

eSourcing Training Guide For Suppliers

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1. Introduction

1.1.Sourcing Module

The Sourcing Module is part of the Oracle E-Business Suite (EBS) application that enables the interaction between the South African Reserve Bank (SARB) and its suppliers to be more effective. The application allows you to amend profile details, respond to RFI and RFx (RFP, RFQ and RFT) upload documents and participate in Procurement / Sourcing events.

The portal will allow SARB and its suppliers to interact and communicate online by exchanging documents and discussions, etc.

1.2. Benefits of the Sourcing Module

- Online responses to Negotiations.
- Supplier details' amendments / updates.
- Better and more efficient communication between SARB and suppliers.

2. Procurement Service Desk

For help on how to transact on the Sourcing Module, you can contact the Procure to Pay help desk by sending an email to <u>supplier@resbank.co.za</u> or call +27 800 777 007.

3. Software Recommendations

To access the SARB Sourcing Module, we recommend the following computer software requirements:

- Internet Connection 1 Mbps or above
- Web Browser Microsoft's Internet Explorer (version 10 or later) or other compatible browsers (<u>Note</u>: Other browsers might work, but we do not recommend using them as some functionalities might not be supported)



• The latest version of Adobe Acrobat reader and Adobe Flash Player is also required.

Note: The use of pop-up blockers will negatively affect the use of the Sourcing Module. Special exceptions in blocking software are required in order to allow full access to the portal.

4. Navigation Tips The following information will assist you while navigating through the Sourcing module:

lcons	Descriptions
*	An Asterisk prior to a field name indicates that the field is mandatory and must be populated with the information requested. For example: When creating a 'New Message' in "Online Discussions", the Subject and Message fields are mandatory.
%	Use the Percent sign to perform a search with incomplete information. For example: When searching for information on Rejected Lines or Items, in Responses to Negotiations. Item is %Painting - will return all rejected items / lines ending with the word Painting Item is %Painting% - will return all rejected lines / items which contain the
	word Painting Painting - will return the records matching the word Painting
/	This Pencil icon allows you to make field updates. For example: To update the description of an uploaded attachment on a Quote, clicking on the Pencil icon will allow you to update the description text.
10	The Calendar icon allows you to select a date. For example: To indicate by when you will be able to deliver the requested item(s) the Calendar icon will allow you to select the date of deliver ('Promised Date').
0	The Search icon allows you to search a field for a list of values. If you know the field value, begin typing it and click the tab key to show the list of available values.
+	The Addition icon allows you to add attachments. Note: attachment type is restricted to 'file' only.
6	This icon indicate the number of documents attached to the relevant transaction.
¢	You should not use the Back button on the browser. This can cause errors in the application.
	The Navigation icon allows you to navigate through the system using the assigned roles / responsibilities.

5. Sourcing Module Registration

SARB will be responsible for registering suppliers on the database to enable you to use the eSourcing Portal. Prior to registration, you will be asked to provide critical information such as **contact name** and **phone number**. You will be able to register more than one contact. Once you have been registered, you can start participating in negotiations.

6. Sourcing Module Login

Once you have been registered to the SARB supplier database, you can access the Sourcing Module using the link <u>https://secure.resbank.co.za/applications/login.jsp</u>. You will be required to fill in your **Username** as provided during the registration process. When you login in for the first time you will be required to create a password.

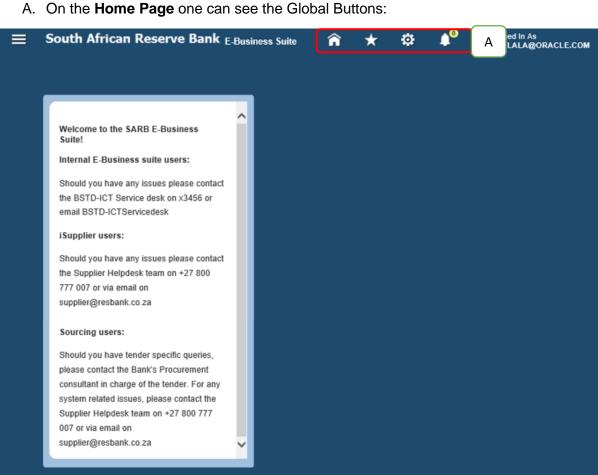
Once connected, you will see the **Login** screen below. Please login using your **Username** and **Password**.

Sign In Please enter your username and password.	South African Reserve Bank
Password	
Login	
	Forgot Password?

- Click in the **Username** field and enter your e-mail address.
- Click in the **Password** field and enter your password.
- Click on the Login button. The Sourcing home page will then be displayed.

Note:

- If you have forgotten your password, you can click **Forgot Password** to reset your password and an email with instructions will be sent to your registered e-mail address.
- An e-mail notification will be sent from Noreply <u>applmgr@resbank.co.za</u> email address.



	Should you have any issues please contact
	the Supplier Helpdesk team on +27 800
	777 007 or via email on
	supplier@resbank.co.za
	Sourcing users:
	Should you have tender specific queries

Global Buttons	Description
Â	Home – Returns you back to the home page.
<mark>ሀ</mark>	Logout – Logs you out of SARB Sourcing Module.
*	Favorites – (time zone, password, etc.).
‡	Settings - Displays your preferences, enables you to manage proxies, allows you to log access requests, etc.
^ [©]	Workflow Notifications - Opens your notifications.
	Navigator- This icon lets the Suppliers to navigate through the system using assigned roles.

Note: The default language for the Sourcing Module is American English there the spelling of certain words may be different for example, "Favourites" will be spelled "Favorites".

7. The Sourcing Module Home Page

After successfully logging into the **SARB Sourcing module**, the **home page** below will appear:

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- A. Select your assigned role (SARB Sourcing Supplier) by clicking on the Navigator button and selecting the responsibility: <u>Navigation</u> SARB Sourcing Supplier -> Sourcing -> Sourcing Home Page.
 - When you click on the **Sourcing** responsibility two new links will appear on the right side of the page:
 - Sourcing Home Page
 - \circ Worklist
 - Click the **Sourcing** home page to see the negotiations you have responded to and the negotiations you have been invited to.
 - Click the **Worklist** to see your notifications.

B. **Sourcing Home page** screen below. Explanation of different sections has been provided below.

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I. Your Active and Draft Responses

This section will display **Your Active and Drafts Responses** and help you monitor the negotiations in which you are participating. Clicking on a **Response Number** will open and display the Negotiation details.

II. Your Company's Open Invitations

Your invitation to participate in a negotiation will be displayed in this section awaiting your review or action. Clicking on the **Negotiation Number** will open the **Negotiation Details** screen, displaying the complete Negotiation details as well as any relevant action buttons.

III. Quick Links

Clicking on any of these links will directly load the corresponding page(s).

8. Acknowledge Participation in Negotiations

Before you can participate in Sourcing Negotiations, you will need to acknowledge your intent to participate in the Negotiation(s). It is mandatory to acknowledge your intent or interest to participate in the Negotiation(s) before being enabled to submit responses.

On the **Sourcing Home page**, you can see the notifications for Negotiations that SARB invited you to respond to and draft responses to other Negotiations.

Note: Such acknowledgments are intended to enhance communication between buyers and suppliers, inform suppliers of the 'Terms and Conditions' related to their participation in the Negotiation(s) and inform buyers of the potential participation of a supplier.

You can acknowledge your participation in two ways:

- Acknowledge using **Sourcing** home page OR
- Acknowledge using Worklist

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8.1. Acknowledge using Sourcing home page

- A. On the **Sourcing home page**, click on **Negotiation** from top tab.
- B. To select negotaiation then click **Negotiation Number** and below screen will display.

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C. Read the **Terms and Conditions** of participating in the Negotiation before accepting them

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D. There may be a number of **Attachments** that you will be required to review - some must be completed online and some are for your information only ('Read-Only').

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• Click on the **Title** of the attachment(s) link in the **Attachments** section on the bottom-left of the screen to open the attached document(s) as shown below.

Note: If the document must be updated / edited online, then the screen below will be displayed.

	South African Reserve Bank		
	BIDDER DECLARATION		
	BIDDER DECLARATION		
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A.	Bidder's status	Qualify in paragraph F if you cannot answer NO	Q
1.	No real or potential conflict of interest exists which will disqualify the bidder from participating in this RFx process		
2.	The bidder has not engaged in any collusive practices or anti- competitive behaviour during the preparation of its response to this RFx		
3.	The bidder is not listed on the National Treasury's Register for Tender Defaulters		
4.	The bidder is not listed on the National Treasury's Database of Restricted Suppliers		
5.	The bidder is not insolvent, has not provisionally or finally been liquidated, nor has business rescue proceedings commenced against it		
6.	The bidder is not involved in any pending litigation instituted by a current or former customer / client		
в.	Pricing	YES	NO
7.	The bidder will keep its price firm for the duration of the validity period of this RFx		
c.	Terms And Conditions	YES	NO
8.	The bidder accepts all the terms and conditions contained in the draft agreement included in this RFx pack (if any).		
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ARB Request for Information (RFI) Fite	SARB Request for Information (RFI) =	P99914340	2019	05-28		One-Time	2	10
ARB Expression of Interest (EOI) - G File	SARB Expression of Interest (EOI) - G To Supplier	P99914346	2019	05-28		One-Time	1	3
ARB Tenders (RFQ, RFP, RFT) - Ge File	SARB Tenders (RFO, RFP, RFT) - Ge	P99914346	2019	05-28		One-Time	1	10
SARD Panels - General Information File	SARB Panels - General Information To Supplier	P99914348	2019	05-28		One-Time	1	
I have read and accepted the terms and condit	tions							
E								
\square								

- E. Click on I have read and understood the terms and conditions checkbox, in order to accept the stipulated Terms and Conditions.
- F. To accept the Negotiation invitation, click on the **Accept** button on the top-right corner of the screen. The RFx header and line details, notes and attachments of the Negotiation you have been invited to will be displayed.

		Â	*	•	↓ ⁴	Logged In As HPEENS@DEL	OITTE.CO.ZA	?	ባ
Negotiations	Assessments								
Negotiations RFx: 467									
	Status	P2P-009 RFx Active (Locked 1 day 4 hours)			Open Da	Acknowledge Partici te 2019-09-09 11:3 te 2019-09-18 11:31	2:2! G	Go
Header	Lines Controls Contra	act Terms							
	Buyer Quote Style Description		3. Matlala			Outcom Even		se Order	
Terms									
	Bill-To Address Ship-To Address FOE	s Head Office				Payment Terms Carrier Freight Terms			

G. On the right corner under action tab select **Acknowledge Participate** and then click **Go**

		î	*	٥	↓ ⁴	jed in As E NS@DELOI 1	ITE.CO.ZA	?	ባ
Negotiations	Assessments								
-	» RFx: 4671214 > edge Participation (R	Fx 46	671214))				Cancel	Apply
	Vill your company participate		/es						1
	Note to Buye	_	10					Ĺ	
							н		
						10			

- H. Click the Yes button to acknowledge interest in participating in the Negotiation or click the No button to decline to participate in the Negotiation. Then enter a Note to Buyer in the text field should you have any comments to add.
- I. Then click **Apply** on the right corner

Note: Once you have completed the acknowledgement you will be able to responding or submit quote or bid.

Regotiations Assessments										Α	
Search Open Negotiations	Title 💌	Go									J
Welcome, Accounts Dept. Your Active and Draft	Responses										Information
Press Full List to view all your i	company's responses.								Full List		This container can hold information such as bidding
12 - 0 - 1											procedures to help vendors.
Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left		Monitor	Unread Messages			
Draft	HO SITE	4655326	Joyce UAT RFQ Training3	RFI	2 hours		-	0			
Active	HO SITE	4647218	RFQ	RFx	t day 3 hours		100	0			
Draft	HO SITE	4647319,1	RFQ B-BBEE	RFx	14 days 1 hour		-	0			
Active	HO SITE	4647319,1	RFQ 8-BBEE	RFx	14 days 1 hour		-	0			
Draft	HO SITE	4647367	FYI triger	RFx	14 days 2 hours		100	0			
Supplier Site		Negotiation Number		Title		Туре		me Left			
Supplier Site		Negotiation Number 4555276		Title Test RFI2		Type RFI		me Left Says			
Quick Links											
Manage Vie	ew Responses										
· Draits	Active										
	Discarded and Withdrawn										
Personal information	Awarded										
Contractor intercenter in	Rejected										

- 8.2. Acknowledge using Worklist
 - A. Click on the Worklist link. Your Open Notifications will be shown.

1⁶⁰

orklist	В			
ect Notifications: Open	Reassign Close 💢 🎜	<u>∽ ¢ + </u> ■ C		
From 🗠	Туре 🛆	Subject 🛆	Sent 🖤	Due 🗠
Ramaano, Mattala	Sourcing Publish	You are invited: RFI 4664215 (testing)	2019-08-06	2019-12-26
	AP Invoice Approval	Invoice TST130105 from KPMG Services (Pty) Ltd has been approved (ZAR)	2019-06-13	
	AP Invoice Approval	Invoice TST130104 from KPMG Services (Pty) Ltd has been approved (ZAR)	2019-06-13	
	AP Invoice Approval	Invoice TST130103 from KPMG Services (Pty) Ltd has been approved (ZAR)	2019-06-13	
IP Vacation Rules - Redire	AP Invoice Approval AP Invoice Approval ct or auto-respond to notifications.	Invoice TST130103 from KPMG Services (Pty) Ltd has been approved (ZAR) Invoice TST130102 from KPMG Services (Pty) Ltd has been approved (ZAR)	2019-06-13 2019-06-13	
P Vacation Rules - Redire	AP Invoice Approval			
P Vacation Rules - Redire	AP Invoice Approval			
P Vacation Rules - Redire	AP Invoice Approval			
	AP Invoice Approval			

- B. Select the Negotiation you have been invited to respond to / participate in and click the **Open** button.
- C. *OR* click on the notification's **Subject** link to acknowledge your participation in the Negotiation

	RACLE [®] Workflow			Â	*	0	↓ ⁵ ∣	Logged in A	s ALISON.BECI	K@KPMG.CO.	ZA ?	ብ
orklist >										_		
ou are	invited: RFx 46622	18 (SARB RFQ)								F	Yes	No
From R	Ramaano, Matlala	Cor	npany South African	Reserve Bank								
To A	ALISON BECK		Title SARB RFQ									
Sent 2	2019-07-25 13:17:51	N	umber 4662218									
Due 2	2019-09-20 13:13:56											
ID 5	53889035											
To ackno		ate, press the Yes button on th	is page. To decline th	e invitation, press the No I	outton. You n	nay enter a n	ote to the b	uyer in the spa	ce below befor	e acknowledg	ng or declini	ng.
	go ta <mark>Negotiation Details</mark> n History	D nt to view the docum	ent before acknowled	ging intent to participate a	nd/or to ente	r a response	9.					
		D	ent before acknowled	ging intent to participate a	nd/or to ente	r a response Details	9.					
Action	n History	D Action Fr			nd/or to ente		9.					
Action Num 1 esponse	n History Action Date 2019-07-25 13:17:51 Be Note to Buyer	D Action Fr Submit Ra	om	То	nd/or to ente		э. 	E				
Action Num 1 esponse	n History Action Date 2019-07-25 13:17:51 ee Note to Buyer	D Action Fr Submit Ra	om	То	nd/or to ente		a.	E				

D. Additional information regarding the RFI/RFx can be viewed by clicking the **Negotiation Details** link. This link will allow you to view the document containing the details of the Negotiation (what SARB requires, what will qualify you for being award, etc.), before you accept the Terms and Conditions and respond to it.

- E. You can enter a **Note to Buyer** in the text field should you have any comments to add to your acknowledgement to participate in the Negotiation.
- F. Click the **Yes** button to acknowledge interest in participating in the Negotiation or click the **No** button to decline to participate in the Negotiation.

Note: The Negotiation Details page displays all the current information for this negotiation. This includes information such as the open and close dates, negotiation terms and if the Requester field is visible, then you can view the owner of the negotiation. The countdown clock at the top of the page shows you the time left before the negotiation is closed. If staggered closing is in effect, the clock shows the time remaining before the next line closes. You can easily navigate to a particular section of the page (such as the item information section) by clicking the appropriate tab links.

9. Responding to Negotiation(s)

Suppliers can respond to Negotiations to which they have been invited.

You can respond to Negotiation(s) in two ways:

- Respond to RFx Negotiation(s) online OR
- Respond to RFx Negotiation(s) using a Spreadsheet

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legotiations Assessments									
Search Open Negotiations T Welcome, Accounts Dept. Your Active and Draft		Ge							Information
ness Full List to view all your o	company's responses.							Full List	This container can hold information such as biddle procedures to help vendors.
1250.E									procedures to help vendors.
Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages		
Draft	HO SITE	4655326	Joyce UAT RFQ Training3	RFx	2 hours	122	0		
Active	HO SITE	4547218	RFQ	RFx	1 day 3 hours	12	0		
bat	HO SITE	4647319,1	RFQ B-BBEE	RFx	14 days 1 hour	201	0		
Active	HO SITE	4647319,1	RFQ B-BBEE	RFx	14 days 1 hour	調	0		
Draft	HO SITE	4647367	FYI triger	RFx	14 days 2 hours	100	0		
Supplier Site		Negotiation Number		Title	Туре		ime Left		
support site		4655276	_	Test RFI2	RFI		days		
Quick Links		/ <i>i</i>	A						J
	Active								
	Active Discarded and Withdrawn								
	Awarded								
	Rejected								

- 9.1. Respond to RFx Negotiation(s) online
 - A. Select the RFx which you have been invited and intend to respond to from Your Company's Open Invitation on the Sourcing home page (Negotiations tab). Click on the Negotiation Number to begin responding to the RFx

		Â	*	•	↓ ⁴	Logged In As HPEENS@DELC	ITTE.CO.ZA	?	ሳ
Negotiations	Assessments								
Negotiations RFx: 467							В		
						Actio	ns Create Quote	T	Go
	Title Status	Replacement of Madiba street Active (Locked	entrance	at			nte 2019-09-16 13 nte 2019-09-27 12:0		
	Time Left	10 days 4 hou	rs						
Header	Lines Controls Contra	ict Terms							
	Buyer	Muturi, Mr. R	ichard			Outcom	e Standard Purch	ase Order	
	Quote Style Description					Ever	it		
Terms									
	Bill-To Addres	s Head Office				Payment Term	8		
	Ship-To Addres FOI		•			Carrie Freight Term	-		

B. Select **Create Quote** from the **Actions** list on the top-right corner, and click on the **Go** button

Note: In this example, you will be responding to an RFQ.

9.1.1. Complete the Header information

							â \star 🌣	Logged in As STEP	HAN.COETZEE@BIDFOOD.CO.ZA 🥐
iations	Assessments								
tiations >	RFx: 4662218 >								
ate Q	uote: 5078345 (RFx 466)	2218)						Cancel View RFx Qu	ote By Spreadsheet Save Draft C
nalize Ta	ble Layout (AuctionInfo)	т	itle SARB RFQ				Time Left 56 days 20 hours		
		,	100 2002 10.2				Close Date 2019-09-20 13:13:56		
der	ines								
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	Table Layout: (Headerinfo)	France	elles Chinkins Catarina Functio	a concentration	/a Bidvest Foodservice Multi-Temp L	Index Pol-	Guote Valid Until 2019-07-25		
					Office Park, Sandton, Johannesbur		C Reference Number 123456		
			ency ZAR				Note to Buyer Quote is available for 90 days	5	1
		Quote Curre	ency ZAR sion 2 decimals maximum						-
nalize	Flow Layout (BidHdrAttachmentsSin		sion 2 decimals maximum						
chm	ents	- -							
	"Attachments"	- D							
	"Attachments" "Attachments" of associated record"								
d Atta	chment								
8		Type 🛆	Description		Category 🛆	Last Updated By 🗠	Last Updated 🗠	Usage 🛆	Update Delete
		Fie	The Product guarantee pe	riod	From Supplier	STEPHAN COETZEE@BIDF000.CO.ZA	2019-07-25	One-Time	/ 3
rsonaliz rsonaliz S & - pand A	ments te "Requirements" e "Requirements table"	Fie	The Product guarantee pe		From Supplier	STEMAK COTTZEE@807000.00.ZA	2019-07-25		/ 8
rsonaliz rsonaliz 5 🕸 - pand A	ments * "Requirements" * Requirements table" * III (Cottopse All	Fie	The Product guarantee pe	Target Value	From Supplier Quoto Value	STEMAK COTTZEE@807000.00.2A	2019-07-25	One-Time Maximum Score	/ 8
pand A cus T	ments a "Requirements" a "Requirements table" a Cottapse Al title d Requirements		The Product guarantee pe	Target		STEMAK COETZEE@80F000.C0.ZA	2019-07-25	Maximum	/ 8
pand A cus T	er Troquerenets" er Troquerenets er Troquerenets di Collapse Al di Requerenets di Evaluation NETHODOLOGY	Ŷ		Target		STEMAK COTTZEE@807000.00.2A	2019-07-25	Maximum	/ 8
quire rsonaliz rsonaliz cond A	Theorements" a "Recurrents" a "Recurrents" a Collesse A A Collesse A A A Recurrents A Evaluation NETHODOLOGY Method E Seched a If B A I I I I I I I I I I I I I I I I I I I	Y apability, practic	The Product guarantee pe	Target Value		STEMAK COTTZEE@807000.00.2A	2019-07-25	Maximum Score	
pand A cus T	ments a "Requirements" a "Requirements" a "Requirements a Requirements a Requirements a CAUBATON METHODOLOO Method & Technical ca BARE based bas	Y apability, practic 4, a supplier's tend of technical capab	al assessment, price and er response will be evaluated	Target Value		STEMAK COTTZEE@807000.00.ZA	2019-07-25	Maximum Score	
rsonaliz rsonaliz cpand A cpand A	Theorements" a "Recovernents" Colorese AA Colorese AA A Evaluation METhodoLoo A Evaluation MEthodoLoo A Evaluation MEthodoLoo A Evaluation MethodoLoo B Evaluation A selected D Evaluation A selected	Y apability, practic apability, practic of technical capab 7E	al assessment, price and er response will be evaluated alty, practical assessment, price	Target Value		STEMAK COTTZEE@B0F900.00.2A	2019-07-25	Maximum Score 0	

- C. Click on the **Header** link on the top-left corner to complete the RFx response header details.
- Select the **Quote Valid until** date, which specifies the validity period of the quote.
- Enter the reference number in the **Reference Number** text field (if any).
- You can enter a **Note to Buyer** in the text field should you have any comments (for the Buyer) to add to your quote
- D. You can add attachments to the quote. Click on the **Add Attachment** button on the **Create Quote** Header page. You can attach documents that were downloaded from the negotiation once you have filled the response.

		â	*	ø	¢ ⁰	Logged in As STEPHAN.COETZEE@BIDFOOD.CO.ZA 🥎 😃
Negotiations Assessments						
Negotiations > RFx: 4662218 > Greate Guote: 5078346 Add Attachment	RFx 4062210) >					Canoel Add Another Apply
Personalize "AK Attach Upload"						
Attachment Summary Information						
Title Description						
Category From Supplier	b.					
Type File	Browse No file selected.					
O Short Text						
O Long Text						.it.
						jb.

• Enter the title of the attachment in the **Title** text field.



- Enter the description of the attachment in the Description text field.
 Click on the Browse button to select the attachment to be added to the quote.
- Optional: Click on the Add Another button on the top-right corner of the screen to add more attachments.
- Click on the **Apply** button on the top-far-right corner to add the attachment to the RFx header.

							î ★ ‡ 4	Logged in As STEP	HANLCOETZEE@BIDFOOD.CO.ZA 🧿
	iations Assessments								
	iations > RFx: 4662218 >	10000101							
the LBB20 The LBB20		x 4662218)						Cancel View RFx Qu	ote By Spreadsheet Save Draft Co
ter interest interes	alize Table Layout: (Auctioninto)		Title SARB RFQ				Time Left 56 days 20 hours		
Absorber für							Close Date 2019-09-20 13:13:56		
Vertex Park Logic (Mission Starting Supplier (Mission Star	der Lines								
Support Support Construction Outrow Support Support Support Support Support Support Support Support									
Bit Current of All	onalize Table Layout: (Headerinfo)		applier Chipkins Catering Supplie	s (Pty) Ltd t/a I	Sidvest Foodservice Multi-Temp Li	nbro Prk	Quote Valid Until 2019-07-25 %		
Date Current 0 24 Determine 10 2 draits maximum				cent, Linbro O	fice Park, Sandton, Johannesbur	g, South Africa 2054, ZA	Reference Number 123456		
Deskread 2 dotale lacktube Sectional lacktube Sectional lacktube Sectional lacktube Vertical lacktube							Note to Buyer Quote is available for 90 days		
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And a method and and a		imentsSingCol)							
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Name Name Description Category A Lat Updated Py Lat Updated Py Lat Updated Py Description Updated Py Description Updated Py Description Descrip Description Description <td>onalize "Attachments" onalize "Attachments of associated</td> <td>d record"</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	onalize "Attachments" onalize "Attachments of associated	d record"							
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6-ABXE 10 Min method is selected, a suppler's tender response will be evaluated based on a contained of fectinical capability, practical assessment, price and 8-ADXE	cus Title							0	
If this method is setted a support is tender response will be existent based on a combination of fechnical capability, practical assessment, price and 8-80EE	Cus Title								
and 8-862E	Cus Title	chnical capability, pract							
A TAX CLIARANCE CENTIFICATE 0	Title Requirements All EVALUATION METH Method & Tes B-BBEC If this method as to based on a	chnical capability, pract	nder response wil be evaluated						
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	Title Requirements Alexandree Alexandree Requirements Alexandree Rethod & Tec Rethod & Tec Rethod a con based on a con and 2-80EE	chnical capability, pract s selected, a supplier's ter nbination of technical cap	nder response wil be evaluated					0	

- E. You may have to respond to requirements in the **Requirements** section.
- **The Requirements section** has a number of sections to be completed. Please ensure that you go through each section. Some of the requirements are:
 - Additional attachments which you have to add
 - Complete the scores as some of the values would have defaulted from the documentation submitted during the registration process.
 - Some of the fields requires you to answer Yes or No

Note: Some information is pre-populated according to the information you have already provided e.g. B-BBEE information.

anto Quet	Ex: 4662218 >	(DEV 466	2219)								_
eate Quot	e. 5076545	(RFX 400	2210)					Cancel View RFx Quote By	y Spreadsheet Sa	ve Draft (<u>C</u> onti
leader Lines	F	Title <u>S</u> A	ARB REQ					ft 56 days 20 hours te 2019-09-20 13:13:56			
	RE	x Currency	740				Quote Currenc	y ZAR			
	Price		zak 2 decimals maximu	Im							
	Price	e Precision 2	2 decimals maximu								
Line	Price • • 100 Ship-To	Precision 2		m Target Price	Quote Price	Total Score Unit	Target Quantity	Quote Quantity Promise			odat
j ≈ ज ¢ Line 1 Server 2 Computers	Price	e Precision 2	2 decimals maximu		Quote Price	Total Score Unit 100 1 Unit Each	Target Quantity 100 20	Quote Quantity Promise 100 2019-11 20		~	pdat

- F. Click on the Lines tab to populate the Line(s) details.
- Enter the quote price in the **Quote Price** text field to populate the quote price.
- Enter the promised date in the **Promised Date** text field which indicates when you will be able to deliver the item(s) at the specified location.
- Click the **Update icon** to edit / update the quote line and line items, and to add attachment(s) to the line(s).

					🔔 ⁰ Logged	I In As P99912309	ማ (ሀ
Requisitions Initiatives Negotiation	s Intelligence						
Lines: Create Line 1 (Au	ction 4663220)					Cance! Save as D	raft Apply
* Indicates required field							
	De Goods/Services	✓ Go		Currency	ZAR		
Iter		٩		Price Precision	Any decimal places		
Re				Start Price			
* Descriptio	n			Target Price			
* Categor	ry s	Q		5.0	Display To Suppliers		
Unit of Measur				* Estimated (Current) Price			
* Quantit	ty					Co.	
				Need-By To * Ship-To Address		C C	
*Attribute	iii (and a second seco	ype	Value Type	Target Value	Display	/ Target	Delete
No results found.							
Cost Factors		rget Price	play to Suppliers				
Add Cost Factor List 📑 💢 🕻							
*Cost Factor Description	n Negative Cost	Factor Type	Pricing Basis	Display To Suppliers	Target Value	Display Target	Delete
No results found.							
Notes and Attachments				\sim			
Add Attachment G	e Description	Category	Last Updated By	/ Last Updated	d Usage	Update	Delete

G. Click on the Add Attachment button to add attachment(s) to the line(s). The Add Attachment page will be displayed.

	â *	101	≜ ²⁰ 1	Logged In As STEPHAN COETZEE@BIDFOOD.CO.ZA 🕜 😃
Negotiations Assessments				1
Negotiations > RFx 4002218 > Create Quote: 5078345 (RFx 4002218) > Add Attachment				Cancel Add Another Apply
Personalize "AK Atlach Upload"				
Attachment Summary Information				
Title Description Category From Supplier	at			
Define Attachment				
Type File URL Short Text				
				.a.
C Long Text				
				.a

- Enter the title of the line attachment in the **Title** text field to add a title to the attachment.
- Enter the description of the line attachment in the **Description** text field.
- Click on the **Browse** button to select the document(s) to be attached to the line(s).
- Optional: Click on the Add Another button to add more document(s) to the line(s).
- Click on the **Apply** button to attach the document(s) to the line(s).

H. Reviewing and Submitting Your Response

		Ircing					â	*	ø	Logged In As ALISON.BE	K@KPMG.CO.ZA	0	
Negotiations	Assessments	ŀ	ł										
	> RFx 4664229 Quote: 50793		64229)							Cancel View RFx Quote By Spre	dsheet Save Dr	aft Contin	inue
		Tit	le <u>TestingMosa</u>							12 days 2 hours 2019-08-25 12 58 01			
Header	Lines	RFx Currer	740					Guata		710			
			ion 2 decimals maxi	mum				Quote (Currency	ZAR			
M C													
Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Total Score Unit	Targe	t Quantity	1	Quote Quantity Promised Date	Quote	Update	e
1wood	Head Office	Sealed			5000	100 1 Unit		4	2	2 2019-10-17	Yes	1	
<												>	
Indicat	es more information	requested. Click	the Update icon.										

- After completing all the details as needed, click on the Save Draft button to save the response.
- You can submit at a later date by clicking on the **Save Draft** button or click on the **Continue** button to review and submit the response.

=					â	*	¢	4 ⁰ I	Logged In As ALISC	N.BECK@KPMG.CO.Z	A ?	ወ
Negotia	tions Assessments											
Negoti	itions > RFx 4664229 >											
and a second second second	onfirmation											
c	uote 5079382 for RFx 4664229 (TestingMo	sa) has been validated without a	iny errors.									
Crea	te Quote 5079382: Review	and Submit (RFx 466	54229)					Cancel	Back Validate	Save Draft Printable	e View Su	ib <u>m</u> it
Head	ler											
	Title	e TestingMosa					Time Left	12 days 2 ho	urs			
		r KPMG Services (Pty) Ltd						2019-08-25 1	2 58 01			
	Supplier Site							2019-11-22				
	RFx Currency Quote Currency						e to Buyer	151125				
		2 decimals maximum				PECIA	e to coujes					
Attac	hments											
Title	Туре	Description	Category	Last Updated By		Last	Updated		Usage	Update	Delete	0
No res	ults found.											
Requ	rements											
	2 🖪 🚯 🕶 🔟 🕶											
	All Details Hide All Details s Section											
b	EVALUATION METHODOLOGY											
	TAX CLEARANCE CERTIFICATE											
	B-BBEE											
	PRE-QUALIFICATION REQUIREMENT	s										
	MANDATORY REQUIREMENTS											
Þ	TECHNICAL PROPOSAL REQUIREME	NTS										
*	TECHNICAL EVALUATION CRITERIA											
*	PRACTICAL ASSESSMENT CRITERIA											
Þ	TAX CLEARANCE CERTIFICATES											
<												>
100000	3											

- Click on the **Validate** button to validate the responses. A warning message will be shown if any errors or invalid inputs are entered.
- Click on the **Printable View** button to read / save the document (*in PDF format*).

Note: Shown below is the screen output after clicking the **Printable View** button.

Request for Quotation 4646297: Quote 5070382
Title ICT Barnes
Open Date 2019-06-05 14:56:53 Preview Date Not Specified Close Date 2019-06-20 13:57:03 Award Date Not Specified
Please submit your response to:
Operating Unit SARB Head Office Location SARB Head Office
Head Office 370 Helen Joseph Street Pretoria
South Africa
Please ensure that you submit your bid prior to the closing date and time listed above. Refer to the submission of a response section in the General Information Document attached.
This document is subject to the Terms and Conditions specified in the General Information Document
attached to it in the eSourcing Portal South African Reserve Bank.
Report Generated: Proprietary and Confidential Page 1 of 5 06-JUN-19 14-42-47 South African Reserve Bank
Addit No. 1 T. Addit N. M. 1

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- Click on the **Submit** button to submit the response quote.
- Once the response has been submitted, the screen below will be displayed to confirm that your quote has been submitted.

Quote 5070382 for RFx 4646297 (ICT Barnes) has been submitted.

Return to Sourcing Home Page

9.2. Respond to RFx Negotiation(s) using a Spreadsheet

After successfully logging into SARB Sourcing select your assigned responsibility

gotiations Assessm	ents								
Search Open Negotiation	ns Title 🗸	Go							
Welcome, Henry Peens.									
Your Active and D)raft Responses								Information
Press Full List to view all	l your company's responses.							Full List	This container can hold
X2 5 \$									information such as bidding procedures to help vendors.
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages	
5071346	Active		4647227	Approval Flag as Yes	RFx	0 seconds	翻題	0	
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5071361	Active		4647253	Testing Award by Quote	RFx	0 seconds	1	0	
5071358	Active		4647239	Acknowlege Participation	RFx	0 seconds	IIII	0	
5071365	Resubmission Required		4647237	Amendments	RFx	0 seconds	開開	0	
12 · • • •								Full List	
	Negotiation M	Number		Title	Туре	Time L			
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Supplier Site HO SITE Quick Links Manage • Drafts	4862218 View Responses • Active • Discarded and Withdrawn								

A. Select the RFx to which you have been invited and intend to respond to from **Your Company's Open Invitation** on the **Sourcing** home page (Negotiations tab). Click on the **Negotiation Number** to begin responding to the RFx.

Terms and Conditions The following terms and conditions must be accepted before a quote is placed in this RFx. The context of this installon to tender is intended only for purposes of providing a prospective suppler with the nece a constant information Document is atlached containing information about the SAR8, the tender process, as well as I	B ssary information to enable it to submit		Cance! Ac
a response to this tender. A General Information Document is attached containing information about the SARB, the tender process, as well as t	isary information to enable it to submit		
4 General Information Document is attached containing information about the SARB, the tender process, as well as t articular tender bras.			D
and a second sec	ms and conditions applicable to the		
lease select and read the General information Document applicable to the tender type you are responding to. In this ocuments are available:	egard, please note the following		
SARB Informal quotations – General Information Document, SARB Request for Information (RFI) – General Information Document, SARB Expression of Interest (EIO) – General Information Document, SARB Tenders (GFQ, RFP, RFT) – General Information Document; and SARB Tenders (General Information Document.			
SARB Panels – General Information Document.			
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- B. Read the **Terms and Conditions** of participating in the Negotiation before accepting them.
- C. Click on the **I have read and understood the terms and conditions** checkbox, in order to accept the 'Terms and Conditions' as stipulated.
- D. To accept the Negotiation invitation, click on the **Accept** button on the top-right corner of the screen. The RFx header and line details, notes and attachments of the

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		active (Locked)	Close Date 2019-09-20 13:13:56
	Time Left	5 days 21 hours	E
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Negotiation you have been invited to will be displayed.

E. Select **Create Quote** from the **Actions** list on the top-right corner, and click on the **Go** button.

eate Quote: 507834						Cancel View RFx	Quote By Spreadsheet	Save Draft Contin
eader Lines	Title Sd	ARB RFQ			Time Left Close Date	55 days 21 hours 2019-09-20 13:13:56		
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Focus Title		Ta	arget Value	Quote Value		Maximum Score		
► Requirements								

F. Click on the **Quote By Spreadsheet** button to respond to the RFx using a spreadsheet.

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Create Quote 5078346: Quote By Spreadsheet (RFx 4662218)						
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Step 1:Export Spreadsheet						
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Format () XML Spreadsheet (xmi)						
File To Import Browse No file selected.						
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Return to Create Quote 5075346 (RFx 4662216)						
pyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved.					Privacy S	tateme

- G. Select the format (.xml, .txt) of the spreadsheet you will be responding with.
- H. Click on the **Export** button to export the spreadsheet (*in the format selected in Step G*) to your Computer / Workstation in order to capture your responses.

Note: The file / spreadsheet will be saved in a .zip folder.

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Format		ОК		ancel				Statement

I. Click the **Open With** radio button to open the file / spreadsheet with a compatible browser or application (e.g., Acrobat Reader) or **Save File** radio button to save the file / spreadsheet to your Computer / Workstation.

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Note: Read the <u>Help</u> document (RFQ-Quote-Help.htm) before quoting by spreadsheet. This document will help guide you with the completion of the quote. For this example, you will be responding to the RFx using an **.xml** format document*

J. Open the .xml document using the Microsoft Excel application.

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Requirements			
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K. You may have to respond to requirements in the Requirements section.

- **The Requirement** section has a number of sections to be completed. Please ensure that you go through each of the sections. Some of the requirements are:
 - o Additional attachments which you have to add
 - Complete the scores as some of the value would have defaulted from the documentation submitted during registration process.
 - Some of the field requires you to answer Yes or No

Note:

• Please take note of the 'Read-Only', 'Mandatory' and 'Optional' fields, which are indicates by the colours below:

Yellow: Mandatory <mark>Green</mark>: Optional White: Read-Only

• Some information is pre-populated according to the information you have already provided e.g. B-BBEE information.

B. Click Line sheet to quote.

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- L. Enter the quote price in the **Quote Price** field to populate the quote price in the **Line**.
- M. Enter the promised date in the **Promised Date** field, which indicates when you will be able to deliver the item(s) at the specified location in the **Line**.
 - Save the changes you have populated on your local computer and
 - Return to the SARB Sourcing system.

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- N. To **Import** the populated **Spreadsheet**, click on the **Browse** button to search your Computer / Workstation for the populated spreadsheet.
- O. Click on the Import button to upload the details in the SARB Sourcing System

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P. You can review the details of your imported spreadsheet response on the **Header** tab of the Negotiations page

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Q. On the **Lines** tab of the Negotiations page, you can review the Lines (Quote Price, Promised Date, etc.) to which you have responded.

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- R. Click on the **Validate** button to check if there are any errors in your quote.
- S. Click on the **Submit** button to submit the quote for award consideration.

Note: Shown below is the screen that will be displayed once the quote has been submitted.

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		lier Deloite Consulting (Pty) Ltd				ste 2019-09-20 13	:13:56		
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10. Using Online Discussions

You can use Online Discussions to log your queries online and the buyers who published an RFx (related to a particular RFx), can respond to your queries.

10.1. Create a New Message

A. Click on the Unread Messages link on Sourcing home page, or select Online **Discussions** from the "Action" dropdown list on the RFx details page, to be directed to the **Online Discussion** page (as shown below).

	Sourcing				1	â *	\$	↓ ⁹	Logged in As	HPEENSBOEL	OITTE.CO.ZA	?	ዓ
legotiations Assessmen	ts												
Search Open Negotiations	Title 💌	Go											
Welcome, Henry Peens. Your Active and Dra	aft Responses									Inform	ation		
Press Full List to view all yo	our company's responses.								Full List		container can I		
12 - 0 · -										proce	nation such as idures to help	vendors.	
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Me	ssages				
5071346	Active		4647227	Approval Flag as Yes	RFx	0 seconds	1000	0					
5071350	Active		4547228	Testing Notification	RFx	0 seconds		0					
5071361	Active		4647253	Testing Award by Quote	RFx	0 seconds		0					
5071358	Active		4647239	Acknowlege Participation	RFx	0 seconds	IIIII	0					
5071365	Resubmission Required		4647237	Amendments	RFx	0 seconds	11111	0					
HO SITE Quick Links	4862218			SARB RFO	RFx	oo uaja	21 hours						
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• Drafts	Active												
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Personal Information	Awarded												
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utioht (r.) 1998-2017. Orac	le andior its affiliates. All rights n	eserved										Privacy S	
	Sourcing					ŕ	ì *	٥	0	Logged in A	s P99912309	0	.90
equisitions Initiatives	Negotiations Intelligence												
Negotiations > RFx: 4662218													

B. Click on the **New Message** button to create a new message (to the buyer). The Create New Message window will open.

		â	*	@	Logged In As ALISON.BECK@	KPMG.CO.ZA	?	
Negotiations Assessments								
Negotiations > RFx 4662218 >								
Online Discussions (RFx 4662218) 🚖						Cancel	Printable F	Page
Title	SARB RFQ							
Status	Active (Locked)				Open Date 2019-07-25 13:17:35			
Time Left	56 days 23 hours				Close Date 2019-09-20 13:13:56			
Messages								
New Message 💢 🌫 📧 🌣 🔻 🔳 🗸								
	Message	Status		Sender	Date	Rep	bly	
В								
D								>

- Enter the subject of the new message in the Subject text field.
- Enter the new message to the buyer(s) in the **Message** text field.
- Click on the Add Attachment button to add attachment(s).

	9			í	*	۵	0 °	Logged In As ALISON.	ВЕСК@КРМG.CO.ZA	?	ს
Negotiations Assessments											
Negotiations > RFx 4662218 > On Create New Message (R										Cancel	Send
* Indicates required field Send To * Subject * Message		can Reserve Bank 🐷									
Attachments											
Title	Туре	Description	Category	Last Updated By		Last Update	d	Usage	Update	Dele	te

- C. You can add attachments to your message
 - Enter the title of the attachment(s) in the Title text field.

		^ *	e .	Logged in As ALISON.	веск@крмg.co.za 🧿 😃
potiations Assessments					
dd Attachment	New Message >				Cancel Add Another Apply
dd Desktop File/Text/URL					
Title Product Specifications Description Product Templates					
Category From Supplier	at.				
efine Attachment					
Type 🛞 File	Browse				
O URL					
O Short Text					
O Long Text					

- Enter the description of the attachment(s) in the **Description** text field.
- Click on the **Browse** button to select the attachment(s) to be added to the message.
- Optional: Click on the Add Another button to add more attachments to the message.
- Click on the **Apply** button to add the attachment(s) to the message.
- Review the message details and attachment(s).
- Click on the **Send** button to send the message to the Buyer, or click on the **Cancel** button to delete the message.

gotiations Assessment				Â	*	¢ 🌔 I	Logged in As ALISON.BECK	@KPMG.CO.ZA	0
	ts								
egotiations > RFx 4662	218 > Onlir	ne Discussions (RFx 4662218) >							
Confirmation									
		has been added successfully.							
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roduct Specifications	File	Product Templates	From Supplier	ALISON BECK@KPMG.CO.ZA		2019-07-25	One-Time	2	1
reader agreemeasona	1.00	Product territinates	From Supplier	ADDOM DE GRUERA MO. GO ZA			Auto-11110		

10.2. Reading a Message

A. Click on the link **Unread Messages** on the **Sourcing** home page, or select **Online Discussions** on "Actions". Click on the Go button to navigate to the Messages window.

	î	*	٥	1 0	Logged in As P9991	2309	9	ሳ
Requésitions initiatives Negotiations Intelligence Negotiations > RFx: 4662218		A) (actions O	nline Discussions	53 Um	~	Go

B. Click on the **Message** link to view the complete message that you have sent to the Buyer or to view the message that the Buyer has sent to you.

		â	* ‡	Logged in As ALISON.BECK@	@KPMG.CO.ZA	?	
Negotiations	Assessments						
Negotiations	> RFx: 4662218 >						
Online D	iscussions (RFx 4662218) 🚖				Cancel	Printable Pag	ge
Messages				Open Date 2019-07-25 13:17:35 Close Date 2019-09-20 13:13:56			
New Messa				-			
Subject 🔺	Message	Status 🛆	Sender 🛆			Reply	- 1
Quantity	Product differ from the specification, is it also	Read	Beck, Alison	2019-07-25 14:18:18		C.	
	В						
Copyright (c) 199	8, 2017, Oracle and/or its affiliates. All rights reserved.			A	bout this Page	Privacy Stat	ement

C. Click on the **Print button** to navigate to the printable page to print the message.

gotiations Assessmen	nts							
egotiations > RFx 4662	218 > Online Di	scussions (RFx 4662218) >						
lessage (RFx 46	62218)						F	Reply Pri
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To South Afric	an Reserve Bank							C
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Message Product dif .ttachments itle △ roduct Specifications			Category 스 From Supplier	Last Updated By A	Last Updated △ 2019-07-25	Usage 스 One-Time	Update	Delete

D. Click on the **Cancel** button to return to the **Online Discussions** page.

poliations Assessments		
egotistions » RFx 4662218 » Online Discussions (RFx 4662218) » rint Online Messages (RFx 4662218)	Print Printer	× Cancel Priz
ubject:Quantity	Name: SARB_Printing ~ Properties	
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	Print range Copies • M Number of copies: • Pages from: 12 Selection 12	
	OK Canor	ool

10.3. Replying to a Message

A. On the opened message, to reply click on the **Reply** button.

otiations Assessmen				â	* 🌣	1 Log	iged in As ALISON.BECK@I	KPMG.CO.ZA	<u>ه</u> (
	ts								
agotiations > RFx 4662	218 > Online Di	scussions (RFx 4662218) >							
lessage (RFx 46	62218)							F	Reply Print
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itle 🛆	Туре 🛆	Description	Category △	Last Updated By 🛆		Last Updated 🛆	Usage 🛆	Update	Delete
	Type △ File	Description Product Templates	Category 스 From Supplier	Last Updated By ALISON.BECK@KPMG.CO.ZA		Last Updated A 2019-07-25	Usage 스 One-Time	Update	Delete

- B. Enter the message (response to the Buyer / SARB) in the **Message** text field. C. Click on the Send button to send the message to the Buyer / SARB.

Negoliations xssessments Reply To Message (RFx 4662218) > Cancel * Indicates required field Subject Quanty * Message Concint All and the specification, is it also Subject Quanty Message * Message Concint All and the specification, is it also Attachments	e oracl	.E' Sourcin	ıg				î ★	ф 🍂	Logged In As ALISO	N.BECK@КРМG.CO.Z	а 🥐	ሳ
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hnine Discussions (RFx 4662218) ☆ Title 2ARB BFQ Status Active (Locked) Titme Left 56 days 22 hours essages Hew Message 1 2 2 1 0 2 1 0 0 0 1 1 1 1 0 1 1 1 1 1	incline Discussions (RFx 4662218)☆ Title <u>ARB RF0</u> Status Active (Locked) Time Left 56 days 22 hours essages New Message X 2 □ Q + 10 Message	Title 9ABUREO Status Active (Locked) Time Left 56 days 22 hours Open Date 2019-07-25 13:17:35 Close Date 2019-07-25 13:17:35 Close Date 2019-07-25 13:17:35 Close Date 2019-07-25 13:17:35 Messages Status Active (Locked) Status Active (Locked) Date Active Active (Locked) Messages Status Active (Locked) Status Active (Locked) Date Active Active (Locked) Message Status Active (Locked) Status Active (Locked) Date Active Active (Locked) Output —Original Message Status Active (Locked) Read Beck, Alison 2019-07-25 14 36.37			â 7	< ₽ ↓ ⁰	Logged in As ALISON.BECK@KPMG.CO.ZA	0
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			Subject 🔺	Message	Status 🗠	Sender 🗠	Date 🗠	Reply
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			luantity	Product differ from the specification, is it also	Replied	Beck, Alison	2019-07-25 14:18:18	Q.

11. Viewing Active, Rejected, Awarded and Disqualified Response

11.1. Active Responses

Your **Active and Draft Responses** page shows you all the Negotiation lines / items that you have been invited to that are still '**Open**' and have not been awarded to a supplier. You can select an active response(s) by clicking on the **Response Number** to view and update the response information, and submit a new response.

Velcome, Henry Peens.	ns Title 💌		Go						Information	
	your company's responses							Full Lis	This cont	lainer can hold information
12 16 0 • 11								Laboration	such as t vendors	bidding procedures to help
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages		
079375	Active	HO SITE	4664223	testing	RFI	104 days 23 hours	ITTEL	0		
079351	Draft	HO SITE	4664215	testing	RFI	105 days	12221	0		
071346	Active		4647227	Approval Flag as Yes	RFx	0 seconds	LITER.	0		
071350	Active		4647228	Testing Notification	RFx	0 seconds	1	0		
071361	Active		4647253	Testing Award by Quote	RFx	0 seconds	1211	0		
upplier Site	Negotiatio	n Number	T	ïtle	Тур	e Time	Left			
2 5 Q - 11	Manadata	a Marahan		144	Tue	Time I				
	4671214			2P-009 RFx	REx					
	4665216			2PMosaRe	RFx		s 4 hours			
	4664227		b	eding_Auction	Auc	tion 105 da	rys 23 hours			
HO SITE										
HO SITE Quick Links										
	View Responses									
uick Links										
uick Links Ianage	View Responses									

- B. Click on the **Revise** button to revise the **Active** response.
- You can then **submit** a new response.

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	tive and Draf											
hes	are and brai	t Responses										
		iny's responses that have										
	legotiation has be legoliation has be	en amended and requires en pauser	your action to be co onse can be create		ι.							
		Revise B	1250.	-								Rows 1 to 75
	Response	Your Neoponoo	Response	Created By	Supplier	Negotiation	△ Title △	Туре	Event	Time	Monito	Unread
0	Number 5079375	12321	Active	Peens, Henry	Site HO SITE	4664223	testing	RFI	litte	104 days 23	later	Messages
0	5079351	1000	Draft	Peens, Henry	HO SITE	4664215	testing	RFI		hours 105 days		0
0	Blind		Active	Du Toit, Mike	ino one	4095063.1	IT Change Management	REQ		0 seconds		0
0	Sealed	DELOM001	Active	Du Tolt, Mike		4122064	RFP SARB Group ERP Feasibility Study	RFQ		0 seconds		0
~												
0	Blind	4150063	Active	Du Toit, Mike		4150063	Security Information & Event Management as a Service	RFI		0 seconds	III	0
0	Blind	RFP KvS 02/2015	Active	Du Toit, Mike		4029064-2	RFP KvS 02/2015	RFQ		0 seconds	血	0
0	4420046	OM 04/2015	Active	Naidoo, Devan		4166063	RFP - BI Strategy Development Service Provider RFP - OM 04/2016 ENTERPRISE PROJECT MANAGEMENT	RFQ		0 seconds		0
0	Blind	DELSARB001	Active	Naidoo, Devan		4210063	SOLUTION. SOFTWARE, INSTALLATION	RFQ		0 seconds		0
0	Blind	RFP/BSTD/02/2016	Active	Du Toit, Mike		4240063	Request for Proposal- BSTD/02/2016	RFQ		0 seconds		7
0	Blind	JF02/04/2016	Active	Kambishamba,		4278063	Sourcing / Procurement Consultant required to assist with EPCM Projects	RFQ		0 seconds		0
0	Blind	DELITS001	Active	Naldoo, Devan		4363063,1	RFP KvS 04/2016: IT Strategy & Strategic Partner Panel	RFQ		0 seconds	1	4
0	Blind		Active	Holm, Ryno		4520097	Employee Engagement Surveys	RFQ		0 seconds		0
0	Blind	RFP 4538101	Active	Booyens, Belinda		4538101	SARB Culture Strengthening Project	RFQ		0 seconds	飁	0
0	Blind		Active	Townsend, Michele		4562126	South African Reserve Bank Project 'Khokha' proof of concept review	RFQ		0 seconds		1
0	Blind		Active	Klaassen, Wiebe		4588165	RFP - Define Business Architecture ERSD Renewal Project	RFQ		0 seconds		0
0	Blind		Resubmission Required	Buchler, S.		4594162	POPIA Impact Assessment for the SARB Group	RFQ		0 seconds		0
0	Blind	201808010026	Active	Klaassen, Wiebe		4593177	RFP- Implementation of the SARB Website and related services	RFQ		0 seconds		1
	Blind		Active	Prag. Kavitha		4593175-2,1	RFQ- Executive Assistant to the Head: Services Cluster.	RFQ		0 seconds	10000	0

11.2. Awarded Responses

The **Awarded Lines** page shows you all the Negotiation lines / items for which you have been awarded business, and enables you to drill down for detailed information about the Negotiation lines / items and your responses to them.

A. Click on the Awarded link in the Quick Links' View Responses section.

Tour Active and D)raft Responses									Information
ress Full List to view all	your company's responses							Ful	II List	This container can hold information
12 3 0 • 11										such as bidding procedures to help vendors.
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Message	•	
079375	Active	HO SITE	4664223	testing	RFI	104 days 23 hours		0		
079351	Draft	HO SITE	4664215	testing	RFI	105 days	Territe.	0		
071346	Active		4647227	Approval Flag as Yes	RFx	0 seconds	izite:	0		
071350	Active		4647228	Testing Notification	RFx	0 seconds	2	0		
071351	Active		4647253	Testing Award by Quote	RFx	0 seconds	Real Property in the second se	0		
🐹 😂 🔂 🗸 🗐			T	litle	Тур	e Time	Left			
		n Number			RFX		a 1 hour			
	Negotiatio 4671214	n Number		P2P-009 RFx	PUP A					
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Supplier Site	Negotiatio 4671214	n Number	F				ys 4 hours ays 23 hours			
III 2	Negotiatio 4571214 4665216	n Number	F	P2PMosaRe	RFx					
Supplier Site	Negotiatio 4571214 4665216	n Number	F	P2PMosaRe	RFx					
Supplier Site 10 SITE Quick Links	Negotiatio 4671214 4665216 4664227 View Responses	n Number	F	P2PMosaRe	RFx					
upplier Site o SITE uuick Links lanage	Negotiatio 4671214 4665216 4664227	A	F	P2PMosaRe	RFx					

B. If any negotiations was awarded, click on the Response Number link to view the details of your response(s) to a Negotiation and its lines / items.

	ourcing							ô	*	٢	4 °	Logged in As HPEENS@DELOITTE.CO.ZA	0	ሳ
Negotiations Assessments														
Negotiations > Awarded Lines														
Search														
Specify parameters and values Match All Any	s to filter the data the	at is disp	layed in your t	able										
Negotiation Number	is	V	4664231											
Category		~		36	9,									
Line Description	is	~												
ltern	В	~	Add Another	S Category	V Add									
説 む in 谷 ・ 田 Response Number No results found.	Reference Num	nber	Suppl	lier Site	Negotiation Number	Туре	Description	Promised D	ate	Award (Quantity	Award Price Purchase Order	Reas	on
Return to Negotiations														
Return to Regolations														

11.3. Discarded and Withdrawn Responses

The **Discarded and Withdrawn Responses** page shows all Negotiation lines / items on which you either did not respond to, and / or have withdrawn the response(s).

A. Click on the **Discarded and Withdrawn Responses** link in the Quick Links' View Responses section.

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11.4. Rejected Responses

The **Rejected Lines** page shows all Negotiation lines / items on which you have responded, but was not awarded, and enables you to drill down for detailed information about the negotiation and the responses to it.

- Click on the Rejected link in Quick Links
- Search for the Response(s) you want to review.
- A. Click on the Rejected Responses link in the Quick Links' View Responses section.

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our Active and D	raft Responses									Information
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071350	Active		4647228	Testing Notification	RFx	0 seconds	1	0		
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Note: You can search for Rejected Lines in Negotiation Responses by Negotiation Number, Category, Line Description or Item name.

- You may be able to view the reason(s) for your submitted quote's rejection by SARB.
- Click on the **Response Number** link to view the details of the Rejected Response.

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