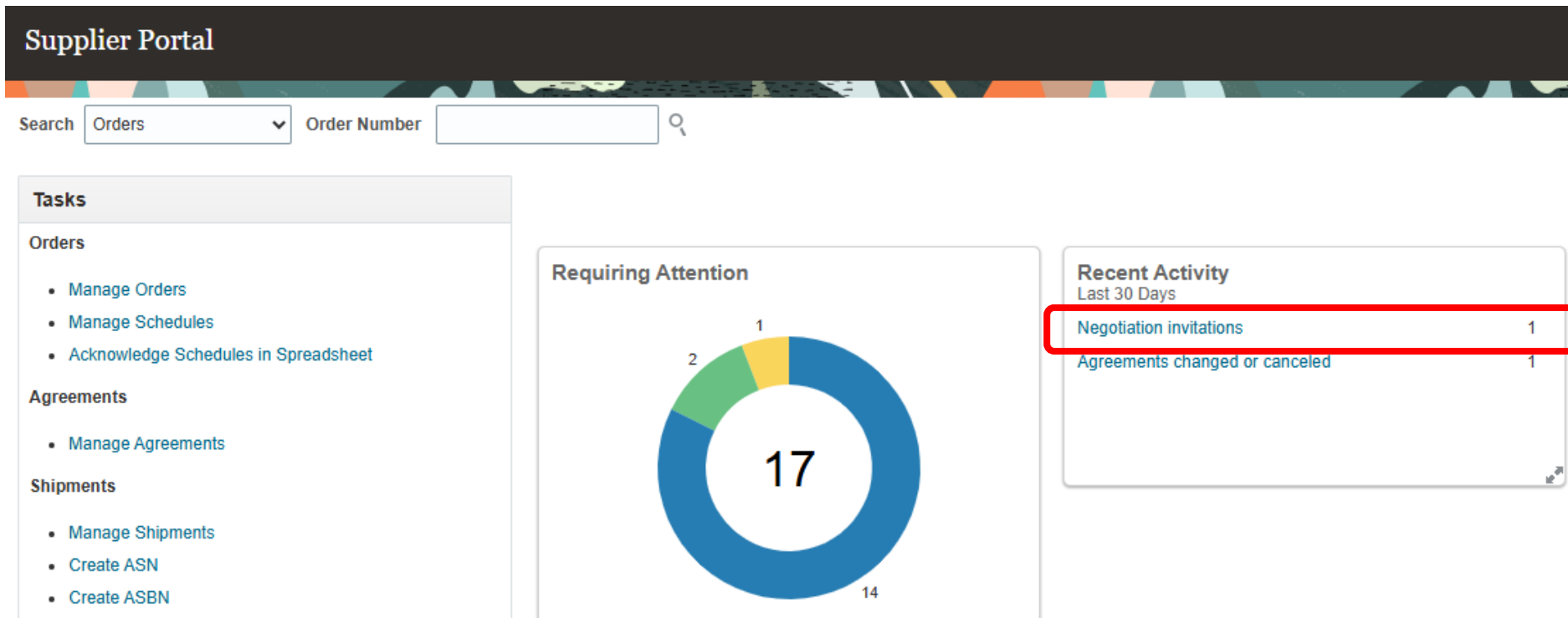
Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Will Participate	Unread Messages	View PDF	Response Spreadsheet
4000253	Purchase of Spare Parts For Yard Crane	RFQ	15 Days 23 Hours	11/24/20 7:38 AM	0	0		

Columns Hidden 4



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

A **Supplier Portal Dashboard**



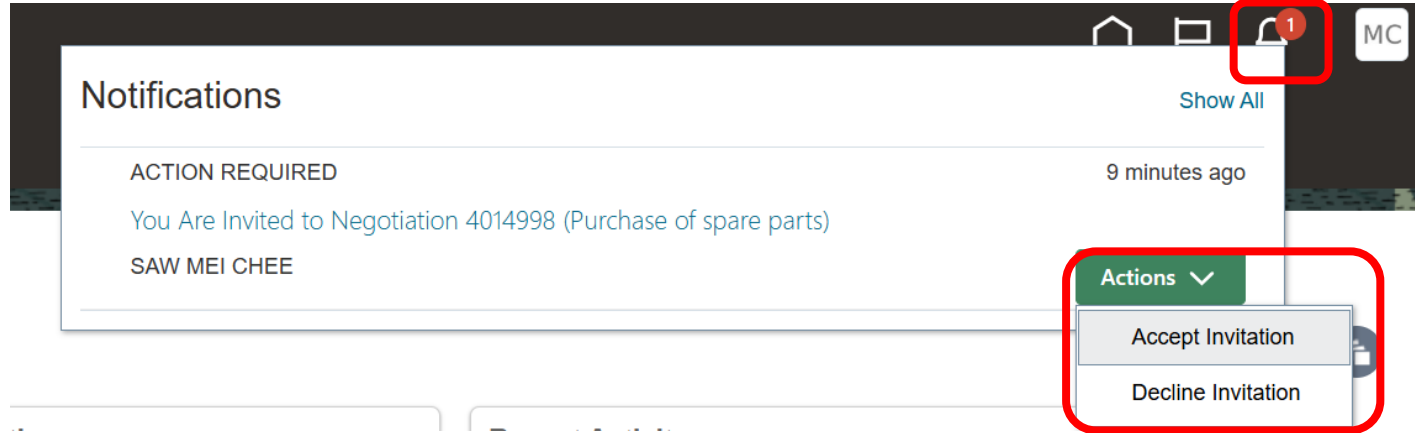
The screenshot shows the Supplier Portal dashboard. At the top, there is a search bar with a dropdown menu set to 'Orders' and a search icon. Below the search bar, there are three main sections:

- Tasks:** A sidebar menu with categories: Orders (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), Agreements (Manage Agreements), and Shipments (Manage Shipments, Create ASN, Create ASBN).
- Requiring Attention:** A donut chart showing a total of 17 items. The chart is divided into four segments: a large blue segment (14), a green segment (2), a yellow segment (1), and a small blue segment (1).
- Recent Activity:** A table showing activity from 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 first row is highlighted with a red border.

Activity	Count
Negotiation invitations	1
Agreements changed or canceled	1

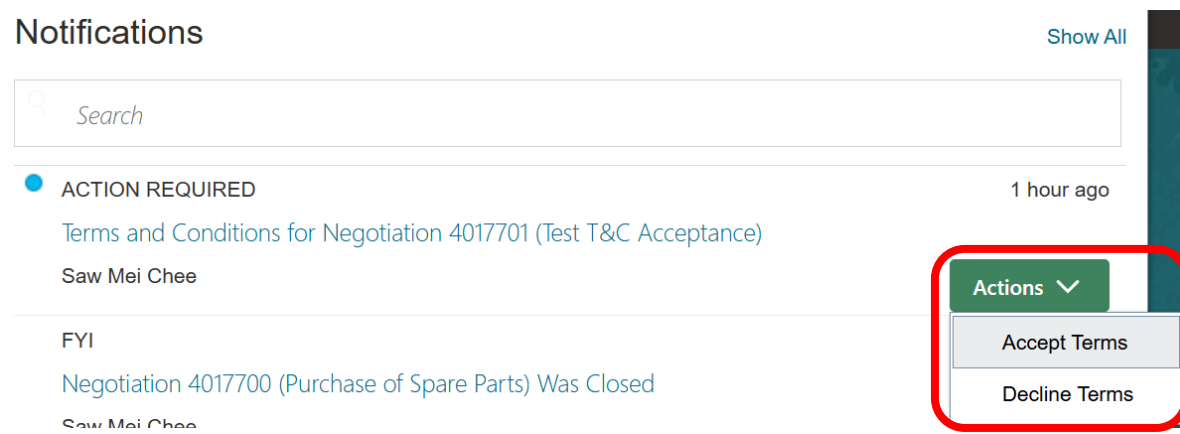


B Notification bell at the Top Right Corner of Dashboard



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

Please state reason for **non-participation**

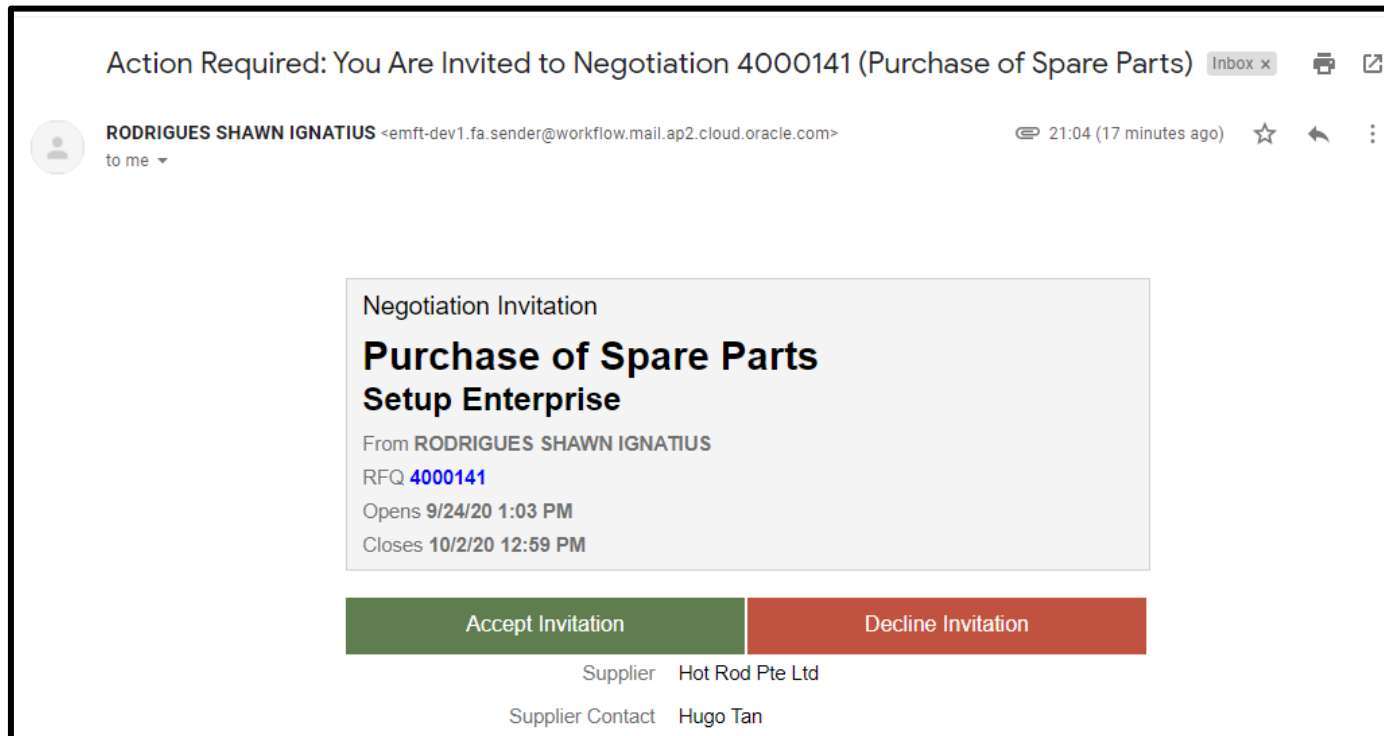


For some negotiations issued in Singapore, suppliers are required to **“Accept / Decline Terms”** under Actions before viewing the tender details.

Please state reason for **terms rejection**

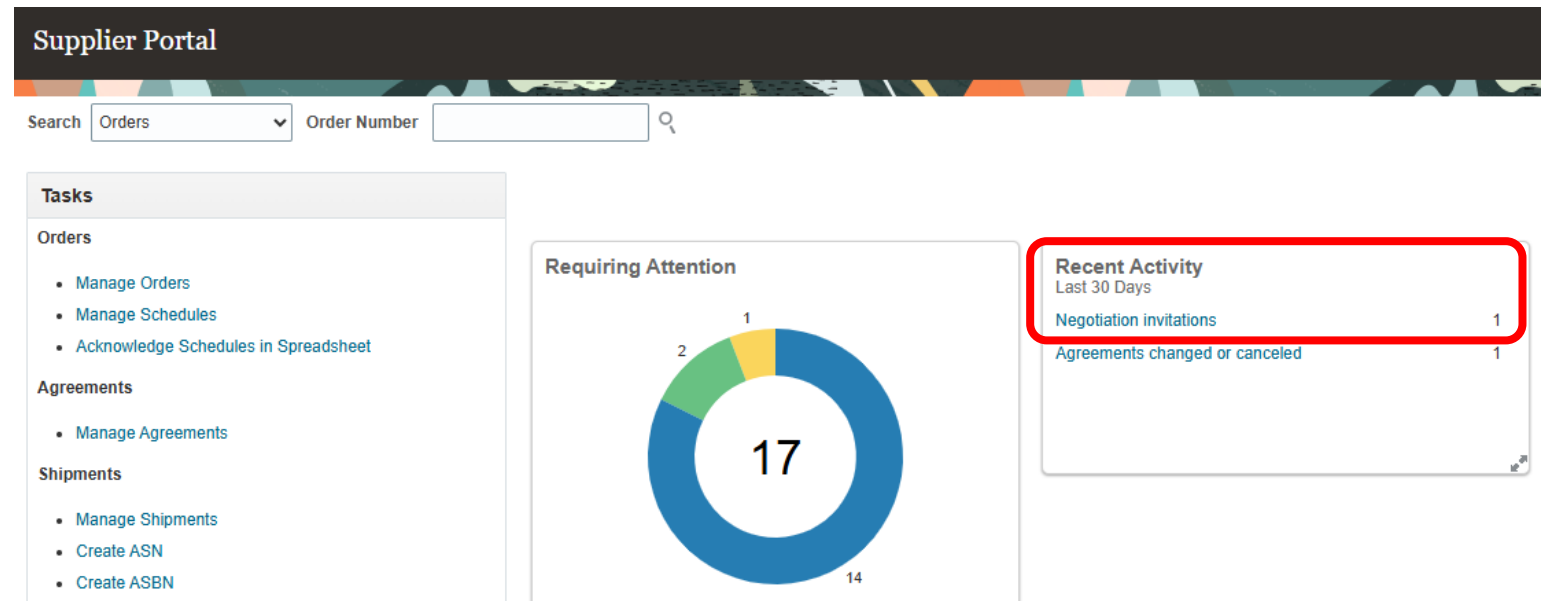
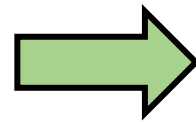
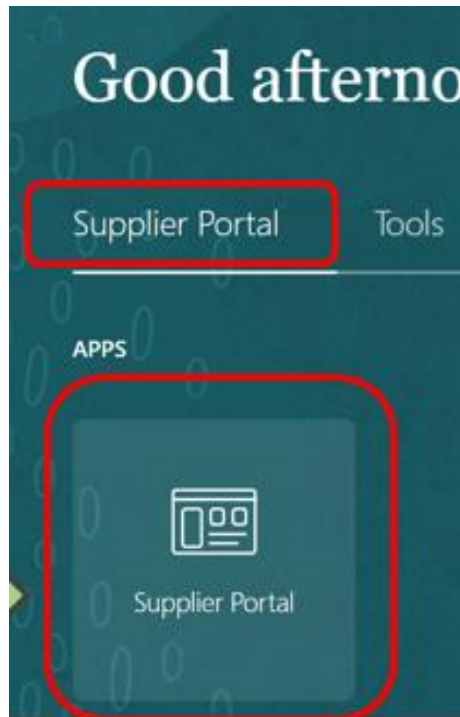


C Invitation Mail Sent to Supplier's Email Address



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



A screenshot of the Supplier Portal interface. The header is "Supplier Portal". Below the header is a search bar with a dropdown menu set to "Orders" and a search input field. The main content area is divided into several sections:

- Tasks**
 - Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
 - Agreements
 - Manage Agreements
 - Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
- Requiring Attention**: A donut chart showing 17 total items, with segments for 14 (blue), 2 (green), and 1 (yellow).
- Recent Activity** (Last 30 Days): A table with two rows: "Negotiation invitations" (1) and "Agreements changed or canceled" (1). This section is highlighted with a red box.

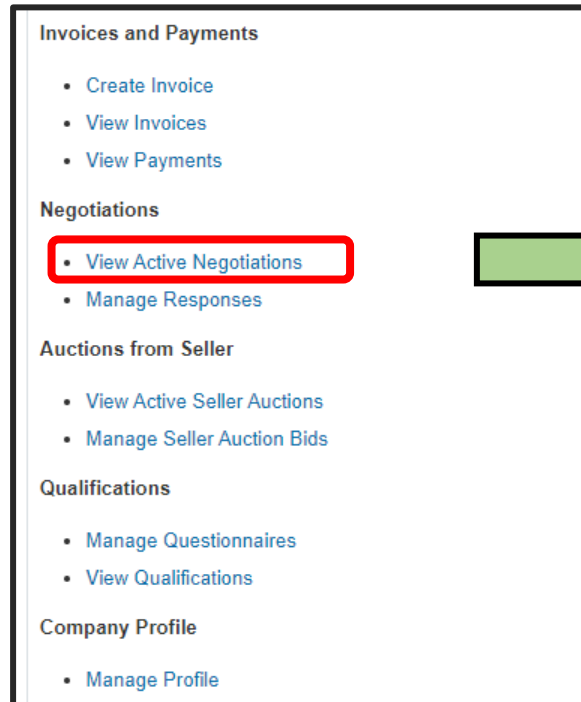


Invited Tender/ Auction / RFI (5)

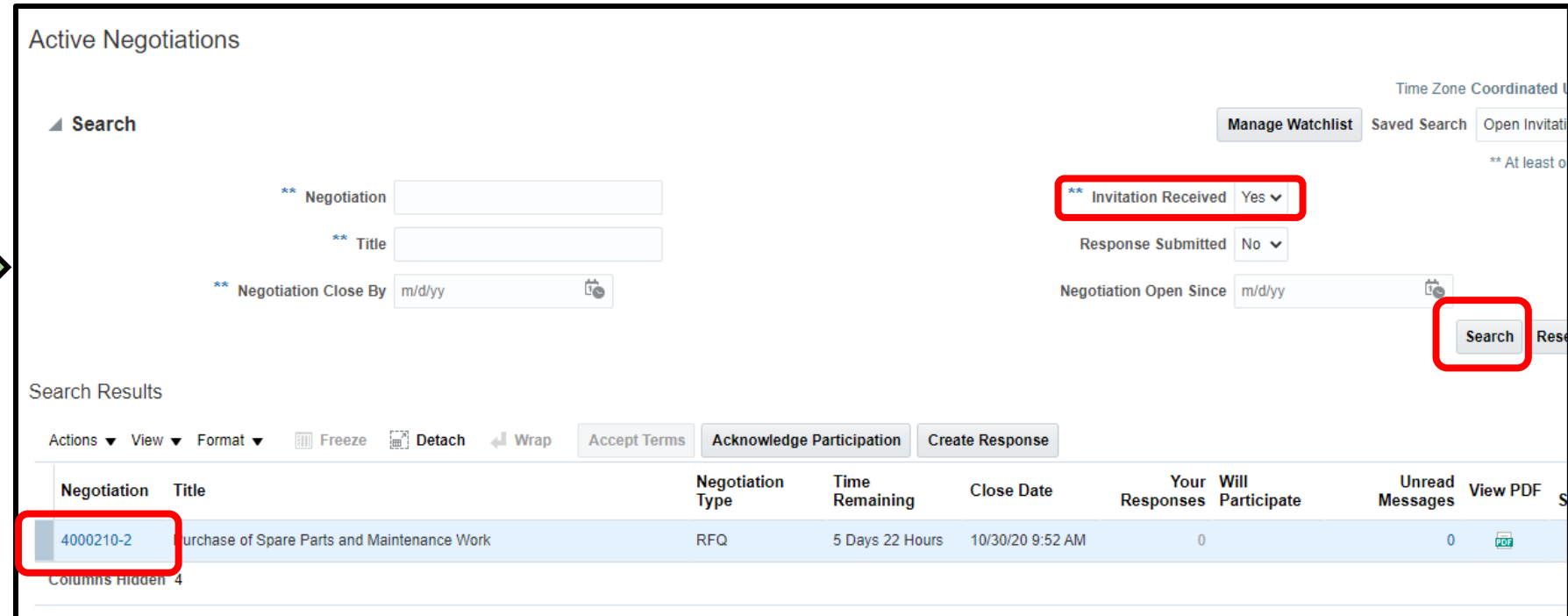
- B** Click **“View Active Negotiations”** in the task panel.
In the **“Invitation Received”** select **“Yes”** and click **“Search”**.

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

Time Zone Coordinated U

Manage Watchlist Saved Search Open Invitati

** At least o

** Negotiation

** Title

** Invitation Received Yes

Response Submitted No

** Negotiation Close By m/d/yy

Negotiation Open Since m/d/yy

Rese

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	<input type="button" value="v"/>

Columns Hidden 4



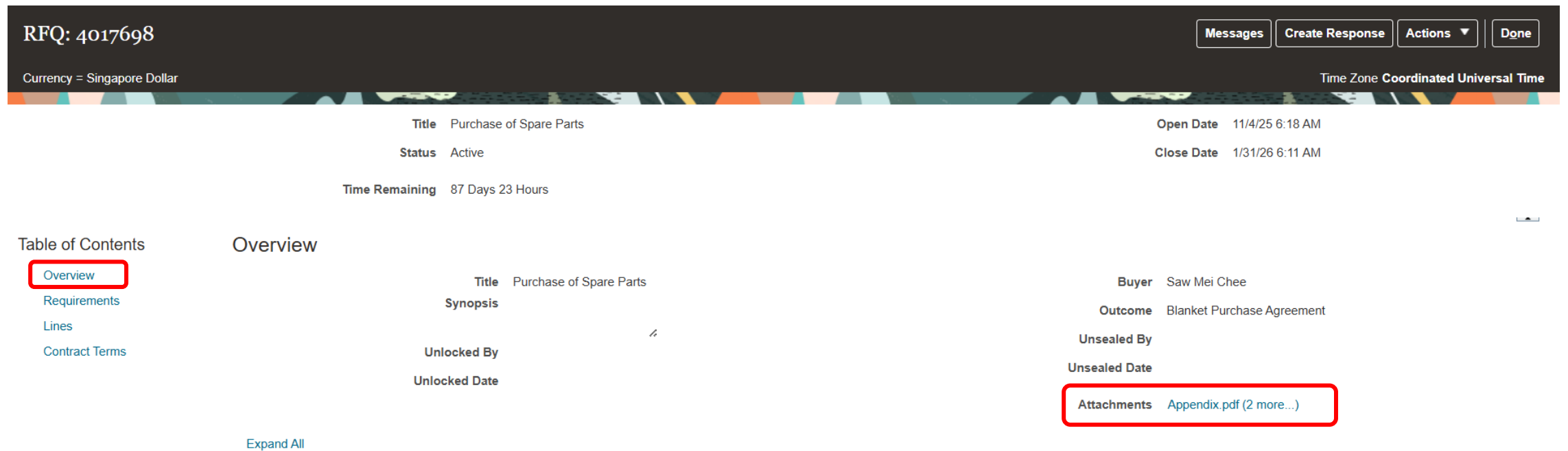
Accessing Tender Documents (1)

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

Messages Create Response Actions Done

Title Purchase of Spare Parts Open Date 11/4/25 6:18 AM

Status Active Close Date 1/31/26 6:11 AM

Time Remaining 87 Days 23 Hours

Table of Contents

- Overview
- Requirements
- Lines
- Contract Terms

Overview

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



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 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

Title Purchase of Spare Parts Open Date 11/4/25 6:18 AM 1 AM



Responding to Negotiations (1)

1

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

RFQ: 4017698 [Messages](#) [Create Response](#) [Actions](#) [Done](#)

Currency = Singapore Dollar Time Zone **Coordinated Universal Time**

Title Purchase of Spare Parts **Open Date** 11/4/25 6:18 AM
Status Active **Close Date** 1/31/26 6:11 AM
Time Remaining 87 Days 23 Hours

Table of Contents

- [Overview](#)
- [Requirements](#)
- [Lines](#)
- [Contract Terms](#)

Overview

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.

The screenshot shows the Oracle interface for a negotiation. At the top left is the ORACLE logo. On the right are navigation icons for home, a flag, a notification bell with '59', and 'MC'. A progress bar in the center has four steps: 1 (Overview, highlighted with a red box), 2 (Requirements), 3 (Lines), and 4 (Review). Below the progress bar is the text 'Create Response (Quote 264749): Overview ?'. To the right of this text are buttons for 'Messages', 'Respond by Spreadsheet' (with a dropdown arrow), 'Actions' (with a dropdown arrow), 'Back', 'Next' (highlighted with a red box), 'Save' (with a dropdown arrow), 'Submit', and 'Cancel'. At the bottom right of the header area, it says 'Last Saved 11/4/25 6:22 AM' and 'Time Zone Coordinated Universal Time'.

Title Purchase of Spare Parts
Close Date 1/31/26 6:11 AM

Time Remaining 87 Days 23 Hours

General

Supplier TEST-SGP-IMPLEMENTATION
Negotiation Currency SGD
Response Currency SGD
Price Precision 2 Decimals Maximum
Response Valid Until

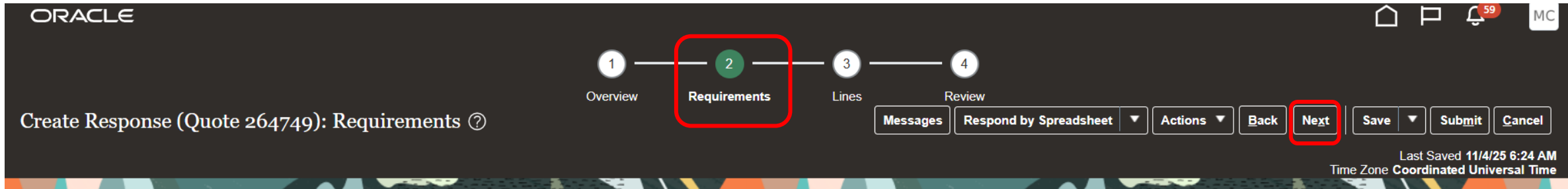
Reference Number
Note to Buyer
Attachments None +



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.



Time Remaining 87 Days 23 Hours

Close Date 1/31/26 6:11 AM

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.



Responding to Negotiations (4) – Lines by Direct Input



4

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

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

ORACLE

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 264749): Lines ?

Currency = Singapore Dollar

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Export Import

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

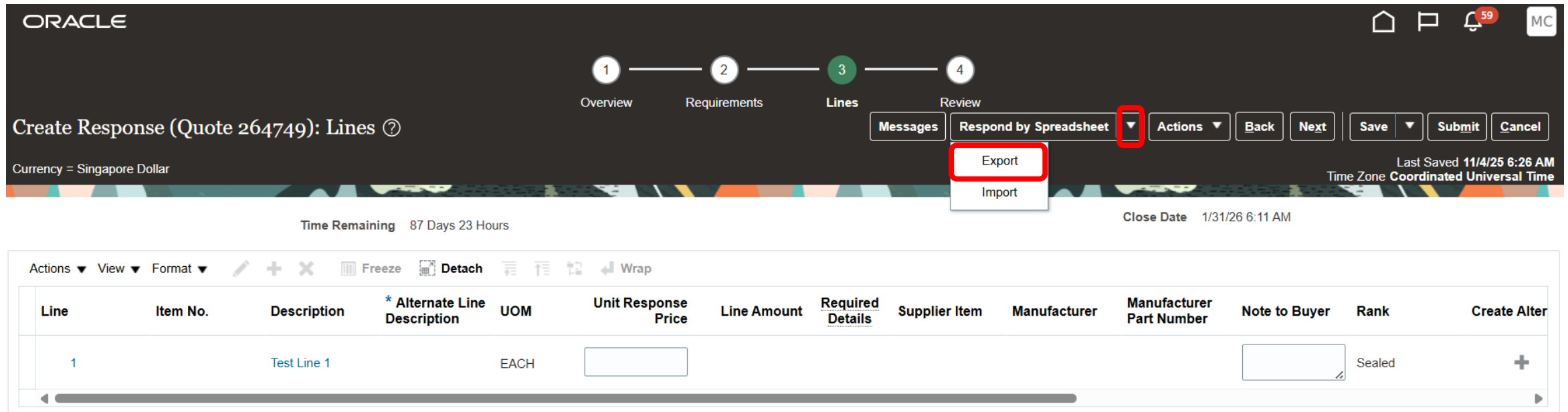
Line	Item No.	Description	* Alternate Line Description	UOM	Unit Response Price	Line Amount	Required Details	Supplier Item	Manufacturer	Manufacturer Part Number	Note to Buyer	Rank	Create Alter
1		Test Line 1		EACH	<input type="text"/>						<input type="text"/>	Sealed	+



Responding to Negotiations (5) – Lines by File Import

- 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**”.



The screenshot displays the Oracle Procurement Cloud interface for a 'Create Response (Quote 264749): Lines' task. The breadcrumb trail shows the current step is 'Lines'. The 'Respond by Spreadsheet' dropdown menu is open, highlighting the 'Export' option. The interface also shows a 'Time Remaining' of 87 Days 23 Hours and a 'Close Date' of 1/31/26 6:11 AM.

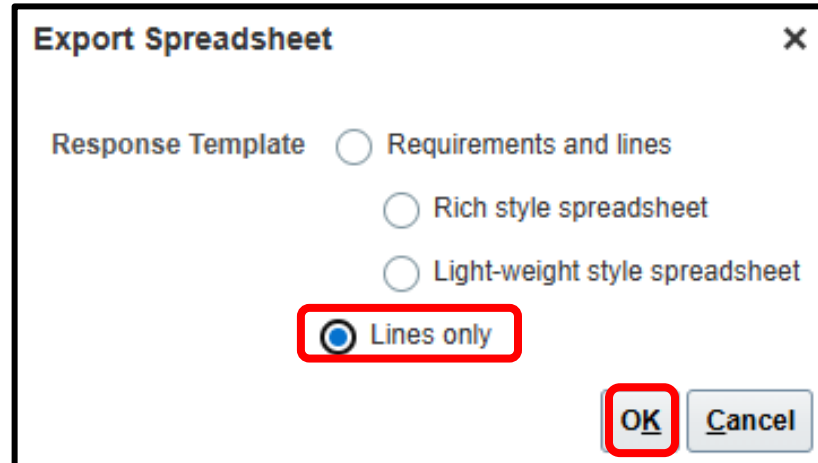
Line	Item No.	Description	* Alternate Line Description	UOM	Unit Response Price	Line Amount	Required Details	Supplier Item	Manufacturer	Manufacturer Part Number	Note to Buyer	Rank	Create Alter
1		Test Line 1		EACH								Sealed	+



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*



Export Spreadsheet

Response Template

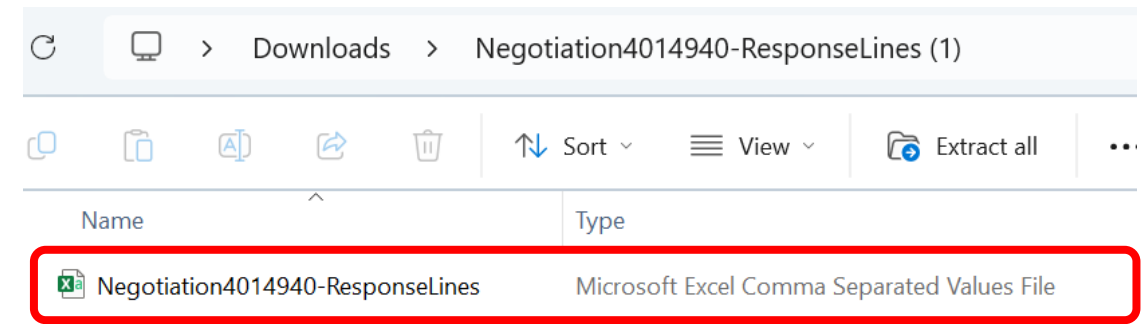
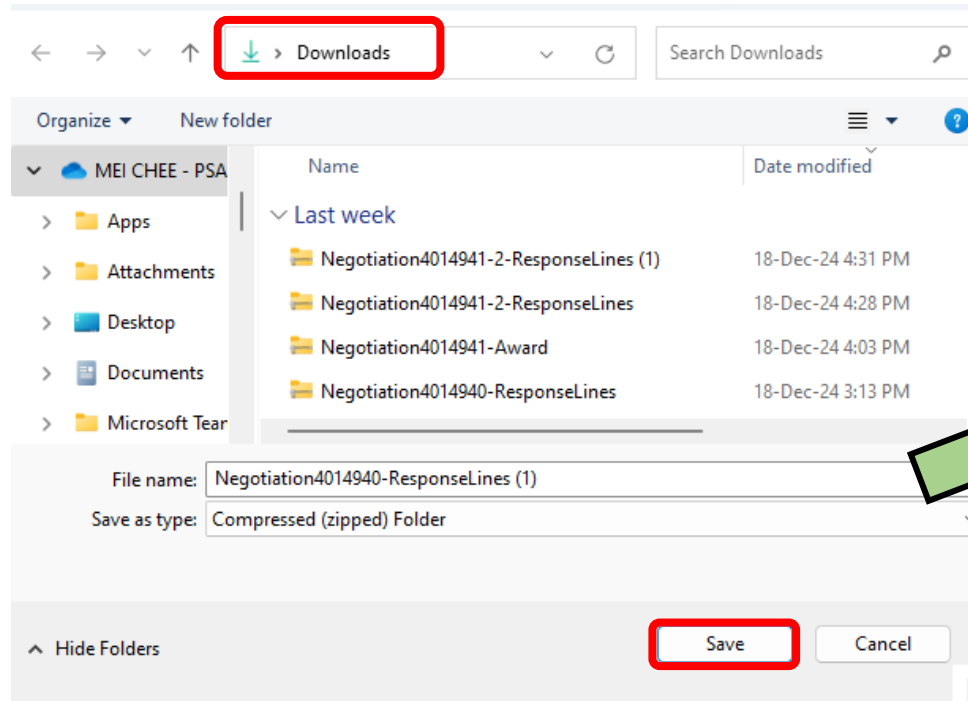
- Requirements and lines
- Rich style spreadsheet
- Light-weight style spreadsheet
- Lines only

OK Cancel



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 ribbon selected. The ribbon includes options for Clipboard, Font (Calibri, size 11), Alignment, Number, and Styles. The active cell is A1, containing the text "For Supplier Guide". The spreadsheet data is as follows:

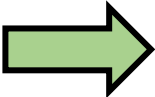
	A	B	C	D	E	F	G	H	I	J
1	For Supplier Guide									
2										
3	Negotiation	RFQ 4014940		Company	PSA					
4	Close Date	#####		Buyer	SAW MEI CHEE					
5	Negotiation	SGD		Phone						
6	Response	SGD		Email	sawmc@globalpsa.com					
7	Price Precision	2		Supplier	TEST-SG-IMPLEMENTATION					
8				Supplier Site						
9										
10	Enter response value in fields marked as required or optional only. * Required, ** Optional or conditionally 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.

The screenshot shows the Oracle software interface for 'Create Response (Quote 264749): Lines'. The breadcrumb navigation shows 'Overview', 'Requirements', 'Lines', and 'Review', with 'Lines' being the active step. The 'Respond by Spreadsheet' dropdown menu is open, showing 'Export' and 'Import' options. The 'Import' option is highlighted with a red box. Other buttons visible include 'Messages', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The currency is set to 'Singapore Dollar'. The 'Time Remaining' is 87 Days 23 Hours, and the 'Close Date' is 1/31/26 6:11 AM. The table below shows one line item with the following details:

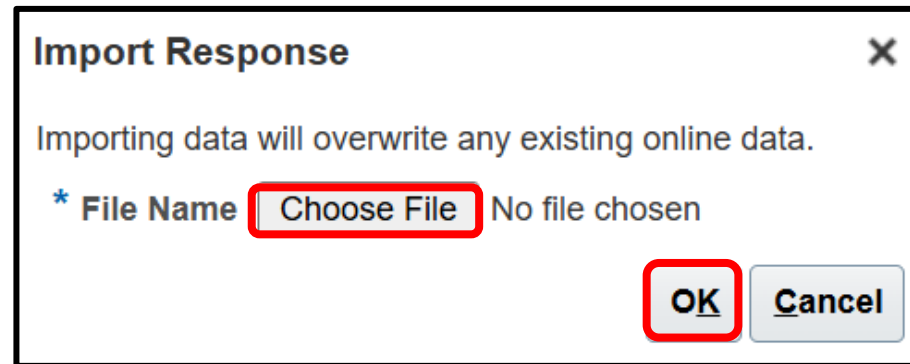
Line	Item No.	Description	* Alternate Line Description	UOM	Unit Response Price	Line Amount	Required Details	Supplier Item	Manufacturer	Manufacturer Part Number	Note to Buyer	Rank	Create Alter
1		Test Line 1		EACH								Sealed	+



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**”.



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 Rows with Errors 1
Errors Found 7

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 — 4
Overview Requirements Lines Review

Create Response (Quote 264749): Lines ?

Currency = Singapore Dollar

Price imported successfully

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

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

Actions View Format Freeze Detach

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.

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 264749): Lines ?

Messages Respond by Spreadsheet Actions Back Next Save

Currency = Singapore Dollar Time Zone

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

Actions View Format + X Freeze Detach Wrap

Line	Item No.	Description	* Alternate Line Description	UOM	Unit Response Price	Line Amount	Required Details	Note to Buyer	Rank	Create Alternate	Estimated Quantity
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) Messages 1-1 Save Save and Close Cancel

Currency = Singapore Dollar Last Saved 11/4/25 6:33 A

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	Note to Buyer	Made in USA. Warranty 12 months
* Response Price	150.00	Supplier Item	
Estimated Quantity	1	Manufacturer	
* UOM	EACH	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.

Progress bar: 1 Overview, 2 Requirements, 3 Lines, 4 Review

Create Response (Quote 264749): Lines ?

Buttons: Messages, Respond by Spreadsheet, Actions, Back, **Next**, Save, Submit, Cancel

Currency = Singapore Dollar

Last Saved 11/4/25 6:35 AM
Time Zone Coordinated Universal Time

Time Remaining 87 Days 23 Hours

Close Date 1/31/26 6:11 AM

Actions View Format + X Freeze Detach Wrap

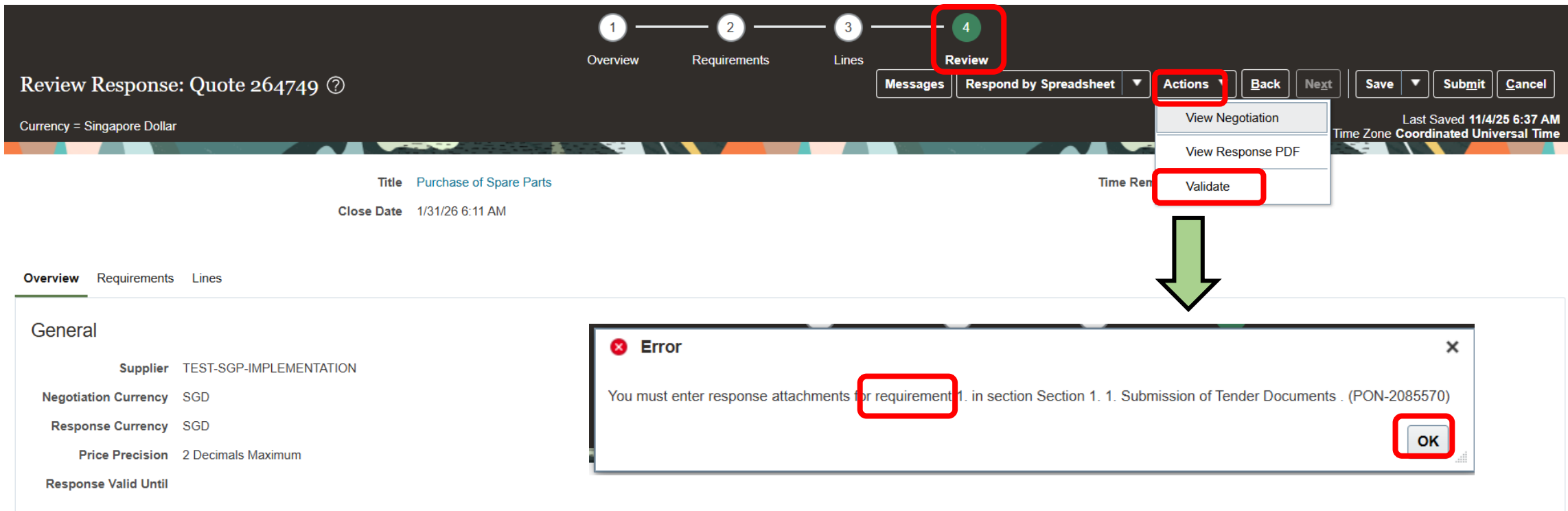
Line	Item No.	Description	* Alternate Line Description	UOM	Unit Response Price	Line Amount	Required Details	Note to Buyer	Rank	Create Alternate	Estimated Quantity	Estimated Total Amount	Target Release
1		Test Line 1		EACH	100.00	100.00			Sealed	+	1		
	1-1		Brand 2	EACH	150.00	150.00		Made in USA. Warranty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



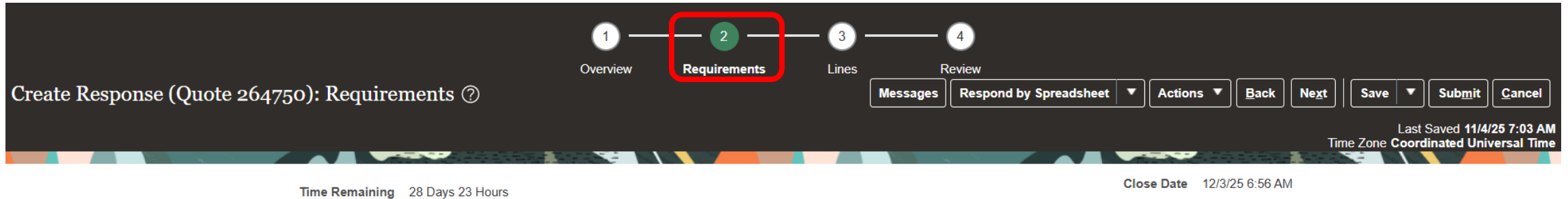
The screenshot displays the PSA system interface. At the top, a navigation bar shows four steps: 1 Overview, 2 Requirements, 3 Lines, and 4 Review (highlighted with a red box). Below the navigation bar, the title is "Review Response: Quote 264749" and the currency is "Singapore Dollar". A dropdown menu for "Actions" (highlighted with a red box) is open, showing options: "View Negotiation", "View Response PDF", and "Validate" (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 text: "Error: You must enter response attachments for requirement 1. in section Section 1. 1. Submission of Tender Documents . (PON-2085570)". The "OK" button in the error message box is highlighted with a red box. Below the error message, the "Overview" tab is active, showing details for "Purchase of Spare Parts" with a close date of "1/31/26 6:11 AM".



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.

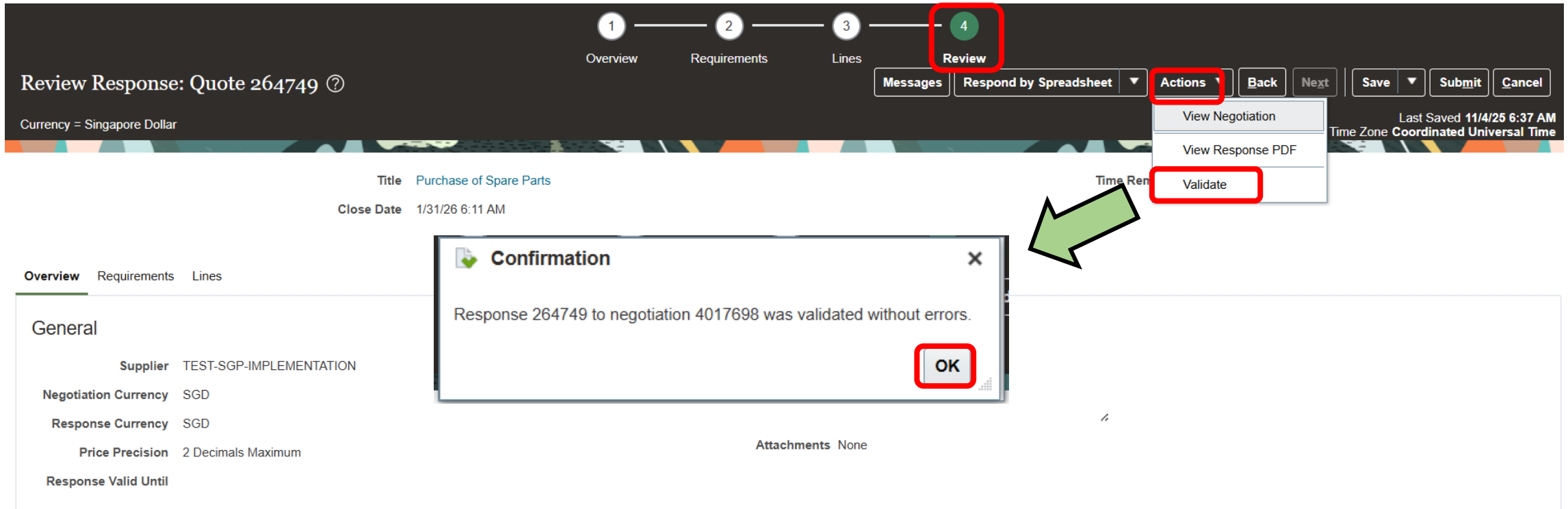
as per attached

*** 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.

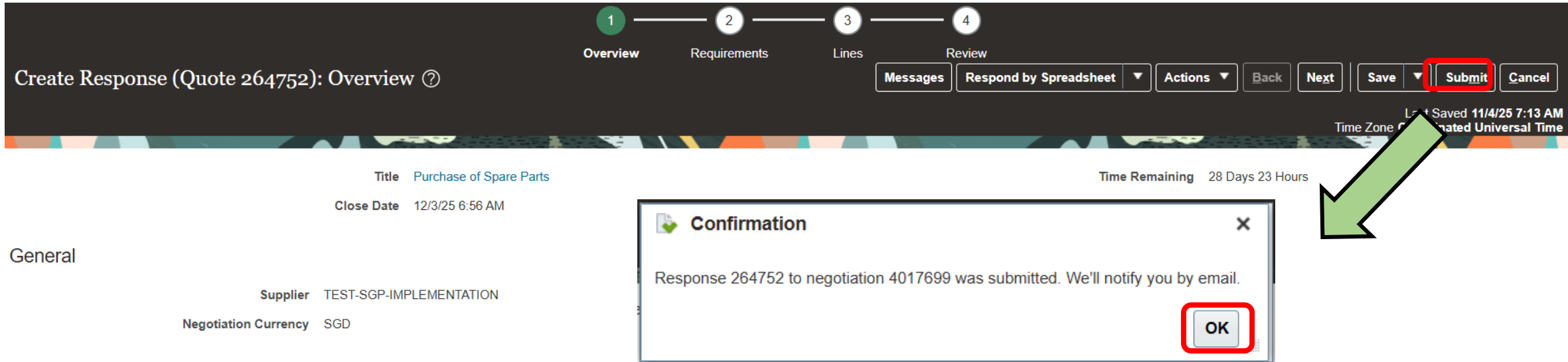


The screenshot displays the 'Review Response: Quote 264749' interface. At the top, a progress bar shows four steps: 1. Overview, 2. Requirements, 3. Lines, and 4. Review (highlighted with a red box). Below the progress bar, the 'Actions' menu is open, showing options: View Negotiation, View Response PDF, and Validate (highlighted with a red box). A green arrow points to the 'Validate' option. The main content area shows the negotiation details: Title: Purchase of Spare Parts, Close Date: 1/31/26 6:11 AM. A confirmation pop-up is displayed in the foreground, stating: 'Response 264749 to negotiation 4017698 was validated without errors.' The 'OK' button on the pop-up is highlighted with a red box. The left sidebar shows the 'General' section with fields: Supplier (TEST-SGP-IMPLEMENTATION), Negotiation Currency (SGD), Response Currency (SGD), Price Precision (2 Decimals Maximum), and Response Valid Until. The bottom right corner has a yellow arrow icon.

5. Responding to Negotiations (20) – Submit Response

20

Click “**Submit**” to submit your response.
A Confirmation pop-up will appear, click “**OK**” to proceed.



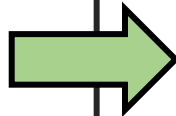
The screenshot displays the 'Create Response (Quote 264752): Overview' page. At the top, a progress bar shows four steps: 1. Overview (highlighted in green), 2. Requirements, 3. Lines, and 4. Review. Below the progress bar, the page title is 'Create Response (Quote 264752): Overview'. To the right, there are several buttons: '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 window. The pop-up window has a title bar 'Confirmation' and a close button 'X'. The message inside the pop-up reads: 'Response 264752 to negotiation 4017699 was submitted. We'll notify you by email.' At the bottom right of the pop-up, there is an 'OK' button, which 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). A 'Time Remaining' indicator shows '28 Days 23 Hours'. The top right corner of the page indicates 'Last Saved 11/4/25 7:13 AM' and 'Time Zone Coordinated Universal Time'.



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

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



5. Responding to Negotiations (22) – Revise/Update Response



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	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 (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 Dollar Time Zone Hong Kong Time

Title Demo Negotiation Amendment **Open Date** 16/05/25 PM 05:13
Status Active **Close 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



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

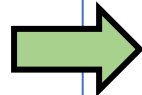
- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile



Manage Responses

Time Zone Coordinated Universal Time

Done

Advanced Manage Watchlist Saved Search Active or Draft Responses

** At least one is required

** Negotiation Title

** Negotiation

** Response

** Response Status **Active or draft**

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
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'

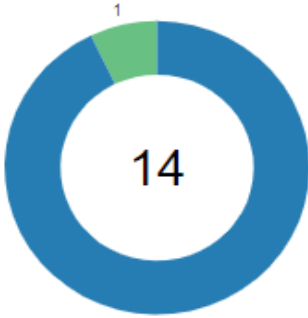
Supplier Portal

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



Category	Count
Schedules Overdue or Due Today	13
Invoices Overdue	1
Total	14

Recent Activity
Last 30 Days

Orders opened	5
---------------	---


Transaction Reports
Last 30 Days

Invoice Amount	1300	SGD
Invoice Price Variance Amount		SGD

Supplier News

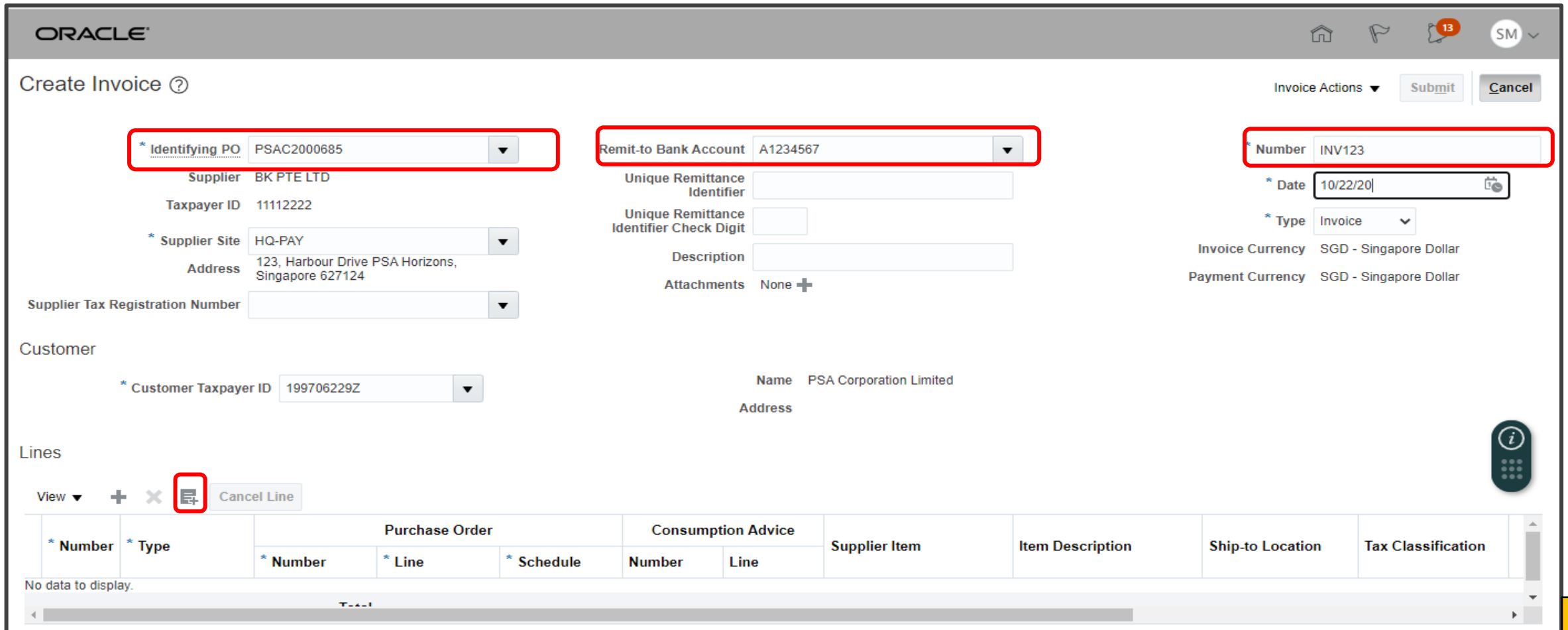
Welcome to the new iSupplier Portal of PSA Group
Please ensure your supplier profile is up-to-date

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



Creating Invoices (2)

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



ORACLE Home Flag 13 SM

Create Invoice ? Invoice Actions Submit Cancel

*** Identifying PO** PSAC2000685 ▼ **Remit-to Bank Account** A1234567 ▼ **Number** INV123 ▼

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

Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None +

*** Date** 10/22/20 📅
*** Type** Invoice ▼
Invoice Currency SGD - Singapore Dollar
Payment Currency SGD - Singapore Dollar

Customer
*** Customer Taxpayer ID** 199706229Z ▼ Name PSA Corporation Limited
Address

Lines
View ▼ + × 📄 Cancel Line ?

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



Creating Invoices (3)

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

Select and Add: Purchase Orders

Search

Advanced Saved Search

** At least one is required

** Purchase Order

** Consumption Advice

** Creation Date

Search Reset Save...

Search Results

View

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

Apply OK Cancel



Creating Invoices (4)

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

ORACLE

Create Invoice ?

Invoice Actions **Submit** **Cancel**

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

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

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

Customer
Customer Taxpayer ID 199706229Z
Name PSA Corporation Limited
Address

Lines

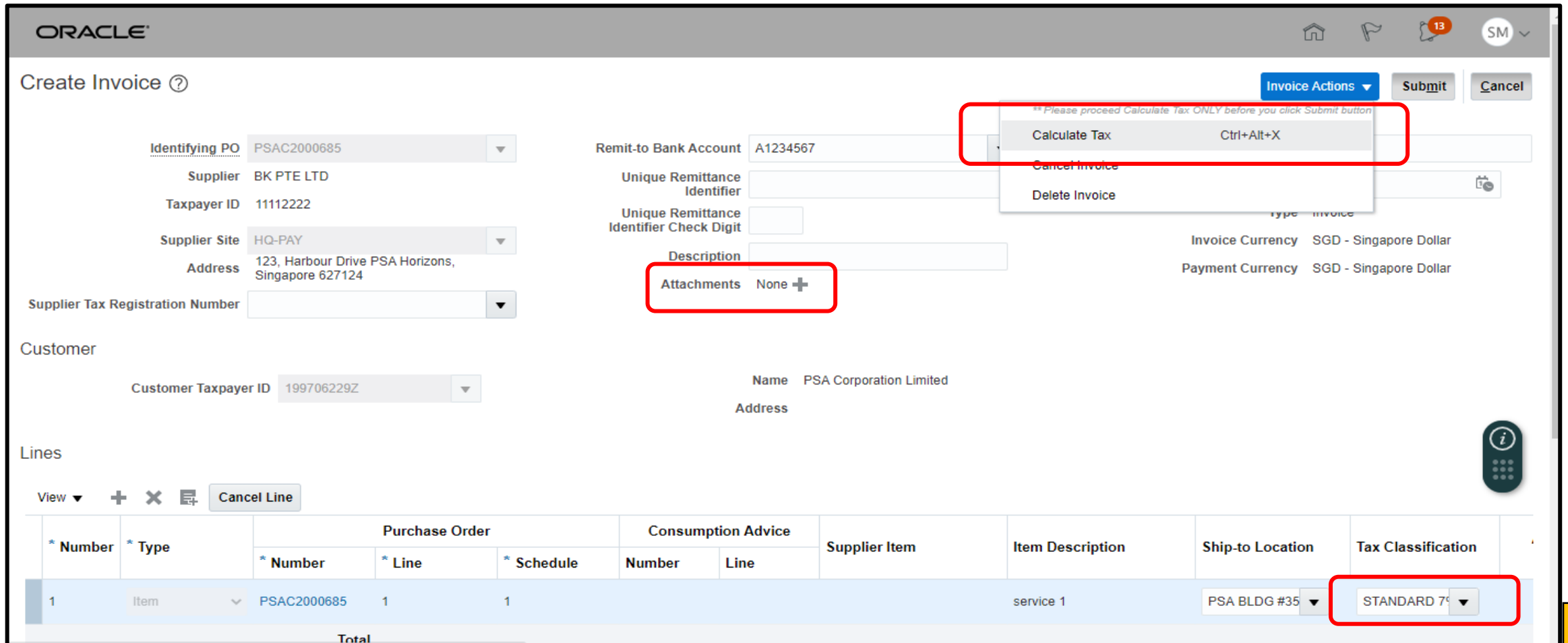
View + x Cancel Line

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



Creating Invoices (5)

- 5 Select the appropriate “Tax Classification” (STANDARD 9% IN/ ZERO-RATED IN/ OUT OF SCOPE)
Click on “Attachments” to upload your invoice.
Click “Calculate Tax”.



ORACLE

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: Calculate Tax (Ctrl+Alt+X), Cancel Invoice, Delete Invoice

Invoice Currency: SGD - Singapore Dollar
Payment Currency: SGD - Singapore Dollar

Customer Taxpayer ID: 199706229Z
Name: PSA Corporation Limited
Address: []

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



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

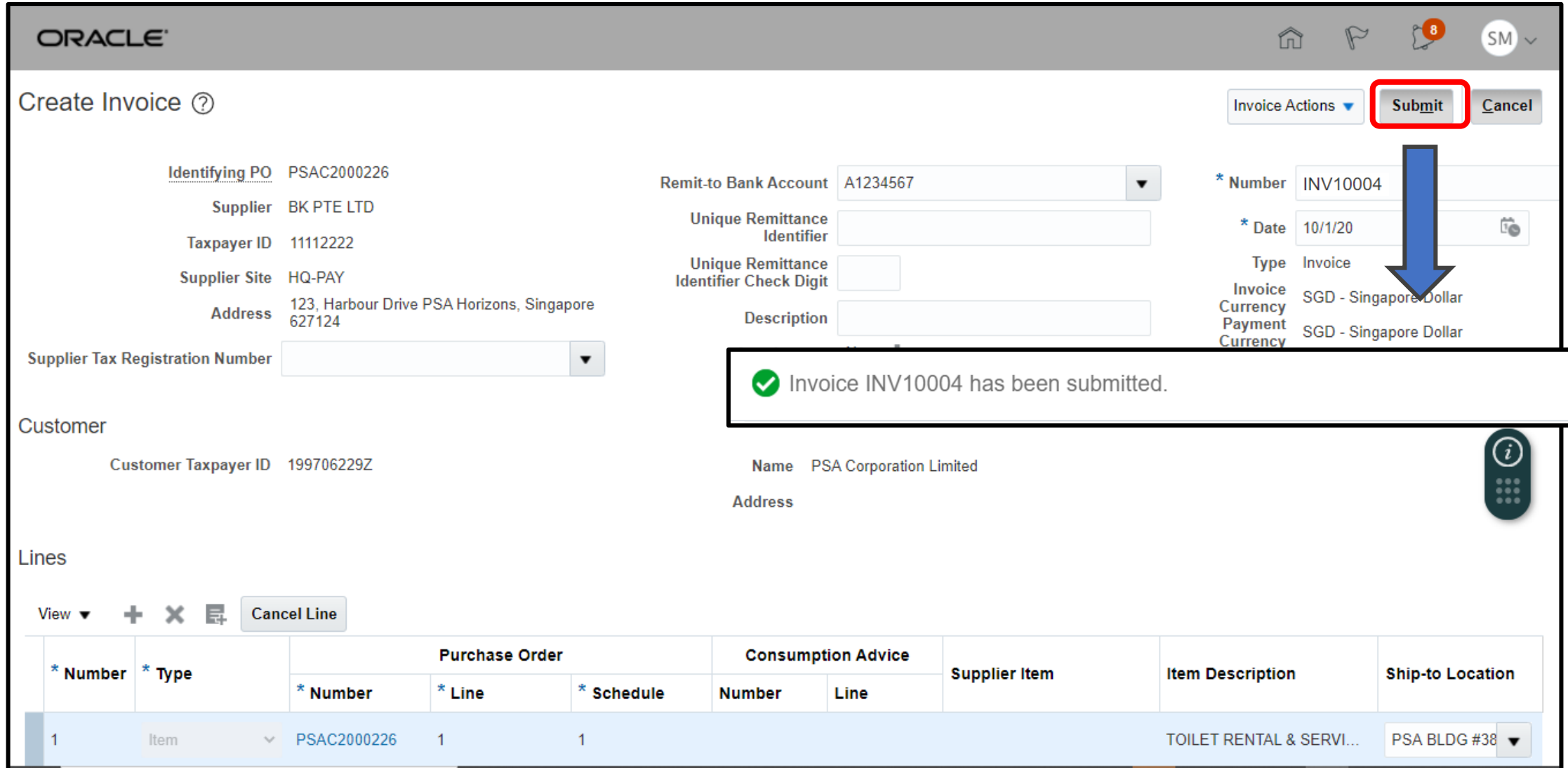
Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
400.00	0.00	0.00	0.00	28.00	428.00



Creating Invoices (7)

7

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



The screenshot shows the Oracle 'Create Invoice' interface. The 'Submit' button in the 'Invoice Actions' menu is highlighted with a red box. A blue arrow points from the 'Submit' button to a confirmation message box that reads: 'Invoice INV10004 has been submitted.' The interface includes various input fields for invoice details, a table for invoice lines, and navigation icons.

ORACLE

Create Invoice ?

Invoice Actions **Submit** Cancel

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

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

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

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”

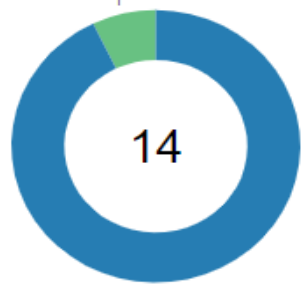
Supplier Portal

Order Number

Tasks

- Orders
 - 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



Category	Count
Schedules Overdue or Due Today	13
Invoices Overdue	1
Total	14

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>. 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

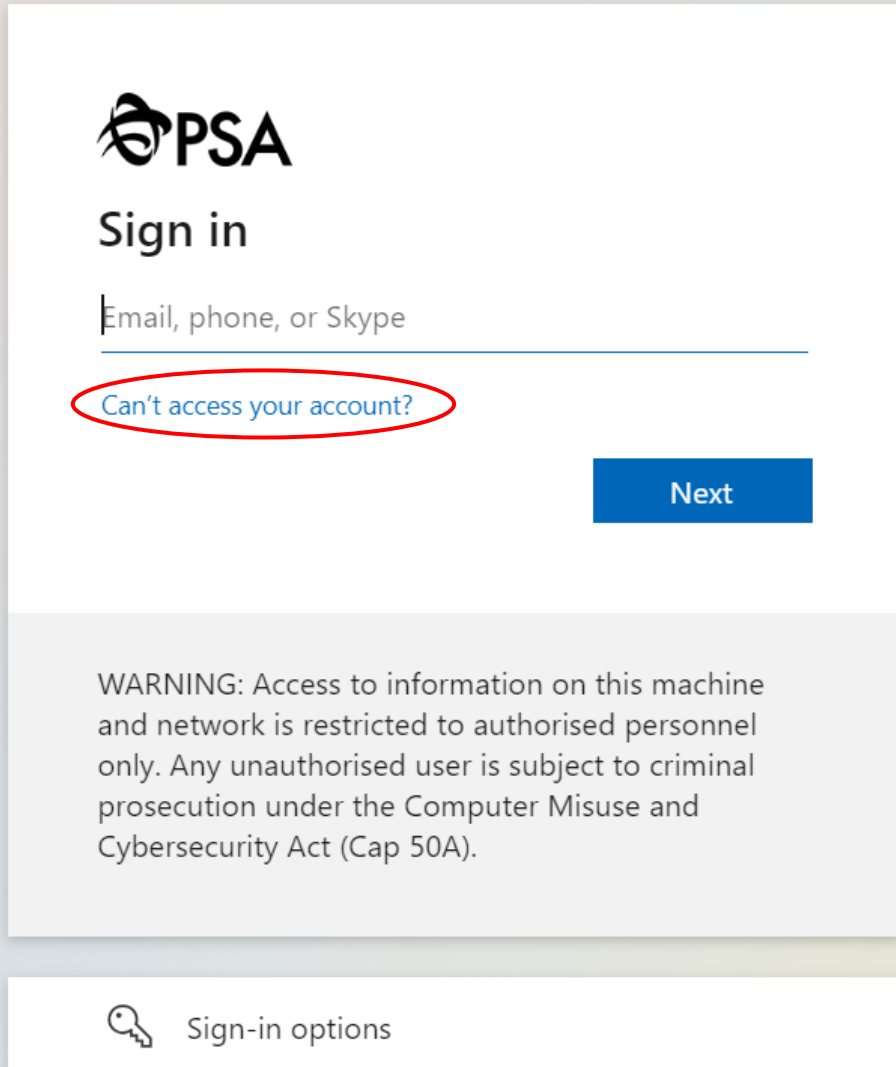


Reset Password

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.



The screenshot shows the PSA Sign in page. 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 blue link labeled "Can't access your account?", which is circled in red in the image. To the right of the link is a blue button labeled "Next". At the bottom of the page, there is a key icon and the text "Sign-in options". A warning message is displayed in a grey box at the bottom of the page: "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)."



Thank You

