

South African Reserve Bank

eSourcing Training Guide

For

Suppliers

Table of Contents

1. Introduction	3
1.1. Sourcing Module	3
1.2. Benefits of the Sourcing Module	3
3. Software Recommendations	3
4. Navigation Tips	4
5. Sourcing Module Registration	5
6. Sourcing Module Login	5
7. The Sourcing Module Home Page	7
8. Acknowledge Participation in Negotiations	9
8.1. Acknowledge using Sourcing home page	9
8.2. Acknowledge using Worklist	13
9. Responding to Negotiation(s)	15
9.1. Respond to RFx Negotiation(s) online	15
9.2. Respond to RFx Negotiation(s) using a Spreadsheet	22
10. Using Online Discussions	29
10.1. Create a New Message	29
10.2. Reading a Message	32
10.3. Replying to a Message	33
11. Viewing Active, Rejected, Awarded and Disqualified Response	34
11.1. Active Responses	34
11.2. Awarded Responses	35
11.3. Discarded and Withdrawn Responses	36
11.4. Rejected Responses	37

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 supplier@resbank.co.za 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 (*Note: 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:

Icons	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.
	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').
	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. <i>Note: attachment type is restricted to 'file' only.</i>
	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.

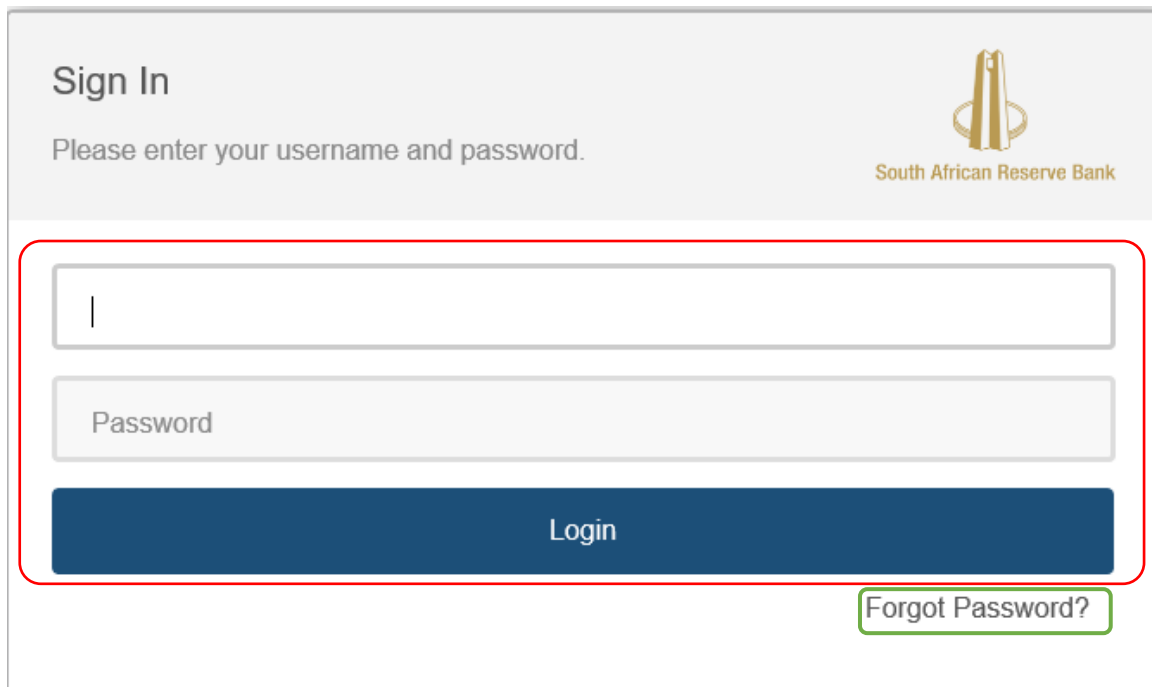
5. Sourcing Module Registration

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 <https://secure.resbank.co.za/applications/login.jsp>. 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**.

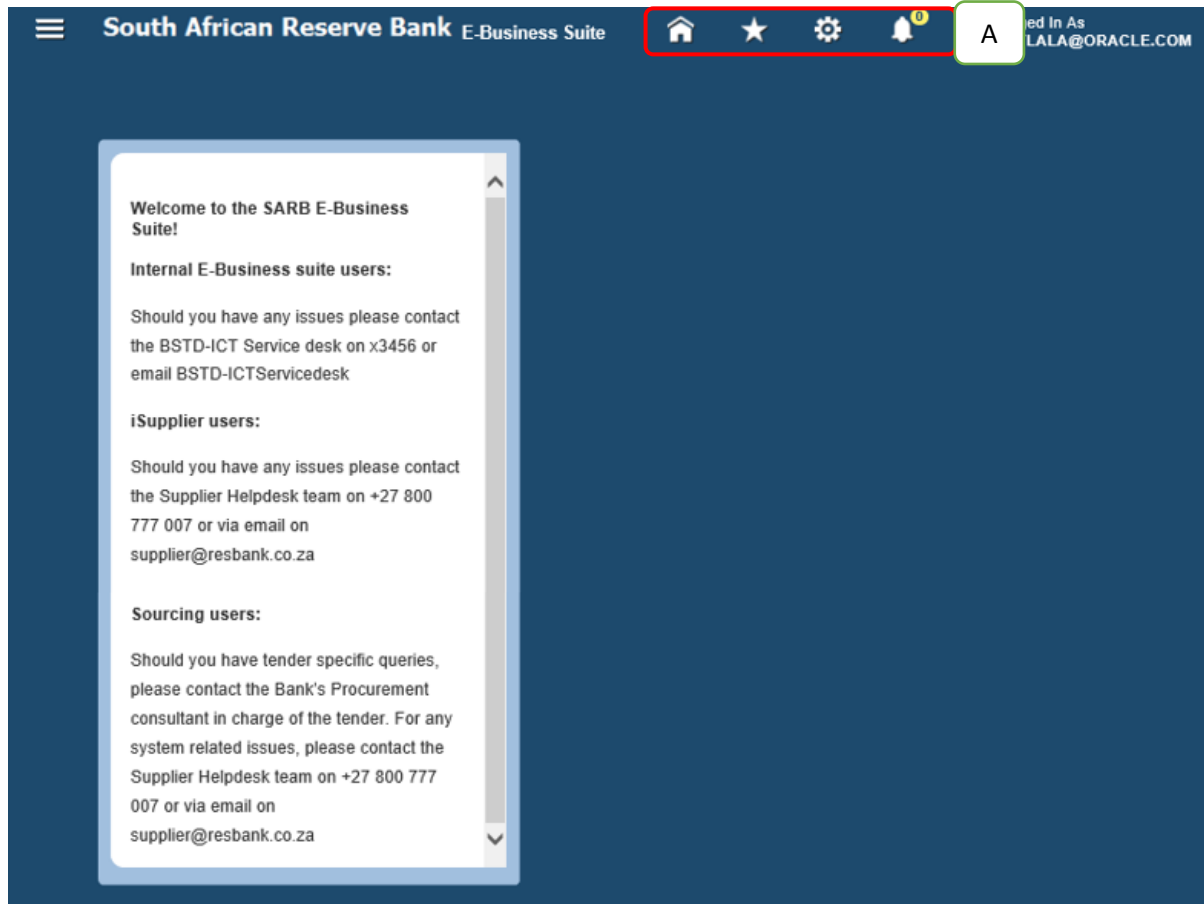








- Click in the **Username** field and enter your e-mail address.
- Click in the **Password** field and enter your password.
- Click on the **Login** button. The **Sourcing home page** will then be displayed.

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** applmgr@resbank.co.za email address.

A. On the **Home Page** one can see the Global Buttons:

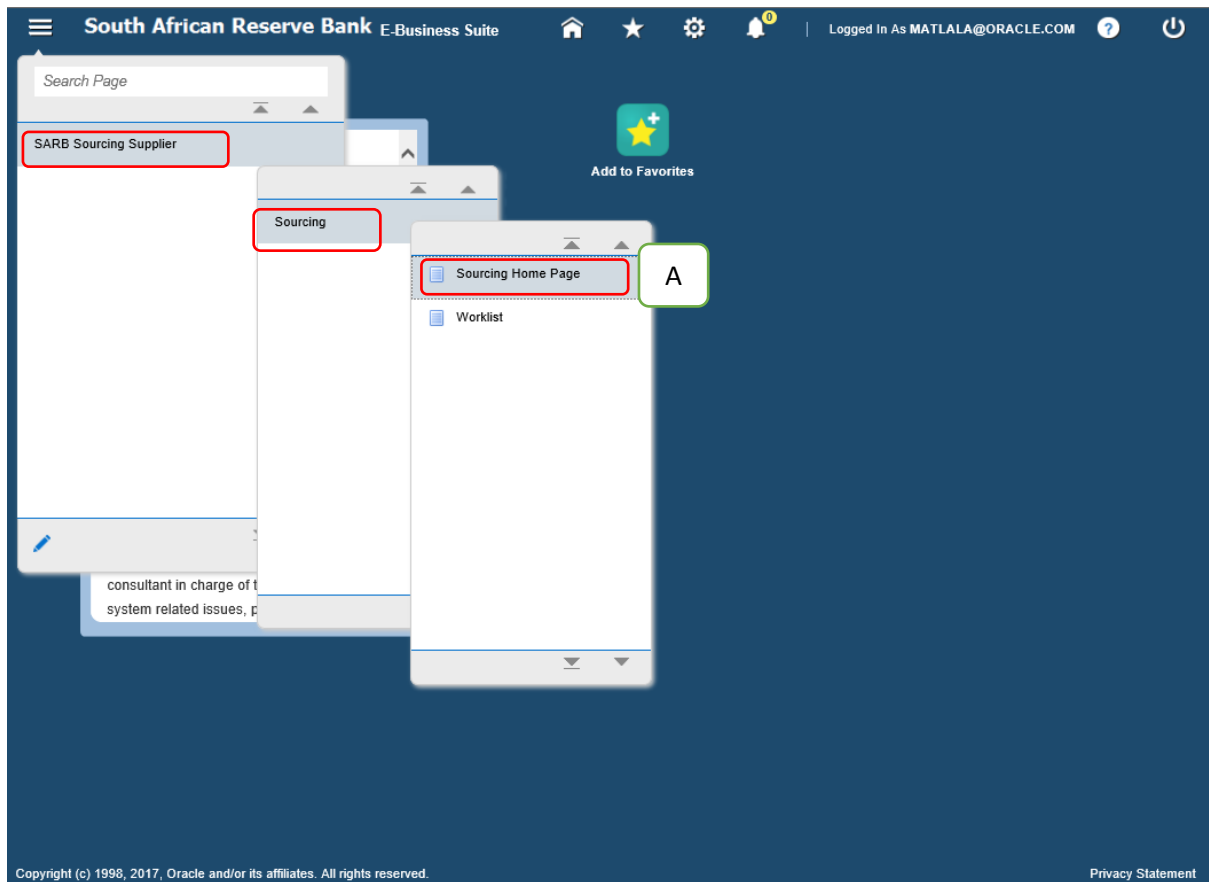



Global Buttons	Description
	Home – Returns you back to the home page.
	Logout – Logs you out of SARB Sourcing Module.
	Favorites – (time zone, password, etc.).
	Settings - Displays your preferences, enables you to manage proxies, allows you to log access requests, etc.
	Workflow Notifications - Opens 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:



- A. Select your assigned role (**SARB Sourcing Supplier**) by clicking on the **Navigator**  button and selecting the responsibility: Navigation - **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**
 - **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.

The screenshot shows the Oracle Sourcing Home page. The top navigation bar includes the Oracle Sourcing logo, a search bar, and user information. The main content area is divided into three sections, each highlighted with a red box and a green label:

- I. Your Active and Draft Responses:** This section displays a table of active and draft responses. The table has columns for Response Number, Response Status, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. The first row shows a response number 5052338 with a status of Active, a negotiation number 4519195, and a title "Provision of innovation facilitators".
- II. Your Company's Open Invitations:** This section displays a table of open invitations. The table has columns for Supplier Site, Negotiation Number, Title, Type, and Time Left. The first row shows a supplier site "No results found" and a negotiation number.
- III. Quick Links:** This section displays a list of quick links under the heading "Manage" and "View Responses". The links include Drafts, Deliverables, Personal Information, Active, Discarded and Withdrawn, Awarded, and Rejected.

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

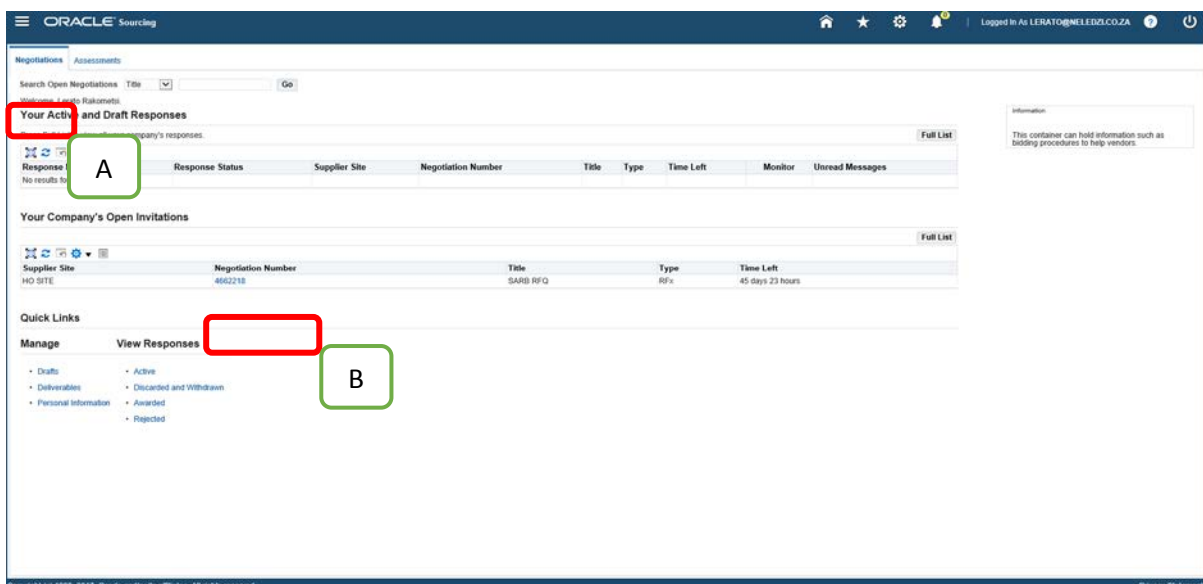
Before you can participate in Sourcing Negotiations, you will need to acknowledge your intent to participate in the Negotiation(s). It is mandatory to acknowledge your intent or interest to participate in the Negotiation(s) before being enabled to submit responses.

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**



8.1. Acknowledge using Sourcing home page

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

ORACLE Sourcing

Logged In As ALISON BECK@KPMG.CO.ZA

Negotiations > Assessments

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 Informal Quotations – General ...	File	SARB Informal Quotations – General ...	To Supplier	P99914346	2019-05-28	One-Time		
SARB Request for Information (RFI) – ...	File	SARB Request for Information (RFI) – ...	To Supplier	P99914346	2019-05-28	One-Time		
SARB Expression of Interest (EOI) – G ...	File	SARB Expression of Interest (EOI) – G ...	To Supplier	P99914346	2019-05-28	One-Time		
SARB Tenders (RFQ, RFP, RFT) – Ge ...	File	SARB Tenders (RFQ, RFP, RFT) – Ge ...	To Supplier	P99914346	2019-05-28	One-Time		
SARB Panels – General Information ...	File	SARB Panels – General Information ...	To Supplier	P99914346	2019-05-28	One-Time		

☐ I have read and accepted the terms and conditions

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

C

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Logged In As ALISON BECK@KPMG.CO.ZA

Negotiations > Assessments

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SARB Request for Information (RFI) – ...	File	SARB Request for Information (RFI) – ...	To Supplier	P99914346	2019-05-28	One-Time		
SARB Expression of Interest (EOI) – G ...	File	SARB Expression of Interest (EOI) – G ...	To Supplier	P99914346	2019-05-28	One-Time		
SARB Tenders (RFQ, RFP, RFT) – Ge ...	File	SARB Tenders (RFQ, RFP, RFT) – Ge ...	To Supplier	P99914346	2019-05-28	One-Time		
SARB Panels – General Information ...	File	SARB Panels – General Information ...	To Supplier	P99914346	2019-05-28	One-Time		

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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').

ORACLE Sourcing

Logged In As ALIBON BECK@RPMG.CO.ZA

Terms and Conditions

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Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
SARB Informal Quotations – General	File	SARB Informal Quotations – General ... To Supplier		P99914340	2019-05-28	One-Time		
SARB Request for Information (RFI) – G...	File	SARB Request for Information (RFI) – G... To Supplier		P99914340	2019-05-28	One-Time		
SARB Expression of Interest (EOI) – G...	File	SARB Expression of Interest (EOI) – G... To Supplier		P99914346	2019-05-28	One-Time		
SARB Tenders (RFQ, RFP, RFT) – Ge...	File	SARB Tenders (RFQ, RFP, RFT) – Ge... To Supplier		P99914346	2019-05-28	One-Time		
SARB Panels – General Information ...	File	SARB Panels – General Information ... To Supplier		P99914346	2019-05-28	One-Time		

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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.

Page | 1

BIDDER DECLARATION

BIDDER DECLARATION
(*Must be completed, initialled on every page and signed in full. For joint ventures, each partner must complete and submit this form)

I, _____ in my capacity as _____
of _____ hereby solemnly declare that:

A.	Bidder's status	Qualify in paragraph F if you cannot answer NO	NO
1.	No real or potential conflict of interest exists which will disqualify the bidder from participating in this RFx process	<input type="checkbox"/>	<input type="checkbox"/>
2.	The bidder has not engaged in any collusive practices or anti-competitive behaviour during the preparation of its response to this RFx	<input type="checkbox"/>	<input type="checkbox"/>
3.	The bidder is not listed on the National Treasury's Register for Tender Defaulters	<input type="checkbox"/>	<input type="checkbox"/>
4.	The bidder is not listed on the National Treasury's Database of Restricted Suppliers	<input type="checkbox"/>	<input type="checkbox"/>
5.	The bidder is not insolvent, has not provisionally or finally been liquidated, nor has business rescue proceedings commenced against it	<input type="checkbox"/>	<input type="checkbox"/>
6.	The bidder is not involved in any pending litigation instituted by a current or former customer / client	<input type="checkbox"/>	<input type="checkbox"/>
B.	Pricing	YES	NO
7.	The bidder will keep its price firm for the duration of the validity period of this RFx	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>

Version 01 [Response Template] Effective Date: June 2019

Oracle Sourcing

Logged In As ALISON BECK@BPMS.CO.ZA

Terms and Conditions

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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.

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- SARB Expression of Interest (EOI) – General Information Document;
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- SARB Panels – General Information Document.

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Attachments

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SARB Request for Information (RFI) –	File	SARB Request for Information (RFI) –	To Supplier	P99914340	2019-05-28	One-Time		
SARB Expression of Interest (EOI) – G	File	SARB Expression of Interest (EOI) – G	To Supplier	P99914346	2019-05-28	One-Time		
SARB Tenders (RFQ, RFP, RFT) – Ge	File	SARB Tenders (RFQ, RFP, RFT) – Ge	To Supplier	P99914346	2019-05-28	One-Time		
SARB Panels – General Information	File	SARB Panels – General Information	To Supplier	P99914346	2019-05-28	One-Time		

☐ I have read and accepted the terms and conditions

Accept

- 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.

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Logged In As HPEENS@DELOITTE.CO.ZA

RFX: 4671214

Actions Acknowledge Participation Go

Title P2P-009 RFX
Status Active (Locked)
Time Left 1 day 4 hours

Open Date 2019-09-09 11:32:29
Close Date 2019-09-18 11:31:29

Header Lines Controls Contract Terms

Buyer Ramaano, Ms. Matlala
Quote Style Sealed
Description

Outcome Standard Purchase Order
Event

Terms

Bill-To Address Head Office
Ship-To Address Head Office
FOB

Payment Terms
Carrier
Freight Terms

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

ORACLE Sourcing

Logged In As HPEENS@DELOITTE.CO.ZA

Negotiations Assessments

Negotiations > RFx: 4671214 >

Acknowledge Participation (RFx 4671214)

Will your company participate?

☒ Yes

☐ No

Note to Buyer

Cancel Apply

H

I

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 respond or submit quote or bid.

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Logged In As SALESA@CATERWAREHOUSE.CO.ZA

Negotiations Assessments

Search Open Negotiations Title Go

Welcome, Accounts Dept.

Your Active and Draft Responses

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

Full List

Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
Draft	HO SITE	4655326	Joyce UAT RFQ Training3	RFx	2 hours		0
Active	HO SITE	4647218	RFQ	RFx	1 day 3 hours		0
Draft	HO SITE	4647319.1	RFQ B-BBEE	RFx	14 days 1 hour		0
Active	HO SITE	4647319.1	RFQ B-BBEE	RFx	14 days 1 hour		0
Draft	HO SITE	4647367	FYI logix	RFx	14 days 2 hours		0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
	4655276	Test RFQ	RFI	7 days

Quick Links

Manage View Responses

- Drafts
- Deliverables
- Personal Information
- Active
- Discarded and Withdrawn
- Awarded
- Rejected

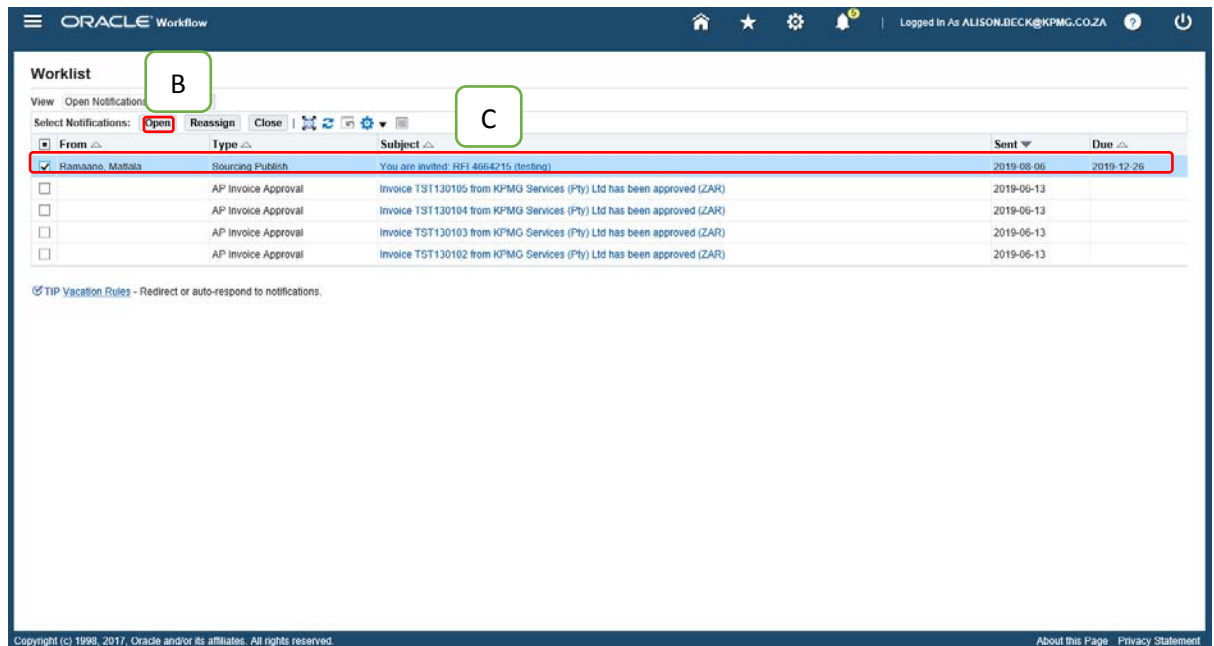
Information

This container can hold information such as bidding procedures to help vendors.

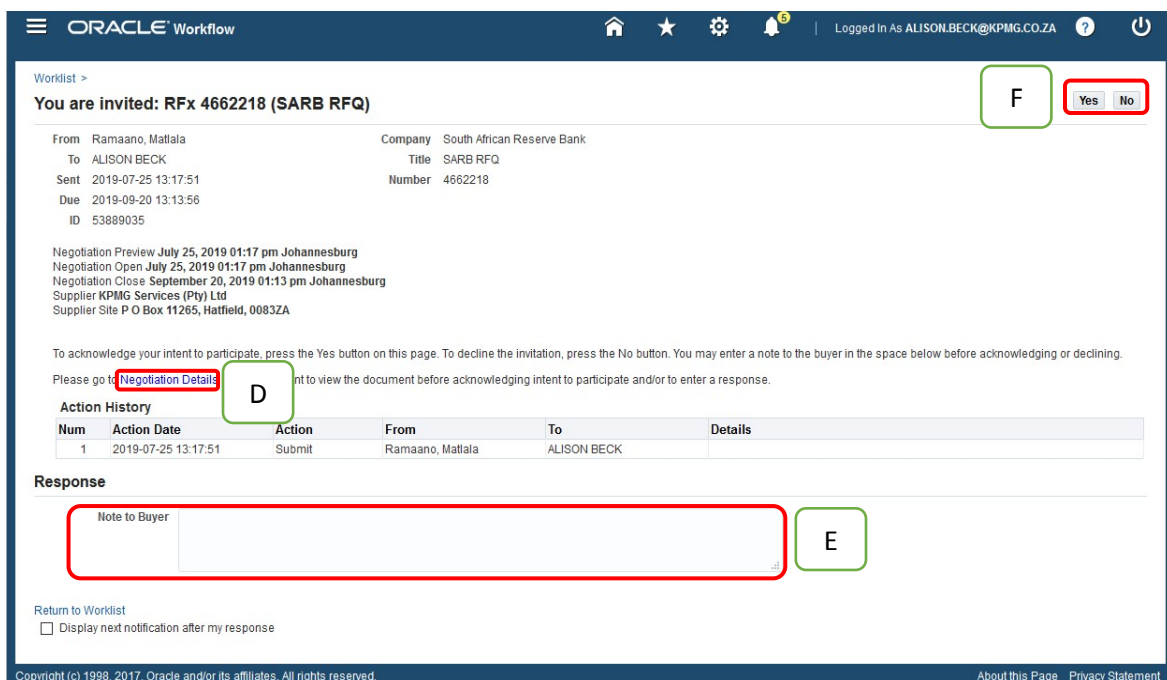
A

8.2. Acknowledge using Worklist

A. Click on the **Worklist** link. Your **Open Notifications** will be shown.



- 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



- 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

The screenshot shows the Oracle Sourcing interface. The top navigation bar includes the Oracle Sourcing logo and user information. The main content area is titled 'Your Active and Draft Responses'. Below this, there is a table with columns: Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. The table lists several negotiations, including 'Joyce UAT RFQ Training', 'RFQ B-BBEE', and 'FYI tiger'. Below the table, there is a section titled 'Your Company's Open Invitations' with a 'Full List' link. A red box highlights this section, and a green box labeled 'A' highlights the 'Negotiation Number' column. Below the table, there is a 'Quick Links' section with links for Drafts, Active, Deliverables, Discarded and Withdrawn, Personal Information, Awarded, and 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

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Logged In As HPEENS@DELOITTE.CO.ZA

Negotiations Assessments

Negotiations >
RFx: 4673217

Actions Create Quote Go

Title Replacement of 6 Booms at Madiba street entrance
Status Active (Locked)
Time Left 10 days 4 hours

Open Date 2019-09-16 13:07:29
Close Date 2019-09-27 12:07:40

Header Lines Controls Contract Terms

Buyer Muturi, Mr. Richard
Quote Style Sealed
Description

Outcome Standard Purchase Order
Event

Terms

Bill-To Address Head Office
Ship-To Address Head Office
FOB

Payment Terms
Carrier
Freight Terms

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

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Logged In As STEPHAN.CORTEZ@BDFOOD.CO.ZA

Negotiations Assessments

Negotiations > RFx: 4662218 >
Create Quote: 5078345 (RFx 4662218)

Cancel View RFx Quote By Spreadsheet Save Draft Continue

Personalize Table Layout (Advanced)

Title SABB REQ
Time Left 56 days 20 hours
Close Date 2019-09-20 13:13:56

Header Lines

Personalize "Header"
Personalize Table Layout (HeaderInfo)

Supplier Chiplins Catering Supplies (Pty) Ltd 16 Blvdvest Foodservice Multi-Temp Lintros Pk
Supplier Site HO SITE - 60 Saturn Crescent, Lintros Office Park, Sandton, Johannesburg, South Africa 2054, ZA
Rfx Currency ZAR
Quote Currency ZAR
Price Precision 2 decimals maximum

Quote Valid Until 2019-07-25
Reference Number 123456
Note to Buyer Quote is available for 90 days

Attachments

Personalize "Attachments"
Personalize Table Layout (Attachments)

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Product Guarantee	File	The Product guarantee period	From Supplier	STEPHAN.CORTEZ@BDFOOD.CO.ZA	2019-07-25	One-Time	Update	Delete

Requirements

Personalize "Requirements"
Personalize Table Layout (Requirements)

Expand All Collapse All

Focus Title	Target Value	Quote Value	Maximum Score
Requirements			
EVALUATION METHODOLOGY			0
Method 6: Technical capability, practical assessment, price and S-BBEE If this method is selected, a supplier's tender response will be evaluated based on a combination of technical capability, practical assessment, price and S-BBEE			
TAX CLEARANCE CERTIFICATE			0

What is your Tax Clearance Certificate Number?

- 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.

- 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.

ORACLE Sourcing

Logged In As STEPHAN.COETZEE@BIDFOOD.CO.ZA

Negotiations > RFx: 4662218 >
Create Quote: 5078345 (RFx 4662218)

Personalize Table Layout: (AuditInfo)

Title: [SARB RFQ](#)

Time Left: 56 days 20 hours
Close Date: 2019-09-20 13:13:56

Supplier: Chiplins Catering Supplies (Pty) Ltd via Bidvest Foodservice Multi-Temp Lintros Pk
Supplier Site: HO SITE - 60 Saturn Crescent, Lintros Office Park, Sandton, Johannesburg, South Africa 2054, ZA
RFx Currency: ZAR
Quote Currency: ZAR
Price Precision: 2 decimals maximum

Quote Valid Until: 2019-07-25
Reference Number: 123456
Note to Buyer: Quote is available for 90 days

Personalize Flow Layout: (EditAttachmentsReqCol)

Attachments

Personalize "Attachments"
Personalize "Attachments of associated record"

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Product Guarantee	File	The Product guarantee period	From Supplier	STEPHAN.COETZEE@BIDFOOD.CO.ZA	2019-07-25	One-Time		

Requirements

Personalize "Requirements"
Personalize "Requirements table"

Expand All | Collapse All

Focus Title	Target Value	Quote Value	Maximum Score
Requirements			
EVALUATION METHODOLOGY			0
Method 6: Technical capability, practical assessment, price and B-BBEE If this method is selected, a supplier's tender response will be evaluated based on a combination of technical capability, practical assessment, price and B-BBEE			
TAX CLEARANCE CERTIFICATE			0

What is your Tax Clearance Certificate Number?

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.

ORACLE Sourcing

Logged In As STEPHAN.COETZEE@BIDFOOD.CO.ZA

Negotiations > RFx: 4662218 >
Create Quote: 5078345 (RFx 4662218)

Cancel | View RFx | Quote By Spreadsheet | Save Draft | Continue

Title: [SARB RFQ](#)

Time Left: 56 days 20 hours
Close Date: 2019-09-20 13:13:56


Header

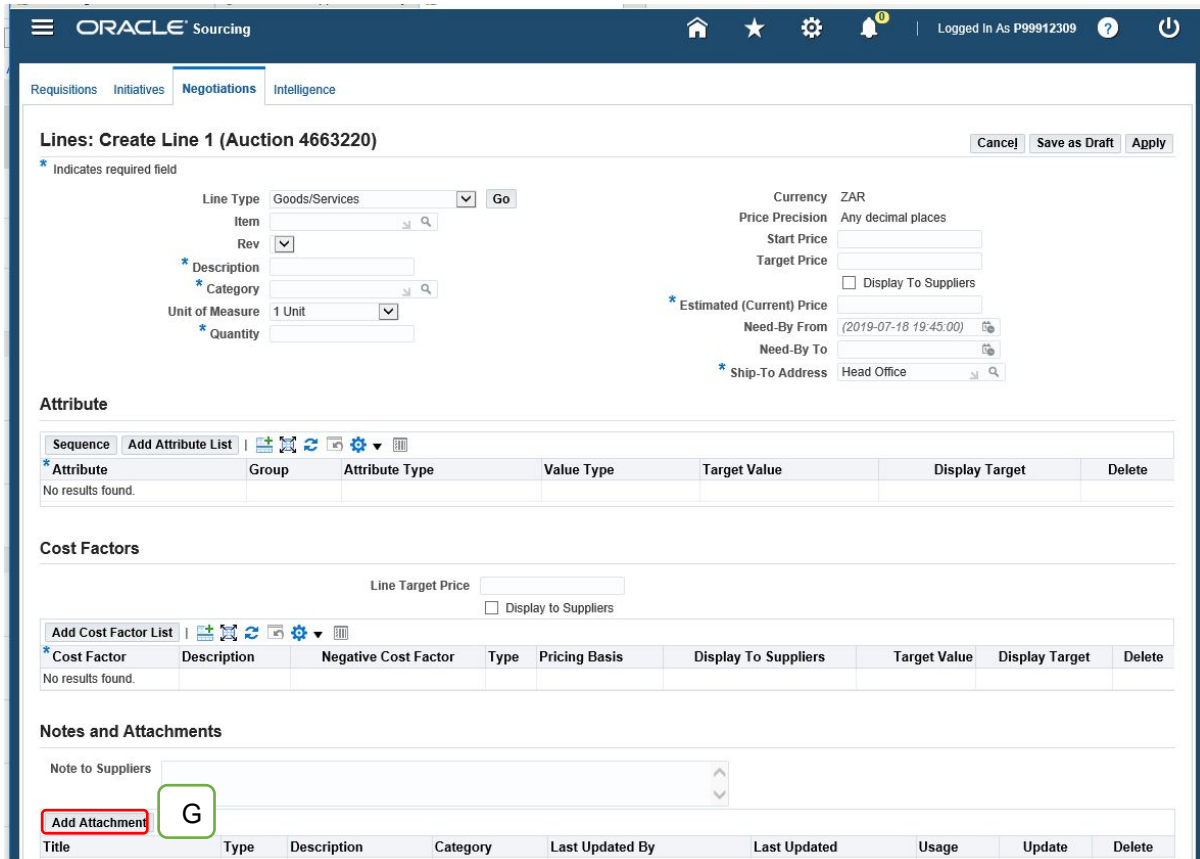
RFx Currency: ZAR
Quote Currency: ZAR
Price Precision: 2 decimals maximum

Lines

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Total Score Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1	Server	Head Office	Sealed		9500	100 1 Unit	100	100	2019-11-15	Yes	
2	Computers	Head Office	Sealed			Each	20	20		No	

Indicates more information requested. Click the Update icon.

- 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).



Lines: Create Line 1 (Auction 4663220)

* Indicates required field

Line Type: Goods/Services

Item:

Rev:

* Description:

* Category:

Unit of Measure: 1 Unit

* Quantity:

Currency: ZAR

Price Precision: Any decimal places

Start Price:

Target Price:

☐ Display To Suppliers

* Estimated (Current) Price:

Need-By From: (2019-07-18 19:45:00)

Need-By To:

* Ship-To Address: Head Office

Attribute

Sequence: Add Attribute List

* Attribute	Group	Attribute Type	Value Type	Target Value	Display Target	Delete
No results found.						

Cost Factors

Line Target Price:

☐ Display To Suppliers

Add Cost Factor List

* Cost Factor	Description	Negative Cost Factor	Type	Pricing Basis	Display To Suppliers	Target Value	Display Target	Delete
No results found.								

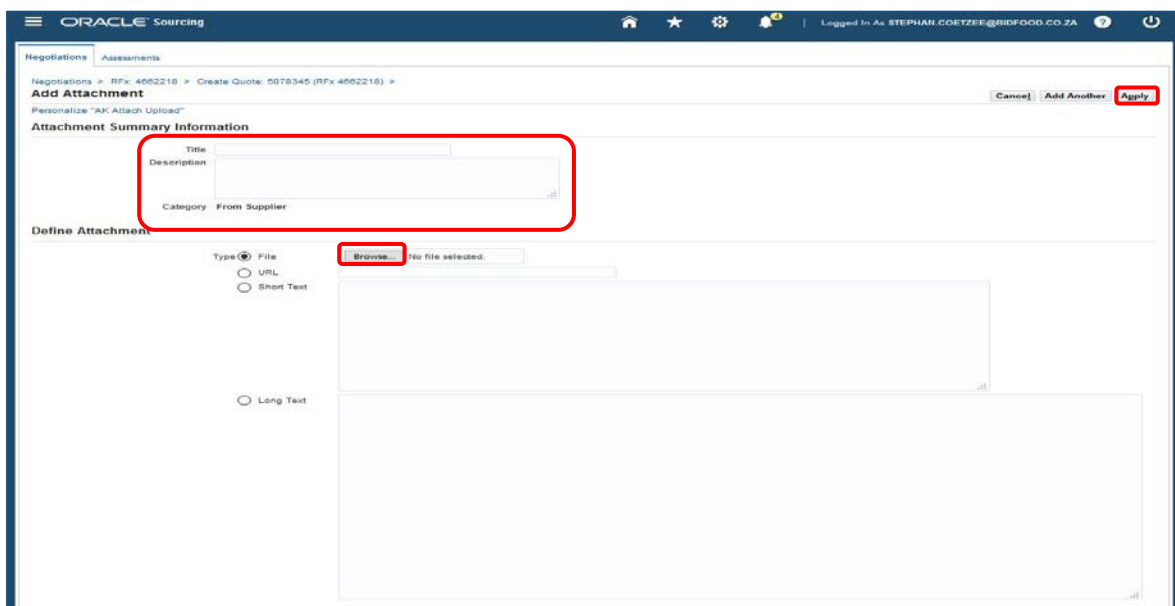
Notes and Attachments

Note to Suppliers:

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	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.



Add Attachment

Personalize "Add Attachment"

Attachment Summary Information

Title:

Description:

Category: From Supplier

Define Attachment

Type: ☒ File ☐ URL ☐ Short Text ☐ Long Text

No file selected.

- 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

Oracle Sourcing

Logged In As ALISON.BECK@KPMG.CO.ZA

Negotiations > RFX: 4664229 >

Create Quote: 5079382 (RFX 4664229)

Cancel View RFX Quote By Spreadsheet **Save Draft** **Continue**

Title: TestingMosa

Time Left: 12 days 2 hours
Close Date: 2019-08-25 12:58:01

Header Lines

RFX Currency: ZAR
Price Precision: 2 decimals maximum
Quote Currency: ZAR

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Total Score	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1	wood	Head Office	Sealed		5000	100	1 Unit	2	2	2019-10-17	Yes	

Indicates 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.

Oracle Sourcing

Logged In As ALISON.BECK@KPMG.CO.ZA

Negotiations > RFX: 4664229 >

Confirmation

Quote 5079382 for RFX 4664229 (TestingMosa) has been validated without any errors.

Create Quote 5079382: Review and Submit (RFX 4664229)

Cancel Back **Validate** **Save Draft** **Printable View** **Submit**

Header

Title: TestingMosa
Supplier: KPMG Services (Pty) Ltd
Supplier Site: HQ SITE
RFX Currency: ZAR
Quote Currency: ZAR
Price Precision: 2 decimals maximum

Time Left: 12 days 2 hours
Close Date: 2019-08-25 12:58:01
Quote Valid Until: 2019-11-22
Reference Number: 151125
Note to Buyer:

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Show All Details | Hide All Details

Details Section

- EVALUATION METHODOLOGY
- TAX CLEARANCE CERTIFICATE
- B-BBEE
- PRE-QUALIFICATION REQUIREMENTS
- MANDATORY REQUIREMENTS
- TECHNICAL PROPOSAL REQUIREMENTS
- TECHNICAL EVALUATION CRITERIA
- PRACTICAL ASSESSMENT CRITERIA
- TAX CLEARANCE CERTIFICATES

- 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:
06-JUN-19 14:42:47
Proprietary and Confidential
South African Reserve Bank
Page 1 of 5

- 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.

Confirmation

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

Oracle Sourcing interface showing the 'Your Active and Draft Responses' section. The page displays a table of active responses with columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. A red box highlights the 'Your Company's Open Invitations' section, which contains a table with columns: Supplier Site, Negotiation Number, Title, Type, and Time Left. The 'Negotiation Number' 4662218 is highlighted with a red box. Below this is a 'Quick Links' section with 'Manage' and 'View Responses' tabs.

- 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.

Oracle Sourcing interface showing the 'Terms and Conditions' page. The page displays the terms and conditions for a response. A red box highlights the 'Terms and Conditions' section, which contains a text area for accepting terms. A green box labeled 'B' is placed over the 'Terms and Conditions' section. A green box labeled 'D' is placed over the 'Accept' button. A green box labeled 'C' is placed over the checkbox 'I have read and accepted the terms and conditions'.

- 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

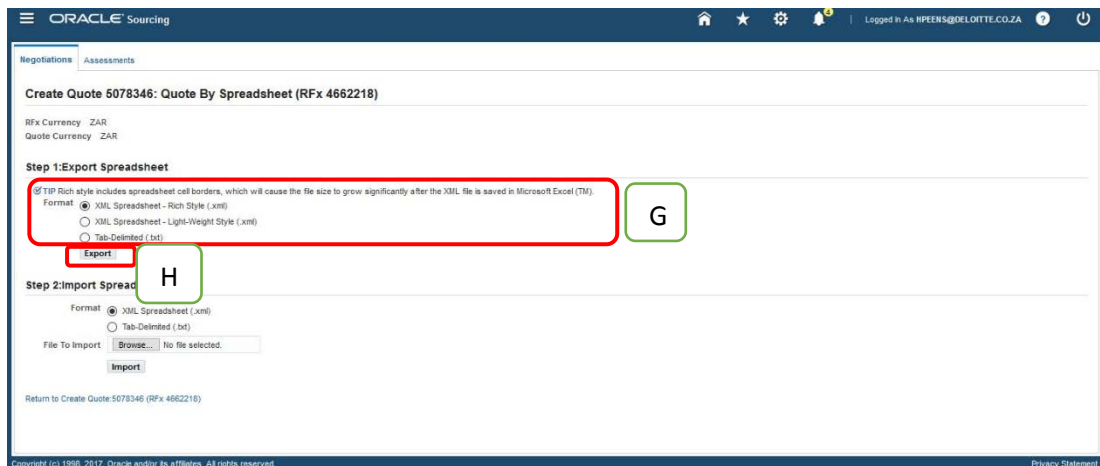
The screenshot shows the Oracle Sourcing interface for RfX 4662218. The top navigation bar includes 'Negotiations' and 'Assessments'. The main header displays the RfX title 'SARB RFQ', status 'Active (Locked)', and time left '55 days 21 hours'. The 'Actions' button is highlighted with a red box, and the 'Create Quote' button is highlighted with a green box labeled 'E'. The interface also shows the Buyer 'Ramaano, Ma. Matela', Quote Style 'Sealed', and Outcome 'Standard Purchase Order'. The 'Terms' section includes 'Bill-To Address', 'Ship-To Address', 'Payment Terms', 'Carrier', and 'Freight Terms'. The 'Requirements' section lists various criteria such as 'EVALUATION METHODOLOGY', 'TAX CLEARANCE CERTIFICATE', 'B-BBEE', 'PRE-QUALIFICATION REQUIREMENTS', 'MANDATORY REQUIREMENTS', 'TECHNICAL PROPOSAL REQUIREMENTS', 'TECHNICAL EVALUATION CRITERIA', and 'PRACTICAL ASSESSMENT CRITERIA'.

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.

The screenshot shows the Oracle Sourcing interface for the 'Create Quote' screen for RfX 4662218. The top navigation bar includes 'Negotiations' and 'Assessments'. The main header displays the RfX title 'SARB RFQ', status 'Active (Locked)', and time left '55 days 21 hours'. The 'Actions' button is highlighted with a red box, and the 'Create Quote' button is highlighted with a green box labeled 'E'. The interface also shows the Buyer 'Ramaano, Ma. Matela', Quote Style 'Sealed', and Outcome 'Standard Purchase Order'. The 'Terms' section includes 'Bill-To Address', 'Ship-To Address', 'Payment Terms', 'Carrier', and 'Freight Terms'. The 'Requirements' section lists various criteria such as 'EVALUATION METHODOLOGY', 'TAX CLEARANCE CERTIFICATE', 'B-BBEE', 'PRE-QUALIFICATION REQUIREMENTS', 'MANDATORY REQUIREMENTS', 'TECHNICAL PROPOSAL REQUIREMENTS', 'TECHNICAL EVALUATION CRITERIA', and 'PRACTICAL ASSESSMENT CRITERIA'.

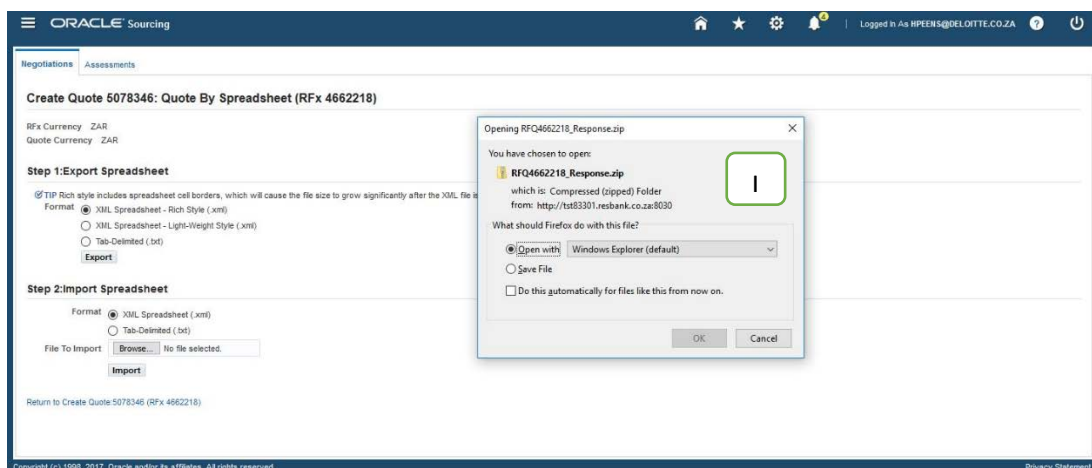
- F. Click on the **Quote By Spreadsheet** button to respond to the RfX using a spreadsheet.



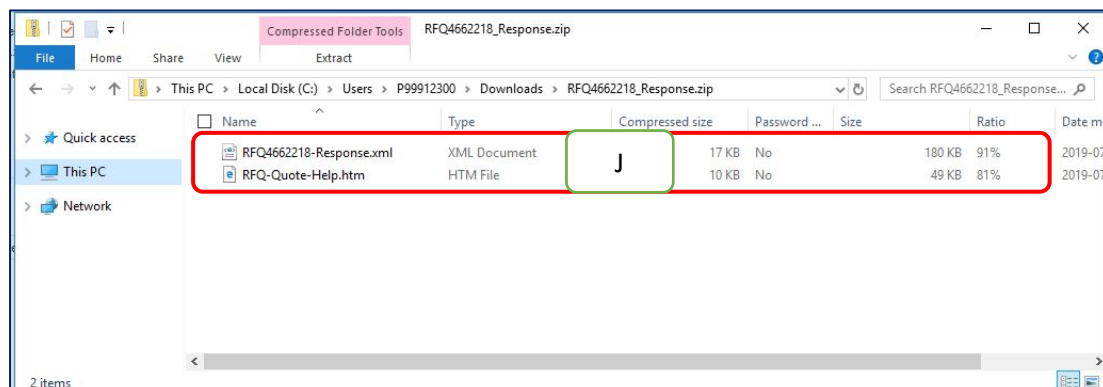
G. Select the format **(.xml, .txt)** of the spreadsheet you will be responding with.

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.



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.



Note: Read the Help 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.

SARB RFQ

RFx: 4662218
Close Date: 2019-09-20 13:13
RFx Currency: ZAR
Quote Currency: ZAR
Price Precision: 2

Company: South African Reserve Bank
Buyer: Ramaano MM, Ms. (Matlala)
Phone: [Redacted]
Email: Matlala.Ramaano@resbank.co.za
Supplier: Deloitte Consulting (Pty) Ltd
Supplier Site: HO SITE

Header

Quote Valid Until: [Redacted] example: 2019-07-26
Reference Number: [Redacted]

Note to Suppliers
Note to Buyer

Requirements

Title	Quote Value	
EVALUATION METHODOLOGY		
Method 6: Technical capability, practical assessment, price and B-BBEE		
If this method is selected, a supplier's tender response will be evaluated based on a combination of technical capability, practical assessment, price and B-BBEE		
TAX CLEARANCE CERTIFICATE		
What is your Tax Clearance Certificate Number?		
Who is the Tax Clearance Certificate Certifying Agency?		
When does the Tax Clearance Certificate Expire?		(Date Value only)
Please confirm submission of a current, valid tax clearance certificate issued by the South African Revenue Service, unless the supplier is foreign-based and has no local office in the Republic of South Africa.		
B-BBEE		
Please indicate proof of B-BBEE certification provided.	Sworn Affidavit	
Please enter B-BBEE certificate number.	SARB TEST B-BBEE Certificate Legal Entity 02	
Please enter legal entity name as per B-BBEE certificate.	SARB TEST B-BBEE Reg Number 002	
Please enter company registration number as per B-BBEE certificate.		
Please select B-BBEE certificate expiry date.		(Date Value only)
Please select company size.	EME - Exempted Micro Enterprise	
Please enter annual turnover based on the most recent financial year.	200000000	
Please select B-BBEE Status Level as per certificate.	2	
Please indicate procurement recognition level.	125	
Please indicate Black Ownership percentage as per B-BBEE proof provided.	26.3	(Numeric Value only)
Please indicate whether value added/innovative supplier.	Yes	

READY

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:
 - 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

Green: 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.

- 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.

- 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**

Oracle Sourcing

Logged In As HPEEN5@DELOITTE.CO.ZA

Negotiations > Assessments

Create Quote: 5078346 (RFx 4662218)

Cancel View RFx Quote By Spreadsheet Save Draft Continue

Title [SARB RFQ](#)

Time Left: 55 days 20 hours
Close Date: 2019-09-20 13:13:56

Supplier: Deloitte Consulting (Pty) Ltd
Supplier Site: HO SITE - Private Bag X6, Galle Manor, 2052ZA
RFx Currency: ZAR
Quote Currency: ZAR
Price Precision: 2 decimals maximum

Quote Valid Until: (2019-07-26)
Reference Number:
Note to Buyer:

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All Collapse All

Focus Title	Target Value	Quote Value	Maximum Score
Requirements			

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

Oracle Sourcing

Logged In As HPEEN5@DELOITTE.CO.ZA

Negotiations > Assessments

Create Quote: 5078346 (RFx 4662218)

Cancel View RFx Quote By Spreadsheet Save Draft Continue

Title [SARB RFQ](#)

Time Left: 55 days 20 hours
Close Date: 2019-09-20 13:13:56

RFx Currency: ZAR
Price Precision: 2 decimals maximum

Quote Currency: ZAR

Header Lines

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Total Score	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 Server	Head Office	Sealed					1 Unit	100	100	Yes	Yes	
2 Computers	Head Office	Sealed					Each	20	20	Yes	No	

Indicates more information requested. Click the Update icon.

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

- 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.

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).

The screenshot shows the Oracle Sourcing home page. The user is logged in as HPEENS@DELOITTE.CO.ZA. The page displays 'Your Active and Draft Responses' with a table of responses. The 'Unread Messages' column is highlighted with a red box. Below the table, there are sections for 'Your Company's Open Invitations' and 'Quick Links'.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
5071346	Active		4547227	Approval Flag as Yes	RFx	0 seconds		0
5071350	Active		4547228	Testing Notification	RFx	0 seconds		0
5071361	Active		4547253	Testing Award by Quote	RFx	0 seconds		0
5071358	Active		4547239	Acknowledge Participation	RFx	0 seconds		0
5071365	Resubmission Required		4547237	Amendments	RFx	0 seconds		0

The screenshot shows the Oracle Sourcing RFx details page for RFx: 4662218. The user is logged in as P99912309. The 'Actions' dropdown menu is open, and the 'Online Discussions' option is highlighted with a red box.

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

The screenshot shows the Oracle Sourcing Online Discussions page for RFx 4662218. The user is logged in as ALISON.BECK@KPMG.CO.ZA. The 'New Message' button is highlighted with a red box. Below the button, there is a table for messages.

Message	Status	Sender	Date	Reply
B				

- 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).

Oracle Sourcing

Negotiations > RFx 4662218 > Online Discussions (RFx 4662218) > Create New Message (RFx 4662218)

Send To: South African Reserve Bank

Subject

Message

Attachments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

C. You can add attachments to your message

- Enter the title of the attachment(s) in the **Title** text field.

Oracle Sourcing

Negotiations > RFx 4662218 > Online Discussions (RFx 4662218) > Create New Message > Add Attachment

Add: Desktop File/ Text/ URL

Attachment Summary Information

Title: Product Specifications

Description: Product Templates

Category: From Supplier

Define Attachment

Type: ☒ File ☐ URL ☐ Short Text ☐ Long Text

Browse Password.txt

Cancel Add Another Apply

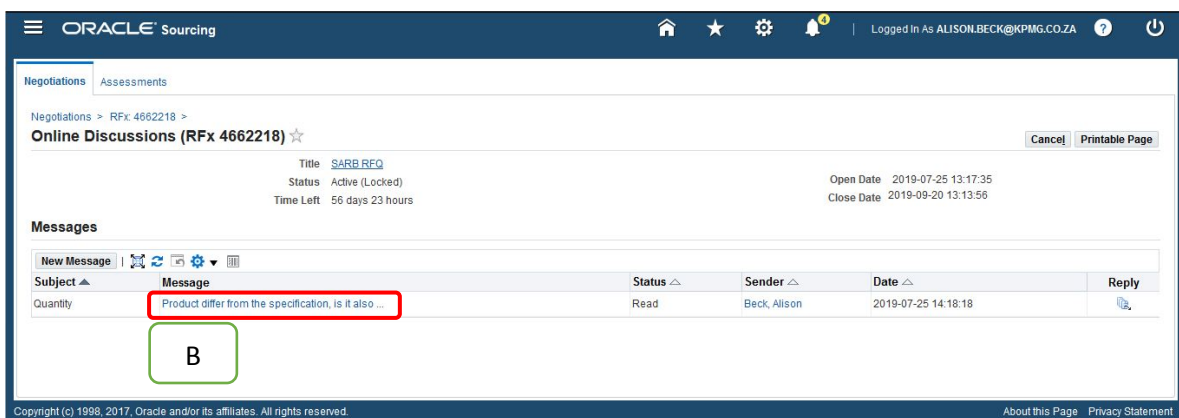
- Enter the description of the attachment(s) in the **Description** text field.
- Click on the **Browse** button to select the attachment(s) to be added to the message.
- Optional: Click on the **Add Another** button to add more attachments to the message.
- Click on the **Apply** button to add the attachment(s) 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.

10.2. Reading a Message

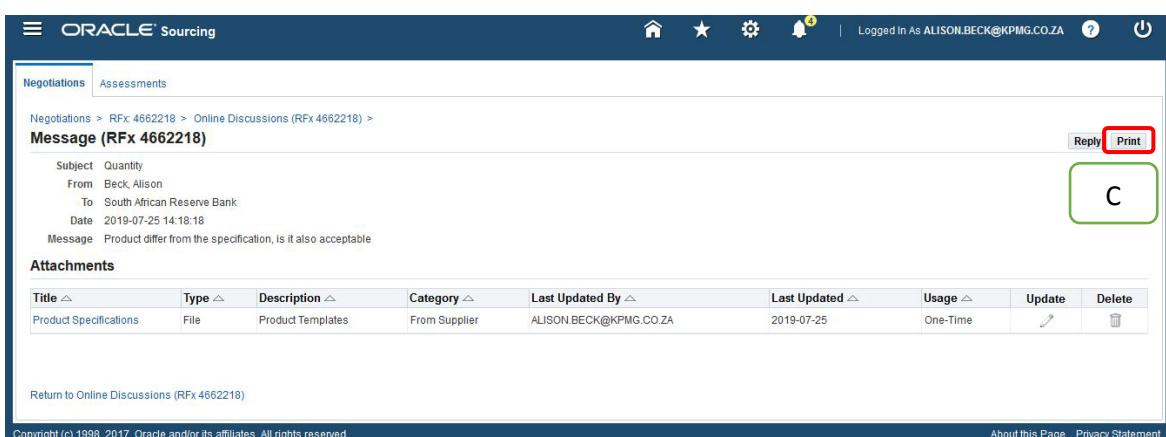
- A. Click on the link **Unread Messages** on the **Sourcing** home page, or select **Online Discussions** on “Actions”. Click on the Go button to navigate to the Messages window.



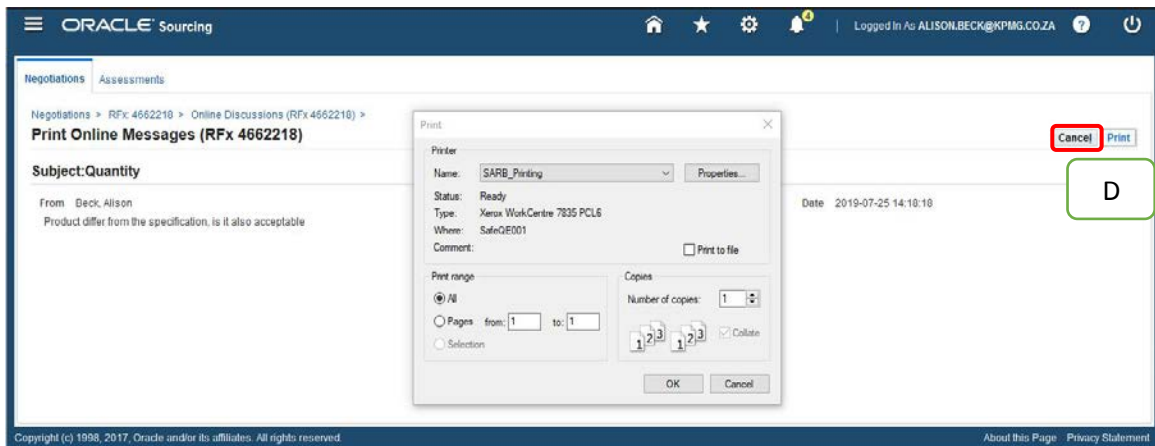
- B. Click on the **Message** link to view the complete message that you have sent to the Buyer or to view the message that the Buyer has sent to you.



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

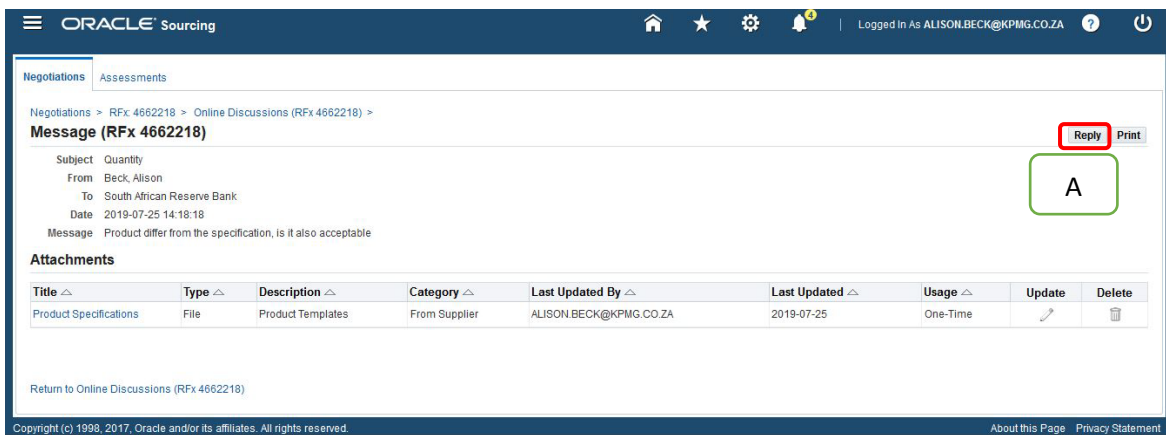


- D. Click on the **Cancel** button to return to the **Online Discussions** page.



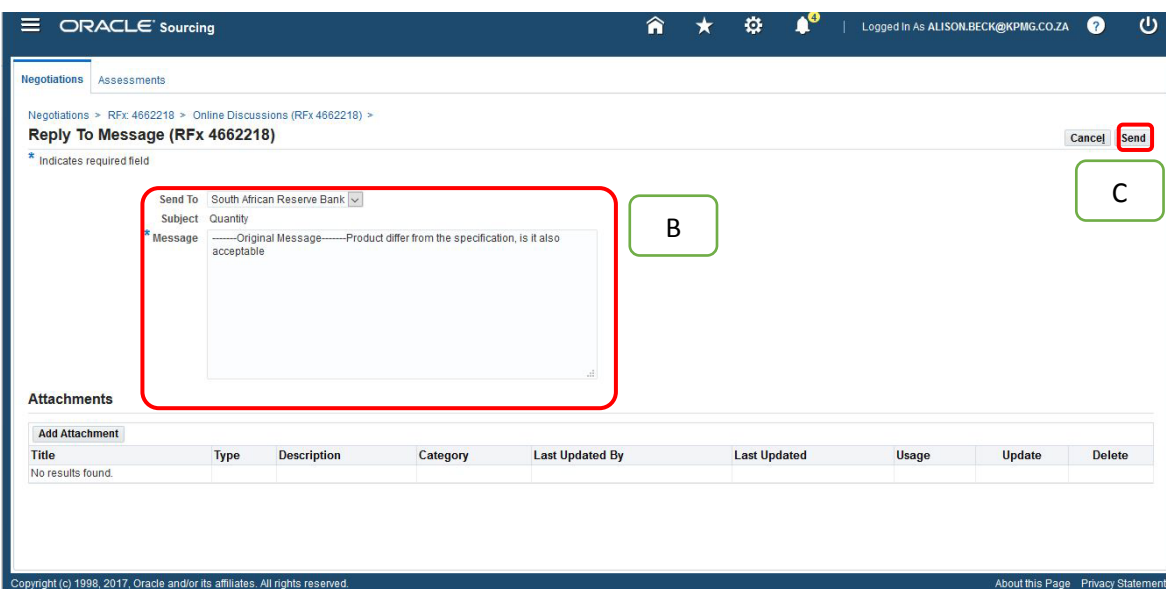
10.3. Replying to a Message

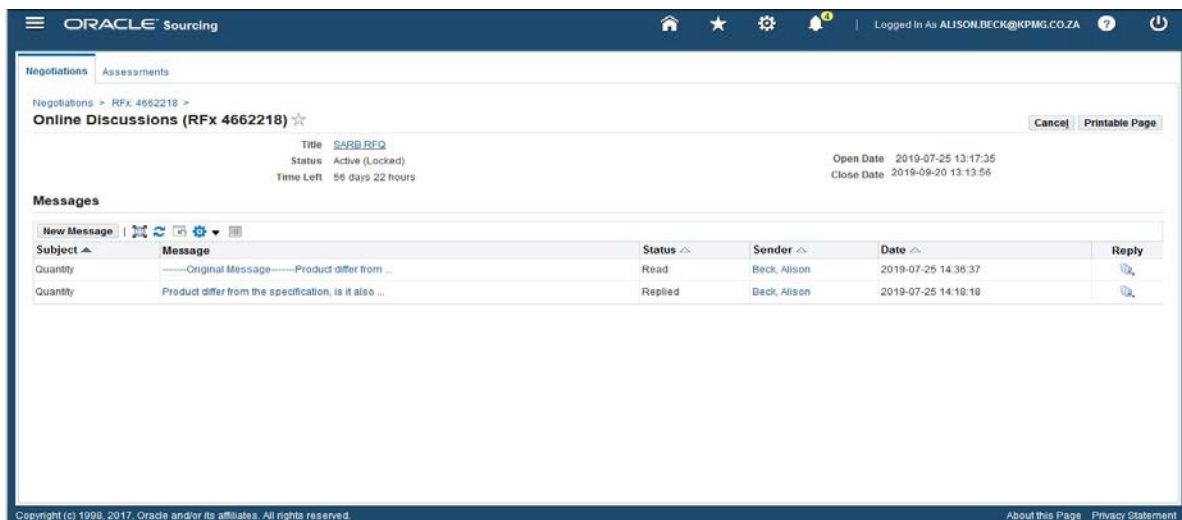
A. On the opened message, to reply click on the **Reply** button.



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.



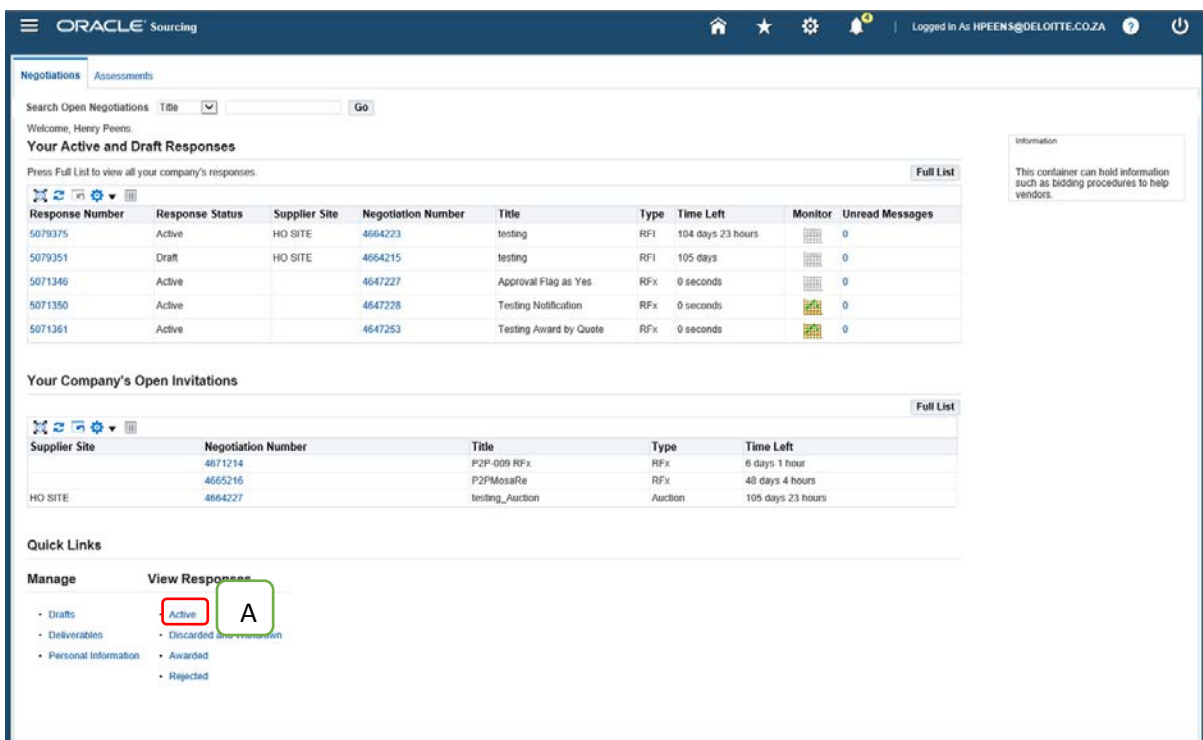


11. Viewing Active, Rejected, Awarded and Disqualified Response

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.

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



B. Click on the **Revise** button to revise the **Active** response.

- You can then **submit** a new response.

ORACLE Sourcing

Logged In As HPEENS@DELOITTE.CO.ZA

Negotiations Assessments

Active and Draft Responses

These are your company's responses that have not been awarded, rejected or discarded.
 Negotiation has been amended and requires your action to be considered for award.
 Negotiation has been paused and a response can be created.

Select Response: **Revise** **B**

Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Unread Messages
5079375	12321	Active	Peens, Henry	HO SITE	4664223	testing	RFI		104 days 23 hours	0	0
5079351		Draft	Peens, Henry	HO SITE	4664215	testing	RFI		105 days	0	0
5071346		Active	Du Toit, Mike		4095063.1	IT Change Management	RFQ		0 seconds	0	0
Sealed	DELOM001	Active	Du Toit, 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	0	0
Blind	RFP Kv3 02/2015	Active	Du Toit, Mike		4029064-2	RFP Kv3 02/2015	RFQ		0 seconds	0	0
4420046	CM 04/2015	Active	Naidoo, Devan		4166063	RFP - BI Strategy Development Service Provider	RFQ		0 seconds	0	0
Blind	DELSARB001	Active	Naidoo, Devan		4210063	RFP - OM 04/2016 ENTERPRISE PROJECT MANAGEMENT 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	Kambichamba,		4278063	Sourcing / Procurement Consultant required to assist with EPCM Projects	RFQ		0 seconds	0	0
Blind	DELITS001	Active	Naidoo, Devan		4363063.1	RFP Kv3 04/2016: IT Strategy & Strategic Partner Panel	RFQ		0 seconds	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	0	0
Blind		Active	Trompsdor, Michele		4562126	South African Reserve Bank Project 'Khokhu' 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	0
Blind		Active	Prag, Kavitha		4593175-2.1	RFQ- Executive Assistant to the Head, Services Cluster.	RFQ		0 seconds	0	0
Blind		Active	Klaassen,		4607463.5	Enterprise Architecture and Solution Architecture Maturity	RFQ		0 seconds	0	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.

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Negotiations Assessments

Search Open Negotiations Title [] Go

Welcome, Henry Peens.

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
5079375	Active	HO SITE	4664223	testing	RFI	104 days 23 hours	0	0
5079351	Draft	HO SITE	4664215	testing	RFI	105 days	0	0
5071346	Active		4647227	Approval Flag as Yes	RFx	0 seconds	0	0
5071350	Active		4647228	Testing Notification	RFx	0 seconds	0	0
5071361	Active		4647253	Testing Award by Quote	RFx	0 seconds	0	0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	4671214	P2P-009 RFx	RFx	6 days 1 hour
	4665216	P2PMosaic	RFx	48 days 4 hours
HO SITE	4664227	testing_Auction	Auction	105 days 23 hours

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Discarded
- Awarded**
- Rejected

A

- 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.

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Negotiations > Awarded Lines

Search
Specify parameters and values to filter the data that is displayed in your table

Match: ☒ All ☐ Any

Negotiation Number is 4664231
 Category is
 Line Description is
 Item is

Response Number	Reference Number	Supplier Site	Negotiation Number	Type	Description	Promised Date	Award Quantity	Award Price	Purchase Order	Reason
No results found										

[Return to Negotiations](#)

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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Negotiations > Your Active and Draft Responses

Search Open Negotiations Title

Welcome, Henry Peens.

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
5079375	Active	HO SITE	4664223	testing	RFI	104 days 23 hours		0
5079351	Draft	HO SITE	4664215	testing	RFI	105 days		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

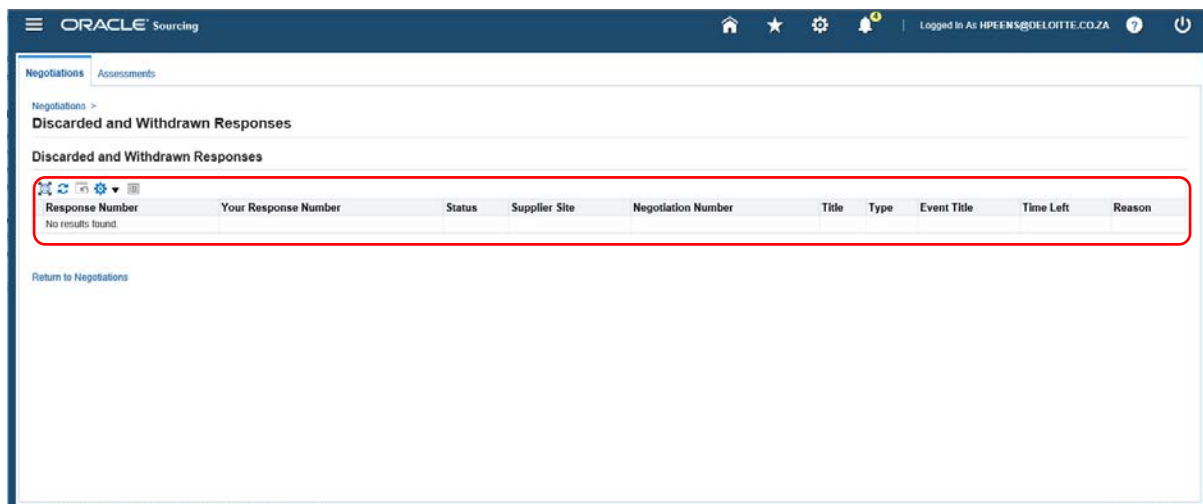
Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	4671214	P2P-009 RFx	RFx	6 days 1 hour
	4665216	P2PMosaic	RFx	48 days 4 hours
HO SITE	4664227	testing_Auction	Auction	105 days 23 hours

Quick Links

Manage | **View Responses**

- Drafts
- Deliverables
- Personal Information
- **Discarded and Withdrawn** (highlighted)
- Awarded
- Rejected

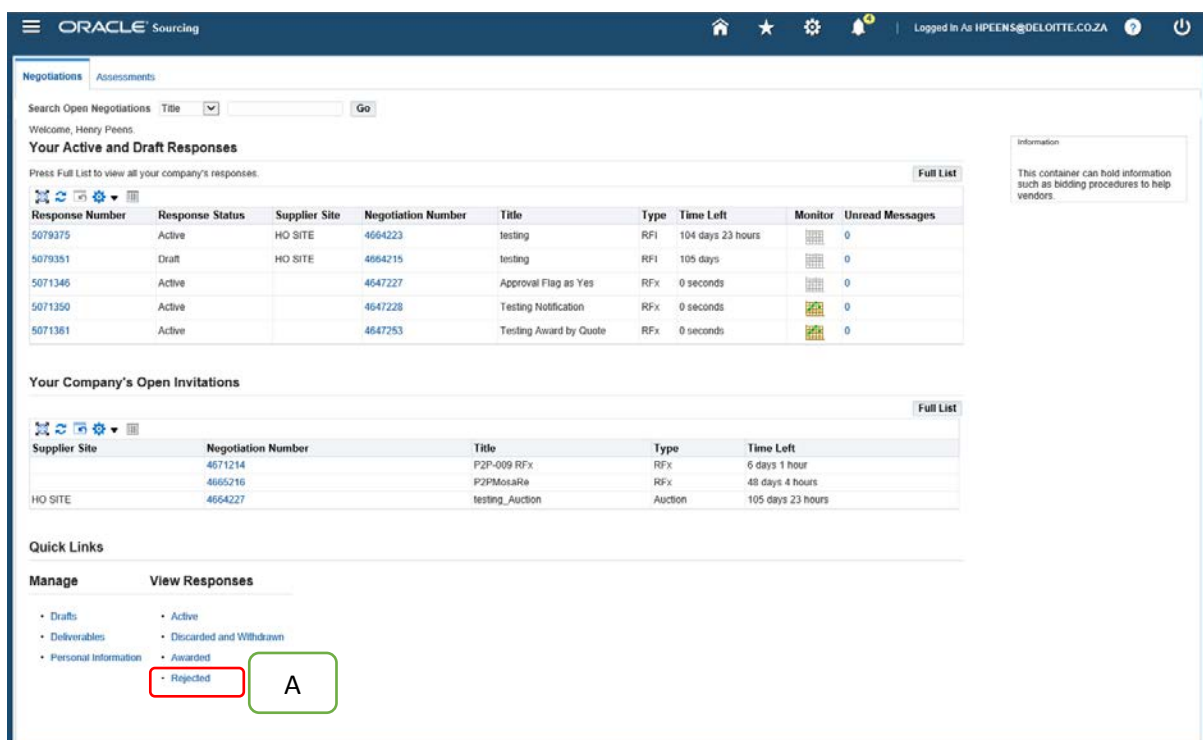


11.4. Rejected Responses

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.



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.

Search

Match ☒ All ☐ Any

Go Clear Add Another Category Add

[Return to Negotiations](#)