

Bank of England

Oracle Contract Agreements

S2C10A Supplier Responses

Viewing Current Contracts



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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:

- View Current Contracts

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.

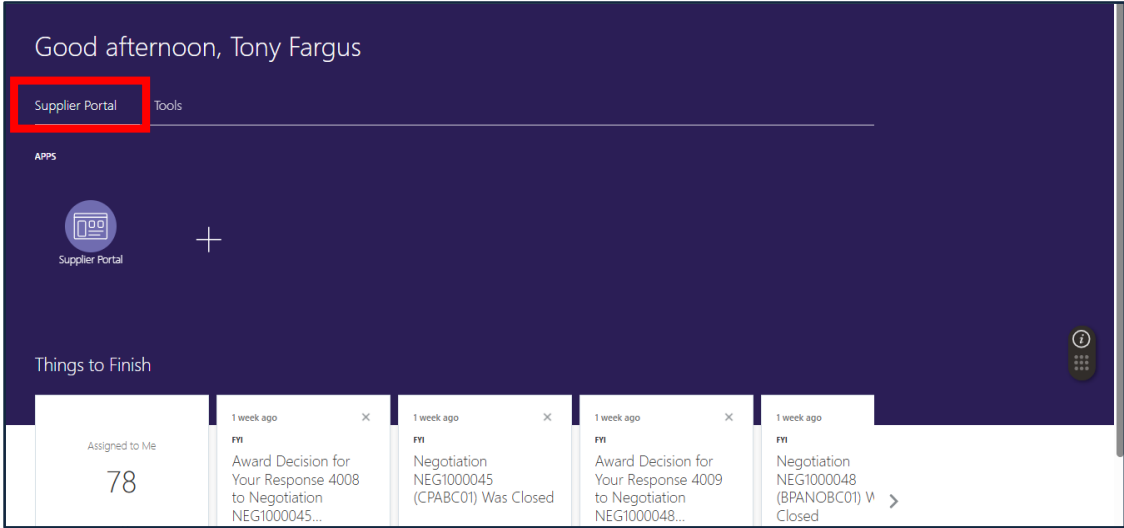
Viewing Current Contracts

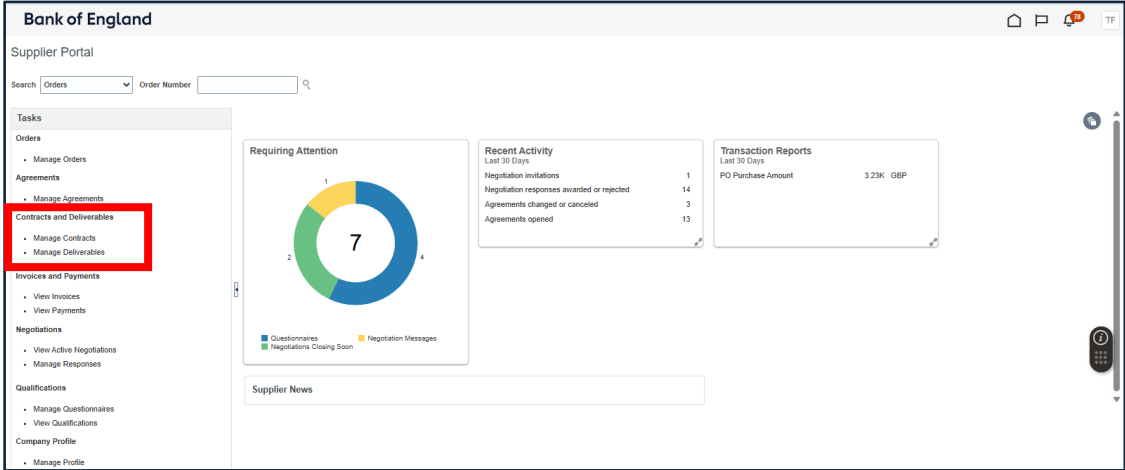
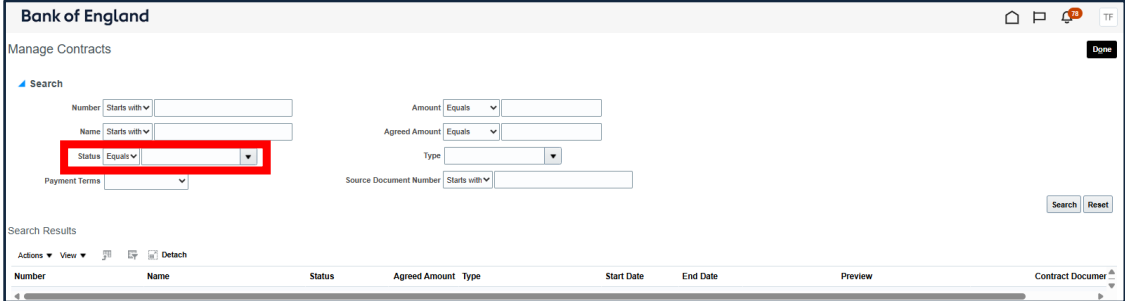
Introduction

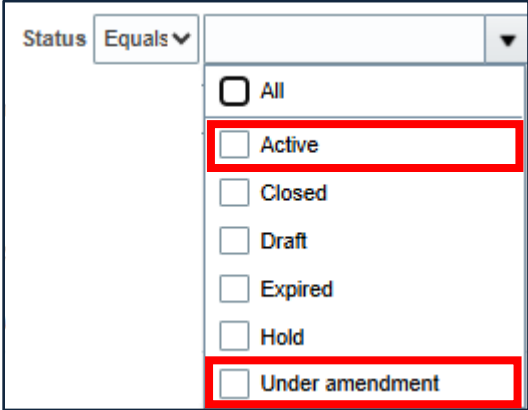
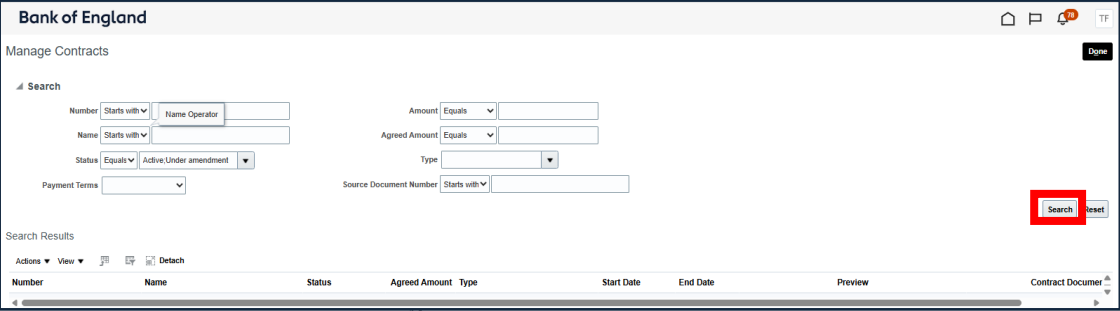
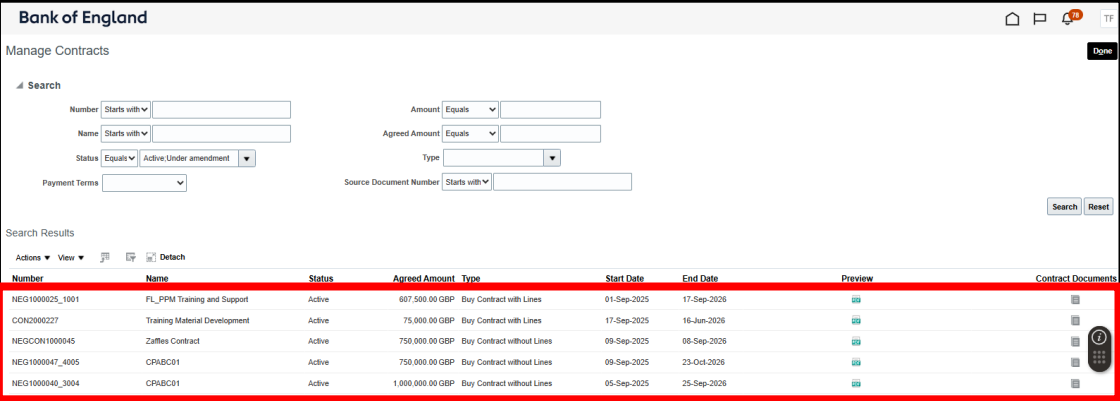
Suppliers may view contracts in the portal, and this applies to draft contracts as well as agreed and active contracts. The documents available in the portal will be for draft or agreed contracts.

This process looks at how a supplier can identify and review all current contracts.

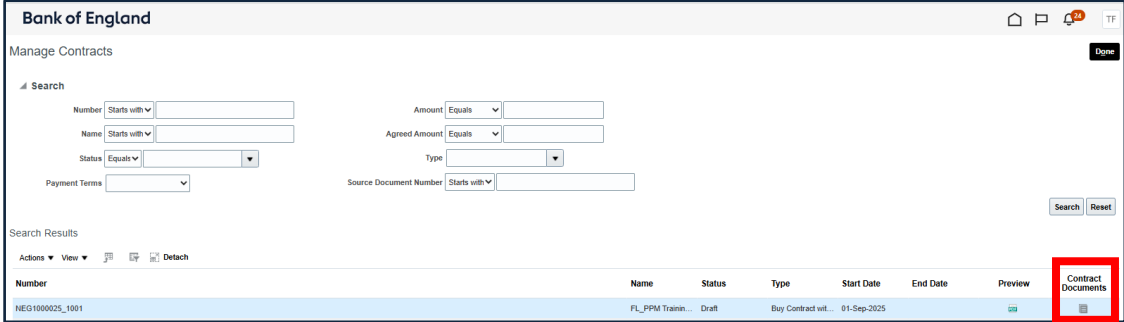
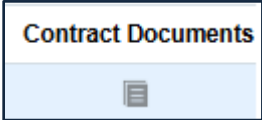
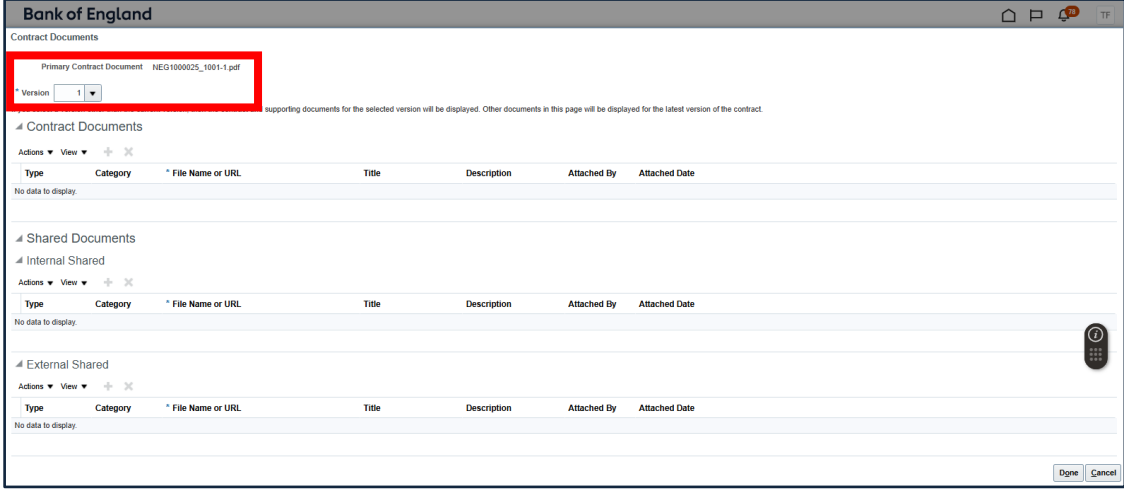
Steps

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 draft and closed or expired contracts.	
6.	Select the Status drop-down.	

Step	Action	
7.	Select the required options from the menu. In this example Active and Under amendment are selected.	
8.	Selected criteria is now shown.	
9.	Select Search .	
10.	The Contracts meeting the search criteria, in this case all active contracts, are displayed.	

Step	Action																																																						
11.	Select a contract to be reviewed. Bank of England Manage Contracts Search Number Starts with Amount Equals Name Starts with Agreed Amount Equals Status Equals Active Under amendment Type Payment Terms Source Document Number Starts with Search Reset Search Results Actions View Detach <table><tr><th>Number</th><th>Name</th><th>Status</th><th>Agreed Amount</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 Training and Support</td><td>Active</td><td>607,500.00 GBP</td><td>Buy Contract with Lines</td><td>01-Sep-2025</td><td>17-Sep-2026</td><td></td><td></td></tr><tr><td>CON2000227</td><td>Training Material Development</td><td>Active</td><td>75,000.00 GBP</td><td>Buy Contract with Lines</td><td>17-Sep-2025</td><td>16-Jun-2026</td><td></td><td></td></tr><tr><td>NEGCON1000045</td><td>Zaffles Contract</td><td>Active</td><td>750,000.00 GBP</td><td>Buy Contract without Lines</td><td>09-Sep-2025</td><td>08-Sep-2026</td><td></td><td></td></tr><tr><td>NEG1000047_4005</td><td>CPABC01</td><td>Active</td><td>750,000.00 GBP</td><td>Buy Contract without Lines</td><td>09-Sep-2025</td><td>23-Oct-2026</td><td></td><td></td></tr><tr><td>NEG1000040_3004</td><td>CPABC01</td><td>Active</td><td>1,000,000.00 GBP</td><td>Buy Contract without Lines</td><td>05-Sep-2025</td><td>25-Sep-2026</td><td></td><td></td></tr></table>	Number	Name	Status	Agreed Amount	Type	Start Date	End Date	Preview	Contract Documents	NEG1000025_1001	FL_PPM Training and Support	Active	607,500.00 GBP	Buy Contract with Lines	01-Sep-2025	17-Sep-2026			CON2000227	Training Material Development	Active	75,000.00 GBP	Buy Contract with Lines	17-Sep-2025	16-Jun-2026			NEGCON1000045	Zaffles Contract	Active	750,000.00 GBP	Buy Contract without Lines	09-Sep-2025	08-Sep-2026			NEG1000047_4005	CPABC01	Active	750,000.00 GBP	Buy Contract without Lines	09-Sep-2025	23-Oct-2026			NEG1000040_3004	CPABC01	Active	1,000,000.00 GBP	Buy Contract without Lines	05-Sep-2025	25-Sep-2026		
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12.	Select the Preview in PDF icon against the contract you wish to review. Preview 																																																						
13.	A document is downloaded.  NEG1000025_1001-1.pdf 97.8 KB • Done  																																																						
14.	The Active Contract content is then displayed.  Buy Contract with Lines NEG1000025_1001 Bank of England BU Threadneedle Street LONDON EC2R 8AH Supplier Zaffles 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>17-Sep-2026</td></tr><tr><td>2</td><td>PPM Support Day</td><td></td><td>01-Sep-2025</td><td>17-Sep-2026</td></tr></table> <table><tr><td>Contract Number</td><td>NEG1000025_1001</td></tr><tr><td>Contract Name</td><td>FL_PPM Training and Support</td></tr><tr><td>Start Date</td><td>01-Sep-2025</td></tr><tr><td>End Date</td><td>17-Sep-2026</td></tr><tr><td>Amount</td><td>0.00 GBP</td></tr><tr><td>Contact</td><td>Bambrick, Glen</td></tr><tr><td>Contact Phone</td><td></td></tr><tr><td>Contact Email</td><td>Glen.Bambrick@bankofengland.co.uk</td></tr></table>	Line Number	Name	Line Amount (GBP)	Start Date	End Date	1	PPM Training Day		01-Sep-2025	17-Sep-2026	2	PPM Support Day		01-Sep-2025	17-Sep-2026	Contract Number	NEG1000025_1001	Contract Name	FL_PPM Training and Support	Start Date	01-Sep-2025	End Date	17-Sep-2026	Amount	0.00 GBP	Contact	Bambrick, Glen	Contact Phone		Contact Email	Glen.Bambrick@bankofengland.co.uk																							
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	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 Contract Documents icon against the contract you wish to review.	
17.	The Contract Documents window is displayed. Here you will find the current contract and any revisions and a link to any shared documents.	
18.	Select Done .	

Step	Action																	
19.	You will be returned to the Manage Contracts page.	Bank of England Manage Contracts Search Number Starts with Amount Equals Name Starts with Agreed Amount Equals Status Equals Type Payment Terms 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>INEG1000025_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	INEG1000025_1001	FL_PPM Trainin...	Draft	Buy Contract wit...	01-Sep-2025			
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20.	Select Done .	Done																
21.	Select the Home icon to return to the Home page.																	

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Change History

Date	Version	Notes
16/09/25	v1 – File created	Initial version created for internal review
18/09/25	v2 - Internal QA Updates / Submitted for first review	File created post Internal QA and submitted for SME review.
23/09/25	v3 – 1 st Edit / Submitted for second review	File created with no SME review undertaken
	v4 – 2 nd Edit if required	
	v5 – Final version	

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Business Sign off

Date	Final version	Signed off by