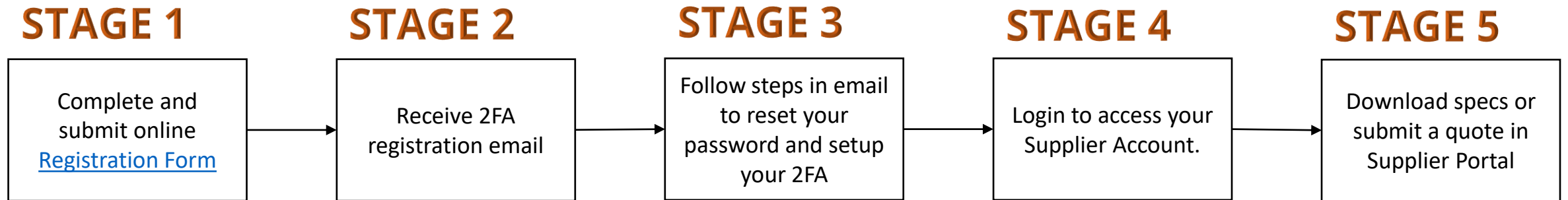




Supplier UserGuide

REGISTRATION STAGES



For detailed steps for each stage please refer to the relevant sections of the Guide.

1. Supplier Portal guide

- A. [Logging into Supplier Portal](#)
- B. [Navigating Around](#)
- C. [Update Account Profile](#)
- D. [Participation in Negotiations \(Tenders\)](#)
- E. [Invoicing](#)

2. Others

- I. [Help and Support](#)
- II. [FAQ – Account Setup/ Password /2FA Related](#)
- III. [FAQ – Negotiations](#)
- IV. [FAQ - Invoicing](#)
- V. [How to reset my Password](#)

PART A : LOGGING INTO ORACLE FUSION

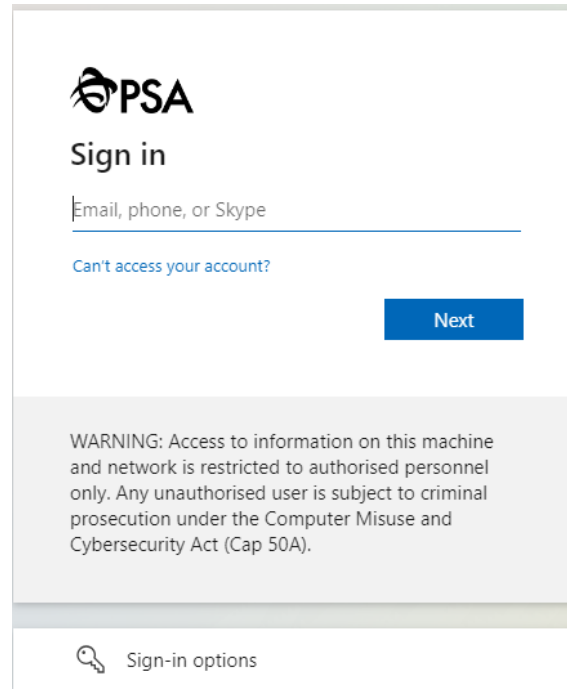


Logging into Oracle Fusion

1 After your 2FA has been setup, key in the following IP address via Google Chrome.

<https://launcher.myapps.microsoft.com/api/signin/b67302de-6572-4592-90ae-f5b5a90a9232?tenantId=bc1b92b9-5dc9-49be-995b-c97eb515a1d3>

You will be directed to the 2FA login page. Log in using your username & password. 2FA authentication will be required as well.



The screenshot shows the PSA Sign in page. At the top left is the PSA logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a blue link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". At the bottom of the page, there is a warning message: "WARNING: Access to information on this machine and network is restricted to authorised personnel only. Any unauthorised user is subject to criminal prosecution under the Computer Misuse and Cybersecurity Act (Cap 50A)." Below the warning message is a search icon and the text "Sign-in options".



Part B : Navigating Around OF System



Home Screen

Home Button

Click on home button to return to Home Page at any time



Analytics

Supplier Portal

Getting Started



Marketplace



Set Preferences



Worklist



Download Desktop Integration Installer



Home Screen

Watchlist

The screenshot shows the Oracle OF System Home Screen. The top left corner features the 'ORACLE' logo. The top right corner contains navigation icons: a home icon, a flag icon (highlighted with a red box), a notification bell with '10' items, and a user profile icon labeled 'HT'. A central modal window titled 'Watchlist' is open, displaying a summary of key items being tracked. The background shows several large circular icons for 'Analytics', 'Marketplace', 'Download Desktop Integration Installer', and 'Demo_VBCS'. A text box on the left side of the screen states: 'Watchlist shows key items that you are tracking'.

Watchlist

- Agreements**
 - Changed or canceled in the last 7 days (0)
 - Expiring (0)
 - Opened in the last 7 days (0)
 - Pending acknowledgment (0)
 - Pending authoring (0)
- Negotiations**
 - Closing in next 7 days (1)
 - Closing today (0)
 - Open invitations (1)
- Orders**
 - Changed or canceled in the last 7 days (0)
 - Opened in the last 7 days (0)
 - Pending acknowledgment (0)
- Questionnaires**
 - Overdue and due within 7 days (0)
 - Requiring attention (0)
 - Responses requiring resubmission (0)
- Responses**
 - Disqualified (0)
 - Drafts (1)
 - Resubmission required (0)
- Schedules**
 - Overdue and due today (0)

Watchlist shows key items that you are tracking



Home Screen

Notification Bell

The screenshot shows the Oracle Home Screen with a notification bell icon in the top right corner. The notification bell is highlighted with a red box and has a '4' next to it. A dropdown menu is open, showing a list of pending notifications. The notifications are:

- Action Required: You Are Invited to Negotiation 4000154 (Pantry Items) - 5 days ago - RODRIGUES SHAWN IGNATIUS - Actions
- Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts) - 1 week ago - RODRIGUES SHAWN IGNATIUS - Actions
- Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts) - 1 week ago - RODRIGUES SHAWN IGNATIUS - Actions
- FYI: Supplier Contact User Account for Setup Enterprise was Created - 1 week ago

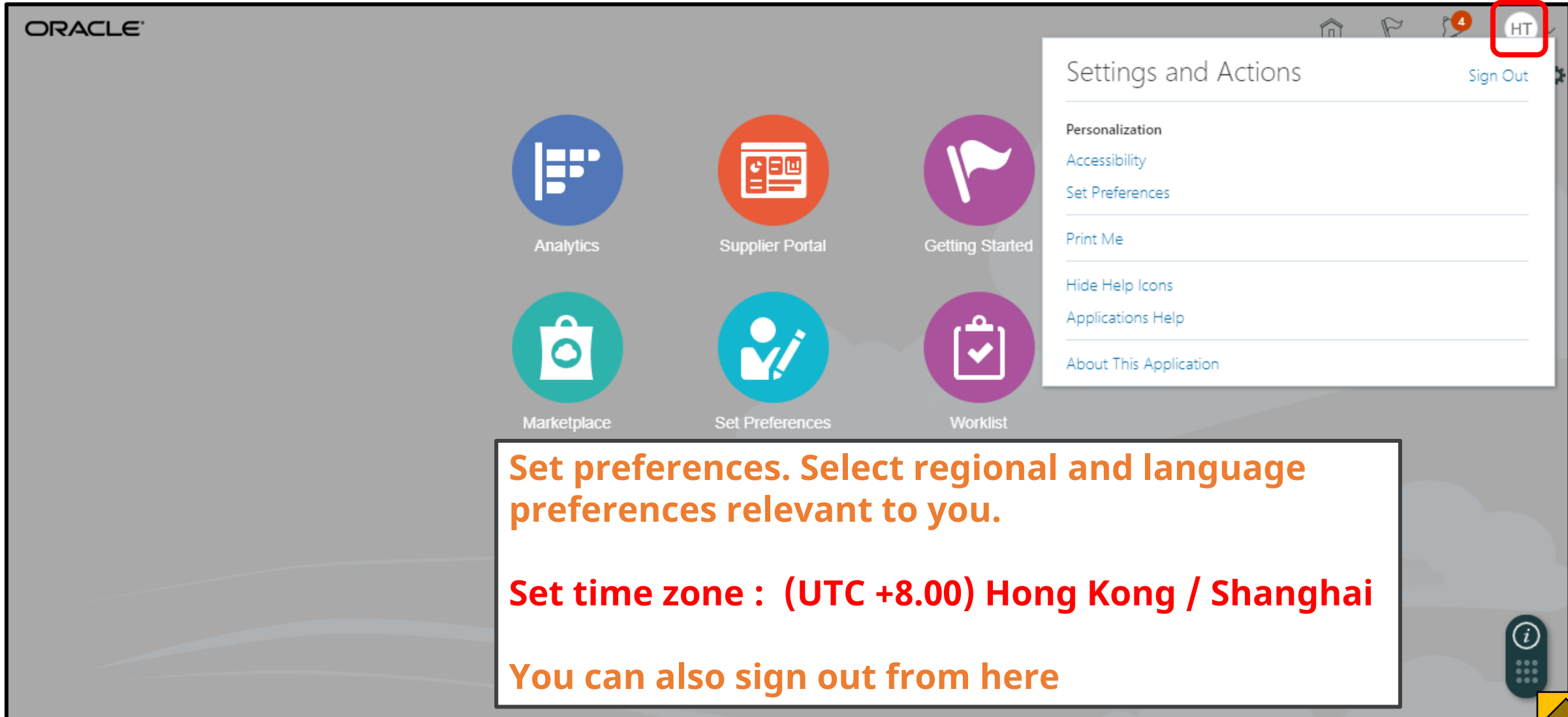
The Home Screen also features several navigation icons:

- Analytics
- Supplier Portal
- Marketplace
- Set Preferences
- Download Desktop Integration Installer

A text box at the bottom right of the screenshot reads: "View messages that you must attend to, and tasks that require your action".

Home Screen

Setting & Actions



The screenshot shows the Oracle OF System Home Screen. The Oracle logo is in the top left. The main area contains six circular icons: Analytics (blue), Supplier Portal (orange), Getting Started (purple), Marketplace (teal), Set Preferences (cyan), and Worklist (purple). The 'Set Preferences' icon is highlighted with a white glow. In the top right, there is a user profile icon labeled 'HT' with a red square around it, and a notification bell with the number '4'. A 'Settings and Actions' menu is open, listing options: Personalization, Accessibility, Set Preferences, Print Me, Hide Help Icons, Applications Help, and About This Application. A 'Sign Out' link is also visible. A text box at the bottom provides instructions on how to set preferences and time zone.

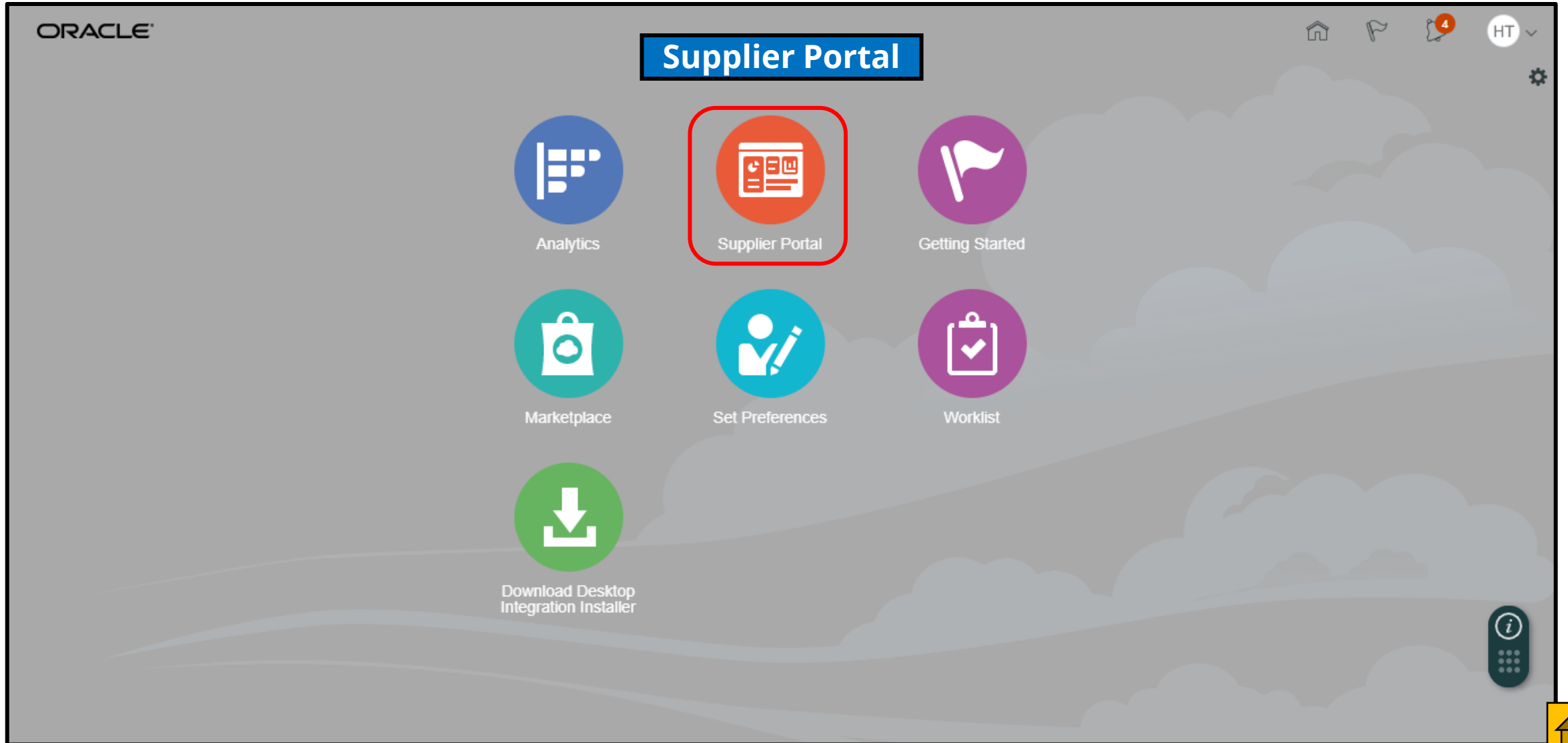
Set preferences. Select regional and language preferences relevant to you.

Set time zone : (UTC +8.00) Hong Kong / Shanghai

You can also sign out from here



Home Screen – Supplier Portal



Navigating Around OF System



Home Screen – Supplier Portal

ORACLE

Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Deliverables
 - Manage Deliverables

Requiring Attention

14

■ Schedules Overdue or Due Today

Recent Activity
Last 30 Days

Negotiation responses awarded or rejected	4
Agreements changed or canceled	1
Agreements opened	10
Orders opened	6

Transaction Reports
Last 30 Days

Invoice Amount	1738	SGD
Invoice Price Variance Amount		SGD

Supplier News

Navigating Around OF System



Home Screen – Supplier Portal

ORACLE

Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Deliverables
 - Manage Deliverables

Requiring Attention

14

■ Schedules Overdue or Due Today

Recent Activity
Last 30 Days

Negotiation responses awarded or rejected	4
Agreements changed or canceled	1
Agreements opened	10
Orders opened	6

Transaction Reports
Last 30 Days

Invoice Amount	1738	SGD
Invoice Price Variance Amount		SGD

Supplier News

Home, Flag, 17, SM

Home, Info, Mobile

Navigating Around OF System



Home Screen – Supplier Portal

ORACLE

Supplier Portal

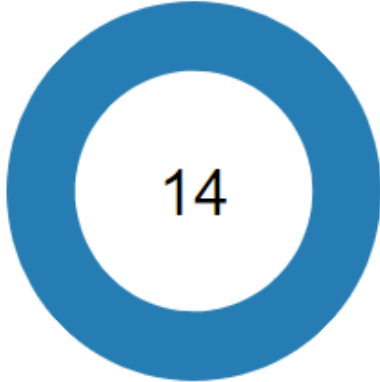
Search Order Number

Shortcut Bar

- Tasks
 - Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
 - Agreements
 - Manage Agreements
 - Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
 - Deliverables
 - Manage Deliverables

Overdue POs

Requiring Attention



14

■ Schedules Overdue or Due Today

Recent activity

Recent Activity
Last 30 Days

Negotiation responses awarded or rejected	4
Agreements changed or canceled	1
Agreements opened	10
Orders opened	6

Transaction Reports
Last 30 Days

Invoice Amount	1738	SGD
Invoice Price Variance Amount		SGD

Invoice Summary

Navigating Around OF System

‘View Active Negotiations’ – Search for Negotiations to download tender docs and/or submit your response.

- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

Agreements

- [Manage Agreements](#)

Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

Contracts and Deliverables

- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)


No data available


No data available

Transaction Reports

Last 30 Days


No data available

Supplier News

Welcome to the new iSupplier Portal of PSA Group
Please ensure your supplier profile is up-to-date

Vendors are to inform Buyer-in-Charge of tender if interested in participating in any public tender. This is to ensure that you are informed on any important updates for the tender.

PSA Website <https://www.globalpsa.com>



Navigating Around OF System

‘View Responses’ – Manage any previously created Responses.

- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

Agreements

- [Manage Agreements](#)

Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

Contracts and Deliverables

- [Manage Deliverables](#)

Consigned Inventory

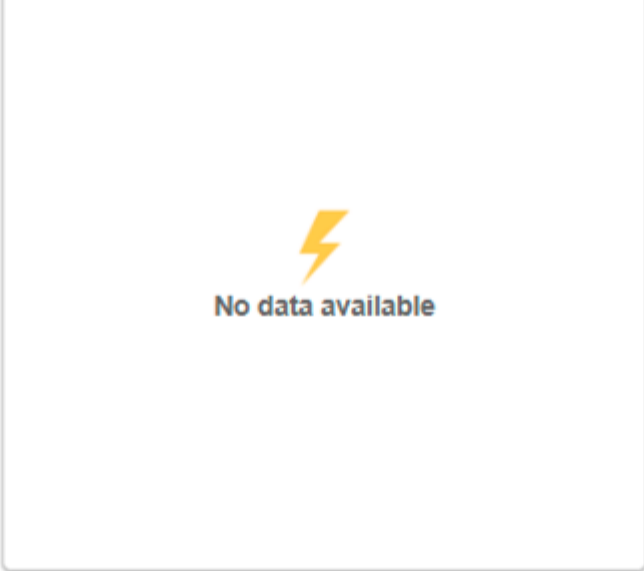
- [Review Consumption Advices](#)

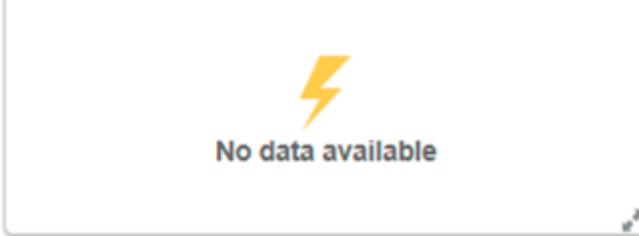
Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

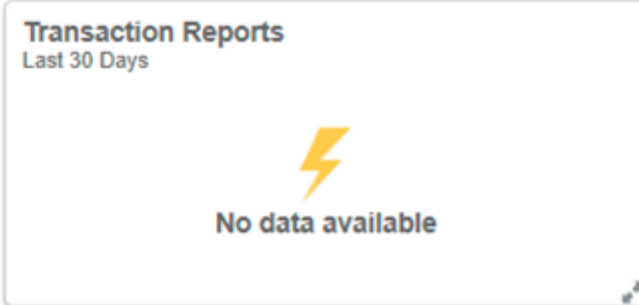
Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)





Transaction Reports
Last 30 Days



Supplier News

Welcome to the new iSupplier Portal of PSA Group
Please ensure your supplier profile is up-to-date

Vendors are to inform Buyer-in-Charge of tender if interested in participating in any public tender. This is to ensure that you are informed on any important updates for the tender.

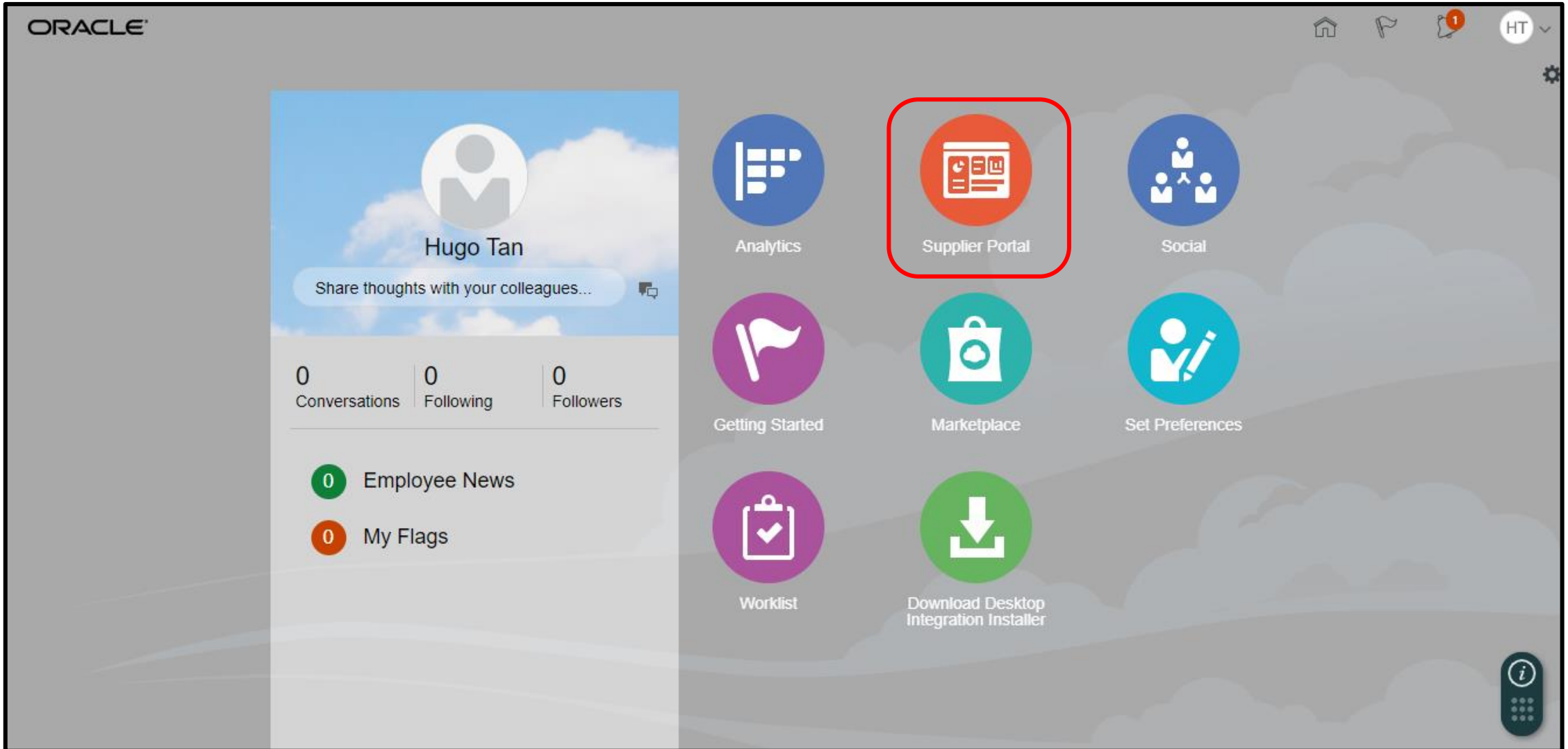
PSA Website <https://www.globalpsa.com>



PART C – UPDATING PROFILE



1 Click "Supplier Portal"



The screenshot displays the Oracle PSA user interface. On the left, a profile card for Hugo Tan is visible, showing a profile picture, name, and a text input field for sharing thoughts. Below the profile card are statistics for Conversations (0), Following (0), and Followers (0), along with sections for Employee News (0) and My Flags (0). The main area features a grid of icons for various functions: Analytics, Supplier Portal (highlighted with a red box), Social, Getting Started, Marketplace, Set Preferences, Worklist, and Download Desktop Integration Installer. The top right corner includes navigation icons for home, flags, notifications (1), and user profile (HT), along with a settings gear icon. A mobile keypad icon is located in the bottom right corner.



Update Profile



2 From the Task List under the "Company Profile" section, select "Manage Profile". Click "Edit". A warning message will be displayed. Click "Yes" to continue.

The screenshot shows the Oracle Fusion SCM interface. On the left, a navigation menu has "Manage Profile" under the "Company Profile" section circled in red. A green arrow points from this menu item to the "Edit" button on the "Company Profile" page. The "Company Profile" page has a red box around the "Organization Details" tab. A text box with a green arrow points to the "Edit" button, containing the text "Make required changes in any of the necessary fields". Below the page, a warning dialog box is displayed with the text "Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?" and "Yes" and "No" buttons. The "Yes" button is circled in red.

ORACLE

Company Profile

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company	Balaji Engineering	Tax Organization Type	Corporation
Supplier Number	1000450	Status	Active
Supplier Type	Supplier	Attachments	None

Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No



- 3** Modify the necessary information. Fill in change description reason. Once done, click “Review Changes” to ensure that any changes made were updated.

Edit Profile Change Request: 3001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name Balaji Engineering Tax Organization Type Corporation

Supplier Number 1000450 Status Active

Supplier Type Supplier Attachments None +

Identification

D-U-N-S Number National Insurance Number

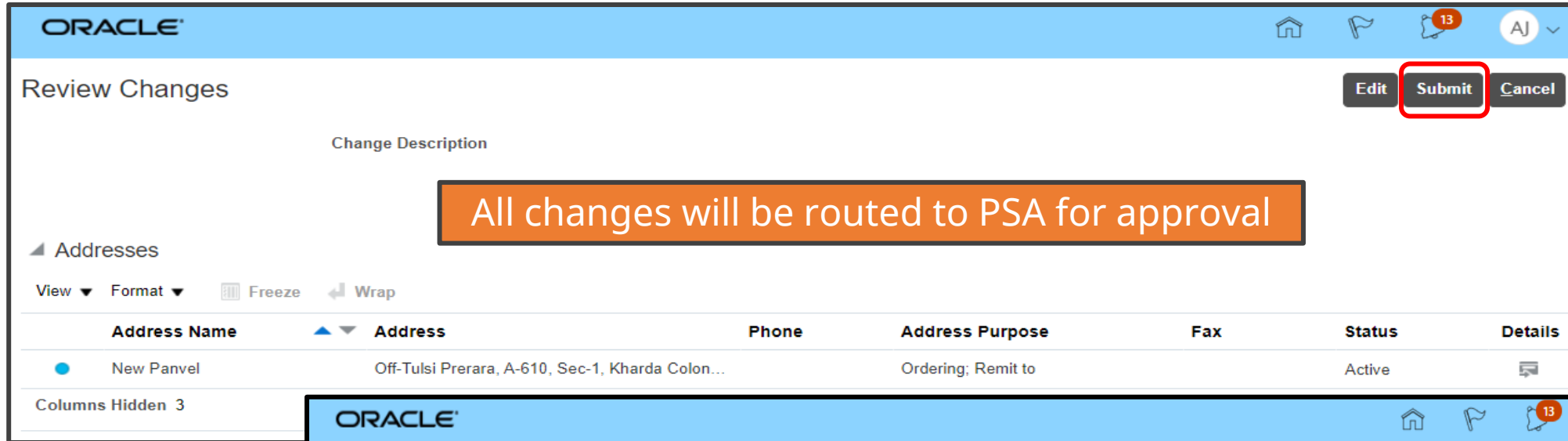
Customer Number Corporate Web Site

SIC

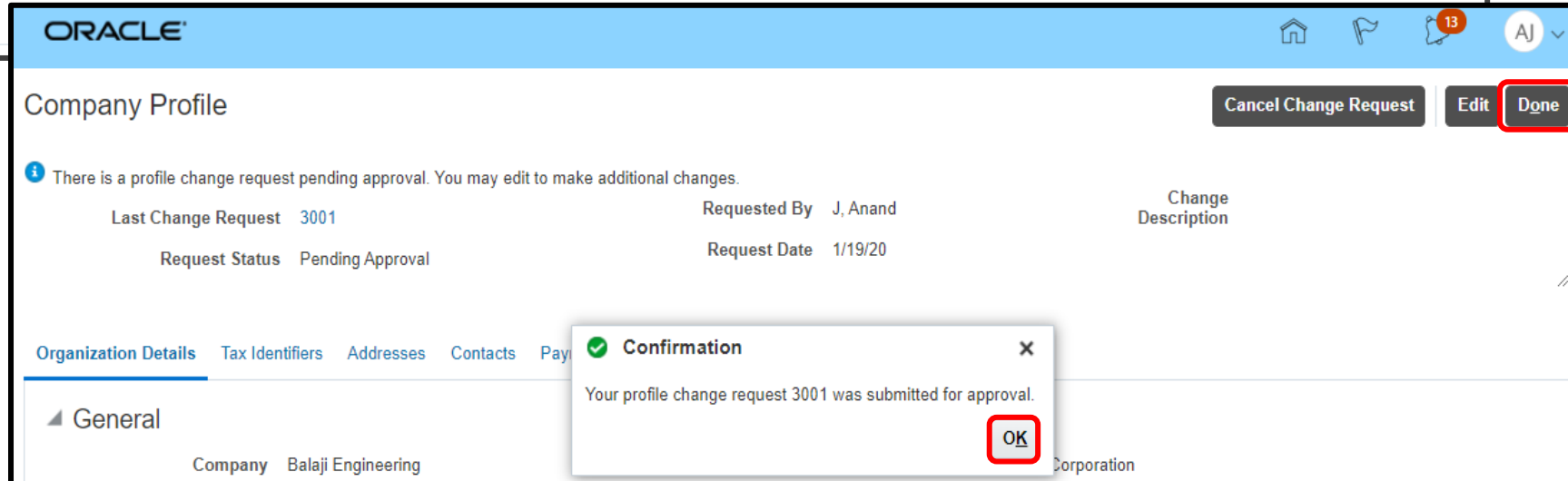


Update Profile

- 4 Review changes. Once confirmed, click "Submit". A confirmation message will be displayed. Click "OK" > "Done".



The screenshot shows the Oracle 'Review Changes' interface. At the top right, there are navigation icons and a user profile 'AJ'. Below the header, there are buttons for 'Edit', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box. A large orange text box in the center reads 'All changes will be routed to PSA for approval'. Below this, there is a table with columns: Address Name, Address, Phone, Address Purpose, Fax, Status, and Details. One row is visible with 'New Panvel' as the address name and 'Off-Tulsi Prerara, A-610, Sec-1, Kharda Colon...' as the address.



The screenshot shows the Oracle 'Company Profile' page. At the top right, there are navigation icons and a user profile 'AJ'. Below the header, there are buttons for 'Cancel Change Request', 'Edit', and 'Done'. The 'Done' button is highlighted with a red box. A message states: 'There is a profile change request pending approval. You may edit to make additional changes.' Below this, there are fields for 'Last Change Request' (3001), 'Request Status' (Pending Approval), 'Requested By' (J, Anand), and 'Request Date' (1/19/20). A 'Confirmation' dialog box is open in the foreground, displaying a green checkmark and the text: 'Your profile change request 3001 was submitted for approval.' The 'OK' button in the dialog is highlighted with a red box.



PART D: PARTICIPATION IN NEGOTIATIONS (TENDERS)

1. [How to search for a Negotiation](#)
 - [Public Tender](#)
 - [Invited Tender/ Auction / RFI](#)
2. [How to access Tender Documents](#)
3. [Responding to Negotiations](#)
4. [Checking Negotiation Outcome](#)



1. Type of Negotiations

1. Request for Quotes (RFQ)

a. Public Tender

Tender is open to all suppliers (that meet the eligibility criteria) for participation. Tender notice will be published online.

b. Invited Tender

PSA invites suppliers (with relevant experience) to participate

2. Request for Information

RFIs are typically used to gather information, qualify suppliers and their goods and services for subsequent procurement activities.

3. Auction (New)

Auction may be used to solicit bids for standard goods / services.

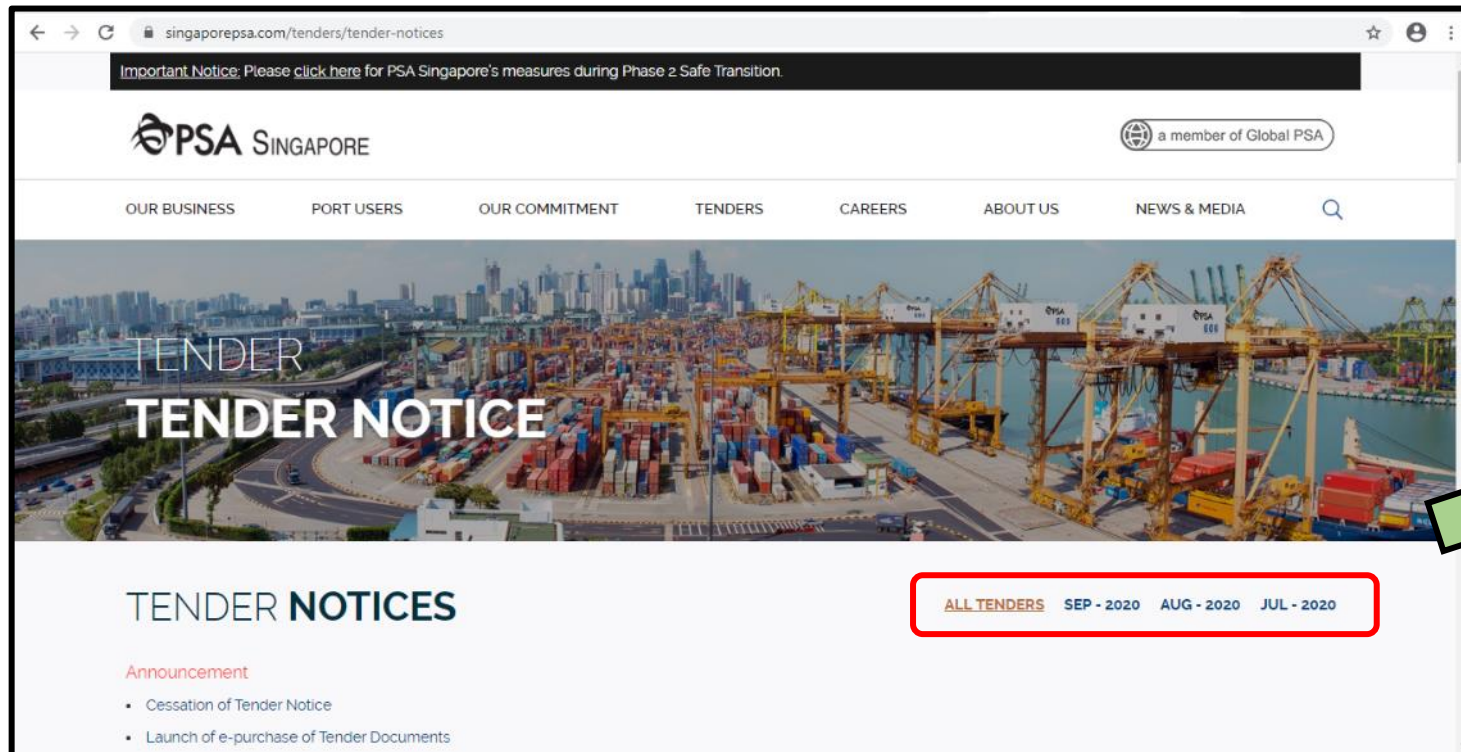


2. Public Tender (1)

For public tenders, tender notices will continue to be posted on PSA's tender notice website every Friday

PSA Tender Notice Website : <https://www.singaporepsa.com/tenders/tender-notices>

Suppliers are encouraged to visit the website periodically to be updated of new tender postings



Click "ALL TENDERS" to view all tender notices published

or

Click by month (i.e "SEP -2020") to view tender notices published in that month



2. Public Tender (2)

1 Browse Tender Notices on PSA Website

220415 -A -ENGINEERING SPARES

REFERENCE NUMBER - 2022/MEP/TS/PSAC/4007618

2022/MEP/TS/PSAC/4007618

TENDER DESCRIPTION
TERM CONTRACT FOR THE SUPPLY AND DELIVERY OF TROLLEY RAILS AND ACCESSORIES FOR 2 YEARS

ELIGIBILITY/HEAD REFERENCE
Open to vendors with relevant experience

COLLECTION DETAILS
Please **Login** to view details.
If you do not have an PSA Supplier Account, click [here](#) to register.
Please contact the Procurement Officer/s using the **CONTACT INFORMATION** if you have further questions.

SUBMISSION DETAILS
As stated in the tender document.

TENDER STATUS
OPEN
TENDER CLOSING DATE / TIME
09 MAY 2022 12:00 PM
TENDER DOCUMENT FEE
N/A
TENDER CONTACT INFORMATION
PLEASE EMAIL / CALL MR BENJAMIN TANG AT TBEN@GLOBALPSA.COM OR TELEPHONE NO. 6279 4005 OR MR LUK GIIN HUEI AT GHLUK@GLOBALPSA.COM OR TELEPHONE NO. 6279 4958

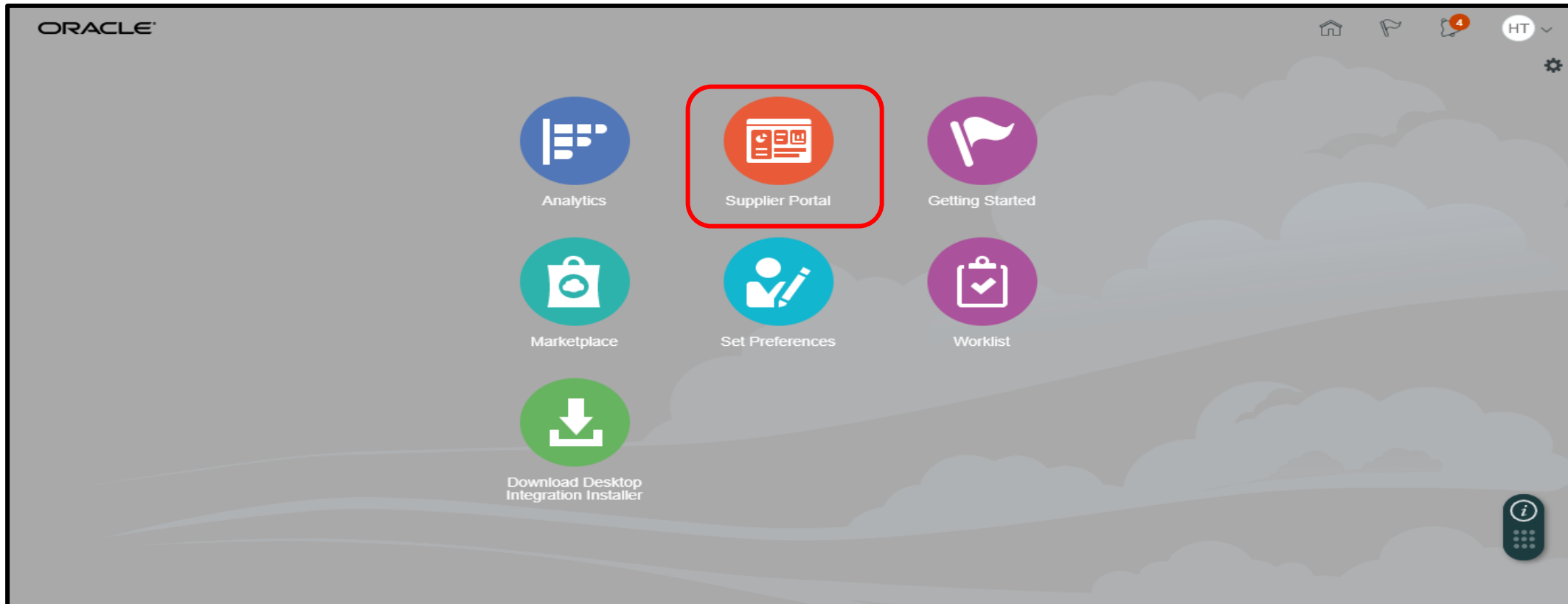
Take note of the 7 digit Negotiation Number

Click to navigate to Oracle Login page



2. Public Tender (3)

- 2 Suppliers can login to OF directly to participate in the tender.
In your home page, click on “supplier portal”.



2. Public Tender (4)

3

Click “View Active Negotiations” in the task panel. In the “Invitation Received” field select **“No”** and enter the Negotiation number in the “Negotiation” field.

Click “Search”, negotiation will appear. Click on the negotiation number to view tender details.

Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- **View Active Negotiations**
- Manage Responses

Auctions from Seller

- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile



Active Negotiations

Time Zone Coordinated Universal Time

Search

**** Negotiation**

**** Invitation Received** No

**** Title**

**** Negotiation Close By** m/d/yy

**** Response Submitted** No

**** Negotiation Open Since** m/d/yy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
4000253	Purchase of Spare Parts For Yard Crane	RFQ	15 Days 23 Hours	11/24/20 7:38 AM	0		0		

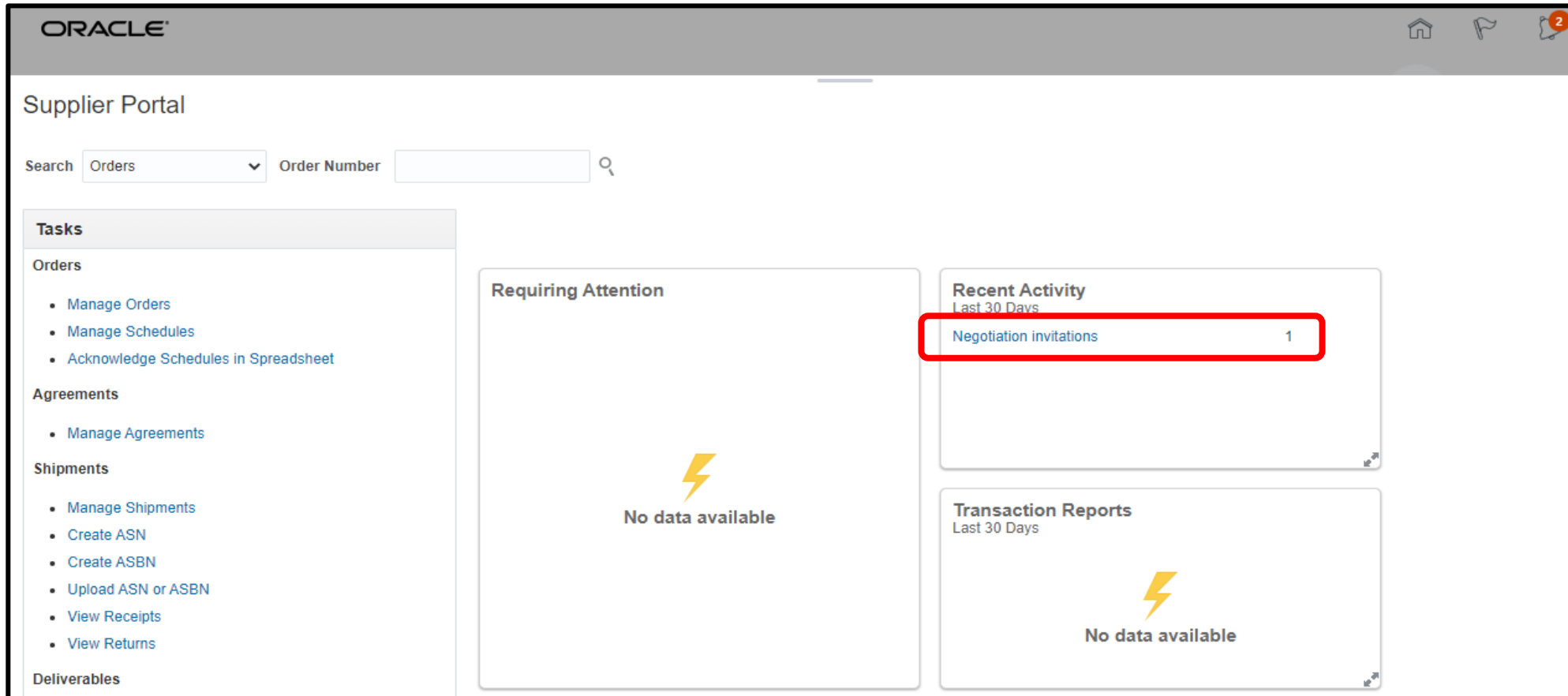
Columns Hidden 4



3. Invited Tender/ Auction / RFI (1)

1 For invited tenders, Suppliers will be alerted of the invitation in the following ways:

A Supplier Portal Dashboard

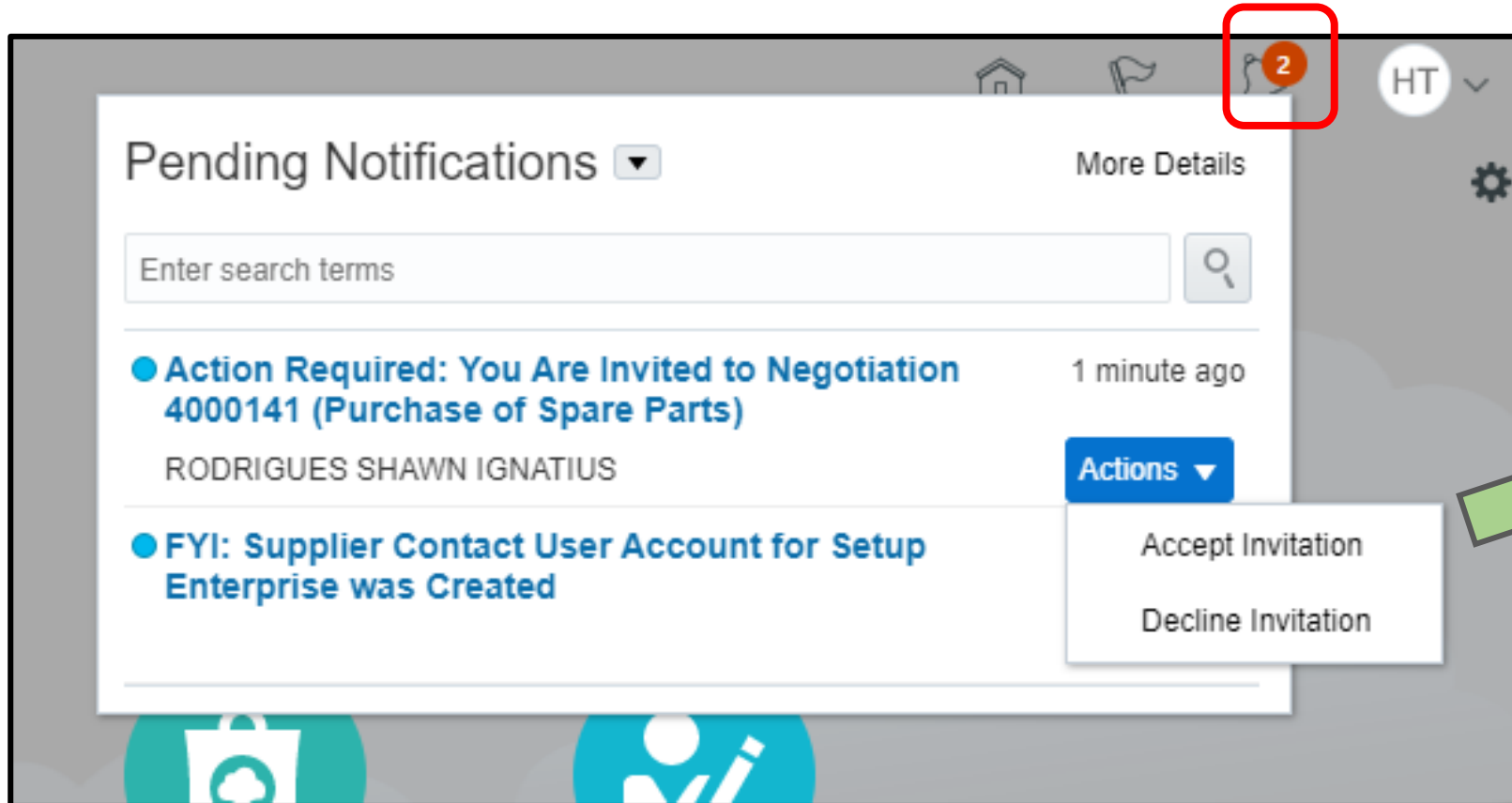


The screenshot shows the Oracle Supplier Portal dashboard. At the top left is the Oracle logo. The main header is "Supplier Portal". Below it is a search bar with a dropdown menu set to "Orders" and a search input field. On the left is a sidebar menu with sections: "Tasks" (Orders: Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet; Agreements: Manage Agreements; Shipments: Manage Shipments, Create ASN, Create ASBN, Upload ASN or ASBN, View Receipts, View Returns; Deliverables), "Requiring Attention" (No data available), "Recent Activity Last 30 Days" (Negotiation invitations: 1), and "Transaction Reports Last 30 Days" (No data available). A red box highlights the "Negotiation invitations" row in the Recent Activity section. The top right corner has icons for home, flags, and a notification bell with a "2" badge.



3. Invited Tender/ Auction / RFI (2)

B Notification bell at the Top Right Corner of Dashboard



Suppliers will be able to "Accept / Decline invitation" under Action

Please state reason for non-participation






3. Invited Tender/ Auction / RFI (3)

C Invitation Mail Sent to Supplier's Email Address

☆ RODRIGUES SHAWN IGN. Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts) - Negotiation In... 21:04

 4000141_SUPP...

Action Required: You Are Invited to Negotiation 4000141 (Purchase of Spare Parts) Inbox x  

 **RODRIGUES SHAWN IGNATIUS** <emft-dev1.fa.sender@workflow.mail.ap2.cloud.oracle.com> 21:04 (17 minutes ago) ☆ ↶ ⋮
to me ▾

Negotiation Invitation

Purchase of Spare Parts Setup Enterprise

From **RODRIGUES SHAWN IGNATIUS**
RFQ **4000141**
Opens **9/24/20 1:03 PM**
Closes **10/2/20 12:59 PM**

Accept Invitation Decline Invitation

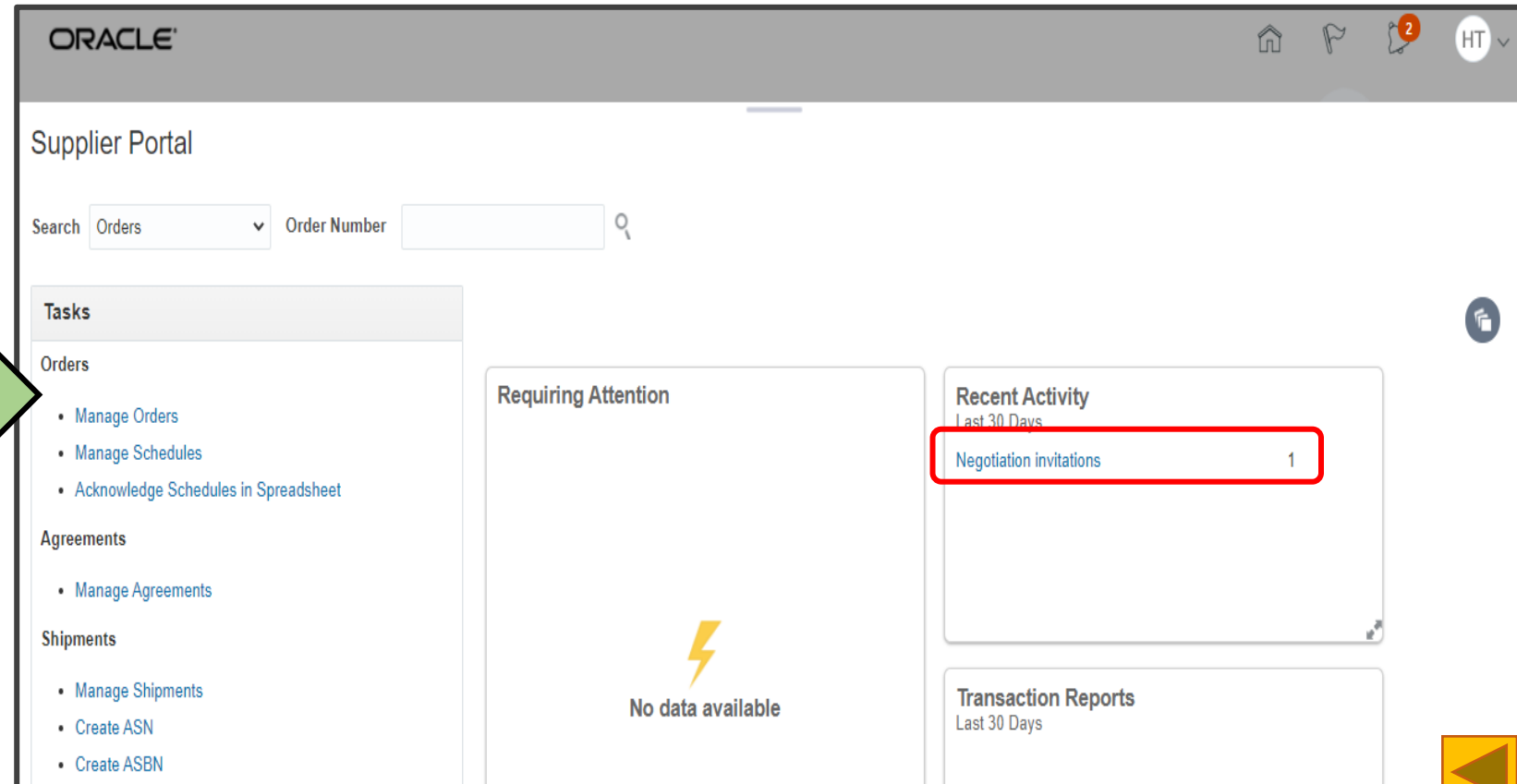
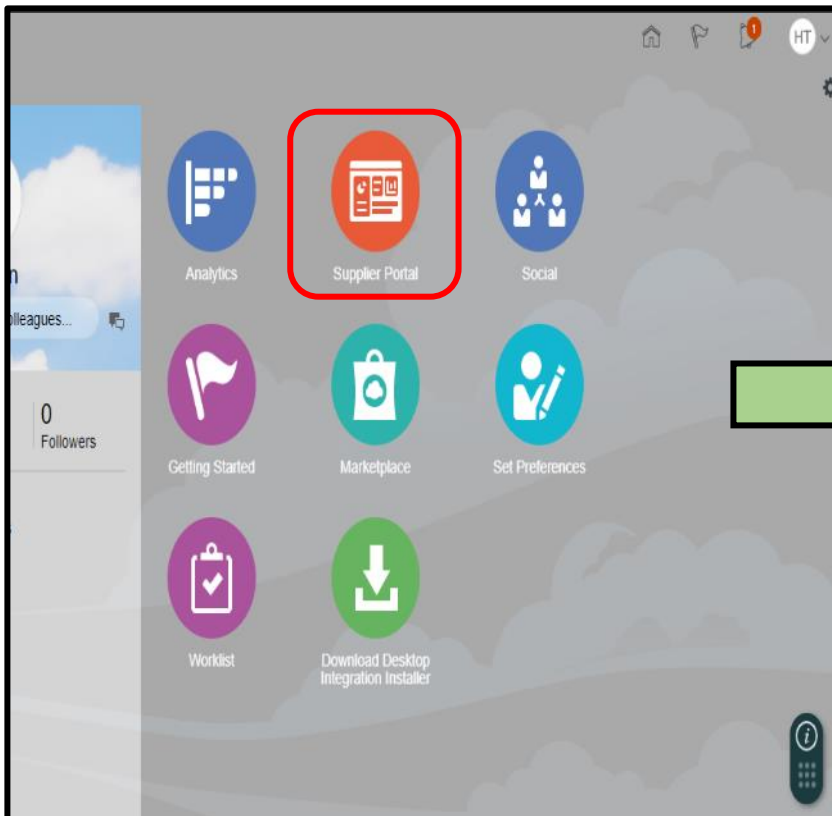
Supplier Hot Rod Pte Ltd
Supplier Contact Hugo Tan



3. Invited Tender/ Auction / RFI (4)

2 Accessing the Negotiation

A At the home page, select "Supplier Portal". Negotiations invitations should appear the "Recent Activity" panel. Click on link to access the negotiation



3. Invited Tender/ Auction / RFI (5)

B

Click “View Active Negotiations” in the task panel. In the “Invitation Received” select “Yes” and click Search. List of invitations will appear. Select relevant negotiation by clicking on the Negotiation number in blue.

Deliverables

- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)
- [Review Consigned Inventory](#)
- [Review Consigned Inventory Transactions](#)

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- **[View Active Negotiations](#)**
- [Manage Responses](#)

Auctions from Seller

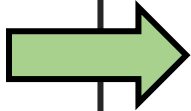
- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

Company Profile

- [Manage Profile](#)



Active Negotiations

Search

** Negotiation

** Title

** Negotiation Close By

Time Zone Coordinated

Management Watchlist Saved Search Open Invitation

** At least of

** Invitation Received Yes

Response Submitted No

Negotiation Open Since

Search

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF
4000210-2	Purchase of Spare Parts and Maintenance Work	RFQ	5 Days 22 Hours	10/30/20 9:52 AM	0		0	

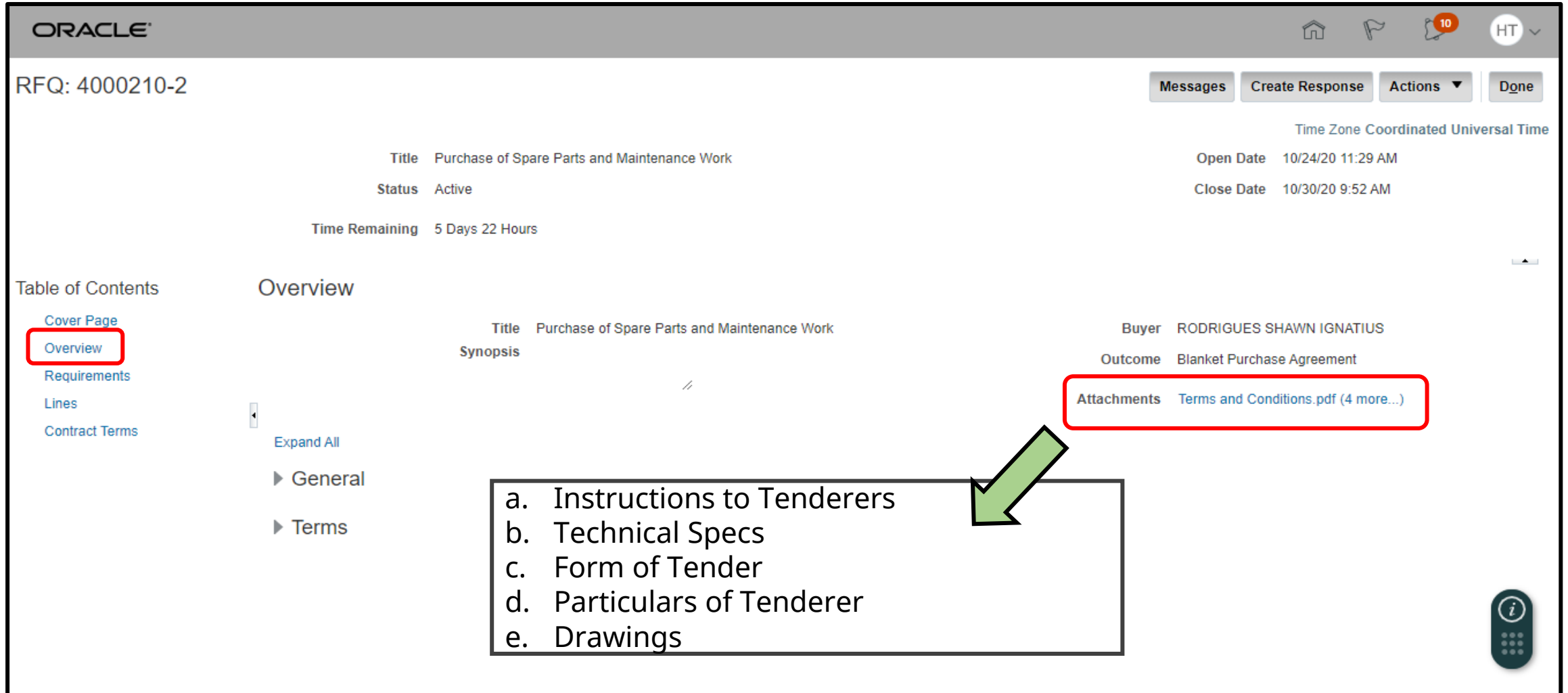
Columns Hidden 4



4. Accessing Tender Documents (1)

1

Upon clicking into the negotiation, you will access the RFQ home page. In the left-hand panel, under "Table of Contents" click "Overview". Click on "Attachment" field link to access tender docs.



ORACLE

RFQ: 4000210-2

Messages Create Response Actions Done

Time Zone Coordinated Universal Time

Title Purchase of Spare Parts and Maintenance Work Open Date 10/24/20 11:29 AM

Status Active Close Date 10/30/20 9:52 AM

Time Remaining 5 Days 22 Hours

Table of Contents Overview

Cover Page

Overview

Requirements

Lines

Contract Terms

Expand All

General

Terms

Title Purchase of Spare Parts and Maintenance Work Buyer RODRIGUES SHAWN IGNATIUS

Synopsis Outcome Blanket Purchase Agreement

Attachments Terms and Conditions.pdf (4 more...)

a. Instructions to Tenderers

b. Technical Specs

c. Form of Tender

d. Particulars of Tenderer

e. Drawings

4. Accessing Tender Documents (2)

2 Download tender documents by clicking on the individual files

RFQ: 4000210-2

Messages Create Response Actions Done

Time Zone Coordinated Universal Time

Title Purchase of Spare Parts and Maintenance Work Open Date 10/24/20 11:28 AM

Attachments

Actions View


Type	* File Name or URL	Title	Description	Attached By	Attached Da
File	Form Of Tender.pdf	Form Of Tender.pdf	Form Of Tender	RODRIGUES S...	10/25/20 9:33
File	Particulars Of Tenderer.pdf	Particulars Of Tenderer.pdf	Particulars of Tenderer	RODRIGUES S...	10/25/20 9:33
File	Technical Specifications.pdf	Technical Specifications.pdf	Technical Specifications	RODRIGUES S...	10/25/20 9:33
File	Appendix - Diagrams.pdf	Appendix - Diagrams.pdf	Appendix	RODRIGUES S...	10/25/20 9:33

Rows Selected 1 Columns Hidden 1

OK

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms



4. Accessing Tender Documents (3)

- 3 Under "Table of Contents" click "Overview" to access Tender documents. Tender documents can be found under "Attachments".

Overview Manage Negotiations x RFQ: 4008266,1 x

RFQ: 4000210-2 ? ★

Currency = Singapore Dollar Time Zone Hong Kong Time

Title PROVISION OF MANAGED HCI APPLICANCES WITH 3 YEARS MAINTENANCE Open Date 10/06/22 AM 08:00

Status Active (Locked) Close Date 03/07/22 PM 12:00

Time Remaining 8 Days 20 Hours

Messages Actions Done

Table of Contents Overview

- Cover Page
- Overview
- Lines
- Contract Terms
- Suppliers

Buyer LIM RI HAO

Procurement BU PSAC

Outcome Blanket Purchase Agreement

Unsealed By

Unsealed Date

Attachments 2022-CIP-CC-PSAC-4008266.zip

Title PROVISION OF MANAGED HCI APPLICANCES WITH 3 YEARS MAINTENANCE

Synopsis The objective of this tender is for Tenderers to bid for the Design, Updated Chapter 3.

Amendment Description

Negotiation Style Standard Negotiation

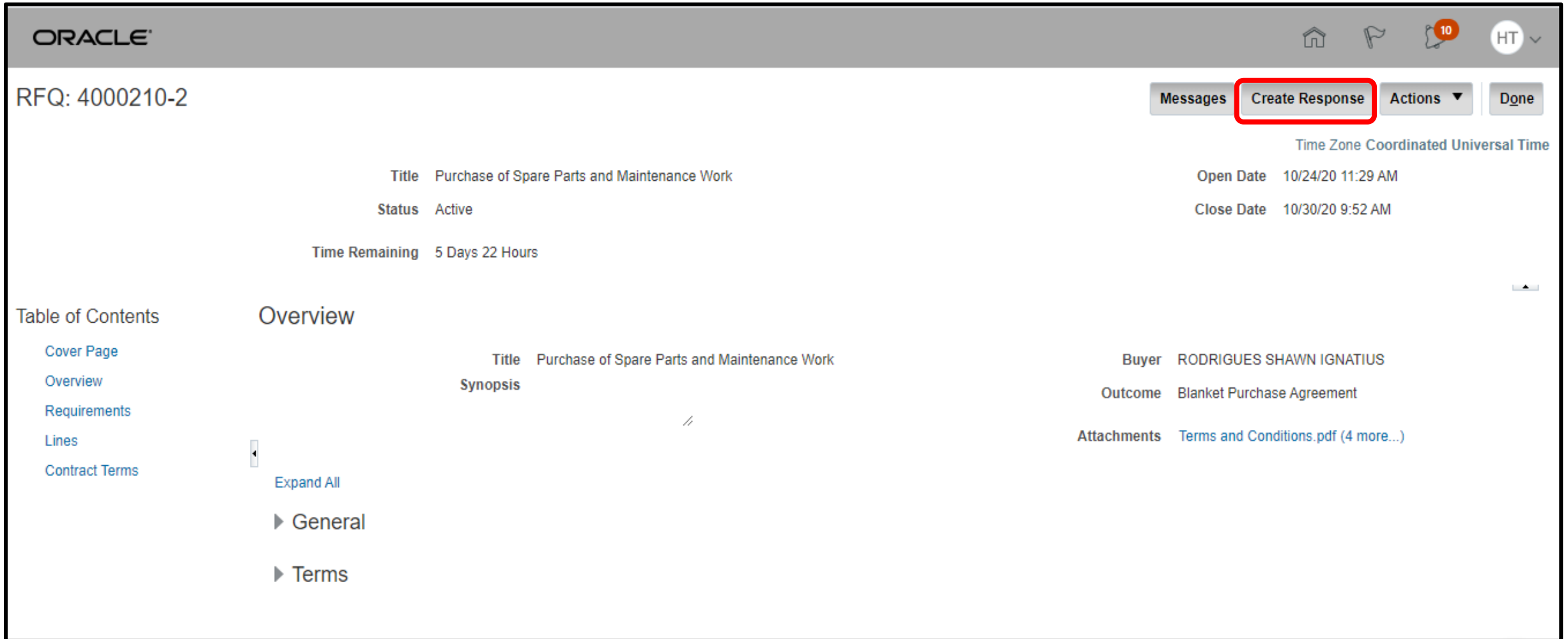
Unlocked By

Unlocked Date



5. Responding to Negotiations (1)

1 After going through the tender document, click “Create Response” to respond to negotiation.



The screenshot shows the Oracle Procurement Cloud interface for RFQ 4000210-2. The top navigation bar includes the Oracle logo, home, flag, notification (10), and user profile (HT) icons. The main header displays the RFQ ID and a toolbar with 'Messages', 'Create Response' (highlighted with a red box), 'Actions', and 'Done' buttons. Below the header, the RFQ details are shown: Title 'Purchase of Spare Parts and Maintenance Work', Status 'Active', and Time Remaining '5 Days 22 Hours'. The right side shows the Open Date '10/24/20 11:29 AM' and Close Date '10/30/20 9:52 AM'. The left sidebar contains a 'Table of Contents' with links for 'Cover Page', 'Overview', 'Requirements', 'Lines', and 'Contract Terms'. The main content area shows the 'Overview' section with a 'Synopsis' and a 'Buyer' field 'RODRIGUES SHAWN IGNATIUS'. The 'Outcome' is 'Blanket Purchase Agreement' and 'Attachments' include 'Terms and Conditions.pdf (4 more...)'. A yellow arrow icon is visible in the bottom right corner.

5. Responding to Negotiations (2)

- 2 Fill in necessary info in the Overview Page. Click "Attachments" to attach docs. Form of Tender/Particulars of Tenderers doc (to be duly signed/stamped) to be attached here. Click "Next"

ORACLE Home | Flag | 3 | HT

1 - 2 - 3 - 4
Overv... Requir Lines Review

Create Response (Quote 21041): Overview ?

Last Saved 10/1/20 7:03 AM
Time Zone Coordinated Universal Time

Close Date 10/2/20 12:59 PM

General

Title Purchase of Spare Parts

Time Remaining 1 Day 5 Hours

Supplier Hot Rod Pte Ltd

Negotiation Currency SGD

Response Currency SGD

Price Precision 2 Decimals Maximum

Response Valid Until

Reference Number

Note to Buyer

Attachments None +



5. Responding to Negotiations (3)

3 “Requirements” Page. Provide responses to questions. Click “Next”

The screenshot shows the Oracle software interface for the 'Create Response (Quote 22001): Requirements' page. At the top left is the Oracle logo. On the right side of the top bar are icons for home, a flag, a notification bell with a red '4', and a user profile 'HT'. Below the top bar is a progress indicator with four steps: '1 - 2 - 3 - 4'. Step 2 is highlighted in blue. Below the progress indicator are labels: 'Overvi', 'Requi...', 'Lines', and 'Review'. The main title is 'Create Response (Quote 22001): Requirements' with a help icon. Below the title is a toolbar with buttons: 'Messages', 'Respond by Spreadsheet' (with a dropdown arrow), 'Actions' (with a dropdown arrow), 'Back', 'Next' (highlighted with a red box), 'Save' (with a dropdown arrow), 'Submit', and 'Cancel'. On the right side, there is text: 'Last Saved 10/1/20 8:03 AM' and 'Time Zone Coordinated Universal Time'. Below that, it says 'Time Remaining 20 Days 23 Hours' and 'Close Date 10/22/20 7:41 AM'. The main content area is titled 'Section 1. Safety' and contains a question: '* 1. Bizsafe level' with three radio button options: 'a. L3', 'b. L4', and 'c. Star'. A yellow arrow icon is visible in the bottom right corner of the slide.

5. Responding to Negotiations (4)

4 In "Lines" page, enter the "Response Price" and other fields as required.

To attach docs such as item specification/catalogue, Select specific item line and click on the pencil icon


1 2 3
Over Lines Review

Create Response (Quote 26047): Lines ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/24/20 12:49 PM
Time Zone Coordinated Universal Time

Time Remaining 5 Days 21 Hours Close Date 10/30/20 9:52 AM

Actions View Format  + X Freeze Detach Revert Reduce Price

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Note to Buyer
1	Spare Parts (Engine)		+		Equipment Spare P	670.00	720	EACH	482,400.00		
2	Maintenance For 1 Year		+		Outsource Labour		50	HOUR			

Rows Selected 1 Columns Hidden 7



5. Responding to Negotiations (5)

5 Docs can be submitted for PSA review in the "Attachment" field. After complete, Click "Save and Close".

Lines: Edit Line: 1 (Quote 26047) Messages | 1: Spare Parts (Engine) | Save | Save and Close | Cancel

Last Saved 10/24/20 1:03 PM

Item		Close Date	10/30/20 9:52 AM
Revision		Target Minimum Release Amount	
Description	Spare Parts (Engine)	Response Minimum Release Amount	<input type="text"/>
Category Name	Equipment Spare Parts.Aircon.Crane	Note to Buyer	Warranty 2 Years.
Start Price			
* Response Price	<input type="text" value="670.00"/>		
Estimated Quantity	720		
UOM	EACH		

Attachments [Item Specifications.pdf](#) + X



5. Responding to Negotiations (6)

6

To submit an alternative quote, click on the + icon. Fill up the necessary fields in the edit alternative line page. After complete, Click "Save and Close".

1 2 3
Over Lines Review

Create Response (Quote 26047): Lines ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/24/20 12:49 PM
Time Zone Coordinated Universal Time

Time Remaining 5 Days 21 Hours Close Date 10/30/20 9:52 AM

Actions View Format Freeze Detach Required Details Wrap Revert Reduce Price

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Note to Buyer
1	Spare Parts (Engine)		+		Equipment Spare P	670.00	720	EACH	482,400.00		
2	Maintenance For 1 Year		+		Outsource Labour (:		50	HOUR			

Rows Selected 1 Columns Hidden 7

ORACLE

Lines: Edit Alternate Line: 1-2 (Quote 26047)

Messages 1-2: Save Save and Close Cancel

Last Saved 10/24/20 12:31 PM

Negotiation Line 1 Close Date 10/30/20 9:52 AM

Description Spare Parts (Engine) Target Minimum Release Amount

* Alternate Line Description Brand 2 Response Minimum Release Amount

Category Name Equipment Spare Parts.Aircon.Crane Note to Buyer Made in USA. Warranty 9 Months

Start Price

* Response Price 610.00 Attachments None +

Estimated Quantity 720

* UOM EACH



5. Responding to Negotiations (7)

7 Add additional alternate lines as required. When done, click "Next"

1 2 3
Over Lines Review

Create Response (Quote 26047): Lines ?

Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 10/24/20 12:49 PM
Time Zone Coordinated Universal Time

Time Remaining 5 Days 21 Hours Close Date 10/30/20 9:52 AM

Actions View Format Freeze Detach Wrap Revert Reduce Price

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Note to Buyer
1	Spare Parts (Engine)		+		Equipment Spare P.	670.00	720	EACH	482,400.00		
↔ 1-1		Brand A			Equipment Spare P.	500.00	720	EACH	360,000.00		Made in Sweden Warranty 1 Year
↔ 1-2		Brand 2			Equipment Spare P.	610.00	720	EACH	439,200.00		Made in USA. Warranty 9
2	Maintenance For 1 Year		+		Outsource Labour (:		50	HOUR			

Rows Selected 1 Columns Hidden 7



5. Responding to Negotiations (8)

- 8 In the Review Tab, click "Actions" followed by "Validate" to validate. If there is no error or missing responses, a "Confirmation" pop up will be displayed. Click "OK".
Click "Submit". Confirmation pop up will be displayed. Click "OK".

ORACLE

1 - 2 - 3 - 4

Overview Requir Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

View Negotiation
View Response PDF
Validate

Close D

Last Sa 0/1/20 8:30 AM
Time Zone Coordin Universal Time

Review Response: Quote 22001 ?

Title Pantry Items

Time Remaining 20 Days 23 Hours

Overview Requirements Lines

General

Supplier Hot Rod Pte Ltd

Negotiation Currency SGD

Response Currency SGD

Price Precision 2 Decimals Maximum

Response Valid Until

Confirmation

Response 22001 to negotiation 4000154 was validated without errors.

OK

Confirmation

The response 22001 to negotiation 4000154 was submitted.

OK

6. Checking Negotiation Outcome (1)

Click "Manage Responses" in the task panel. In the drop down select relevant response status and click "Search"

Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses**

Auctions from Seller

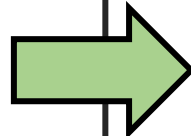
- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile



ORACLE

Manage Responses

Done

Time Zone Coordinated Universal Time

Advanced Manage Watchlist Saved Search Active or Draft Responses

** At least one is required

** Negotiation Title

** Negotiation

** Response

Line Description

** Response Status **Awarded**

Active
Active or draft
Awarded
Disqualified
Draft
Pending award
Rejected
Resubmission required

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
21040	Awarded	4000142	Supply and install fire alarm	RFQ	0 Seconds	0	
19008	Awarded	4000112	From Agreement Test	RFQ	0 Seconds	0	
21036	Awarded	4000138	Supply and install fire alarm	RFQ	0 Seconds	0	
12006	Awarded	4000067	Test new item RFQ & combine PR	RFQ	0 Seconds	0	



6. Checking Negotiation Outcome (2)

Response Status	Negotiation Outcome
Active	Negotiation (Tender) is ongoing and yet to close
Pending award	Negotiation (Tender) has closed. Evaluation in progress
Awarded	Supplier has been awarded the tender
Rejected / Disqualified	Supplier was not awarded

If negotiation outcome is unclear, please check with the procurement officer in charge.



PART F – INVOICING



1 From the Task List under 'Invoices and Payments' section, click on 'Create invoice'

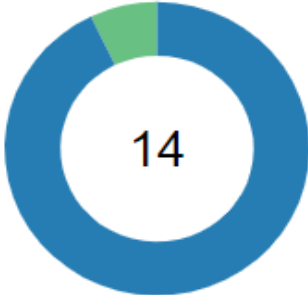
Supplier Portal

Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Deliverables
 - Manage Deliverables
- Consigned Inventory
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments
 - Create Invoice**
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations

Requiring Attention



Category	Count
Schedules Overdue or Due Today	13
Invoices Overdue	1
Total	14

Recent Activity
Last 30 Days

Orders opened	5
---------------	---


Transaction Reports
Last 30 Days

Invoice Amount	1300	SGD
Invoice Price Variance Amount		SGD

Supplier News

Welcome to the new iSupplier Portal of PSA Group
Please ensure your supplier profile is up-to-date

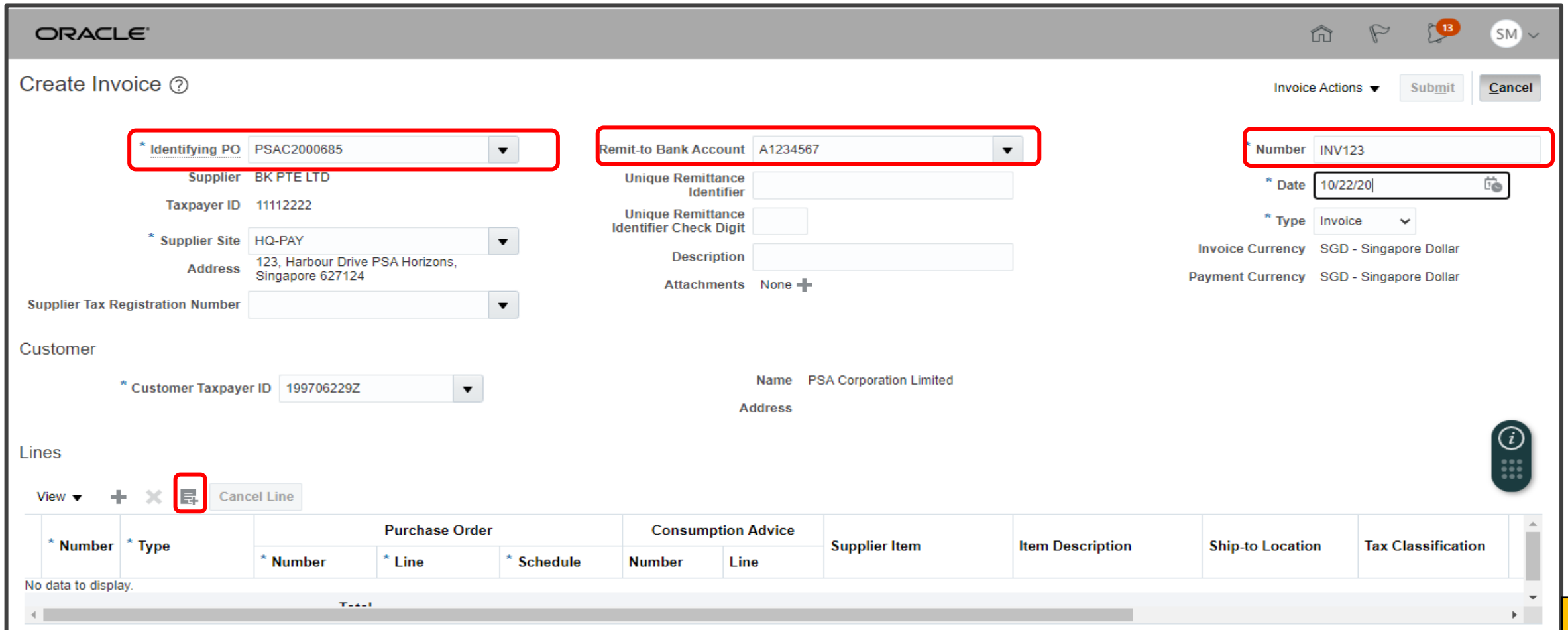
PSA Website <https://www.globalpsa.com>



Creating Invoices (2)

2

Enter 'Identifying PO' number. Site and bank information will get populated
Enter the Invoice number in the Number field and the invoice Date. Select bank account for receipt of payment.
In the Lines section, click "Select and Add."



ORACLE

Create Invoice ?

Invoice Actions Submit Cancel

* Identifying PO PSAC2000685

Supplier BK PTE LTD

Taxpayer ID 11112222

* Supplier Site HQ-PAY

Address 123, Harbour Drive PSA Horizons, Singapore 627124

Supplier Tax Registration Number

Remit-to Bank Account A1234567

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

* Number INV123

* Date 10/22/20

* Type Invoice

Invoice Currency SGD - Singapore Dollar

Payment Currency SGD - Singapore Dollar

Customer

* Customer Taxpayer ID 199706229Z

Name PSA Corporation Limited

Address

Lines

View + × Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
No data to display.										



Creating Invoices (3)

3

The Purchase Order Lines should show in the pop-up. If it does not appear after clicking "Search", the PO might have already been invoiced previously. Highlight the PO row/s to be invoiced and click "OK".

Select and Add: Purchase Orders

Search

Advanced Saved Search

** At least one is required

** Purchase Order

** Consumption Advice

** Creation Date

Search Reset Save...

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PSAC2000685	1	1				service 1	PSA BLDG #35	3

Apply OK Cancel



Creating Invoices (4)

4 The quantity to be billed will be auto-populated. Amend accordingly if required.

ORACLE

Create Invoice ?

Invoice Actions **Submit** **Cancel**

Identifying PO PSAC2000685
Supplier BK PTE LTD
Taxpayer ID 11112222
Supplier Site HQ-PAY
Address 123, Harbour Drive PSA Horizons, Singapore 627124
Supplier Tax Registration Number

Remit-to Bank Account A1234567
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None +

* Number INV123
* Date 10/22/20
Type Invoice
Invoice Currency SGD - Singapore Dollar
Payment Currency SGD - Singapore Dollar

Customer
Customer Taxpayer ID 199706229Z
Name PSA Corporation Limited
Address

Lines

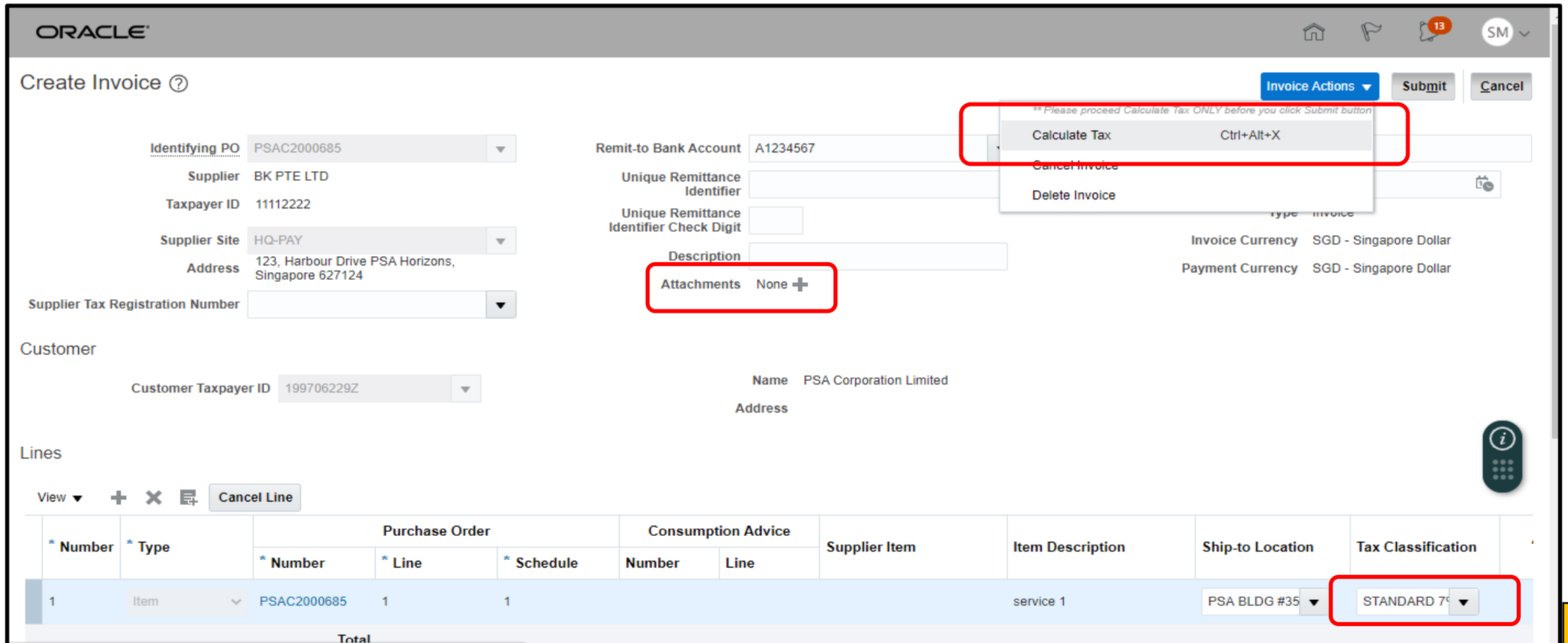
View + x Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line									
3	Item	PSAC2000685	1	1			service 1	PSA BLDG #35	STANDARD 7%	2	1	200	PIECE	200.00	



Creating Invoices (5)

- 5 Select the appropriate "Tax Classification" (STANDARD 8% IN/ ZERO-RATED IN/ OUT OF SCOPE)
Click on "Attachments" to upload your invoice.
Click "Calculate Tax".



The screenshot shows the Oracle 'Create Invoice' interface. A red box highlights the 'Invoice Actions' dropdown menu, which is open and shows 'Calculate Tax' (Ctrl+Alt+X) as the selected option. Another red box highlights the 'Attachments' field, which currently shows 'None' with a plus sign. A third red box highlights the 'Tax Classification' dropdown in the 'Lines' table, which is set to 'STANDARD 7%'. The interface includes fields for Identifying PO (PSAC2000685), Supplier (BK PTE LTD), Taxpayer ID (1112222), Supplier Site (HQ-PAY), Address (123, Harbour Drive PSA Horizons, Singapore 627124), Remit-to Bank Account (A1234567), Unique Remittance Identifier, Unique Remittance Identifier Check Digit, Description, Supplier Tax Registration Number, Customer Taxpayer ID (199706229Z), Name (PSA Corporation Limited), and Address. The 'Invoice Currency' and 'Payment Currency' are both set to 'SGD - Singapore Dollar'. The 'Lines' table has the following data:

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
1	Item	PSAC2000685	1	1				service 1	PSA BLDG #35	STANDARD 7%



Creating Invoices (6)

6 Check that the tax computed and total invoice amount is correct

Lines

View + Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
		* Number	* Line	* Schedule	Number	Line						
1	Item	PSAC2000685	1	1				service 1	PSA BLDG #35	STANDARD 7%		0
3	Item	PSAC2000685	1	1				service 1	PSA BLDG #35	STANDARD 7%		2
Total												

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	SG_GST_REGIME	SG_GST	SG_GST_JUD	SG_GST_STAT	STANDARD 7%_IN	7		28

Totals

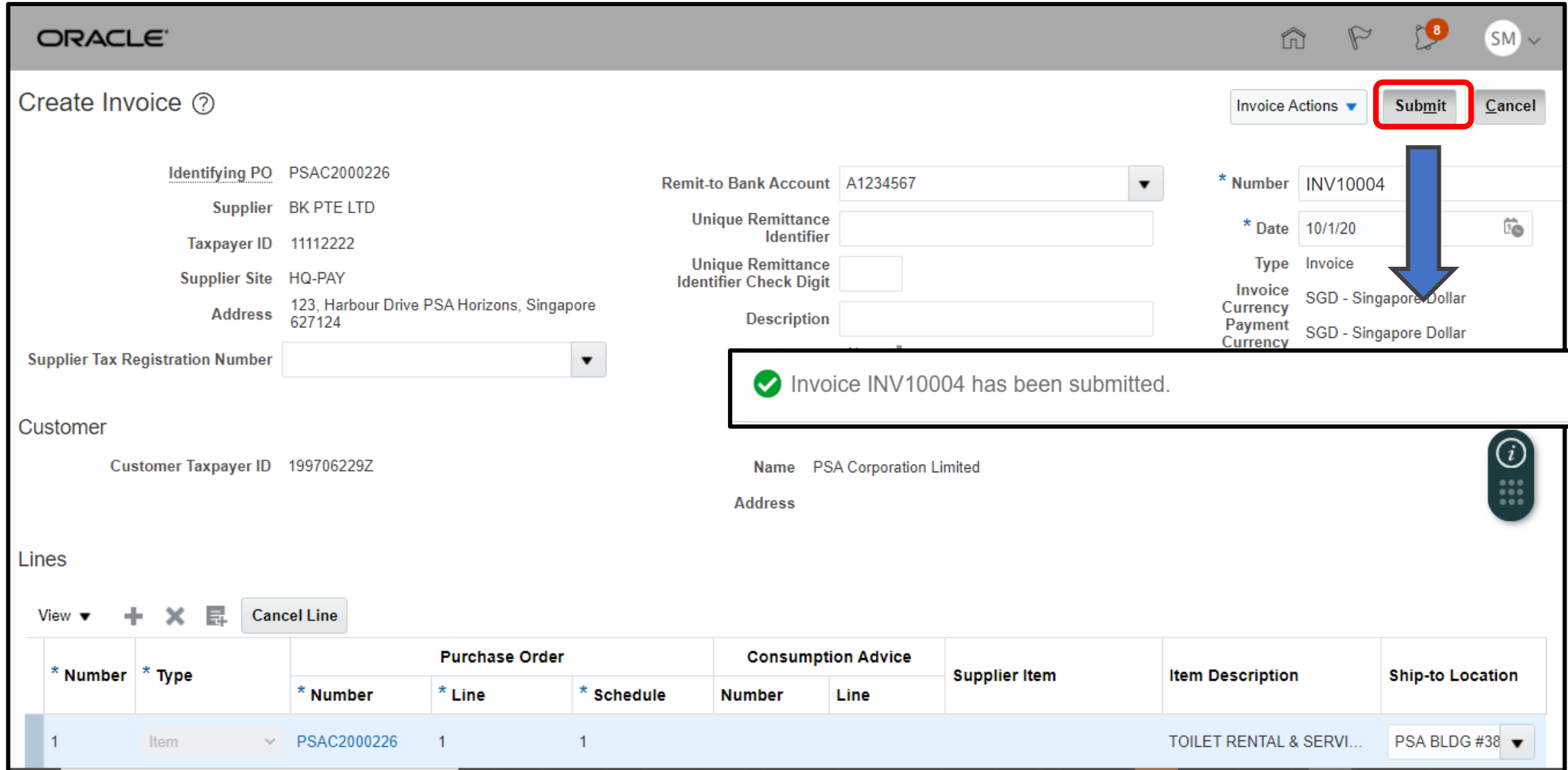
Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
400.00	0.00	0.00	0.00	28.00	428.00



Creating Invoices (7)

7

Click "Submit" to submit the Invoice for Finance approval
A confirmation message will be displayed. Click Done



ORACLE Home Flag 8 SM

Create Invoice ?

Invoice Actions Submit Cancel

Identifying PO PSAC2000226
Supplier BK PTE LTD
Taxpayer ID 11112222
Supplier Site HQ-PAY
Address 123, Harbour Drive PSA Horizons, Singapore 627124
Supplier Tax Registration Number

Remit-to Bank Account A1234567
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description

* Number INV10004
* Date 10/1/20
Type Invoice
Invoice Currency SGD - Singapore Dollar
Payment Currency SGD - Singapore Dollar

✓ Invoice INV10004 has been submitted.

Customer
Customer Taxpayer ID 199706229Z
Name PSA Corporation Limited
Address

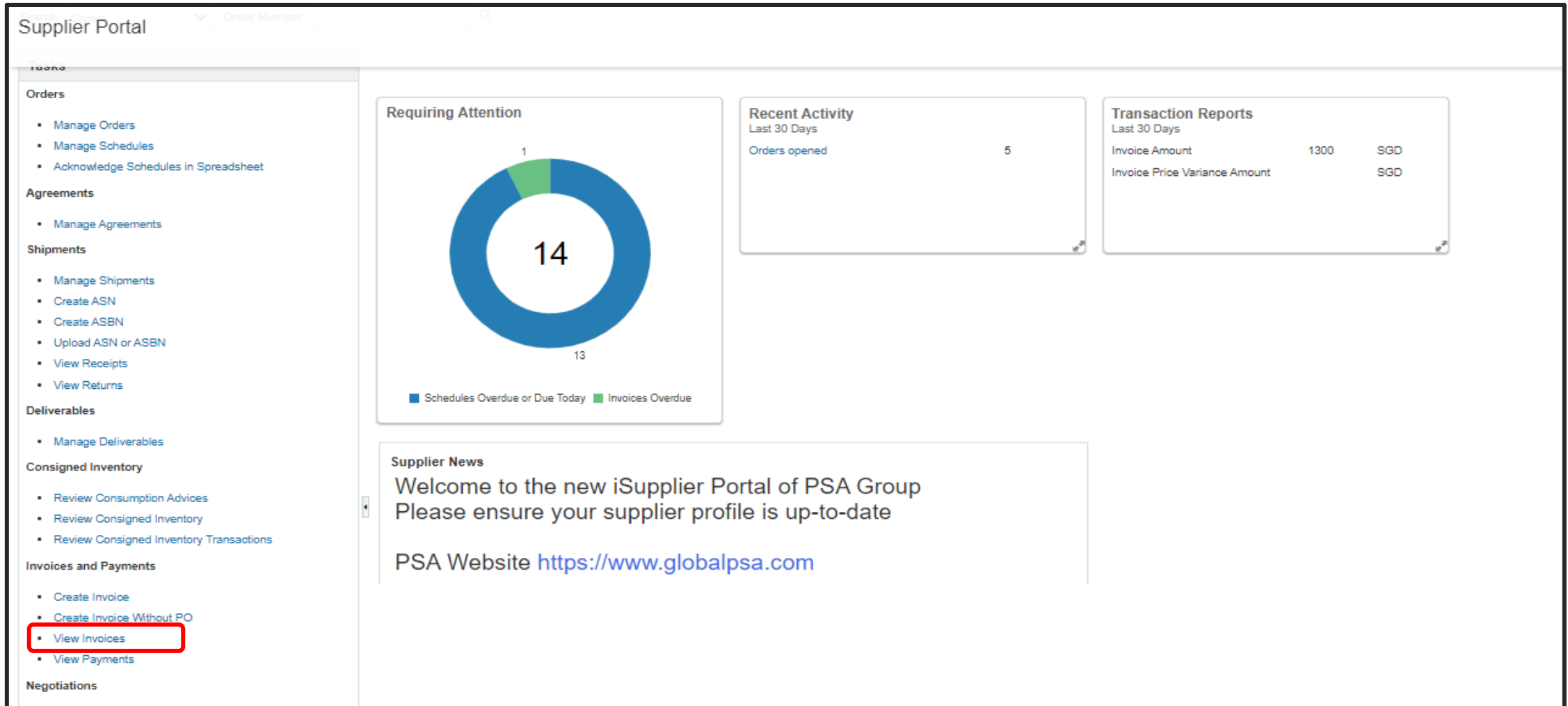
Lines
View + × ☰ Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location
		* Number	* Line	* Schedule	Number	Line			
1	Item	PSAC2000226	1	1				TOILET RENTAL & SERVI...	PSA BLDG #38



8

The submitted invoice can be viewed from “View Invoices”
Please note that invoices cannot be amended/ cancelled after clicking “Submit”



The screenshot displays the Supplier Portal interface. On the left is a navigation menu with categories: Orders, Agreements, Shipments, Deliverables, Consigned Inventory, Invoices and Payments, and Negotiations. The 'View Invoices' option under 'Invoices and Payments' is highlighted with a red box. The main content area features a 'Requiring Attention' donut chart showing 14 total items (13 Schedules Overdue or Due Today, 1 Invoices Overdue), a 'Recent Activity' box showing 5 Orders opened, and a 'Transaction Reports' table for the last 30 days.

Item	Value	Unit
Invoice Amount	1300	SGD
Invoice Price Variance Amount		SGD

Supplier News
Welcome to the new iSupplier Portal of PSA Group
Please ensure your supplier profile is up-to-date
PSA Website <https://www.globalpsa.com>



Write in to your local PSA Supplier Administrator for support in:

- *Account Administration*

For tender related queries do continue to liaise directly with the procurement officer in charge.

For 2FA or password related issues, please refer to the following FAQ section.



II. FAQ – Account Setup/ Password /2FA Related



Account Setup/ Password /2FA Related

Qn. 1. When will my company be receiving my account log in details?

Ans : Account set up email will be sent to your specified email account, usually within 3 working days.

Qn. 2 . What should I do if I do not receive any email?

Ans : Please allow for up to 3 working days after you submit your application. Otherwise, contact your contract/tender's Procurement Officer for assistance.

Qn. 3 . Do I need to pay any fees to use the Oracle Fusion account?

Ans : There is no fee for accounts currently, but PSA reserves the right to introduce charges for additional accounts. This will be communicated if applicable.



Account Setup/ Password /2FA Related

Qn. 4 . I cannot remember my username.

Ans : Please contact your contract/tender's Procurement Officer for assistance.

Qn. 5. Will my account get inactivated if there is no activity over a period?

Ans : The password will expire if there is no activity for 3 months. Suppliers should log in to their account regularly to avoid their password being inactivated. Please contact your contract/tender's Procurement Officer if help is required.

Qn.6 : Can 2FA be set up for multiple mobile devices?

Ans : No, for security reasons, 2FA can only be set up for one mobile device. You can change the registered device under profile settings via <https://myapps.microsoft.com>



Account Setup/ Password /2FA Related

Qn. 7 : If I create the account using one email address, am I able to change it later?

*Ans : You can change your contact email address in the supplier portal subject to PSA's review. New 2FA setup will be required for the new email. **We strongly encourage suppliers to use a common email address to minimise downtime due to changes.***

Qn. 8 : Do we need to have separate accounts for Procurement and Finance transactions?

Ans : No. With one account, you will be able to perform all the necessary transactions with PSA.

Qn. 9 : Can we use an external email address instead of company email address so that it is easier for multiple users?

Ans : We strongly encourage the use of your company email address to minimize the risk of data and security breaches.



III. FAQ – Negotiations



Negotiation

Qn. 1 : Will I still be allowed to submit my response to Negotiation (RFQ/Tender) via email/hardcopy?

Ans : No. You must submit your response via the Oracle Fusion platform. Responses in other forms will not be considered unless otherwise stated in the tender documents or otherwise informed by the procurement officer in-charge.

Qn. 2 : If I have submitted a wrong quotation, am I allowed to submit another one?

Ans : Yes, you can review and amend any submission before the negotiation closing date and time. PSA will only consider the latest offer received before the negotiation closing date/time.

Qn. 3 : What is the maximum file size for attachment?

Ans : There is no limit to file size for attachment.



Negotiation

Qn. 4 : Can I change the currency stated in the Negotiation to other currency of my choice?

Ans : Please only quote in the currency/currencies specified in the negotiation.

Qn. 5 : Where can I indicate any notes / comments, e.g. replacement model, to my offer for each item?

Ans : You can indicate them in the 'Note To Buyer' field. The max no. of characters is 240.

Qn. 6 : Where do we indicate the delivery date / lead time ?

Ans : You can indicate the delivery date / lead time and other information in the "Note To Buyer" at each line.



Negotiation

Qn. 7 : For items that I am unable to quote, how should I indicate in my offer?

Ans : For tenders/negotiations where quoting of all items is not compulsory you can leave the “Response Price” blank if you are unable to offer. Please also indicate in the “Note To Buyer” field that you are unable to quote for the line item(s).

Qn. 8 : Will we be alerted to Negotiations only after we have logged in to Oracle Fusion?

Ans : For invited tender, you will be alerted to Negotiations both via your registered email address and in Oracle Fusion after logging in.

Qn. 9 : Is the supplier able to view a history of its offers? If so, what is the duration period that the data is stored?

Ans : Yes, the supplier can search the history at the task bar on the left, “Negotiations”, “Manage Negotiations”. Refer to slide 29 to 30. At this moment, all records are kept and can be retrieved.



Negotiation

Qn. 10 : Does the system allow the supplier to upload different types of files, e.g. PDF, JPG,?

Ans : The system accepts PDF, office docs and jpg formats.

Qn. 12 : Do we continue to receive Purchase Orders via email?

Ans : Yes. You can also view the Purchase Order at the Supplier Portal in Oracle Fusion.

Qn. 13 : Can we upload commercial information in the attachment link of Overview Section?

Ans : Yes, you can do so by clicking the “+” sign under “Attachment”.

Qn.14 : How do I change my user-account holder to another Contact?

Ans: Please contact your local PSA Supplier Administrator.



IV. FAQ - Invoicing



Invoicing

For Invoice related queries please email to sg-aphub@globalpsa.com

Qn.1 : Do we still need to provide hardcopy invoice?

Ans: No. However, soft copy invoices should be attached in the supplier portal during creation of invoice. This is for GST reporting purposes.

Qn.2 : How do we apply for self-invoicing?

Ans : For more details, please email to sg-aphub@globalpsa.com



Invoicing

Qn. 3 : For self-invoicing, will PSA automatically raise an invoice internally based on receipt of goods and email the report to us, and / or do we still need to create invoice once we have confirmation of delivery?

Ans: For vendors on the self-invoicing scheme, invoices would be generated on a weekly basis and emailed to the respective vendors. There is no need for vendors to create any invoices.

Qn. 4 : Is it a must to enrol for self-invoicing scheme?

Ans : Self-invoicing is not mandatory but we encourage you to be on this scheme for ease of invoicing and faster payment to you.



Invoicing

Qn. 5 : For self-invoicing, though PSA will be generating the invoice for us, we still need to generate our own invoice for internal purpose. We need to ensure that GST tallies when we received the payment from PSA. How do we check on this?

Ans : The invoices generated by PSA will follow the agreed prices in the Purchase Orders and applicable GST will be calculated accordingly. Should there be any discrepancies, suppliers can feedback to us, email doreenl@globalpsa.com, and credit / debit notes can be generated when necessary.



Invoicing

Qn. 6 : Currently, we are already on self-invoicing scheme, do we still need to take action in the new Oracle Fusion system?

Ans : Vendors currently on the SELF-invoicing scheme would be ported over to Oracle Fusion as well. No further action is required by the vendor. No, no action is required on your part.

Qn. 7: Do we need to attach the Delivery Order to the invoice?

Ans : No, you do not need to attach the Delivery Order. Payment will be based on the receipt updated in PSA's system.



Invoicing

Qn. 8 : We are currently on e-invoice to PSA, meaning our invoice is generated by our system and automatically emailed to PSA. Is it mandatory to use the portal for invoice submission to PSA?

Ans : It is not mandatory. Vendors can continue with the current procedure of emailing soft copy invoices to the Finance personnel in-charge. However, to ensure that the invoices are received and processed by PSA on a timely basis, we encourage the submission of invoices via Supplier Portal/ joining the SELF-invoicing scheme.



Invoicing

Qn. 9 : If my invoice comprises of GST and non-GST chargeable items, do I need to separate into 2 invoices or 2 different line items?

Ans : It can be within the same invoice, separated into 2 different line items. Do ensure that the appropriate tax code is selected for each line item.



V. How to reset Password



Reset Password



You can reset your password using the 'password reset' function in the 2FA login page.

Click on 'Can't access your account?' and follow the onscreen instructions.

If you try to login too many times, your account will be locked out. Please wait and try again 10 minutes later.

A screenshot of the PSA sign-in page. At the top left is the PSA logo. Below it is the text 'Sign in'. There is a text input field with the placeholder text 'Email, phone, or Skype'. Below the input field is a blue link that says 'Can't access your account?', which is circled in red. To the right of the link is a blue button labeled 'Next'. At the bottom of the page, there is a key icon followed by the text 'Sign-in options'. A grey warning box is located below the sign-in area, containing the text: 'WARNING: Access to information on this machine and network is restricted to authorised personnel only. Any unauthorised user is subject to criminal prosecution under the Computer Misuse and Cybersecurity Act (Cap 50A).'

PSA

Sign in

Email, phone, or Skype

[Can't access your account?](#)

Next

WARNING: Access to information on this machine and network is restricted to authorised personnel only. Any unauthorised user is subject to criminal prosecution under the Computer Misuse and Cybersecurity Act (Cap 50A).

Sign-in options



Thank You

