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	▪ Online review, submission of quotes, proposals and tenders that suppliers have been invited to participate in. ▪ This responsibility is usually part of the Sales personnel or SARB account manager.

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.

! 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

Step 1 – Click on the *Negotiation Number*

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

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.

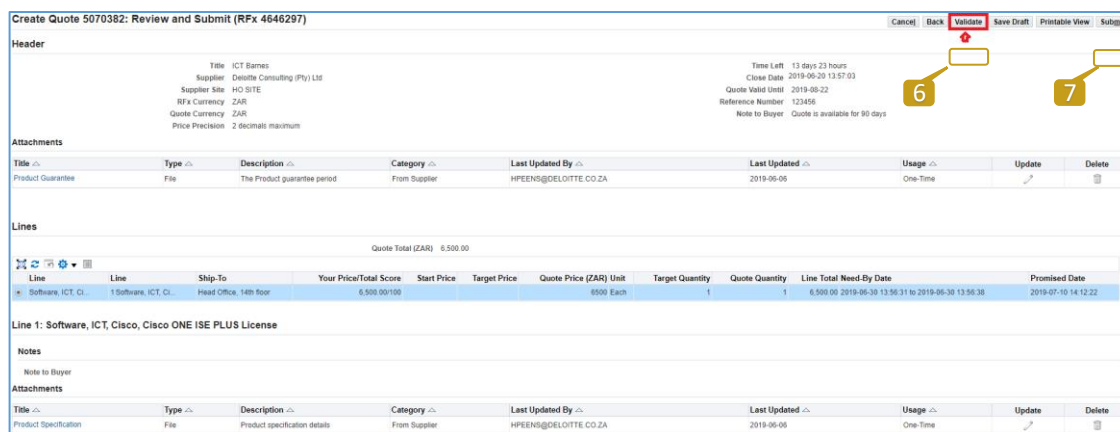! Click *Quote By Spreadsheet* to respond offline (using excel) and upload the response on the system.

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.

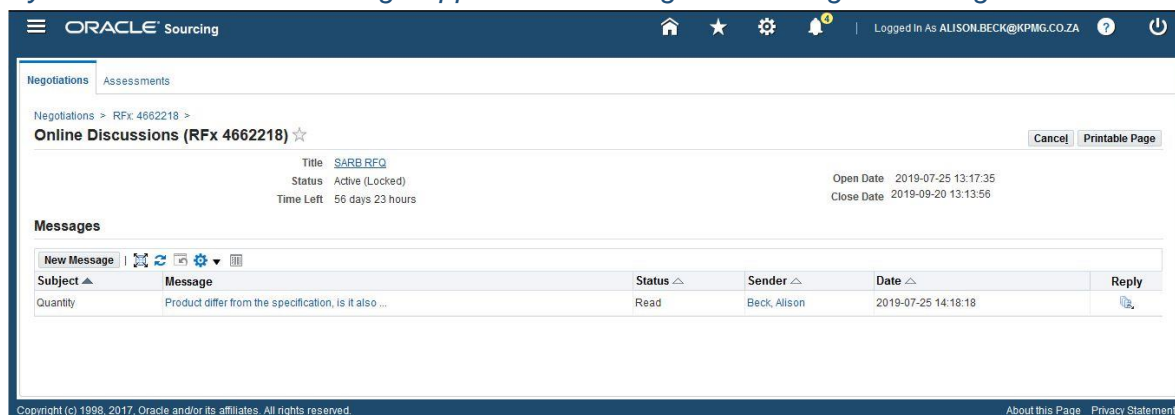Step 6 – Click to *Validate* your response to check for any errors on the response.

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

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