

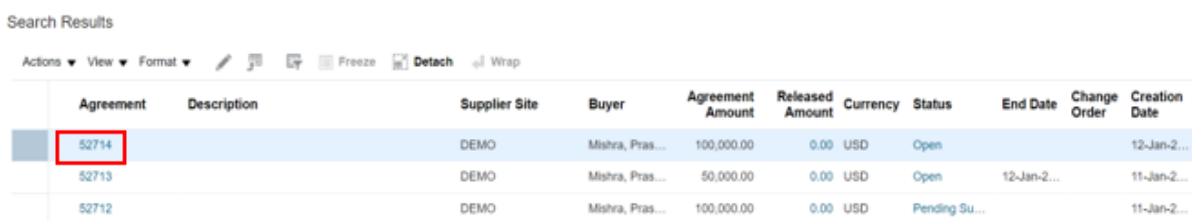
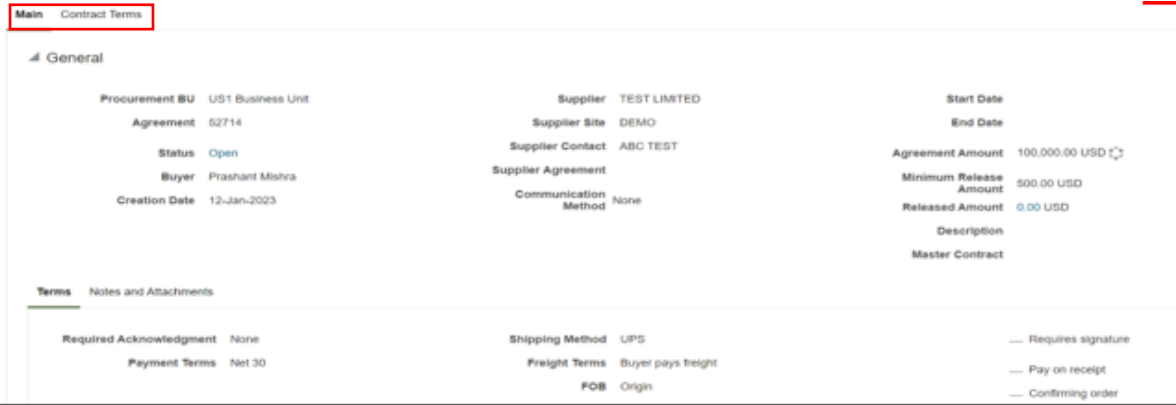
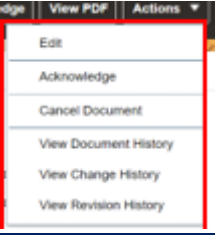


Managing Agreements & Deliverables in the Oracle Supplier Portal

Overview	The purpose of this procedure is to demonstrate how manage agreements and deliverables in the Oracle Supplier Portal.
Procedure	To manage agreements and deliverables in the supplier portal, complete the following steps.

Step	Action																																												
1	<p><u>To Manage Agreements:</u></p> <p>Enter the User ID and Password in the Supplier Portal log in page.</p> <p>Note: Keep User IDs and passwords confidential to prevent unauthorised access to your respective supplier account.</p> <p>Navigation: ERP home page > Supplier > Supplier Portal.</p> <ul style="list-style-type: none">Under Agreements, click Manage Agreements. 																																												
2	<p><u>Search for the Agreement:</u></p> <ul style="list-style-type: none">Use Basic search parameters > populate the relevant information > Search.Alternatively, use Advance search criteria > populate the search fields > Search.Use Add Fields drop down menu to select and increase the fields in the search parameters > enter the information > Search. 																																												
3	<p>From the search results, click the relevant Agreement no.</p> <p>Search Results</p>  <table><thead><tr><th>Agreement</th><th>Description</th><th>Supplier Site</th><th>Buyer</th><th>Agreement Amount</th><th>Released Amount</th><th>Currency</th><th>Status</th><th>End Date</th><th>Change Order</th><th>Creation Date</th></tr></thead><tbody><tr><td>52714</td><td></td><td>DEMO</td><td>Mishra, Pras...</td><td>100,000.00</td><td>0.00</td><td>USD</td><td>Open</td><td></td><td></td><td>12-Jan-2...</td></tr><tr><td>52713</td><td></td><td>DEMO</td><td>Mishra, Pras...</td><td>50,000.00</td><td>0.00</td><td>USD</td><td>Open</td><td>12-Jan-2...</td><td></td><td>11-Jan-2...</td></tr><tr><td>52712</td><td></td><td>DEMO</td><td>Mishra, Pras...</td><td>100,000.00</td><td>0.00</td><td>USD</td><td>Pending Su...</td><td></td><td></td><td>11-Jan-2...</td></tr></tbody></table>	Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date	52714		DEMO	Mishra, Pras...	100,000.00	0.00	USD	Open			12-Jan-2...	52713		DEMO	Mishra, Pras...	50,000.00	0.00	USD	Open	12-Jan-2...		11-Jan-2...	52712		DEMO	Mishra, Pras...	100,000.00	0.00	USD	Pending Su...			11-Jan-2...
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4	<p>View the Agreement details from different tabs: Main, Contract Terms</p> 
5	<p><u>Actions Drop-down Menu:</u></p> <p>Perform any of the relevant task from the Actions drop-down menu:</p> <ul style="list-style-type: none"> • Edit – to make changes to the agreement. This results to a Change Order. • Cancel Document – to cancel the document. • View Document History – View past information of the document. • View Change History – View change order history of the document. • View Revision History – View any revision made in the document. 
6	<p><u>To Acknowledge Agreements:</u></p> <p>Navigation: ERP home page > Supplier > Supplier Portal > Manage Agreements.</p>
7	<p><u>Search for the Agreement which requires Acknowledgement:</u></p> <ul style="list-style-type: none"> • Use Basic search parameters > populate the relevant information > Search. • Alternatively, use Advance search criteria > populate the search fields > Search. • Use Add Fields drop down menu to select and increase the fields in the search parameters > enter the information > Search.

	<div><div>Advanced Search</div><div><div>Basic</div><div>Manage Watchlist</div><div>Saved Search</div><div>All Agreements</div></div><div><div>Procurement BU</div><div>Equals</div><div></div></div><div><div>Status</div><div>Equals</div><div></div></div><div><div>Supplier Site</div><div>Equals</div><div></div></div><div><div>Include Closed and Expired Documents</div><div>Equals</div><div>No</div></div><div><div>Agreement</div><div>Starts with</div><div>5</div></div><div><div>Search</div><div>Reset</div><div>Save...</div><div>Add Fields</div><div>Reorder</div></div></div>
8	<p>From the search results, click the Agreement no.</p> <div><div>Search Results</div><div><div>Actions</div><div>View</div><div>Format</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div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Search

Advanced

Manage Watchlist

Saved Search

All Agreements

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
52714		DEMO	Mishra, Pras...	100,000.00	0.00	USD	Open		1	12-Jan-2...
52713		DEMO	Mishra, Pras...	50,000.00	0.00	USD	Open	12-Jan-2...		11-Jan-2...
52712		DEMO	Mishra, Pras...	100,000.00	0.00	USD	Open			11-Jan-2...

Columns Hidden: 31

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To manage deliverables.

Navigation: ERP home page > Supplier Portal > Supplier Portal > Contracts and Deliverables > Manage Deliverables.

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

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- Use the **Search** function to look up your **deliverable**.
- Fill out the **relevant search parameters**:
 - **Document Number** field – enter the **Contract Agreement Number**
- **Click Search**.

Manage Deliverables ②

Search

Deliverable Name

Starts with

Status

Equals

Due Date

Equals

dd/mm/yy

Type

Equals

Document Type

Equals

Document Number

Starts with

C1000021

Saved Search

My Deliverables

Search

Reset

Save

- Under the **Search Results** section, all the **deliverables** associated to the **agreement** will be listed.
- Click the **deliverable line** which you intend to provide a response.

Search Results

Actions	▼	View	▼	Format	✎	Freeze	↺	Wrap
Deliverable Name		Status	Deliverable Type	Document Type	Document Number	Due Date	📁	Party Name
Site investigation report	🟡 Open	Contractual	Contract Purchase Agr...	C1090021	31/07/23			LAND ENGINEERING
Delivery Safety Report	🟡 Open	Contractual	Contract Purchase Agr...	C1090021	1/08/23			LAND ENGINEERING
Design documents	🟡 Open	Contractual	Contract Purchase Agr...	C1090021	5/08/23			LAND ENGINEERING
New Deliverable	🟡 Open	Contractual	Contract Purchase Agr...	C1090021	5/08/23			LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1090021	1/09/23			LAND ENGINEERING
Design documents	Open	Contractual	Contract Purchase Agr...	C1090021	5/09/23			LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1090021	11/03/23			LAND ENGINEERING
Design documents	Open	Contractual	Contract Purchase Agr...	C1090021	51/03/23			LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1090021	11/10/23			LAND ENGINEERING
Design documents	Open	Contractual	Contract Purchase Agr...	C1090021	51/10/23			LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1090021	11/12/23			LAND ENGINEERING
Design documents	Open	Contractual	Contract Purchase Agr...	C1090021	51/12/23			LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1090021	10/10/24			LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1090021	10/02/24			LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1090021	10/03/24			LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1090021	10/04/24			LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1090021	10/05/24			LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1090021	10/06/24			LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1090021	10/07/24			LAND ENGINEERING

- Update the **Edit Deliverable** window with the required information:
 - Status
 - Add comments under the Notes box.
 - Add a file or link.
 - Click **Save and Close**.
 - Continue to work on all the deliverables which you wish to update at this stage.

Edit Deliverable: Site investigation report

Name Site investigation report

Type Contractual

Responsible Party Type External

External Party Name LAND ENGINEERING

External Party Contact First Last

Internal Party Name SEW-AU

Internal Party Contact Sourghali, Vahid

Requester Ferry, Ryan

Status Submitted

Description Submit Site investigation report on 31/07/23

Notes Please see the attached investigation Report

Details Attachments Status History

Actions View + X

Type	Category	* File Name or URL	Title	Description
File	Miscellaneous	Site investigation report.pdf	Site investigation report.p	

Rows Selected 1

Update...

Save and Close Cancel

What happens next?

Once you manage agreements and deliverables in the Oracle Supplier Portal, the following will occur:

- 1) Agreements can be reviewed, amended, cancelled, accepted, or rejected.
- 2) South East Water can review the status and responses about the supplier deliverables.