

Quick reference guide (QRG)

How to Access tenders via the Supplier Portal

This QRG is designed to show you how to access and interact with tenders in the Oracle Fusion Supplier Portal - including how to locate open opportunities, view tender details, submit responses, and manage communications and updates.

What resources are available to you:

- How to register as a new supplier (via supplier registration link) QRG
- Supplier Portal navigation QRG
- How to amend company profile details QRG

- How to access tenders via the Supplier Portal QRG (**this document**)
- Access the Supplier Portal for existing suppliers QRG
- View purchase orders QRG



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INTRODUCTION

Overview

Welcome to the Monash Health Supplier Portal.

The Monash Health Supplier Portal, powered by Oracle Fusion, is a secure, web-based platform that enables suppliers to interact directly with Monash Health's procurement system in real time.

As part of our commitment to building strong, transparent, and efficient partnerships, we have implemented a streamlined supplier registration process to ensure seamless onboarding, efficient transactions, and compliance with Monash Health's procurement and regulatory requirements.

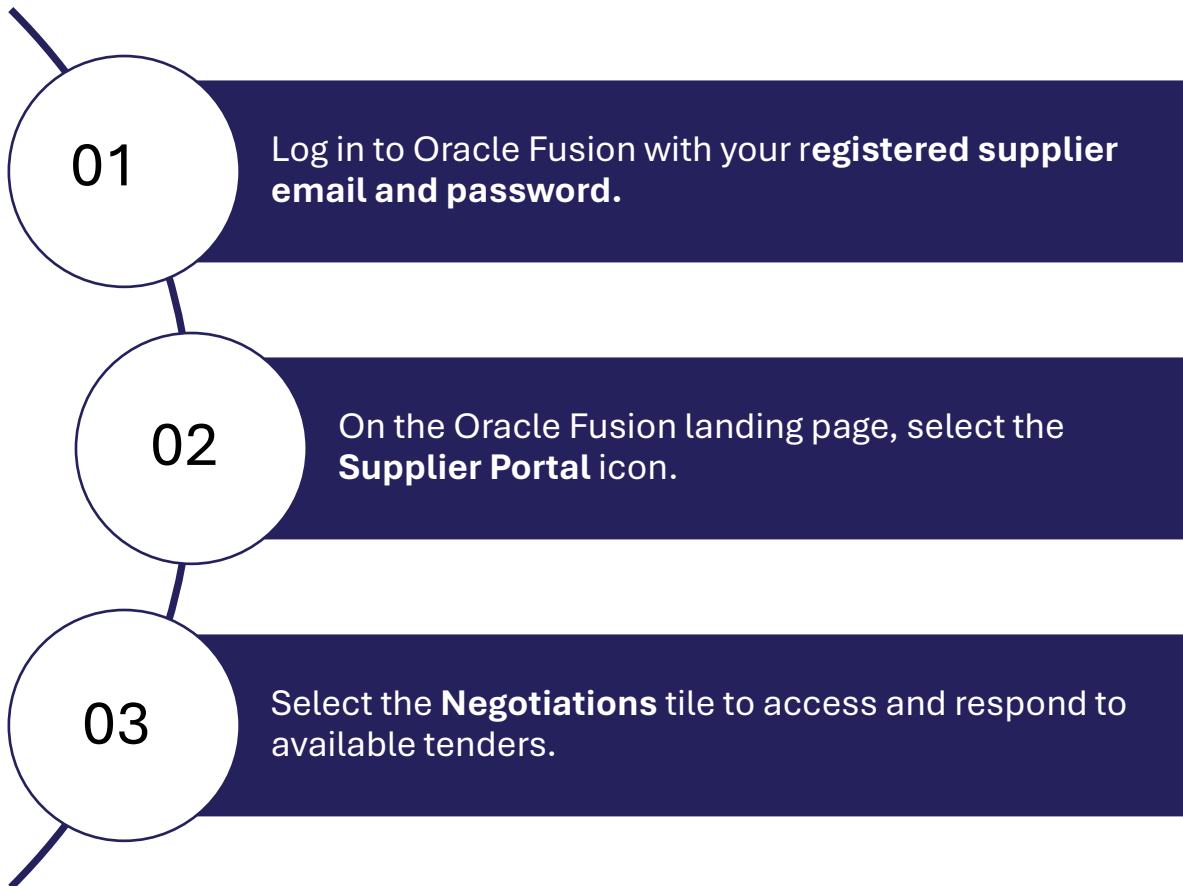
As a registered supplier, you will gain access to the following key features of the Oracle Fusion Supplier Portal:

- **supplier self-service:** manage your company information, including contact details, email addresses and bank accounts
- **bid management:** view and respond to requests for quotations or proposals (RFx events) and participate in tenders/sourcing events
- **purchase order management:** view purchase orders, receipts, and invoice details
- **contracts** – view PDF copies of your Monash Health contracts.

This step-by-step user guide provides detailed instructions on how to access tenders in the Monash Health Supplier Portal.

Accessing tenders process overview

There are 3 main steps to the process:

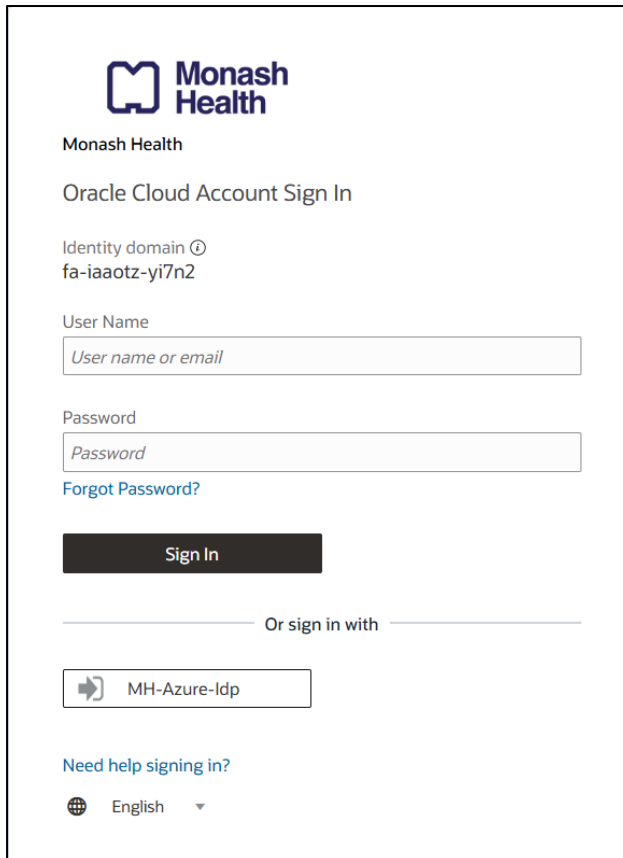


Note: when using the Supplier Portal, do not click 'Back' or use your browser's back arrow. This will not return you to the previous Oracle Fusion page, but will exit the portal.

Step 1: log in to Oracle Fusion.

Once you are a registered supplier, log in to the Monash Health Supplier Portal using your email address and password.

Clicking on this link opens the [Monash Health Supplier Portal](#) login page.



The screenshot shows the Oracle Cloud Account Sign In page for Monash Health. At the top left is the Monash Health logo. Below it, the text reads "Monash Health Oracle Cloud Account Sign In". The "Identity domain" is listed as "fa-iaaotz-yi7n2". There are two input fields: "User Name" with a placeholder "User name or email" and "Password" with a placeholder "Password". A link for "Forgot Password?" is located below the password field. A black "Sign In" button is positioned below the input fields. Below the button is a separator line with the text "Or sign in with". Underneath this is a button for "MH-Azure-Idp" with a right-pointing arrow icon. At the bottom left, there is a link "Need help signing in?" and a language selection dropdown menu currently set to "English".

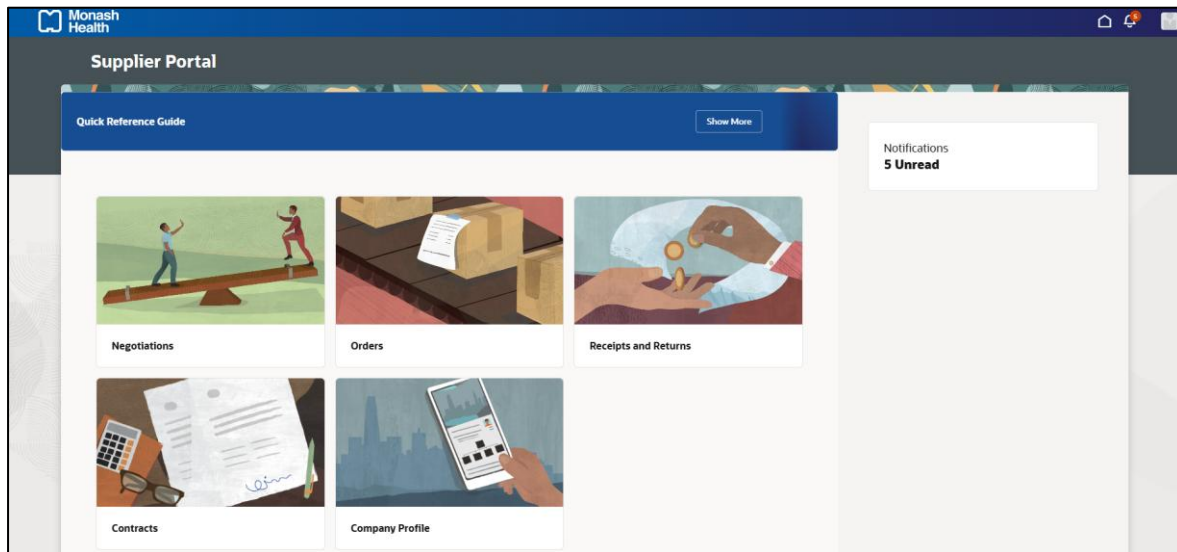
Note: To access additional information and supplier-related materials, click here:

[Procurement and Supply Chain | Monash Health.](#)

Step 2: navigating to the Supplier Portal.

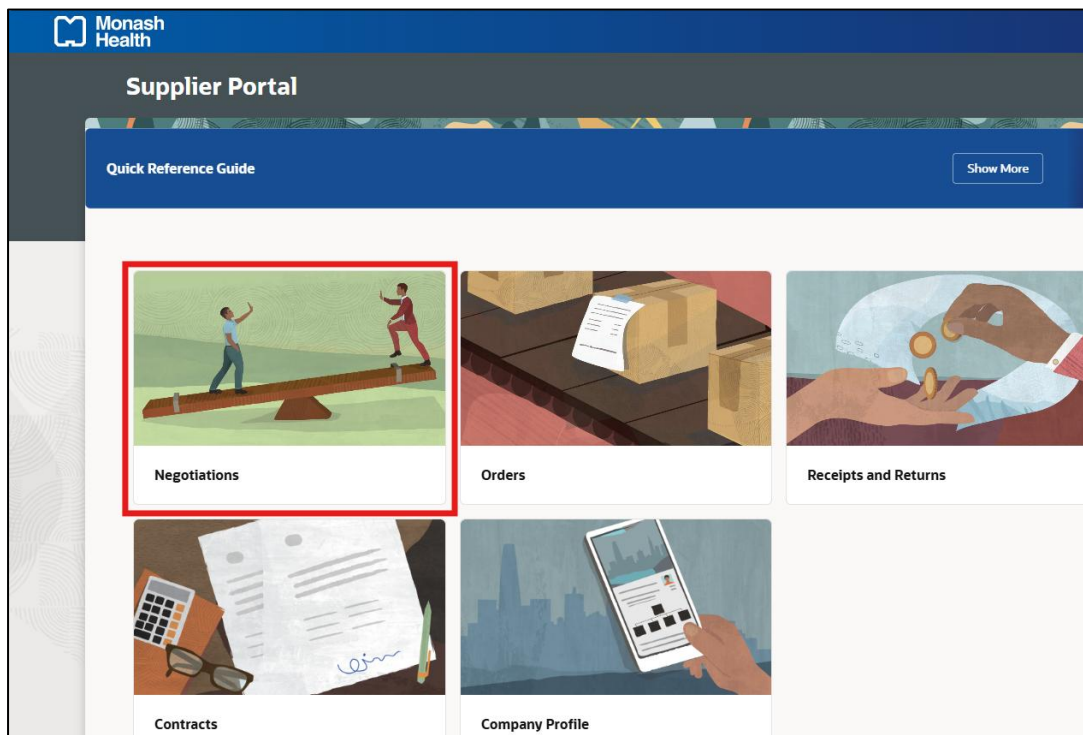
- i. Once you have successfully logged in, you will be directed to the Oracle Fusion landing page.

- ii. You will be directed to the Monash Health Supplier Portal.

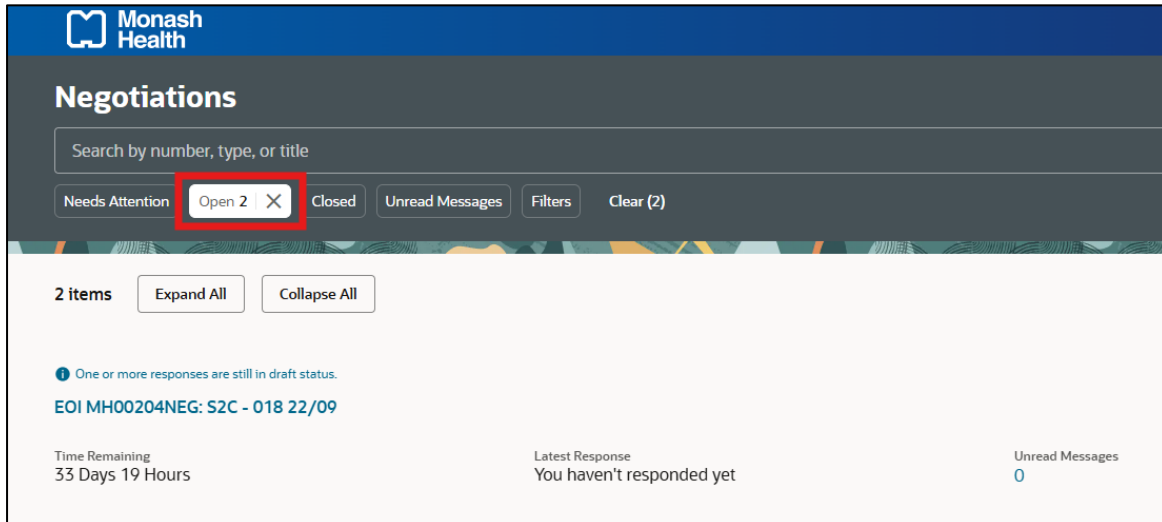


Step 3: accessing negotiations/tenders.

- 1. To access any tender/negotiation (Oracle term for Tender), click on the **Negotiations** tile.

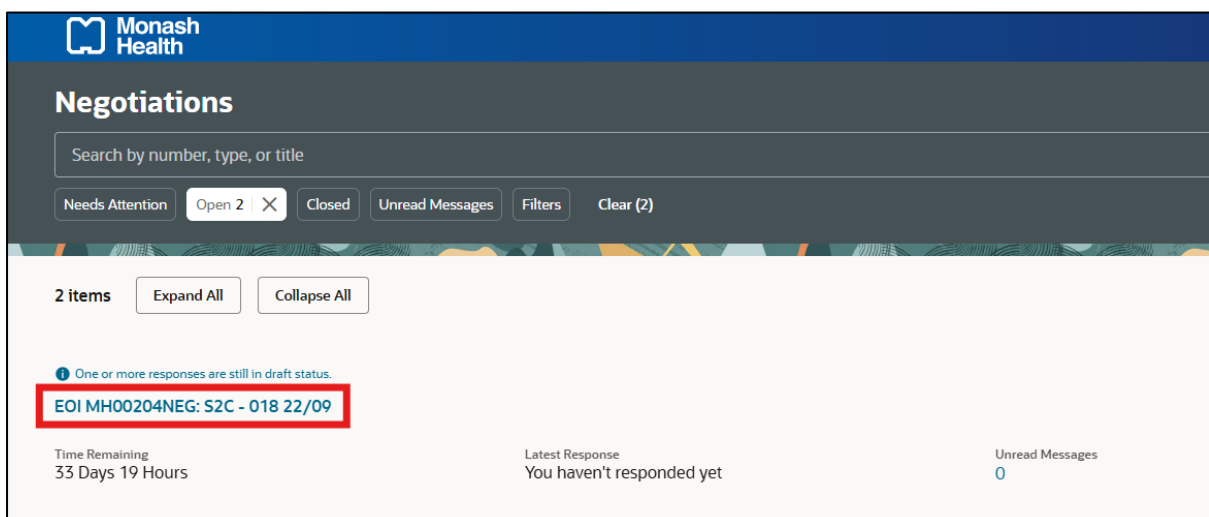


2. When accessing the **Negotiations** tile, the filter automatically defaults to **Open**, displaying any active tenders available for response.



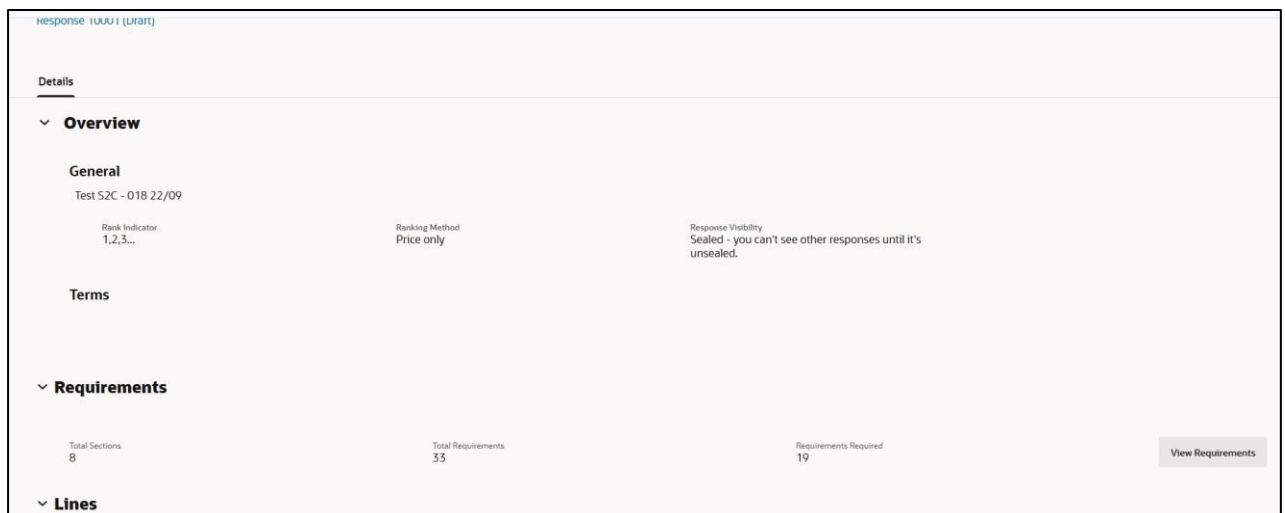
Note: The **Unread Messages filter** is communication between the tender manager and supplier for all the open tenders.

3. Click on the **blue hyperlink** of the open tender/active negotiation reference number to open the detailed summary page.

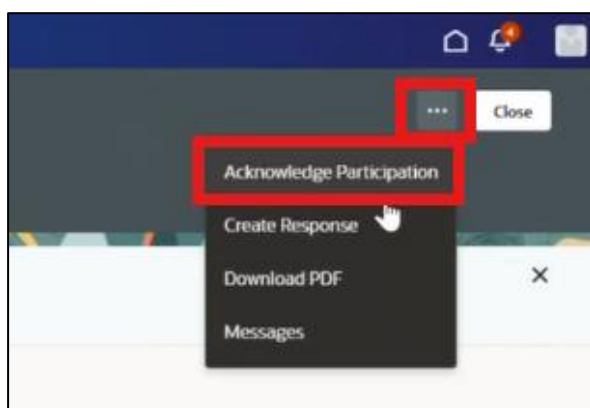


4. Review tender details

- On the negotiation summary page, you can view header information (timelines, buyer name), download any attachments (specifications, scope, etc.), and review line-item details.
- Use the **Lines** tab/sub-page to inspect each line (item/service requested), any notes or attachments, and ensure you understand the requirements before responding.

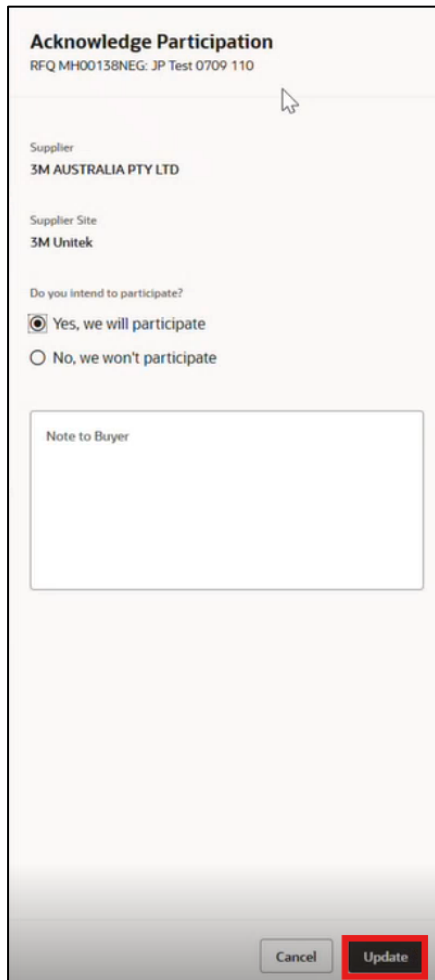


5. If the tender requires you to **acknowledge** first, use the three dots/ellipsis in the upper right corner to **Acknowledge Participation** – an action to notify the buyer that you intend to respond.



Note: acknowledging does *not* obligate you - it simply indicates your intention to participate.

6. Fill in required information, **Note to Buyer** and click the **Update** button.



Acknowledge Participation
RFQ MH00138NEG: JP Test 0709 110

Supplier
3M AUSTRALIA PTY LTD

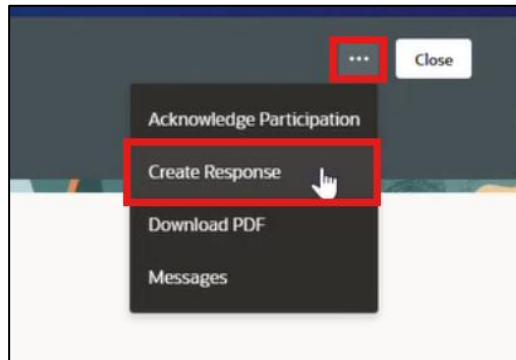
Supplier Site
3M Unitek

Do you intend to participate?
 Yes, we will participate
 No, we won't participate

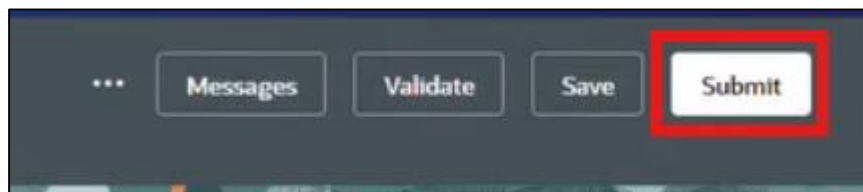
Note to Buyer

Cancel Update

7. Prepare and submit your response (bid/quote/proposal).
 - After acknowledgement **click the three dots/ellipsis** in the upper right corner again to select the **Create Response** option.

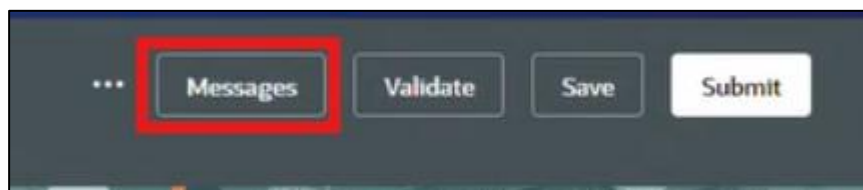


- Complete the response in stages: review the overview, fill out any technical/qualification requirement, then populate the price or service details in the **Lines** section as requested.
- Once all mandatory sections are complete, **submit your response**. A response number will be generated for tracking.



8. Use online messaging for clarifications or questions

- If you need clarification or want to ask questions about the tender, there is an **online messages** function within each negotiation.
- To send a message: go to the negotiation summary page ([as per step 3](#)), click the **Messages** button (showing number of unread messages if any), then write and send your query.



Note: you can also reply to messages sent by the buyer or other participants. Replies are handled through the same Messages interface.

9. Respond to amendments or updates (if issued)

- If the buyer amends the tender (e.g. changes requirements, adds/removes lines), you should review the amendment details.
- After reviewing, acknowledge the amendment (if required) and if necessary, revise and resubmit your response.

10. Track your responses and communications

- You can monitor the status of your submitted responses via the Supplier Portal (e.g. under your active and draft responses).
- You can also view message history and correspondences within the negotiation through the Messages function.

You Have Reached the End of This QRG. You should now be able to access and interact with tenders/negotiations in Oracle Fusion.