

Managing Agreements/Contracts & Deliverables in the Oracle Supplier Portal

Purpose	The purpose of this procedure is to demonstrate how to manage agreements and deliverables in the Oracle Supplier Portal.
Scope	Agreement is the Oracle term for contract. This module (where permissible) will allow the supplier to perform tasks relating to their contracted obligations.
Overview	Through the Supplier Portal, the suppliers will have visibility over their agreements/contract's general information and terms. Likewise, they will be able to perform tasks to search, review, acknowledge, accept, or reject agreements. When required, they will be able to track and respond to contract deliverables.
Procedure	To manage agreements and deliverables in the supplier portal, complete the following steps

Step	Action
1	To Manage Agreements:
	Enter the User ID and Password in the Supplier Portal log in page. Note : Keep User IDs and passwords confidential to prevent unauthorised access to your respective supplier account.
	 Navigation: ERP home page > Supplier Portal > Apps: Supplier Portal. Under Tasks > Agreements, click Manage Agreements.
2	Search for the Agreement:
	 Use Basic or Advanced search parameters. Make the necessary selections (Equals, starts with, contains etc.): Procurement BU (SEW-AU), Supplier Site, Agreement (enter the contract number), Status. Populate the relevant information or leave them as blank. Click Search. Select your requirement from the Search Results section.



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	52712	DEMO	Mishra, Pras	100,000.00	0.00	USD	Pending Su			11-Jan-2
	Main Contract Terms & General Procurement BU US1 Business Unit		Supplier TEST LIN	MITED			Start D	ate		-
	Agreement 52714	Sup	olier Site DEMO				End D	ate		
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	View Document History View Change History View Revision History
6	<u>To Acknowledge Agreements:</u> Navigation: ERP home page > Supplier Portal > (APPS - Supplier Portal > Manage Agreements.
7	 Search for the Agreement which requires Acknowledgement: 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.
	Advanced Search Procurement Bul Equals v Supplier Site Equals v Agreement Starts with v Starts w
8	From the search results, click the Agreement no.
9	Review the Agreement Details: • After reviewing the Agreement details, click Acknowledge. Image: Comparison of the Agreement details, click Acknowledge.



Decide to either Accept or Reject the agreement using the respective buttons. • 10 • Confirm the action by including a message in the Acknowledgement Note. ORACLE Acknowledge Document (Blanket Purchase Agreement): 52712 fain ⊿ Ger Supplier TEST LIMITED pplier Site DEMO ar Contact ABC TEST sunication Method None ement BU US1 Busi Agreement 62712 Start Date Status Pending Su at Amount 100 000 00 US Buyer Mishra, Prashar Date 11-Jan-2023 Amount 1,000.00 USD ement hments equired dgment ent Due Pay on receipt Shipping Method UPS Freight Terms Buyer pays freight 16-Jan-202 Click **OK** to proceed with the action. 11 🛕 Warning × The document will be accepted. Do you want to continue? (PO-2055013) O<u>K</u> Cancel Once the Agreement is acknowledged the Status will change to Open. 12 Advanced Manage Watchlist Saved Search All Agreements ▶ Search \mathbf{v} Search Results View - Format -Agreement Released Currency Status Supplier Site End Date Change Creation Order Date Description Buyer Agreement DEMO 0.00 USD Open 1 12-Jan-2... 0.62714 Mishra, Pras... 100,000.00 62713 DEMO Mishra, Pras. 50,000,00 0.00 USD Open 11-Jan-2 12. Jan. 2 62712 DEMO Mishra, Pras... 100,000.00 0.00 USD Open 11-Jan-2 To manage deliverables. 13 Navigation: ERP home page > Supplier Portal > Apps: Supplier Portal > Tasks > **Contracts and Deliverables > Manage Deliverables.** Contracts and Deliverables Manage Contracts Manage Deliverables 14 Use the Search function to look up your deliverable. • Fill out the relevant search parameters: ٠ Document Number field – enter the Contract Agreement Number Click Search. •



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	Delivery Safety Report	A Open	Contractual	Contract Purchase Agr	C1000021	1/08/23	LAND ENGINEERING
	Design documents	A Open	Contractual	Contract Purchase Agr	C1000021	5/08/23	LAND ENGINEERING
	New Deliverable	A Open	Contractual	Contract Purchase Agr	C1000021	5/08/23	LAND ENGINEERING
	Delivery Safety Report	Open	Contractual	Contract Purchase Agr	C1000021	1/09/23	LAND ENGINEERING
	Design documents	Open	Contractual	Contract Purchase Agr	C1000021	5/09/23	LAND ENGINEERING
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	Delivery Safety Broot	Open	Contractual	Contract Purchase Agr	C1000021	1/11/23	LAND ENGINEERING
	Design documents	Open	Contractual	Contract Purchase Agr	C1000021	5/11/23	LAND ENGINEERING
	Delivery Safety Report	Open	Contractual	Contract Purchase Apr	C1000021	1/12/23	LAND ENGINEERING
	Design documents	Open	Contractual	Contract Purchase Apr	C1000021	5/12/23	LAND ENGINEERING
	Delivery Safety Report	Open	Contractual	Contract Purchase Agr	C1000021	1/01/24	LAND ENGINEERING
	Delivery Safety Report	Open	Contractual	Contract Purchase Agr	C1000021	1/02/24	LAND ENGINEERING
	Delivery Safety Report	Open	Contractual	Contract Purchase Agr	C1000021	1/03/24	LAND ENGINEERING
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What happens next?

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

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

Revision status

The following table provides a record of changes made to this document, by whom and when.

Date of change	Description of change	Author initials	Approver initials			