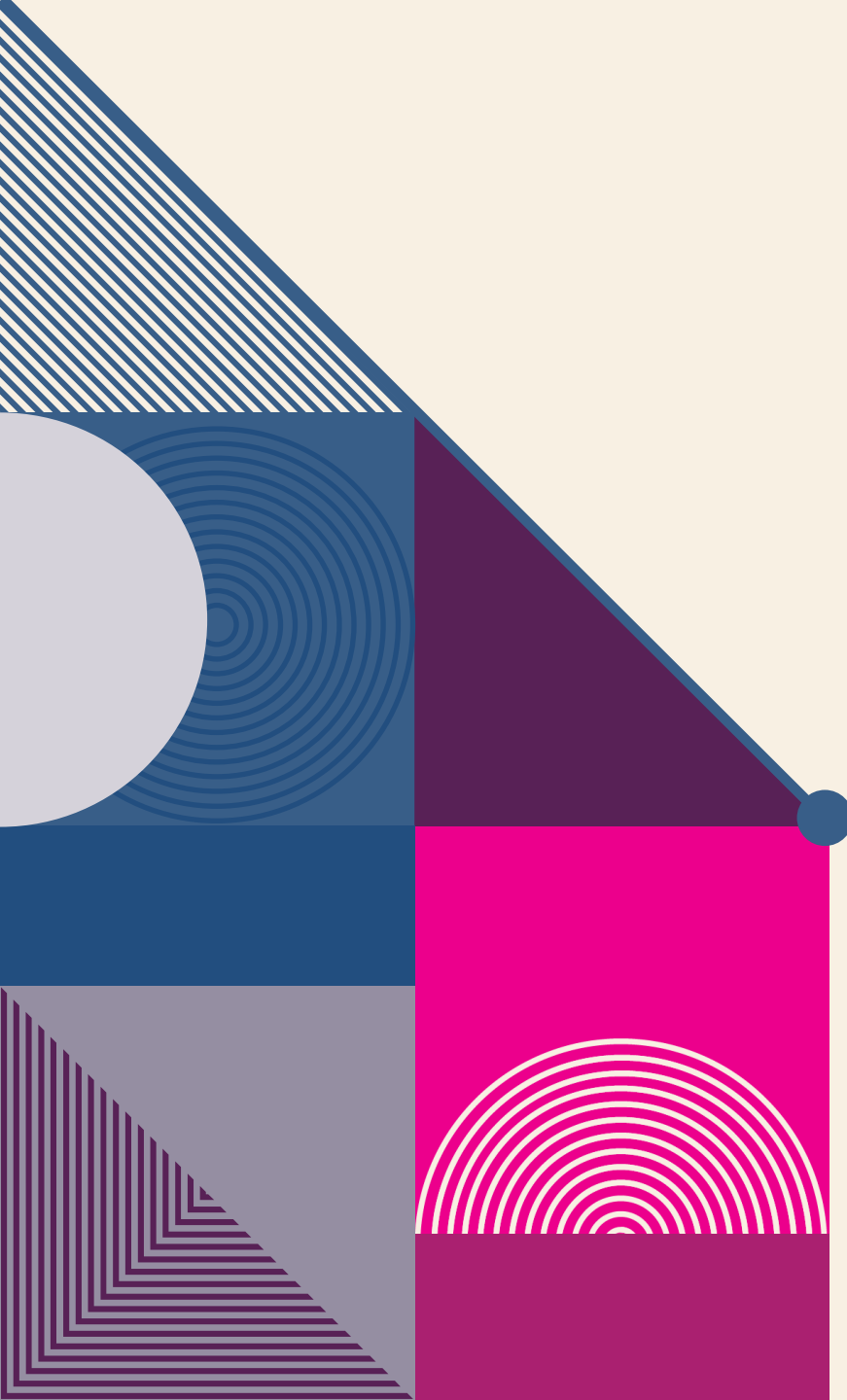


PANDUAN APLIKASI ORACLE FUSION UNTUK VENDOR

UPT LOGISTIK ITB





SYSTEM USER MANUAL

- A. Manage Profil
- B. Manage Negotiation Tertutup (Pengadaan Langsung)
- C. Manage Negotiation Terbuka (Tender)
- D. Manage Response (Sourcing)
- E. Responses Message (Aanwijzing)
- F. Manage Orders



TUJUAN

Memberikan panduan kepada penyedia atau vendor untuk melakukan manage transaksi dan maintain profile penyedia atau vendor pada oracle fusion.



TAHAPAN

A. Manage Profil

1. KLIK SUPPLIER PORTAL

The screenshot displays the Supplier Portal dashboard for Institut Teknologi Bandung. The header includes the university logo and name, and navigation icons for home, flags, notifications, and a profile icon labeled 'PR'. The main content area features a greeting 'Good morning, Percobaan Rekanan!' and a navigation menu with 'Supplier Portal', 'Tools', and 'Others'. Under the 'APPS' section, there is a 'Supplier Portal' application card with a plus sign and a tooltip. Below this, the 'Things to Finish' section shows a card for 'Assigned to Me' with a count of '0' and a notification icon. A message at the bottom right states 'You have no open notifications.' The URL at the bottom is https://fa-esqd-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?.adf.ctrl-state=912y9q26k_5#.

2.KLIK MANAGE PROFIL

Supplier Portal

Search Orders Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile**

Requiring Attention

7

1 Negotiations Closing Soon
6 Negotiation Messages

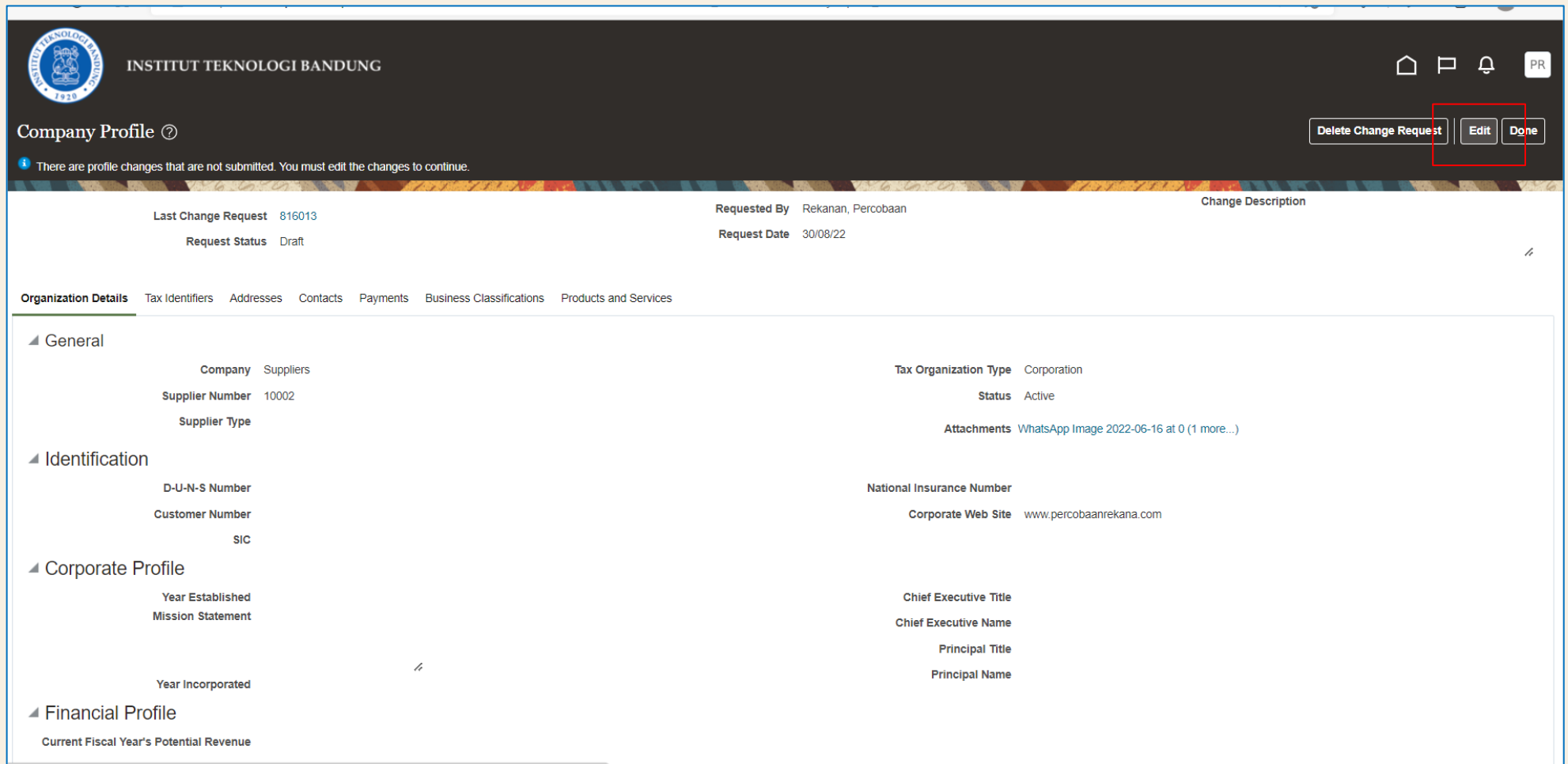
Recent Activity
Last 30 Days
No data available

Transaction Reports
Last 30 Days
No data available

Supplier News

https://fa-esqd-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=912y9q26k_5#

3. KLIK BUTTON EDIT



INSTITUT TEKNOLOGI BANDUNG

Company Profile ?

There are profile changes that are not submitted. You must edit the changes to continue.

Delete Change Request **Edit** **Done**

Last Change Request: 816013
Request Status: Draft

Requested By: Rekanan, Percobaan
Request Date: 30/08/22

Change Description

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

General

Company: Suppliers
Supplier Number: 10002
Supplier Type

Tax Organization Type: Corporation
Status: Active
Attachments: WhatsApp Image 2022-06-16 at 0 (1 more...)

Identification

D-U-N-S Number
Customer Number
SIC

National Insurance Number
Corporate Web Site: www.percobaanrekana.com

Corporate Profile

Year Established
Mission Statement

Chief Executive Title
Chief Executive Name
Principal Title
Principal Name

Year Incorporated

Financial Profile

Current Fiscal Year's Potential Revenue

4. ISI CHANGE DESCRIPTION DAN UPDATE INFORMASI YANG AKAN DITAMBAHKAN / DIRUBAH

INSTITUT TEKNOLOGI BANDUNG

Edit Profile Change Request: 816013

Change Description

Organization Details Tax Identifiers Addresses Contacts Business Classifications Products and Services

General

* Supplier Name Suppliers

Supplier Number 10002

Supplier Type

Additional Information

Nomor Paspor A.9601796

Nomor KITAS

Nomor NIK

Nama Lengkap

Kabupaten-Kota

Provinsi

ID Supplier eSurvey

Identification

D-U-N-S Number

Tax Organization Type Corporation

Status Active

Attachments None

Flag Supplier eSurvey

Nama Notaris 123456

Nomor Akta

Tanggal Akta dd/mm/yy

Nama Notaris Perubahan

Nomor Akta Perubahan

Tanggal Akta Perubahan dd/mm/yy

National Insurance Number

Delete Change Request Review Changes Save Save and Close Cancel

5. KLIK SAVE

INSTITUT TEKNOLOGI BANDUNG

Edit Profile Change Request: 816013

Buttons: Delete Change Request, Review Changes, **Save**, Save and Close, Cancel

Change Description:

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

General

* Supplier Name:
Supplier Number: 10002
Supplier Type:

Tax Organization Type:
Status: Active
Attachments: None +

Additional Information

Nomor Paspor:
Nomor KITAS:
Nomor NIK:
Nama Lengkap:
Kabupaten-Kota:
Provinsi:
ID Supplier eSurvey:

Flag Supplier eSurvey:
Nama Notaris:
Nomor Akta:
Tanggal Akta:
Nama Notaris Perubahan:
Nomor Akta Perubahan:
Tanggal Akta Perubahan:

Identification

D-U-N-S Number:
National Insurance Number:

6. KLIK REVIEW CHANGES

INSTITUT TEKNOLOGI BANDUNG

Edit Profile Change Request: 816013

Buttons: Delete Change Request, **Review Changes**, Save, Save and Close, Cancel

Change Description:

Organization Details: Tax Identifiers, Addresses, Contacts, Business Classifications, Products and Services

General

* Supplier Name:
Supplier Number: 10002
Supplier Type:

Additional Information

Nomor Paspor:
Nomor KITAS:
Nomor NIK:
Nama Lengkap:
Kabupaten-Kota:
Provinsi:
ID Supplier eSurvey:

Identification

D-U-N-S Number:

Tax Organization Type:
Status: Active
Attachments: None +

Flag Supplier eSurvey:

Nama Notaris:
Nomor Akta:
Tanggal Akta:

Nama Notaris Perubahan:
Nomor Akta Perubahan:
Tanggal Akta Perubahan:

National Insurance Number:

7. KLIK SUBMIT

INSTITUT TEKNOLOGI BANDUNG

Review Changes

Change Description

Organization Details

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Nomor Akta		23

Edit Submit Cancel

8. SELESAI

INSTITUT TEKNOLOGI BANDUNG

Company Profile ⓘ

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 816013
Request Status Pending Approval

Requested By Rekanan, Percobaan
Request Date 23/09/22

Change Description

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

▲ **General**

Company Suppliers
Supplier Number 10002
Supplier Type

▲ **Identification**

D-U-N-S Number
Customer Number
SIC

▲ **Corporate Profile**

Year Established
Mission Statement

Year Incorporated

Organization Type Corporation
Status Active
Attachments WhatsApp Image 2022-06-16 at 0 (1 more...)

National Insurance Number
Corporate Web Site www.percobaanrekana.com

Chief Executive Title
Chief Executive Name
Principal Title
Principal Name

Confirmation
Your profile change request 816013 was submitted for approval.
OK



TAHAPAN

B. Manage Negotiation Tertutup
(Pengadaan Langsung)

1. KLIK IKON NOTIFIKASI UNTUK MELIHAT PEMBERITAHUAN

The screenshot displays the Oracle Supplier Portal interface. On the right side, a 'Notifications' dropdown menu is open, showing a list of pending notifications. The first notification is highlighted with a red box: 'Action Required: You Are Invited to Negotiation 113 (Pengadaan Langsung Laptop)'. Below it, other notifications include reminders and action requirements for various negotiations.

Oracle Supplier Portal

Search: Orders | Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile

Requiring Attention

117

■ Schedules Overdue or Due Today ■ Negotiation Messages

Recent Activity
Last 30 Days

- Negotiation invitations: 1
- Negotiation responses awarded or rejected: 19
- Agreements changed or canceled: 3
- Agreements opened: 2

Pending Notifications

- Action Required: You Are Invited to Negotiation 113 (Pengadaan Langsung Laptop) - 1 minute ago - Actions
- Reminder: Action Required: You Are Invited to Negotiation 111 (12) - 1 week ago - Actions
- Reminder: Action Required: You Are Invited to Negotiation 110 (s) - 1 week ago - Actions
- Action Required: You Are Invited to Negotiation 111 (12) - 1 week ago - Actions
- Action Required: You Are Invited to Negotiation 110 (s) - 1 week ago - Actions
- Reminder: Action Required: You Are Invited to Negotiation 14 (Pengadaan laptop_Yes!) - 2 weeks ago - Actions
- Reminder: Action Required: You Are Invited to Negotiation 11 (Pengadaan Laptop A/R/ MP) - 2 weeks ago - Actions
- FYI: Award Decision for Your Response 20045 to Negotiation 2 (Pengadaan Laptop) - 2 weeks ago - Admin: F&PA

2. KLIK ACCEPT INVITATION UNTUK MENERIMA PROSES SOURCING ATAU NEGOTIATION

You Are Invited to Negotiation 113 (Pengadaan Langsung Laptop) Actions **Accept Invitation** Decline Invitation

Negotiation Invitation

Pengadaan Langsung Laptop
Institut Teknologi Bandung

From Nixi Tirayoh
ITB Pengadaan Langsung **113**
Opens 1/10/22 10:07 AM
Closes 1/24/22 10:00 AM
Pengadaan untuk

Supplier: Paper Clip PT
Supplier Site: Bandung Raya
Supplier Contact: Dinda Yulia
Acknowledge By: 1/13/22 10:07 AM

You are receiving this notification from company Institut Teknologi Bandung because you are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file.

Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application.

If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this e-mail address:
nixi.tirayoh@treessolutions.com.

Thank you,
Nixi Tirayoh

3. ISIKAN COMMENT KEMUDIAN KLIK BUTTON SUBMIT

The screenshot shows a web interface for a negotiation invitation. At the top, it says "You Are Invited to Negotiation 113 (Pengadaan Langsung Laptop)". In the top right corner, there are "Actions" with two buttons: "Accept Invitation" and "Decline Invitation".

The main content area displays a "Negotiation Invitation" titled "Pengadaan Langsung Laptop Institut Teknologi Bandung". Below the title, there is a modal window titled "Accept Invitation". This modal has a "Submit" button and a "Cancel" button. A text input field labeled "Comment" contains the text "Accepted". Below the input field is a dashed box for attachments with the text "Drag files here or click to add attachment".

Below the modal, there is a paragraph of text: "You are... are identified as a potential supplier for our organization. We are requesting proposals based on the requirements found in the attached file. Within this file you will also find detailed instructions including information such as submission procedures, time frames, and evaluation criteria. Your participation is optional, and your response will be electronically processed through our procurement application. If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this e-mail address: [redacted]."

4. KLIK VIEW ACTIVE NEGOTIATION

The screenshot displays the Supplier Portal interface for Institut Teknologi Bandung. The header includes the institution's logo and name, along with navigation icons for home, chat, notifications, and a user profile (PR). The main content area features a search bar and a sidebar with various task categories. The 'Negotiations' section is highlighted with a red box, containing the option 'View Active Negotiations'. The main dashboard includes a 'Requiring Attention' donut chart showing 7 total items (6 Negotiation Messages and 1 Negotiations Closing Soon), and two 'Recent Activity' and 'Transaction Reports' cards, both indicating 'No data available' for the last 30 days. A 'Supplier News' section is also visible at the bottom.

Supplier Portal

Search Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Negotiations**
 - View Active Negotiations**
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile

Requiring Attention

7

1
6

■ Negotiations Closing Soon ■ Negotiation Messages

Recent Activity
Last 30 Days
No data available

Transaction Reports
Last 30 Days
No data available

Supplier News

5. KLIK CREATE RESPONSE

The screenshot displays the Oracle Active Negotiations interface. At the top, the Oracle logo is visible on the left, and navigation icons (home, flag, refresh, and a notification bell) are on the right. The page title is "Active Negotiations". Below the title, there is a search section with several filters: "Negotiation", "Title", "Negotiation Close By", "Initiation Received", "Response Submitted", and "Negotiation Open Since". There are also buttons for "Manage Watchlist", "Save Search", and "Open Invitations".

Below the search filters, the "Search Results" section is visible. It includes a toolbar with options like "Actions", "View", "Format", "Print", "Detach", "Wrap", "Accept Terms", "Acknowledge Participation", and "Create Response". The "Create Response" button is highlighted with a red box.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
113	Pengadaan Langsung Laptop	ITB Pengadaan	13 Days 23 Hours	1/24/22 10:00 AM	0	Yes	0		

Columns Hidden: 4

6. ISI PADA HALAMAN GENERAL, KEMUDIAN KLIK NEXT

ORACLE

Overview | **1** | 2 | 3 | 4

Create Response (Quote 23001): Overview ⓘ

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

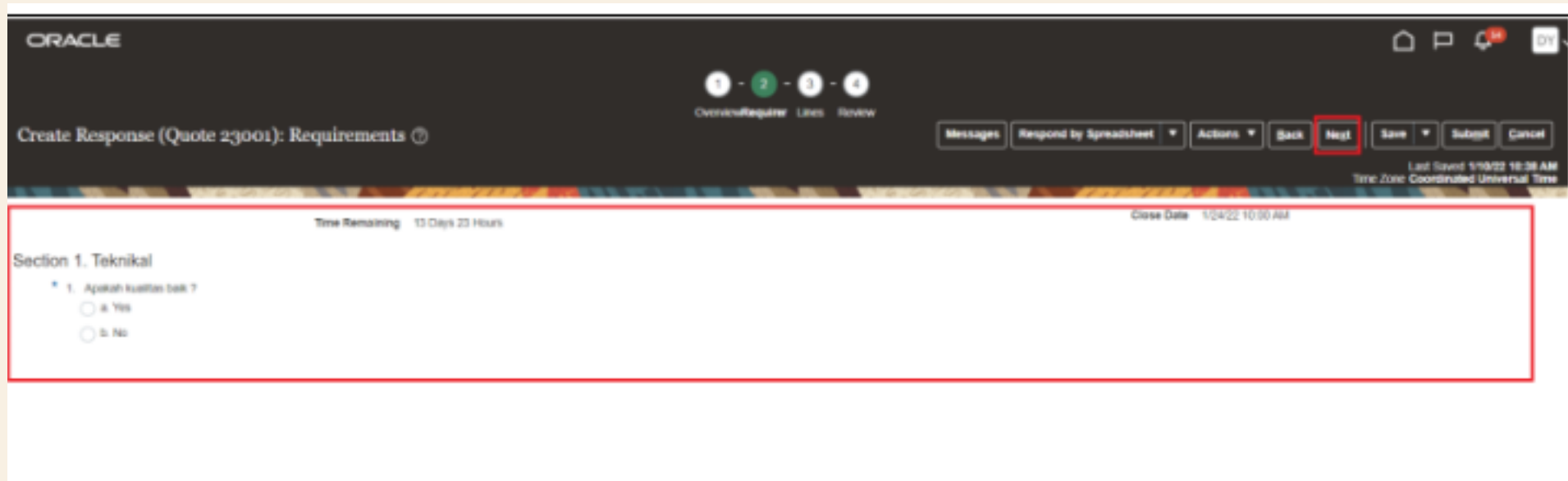
Last Saved 1/10/22 10:37 AM
Time Zone: Coordinated Universal Time

Title: Pergadaan Langsung Laptop | Time Remaining: 13 Days 23 Hours
Close Date: 1/24/22 10:00 AM

General

Supplier	Paper Clip PT	Reference Number	<input type="text"/>
Supplier Site	Bandung Raya	Note to Buyer	<input type="text"/>
Negotiation Currency	IDR	Attachments	None +
Response Currency	IDR		
Price Precision	2 Decimals Maximum		
Response Valid Until	<input type="text"/>		

7. ISI PADA HALAMAN REQUIREMENT, KEMUDIAN KLIK NEXT



The screenshot displays the Oracle 'Create Response' interface for 'Quote 23001: Requirements'. The top navigation bar includes the Oracle logo, a progress indicator with steps 1, 2, 3, and 4 (step 2 is active), and a 'Next' button highlighted with a red box. Below the navigation bar, the title 'Create Response (Quote 23001): Requirements' is shown, along with buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The main content area is titled 'Section 1. Teknikal' and contains a question: '1. Apakah kualitas baik?'. Below the question are two radio button options: 'a. Yes' and 'b. No'. The interface also shows 'Time Remaining: 13 Days 23 Hours' and 'Close Date: 1/24/22 10:00 AM'.

Catatan : *Isian pada kolom requirement bersifat wajib, pastikan seluruh isian pada requirement telah diisi termasuk pada section yang lain (apabila ada)

8. REVIEW HASIL RESPONSE YANG SUDAH DIISIKAN KEMUDIAN KLIK SUBMIT

The screenshot shows the Oracle Procurement Cloud interface for reviewing a response. The page title is "Review Response: Quote 23001". The currency is set to "Rupiah". The response title is "Pergadaan Langsung Laptop" and the close date is "1/24/22 10:00 AM". The time remaining is "13 Days 23 Hours".

The navigation tabs at the top are "Overview", "Requirements", and "Lines". The "Overview" tab is currently selected and highlighted with a red box.

The "General" section contains the following information:

Supplier	Paper Clip PT	Reference Number	123
Negotiation Currency	IDR	Note to Buyer	Noted
Response Currency	IDR	Attachments	None
Price Precision	2 Decimals Maximum		
Response Valid Until			

The "Submit" button in the top right corner is highlighted with a red box.



TAHAPAN

C. Manage Negotiation Terbuka
(Tender)

1. KLIK SUPPLIER PORTAL

The screenshot displays the Supplier Portal dashboard for Institut Teknologi Bandung. The header includes the institution's logo and name, along with navigation icons for home, flags, notifications, and a user profile labeled 'PR'. The main content area features a greeting, 'Good morning, Percobaan Rekanan!', and a navigation menu with 'Supplier Portal', 'Tools', and 'Others'. Under the 'APPS' section, there is a 'Supplier Portal' application icon with a plus sign and a tooltip. Below this, the 'Things to Finish' section shows a card for 'Assigned to Me' with a count of '0' and a notification icon. A message at the bottom right states, 'You have no open notifications.' The URL in the browser's address bar is https://fa-esqd-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=912y9q26k_5#.

2.KLIK VIEW ACTIVE NEGOTIATION

The screenshot displays the Supplier Portal interface for Institut Teknologi Bandung. The header includes the institution's logo and name, along with navigation icons for home, flags, notifications (with a red '1' badge), and a 'PR' button. The main content area features a search bar with a dropdown menu set to 'Orders' and a search input field. A left-hand navigation menu is organized into several categories: 'Tasks' (Orders, Agreements, Channel Programs, Negotiations, Qualifications, Company Profile), with 'View Active Negotiations' highlighted in a red box; 'Orders' (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet); 'Agreements' (Manage Agreements); 'Channel Programs' (Manage Programs); 'Negotiations' (View Active Negotiations, Manage Responses); 'Qualifications' (Manage Questionnaires, View Qualifications); and 'Company Profile' (Manage Profile). The main dashboard area contains three data cards: 'Requiring Attention' with a donut chart showing 7 total items (6 green for Negotiation Messages and 1 blue for Negotiations Closing Soon); 'Recent Activity' (Last 30 Days) and 'Transaction Reports' (Last 30 Days), both displaying 'No data available' with a lightning bolt icon. A 'Supplier News' section is located at the bottom.

Supplier Portal

Search: Orders [dropdown] Order Number [input] [search icon]

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Negotiations**
 - View Active Negotiations**
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile

Requiring Attention

7

1 (Negotiations Closing Soon), 6 (Negotiation Messages)

Recent Activity (Last 30 Days): No data available

Transaction Reports (Last 30 Days): No data available

Supplier News

3. PILIH PARAMETER INVITATION RECEIVED "NO" KEMUDIAN KLIK SEARCH

ORACLE
Active Negotiations
Time Zone Coordinated Universal Time

Search

Management Watchlist Saved Search Open Invitations

** Invitation Received No

Response Submitted

Negotiation Open Since

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
122	PENGADAAN JASA PEMBUATAN JAKET ALMAMATER INSTITUT TEKNOLOGI BANDUNG	ITB Tender Terbuka	6 Days 17 Hours	10/1/22 4:45 AM	1		0		
121	PENGADAAN JASA PEMBUATAN JAKET ALMAMATER INSTITUT TEKNOLOGI BANDUNG	ITB Tender Terbuka	5 Days 17 Hours	1/00/22 4:43 AM	1		0		
120	PENGADAAN JASA PEMBUATAN JAKET ALMAMATER INSTITUT TEKNOLOGI BANDUNG	ITB Tender Terbuka	6 Days 16 Hours	10/1/22 3:24 AM	1		0		
119	PENGADAAN PEKERJAAN JASA LAYANAN INTERNET INSTITUT TEKNOLOGI BANDUNG	ITB Tender Terbuka	6 Days 16 Hours	10/1/22 3:20 AM	0		0		

Columns Hidden: 4

4. PILIH NEGOTIATION YANG DIKUTI

INSTITUT TEKNOLOGI BANDUNG

Active Negotiations Done

Time Zone **Indochina Time**

Search Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation

** Title

** Negotiation Close By

** Invitation Received

Response Submitted

Negotiation Open Since

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
132,1	Pengadaan Jasa Konstruksi Pembangunan Instalasi Pengelolaan Sampah Terpadu (IPST)	ITB Tender Terbuka	5 Days 21...	29/09/22 10:30	0		1		

Columns Hidden 4

5. KLIK ATTACHMENT UNTUK MENDOWNLOAD SELURUH DOKUMEN PENGADAAN

The screenshot displays the ITB Tender Ter buka: 132,1 interface. At the top, the Institut Teknologi Bandung logo and name are visible. The page includes navigation icons (home, flag, notifications, profile) and utility buttons (Messages (1), Create Response, Actions, Done). The tender details are as follows:

- Title:** Pengadaan Jasa Konstruksi Pembangunan Instalasi Pengelolaan Sampah Terpadu (IPST)
- Status:** Active (Locked)
- Open Date:** 22/09/22 15:59
- Close Date:** 29/09/22 10:30
- Time Remaining:** 5 Days 20 Hours
- Buyer:** Yusuf Yulianto
- Outcome:** Purchase Order
- Unsealed By:**
- Unsealed Date:**

The 'Attachments' section is highlighted with a red box and contains the following items:

- Addendum Dokumen Tender IPST.p (10 more...)
- RKS STRUKTUR Pembangunan IPST
- RKS MEP Pembangunan IPST ITB.p
- RKS ARSITEK Pembangunan IPST I
- 7 more...

On the left side, there is a 'Table of Contents' with 'Overview' selected. Below it, there are expandable sections for 'General' and 'Terms'.

6. KLIK CREATE RESPON UNTUK MELAKUKAN PEMASUKAN PENAWARAN

INSTITUT TEKNOLOGI BANDUNG

ITB Tender Terbuka: 132,1

Currency = Rupiah

Time Zone Indochina Time

Messages **Create Response** **Actions** **Done**

Title Pengadaan Jasa Konstruksi Pembangunan Instalasi Pengelolaan Sampah Terpadu (IPST)
Status Active (Locked)
Time Remaining 5 Days 20 Hours

Open Date 22/09/22 15:59
Close Date 29/09/22 10:30

Table of Contents

- Overview
- Requirements
- Lines

Overview

Title Pengadaan Jasa Konstruksi Pembangunan Instalasi Pengelolaan Sampah Terpadu (IPST)
Synopsis Pengadaan Jasa Konstruksi Pembangunan perubahan sesuai lampiran
Amendment Description
Unlocked By
Unlocked Date

Buyer Yusuf Yulianto
Outcome Purchase Order
Unsealed By
Unsealed Date
Attachments Addendum Dokumen Tender IPST.p (10 more...)

[Expand All](#)

- ▶ General
- ▶ Terms

APABILA TERDAPAT ADDENDUM DOKUMEN

6.1 KLIK "YES"

The screenshot displays the ITB Tender Ter buka interface. At the top, the logo of Institut Teknologi Bandung (ITB) is visible, along with the text "INSTITUT TEKNOLOGI BANDUNG". The tender title is "ITB Tender Ter buka: 132,1" and the currency is set to "Rupiah". The time zone is "Indochina Time".

The main content area shows the tender details for "Pengadaan Jasa Konstruksi Pembangunan Instalasi Pengelolaan Sampah Terpadu (IPST)". The status is "Active (Locked)" and the time remaining is "5 Days 20 Hours". The open date is "22/09/22 15:59" and the close date is "29/09/22 10:30".

A warning dialog box is overlaid on the screen, containing the text: "Warning: You must acknowledge all amendments to negotiation 132 before responding. Do you want to continue?". The dialog box has a close button (X) and two buttons: "Yes" and "No". The "Yes" button is highlighted with a red box, indicating the correct action to take.

The interface also includes a "Table of Contents" section with "Overview" selected, and a "Buyer" field showing "Yusuf Yulianto". The "Attachments" section lists "Addendum Dokumen Tender IPST.p (10 more...)".

APABILA TERDAPAT ADDENDUM DOKUMEN

6.2 DOWNLOAD SELURUH DOKUMEN ADDENDUM PEMILIHAN DAN CEKLIS PADA ACKNOWLEDGMENT AMANDEMENT DESCRIPTION KEMUDIAN SUBMIT

INSTITUT TEKNOLOGI BANDUNG

Acknowledge Amendments (ITB Tender Ter buka 132) ?

Currency = Rupiah
Select each amendment to review and acknowledge the changes.

View Original Negotiation Submit Cancel
Time Zone Indochina Time

Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 1	Pengadaan Jasa Konstruksi Pembangunan Instalasi Pengelolaan Sampah Terpadu (IPST)	22/09/22 15:59	Active (Locked)			

Columns Hidden 3

Amendment 1: Details

Acknowledgment I have reviewed the changes and I acknowledge amendment 1 for negotiation 132.
Amendment Description perubahan sesuai lampiran

Overview

Field	ITB Tender Ter buka 132	ITB Tender Ter buka 132,1
Attachments	HPS BOQ Pembangunan IPST ITB.x (6 more...)	Addendum Dokumen Tender IPST.p (10 more...) <ul style="list-style-type: none">RKS STRUKTUR Pembangunan IPSTRKS MEP Pembangunan IPST ITB.pRKS ARSITEK Pembangunan IPST I

General

7. ISI PADA HALAMAN GENERAL KEMUDIAN KLIK NEXT

INSTITUT TEKNOLOGI BANDUNG

1 - 2 - 3 - 4
Overview | Require | Lines | Review

Create Response (Quote 94045): Overview

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

Last Saved 23/09/22 13:44
Time Zone Indochina Time

Title Pengadaan Jasa Konstruksi Pembangunan Instalasi Pengelolaan Sampah Terpadu (IPST) **Time Remaining** 5 Days 20 Hours
Close Date 29/09/22 10:30

General

Supplier Suppliers

Negotiation Currency IDR

Response Currency IDR

Price Precision 2 Decimals Maximum

Response Valid Until dd/mm/yy H:mm

Reference Number

Note to Buyer

Attachments None +

8. ISI PADA HALAMAN REQUIREMENT KEMUDIAN NEXT

The screenshot displays the 'Create Response' interface for a procurement system. At the top left is the logo of Institut Teknologi Bandung (ITB) and the text 'INSTITUT TEKNOLOGI BANDUNG'. On the right, there are navigation icons for home, a flag, a notification bell with a '1' indicator, and a 'PR' button. Below the header, a progress bar shows four steps: 1, 2 (highlighted in green), 3, and 4. The current step is 'Requirements', with 'Overview' and 'Review' also visible. The main title is 'Create Response (Quote 94045): Requirements'. On the right side of the header, there are buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. A timestamp indicates 'Last Saved 23/09/22 13:46 Time Zone Indochina Time'. Below the header, the 'Time Remaining' is '5 Days 20 Hours' and the 'Close Date' is '29/09/22 10:30'. The main content area is titled 'Section 1. Administrasi' and contains three requirements, each with a text input field and a 'Response Attachments' dropdown menu set to 'None':

- * 1. Melampirkan Surat Penawaran Harga sesuai format
- * 2. Melampirkan hasil pindai dokumen asli jaminan penawaran dan Surat Jaminan Penawaran asli / *softcopy* wajib disampaikan kepada Pokja bersamaan dengan dokumen penawaran sebelum batas akhir waktu pemasukan penawaran berakhir
- * 3. Melampirkan Bill of Quantity

On the right side of the main content area, there are two navigation menus. The top one is a dropdown menu with 'Section 1. Administrasi' selected, and a list of sections: 'Section 1. Administrasi', 'Section 2. Kualifikasi', 'Section 3. Teknis', and 'Section 4. Harga'. The bottom one is a similar dropdown menu with 'Section 1. Administrasi' selected.

9. ISI PADA KOLOM RESPON PRICE UNTUK MEMASUKAN NILAI PENAWARAN

INSTITUT TEKNOLOGI BANDUNG

1 - 2 - 3 - 4
Overview Requirer Lines Review

Create Response (Quote 94045): Lines ?

Currency = Rupiah Last Saved 23/09/22 13:49
Time Zone Indochina Time

Time Remaining 5 Days 20 Hours Close Date 29/09/22 10:30

Actions View Format Freeze Detach Wrap

Line	Description	Required Details	Category Name	Item	Re Rank	Start Price	Target Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date	Note to Buyer
1	Jasa konstruksi sarana d		1530202 - Jasa Konstruksi Bangunan (CIP)	15302021001	Sealed	100.000,00		<input type="text"/>	60.659,143	Suej		dd/mm/yy	<input type="text"/>

Columns Hidden 3

Grand Totals

All response lines are included.

Response Amount 0,00

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

10. REVIEW HASIL YANG TELAH DIISIKAN KEMUDIAN KLIK SUBMIT

The screenshot displays the 'Review Response' interface for Quote 94045. At the top, the Institut Teknologi Bandung logo and name are visible. A progress bar shows four steps, with the fourth step, 'Review', currently active. The page title is 'Review Response: Quote 94045'. Below the title, the currency is set to 'Rupiah'. A navigation bar includes buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box. The main content area shows the following details:

- Title:** Pengadaan Jasa Konstruksi Pembangunan Instalasi Pengelolaan Sampah Terpadu (IPST)
- Close Date:** 29/09/22 10:30
- Time Remaining:** 5 Days 20 Hours

Below the details, there are tabs for 'Overview', 'Requirements', and 'Lines'. The 'Overview' tab is selected, showing a 'General' section with the following information:

- Supplier:** Suppliers
- Negotiation Currency:** IDR
- Response Currency:** IDR
- Price Precision:** 2 Decimals Maximum
- Response Valid Until:**
- Reference Number:**
- Note to Buyer:**
- Attachments:** None



TAHAPAN

D. Manage Negotiation Response
(Sourcing)

1. KLIK SUPPLIER PORTAL

The screenshot shows the Supplier Portal interface for Institut Teknologi Bandung. The header includes the university logo and name, along with navigation icons for home, flags, notifications, and a user profile labeled 'PR'. The main content area features a greeting 'Good morning, Percobaan Rekanan!' and a navigation menu with 'Supplier Portal', 'Tools', and 'Others'. Under the 'APPS' section, there is a 'Supplier Portal' application card with a plus sign and a tooltip. Below this, the 'Things to Finish' section displays a card for 'Assigned to Me' with a count of '0' and a notification icon. A message at the bottom right states 'You have no open notifications.' The URL at the bottom is https://fa-esqd-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=912y9q26k_5#.

2.KLIK MANAGE RESPONSE

INSTITUT TEKNOLOGI BANDUNG

Supplier Portal

Search Orders Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Negotiations**
 - View Active Negotiations
 - Manage Responses**
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile

Requiring Attention

Last 30 Days

8

- Negotiation Responses: 1
- Negotiation Messages: 6
- Negotiations Closing Soon: 1

Recent Activity

Last 30 Days

No data available

Transaction Reports

Last 30 Days

No data available

Supplier News

3. REVIU RESPONSE YANG TELAH DISUBMIT/DRAFT

The screenshot displays the Oracle Manage Responses interface. At the top, there's a navigation bar with the Oracle logo and 'Manage Responses' title. Below this, a search section contains several filters: 'Negotiation Title', 'Negotiation', 'Response', 'Response Status' (set to 'Active or draft'), and 'Line Description'. A red box highlights these search filters. Below the search section, there's a 'Search Results' area with a table of responses. The table has columns for Response, Reference Number, Response Status, Supplier Contact, Supplier Site, Negotiation, Negotiation Title, Negotiation Type, Time Remaining, Unread Messages, Monitor, Award Amount, Note to Supplier, Locked By, and Locked Date. A red box highlights the first seven columns of the table. The table contains several rows of data, with the first row being a draft response and the others being active responses.

Search Results

Revising a draft response automatically locks it.

Response	Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor	Award Amount	Note to Supplier	Locked By	Locked Date
23001	123	Draft	Yulia, Dinda	Bandung Raya	113	Pengadaan Lan...	ITB Pengadaan ...	7 Days	0				Yulia, Dinda	1/10/22 10:36
24001		Active	Yulia, Dinda	Bandung Raya	115	Pengadaan LAB	ITB Pengadaan ...	26 Days 16 Hours	0					
15003		Active	Yulia, Dinda		65	FridayNov	ITB Tender Pra...	Not applicable	0					
15015		Active	Yulia, Dinda		74	Tender Prakuat	ITB Tender Pra...	Not applicable	0					
15029		Active	Yulia, Dinda		79	Tender prakuat	ITB Tender Pra...	Not applicable	0					
15032		Active	Yulia, Dinda		80	Paket Pengada	ITB Tender Pra...	Not applicable	0					
15031		Active	Yulia, Dinda		82	Pengadaan LE	ITB Tender Pra...	Not applicable	0					
15033		Active	Yulia, Dinda		81	Pengadaan Ma	ITB Tender Pra...	Not applicable	0					

4. PILIH RESPON YANG AKAN DIEDIT, KLIK ACTION KEMUDIAN REVISE

The screenshot displays the Oracle Manage Responses interface. At the top, there are search filters for Negotiation Title, Negotiation, Response, Response Status, and Line Description. Below the filters, a table lists search results. The first row is highlighted in yellow and has an 'Actions' dropdown menu open, with the 'Revise' option selected and highlighted with a red box. The table columns include Reference Number, Response Status, Supplier Contact, Supplier Site, Negotiation, Negotiation Title, Negotiation Type, Time Remaining, Unread Messages, Monitor, Award Amount, Note to Supplier, Locked By, and Locked Date.

Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor	Award Amount	Note to Supplier	Locked By	Locked Date
15013	Draft	Yulia, Dinda	Bandung Raya	113	Pengadaan Lin...	ITB Pengadaan ...	7 Days	0	...			Yulia, Dinda	1/10/22 10:36
	Active	Yulia, Dinda	Bandung Raya	115	Pengadaan L&S...	ITB Pengadaan ...	26 Days 16 Hours	0	...				
	Active	Yulia, Dinda		85	Fridayhav	ITB Tender Pra...	Not applicable	0	...				
15015	Active	Yulia, Dinda		74	Tender Prakuil	ITB Tender Pra...	Not applicable	0	...				
15029	Active	Yulia, Dinda		79	Tender prakuil	ITB Tender Pra...	Not applicable	0	...				
15032	Active	Yulia, Dinda		80	Paket Pengada...	ITB Tender Pra...	Not applicable	0	...				
15031	Active	Yulia, Dinda		82	Pengadaan I.E.	ITB Tender Pra...	Not applicable	0	...				

5. PILIH TAHAPAN YANG AKAN DILAKUKAN EDIT/UPDATE, KEMUDIAN SUBMIT

The screenshot displays the 'Create Response (Quote 94045): Overview' page. At the top, the Institut Teknologi Bandung logo and name are visible. A progress bar shows four steps: 1 (Overview, active), 2 (Require), 3 (Lines), and 4 (Review). The main content area includes:

- Title:** Pengadaan Jasa Konstruksi Pembangunan Instalasi Pengelolaan Sampah Terpadu (IPST)
- Close Date:** 29/09/22 10:30
- Time Remaining:** 5 Days 20 Hours
- General Section:**
 - Supplier:** Suppliers
 - Negotiation Currency:** IDR
 - Response Currency:** IDR
 - Price Precision:** 2 Decimals Maximum
 - Response Valid Until:** dd/mm/yy H.mm
 - Reference Number:**
 - Note to Buyer:**
 - Attachments:** None +

Navigation buttons at the top right include Messages, Respond by Spreadsheet, Actions, Back, Next, Save, Submit, and Cancel. A timestamp indicates 'Last Saved 23/09/22 14:03 Time Zone Indochina Time'.

Catatan : edit/revisi dapat dilakukan selama jangka waktu pemasukan penawaran masih tersedia.



TAHAPAN

E. Response Manage (Aanwijzing)

1. MENDAPAT NOTIFIKASI (KLIK IKON NOTIFIKASI)

The screenshot displays the Oracle Supplier Portal interface. On the left, there is a navigation menu with sections for Tasks, Orders, Agreements, Negotiations, and Qualifications. The main content area features a 'Requiring Attention' donut chart with a value of 120, a 'Recent Activity' list, and 'Supplier News'. A 'Notifications' pop-up window is overlaid on the right side, containing a search bar and a list of notifications. The top notification is highlighted with a red box and reads: 'FYI: Online Message for negotiation ITS Pengadaan Langsung 115 (Pengadaan LABTER) Was Received' by Ndi Triyoh, received 2 seconds ago. Below it are several 'ACTION REQUIRED' and 'REMINDER' notifications, each with an 'Actions' button. The bottom of the notifications list includes a 'Load More Items' link and a count of '1 of 79 items'.

2. KLIK VIEW MESSAGE DETAILS

fa-esqd-test-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=UTC&df=medium&dt=both&tf=short&lg=en&cy=US&bpmWorklistTaskl...

Online Message for Negotiation ITB Pengadaan Langsung 115 (Pengadaan LABTEK) Was Received Dismiss

Time Zone Coordinated Universal Time

Details

Assignee	Dinda Yulia	Company	Institut Teknologi Bandung	Preview Date	
From	Institut Teknologi Bandung	Negotiation Title	Pengadaan LABTEK	Open Date	1/13/22 3:58 AM
Assigned Date	1/17/22 9:14 AM	Negotiation	115	Close Date	2/13/22 1:56 AM
Expiration Date	2/16/22 9:14 AM				
Task Number	226305				

Recommended Actions

- Print or reply to this message.

Message Details

Subject Proses Aanwijzing telah dibuka
Message Proses Aanwijzing telah dibuka

Related Links

- [View Message Details](#)
- [View Negotiation: 115](#)

3. KLIK BUTTON REPLY UNTUK MEMBERIKAN RESPONSE TERHADAP MESSAGE (AANWIJZING)

The screenshot shows the Oracle Online Messages interface. At the top, it displays 'ORACLE' and 'Online Messages (ITB Pengadaan Langsung 115)'. The message title is 'Pengadaan LABTEK', with a status of 'Active' and a close date of '2/13/22 1:56 AM'. The time remaining is '26 Days 16 Hours'. The message content area shows a message from 'Instal Teknologi Bandung' to 'All participants' with the subject 'Proses Aanwijzing telah dibuka'. The 'Reply' button is highlighted with a red box. The interface also includes a 'Printable Page' button and a 'Done' button.

Subject	Status	From	To	Date
Proses Aanwijzing telah dibuka	Read	Instal Teknologi Bt	All participants	1/17/22 9:14 AM

4. ISIKAN TEKS RESPONSE DAN ATTACHMENTS (JIKA DIPERLUKAN) KEMUDIAN SEND

The screenshot displays the Oracle email client interface. A 'Reply to Message' dialog box is open, showing the following details:

- To:** Institut Teknologi Bandung
- Subject:** Re: Proses Aanwijzing telah dibuka
- Message Body:** On 1/17/22 9:14 AM UTC, Institut Teknologi Bandung wrote: Proses Aanwijzing telah dibuka. Responses Aanwijzing
- Attachments:** None
- Buttons:** Send, Cancel

The background email message has the following details:

- Title:** Pengadaan LAB
- Time Remaining:** 26 Days 15:14:00
- Subject:** Proses Aanwijzing telah dibuka
- From:** Institut Teknologi Bandung
- Date:** 1/17/22 9:14 AM

Status	From	To	Date
Read	Institut Teknologi Bn	All participants	1/17/22 9:14 AM



TAHAPAN

F. Manage Order

1. KLIK MANAGE ORDER, UNTUK MELIHAT PURCHASE ORDER YANG SUDAH TERBENTUK BERDASARKAN PARAMETER YANG DIPILIH

The screenshot displays the Oracle Manage Orders interface. The search filters are highlighted with a red box and include:

- Sold-to Legal Entity
- Bill-to BU
- Supplier Site
- Order
- Status (set to Open)
- Include Closed Documents (set to No)

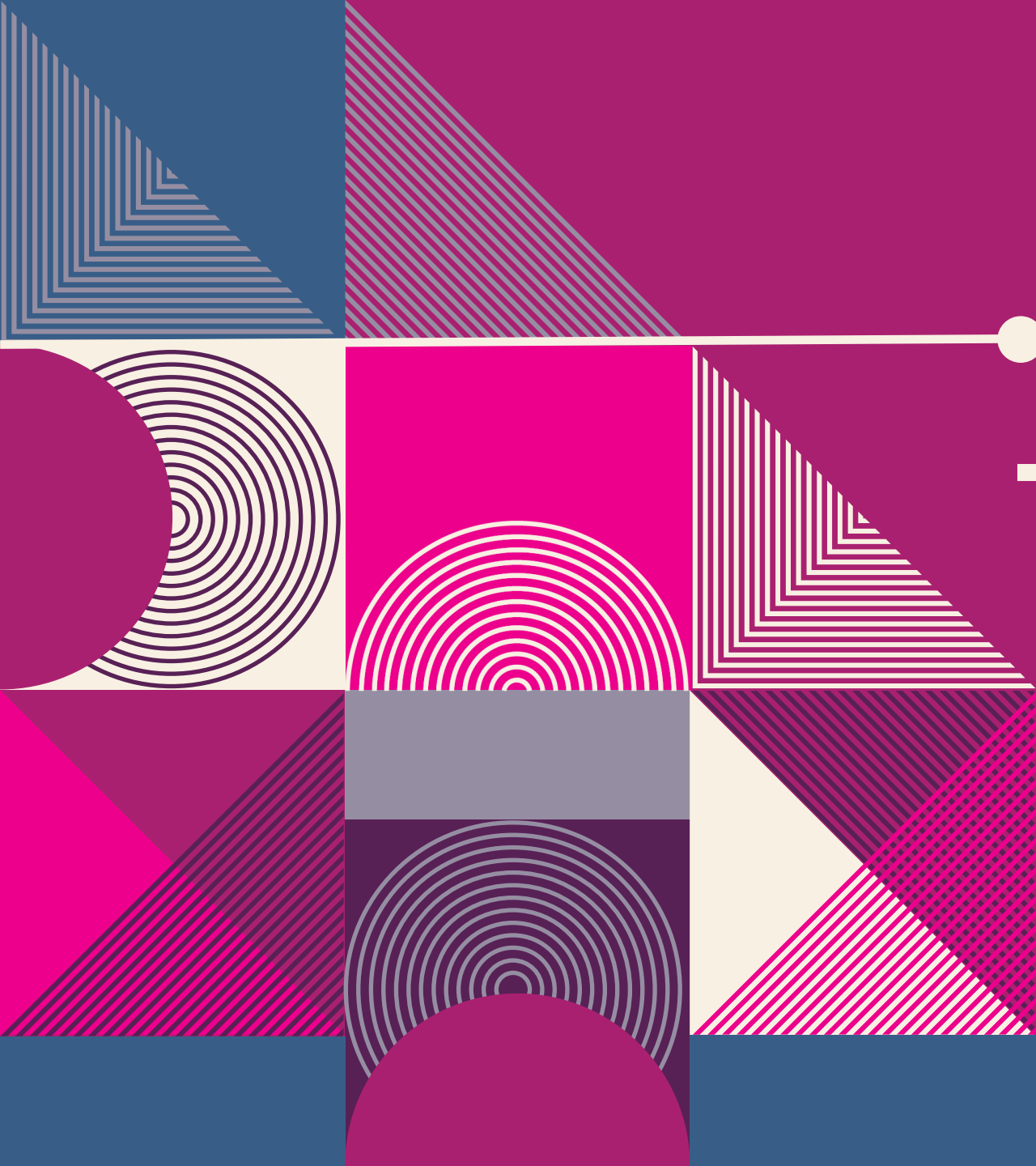
The search results table is also highlighted with a red box and contains the following data:

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	LIF On Cy Da
721	12/30/21	Kertas	Sandung Raya	Admin_FMFA	2.800.000,00	IDR	Open	1.
729	1/1/22	Pupen	Sandung Raya	Admin_BPUOL	2.300.000,00	IDR	Open	1.
727	12/30/21	Pengadaan Kertas	Sandung Raya	Admin_Kampus...	7.000.000,00	IDR	Open	1.
723	12/30/21	PR Pengadaan Kertas Tini	Sandung Raya	Dudly Iskandar	2.250.000,00	IDR	Open	1.
726	12/30/21	Pengadaan Kertas	Sandung Raya	Admin_BPUOL	7.000.000,00	IDR	Open	1.
719	12/29/21	Pengadaan Kertas	Sandung Raya	Admin_SIFH_G...	700.000,00	IDR	Open	1.
718	12/29/21	Pengadaan Kebutuhan Kantor	Sandung Raya	Admin_LPK	700.000,00	IDR	Open	1.
695	12/27/21	Kertas	Sandung Raya	Admin_Ops_DE...	980.000,00	IDR	Open	1.
694	12/27/21	Dibaja 2	Sandung Raya	Admin_Ops_DE...	1.020.000,00	IDR	Open	1.

2. KLIK SCHEDULES UNTUK MELIHAT PENGIRIMAN/DELIVERY ORDERS BERDASARKAN PARAMETER YANG DIPILIH

The screenshot displays the Oracle Manage Orders interface, specifically the Schedules section. A search filter box is highlighted with a red border, containing fields for: Sold-to Legal Entity, Supplier Site, Order, Line Description, Supplier Item, Ship-to Location, and Status (set to Open). The search results table below is also highlighted with a red border and contains the following data:

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Life Cycle
731	Sandung Raya	1	Kertas		1	40	UNT	UNT	70,000.00	2,800,000.00	IDR	Open	ITB_Fakultas Mat...	12/30/21		
729	Sandung Raya	1	Pulpen		1	50	Buah	Buah	48,000.00	2,300,000.00	IDR	Open	ITB-Badan Penges...	12/30/21		
727	Sandung Raya	1	Kertas		1	100	UNT	UNT	70,000.00	7,000,000.00	IDR	Open	ITB-Direktori Kam...	12/30/21		
723	Sandung Raya	1	Kertas HVS		1	50	Rim	Rim	45,000.00	2,250,000.00	IDR	Open	ITB-LIPT Pengada...	12/30/21		
720	Sandung Raya	1	Kertas		1	100	UNT	UNT	70,000.00	7,000,000.00	IDR	Open	ITB-Badan Penges...	12/30/21		
719	Sandung Raya	1	Kertas		1	10	UNT	UNT	70,000.00	700,000.00	IDR	Open	ITB-Sekolah Ilmu d...	12/29/21		
718	Sandung Raya	1	Kertas		1	10	UNT	UNT	70,000.00	700,000.00	IDR	Open	ITB-Lembaga Peng...	12/29/21		
696	Sandung Raya	1	Kertas		1	18	UNT	UNT	70,000.00	1,260,000.00	IDR	Open	ITB-Direktori Kam...	12/27/21		



TERIMA KASIH