

# VENDOR COLLABORATION PORTAL USER GUIDE



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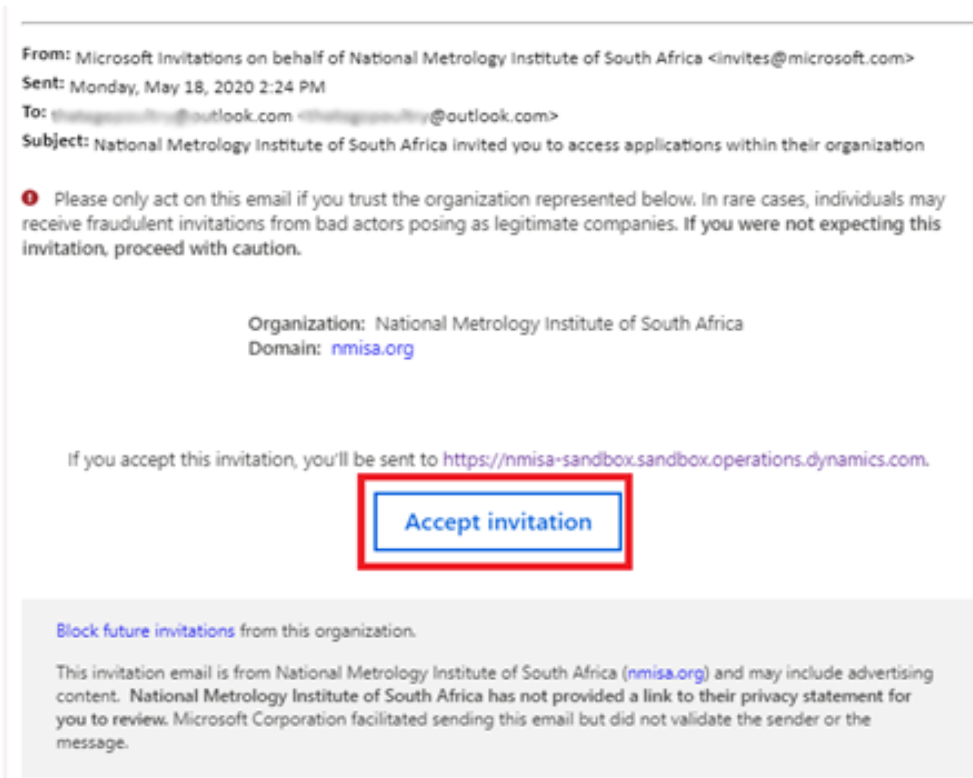
## 1. PURPOSE

The NMISA Vendor Collaboration interface exposes a limited set of information about purchase orders and invoices. From this interface, a vendor can also reply to requests for quotation (RFQs), and view and edit basic company information.

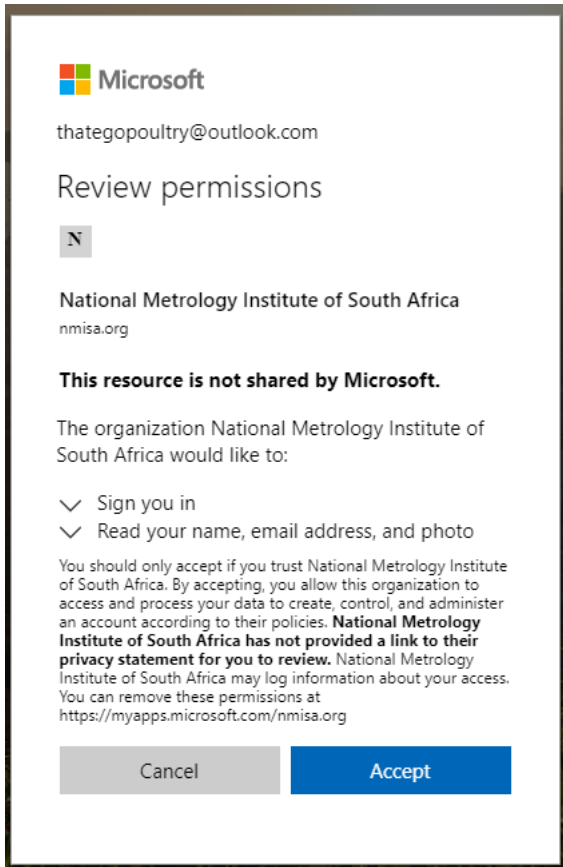
### 1.1 VENDOR REGISTRATION USING THE COLLABORATION PORTAL

On approval the Prospective Vendor will get an email with a link for **Vendor Registration**

- The Prospective Vendor will click 'Accept Invitation'

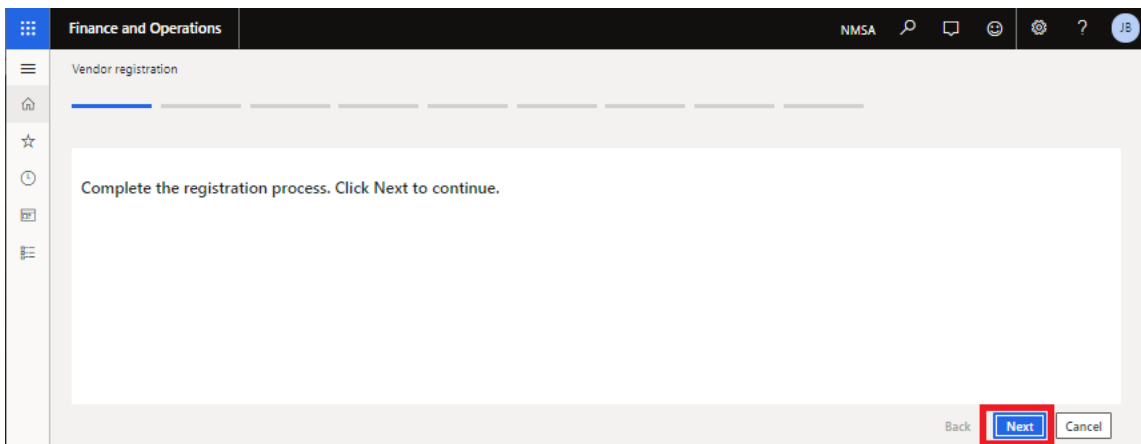


- Review the terms and conditions.
- Click on **Accept**.



After accepting, the Prospective vendor will be redirected to the NMISA ERP collaboration site.

- Click **Next**.



- The user will select their country code.
- Click **Next**

Finance and Operations

Vendor registration

Country/region

Select the country or region from where you conduct business, and then click Next

ZAF

Country/region	Long name
ZAF	Republic of South Africa

Back Next Cancel

- Enter company details on **General Information**
- Click **Add** on **Address Information**
- Enter **Address**
- Then click on **OK**
- Click **Next**

Finance and Operations

Vendor registration

Company information


**GENERAL INFORMATION**

Name: Abcd FGHJ Organisation type: Organisation BBBEE companies are classified: Emerging Micro Enterprise (E... % of black ownership: 100.00 % of black woman ownership: 20.00 % of black youth ownership: 10.00 % of military veterans ownership: 0.00 B-BBEEE level/status: Level 1 contributor

Telephone: 0123456789 Fax: Email: abcd@gmail.com Website:

**ADDRESS INFORMATION**

+ Add Edit

Name or description	Address	Purpose	Primary ↓
 <p>We didn't find anything to show here.</p>			

Back Next Cancel

Finance and Operations

Vendor registration

Company information


GENERAL INFORMATION

Name: Abcd FGHIJ Organisation type: Organisation BBEE companies are classified: Emerging Micro Enterprise (E... % of black ownership: 100.00 % of black woman ownership: 20.00 % of black youth ownership: 10.00

Telephone: 0123456789 Fax: Email: abc@gmail.com Website:

ADDRESS INFORMATION

+ Add Edit

Name or description	Address	Purpose	Primary ↓
 <p>We didn't find anything to show here.</p>			

**New address**

Location ID: 000110818

Name or description: Test Manual

Purpose: Business

ZIP/postcode: 0157

Street: 12 Test Manual

City: Wierdapark

Suburb: Celtisdal

Primary:  Yes

Primary for country/region:  Yes

OK Cancel

- Enter contact profile details on **General Information**
- Click **Add** on **Address Information**
- Enter **Address**
- Then click on **OK**
- Click **Next**

Finance and Operations

Vendor registration


Contact information

GENERAL INFORMATION

First name: Abcd Middle name: Surname: Fghj Email: abc@gmail.com Telephone: 0123456789

ADDRESS INFORMATION

+ Add Edit

Name or description	Address	Purpose	Primary ↓
 <p>We didn't find anything to show here.</p>			

**New address**

Location ID: 000110819

Name or description: Test Manual

Purpose: Business

Country/region: ZAF

ZIP/postcode: 0157

Street: 123 Test Manual

City: Centurion

Suburb: Amberville

Primary:  Yes

OK Cancel

- Enter business information.
- Click **Next**

Finance and Operations

(Alt+Shift+Home)  
Go to your default dashboard.

**BUSINESS INFORMATION**

**OWNERSHIP PROFILE**

Small business  Yes

Locally owned  Yes

**BUSINESS PROFILE**

Organisation number 1234/1805/2020

Line of business

Number of employees 50

**TERMS OF PAYMENT**

VAT number 123467/18/2020

Tax state South Afri

Currency ZAR

Terms of payment 30 Days

Back Next Cancel

- Click on **Add category** to select the companies procurement **categories**
- Click **OK**
- Then click **Next**

Finance and Operations

Vendor registration

Procurement categories

Select procurement categories for the products or services that your company requests to provide

+ Add category Remove

**Procurement categories**

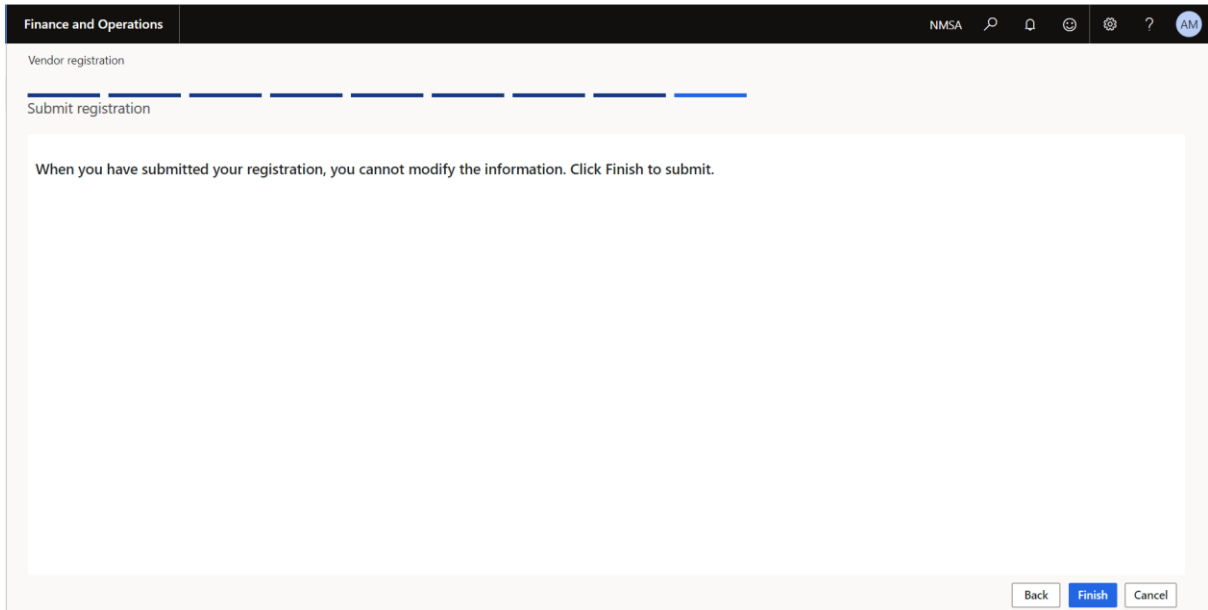
Filter

- Catering, Events and Meetings
- Chemical, Gas and Laboratory Consumables
- ▾ Consulting and Professional Fees
  - Legal Expenses
  - Professional Services - Consultancy and Contractors**
  - Recruitment Expenses
- Courier and Freight Services

OK Cancel

Back Next Cancel

- The vendor can now click **Finish** to finalize the registration.



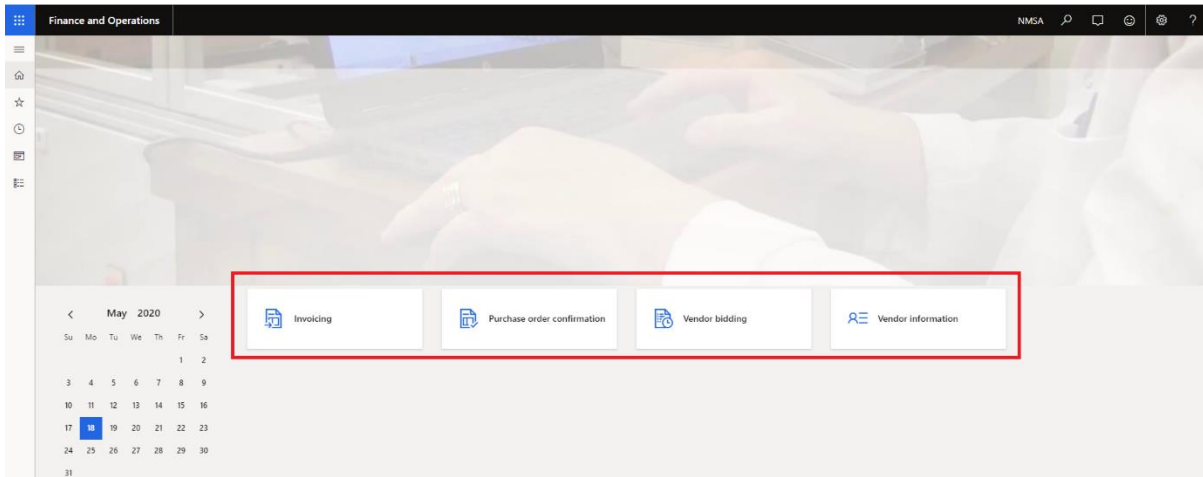
- Registration confirmation page



Once the NMISA internal approval process is complete. The view will be similar to the below. This will allow the Vendor to have information to:

- Invoicing
- Purchase orders confirmation
- Request for quotation

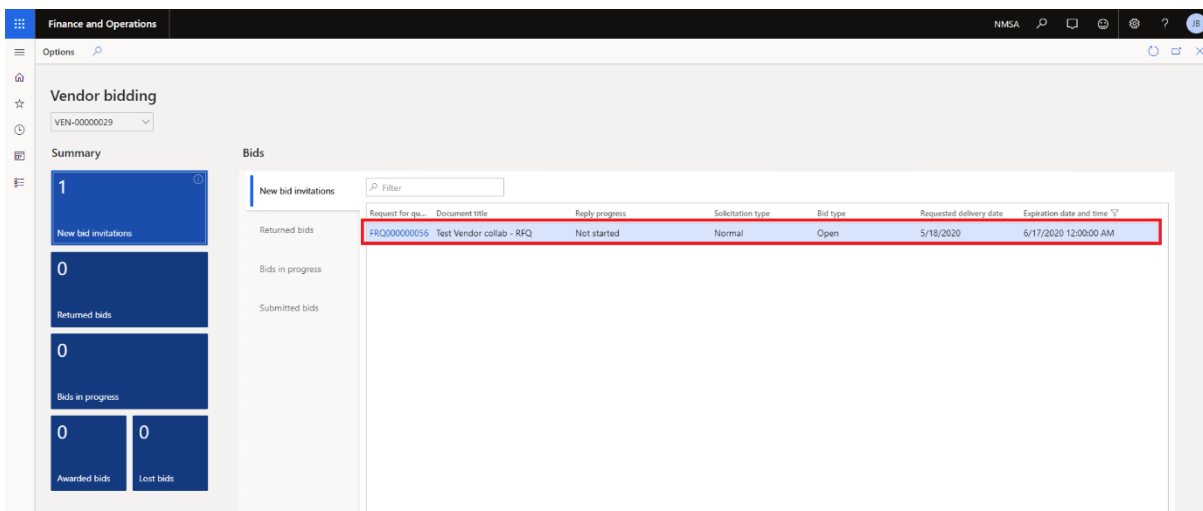




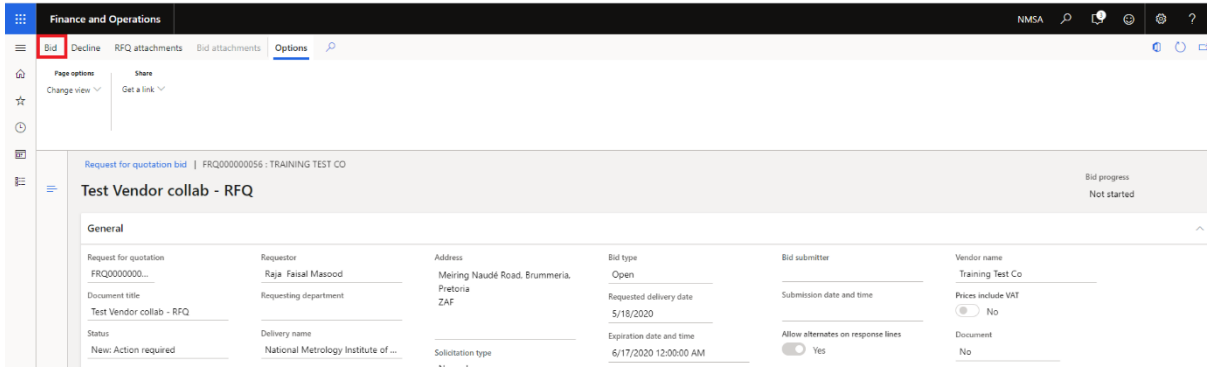
## 1.2 VENDOR BIDDING

To view RFQs, the Vendor will click on **Vendor bidding**

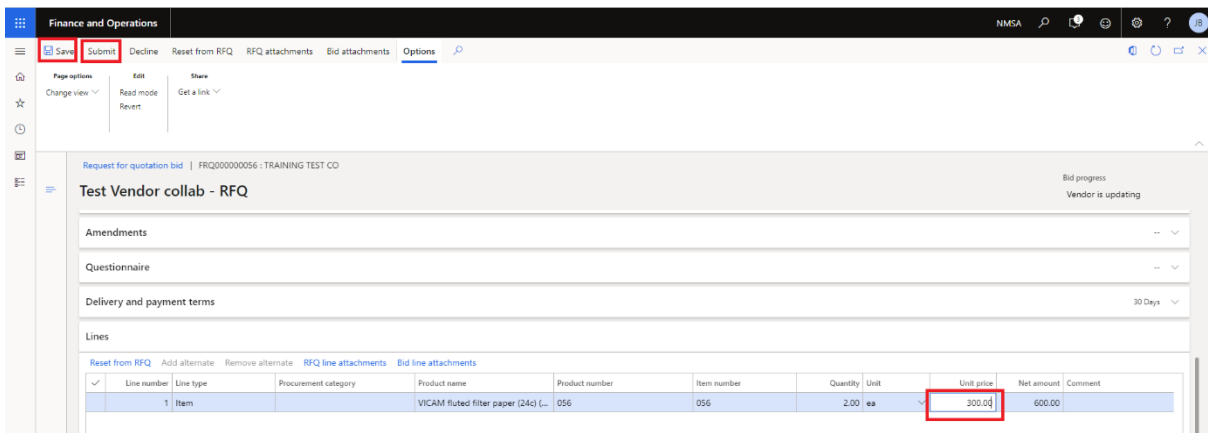
- This will show **New bid invitations, Returned bid, Bids in progress, Awarded bids** and **Lost bids**
- Click on the **Request for quotation number**



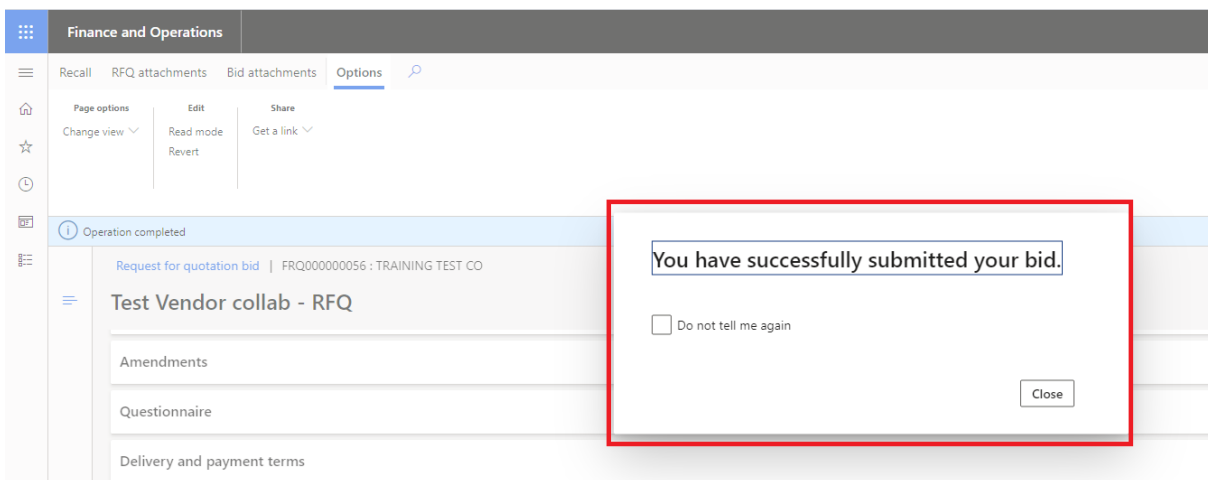
- Click on **Bid**



- Enter bid amount
- Click **Save**
- Click **Submit**



- Confirmation of bid sent



The **Bid** will now appear under **Submitted bids**

Finance and Operations

Options

### Vendor bidding

VEN-00000029

**Summary**

0  
New bid invitations

0  
Returned bids

**Bids**

New bid invitations

Returned bids

Bids in progress

**Submitted bids**

Request for qu...	Document title	Reply progress	Solicitation type	Bid type	Requested delivery date	Expiration date and time
FRQ000000056	Test Vendor collab - RFQ	Submitted by vendor	Normal	Open	5/18/2020	6/17/2020 12:00:00 AM

After a quotation is accepted by NMISA it will show under **Awarded bids**.

- Click on **Awarded bids** to view the bids.

Options

### Vendor bidding

VEN-00000029

**Summary**

0  
New bid invitations

0  
Returned bids

0  
Bids in progress

**1**  
Awarded bids

0  
Lost bids

**Bids**

New bid invitations

Returned bids

Bids in progress

**Submitted bids**

- Click on the Request for quotation number to go into the detail.

Request for quotation case	Document title	Solicitation type	Bid type	Requested delivery date	Expiration date and time	Vendor account	
RFQ000000056 Submitted by vendor	RFQC-00000203	Test Vendor collab - RFQ	Normal	Open	5/18/2020	6/17/2020 12:00:00 AM	VEN-00000

- Awarded bids detail page.

**Test Vendor collab - RFQ**

Request for quotation: RFQ0000000...  
 Requestor: Raja Faisal Masood  
 Address: Meiring Naudé Road, Brummeria, Pretoria, ZAF  
 Bid type: Open  
 Bid submitter: John Black  
 Vendor name: Training Test Co

Document title: Test Vendor collab - RFQ  
 Requesting department: ZAF  
 Requested delivery date: 5/18/2020  
 Submission date and time: 5/18/2020 05:11 PM  
 Prices include VAT: No

Status: Accepted: No action required  
 Delivery name: National Metrology Institute of ...  
 Solicitation type: Normal  
 Expiration date and time: 6/17/2020 12:00:00 AM  
 Allow alternates on response lines: Yes

Request for quotation case: RFQC-00000...  
 Delivery address: National Metrology Institute of ...  
 Currency: ZAR  
 Vendor account: VEN-00000029

RFQ description: [Expandable]

Bidding guidance items: [Expandable]

Amendments: [Expandable]

Questionnaire: [Expandable]

Delivery and payment terms: 30 Days

Lines

Line number	Line type	Procurement category	Product name	Product number	Item number	Quantity	Unit	Unit price	Net amount	Comment
1	Item		VICAM fluted filter paper (240 (...	056	056	2.00	ea	300.00	600.00	

### 1.3 PURCHASE ORDER CONFIRMATION

After a purchase order is confirmed by NMISA it will show under **Open confirmed purchase orders**.

- Click on **Open confirmed purchase orders** to view the confirmed orders.
- Click on **Show**

The screenshot shows the 'Purchase order confirmation' page. On the left, there are three summary cards: 'Purchase orders for review' (0), 'Awaiting customer action' (0), and 'Open confirmed purchase orders' (0). The 'Open confirmed purchase orders' card is highlighted in red. In the 'Orders' section, there is a table with columns for 'Purchase order' and 'Confirmation date and time'. A row with 'PO-000000140' and '5/19/2020 10:11:10 AM' is highlighted in red. A 'Show' button is also highlighted in red. On the right, there are links for 'Purchase order vendor confirmation h...' and 'All confirmed purchase orders'.

- To preview or print the purchase order click on **Preview/Print**

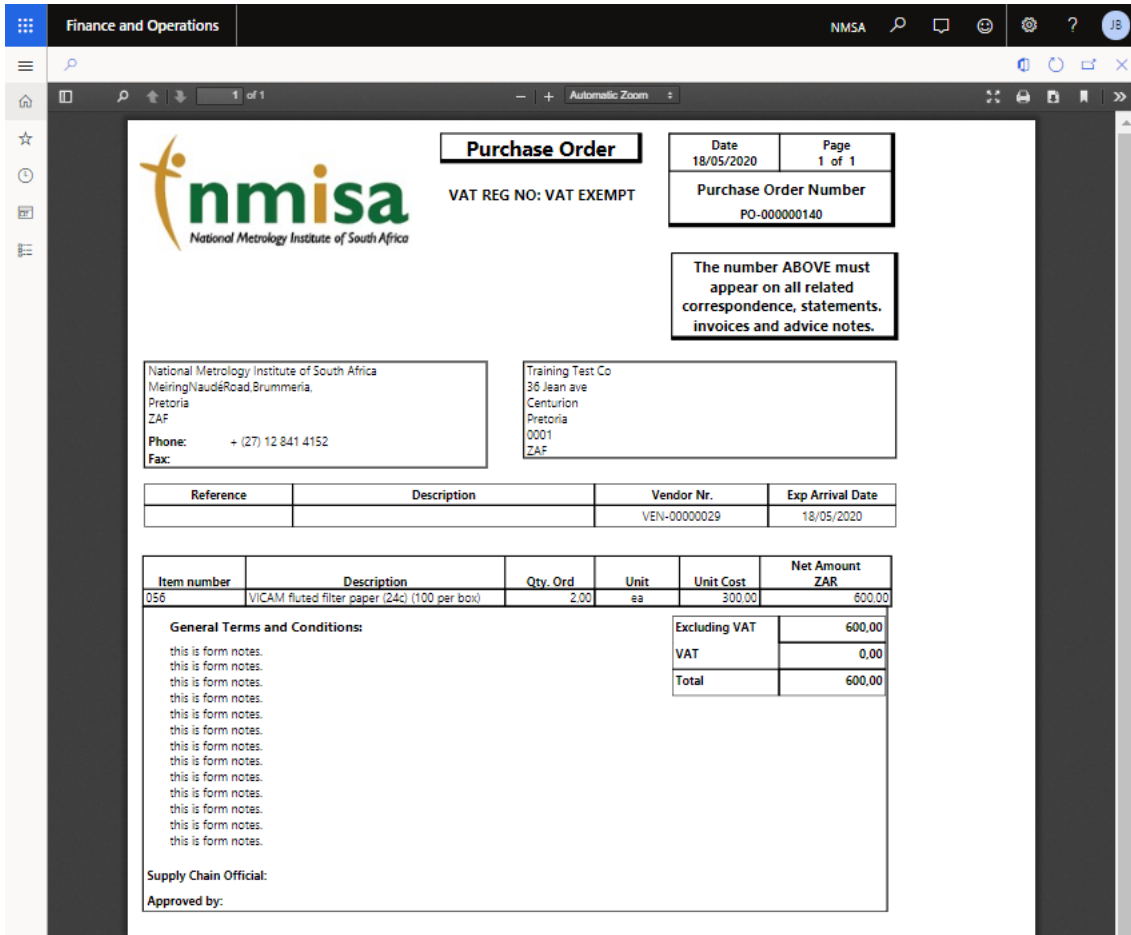
The screenshot shows the 'Preview/Print' page for a purchase order. The page displays the following information:

- Vendor:** VEN-00000029
- Purchase order:** PO-000000140
- Vendor account:** VEN-00000029
- Purchase order status:** Open order
- Delivery terms:** ZAR
- Payment:** ZAF
- Method of payment:** (blank)

The 'Lines' section shows a table with the following data:

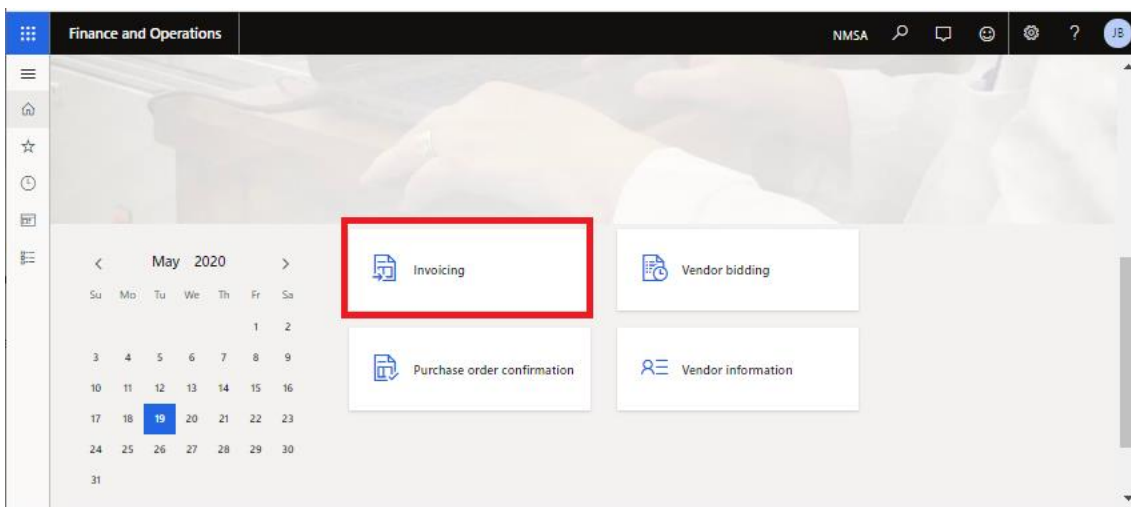
Line number	Item number	Procurement category	Product name	Configuration	Size	Colour	Style	Requested delivery date	Confirmed delivery date	Quantity	Unit	Discount	Discount percent	Net amount
1	055		VCMH lined filter paper (240 L...					5/18/2020	5/18/2020	2.00	EA	0.00	0.00	800.00

- **Preview/Print** page



## 1.4 INVOICING

- The vendor will click on **Invoicing**.



- Click on **New**
- Enter **Purchase Order**
- Enter **Invoice number**

- Enter **Invoice date**
- Click on **Create invoice**

**New invoice from purchase order**

Purchase order: PO-00000140

Invoice number: 1234

Invoice date: 5/19/2020

Invoice description: Test - Invoice

**Create invoice** Cancel

NMISA will receive the invoice for review. Once reviewed the invoice on the;

- Click on **Save** to save the invoice.
- Click on **Workflow**.
- Click on **Submit**.

**Supplier invoice workflow**  
Please review and approve

**Submit**

Vendor invoice | PO-00000140 : TRAINING TEST CO

**1234**

Vendor invoice header

INVOICE IDENTIFICATION: Number 1234, Invoice description Test - Invoice, Purchase order PO-00000140

Currency: ZAR

DATES: Invoice date 5/19/2020, Due date 6/18/2020

APPROVAL: Workflow status Draft

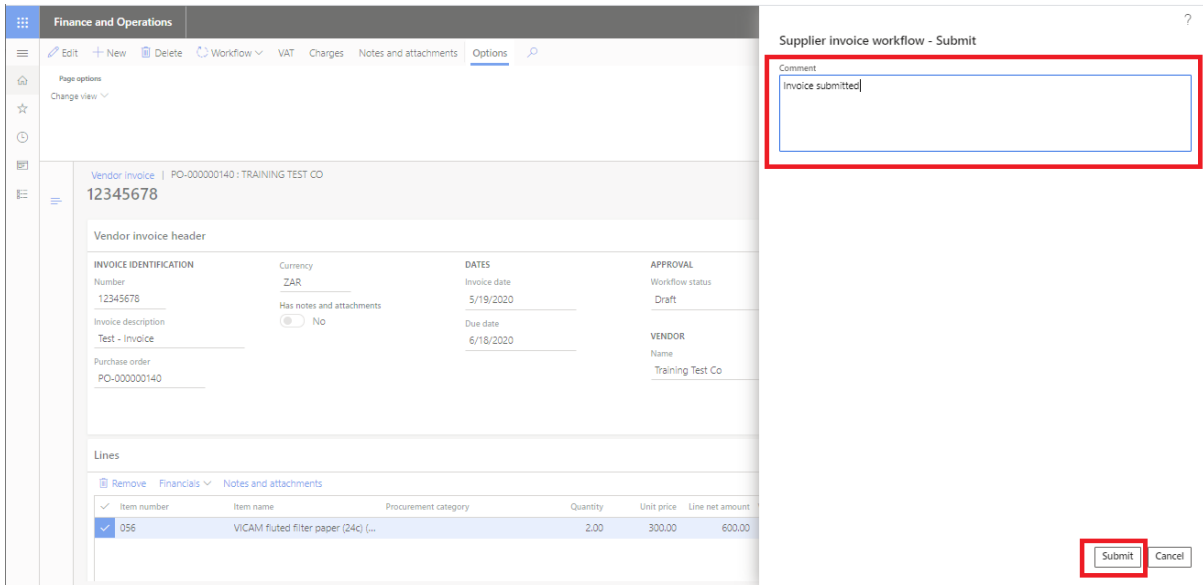
VENDOR: Name Training Test Co, Invoice account VEN-00000029

Remittance location: Computer software and hard...

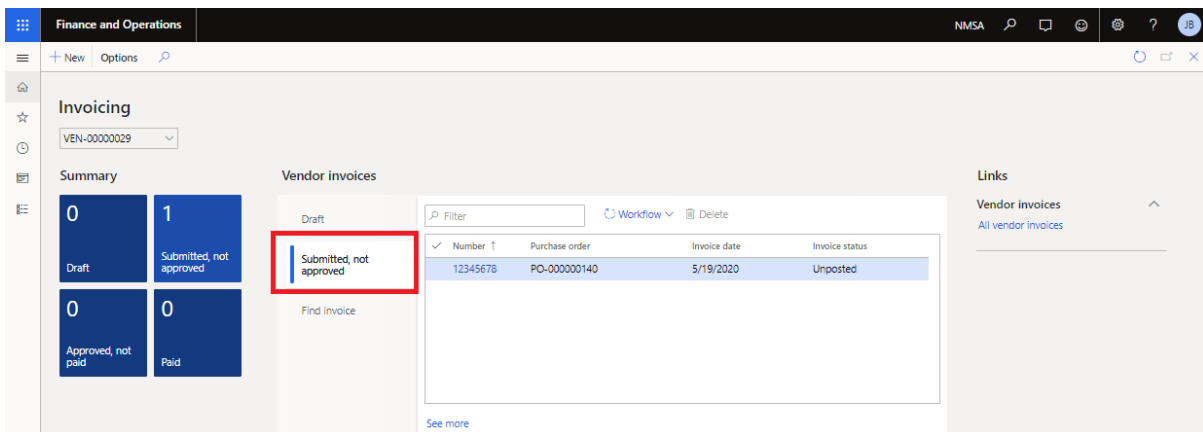
Address: 36 Jean ave, Centurion, Pretoria, 0001, ZAF

Item number	Item name	Procurement category	Quantity	Unit price	Line net amount	VAT group	Item VAT group
056	VICAM fluted filter paper (24c) (...)		2.00	300.00	600.00		

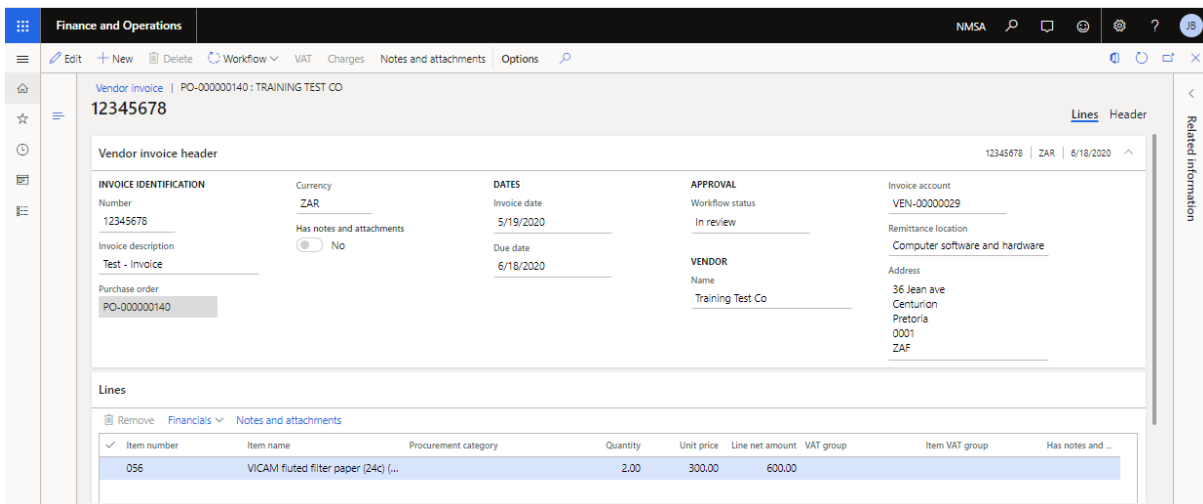
- Enter comment.
- Click on **Submit**.



- The invoice will now appear under **Submitted, not approved**.
- Click on the invoice **Number** to get the detail.



- **Submitted invoice, not approved page.**





- After approval, the invoice workflow status will change to approved.
- After payment it will change to **Paid**

The screenshot displays the SAP Finance and Operations interface for a Vendor Invoice. The invoice number is 12345678, and the invoice description is PO-00000140: TRAINING TEST CD. The invoice date is 5/19/2020, and the due date is 6/16/2020. The invoice status is 'Approved', which is highlighted with a red box. The vendor is Training Test Co. The invoice amount is 600.00. The invoice is for 2.00 units of VICAM fused filler paper (24c) at a unit price of 300.00.

INVOICE IDENTIFICATION	INVOICE DESCRIPTION	CURRENCY	DATE	APPROVAL	VENDOR	INVOICE ACCOUNT	REVISION LOCATION
Number: 12345678	PO-00000140	ZAR	Invoice date: 5/19/2020 Due date: 6/16/2020	Workflow status: <b>Approved</b>	Name: Training Test Co	VEN-00000203	Computer software and hardware

Item number	Item name	Procurement category	Quantity	Unit price	Line net amount	WT group	Item WT group	Has notes and ...
056	VICAM fused filler paper (24c) (...)		2.00	300.00	600.00			