

Bank of England

Oracle Contract Agreements

S2C10A Supplier Responses

Previewing Contract Details



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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:

- Preview Contract Details

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.

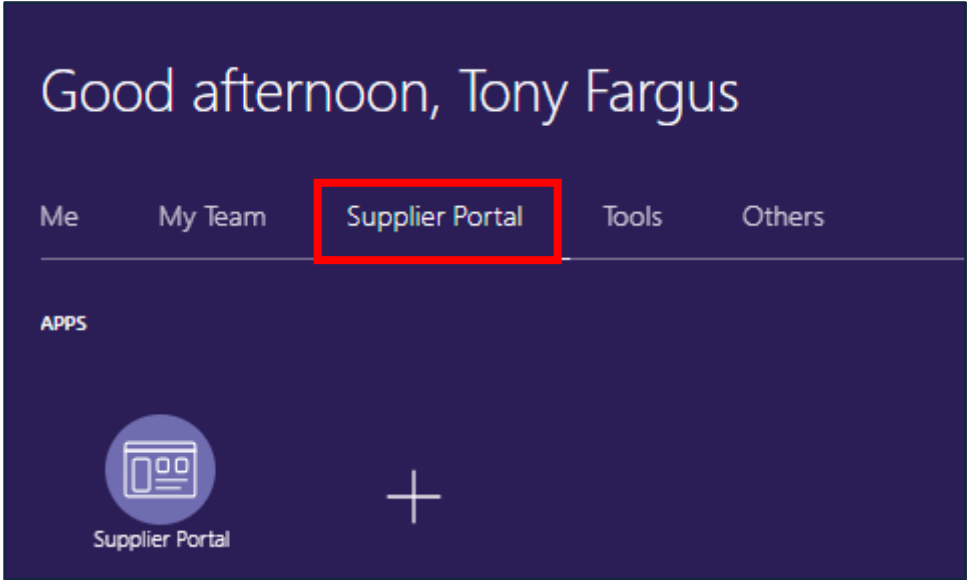
Previewing Contract Details

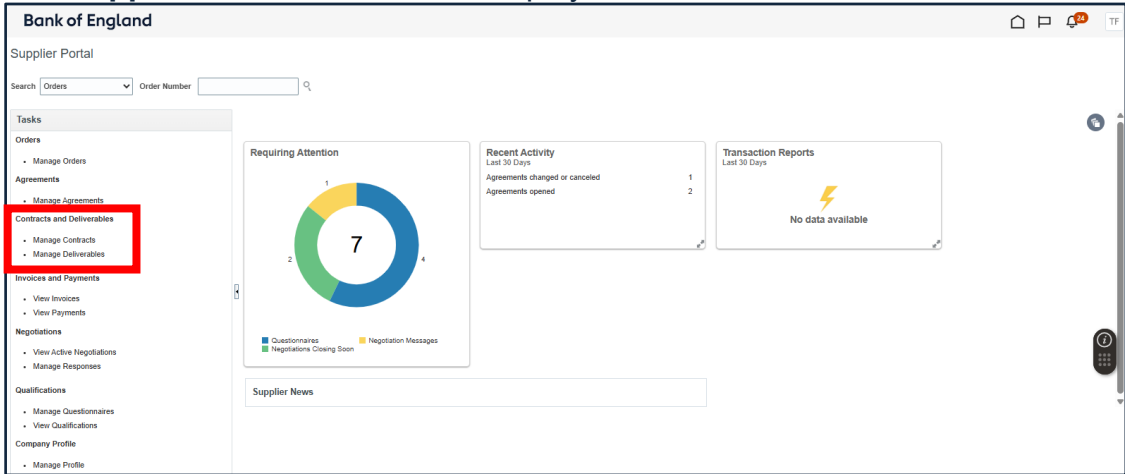
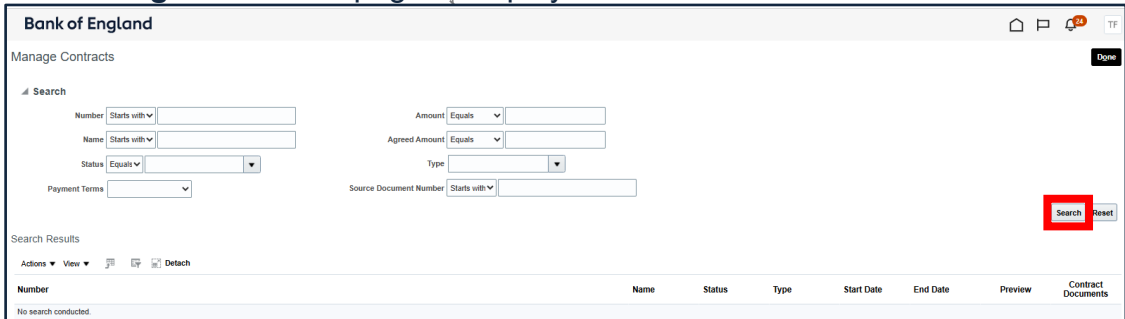
Introduction

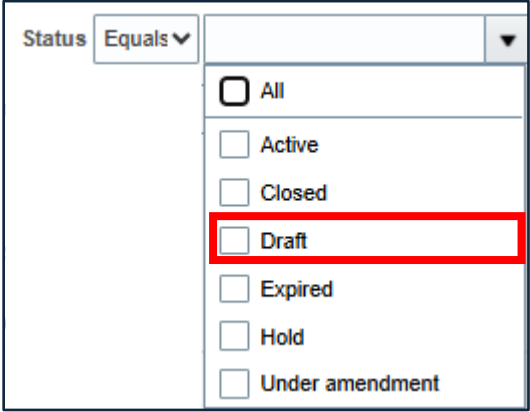
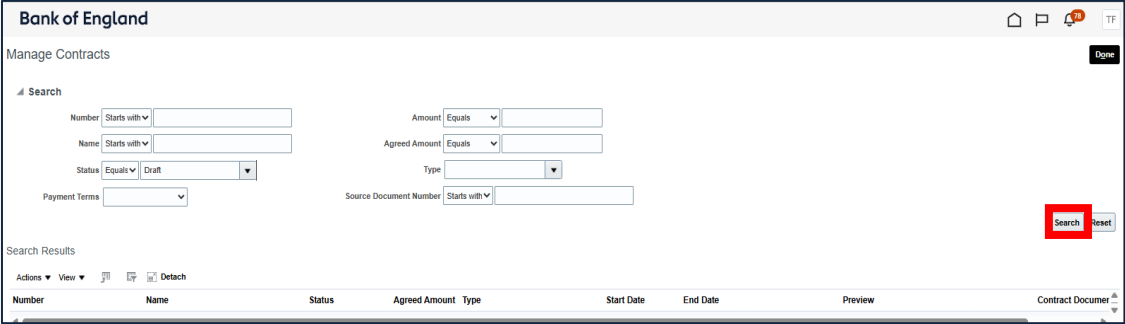
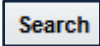
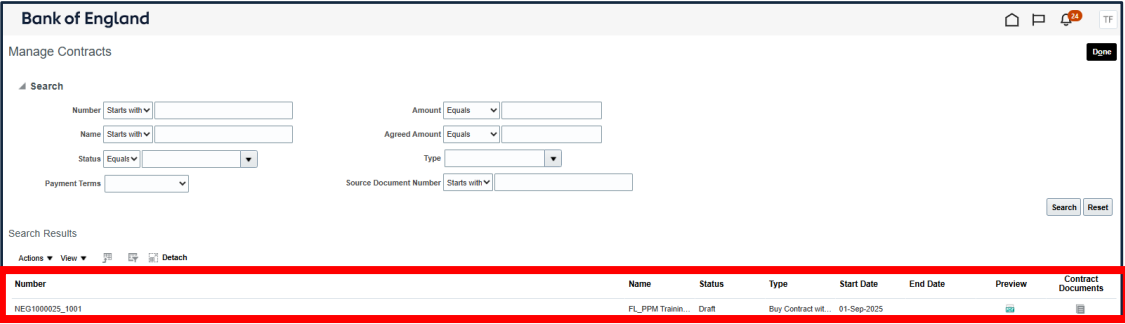
Suppliers may be sent draft contracts to preview, before they are submitted for approval. Supplier contacts will receive an email confirming a contract has been shared in the Supplier Portal.

This process looks at how a supplier can view any draft contracts.

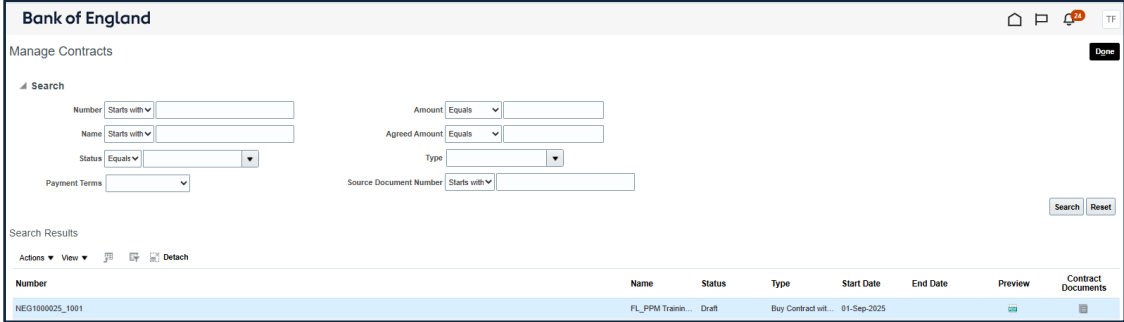
Steps

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.	

Step	Action	
3.	The Supplier Portal work area is displayed.	
4.	Select the Manage Contracts hyperlink from within the Contracts and Deliverables Tasks area.	
5.	The Manage Contracts page is displayed.	
	Note: If you leave all fields blank, all contracts will be displayed. This includes active, closed and expired contracts.	
6.	Select the Status drop-down.	

Step	Action	
7.	Select the required options from the menu. In this example Draft is selected.	
8.	Selected criteria is now shown.	
9.	Select Search .	
10.	The Contracts meeting the search criteria are displayed.	

Step	Action																	
11.	Select a contract to be reviewed.																	
	Bank of England Manage Contracts Search Number Starts with Name Starts with Status Equals Payment Terms Amount Equals Agreed Amount Equals Type Source Document Number Starts with Search Reset Search Results Actions View Detach <table><tr><th>Number</th><th>Name</th><th>Status</th><th>Type</th><th>Start Date</th><th>End Date</th><th>Preview</th><th>Contract Documents</th></tr><tr><td>NEG1000025_1001</td><td>FL_PPM Trainin...</td><td>Draft</td><td>Buy Contract wit...</td><td>01-Sep-2025</td><td></td><td></td><td></td></tr></table>		Number	Name	Status	Type	Start Date	End Date	Preview	Contract Documents	NEG1000025_1001	FL_PPM Trainin...	Draft	Buy Contract wit...	01-Sep-2025			
Number	Name	Status	Type	Start Date	End Date	Preview	Contract Documents											
NEG1000025_1001	FL_PPM Trainin...	Draft	Buy Contract wit...	01-Sep-2025														
12.	Select the Preview in PDF icon against the contract you wish to review.	Preview																
13.	A document will be downloaded.	NEG1000025_1001-1.pdf 97.8 KB • Done																
14.	The Draft Contract content is then displayed.																	
	NEG1000025_1001-1.pdf 1 / 35 100% Buy Contract with Lines Bank of England BU Threadneedle Street LONDON EC2R 8AH Contract Number NEG1000025_1001 Contract Name FL_PPM Training and Support Start Date 01-Sep-2025 End Date 01-Sep-2025 Amount 0.00 GBP Contact Bambrick, Glen Contact Phone Glen.Bambrick@bankofengland.co.uk Contact Email Supplier Zaffes Training Ltd 18 Stratford Road Sandy Beds SG19 1JW Contract Lines <table><tr><th>Line Number</th><th>Name</th><th>Line Amount (GBP)</th><th>Start Date</th><th>End Date</th></tr><tr><td>1</td><td>PPM Training Day</td><td></td><td>01-Sep-2025</td><td></td></tr><tr><td>2</td><td>PPM Support Day</td><td></td><td>01-Sep-2025</td><td></td></tr></table>		Line Number	Name	Line Amount (GBP)	Start Date	End Date	1	PPM Training Day		01-Sep-2025		2	PPM Support Day		01-Sep-2025		
Line Number	Name	Line Amount (GBP)	Start Date	End Date														
1	PPM Training Day		01-Sep-2025															
2	PPM Support Day		01-Sep-2025															
	Note: Use the scrollbar on the right-hand side to view further contract details.																	

Step	Action	
15.	Once you close the browser you will be returned to the Manage Contracts page.	
16.	Select the Home icon to return to the Home page.	

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Change History

Date	Version	Notes
02/09/25	v1 – File created	Initial version created for internal review
02/09/25	v2 - Internal QA Updates / Submitted for first review	File created after internal QA
05/09/25	v3 – 1 st Edit / Submitted for second review	File created with no SME review undertaken
10/04/26	v4 – 2 nd Edit if required	Amended wording in “Notes” section – Sean Tague
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by