Bank of England

Oracle Contract Agreements

S2C10A Supplier Responses

Managing Deliverables

Contents

Introduction

Learner Guidance

This step-by-step guide has been designed to help provide you with the confidence and system skills required to fulfil your role.

Objectives

After completing this exercise workbook, you will be able to:

- Managing Deliverables

Note

Please remember that every effort has been taken to make the service and training documents as accurate and up to date as possible, but software, hardware and their related information do change, therefore the documents are living documents, and will be subject to updates over time to match system changes.

Remember to always check for any current releases of software, such as patches or new versions.

The images within these training documents may differ slightly from the actual Oracle screens used as it is possible to save custom searches and amend page layouts (adding, removing, reordering columns of data).

Please also note that where screen shots show the word “Negotiation”, users will see the word “Tender” in their Oracle screens.

Managing Deliverables

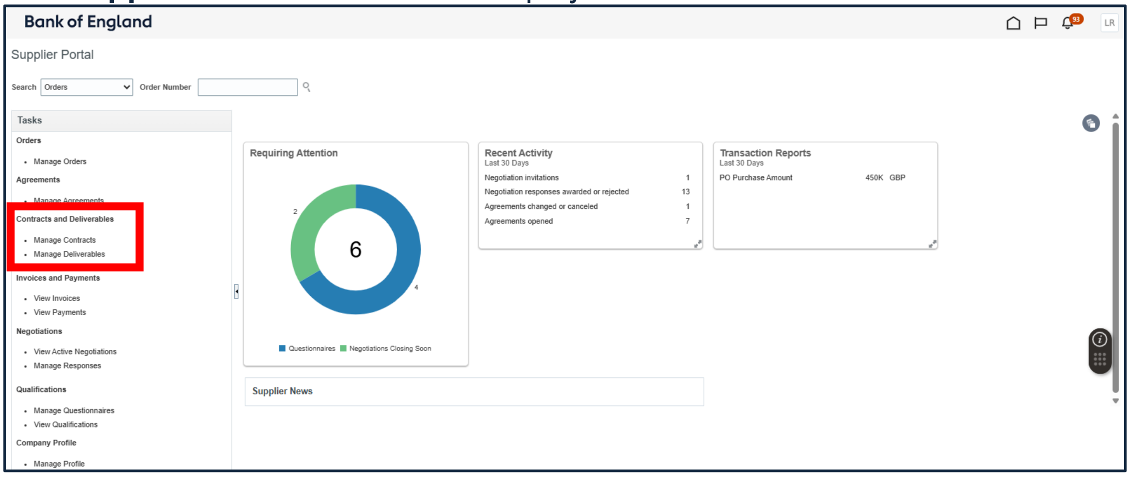
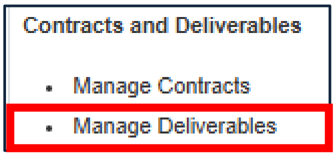
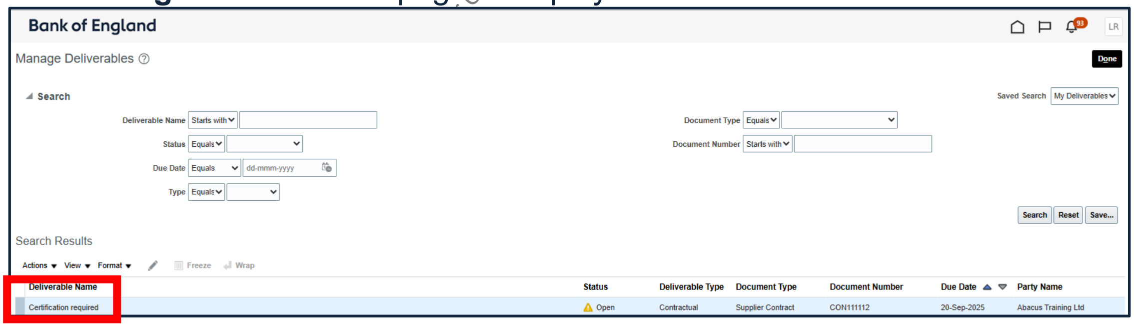
Introduction

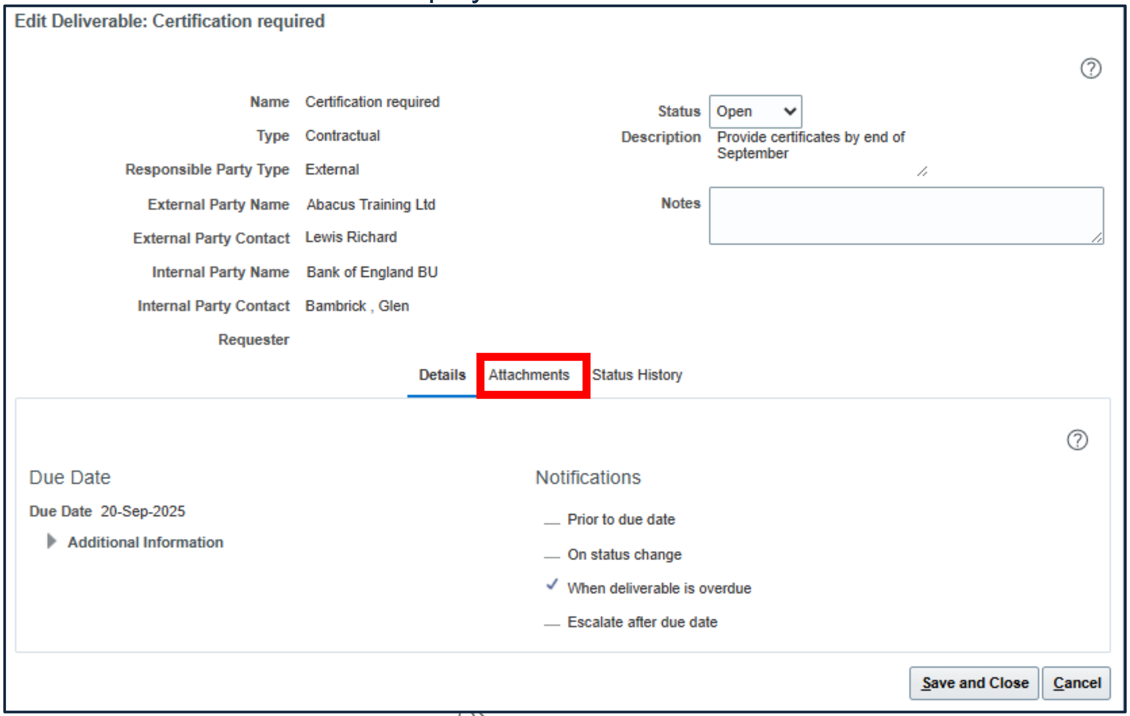
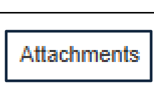
When contracts are created, they may contain some deliverables that need to be met. These could be the provision of additional information from the supplier to the Bank such as certifications. These requirements can be set to be a one-off requirement, or they could be set to be a repeating deliverable at set time intervals. They can also have reminders set so that emails are received in advance of the due date or post due date.

This process looks at how a supplier can view and respond to a deliverable.

Steps

Step	Action	
1.	From the Home page, select the **Supplier Portal** tab.  	
2.	Select the **Supplier Portal** tile to access the **Supplier Portal** work area.	

<table>
<tr><th>Step</th><th>Action</th><th></th></tr>
<tr><td>3.</td><td colspan="2">The Supplier Portal work area is displayed.

</td></tr>
<tr><td>4.</td><td>Select the Manage Deliverables hyperlink from within the Contracts and Deliverables Tasks area.</td><td>
</td></tr>
<tr><td>5.</td><td colspan="2">The Manage Deliverables page is displayed.

</td></tr>
<tr><td></td><td colspan="2">Note: When a deliverable becomes overdue, there will be an overdue symbol displayed in the status column 
.</td></tr>
<tr><td>6.</td><td>Select the Deliverable Name hyperlink.</td><td>
</td></tr>
</table>

Step	Action	
7.	The deliverable details are displayed. 	
	Note: There are three tabs in the centre of the page.	
8.	Select the **Attachments** tab.	

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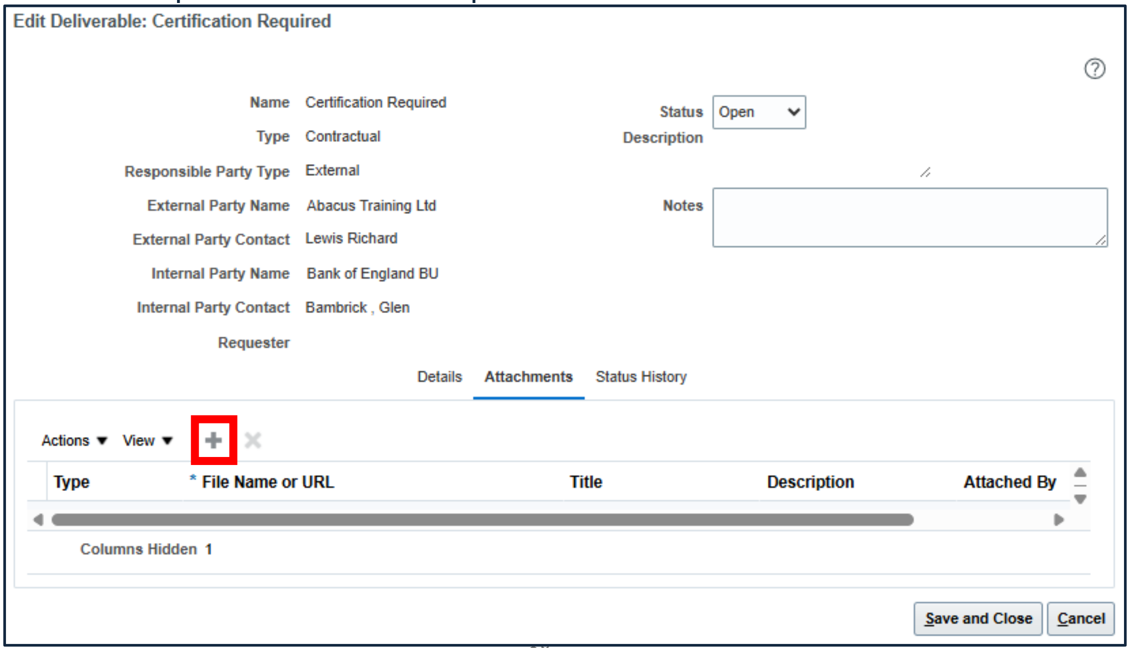
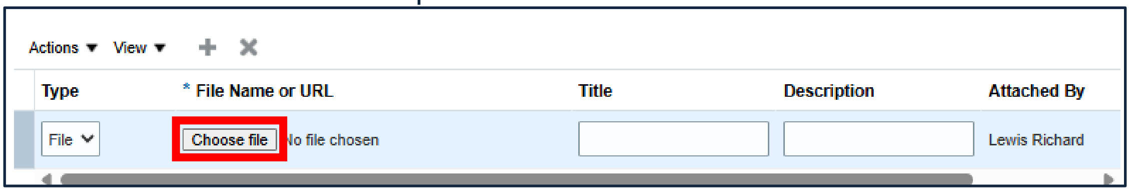
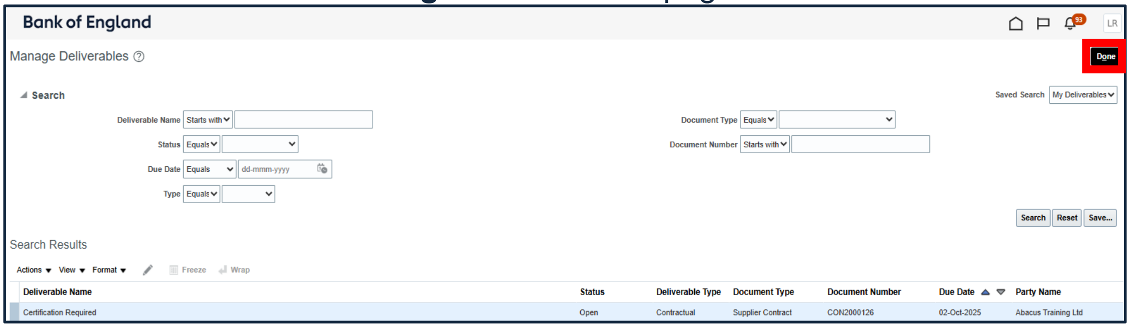
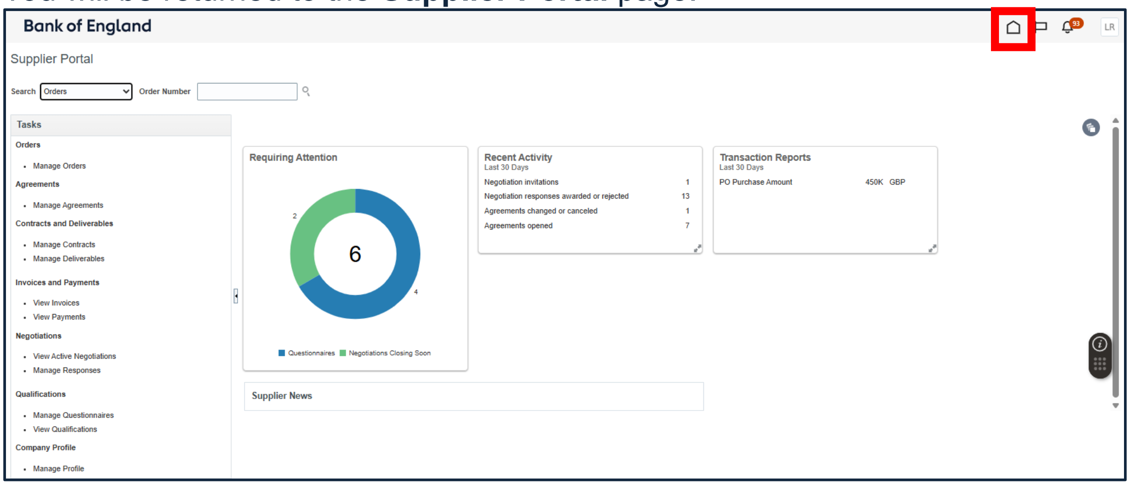
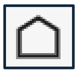
Step	Action	
9.	In this example a certificate is required so it will now be added.  	
10.	Select the **Add** icon.	
11.	You can now select a file to upload.  	
12.	Select **Choose File** and select the file you wish to load.	
13.	Confirm the correct file is selected.  	
14.	Select **Save and Close**.	

Step	Action	
15.	You are returned to the **Manage Deliverables** page. 	
16.	Select **Done**.	
17.	You will be returned to the **Supplier Portal** page. 	
18.	Select the **Home** icon to return to the Home page.	

Change History

Date	Version	Notes
16/09/25	v1 – File created	Initial version created for internal review
24/09/25	v2 - Internal QA Updates / Submitted for first review	File created post internal QA for SME review
29/09/25	v3 – 1st Edit / Submitted for second review	File created with no SME review undertaken
10/04/26	v4 – 2nd Edit if required	Amended wording in the “Notes” section – Sean Tague
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by