

Novell

Corporate Purchasing Services

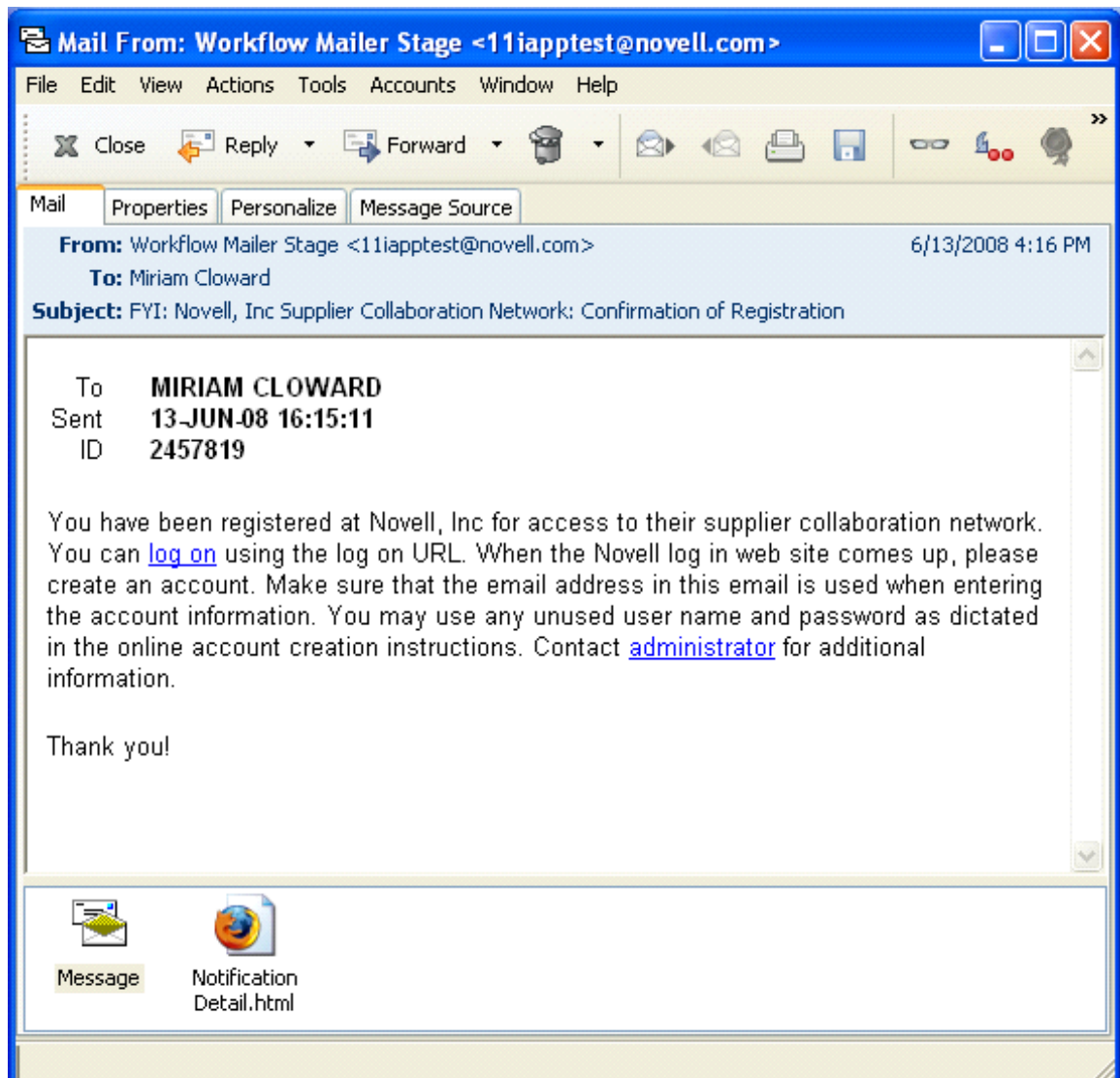
Supplier Guide for Oracle

The following is a guideline to help you navigate your Novell registration and the Oracle Sourcing module. Should you have any questions please contact the applicable buyer at Novell.

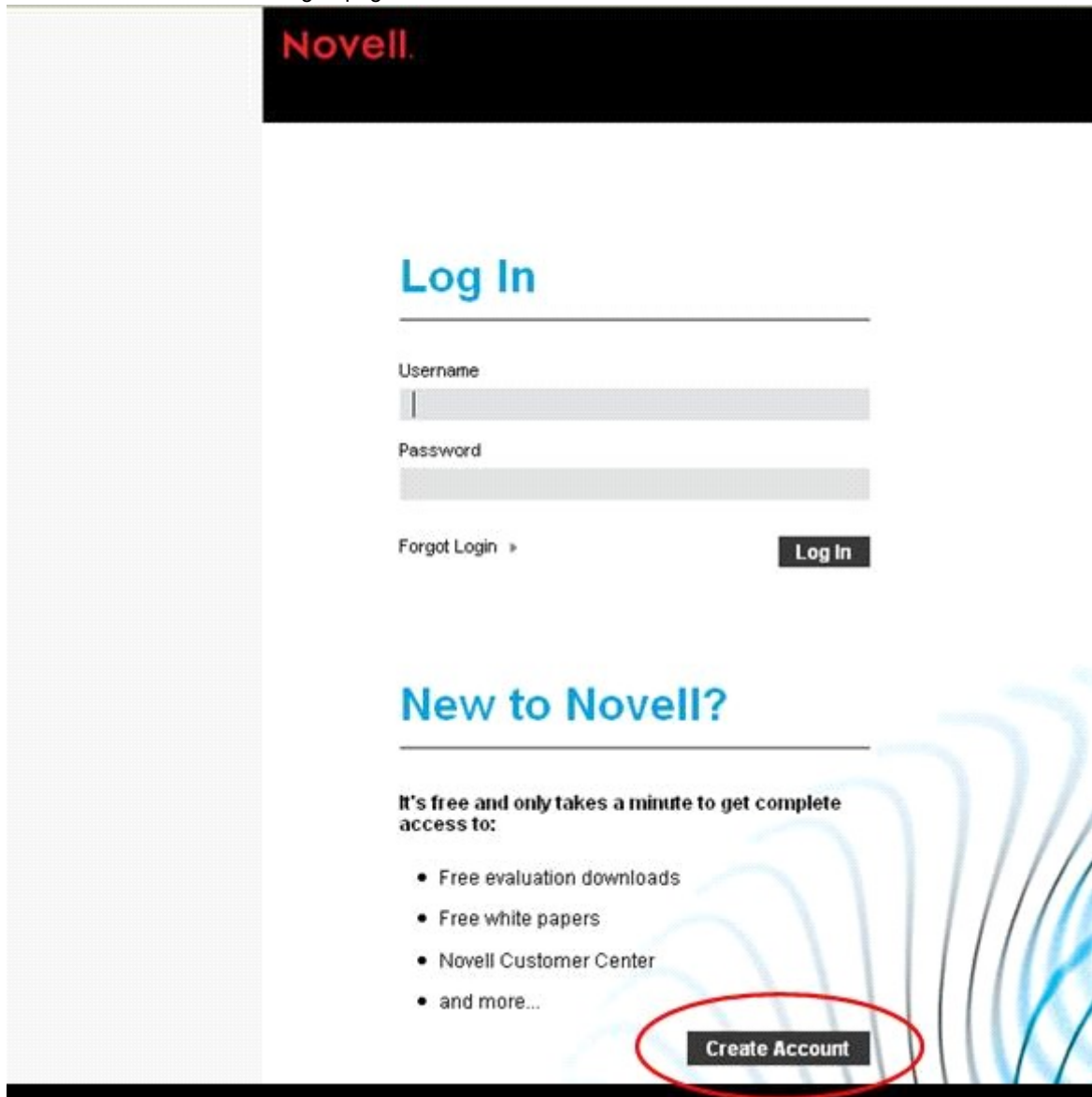
Section 1: How to Register

FYI: Email

1. You will receive an email titled: "FYI: Novell, Inc Supplier Collaboration Network: Confirmation of Registration." Follow the log on link in the email or go to Novell's iSupplier home page at isupplier.novell.com (it would be a good idea to save this url in your browser favorites). From the home page click on menu and then log in. If you have already created an account on www.novell.com using the same email address that was used in this FYI, then you can use that account and not have to register again, just use the isupplier.novell.com url to initiate the login to iSupplier.



2. Once on the Novell Log In page click on "Create Account."



- Fill in the required information. You must use the same email address to create your account that the FYI email was sent to.

Novell.

+ MENU

Novell Login

Customer Center Home
About Novell Login
Create an Account
Edit My Profile
Validate Email
Forgot >

The first step to creating an account is to enter your basic profile information. → Help

Basic Information

First Name*

Last Name*

Job Title*

Company* I am not associated with a company

Street Address*

Address 2

Address 3

City*

State/Province+ ▼

Zip/Postal Code*

Country* ▼

Language ▼

Telephone*

Fax

Email Address*

Certain Novell web sites require that your email be validated before you can access these sites. Once you access one of these sites you will be directed on how to validate your email address.



4. When finished filling in the information click "Create Login." You will then be taken to the Oracle Application's home page.

The screenshot shows a web browser window with the address bar displaying <https://secure-www.novell.com/selfreg/jsp/createAccount.jsp>. The page contains a registration form with the following fields and instructions:

- Fax:** [Text input field]
- Email Address:** [Text input field]
- Instructions:** "Certain Novell web sites require that your email be validated before you can access these sites. Once you access one of these sites you will be directed on how to validate your email address."
- * Required Fields**
 - + Required in the United States and Canada
- Login Information** (Section Header)
- Username:** [Text input field]
- Password:** [Text input field]
- Repeat Password:** [Text input field]
- Instructions:** "Your password must contain at least 6 characters and must contain at least one letter and one numeric or punctuation character."
- Security Question:** [Text input field]
- Security Answer:** [Text input field]
- Repeat Security Answer:** [Text input field]
- Create Login:** [Button, circled in red]

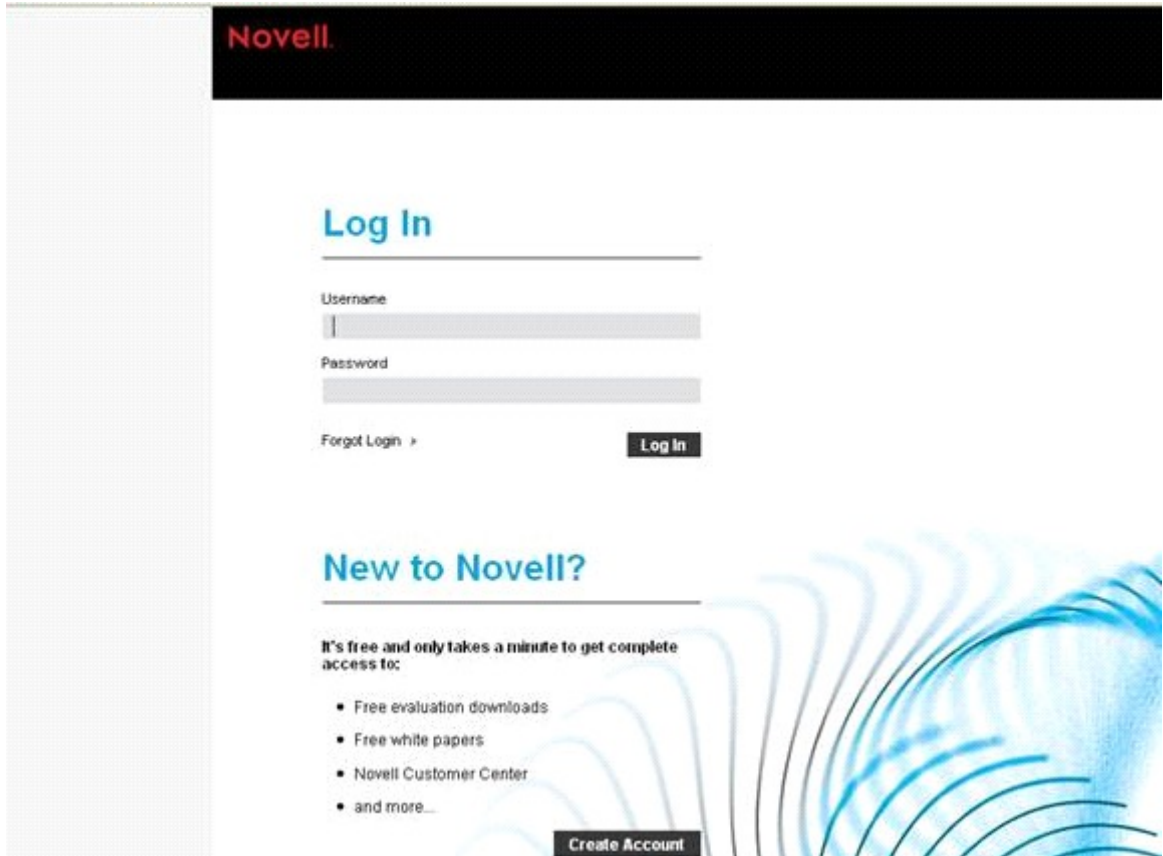
At the bottom of the page, there is a privacy policy notice: "By completing this form, I am giving Novell and/or Novell's partners permission to contact me regarding Novell products and services." and a link to "submit questions or comments about our privacy policy, click on feedback at the bottom of this page." A "PRIVACY POLICY" logo is also visible.

A note regarding Oracle: Never use your back or forward browser buttons. Always navigate from within the application.

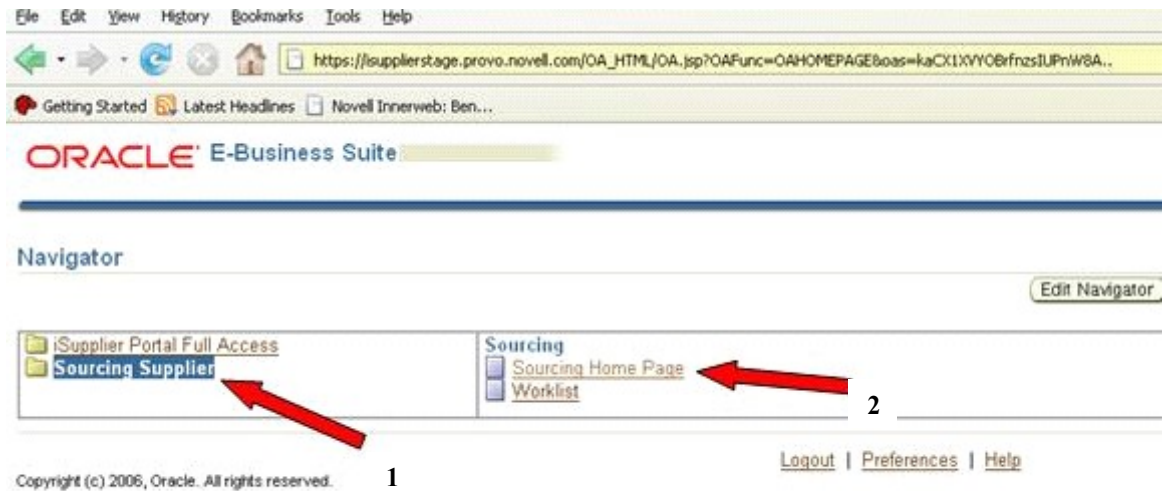
Section 2: How to Respond to an RFQ

Part 1: How to Acknowledge/ Decline Participation

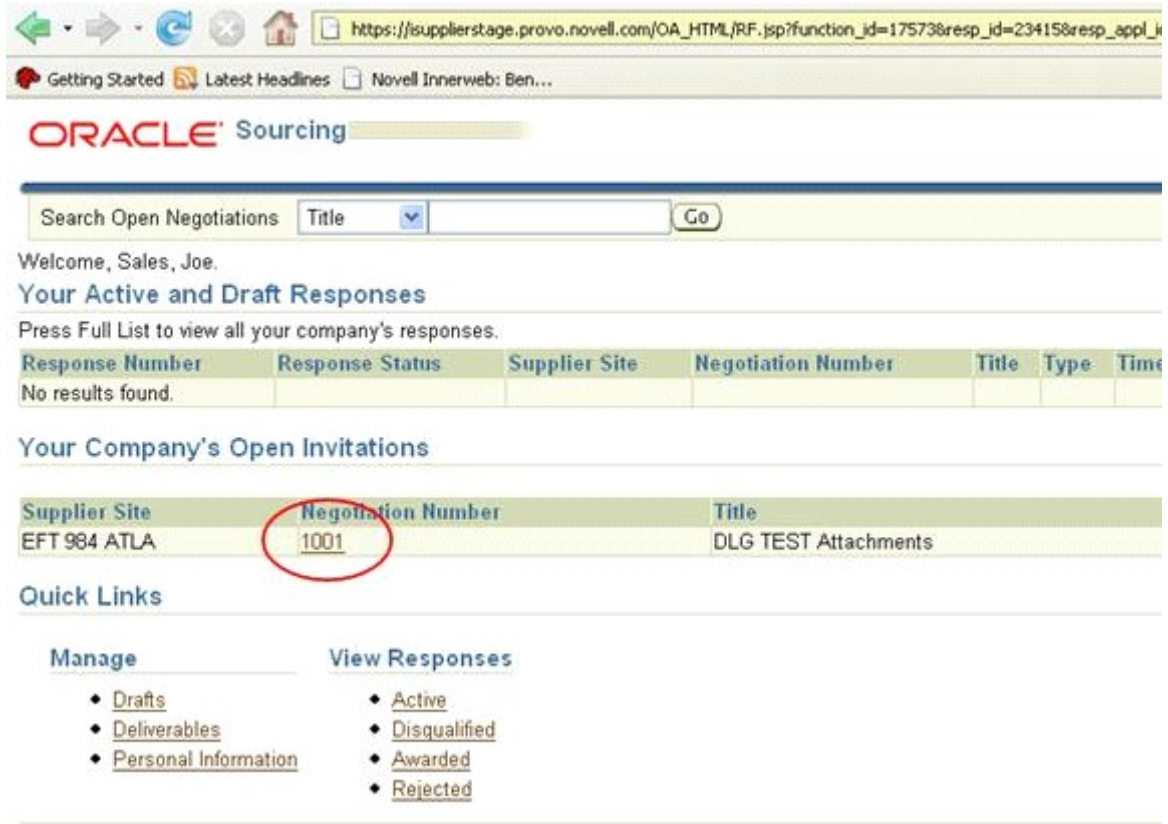
1. After you have created your account, go to <https://isupplier.novell.com/> and log in with the user name and password you created.



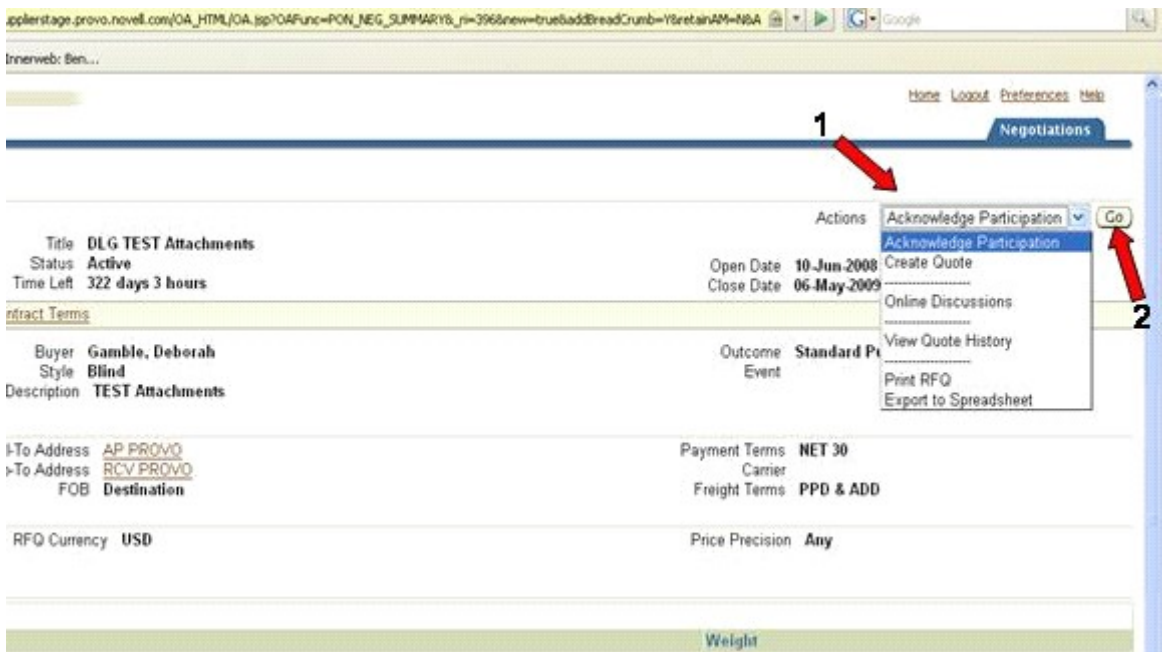
2. Under "Navigator" choose "Sourcing Supplier" to see your Sourcing choices. Then select "Sourcing Home Page."



3. Under “Your Company’s Open Invitations” click on the hyperlinked “Negotiation Number.”



4. At the pull down “Actions” menu on the far right, select “Acknowledge Participation” and click “Go.”

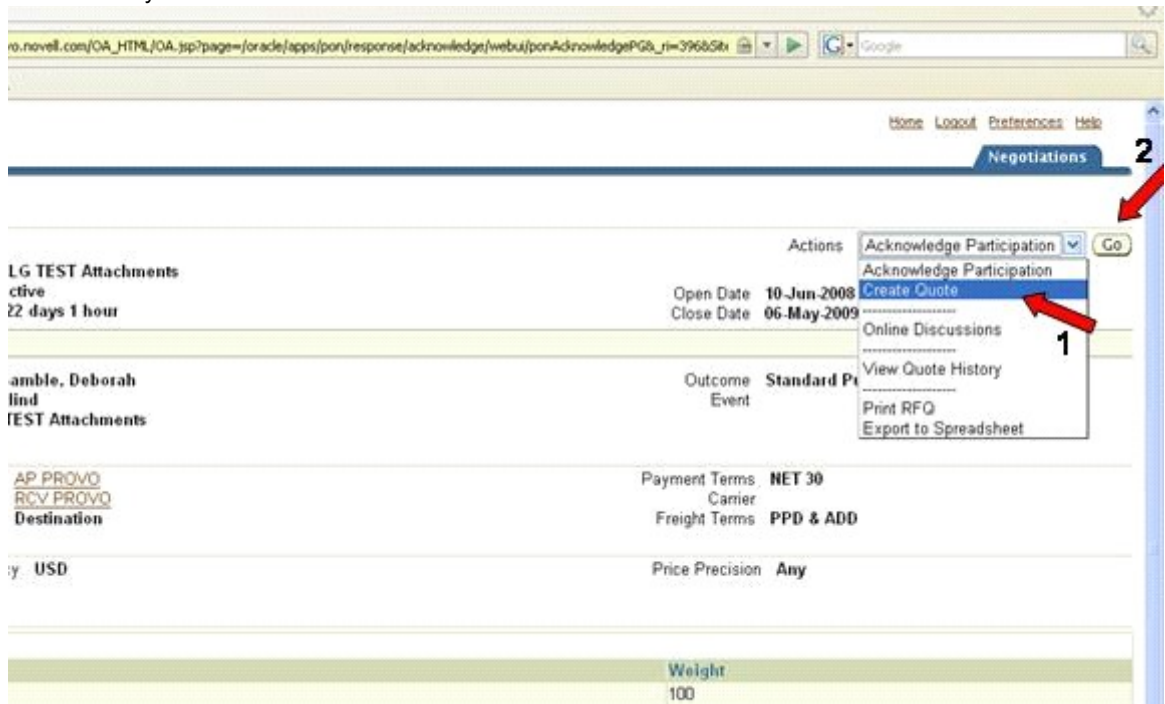


- Confirm your participation by selecting the "Yes" radial button and then clicking "Apply." Decline participation, by selecting the "No" radial button and clicking "Apply."



Part 2: How to Create a Quote (Respond or Quote on the RFQ)

- Select "Create Quote" from the pull down "Actions" menu on the far right. If you are not still logged in, start from the beginning of the previous section and repeat steps 1 through 3 to get back to this page. Once you have selected "Create Quote" click "Go."



- Select a date for the "Quote Valid Until" field. Hint: *Use the calendar to ensure the proper date format is used.* Include a reference number. You may use an internal quote/ reference number of your own here. Enter a "Note to Buyer" if desired.

Home Logout Preferences Help

Negotiations

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Time Left 322 days
 Close Date 06.May.2009 17:00:00
 Quote Valid Until
 (example: 18-Jun-2008)
 Reference Number
 Note to Buyer

Category	Last Updated By	Last Updated	Usage	Update	Delete	Attribute Type	Target Value	Quote Value	Weight

- Add any attachments at the header level here.

Create Quote: 2002 (RFQ 1001) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://supplierstage.provo.novell.com/OA_HTML/OA.jsp?page=/oracle/apps/pon/negotiation/inquiry/webui/ponNegSumPG6_ri=3

Getting Started Latest Headlines Novell Innerweb: Ben...

ORACLE Sourcing

Negotiations > RFQ:1001 >

Create Quote: 2002 (RFQ 1001) Cancel

Header

Title DLG TEST Attachments
 Supplier Site EFT 984 ATLA
 RFQ Currency USD
 Quote Currency USD
 Price Precision Any
 Time Left 321 days 8 h
 Close Date 06.May.2009
 Quote Valid Until 31-Jul-2008
 (example: 18-Jun-2008)
 Reference Number 100101
 Note to Buyer

Attachments

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last U
No results found.					

Attributes

4. Answer the header attribute questions by typing in the box under "Quote Value."

The screenshot shows the Oracle Sourcing 'Create Quote' interface for RFO 1001. The 'Attributes' table is as follows:

Geosp. Attribute	Attribute Type	Value	Quote Value	Weight
General Please provide your company's corporate office contact information.	Required			5
General What is the average length of time a payroll client remains with your company?	Required			5
General Describe your company's security program that ensures safety of private company and personal data.	Required			5
General Describe your company's crisis checklist should there be security breach.	Required			5
General Describe your accuracy guarantee.	Required			5

5. Respond to Line Items by clicking on the Pencil Icon.

The screenshot shows the 'Lines' table in the Oracle Sourcing interface. The table is as follows:

Line	Update	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Provide Date
1 Gross to net prod...		RCV PROVO	No Bid		EA	24		
2 Printing of line...		RCV PROVO	No Bid		EA	45		
3 Access to custom...		RCV PROVO	No Bid		Month	12		

- Provide a quote price and a promise date. Answer any attribute questions. Include any notes to the Buyer and add attachments as necessary. When finished click "Apply."

Oracle Sourcing

Create Quote 2002: Line 1 (RFQ 1001)

Description: Gross to net processing of US-based semi-monthly payroll (approx. 2000 employees). Novell will upload hours, earnings and deductions. (Quote per payroll cycle)

Unit: EA

Start Price:

Target Price:

Quote Price:

Target Quantity: 24

Quote Quantity:

Close Date: 06-May-2009 17:00:00

Quote Currency: USD

Rank: No Bid

Ship-To: RCV PROVO

Need-By Date:

Promise Date:

Group	Attribute	Attribute Type	Target Value	Quote Value
General	If additional pay cycles are requested by Novell, please address additional fees for those here.	Required		<input type="text"/>

Notes and Attachments

Note to Buyer:

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found								

Buttons: Cancel, Save Draft, Apply

- Click "Continue", wait for the next screen, then click "Submit."

Oracle Sourcing

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Save Draft, Continue

Time Left: 321 days 8 hours

Close Date: 06-May-2009 17:00:00

Quote Valid Until: 31-Jul-2008

Submit (RFQ 1001) - Mozilla Firefox

Buttons: Cancel, Back, Save Draft, Submit

Time Left: 321 days 6 hours

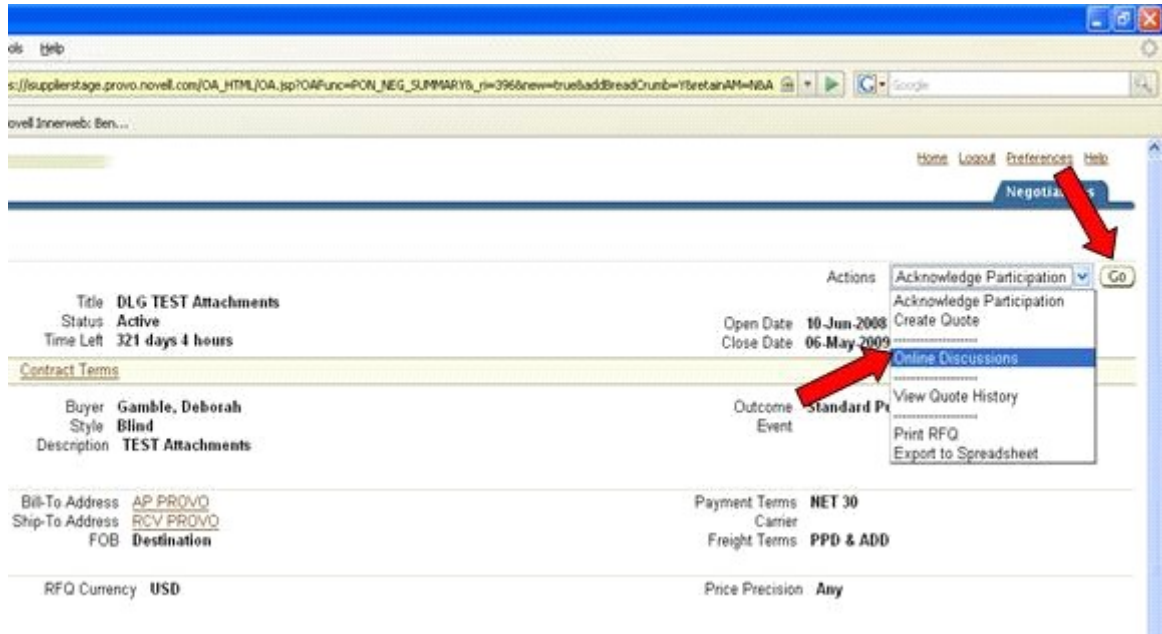
Close Date: 06-May-2009 17:00:00

Quote Valid Until: 30-Jul-2009

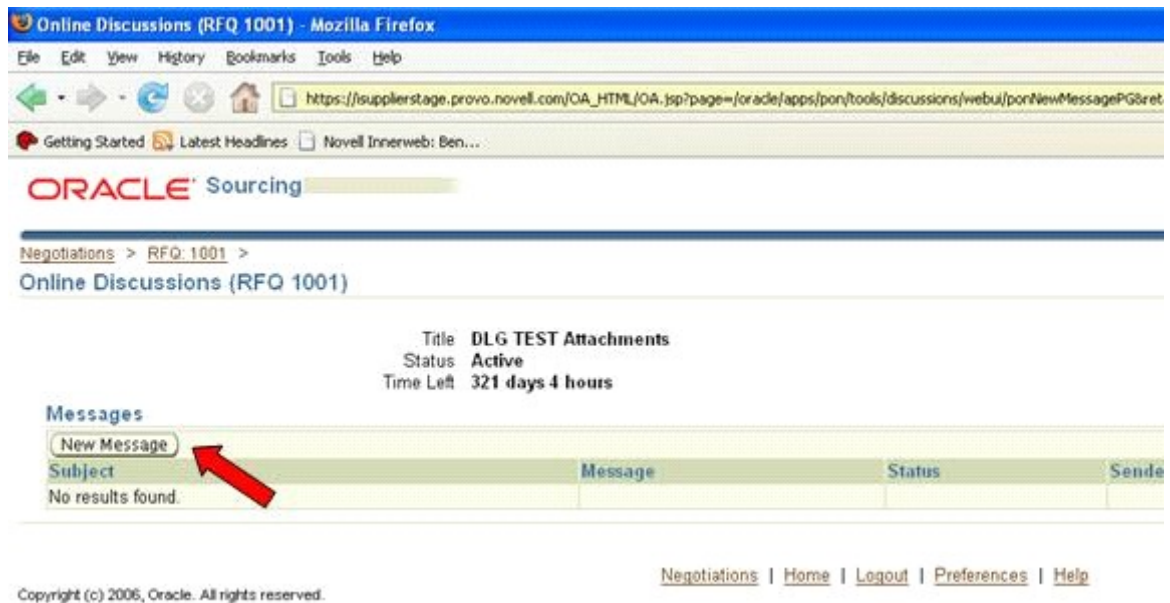
Reference Number: 100101

Part 3: How to Send Questions within Oracle Sourcing

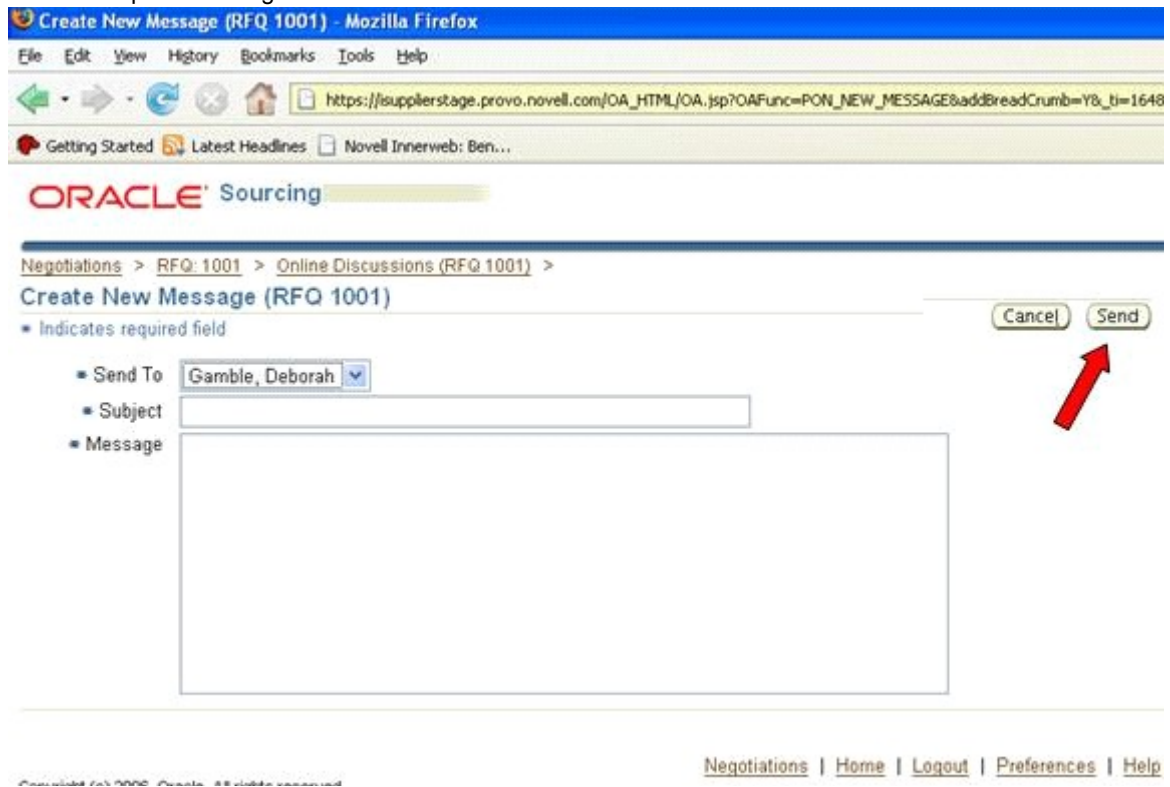
1. If not logged in, follow steps 1 through 3 of Section 2 Part 1.
2. At the pull down “Actions” menu on the far right, select “Online Discussions” and click “Go.”



3. Click “New Message.”



4. Complete message and click "Send."



Part 4: How to View Communications within Oracle Sourcing

1. If not logged in, follow steps 1 and 2 of Section 2 Part 1.
2. Under "Your Active and Draft Responses" click on the hyperlinked number of "Unread Messages" in the far right column.

(Messages as part of the online RFQ discussions are attached there.)

