



Oracle Cloud Supplier Manual



1 Document Control

1.1 Document Details

Document Reference	Date Issued
Supplier Manual	09/26/2025

1.2 Version Control

Version	Change Date	Change by	Change Description
0.1	09/26/2025	Ruth Bonchick	First Draft
0.2			
0.3			
1.0			

1.3 Distribution

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2 Preface

The objective of this user manual is to describe how to use and work with Oracle Cloud Supplier application.

This user manual provides step by step navigation along with screenshots on all processes for Suppliers to work with HJF, HJFMRI, and HJFMRI Ltd/Gte (HJF) in Oracle Cloud.

3 Supplier Self Service Registration

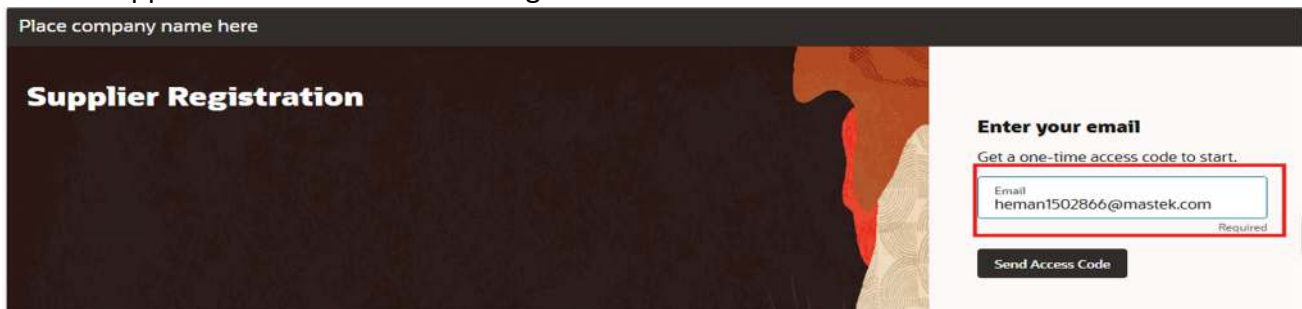
3.1 Introduction

This section describes how Suppliers will register themselves on HJF Supplier Portal in Oracle Cloud.

Registering to be an Authorized Supplier through Registration Link

Supplier can self-serve and register through an external registration link provided to them by HJF.

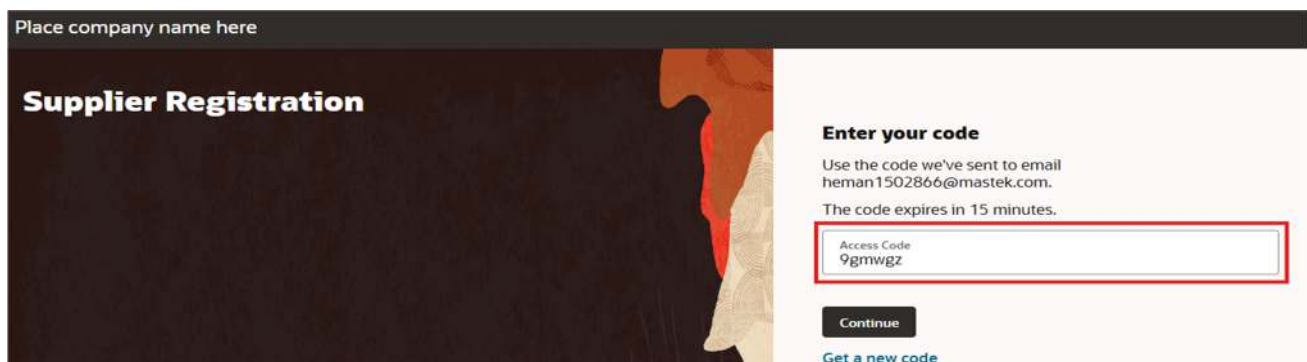
1. Supplier will enter email id for registration.



The screenshot shows a web form titled "Supplier Registration". On the left, there is a dark sidebar with the text "Place company name here" and "Supplier Registration". The main content area has a light background. On the right side, there is a section titled "Enter your email" with the instruction "Get a one-time access code to start." Below this is a text input field containing the email "heman1502866@mastek.com", which is highlighted with a red border. To the right of the input field is a small "Required" label. Below the input field is a "Send Access Code" button.

Figure 1

2. Enter an Access code which received on email and click on continue.



The screenshot shows the same "Supplier Registration" form, but now it is at the "Enter your code" step. The instruction says "Use the code we've sent to email heman1502866@mastek.com. The code expires in 15 minutes." Below this is a text input field containing the access code "9gmwgz", which is highlighted with a red border. Below the input field is a "Continue" button. At the bottom right, there is a link "Get a new code".

Figure 2

3. Supplier registration form needs the following details:

➤ **Registration Details**

- Company (Supplier Name) **Mandatory**
- Tax Organisation Type **Mandatory**
- Supplier Type **Mandatory**

- Corporate Web Site
- Note to Approver: Provide a Note to approver if required.
- Attachments: **Mandatory** – Attached required documents applicable.
- Tax registration Number: Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.
- D-U-N-S Number: Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.
- Taxpayer ID: **Mandatory** – Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.
- Additional Information:
 - UEI Number: Enter UEI Number if exists.
 - Does your Company Accepts Purchase Order: Choose Y or N.

Supplier Registration

Company Details

Company: Desert Website: Country: United States

Taxpayer ID: Tax Registration Number: D-U-N-S Number: 987654327

Organization Type: Corporation Supplier Type:

Note to Approver:

Additional Information

UEI Number: Does your company accept purchase orders:

Note: Attach All Mandatory Documents

Attach tax, insurance, and other relevant documents required.

Drag and Drop

Cancel Save **Continue**

1 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Figure 3

- Click on Continue

4. Contacts

- Enter the following
 - First Name: **Mandatory**
 - Last Name: **Mandatory**
 - Email Address: Supplier Contact email Address **Mandatory**

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name
Supplier

Last Name
Person

Email
heman1502866@mastek.com

Job Title

Country
US

Mobile
+1

Phone
+1

Ext

Country
US

Fax
+1

Is this an administrative contact?
Administrative contact will receive general communications from us. ☒ Yes ☐ No

Does this contact need a user account?
User accounts will provide online access to supplier transactions and self-service tasks. ☒ Yes ☐ No

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

☒ **Supplier Self Service Administrator**
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

Last updated 21 seconds ago

Cancel Save Continue

2 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Figure 4

➤ Click on Continue

5. Addresses

- Enter address details as required – Mandatory fields are marked with *
- Address Purpose: This Defines the address purpose, select as appropriate; Ordering (PO's), Remit To (Pay).
- Associate Contact details with Supplier will automatically pop up from contact page.
- Highlight address contact and click on save

Supplier Registration

Addresses

Address 1

Address Name
Address 1

What's this address used for? Select at least 1 purpose.
☒ Receive Purchase Orders ☒ Receive Payments ☐ Bid on RFQs

Country/Region
United States

Address Line 1
420 East

Address Line 2

City
Abbyville

State
Kansas

Postal Code
67510

Email

Country
US

Phone
+1

Ext

Which contacts are associated to this address?

☒ Supplier Person heman1502866@mastek.com

Last updated 6 minutes ago

Cancel Save Continue

3 | 7

Company Details

Contacts

Addresses

Business Classifications

Bank Accounts

Products and Services

Questionnaire

Figure 5

➤ Click on Continue

6. Business Classification

- Select a Classification or Confirm that none are Applicable.

Figure 6

- Click on Continue

7. Suppliers Bank Account

- Select Country.
- Enter the bank details as shown below - Account Number, Bank Branch (sort code) and Account Name (Account holder name) and Country field
- Attachment: If any Attachment attach them.

Figure 7

- Click on continue

8. Suppliers Product and Services

- Expand the Goods/Services Provided section of categories
- Select the appropriate categories.

Supplier Registration

Products and Services

Search by category or description

2 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> Goods/Services Provided	Goods/Services Provided
<input checked="" type="checkbox"/> Animals	
<input checked="" type="checkbox"/> Computer Supplies (Software/Hardware/Services)	Computer Supplies (Software/Hardware/Services)
<input type="checkbox"/> Furniture	Furniture
<input type="checkbox"/> Laboratory Services	Laboratory Services
<input type="checkbox"/> Media (Publications)	Media (Publications)
<input type="checkbox"/> Meeting space	Meeting space
<input type="checkbox"/> Membership/Registration	

Updated just now

Cancel Save Continue

6 | 7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Figure 8

9. Click on Continue

10. Questionnaire

- Answer the questions and attach required documents to the questions.

Supplier Registration

Questionnaire

General Questions Ethics Questionnaire

Section 1 of 2

1. Are you a US Vendor/ International Vendor/ International Tech companies.
Required

☐ a. Domestic/US Vendor

☐ b. International Vendor

☐ c. International Tech companies

End of Section 1 of 2

Previous Section Next Section

Updated just now

Cancel Save Submit

7 | 7

- Company Details
- Contacts
- Addresses
- Business Classifications
- Bank Accounts
- Products and Services
- Questionnaire

Figure 9

11. Click on Submit

Note: If saved and not submitted, an email notification is sent with a link to the draft supplier record

12. Confirmation message is displayed, click OK to close.

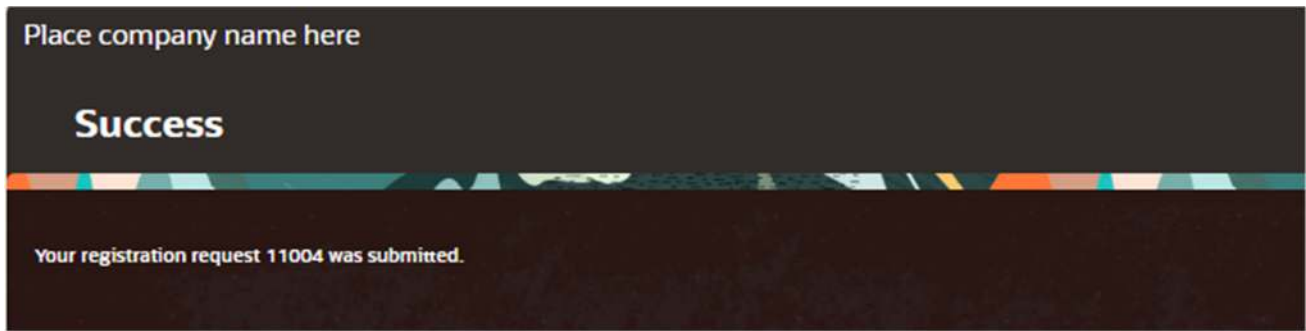


Figure 10

13. Supplier registration request will be reviewed by HJF. The status will show as Pending Approval.

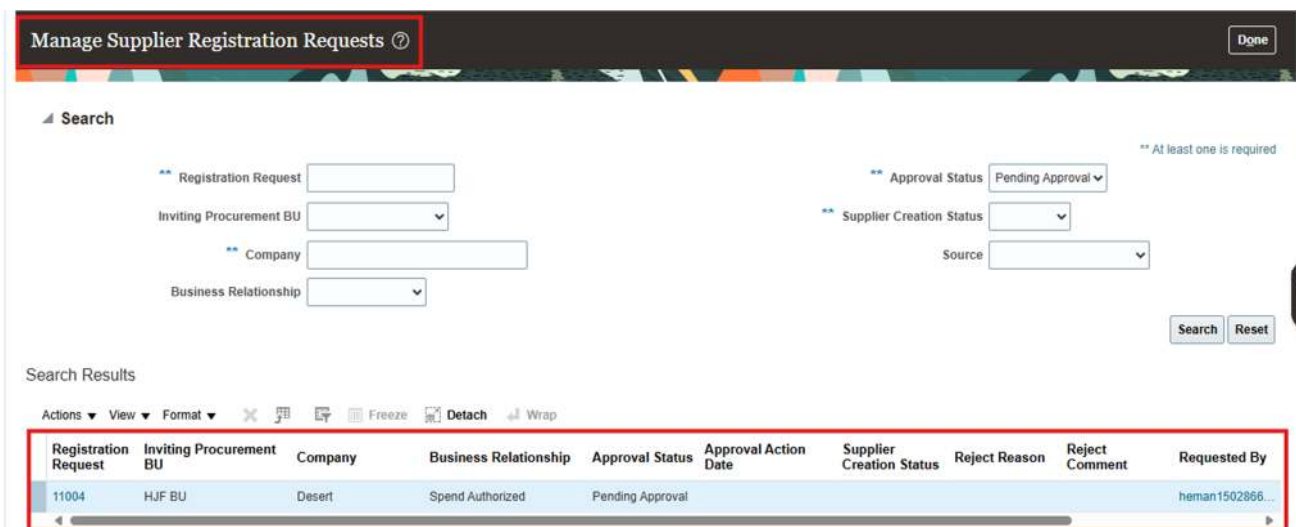


Figure 11

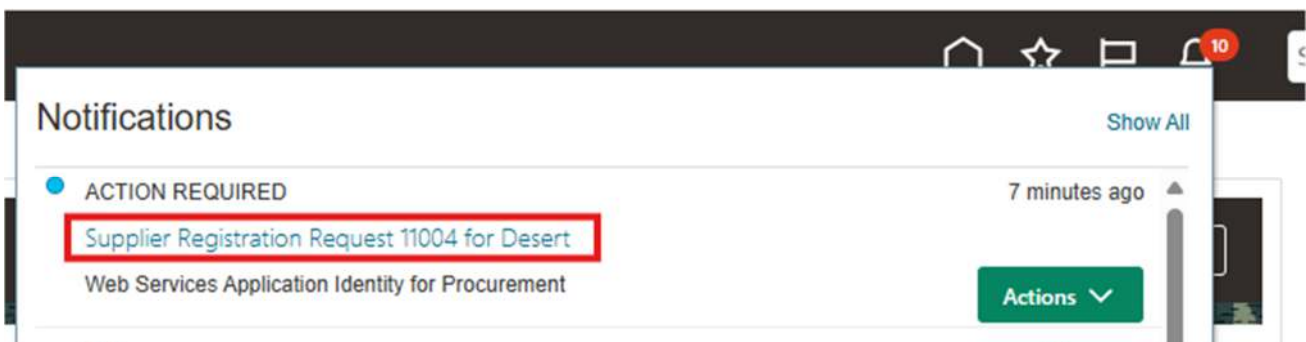


Figure 12

14. HJF's supplier admin team can request to resubmit if any further information is required. Supplier will receive email notification after request to resubmit with reason.

Figure 15

15. Supplier will receive email notification post resubmission of the request from HJF's supplier admin team who will either approve or reject the supplier. If it gets rejected, supplier will receive notification with rejection reason and will need to create new request as the Supplier won't be able to amend the rejected record.

Figure 13

16. Once Supplier Admin/Reviewer reviews the data and approves the supplier registration request it will be updated in the system to be approved.

4 Supplier Response to a Competitive Procurement

4.1 Introduction

This section describes how Suppliers will respond to competitive procurement on HJF Supplier Portal in Oracle Cloud.

4.1.1 Supplier will receive an email with a link to respond to a solicitation.

Supplier: HJFMRI LTD-GTE
 Supplier Site: 176728-UTL048
 Supplier Contact: Henry Jackson
 Acknowledged By: 9/24/2013 12:41 PM

Because requesting this requisition from company POC, because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file. Review this file and then submit your responses including information such as submittal procedures, time frame, and evaluation criteria. Your participation is optional, and your company will be electronically processed through our procurement system.

If you are not a registered supplier, or would like to be notified via email, go to our website, visit our page and click on the link to email address Shubham.Agrawal@hjf.com.

Thank you,
 Shubham Agrawal

Accept Invitation Decline Invitation

Approvers

Assigned to Henry Jackson 9/25/2013 12:42 PM

Submitted by Shubham Agrawal 9/25/2013 12:42 PM

4.1.2 Creating Supplier Response for Negotiation

Supplier will login with their credentials or from the link in the email.

Sign In

login-iaaxmg-dev3.f.a.ocs.oraclegovcloud.com/oam/server/obraq.cgi?ECID-Context=1.006F2DrOqMXA1VK6yVqYMG0...

Sign In

Oracle Applications Cloud

Company Single Sign-On

or

User ID

User ID

Password

Password

[Forgot Password](#)

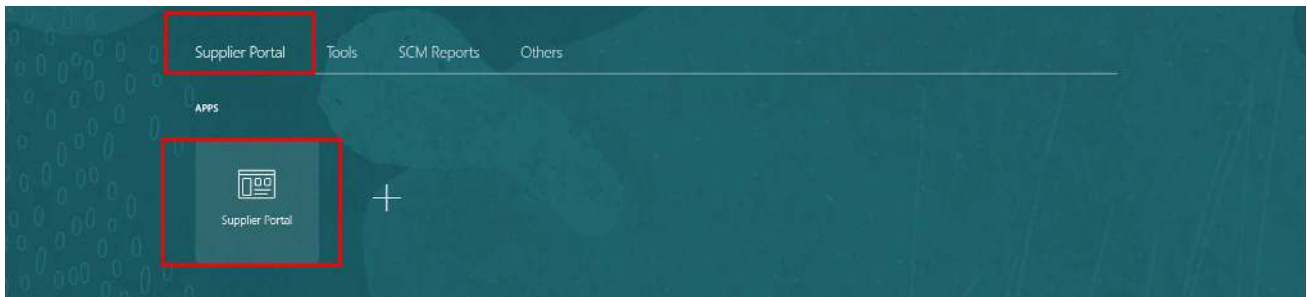
Sign In

Enter the credentials and click on Sign In

Once you will login, supplier will navigate to welcome page. Click on “Home” icon.

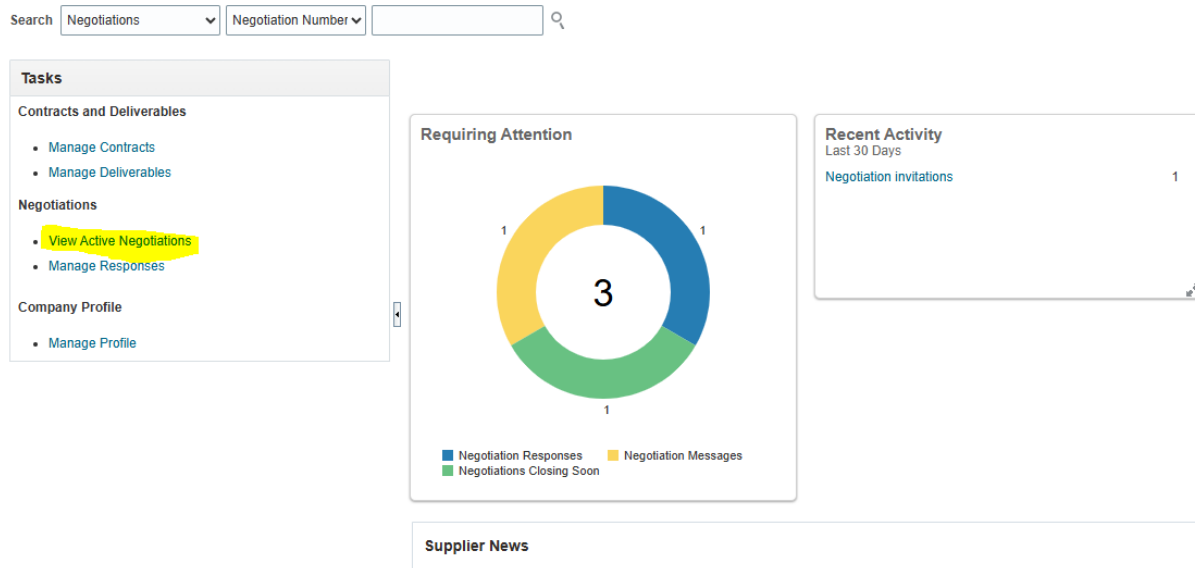


Click on “Supplier Portal”.



After clicking on “Supplier Portal”, Supplier will navigate to dashboard.

Click on “View Active Negotiation”



Highlight solicitation you are responding to and then Click on Acknowledge Participation

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Active Negotiations

Time Zone: Eastern Standard Time

Search

Management Watchlist Saved Search Open Invitations

Invitation Received

Response Submitted

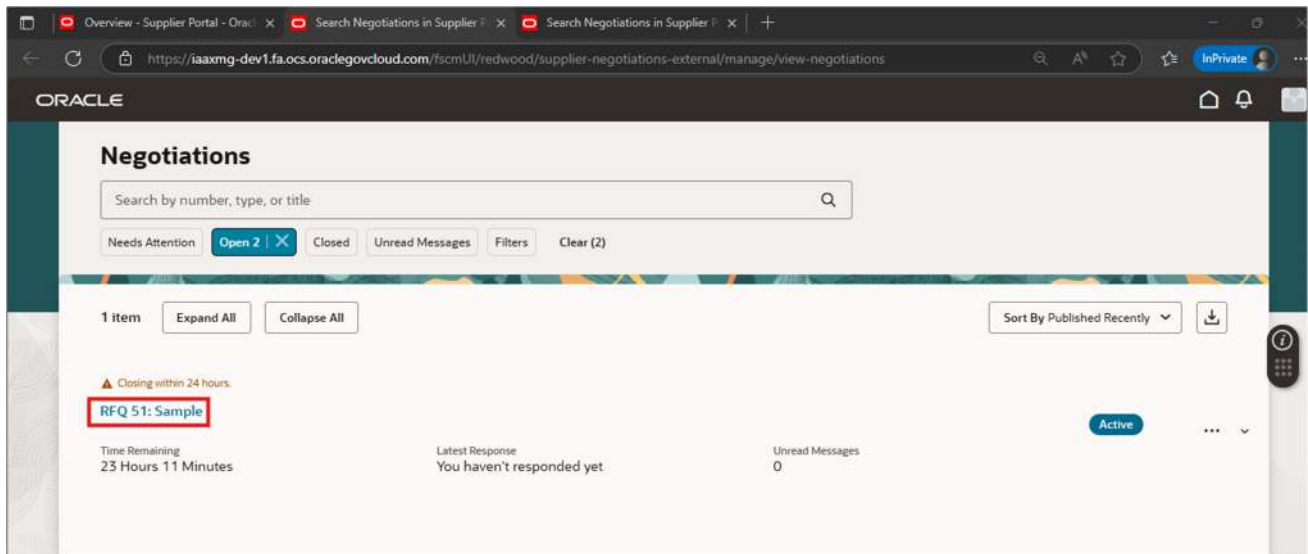
Negotiation Open Since

Search Results

Actions View View Format Freeze Datasheet Wrap Accept Terms **Acknowledge Participation** Create Response

Negotiation	Title	Negotiation Type	Buyer	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
92	NI IP Crates	RFQ	Agrawal, Sitabh...	19 Days 15 hours	8/31/25 3:58 PM	0	0	0	<input type="button" value="PDF"/>	<input type="button" value="Spreadsheet"/>

Columns Hidden: 3



Acknowledge Participation

RFQ 51: Sample

Supplier
CRP1 Supp2

Supplier Site
Add

Do you intend to participate?

☒ Yes, we will participate

☐ No, we won't participate

Note to Buyer

Click on Negotiation Name a second time and click on create a response

Go **Lines tab** first and click on Actions click on View Negotiations, click on Actions, Click on View, and then click on View PDF, save the document to a download file and then open to see the entire solicitation.



ORACLE

RFQ: 92

Currency - US Dollar

Messages Create Response Actions Done

Open Date: 8/12/25 12:00 PM
Close Date: 8/13/25 3:00 PM
Time Remaining: 10 Days 15 Hours

Table of Contents: Cover Page, Overview, **Lines**, Contract Terms

Lines

Instructions

Summary

Line	Item	Description	Supplier Item	Manufacturer	Manufacturer Part Number	Category Name	Quantity	UOM	Location	Requested Delivery Date	Start Price	Allow Alternate Lines	Attachments
1		NHP Crates				ADVERTISING	100	EACH	Naval Amphibio	9/2/25		Yes	

Columns Hidden: 3

Go to **Overview** tab

Negotiations

Search by number, type, or title

Needs Attention **Open 2** Closed Unread Messages Filters Clear (2)

1 Item Expand All Collapse All Sort By Published Recently

Closing within 24 hours.

RFQ 51: Sample

Time Remaining: 23 Hours 6 Minutes
Latest Response: You haven't responded yet
Unread Messages: 0

Active

ORACLE

RFQ: 51

Currency - US Dollar

Messages **Create Response** Actions Done

Open Date: 5/22/25 8:16 PM
Close Date: 5/23/25 7:33 PM
Time Remaining: 23:04:31

Table of Contents: Overview, Requirements, Lines, Contract Terms

Overview

Title: Sample
Status: Active
Synopsis

Buyer: Shubham Agrawal
Outcome: Purchase Order
Attachments: None

Hint: if you want the quote to be valid for only a certain time, complete the response valid until date/time.

Hint: if you want to refer to an internal reference number complete reference number.

Hint: if you have note to buyer regarding requirement, complete the freeform box.

Hint: if you have any attachments you want to add, click to add attachment and properly name attachment.

Hint: If the buyer indicates in the solicitation, you may change the currency to match how you will invoice.

Click on Next

Create Response (Quote 8013): Overview ?

1 Overview 2 Requirements 3 Lines 4 Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 5/22/25 8:29 PM
Time Zone Coordinated Universal Time
CRP1 Supp2 - Add

Title Sample
Close Date 5/23/25 7:33 PM
Time Remaining 23:03:45

General

Supplier CRP1 Supp2
Supplier Site Add
Negotiation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum
Response Valid Until m/d/yy h:mm a

Response Type Primary
Alternate

Reference Number
Note to Buyer

Attachments None

Supplier provides answers to **Requirements** tab

Hint: this will apply only to complex technical requirements not commodities or services.

ORACLE

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 8013): Requirements ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 5/22/25 8:31 PM
Time Zone Coordinated Universal Time
CRP1 Supp2 - Add

Time Remaining 23:01:28
Close Date 5/23/25 7:33 PM

Section 1. Technical Section

1. Do you accept our terms and conditions?
a. Yes
b. No

2. Do you have adequate financial and technical resources to perform the work in this solicitation?
a. Yes
b. No

Section 1. Technical Section

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Quote 8013): Requirements ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 5/22/25 8:31 PM
Time Zone Coordinated Universal Time
CRP1 Supp2 - Add

Time Remaining 22:59:48
Close Date 5/23/25 7:33 PM

Section 2. Commercial Section

2. Are you responsive to all Proposal Instructions?
a. Yes
b. No

1. Do you have an ethics policy and/or will you follow HJF's ethics policy if you do not have one ?
a. Yes
b. No

Section 2. Commercial Section

Click on Next

Supplier provides quotes on the **Lines** tab

Create Response (Quote 8013): Lines ②

Currency = US Dollar

Time Remaining 22:58:48 Close Date 5/23/25 7:33 PM

Overview Requirements **Lines** Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Supplier Item	New Supplier Item	Manufacturer	Manufacturer Part Number	Start Price	Best Response Score	Response Price
1	Laptop Services		+		COMPUTER SUPP						No response	65.00

Rows Selected 1 Columns Hidden 7

Hint: Provide price and promised delivery date (this is the date you can deliver the items)

To add alternate lines, first select the line,

Click on "Action" and then click on "Create Alternate"

ORACLE

Create Response (Quote 4016): Lines ②

Currency = US Dollar

Time Remaining 19 Days 16 Hours Close Date 8/31/25 3:58 PM

Overview **Lines** Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Actions View Format Freeze Detach Wrap

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Supplier Item	Manufacturer	Manufacturer Part Number	Start Price	Response Price	Target Quantity	Response Quantity	UOM
1	ADVERTISING		+								100	100	EACH

Rows Selected 1 Columns Hidden 7

Click on Next

Reviews the changes and Click on Submit

Review Response: Quote 8013 ②

Currency = US Dollar

Time Remaining 22:57:00 Close Date 5/23/25 7:33 PM

Overview Requirements Lines **Review**

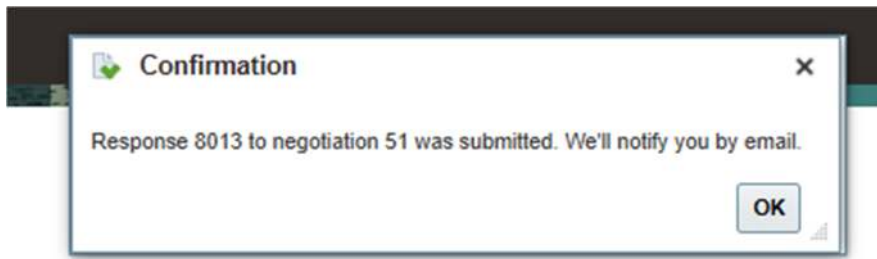
Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Title Sample

Overview Requirements Lines

General

Supplier	CRP1 Supp2	Response Type	Primary
Negotiation Currency	USD	Reference Number	Note to Buyer
Response Currency	USD		
Price Precision	2 Decimals Maximum	Attachments	None
Response Valid Until			



Negotiation Response Submitted

NOTE PAD ORDER

The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc.

From	Jennifer Shea
RFQ	102
Close Date	9/12/25 6:27 AM

Your response Quote [8022](#) to RFQ [102](#) is submitted successfully.

Details

Response	Quote 8022
Response Submission Date	9/11/25 2:39 PM
Supplier	HASS SCIENTIFIC & MEDICAL SUPPLIES
Supplier Site	KE WALTER REED
Supplier Contact	Hass Supplies
Lines Responded	1 of 1
Total Response Amount	\$500.00

[View Negotiation](#)