iSupplier Reference Guide

South African Reserve Bank

Contents

01 Introduction to iSupplier

The iSupplier module is part of the Oracle E-Business Suite (EBS) application that enables interaction between the South African Reserve Bank (SARB) and its suppliers to be more effective.
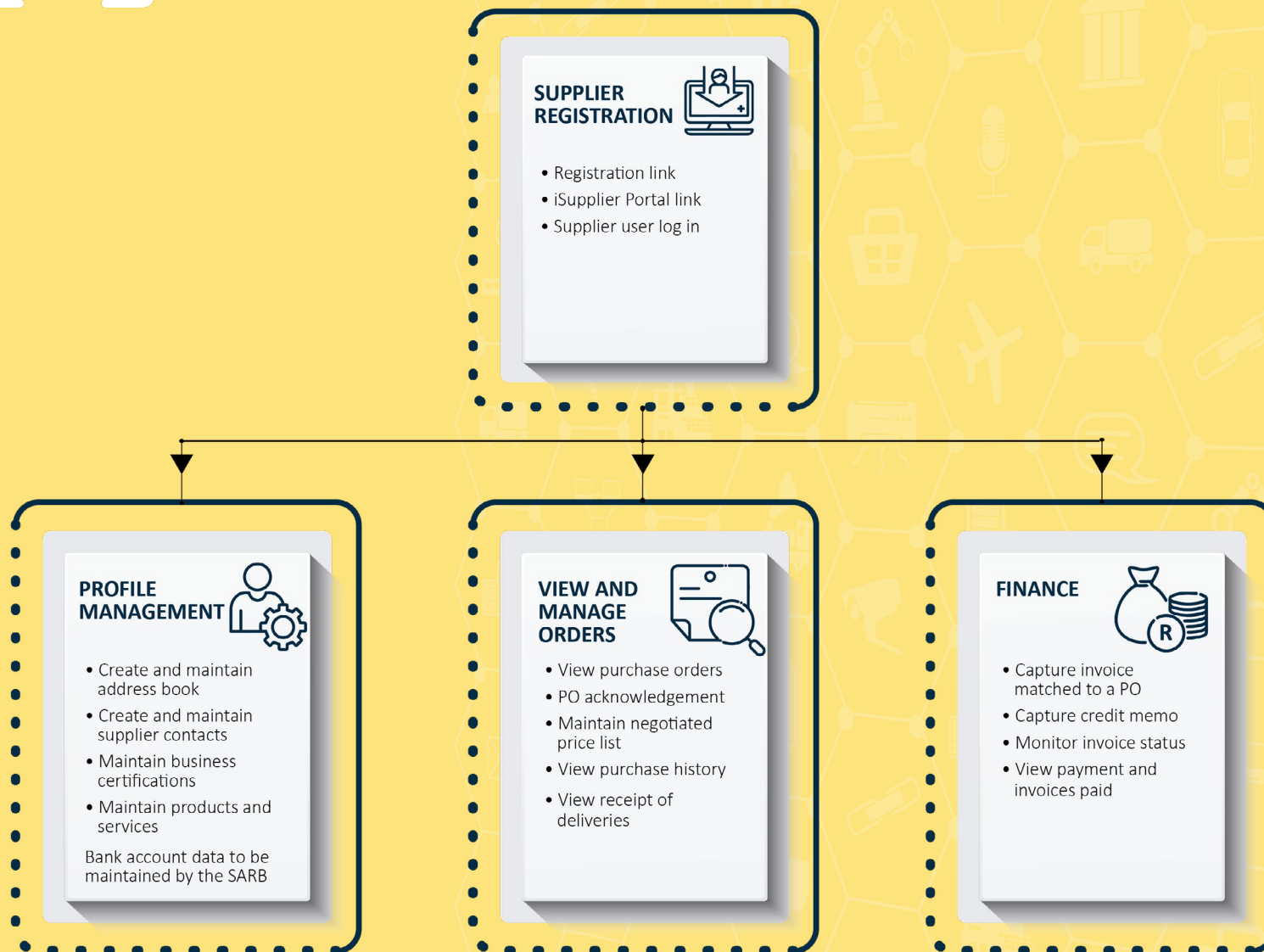
The application is a self-service tool that allows suppliers to perform various actions — like to register and manage a profile, view details of purchase orders (POs), capture invoices matched to POs, and view the status of transactions online.

02 iSupplier Landscape

SUPPLIER REGISTRATION

- Registration link
- iSupplier Portal link
- Supplier user log in

PROFILE MANAGEMENT

- Create and maintain address book
- Create and maintain supplier contacts
- Maintain business certifications
- Maintain products and services

Bank account data to be maintained by the SARB

VIEW AND MANAGE ORDERS

- View purchase orders
- PO acknowledgement
- Maintain negotiated price list
- View purchase history
- View receipt of deliveries

FINANCE

- Capture invoice matched to a PO
- Capture credit memo
- Monitor invoice status
- View payment and invoices paid

03 iSupplier Portal Benefits

Enables you to **efficiently communicate key procure-to-pay information** such as profile information, ordering, receiving and billing.

Enables you to have **real-time access to information on POs, invoices and delivery schedules.**

Enables you to **respond online with order acknowledgments, and change requests.**

04 Different Profiles

You will be assigned access to the following roles and responsibilities on the iSupplier portal.

Roles	Responsibility	Definition
SARB iSupplier Portal: **Finance**	Invoicing	• Online capturing of invoices (matched to a PO) to the SARB. • This role is usually part of your Accounts or Billing Department.
SARB iSupplier Portal: **Orders**	Ordering	• Online acknowledgement (acceptance) of the SARB PO that has been issued to you. • Online maintenance of supplier price lists negotiated with SARB. • This role is usually part of your sales personnel or a SARB account manager.

SARB iSupplier Portal: **Profile**	Profile maintenance	• Online maintenance of company profile including but not limited to:
		  – Company registration/VAT number
		  – Company business certifications (including tax clearance and B-BBEE certificates)
		  – Company physical address
		  – Addition contact details
		• This role is usually part of your sales personnel or a SARB account manager.

SARB iSupplier Portal: **Procure to Pay**	ALL	• This option allows you access to all iSupplier sections, that is, Profile maintenance, Finance and Orders.

05 iSupplier Portal Registration and Log-on

This section aims to help you as a supplier to register, login and navigate around the iSupplier Portal pages.

5.1 Prospective supplier

FYI: Registration invitation for SARB iSupplier Collaboration Portal

RND-Noreply <applmgr@resbank.co.za>
Today, 12:18 PM
danny@logstics.co.za

Notification Detail.html
702 bytes

Download

To	danny@logstics.co.za
Sent	29-AUG-19 10:16:12
ID	54617131

Dear Prospective Supplier,

The South African Reserve Bank has invited you to register on the Bank's iSupplier Collaboration Portal.

Please use the following link to access the registration page.

Prospective Supplier Registration Page

Please provide all mandatory information and submit for registration.

For any queries related to your registration, contact us on +27 800 777 007 or supplier@resbank.co.za

Kind regards, iSupplier Helpdesk Team South African Reserve Bank

You will receive an email with the subject: "FYI: Registration invitation for SARB iSupplier Collaboration Portal".

This email will contain the link to the iSupplier Portal to begin with registration.

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5.2 Registration form

During the registration process, there are four tabs that need to be completed:

Step 1 – Under Basic Information, you will populate company details (vat and ownership) and contact information (primary contact). Take note of the mandatory fields marked with *.
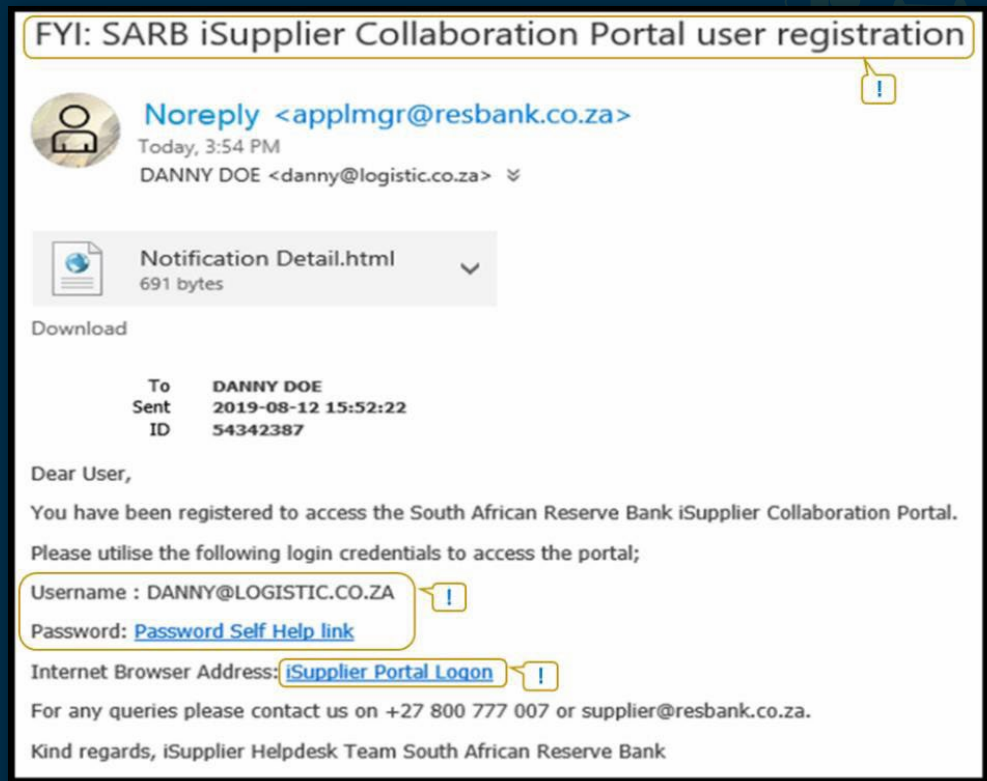
Step 2 – Under Company Details, you will populate contact directory (additional contact within the supplier organisation), business certification/classifications (certificates and expiring dates), product and services and banking details.

Step 3 – Under Additional Information, you will add B-BBEE certification and additional supplier registration information.

Step 4 – Under Attachment, supporting documentations such as B-BBEE certificates, bank letter, tax clearance certificates, and so on, can be uploaded.

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Once you have been registered with the SARB as a supplier, you will receive an email that contains the link to the iSupplier portal.
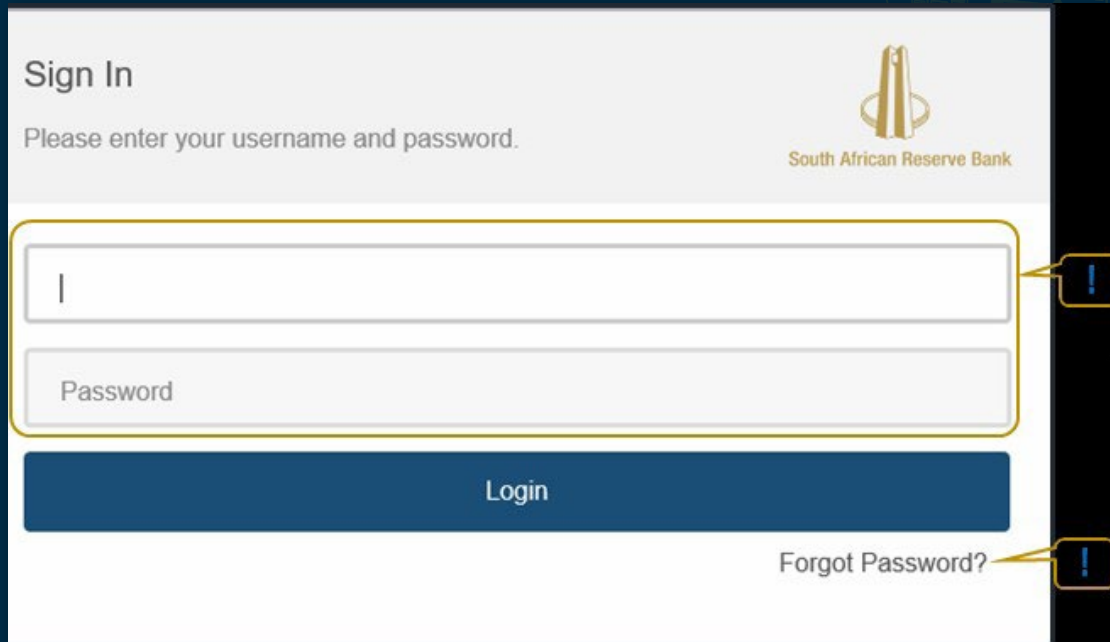
FYI: SARB iSupplier Collaboration Portal user registration

Noreply <applmgr@resbank.co.za>
Today, 3:54 PM
DANNY DOE <danny@logistic.co.za>

Notification Detail.html
691 bytes

Download

To   DANNY DOE
Sent   2019-08-12 15:52:22
ID   54342387

Dear User,

You have been registered to access the South African Reserve Bank iSupplier Collaboration Portal.

Please utilise the following login credentials to access the portal;

Username : DANNY@LOGISTIC.CO.ZA

Password: Password Self Help link

Internet Browser Address: iSupplier Portal Logon

For any queries please contact us on +27 800 777 007 or supplier@resbank.co.za.

Kind regards, iSupplier Helpdesk Team South African Reserve Bank

Click the link:
iSupplier Portal Logon
to open the iSupplier portal page in the browser. A sign-in page will be displayed.

Click on **Password Self Help** link to create your own password.

05

Sign In

Please enter your username and password.

South African Reserve Bank

| |
| |
| Password |

Login

Forgot Password?

Login using the username and the new password.

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

06

6. Supplier profile management (maintenance)

Using the **SARB iSupplier Portal—Profile** role, you can create and maintain profile details such as address book, contact directory, business classification as well as products and services online. You can also attach supporting documents.

System path: **SARB ISupplier Portal >> SARB iSupplier Portal: Profile >> Administration**
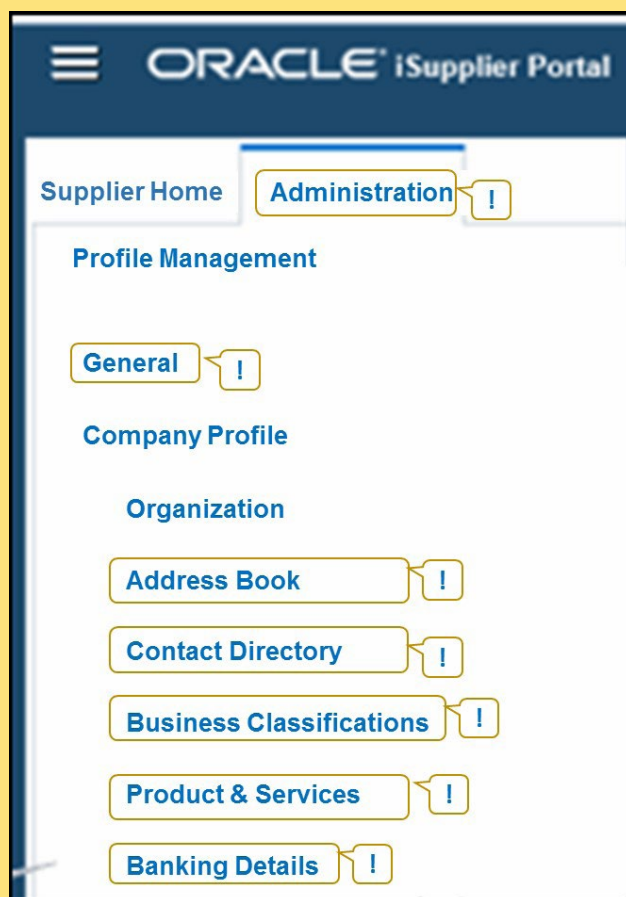
- To view or edit profile details, click on the **Administration tab**.

- **General** view will display your details and attachments.

- Attach supporting documentations such us, your B-BBEE certificates, bank letter, and on.

- **Address Book** enables you to create and maintain address information.

- In the **Contact Directory**, you can create and modify your contact information. After entering the contact details, you can link the contacts to the appropriate addresses.

- To update **Business Classifications**, you must select the certificates associated with your organisation with the certificate number and attachments.

- **Product and Services** enables you to update products and services that you would like to offer to the SARB.

- Please note that **Banking Details** can only be viewed on this page. To change banking details, please send your request to the Helpdesk.

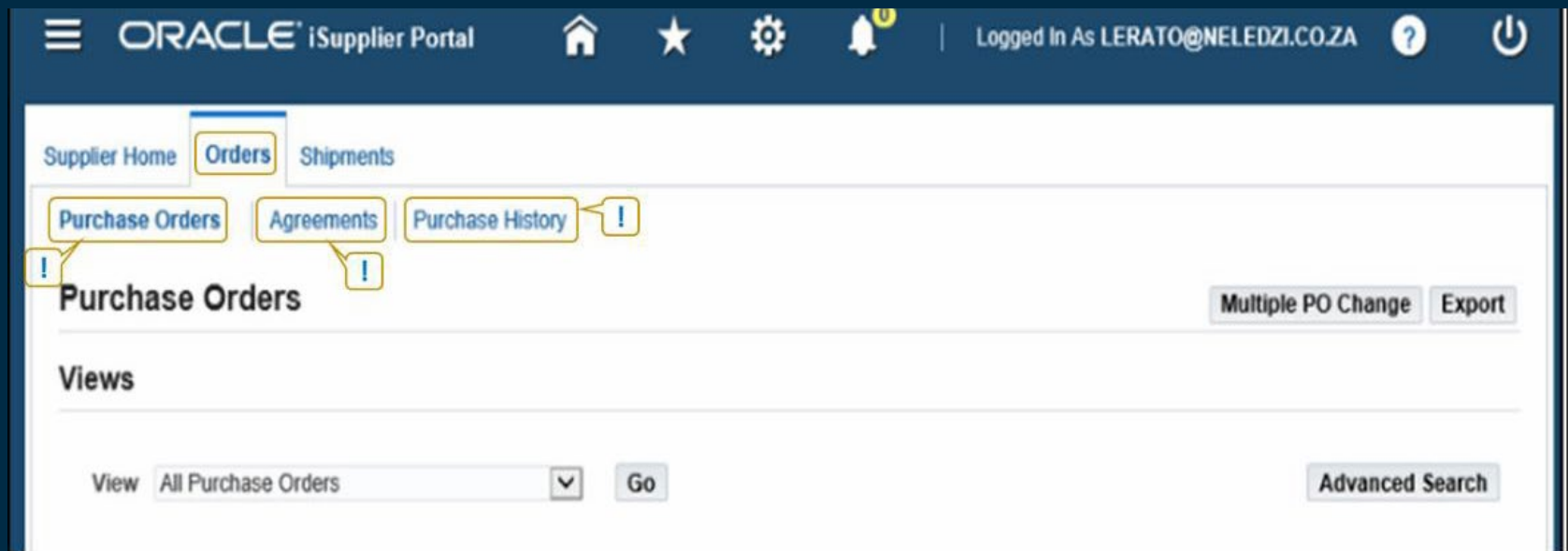Remember to attach supporting documents under the *General Tab* page.
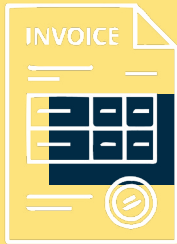
07 Purchase order management

All users with the role *SARB iSupplier Portal: Orders* can view and acknowledge POs as well as view agreements.

System path: SARB ISupplier Portal >> SARB iSupplier Portal: Orders >> Home Page >> Orders

- On the **Supplier Agreements** page, you can review details of PO agreements and the corresponding releases (orders) that have been created for any particular agreement.

- The **Purchase History** page enables you to search for details related to revision history of a PO. If there are any changes made to the PO, the system will show the changes to the attributes on this page.

08 Invoices

The supplier users with the role **SARB iSupplier Portal: Finance** can capture invoices that are matched to POs as well as credit memos.

System path: SARB ISupplier Portal >> SARB iSupplier Portal: Finance >> Home Page >> Finance

• You are able to create an invoice matched to a PO by selecting the **Create Invoices** page.

• The **View Invoices** page enables you to search for and view details of an invoice that you have submitted.

• **View Payments** enables you to view the history of all the payments to invoices processed by the SARB.

09 Training

Training is provided in a form of self-training material. If you have not received the training material, you may request the material from the *SARB-Procure-to-Pay Helpdesk*

on the email address *supplier@resbank.co.za*,

or telephonically at *+27 800 777 007*.

10 Support

The SARB Procure-to-Pay Helpdesk can be contacted:

email

supplier@resbank.co.za

telephone

+27 800 777 007