



iSupplier Reference Guide



SOUTH AFRICAN RESERVE BANK

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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.

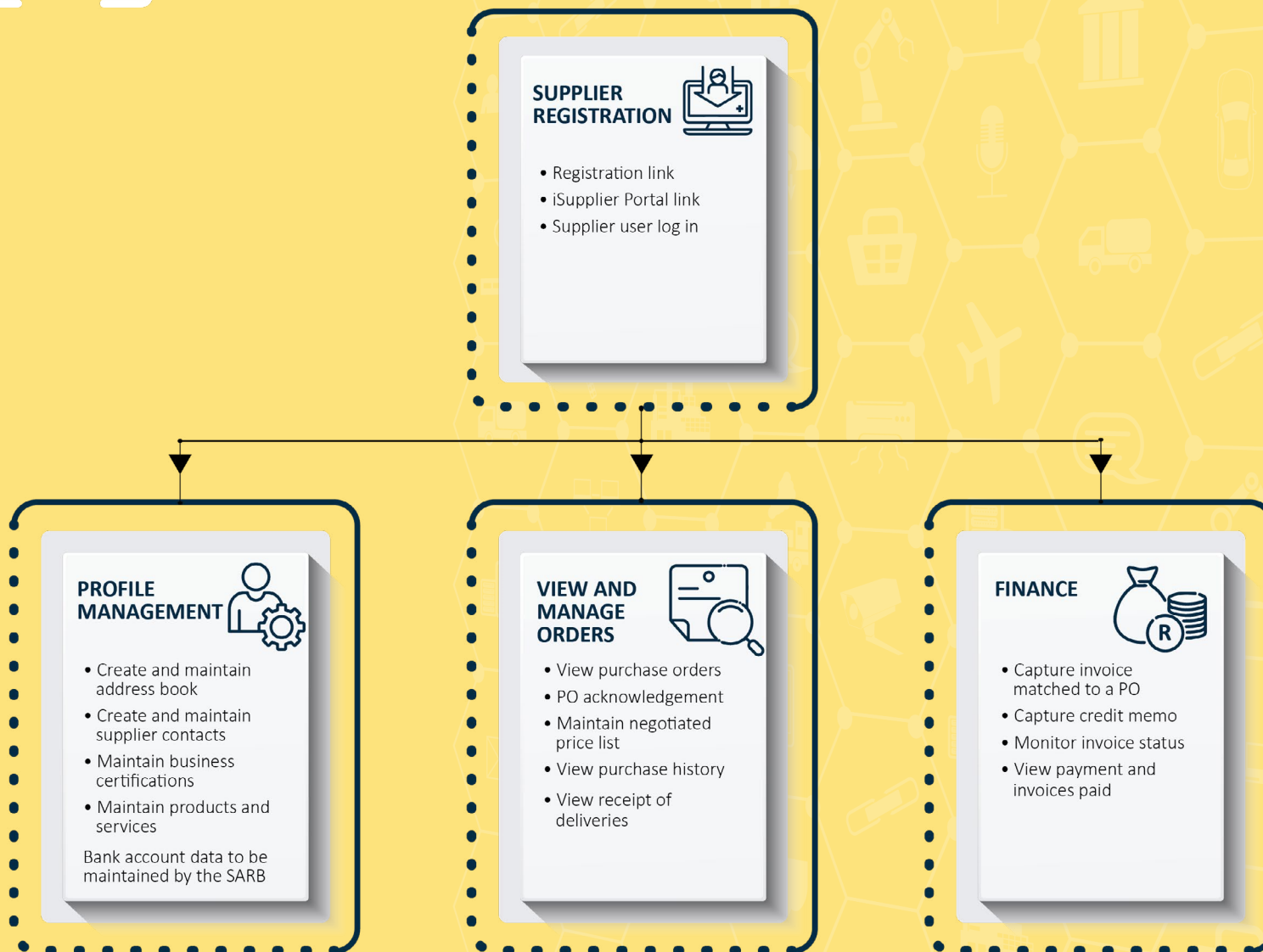
The application is **a self-service tool** that allows suppliers to perform various actions — like to **register and manage a profile**, **view details of purchase orders (POs)**, **capture invoices matched to POs**, and **view the status of transactions online**.



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iSupplier Landscape



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Supplier 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.**

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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.

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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@logistics.co.za



Notification Detail.html
702 bytes



Download

To: danny@logistics.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:

ORACLE iSupplier Portal

Prospective Supplier Registration

* Indicates required field

Thank you for expressing interest in becoming a Supplier to the South African Reserve Bank (SARB). The following information pertains to considerations and policies with regards to Supplier Registration in the SARB. Please complete the mandatory information for each of the registration steps. Once the registration is completed and submitted your primary contact will receive a confirmation email.

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 *.

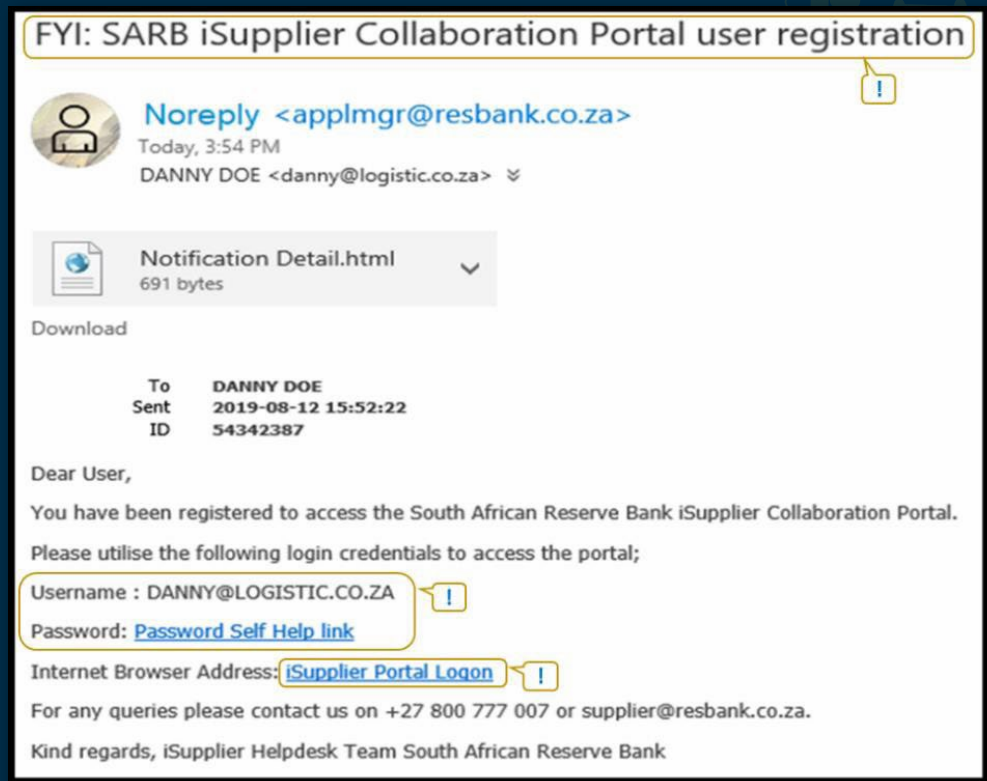
Step 2 – Under **Company Details**, you will populate contact directory (additional contact within the supplier organisation), business certification/classifications (certificates and expiring dates), product and services and banking details.

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.

Once you have been registered with the SARB as a supplier, you will receive an email that contains the link to the iSupplier portal.

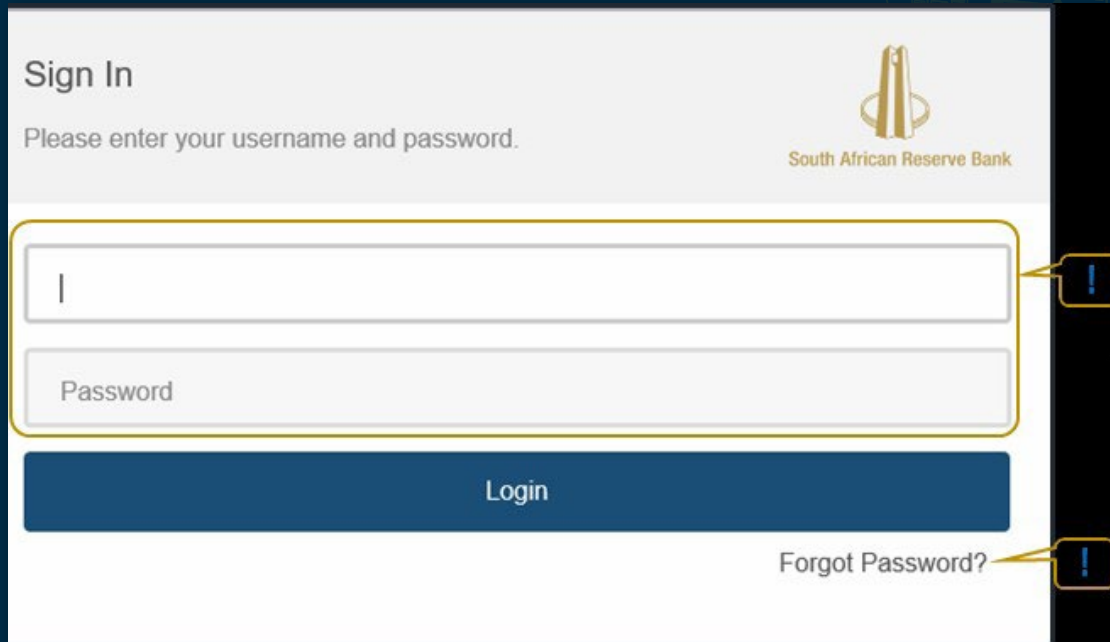
5.3 Login to iSupplier



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.

5.3 Login to iSupplier



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.

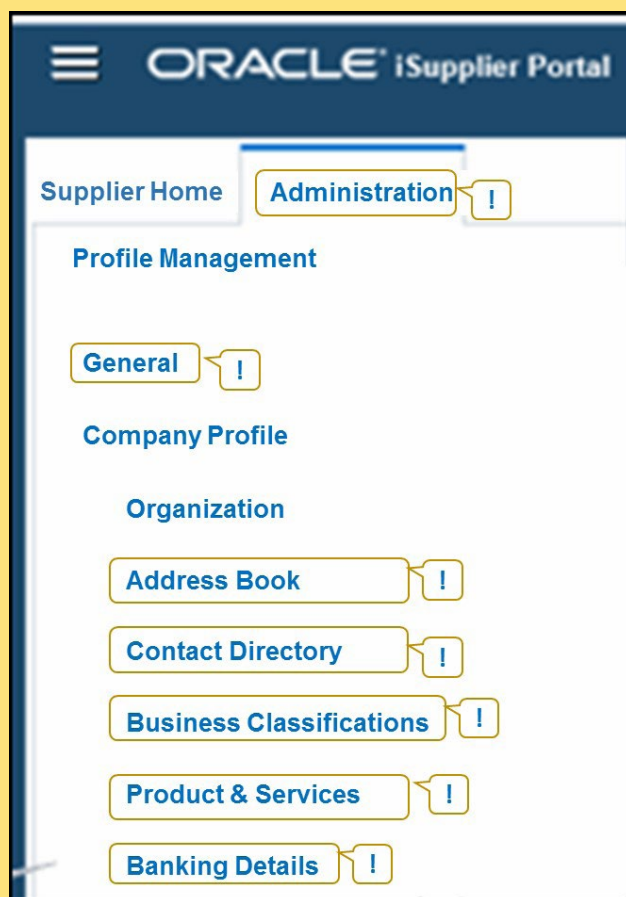
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6. Supplier profile management (maintenance)

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 as, 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.

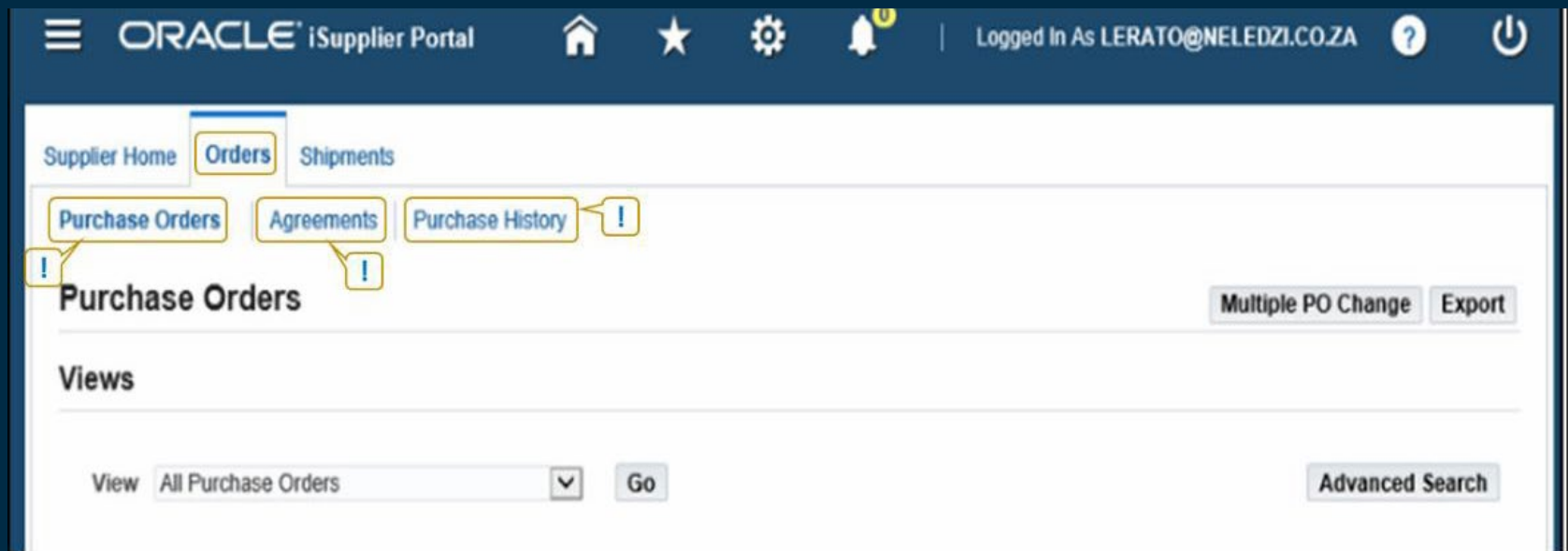
07



Purchase order management

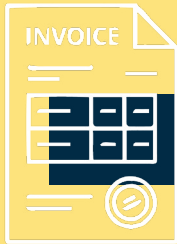
All users with the role **SARB iSupplier Portal: Orders** can view and acknowledge POs as well as view agreements.

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.

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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

Supplier Home Orders **Finance**

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice With a PO Go

TIP Please note the SARB iSupplier portal only allow capturing of invoices / credit memos that can be matched to an approved purchase order

Search

Note that the search is case insensitive

Supplier Neledzi Services (Pty) Ltd Purchase Order Number

Invoice Number Invoice Amount

Invoice Date From (2019-07-25) Invoice Date To

Invoice Status Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Invoice Status	View Attachments	Cancel	Update
No search conducted.								

- 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.

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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***.



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Support

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



email

supplier@resbank.co.za



telephone

+27 800 777 007