

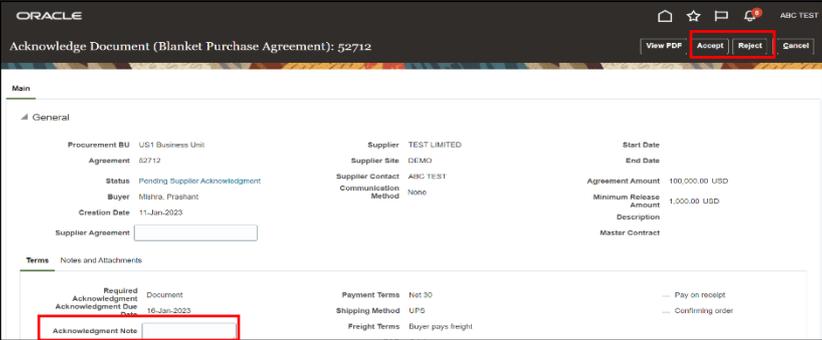
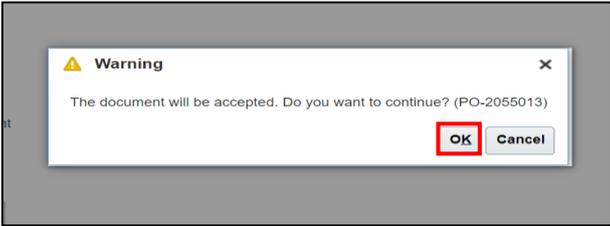
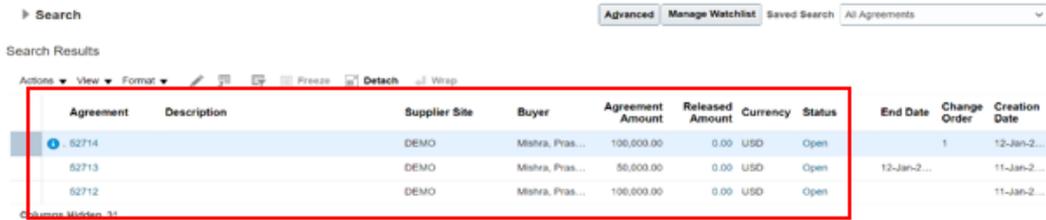
Managing Agreements/Contracts & Deliverables in the Oracle Supplier Portal

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	<p><u>To Manage Agreements:</u></p> <p>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.</p> <p>Navigation: ERP home page > Supplier Portal > Apps: Supplier Portal.</p> <ul style="list-style-type: none"> Under Tasks > Agreements, click Manage Agreements.
2	<p><u>Search for the Agreement:</u></p> <ul style="list-style-type: none"> 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.

	<p>Manage Agreements ? Done</p> <p>Headers Lines</p> <p>Advanced Search</p> <p>Procurement BU: Equals <input type="text"/></p> <p>Supplier Site: Equals <input type="text"/></p> <p>Agreement: Starts with <input type="text"/></p> <p>Status: Equals <input type="text"/></p> <p>Include Closed and Expired Documents: Equals <input type="text"/> No</p> <p>Manage Watchlist Saved Search: All Agreements</p> <p>Search Reset Save... Add Fields Reorder</p> <p>Search Results</p> <p>Actions View Format Freeze Detach Wrap</p> <table border="1"> <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>No search conducted.</td> <td colspan="10"></td> </tr> <tr> <td colspan="11">Columns Hidden: 31</td> </tr> </tbody> </table>	Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date	No search conducted.											Columns Hidden: 31																																		
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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 Portal > (APPS - Supplier Portal > Manage Agreements.</p>																																												
7	<p>Search for the Agreement which requires Acknowledgement:</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. 																																												
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9	<p>Review the Agreement Details:</p> <ul style="list-style-type: none"> • After reviewing the Agreement details, click Acknowledge. 																																												

<p>10</p>	<ul style="list-style-type: none"> Decide to either Accept or Reject the agreement using the respective buttons. Confirm the action by including a message in the Acknowledgement Note. 																																												
<p>11</p>	<p>Click OK to proceed with the action.</p> 																																												
<p>12</p>	<p>Once the Agreement is acknowledged the Status will change to Open.</p>  <table border="1"> <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>1</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>Open</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		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...
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<p>13</p>	<p><u>To manage deliverables.</u></p> <p>Navigation: ERP home page > Supplier Portal > Apps: Supplier Portal > Tasks > Contracts and Deliverables > Manage Deliverables.</p> 																																												
<p>14</p>	<ul style="list-style-type: none"> Use the Search function to look up your deliverable. Fill out the relevant search parameters: <ul style="list-style-type: none"> Document Number field – enter the Contract Agreement Number Click Search. 																																												

Manage Deliverables [?](#)
Open

Search

Deliverable Name

Status

Due Date

Type

Document Type

Document Number

Saved Search

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

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Site investigation report	Open	Contractual	Contract Purchase Agr...	C1000021	3/10/23	LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1000021	1/08/23	LAND ENGINEERING
Design documents	Open	Contractual	Contract Purchase Agr...	C1000021	5/08/23	LAND ENGINEERING
New Deliverable	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
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1000021	1/10/23	LAND ENGINEERING
Design documents	Open	Contractual	Contract Purchase Agr...	C1000021	5/10/23	LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1000021	1/11/23	LAND ENGINEERING
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Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1000021	1/04/24	LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1000021	1/05/24	LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1000021	1/06/24	LAND ENGINEERING
Delivery Safety Report	Open	Contractual	Contract Purchase Agr...	C1000021	1/07/24	LAND ENGINEERING

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- 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 Status Submitted ▾

Type Contractual Description Submit Site investigation report on 31/07/23

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

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 Update...	Site investigation report.p	

Rows Selected 1

Save and Close Cancel

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