

Training Guide - iSupplier
Online Discussions



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Online Discussions

Scope

This procedure explains how supplier can conduct online discussions with RHB buyer.

Login to RHB Homepage

a. Login to RHB Apps.

- Enter User Name
- Enter Password
- Click Login



The screenshot shows the RHB login interface. At the top left is the RHB logo. Below it is a globe graphic. The main login area contains the following elements:

- *User Name:
- *Password:
- Example text: (example: michael.james.smith) and (example: 499v22)
- Buttons: Login, Cancel
- Links: Login Assistance, Login User Guide
- Accessibility:
- Language selection: Select a Language: English

At the bottom of the page, there are links for "About this Page" and "Privacy Statement" on the left, and a "Static warning statement on misuse of computer information. Copyright (c) 2009, Oracle. All rights reserved." on the right.

Login to iSupplier Portal - Sourcing

a. Navigate to “iSupplier Portal Full Access” Responsibility.

Oracle Applications Home Page - Windows Internet Explorer

http://eglfapu1.rhb.my:8010/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oaas=_vL6ihh1gVJL819e1A5Bpw...

File Edit View Favorites Tools Help

Oracle Applications Home Page

RHB E-Business Suite

Enterprise Search All [Go] Search Results Display Preference Standard Logged In As AUDIO_HOUSE

Oracle Applications Home Page

Main Menu Personalize

- Supplier Portal Full Access
- Home Page

Worklist

From	Type	Subject	Sent	Due
Norlina Hussin	Sourcing Negotiation	Closed Early: RFQ 4345 (SUPPLY OF ROLEX WATCH)	04-Jul-2013	
OCS, BUYER	Sourcing Publish	You are invited: RFQ 4085 (Award test)	25-Jun-2013	31-Jul-2013

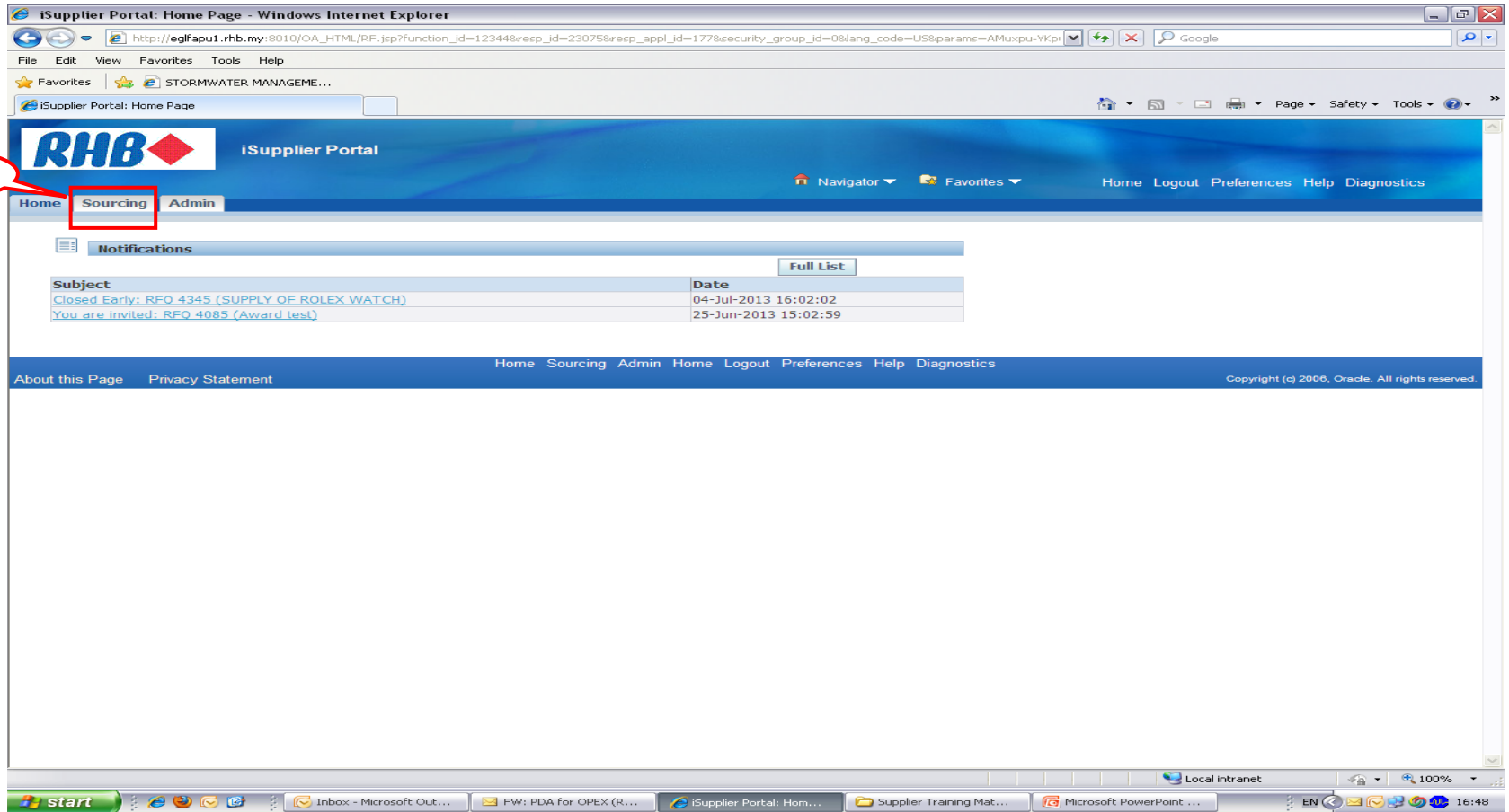
Wilson Chai
Re: Email Server for UAT
Hi Allen,
Thank you for confirmation.

About this Page Privacy Statement Diagnostics Logout Preferences Help Copyright (c) 2005, Oracle. All rights reserved.

start | Inbox - Microsoft Out... | FW: PDA for OPEX (R... | Oracle Applications H... | Supplier Training Mat... | Microsoft PowerPoint... | EN | 16:46

Login to iSupplier Portal – Sourcing

b. Click Sourcing.



Search Negotiation for Online Discussion

a. Search for the Negotiation

- Enter the Negotiation number for which you want to retrieve.

b. Click “Go” button

c. Click on the negotiation number displayed

The screenshot shows the RHB Sourcing website interface. At the top, there is a navigation bar with the RHB logo and 'Sourcing' text. Below this, there are tabs for 'Home', 'Sourcing', and 'Admin'. A search bar is located below the tabs, with a dropdown menu set to 'Title' and a 'Go' button. The search bar and 'Go' button are highlighted with a red box. Below the search bar, there is a section titled 'Your Active and Draft Responses' with a 'Full List' link. A table lists the responses, with the first row highlighted by a red box. The table has the following columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. Below the table, there is a section titled 'Your Company's Open Invitations' with a 'Full List' link. At the bottom, there is a 'Quick Links' section with two columns: 'Manage' and 'View Responses'. The 'Manage' column includes links for Drafts, Deliverables, and Personal Information. The 'View Responses' column includes links for Active, Disqualified, Awarded, and Rejected. The footer of the page contains navigation links and copyright information.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
3233	Active	KL 01	4334.1	A TEST	Auction	20 days 7 hours		0
3025	Draft	KL 01	4085	Award test	RFQ	20 days 7 hours		0
3048	Active	KL 01	4036-2	SUPPLY & DELIVERY OF HARI RAYA HAMPERS FOR RHB BANKING GROUP YEAR 2013	RFQ	0 seconds		3
3007	Draft	KL 01	4017	OCSQ-201306201	RFQ	0 seconds		0
3159	Draft	KL 01	4218	Tender for the Supply of Mooncake for RHB Banking Group for 2013	RFQ	0 seconds		0

Start Online Discussion for a given Negotiation Document

- a. Select Online Discussions from Actions
- b. Click “Go” button

The screenshot shows the RHB Sourcing interface for a specific bid. The browser title is "Bid: 3233 (Auction 4334,1) - Windows Internet Explorer". The URL is "http://eglfapu1.rhb.my:8010/OA_HTML/OA.jsp?OAFunc=PONRESENG_VIEWBID&addBreadCrumb=Y&retainAM=N&auction_id=%7B11w54h1X00x1XEfPc7JSSC5w%".

The main content area displays bid details for "Bid: 3233 (Auction 4334,1)". Key information includes:

- Title: A TEST
- Time Left: 20 days 7 hours
- Bid Style: Open
- Bid Currency: MYR
- Contact: Roger, Heng
- Bidders' Bid Number: Active
- Close Date: 31-Jul-2013 00:00:00
- Ranking Bidder: Price Only
- Supplier Site: Audio House Malaysia Sdn Bhd
- Bid Valid Until: KL 01

An "Actions" menu is highlighted with a red box, showing "Online Discussions" selected and a "Go" button next to it.

Below the bid details, there is a table for "Attachments" and a "Lines" section. The "Lines" section shows a bid total of 125,364.00 MYR and a table of bid lines:

Line	Rank	Start Price	Target Price	Bid Price	Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Bid Minimum Release Amount	Line Total	Active Bids
1 test	Win			454	BAG	123				55,842.00	1
2 Line 02	Win			439	EACH	123				53,997.00	1
3 Lin 03	Win			345	EACH	45				15,525.00	1

The bottom of the page includes navigation links like "Home Sourcing Admin Home Logout Preferences Help Diagnostics" and a footer with "Copyright (c) 2008, Oracle. All rights reserved."

Start Online Discussion for a given Negotiation Document

c. Click New Message button to start online discussion

The screenshot shows a web browser window displaying the Oracle Sourcing application. The page title is "Online Discussions (Auction 4334.1)". The breadcrumb navigation shows "Sourcing > Bid: 3233 (Auction 4334.1) > Online Discussions (Auction 4334.1)".

Key information displayed includes:

- Title: [A TEST](#)
- Status: Active
- Time Left: 20 days 6 hours
- Open Date: 04-Jul-2013 12:02:17
- Close Date: 31-Jul-2013 00:00:00

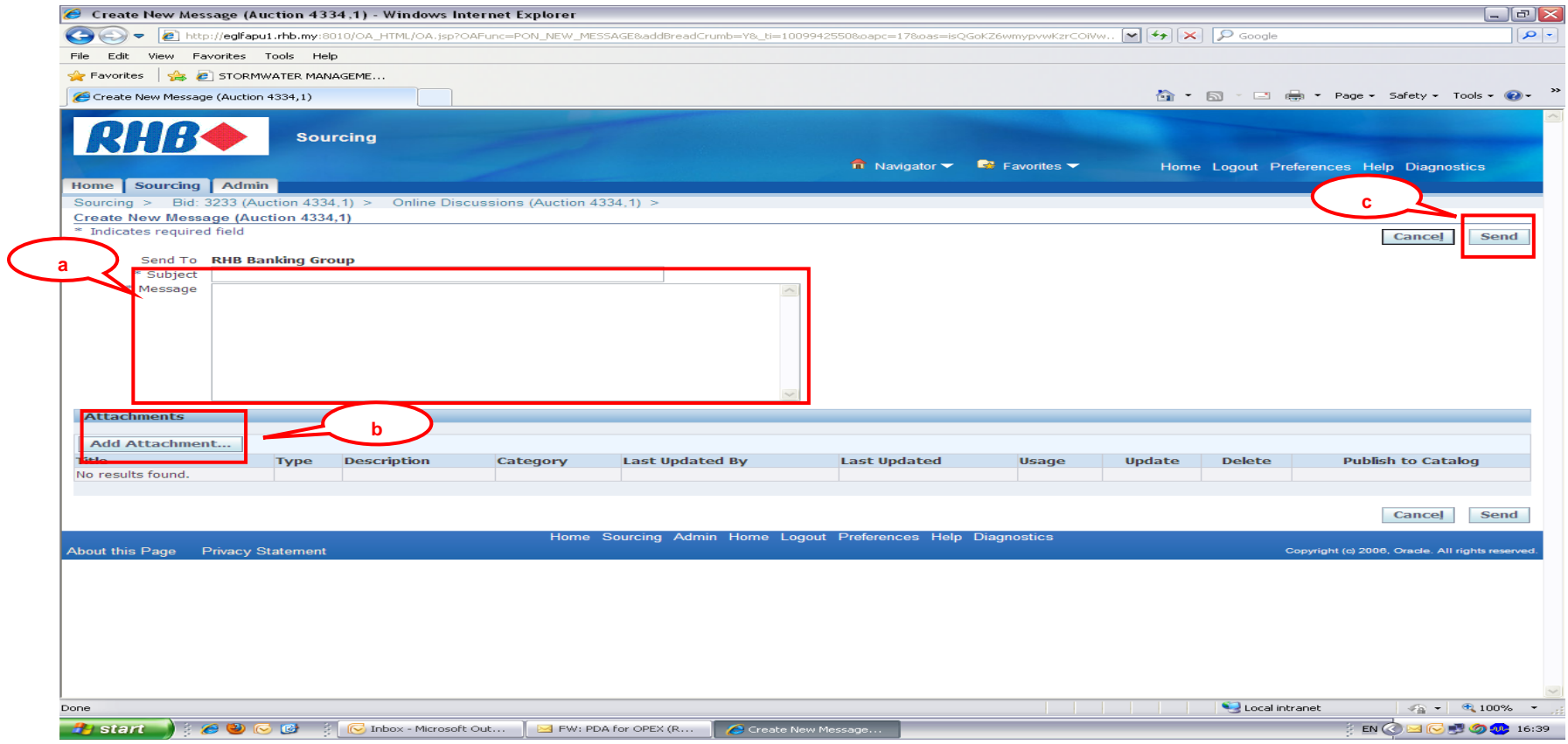
Under the "Messages" section, there is a table with one message:

Subject	Message	Status	Sender	Date	Reply
aaa	aaaa	Read	Roger, Heng	10-Jul-2013 16:45:59	

A "New Message" button is highlighted with a red box in the "Messages" section. The page also includes "Cancel" and "Printable Page" buttons. The footer contains navigation links and a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

Enter Message, Attachment and Send Message

- a. Enter Subject and Message
- b. Add Attachments by hovering mouse over 'Add Attachment' button or clicking the button if required
- c. Click on 'Send' button for sending the online discussion message.



Review Sent Message

- d. Sent message can be viewed under Online discussion messages
- e. An email notification will be sent to the relevant RHB buyer.

The screenshot shows a web browser window displaying the RHB Sourcing interface. The page title is "Online Discussions (Auction 4334,1)". The breadcrumb trail is "Sourcing > Bid: 3233 (Auction 4334,1) > Online Discussions (Auction 4334,1)".

Message details:

- Title: [A TEST](#)
- Status: Active
- Time Left: 20 days 6 hours
- Open Date: 04-Jul-2013 12:02:17
- Close Date: 31-Jul-2013 00:00:00

Messages section:

Subject	Message	Status	Sender	Date	Reply
aaa	aaaa	Read	Roger_Heng	10-Jul-2013 16:45:59	Reply

The table above is highlighted with a red border. Below the table are "Cancel" and "Printable Page" buttons. The footer of the page includes "About this Page", "Privacy Statement", and "Copyright (c) 2008, Oracle. All rights reserved."

Review of Received Message

- a. Review the message details received from RHB buyer. Supplier will receive an email notification when a message is sent by RHB buyer.
- b. Message recipient can reply to the message by clicking on the 'Reply' button

The screenshot shows the Oracle Applications interface for reviewing a received message. The page title is "Negotiations" and the breadcrumb is "Oracle Applications Home Page > Notification Details >". The current responsibility context is "Sourcing Supplier". The message details are as follows:

Message (RFQ 22140) Switch Responsibility Sourcing Supplier

Subject: **Site Visit Schedule**
From: **RHB Bank**
To: **All Participants**
Date: **27-May-2013 15:36:52**
Message: **Site Visit and Briefing has been scheduled on 28-May-2013 at 10:00 am.**

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

[Return to Online Discussions \(RFQ 22140\)](#)

A red circle with the letter 'b' is drawn around the "Reply" button in the top right corner of the message details section.

Enter Reply Message

- c. Enter the reply message
- d. Click Send to submit the message

Negotiations

Negotiations >

Reply To Message (RFQ 22140)

* Indicates required field

Send To: RHB Bank

Subject: Site Visit Schedule

* Message

-----Original Message-----Site Visit and Briefing has been scheduled on 28-May-2013 at 10:00 am.

We will be attending this session. Thanks for the invitation.

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Cancel Send

End of Online Discussion Activity