

South African Reserve Bank

eSourcing Quick Reference Guide

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1. Sourcing introduction

The eSourcing portal is part of the Oracle E-Business Suite (EBS) application that provides a central point for the South African Reserve Bank (SARB) Procurement Division and Suppliers to perform Sourcing Activities.

This solution will assist in:

- ensuring there is an adequate audit trail of all sourcing activities and events;
- storing documents related to sourcing activities in a central location, with the relevant access given to all parties involved;
- minimising the number of sourcing activities being performed outside of the system; and
- ensuring suppliers receive invites for sourcing events on time and receive notifications related to sourcing activities they are involved in.

2. Sourcing profile

The Supplier will be assigned the following responsibility to perform Sourcing activities.

Responsibility	Definition
SARB Sourcing Supplier	▪ Online review, submission of quotes, proposals and tenders that suppliers have been invited to participate in. ▪ This responsibility is usually part of the Sales personnel or SARB account manager.

3. Logging on

Accessing the SARB eSourcing application for the first time

You will receive an e-mail from SARB that contains the link to the eSourcing portal. If an email is not received, you should check your “Junk” or “Spam” folders. The email from SARB will contain your username (email address) and a link to change/reset your password. Please click on the link to create a new password for yourself.

Once you have logged on, it is advisable to save the link to your browser favourites. In case you cannot locate the email then you may contact the SARB Procure to Pay Helpdesk on +27 800 777 007 or supplier@resbank.co.za.

Sign In

Please enter your username and password.


South African Reserve Bank

Password

Login

Forgot Password?

! Login using your Username and 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.

4. Acknowledge Participation to Negotiations

System Path: SARB Sourcing Supplier >> Sourcing >> Sourcing Home Page

Oracle Sourcing

Search Open Negotiations

Welcome, Matlala Ramaano.

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
5074345	Active		4653223	RFx Flow	RFx	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	4650214	SARB RFQ Creation	RFx	23 hours 50 minutes
	4651229	SARB RFQ for ICT Services V1	RFx	5 days 3 hours

Step 1 – Click on the [Negotiation Number](#)

Oracle Sourcing

Logged In As MATLALA@ORACLE.COM

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 Expression of Inter...	File	SARB Expression of Inter...	To Supplier	P99914346	2019-06-06	One-Time		
SARB Informal Quotation...	File	SARB Informal Quotation...	To Supplier	P99914346	2019-06-06	One-Time		
SARB Panels - General I...	File	SARB Panels - General I...	To Supplier	P99914346	2019-06-06	One-Time		
SARB Request for Inform...	File	SARB Request for Inform...	To Supplier	P99914346	2019-06-06	One-Time		
SARB Tenders (RFQ, RF...	File	SARB Tenders (RFQ, RF...	To Supplier	P99914346	2019-06-06	One-Time		

☐ I have read and accepted the terms and conditions

Step 2 – Read the [Terms and Conditions](#)

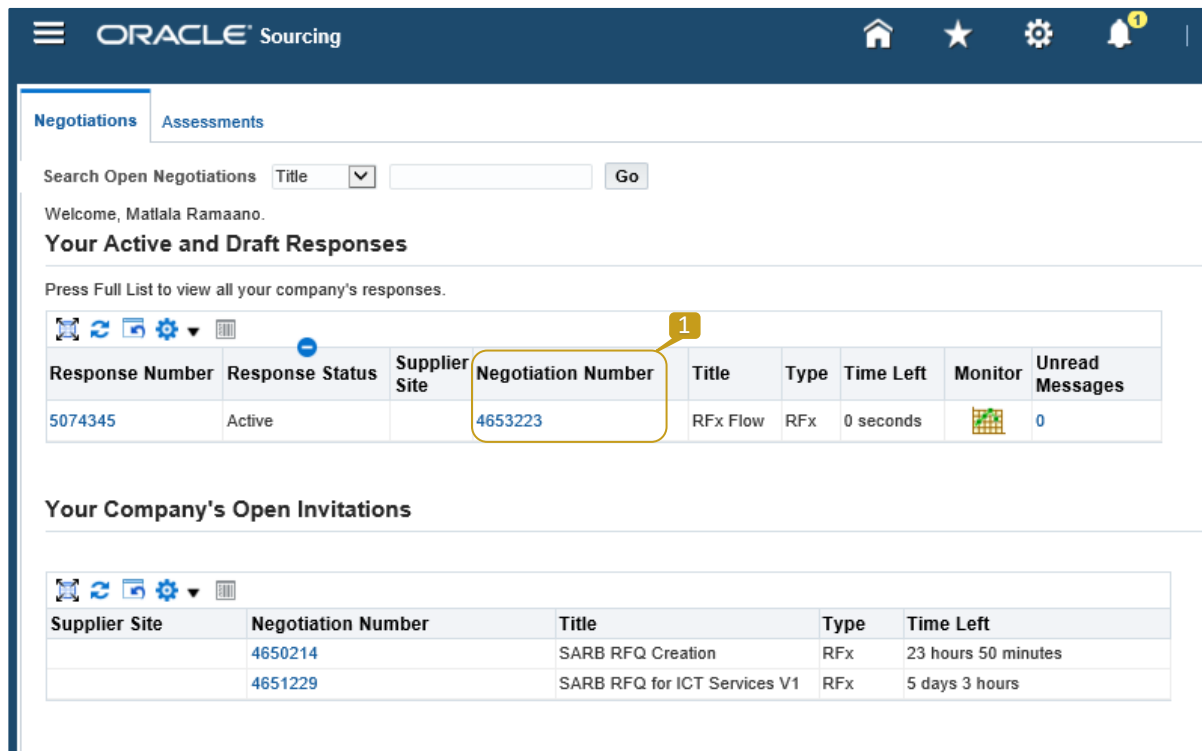
Step 3 – Click on the link to open the attachment for review

Step 4 – Click on the checkbox to acknowledge that you have read the [Terms and Conditions](#)

Step 5 – Click to [Accept](#) the Terms and Conditions

5. Respond to Negotiation

System Path: SARB Sourcing Supplier >> Sourcing >> Sourcing Home Page



Oracle Sourcing

Negotiations | Assessments

Search Open Negotiations: Title [v] [] Go

Welcome, Matlala Ramaano.

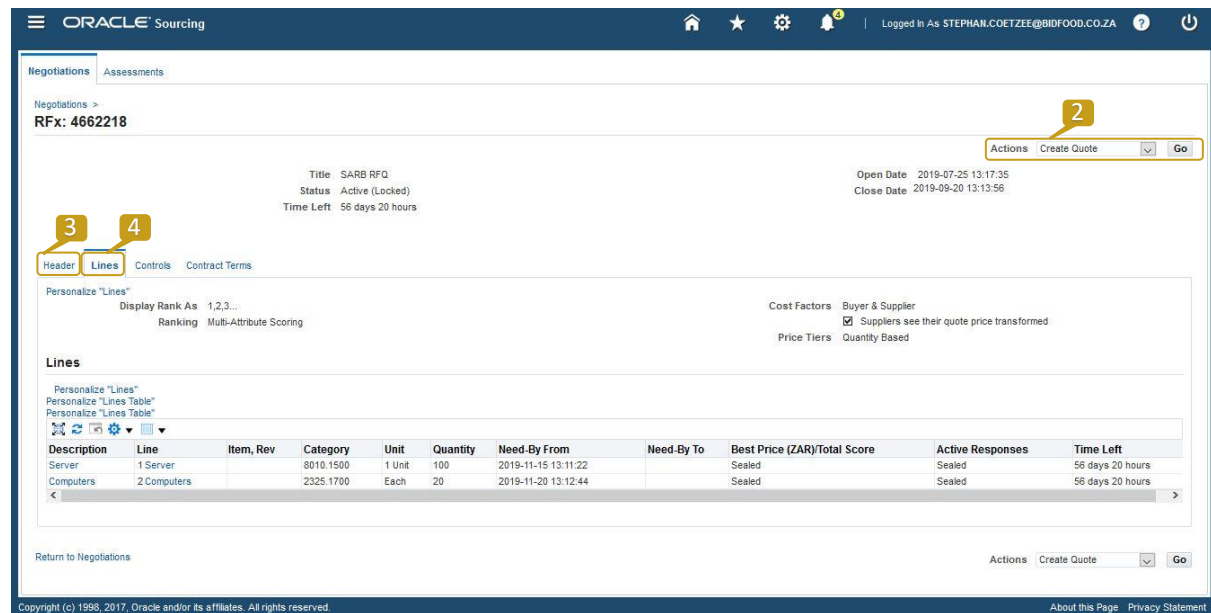
Your Active and Draft Responses

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
5074345	Active		4653223	RFx Flow	RFx	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	4650214	SARB RFQ Creation	RFx	23 hours 50 minutes
	4651229	SARB RFQ for ICT Services V1	RFx	5 days 3 hours



Oracle Sourcing

Negotiations | Assessments

Negotiations > **RFx: 4662218**

Actions Create Quote [v] Go

Title: SARB RFQ
Status: Active (Locked)
Time Left: 56 days 20 hours

Open Date: 2019-07-25 13:17:35
Close Date: 2019-09-20 13:13:56

Header Lines Controls Contract Terms

Personalize "Lines"
Display Rank As: 1,2,3...
Ranking Multi-Attribute Scoring

Cost Factors: Buyer & Supplier
[x] Suppliers see their quote price transformed
Price Tiers: Quantity Based

Lines

Personalize "Lines"
Personalize "Lines Table"
Personalize "Lines Table"

Description	Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (ZAR)/Total Score	Active Responses	Time Left
Server	1	Server	8010.1500	1 Unit	100	2019-11-15 13:11:22		Sealed	Sealed	56 days 20 hours
Computers	2	Computers	2325.1700	Each	20	2019-11-20 13:12:44		Sealed	Sealed	56 days 20 hours

Return to Negotiations

Actions Create Quote [v] Go

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Step 1 – Click on the *Negotiation Number*

Step 2 – Change the *Actions* to *Create Quote (RFx) / Response (RFI) / Bid (Auction)* and click on *Go*

Step 3 – Click *Header* and you will be able to attach documents and respond to *Requirements*

Step 4 – Click on the *Lines* and populate pricing details

hint If you see this icon you need to add additional detail.

Confirmation
Quote 5070382 for RFx 4646297 (ICT Barnes) has been saved as a draft.

Create Quote: 5070382 (RFx 4646297)

Title: ICT Barnes

Time Left: 13 days 23 hours
Close Date: 2019-09-20 13:57:03

Buttons: Cancel View RFx Quote By Spreadsheet Save Draft Continue

Header Lines

RFx Currency: ZAR
Price Precision: 2 decimals maximum

Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Total Score	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1	Software, ICT, Cl...	Head Office, 14th floor	Sealed			6500	100 Each	1	1	2019-07-10 11:...	Yes	Update

Indicates more information requested. Click the Update icon.

! Click [Quote By Spreadsheet](#) to respond offline (using excel) and upload the response on the system.

hint

Attachments to be uploaded on the Header page

! You can use the [Save Draft](#) button while you are busy

Step 5 – Click [Continue](#) to review and submit your response.

Create Quote 5070382: Review and Submit (RFx 4646297)

Buttons: Cancel Back Validate Save Draft Printable View Submit

Header

Title: ICT Barnes
Supplier: Deelte Consulting (Pty) Ltd
Supplier Site: HO SITE
RFx Currency: ZAR
Quote Currency: ZAR
Price Precision: 2 decimals maximum

Time Left: 13 days 23 hours
Close Date: 2019-09-20 13:57:03
Quote Valid Until: 2019-09-22
Reference Number: 123456
Note to Buyer: Quote is available for 90 days

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Product Guarantee	File	The Product guarantee period	From Supplier	HPEENS@DELOITTE.CO.ZA	2019-06-06	One-Time	Update	Delete

Lines

Quote Total (ZAR): 6,500.00

Line	Line	Ship-To	Your Price/Total Score	Start Price	Target Price	Quote Price (ZAR)	Unit	Target Quantity	Quote Quantity	Line Total Need-By Date	Promised Date
1	Software, ICT, Cl...	1 Software, ICT, Cl...	Head Office, 14th floor	6,500.00/100		6500	Each	1	1	6,500.00 2019-06-30 13:56:31 to 2019-06-30 13:56:38	2019-07-10 14:12:22

Line 1: Software, ICT, Cisco, Cisco ONE ISE PLUS License

Notes

Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Product Specification	File	Product specification details	From Supplier	HPEENS@DELOITTE.CO.ZA	2019-06-06	One-Time	Update	Delete

Step 6 – Click to [Validate](#) your response to check for any errors on the response.

Step 7 – Click [Submit](#).

6. Online Collaboration/discussion

System Path: [SARB Sourcing Supplier](#) >> [Sourcing](#) >> [Sourcing Home Page](#)

ORACLE Sourcing

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

Negotiations Assessments

Negotiations > RFx 4662218 >

Online Discussions (RFx 4662218) ☆

Buttons: Cancel Printable Page

Title: SARB RFQ
Status: Active (Locked)
Time Left: 56 days 23 hours

Open Date: 2019-07-25 13:17:35
Close Date: 2019-09-20 13:13:56

Messages

New Message

Subject	Message	Status	Sender	Date	Reply
Quantity	Product differ from the specification, is it also ...	Read	Beck, Alison	2019-07-25 14:18:18	Reply

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This functionality allows for two way communication between the Sourcing consultant and the Supplier.

7. Response Status

System Path: SARB Sourcing Supplier >> Sourcing >> Sourcing Home Page

ORACLE Sourcing

Home Star Settings Notifications

Logged In As HPEENS@DELOITTE.CO.ZA

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. Full List

Response Number Response Status Supplier Site Negotiation Number Title Type Time Left Monitor Unread Messages

5078346 Draft HO SITE 4662218 SARB RFQ RFx 48 days 23 hours 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

5071358 Active 4647239 Acknowledge Participation RFx 0 seconds 0

Your Company's Open Invitations

Full List

Supplier Site Negotiation Number Title Type Time Left

HO SITE 4663220 testing_Auction Auction 10 days 22 hours

Quick Links

Manage View Responses

Drafts Active

Deliverables Discarded and Withdrawn

Personal Information Awarded

Rejected

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

! Use the [Quick Links](#) to see the status of responses

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