

Storing vital products with care



OCS E-Sourcing Supplier quick start guide

Last revision August 25, 2021

First steps in Supplier Portal



Welcome to Oracle Supplier Portal

Vopak is pleased to invite you to participate in a sourcing event

This document will guide you step by step :

- Validate your user account has been created
- Reset your password if required
- Connect to the Supplier Portal
- Access a tender also called “negotiation” (RFI/RFQ/Auction)
- Submit your offer also called “response”
- Revise your offer if required

First steps in Supplier Portal



Naming in Oracle Supplier Portal

- The system we use to handle Vopak tenders is called “Oracle Sourcing”
- The “Supplier Portal” is a web application used by Suppliers to access the tender details and submit their offer
- From the Supplier Portal, you can access all the tenders you have been invited to by Vopak
- The Supplier Portal is always active and can be accessed anytime
- A tender is called a “negotiation”
- A negotiation can be an RFI, RFQ or E-Auction
- A proposal/quotation/offer is called a “Response”



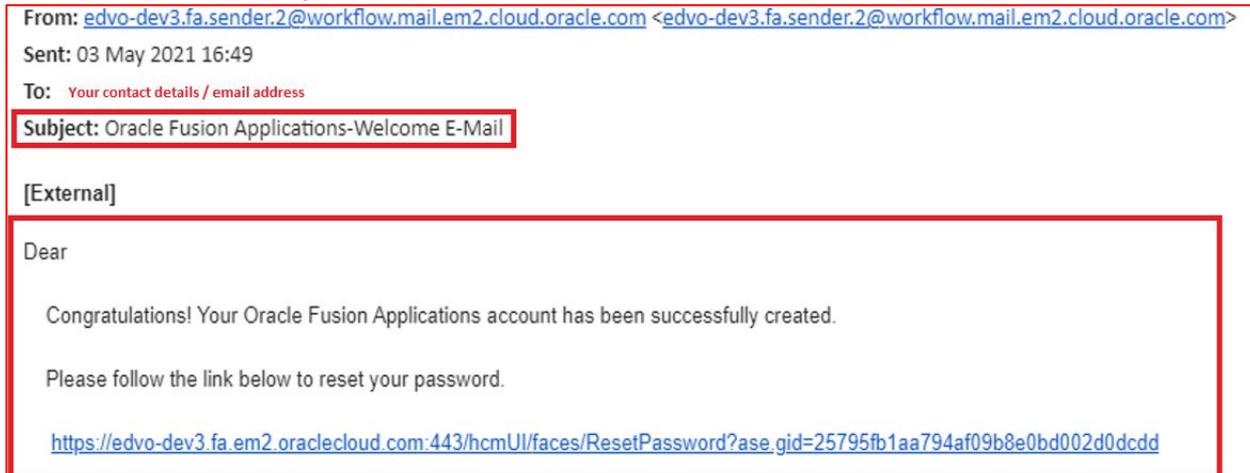
Step #1 - Creation of your user account and password

Creation of your user account



If it is the first time you access the system, you should have received an email similar to the one below.

- If you can't find it, check your spam folder
- Liaise with the owner of the tender if you can't still find the email
- Click the link mentioned in the email to create your password
- Your account is created and your credentials will remain the same for all the futures tenders.



For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

Creation of your password



Your password and user account are now set up. You can access the supplier portal.

Your email address is your user account.

You should have received a new email from Oracle like the one below confirming your password is now updated.

From: edvo-dev3.fa.sender.2@workflow.mail.em2.cloud.oracle.com <edvo-dev3.fa.sender.2@workflow.mail.em2.cloud.oracle.com>
Sent: 03 May 2021 17:06
To:
Subject: Oracle Fusion Applications-Password Reset Confirmation

[External]

Dear

The password for your Oracle Fusion Applications Account - - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,
Oracle Fusion Applications



Step #2 - Connect to the Supplier Portal

Connect to the Supplier Portal



The link to the supplier portal is :

https://edvo.fa.em2.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemId=itemNode_supplier_portal_supplier_portal

Click on the link above. This will bring you to the screen below

Enter your user id (this is your email address)

Enter your password

If you do not remember your password, you can click “Forgot Password” and follow the instructions to reset it

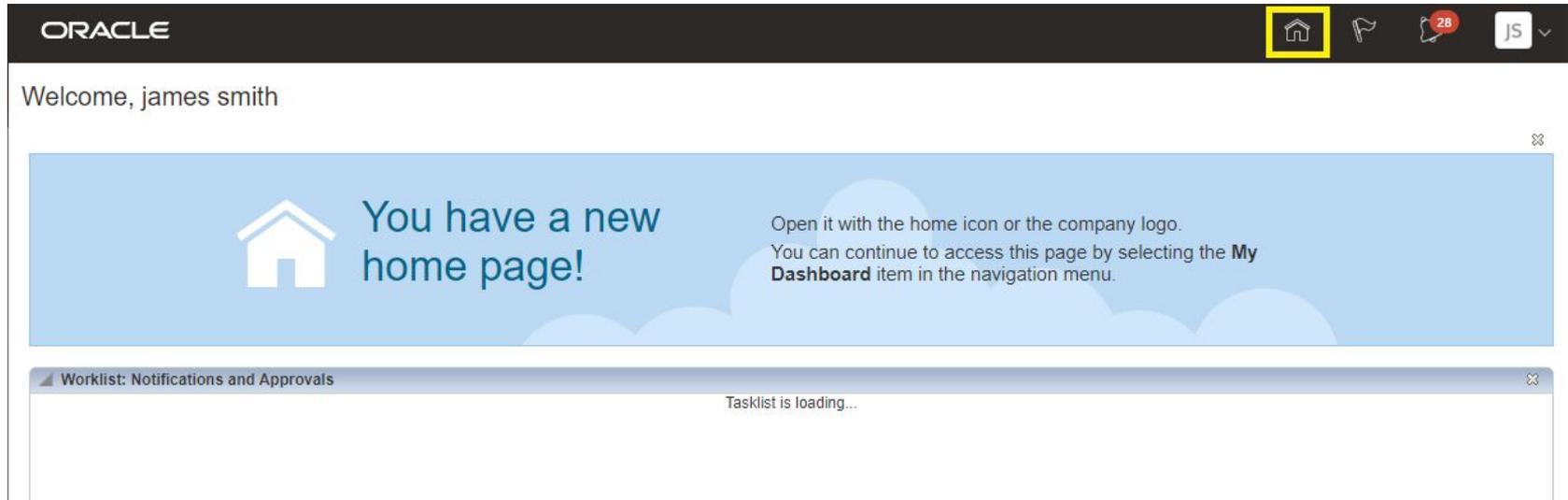
A screenshot of the Oracle Applications Cloud sign-in page. The page has a blue header with a white circle containing a blue cloud icon on the left and the text 'SIGN IN ORACLE APPLICATIONS CLOUD' on the right. Below the header, there is a sign-in form. The first input field, for the user ID (email address), contains 'john.doe@company.com' and is highlighted with a red border. Below it is a password field with masked characters '.....'. A 'Forgot Password' link is located below the password field and is also highlighted with a red border. At the bottom of the form is a blue 'Sign In' button. Below the button is a language selection dropdown menu currently set to 'English'.

First steps in Supplier Portal



Below is the main screen you should see when you login.

- Click the yellow highlighted button. This will bring you to the home page which is the main screen to access the “sourcing application”
- The sourcing application is where tenders are hosted



First steps in Supplier Portal



Below is the screen you will see after clicking on the “Home button”

- Click the red highlighted tab “Supplier Portal”

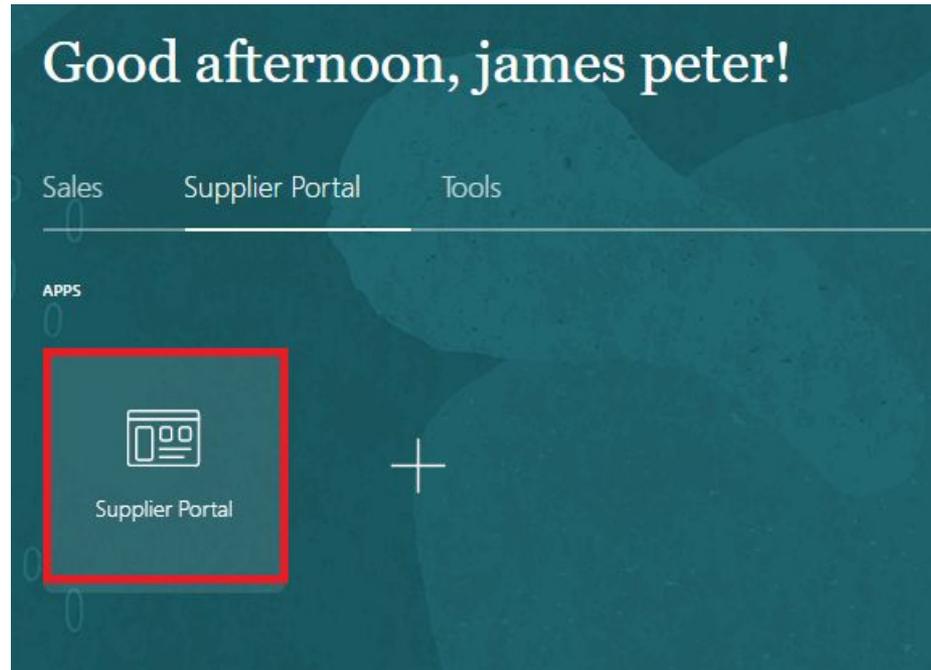
System will show application available within this section. Only one should appear which is the “Supplier Portal”



First steps in Supplier Portal



- Click the red highlighted button “Supplier Portal” to open application



Step #3 - Access the negotiation (tender)

Access the negotiation (tender)



- After you open the supplier portal application (slide 10), system should bring you to the screen below
- This is the main screen of the sourcing module where you can have an overview of the tenders you have been invited to
- From this screen you can, access “View Active Negotiations” and “Manage Responses”

The screenshot shows the Oracle Supplier Portal interface. At the top, there is a dark header with the Oracle logo on the left and navigation icons (home, search, notifications) and a user profile icon labeled "JP" on the right. Below the header, the text "Supplier Portal" is displayed. A search bar is present with a dropdown menu set to "Negotiations" and a search button. The main content area is divided into several sections. On the left, a "Tasks" sidebar is visible, containing a "Negotiations" section with two items: "View Active Negotiations" and "Manage Responses", both of which are highlighted with a red rectangular box. To the right of the sidebar, there are two large panels. The first panel, titled "Requiring Attention", contains a yellow lightning bolt icon and the text "No data available". The second panel, titled "Recent Activity" with a subtitle "Last 30 Days", also contains a yellow lightning bolt icon and the text "No data available".

Access the negotiation (tender)



- “View Active Negotiations” will bring you to all the negotiations you have been invited to but you still did not provide a response (offer)
 - “Manage Responses” will bring you to all the negotiations you already provided a response
- You may review and revise your responses if needed (will review this part later)
- Click “View Negotiations” button

A screenshot of the Oracle Supplier Portal interface. At the top, the Oracle logo is on the left, and navigation icons (home, search, notifications) and a user profile icon labeled "JP" are on the right. Below the header, the text "Supplier Portal" is displayed. A search bar contains the text "Search Negotiations" and "Negotiation Number" with a search icon. On the left, a "Tasks" sidebar lists "View Active Negotiations" (highlighted with a red box) and "Manage Responses". The main content area features two panels: "Requiring Attention" and "Recent Activity (Last 30 Days)". Both panels display a yellow lightning bolt icon and the text "No data available".

Access the negotiation (tender)



- System will show a new screen with all the negotiations you have been invited to but you still did not acknowledge and provide a response (offer)
- You may see multiple line if you have been invited to multiple negotiation. Each line is a different negotiation event. In the example below, we can see there is only one active negotiation.
- To access the negotiation details you need to open the event by clicking on the number highlighted in red. This number is unique and specific to a negotiation event.
- Click on the negotiation number as highlighted in red to start accessing the negotiation.

Search

Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation

** Title

** Negotiation Close By m/d/yy

** Invitation Received Yes

Response Submitted No

Negotiation Open Since m/d/yy

Search Results

Actions View Format Freeze Detach Wrap

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
NL-100240	VOPAK BID BPA 3105211202	Auction	15 Hours 9 Min...	6/1/21 6:32 AM	0		0	<input type="button" value="PDF"/>	<input type="button" value="Spreadsheet"/>

Access the negotiation (tender)



- A new screen will open which shows some terms and conditions to access the tender. These terms are only related to the NDA prior to access the tender details. It is mandatory to accept the terms if you want to continue and access the negotiation details.
- If you do not want to accept the terms, you can click on “Decline Terms”. You will be automatically disqualified and won’t be able to access the negotiation anymore.
- If you need more times prior to accept terms, you can click on “Cancel” and system will bring you on the previous screen. You will be able to log again later and accept or decline terms.

A screenshot of a web application interface for accepting terms and conditions. The title bar reads "Accept Terms and Conditions (Auction NL-100240)". Below the title, there are three buttons: "Accept Terms", "Decline Terms", and "Cancel". The main content area contains a message to the supplier, stating they are invited to participate in a sourcing event. It lists terms and conditions, including the use of Oracle Cloud for eSourcing and the requirement for an active Oracle Cloud account. The text also mentions Vopak's role as a tank storage provider. At the bottom, there is a section for "Attachments" which shows "None".

Accept Terms and Conditions (Auction NL-100240)

Accept the following terms and conditions before responding to this negotiation.

Title VOPAK BID BPA 3105211202 Close Date 6/1/21 6:32 AM

Dear Supplier,

You are being invited to participate in a sourcing event.

All the details related to the sourcing event including scope of work, event types, bid parameters and instructions are available after accepting the terms below listed.

Terms

Vopak has selected a web-based eSourcing tool, provided by Oracle Cloud to optimize our sourcing related activities. To access and participate in this event, each participant must have an active Oracle Cloud account provided by Vopak and must be invited by your Procurement contact at Vopak.

You may liaise with your Procurement contact at Vopak if you are facing system related issues.

Vopak - with its headquarters in Rotterdam, the Netherlands - is the world's largest independent tank storage provider, specialized in the storage and handling of liquid chemicals, gasses and oil products. Vopak operates 85 terminals with a combined storage capacity of nearly 30 million cubic meters in 31 countries. The terminals are strategically located for users along the major shipping routes. The majority of customers are active in the chemical and oil industry, for which Vopak stores a large variety of products destined for a wide

Attachments: None

Access the negotiation (tender)



- To continue, review and click on “Accept Terms” at the top.
- A pop up window will appear, leave blank the field comment and click “submit”

The screenshot shows the Oracle eSourcing interface. At the top, the Oracle logo is on the left, and navigation icons (home, flag, notifications with '20', and user 'JS') are on the right. The main heading is 'Accept Terms and Conditions (Auction NL-100240)' with three buttons: 'Accept Terms', 'Decline Terms', and 'Cancel'. Below this, a message reads: 'Accept the following terms and conditions before responding to this negotiation.' The page content includes: 'Title VOPAK BID BPA 3105211202', 'Close Date 6/1/21 6:32 AM', 'Dear Supplier,', 'You are being invited to participate in a sourcing event.', 'All the details related to the sourcing event including scope of work, event types, bid parameters and instructions are available after accepting the terms below listed.', 'Terms Vopak has selected a web-based eSourcing tool, provided by Oracle Cloud to optimize our sourcing related activities. To access and participate in this event, each participant must have an active Oracle Cloud account provided by Vopak and must be invited by your Procurement contact at Vopak. You may liaise with your Procurement contact a...', 'Attachments None', and a partially visible paragraph: 'Vopak - with its headquarters in Rotterdam, the the storage and handling of liquid chemicals, ga of nearly 30 million cubic meters in 31 countries majority of customers are active in the chemical...'. A modal window titled 'Accept Terms' is open in the foreground, featuring a 'Comment' label, a large empty text input area, and 'Submit' and 'Cancel' buttons at the bottom.

Access the negotiation (tender)



- You have now access to the negotiation details
- The first page you will see by default is the cover page which provide explanation regarding the negotiation. Please take your time to read this page as some critical information are available here.

The screenshot shows the Oracle Auction interface. At the top, the Oracle logo is on the left, and navigation icons (home, flag, notification with '20', and user 'JS') are on the right. Below the logo, the auction title 'Auction: NL-100240' is displayed. To the right of the title are buttons for 'Messages', 'Create Response', 'Actions' (with a dropdown arrow), and 'Done'. Below the title, it says 'Currency = Euro' and 'Time Zone Coordinated Universal Time'. The main content area shows auction details: 'Title VOPAK BID BPA 3105211202', 'Open Date 5/31/21 6:34 AM', 'Status Active (Locked)', and 'Close Date 6/1/21 6:32 AM'. A 'Time Remaining' of '15:06:00' is shown in red. On the left, a 'Table of Contents' lists 'Cover Page', 'Overview', 'Requirements', and 'Lines'. The 'Cover Page' is selected. The main text of the cover page reads: 'Dear Supplier', 'You are being invited to participate in a Vopak Reverse Auction for the supply of gate valves. A detailed scope of work is available and can be downloaded directly from this page. The link is available in the section "Scope of Work".', 'We have selected a web-based eSourcing tool, provided by Oracle Cloud, to present and collect all information. On-line learning aids, which explain all aspects of this tool, are available on the Help page in Oracle.', 'Each participant must have an Oracle Cloud account and is invited by your Procurement contact at Vopak to participate in this event. You will be receiving a separate email from the site with your login ID and a link to set your password.', a bulleted list item 'Vopak Organization', and a paragraph about Vopak's operations: 'Vopak - with its headquarters in Rotterdam, the Netherlands - is the world's largest independent tank storage provider, specialized in the storage and handling of liquid chemicals, gasses and oil products. Vopak operates 85 terminals with a combined storage capacity of nearly 30 million cubic meters in 31 countries. The terminals are strategically located for users along the major shipping routes. The majority of customers are active in the chemical and oil industry, for which Vopak stores a large variety of products destined for a wide range of industries. With more than 400 years of experience in storage and transshipment, Vopak is almost genetically dedicated to service. Total commitment to our customers' success has resulted in excellent business relationships. Our operations are based on the principles of transparency, loyalty, commitment to our people and mutual trust. The company's annual turnover is 1.3 billion euro (2012) Vopak's shares are listed at the Amsterdam AMX-index. Vopak and its joint ventures employ an international workforce of around 6,100 people.' The page ends with 'Vopak is organized in four divisions:'.

Review negotiation details



- At the top right corner as highlighted in red, you can access several action buttons. It will be from there that you will create your response, send questions, revise a response or download all attachments and PDF documents related to this negotiation.
- On the left side of the screen, as highlighted in yellow, you can navigate from one to another section to access the details of the negotiation. This sections are in read only, you can not take any action from there.
- The button “Done” is very helpful to cancel an action or go back to the previous screen.

ORACLE

Auction: NL-100240

Currency = Euro

Time Zone Coordinated Universal Time

Messages Create Response Actions Done

Title VOPAK BID BPA 3105211202

Open Date 5/31/21 6:34 AM

Status Active (Locked)

Close Date 6/1/21 6:32 AM

Time Remaining 15:00:33

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines

Cover Page

Dear Supplier

You are being invited to participate in a Vopak Reverse Auction for the supply of gate valves. A detailed scope of work is available and can be downloaded directly from this page. The link is available in the section "Scope of Work".

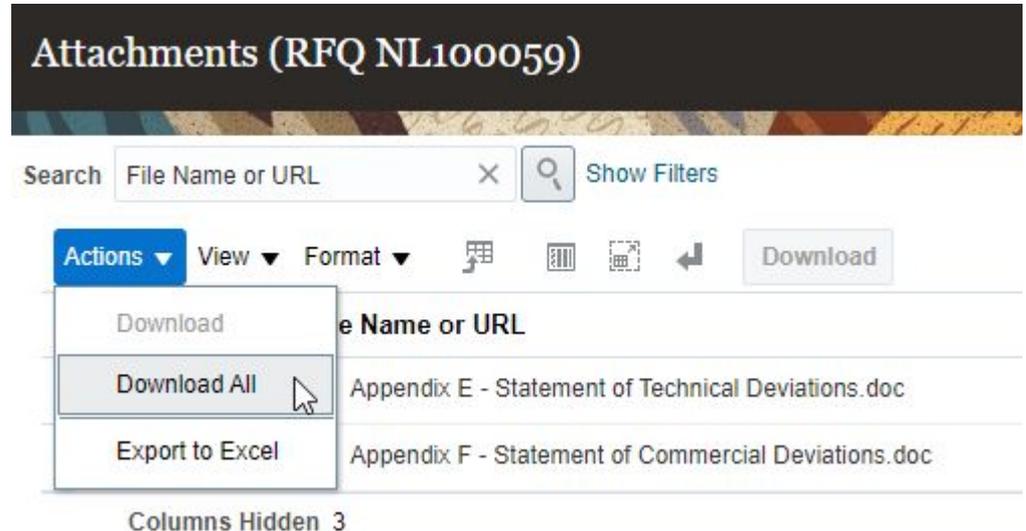
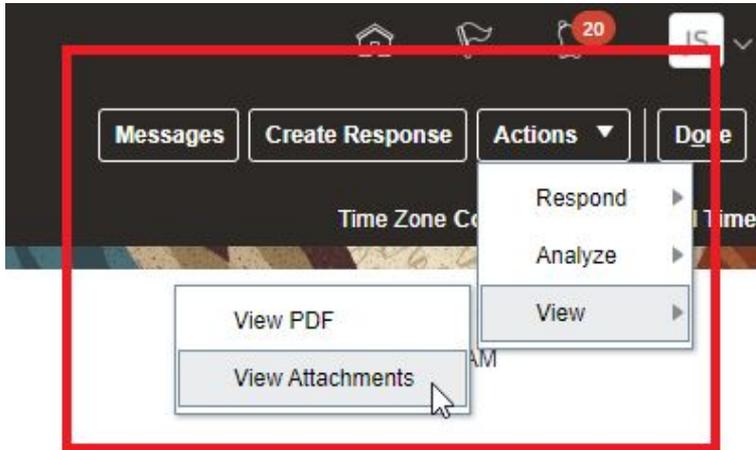
We have selected a web-based eSourcing tool, provided by Oracle Cloud, to present and collect all information. On-line learning aids, which explain all aspects of this tool, are available on the Help page in Oracle.

Each participant must have an Oracle Cloud account and is invited by your Procurement contact at Vopak to participate in this event. You will be receiving a separate email from the site with your login ID and a link to set your password.

Download negotiation details



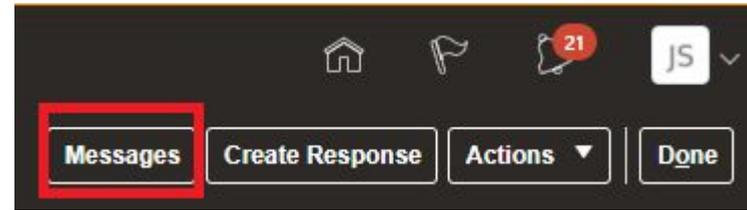
- If you want to download all the negotiation details (the tender description in PDF and all attachments), you may click on “Actions → View”
- Click View PDF to download the tender in a PDF document
- Click View Attachments to access all attachments related to the tender then click “Actions → Download All” to download all the attachments in one shot. You can also select document one by one selecting at the line level. Then click on the “Download” button



Acknowledge your participation



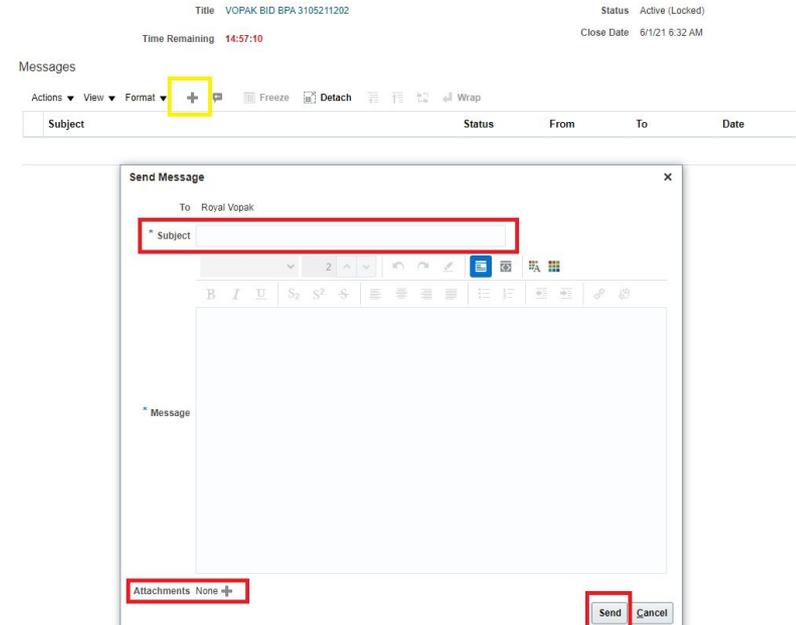
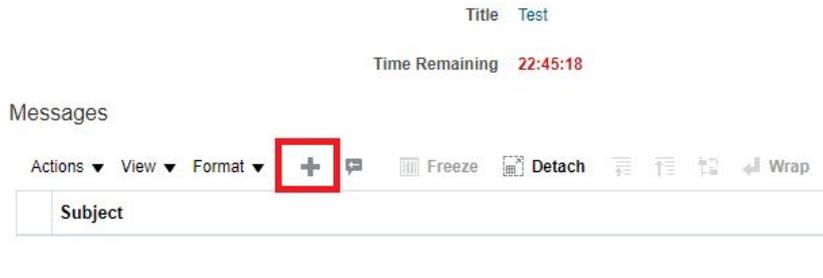
- If you would like to participate in the tender, the first step is to acknowledge your participation by clicking on the “Actions → Respond → Acknowledge Participation” button. It will send a notification to Vopak informing them that you have been able to access the tender details and you are interested in participating to this tender.
- At this stage it is not mandatory to provide an offer. You can read the tender details, download all the attachments and review offline the data.
- If you have any questions, you may click on the “Messages” button



Submit a question to Vopak



- Click on the + button as highlighted below.
A new window will open.
Enter a subject, your question, add attachment by clicking on the + icon if required and click “Send”
Your question has been submitted to Vopak and will be answered shortly.
Please make sure to log on a daily basis to the supplier portal as you won't get any email notifying you your question has been answered.
System will only send internal notifications.



Step #4 - Create and submit a response to a negotiation

Create a response (your offer)



- When ready to submit your offer, click on “Create Response” button at the top right corner. A new screen will appear identifying the steps to complete to submit your offer. For most of the tenders, it will require 4 steps;
 - a) Overview
 - b) Requirements
 - c) Lines
 - d) Review



Create a response - Overview section



- In overview section, you can add if you want a reference number, which can be your quotation number as an example and any attachments. These are optional actions but you may refer to the tender instructions at some attachments may be required from your end.
You can ignore the field “Note to Buyer”
- Click “Save” then “Next”

Create Response (Bid 27001): Overview

1 - 2 - 3 - 4
Overview Requirr Lines Review

Messages Actions Back Next Save Submit Cancel

Last Saved 5/31/21 3:37 PM
Time Zone Coordinated Universal Time

Title VOPAK BID BPA 3105211202 Close Date 6/1/21 6:32 AM

Time Remaining 14:54:48

General

Supplier Vector Eyes

Supplier Site MAIN-PURCHASING

Negotiation Currency EUR

Response Currency EUR

Price Precision 2 Decimals Maximum

Response Valid Until m/d/yy h:mm a

Reference Number

Note to Buyer

Attachments None +

Create a response - Requirements section



- For some tender, Vopak may ask some questions which are called “Requirements” in the system
These requirements can be split into different section -e.g- Technical, Commercial, Safety,...
- Review the question and select or enter your answer then click on the small arrow on the right side of your screen as highlighted in yellow below.

Very important, do not click on the “Next” button at this stage as it will bring you to the next section directly skipping all other questions if any. Make sure to click on the small arrow until you answered all the questions. When completed you can then click on the “Next” button and go to the next section “Lines”. You can always click on the “Back” button to go back to the previous section

Time Remaining 14:53:09

Close Date 6/1/21 6:32 AM

Section 1. Technical



* 1. Total number of years in operation



a. 0-5 Years

b. 5 - 15 Years

c. > 15 Years

Create a response - Requirements section



- It is also possible to navigate into the Requirements section using the dropdown menu as highlighted in yellow below
- Click the Next button when you completed the Requirements section.
- You will now access the Lines section

This screenshot shows the top navigation bar of the 'Create Response (Bid 27001): Requirements' page. It features a dark background with white text and buttons. At the top center, there are four circular progress indicators numbered 1, 2, 3, and 4. Indicator 2 is highlighted in green, while the others are white. Below these indicators are the labels 'Overview', 'Requirements', 'Lines', and 'Review'. The 'Requirements' label is highlighted in yellow. To the right of these labels is a row of buttons: 'Messages', 'Actions' (with a dropdown arrow), 'Back', 'Next' (highlighted with a red box), 'Save' (with a dropdown arrow), 'Submit', and 'Cancel'. Below the buttons, the text 'Last Saved 5/31/21 3:38 PM' and 'Time Zone Coordinated Universal Time' is displayed.

Time Remaining **14:50:51**

Close Date 6/1/21 6:32 AM

Section 2. Commercial

- * 1. Please provide the details of last two years performance.

This screenshot shows a dropdown menu with a yellow border. The menu is open, displaying three options: 'Section 2. Commercial' (with a dropdown arrow), 'Section 1. Technical', and 'Section 2. Commercial' (highlighted in blue). The menu is positioned over the 'Section 2. Commercial' header.

Create a response - Lines section



- The Lines section is where you will enter your offer in value using the field “Response Price”
- You can ignore the fields “Note to Buyer” and “Response Minimum Release Amount”
- Some tenders may have multiple lines, make sure to follow instructions provided in the tender
- After you entered your price, you can click on “Next” to go to the last section and review your offer

ORACLE

1 - 2 - 3 - 4
Overview Requirer Lines Review

Create Response (Bid 27001): Lines

Currency = Euro

Messages Actions Back **Next** Save Submit Cancel

Last Saved 5/31/21 3:42 PM
Time Zone Coordinated Universal Time

Time Remaining 14:48:46 Close Date 6/1/21 6:32 AM

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	Item Revision	Rank	Start Price	Target Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Target Minimum Release Amount	Response Minimum Release Amount	Note to Buyer
1	Gate Valves	Valves		Sealed	180,000.00		<input type="text"/>						<input type="text"/>	<input type="text"/>

Create a response - Review section



- In this section, you can review all the details of your offer. You can click on the tabs Overview / Requirements / Lines to access the data you entered and make a final check.
- If you are satisfied with your offer, you can now click on the “Submit” button to submit your proposal in the system.
- Your offer is now formally available in the system which will be review by Vopak after the tender is closed.

ORACLE

1 - 2 - 3 - 4

Overview Requirements Lines Review

Review Response: Bid 27001

Messages Actions Back Next Save Submit Cancel

Currency = Euro

Last Saved 5/31/21 3:44 PM
Time Zone Coordinated Universal Time

Title VOPAK BID BPA 3105211202 Close Date 6/1/21 6:32 AM

Time Remaining 14:46:39

Overview Requirements Lines

General

Supplier	Vector Eyes	Reference Number	
Supplier Site	MAIN-PURCHASING	Note to Buyer	
Negotiation Currency	EUR	Attachments	None
Response Currency	EUR		
Price Precision	2 Decimals Maximum		
Response Valid Until			

Step #5 - Revise a response (if required)

Revise a response



- Some tenders may allow response revision which means as a Participant you can always modify the offer you provided (response price, attachments, comments) until the tender is closed.
- You may start from the home screen of the supplier portal and click “Manage Responses”
- System will show all the Responses you submitted so far including the previous tenders you participated in.
- Identify the tender you would like to review your response
- Click on the “Response” number. System will open a new screen with your response details

Supplier Portal

Search

Tasks

Negotiations

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

Search Results

Revising a draft response automatically locks it.

Actions

Response	Response Status	Negotiation	Negotiation Title
5001	Draft	NL100059	Test
3001	Active	NL100059	Test
1	Active	NL100005	TEST SAT

Revise a response



- Click on the “Revise” button at the top right corner. System will open a new window allowing you to modify all the data you entered previously.
- Modify your data if required and navigate from one to another section using the “Next” button then click “Submit” to formally send your new proposal.

The screenshot displays the Vopak system interface for a quote revision. At the top, a dark header bar contains the text "Quote: 3001 (RFQ NL100059)" and "Currency = Euro". To the right of this header are three buttons: "Messages", "Revise" (highlighted with a red box), and "Actions" with a dropdown arrow. Below the header, the main content area shows details for the quote: "Title: Test", "Time Remaining: 21:40:47", "Two stage evaluation" (checked), "Close Date: 6/24/21 11:44 AM", and "Response Status: Active". There are two tabs: "Overview" (selected) and "Lines". Under the "Overview" tab, a "General" section is expanded, showing fields for "Supplier" (Harvey Nash Nederland), "Supplier Site", "Supplier Contact" (Smith, James), "Response Currency" (EUR), "Price Precision" (2 decimals maximum), "Response Valid Until", "Reference Number", "Note to Buyer", and "Attachments" (None).

Extra information - How to reset your password (if required)

How to reset your password



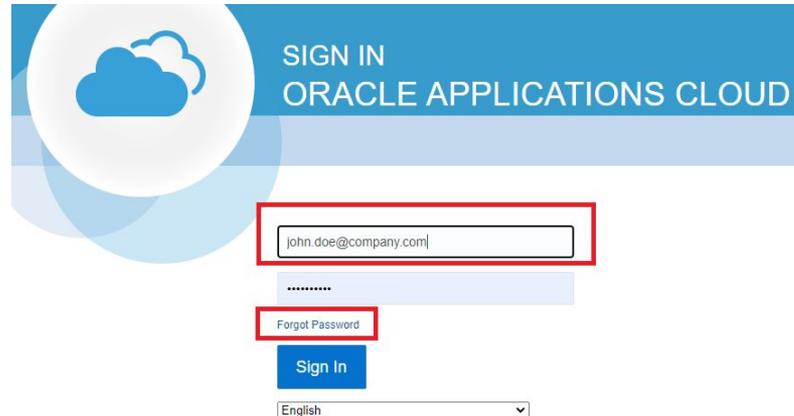
If you forgot your password, access the supplier portal following this link :

https://edvo.fa.em2.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemNodeId=itemNode_supplier_portal_supplier_portal

Click “Forgot Password” and follow the instructions

You will receive an email inviting you to click a link to reset your password.

Follow the instructions and try again to access the Supplier Portal.



How to reset your password



After resetting your password, if you see the screen below, you may just close the page and click again on the link below to access the Supplier Portal.

https://edvo.fa.em2.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemId=itemNode_supplier_portal_supplier_portal

Liaise with the owner of the tender if you are still facing issues accessing the Supplier Portal

The image shows a login screen for the Vopak Supplier Portal. At the top center is the Vopak logo. Below it is a faint, light-colored silhouette of a person's head and shoulders. The main section contains a login form with the following elements: a label "Gebruikersnaam" (Username) with a cursor icon to its left, a text input field with a vertical line indicating the cursor position; a label "Wachtwoord" (Password) with a text input field; a checkbox labeled "Mij onthouden" (Remember me); a blue button labeled "Aanmelden" (Login); and a small link at the bottom that says "Hulp nodig bij het aanmelden?" (Need help logging in?).