

# South African Reserve Bank

## **eSourcing Quick Reference Guide**

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## 1. Sourcing introduction

The eSourcing portal is part of the Oracle E-Business Suite (EBS) application that provides a central point for the South African Reserve Bank (SARB) Procurement Division and Suppliers to perform Sourcing Activities.

This solution will assist in:

- ensuring there is an adequate audit trail of all sourcing activities and events;
- storing documents related to sourcing activities in a central location, with the relevant access given to all parties involved;
- minimising the number of sourcing activities being performed outside of the system; and
- ensuring suppliers receive invites for sourcing events on time and receive notifications related to sourcing activities they are involved in.

## 2. Sourcing profile

The Supplier will be assigned the following responsibility to perform Sourcing activities.

Responsibility	Definition
SARB Sourcing Supplier	<ul style="list-style-type: none"><li>▪ Online review, submission of quotes, proposals and tenders that suppliers have been invited to participate in.</li><li>▪ This responsibility is usually part of the Sales personnel or SARB account manager.</li></ul>

## 3. Logging on


### Accessing the SARB eSourcing application for the first time

You will receive an e-mail from SARB that contains the link to the eSourcing portal. If an email is not received, you should check your "Junk" or "Spam" folders. The email from SARB will contain your username (email address) and a link to change/reset your password. Please click on the link to create a new password for yourself.

Once you have logged on, it is advisable to save the link to your browser favourites. In case you cannot locate the email then you may contact the SARB Procure to Pay Helpdesk on +27 800 777 007 or [supplier@resbank.co.za](mailto:supplier@resbank.co.za).

Sign In

Please enter your username and password.



South African Reserve Bank

Login

Forgot Password?

! Login using your Username and new Password.

! Should you forget your password in future, click on the *Forgot Password?* to reset the password. An email with instructions will be sent to you.

## 4. Acknowledge Participation to Negotiations

System Path: SARB Sourcing Supplier >> Sourcing >> Sourcing Home Page

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
5074345	Active		4653223	RFx Flow	RFx	0 seconds		0

**Step 1** – Click on the [Negotiation Number](#)

**Terms and Conditions**

The following terms and conditions must be accepted before a quote is placed in this RFx.

The content of this invitation to tender is intended only for purposes of providing a prospective supplier with the necessary information to enable it to submit a response to this tender.

A General Information Document is attached containing information about the SARB, the tender process, as well as terms and conditions applicable to the particular tender type.

Please select and read the General Information Document applicable to the tender type you are responding to. In this regard, please note the following documents are available:

- SARB Informal quotations – General Information Document;
- SARB Request for Information (RFI) – General Information Document;
- SARB Expression of Interest (EOI) – General Information Document;
- SARB Tenders (RFQ, RFP, RFT) – General Information Document; and
- SARB Panels – General Information Document.

Thereafter confirm you are familiar with the content thereof and accept all terms and conditions contained therein by clicking "Accept".

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
SARB Expression of Inter...	File	SARB Expression of Inter...	To Supplier	P99914346	2019-06-06	One-Time		
SARB Informal Quotation...	File	SARB Informal Quotation...	To Supplier	P99914346	2019-06-06	One-Time		
SARB Panels - General I...	File	SARB Panels - General I...	To Supplier	P99914346	2019-06-06	One-Time		
SARB Request for Inform...	File	SARB Request for Inform...	To Supplier	P99914346	2019-06-06	One-Time		
SARB Tenders (RFQ, RF...	File	SARB Tenders (RFQ, RF...	To Supplier	P99914346	2019-06-06	One-Time		

I have read and accepted the terms and conditions

Cancel Accept

**Step 2** – Read the [Terms and Conditions](#)

**Step 3** – Click on the link to open the attachment for review

**Step 4** – Click on the checkbox to acknowledge that you have read the [Terms and Conditions](#)

**Step 5** – Click to [Accept](#) the Terms and Conditions

## 5. Respond to Negotiation

System Path: SARB Sourcing Supplier >> Sourcing >> Sourcing Home Page

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
5074345	Active		4653223	RFx Flow	RFx	0 seconds		0

**RFx: 4662218**

Title: SARB RFQ  
Status: Active (Locked)  
Time Left: 56 days 20 hours

Open Date: 2019-07-25 13:17:35  
Close Date: 2019-09-20 13:13:56

Actions: **Create Quote** Go

Header Lines Controls Contract Terms

Personalize "Lines"  
Display Rank As: 1,2,3...  
Ranking: Multi-Attribute Scoring

Cost Factors: Buyer & Supplier  
 Suppliers see their quote price transformed  
Price Tiers: Quantity Based

Description	Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (ZAR)/Total Score	Active Responses	Time Left
Server	1	Server	8010.1500	1 Unit	100	2019-11-15 13:11:22		Sealed	Sealed	56 days 20 hours
Computers	2	Computers	2325.1700	Each	20	2019-11-20 13:12:44		Sealed	Sealed	56 days 20 hours

**Step 1** – Click on the *Negotiation Number*

**Step 2** – Change the *Actions* to *Create Quote (RFx) / Response (RFI) / Bid (Auction)* and click on *Go*

**Step 3** – Click *Header* and you will be able to attach documents and respond to *Requirements*

**Step 4** – Click on the *Lines* and populate pricing details

**hint** If you see this icon you need to add additional detail.



! Click [Quote By Spreadsheet](#) to respond offline (using excel) and upload the response on the system.

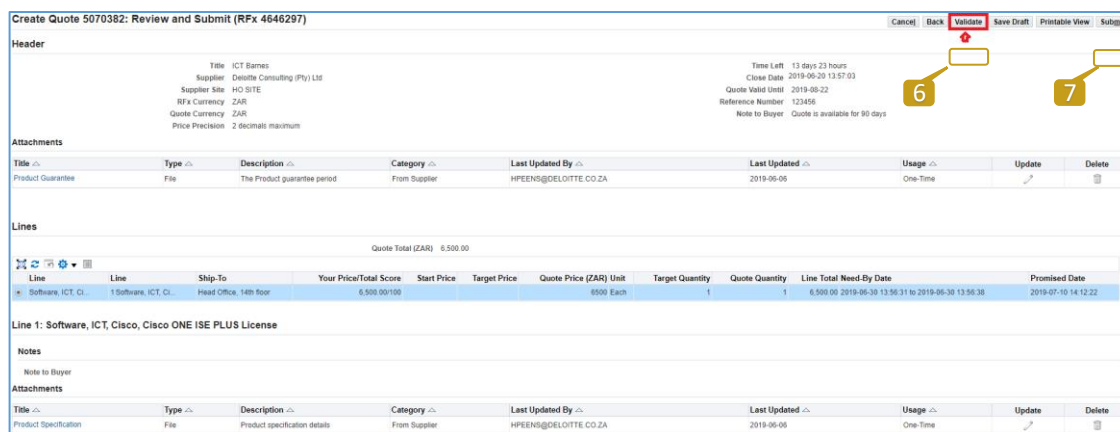
**hint**

Attachments to be uploaded on the Header page



! You can use the [Save Draft](#) button while you are busy

**Step 5** – Click [Continue](#) to review and submit your response.

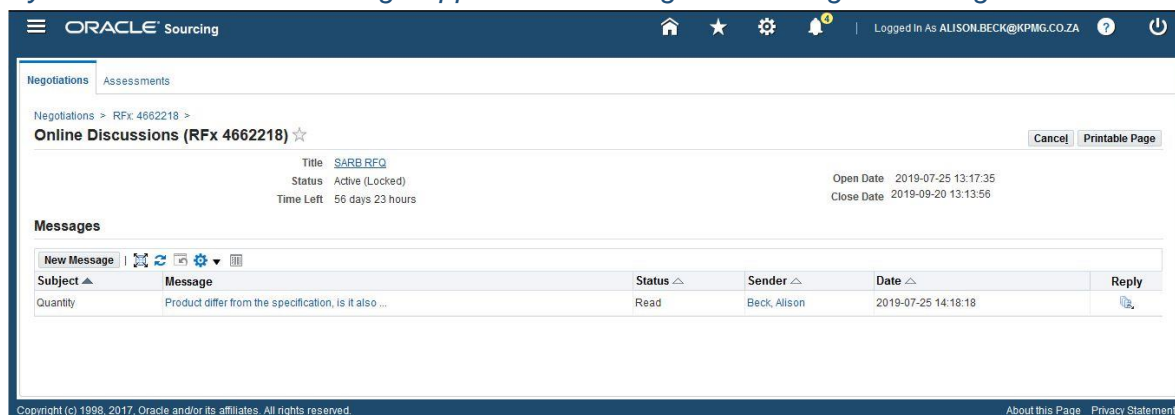


**Step 6** – Click to [Validate](#) your response to check for any errors on the response.

**Step 7** – Click [Submit](#).

## 6. Online Collaboration/discussion

System Path: [SARB Sourcing Supplier](#) >> [Sourcing](#) >> [Sourcing Home Page](#)



This functionality allows for two way communication between the Sourcing consultant and the Supplier.

# 7. Response Status

System Path: SARB Sourcing Supplier >> Sourcing >> Sourcing Home Page

The screenshot shows the Oracle Sourcing interface. At the top, there is a navigation bar with the Oracle logo and 'Sourcing' text. On the right, it says 'Logged In As HPEENS@DELOITTE.CO.ZA'. Below the navigation bar, there are tabs for 'Negotiations' and 'Assessments'. A search bar for 'Open Negotiations' is present, followed by a 'Go' button. A welcome message 'Welcome, Henry Peens.' is displayed. The main section is titled 'Your Active and Draft Responses' and includes a 'Full List' button. Below this is a table with the following data:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
5078346	Draft	HO SITE	4662218	SARB RFQ	RFx	48 days 23 hours		0
5071346	Active		4647227	Approval Flag as Yes	RFx	0 seconds		0
5071350	Active		4647228	Testing Notification	RFx	0 seconds		0
5071361	Active		4647253	Testing Award by Quote	RFx	0 seconds		0
5071358	Active		4647239	Acknowledge Participation	RFx	0 seconds		0

Below the table is a section titled 'Your Company's Open Invitations' with a 'Full List' button. It contains a table with the following data:

Supplier Site	Negotiation Number	Title	Type	Time Left
HO SITE	4663220	testing_Auction	Auction	10 days 22 hours

At the bottom left, there is a 'Quick Links' section with two columns: 'Manage' and 'View Responses'. The 'View Responses' column contains links for 'Active', 'Discarded and Withdrawn', 'Awarded', and 'Rejected'. A yellow callout box with an exclamation mark points to the 'Quick Links' section.

! Use the *Quick Links* to see the status of responses